



*Town of Seymour*  
**FINANCE DEPARTMENT**

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

**Town of Seymour**  
**Finance Department**  
**Quarterly Report – Period ending 06/30/2015**

**Department Specific Update**

Attached are 4th Quarter ended Revenue and Expenditure summaries for period ended June 30, 2015. 4th Quarter Revenue and Expenditures reports appear to be within budget. The projected revenues are \$54,332,609 compared to a budget of \$54,472,351 for an unfavorable budget variance of \$139,742. The variance is due to interest and building fees trending below budget, budgeted use of fund balance of \$50,000 and snow plowing transfer out of fund balance \$81,077. The projected expenditures are \$54,314,149 compared to a budget of \$54,205,236 for a favorable budget variance of \$266,575. Favorable budget is due to contract garbage savings and the Services to the Elderly and Recreation commission decreased number of trips and late rehiring of personal. Unfavorable budgets are Town Building's repairs and maintenance, snow plowing overtime and workers compensation is over budget. This results in a favorable budget of \$126,833. However, this does not include the internal service fund deficit of \$305,000 due to workers compensation claims higher than budget. Combining the two is an unfavorable budget is \$178,167.

**Accomplishments/Recognition of Department**

Awarded GFOA Excellence in Financial Reporting for the Town of Seymour CAFR FY2014  
implemented management comments  
Implemented budget into financial system

**Review Goals for the Quarter;**

1. Financial system prepared for new year budget
2. Established an internal service fund for workers compensation and dental claims
3. Helped in completion of the Official Statement for Bond sale in August

**Issue Resolution:**

None

**Look-Ahead:**

The department will continue with regular maintenance of reconciliations and regular monthly reports. Budget preparation is the main concern for this quarter. There is also the preparation of the bonding of the 5.6 million bond issue for the roads project.

**Establish 3 Goals for upcoming quarter:**

1. Prepare for year end audit
2. Prepare financial statements for the year end
3. Sale of Bonds for Roads and School projects

TOWN OF SEYMOUR  
EXPENSES PROJECTION - GENERAL FUND (BY DEPARTMENT)  
FYE 6/30/15

Line Item #	Title	6/30/2015		Actual Through 6/18/2015	Estimated Actual thru 6/30/15	Total		Over (Under) Budget	Explanation for Significant Variances
		Adjusted Budget	Budget			Actual & Estimated for 6/30/2015	Over (Under) Budget		
	Planning & Zoning	23,190		20,909	1,602	22,511	(679)		
	Board of Finance	64,700		64,467	233	64,700	(0)		
	Town Meetings Public Hearings	4,200		2,436	-	2,436	(1,764)		
	Probate Court	13,000		13,000	-	13,000	-		
	Selectmen's Office	254,383		235,315	18,254	253,569	(814)		
	Economic Development	66,112		61,609	3,503	65,112	(1,000)		
	Economic Development Commission	3,000		2,400	-	2,400	(600)		
	Downtown Committee	9,840		6,774	2,239	9,013	(827)		
	Registrars of Voters	85,300		65,848	107	65,955	(19,345)		
	Finance Department	303,793		271,055	32,738	303,793	0		
	Tax Collector	160,923		150,204	8,719	158,923	(2,000)		
	Town Treasurer	5,200		4,800	400	5,200	-		
	Assessors Office	226,501		200,945	23,556	224,501	(2,000)		
	Board of Assessment Appeals	500		-	-	-	(500)		
	Town Counsel	269,000		258,731	10,269	269,000	0		
	Town Clerk	190,739		172,179	16,560	188,739	(2,000)		
	Printing & Legal Ads	15,000		14,909	91	15,000	(0)		
	Conservation Protection Agency	3,625		2,458	400	2,858	(767)		
	Inland/Wetlands	9,570		7,483	500	7,983	(1,587)		
	Board of Zoning Appeals	1,200		280	-	280	(920)		
	Town Planner	34,013		31,109	2,904	34,013	(0)		
	Town Computers / Data Processing	64,000		52,855	11,145	64,000	(0)		
	Town Buildings	362,100		342,528	19,572	362,100	0		
	Town Engineer	73,300		72,481	819	73,300	-		
	Blight Officer	8,700		8,597	103	8,700	(0)		
	Town Contributions	28,725		28,450	-	28,450	(275)		
	Personnel Benefits	-		-	-	-	-		
	Sick Pay	180,267		-	180,267	180,267	-		
	Health Insurance	2,424,327		2,331,704	139,740	2,471,444	47,117		
	Social Security	321,107		299,775	21,332	321,107	0		
	Retirement	915,283		713,088	181,100	894,188	(21,095)		
	Longevity	78,905		58,493	11,400	69,893	(9,016)		
	Town Insurance	1,462,063		1,485,611	6,465	1,492,076	30,013		
	<b>General Government</b>	<b>\$ 7,662,569</b>		<b>\$ 6,980,492</b>	<b>\$ 694,018</b>	<b>\$ 7,674,510</b>	<b>11,940</b>		
	Police Department	3,942,245		3,417,261	402,000	3,819,261	(122,984)		
	Communication Commission	202,599		199,617	1,982	201,599	(1,000)		
	Emergency Management	23,919		22,739	500	23,239	(680)		

EMS Commission	100	110	-	110	10	
Seymour Ambulance	60,853	60,402	220	60,622	(231)	
Valley Emergency Medical Services	30,000	30,000	-	30,000	-	
Lake Authority	14,240	14,240	-	14,240	-	
Fire Department	398,516	392,703	5,813	398,516	0	
Water - Fire Hydrants	393,206	393,206	-	393,206	-	
Fire Marshal	113,420	101,470	9,250	110,720	(2,700)	
Office of Compliance	70,782	43,651	27,111	70,782	0	
Public Safety	5,249,860	4,675,400	446,876	5,122,276	(127,584)	
Highway Wages & Maintenance	1,966,188	1,778,393	142,795	1,921,188	(45,000)	
Highway Materials	165,793	164,992	801	165,793	(0)	
Street Lighting	165,000	150,100	14,900	165,000	0	
Highways and Streets	2,296,981	2,093,485	158,496	2,251,981	(44,999)	
Sanitation	98,850	94,212	4,638	98,850	0	
Waste Collection	991,868	932,058	34,000	966,058	(25,810)	Savings due to new garbage contract
Sanitation	1,090,718	1,026,270	38,638	1,064,908	(25,809)	
Valley Health Department	96,716	96,716	-	96,716	-	
Dog Warden Canine Office	47,054	38,599	8,400	46,999	(55)	
Town Health Contributions	12,607	12,607	-	12,607	-	
Services to the Elderly	145,250	92,663	12,785	105,448	(39,802)	Budget includes director assistant position, however position has been vacant since July 1
Health and Welfare	301,627	240,586	21,185	261,771	(39,856)	
Recreation Commission	208,289	151,790	31,648	183,438	(24,851)	Savings due to retired director and fewer trips than budgeted
Culture & Arts Commission	20,600	16,459	4,141	20,600	(0)	Savings due to fewer entertainment venues than budgeted
Recreation Program Contributions	28,000	28,000	-	28,000	-	
Parks	142,500	87,929	54,571	142,500	(0)	
Library	340,735	297,397	41,231	338,628	(2,107)	
Valley Council of Governments	10,454	10,454	-	10,454	-	
Culture & Recreation	750,578	592,029	131,591	723,620	(26,958)	
Board of Education	31,730,447	29,543,791	2,186,656	31,730,447	(0)	
Principle	3,944,900	3,944,900	-	3,944,900	-	
Interest	1,134,122	1,134,122	-	1,134,122	-	
Debt Service	5,079,022	5,079,022	-	5,079,022	-	
Senior Citizen Freeze	50,000	50,000	-	50,000	-	
Town Capital	250,000	250,000	-	250,000	-	
Town Contingency	10,009	(3,300)	-	(3,300)	(13,309)	
Total Town Expenditures	\$ 54,471,811	\$ 50,527,776	\$ 3,677,460	\$ 54,205,236	(266,575)	

TOWN OF SEYMOUR  
 REVENUE PROJECTION - GENERAL FUND (BY INDIVIDUAL REVENUE LINE-ITEM)  
 FYE 6/30/15

Line Item #	Title	6/30/2015			6/18/2015			Total Actual & Estimated for 6/30/2015	Over (Under) Budget	Explanation for Significant Variances
		Adjusted Budget	Actual Through 6/18/2015	Estimated Actual 06/18/15 thru 6/30/15	Actual 6/18/2015	Estimated 6/30/2015				
<b>General Property Taxes</b>										
311-0010-000-000	Property Tax	\$ 40,686,627	\$ 40,523,889	\$ 157,000	\$ 40,680,889	\$ (5,738)				
311-0011-000-000	Prior Year Property Tax	525,000	514,475	-	514,475	(10,525)				
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-				
311-0020-000-000	Supplemental Car Tax	315,000	427,927	-	427,927	112,927				
	<b>Sub Total</b>	41,526,627	41,466,290	157,000	41,623,290	96,663				
<b>Property Taxes-Other Assessed Value</b>										
312-0000-000-000	Real Estate Conveyance	130,000	80,219	12,205	92,424	(37,576)			Housing permits lower than budgeted.	
	<b>Sub Total</b>	130,000	80,219	12,205	92,424	(37,576)				
<b>Penalties/Interest on Del. Taxes</b>										
319-0011-000-000	Property Tax Int. & Liens	350,000	365,893	-	365,893	15,893				
	<b>Sub Total</b>	350,000	365,893	-	365,893	15,893				
<b>Licenses and Permits</b>										
320-0010-000-000	Pistol Permits	7,000	7,840	-	7,840	840				
320-0020-000-000	Zoning & State Permits	-	-	-	-	-				
320-0025-000-000	Raffle Permits	30	110	-	110	80				
320-0030-000-000	Fire Marshall Permits and fees	3,500	2,690	-	2,690	(810)				
	<b>Sub Total</b>	10,530	10,640	-	10,640	110				
<b>Nonbusiness Licenses and Permits</b>										
322-0010-000-000	Dept. of Public Works	1,000	1,486	-	1,486	486				
322-0020-000-000	Parking Stickers	3,500	3,300	-	3,300	(200)				
322-0060-000-000	Dog Licenses	850	-	850	850	-				
	<b>Sub Total</b>	5,350	4,786	850	5,636	286				
<b>Intergovernmental Revenues</b>										
330-0010-000-000	Tuition	-	-	-	-	-				
	<b>Sub Total</b>	-	-	-	-	-				
<b>State Government Grants</b>										
334-0010-000-000	Transportation	115,051	121,533	-	121,533	6,482				
334-0012-000-000	Education Block Grant	10,072,953	10,031,763	-	10,031,763	(41,190)				
334-0014-000-000	Special Education Income	-	-	-	-	-				
334-0016-000-000	Education & Services	-	-	-	-	-				
334-0030-000-000	Regular Building Grants	-	-	-	-	-				

334-0035-000-000	School Miscellaneous								
	<b>Sub Total</b>	10,188,004	10,153,296	-	10,153,296	-	(34,708)		
	<b>State Government Shared Revenues</b>								
335-0010-000-000	Circuit Breaker Program	148,000	124,797	-	124,797	-	(23,203)		
335-0011-000-000	Judicial Fines	-	7,834	-	7,834	-	7,834		
335-0012-000-000	Disability Exemption PA	3,000	2,702	-	2,702	-	(298)		
335-0014-000-000	Hold Harmless Grant	264,455	264,455	-	264,455	-	-		
335-0016-000-000	State Provided Highway (Town Road Aid)	297,024	297,032	-	297,032	-	8		
335-0018-000-000	Boat Tax	-	-	-	-	-	-		
335-0019-000-000	Veterans Exemptions	18,000	18,155	-	18,155	-	155		
335-0022-000-000	Enterprise Zone Program	6,000	4,553	-	4,553	-	(1,447)		
335-0023-000-000	Dist of Telephone Tax	35,000	29,382	-	29,382	-	(5,618)		
335-0024-000-000	Manufacturers Exemption	50,194	-	-	-	-	(50,194)		
335-0030-000-000	Local Capital Projects	115,793	115,793	-	115,793	-	-		
335-0035-000-000	Mashantucket Pequot Fund	76,691	74,393	-	74,393	-	(2,298)		
	<b>Sub Total</b>	1,014,157	939,096	-	939,096	-	(75,061)		
	<b>State Govt payments in lieu of taxes</b>								
336-0010-000-000	Property tax loss	66,766	116,173	-	116,173	-	49,407		
336-0015-000-000	Pilot Program - Smith / Ray House	-	-	-	-	-	-		
	<b>Sub Total</b>	66,766	116,173	-	116,173	-	49,407		
	<b>General Government</b>								
341-0020-000-000	Town Clerk	130,000	131,898	9,821	141,719	11,719	-		
341-0030-000-000	Planning & Zoning	12,000	18,233	-	18,233	6,233	-		
341-0035-000-000	Zoning Board of Appeals	1,000	637	-	637	(363)	-		
341-0038-000-000	Inland Wetlands	1,000	38,425	-	38,425	37,425	-		
	<b>Sub Total</b>	144,000	189,193	9,821	199,014	55,014	-		
	<b>Public Safety</b>								
342-0020-000-000	Town Clerk Lic Fund	6,500	5,000	-	5,000	(1,500)	-		
342-0040-000-000	Building Inspector	136,000	101,183	-	101,183	(28,817)	-		
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-	-		
	<b>Sub Total</b>	136,500	106,183	-	106,183	(30,317)	-		
	<b>Sanitation</b>								
344-0030-000-000	Transfer Station - Commercial	35,000	34,287	-	34,287	(713)	-		
344-0035-000-000	Residential Transfer Station	15,000	20,139	-	20,139	5,139	-		
	<b>Sub Total</b>	50,000	54,426	-	54,426	4,426	-		
	<b>Health</b>								
345-0050-000-000	Dog Wardens receipts	2,000	2,903	-	2,903	903	-		
	<b>Sub Total</b>	2,000	2,903	-	2,903	903	-		
	<b>Culture-Recreation</b>								
347-0031-000-000	Seymour Recreation Programs	30,000	37,305	-	37,305	7,305	-		

Housing permits lower than budgeted.

347-0031-000-000	Recreation program misc	38,000	37,010	-	37,010	(990)
347-0032-000-000	Senior Center Programs	35,000	36,790	-	36,790	1,790
347-0030-000-000	Membership dues	2,500	668	-	668	(1,832)
	<b>Sub Total</b>	105,500	111,773	-	111,773	6,273
	<b>Miscellaneous Revenues</b>					
350-0005-000-000	Police Reports	-	-	-	-	-
350-0010-000-000	Miscellaneous	2,000	2,103	-	2,103	103
350-0015-000-000	Housing Authority	15,000	11,756	-	11,756	(3,244)
350-0020-000-000	Sale of surplus property	1,000	-	-	-	(1,000)
350-0025-000-000	Police Admin Fee	35,000	37,255	-	37,255	2,255
	Grants Admin Fees	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	-	-	-	-	-
350-0100-000-000	Skate Park	-	1,875	-	1,875	1,875
350-0040-000-000	Valley Health Districts - Rent	-	50	-	50	50
350-0035-000-000	Miscellaneous	17,500	18,407	625	19,032	1,532
350-0100-000-000	Skate Park Land	-	447	-	447	447
	<b>Sub Total</b>	70,500	71,893	625	72,518	2,018
	<b>Fines</b>					
351-0031-000-000	Ordinance fines	800	2,503	-	2,503	1,703
351-0030-000-000	Parking Fines	5,000	10,675	-	10,675	5,675
	<b>Sub Total</b>	5,800	13,178	-	13,178	7,378
	<b>Special Assessments</b>					
355-0010-000-000	Sewer Assessments	355,000	281,964	-	281,964	(73,036)
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000	126,859	-	126,859	1,859
355-0025-000-000	Water Assessment Interest	45,000	40,640	-	40,640	(4,360)
	<b>Sub Total</b>	525,000	449,463	-	449,463	(75,538)
	<b>Investment Earnings</b>					
361-0010-000-000	Interest General Fund	10,000	14,184	2,520	16,704	6,704
	<b>Sub Total</b>	10,000	14,184	2,520	16,704	6,704
	<b>Other Finance Sources</b>					
362-0010-000-000	Other Finance Sources	81,077	-	-	-	(81,077)
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-
	<b>Sub Total</b>	81,077	-	-	-	(81,077)
390-0000-000-000	Revenue from fund balance	50,000	-	-	-	(50,000)
	<b>Sub Total</b>	50,000	-	-	-	(50,000)
	<b>Grand Total All Town Revenues</b>	\$ 54,471,811	\$ 54,149,588	\$ 183,021	\$ 54,332,609	(139,202)

## 2<sup>st</sup> Quarterly Report 2015

### Economic Development

3/31-6/30/15

#### Fred A. Messoro

**Department Specific Update:** no changes to staff

**Budgetary Update:** Budget is in good standing with levels consistent for year to date. Minor amounts totaling less than \$750 with end of year

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

Adopt a Spot signs have been commissioned and installed excluding Historical Society Location and Exit 22 Off Ramp which are being construction with installation to follow shortly from report

Electric Vehicle Charging Station located at the Paul Pawlak Sr.Fishway and Park at Tingue Dam parking lot went live in June

**Review Goals for the Quarter:** Three Goals for Quarter were achieved successfully.

Economic feasibility Study for Seymour Parcels including: (1) 15 Franklin St and 38 Rimmon Road (behind Stop & Shop) (2) 79-101 Bank St and 109 River St (Former Seymour Lumber and Housatonic Wire Site) and (3) 600-842 Derby Avenue (stretch of parcels) Agreement has been finalized and awaiting execution by the Frist Selectman

Adopt a Spot Signs have all been installed except for 2 that were modified from originally design that should be completed in the 3<sup>rd</sup> quarter

Kickoff planning meeting for the Seymour Trail/Greenway has occurred with Milone & MacBroom and Town Departments

**Issue Resolution:** Adopt a Spot Signs installed except for signs located at bottom of Exit 22 Bank St Exit /Lyons Club and Historical Society and Kokopelli School of Music due to modification of original design which have been approved and awaiting final build and install.



# TOWN OF SEYMOUR

Seymour Economic Development  
1 First Street, Seymour, CT 06483

Phone: 203-463-3008 Fax: 203-881-5005  
[www.seymouredc.com](http://www.seymouredc.com)

Coordinated with EVSE, vendor who manufactured the Electric Charging Station Unit and Electrician Bill Jarvis to have them modify pay station to have unit go live in June

**Look Ahead:** Work with Joanna Rogalski, Planner from NVCOG, who has begun to develop the Town of Seymour Plan of Conservation and Development.

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

1. Implement feasibility Study developed with CERC for Seymour Parcels
2. Have Last two "ADOPT a SPOT" sponsor signs installed
3. Continue to coordinate Design plans for Phase 1 of the Seymour Greenway Trail and Linear Park with Milone & MacBroom



*A Small Town for Big Business*



Christine Syriac  
Superintendent of Schools  
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## QUARTERLY REPORT

Department: Seymour Board of Education      Dates Covered: 04/01/15-06/30/15

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.*

04/06/15

#### Recognitions

1. Congratulations to DECA members Scott Walkinshaw, Liam Flannery, Janet Collins, and TJ Fauci for winning the LifeSmarts State Competition. The team beat three time defending champions Crosby High School by a score of 217 to 203 to qualify for nationals in Seattle.
2. Mr. Stanek recognized Julian Falcioni for being named as one of the National Football Foundation scholar athlete award recipients.
3. Mr. Stanek recognized Dan Robinson for his participation in the Decades Music Program at Seymour High School as well as his participation in the Mr. Seymour Contest.
4. Mr. Stanek recognized Paul Sponheimer, former Seymour Football Coach who was named as an Outstanding Coach by the National Football Foundation

05/04/15

#### Recognitions

1. Congratulations to the Seymour Middle School Student Council who held a breakfast on March 29, 2015 and raised \$500 for Treasured Time who will sponsor a trip for Josh Dwyer and his family to visit Disney World
2. Congratulations to Grade 11 students Julia Pietruszka and Justin Fabozzi who are being reviewed for National Merit acknowledgements
3. Thank you to the Seymour Lions Club for doing its part to help students celebrate Arbor Day. The Seymour Lions along with their mascot, Seymour the Lion, visited grade 4 classrooms in Bungay and Chatfield-LoPresti distributing pine tree saplings for each student to take home and plant
4. Mr. Fred Stanek recognized the Seymour High School actors, including Student Representative Dan Robinson, on their fine performance in the play "12 Angry Jurors". Mr. Stanek said it was a privilege to attend this production.

06/01/15

#### Awards Recognitions

1. 2015 Distinguished Alumnus of Seymour High School
2. Retiring Staff Members (Pin Presentation)
3. 25 Years of Service (Pin Presentation)
4. John J. Gallagher Memorial Athletic Award
5. David A. Brumer Excellence in Education Award
6. Vincentena Kobasa Excellence in Teaching Award
7. Thomas J. Petruny Memorial Education and Environment Award

8. Recognition of Board of Education Student Representative
9. 2015-2016 Teacher of the Year
10. CAFE Student Leadership Award
11. Top 10 Students – Class of 2015

**A. Recognitions**

1. Seymour Memorial Day Essay Contest  
 Congratulations to the winners of the Memorial Day Essay Contest. Nikki Karagiannis (1<sup>st</sup> Place), Madison Sheehan (1<sup>st</sup> Place), Sierra Cripps (2<sup>nd</sup> Place), and Grace Rennison (3<sup>rd</sup> Place) read their essays entitled *What Memorial Day Means to Me* on the reviewing stand of the Memorial Day Parade on May 24, 2015. After reading their essays, they were presented with plaques from the Memorial Day Parade Committee.
2. Middle School Evening of Honors – May 28, 2014  
 Grade 6: 94 students  
 Grade 7: 80 students  
 Grade 8: 91 students

**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)**

This work is ongoing, teachers meet regularly:

- a) ELA curriculum (grade 6)
- b) Math curriculum (Implementing in grades K-5, grades 6-8 in revision)
- c) District benchmark assessments – Measures of Academic Progress – implemented grades K-10 in reading and mathematics – Third assessment in May

**Goal #2 Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success (In Progress)**

Let's Talk! Communication Tool

Parent/Teacher Conferences/March

Parent/Teacher Conferences in November

Parent/Student Poetry Evening – Grade 3 Chatfield-LoPresti

Parent/Student Literacy Night – Bungay and Chatfield-LoPresti

Parent Math Support Evening Grade 2 – Bungay (ongoing)

Internet Safety Night for Parents

BOE Budget Presentation – March 25 at SHS

**Goal #3 Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement**

- a) Parent Outreach – Variety of Parent Evenings throughout district – over 400 parents participated
- b) Surveillance cameras in progress for SHS

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

**The turf field:** Graduation was able to happen on the field. Thank you!

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

1. Second security grant received – will look to continue security upgrades
2. Applied for a technology grant - \$50,000 – will hear in the fall.

**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 Public Schools  
Financial Management Summary  
Year to date as of May 29<sup>th</sup>, 2015

**Balance Sheet / Revenues/ Cash Flow**

The Business Office Staff is currently preparing for year end closing, along with the start of a new fiscal year. We are working with the Town Finance department in setting up the new Fixed Assets software and the Workers Compensation / Dental Insurance Internal Services Fund (as recommended by our auditors). Since the 2015-16 budget has been approved by referendum, we will begin setting up the 2105-16 budget database upon final approval of line item balances by the Board of Education.

**Expenditures**

The attached expenditure report includes the year to date activity as of May 29<sup>th</sup>, 2015. In addition, a check register outlining all checks issued May 1<sup>st</sup>, 2015 through May 29<sup>th</sup>, 2015 has been provided for review.

A/C 110 – 119 Certified Staff. Overall accounts in Certified Staff are projected to be \$78,740 favorable compared to budget. During May several adjustments were made to the projected year end amounts to reflect increased substitute use and reclassification of salaries.

A/C 120 – 140 Non Certified Staff. Overall accounts in Non-Certified Staff are projected to be \$11,214 favorable compared to budget at year end. Final work date for paraprofessionals has been established (June 17<sup>th</sup> for instructional / monitors and June 19<sup>th</sup> for clerical) and the summer part time custodian hiring level has been finalized. The substitute line item has been adjusted to reflect ongoing level of substitutes to end of school year.

A/C 210 – 295 Employee Benefits. As noted previously, the budget deficit in the Workers Compensation line item will be absorbed in the Town Workers Compensation Internal Service Fund. We will be required to obtain a transfer through the Board of Selectmen / Board of Finance at year end to accommodate this deficit. We are projecting a budget surplus of approx. \$125,430 (due mainly to health insurance, unemployment compensation and tuition reimbursement) at year end.

A/C 320 - 340 Professional Services. We are projecting a budget surplus of \$9,241 in this area, due primarily to reduced use of technical services and professional development services. Professional Education Services and Other Professional Services are higher due to increased OT / PT services through ACES and additional legal services for contract negotiations.

A/C 411 - 450 Infrastructure Services. We are projecting a budget deficit of \$161,018 in this category, and are only performing emergency / safety repairs until the end of the current fiscal year. As noted in prior reports, there were a number of weather - related issues during the winter contributing to this budget deficiency. We will address reported non-safety repair and maintenance issues during the summer when the 2015-16 budget is available. Additionally, snow plowing costs contributed to the overall deficit as the Town billing / outside snow removal services reflected the significant winter weather conditions.

A/C 510 – 519 Transportation. Most of the accounts are trending on budget. A/C 517 Transportation Special Ed Non-Local is projected to be over budget at year end by approx. \$84,885 due to an unbudgeted increase in the number of out placed special needs students.

A/C 561 – 564 Tuition. There is a deficit in A/C 563 Tuition – Special Education Private Facilities because we have not yet received the final Special Education Excess Cost Grant funds from the State (see notes above). Since the last report, we have received a new out placed special needs student in the District. Based on current billings and enrollment, we are projecting that this category will be over budget at year end by approx. \$194,000.

A/C 610 - 690 Supplies. We are projecting a budget surplus of approx.\$42,200 based on current utility usage. We are managing the use of air conditioning and associated electricity to minimize the overall expense without compromising student / staff comfort and safety.

A/C 730 - 745 Equipment. As we have done in prior year's, we have frozen A/C 745 Equipment - Technology to provide budgetary funds for possible negative budget variances identified in other accounts. There is currently \$149,000 in unexpended funds in this category.

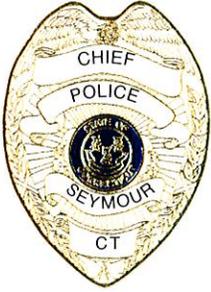
General: During May we updated various discretionary / variable line items to reflect trends and our efforts to mitigate costs. We will continue to fine tune during June to possibly free up funds for technology acquisition in the 2014-15 budget. It should be noted that we have received a Technology Grant award from the State for approx. \$50,000, which will be used during the Summer, 2016 to purchase planned technology.

**Seymour Public Schools  
Financial Summary & Projection (Unaudited)**

5/29/15

	13-14 <u>Actual</u>	14-15 <u>Budget</u>	YTD Actual <u>5/29/15</u>	14-15 <u>YE Projection</u>	Fav (Unfav) <u>\$</u>	<u>%</u>
110 Administration	1,796,554	1,850,210	1,655,332	1,798,823	53,387	2.9%
111 Teachers - Regular Instruction	9,413,765	9,878,504	7,898,798	9,822,225	58,279	0.6%
112 Teachers - Special Ed Instruction	1,128,865	1,185,450	989,520	1,243,245	(57,785)	-4.9%
113 Appendix E Non-Sport Stipend	90,307	104,815	90,169	104,815	0	0.0%
114 Teachers - Unified Arts Instruction	618,172	649,520	524,813	648,517	3	0.0%
115 Teachers - Guidance Services	684,098	729,505	582,464	702,553	26,942	3.7%
116 Teachers - Student Support Services	723,198	754,805	580,121	737,948	16,857	2.2%
117 Nursing Services	187,404	197,310	175,768	190,943	6,367	3.2%
118 Teachers - Library/Media Specialist	291,080	297,275	198,059	243,075	54,200	18.2%
119 Substitutes - Certified staff	219,280	206,500	244,112	284,000	(77,500)	-37.5%
<i>Sub-Total Certified Staff</i>	<u>16,152,801</u>	<u>16,853,894</u>	<u>12,914,956</u>	<u>16,775,154</u>	<u>78,740</u>	<u>0.5%</u>
120 Custodial Services	1,017,829	1,133,990	995,187	1,101,945	32,045	2.8%
121 Monitor Paraprofessionals	14,909	19,780	15,477	16,427	3,363	17.0%
122 Clerical Paraprofessionals	287,364	305,858	271,172	305,353	505	0.2%
123 S/Ed Instructional Paraprofessional	592,187	654,310	623,291	706,696	(52,386)	-8.0%
124 Reg. Ed. Instructional Paraprofess.	53,706	73,970	75,568	85,133	(11,183)	-15.1%
126 Appendix E Sports Stipends	208,313	218,110	174,962	218,110	0	0.0%
126 Tutor Services	112,352	109,120	90,886	101,188	7,932	7.3%
127 Special Education Summer School	72,922	76,750	75,881	75,881	69	0.1%
128 Office / Secretarial Services	681,475	730,340	620,292	685,618	44,722	6.1%
129 Substitutes - Non Certified Staff	72,135	82,000	71,848	81,000	(19,000)	-30.6%
130 Security Services	58,426	59,885	57,183	59,885	0	0.0%
140 Technical Services	181,993	210,895	191,769	203,768	5,127	2.4%
<i>Sub-Total Non-Certified Staff</i>	<u>3,363,610</u>	<u>3,654,018</u>	<u>3,283,296</u>	<u>3,642,804</u>	<u>11,214</u>	<u>0.3%</u>
210 Health Insurance	4,101,539	4,280,183	3,650,902	4,135,248	144,915	3.4%
211 Life Insurance	43,087	45,400	40,761	44,765	635	1.4%
220 S.S./Medicare	487,104	504,340	481,170	515,170	(10,830)	-2.1%
230 Pension Contribution	388,418	408,040	378,542	437,540	(29,500)	-7.2%
240 Tuition Reimbursement	63,824	43,000	24,450	33,500	9,500	22.1%
250 Unemployment Compensation	8,582	19,150	7,778	9,500	9,650	50.4%
260 Workers Compensation	240,400	127,500	432,181	127,500	0	0.0%
295 Retiree Benefits	277,040	127,058	123,998	126,998	1,080	0.8%
<i>Sub-Total Employee Benefits</i>	<u>6,617,994</u>	<u>6,654,651</u>	<u>6,117,780</u>	<u>6,420,221</u>	<u>125,430</u>	<u>2.3%</u>
320 Professional Educational Services	153,770	145,400	144,326	170,000	(24,600)	-16.9%
330 Other Professional Services	358,089	312,500	316,256	335,500	(23,000)	-7.4%
335 Professional/Curriculum Development	60,309	60,000	21,697	23,000	37,000	61.7%
340 Technical Services	53,142	28,500	8,680	8,559	19,841	69.6%
<i>Sub-Total Professional Services</i>	<u>625,310</u>	<u>546,400</u>	<u>490,939</u>	<u>537,159</u>	<u>9,241</u>	<u>1.7%</u>
411 Water & Sewer Fees	66,882	93,400	58,903	58,903	4,497	7.1%
424 Grounds Maintenance	82,377	50,000	99,842	99,842	(49,842)	-99.7%
430 Building Contract Services	139,542	185,410	142,069	150,825	14,585	8.8%
431 Building Repair & Maintenance	458,747	300,000	406,590	449,175	(149,175)	-49.7%
433 Equipment Repair & Maintenance	35,446	27,500	19,080	22,575	4,925	17.9%
434 Equipment Contract Services	87,883	65,750	70,101	71,268	(5,516)	-8.4%
440 Equipment Lease / Rental	170,892	173,330	150,755	167,500	8,830	3.4%
450 Technology Contract Services	139,283	147,120	133,442	133,442	13,678	9.3%
<i>Sub-Total Infrastructure Services</i>	<u>1,159,832</u>	<u>992,510</u>	<u>1,080,782</u>	<u>1,163,628</u>	<u>(181,018)</u>	<u>-16.2%</u>
510 Transportation - Regular	795,822	834,375	764,984	834,375	0	0.0%
512 Transportation - Vo-Ag Schools	24,435	25,025	19,575	25,025	0	0.0%
516 Transportation - S/Ed Local	282,905	270,110	238,091	270,110	0	0.0%
517 Transportation - S/Ed Non Local	419,792	410,750	400,400	495,635	(84,885)	-20.7%
519 Transportation - Student Activity	60,155	54,500	51,249	55,675	(1,175)	-2.2%
<i>Sub-Total Transportation</i>	<u>1,583,109</u>	<u>1,594,760</u>	<u>1,474,299</u>	<u>1,680,820</u>	<u>(86,080)</u>	<u>-5.4%</u>
520 Property Insurance	72,862	79,909	79,909	79,909	0	0.0%
521 Liability Insurance	87,807	90,779	90,779	90,779	0	0.0%
529 Athletic Insurance	21,128	22,185	23,030	23,030	(845)	-3.8%
<i>Sub-Total Insurance</i>	<u>181,797</u>	<u>192,873</u>	<u>193,718</u>	<u>193,718</u>	<u>(845)</u>	<u>-0.4%</u>

	<u>13-14</u> <u>Actual</u>	<u>14-15</u> <u>Budget</u>	<u>YTD Actual</u> <u>5/29/15</u>	<u>14-15</u> <u>YE Projection</u>	<u>Fav (Unfav)</u> <u>\$</u>	<u>%</u>
530 Communications	114,870	125,595	98,895	113,675	11,920	9.5%
561 Tuition - Special Ed Public Schools	50,288	37,750	76,711	75,711	(37,951)	-100.6%
562 Tuition - Regular Ed Public Schools	291,691	310,375	316,873	316,873	(6,498)	-2.1%
563 Tuition - S/Ed Private Facilities	676,267	664,890	841,004	813,643	(148,753)	-22.4%
564 Tuition - Reg Ed, Private Facilities	21,836	2,500	3,750	3,750	(1,250)	-50.0%
<i>Sub-Total Tuition</i>	<u>1,040,082</u>	<u>1,015,515</u>	<u>1,237,338</u>	<u>1,209,977</u>	<u>(194,462)</u>	<u>-19.1%</u>
580 Travel	34,979	30,150	25,990	30,150	0	0.0%
590 Adult Education Services	86,796	86,501	81,056	81,056	6,445	6.3%
610 Office Supplies	57,315	67,000	49,932	54,250	12,760	19.0%
611 Instructional Supplies	243,940	216,000	229,172	227,850	(11,850)	-5.5%
612 Instructional Supplies-S/ED	8,474	12,900	1,814	1,814	11,086	85.9%
613 Custodial Supplies	161,533	163,250	143,355	145,677	17,573	10.8%
615 Technology Supplies	49,293	38,825	34,700	34,767	3,958	10.0%
622 Electricity	697,664	600,600	545,741	650,741	(60,141)	-8.3%
624 Heating Fuel	300,443	267,790	283,590	314,795	(47,005)	-17.6%
625 Bus Fuel	160,066	169,015	168,374	168,374	(9,359)	-5.9%
641 Textbooks & Curricular Materials	88,841	145,500	53,600	53,600	91,900	63.2%
642 Library Media / Reference Materials	10,070	35,250	11,895	11,695	23,555	66.8%
645 Software - Instructional	10,723	7,500	3,129	3,129	4,371	58.3%
646 Software-Non Instructional	0	0	0	0	0	0.0%
690 Athletic Supplies	51,259	50,500	54,004	55,000	(4,500)	-8.9%
<i>Sub-Total Supplies</i>	<u>1,739,521</u>	<u>1,763,930</u>	<u>1,679,106</u>	<u>1,721,692</u>	<u>42,238</u>	<u>2.4%</u>
730 Equipment - Instructional				0	0	0.0%
731 Equipment - Non Instructional	36,744	37,800	55,021	55,020	(17,220)	-46.6%
745 Equipment - Technology	146,997	224,100	58,101	58,101	165,989	74.1%
<i>Sub-Total Equipment</i>	<u>182,741</u>	<u>261,900</u>	<u>113,122</u>	<u>113,121</u>	<u>148,779</u>	<u>56.8%</u>
810 Dues & Fees	38,435	38,000	42,084	42,084	(4,084)	0.0%
890 Conference/Seminars	19,231	19,750	5,912	5,912	13,838	0.0%
<i>Sub-Total Conferences &amp; Seminars</i>	<u>57,666</u>	<u>57,750</u>	<u>47,996</u>	<u>47,996</u>	<u>9,754</u>	<u>16.9%</u>
<b><i>Total Expenditures</i></b>	<u><b>30,941,108</b></u>	<u><b>31,730,447</b></u>	<u><b>27,719,273</b></u>	<u><b>31,730,071</b></u>	<u><b>376</b></u>	<u><b>0.0%</b></u>



## ***SEYMOUR POLICE DEPARTMENT***

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

MICHAEL E. METZLER  
*Chief of Police*

### ***2nd Quarter Report***

**Seymour Police Department**  
**Dates Covered: April 1, 2015-June 30, 2015**  
**Prepared by: Chief Michael Metzler**

**Department Specific Update:** The position of Canine Officer (cross-trained for narcotics) was filled by the selection of Officer John Oczkowski. He completed his training in late June and began performing his duties at full capacity by the end of this quarter. All officers have successfully completed their recertification as mandated by state law. The four recruits successfully completed their training and have initiated their field training with the department. These new officers will be ready to by early August and be a tremendous asset to the community. At the June meeting of the Board of Police Commissioners, the "new" Duty Manual was approved. This is a major step toward attaining State Accreditation.

**Budgetary Update:** The budget ended up in the black for the 27<sup>th</sup> straight year. Due to the fiscal responsibility utilized by the Board of Police Commissioners in concert with the administration, the department was able to purchase 45 new portables and two additional vehicles from this budget. This enabled the town to reduce some of the 2015-16-budget request.

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

Officer Tomasella completed the school year and was highly regarded by the school administration for his dedication to the youth of our community. A decision was rendered for the newly formed position of Community/SRO officer to assist Officer Tomasella. This selection was Officer John Harkins and he will assume those duties when the four recruits complete their field training requirements. Officer Donald Scheithe's canine, Raider, was officially retired after four years of service. The Department and the community wish to extend their gratitude for the work and dedication of this K-9 Unit.

**Review Goals for the Quarter:** The goals as established last quarter were to address the shortage in manpower. That was completed with the training of the four recruits and the town will reap the benefits when they start to count toward the minimum manpower. The second goal was to select the new Community/SRO officer. That was also successfully completed as stated above. A third goal was to finalize the Duty Manual and too was successfully completed. The camera issues are still being finalized with the Board of Education and Town Hall.

**Issue Resolution:**

The body camera issues are still being reviewed for consideration. There are a couple of Internal Investigations that are about to be initiated with the final outcomes to be determined at a later date. There are no other outstanding issues at this time.

**Look-Ahead:**

Sergeant Stephen Prajer has been selected to attend an advanced training session in Tennessee for upper supervision. This course will be conducted in the third quarter and is approximately ten weeks long. Costs for this intensive training was negotiated and amounted to food/travel expenses. Room and board and the courses themselves are free. The Community/SRO officer and the present SRO officer will be attending specialized training for their positions during this quarter. In addition, the Youth Academy will be conducted during the summer. The opportunity to expand this program will be developed this year to deliver a course for both the middle school age children and the young adults at the high school.

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

The three goals for the 3rd quarter will be as follows:

1. To fill the present vacancies:
  - a. Community Policing Officer- Provide necessary training for position.
  - b. IT officer- a more definitive schedule to be determined.
  - c. SRO- Provide necessary training for position.
  - d. Additional Canine- Evaluate the need.
2. Work to finalize the following:
  - a. Simulcast Radio-working with the Communications System
  - b. Outside cameras (surveillance)-coordinating with Board of Ed.
  - c. Integrate present cameras with the school system-See above.
  - d. Get Duty Manual printed and disseminated to personnel.
  - e. Get new portables issued.
3. Evaluate current technology and make necessary recommendations for upgrades.

## 4th Quarter Report

**Department: Fire Department**

**Prepared by: Chief John Cronin**

### Department-specific update:

-The Fire Department implemented a new Driver Training program in April which will provide for better documentation of the training that new driver candidates undergo. The program will also provide current drivers with a comprehensive plan to keep up the necessary skill sets that come with the position.

-A recruitment drive was held at Great Hill Hose in April and a second event has been scheduled for August at Citizens Engine Co. A total of 8 new firefighters joined the department as a direct result of the event. There were also 8 junior firefighters added to the junior program. With the training requirements continue to grow, the volunteer fire service is always in need of help. Bringing in 8 members to the department and 8 future members is a huge success and we hope to have similar results in our future events.

-In April, Assistant Chief Zaniewski attended the 2015 Fire Department Instructors Conference in Indianapolis courtesy of the Danbury Fire Department. This is the largest Fire Conference in the US and is where most new material is introduced to the fire service. Chief Zaniewski also recently became certified as a Hazardous Materials Technician.

-3 Members attended June Fire School at the Connecticut Fire Academy. Captain Edwards attended the SLICERS class which addresses tactical considerations involving the modern fire environment. Ron Burgess and Todd Fowler took an SCBA maintenance class.

-Assistant Chief Lombardi attended a class on Photovoltaic Systems provided by the Connecticut Fire Academy.

-Companies completed Rapid Intervention Team training at an acquired structure in Beacon Falls. We would like to thank the Town of Beacon Falls and the Beacon Falls Fire Department for allowing us to use the property to conduct this type of training. The Seymour Fire Department provides Rapid Intervention Teams for structure fires in areas of the town that border Seymour.

-In total for the 4<sup>th</sup> Quarter, the Seymour Fire Department held 21 Training classes totaling 1,035 Man-hours.

-In June the Board of Fire Commissioner's re-appointed John Cronin as Fire Chief. Michael Lombardi, Thomas Tomasheski, and Doug Zaniewski were appointed Asst. Fire Chief's.

-In the 4<sup>th</sup> Quarter the Seymour Fire Department responded to 136 calls for service.

22 Fires            16.17%

- 3 Structure Fires
  - o On June 4<sup>th</sup> at 6:39 Pm a resident at Balance Rock awoke from a nap to find smoke and fire on his deck. The occupant immediately left the apartment, pulled the fire alarm, and called 911. After notifying the fire department the occupant and a neighbor went back up stairs and used fire extinguishers in an attempt to control the fire. When Assistant Chief Zaniewski arrived on scene he found the deck fire on the second floor to be partially extinguished and the building evacuated. Firefighters were able to extinguish the rest of the fire without significant damage to any other areas of the structure.
- 4 Vehicle Fires
- 11 Brush Fires

1 Over pressure, Rupture, Explosion    .73%

18 Rescue / Extrication            13.23%

- 2 Extrications
- 1 Water Rescue
  - o On April 19<sup>th</sup> there was a report of an overturned kayak on the Housatonic river. Crews responded and found 3 kayakers had fallen into the water. Marine 1 was deployed. All 3 kayakers were found to have made their way out of the water on their own.

16 Hazardous Conditions            11.76%

- 7 Gas Spills
- 5 Wires Down

13 Service calls            9.55%

- 7 Unauthorized Burns

16 Good Intent calls            11.76%

- Smoke Scares
- Canceled En-route

18 False Alarms            20.58%

- 3 CO alarms
- 25 Fire Alarms

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

- The department will be purchasing an aluminum flat bottom boat.
- A new thermal imaging camera will be purchased for Ladder 14 to replace older camera.
- Major service repairs are planned for Ladder 14 in accordance with recommendations from our apparatus testing and inspection program.
- We expect to transfer the salary for the mechanic to the salary line for engineers. We will give them a long needed raise and establish more restrictive job descriptions. The mechanic salary will be discontinued in future budgets.

**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.

- All annual OSHA training is in progress and almost at completion with one final makeup date scheduled in July.
- ISO was here in June and conducted a review of the department. They assessed categories such as training hours, training topics, and firefighter response to structure fires, equipment maintenance, and water supply. The department is currently awaiting results of the review. This review and rating is what the insurance industry uses to calculate insurance rates for the town on both business and residential policies.

**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?

- Three out of four goals from the previous quarter were complete or are very close to completion. Annual OSHA training was completed. The new driver training program is in place and new Truck 18 is less than 30 days from delivery. The training facility using shipping containers is delayed due to the lack of containers being donated.

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

- We are still awaiting the delivery of the new truck. Once in town it will undergo about four weeks of customizations prior to being placed in service.
- We are awaiting the sale of surplus Engine 10.

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

- In August the department will be holding another recruitment drive at the Citizens' Engine Company.
- The Citizen's Engine Company is hosting along with the Beacon falls Fire Department, the Connecticut State Fire Convention and Parade in September.

**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.

- No specific goals for this quarter beyond normal operations.

**Town of Seymour**  
**Seymour Community Services**  
**2<sup>nd</sup> Quarter Report - 2015**  
**July 3, 2015**

**Department:** Community Services

**Prepared By:** Mary McNelis

**Submitted:** July 3, 2015

**Department Specific Update:** 2<sup>nd</sup> Quarter 2015 the following items were accomplished.

- Release of online Registration System - myrec.com  
www.seymourcommunityservices.com
- Launched Community Services Facebook Page - 1300 followers
- Hired Community Services Assistant
- Created contract for Community Center building rentals
- Full year program calendar - in progress
- Modified/Updated Phone System for Community Center
- Leased new color copier for Center
- Participated on United Way Allocations Committee
- Assigned Lucy McConologue as town's Veteran's Service Contact Person  
hosted training session at center for local area representatives
- Met with SHS Staff to launch Fall Swim Program - unsuccessful due to  
security at school.
- Closed off Parks to Residents during Summer Playground Program - some  
controversy over this decision. Small sub-set of residents effected.

**Budgetary Update:** Department was on track for close of fiscal year. Town Spending Freeze presented challenges based on typical purchases spent in June for Program specific activities. Advanced planning will be in place for 2015-2016 fiscal year.

**Current Program Update:**

- Summer Playground Program is at an all time high with 403 registrations
- 3 day Atlantic City Trip - 45 residents attended
- 3 trips to Connecticut Casinos with 150 total participants
- AARP Drivers Refresher Class held - 36 residents in attendance
- 3 Lunch Bunch trips - all sold out 18 residents per trip 54 residents in total

- Seymour Lions Club hosted Pizza Bingo - 40 residents in attendance
- Tri Arts Playhouse Trip Sold Out – 18 residents in attendance
- Land Trust Picnic with guest performance by Elvis – 36 residents in attendance
- Regular activities including shopping, weekly Bingo, Cards, Zumba, Yoga, Mahjong and Band Jamming, Parish outreach nurse visited center 2 X
- Pot Luck with First Selectman – 8 residents in attendance
- Men’s over 30 Basketball league
- Young Men’s Basketball League – 14 participants
- Weekly Family Swim night established
- Cheer Prep class is running through July
- Promoted several new summer camps including All Sports, Lacrosse, Lego camp, Movie Making Camp
- Two summer youth Basketball camps running
- Summer Tennis Program – 25 participants
- Swimming Lessons established - 55 participants to date
- Open Swim Established 1-2:00 Monday – Thursday – Minimum passes sold
- Consignment Ticket Program Launched for Lake Compounce & Six Flags

#### **Upcoming and Potential New Programs/Trips:**

- Summer Salad & Dessert at Community Center – August
- Westbrook Outlets Trip planned for July
- Mets Trip Planned for August
- Radio City Music Hall Trip Planned for November “Christmas Spectacular”
- Speaker Series begins this month - AARP Livability Seminar, Fraud Alert, Advanced Planning Seminars slotted for August - November
- Shop Til You drop – Outlet trip to PA planned for October
- College Readiness Seminar
- Broadway Show
- Recreation and Travel basketball Program
- Researching School vacation camps at center
- Local festival being researched for September and October
- Afterschool Programs – Puppetry, Jewelry Fashion Design, Crocheting and Knitting, Photography, and scrapbooking
- Health Fair this fall
- Trip to Newport RI
- Lunch Bunch Trip each month
- Casino Trip each month

#### **Establish 3 Goals:**

1. Finalize Yearly Program calendar
2. Update website
3. Develop Communications Plan

SEYMOUR SENIOR CENTER  
20 PINE STREET  
SEYMOUR, CT., 06483

2015-2<sup>nd</sup> Quarter

Department: Elderly Services  
Prepared by: Lucy McConologue

Dates Covered: 4/1/15-6/30/15

With the weather finally cooperating, we have been able to plan programs this quarter without concern of cancellations due to weather conditions.

Weekly/daily Activities-include Bingo, Cards, Yoga, Zumba, Lite Exercise program, Mahjong & Band Jamming.

In-House events included a Pot Luck Lunch with the 1<sup>st</sup> Selectman as our guest. The Center hosted the AARP Award presentation to State Representative Theresa Conroy .

Other Activities included Pizza Bingo hosted by the Seymour Lions Club. The Center held a picnic at the Seymour Land Trust. Members of the Land/Trust did all the cooking, the 1<sup>st</sup> Selectman provided an Ice Cream Sundae Bar and "Elvis" entertained. Everyone had a great time.

AARP held its 55 Drivers Refresher Course in May. We had 36 individuals participating and receiving certificates that allowed them discounts on their Insurance.

Trips using the Seymour Bus included the usual weekly shopping trips and doctor appointments.

Lunch Bunch Trips to Longhorn Restaurant, Christmas Tree Shop & Lunch at the Olive Garden and the Painted Pony. The bus was also used for a trip to the Tri-Arts Playhouse in Sharon Ct., to see My Fair Lady and lunch. The Founder's Day Committee also used the bus to transport vendors to the Parking Area at the Community Center in the morning and picking up their cars at the end of the day as well as bringing visitors to the Historical Society during the day.

Bus trips using a rented Coach Bus included a 3day & 2 night trip to Atlantic City and a Casino trip in April, May and June.

Griffin Hospital Parish Outreach Nurse visits twice a month and checks blood pressure and interacts with people who have any questions or concerns about health issues.

I have been designated the Veteran's Service Contact Person for Seymour as required by Public Act 13-34. Seymour hosted the training session for people designated by other towns in COG.

Submitted by: Lucy McConologue

# SEYMOUR PUBLIC LIBRARY

Quarterly Report: June 30, 2015

*Bibliomation circulation reports for June will not be tallied until the first week in July.*

Department: Seymour Public Library

Prepared by: Suzanne Garvey

## 1. Department-specific update:

Budget Figures from March- May 28, 2015

Allocations	FY	YTD	Balance
Town	\$574,452.00	\$459,687.17	\$114,629.78
Encumbered		\$ 135.05	
Endowment	\$ 111,362.00	\$99,234.29	\$12,127.71

Operations YTD 3/1 to 5/28

Circulation Adults : 5,775

Children & YA: 5,231

Total- all items including magazines, DVDs, Audio, Adult, Children: 17,885

ILL

Borrow 1214

Loan 1131

Holdings the library owns: 82,408

Programs-Adult 48

Child 514

Days Open- 63

Computer Sessions- 1,556

Registered Borrowers - 10,266

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

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

**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 meeting goals- We are meeting goals.

Reference area- on going. We are deleting outdated and we are replacing with newer items. Some of these are expensive so we have to budget.

Upgrading areas- on going. We have to budget due to cost.

More Adult Programming- we are meeting this goal. Summer will see some programs for adults. We had a drawing class with 12 attendees (maximum) that was well received and 2 lectures- one on the Titanic, one on the Lusitania- both had 20-23 attendees. We had a booth at Founder's Day and many people dropped by to find out about the library or say hello.

Homebound Program- all approved for trial run by Library Board of Directors- just need the time to implement it and prep staff.

Better marketing- working on press releases and constant contact so that is ongoing

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

There is a lot to do here. This quarter has been pretty placid. The biggest upset was all the vacation time owed people and the short staff coming up to July. You prioritize and try to communicate to patrons so that they aren't surprised when things may not happen – like ILL –as soon as they expect. Circulation and waiting on people top priority- everything else has to take a back seat. Next in importance- programs- Then depending on staff projects- try to make sure the important ones are completed and that staff have time to finish projects.

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

Applying for grants for the room downstairs. ST Library advises applying for an energy conservation grant after pictures that I sent them. Depending on what happens with CT State Budget- the capital grants to libraries for building projects may be reduced or eliminated in some cases.

We'd love! To purchase new chairs for the programming area! Patrons have complained of the cold metal in the "lack of comfort" of our current chairs. (Which were probably cutting edge when purchased in – by the looks- 1958).

New Floor for downstairs.

We were approved for an LSTA grant I submitted on programs for older adults. We may be putting that into action.

**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. Implementing the grant- this could be very time consuming but rewarding in that lifelong skills are learned from the workshops- drawing, tai chi, and memoir writing.
2. Step up on getting rid of stuff and cleaning
3. Work on the energy efficiency grant and a 2-5-10 year plan. May involve a needs assessment for the community.

**Town of Seymour**  
**Human Resources Department**  
**2nd Quarter Report - 2015**  
**Date: 6/30/15**

**Department: Human Resources**

**Prepared by: Michele Wasikowski, HR Mgr**

**Department-specific update:** Second Quarter 2015 the following items were accomplished:

- Worked with new Community Services Director to resolve several complicated employee issues
- Recruited for and hired new Community Services Assistant – Tara Miller
- Updated job classifications with the union
- Held 3<sup>rd</sup> Annual Employee's Benefits Fair In May
- Began union negotiations with the Supervisors
- Created a total compensation report for Town employees to be used by the Strategic Planning Committee
- Gathered all employee paperwork for healthcare benefit open enrollment and HSA accounts for Naugatuck Savings Bank. Served as main contact between Anthem, Naugatuck Bank and the employee.
- Worked with the BOE to set up a FSA account for Town employees. By working in conjunction with the BOE we were able to avoid additional administrative costs that would have been incurred if we opened up a separate account.
- Worked on several WC claims, serving as the main contact between the employee, Payroll and PMA
- Worked on several short-term disability cases and served as contact between Anthem Life and employee
- Hosted monthly manager and employee meetings
- Provided employees with monthly employee newsletters

**Budgetary update:** No money spent in HR during 2nd quarter

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

**Review goals for the quarter:** I was able to accomplish all my goals this past quarter. I successfully got all the PD and several Town employees enrolled in the new HSA plan. This required much follow-up with the employee to get the necessary paperwork into Anthem and the bank. The benefits fair was a success, as many employees stopped by to ask questions and enroll in benefits. Mary McNelis and I found a very good candidate for the Community Services Assistant to help grow the department and programs offered.

**Issue resolution:**

**Look ahead:** We are hoping to finish the Supervisor union negotiations during the month of July. I am hoping to have the total compensation spreadsheet complete in July so that we can share it with the Strategic Planning Committee and employees.

**Establish 3 goals for the upcoming quarter:**

1. Complete union negotiations with the Supervisor Union
2. Create a spreadsheet with total compensation for Town employees and PD and share it with the Strategic Planning Committee and employees
3. Provide closure/resolution on a drawn out long-term WC issue with one of our Town employees



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

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**OFFICE OF TAX COLLECTOR**

2ND QUARTERLY REPORT - 2015

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

DATES COVERED: April 1, 2015 – June 30, 2015

DEPARTMENT SPECIFIC UPDATE:

**APRIL:**

Payments were processed. Deposits made and balanced. Collected \$344,072.44 for April, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$20,863.68 for April.

TAXSERV (collection agency) payments for April: \$5,504.58.

Collected 97.71%. Current taxes owed: \$952,679.06. Back taxes owed: \$1,106,527.81.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 4/8/15, 4/14/15, 4/22/15 & 4/28/15 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.

Assistant attended QDS Meeting/Training on April 21.

Collector attended NHCTCA meeting on April 28.

Liens (223) were placed for the 2013 Grand List for Real Estate on April 30.

Completed month end reports for Finance Director.

**MAY:**

Payments were processed. Deposits made and balanced. Collected \$155,918.48 for May, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$16,649.98 for May.

TAXSERV (collection agency) payments for May: \$9,055.56.

Collected 97.88%. Current taxes owed: \$879,720.28. Back taxes owed: \$1,069,519.07.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

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

Motor Vehicle Take Offs were done on 5/5/15, 5/12/15, 5/19/15 & 5/26/15 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.

Assistant & Collector attended CT TAX Annual Meeting 5/14/15 – CIVLS Training

Assistant & Collector attended Town Hall employee & Supervisor meeting with HR.

Assistant worked on Retention Schedule list.

Completed month end reports for Finance Director.

TELEPHONE: 203-888-0517

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

**JUNE:**

Payments were processed. Deposits made and balanced. Collected \$157699.29 for June, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$35,648.06 for June.

TAXSERV (collection agency) payments for June: \$10,603.50.

Collected 98.11 %. Current taxes owed: \$783,591.22. Back taxes owed: \$1,050,156.38.

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 6/2/15, 6/10/15, 6/16/15, 6/24/15 & 6/30/15 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.

Picked up bills for the 2014 GL 6/2/15 for sorting/preparation of mailing.

Completed month end reports for Finance Director.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS:

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: July collections

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Smooth collection period. Follow up and send Demands for delinquent accounts. Prepare for Tax Sale of 8 properties (September 9, 2015).

**BUILDING DEPARTMENT  
QUARTERLY REPORT (APRIL, MAY, JUNE, 2015)**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	2,894,535.00	31,756.00	75
<b>FEES</b>		806.00 *	
<b>ELECTRIC</b>	252,069.00	3,860.00	52
<b>PLUMBING</b>	57,700.00	1,093.00	17
<b>HEATING/AC/TANKS</b>	137,110.00	2,101.00	23
<b>POOLS</b>	39,700.00	521.00	4
<b>DEMOLITION</b>	2,800.00	165.00	3
<b>SIGNS</b>	28,000.00	393.00	2
<b>TOTAL</b>	<b>3,411,914.00</b>	<b>40,695.00</b>	<b>176</b>

\*Included in these fees are \$800.00 to close 8 permits for sale of home

**SUMMARY APRIL, 2015**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># PER</b>
<b>BUILDING</b>	627,908.00	6,485.00	22
<b>FEES</b>		106.00	
<b>ELECTRIC</b>	26,300.00	468.00	6
<b>PLUMBING</b>	5,100.00	224.00	4
<b>HEATING</b>	37,600.00	631.00	7
<b>DEMO</b>	1,000.00	55.00	1
<b>POOLS</b>	20,000.00	234.00	1
<b>TOTAL</b>	<b>717,908.00</b>	<b>8,203.00</b>	<b>41</b>

**SUMMARY MAY, 2015**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b>#PER</b>
<b>BUILDING</b>	272,660.00	3,810.00	29
<b>FEES</b>		200.00	
<b>ELECTRIC</b>	98,015.00	1,583.00	20
<b>PLUMBING</b>	25,800.00	588.00	7
<b>HEATING</b>	49,755.00	755.00	8
<b>POOLS</b>	5,200.00	79.00	1
<b>DEMO</b>	1,000.00	55.00	1
<b>SIGNS</b>	28,000.00	393.00	2
<b>TOTAL</b>	<b>480,430.00</b>	<b>7,463.00</b>	<b>68</b>

**SUMMARY JUNE, 2015**

	<b>ESTIMATED COST</b>	<b>FEEES</b>	<b># PERM</b>
<b>BUILDING</b>	1,993,967.00	21,461.00	24
<b>FEEES</b>	500.00	N/A	N/A
<b>ELECTRICAL</b>	127,754.00	1,809.00	26
<b>PLUMBING</b>	26,800.00	281.00	6
<b>HEATING</b>	42,850.00	715.00	8
<b>POOLS</b>	14,500.00	208.00	2
<b>DEMO</b>	800.00	55.00	1
<b>SIGNS</b>	N/A		
<b>TOTAL</b>	<b>2,207,171.00</b>	<b>24,529.00</b>	<b>67</b>

# SEYMOUR FIRE MARSHAL'S OFFICE

## QUARTERLY REPORT FOR APRIL TO JUNE 2015

### DEPARTMENT UPDATE

Below is a brief summary of major work activities that the Seymour Fire Marshal's Office conducted during the months of April, May and June of 2015

#### NEW CONSTRUCTION

1. 26 – 28 Bank Street and 54 Wakely Street – The addressing of the major Code violations is a long term project. The owners and I have agreed to a long term plan with work starting in April 2015.
2. 45 Broad St. Congregational Church – The project of installing a lift and addressing the improvement of the fire rating of their front stairway has begun. Periodic construction inspections will be completed.
3. 770 Derby Avenue – The occupancy of this new building has been completed. It has been occupied by a medical rehab business that delivers and cleans metal beds with mattresses and oxygen equipment.
4. Total Sports Academy, 30 Great Hill Road – The first phase of this project has been completed. The second phase is under way. This includes removing all machinery and materials from the remaining section of this building from the counter top manufacture and the expanding of the sports academy to the rest of the building.
5. American Pie and Pub, 16 Klarides Village Drive – This project is complete.
6. VEMS Garage, 764 Derby Ave – This project is complete.
7. 16 Klarides Village Dr. basement - The project is almost complete.
8. 29 Maple Street, old Anna Lopresti School – This project is on-going. Many construction activities are being performed to turn this into an apartment building. We continue to perform construction inspections.
9. 22-24 Bank Street – The upgrading of this section of Migani's building on Bank Street is completed. This is the section above, below and including the bake shop level.
10. 26 Main Street – Plans were reviewed and a permit given to construct a New Greek diner in the old Trestle Tavern.

#### MISCELLANEOUS

1. I assisted in working on the Town's Fleet Safety Program with the insurance company with the purpose of improving it. This was a recommendation of the insurance agency. I worked with DPW, FD and PD. Some training and written policies have occurred.
2. The Office conducted food booths fire inspection during Founders Day.

#### BLASTING ACTIVITIES

1. 600 Derby Ave, Haynes Quarry – Blasting activities has begun again.

## ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.  
New Construction - 18      Initial Existing Buildings – 32      Re-inspections - 16

Underground Propane Tank inspection - 2

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

2. Blasting Complaints- 0      Fire Code complaints- 10      Meetings – 26

Detail Code Reviews – 5      Detail Follow-up Activities – 0      Burning Permits - 3

## FIRE SAFETY TRAINING GIVEN

1. DFM Willis assisted the State Fire Marshal's Office in their yearly 7 day fire investigation class for two days.

## FIRE SAFETY TRAINING ATTENDED

1. DFM Willis attended 2 half day classes on National Transportation Safety Board and Fire Construction Details.
2. I attended a 2 ½ day arson investigation class in Wallingford. DFM Willis attended a 5 day arson investigation class in New Hampshire.
3. I attended a day class on Electrical Vehicle Safety for Firefighters in Old Saybrook and a half day class on Solar Power Systems at the Fire Academy in Windsor Locks.

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.

## FIRE AND INCIDENT INVESTIGATIONS

1. 148 Mountain Road structure fire. This was an accidental fire from a heat lamp.
2. A brush fire on Bunting Road and Hine Street during the hot dry weather spell. Unknown cause.
3. 75 Balance Rock Road balcony fire. This appears to be an accidental fire.
4. Clinton Road car fire – This investigation involved working with the ATF, State Fire Marshal's Office, Seymour PD, Woodbridge PD and Ansonia PD. A search warrant was applied for and granted to conduct the investigation of the car at Woodbridge PD.

As a note, each fire incident requires a detailed written report.

## BUDGET UPDATE

1. I am not aware of any budget issues.

## **ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS**

1. DFM Willis continues to do a great 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 anticipate the 38 Columbus Avenue apartment building from Joe Migani to start very soon. Plans should be coming to the office within several weeks. This will involve a long plan review, meetings, follow-up activities and many construction inspections and the witnessing of many tests.
2. I anticipate the Basement Systems addition on Silvermine Road to start very shortly. As stated above, plan reviews and etc. will be taking place.
3. Sometime after that I anticipate Basement Systems to move ahead with their other building on Progress Avenue.
4. The old Slick bar Building has some renewed interest. It is unknown where this may go.

All these projects will be very time consuming and will significantly reduce the effort on conducting inspections on existing buildings.

## **ESTABLISH 3 GOALS FOR UPCOMING QUARTER**

1. I have nothing significant to establish at this time. We will continue to focus most of our limited 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 staff.

Submitted by,

Paul Wetowitz  
Seymour Fire Marshal  
July 21 2015

## **2015 Quarterly Report**

**Department:** Town Clerk's Office

**Dates Covered:** April 1, 2015 – June 30, 2015

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

### **Department Specific Update:**

- We have issued 638 dog licenses since June 1<sup>st</sup>.
- We have issued 22 marriage licenses in April, May and June.
- We issued 264 various hunting & fishing licenses this quarter.
- We recorded 881 sewer liens and releases.
- We recorded 223 tax liens.
- Our vitals income totaled \$3,885.00 this quarter.
- We are awaiting approval for the State Library Grant which will be used to further upgrade our land records.
- We are in the preliminary stages of preparations for the November 3, 2015 municipal election.

### **Budgetary Update:**

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

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

- Sue and Liz attended the Spring Town Clerk's Conference in April.
- Lianna took a Land Records class in May.
- Lianna passed the Town Clerk Certification exam in June!!!
- Our last State Grant has enabled us to bring our land record indexes back from August 1976 to September 6, 1974.
  - It has increased the number of years that one can search on the computer by forty years. Searching is more accessible in both our offices as well as online.
- Our online capabilities are beginning to be utilized. In the last quarter 393 copies were made online.

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

- We are continuing to go through dog license season.
- We got through the Budget Referendum with ease.
- We continue to meet deadlines with regard to the November Municipal Election.

### **Issue Resolution:**

- No issues at this time.

**Look-Ahead:**

- We are in the preliminary stages of starting the municipal election process. A list of offices is to be filled, terms of office and number of candidates for which each elector may vote has been submitted to the Secretary of State.
- We have received 2 filings for both the Democrat and Republican candidate wishing to run for office. We are following the election enforcement calendar to give each campaign treasurer a “friendly reminder” as to the deadline to file itemized campaign finance disclosure statements.

**Establish 3 Goals for upcoming quarter:**

- Our next State grant will be used to further our images back even further.
- Our extended goal is to bring images and the indexes to coincide with each other with regard to date.
- Work with Secretary of State’s office with regard to preparations for the upcoming election in November.



## ZONING OFFICER REPORT

STARTING DATE 04/01/15 ENDING DATE 06/30/15

	Number of:
❖ New Construction	<u>2</u>
❖ Certificate of Occupancy	<u>1</u>
❖ Additions	<u>0</u>
❖ Garages/Detached	<u>1</u>
❖ Excavation	<u>2</u>
❖ Adult Living	<u>0</u>
❖ Decks	<u>7</u>
❖ Pools	<u>2</u>
❖ Sheds	<u>1</u>
❖ In-law	<u>0</u>
❖ Signs	<u>7</u>
❖ Portable Garages	<u>0</u>
❖ Demo	<u>0</u>
❖ Generator	<u>1</u>
❖ Signs Removed	<u>120</u>
❖ Temporary Signs	<u>2</u>
❖ Phone Messages	<u>173</u>

Bill Paecht, ZEO

## Second Quarter Report Inland Wetlands April 1-June 30 2015

April 1-received revisions to Dakota Woods apartment plans.

April 7- signed off on replacement in-ground pool 33 Mead Farm Road, John Esteves owner, no wetlands impact.

April 9-signed off on bathroom addition, 46-48 Martha St., Matthew Cristiani owner. No impact.

April 14-signed off generator install 18 Old Drive, Wendy Rossi owner. No impact.

April 21- met with owner 144 Grand Street on erosion control issues along with ZEO and Building Inspector. Will re-inspect for compliance April 23.

April 21- signed off c/o 770 Derby Ave, Joe Tracz owner, collected \$50 wetlands fee.

May 12- signed off new deck 18 Amber Drive, Darren Miglas owner, no impact.

May 12- signed off new shed, 8 Mead Farm Road, Singh Vapinder owner, no impact.

May 12- spoke with Larry Janesky regarding fees for Phase 2 project 27 Progress Dr. Advised him I would suggest Commission waive the fees of \$12, 985.50. Already paid \$14, 460 in fees for Phase 1 work.

May 19- signed off c/o 47 Canfield Road, new house, Romano Brothers owner, no impact.

May 19- signed off new porch 7 Summer Hill Road, Chris Goux owner, no impact.

May 19- signed off new deck, 5 Fox Run Lane, Vlad Novitski owner, no impact.

June 1- signed off new house, 7 Meadow Woods Road, Matilda Isufaj owner, no impact.

June 2- signed off new deck, 16 Bungay Terr., Nicole Lynch owner. No impact.

June 2 – signed off new house, 16 Tomlinson Road, Daniel Turro owner, no impact.

ASSESSOR'S OFFICE  
QUARTERLY REPORT

DEPARTMENT SPECIFIC UPDATES:

Joe visited manufacturing facilities in Town to make sure that they are compliant on their personal property filings.

Processed 220 applications for the State Homeowner's Program and 265 applications for the Town Elderly Homeowner's Program.

Processed 84 Renters Rebate Applications to date. The program runs until October 1, 2015.

Priscilla and Veronica visited the Callahan House to assist disabled Renters in applying for the Rebate Program.

Joe inspected properties that were new construction or had building permits issued for additions, decks, air conditioning, etc.

Working with Vision Appraisal on the 2015 Revaluation.

BUDGETARY UPDATE:

Working within the approved budget without problems.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

Joe and Priscilla attended a seminar in Harwinton on Exempt Properties. Joe sat on a panel on the topic of exemption of manufacturing equipment.

Joe attended Assessor's School at UCONN from June 1<sup>st</sup> through 5<sup>th</sup>. Topics of the seminars included Evaluation of Commercial Construction and pending legislation.

REVIEW GOALS FOR THE QUARTER

All goals met.

ISSUE RESOLUTION

No issues.

LOOK AHEAD

Continue processing of Renters applications.

Prepare State report for Additional Veterans Exemption.

Continue to inspect properties based on information received from the Building Department.

Continue to work with Vision Appraisal.

Joe & Priscilla will be attending the Fall Symposium of the CAAO on September 22<sup>nd</sup> in Meriden.