



*Town of Seymour*  
**FINANCE DEPARTMENT**

**TOWN HALL**  
1 FIRST STREET, SEYMOUR, CONNECTICUT  
06483

**Quarterly Report – Period ending 12/31/2016**

**Department Specific Update**

Fiscal Year 2017

Attached are 1st Quarter ended Revenue and Expenditure summaries for period ended March 31, 2017. 3rd Quarter Revenue and Expenditures reports appear to be within budget.

Revenue projection is \$56,136,896 vs a budget of \$56,185,080 or \$48,184 under budget. This is due to state grant revenues coming in less than budget and use of fund balance not funded.

Expenditure projection is \$55,708,732 vs a budget of \$56,185,080 or a \$477,076 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. Budget documents completed.
2. Town hearing completed
3. Converted payroll system conversion.

**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. Prepare for year end close.

**Establish 3 Goals for upcoming quarter:**

1. Prepare financials for year end closing
2. Complete budget process

3. Finish payroll G/L implementation

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

Line Item #	Title	6/30/2017	Actual	Estimated	Total	Over	Explanation for Significant Variances
		Adjusted Budget	Through 4/15/2017	Actual 04/15/17 thru 6/30/17	Actual & Estimated for 6/30/2017	(Under) Budget	
	Planning & Zoning	23,296	16,488	6,808	23,296	0	
	Board of Finance	69,595	68,662	933	69,595	(0)	
	Town Meetings Public Hearings	4,200	803	3,000	3,803	(397)	
	Probate Court	14,000	13,975	-	13,975	(25)	
	Selectmen's Office	283,540	179,682	103,000	282,682	(858)	
	Economic Development	78,861	36,294	42,000	78,294	(567)	
	Economic Development Commission	2,500	700	-	700	(1,800)	
	Downtown Committee	-	-	-	-	-	
	Registrars of Voters	91,700	53,921	15,000	68,921	(22,779)	
	Finance Department	274,447	196,430	77,500	273,930	(517)	
	Tax Collector	162,521	111,741	50,780	162,521	(0)	
	Town Treasurer	5,200	3,800	1,400	5,200	-	
	Assessors Office	183,730	115,334	68,000	183,334	(396)	
	Board of Assessment Appeals	150	100	-	100	(50)	
	Town Counsel	290,000	141,603	148,397	290,000	(0)	
	Town Clerk	207,024	144,039	62,985	207,024	(0)	
	Printing & Legal Ads	15,000	14,737	-	14,737	(263)	
	Conservation Protection Agency	4,625	3,691	-	3,691	(934)	
	Inland/Wetlands	12,015	8,059	3,956	12,015	(0)	
	Board of Zoning Appeals	800	540	-	540	(260)	
	Town Planner	37,065	20,208	4,040	24,248	(12,817)	Part time worker hour reduced
	Town Computers / Data Processing	97,500	66,451	31,049	97,500	(0)	
	Town Buildings	521,309	384,055	137,254	521,309	(0)	
	Town Engineer	107,307	97,539	9,768	107,307	0	
	Blight Officer	8,950	6,505	2,445	8,950	0	
	Town Contributions	29,325	26,850	-	26,850	(2,475)	
	Personnel Benefits	-	-	-	-	-	
	Sick Pay	191,083	-	191,083	191,083	-	
	Health Insurance	2,143,636	1,705,229	438,407	2,143,636	0	
	Social Security	342,961	245,929	97,032	342,961	0	
	Retirement	956,896	603,408	353,488	956,896	(0)	
	Longevity	93,168	62,152	31,016	93,168	0	
	Town Insurance	1,618,556	1,446,680	171,876	1,618,556	(0)	
	<b>General Government</b>	<b>\$ 7,870,960</b>	<b>\$ 5,775,605</b>	<b>\$ 2,051,217</b>	<b>\$ 7,826,822</b>	<b>(44,138)</b>	
	Police Department	4,136,069	2,703,884	1,392,000	4,095,884	(40,185)	Workers compensation savings
	Communication Commission	203,599	201,490	-	201,490	(2,109)	
	Emergency Management	27,260	23,768	3,492	27,260	0	

EMS Commission	200	50	150	200	-	
Seymour Ambulance	64,305	63,996	309	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	282,486	120,044	402,530	(0)	
Water - Fire Hydrants	367,472	284,943	82,529	367,472	(0)	
Fire Marshal	124,694	87,591	37,000	124,591	(103)	
Office of Compliance	107,534	76,868	30,000	106,868	(666)	
<b>Public Safety</b>	<b>5,482,582</b>	<b>3,773,994</b>	<b>1,665,524</b>	<b>5,439,518</b>	<b>(43,064)</b>	
Highway Wages & Maintenance	1,859,846	1,393,879	455,950	1,849,829	(10,017)	Workers compensation savings
Highway Materials	190,793	175,128	15,665	190,793	(0)	
Street Lighting	208,110	197,777	10,333	208,110	(0)	
<b>Highways and Streets</b>	<b>2,258,749</b>	<b>1,766,783</b>	<b>481,948</b>	<b>2,248,731</b>	<b>(10,018)</b>	
Sanitation	99,957	66,373	33,584	99,957	0	
Waste Collection	961,244	821,216	140,028	961,244	(0)	
<b>Sanitation</b>	<b>1,061,201</b>	<b>887,589</b>	<b>-</b>	<b>1,061,201</b>	<b>(0)</b>	
Valley Health Department	113,278	113,278	-	113,278	-	
Dog Warden Canine Office	50,350	2,275	48,075	50,350	(0)	
Town Health Contributions	14,907	11,407	3,500	14,907	-	
Services to the Elderly	146,688	99,539	47,149	146,688	0	
<b>Health and Welfare</b>	<b>325,223</b>	<b>226,499</b>	<b>98,724</b>	<b>325,223</b>	<b>(0)</b>	
Recreation Commission	242,880	182,629	60,251	242,880	0	
Culture & Arts Commission	20,600	12,896	7,000	19,896	(704)	
Recreation Program Contributions	38,000	38,000	-	38,000	-	
Parks	144,700	76,060	68,600	144,660	(40)	
Library	356,642	270,276	85,360	355,636	(1,006)	
Valley Council of Governments	6,804	6,804	-	6,804	-	
<b>Culture &amp; Recreation</b>	<b>809,626</b>	<b>586,666</b>	<b>221,211</b>	<b>807,877</b>	<b>(1,749)</b>	
<b>Board of Education</b>	<b>32,599,415</b>	<b>24,000,743</b>	<b>8,598,672</b>	<b>32,599,415</b>	<b>(0)</b>	
Principle	3,677,500	3,577,660	99,840	3,677,500	-	
Interest	1,212,484	1,184,609	27,875	1,212,484	0	
<b>Debt Service</b>	<b>4,889,984</b>	<b>4,762,269</b>	<b>127,715</b>	<b>4,889,984</b>	<b>0</b>	
Senior Citizen Freeze	50,000	50,000	-	50,000	-	
<b>Town Capital</b>	<b>632,340</b>	<b>332,340</b>	<b>-</b>	<b>332,340</b>	<b>(300,000)</b>	Mill rate stabilization fund surplus
<b>Town Contingency</b>	<b>205,000</b>	<b>2,622</b>	<b>125,000</b>	<b>127,622</b>	<b>(77,378)</b>	Mill rate stabilization fund surplus
<b>Total Town Expenditures</b>	<b>\$ 56,185,080</b>	<b>\$ 42,165,109</b>	<b>\$ 13,370,011</b>	<b>\$ 55,708,732</b>	<b>(476,348)</b>	

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 4/15/2017	Estimated Actual 04/15/17 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
<b>General Property Taxes</b>							
311-0010-000-000	Property Tax	42,185,854.00	41,589,637.00	\$ 300,382	41,890,019	\$ (295,835)	
311-0011-000-000	Prior Year property tax	525,000.00	638,397.00	107,740	746,137	221,137	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	400,000.00	495,678.00	17,000	512,678.00	112,678	
	<b>Sub Total</b>	<b>43,110,854.00</b>	<b>42,723,712.00</b>	<b>425,122</b>	<b>43,148,834</b>	<b>37,980</b>	
<b>Property Taxes-Other Assessed Value</b>							
312-0000-000-000	Real Estate Conveyance	100,000.00	88,331.00	17,600	105,931	5,931	
	<b>Sub Total</b>	<b>100,000.00</b>	<b>88,331.00</b>	<b>17,600</b>	<b>105,931</b>	<b>5,931</b>	
<b>Penalties/Interest on Del. Taxes</b>							
319-0011-000-000	Property Tax Int. & Liens	350,000.00	332,026.00	66,925	398,951	48,951	
	<b>Sub Total</b>	<b>350,000.00</b>	<b>332,026.00</b>	<b>66,925</b>	<b>398,951</b>	<b>48,951</b>	
<b>Licenses and Permits</b>							
320-0010-000-000	Pistol Permits	7,420.00	9,240.00	-	9,240	1,820	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30.00	2,415.00	-	2,415	2,385	
320-0030-000-000	Fire Marshall Permits and fees	2,000.00	745.00	-	745	(1,255)	
	<b>Sub Total</b>	<b>9,450.00</b>	<b>12,400.00</b>	<b>-</b>	<b>12,400</b>	<b>2,950</b>	
<b>Nonbusiness Licenses and Permits</b>							
322-0010-000-000	Dept. of Public Works	1,000.00	21,001.00	-	21,001	20,001	
322-0020-000-000	Parking Stickers	3,200.00	2,100.00	-	2,100	(1,100)	
322-0060-000-000	Dog Licenses	850.00	-	-	-	(850)	
	<b>Sub Total</b>	<b>5,050.00</b>	<b>23,101.00</b>	<b>-</b>	<b>23,101</b>	<b>18,051</b>	
<b>Intergovernmental Revenues</b>							
330-0010-000-000	Tuition	-	-	-	-	-	
	<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>State Government Grants</b>							
334-0010-000-000	Transportation	-	-	-	-	-	
334-0012-000-000	Education Block Grant	10,128,492.00	5,020,494.00	5,107,998	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	-	-	-	-	-	

	<b>Sub Total</b>	10,128,492.00	5,024,607.00	5,107,998	10,132,605	4,113
						-
	<b>State Government Shared Revenues</b>					-
335-0010-000-000	Circuit Breaker Program	115,000.00	101,555.34	-	101,555	(13,445)
335-0011-000-000	Judicial Fines	3,000.00	2,722.00	-	2,722	(278)
335-0012-000-000	Disability Exemption PA	3,000.00	2,543.00	-	2,543	(457)
335-0014-000-000	Hold Harmless Grant	281,186.00	-	281,186	281,186	-
335-0016-000-000	State Provided Highway (Town Road Aid)	296,883.00	296,588.00	-	296,588	(295)
335-0018-000-000	Boat Tax	(75,910.00)	-	-	-	75,910
335-0019-000-000	Veterans Exemptions	20,000.00	18,280.00	-	18,280	(1,720)
335-0022-000-000	Enterprise Zone Program	5,000.00	5,534.00	-	5,534	534
335-0023-000-000	Dist of Telephone Tax	30,000.00	30,110.00	-	30,110	110
335-0024-000-000	Manufacturers Exemption	494,298.00	343,388.00	-	343,388	(150,910)
335-0030-000-000	Local Capital Projects	116,598.00	115,793.00	-	115,793	(805)
335-0035-000-000	Mashantucket Pequot Fund	67,844.00	22,615.00	45,229	67,844	-
	<b>Sub Total</b>	1,356,899.00	939,128.34	326,415	1,265,543	(91,356)
						-
	<b>State Govt payments in lieu of taxes</b>					-
336-0010-000-000	Property tax loss	-	46,440.00	-	46,440	46,440
336-0015-000-000	Pilot Program - Smith / Ray House	-	9,319.00	-	9,319	9,319
	<b>Sub Total</b>	-	55,759.00	-	55,759	55,759
						-
	<b>General Government</b>					-
341-0020-000-000	Town Clerk	130,000.00	87,030.00	16,500	103,530	(26,470)
341-0030-000-000	Planning & Zoning	10,000.00	7,625.00	1,500	9,125	(875)
341-0035-000-000	Zoning Board of Appeals	1,000.00	352.00	-	352	(648)
341-0038-000-000	Inland Wetlands	3,000.00	1,537.00	-	1,537	(1,463)
	<b>Sub Total</b>	144,000.00	96,544.00	18,000	114,544	(29,456)
						-
	<b>Public Safety</b>					-
342-0020-000-000	Town Clerk Lic Fund	6,500.00	-	6,500	6,500	-
342-0040-000-000	Building Inspector	130,000.00	72,797.00	16,000	88,797	(41,203)
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-
	<b>Sub Total</b>	136,500.00	72,797.00	22,500	95,297	(41,203)
						-
	<b>Sanitation</b>					-
344-0030-000-000	Transfer Station - Commercial	35,000.00	10,857.00	2,100	12,957	(22,043)
344-0035-000-000	Residential Transfer Station	12,500.00	18,123.00	1,800	19,923	7,423
344-0038-000-000	Revenue from recycling	10,000.00	9,716.00	-	9,716	(284)
	<b>Sub Total</b>	57,500.00	38,696.00	3,900	42,596	(14,904)
						-
	<b>Health</b>					-
345-0050-000-000	Dog Wardens receipts	3,000.00	-	-	-	(3,000)
	<b>Sub Total</b>	3,000.00	-	-	-	(3,000)
						-
	<b>Culture-Recreation</b>					-
347-0030-000-000	Senior Trips	30,000.00	17,745.00	-	17,745	(12,255)
347-0031-000-000	Recreation Basketball	29,868.00	27,787.00	-	27,787	(2,081)

347-0032-000-000	Seymour Recreation Trips	44,314.00	5,926.00	-	5,926	(38,388)
347-0033-000-000	Senior Center Dues	1,000.00	2,091.00	-	2,091	1,091
347-0034-000-000	Recreation Summer Camps	21,662.00	15,341.00	6,333	21,674	12
347-0035-000-000	Recreation Karate	10,000.00	623.00	-	623	(9,377)
347-0036-000-000	Recreation LEGO	4,525.00	-	-	-	(4,525)
347-0037-000-000	Senior Lunch	4,000.00	2,656.00	-	2,656	(1,344)
347-0038-000-000	Recreation/Senior Other	2,815.00	841.00	-	841	(1,974)
347-0039-000-000	Recreation/Senior Sports	12,061.00	648.00	-	648	(11,413)
	<b>Sub Total</b>	160,245.00	73,658.00	-	53,549	(51,633)
						-
	<b>Miscellaneous Revenues</b>					-
350-0005-000-000	Police Reports	1,000.00	1,562.00	-	1,562	562
350-0010-000-000	Miscellaneous	5,250.00	7,305.00	-	7,305	2,055
350-0015-000-000	Housing Authority	-	240.00	-	240	240
350-0020-000-000	Sale of surplus property	-	-	-	-	-
350-0025-000-000	Police Admin Fee	38,000.00	37,846.00	12,000	49,846	11,846
	Grants Admin Fees	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	3,900.00	3,225.00	-	3,225	(675)
350-0100-000-000	Skate Park	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	17,500.00	15,313.00	2,187	17,500	-
350-0035-000-000	Miscellaneous	-	(1,700.00)	-	(1,700)	(1,700)
350-0100-000-000	Skate Park Land	-	(227.00)	-	(227)	(227)
	<b>Sub Total</b>	65,650.00	63,564.00	14,187	77,751	12,101
						-
	<b>Fines</b>					-
351-0031-000-000	Ordinance fines	100.00	-	-	-	(100)
351-0030-000-000	Parking Fines	5,000.00	6,995.00	-	6,995	1,995
	<b>Sub Total</b>	5,100.00	6,995.00	-	6,995	1,895
						-
	<b>Special Assessments</b>					-
355-0010-000-000	Sewer Assessments	295,000.00	154,248.00	140,752	295,000	-
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000.00	198,158.00	15,000	213,158	88,158
355-0025-000-000	Water Assessment Interest	8,000.00	55,514.00	-	55,514	47,514
	<b>Sub Total</b>	428,000.00	407,920.00	155,752	563,672	135,672
						-
	<b>Investment Earnings</b>					-
361-0010-000-000	Interest General Fund	12,000.00	21,947.00	4,200	26,147	14,147
	<b>Sub Total</b>	12,000.00	21,947.00	4,200	26,147	14,147
						-
	<b>Other Finance Sources</b>					-
362-0010-000-000	Other Finance Sources	32,340.00	-	-	-	(32,340)
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-
	<b>Sub Total</b>	32,340.00	-	-	-	(32,340)
						-
390-0000-000-000	Revenue from fund balance	80,000.00	-	-	-	(80,000)
	<b>Sub Total</b>	80,000.00	-	-	-	(80,000)
	<b>Grand Total All Town Revenues</b>	56,185,080.00	49,981,185.34	\$ 6,165,766	\$ 56,136,896	(48,184)

## 1st Quarterly Report 2017

### Economic Development

1/1-3/31/17

### 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 partners to host the "Fundamentals of Economic Development, A Transformational Approach" at Basement Systems

**Review Goals for the Quarter:** Two of the Three Goals for Quarter have progressed successfully.

Greenway Trail Contract was fully executed and construction is underway

HWCO Site and Tri Town Plaza are ongoing efforts to assist owners and representatives with their individual projects

Both "Welcome to Seymour" signs were replaced on Rt 188/334 Round about and in front of Mt. Road Plaza

**Issue Resolution:** Worked with CTDOT, Milone and MacBroom (MMI) and VHB to finalize contract language and final BID Logistics for Greenway Trail Project to start as scheduled

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

### **Establish 3 Goals for the upcoming quarter:**

1. Work with CTDOT , MMI and TOS for Construction of 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. Investigate if BoA Building could work as a Regional Business Incubator Center





Christine Syriac  
Superintendent of Schools  
[csyriac@seymourschools.org](mailto:csyriac@seymourschools.org)

## QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 01/01/17-03/31/17

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.*

### Recognitions 02/06/17

1. Congratulations to CLS fourth graders, Kaelyn Sabatini and Gracie Shay-Hogan who organized and facilitated a toy drive for Yale Children's Hospital and donated 312 new and unwrapped toys to make the holidays for kids in a bit merrier! Many thanks go to these two young ladies for thinking of others during the holiday season!
2. Congratulations to the Seymour High School for being one of 433 schools across the United States and Canada to be named to the College Board 7<sup>th</sup> Annual Advanced Placement Honor Roll. Thank you to the faculty and students who have supported and participated in the AP program, making this honor possible
3. Congratulations and thank you to the staff and students of Bungay Elementary School who participated in the 2016 Toys 4 Kids Campaign sponsored by TEAM, Inc. With Bungay's help, this year TEAM was able to distribute toys to 1, 234 children in 625 families

### Recognitions 03/09/17

1. Congratulations to the Seymour High School Dance team who finished 5<sup>th</sup> for their Pom routine in the state tournament and on March 3, 2017 competed in the New England Regional Competition placing 7<sup>th</sup>
2. Congratulations the Seymour High Schools Girls basketball team who won (52-38) and hosted their first round of states since 2004 against Bassick. Victoria Kellogg and Sam Diorio-Torres were both named New Haven Tap-Off Club scholar athletes. Faith Thurmond was named New Haven Tap-Off Club All Area Team and Brian Cleveland was honored with coach of the year
3. Congratulations and good luck to the Seymour High School Boys Basketball team as they advance to the first round of the state championship. The first round will be hosted by Seymour High School (first time since 1994) against Bacon Academy at Seymour Middle School on Monday, March 6, 2017
4. Congratulations to the Seymour High School Cheerleading team on their first NVL Coed title and their overall finish of 3<sup>rd</sup> place on February 18, 2017 and their first place win at the State competition on March 3, 2017!
5. Congratulations to Indoor track team members Admin Otajagic (shot-put) and Bobby Melms (long jump) who have qualified for the New England Regional competition
6. Congratulations to the Boys Swim team who competed at the NVL Finals on March 3, 2017 at Kennedy High School. Alex Cupic received all NVL and tied for first place in breast stroke and third in individual medley, freestyle relay finished 3<sup>rd</sup> and broke the school record, and medley relay finished third

**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 – Winter Assessment administered**  
d) **Accountability Index reports Chatfield-LoPresti Elementary School as a school of distinction for student with high needs. In the top 10% of schools in CT for lowest achievement gap between all students and students with high needs. Chatfield-LoPresti also received a Category 1 rating meaning student performance overall placed the school in the top quartile of all elementary schools in CT.**
- 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 implemented**
  - **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 March**

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

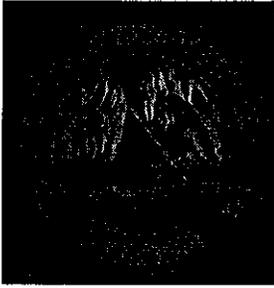
**Superintendent Search**

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

1. **Superintendent Search ongoing**

**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

## 1<sup>st</sup> Quarter Report – 2017

**Department:** Community Services

**Prepared By:** Mary McNelis, Director of Community Services

**Budgetary Update:** Prepared and Presented Budget for 2017-2018 fiscal years. Funds will be tight through end of year due to expansion of programming across all function areas.

**Rental/Reservations of Community Center:** Fee structure and procedures set for Facility Rental. Significant increased demand.

Other Facility Usage/Rentals
Boys & Girls Club
Connecticut Hurricanes Drum Corps Inc
Democratic Town Committee
George J. Hummel Little League
Pop Warner
Republican Town Committee
Seymour Fire Department
Seymour Lions Club
TOWN OF SEYMOUR
Girl Scouts Troop #60067
Seymour Pop Warner Cheer Clothing Drive
Meadow Brook Estates
Seymour Traditions Meeting

### Accomplishments:

- Voices insert highly successful – increased program attendance and overall communication to residents
- Fitness Room Opened



# Seymour Community Services

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

## Upcoming /Long Term Focus:

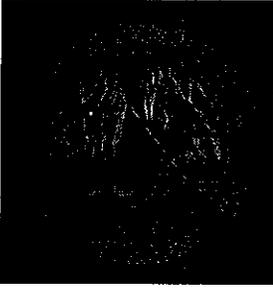
- Summer Camp Release and preparation
- Focus on increase of Senior Membership
- Background Check Policy
- Financial Aid Policy for Recreation Programming

## By The Numbers Report Summary from 01/01/2017 to 03/31/2017

Type	Res	Non - Res
Number of Accounts Created Res/NonRes	99	28
Number of Members Created Res/NonRes	178	40
Number of Registrations Res/NonRes	1034	141
Total Income	\$26,528.50	
Number of Refunds/Amount	19	-\$915.00
Number of Credits Issued/Amount	25	-\$1,198.00
Number of Activities Run	51	
Number of Reservations	32	
Number of Memberships Created ( # of Households)	310	

## Membership Sales Report from 01/01/2017 to 03/31/2017 & YTD

Program Name	Res Count	Non-Res Count	Total Count	Total Count YTD
2016/2017 Seymour Pool Membership	11	1	12	72
Fitness Center	56	2	58	58
Senior Center Membership	160	62	222	280
	<b>227</b>	<b>65</b>	<b>292</b>	<b>410</b>



# *Seymour Community Services*

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

## **Total # Registrations by Program Category 1/1/17- 3/31/17 & YTD**

<b>Category</b>	<b>Total Registrations Quarter 1</b>	<b>Fiscal YTD Registrations</b>
Activities	11	31
Adult Fitness	215	337
After School Programs	24	24
Aquatics	77	201
Basketball	460	569
Day Trips	133	578
Senior Programming	300	672
Youth Sports & Fitness	34	57
Youth Summer Programs	-	2122
Youth Vacation Programs	1	15
<b>Totals</b>	<b>1,255</b>	<b>4606</b>



## SEYMOUR POLICE DEPARTMENT

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

MICHAEL E. METZLER  
*Chief of Police*

### 1<sup>ST</sup> Quarter Report

Seymour Police Department  
Dates Covered: January 1, 2017-March 31, 2017  
Prepared by: Chief Michael Metzler

#### Department Specific Update:

The Seymour Police Department is finalizing the curriculum for this years Citizen Academy and hopes for it to be as successful as it has been since its' inception. Our budget proposals were completed and presented to the Board of Finance in February. Officer Paul Haluschak notified the department that he will be retiring as of June 30, 2017. This will impact our budget for the upcoming year, as it will take almost the entire fiscal year to select and train a replacement. The recent arrest of an off-duty police officer will also have a negative impact on our budget, but we will not be able to determine the extent of that impact until the issue is adjudicated. On a happier note, on March 28<sup>th</sup> the department conducted their second Awards Ceremony at the Villa Bianca. It was a resounding success and I wish to extend my personal gratitude to the men and women who received well-deserved recognition for the work that they do everyday. The Student Resource Officer, Jonathan Martin, has been working with all the schools to improve their relationship and initiatives. Officer Harkins is finishing up his tour as the Community Officer and is working with Sergeant Prajer on the SOLVE program.

#### Budgetary Update:

The police budget for 2016-17 is in great shape. The overtime budget has been outstanding up to the recent situations mentioned earlier. Even with those situations, the overtime line should be in good shape. The projected income portion of the budget is already close to being realized for this current budget year.

#### Accomplishments/Recognition of Department or Members:

The Seymour/Oxford Rotary selected Officer John Oczkowski for their prestigious award. Each year the organization selects one "uniformed" individual from each community in the area for consideration. As stated earlier, the 2<sup>nd</sup> Seymour Police Department Awards Ceremony was held and numerous officers were recognized for outstanding job performances. The Department was honored to have members from the Board of Selectmen, Board of Police Commissioners, State Representatives and the First Selectman in attendance. Having their presence at our ceremony meant an awful lot to those officers who were receiving their awards. It demonstrated to them that the town "cares" and they thank you for that.

#### Review Goals for the Quarter:

The three (3) goals that were established for this quarter included the accreditation, Simulcast System and the evaluation of our present equipment. The accreditation goal is still being worked on and is "fluid" in nature as it is being updated daily. With the help of Thomas Eighmie, the Simulcast system is up and running. The next step in the communications initiative is to integrate encryption. The final goal was to evaluate our present equipment for

potential upgrades. This was accomplished and we are now established a priority of what items should be upgraded and when.

**Issue Resolution:**

There are a couple of issues that are being addressed at this time. The accreditation process is being still an ongoing process, the iPads are finally programmed and the Simulcast System is up and completely functional. The process of replacing Officer Haluschak has been started and we hope to have a replacement candidate in place by the start of the third quarter. The internal investigation of an off-duty officer's arrest in Ansonia has been initiated and we hope to have a conclusion before the end of the upcoming quarter.

**Look-Ahead:**

The department has implemented a new community program under Sergeant Stephen Prajer. This program is called S.O.L.V.E. and it stands for Step Out and Leave your Vehicle Engagement. It is a program that the Sergeant worked on while at specialized training last year. We are planning to introduce this on the days shift for evaluation and if it is successful, continue it onto the rest of the department. The Citizen's Academy will be held during this quarter and the staff is trying to introduce new areas to the curriculum to enhance their already outstanding program.

**Establish (3) Goals for Upcoming Quarter:**

The three goals for the 1<sup>st</sup> quarter will be as follows:

1. To take a very strong look at current staffing levels, based on the increasing calls for service, to determine if additional officers will be needed in the near future.
2. To start the active replacement of outdated equipment that was established during last quarter's evaluations.
3. To close out the 2016-17 fiscal year on a positive note on a budgetary level and conduct a stringent vetting process for the selection of a new officer.



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

Quarterly Report: April 12, 2017

Reflects current Town of Seymour Finance Department April 3 Expense report  
 Bibliomation circulation reports for March.

Department: Seymour Public Library

Prepared by: Suzanne Garvey, Director SPL 4/6/2017

**People Counter Statistics:**

January Patron Count: 3,378

February Patron Count: 3,303

March Patron Count: 4,214

Patron Visits: 10,895

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	\$388,027.24	\$168,490.59
Encumbered		\$2,083.17	
Endowment	\$113,349.00	\$ 71,750.57	\$41,598.43

Operations 3 months YTD 1/2017 to 3/2017

**Circulations:**

January	February	March
Adult 1877	Adult 1813	Adult 1904
Juvenile 1043	Juvenile 1353	Juvenile 1576
Teen 87	Teen 105	Teen 121
DVD 1292	DVD 1267	DVD 1352
Magazine 98	Magazine 122	Magazine 119
Audio 207	Audio 249	Audio 281
eBook 219	eBook 189	eBook 230
<b>Total 4,823</b>	<b>Total 5,098</b>	<b>Total 5,583</b>

Total 3 Months= 15,504

ILL

Borrow 772

Loan 499

Holdings the library owns: 81,367

Programs-Adult 3 @ 88 programs (March 19 concert had 72 in attendance)

Juvenile 10 @ programs 167

Days Open- 19 January 19 February 22 March

Total = 58

Computer Sessions- January- 420

February- 393

March- 563 TOTAL: 1376

Registered Borrowers - 6,634

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

**3. Accomplishments/recognition of department or members:**

Ann Szaley and Rebecca Troop, our Children's department, visited Bungay School and Chatfield to talk to the classes about the library, to read stories, and to talk about programming. They do this every year and after their visits we do have many of the children come into the library to see Ann and Rebecca. They visited 3 classes and 62 children at Chatfield LoPresti and 3 classes and 60 children at Bungay.

We had our Spring concert as part of the Matthies grant (Wooster endowment paid for refreshments). Deirdre McMorrow- Traditional Irish Fiddler and Paul Pender- Singer/Guitarist played for us. The program was a Sunday, March 19, 2017 from 1:30pm-3:30PM. We had 72 people in attendance and the musical group received many compliments.

Based on the Finance Board recommendation that the library come up with a wish list for improvements, upgrades, and repairs, we posted on the CT Library Listserv asking if any libraries have had great experiences working with any furniture vendors etc. We are looking for great customer service, great products, low shipping, and less in the way of overhead costs. R. H. Lord Company in Manchester, CT had at least 7 CT library's singing their praises. We had a representative come to the Library. We looked to see what Ann was looking for in her children's room to make services better, what we would look for to upgrade the looks, and make our areas more serviceable and comfortable.

We'll be looking forward to their suggestions and would like to be able to improve specific areas each year.

**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, 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.

We are seeing the benefit of this in our statistics. Our new computer area with the addition of four Public Computers to the Adult area (total of ten public computer) and three working computers in the Juvenile area had 563 uses in March. That is up 143 from January and up 170 from March. Even with the extra days open that March has – that is a significant improvement.

2. Work to involve patrons in our planning. (Ongoing)

The arts and crafts programs are great opportunities to hear patron's opinions but we are going to run some surveys as well. We do have the book suggestions forms and are planning to put out a suggestion box.

3. Continue to look for other ways to become more involved in the community and to give back.

We do the outreach to Assisted Living and Ray house. Ann and Rebecca go to the schools. Our March Sunday Musical program brought in residents that were not familiar with the library. The music drew many compliments as did our spread of refreshments. I am looking to start an evening adult book club.

**Issue resolution:** Staff are very seasoned and professional and know how to handle many assorted types of occurrences.

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?

Fiber Optics and Building improvements are in the works. Summer reading and other programs are coming up. Two more concerts this year are afforded through the Matthies Grant. *60s Satisfaction* is coming in May. *Rave On* in October.

**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 more on the website. We are getting more views each month and we need to fill in some of the areas- such as **research** with more information.
3. To look to the future and see what we want to offer for patrons. What type of programming, what type of circulation, etc. This goes hand and hand with library clean up.



*Town of Seymour*  
1 First Street • Seymour, Connecticut 06483

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**OFFICE OF TAX COLLECTOR**

1ST QUARTERLY REPORT - 2017

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

DATES COVERED: January 1, 2017 – March 31, 2017

DEPARTMENT SPECIFIC UPDATE:

**JANUARY:**

Payments were processed. Deposits made and balanced. Collected \$14,027,166.86 for January, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$300,072.62 for January.

TAXSERV (collection agency) payments for January: \$5,422.53.

Collected 94.77%. Current taxes owed: \$2,262,791.07. Back taxes owed: \$974,322.03.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 1/6, 1/10, 1/12, 1/13, 1/17, 1/19, 1/20, 1/23, 1/26, 1/27, 1/30 & 1/31/17 for payments received.

Working with new DMV CIVLS program.

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.

Completed month end reports for Finance Director.

Filed 2017-2018 Budget with Town Clerk.

**FEBRUARY:**

Payments were processed. Deposits made and balanced. Collected \$1,216,684.71 for February, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$189,366.92 for February.

TAXSERV (collection agency) payments for February: \$12,176.07.

Collected 97.14%. Current taxes owed: \$1,237,872.25. Back taxes owed: \$908,040.20.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Motor Vehicle Take Offs were done on 2/7, 2/10, 2/16, 2/17, 2/21, 2/23, 2/27 & 2/28/17 for payments received.

Put on file was done on 2/6/17.

Working with new DMV CIVLS program.

Delinquent Statements sent for Real Estate, Personal Property & Water Assessment.

Demands were sent for Delinquent Water Assessment Accounts.

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.

Completed month end reports for Finance Director.

Presented 2017-2018 Budget to BOF.

TELEPHONE: 203-888-0517

FAX: 203-881-3491 • WEBSITE: [www.seymourct.org](http://www.seymourct.org)

**MARCH:**

Payments were processed. Deposits made and balanced. Collected \$372,039.61 as of 03/31/16 for March, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$71,705.21 as of 03/31/16 for March.

TAXSERV (collection agency) payments for March: \$9,445.05.

Collected 97.74% as of 3/31/16. Current taxes owed: \$966,589.78. Back taxes owed: \$750,424.69.

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 & 3/3, 3/7, 3/10/, 3/15, 3/17, 3/22, 3/23, 3/29 & 3/31/16, for payments received.

Delinquent Statements sent for Real Estate, Personal Property, Motor Vehicle & Water Assessment.

Demands were sent for Personal Property Accounts.

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.

Water Assessment Bills were put on & sent.

Suspense List was presented to Board of Finance & approved.

Completed month end reports for Finance Director.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS: Floater started CCMC Class I

REVIEW GOALS FOR THE QUARTER: January collections were good. Presented Budget for next fiscal year. Water Assessment bills were prepared and mailed for April Collection.

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: Budget to be passed. Tax Sale scheduled for 3 properties for May 9, 2017.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Smooth budget process. Follow up with delinquent accounts. Prepare for next fiscal year.

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

Year: 2000 To 2015, Pay Date: 03/31/2017, Time: 04/05/2017 09:11:49 am All

Page: 1

Conditions: Recap By Year: No Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 24 - CODE T (ALL)

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL CORRECTIONS INC.	DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
YR: 2001	98	15,720.68	0.00	0.00	15,720.68	-5,245.63	0.00	42.48	1.00	43.48	0.00	10,475.05
YR: 2002	112	18,642.35	0.00	0.00	18,642.35	-5,601.53	20.12	47.38	11.28	78.78	0.00	13,020.70
YR: 2003	133	20,481.57	0.00	0.00	20,481.57	-5,833.00	208.56	468.34	53.52	730.42	0.00	14,440.01
YR: 2004	145	28,441.58	209.22	-209.22	28,441.58	-6,143.00	3,439.18	6,742.43	88.93	10,270.54	0.00	18,859.40
YR: 2005	159	23,004.52	0.01	0.00	23,004.53	-5,635.85	3,042.73	5,423.55	85.72	8,552.00	0.00	14,325.95
YR: 2006	161	26,605.03	0.00	0.00	26,605.03	-5,838.01	2,981.31	4,609.44	48.08	7,638.83	0.00	17,785.71
YR: 2007	148	28,206.09	0.00	0.00	28,206.09	-5,952.34	3,659.95	5,170.87	118.63	8,949.45	0.00	18,593.80
YR: 2008	132	21,101.81	0.00	0.00	21,101.81	-6,017.65	3,136.05	3,867.55	64.76	7,068.36	0.00	11,948.11
YR: 2009	189	29,792.35	0.00	-289.86	29,502.49	-6,246.20	4,321.64	4,517.38	63.08	8,902.10	0.00	18,934.65
YR: 2010	248	49,955.76	0.00	-626.42	49,329.34	-9,997.65	15,604.00	12,051.52	173.44	27,828.96	0.00	23,727.69
YR: 2011	330	84,077.76	0.00	-724.24	83,353.52	-9,801.43	24,611.65	16,512.27	1,296.75	42,420.67	0.00	48,940.44
YR: 2012	425	129,235.58	512.94	-999.56	128,748.96	-9,920.87	56,631.50	28,138.92	3,006.55	87,776.97	0.00	62,196.59
					***REFUND***		-523.38	-194.62	0.00			
YR: 2013	909	294,978.44	808.17	-2,205.46	293,581.15	-10,162.71	139,820.42	49,355.53	5,859.49	195,035.44	-315.23	143,598.02
					***REFUND***		-623.96	-55.99	0.00			
YR: 2014	25,504	729,494.36	2,150.65	-27,631.86	704,013.15	-11,179.49	359,255.09	78,814.67	7,515.81	445,585.57	-235.46	333,578.57
					***REFUND***		-7,476.09	-94.94	-46.86			
Prior Total		1,499,737.88	3,680.99	-32,686.62	1,470,732.25	-103,575.36	616,732.20	215,762.33	18,387.04	850,881.57	-550.69	750,424.69
					***REFUND***		-8,623.43	-345.55	-46.86			
YR: 2015	25,623	43,310,857.65	122,026.36	-183,814.28	43,249,069.73	-12,926.77	42,269,553.18	104,033.47	7,833.48	42,381,420.13	-3,670.62	966,589.78
					***REFUND***		-61,413.19	-51.67	-2.00			
Grand Total	54,316	44,810,595.53	125,707.35	-216,500.90	44,719,801.98	-116,502.13	42,886,285.38	319,795.80	26,220.52	43,232,301.70	-4,221.31	1,717,014.47
					***REFUND***		-70,036.62	-397.22	-48.86			







**CASH REPORT  
TOWN OF SEYMOUR**

MONTHLY SUMMARY REPORT BY BILLING YEAR      CASH: TOWN    Date: 04/05/2017    Pay Date: 01/01/2017 To 03/31/2017    Time: 09:07:34    Page: 3  
 Condition: Year From: 0000 TO 2015    District: All Term#    Total Only: YES    Bill Type: 00 - ALL BILLS    Susp/Credit: ALL    Cycle #: 00 TO 00  
 Recap Option: Year    Type

BILL #	S-D	TOWN Gross	INTEREST Exmpt	LIEN Net	FEES	Tax	BINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT PP		634,852.40	2,908.72	0.00	80.42		0.00	637,841.54								
TOT MV		128,305.88	15,237.72	0.00	1,178.45		0.00	144,722.05								
TOT MVS		412,600.10	2,149.35	0.00	285.00		0.00	415,034.45								
TOT YR 2015		15,293,502.26	52,431.91	0.00	1,549.87		0.00	15,347,484.04								
TOT CUR/YR COLL.		15,293,502.26	52,431.91	0.00	1,549.87		0.00	15,347,484.04								
TOT BACK/YR COLL.		187,002.38	69,450.57	792.00	3,806.93		7,355.26	268,407.14								
TOT ACTIVE		15,479,960.74	121,221.64	792.00	5,354.80		7,355.26	15,614,684.44								
TOT SUSPENSE		543.90	660.84	0.00	2.00		0.00	1,206.74								
GRAND TOTAL		15,480,504.64	121,882.48	792.00	5,356.80		7,355.26	15,615,891.18								
TOWN		CURRENT:	15,347,484.04	BACK	:			268,407.14								

RECEIPT TOTAL	15,615,891.18	
CASH TOTAL	270,170.10	
CHANGE TOTAL	2,609.16	
-----		
CASH BALANCE	267,560.94	
CHECK TOTAL	14,787,185.49	
CREDIT TOTAL	561,144.75	
DEPOSIT TOTAL	15,054,746.43	*** (EXCLUDE CREDIT CARD)
-----		
DEPOSIT TOTAL	<u>15,615,891.18</u>	

**BUILDING DEPARTMENT  
QUARTERLY REPORT (JANUARY, FEBRUARY, MARCH 2017)**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	\$ 606,661.00	\$ 8,340.00	52
<b>FEES</b>	\$ -	\$ -	0
<b>ELECTRIC</b>	\$ 368,639.00	\$ 5,680.00	49
<b>PLUMBING</b>	\$ 103,702.00	\$ 2,596.00	36
<b>HEATING/AC/TANKS</b>	\$ 155,367.00	\$ 2,406.00	22
<b>POOLS</b>	\$ -	\$ -	0
<b>DEMOLITION</b>	\$ -	\$ -	0
<b>SIGNS</b>	\$ 22,000.00	\$ 259.00	1
<b>SOLAR</b>			13
 <b>TOTAL</b>	 <b>\$ 281,069.00</b>	 <b>\$ 10,941.00</b>	 <b>173</b>

SUMMARY JANUARY, 2017

	<b>ESTIMATED COST</b>	<b>FEEs</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	\$ 180,259.00	\$ 2,576.00	19
<b>FEEs</b>	\$ -	\$ -	0
<b>ELECTRIC</b>	\$ 188,376.00	\$ 2,642.00	19
<b>PLUMBING</b>	\$ 34,979.00	\$ 1,079.00	14
<b>HEATING</b>	\$ 33,400.00	\$ 571.00	7
<b>SIGNS</b>	\$ -	\$ -	0
<b>DEMO</b>	\$ -	\$ -	0
<b>SOLAR PANELS</b>	\$ -	\$ -	8
<b>TOTAL</b>	<b>\$ 437,014.00</b>	<b>\$ 6,868.00</b>	<b>67</b>

**SUMMARY FEBRUARY, 2017**

	<b>ESTIMATED COST</b>	<b>FEEs</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	\$ 142,628.00	\$ 1,942.00	9
<b>FEES</b>	\$ -	\$ -	0
<b>ELECTRIC</b>	\$ 88,724.00	\$ 1,309.00	10
<b>PLUMBING</b>	\$ 43,925.00	\$ 787.00	10
<b>HEATING</b>	\$ 19,873.00	\$ 342.00	4
<b>SIGNS</b>	\$ -	\$ -	0
<b>DEMO</b>	\$ -	\$ -	0
<b>SOLAR PANELS</b>	\$ -	\$ -	3
<b>TOTAL</b>	<b>\$ 295,150.00</b>	<b>\$ 4,380.00</b>	<b>36</b>

**SUMMARY MARCH, 2017**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	\$ 283,774.00	\$ 3,822.00	24
<b>FEES</b>	\$ -	\$ -	0
<b>ELECTRIC</b>	\$ 91,539.00	\$ 1,729.00	20
<b>PLUMBING</b>	\$ 24,798.00	\$ 730.00	12
<b>HEATING</b>	\$ 102,094.00	\$ 1,493.00	11
<b>SIGNS</b>	\$ 22,000.00	\$ 259.00	1
<b>DEMO</b>	\$ -	\$ -	0
<b>SOLAR PANELS</b>	\$ -	\$ -	2
<b>TOTAL</b>	<b>\$ 524,205.00</b>	<b>\$ 8,033.00</b>	<b>70</b>

# SEYMOUR FIRE MARSHAL'S OFFICE

## QUARTERLY REPORT FOR JANUARY TO MARCH 2017

### DEPARTMENT UPDATE

Below is a brief summary of major work activities that the Seymour Fire Marshal's Office conducted during the months of January, February and March of 2017

### NEW CONSTRUCTION

1. 38 Columbus Avenue - The construction of this 5 story apartment building is almost complete. Many construction inspections had occurred. Certificate of Occupancy has been issued for three floors so far with occupants already living on the second floor.
2. 33 Progress Avenue, Basement System – The construction of this project is almost completed. Many construction inspections are continuing to occur.
3. 600 Derby Avenue, Haynes Construction retail store – A new plan review was conducted and approved. The construction of this project has started up in earnest.
4. 660 Derby Avenue, Medical Supply – This business is adding a 4,000 square foot addition to its building. Construction has started in earnest.
5. 45 New Haven Road, Goldie's Kitchen – This new project is replacing the old Valley View Pizza restaurant. The construction has had delays but is progressing.
6. TSA 30 Great Hill Road. This occupancy has gone thru a review by the State Fire Marshal's and Building Inspector's Offices, local Fire Marshal and Building Inspector's Offices, Zoning, Health Department, State's Housing Prosecutor's Office and Town Attorney's Office. They finally obtained a Certificate of Occupancy after completing the necessary modifications and construction work. This was a significant involving project.

### MISCELLANEOUS

1. The Office continues to handle 2 house hoarding issues. Some progress has been made.
2. The Office conducted a Fire Prevention Poster Contest in conjunction with the State for 4th and 5th grades.
3. CPR/AED Program- I scheduled coordinated and made happen the training for employees in the Library, Town Hall and Community Center for this program to continue. I coordinated, obtained and filed the necessary paperwork.
4. I prepared, documented, handled and attended the necessary meetings in order to deal with the Office's next year budget proposal.
5. The Office arranged and participated in giving a fire truck ride to the fourth and fifth grade winners at Bungay School from the Fire Prevention Poster Contest. Each student also had a parent come with them.

## BLASTING ACTIVITIES

None occurred during this time period.

## ROUTINE ACTIVITIES

### 1. Inspections on existing and new construction buildings.

New Construction - 34      Initial Existing Buildings – 40      Re-inspections - 24

Underground Propane Tank inspection – 0

Please keep in mind that after every inspection, some type of a report is completed.

### 2. **Reports - 89**      Blasting Permits- 0      Fire Code complaints- 7      Meetings – 40

Detail Code Reviews – 5      Detail Follow-up Activities – 61      Burning Permits - 1

Routine Reports -0      Oil Tank Removal/Inquiry – 13      Plan Review – 6

Fire Code Modification Requests – 0      Other – 2      Fire Lane/Hydrant violation tickets - 3

## **TOTAL FROM 1 AND 2 ABOVE – 312 only**

### FIRE SAFETY TRAINING GIVEN

1. DFM Willis assisted Ansonia FM with fire extinguisher training for Ansonia PD.

### FIRE SAFETY TRAINING ATTENDED

1. DFM Willis attended half day classes on Inspecting 3 Family Houses, Fire Scene from a Medical Examiners Standpoint, a CPR/AED class and IAAI Photography. Also an on-line class on Digital Photography for Fire Investigators and LOOD Investigations and Documenting the Fire Scene. Also a 2 day class in Pennsylvania on Fire Investigation Photography.
2. FM Wetowitz took 3 on line classes on Basic Electricity, Electrical Safety for Fire Investigators and Vehicle Fire Investigations.
3. FM Wetowitz, DFM Willis and DFM Fritz attended a half day class in Shelton on Doors and their Locking Mechanisms.

As a reminder to the Selectman, by State Statue, we have to maintain 90 hours of CEUs every 3 years or we lose our certification, just like teachers and police officers.

## MAJOR FIRE AND INCIDENT INVESTIGATIONS

1. 23 Manners Ave. – Vehicle fire. This appears to be an accidental car fire that may have started in the passenger compartment.
2. 24 Roosevelt Drive – This was a garage and work shop fire. Due to collapse, the physical investigation inside the structure was not practical due to safety reasons. However, it appears to be an accidental fire started by grinding a metal hinge.
3. 427 South Main St. – There has been multiple follow-ups with this past multiple vehicles fires and damage to house. This included Seymour Police, Ansonia Police and a private insurance investigator.
4. 7/9 Jay Lane – A burning outside fire pit spread to a Jacuzzi, chairs and a line of evergreen trees. This resulted in the fire spreading next door to a large and tall dead tree and a stump. This appears to be an accidental fire. It was very windy that day. The fire department had to order the cutting down of the tall tree because it was burning inside the tree.

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 and the unexpected purchase of new fire code books, both the maintenance and general supply line items are almost used up. I will be requesting an internal budget transfer in April 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. 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  
April 10 2017

## **2017 Quarterly Report**

**Department:** Town Clerk's Office

**Dates Covered:** January 1, 2017 – March 31, 2017

**Prepared by:** Susan DeBarber, Elizabeth Conrad and Lianna McMurray

### **Department Specific Update:**

- We have issued 825 dog licenses to date.
- We have issued 12 marriage licenses in January, February and March.
- We have issued 320 various hunting & fishing licenses this quarter.
- We recorded 745 sewer liens and releases.
- Our vitals income totaled \$4,001.00 this quarter.
- We are in the preliminary stages of preparations for the Municipal Election on November 7, 2017.
- We are preparing for the budget referendums in April and May.

### **Budgetary Update:**

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

### **Accomplishments / Recognition of Department or Members:**

- Susan and Lianna attended the New Haven County Town Clerks meeting in January.
- Averaging over 300 copies per month from online recording access.

### **Review Goals for the Quarter:**

- We plan to continue to investigate new ideas to update the office and vault.
- Finalized our vital records for the year and confirmed receipt from residing towns.
- Finalized end of year procedures for land records.

### **Issue Resolution:**

- No issues at this time.

### **Look-Ahead:**

- We will be preparing for the Referendums and the Municipal Election.
- We will be preparing for a busy season issuing marriage licenses, hunting and fishing licenses.
- We will be sending out dog license renewals at the end of May.
- Veronica (Floater) and Lianna will be attending the 'Elections Administration' Class in May.

### **Establish 3 Goals for upcoming quarter:**

- Get things in order and organized for dog licenses which will be sent out at the end of May/beginning of June.
- Get things in order and organized for the budget referendum, including absentees.
- Continue meeting deadlines with regard to upcoming November Municipal Election.

ASSESSOR'S OFFICE  
QUARTERLY REPORT  
1/01/2017 – 3/31/2017

DEPARTMENT SPECIFIC UPDATES:

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

Monthly processing of property transfers.

Auditing 10 Personal Property Accounts

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

Finalized and filed 2016 Grand List.

Accepting applications for Elderly and Disabled Homeowners and Additional Veterans Benefits Programs.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS:

Joe is organizing classes for the New Haven County Assessors Association.

Joe and Priscilla attended a seminar presented by the Society of Professional Assessors. The topic was "Leasehold versus Real Property".

BUDGETARY UPDATE:

Working well within budget.

REVIEW OF GOALS FOR THE QUARTER:

All goals met.

ISSUE RESOLUTIONS:

No issues.

LOOK AHEAD:

Joe to attend the Annual Assessors School at UCONN in June.

Priscilla to attend the Northeast Regional Assessors Association conference in Mystic in May.

Rental Rebate Program begins April 1<sup>st</sup>.