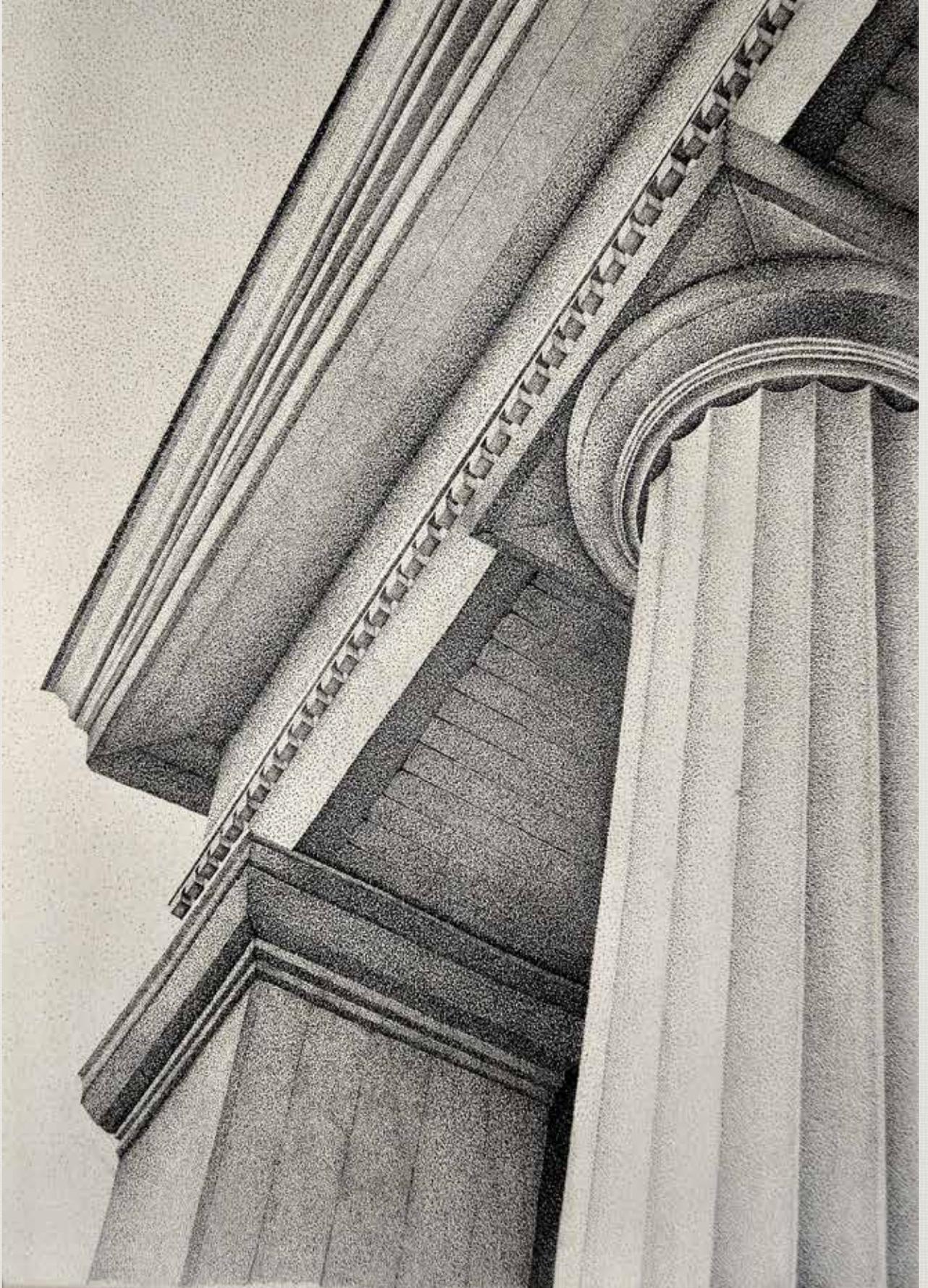


# Annual Report 2017



**Town of Woodbury, Connecticut**



Town of  
**Woodbury** *Connecticut*  
FIRST DEED FROM INDIANS 1659

Dear residents and friends of the Woodbury Community:

The Board of Finance, in accordance with the Town of Woodbury Charter, presents this Annual Report to the Town Meeting. Department heads and board/commission/committee chairmen have provided reports of their activities during the last fiscal year, July 1, 2016, through June 30, 2017 as well as the meeting attendance record for their board members.

Our thanks to all the Town departments, elected officials and volunteers who put so much time and effort into making Woodbury the very special community it is.

Special thanks this year to the talented student artists, their teachers and the administration of Region 14 for providing the beautiful drawings featured this year's Annual Report. Woodbury is the home for many fine artists and it is encouraging that our schools foster an environment where talented young artists can learn and flourish. Please see the artists' credits on the back cover.

November 2017

*Woodbury Board of Finance*

Alex DeSorbo, *Chairman*  
Nancy Grasing  
William Monti

Forest S. Love, *Vice Chairman*  
Michael Cunningham  
Steven J. Tranguch

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# Boards, Commissions and Committees

## BOARD OF SELECTMEN

*William J. Butterly, Jr., First Selectman*

During the first act, as I watched the latest of the *Community Theater at Woodbury* productions, I looked around the recently upgraded interior of the Old Town Hall, it struck me that the building and the production serves as a metaphor for Woodbury itself.

The building represents an anchor in the many historic homes and offices that dot our three miles of Historic Districts, and the interior captures the vibrancy of what has been going on in town these past four years. While structural renovations were completed to the building in 2013, the interior was bland and very few creative activities utilized the facility. Then CTAW began, and was hugely successful right out of the blocks. Productions that followed called for changes to the building to be viable and permission was sought and granted to paint, add lighting with fans to replace vision blocking chandeliers, along with several other interior changes and, well... our charming but underutilized Old Town Hall is now a venue for many events, plays, dramatic and musical, as well as opera recitals.

Is that not a metaphor for the town of Woodbury itself? We are no longer just the quaint New England town that one drives through on Christmas Eve to see the luminaries. People come here to eat, hike, attend events, shop or even go to the library. The Library is another building that has been transformed over the past four years. The painting of the gallery exterior, the new computer carrels, and the beautifully redone Children's Room are but some of the reasons why several hundred people come through the library doors daily.

All of the above are the physical changes that we can see, but the spirit of the community is

evident in many other places as well. For one example, in a tremendous demonstration of support, we have received thousands of dollars in donations from businesses and families to support the installation of playground equipment at Hollow Park.

All of this, along with other happenings too numerous to mention, are, I believe, reasons why people and businesses are moving into our community. Sadly, a couple of high end stores have left this year, but in discussion with both sets of owners they couldn't be happier with the town and the manner in which they were treated. The internet continues to reshape America's shopping habits, as our antique dealers have been telling us for some time.

Woodbury is in a unique position to be a leader in the inevitable changes in Litchfield County as the population and demographics change. Our boards and commissions must remember that as they deal with builders, developers and home owners. A lot of effort has been put into the transformation of our town.

Finally, as you read through the other reports from town department and the volunteer Boards and Commissions, take note of all the people working to build a future for Woodbury.

My thanks to my fellow Selectmen, Barbara Perkinson and Mike Gransky, for the privilege of serving with them this past year. Their counsel has been valuable to me and to all of Woodbury.

**Meeting Attendance:** The Board of Selectmen held 18 regular and 10 special meetings in FY17. All selectmen attended 100% of those meetings.

## **AQUIFER PROTECTION AGENCY**

*Robert Clarke, Chairman*

During the Fiscal Year 2016-2017 the Aquifer Protection Agency reviewed and approved one Municipal Registration for Regulated Activity. This was the final registration due. These registrations are valid for five years.

Due to limited activity, the Aquifer Protection Agency meets quarterly. The Agency held 2 regular meetings.

**Meeting attendance:** Thomas Amatruda {alt.} (50%); Robert Clarke (100%); Beverly Deickler (100%); David Lampart (100%); Robert Maciulewski {alt.} (0%); Jon Quint (100%); Theodore Tietz, Jr. (100%); Jack Well {alt.} (100%).

## **BOARD OF ASSESSMENT APPEALS**

*Bonnie Sherman, Chairman*

The Board of Assessment Appeals had one meeting in September of 2016 for motor vehicles and three meetings in March 2017 for real estate, personal property, and motor vehicles combined. There were 4 appeals for motor vehicles in September 2016. In the month of March 2017, there were thirteen applications for real estate and one for motor vehicles. Three applications were withdrawn and one was a no show. Of the remaining nine, the Board made no changes to three of them and six had reductions.

There are two elected members on the board, one appointed member and two alternates. Linda Leigh serves as the Clerk for the Board. Nancy Mackey was re-elected in November 2016 and voted by the Board to be the Vice Chairman. Bonnie Sherman was re-elected in November 2016 and was voted by the Board to be the Chairman. Kenneth (David) Schultz was appointed to fill a vacant position which left a vacant alternate position. This position was

filled by Cliff Atkins. Richard Snider is an alternate along with Mr. Atkins. In November 2017, there will be an election for the appointed/vacant seats. In November of 2019, there will be an election for two regular members and the two alternates members appointed in 2015.

**Meeting attendance:** Nancy Mackey (100%); Sept 2016/Mar 2017: Bonnie Sherman (100%); Kenneth (David) Schultz (80%); Richard Snider {alt} (100%).  
March 2017: Cliff Atkins {alt} (100%)

## **BOARD OF FIRE COMMISSIONERS**

*James Arndt, Chairman*

For the fiscal year 2016-2017 the membership of the Woodbury Volunteer Fire Department continues to maintain a dedicated team of highly qualified and motivated members. There has been some turnover in membership in this last year and the department continues to attract a new generation of firefighters.

The officers of the fire department endeavor to instill a positive approach for the best training of all of its membership. Consisting of local training, outside training, State Of Connecticut Fire Academy training - even travelling to the US National Fire Academy. Woodbury Firefighters are a highly motivated group.

The department continues to advance its long-term procurement goals which are part of a long term schedule which anticipates needs and requirements for the future. Included this year was the acquisition of a new Brush Fire Truck, required new tools, ongoing improvements in technology and a records management system.

A new roof was installed on the Emergency Services Building on Quassuk Road. The construction project, monitored closely by Fire Chief Morgan and Fire Commissioner Tom Woodward, exceeded the scope of the plan, on

budget and this new roof will last well into the future.

The Fire Marshal and deputies inspect all occupancies on a mandated schedule and investigate all emergency incidents for cause and origin.

The Board of Fire Commissioners held 10 regular meetings and 1 special meeting.

**Meeting attendance:** James Arndt (80%); Anne Elsenboss (100%); David Mirabillo (30%); James Trompeter (90%); Thomas Woodward (90%).

## **BUSINESS & ECONOMIC DEVELOPMENT ad hoc COMMITTEE**

*Karen Reddington Hughes, Chairman*

The BEDC is an ad hoc committee formed by the Board of Selectmen. The SDAT ad hoc Committee recommended that the marketing of Woodbury be undertaken by this committee. Activities during the year were:

- January 2017 - Facilitated a Connecticut Economic Resource Center workshop for the Town of Woodbury Ct boards, committees and commissions. CERC staff illustrated the potential to a town of having an Architectural Review Board by retaining a town's rural charm and character while permitting new businesses.
- CT Site Finder, a real estate site for commercial properties that has visibility throughout the United States, was mentioned to possibly help promote the commercial development.
- March 2017 - Invited the CT Department of Tourism to speak on the CTVisit.com website and how to get your small business listed. Representatives were given a tour of the town highlighting a variety of businesses and then stayed to give the presentation on the website. As a result many businesses were added to the Ctvist.com website.

- Open house CT (June 2017) - a state initiative was mentioned and as a result of the outreach from BEDC Woodbury had some of the highest number of small business participants state wide.
- Passport to Woodbury - a 60 page visitor's guide was funded by ad solicitation and 12,000 copies were produced and received in June to be distributed both in and outside of the state. A PDF version will also be added to the town website.
- May 2017 - A monthly coffee meeting was started to give businesses an additional opportunity to be heard by the committee.
- June 2017 - State and local informational resources were added to the Town website under Partnerships for Business and Economic Development.
- June 2017 - The BEDC recommended the Welcome signs at both ends of Main Street repainted with the official colors of the CT Antiques Trail to coordinate with the CT Antiques Trail flags.

The Committee held 23 Regular and 8 Special meetings.

**Meeting attendance:** Karen Reddington-Hughes (100%); Joseph Donato (90%); Robert Clarke (97%); Kathleen M. Dowd (85%); Irene Hanley (52%); Paul Luchetti (87%); Ray Manzi (77%); Jack Well (100%).

## **COMMISSION FOR SENIORS** *Sharon Botelle-Sherman, Chairman*

The Commission for Seniors continues its mission to study the conditions and needs of Woodbury residents, ages 60+, making recommendations and advocating programming relating to housing, economics, employment, health, recreational and other matters.

Most specifically, from May – December 2016, the Commission surveyed participants to measure the effectiveness of the Woodbury Senior/Community Center. The survey results

are now serving as a reference for identifying strengths and areas for improvement at the Center.

Survey highlights: Forty-one (41) senior center participants were interviewed by Woodbury Commission for Seniors members about various aspects of the Center and its programs/activities, including: attendance, participation, and satisfaction with the Center's programs/services and management. In addition, the Commission collected demographic information and obtained feedback on specific programs. Of those surveyed (78%) were female; (61%) were 71 - 80 yrs. of age with 30% attending the Center for more than 10 years. Most participants learn of programs/activities through the Senior Center newsletter. The Commission found that Center participants were very pleased/satisfied with the Senior Community Center, its staff and facilities, commenting that the Center has had a positive effect on their quality of life.

#### **Other Commission for Seniors activities:**

- The Commission communicated with state and federal lawmakers regarding potential budget cuts that could affect senior programs and services.
- Monthly utilization data is reviewed to identify service and programming strengths and areas to improve.
- Commission members updated "Services Supporting Seniors, Woodbury, CT" booklet. The booklet will be available at the Senior Center, Woodbury Library, local churches, doctor offices and civic clubs. The Commission thanks Friends of Woodbury Senior Community Center, Inc. for underwriting the printing of the senior resources booklet.

The "Friends of Woodbury Senior Community Center, Inc." (a 501(c)(3) non-profit group) raised funds to purchase and donate a vehicle for the Center to use in supplementing the Center's senior transportation. Also, the "Friends" organization purchased and donated a commercial floor cleaner to the Senior

Center, which dramatically reduced custodian floor cleaning time.

The Commission held 9 meetings.

**Meeting attendance:** Peter Arnold (77%), Bea Arneson (66.6%); Sharon Botelle-Sherman (100%); Robert Budney (100%); Dale White (100 %); Adele Taylor (appointed Jan. 2017 100%). Alternates: Darylle Willenbrock (resigned Dec. 2016, 0%), Dana Manzi (55%) and Rev. John Thomason (appointed Jan 2017, 83%).

## **CONSERVATION COMMISSION**

*David Taylor, Chairman*

When the Conservation Commission was established in 1965, they identified a priority list of open space parcels to be preserved. These were the Woodbury Reservoir, The Hollow, Orenaug Park and the Pomperaug River Corridor.

More than fifty years have passed. The Hollow consists of nearly 100 acres, Orenaug Park has grown from 11 to 80 acres and Three Rivers Park adds considerable open space along the Pomperaug, Nonnewaug and Weekepeemee Rivers.

Last year, with approval from the State of Connecticut, the Town of Woodbury and the Aquarion Water Company entered into negotiations on the reservoir property. In 2016, the residents of Woodbury voted overwhelmingly to purchase the property with the help of a grant from the State.

The 240 acres comprising the reservoir property are exceptionally scenic and connect to other open space parcels. An important watershed protection and green space corridor between the towns of Woodbury, Middlebury and Southbury, the reservoir property has been officially named the "Trolley Bed

Preserve” and the railway corridor is officially designated “Leavenworth Way.”

Our Litter Control Program has received regional and state recognition. Two town-wide cleanups, spring and fall, are held each year and now we have more than 65 miles of town roads being picked up by “Adopt-A-Road” volunteers on a regular basis.

The Commission held 10 regular monthly meetings and 2 Special Meetings.

**Meeting attendance:** Skip Hobson (83%); Joanne King (25%); Dick Leavenworth (75%); George Madsen (64% of eligible meetings); Annie Musso (100% of eligible meetings); Lesa Peters (92%); Jeff Sherman (92%); David Taylor (100%).

## **HISTORIC DISTRICT COMMISSION**

***Susan Cheatham, Chairman***

Woodbury is very fortunate to enjoy a rich cultural history. This history manifests itself in the many well-preserved examples of early architecture found along the Town’s Main Street. Two Historic Districts, founded by authority granted to the Town of Woodbury under Chapter 97a of the Connecticut General Statutes, are located along portions of Main Street North and Main Street South.

The preservation of these historic structures and the areas in which they have survived is the main purpose of the Historic District Commission. The Commission is responsible for regulating structures, signs and site development activities within these two Historic Districts of Woodbury.

The Commission reviewed 17 applications: 10 were approved, 1 was withdrawn, 1 determination that no application was required and 5 public hearings were set for the next fiscal year. There was one proposed regulation amendment which was defeated.

The Commission held 12 regular meetings.

**Meeting attendance:** Susan Cheatham (100%); Gene Crawford {alt.} (58%); Nancy Bailey {alt} (75%); Maureen Donnarumma (92%); Lois Fiftal (75%); Robert Kolesnik, Jr. (83%); 75%; Marc Kroll {alt.} (100%); Frank Sherer (75%).

## **INLAND WETLANDS & WATERCOURSES AGENCY**

***Mary Tyrrell, Chairman***

As provided in the State Inland Wetlands and Watercourses Act, the Woodbury Inland Wetlands and Watercourses Agency regulates construction and land use activities within wetlands and within a 100 foot regulated upland review area surrounding all wetlands and within a 500 foot regulated area of all vernal pools. The primary purpose of the Agency is to ensure that any development, filling or dredging activity avoids or reduces potential impacts to the wetlands resource.

The IWWA reviewed 37 applications covering a variety of regulated activities, of which 30 were approved, 3 denied and 4 withdrawn. The Land Use Enforcement Officer, as agent, performs inspections and provides reports and recommendations to the Agency. Eight wetlands enforcement issues were inspected in the fiscal year.

The agency held 23 Regular meetings and 8 Special Meetings.

**Meeting attendance:** Wes Clow {alt.} (81%); Andrew Lampart {alt.} (71%); Charles Lewis (32%); Martha Newell (81%); Donald Richards {alt.} (87%); Mary Tyrrell (100%); Ernest Werner (68%); Sue Windesheim (87%).

## **LIBRARY BOARD OF TRUSTEES**

*Leslie S. Lebl, Chairman*

In Summer 2016, The Library Board of Trustees continued work on the project to renovate and enhance the library gallery, forwarding the project to the Public Building Commission (PBC) for its professional assistance. The PBC recommended further work on the plans, which Tecton Architects completed during the Fall. In Spring 2017, the PBC approved the final drawings and prepared a bid package for the project. The renovation will be funded by donated funds, including funds from the Friends of the Library for a new audio-visual system.

The Board of Trustees and library staff also finalized plans to renovate the small kitchen attached to the gallery, and received grants from the Junior Women's Club of Woodbury and the Thomaston Savings Bank for that project. The kitchen renovation will be undertaken immediately after the gallery renovation.

In late 2016 the library staff began work on a proposal to renovate the children's section of the library, made possible by a generous bequest from the late John Naylor. The renovation will include updating and re-furbishing the stacks, replacing some of the furniture, upgrading the computers, repainting the entire area and replacing the carpet. The Library Board approved the project, and welcomed financial participation offered by the Friends of the Library to help cover its costs.

As per the Town Charter, the Library Board was involved in the interview process to appoint a new Director, after the retirement of Patricia Lunn on September 30. The Board sponsored a town-wide farewell reception for Pat on her final day in office.

The Library Board of Trustees held 9 regular meetings and 1 special meeting.

**Meeting attendance:** Lisa Amatruda (80%); Jean Carnese (100%); Diana Chamberlain (80%); Jane Dunn (75%); Linda Grayson (100%); George Hale (100%); Sylvia Herbstritt (89%); Leslie Lebl (100%); Barbara Potter (100%); David Schultz (100%); Deborah Schultz (100%); Bonnie Sherman (100%).

## **PARKS & RECREATION COMMISSION**

*Dorothy 'Kippy' West, Chairman*

Please also refer to the Directors Report (pg 17)

The Parks and Recreation Commission developed a Strategic Plan for its parks, which will tie in with the capital plans for the next 10 years. Each park was reviewed and discussed. A plan was formed to show maintenance, periodic maintenance and recommended future capital improvements. It is a working document but a good base with which the Department can work.

The Town's purchase of the Trolley Bed Preserve (Aquarion Property) was finalized in this fiscal year and an ad hoc committee was tasked by the Board of Selectmen to produce a management plan for this property. Once the management plan is complete and accepted, the Commission and department staff can evaluate any impact on department operations.

A Playground Committee, first formed in November 2015, continued its work to replace the over 20-year-old playscape at Hollow Park. The Committee researched options and developed a feature set and manufacturer taking into account results from community surveys received as well as research of other community parks. Specifications went out to bid in early 2017. The bid results were at a higher cost than had been anticipated, and although the committee had raised approximately \$42,000 through donations to add to the \$150,000 approved by the Town, the project still requires approximately \$31,000. There is an effort to secure the remaining

funds so that the playground as specified can be installed by Spring 2018.

The commission held 15 meetings (12 regular, 3 special).

**Meeting attendance:** A. Bourgeois (incomplete term); A. DeLessio-Matta (86%); T. Drakeley (77%); L. Gamsjager (86%); S. Moran (86%); K. Nichols (86%); K. Packett (100%); R. Tauruck (incomplete term); D. West (91%).

## PLANNING COMMISSION

*Katy Sherer, Chairman*

The Planning Commission approved an 11-lot subdivision (Strong Field). Two 8-24 Referrals from the Town were reviewed and approved (one to consider work on the Middle Quarter Road Bridge and the other to lease Three Rivers Park for the farming of corn).

The Commission considered two 8-3 Referrals from the Zoning Commission regarding Regulation Amendments, approving one and denying the other. Three requests for extensions for subdivision requirements were reviewed and approved. Two new subdivision maps were reviewed and approved for filing. In addition, the Commission held preliminary discussions on the update of the Plan of Conservation and Development.

The Annual Bernard Rosenberg Award for 2016 was presented to Claudette Volage in recognition of her many volunteer contributions to Woodbury. Each year the Commission accepts nominations for outstanding volunteer service and recognizes that service through the *Bernard Rosenberg Award*, an annual award given in memory of former commission member Bernard Rosenberg.

The Planning Commission held 12 Regular Meetings and 2 Special Joint Planning & Zoning Meetings.

**Meeting attendance:** Louis Alba (60% of eligible meetings); Andrew Chapman (79%); Mary Connolly (86%); Eileen Denver (93%); Ruth Melchiori {alt} (100%); Kenneth Schultz {alt} (86%); Joel Serota (71%); Katy Sherer (100%); Peter Perkinson {alt} (83% of eligible meetings).

## PUBLIC BUILDING COMMISSION

*Victor G. Faggella, P.E., Chairman*

With the unexpected passing of former Chairman Frank Pacilio at the end of 2016, 2017 has been a difficult year. The Commission has struggled to achieve a quorum at many meetings, as it was short by two members for a good portion of the time. The addition of Mr. Woodward has helped immensely and we look forward to rounding out the commission with a fifth member in 2018.

The Public Building Commission has been involved with the following tasks surrounding the Library renovations:

- Reviewed drawings & offered comments
- Consolidated alternates into the Tecton specifications and approved the package for solicitation of bids
- Reviewed three (3) proposals submitted for consideration made recommendation.
- Meetings with library board (Faggella) to review the construction schedule and the disbursement of funds on a percent of completion (POC) basis.

Five regular and one special meeting were held. Attendance at eligible meetings was as follows: Frank Pacillo: 4 (100%); Victor Faggella: 6 (100%); John-Paolo Fernandes: 4 (67%); Dennis Rose: 2 (33%); Todd Woodward: 2 (100%)

# RETIREMENT & PENSION BOARD

Eugene F. Shugrue, Chairman

The Woodbury Pension Board is responsible for the prudent management and investment of the pension assets held in trust for Town employees eligible for retirement benefits. Pension fund assets, held at Wells Fargo Bank, NA, as of June 30, 2017 were valued at \$6,285,142.55 compared to \$5,578,046.17 as of July 1, 2016.

According to the actuarial adviser to the Pension Board, the Pension Plan's assets are adequate to meet our retirees' current and future benefits. For fiscal year end June 30, 2017, the Actuary recommended a Plan contribution of \$538,868. The Pension Board voted and approved a \$575,000 Town of Woodbury contribution that was funded at a slightly higher level of \$576,725.86 in fiscal year July 2016 to June 2017.

For fiscal year end June 30, 2018, our Actuary recommended a minimum Plan contribution of \$596,038. The Pension Board voted and approved a \$626,038 Town of Woodbury contribution that has been included in the FY 2017-18 budget. Contribution levels at or above the Actuary's recommended amount ensures adequate Plan fund levels for future retirement benefits. BPS&M of Brentwood, TN and Wells Fargo Bank, NA were employed to advice in Plan management.

Given the still volatile but strengthening conditions in the global capital markets, continued improving economic conditions and sustained record low interest rate environment, the Pension Board's investment policies and strategies were reviewed and deemed to be appropriate during the past year. Given this environment, Plan assets grew by slightly over \$700,000.00 during this same time period.

Pension Board meetings were held to monitor the performance of the Pension Plan assets, approve Plan payouts, elect Pension Board Officers, set meeting dates, review and correct

any Pension Plan Document discrepancies and working with outside advisors, assess the adequacy of the Plan's Investment Policy and strategies.

The Board also commenced discussions to review and re-structure the Town of Woodbury's approach to fund its future annual Town Pension Plan contribution requirements. Strategies relating to plan structures were also explored. Actuarial and investment advisors participated in several of these meetings along with Town Treasurer/Chief Fiscal Officer Manuel Gomes, Town Personnel Administrator, Sarah Wirtes, Board of Finance Chairman Alex DeSorbo and First Selectman William Butterly.

During the past year Robert Taylor, a long-standing member of Board retired for personal reasons and his participation will be missed. He was replaced by Richard Snider.

Three regular and three special meeting were held.

**Meeting attendance:** Eugene Shugrue (100%); Marc Kroll (83%); Peter Mastroianni (83%); Michael Cunningham (33%). Robert Taylor (50%) and Richard Snider (100%) of eligible meetings.

## SHADE TREE AND SIDEWALK COMMITTEE

*K. Campbell, Chairman*

After planting many trees over the years, the Committee found no outstanding planting sites or requests for replacement trees this spring. Accordingly, the group decided to forego a fund raising drive this year. Planting is expected to resume next spring.

Renewed interest in town sidewalks was sparked by the SDAT report. In response, the Committee surveyed, listed and mapped existing town sidewalks. Public Works repaired several sidewalk sections that were identified. Additionally, a listing of suggested

future sidewalk locations has been developed along with comments about feasibility both physically and financially. These locations will be mapped as a guide to future long range planning by other Town bodies.

Once again, the Tree Maintenance Course was held in April, led by arborist Harris 'Bud' Neal. Tree related displays were mounted at the library.

Knowledgeable and valued, Dave Monckton, an original Committee member, retired and was voted Honorary Member.

The Shade Tree and Sidewalk Committee held five meetings.

**Meeting attendance:** M. Alvarez (60%); K. Campbell (80%); D. Garred (100%); P. North (80%); M. Pieper (40%); F. Sherer (67%); P. Steponaitis (100%); L. Warner (60%); T. Zissu (80%).

## **TROLLEY BED PLANNING ad hoc COMMITTEE *Robert Travers, Chairman***

The Trolley Bed Planning ad hoc Committee was created by the Board of Selectmen following the approval in March 2016 at town referendum to purchase the former Aquarion reservoir property - now called Trolley Bed Preserve. The committee, charged by the Selectmen with the task of preparing a usage document for the property, met from May through November, 2016.

Addressing its charge, the committee invited a series of people with expertise, special knowledge or familiarity with the reservoir property, with land preservation generally or with passive recreational use of undeveloped land to share their thoughts and concerns with the committee and the public.

Thereafter, under the able guidance of Vice Chair Chris Wood, the committee drafted a

usage document that was approved unanimously on November 28, 2016. It was forwarded directly to the Board of Selectmen and formally presented at a public hearing on January 30, 2017.

A total of thirteen meetings took place including two site walks and eleven conventional sessions.

**Meeting attendance:** Nancy Bailey (100%); Tom Ecsedy (100%); Terri Hale (88%); Ron Taurick (38%); Dave Taylor (75%); Bob Travers (88%); Chris Wood (100%).

## **TRUSTEES OF TOWN FUNDS Andrew Sherman, Chairman**

From time to time, individuals or other entities may donate funds in trust to the Town of Woodbury to be used for specific purposes as directed by the donors such as scholarships, to residents in financial need or maintenance of Town properties.

The Town Charter provides for three Trustees to be appointed by the Board of Selectmen responsible for the administration and investment of funds held in trust. In some instances, a donor may impose specific conditions on the administration of a trust, including the election of a single trustee. The Trustees of Town Funds ensure that these conditions are met.

On November 21, 2016, the Annual Town Meeting voted to appoint Mr. Sherman as the single trustee for the Roger B. Sherman Fund and the Frank Ward Strong School Fund, to serve from November 21, 2016 until November 20, 2017.

Gifts administered by the Trustees may be made in one of two forms: either as directly expendable trusts, or as non-expendable permanent endowment trusts (which are then invested to generate expendable investment income held in associated expendable accounts). All funds held in trust are comingled

## ZONING COMMISSION

*Robert Clarke, Chairman*

and invested in accordance with state statutes, with policies of the Trustees and the Board of Selectmen, and subject to the specific terms of the trust documents under which the funds were donated. Investment income is allocated to expendable trusts and accounts on a pro rata basis.

The Board of Selectmen directs the use of the expendable funds, subject to the fiduciary approval of the Trustees of Town Funds, and, in some cases, to the request and/or approval of other cognizant boards or commissions.

As of June 30, 2017, the aggregate balance held in non-expendable endowment trusts was \$652,270 and the aggregate balance held in expendable trusts was \$245,759. During the calendar year ended December 31, 2016, the rate of return on trust investments was approximately 10% - generally consistent with the overall performance of the types of conservative investments permitted by the Trustees' investment policy.

During the fiscal year ended June 30, 2017, the Trustees authorized expenditures of \$5,200 for architectural and engineering services related to library renovations; and \$450 for three scholarships to graduating seniors at Nonnewaug High School.

Throughout the fiscal year ended June 30, 2017, the three Trustees were Andrew Sherman Charles Heaven, and George Assenza.

The Trustees held three regular meetings and two special meetings.

**Meeting attendance:** A. Sherman (100%), C. Heaven (100%); G. Assenza (80%).

The zoning review process ranges from administrative zoning permits to complex special permits that require public hearings and extensive review. The construction of single family homes, pools, sheds, decks and similar projects may be reviewed and permitted by an agent of the Commission such as the Zoning Enforcement Officer or the Town Planner. More complex proposals, such as new commercial construction, multi-family housing developments, or changes of use within specific districts, generally require formal application and review by the Commission in order to ensure an informed determination of the proposal's compliance with local regulations. These reviews are conducted within parameters set forth in the Connecticut General Statutes.

During the fiscal year 2016-2017 the Commission reviewed 20 applications including special permits, minor site plan modifications, special event permits, a modification of an earth materials permit and three proposed regulation amendments. There were 8 reviews of new businesses and 9 enforcement issues inspected.

The Commission meets twice a month with one meeting dedicated to workshop discussions of potential amendments to regulations.

The Commission held 17 Regular Meetings and 5 Special Meetings.

**Meeting attendance:** Robert Clarke (100%); Beverly Deickler (81%); David Lampart (81%); Theodore Tietz, Jr. (95%); Jon Quint (57%); Thomas Amatruda {alt.} (67%); Robert G. Maciulewski {alt.} (9%); Jack Well {alt.} (86%).

## ZONING BOARD OF APPEALS

*Michael Novak, Chairman*

The Zoning Board of Appeals considers requests for variances from provisions of the zoning regulations, special permits for non-conforming use changes, and appeals to rulings of the Zoning Enforcement Officer.

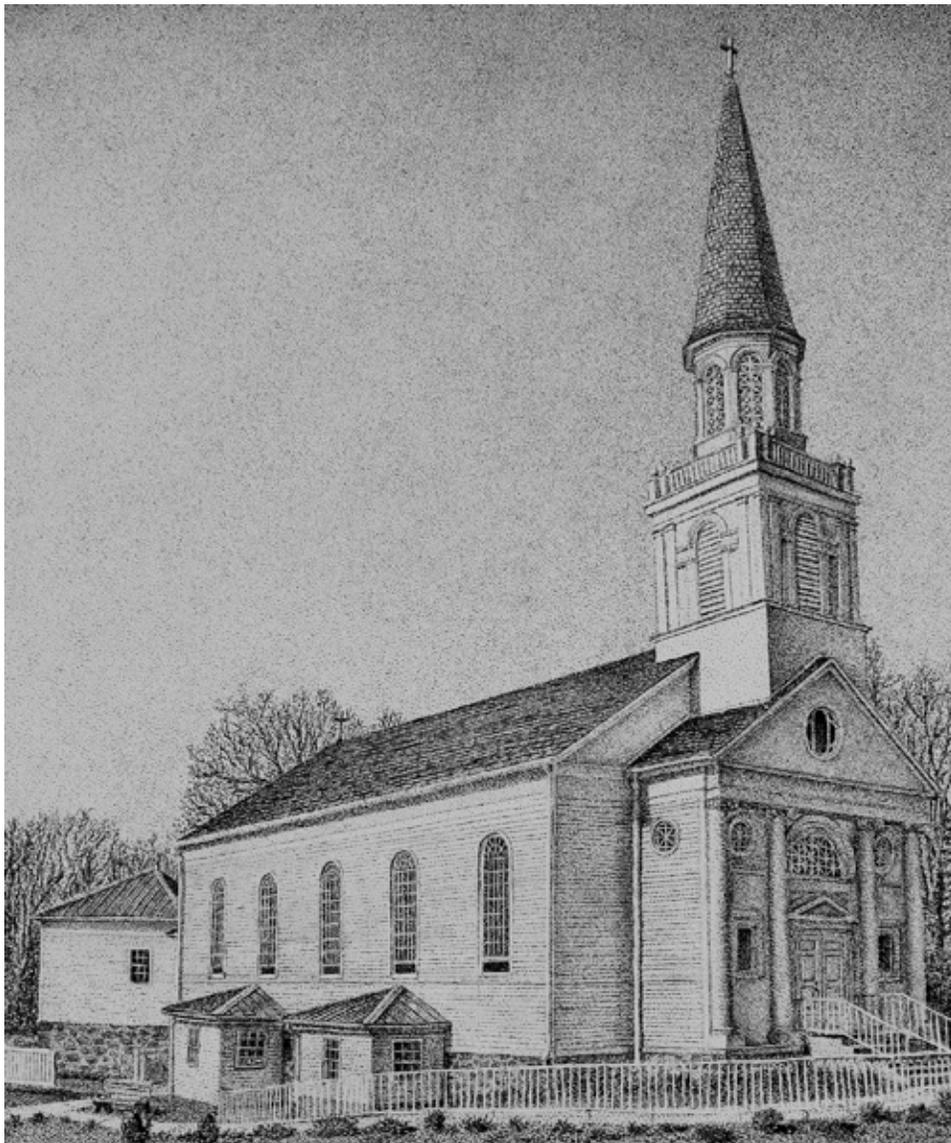
The Board's decisions on variances to the zoning regulations are based on specific statutory guidelines regarding hardship created by unusual conditions affecting a parcel of land but not generally affecting the district in which it is situated. Hardships, therefore, cannot be personal in nature and are based on restrictive lot attributes that do not arise, or are not otherwise caused, by actions of the owner or applicant.

There were eight applications in the Fiscal Year 2016-2017. Three variance requests were reviewed and approved, one special exception was denied without prejudice and four applications were withdrawn.

The Board held 7 Regular Meetings and 2 Special Meetings.

**Meeting attendance:** Joe Donato (56%); Frank Kovacs (100%); Michael Novak (56%); Robert Ratzenberger (100%); Claudette Volage (89%).

Alternates: Wayne Anderson {alt} (0% of eligible meetings); Adam Goldberg {alt} (78%); Ron Judson {alt} (0%); Deborah Schultz {alt} (100% of eligible meetings).



# Municipal Departments

## ANIMAL CONTROL

*Judy Umstead, Animal Control Officer*

The duties and responsibilities of the Animal Control Department are determined by State Statute and Town Charter, but that is not where our responsibilities end. Our main objective is to promote safety and well-being for Woodbury residents and their pets.

We are taking proactive measures to prevent animal cruelty by investigating all complaints. We have an animal cruelty case in court currently of an emaciated Pit Bull dumped in Woodbury by the owner from Waterbury. Under a new state law we are allowed to have an animal advocate in court and local attorney Michael Fasano graciously agreed to represent "Rudy" in court at no expense to the town.

The majority of our calls are NOT to impound animals but to educate the public to resolve issues. Many times this may mean providing food or other services so the pet may remain in the home. We also held a dog for safe keeping while its owner was hospitalized.

Wildlife issues are increasing and the department works closely with DEEP. Education is the key and we spend more time fielding calls from residents and resolving the issues. Bear and coyote calls have increased this year. We try to help people coexist and enjoy wildlife.

Woodbury residents continue to be compliant with dog licensing. All dogs six months of age and older are required by law to be licensed.

We continually strive to make the animal shelter to more inviting to town residents and a more comfortable and safe environment for the animals in out-care.

Judy and her Labrador "Lola" have been certified as an animal therapy team and will be

going into the schools more to educate our youth about proper animal care and animal cruelty prevention.

During 2016-17 we have received over 700 calls for information, guidance or help. While the number of dogs impounded was down this year, dog-to-dog as well as wildlife interaction calls have increased.

The following is a brief summary of activity:

Impounded	48
Redeemed	43
Sold as pets	5
Bites	5
Infractions	2

## ASSESSOR

*Rae Ann Walcott, CCMA II, Assessor*

The final net assessment for the October 1, 2016 Grand List was \$1,144,992,791. This was an increase of .616% (\$7,008,360) from last year. Real estate increased by .5329%, motor vehicles increased by 1.64% and personal property increased by 7.03%. This overall increase is typical for the current economy.

All business owners should be aware that State Statute requires all businesses to declare Personal Property for tax purposes. Permits for operating all types of businesses can be obtained from the Land Use Office and Trade names should be filed with the Town Clerk's Office. This year the Assessor's Office will be starting an online filing system. Interested businesses can and will be able to file their Personal Property Declarations online. Personal Property forms are mailed around October 1<sup>st</sup> each year as a courtesy - however, *failure to receive a form does not absolve a business owner from filing* and a 25% penalty will be charged for late or failure to file.

Commercial property owners are expected to submit an Income and Expense filing every year; except the year after a revaluation. Forms were sent out in the Spring and are expected back on June 1<sup>st</sup>. This information is confidential, as it is used in determining the values on commercial properties during the time of revaluation. As a reminder, owners who do not return the form by June 1<sup>st</sup> each year will be subject to a 10% penalty on the assessment of the property as required by law.

Most forms and applications are available on the Town’s website at [www.woodburyct.org](http://www.woodburyct.org) for public access. Also, field cards are available online through a link located in the Assessor’s section of the Town website. Also a link in the GIS maps for each property will directly link to the field cards for easy viewing and printing. We encourage taxpayers to view their current property information online or at our office.

The 2018 Revaluation should be underway. Revaluations are conducted every five years for all properties on the Grand List. Workers with proper identification will be going out into the field to examine properties to verify the accuracy of information used to value property. If you have any questions, please contact the Assessor’s Office at (203)-263-2435.

If you need to appeal your assessment, forms are available in the Assessor’s office and on the website under the assessor tab on February 1<sup>st</sup> each year.

**BUILDING OFFICIAL**  
**Gary Testa, Building Inspector**

General responsibilities of the Building Official are to insure compliance Connecticut General Statutes Chapters 29 and 31; 2005 State Building Code/ 2016 Connecticut State Building Code and Chapter 4 of the Town Ordinances for all new structural, electrical, plumbing, and mechanical constructions to include issuance of all necessary building permits, collections of fees and all necessary inspections of work for permits issued.

Prior to the issuing of a Building Permit, approvals may have to be obtained first from Land Use, Historic, Sanitation, Fire Marshal and Public Works.

Town requires that Town Taxes be paid before a Building Permit can be approved and issued for the construction or alteration of any building on any lot or parcel of land within the Town of Woodbury where past taxes are owed.

Type of Permit	7/1/16–6/30/17
New Single Family Dwellings	9
Alterations and Additions to Single Family Dwellings	88
New & Alterations Commercial Structures	8
Accessory Structures (Garages/Barns/Sheds/Gazebo)	30
Pools & Hot Tubs	8
Mechanical Permits (Plumbing, HVAC, Electric, Oil tank, Propane)	333
Roofing ,Siding and Windows	93
Generators	17
Demolition	5
Tents	5
Woodstoves/Gas Log Sets/Pellet Stoves/Chimney Liners	34
Solar Installations	7
Decks	9
Cell Antenna	2
Retaining Wall	1

Total Value of Permits           \$12,783,798.40  
 Total of Fees Collected           \$103,087.01

Fees waived for Town of Woodbury projects of \$210,000 = \$1516.00

## **FIRE DEPARTMENT**

*Janet Morgan, Chief*

The Woodbury Volunteer Fire Department responded to 352 incidents during the fiscal year with an average of 13 firefighters per call with an average engine response time (to the first engine on scene) of 8 min 14 seconds.

The firefighters responded to many types of situations which included the following: Fires – structures, cars, brush, forest fires, dumpsters, chimney, cooking, motor vehicle accidents, search & rescue, rope rescue, Cold Water, Hazardous Conditions – carbon monoxide, gas leaks, power lines down, fire alarms, elevator emergencies, good intent responses and weather emergencies. Our well trained, properly equipped, knowledgeable, and professional Officers and Firefighters are dedicated to protecting the citizens of the Town of Woodbury.

The Department maintains its two Fire Stations with 7 main pieces of apparatus:

- Engine 8 – 6 man w/ 2500 gal
- Engine 5 – 6 man w/ 1000 gal
- Engine 4 – 6 man w/ 1000 gal
- Brush 7 – brush fire and emergency
- Tanker 9 – 2500 gal storage/transport
- Reel Truck w/ 3000 ft of hose
- Rescue Truck – 1st response all purpose

Plus 1 “gator” vehicle and a Hazmat response trailer and one command vehicle.

The officers for the year were:

- Janet Morgan, Chief
- Frank Morgan, Deputy Chief
- Captains: Corey Shaker  
Dave Lampart;
- 1st Lieutenants: Kurt Gengenbach  
Ben Kiessling
- 2<sup>nd</sup> Lieutenants: Chris Start  
Keith Northey;
- Company Engineers:  
Don Harris (Chief Engineer)  
Don Hutchins.

This year the department added two new trainees to its ranks. The current roster of firefighters is 43 (40 active, 3 trainees) with a goal to reach a full roster of 70.

Training is always a big part of the WVFD activities. Firefighter I certification, requiring approximately 160 hours of basic firefighting skills, is one of the first steps we encourage all of our trainees to obtain. This training allows them to perform almost all functions on an emergency scene. The total hours of training received by the firefighters this year was approximately 13,166 and took place along with their fire call responses and full time jobs.

The Association of the Woodbury Volunteer Fire Department continues to provide the funding for a Association/Department website ([woodburyfd.org](http://woodburyfd.org)) that contains current news and information. Please take the time to view the daily updates. There are pictures of events, fires and other “happenings”. Both the Association and the Department also use Facebook to spread the “news”.

The Officers and Firefighters that make up the Woodbury Volunteer Fire Department strive to meet the ever-changing needs of the Town of Woodbury and its residents. We are always looking for members. If you are a resident of the town or work a full time job in town and are over 18 years of age – consider stopping by and seeing what it takes to be a member. We are a great “family” to belong to and can always add another member!

## **FIRE MARSHAL**

*Janet Morgan, Marshal*

The Woodbury Fire Marshal’s Office looks to make Woodbury a Fire Safe Community and to raise the public awareness of Fire Prevention. Our Office motto: “Fire Prevention ~ Everyone ~ Everyday”.

The Woodbury Fire Marshal’s Office seeks to ensure that all the statutory requirements - as set forth by Connecticut General Statute Chapter 541, as well as numerous codes

referenced through out these statues – are met. Part of the Code requires this office to annually inspect all buildings and facilities of public service and occupancies regulated by the Connecticut State Fire Safety Code. This covers all occupancies except one and two family dwellings and premises used for manufacturing. As statutes change, this office must keep current with the ever-changing rules and regulations. Accordingly all staff, as required, is constantly participating in training and educational classes in order to provide the best possible services to the Town of Woodbury.

To eliminate hazards in a new or existing structure, this office conducts a plan review prior to construction, occupancy change and renovations as required by State Code. These plan reviews ensure the public’s safety is provided for and adherence to CT. Fire Code.

Annual inspections, required by the Code, are increasingly completed with fewer violations due the cooperation and compliance of the property and business owners in the town. Over the past several years the property owners, business owners and tenants have all stepped up and done all the little things that make the fire code and annual inspections work. They all understand the importance of fire and life safety and with only a few needing an “extra little nudge” they have all made Woodbury a safe place to shop, live and do business.

Use of an iPad has served to streamline the field inspection process. When an inspection is complete the report is immediately emailed to the property owner and many of the state forms needed to renew licenses can then be filled out and emailed right on the spot. This means less paper, envelopes and mailing cost. The entire inspection process runs much smoother, and although it takes a few extra minutes in the field, hours are saved in the office entering the day’s inspections.

This year we hope to add a new tool, “compliance engine” which helps with the required yearly maintenance. Businesses will electronically submit required documents more

easily. We also look forward to the new *ViewPoint* permit process, in conjunction with the Building and Zoning Departments, which will provide more information and coordination for town departments and applicants.

The Fire Marshal’s Office full time staff consists of Janet B. Morgan, Fire Marshal and the Administrative Assistant, Robin Tofield who both are in the office Monday – Friday. The Deputy Marshals are – Mike Devine (DFM2), Brian Proulx (DFM3). Ned Dalton (DFM4) and William Garms (DFM5) perform inspections, investigate fires and perform other duties as requested by the Fire Marshal on an on-call basis. The office investigated 52 incidents, issued 312 burning permits, and inspected 10 underground oil tank removals. They also performed 15 plan reviews and followed up on complaints from concerned citizens.

The Fire Marshal’s Office maintains a website [woodburyfm.org](http://woodburyfm.org) to help property owners understand fire code requirements from simple campfires to annual inspection requirements. The website also contains all the rules, regulations and town ordinance information for brush burning permits and recreational burns.

## **LAND USE DEPARTMENT**

***Maryellen Edwards, Town Planner***

The Land Use Department assists the residents of Woodbury with land use matters including answering questions regarding Zoning, Zoning Board of Appeals, Planning, Inland Wetlands and Historic District Regulations and the Land Use application process. The Land Use Department provides support to the Land Use Commissions, Boards and Agencies by reviewing applications, enforcing regulations, drafting regulations and providing administrative support including posting of agendas, legal notices and supervision of land use clerks and ensuring compliance with all statutory requirements. Other functions of the Land Use Department include preparation of grant applications, implementation of the Town MS4 Stormwater

Permit as well as support for the various ad-hoc committees, as requested.

During the past fiscal year, the Land Use Department accomplished the following:

- Continued the implementation of the 2010 Plan of Conservation and Development and began discussions regarding the 2020 POCD.
- Worked with the Zoning Commission to approve revisions to the Home Occupation Regulations.
- Continued discussion of Sign regulations relative to temporary signs and the impact of the Supreme Court decision on sign regulations.
- Began public hearing process regarding an application for a new Multiple Residence District regulation, which was subsequently withdrawn.
- Began working toward the implementation of an online permitting system.
- Modified the hours for the Land Use Enforcement Officer to 35 hours per week.
- Continued coordination with other town staff at weekly Development Services Team meetings regarding town development projects.
- Prepared a grant application for a Community Connectivity Program Grant relating to improved conditions for walking and bicycling to community centers.
- Began review of Inland Wetlands Regulations.
- Reviewed and commented on Town Ordinances.
- Implementation and coordination of the Town's DEEP MS4 Stormwater Permit.
- Attended the FEMA Housatonic Watershed Risk MAP Discovery meeting and worked with various entities to complete the Discovery Questionnaire.
- Attended Naugatuck Valley Council of Government Meetings
- The Land Use Enforcement Officer completed CAZEO training and is now a Certified Zoning Enforcement Officer.
- The Town Planner completed the Connecticut Land Use for Municipal Land Use Agencies, Boards and Commissions

training and became a member of the American Planning Association and the Connecticut Chapter of the American Planning Association and has applied to take the AICP exam.

- Reviewed and processed the following applications and permits during the fiscal year (July 2016 – June 2017):
  1. Aquifer Protection Agency: 1 Municipal Registration Regulated Activity
  2. Historic District: 17 Applications
  3. Inland Wetlands & Watercourses Agency: 37 Applications; 8 Enforcement issues
  4. Planning Commission: Two 8-24 Referrals and Two 8-3 Referrals
  5. Zoning Board of Appeals: 8 Applications
  6. Zoning Commission: 20 Applications, 8 Reviews for New Business/Tenants, 9 Enforcement issues

Land Use office staff processed 110 Zoning Permits during that time.

Goals for next year include:

- Improve coordination and communication between boards, agencies and commissions.
- Hold joint meetings with Planning and Zoning to discuss proposed zoning regulation amendments.
- Review DEEP model IWWA regulations once they are available.
- Continue discussions and recommendations to the Board of Selectmen for a Municipal Citation Ordinance and possibly a Farmland Preservation Committee.
- Continue discussions regarding the 2020 POCD.
- Staff development with the Town Planner taking steps to receive the American Planning Association, AICP certification. And taking steps to become a CAZEO certified Enforcement Officer.
- Make improvements to the Land Use website, to include Zoning, Planning and Inland Wetlands.
- Develop a Citizen's Guide to Land Use Permitting.



## **PARKS & RECREATION DEPARTMENT**

*Jenifer Miller, Director*

Once again, 2016-17 was a very active year. The department offered a wide variety of over 190 popular programs and activities for all ages. New programs such Wilderness Explorers, Pickleball, Badminton, Irish Step Dancing and Tight Knit Group were offered and all were very well received.

Abby Ray joined the department in August 2016 in a part-time capacity to help with the administration and daily activities of the office.

The Park and Recreation Department continued to lead the annual events such as the Egg Hunt, Memorial Day Parade, and Tree Lighting. Another well-attended event - Trick or Trunk - was organized by a volunteer group and assisted by the department.

There are six youth and adult sports organizations that use the parks on a regular basis for their activities. Thanks to the diligent work of staff, the condition of the parks and fields continues to improve. The irrigation has had a great impact on the maintenance of both the Upper Field and Baseball Field 1 at Hollow

Park, and these fields have never been in better condition. The response from the team organizations using these fields has been very positive.

Park and Rec supports a number of community and cultural opportunities that are an important part of what makes Woodbury a special place to live.

This past year saw the return of Earth Day, sponsored by the Pomperaug River Watershed Coalition, to Hollow Park. Earth Day welcomed over 5,000 visitors to our community. Summer concerts are very popular and well attended. Monthly Friday night movies during the fall and winter were popular for young families.

Community Theater at Woodbury (CTAW) held four successful productions at Old Town Hall and has scheduled four more productions this coming year. Community and cultural activities bring visitors to our Town and provide a wonderful engaging social opportunity for residents.

The Parks and Recreation Department has maintained an online presence for more than a decade. Program participants can access the web site to view and register for programs, find information about the park facilities and events. The Department has a Facebook page with

daily postings. The Department also releases monthly newsletters highlighting the upcoming programs and activities and sends out information to interested residents about programs and community activities.

The Department continues its participation in WOW (What's on in Woodbury) a collaboration with the Library and Senior Services. WOW enjoyed a very successful first year with fun activities like the Fall Festival, Pumpkin Derby, Movie Nights, and Love is in the Chair, to name a few. We will continue our collaborative efforts as it allows us to provide more opportunities for residents and visitors.

We would like to thank the many businesses, residents, town staff and organizations which support the Department and Commission's effort to provide recreational opportunity in Woodbury.

## **POLICE/RESIDENT TROOPER'S OFFICE**

***Sgt. Joseph Roden - Resident Trooper Supervisor***

The town of Woodbury contracts with the State of Connecticut for the services of a Resident Trooper Sergeant. Under the Resident Trooper program, the Resident Trooper supervises the town's police staff, and has direct access to all of the resources of the Connecticut State Police for the town. The Resident Trooper's Office is comprised of the Resident Trooper Sergeant, an evening shift Resident Trooper, seven (7) fulltime town police officers, and nine (9) part-time town police officers. All of the Woodbury Officers have greatly enhanced the Resident Trooper's Office's ability to accomplish its missions. These officers have the training, knowledge and experience necessary to investigate any incident with little need for additional outside assistance.

In fiscal 2017-18, the Resident Trooper's office, along with troopers from Troop L, Litchfield,

responded to 6200 calls for service (CFS). This was a decrease from 7057 in the previous year. These totals are broken down to include, but not limited to the following general categories:

Patrol Check (2148), Traffic Stop (1559), Alarms (424), Medical Assists (405), Administrative Services (216), Traffic Accident (165), Disturbances (51), Larceny (35), Narcotics (22), Domestic (13), Harassment (13), Untimely Death (10), DWI (10), Burglaries (10), Criminal Mischief (8), Missing Person (2), Fatal Accidents (2), and Robbery (0). Of these incidents, 71 resulted in the arrest of a subject. While these categories are not all encompassing, they represent the majority of the total calls for service.

As in previous years, speeding is identified as the number one safety concern among residents. Increased enforcement, aided by unmarked vehicles and speed recording equipment, have greatly aided in targeting specific problem areas throughout the town. Unfortunately there were two (2) fatal motor vehicle accidents in Woodbury during this period. Town officers, along with the State Police patrols, continue to vigorously enforce all motor vehicle laws. Residents and visitors are urged to help keep Woodbury safe by abiding all motor vehicle laws.

Woodbury continues to be one of Connecticut's safest communities. Typical property crimes, such as burglaries and larcenies, remain typically related to drug abuse, a statewide and nationwide issue.

Like many of the other small towns in western Connecticut, Woodbury saw a spike in stolen motor vehicles during 2017. These car thefts generally have been traced back to juveniles from larger cities. Unfortunately, all of the stolen cars were unlocked and had the keys in the car. Residents and guests are strongly encouraged to lock their vehicles and homes when they are not around to safeguard their belongings.

On May 1, 2017, Officer Tokarz retired from full-time service after over twenty years of

dedicated service to the town. As the senior member of the Resident Trooper's Office, Officer Tokarz, a POST certified instructor and firearms instructor, served as the Department's Training Officer responsible to track all required training. During his tenure, Officer Tokarz and his K9 partner "Buddy" interacted with countless residents. Officer Scott Flaton, an officer with 9 years of police experience joined the Resident Trooper's Office on May 1, 2017. Officer Flaton, who grew up in the area, brings a wealth of police experience and knowledge to the office.

The Resident Trooper's office looks to be actively involved within the community. The office is the key resource for and works closely with the school district on safety and security issues. The local prevention council, Advocates for Substance Abuse Prevention (ASAP) is another group to which the office provides support. Additionally, the Resident Trooper's Office is heavily involved in the Juvenile Review Board (JRB). The JRB serves as a Juvenile court diversion program with the goal of keeping good kids who make bad choices out of the juvenile court system for minor crimes.

The Woodbury Resident Trooper's Office is dedicated to serving the town by providing professional law enforcement while serving as a partner with the community. Our partnership between the public and law enforcement in Woodbury is formidable and is often recognized as a model for other communities.

Initiatives undertaken by the Resident Trooper's Office are in direct response to the public's concerns as we seek to improve the quality of life for both Woodbury residents and visitors alike. Please do not hesitate to call or stop into the Residents Troopers' Office with concerns or suggestions regarding the safety of our community.

## **POMPERAUG HEATH DISTRICT**

*Neal Lustig, Director of Health*

The Pomperaug District Department of Health is both a regulatory agency and, through education, immunization, and screening, serves to enhance the public health. The District serves the residents of Woodbury, Southbury and Oxford. The District completed 2,176 flu and pneumonia vaccinations including 650 children under 18. Our active Medical Reserve Corps was expanded with trainings in working with disabled populations and immunizations.

The Pomperaug Health District is administered by a Board of Directors that meets eight times per year. Anne Neumann is the Woodbury member and has attended all meetings.

Activities for fiscal year 2017 were:

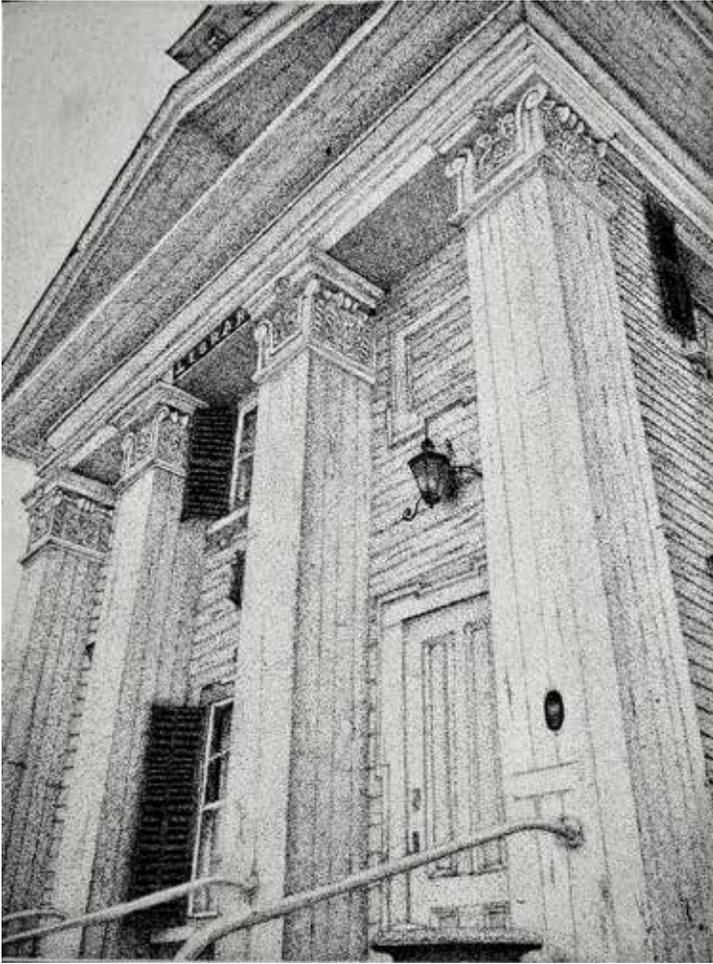
### **ENVIRONMENTAL HEALTH**

Septic System Permits:

New and Repair	117
New Home Approvals	38
Deep Soil and Percolation Tests	48
Well Permits	87
Building Additions	250
Restaurant Inspections	144
Health Complaint Investigations	41

### **COMMUNITY HEALTH PROGRAM**

Influenza Vaccinations	2106
Pneumonia Vaccinations	19
Childhood Vaccinations	713
Zostavax (shingles) Vaccinations	7
Cardiovascular Checkups	11,188
Rabies Vaccine Clinic (pets)	90
High Risk TB Screenings	25
Chronic Disease Self Management	102
Vaccination Training for Nurses	42
Matter of Balance Fall Prevention	88
Overseas Travel Clinic Vaccinations	148



## **PUBLIC LIBRARY**

*Susan D. Piel, Director*

The staff at Woodbury Public Library has been working hard to fulfill the need for more technology and more space, as recently requested in a town survey. We have also had to deal with an aging building this past year, replacing part of our roof, leaking skylights, and peeling paint on the Parker Academy that needed lead remediation. As a result we are very pleased with our updated building sporting a beautiful pineapple finial on top of the Library roof, generously donated by Bill and Judy Butterly. This year we are also renovating our Children's Room with a generous bequest from Jack Naylor, and our Gallery meeting space.

The Reference Department undertook a project of historical importance. Thomas Borysiewicz along with Summer Intern Alexandra Pedroza digitized the vast majority of the historical

collections maintained by the Woodbury Public Library. Alexandra was integral in providing the knowledge and skill required to assist with this project. The Library maintains a large collection of historical objects, mostly postcards and photographs, donated over the years by numerous residents. In conjunction with the State Library, the University of Connecticut and Bibliomation, Woodbury was selected to be a pilot library for the Connecticut Digital Archives (CTDA). This collection brings together the large amount of local history ephemera that would otherwise be unknown.

Tom also offers computer classes for individuals and groups in our new computer lab. Our Friends of the Library group has purchased 10 Chromebooks for individual computer instruction, as well. We are thankful to Patrice Gans of Random Hacks of Kindness, Jr and Bonnie Sherman for their technological talents in leading some of our programming.

Marla Martin has a dual role as Teen Librarian and Adult Programming Librarian. In her capacity as Teen Librarian she created a Teen Advisory Board (TAB) with high school students from the community. The group has been very active, from painting the back wall of the teen department to offering programs for their peers and for the younger set in town. The group offers new ideas and is also a way for her to reach further audiences. In addition to TAB, she has made several connections with Nonnewaug High School including forming a book club with the Librarian there; at the end of the school year we had 16 students meeting weekly for lunch and discussing books! She connected with the school's GSA (Gay-Straight Alliance) and they helped her promote an LGBTQ author presentation at the library to great success. As part of community outreach she was asked to attend the academic awards ceremony and recognized many faces there from past library use. The weekly "Teen Drop-in" during the school year continues to be well attended, and programs throughout the year, ranging from college prep programs to technology programs and bi-monthly crafts, are also offered. Summertime programs are available for the teens and Marla makes sure

that we have copies of books teens might need for summer reading. She is active with the ASAP (Advocates for Substance Abuse Prevention) group and was very involved in the creation of the recent Elephant Go App.

As Adult Programming Librarian Marla arranges and advertises adult programs. This year she created a several month long celebration of the life of Henry David Thoreau that included a variety of nature-themed programs, brought back the Book & Movie group now hosted by several staff members, and has organized a variety of programming opportunities for our community from technology to the arts. She and I host a well-attended, monthly book club, and offer book suggestions at our monthly Book Chat. Every month Marla offers a popular Bibliocraft program for adults that always includes creating something book related. Marla also works closely with WOW (What's On in Woodbury) and is involved in all the community offerings including the Fall Fest, interactive movie nights, Restaurant Week, and Hoedown in the Hollow.

Bonnie Knapik, our Children's Librarian, has had a year filled with new staff, collection development and maintenance, creativity, and planning for an updated space. After adjusting to staff changes and additions, her team quickly got to work to streamline the collection, correcting errors in the catalog, and decluttering the space. Staff also committed time to adding touches of creativity by updating bulletin boards and displays and adding a fairy tale themed mural. Staff continued planning in-house programs and story times, as well as hiring performers. Improved advertising has also been a focus, with emphasis on the newsletter, newspapers, Facebook, Region 14 digital backpack and signage.

Planning of the upcoming Children's Room renovation has been inspiring and fun. New carpet, paint, shelving, décor, and furniture were decided on, after much thought and deliberation. We look forward to sharing the new space with the public in September.

We strive to meet community needs as they arise. The library is blessed with a knowledgeable staff that is very active in other community organizations, so they can assist Woodbury patrons with so many informational needs. Some other services we offer are writers' workshops in many genres, a seed library, and a community cabinet which highlights Woodbury businesses every month. The Gallery meeting space also serves as an exhibit hall for the works of community artists.

Patricia Lunn retired in September 2016 after 16 years as Director. We welcomed George Hale, Deborah Schultz and Lisa Amatruda to the Library Board of Trustees and we are thankful for the service of Jane Donn, Barbara Potter and K. David Schultz who stepped down this year. Leslie Lebl, Sylvia Herbstritt, Linda Grayson, Jean Carnese, Bonnie Sherman, and Diana Chamberlain continue to serve.

Our Friends of the Library supplement our programming budget and have assisted with many important projects this year. Their new/used "Book Cellar" is a hidden gem for our community. Come check it out!

## **PUBLIC WORKS DEPARTMENT**

*Rich Lamothe, Director*

The Department of Public Works staff includes: Administrative Assistant, Marge Warner; Mechanic, David Slason; Equipment Operators Mike Crownshaw, Bill Kern, Stu Kimball, Ed King, Ron Smith, John Thomas, Pete Wall and Lee Warner. Crew training is ongoing - assuring personnel and public safety and compliance with DOT and OSHA regulations.

The Department of Public Works maintains 92 miles of improved (paved) road including 8 miles of unimproved (dirt) road. This year the Department continued with maintenance, capital projects and road improvements. The reconstruction of 4000 feet of Grassy Hill Road including drainage, catch basin installation, guardrail, and paving was completed.

Crack sealing was completed on Pond Valley, Hesseky Meadow, Bear Run, Beaver View, Orton Lane, River View, River Bend, Fairgrounds, Meadow Brook, Old Meadow, and Birchwood Lane.

Chip sealing was completed on Painter Hill Road, Crossbrook Road, Peter Road, Westwood Road, Grassy Hill Road, Great Hollow Road, Bear Hill Road, Kimberly Lane, Ash Swamp, Fox Road and a portion of Scratchville Road.

Paving was completed on Stiles Road, portions of White Deer Rocks Road and Scuppo Road with major improvements made to the dirt section.

This department continues to work with WMC Engineering Firm on the improvements and replacement of the Hazel Plain Road Bridge. State funding has been approved for the improvement project of the Middle Quarter Bridge.

The winter season for the Public Works consisted of 25 events. The Town uses both chemically treated and environmentally safe material for snow and ice control, anticipating that Spring Season cleanup could be reduced. The crew placed 1500 Tons of salt along with 2000 Tons of sand.

Regular maintenance continues throughout the year with sweeping the roads, catch basin cleaning, roadside mowing, pothole patching, tree trimming and tree removal. Safety improvements were also completed with guardrail installation on Grassy Hill Road and Middle Road Turnpike.

The Transfer Station and Recycling Center processed approximately:

- 1400 Tons of municipal waste,
- 579 Tons of bulky waste and
- 582 Tons of recyclables.

Other items recycled totals are:

- 134 Tons of metal,
- 1493 gallons of used motor oil,
- 34 Tons of electronics and
- 7 tons of mattresses.

Once again this year approximately 1550 cubic yards of brush brought to the Transfer Station/ Recycling Center was double-ground to produce mulch made available to residents.

## **REGION 22 PROBATE DISTRICT**

*Domenick N. Calabrese, Judge of Probate*

The Region 22 Probate District serves approximately 73,000 residents in Woodbury, Bethlehem, Oakville, Watertown, Washington, Southbury, Roxbury, and Oxford.

Those who use Probate Court usually have experienced the loss of a loved one, or are dealing with a family member who may no longer be able to care for themselves. Understanding the stress and difficulties that families face, the court and staff focus on providing personal, helpful service that people deserve from their probate court.

This year, the court processed applications for decedent's estates, estate tax returns, applications for trust estates, applications for guardianships of adults with intellectual disability, name changes, adoptions, conservatorships, and applications for guardianships of the estate of minors. Based on population served and weighted workload, the Region 22 Probate District is one of the ten largest of the state's 54 probate courts.

In addition, Judge Calabrese presided over many children's matters in the Waterbury Regional Children's Court. The Region 22 Probate District participates in the regional children's court because it provides an additional level of resource particularly helpful to families in crisis. Probate Court Officers, who have master's degrees in social work and extensive experience working with children and families, are available to meet with families outside of hearings and help them access critical resources to help them work through problems and challenges under the oversight of the court.

During the year, Judge Calabrese conducted free seminars on a variety of probate topics at senior centers and other locations throughout the district. Topics included Connecticut's New Power of Attorney Law; Probate: Myths, Mistakes and Misconceptions; Living Trusts: Myth versus Reality; Legal Incapacity, Conservatorships, and the Probate Court; and Wills. Judge Calabrese also published a number of articles in the Town Times newspaper in Watertown, many of which are available on the probate court's website, which may be accessed through the Town of Woodbury website.

In 2017 Amanda Cesarello was promoted to Chief Clerk. She brings over ten years experience in the probate system, and worked in the Woodbury Probate District prior to her transition to the new Region 22 Probate District.

Amanda's insight, experience, knowledge and dedication will serve the court and those who use it very well in the future.

Pamela Osborne, with over 20 years experience at the Washington and Region 22 Probate Districts, was promoted to Court Clerk; Page Overhiser and Heather Parylak, both paralegals, are Assistant Clerks.

After nearly 29 years of service in the probate system, Chief Clerk Gail Cesarello retired. Gail is a highly regarded probate expert who helped the public, court staff, attorneys, attorney staff members and the two judges she has served and was instrumental in helping Region 22 Probate District through the comprehensive consolidation of the Connecticut Probate Court.

Heather Hoyt also retired at the end of July, capping off a distinguished 10 year probate career that began in the Roxbury Probate Court and at the Region 22 Probate District. Heather also worked part time at the Woodbury Probate District before the 2011 statewide court consolidation.

Beginning September 11, 2017, the court has new hours: Monday through Friday from

8:00 AM to 4:30 PM, and Fridays from 8:00 AM to 2:00 PM. The court is closed on all legal holidays. Visitors can find us on the first floor of the Southbury Town Hall, located at 501 Main Street South, Post Office Box 720, Southbury, CT 06488-0720; phone (203)262-0641; website: southbury-ct.org/probatecourt

## REGISTRARS OF VOTERS

**Judith W. Henderson (R), Registrar**  
**Anne Cushman Schwaikert (D), Registrar**

During the 2016-2017 Fiscal Year, the following votes and related activities were held:

November 8, 2016	Presidential Election
February 28, 2017	Special Election for State Senate
April 25, 2017	Special Election for State Legislature
May 2, 2017	Region 14 Budget Referendum I
May 17, 2017	Region 14 Budget Referendum II
May 23, 2017	Town Budget
June 1, 2017	Region 14 Budget Referendum

The number of active electors in Woodbury as of June 30, 2017 was:

Affiliation	June 30, 2016	June 30, 2017	Change %	
Republicans	2508	2607	99	4%
Democrats	1723	1823	100	5.8%
Unaffiliated	2452	2767	315	12.9
Other	177	183	6	3.4%
Total	6860	7381	521	7.6%

The period leading up to the presidential election saw an unprecedented number of voter registrations in Woodbury, topping 7,000 for the first time ever.

Robert F. Clarke and Nancy Mackey continued Democratic and Republican Deputy Registrars of Voters, respectively.

Voter Turnout	Date	Total Registered Voters	Total EDRs and Restored Voters	Total Voted in Person	Total Absentee	Total Eligible to Vote	Total Who Voted	% Turnout
Presidential 66th	11/8/2016	6762	98	4795	503	6860	5298	77.2%
Presidential 68th	11/8/2016	769	0	532	64	769	532	69.1%
State Senate 32nd Special Election	2/28/2017	7489	n/a	2349	81	7489	2430	32.4%
State Rep 68th Special Election	4/25/2017	782	n/a	121	2	782	123	15.7%
Vote	Date	Total Registered Voters	Total Property Owners	Total Voted in Person	Total Absentee	Total Eligible to Vote	Total Who Voted	% Turnout
Region 14 Budget Ref. #1	5/2/2017	7473	7	1381	23	7480	1404	18.7%
Region 14 Budget Ref. #2	5/17/2017	7379	10	1520	16	7389	1536	20.8%
Town Budget Referendum	5/23/2017	7469	8	997	18	7477	1015	13.6%
School Board Election	6/1/2017	7472	n/a	527	9	7473	536	7.2%

FY2016-2017 saw a dramatic increase in voter registration activities vs. FY 2015-2016:

Activity	Year ending 6/30/16	Year ending 6/30/17	Change	%
New Registrations	297	1007	710	239%
Registration Changes	299	586	287	96%
Deletions	357	705	348	98%
Total	953	2298	1345	141%

Increased use of online and DMV registrations played a significant role in the large increase in voter registrations ... though voter interest in the 2016 Presidential election was likely a contributing factor.

Turnout for the Presidential election was high, compared to recent past, yet election officials nationwide had projected even higher voter participation.

The state-mandated annual canvass of all Woodbury voters was held from January through May 2017, and notices were mailed to voters who could not be located. Canvass letters were sent to a total of 185 persons. Voting records for the 55 (29.3%) respondents were adjusted. 56 Voters whose letters who did not respond were moved to Inactive status.

The Registrars and Deputy Registrars attended the statewide conference sponsored by

ROVAC and the Secretary of the State in the Fall of 2016.

A 2015 law mandates that all registrars be certified. Both Registrars anticipate certification in Spring 2017 by the online learning division of UCONN (CITI).

If you are 18 or over, and are not currently registered, we strongly encourage you register at the Town offices or online at [voterregistration.ct.gov](http://voterregistration.ct.gov). Voting is an important privilege and responsibility of citizenship. We urge you to vote.

## SENIOR SERVICES

*Loryn Ray, Director*

The Woodbury Senior Center is home to the Department of Senior Services, which provides services to our town's older residents and those who care for them. Services include senior transportation, congregate meals and Meals on Wheels, supportive and social services for those living in our community, programs at the Center to maximize physical and mental health, educational and advocacy programs to support older adults living independently in Woodbury, a medical loan closet for residents of all ages, and social

opportunities to promote community engagement and reduce isolation. The department also ensures readiness of the Center for town-wide emergencies and is one of three departments comprising WOW (What's on in Woodbury)

Each week, the Senior Bus transports town seniors and adults with disabilities to work, to shopping, for appointments and errands. Last year the bus provided more than 5600 trips. The Friends of the Woodbury Senior Community Center donated a minivan as a second vehicle for our use this year, which has improved our ability to meet demand and be consistent with transportation service.

The Friends also donated a floor scrubber machine to maximize efficiency in cleaning the Center. We thank them for their support.

Last year, town seniors received 12,096 meals through the congregate, meals on wheels, and senior dine programs. These meals are funded through donations, grants, federal and municipal funding. Thank you to all who donated through the Wheels for Meals fundraiser at local stores, and to the volunteers who make it possible to deliver meals to our homebound seniors.

Seniors participated in 3938 distinct senior center classes and programs. This year membership topped 1200. Of those, more than 800 were active attendees at the Center; others received services and other assistance. Seventy percent of Center participants participated in more than one service or program. Support services were provided through home and office visits, support groups, telephone, and personal outreach; over 300 direct social services were provided by our town Municipal Agent and Center staff. Information, referral, intervention and reassurance calls to local residents and long distance caregivers totaled more than 800 calls per month. Volunteers logged 1300 hours assisting in senior center programs and services.

Health services provided at the center include blood pressure and weight monitoring, dental cleanings, foot care, health screenings, flu and pneumonia shots, wellness services and ask-a-nurse consultations. Last year, 860 direct health related services were provided. Other programs addressed specific health concerns, adaptive equipment, insurance issues, and more. Medical equipment loans are made through the Loan Closet; 150 loans were made to the community last year.

Additionally, the Center building continues to be well used by the community, with monthly blood drives, private rentals, town committee meetings, referendums and elections, and WOW programs totaling 170 events for the year.

## **SOCIAL SERVICES**

***Sandee Vicari, Social Services Director  
and Municipal Agent***

During the year 2016-2017 this department did a thorough review of all clients in the caseload. Cases that have been inactive for over two years were purged. The result is that only 519 active cases remain.

This office provided 195 services to 423 people (couples and families count as a single unit). Thirty-five of the 423 were new to the office.

In the year 2016-2017 eighty four people applied for Energy Assistance and four clients received aid from Operation Fuel. Forty one clients received Renters Rebate from the state. This office made one referral to the Safelink phone program to get cell phones for those eligible. Eleven new clients were referred to the Food Bank. Fifty seniors received vouchers from the Department of Agriculture for the Farmers Market. Twelve applications were made for the Medicare Savings Program. Nine referrals were made to Community Services for oil assistance and propane.

We maintain a strong involvement with and reliance on the Woodbury Community Services

which provides emergency financial assistance as well as the food bank and gifts during the holiday times. This office continues to work closely with Protective Services when needed, nursing homes and assisted living facilities. We assist with Medicare, Medicaid, Husky A, B, C, and D, and Medigap, Medicare D and ConnPACE referrals and applications.

Currently there are five open Protective Services for the Elderly cases in Woodbury. This is an increase over last year's two cases. These cases require time consuming case management and integration of services. As the elderly population in the town increases, demand for these services is expected to increase.

Membership in and attendance at informational meetings held by various organizations continues with the following organizations: Western Connecticut Area Agency on Aging (WCAAA), The Home Care Program (CCCI), Connecticut Association of Municipal Agents for the Elderly (CAMAE), and Connecticut Local Administrators of Social Services (CLASS).

The need for and assistance provided by the Social Services office is varied and complex - from helping people receive food and medication to helping secure funds for rent and medical bills, assistance with home care and doing ongoing needs assessments. In the last few months of the fiscal year this office has identified a greater demand for affordable housing and rents – a trend which will likely continue.

## **TAX COLLECTOR**

*Linda G. Lewis*

The total tax to be collected for the 2016 – 2017 fiscal year was \$29,968,329. The current year collection rate set by the Board of Finance was 98.5%. The total tax actually collected as of June 30, 2017 was \$30,375,843.88 which is a surplus of \$407,514.88 for the year. The breakdown is as follows:

Current Year Tax	\$29,275,461.98
Prior Year tax	480,793.82
Interest and Lien Fees	337,395.27
Supplemental Motor Vehicle Tax	<u>282,192.81</u>
	\$30,375,843.88

Of the current adjusted tax levy, 98.33% was collected as of June 30, 2017. The total collection rate, which includes all taxes, current and prior, as well as interest and lien fees and supplemental motor vehicle taxes, was 102.02%.

The Tax Collector operates almost entirely under the Statutes of the State of Connecticut. The most important function of the Tax Office is to secure the maximum collection of tax revenue possible and to safeguard these revenues for the Town.

The Tax Office strives to provide courteous and efficient service to the public and others. In addition to taxpayers the Collector works closely with numerous other town officials as well as title searchers, attorneys, banks and mortgage companies and real estate agents.

As always, the Collector spends a great deal of time on the collection of delinquent taxes and attempts to work with taxpayers who are behind to bring their taxes current.

## **TOWN CLERK**

*Linda Carlson, Town Clerk*

State Statute and Town Charter determine the duties and responsibilities of the Town Clerk. The Town Clerk's Office maintains permanent land records of all documents recorded and survey maps filed for the Town of Woodbury. A listing of all Boards and Commissions along with all the meeting minutes and agendas for each board in our office. The Town Charter, the rules and procedures for Town Meetings, and the minutes of all meetings are kept as permanent record in our vault.

The Town Clerk is the Registrar of Vital Statistics. Records of Birth, Marriage and Death are permanent records in our office and date back to the 1700's. Certified copies of these records can be issued according to the Connecticut General State Statutes. Veteran discharge papers (DD214), are also filed here which entitles the Veteran to a Tax Exemption.

The Town Clerk's Office issues Marriage licenses, Dog licenses and Hunting and Fishing licenses. Trade Name Certificates are also available. Most forms are available on the Town Clerk's website by request for Certified Copies of Birth, Death & Marriage licenses, absentee ballots, trade name certificates and more.

The Town Clerk and Assistant Town Clerk are Notary Publics. Please note that wills and living wills are excluded from this service. The Town Clerk's Office is also responsible for issuing absentee ballots and registering voters in the absence of the Registrar of Voters.

The Town Clerk records and transcribes the minutes of all Town Meetings and certifies action taken by Town Meeting as to bonding and contractual agreements. This office is the custodian of the Town Seal.

**Town Wide Referenda / Election results:**

**November 8, 2016 General Election**

**President**

Clinton/Kaine	2466
Trump/Pence	3171
Johnson/Weld	149
Stein & Baraka	79

**US Senate**

Blumenthal	2824
Carter	2891
Lion	44
Russell	50

**US House of Representatives**

Esty	2820
Cope	2918

**State Senate**

Cava	2043
Kane	3660

**State House of Representatives**

Carr	2087
Wilson	3016

**Registrar of Voters**

Schwaikert	2172
Henderson	3430

**February 28, 2017 Special Election**

**State Senate**

Cava	1179
Berthel	1207
Lynch	44

**April 25, 2017 Special Election**

**State Representative**

Esposito	51
Polletta	72

**May 2, 2017 Budget Referendum**

**Region School District 14**

Shall the Budget submitted by the Board of Education for Regional School District No 14 for the fiscal year commencing July 1, 2017 and ending June 30, 2018 in the amount of \$33,438,471 be approved?

Woodbury	762 Yes - 645 No
Bethlehem	176 Yes - 308 No
DEFEATED	938 Yes - 953 No

**May 17, 2017 Budget Referendum**

**Region School District 14**

Shall the Budget submitted by the Board of Education for Regional School District No 14 for the fiscal year commencing July 1, 2017 and ending June 30, 2018 in the amount of \$33,345,780 be approved?

Woodbury	859 Yes - 657 No
Bethlehem	213 Yes - 311 No
APPROVED	1072 Yes - 968 No

**May 23, 2017 Budget Referendum**

**Woodbury Municipal**

Shall the Town of Woodbury approve the proposed municipal budget of \$10,158,137 (which does not include the Woodbury share of estimated Regional School District No 14 education expenditures) for the fiscal year commencing July 1, 2017 and ending June 30, 2018?

APPROVED	Yes 582 No 433
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June 1, 2017 Regional School District 14  
Board of Education Election

(Both Woodbury {W} and Bethlehem {B} voters select representatives from each town)

*Woodbury representatives (vote for any two)*

John E. Chapman           W - 434  
   B - 129  
   Total 563\*

Maryanne Van Aken       W - 409  
   B - 112  
   Total 521\*

Ernest L Werner           W - 177  
   B - 75  
   Total 252

*Bethlehem representative (vote for any two)*

Anthony C Barbino       W - 190  
   B - 70  
   Total 260

Michael J Devine         W - 312  
   B - 147  
   Total 459\*

Pamela June Zmek         W - 324  
   B - 147  
   Total 471\*

The following is the breakdown of the income collected by this office for this Fiscal year.

Land Record Recordings	\$ 80,714.00
Document Preservation	\$ 4,521.00
Open Space	\$ 60,280.00
Conveyance Tax – Town	\$ 162,269.72
Map Filing	\$ 80.00
Sport Licenses	\$ 7,804.00
Dog Licenses	\$ 9,879.00
Marriage Licenses	\$ 780.00
Miscellaneous	\$ 22,454.50
Map Copies	\$ 795.00
<b>Total Income</b>	<b>\$ 349,577.22</b>

Less fees paid to the State for Sport, Dog and Marriage licenses, Document Preservation, and Open Space (\$103,413.50)

Net Total Income                   \$246,163.72

Recorded Deaths	105
Recorded Births	57
Recorded Marriages	49

**Town Meetings** (Town meeting minutes are available in the Town Clerks Office)

Annual Town Meeting November 21, 2016

Item 1. To appoint Andrew Sherman as Trustee for the Frank Ward Strong School Fund to serve from November 21, 2016 to November 20, 2017. APPROVED.

Item 2. To appoint Andrew Sherman as Trustee for the Roger B. Sherman Fund to serve from November 21, 2016 to November 20, 2017. APPROVED

Item 3. To receive the 2016 Annual Report and a report on the Annual Audit.

Item 4. To receive the State of the Town Report

Item 5. To transact such other business as may properly come before said meeting

Item 6. Discuss possible acquisition of parcel of land.

Item 7. Woodbury Historic District Commission Annual Historic Preservation Award

Annual Town Budget Meeting May 15, 2017

Item 1. To authorize the Board of Selectmen to enter into agreements with the Connecticut Commissioner of Transportation for State Aid for construction, improvement and maintenance of highways or sections of highways and bridges pursuant to Section 13a-175a through 13ap-175j, Connecticut General Statutes. APPROVED.

Item 2. To authorize the Board of Selectmen to dispose of obsolete Town equipment with a potential sale value not in excess of \$10,000 per item by sealed bid. APPROVED

Item 3. To discuss and act upon the budget presented by the Board of Finance and to adopt a budget for fiscal year commencing July 1, 2017 and ending June 30, 2018, pursuant to Section 203.A.1. and 702.D Woodbury Charter. ADJOURNED TO MACHINE VOTE May 23, 2017.



**REGION 14 SCHOOL DISTRICT**  
**Dr. Anna Cutaia-Leonard, Superintendent**

The Regional School District 14 serves the two towns of Bethlehem and Woodbury. The Board of Education consists of four members from each town and acts as the governing body over the school district.

The mission of the Region 14 community is to ensure an engaging and positive learning environment where every student is valued as a respected contributing member of society, who graduates prepared to meet the challenges of a rapidly changing world.

**Board of Education Goals**

All students will graduate equipped with the necessary knowledge and skills to be prepared for a successful future in a global society.

Regional School District 14 will attract, develop and retain the highest quality teachers, administrators, and staff.

Regional School District 14 will provide safe and secure facilities equipped with technology enabling a 21st century modern learning environment that mirrors our educational values.

The district’s primary focus is to “Inspire Excellence” in all parts of the school community.

**Bethlehem Elementary School**  
**Susan Ruddock, Principal**

Bethlehem Elementary School is a kindergarten through grade 5 school, welcoming 260 students from Bethlehem and Woodbury. The school provides an inviting, nurturing environment that is conducive to the academic, social and personal growth of our young learners. Central to the educational program is our mission: *“The Bethlehem School community is committed to helping children and other learners to realize their potential in the life-long process of meeting the challenges of our ever-changing world. We provide an environment that encourages learning and cooperation, and one that fosters responsibility for self and others.”*

The goal in every classroom is that each child is actively engaged in authentic, purposeful learning. A comprehensive curriculum is offered for students in kindergarten through grade 5 with a strong emphasis on balanced literacy, focusing on the development and integration of reading and writing skills. Through the mathematics program, students develop and demonstrate competency and fluency in problem solving, communication, reasoning, and application of mathematical concepts. With the understanding that children possess a myriad of strengths and to that end, the Unified Arts are woven into interdisciplinary content areas and celebrated in many ways throughout the school year. The district’s 1-1 initiative has allowed our students and staff to demonstrate their mastery of many concepts and skills through a variety of creative products.

**Mitchell Elementary School**  
**Jodie Roden, Principal**

Mitchell Elementary School enjoys a population of approximately 375 students in grades pre-kindergarten through five. Mitchell Elementary School has three classroom teachers at each grade level, a team of special education

service providers and paraprofessionals, and a unified arts staff including physical education, library media, music and art. The staff at Mitchell Elementary School unites to provide an engaging education for the children of Woodbury with just the right balance of fun and rigor.

The newly revised language arts curriculum focuses on a balanced literacy approach and includes the support of two Instructional Leaders for Literacy. The Instructional Leader for Math supports teachers with a new math curriculum, as well as provide daily scaffolding for concepts and lessons.

Mitchell Elementary is fortunate to have the support of an active PTO and parent volunteers who take time to give back to students as room parents, library volunteers or field trip chaperones. Relationships within the community have been built with the Woodbury Food Bank, Woodbury Public Library and Woodbury Senior Center.

**Woodbury Middle School**  
**Eric Bergeron, Principal**

Woodbury Middle School is a community of learners whose goal is to promote the intellectual, physical, social, and emotional development of our 365 young adolescents in a safe, supportive and challenging environment.

All students are supplied with a Chromebook to access information, resources, and instruction on a daily basis. The technology also allows students and teachers to collaborate and evaluate information and share learning.

A wide variety of extra-curricular activities offered at WMS include the inter-scholastic sports of soccer, basketball, baseball, softball, field hockey, track and field, cross-country and cheerleading. Students also have the opportunity to participate in after school clubs:

Art, Technology, Creative Music, World Cultures, Multimedia, Spirit, Leo and Drama. Beyond social and community events, our student groups -Warrior Council , Leo Club, WMS Athletics, Youth Action Council, Green Team, Warrior Council, and Parents in the Middle (PIM)- completed service projects for the greater Woodbury and Bethlehem communities.

The Woodbury Middle School *Parents in the Middle (PIM)* is a vital link between our school and families actively supporting our school with generous donations of time, energy, and fundraising. In addition, our parents sponsor the eighth grade dance, graduation breakfast, eighth grade picnic, and a school-wide *End of Year Celebration*.

***Nonnewaug High School***  
***Julie Luby, Principal***

Nonnewaug High School is a comprehensive, regional public high school serving the towns of Woodbury and Bethlehem with a nationally acclaimed Agriscience and Technology Center that draws students from more than twenty surrounding communities. With approximately 740 students, Nonnewaug is large enough to offer a wide variety of academic, vocational, athletic, and co-curricular opportunities, yet small enough for all to enjoy close connections and relationships in the classroom, in clubs, and on the field.

At NHS, support is provided to students as they work towards college and career readiness. The services provided by the College and Career Center are being expanded year to year. NHS recently added new UCONN Early College Experience and Advanced Placement opportunities as well.

Work on the building renovation has begun with an anticipated completion in 2019.

# Financial Information

## FISCAL OFFICE

*Manuel Gomes, Fiscal Officer/Treasurer*

### Highlights

The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$11,520,975 (*net position*).

The Town's total net position increased by \$866,682. The increase is due to capital asset purchases in excess of depreciation expense (for open space) offset by debt issued for the open space purchase and expenses for other post-employment benefits (OPEB) and pension.

As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$8,744,844, an increase of \$99,612 in comparison with the prior year. This increase is a result of the positive operations in the general fund of \$1,227,531 off set by the net expenditure activity in the bonded projects fund of \$1,181,832. \$4,418,481 of the total fund balance is non-spendable, restricted, committed or assigned, leaving an *unassigned fund balance* in the amount of \$4,326,363.

At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,326,363, an increase of \$441,755 in comparison with the prior year. This unassigned fund balance represents 13.3% of total budgetary general fund expenditures and transfers out.

The Town adopts an annual budget for its general fund. The budgetary comparison statement for the general fund follows to demonstrate compliance with this budget.

As of the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$8,744,844. \$4,418,481 is not available for new spending because it has already been classified as 1)

non-spendable as endowments of the permanent trust funds (\$294,632), 2) restricted (\$1,118,012), 3) committed (\$1,815,837) and 4) assigned (\$1,190,000).

The total fund balance increased by \$99,612 to \$8,744,844. This increase is a result of the positive operations in the general fund of \$1,227,531 off set by the net expenditure activity in the bonded projects fund of \$1,181,832.

The general fund is the operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund was \$4,326,363. As a measure of the general fund's liquidity, it is useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 13.3% of total general fund budgetary expenditures and transfers out.

There were no additional appropriations approved during the fiscal year.

There were budget transfers from contingency totaling \$98,059. The transfers were used to fund items such as repairs and maintenance, the library, and legal fees.

### Capital Assets and Debt Administration

**Capital assets.** The Town's investment in capital assets amounts to \$23,474,431 (net of accumulated depreciation). This investment in capital assets includes land, collections, buildings and improvements, machinery, equipment and vehicles, infrastructure and construction in progress.

The total increase in the Town's investment in capital assets for the current fiscal year was \$2,682,056 (12.9%). This increase is due to a major land purchase. Only those assets which cost \$5,000 or more with a useful life exceeding two years are capitalized. Assets costing less than \$5,000 are expensed.

Major capital asset events during the year included the following:

- Purchase of Aquarion Reservoir Property (\$2,850,000)
- New vehicles and equipment included a truck (\$106,888), dump truck (\$221,861) and brush truck (\$121,289)
- Building improvements for the ESB roof (\$219,499)

**Long-term debt.** At the end of the current fiscal year, the Town had total bonded debt outstanding of \$7,895,000. All debt is backed by the full faith and credit of the Town.

The increase in the bonds payable is due to the bonds issued for the Aquarion land purchase and the permanent financing of \$2,835,000 of maturing BANs.

The Town maintains an “Aa2” rating from Moody’s Investor Service.

The Town’s unemployment rate was 3.1%. The unemployment rate for the State is currently 5.0%, which is a decrease from a rate of 5.8% a year ago but higher than the national average of 4.4%.

Inflationary trends in the region compare favorably to national indices.

## **BOARD of FINANCE**

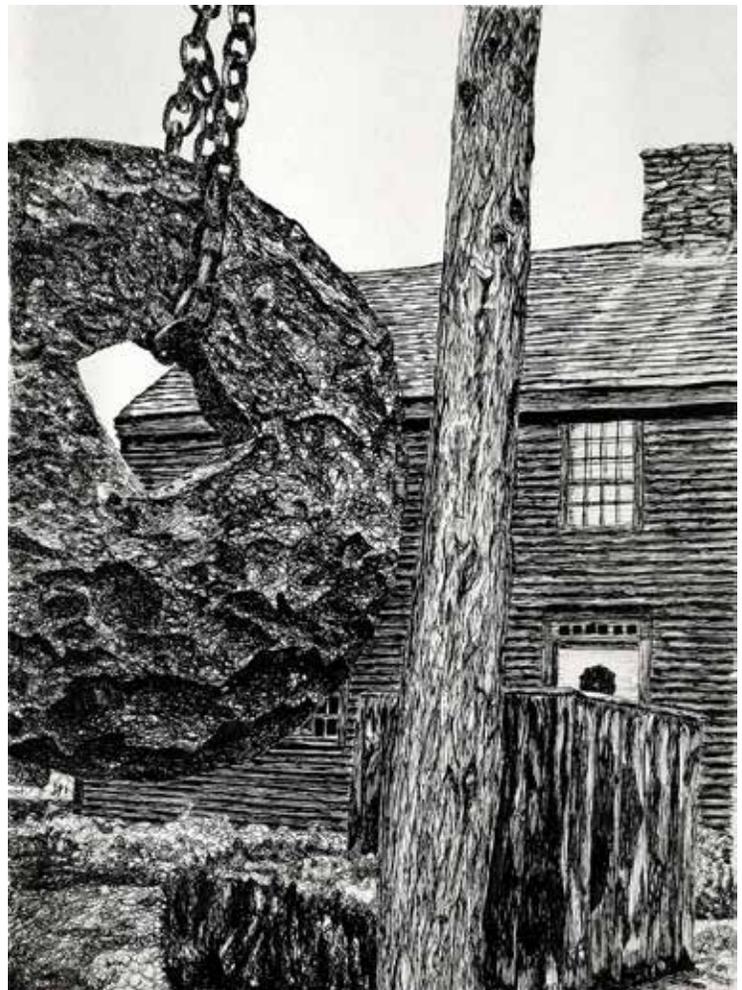
*Alex DeSorbo, Chairman*

Connecticut General Statutes and the Town Charter of Woodbury give the Board of Finance the responsibility for establishing the Annual Budget, approving special appropriations and transfers, determining financial policy, procedure and record keeping, assigning an auditor for the town and establishing the annual tax rate. The Board is also responsible to publish this compilation of Town reports and financial information from the previous fiscal year as an Annual Report and present it to the Town Meeting in November.

During the year ending June 30, 2017 yielded a General Fund Surplus of \$596,026 or 1.8% of the approved FY17 Annual Budget. Lower than budgeted operating costs contributed \$445,614 and higher than budgeted revenue contributed a net \$150,402.

Lower cost areas included Public Safety (police and fire), Assessor and Land Use, Public Works and health insurance costs.

On the revenue side, prior year (late/overdue) taxes exceeded budget while current (this year’s levy) taxes were below budget. The net result was a positive \$359k in total tax collections. Town Clerk fees, Park & Rec program fees led better than budgeted town department income; offset partly by lower landfill fees. There was also a mid-year \$64k reduction in the ECS grant.



The net tax cost of Region 14 schools (R14 budget less grants) was \$21,590,260 or 71.8% of the tax levy.

The surplus and the resulting additions to the Unassigned Fund Balance (UFB), as noted elsewhere in this report, at 13% of current year expenditures, was consistent with budget expectations presented to the Town Meeting in May and with Board policy of maintaining a 10%-15% range.

In October 2016, the Town sold \$5,785,000 of 15 year General Obligation (GO) bonds at an interest rate of 1.78%. The sale consisted of the conversion of \$4.35 million of Bond Anticipation Notes (BANs) for the capital roads and equipment plan and the purchase of the Aquarion property (passed at referendum 1236/442 in March 2016). The sale also included a refinance of the \$1.435 million 10 year balance of a 2006 bond issue for a savings of \$135,000.

Principal and interest costs for this financing is already a part of the tax rates and should remain approximately level throughout its term.

The record low interest rate enabled the Board to approve a shorter 15-year term over the planned 20 year term, also saving interest cost, without significantly increasing the planned level of debt service budgets.

Moody’s Investment Services assigned an Aa2 rating to the issue citing the “very strong fiscal management including a formalized fund balance policy and multiyear planning for capital projects.”

As the following table demonstrates, the mill rate from 2013 to 2015 (covering FY ending 2015, 2016 and 2017) rose a total of 2.3% or 60¢ per thousand of assessment. Accordingly, over that three year period the taxes on a \$300,000 assessment increased by approximately \$180 from \$7707 to \$7887.

Town operations represent about 7.42 mills or \$7.42 per thousand of assessment. Thus the

\$300,000 home in the above example is taxed about \$2226 for all town services.

Fiscal Year ending	Tax Levy	Mill Rate	Grand List as of Oct 1
2017	30,068,493	26.29	2015
2016	29,629,544	26.07	2014
2015	29,041,986	25.69	2013
2014	29,011,852	23.40	2012
2013	28,362,557	23.00	2011
2012	27,479,740	22.46	2010
2011	26,071,554	21.45	2009
2010	25,574,256	21.13	2008
2009	25,687,041	24.35	2007
2008	25,027,818	23.96	2006
2007	23,299,245	22.79	2005

In May 2017, the Town approved the 17-18 Annual Budget. The Board of Finance recommended a budget that reflected a conservative approach to the state fiscal crisis with its threatened cuts in State Municipal Aid as well as additional costs passed on to all towns. By this approach, the town likely would avoid any supplemental tax levy when the state budget finally passed. In the best case, where state municipal aid is not drastically cut, a surplus could be generated which could help the 18-19 budget just as the high school renovation debt service impacts the school budget or the state fails to fully address its problems.

As noted in the previous financial presentations and Annual Reports, the impact of the Nonnewaug High renovation could amount to as much as a 6% increase in the mill rate. The Board continues to try to work closely with the Region in planning the impact of the project on the taxpayers of Woodbury.

The Board held 17 meetings – 9 regular and 8 special.

**Meeting attendance:** Alex DeSorbo (100%); William Monti (100%); Stan Love (94%); Steven Tranguch (94%); Nancy Grasing (82%); Michael Cunningham (59%)

**General Fund Revenues and Other Financing Sources - Budget and Actual Year Ended June 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
<b>Property taxes:</b>				
Current property taxes	\$ 29,358,329	\$ 29,358,329	\$ 29,229,069	\$ (129,260)
Prior year taxes	270,000	270,000	480,897	210,897
Interest and lien fees	150,000	150,000	337,043	187,043
Supplemental motor vehicle tax	190,000	190,000	282,642	92,642
Telephone access grant	47,000	47,000	45,161	(1,839)
<b>Total property taxes</b>	<b>30,015,329</b>	<b>30,015,329</b>	<b>30,374,812</b>	<b>359,483</b>
<b>Intergovernmental revenues:</b>				
Miscellaneous state grants	10,000	10,000	9,749	(251)
OPM revenue sharing	200,175	200,175	200,369	194
MRSA municipal projects	56,908	56,908	56,908	-
Pequot fund	19,685	19,685	19,685	-
In lieu of taxes/state property	196	196	-	(196)
Elderly circuit breaker	52,698	52,698	52,085	(613)
Veterans property tax exempt	2,132	2,132	2,188	56
Town aid roads	296,185	296,185	295,490	(695)
Education (ECS)	1,341,249	1,341,249	1,276,811	(64,438)
Federal drug subsidy/retirement	6,800	6,800	7,250	450
<b>Total intergovernmental revenues</b>	<b>1,986,028</b>	<b>1,986,028</b>	<b>1,920,535</b>	<b>(65,493)</b>
<b>Charges for services:</b>				
Field fee income	3,000	3,000	6,970	3,970
Town clerk fees	180,000	180,000	244,519	64,519
Public safety permits	5,000	5,000	8,605	3,605
Building permits	80,000	80,000	104,138	24,138
Landfill fees	50,000	50,000	30,710	(19,290)
Assessor	1,200	1,200	420	(780)
Inland wetlands agency	2,500	2,500	2,404	(96)
Elderly transport	26,000	26,000	25,222	(778)
Planning commission	1,500	1,500	723	(777)
Zoning commission	15,000	15,000	13,817	(1,183)
Zoning board of appeals	2,225	2,225	2,842	617
Historic district commission	300	300	500	200
Library fines/fees	6,050	6,050	7,431	1,381
Park and recreation program income	130,000	130,000	182,277	52,277
Ambulance fee reimbursement	1,000	1,000	406	(594)
Motor vehicle fines	500	500	100	(400)
Alarm fines				-
Dog fees	600	600	80	(520)
<b>Total charges for services</b>	<b>504,875</b>	<b>504,875</b>	<b>631,164</b>	<b>126,289</b>
<b>Income from investments</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 48,614</b>	<b>\$ 27,114</b>
<b>Other revenues</b>	<b>35,000</b>	<b>35,000</b>	<b>44,950</b>	<b>9,950</b>
<b>Total revenues</b>	<b>32,562,732</b>	<b>32,562,732</b>	<b>33,020,075</b>	<b>457,343</b>
<b>Other financing sources:</b>				
Appropriation of fund balance	325,000	325,000	-	(325,000)
Premium on BANs	-	-	18,059	18,059
<b>Total other financing sources</b>	<b>325,000</b>	<b>325,000</b>	<b>18,059</b>	<b>(306,941)</b>
<b>Total revenues and other financing sources</b>	<b>\$ 32,887,732</b>	<b>\$ 32,887,732</b>	<b>\$ 33,038,134</b>	<b>\$ 150,402</b>

**General Fund Expenditures and Other Financing Uses - Budget and Actual Year Ended June 30, 2017**

	Original Budget	Final Budget	Actual	Variance with Final Budget
<b>General government:</b>				
Legislative	\$ 3,700	\$ 3,700	\$ 2,526	\$ 1,174
Board of selectmen	197,830	233,132	229,460	3,672
Judicial	5,211	5,584	5,584	-
Elections	60,303	60,303	55,013	5,290
Treasurer/fiscal	246,175	250,859	247,191	3,668
Board of finance	41,274	41,274	39,300	1,974
Assessor	122,379	125,248	61,428	63,820
Board of assessment appeals	1,891	1,891	373	1,518
Tax collector	110,283	111,091	108,792	2,299
Legal	155,000	171,273	171,272	1
Town clerk	136,832	138,354	137,286	1,068
Commissions for elderly	215,420	219,356	216,930	2,426
Town hall and buildings	236,867	250,027	243,828	6,199
Land use department	170,803	176,343	144,635	31,708
<b>Total general government</b>	<b>1,703,968</b>	<b>1,788,435</b>	<b>1,663,618</b>	<b>124,817</b>
<b>Public safety:</b>				
Police	1,066,780	1,053,987	1,000,240	53,747
Fire department	297,811	302,925	299,664	3,261
Fire marshal	106,961	108,770	108,370	400
Fire commissioners	1,166	1,166	468	698
Emergency management	142,757	142,757	131,244	11,513
Building official	115,164	123,511	120,037	3,474
Animal control	34,613	34,613	31,852	2,761
<b>Total public safety</b>	<b>1,765,252</b>	<b>1,767,729</b>	<b>1,691,874</b>	<b>75,855</b>
<b>Public works:</b>				
Highways	1,479,229	1,504,848	1,435,973	68,875
Sanitary/waste removal	395,220	395,220	356,357	38,863
Parks and lawn maintenance	68,500	68,500	65,592	2,908
<b>Total public works</b>	<b>1,942,949</b>	<b>1,968,568</b>	<b>1,857,923</b>	<b>110,645</b>
<b>Health and welfare:</b>				
Health department	87,366	87,366	84,625	2,741
Welfare/social services	34,382	35,844	24,039	11,805
<b>Total health and welfare</b>	<b>121,748</b>	<b>123,210</b>	<b>108,664</b>	<b>14,546</b>
<b>Parks and recreation</b>	<b>405,830</b>	<b>409,144</b>	<b>390,544</b>	<b>18,600</b>
<b>Library</b>	<b>638,627</b>	<b>676,921</b>	<b>642,998</b>	<b>33,923</b>
<b>Education</b>	<b>22,886,364</b>	<b>22,886,364</b>	<b>22,867,071</b>	<b>19,293</b>
<b>Fringe benefits</b>	<b>1,945,678</b>	<b>1,931,402</b>	<b>1,886,171</b>	<b>45,231</b>
<b>Other expenditures:</b>				
Payroll adjustment	\$ 59,283	\$ 38	\$ -	\$ 38
Tax refunds/prior years	5,000	5,002	5,001	1
Postage	34,000	32,000	31,642	358
Copy machine	2,500	758	686	72
Insurance/general	129,000	132,740	132,740	-
Miscellaneous	2,600	4,271	4,271	-
<b>Total other expenditures</b>	<b>232,383</b>	<b>174,809</b>	<b>174,340</b>	<b>469</b>
<b>Contingency</b>	<b>100,000</b>	<b>1,941</b>	<b>-</b>	<b>1,941</b>
<b>Debt service:</b>				
Interest	110,713	124,989	124,988	1
Principal	390,000	390,000	390,000	-
<b>Total debt service</b>	<b>500,713</b>	<b>514,989</b>	<b>514,988</b>	<b>1</b>
<b>Capital appropriations:</b>				
Equipment/fixed assets	50,136	50,136	49,843	293
Appropriations continued in force	33,084	33,084	33,084	-
Site improvement	15,000	15,000	15,000	-
<b>Total capital appropriations</b>	<b>98,220</b>	<b>98,220</b>	<b>97,927</b>	<b>293</b>
<b>Total expenditures</b>	<b>32,341,732</b>	<b>32,341,732</b>	<b>31,896,117</b>	<b>445,615</b>
<b>Other financing uses:</b>				
Transfers out:				
Revaluation	56,000	56,000	56,000	-
OPEB	100,000	100,000	100,000	-
Bonded Projects	390,000	390,000	390,000	-
<b>Total other financing uses</b>	<b>546,000</b>	<b>546,000</b>	<b>546,000</b>	<b>-</b>
<b>Total expenditures and other financing uses</b>	<b>\$ 32,887,732</b>	<b>\$ 32,887,732</b>	<b>\$ 32,442,117</b>	<b>\$ 445,615</b>

# Regular Meeting Schedule of Boards and Commissions

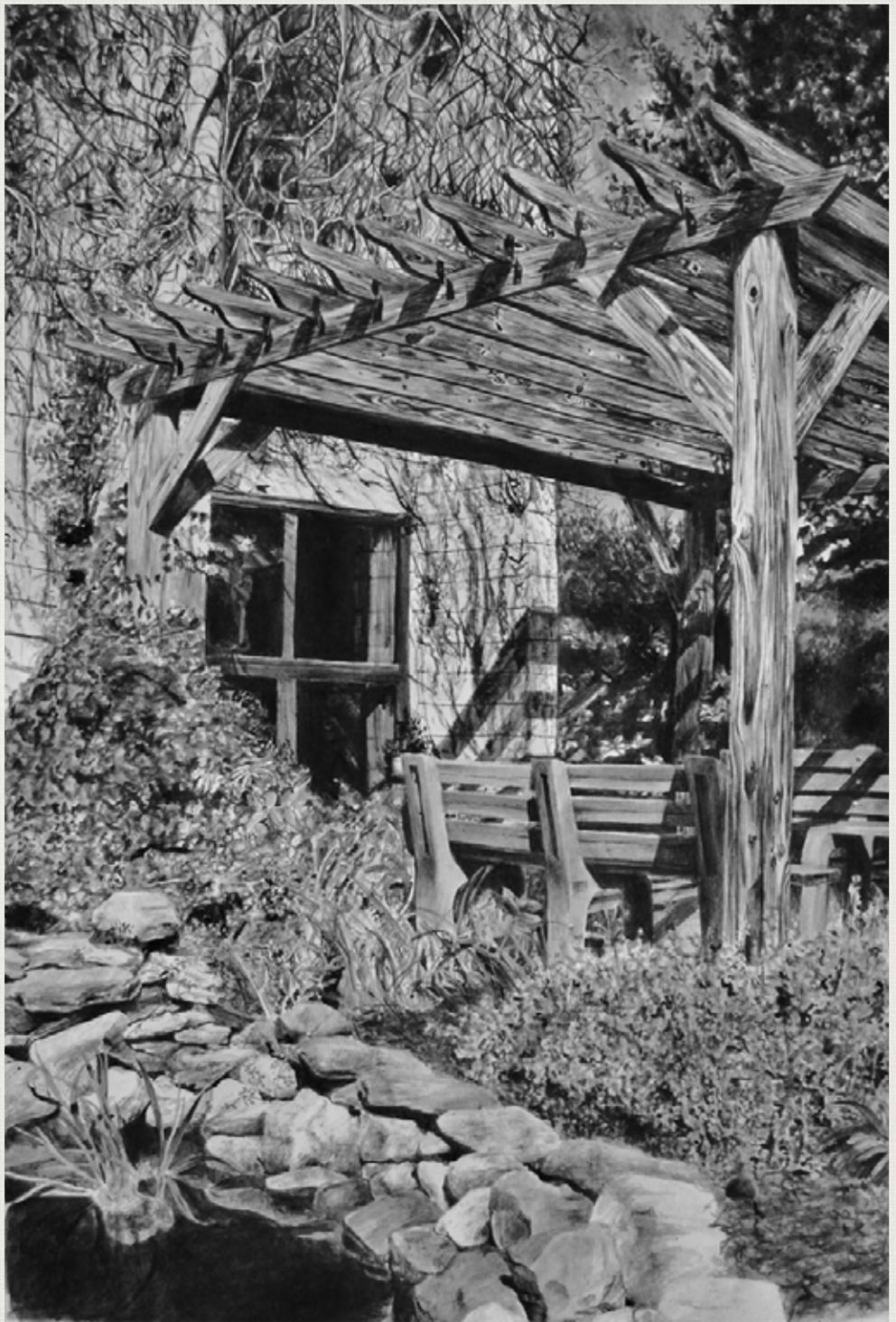
<b>Town Meeting</b>	3 <sup>rd</sup> Monday of May and Nov (7:00 PM)
<b>Board of Selectmen</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Thursday (7:30 PM) (no meeting 4 <sup>th</sup> Thursday in Nov/Dec)
<b>Conservation Commission</b>	4 <sup>th</sup> Thursday (8:00 AM)
<b>Commission for Seniors</b>	3 <sup>rd</sup> Monday (5:00 PM) except July/Aug
<b>Board of Finance</b>	4 <sup>th</sup> Wednesday (7:30 PM) (3 <sup>rd</sup> Wednesday in Nov/Dec)
<b>Board of Fire Commissioners</b>	3 <sup>rd</sup> Thursday (8:00 PM)
<b>Historic District Commission</b>	1 <sup>st</sup> Monday (7:30 PM)
<b>Inland Wetlands Agency</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Monday (7:30 PM)
<b>Library Board of Trustees</b>	4 <sup>th</sup> Tuesday (7:00 PM)
<b>Parks &amp; Recreation Commission</b>	4 <sup>th</sup> Wednesday (7:30 PM)
<b>Planning Commission</b>	1 <sup>st</sup> Wednesday (7:00 PM)
<b>Retirement and Pension Board</b>	Quarterly
<b>Zoning Board of Appeals</b>	3 <sup>rd</sup> Monday (7:30 PM)
<b>Zoning Commission</b>	2 <sup>nd</sup> Tuesday (7:30PM) 4 <sup>th</sup> Tuesday (7:00 PM)

All regular and special meetings of Woodbury Town Boards Commissions and committees are filed with the Town Clerk and posted in accordance with FOIA requirements. Information on meeting calendars, agendas and minutes are available on the town website [www.woodburyct.org](http://www.woodburyct.org) and at the Town Clerk's Office.

NOTES:



NOTES:



*The beautiful drawings of Woodbury scenes were created by student artists and provided with permission by Region 14 School District for use in this publication.*

Front Cover	Columns	Emily Swik, 2016
Introduction	House	Alaina Marra, 2017
Page 11	Church	Eric Saalmuller, 2013
Page 17	Shops	Mark Edwards, 2011
Page 20	Library	Julia Scott, 2015
Page 29	School	Alaina Marra, 2017
Page 32	Well Sweep	Annachiara Chacchia, 2017
Page 37	Glasses/Book	Elyza Bruce WMS
Back Cover	Garden	Molykate Mooney, 2015