



Town of Seymour
FINANCE DEPARTMENT

TOWN HALL
1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Town of Seymour
Finance Department
Quarterly Report – Period ending 12/31/2016

Department Specific Update

Fiscal Year 2017

Attached are 1th Quarter ended Revenue and Expenditure summaries for period ended September 30, 2016. 1th Quarter Revenue and Expenditures reports appear to be within budget.

Revenue projection is \$56,046,564 vs a budget of \$56,152,740 or \$106,176 under budget. This is due to state grant revenues coming in less than budget and use of fund balance not funded.

Expenditure projection is \$55,744,842 vs a budget of \$56,152,740 or a \$407,898 favorable budget. All departments are currently within their budgets. Surplus is due to non-funding of the mill rate stabilization fund.

Accomplishments/Recognition of Department

None

Review Goals for the Quarter;

1. Audit filed.
2. Audit finished.
3. CAFR completed.

Issue Resolution:

None

Look-Ahead:

The department will continue with regular maintenance of reconciliations and regular monthly reports. Bank reconciliations completed for all bank accounts. Complete budget report and schedules.

Establish 3 Goals for upcoming quarter:

1. Prepare budget documents
2. Attend budget workshops
3. Finish budget document for Town Hearing

TOWN OF SEYMOUR
REVENUE PROJECTION - GENERAL FUND (BY INDIVIDUAL REVENUE LINE-ITEM)
FYE 6/30/17

Line Item #	Title	12/31/2016 Adjusted Budget	Actual Through 12/17/2016	Estimated Actual 12/17/16 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
General Property Taxes							
311-0010-000-000	Property Tax	42,185,854.00	23,716,261.00	\$ 18,500,500	42,216,761	\$ 30,907	
311-0011-000-000	Prior Year property tax	526,000.00	382,358.00	150,000	532,358	7,358	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	400,000.00	117.00	400,000	400,117.00	117	
	Sub Total	43,110,854.00	24,098,736.00	19,050,500	43,149,236	38,382	
Property Taxes-Other Assessed Value							
312-0000-000-000	Real Estate Conveyance	100,000.00	65,477.00	35,500	100,977	977	
	Sub Total	100,000.00	65,477.00	35,500	100,977	977	
Penalties/Interest on Del. Taxes							
319-0011-000-000	Property Tax Int. & Liens	350,000.00	185,441.00	162,000	347,441	(2,559)	
	Sub Total	350,000.00	185,441.00	162,000	347,441	(2,559)	
Licenses and Permits							
320-0010-000-000	Pistol Permits	7,420.00	5,740.00	2,500	8,240	820	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30.00	2,415.00	2,400	4,815	4,785	
320-0030-000-000	Fire Marshal Permits and fees	2,000.00	530.00	1,500	2,030	30	
	Sub Total	9,450.00	8,685.00	6,400	15,085	5,635	
Nonbusiness Licenses and Permits							
322-0010-000-000	Dept. of Public Works	1,000.00	560.00	950	1,500	500	
322-0020-000-000	Parking Stickers	3,200.00	2,050.00	1,750	3,800	600	
322-0060-000-000	Dog Licenses	850.00	-	850	850	-	
	Sub Total	5,050.00	2,600.00	3,550	6,150	1,100	
Intergovernmental Revenues							
330-0010-000-000	Tuition	-	-	-	-	-	
	Sub Total	-	-	-	-	-	
State Government Grants							
334-0010-000-000	Transportation	-	-	-	-	-	
334-0012-000-000	Education Block Grant	10,128,492.00	2,532,123.00	7,596,369	10,128,492	-	
334-0014-000-000	Special Education Income	-	-	-	-	-	
334-0016-000-000	Education & Services	-	4,113.00	-	4,113	4,113	
334-0030-000-000	Regular Building Grants	-	-	-	-	-	
334-0035-000-000	School Miscellaneous	-	-	-	-	-	

	10,128,492.00	2,536,236.00	7,596,369	10,132,605	4,113
Sub Total					
State Government Shared Revenues					
335-0010-000-000	115,000.00	-	115,000	115,000	-
335-0011-000-000	3,000.00	1,420.00	3,000	4,420	1,420
335-0012-000-000	3,000.00	-	3,000	3,000	-
335-0014-000-000	281,186.00	-	281,186	281,186	-
335-0016-000-000	296,883.00	148,294.00	148,294	296,588	(295)
335-0018-000-000	(75,910.00)	-	(75,910)	(75,910)	-
335-0019-000-000	20,000.00	-	20,000	20,000	-
335-0022-000-000	5,000.00	-	5,000	5,000	-
335-0023-000-000	30,000.00	-	30,000	30,000	-
335-0024-000-000	494,298.00	343,388.00	-	343,388	(150,910)
335-0030-000-000	116,598.00	115,793.00	-	115,793	(805)
335-0035-000-000	67,844.00	-	67,844	67,844	-
Sub Total	1,356,899.00	608,895.00	597,414	1,206,309	(150,590)

State Govt payments in lieu of taxes

336-0010-000-000	-	-	-	-	-
336-0015-000-000	-	-	-	-	-
Sub Total	-	-	-	-	-

General Government

341-0020-000-000	130,000.00	52,439.00	70,500	122,939	(7,061)
341-0030-000-000	10,000.00	6,375.00	3,600	9,975	(25)
341-0035-000-000	1,000.00	116.00	885	1,001	1
341-0038-000-000	3,000.00	1,418.00	1,600	3,018	18
Sub Total	144,000.00	60,348.00	76,585	136,933	(7,067)

Public Safety

342-0020-000-000	6,500.00	-	6,500	6,500	-
342-0040-000-000	130,000.00	48,959.00	71,080	120,039	(9,961)
342-0045-000-000	-	-	-	-	-
Sub Total	136,500.00	48,959.00	77,580	126,539	(9,961)

Sanitation

344-0030-000-000	35,000.00	2,104.00	33,510	35,614	614
344-0035-000-000	12,500.00	11,437.00	12,000	23,437	10,937
344-0038-000-000	10,000.00	4,987.00	5,000	9,987	(13)
Sub Total	57,500.00	18,528.00	50,510	69,038	11,538

Health

345-0050-000-000	3,000.00	-	-	-	(3,000)
Sub Total	3,000.00	-	-	-	(3,000)

Culture-Recreation

347-0030-000-000	30,000.00	9,864.00	5,000	14,864	(15,136)
347-0031-000-000	29,868.00	24,033.00	5,600	29,633	(235)

347-0032-000-000	Seymour Recreation Trips	44,314.00	4,226.00	39,900	44,126	(188)
347-0033-000-000	Senior Center Dues	1,000.00	916.00	216	1,132	132
347-0034-000-000	Recreation Summer Camps	21,662.00	15,329.00	6,333	21,662	-
347-0035-000-000	Recreation Karate	10,000.00	623.00	9,237	9,860	(140)
347-0036-000-000	Recreation LEGO	4,825.00	-	4,525	4,525	-
347-0037-000-000	Senior Lunch	4,000.00	1,342.00	4,000	5,342	1,342
347-0038-000-000	Recreation/Senior Other	2,815.00	485.00	2,330	2,815	-
347-0039-000-000	Recreation/Senior Sports	12,061.00	2,291.00	9,303	11,594	(467)
	Sub Total	160,245.00	59,109.00	50,716	89,755	(15,427)
Miscellaneous Revenues						
350-0005-000-000	Police Reports	1,000.00	979.00	-	979	(21)
350-0010-000-000	Miscellaneous	5,250.00	4,401.00	-	4,401	(849)
350-0015-000-000	Housing Authority	-	-	-	-	-
350-0020-000-000	Sale of surplus property	-	-	-	-	-
350-0025-000-000	Police Admin Fee	38,000.00	21,325.00	24,553	45,878	7,878
	Grants Admin Fees	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	3,900.00	1,950.00	2,925	4,875	975
350-0100-000-000	Skate Park	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	17,500.00	9,187.00	8,313	17,500	-
350-0035-000-000	Miscellaneous	-	-	-	-	-
350-0100-000-000	Skate Park Land	-	(181.00)	181	-	-
	Sub Total	65,650.00	37,661.00	35,972	73,633	7,983
Fines						
351-0031-000-000	Ordinance fines	100.00	-	100	100	-
351-0030-000-000	Parking Fines	5,000.00	3,920.00	3,025	6,945	1,945
	Sub Total	5,100.00	3,920.00	3,125	7,045	1,945
Special Assessments						
355-0010-000-000	Sewer Assessments	295,000.00	57,846.00	270,000	327,846	32,846
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000.00	139,528.00	32,000	171,528	46,528
355-0025-000-000	Water Assessment Interest	8,000.00	40,487.00	-	40,487	32,487
	Sub Total	428,000.00	237,861.00	302,000	539,861	111,861
Investment Earnings						
361-0010-000-000	Interest General Fund	12,000.00	9,834.00	8,224	18,058	6,058
	Sub Total	12,000.00	9,834.00	8,224	18,058	6,058
Other Finance Sources						
362-0010-000-000	Other Finance Sources	-	-	-	-	-
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-
	Sub Total	-	-	-	-	-
390-0000-000-000	Revenue from fund balance	80,000.00	-	-	-	(80,000)
	Sub Total	80,000.00	-	-	-	(80,000)
	Grand Total All Town Revenues	56,152,740.00	27,982,290.00	\$ 28,074,309	\$ 56,046,564	(106,176)

TOWN OF SEYMOUR
EXPENSES PROJECTION - GENERAL FUND (BY DEPARTMENT)
FYE 6/30/17

Line Item #	Title	6/30/2017 Adjusted Budget	Actual Through 12/17/2016	Estimated Actual 12/17/16 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
	Planning & Zoning	23,296	12,596	10,700	23,296	(0)	
	Board of Finance	69,595	59,467	10,000	69,467	(128)	
	Town Meetings Public Hearings	4,200	196	4,000	4,196	(4)	
	Probate Court	14,000	13,975	-	13,975	(25)	
	Selectmen's Office	283,540	132,318	151,000	283,318	(222)	
	Economic Development	78,861	25,216	53,000	78,216	(645)	
	Economic Development Commission	2,500	650	1,850	2,500	-	
	Downtown Committee	-	-	-	-	-	
	Registrars of Voters	91,700	40,515	51,000	91,515	(185)	
	Finance Department	274,447	140,224	134,000	274,224	(223)	
	Tax Collector	162,521	83,054	79,000	162,054	(467)	
	Town Treasurer	5,200	2,600	2,600	5,200	-	
	Assessors Office	183,730	76,534	100,000	176,534	(7,196)	
	Board of Assessment Appeals	150	100	50	150	-	
	Town Counsel	290,000	105,349	184,650	289,999	(1)	
	Town Clerk	207,024	100,949	106,000	206,949	(75)	
	Printing & Legal Ads	15,000	12,491	2,500	14,991	(9)	
	Conservation Protection Agency	4,625	3,224	1,400	4,624	(1)	
	Inland/Wetlands	12,015	6,915	5,100	12,015	0	
	Board of Zoning Appeals	800	390	410	800	-	
	Town Planner	37,065	13,654	5,700	19,354	(17,711)	Part time worker hour reduced
	Town Computers / Data Processing	97,500	46,783	50,700	97,483	(17)	
	Town Buildings	521,309	300,480	220,800	521,280	(29)	
	Town Engineer	107,307	77,950	29,350	107,300	(7)	
	Blight Officer	8,950	4,465	4,480	8,945	(5)	
	Town Contributions	29,325	26,850	2,475	29,325	-	
	Personnel Benefits	-	-	-	-	-	
	Sick Pay	191,083	-	191,083	191,083	-	
	Health Insurance	2,143,636	1,430,034	713,602	2,143,636	0	
	Social Security	342,961	168,553	174,408	342,961	(0)	
	Retirement	956,896	457,131	499,765	956,896	0	
	Longevity	93,168	34,355	58,813	93,168	0	
	Town Insurance	1,618,556	1,325,978	292,578	1,618,556	(0)	
	General Government	\$ 7,870,960	\$ 4,702,996	\$ 3,141,014	\$ 7,844,010	(26,950)	
	Police Department	4,136,069	1,823,316	2,257,000	4,080,316	(55,753)	Workers compensation savings
	Communication Commission	203,599	196,485	7,114	203,599	(0)	
	Emergency Management	27,260	20,926	6,334	27,260	(0)	

EMS Commission	200	50	150	200	-
Seymour Ambulance	64,305	48,242	16,063	64,305	(0)
Valley Emergency Medical Services	31,827	31,827	-	31,827	-
Lake Authority	17,092	17,092	-	17,092	-
Fire Department	402,530	249,319	153,211	402,530	0
Water - Fire Hydrants	367,472	283,643	83,820	367,463	(9)
Fire Marshal	124,694	60,353	64,340	124,693	(1)
Office of Compliance	107,534	54,995	52,540	107,535	1
Public Safety	5,482,582	2,786,247	2,640,572	5,426,819	(55,763)
Highway Wages & Maintenance	1,859,846	964,719	880,000	1,844,719	(15,127) Workers compensation savings
Highway Materials	190,793	155,536	35,000	190,536	(257)
Street Lighting	208,110	147,777	60,333	208,110	(0)
Highways and Streets	2,258,749	1,268,032	975,333	2,243,365	(15,384)
Sanitation	99,957	55,989	43,968	99,957	(0)
Waste Collection	961,244	563,870	397,374	961,244	(0)
Sanitation	1,061,201	619,858	-	1,061,200	(1)
Valley Health Department	113,278	113,278	-	113,278	-
Dog Warden Canine Office	50,350	2,707	47,000	49,707	(643)
Town Health Contributions	14,907	11,407	3,500	14,907	-
Services to the Elderly	146,688	64,777	81,000	145,777	(911)
Health and Welfare	325,223	192,169	131,500	323,669	(1,554)
Recreation Commission	242,880	142,155	100,000	242,155	(725)
Culture & Arts Commission	20,600	9,285	11,000	20,285	(315)
Recreation Program Contributions	38,000	38,000	-	38,000	-
Parks	144,700	67,268	77,000	144,268	(432)
Library	356,642	199,630	157,000	356,630	(12)
Valley Council of Governments	6,804	6,804	-	6,804	-
Culture & Recreation	809,626	463,142	345,000	808,142	(1,484)
Board of Education	32,599,415	18,400,797	14,198,618	32,599,415	0
Principle	3,677,500	3,472,660	204,840	3,677,500	-
Interest	1,212,484	1,005,810	206,674	1,212,484	(0)
Debt Service	4,889,984	4,478,470	411,514	4,889,984	(0)
Senior Citizen Freeze	50,000	50,000	-	50,000	-
Town Capital	600,000	332,340	65,000	397,340	(202,660) Mill rate stabilization fund surplus
Town Contingency	205,000	899	100,000	100,899	(104,102) Mill rate stabilization fund surplus
Total Town Expenditures	\$ 56,152,740	\$ 33,294,949	\$ 22,008,551	\$ 55,744,842	(407,898)

TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

Phone: 203-463-3008 Fax: 203-881-5005

www.seymouredc.com

4th Quarterly Report 2016

Economic Development

10/1-12/31/16

Fred A. Messoro

Department Specific Update: no changes to staff

Budgetary Update: Budget is in good standing with levels consistent for year to date.

Accomplishments /Recognition of Department or Members: Worked with staff from Town of Seymour, Milone and MacBroom and CTDOT to rebid the Greenway Trail Phase I

Review Goals for the Quarter: Three Goals for Quarter have progressed successfully.

Re-Bid of Greenway Trail Phase 1 was accepted in Dec and LaRosa Earth Group was selected as low bidder. Awaiting CTDOT to accept Bids and fully award

New "Welcome to Seymour" Sign has been authorized from EDC to be designed and awaiting installation which should occur in 1Q 2017

Finalize the Community Connectivity Program Road Safety Audit Draft

Issue Resolution: Received State DOT Authorization to enter into agreement for State Project 124-170 Seymour Greenway Trail Inspection Agreement between the Town and Milone and MacBroom

After first Bid for Greenway Trail Phase 1 came in higher than budgeted funding, worked with Consultant and CTDOT to rebid project to stay within Budget guidelines

New Signage was placed at entrance to Silvermine Rd to discourage Truck Traffic

Look Ahead: Work CTDOT, Milone and MacBroom and Town Departments for Construction Contracts for Greenway Trail and Linear Park Phase 1.



A Small Town for Big Business

TOWN OF SEYMOUR

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Establish 3 Goals for the upcoming quarter:

1. Work with CTDOT , MMI and TOS to Prepare and Execute Construction Agreements for Phase 1 of the Seymour Greenway Trail and Linear Park
2. Provide any support from the Town with owners/representatives from HWCO, Seymour Lumber and Tri Town in promoting their sites for redevelopment.
3. Work with Vendor to have new signage installed at the RT 188/334 Roundabout and replace faded signage on RT 67 at the Mt. Road Plaza in front of Starbucks



A Small Town for Big Business



Christine Syriac
Superintendent of Schools
csyriac@seymourschools.org

QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 10/01/16-12/31/16

Prepared by: Christine Syriac

Department Specific Update: *Include information as you have in the past*

Budgetary Update: *Include an overview of your department's budget: list any major transfers, prediction for over expenditures, etc.*

Please see attached Monthly Trending Report

Accomplishments/Recognitions of Department or Members: *Did anyone in your department receive an award or recognition, a grant, or attend a training session? List all positive aspects here.*

10/03/16

Recognitions

1. Congratulations to Gurman Singh on being named a Commended Student in the 2017 National Merit Scholarship Program. He was recognized for outstanding performance on the preliminary SAT/National Merit Scholarship Qualifying Test in 2015

11/09/16

Recognitions

1. Samuel Rodrigue, a fourth grader at Chatfield-LoPresti School, created Sam's Kids in an effort to "feed one kid at a time." His food drive at Chatfield-LoPresti School for non-perishable items totaled 530 pounds from September 19 through October 20, 2016, with the donations then given to the Spooner House in Shelton. Sam's additional efforts beyond the food drive at CLS have caused literally thousands of pounds of food to have now been donated to local food shelters (2,100 pounds). Rather than play in his travel hockey games for a weekend on October 8 and 9, Samuel instead chose to stand in front of the Adams Food Market in Shelton, raising 1,440 lbs. of food that weekend, all of which was delivered to the Spooner House in Shelton. The Rinks at Shelton, where Samuel plays hockey, heard about his movement and had a food drive there a couple of weekends ago, resulting in over 500 pounds of food being donated to the Seymour-Oxford food pantry. Big Y recently joined the movement and is putting a collection bin in their store. Samuel's impact is now expanding across states, instead of just towns in the valley. A company in Ohio heard about Samuel's movement and offered to build his website. The Rodrigue family has also shared that children in Maryland are starting 'Sam's Kids' food drives and a few companies in Delaware are as well. You can check it out at www.feedingsamskids.com and his Facebook page is Sam's Kids
2. Congratulations to Bungay School for winning an Honorable Mention in the CABE Bonnie B. Carney Award of Excellence for Educational Communications for the 2016-17 Bungay Elementary School Parent/Student handbook

12/05/16

Recognitions

1. Congratulations to the Seymour High School Electrathon Race team who came home with a 2nd place finish against a tough group of 30 different schools on November 4, 2016
2. Congratulations to the Seymour High School Girls Volleyball team on their Class M championship win on Saturday, November 20, 2016. It's a great day to be a Wildcat!
3. Congratulations to the Seymour Middle School 8th grade class on their turkey drive. They collected 264 turkeys, bags of food and monetary donations. These will be given to the Seymour/Oxford Food Bank and Spooner House. Thank you to the students and volunteers for your generous gift of time
4. Congratulations to the recipients of the CAPSS Superintendents Award of Excellence – Henry Dzwonkowski (MS), Samantha Massie (MS), Gohar Khan (HS), and Cassandra Quintiliano (HS)

5. Congratulations to Mr. Rich Kearns who received an honorable mention in the category of 2016 Outstanding Achievement in Youth Preparedness" by FEMA and the Department of Homeland Security. Mr. Kearns was the only one from the State of Connecticut to be recognized
6. Congratulations to Mr. Ernie DiStasi who has been selected by CAS as the 2017 Middle School Assistant Principal of the Year for Connecticut. He will be honored at a ceremony in 2017. This is a tremendous honor, he was nominated by the people he works with and it is a true testament to the respect that Ernie's colleagues, parents, and students have for him. We are extremely proud of Ernie and his accomplishments

Review Goals for the Quarter: Did you meet your goals? What issues obstacles did you come across? Are there any goals you could not meet?

- Goal #1 Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap (In Progress)**
- a) Summer Curriculum Work
 - b) Revision to the School Improvement Plan Template
 - c) District benchmark assessments – Measures of Academic Progress – District Data Team reviewed results and set new goals for 2016-2017.
 - d) NEASC evaluation completed at Seymour High School Accreditation granted with "no" warnings
- Goal #2 Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement**
- Transition to a new student information system – Power School – transition continues and a new web site platform is being researched
 - Developed a new centralized registration system: up and running
- Goal #3 Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement**
- a) Parent conferences in November

Issue Resolution: *Reflect on some things that may not have gone as projected and how you worked to resolve the issue.*

Working in collaboration with the recreation department on trying to open the school pool to the community prior to the start of school in the early morning hours. There are some security and supervision issues that need to be addressed. A program will be piloted in January 2017.

Look-Ahead: *What big projects, purchase, or events are upcoming for your department?*

1. Superintendent Search

Establish 3 Goals for upcoming quarter. *Three things that will move your department forward or provide a better level of service or functionality to the town or residents.*

- Goal #1 Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap**
- Goal #2 Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success**
- Goal #3 Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement**



Seymour Community Services

20 Pine Street
Seymour, CT 06483
Telephone 203-888-0406 Fax 203-881-5026

4th Quarter Report – 2016

January 31, 2016

Department: Community Services

Prepared By: Mary McNelis, Director of Community Services

Budgetary Update: Budget will be tight in coming months. Increased programming requires increased hours for Recreation program manager. Program development and Administrative work load has increased based on increased programming and number of residents being served.

Rental/Reservations of Community Center: Increased requests and rentals of Community Center continue.

Accomplishments:

- Fitness Center Equipment Was purchased
- Kick off Of Basketball Program
- Budget Development

Upcoming /Long Term Focus:

- Communication of Spring/Summer Programming - Voices Insert
- Planning of Playground Program
- Focus on Fiscal Management
- Secure outside funding for programs



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Quarter 4 Accomplishments:

By The Numbers Report Summary from 10/01/2016 to 12/31/2016

Type	Res	Non Res
Number of Accounts Created Res/NonRes	114	38
Number of Members Created Res/NonRes	211	49
Number of Registrations Res/NonRes	1094	170
Total Income	\$48,007.50	
Number of Refunds/Amount	23	-\$712.00
Number of Credits Issued/Amount	31	-\$1,236.00
Number of Activities Run	66	
Number of Reservations	18	
Number of Memberships Created	99	

Membership Sales Report from 10/01/2017 to 12/31/2017

Program Name	Res Count	Non-Res Count	Total Count	Res Total	Non-Res Total	Grand Total
2016/2017 Seymour Pool Membership	20	0	20	\$1,215.00	\$0.00	<u>\$1,215.00</u>
Senior Center Membership	30	13	43	\$125.00	\$70.00	<u>\$195.00</u>
	50	13	63	\$1,340.00	\$70.00	\$1,410.00



Seymour Community Services

20 Pine Street
 Seymour, CT 06483
 Telephone 203-888-0406 Fax 203-881-5026

Program Sales Report from 10/01/2016 to 12/31/2016

Program Name	Totals
Amusement Park Tickets	<u>\$407.00</u>
Aquatic Exercise Class	<u>\$200.00</u>
Aquatics - Masters Swim Program - Coached	<u>\$65.00</u>
Aquatics- Swim Lessons - Fall Session	<u>(\$80.00)</u>
Atlantic City- 3 Day- 2 Night Trip	<u>\$100.00</u>
Basketball - Boys Recreational Youth League	<u>\$10,425.00</u>
Basketball - Boys Travel	<u>\$6,060.00</u>
Basketball - Girls Recreational Youth League	<u>\$3,750.00</u>
Basketball - High School Pick-Up League	<u>\$56.00</u>
Basketball - Instructional K-2 Youth League (Co-ed)	<u>\$4,205.00</u>
Basketball - Men's 30+ League	<u>\$630.00</u>
Basketball - Men's Under 40 League	<u>\$360.00</u>
Basketball - Recreational Youth League	<u>\$130.00</u>
Casino Trips (Last Monday of Every Month)	<u>\$1,900.00</u>
Christmastime In Ireland at NELSON HALL, Cheshire	<u>\$280.00</u>
Dodgeball - 1st Annual Seymour Recreation Dodgeball Tournament	<u>\$760.00</u>
Karate (Youth)	<u>\$2,265.00</u>
Pacific Coastal Cruise	<u>\$10,000.00</u>
Qigong	<u>\$363.00</u>
Radio City Music Hall Christmas Spectacular	<u>\$910.00</u>



Seymour Community Services

20 Pine Street

Seymour, CT 06483

Telephone 203-888-0406 Fax 203-881-5026

Senior Monthly In-House Luncheons	<u>\$1,612.50</u>
Stormville Airport Antique & Flea Market	<u>\$56.00</u>
Tai Chi Easy - Fall Session	<u>\$550.00</u>
Turn It Up! - A Music & Movement Class	<u>\$65.00</u>
Vaction Camp - Columbus Day – LEGO	<u>\$150.00</u>
Volleyball Co-Ed League	<u>(\$45.00)</u>
Woodbury Commons Holiday Shopping	<u>\$112.00</u>
YOGA	<u>\$415.00</u>
Yoga Classes	<u>\$545.00</u>
Zumba Adult	<u>\$166.00</u>
Zumba Gold	<u>\$30.00</u>
Zumba Kids	<u>\$8.00</u>
Totals	\$46,450.50



SEYMOUR POLICE DEPARTMENT

11 Franklin Street
Seymour, Connecticut 06483-2891
Telephone (203) 881-7602
Fax (203) 881-7635

MICHAEL E. METZLER
Chief of Police

4th Quarter Report

Seymour Police Department

Dates Covered: October 1, 2015-December 31, 2015

Prepared by: Chief Michael Metzler

Department Specific Update:

The Seymour Police Department has changed their goal regarding the accreditation process. It was decided to do all three tiers of the process at one time and apply for full accreditation. The process has been moving quickly under the direction of Inspector DeNigris and Sergeant Fappiano. Officer John Harkins is working very hard to promote the community and has initiated several programs to enhance that effort. Two of these initiatives involved our Toy Drive and Food Drive. Both initiatives were extremely successful because of the efforts of Caroline Spaulding. Based upon the success of our new canine, the Board of Police Commissioners approved the addition of a second canine unit in the department. Officer Matt Butler was chosen as the next handler and he started his training in December and should be graduating in the next quarter.

Budgetary Update:

The police budget for 2015-16 is in good shape. WE are exercising as much fiscal control as possible without diminishing our programs. As stated last quarter, the income side of the budget is already on the plus side and should be a great benefit for the town at the end of the fiscal year.

Accomplishments/Recognition of Department or Members:

The Department sent Deputy Chief Paul Satkowski and Inspector Joseph DeNigris to advanced supervisory training at Roger Williams University during this quarter. Both officers performed admirably and were awarded certificates for their work. Officer John Oczkowski, Canine unit "Sage" and Officer Jonathan Martin were involved in an extensive track in Woodbridge that led to the apprehension of a double homicide suspect from an incident that occurred in Hamden.

Review Goals for the Quarter:

The three (3) goals that were established for this quarter included the accreditation, Simulcast System and the enhancement of our community program. As stated above, the accreditation process goal was revamped and all three tiers should be completed for evaluation during the next quarter. The installation of the Simulcast System was put off until after the Christmas holidays and should also be completed during the next quarter. The final goal was to enhance our community programs. Officer Harkins and Sergeant Prajer are working diligently on this initiative and have made great strides in this area.

Issue Resolution:

There are a couple of issues that are being addressed at this time. The accreditation process is being finalized, the iPads are being programmed and will be all issued shortly and the Simulcast System is on the fast track for completion in late January or early February. The hiring of Officer Vega also addressed the manpower issue.

Look-Ahead:

The Community Officer is working on improving the Neighborhood Watch Program and planning for this year's Citizen Academy. With the addition of a second canine unit, the services provided to the community will be greatly enhanced. There are additional plans to initiate breakfast meetings with the downtown businesses and introduce both of our canine units to them. Officer Corey Tomasella has initiated an alternative program in the school system where he works with the students in the gym in lieu of suspensions. This program has been highly praised by the education community and has had phenomenal support from those partaking of the opportunity.

Establish (3) Goals for Upcoming Quarter:

The three goals for the 1st quarter will be as follows:

1. Successfully complete the entire accreditation process.
2. To finalize the Simulcast Communications System.
3. Evaluate all of our current equipment and determine what needs to be updated immediately and establish a replacement program that is realistic.

2nd Quarter Report

Department: Fire Department

Prepared by: Doug Zaniewski

Department-specific update:

- The department welcomes Kerry Ann Lewis to the Fire Department Clerk's position. Kerry has been familiarizing herself with the department and town hall. The Chiefs and Commissioners will work with Kerry on getting her up to speed.
- The department worked with the Communications Commission to update every radio and pager in the department. In an aggressive time frame, every radio and pager in the department received software upgrades. After a few minor hiccups the project was completed and overall was a smooth process.

Budgetary update: Include an overview of your department's budget; list any major transfers, predictions for expenditures, etc.

- The department plans to purchase some of the SCBA bottles that need to be replaced out of this years operating budget. The department plans on requesting a transfer of funds from the clerks fund as we were without a clerk for nearly a year.
- Aging apparatus continue to be a strain on our repairs and maintenance budget.
- The 2017-2018 is complete and ready to be presented to the Board of Finance

Accomplishments/recognition of department or members: Did anyone in your department receive an award or recognition, a grant or attend a training session? List all positive aspects here.

- 5 members of the department obtained their Firefighter 2 certification following completion of the 100 hour course.
- The department conducted 23 drills accounting for 1,220 man-hours of training. Classes included the state run strategy and tactics class, company level drills, and live fire training burn at the Danbury Fire School.
- Incident responses for October 1st – December 31st;

- Fire – 17 (11.64%)
 - Structure fires – 2
 - Car Fires – 5
- Overpressure Rupture, Explosion, overheat – 1 (.68%)
- Rescue Incidents – 21 (14.38%)
 - MVA – 16
 - MVA with entrapment – 1
- Hazardous condition – 30 (20.54%)
 - Gas spill – 14
- Service call – 18 (12.32%)
 - Standby in other towns – 7
- Good Intent Call – 14 (9.58%)
 - Hazmat release investigation with no hazmat found – 5
 - Odor of smoke – 4
- False alarm – 35 (23.97%)
 - Activated smoke detector – 7
- TOTAL INCIDENTS 146

Look ahead: What big projects, purchases or events are coming up for your department?

- The department is working on purchasing 13 SCBA bottles to begin the process of replacing all the bottles.

Establish 3 goals for the upcoming quarter: Three things that will move your department forward or provide a better level of service or functionality to the Town or residents.

- The members will begin their annual OSHA training in February.
- We will be looking to finish off projects from the 2016-2017 Budget.



Seymour Public Library
46 Church ST
Seymour, CT 06483
203-888-3903

Quarterly Report: January 12, 2017

Reflects current Town of Seymour Finance Department January 3 Expense report

Bibliomation circulation reports for January will not be tallied until the first week in February.

Department: Seymour Public Library

Prepared by: Suzanne Garvey, Director SPL 1/12/2017

People Counter Statistics:

September Patron Count: 3937

October Patron Count: 3897

November Patron Count: 3679

December Patron Count: 3427

Patron Visits: 14,910

1. Department-specific update:

Town Budget Figures from – January 3, 2017

Endowment Figures to December 31, 2016

Allocations	FY	YTD	Balance
Town	\$558,601.00	\$244,933.89	\$307,696.81
Encumbered		\$5,910.30	
Endowment	\$113,349.00	\$45,392.69	\$67,956.31

Operations 4 months YTD 9/1 to 12/31- Because due date is falling in middle of January instead of at the end of the month- this includes September (which was left out of the last quarterly as Bibliomation figures were not in by the 28th), October, November, and December- four Months instead of the usual three).

Circulation Adults: 7,239

Children & YA: 5,000 J + 417 Y = 5,417

Total- all items including magazines, DVDs, Audio, Adult, Children: 18,802 (DVD circulation is a large part of this)

ILL

Borrow 744

Loan 700

Holdings the library owns: 81,662

Programs-Adult 505 @ 15 programs (Halloween programs 4, had great attendance)

Juvenile 623 @ 25 programs (children 389, adults 234)
Days Open- 83 (4 months)
Computer Sessions- 1,713 (4 months)
Registered Borrowers - 6,677

2. Budgetary Update- Library should be on target with spending

3. Accomplishments/recognition of department or members:

Ann Szaley and Rebecca Troop continue to do an incredible job with children's programming. This season saw many Holiday parties, reading clubs, and craft programs.

Adult programming did very well in that Halloween occurred during this time period. Ghost, witch programs are all very popular. A tea tasting put on at the library from Osborne House also did fairly well as well as the Wingmaster's Birds of Prey program for all ages.

The Library acquired a new magni-sight reader and a current one. Theodore Klein from the Watermark in Southbury CT donated, with the help of his aide- Pamela Albert, a new magni-sight viewer. Theodore had purchased the item for another library that –for whatever reason- was not able to use the gift. I applied for the reader when I saw it listed and Theodore and Pamela, graciously, chose Seymour Public Library to receive the reader. It was new in the box and hopefully will provide a great benefit to the community. We need to do press and find a good location in the library that works for patrons.

The Friends of the Seymour Public Library donated a new Dell laptop to the library. This will enable us to hook up more easily to our projector for presentations and allow for easier staff training and allow a mobility that will should make something like even inventory run more smoothly.



Review goals for the quarter: Did you meet your goals? What issues or obstacles did you come across? Are there any goals you could not meet?

In terms of goals- we are meeting goals and they are always ongoing.

1. Continue to evaluate and upgrade and update how we use the space that we have:

Meeting- We changed out the study carrels in the front of the library with lower computer tables- great because we can see from the circulation desk into the entire area. This was a very big thank

you to the Library Board for allowing us to spend the funds in this way. We also acquired a few extra computers- meaning that all 3 computers in the children's room are in working order and we now have 10 public computers for patron use and 2 dedicated catalog machines.

This was something we could absolutely NOT have accomplished without Roger Foster, Duffy, and Alex Danka. There was a glitch in delivery. We paid for inside delivery but the company sent this 500 pd. unit with only one delivery person. Roger coordinated and assisted the delivery. He and Duffy brought all items into the library piece by piece. Roger assembled the items and he and Alex cleared the space in the library and moved the tables into place.

In the Downstairs programming area, we decorated the newly painted walls with READ posters from the American Library Association and have received many compliments from them.

2. Promote events more effectively. We have been very lucky with this- possibly because of *Voices*- a local paper. They even sent a reporter to our Wingmaster program- a special Saturday program that we ran. Julie Collier came with her Birds of Prey program. Patrons were captivated. The write up of the program -with many pictures- was uploaded to *Voice* website.

3. Continue with clean up. We are meeting that goal as well which will be an ongoing goal. Rebecca Troop made an incredible "fireplace" out of cardboard for the season. It looks great and many patrons young and old have commented on it. Cleaning up the area, we want to beautify it as well.



Issue resolution: Reflect on some things that may not have gone as projected and how you worked to resolve the issues.

Everything has gone fairly smoothly. There were no outstanding issues to resolve.

Look ahead: What big projects, purchases or events are coming up for your department?

We are looking forward to the building improvements that the grant for the library and matching money will bring about. Don Smith is managing the project and wrote the grant. The areas to be upgraded are the ones that the Seymour Building Committee pinpointed. The window replacement downstairs, the entry-way upgrade, and all of the other improvements are very looked forward to.

We are also looking forward to the library starting the fiber optic project. CEN and CT State began an initiative for libraries to upgrade to fiber. At Seymour, we know that we were approved for one of the two grants I completed and we hope and expect to be approved for the other grant that would pay for the project.

Establish 3 goals for the upcoming quarter: Three things that will move your department forward or provide a better level of service or functionality to the Town or residents.

1. Continue to evaluate, upgrade, and update how we use the space that we have. We want the library to look and be timeless and classic- not to look antiquated or outdated.

2. Work to involve patrons in our planning.
3. Continue to look for other ways to become more involved in the community and to give back.

Seymour Public Library Director's Report November 2016 *Compiled December 7, 2016*

Library closed 3 Holiday Days: Friday, Nov. 11, 2016, Thursday, November 24, 2016 and Friday, November 25, 2016.

**November Patron Count: 3679
November Computer Sessions: 396**

Nomination for Board Officers:

When an election is taking place within the Library Board for a position, and prior to an actual vote being taken, the format of one person to nominate the person running for the position and a second person to second the nomination will be followed.

Building Maintenance:

The gutters were cleaned on 11/22.

Grants:

On November 29- we were approved by the CT State Library for a building grant in the amount of \$112,500.00. That is the amount that we applied for that would match the town expected output of the energy efficiency and code repairs that the Seymour Public Library Building Committee would like to make at the library. The original library entry will be upgraded and made to code, the downstairs windows will be repaired, and lighting and HVAC upgrades are expected. Don Smith the Seymour Town engineer will be in charge of this project as items are bid out.

On December 1, 2016- we were approved by the CT State Library for \$23,200.00 in grant funds for the Fiber Optic Connection to be implemented in Seymour. We are still waiting on the grant I applied for through the Connecticut Education Network which hopefully will provide the rest of the installation costs. As discussed in an earlier meeting- the library would be responsible for the monthly cost.

Outreach:

Food For Fines: Our annual Food for Fines- a food item for one item w/overdue fine. (Lost books are not included in this which must be replaced or paid for- this only concerns items that were overdue). Will take place for the month of December.
Donations are to benefit of the Seymour Food Bank and CARES Animal Rescue of Seymour, CT.

Library is also a drop off place for Toys 4 Kids from Team

Holiday Cards for Heroes to send to Red Cross

Library Programs:

We only had 2 programs for adults in November- the tea program which brought in 38. Osborne House as an outreach brought teas for tasting and a bit of tea history.

And EARS- emergency animal response did a first aid for pets program which brought in 23 people.

Ann and Rebecca's program are cycling down for the holidays. Many musical events and book clubs. A drop in Thanksgiving craft that had participants creating a pine comb Turkey was very popular.

Projected Spending- November 2016

Adult: Non Fiction and Fiction: \$3000.00

Juvenile & YA: J titles- \$1000.00

YA titles- \$250.00

DVDs: \$ 400.00

Totals: \$4650.00

Prepared by Suzanne Garvey 12/7/16

Seymour Public Library Director's Report September 2016 *Compiled October 12, 2016*

September Patron Count: 3937

September Computer Sessions: 476 (down from last month due to computer issues)

Building Maintenance:

Painting is completed and rooms are in full use.

Fire Marshal Visit:

We had our visit from the Fire Marshal. There were some doors that needed to be upgraded and some areas that were cautioned to keep clear of items but ultimately all went okay and we are up to code.

Computer Issues:

The Library had been experiencing many computer issues since the installation of the phones. Rob Dyer did fix these issues for us on September 22. Instead of depending so much on the DSL connection, we are now more dependent on the Comcast connection. There was no additional charge to the library on that front.

Library State Report:

We are in the midst of doing the Library State Report. Compiling all statistics on what we have, we own, we circulate, and we do here. The reports are mandatory but this year- due to budget cuts- State Aid payments are suspended for the 2016-2017 fiscal year.

Library Programs:

Library programs are going well for both children and adults. Adult programs had 17 attend Marian O'Keefe's Barnum presentation and Witches had 52 attend. (The Donna Kent Ghost Hunter program on October 12 had 108 attendees.)

Children's programming is always doing well. Ann and Rebecca work very diligently to provide great service.

Projected Spending- October 2016

Adult: Non Fiction and Fiction: \$3000.00

Juvenile & YA: J titles- \$1105.00

YA titles- \$425.00

DVDs: \$ 400.00

Totals: \$4930.00

Prepared by Suzanne Garvey 10/13/2016

Seymour Public Library Director's Report December 2016 *Compiled January 10, 2017*

Library closed 2 Holiday Days: Saturday, December 24, 2016 & Tuesday, December 27

Library opened up late Saturday December 17, 2016 at 2pm

December Patron Count: 3427

December Computer Sessions: 374

Budget- The Town budget is due in at town hall on January 23, 2017 which means that it must be voted on at this January budget meeting. Our night to appear in front of the Finance Board is Monday, February 27 at 7:30PM-7:45PM.

I did contact the CFGNH about the Hamel Fund- we should be receiving \$42,876.00 this year. Regina Collins from the Wooster Trust said the number from last year \$52,500.00 would be what to expect this year. So we are up to \$95,376.00 of costs for next year (42,876 is to be spent specifically on books).

Building Maintenance: Roger Foster noticed an overhead leak in the corridor across from the circulation desk and by the children's room today- **January 10, 2017**. Tony Caserta and Don Smith have both been in to look at the leak and are in touch with the roofers.

Alex Danka is working on fixing the heat in the stairwell corridor going down to the Friends book area. This area has been problematic for years. Alex believes he can fix the problem and has ordered parts.

Furniture: Our computer tables came in. Roger Foster and Duffy brought materials into library and Roger put the furniture together for us. Alex Danka assisted in the move. Roger cleaned up space and took down study carrels.

Friends of the Library:

The Friends of the Library purchased a new laptop for the library. Dell 15 inch Windows 10 with USB and HDMI hook ups. We will use this for programming and can use this for meetings, for work off site, and even perform inventory with it. It is a great and incredible addition to the library and should help us improve our services to patrons.

Other Donation

1. The Library acquired a new magni-sight reader and a current one. Theodore Klein from the Watermark in Southbury CT donated, with the help of his aide- Pamela Albert, a new magni-sight viewer. Theodore had purchased the item for another library that –for whatever reason- was not able to use the gift. I applied for the reader when I saw it listed and Theodore and Pamela, graciously, chose Seymour Public Library to receive the reader. It was new in the box and hopefully will provide a great benefit to the community. We need to do press and find a good location in the library that works for patrons.



Library Programs:

Programs were fun this month. Children's programs all centered around crafts and the holidays. Of note was a Saturday program. The program was, Wingmasters- Birds of Prey. Julie Anne Collier, a raptor rehabilitator, brought 5 of her birds. 61 patrons –all ages- attended the program. Andrew Eder from Voices did attend the program and we did get a nice write-up on their inline site.

Projected Spending- January 2017

Adult: Non Fiction and Fiction: \$3000.00

Juvenile & YA: J titles- \$2550.00

YA titles- \$650.00

DVDs: \$ 400.00

Totals: \$6600.00

Prepared by Suzanne Garvey 1/10/17

Seymour Public Library Director's Report October 2016 *Compiled November 8, 2016*

October Patron Count: 3897

October Computer Sessions: 467

Building Maintenance:

There is an order to get the gutters cleaned as soon as leaves have finished falling.

Library State Report:

State report is completed. Statistics from July 2015-June 2016. Notable stats would show an estimated 47,973 entered the library last year during working hours. This amount is based on people counter. The amount is skewed in that employees are counted (though we all check out items as well) and patrons that enter the library multiple times throughout the day are counted as well. We had the people counter as of November of 2015 so four months (July- October was based on a set average amount).

Whereas we circulated 69,023 items last year- we circulated 67,089 items this year. That is a difference of 1,934. Since our CT interlibrary loan system was drastically diminished for much of the year (beginning in May 2015 with the Request system being terminated and the delivery service cut in December 2015- our deliveries and pick-ups went down from an everyday occurrence to twice a week). I believe that effected our circulation stats quite a bit.

Of exceptional note as well is the \$89,000 in capital funds that the town expended on the library. The bulk of that spent in the roof repair and there have been no leaks since its completion.

Library Programs:

October was a good month for programming.

Ann and Rebecca had 22 preschoolers dressed for Halloween for the Halloween party and 25 participants created pumpkins in another program (that is in addition to regular programming)

Adult programming did well. Donna Kent as mentioned last month bringing in 108 people herself. But the 3 Halloween programs Adult services had for the month of October brought in 215 adults in total.

Projected Spending- November 2016

Adult: Non Fiction and Fiction: \$3000.00

Juvenile & YA: J titles- \$525.00

YA titles- \$358.00

DVDs: \$ 400.00

Totals: \$4283.00

Prepared by Suzanne Garvey 11/8/16

Town of Seymour
Human Resources Department
4th Quarter Report - 2016
Date: 12/20/16

Department: Human Resources

Prepared by: Michele Wasikowski, HR Mgr

Department-specific update: Fourth Quarter 2016 the following items were accomplished:

- Recruited & interviewed a new part-time Fire Department Clerk –in the process of extending an offer
- Sent out required credible insurance letters to retirees on Town Medicare supplement plans.
- Worked with PMA to provide a manger training on effective claim recording for the Town
- Ordered new state and federal labor laws for each of the Town building.
- Worked diligently with ADP to convert payroll systems – had many conference calls the end of this quarter to provide them with information they needed for the conversion
- Worked on several of short-term disability cases – serving as the point person with Anthem, the employee and payroll to make sure all the paperwork was completed correctly and handed in timely
- Worked on several complex employee relation issues
- Hosted monthly manager and employee meetings
- Provided employees with monthly employee newsletters

Budgetary update: No money spent

Accomplishments/recognition of department or members:

Review goals for the quarter: My goals from last quarter were met, with the exception of the total headcount report being completed as I still need information from Payroll that I have asked for several times and have not received.

Issue resolution: N/A

Look ahead:

Establish 3 goals for the upcoming quarter:

1. Work with Kurt in union negotiations for PW and Clerks unions
2. Train employees on new payroll system and learning how they can access their information on-line
3. Evaluate new payroll system and start to use the time and attendance feature by end of 1st quarter 2017



Town of Seymour
1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

4TH QUARTERLY REPORT - 2016

DEPARTMENT: TAX COLLECTOR
PREPARED BY: DANA D. FLACH, C.C.M.C.

DATES COVERED: October 1, 2016 – December 31, 2016

DEPARTMENT SPECIFIC UPDATE:

OCTOBER:

Payments were processed. Deposits made and balanced. Collected \$282,524.73 for October, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$47,574.72 for October.

TAXSERV (collection agency) payments for October: \$5,041.81.

Collected 54.44%. Current taxes owed: \$19,438,516.70. Back taxes owed: \$1,181,960.45.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Motor Vehicle Take Offs were done on 10/3/16, 10/5/16, 10/7/16, 10/11/16, 10/13/16, 10/14/16, 10/18/16 & 10/21/16 for payments received.

Maintained change of addresses for motor vehicles & new homeowners. Gave info to Assessor's.

Maintained additions or deletions of accounts from bank requests for the mortgages they service.

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Issued Final Demands.

Water Assessment bills were sent for November.

Collector attended CCM Municipal Training on October 5 for Municipal Records Management.

Completed month end reports for Finance Director.

NOVEMBER:

Payments were processed. Deposits made and balanced. Collected \$326,665.20 for November, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$44,099.29 for November.

TAXSERV (collection agency) payments for November: \$1,869.21.

Collected 54.98%. Current taxes owed: \$19,207,251.38. Back taxes owed: \$1,148,870.95.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Delinquent notices sent for Real Estate, Personal Property, Motor Vehicle and Water Assessments.

Demands were sent out for Real Estate & Personal Property.

Motor Vehicle Take Offs were done on 11/1/16, 11/4/16, 11/15/16, 11/18/16, 11/21/16 & 11/28/16 for payments received.

Maintained change of addresses for motor vehicles & new homeowners. Gave info to Assessor's.

Maintained additions or deletions of accounts from bank requests for the mortgages they service.

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Demands were sent Motor Vehicle.

Tax Warrants (82) were issued.

Assistant Collector attended CT Tax Association Fall Meeting on November 10.

Completed month end reports for Finance Director.

PHONE: 203-888-0517
FAX: 203-881-3491 • WEBSITE: www.seymourct.org

DECEMBER:

Payments were processed. Deposits made and balanced. Collected \$3,781,199.44 for December, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$98,388.40 for December.

TAXSERV (collection agency) payments for December: \$3,315.64.

Collected 62.52%. Current taxes owed: \$16,200,902.70. Back taxes owed: \$1,022,699.27.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Delinquent notices sent for Real Estate, Personal Property, Motor Vehicles and Water Assessments.

Motor Vehicle Take Offs were done on 12/5/16, 12/8/16, 12/13/16, 12/15/16, 12/19/16, 12/20/1 & 12/22/16 for payments received.

Maintained change of addresses for motor vehicles & new homeowners. Gave info to Assessor's.

Maintained additions or deletions of accounts from bank requests for the mortgages they service.

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Supplemental Motor Vehicle bills (2,670) were sent December 19.

Collector attended NHCTA Holiday meeting December 13.

Completed month end reports for Finance Director.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS: Issued Tax Warrants to a new marshal in November -- over \$95,000 collected.

REVIEW GOALS FOR THE QUARTER: Followed up with Demands and issued Tax Warrants. Water Assessment bills were sent & MV Supplemental bills as well.

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: January collections & Budget preparedness.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Work with Marshal on outstanding Tax Warrants. January collections, Budget process & Water Assessment bills for March billing.

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF SEYMOUR
GRAND LIST YEAR 2015

Year: 2000 To 2015, Pay Date: 12/31/2016, Time: 01/04/2017 02:04:30 pm All
 Conditions: Recap By Year: No, Recap By Dist: No, Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 24 - CODE # (ALL)
 YEAR/TYPE ACTS BEGINNING LAMFUL CORRECTIONS INC. COLLECTABLE TAXES TAXES/BINT INTEREST L-FEES TOTAL OVER UNCOLLECTED
 BALANCE DEC. SUSPENSE PAID PAID PAID PAID PAID PAID

YR:	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Prior Total	YR:	2015	Grand Total
	112	123	145	160	174	176	165	152	218	291	392	544	25,475	25,524	44,699,049.23		25,468	79,119
	20,411.62	23,563.79	25,320.60	32,691.43	28,061.70	42,326.65	46,460.15	41,231.43	56,895.63	146,207.09	215,214.61	332,571.33	783,591.22	42,904,501.98	44,699,049.23		43,310,857.65	88,009,906.88
	0.00	0.00	0.00	209.22	0.01	0.00	0.00	791.28	51.15	168.67	1,111.19	1,915.69	8,229.72	42,279.61	54,756.54		79,626.85	134,383.39
	0.00	0.00	0.00	-2,140.27	-2,195.45	-2,274.24	-3,601.70	-3,729.40	-4,662.79	-5,200.86	-6,188.81	-6,080.62	-14,758.28	-297,702.24	-348,534.66		-161,662.10	-510,196.76
	20,411.62	23,563.79	25,320.60	30,760.38	25,866.26	40,052.41	42,858.45	38,293.31	52,283.99	141,174.90	210,136.99	328,406.40	777,062.66	42,649,079.35	44,406,271.11		43,228,822.40	87,634,093.51
	-4,455.75	-4,921.44	-4,762.20	-1,570.67	-2,327.15	-12,620.13	-14,177.66	-3,195.59	-1,439.63	-985.77	-4,869.99	-6,082.36	-4,185.15	-1,823.58	-67,417.07		0.00	-67,417.07
	235.19	0.00	160.68	4,057.54	3,361.90	3,755.50	4,122.02	17,131.96	24,460.68	105,829.77	144,465.14	238,894.40	578,561.27	42,190,118.72	43,315,154.77		27,027,919.70	70,343,074.47
	521.12	0.00	342.88	7,414.94	5,941.30	5,992.99	5,790.96	9,254.28	21,322.73	70,140.04	81,703.75	90,772.77	143,310.23	188,593.63	631,101.62		53,709.39	684,811.01
	73.50	0.00	37.19	225.01	251.36	209.75	270.98	449.54	631.99	1,587.46	3,338.41	5,744.76	10,321.04	11,562.78	34,703.77		6,224.61	40,928.38
	829.81	0.00	540.75	11,697.49	9,554.56	9,958.24	10,183.96	26,835.78	46,415.40	177,557.27	229,507.30	335,411.93	732,192.54	42,390,275.13	43,980,960.16		27,087,853.70	71,068,813.86
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-512.94	-319.38	-46.86			-3,828.09	17,223,601.97
	15,720.68	18,642.35	20,397.72	25,132.17	20,177.21	23,676.78	24,558.77	17,965.76	26,383.68	34,359.36	60,801.86	83,429.64	194,316.24	457,137.05	457,137.05		16,200,902.70	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-239.20	-46.86			-2,756.57	
	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05	457,137.05		1,022,699.27	
	-1,071.52	-47.86	-47.86	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-46.86	-47.86		-2,756.57	
	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27	1,022,699.27		1,022,699.27	

CASH REPORT
TOWN OF SEYMOUR

MONTHLY SUMMARY REPORT BY BILLING YEAR
 Condition: Year From: 0000 TO 2015 District: CASH: TOWN Date: 01/04/2017 Pay Date: 12/01/2016 To 12/31/2016 Time: 14:11:04 Page: 3
 Recap Option: Year Type TOWN INTEREST LIEN FEES TAX BINT TOTAL DATE PAID K TP OVR BATCH TRANS# TERM# NAME
 BILL # S-D GROSS EXMPT NET

FOR CUR/YR COLL.	FOR BACK/YR COLL.	FOR ACTIVE	GRAND TOTAL	TOWN	CURRENT:	BACK :
3,577,005.52	131,705.61	3,708,711.13	3,708,711.13	3,592,388.21		188,811.23
12,221.58	45,701.78	57,923.36	57,923.36	480.00	11,743.11	2,341.84
0.00	480.00	480.00	480.00	11,743.11	2,341.84	3,781,199.44
3,161.11	8,582.00	11,743.11	11,743.11	2,341.84	3,781,199.44	
0.00	2,341.84	2,341.84	2,341.84	3,781,199.44		
3,592,388.21	188,811.23	3,781,199.44	3,781,199.44			

RECEIPT TOTAL 3,781,199.44
 CASH TOTAL 59,097.13
 CHANGE TOTAL 513.02

CASH BALANCE 58,584.11
 CHECK TOTAL 3,624,226.93
 CREDIT TOTAL 98,388.40
 DEPOSIT TOTAL 3,682,811.04
 DEPOSIT TOTAL 3,781,199.44

*** (EXCLUDE CREDIT CARD)

**BUILDING DEPARTMENT
QUARTERLY REPORT (SEPTEMBER, OCTOBER, NOVEMBER, 2016)**

	ESTIMATED COST	FEES
BUILDING	856,602.29	12,147.00
FEES	100.00	100.00
ELECTRIC	399,957.25	5,675.00
PLUMBING	79,749.00	1,757.00
HEATING/AC/TANKS	136,831.00	2,532.00
POOLS	23,000.00	265.00
DEMOLITION	11,000.00	184.00
SIGNS	2,200.00	59.00
TOTAL	1,509,439.54	22,719.00

SUMMARY OCTOBER, 2016

	ESTIMATED COST	FEEES	# PERMS
BULDING	317,495.29	4,658.00	26
ELECTRIC	105,256.25	1,500.00	11
PLUMBING	24,250.00	516.00	8
HEATING	31,748.00	626.00	8
DEMO	10,000.00	129.00	1
SIGNS	2,200.00	59.00	1
TOTAL	490,949.54	7,488.00	55

SUMMARY NOVEMBER, 2016

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	346,072.00	4,797.00	17
FEEES	218,001.00	2,936.00	13
ELECTRIC			
PLUMBING	9,900.00	289.00	5
HEATING	64,885.00	1,178.00	13
POOL	23,000.00	265.00	1
DEMO	1,000.00	55.00	1
	662,858.00	9,520.00	50

SUMMARY DECEMBER, 2016

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	193,035.00	2,692.00	20
FEEES	100.00	100.00	1
ELECTRIC	76,700.00	1,239.00	12
PLUMBING	45,599.00	952.00	13
HEATING	40,198.00	728.00	9
POOL	-	-	
DEMO	-	-	
TOTAL	355,632.00	5,711.00	55

SEYMOUR FIRE MARSHAL'S OFFICE

QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2016

DEPARTMENT UPDATE

Below is a brief summary of major work activities that the Seymour Fire Marshal's Office conducted during the months of October, November and December of 2016

NEW CONSTRUCTION

1. 38 Columbus Avenue - The construction of this 5 story apartment building is on- going. Many construction inspections are occurring. The project is nearing the end.
2. 33 Progress Avenue, Basement System – The construction of this project is on-going. Many construction inspections are continuing to occur.
3. 600 Derby Avenue, Haynes Construction retail store – The construction of this project is at a standstill from our perspective.
4. 660 Derby Avenue, Medical Supply – This business is adding a 4,000 square foot addition to its building. This business stores mattresses, oxygen supplies, bedframes and other support materials for people who are bedridden.
5. 45 New Haven Road, Goldie's Kitchen – This new project is replacing the old Valley View Pizza restaurant. The space was gutted and new construction is starting.

MISCELLANEOUS

1. The Office continues to handle 2 house hoarding issues.
2. The Office conducted many fire prevention activities. This included visits in the elementary schools and daycares in Town, posting information, starting the fire prevention poster contest in the elementary schools and purchasing some fire prevention materials.
3. The Office applied for and obtained a \$300 grant from the F.A.I.R. plan to purchase a battery operated flood light for fire investigations. It has been purchased and is in service.
4. As Safety Coordinator I conducted several follow up activities and scheduled employee safety training. EFFECTIVE JULY 1 2017, I HAVE RESIGNED FROM THE VOLUNTEER POSITION.
5. Responded to and addressed a very significant amount of storage of combustible materials inside a Balance Rock Unit. This was on a complaint from the Police Department. This took about 1 month. Unit is now cleaned out.
6. The Office attended the State Wide Emergency Management drill at the Police Station.
7. Fire Works Standby – The Office conducted a plan review, paperwork, inspection and standby for the annual Christmas fireworks show at Legion Pool, Seymour Land Trust.

BLASTING ACTIVITIES

None occurred during this time period.

4. 427 South Main Street – Car and garage fire. This started as an accidental car fire that spread to the garage of this single family house.
5. 8 Bungay Terrace – This was a chimney fire that spread into the walls of this single family house. Substantial damage occurred within the area of the chimney. This is an accidental fire.

As a note, each fire incident requires a detailed written report. This is normally very time consuming.

BUDGET UPDATE

1. Due to unexpected repairs to the Office's vehicles, the maintenance and repairs line item is almost used up. I will be requesting an internal budget transfer in January to the Board of Finance.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

1. DFM Willis continues to do a superior job.

REVIEW OF GOALS FOR THE QUARTER

1. I have nothing to report.

ISSUE RESOLUTION

1. I have nothing to report on.

LOOK-AHEAD

1. I have nothing significant to report.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER

1. I have nothing significant to establish at this time. We will continue to focus most of our inspection time on multiple family houses, apartment buildings, schools, public assemblies and other larger type buildings. This will leave more than 200 buildings with no planned inspection schedule due to inadequate paid staffing.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
December 28 2016

2016 Quarterly Report

Department: Town Clerk's Office

Dates Covered: October 1, 2016 – December 31, 2016

Prepared by: Susan DeBarber, Elizabeth Conrad and Lianna McMurray

Department Specific Update:

- We assumed our responsibilities in relation to the conduct of the Presidential election. These responsibilities were fulfilled under the guidance of the Secretary of State. Responsibilities include:
 - Issued 472 regular absentee applications and ballots, 21 Overseas applications and ballots and 3 Emergency applications and ballots.
 - Preparation of the official ballot used on Election Day.
 - Submitted mandated warnings to the newspaper with regard to the Presidential, Congressional, Senatorial election along with two referendum questions. It also stated the date, locations, hours, etc.
- We held the lottery for the Unaffiliated Justice of the Peace during the time period designated by the state. All Justice of the Peace have been notified and most are sworn in. We issued certificates and cards to be retained in our office.
- This year we have recorded a total of 5,045 land records.
- We have issued 810 dog licenses since June 1st.
- We have issued 25 marriage licenses in October, November and December.
- We have issued 82 various hunting & fishing licenses this quarter.
- We recorded 609 sewer liens and releases.
- Our vitals income totaled \$3,504.00 this quarter.
- 18 Seymour residents who are serving in the military received \$100.00 checks from the Richard R. Pearson Fund at Christmas time.

Budgetary Update:

- We have been staying within budget while moving our office forward.

Accomplishments / Recognition of Department or Members:

- Organized the 2017 meeting and room schedule for all boards, commissions and committees.
- Averaging over 300 copies per month from online recording access.

Review Goals for the Quarter:

- We utilized the Connecticut Election Management System for reports, etc. that needed to go to the state.
- We worked with the Registrar of Voters as well as the Secretary of State's office in regard to the Presidential Election
- We will continue to investigate new ideas to update the office.

Issue Resolution:

- No issues at this time.

Look-Ahead:

- Susan and Lianna will be attending the New Haven County Town Clerk's meeting in New Haven in January.
- We will begin preparations for the referendum.
- We are accepting budgets from each department, board, commission, etc. for Fiscal Year 2017-2018.
- Completing year end procedures.

Establish 3 Goals for upcoming quarter:

- Continue to investigate new ideas to update the office and the vault.
- Finalizing our vital records for the year and confirm receipt from residing towns.
- Finalizing our end of year procedures for the land records.

ASSESSOR'S OFFICE
QUARTERLY REPORT
10/01/2016-12/31/2016

DEPARTMENT SPECIFIC UPDATES:

Adjusted assessments of vehicles based on proof of sale, plate receipt, etc.

Monthly processing of property transfers.

Processed 811 Personal Property Accounts

Various State reports completed and forwarded to the Office of Policy and Management.

Prepared Supplemental Motor Vehicle List. (2,723 vehicles)

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS:

Joe is now Vice President of the New Haven County Assessor's Association.

Veronica passed Assessor's Course 1A.

BUDGETARY UPDATE:

Working well within budget.

REVIEW OF GOALS FOR THE QUARTER:

All goals met.

ISSUE RESOLUTIONS:

No issues.

LOOK AHEAD:

Veronica to attend Assessor's Class 1B.

Preparing 2016 Grand List.