



Town of Seymour
FINANCE DEPARTMENT

TOWN HALL
1 FIRST STREET, SEYMOUR, CONNECTICUT
06483

Quarterly Report – Period ending 06/30/2017

Department Specific Update

Fiscal Year 2017

Attached are 4th Quarter ended Revenue and Expenditure summaries for period ended June 30, 2017. 4th Quarter Revenue and Expenditures reports appear to be within budget.

Revenue projection is \$56,268,994 vs a budget of \$56,185,080 or \$83,914 under budget. This is due to state grant revenues coming in less than budget and use of fund balance not funded.

Expenditure projection is \$55,991,899 vs a budget of \$56,185,080 or a \$193,181 favorable budget. All departments are currently within their budgets. Surplus above does not include the mill rate stabilization fund of \$300,000.

Accomplishments/Recognition of Department

GFOA Certificate of Achievement for Excellence in Financial Reporting

Review Goals for the Quarter:

1. Budget adopted.
2. Town referendum completed.
3. Budget incorporated into accounting system.

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 fiscal year 2017 audit. Complete the PBC list for the auditors. Implementation of payroll (ADP) for PTO calculation and G/L interface.

Establish 3 Goals for upcoming quarter:

1. Prepare financials for auditors.

2. Payroll journal entry implementation between ADP and G/L
3. Implementation of PTO calculation in ADP

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

Line Item #	Title	12/31/2016	Actual	Estimated	Total	Over	Explanation for Significant Variances
		Adjusted Budget	Through 6/30/2017	thru 6/30/17	Actual & Estimated for 6/30/2017	(Under) Budget	
General Property Taxes							
311-0010-000-000	Property Tax	42,185,854.00	41,970,703.00	\$ 150,000	42,120,703	\$ (65,151)	
311-0011-000-000	Prior Year Property tax	525,000.00	505,002.00	-	505,002	(19,998)	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	400,000.00	529,289.00	-	529,289.00	129,289	
	Sub Total	43,110,854.00	43,004,994.00	150,000	43,154,994	44,140	
Property Taxes-Other Assessed Value							
312-0000-000-000	Real Estate Conveyance	100,000.00	127,372.00	-	127,372	27,372	
	Sub Total	100,000.00	127,372.00	-	127,372	27,372	
Penalties/Interest on Del. Taxes							
319-0011-000-000	Property Tax Int. & Lens	350,000.00	389,490.00	-	389,490	39,490	
	Sub Total	350,000.00	389,490.00	-	389,490	39,490	
Licenses and Permits							
320-0010-000-000	Pistol Permits	7,420.00	11,470.00	-	11,470	4,050	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Kaffe Permits	30.00	2,415.00	-	2,415	2,385	
320-0030-000-000	Fire Marshall Permits and fees	2,000.00	1,285.00	-	1,285	(715)	
	Sub Total	9,450.00	15,170.00	-	15,170	5,720	
Nonbusiness Licenses and Permits							
322-0010-000-000	Dept. of Public Works	1,000.00	21,235.00	-	21,235	20,235	
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)	
	Sub Total	5,050.00	23,335.00	-	23,335	18,285	
Intergovernmental Revenues							
330-0010-000-000	Tuition	-	-	-	-	-	
	Sub Total	-	-	-	-	-	
State Government Grants							
334-0010-000-000	Transportation	-	-	-	-	-	
334-0012-000-000	Education Block Grant	10,128,492.00	10,089,671.00	-	10,089,671	(38,821)	
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	-	-	-	-	-	
	Sub Total	10,128,492.00	10,093,784.00	-	10,093,784	(34,708)	

Code	Description	Revenue	Expenses	Net	Revenue	Expenses	Net
State Government Shared Revenues							
335-0010-000-000	Circuit Breaker Program	115,000.00	101,556.00	-	101,556	-	(13,444)
335-0011-000-000	Judicial Fines	3,000.00	3,842.00	-	3,842	-	842
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)
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	624,574.00	-	624,574	-	130,276
335-0030-000-000	Local Capital Projects	116,598.00	115,793.00	-	115,793	-	(805)
335-0035-000-000	Mashanucket Pequot Fund	67,844.00	45,229.00	-	45,229	-	(22,615)
	Sub Total	1,356,899.00	1,244,049.00	-	1,244,049	-	(112,850)
State Govt payments in lieu of taxes							
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
	Sub Total	-	55,759.00	-	55,759	-	55,759
General Government							
341-0020-000-000	Town Clerk	130,000.00	130,058.00	-	130,058	-	58
341-0030-000-000	Planning & Zoning	10,000.00	10,029.00	-	10,029	-	29
341-0035-000-000	Zoning Board of Appeals	1,000.00	352.00	-	352	-	(648)
341-0038-000-000	Inland Wetlands	3,000.00	1,987.00	-	1,987	-	(1,013)
	Sub Total	144,000.00	142,426.00	-	142,426	-	(1,574)
Public Safety							
342-0020-000-000	Town Clerk Lic Fund	6,500.00	3,000.00	-	3,000	-	(3,500)
342-0040-000-000	Building Inspector	130,000.00	103,741.00	-	103,741	-	(26,259)
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-	-
	Sub Total	136,500.00	106,741.00	-	106,741	-	(29,759)
Sanitation							
344-0030-000-000	Transfer Station - Commercial	35,000.00	12,904.00	-	12,904	-	(22,096)
344-0035-000-000	Residential Transfer Station	12,500.00	19,249.00	-	19,249	-	6,749
344-0038-000-000	Revenue from recycling	10,000.00	11,434.00	-	11,434	-	1,434
	Sub Total	57,500.00	43,587.00	-	43,587	-	(13,913)
Health							
345-0050-000-000	Dog Wardens receipts	3,000.00	-	-	-	-	(3,000)
	Sub Total	3,000.00	-	-	-	-	(3,000)
Culture-Recreation							
347-0030-000-000	Senior Trips	30,000.00	24,997.00	-	24,997	-	(5,003)
347-0031-000-000	Recreation Basketball	29,868.00	27,786.00	-	27,786	-	(2,082)
347-0032-000-000	Seymour Recreation Trips	44,314.00	17,061.00	-	17,061	-	(27,253)
347-0033-000-000	Senior Center Dues	1,000.00	2,179.00	-	2,179	-	1,179

347-0034-000-000	Recreation Summer Camps	21,662.00	63,836.00	-	63,836	42,174
347-0035-000-000	Recreation Kanle	10,000.00	623.00	-	623	(9,377)
347-0036-000-000	Recreation LEGCO	4,525.00	-	-	-	(4,525)
347-0037-000-000	Senior Lunch	4,000.00	3,282.00	-	3,282	(718)
347-0038-000-000	Recreation/Senior Other	2,815.00	(930.00)	-	(930)	(3,745)
347-0039-000-000	Recreation/Senior Sports	12,061.00	648.00	-	648	(11,413)
	Sub Total	160,245.00	139,482.00	-	72,023	(33,159)
	Miscellaneous Revenues					
350-0005-000-000	Police Reports	1,000.00	1,728.00	-	1,728	728
350-0010-000-000	Miscellaneous	5,250.00	8,586.00	-	8,586	3,336
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	41,476.00	-	41,476	3,476
	Grants Admin Fees	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	3,900.00	3,900.00	-	3,900	-
350-0100-000-000	Skate Park	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	17,500.00	19,907.00	-	19,907	2,407
350-0035-000-000	Miscellaneous	-	-	-	-	-
350-0100-000-000	Skate Park Land	-	(91.00)	-	(91)	(91)
	Sub Total	65,650.00	75,746.00	-	75,746	10,096
	Fines					
351-0031-000-000	Ordinance fines	100.00	-	-	-	(100)
351-0030-000-000	Parking Fines	5,000.00	8,140.00	-	8,140	3,140
	Sub Total	5,100.00	8,140.00	-	8,140	3,040
	Special Assessments					
355-0010-000-000	Sewer Assessments	295,000.00	304,795.00	-	304,795	9,795
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000.00	262,608.00	-	262,608	137,608
355-0025-000-000	Water Assessment Interest	8,000.00	64,907.00	-	64,907	56,907
	Sub Total	428,000.00	632,310.00	-	632,310	204,310
	Investment Earnings					
361-0010-000-000	Interest General Fund	12,000.00	50,338.00	-	50,338	38,338
	Sub Total	12,000.00	50,338.00	-	50,338	38,338
	Other Finance Sources					
362-0010-000-000	Other Finance Sources	32,340.00	-	-	-	(32,340)
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-
	Sub Total	32,340.00	-	-	-	(32,340)
390-0000-000-000	Revenue from fund balance	80,000.00	-	-	-	(80,000)
	Sub Total	80,000.00	-	-	-	(80,000)
	Grand Total All Town Revenues	56,185,080.00	56,152,723.00	\$ 150,000	\$ 56,268,994	83,914

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

Line Item #	Title	6/30/2017		Actual Through 6/30/2017	Estimated Actual 06/30/17 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
		Adjusted Budget	Budget					
	Planning & Zoning	23,296		23,050	-	23,050	(246)	
	Board of Finance	69,595		69,595	-	69,595	-	
	Town Meetings Public Hearings	4,200		1,552	-	1,552	(2,648)	
	Probate Court	14,000		13,975	-	13,975	(25)	
	Selectmen's Office	283,540		253,790	-	253,790	(29,750)	HR Director not replaced
	Economic Development	78,861		78,589	-	78,589	(272)	
	Economic Development Commission	2,500		800	-	800	(1,700)	
	Downtown Committee	-		-	-	-	-	
	Registrars of Voters	91,700		63,366	-	63,366	(28,334)	Fewer referendums than expected
	Finance Department	274,447		271,981	-	271,981	(2,466)	
	Tax Collector	162,521		160,141	-	160,141	(2,380)	
	Town Treasurer	5,200		5,200	-	5,200	-	
	Assessors Office	183,730		181,899	-	181,899	(1,831)	
	Board of Assessment Appeals	150		100	-	100	(50)	
	Town Counsel	290,000		284,489	5,500	289,989	(11)	
	Town Clerk	207,024		203,499	-	203,499	(3,525)	
	Printing & Legal Ads	15,000		14,884	-	14,884	(116)	
	Conservation Protection Agency	4,625		4,436	-	4,436	(189)	
	Inland/Wetlands	12,015		11,740	-	11,740	(275)	
	Board of Zoning Appeals	800		440	-	440	(360)	
	Town Planner	37,065		30,325	-	30,325	(6,740)	Part time worker hour reduced
	Town Computers / Data Processing	97,500		97,102	-	97,102	(398)	
	Town Buildings	521,309		515,592	-	515,592	(5,717)	
	Town Engineer	107,307		107,207	-	107,207	(100)	
	Blight Officer	8,950		8,950	-	8,950	(0)	
	Town Contributions	29,325		28,300	-	28,300	(1,025)	
	Personnel Benefits	-		-	-	-	-	
	Sick Pay	191,083		191,083	-	191,083	-	
	Health Insurance	2,143,636		2,143,617	-	2,143,617	(19)	
	Social Security	342,961		338,262	-	338,262	(4,699)	
	Retirement	956,896		956,896	-	956,896	-	
	Longevity	93,168		93,168	-	93,168	-	
	Town Insurance	1,618,556		1,618,556	-	1,618,556	-	
	General Government	\$ 7,870,960		\$ 7,772,584	\$ 5,500	\$ 7,778,084	(92,876)	
	Police Department	4,136,069		4,118,586	-	4,118,586	(17,483)	
	Communication Commission	203,599		203,432	-	203,432	(167)	
	Emergency Management	27,260		27,006	-	27,006	(254)	
	EMS Commission	200		100	-	100	(100)	

Seymour Ambulance	64,305	63,773	-	63,773	(532)
Valley Emergency Medical Services	31,827	31,827	-	31,827	-
Lake Authority	17,092	17,092	-	17,092	-
Fire Department	402,530	401,390	-	401,390	(1,140)
Water - Fire Hydrants	367,472	367,472	-	367,472	-
Fire Marshal	124,694	121,721	-	121,721	(2,973)
Office of Compliance	107,534	107,137	-	107,137	(397)
Public Safety	5,482,582	5,459,535	-	5,459,535	(23,047)
Highway Wages & Maintenance	1,899,846	1,897,140	-	1,897,140	(2,706)
Highway Materials	190,793	190,793	-	190,793	(0)
Street Lighting	208,110	206,374	-	206,374	(1,736)
Highways and Streets	2,298,749	2,294,307	-	2,294,307	(4,442)
Sanitation	99,957	98,996	-	98,996	(961)
Waste Collection	961,244	961,244	-	961,244	-
Sanitation	1,061,201	1,060,240	-	1,060,240	(961)
Valley Health Department	113,278	113,278	-	113,278	-
Dog Warden Canine Office	50,350	50,106	-	50,106	(244)
Town Health Contributions	14,907	11,407	-	11,407	(3,500)
Services to the Elderly	146,688	133,903	-	133,903	(12,785)
Health and Welfare	325,223	308,694	-	308,694	(16,529)
Recreation Commission	242,880	234,235	-	234,235	(8,645)
Culture & Arts Commission	20,600	20,389	-	20,389	(211)
Recreation Program Contributions	38,000	38,000	-	38,000	-
Parks	144,700	138,402	-	138,402	(6,298)
Library	356,642	355,554	-	355,554	(1,088)
Valley Council of Governments	6,804	6,804	-	6,804	-
Culture & Recreation	809,626	793,384	-	793,384	(16,242)
Board of Education	32,599,415	30,408,405	2,191,000	32,599,405	(10)
Principle	3,677,500	3,677,500	-	3,677,500	-
Interest	1,212,484	1,212,484	-	1,212,484	-
Debt Service	4,889,984	4,889,984	-	4,889,984	-
Senior Citizen Freeze	50,000	50,000	-	50,000	-
Town Capital	632,340	332,340	300,000	632,340	-
Town Contingency	165,000	25,926	100,000	125,926	(39,074)
Total Town Expenditures	\$ 56,185,080	\$ 53,395,399	\$ 2,596,500	\$ 55,991,899	(193,181)
					-
					Mill rate stabilization fund surplus

2nd Quarterly Report 2017

Economic Development

4/1-6/30/17

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: none

Review Goals for the Quarter: All Three Goals for Quarter have progressed successfully. Greenway Trail construction is underway; 87 days have been used of the 120 days Contract day which runs to July 30, 2017 and within Budget despite several potential issues that arised during construction

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

Contacted and working with CB Ellis Real Estate Brokerage, handling the Sale of Bank of America (BoA), which Bids were due on May 19th but was extended. Facilitated meeting between Dale Kroop of Hamden Economic Development Corporation to investigate possibly hiring for Corporation to determine the feasibility of converting the BoA Building to a Business Incubator Facility, based off this meeting it did not support idea due to lack of funding and staff

Issue Resolution: Worked with CTDOT, Milone and MacBroom (MMI) and LaRosa Earth Group Construction for Greenway Trail Project to allow use of public parking lot 4 for Gravel and Equipment Storage during Construction

Worked with Frontier to identify unmarked Fiber Optics Trunk that was discovered during Greenway Trail construction that needed redesign of retaining wall along Route 67 to not disturb service



TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

Look Ahead: Work CTDOT, Milone and MacBroom and Town Departments for Construction to Complete Greenway Trail and Linear Park Phase 1 on Schedule and on Budget

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 future Funding for additional Greenway Trail phases



A Small Town for Big Business

Seymour Public Schools



Christine Syriac
Superintendent of Schools
csyriac@seymourschools.org

QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 04/01/17-06/30/17

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 04/03/17

1. Congratulations to the Seymour High School boys swim team who finished 5th at the state competition and were seated 9th in the open
2. Congratulations to Jaylen Crawford, who was named to the CT All-State Basketball team
3. Congratulations to the Seymour High School Boys Swim team who placed 5th at the Class S State meet. Aleksej Cupic was named All NVL, NVL Co-Champion in the 100 Breaststroke, All State, Class S State Champion in the 100 Breaststroke, and a new school record in the 100 breaststroke with a time of 1:00.31. 200 Freestyle Relay (Zachary Fell, Jack Crocarno, Hunter Cripps, Aleksej Cupic) - Class S State Champions in the event for the first time in school history earning them All State Honors. Advanced to the State Open to finish 10th in the event which is the best a relay has ever finished for us at the Open. Set a new school record with a time of 1:30.20

Recognitions 05/01/17

1. None

Recognitions 06/05/17

- A. **Awards Recognitions**
 1. 2017 Distinguished Alumnus of Seymour High School – Mr. Joseph D. LoPresti
- B. **Retiring Staff Members**
 1. Sally Denny
 2. Kathy Heimann
 3. Sandra Kazo
 4. Christine Syriac
- C. **25 Years of Service**
 1. Janet Tropeano
- D. **David A. Brumer Excellence in Education Award**
 1. Cynthia Dion
- E. **John J. Gallagher Memorial Athletic Award**
 1. Mr. Joseph Carrafiello
- F. **Vincentena Kobasa Excellence in Teaching Award**
 1. Christopher Cummings
- G. **Thomas J. Petruny Memorial Education and Environment Award**
 1. Miss Madelynn Orosz
- H. **Recognition of Board of Education Student Representative**
 1. Cassandra Quintiliano

- I. **2017-2018 Paraprofessional of the Year**
 - 1. Karen Heslin
- J. **2017-2018 Teacher of the Year**
 - 1. Meghan Goletz
- K. **CABE Student Leadership Award**
 - 1. Mia Bronson – Seymour Middle School
 - 2. Adam Violano – Seymour Middle School
 - 3. Cassandra Quintiliano – Seymour High School
 - 4. Gurman Singh – Seymour High School
- L. **Top 10 Students – Class of 2017**
 - 10. Taylor Queen
 - 9. Taylor Robinson
 - 8. Gosia Fryc
 - 7. Philip Sullivan
 - 6. Umman Minhaz
 - 5. Cassandra Quintiliano
 - 4. Gurman Singh
 - 3. Fred Ames
 - 2. Serhiy Sokhan
 - 1. Gohar Khan

Agenda Recognitions 06/05/17

- 1. Congratulations to Seymour High School for the great showing at the HALO Awards on May 31, 2017. Three of our students were recognized and received awards: Ejona Gjata - Best Sound Design, Brittany Kelly and Abby Andrade - Student Directing. Both of the One Act Plays were recognized as the Best Play
- 2. Congratulations to the Seymour Middle School Band and Glee Club. The SMS Band received a rating of Excellent and Glee Club received a rating of Superior for their performance at Trills and Thrills Competition on May 26, 2017
- 3. Congratulations to the Seymour High School softball team as they advance to the quarter finals against Granby!
- 4. Congratulations to Nicole Karwowski, 7th grader at Seymour Middle School who organized a book drive for her Silver Award Project. She was able to donate 500 books to Waterbury Hospital along with custom made bookcases.

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

- Goal #1 Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap (In Progress)**
 - a) Summer Curriculum Work
 - b) Revision to the School Improvement Plan Template
 - c) District benchmark assessments – Measures of Academic Progress – District Data Team reviewed results and set new goals for 2016-2017.
 - d) NEASC evaluation completed at Seymour High School Accreditation granted with “no” warnings
- Goal #2 Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement**
 - Transition to a new student information system – Power School – transition continues and a new web site platform is being 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 November

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

Mr. Michael Wilson was hired as the new Superintendent of Schools effective July 1, 2017

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

1. Superintendent Search

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

Goal #1 Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap

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

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



SEYMOUR POLICE DEPARTMENT

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Telephone (203) 881-7602
Fax (203) 881-7635

MICHAEL E. METZLER
Chief of Police

2nd Quarter Report

Seymour Police Department
Dates Covered: April 1, 2017-June 30, 2017
Prepared by: Chief Michael Metzler

Department Specific Update:

On a sad note, the Department wishes to extend its condolences to the families of Kirk Weldon and Stephen Chucta. Mr. Chucta was an outstanding individual in the community and served on the Board of Police Commissioners for over twenty years, as well as a volunteer fireman for Great Hill Hose for almost most 70 years. Mr. Weldon was also a life-long volunteer fireman and served as a Crossing Guard in our community for a number of years. The Seymour Police Department is finalizing the curriculum for this years Youth Academy and hopes for it to be as successful as it has been since its' inception. Detective Todd Romagna unexpectedly retired to start a new career in the private sector. Procedures have been initiated to fill his position in the upcoming year. The department has been experiencing some outside interference with our communications and we are working with both the Communications Commission and the First Selectman to address this problem; as it is an officer safety issue that must be dealt with immediately. Two officers from another police department in Connecticut have applied for lateral transfers to our department. If they can successfully complete all aspects of our hiring process, they would be a welcome addition to the department and backfill the existing vacancies much faster than we could ever have realized.

Budgetary Update:

The police budget for 2016-17 is expected to have a surplus for this year. In addition, the police department was able to surpass all projection totals for the present year, providing an additional surplus to the Town.

Accomplishments/Recognition of Department or Members:

The Police Department has been involved with investigating numerous crimes during this past quarter. Besides the number of overdose deaths that have occurred, there were numerous burglaries and thefts from cars. In addition, there were two armed robberies, one of a woman leaving Stop & Shop and the other inside a local business. There was also a fatal accident the occurred on Rimmon Street that is still being investigated. The Patrol Officers working the midnight shift apprehended several of those involved in the car thefts. Inspector DeNigris and Detective Scharf were instrumental in the extremely quick apprehension of the individual responsible for both robberies. In all of these cases, the officers involved did a tremendous job in working these investigations to a successful ending.

Review Goals for the Quarter:

The three (3) goals that were established for this quarter included the evaluation of manpower needs, replacing outdated equipment and closing out the year on a positive note

with a strong hiring process for the new officers. As for the first goal: the evaluation of manpower needs has determined that our present level is working and that additional officers over our established staffing is not recommended at this time. As for the second goal: we are adding another AED for our patrol units and will be purchasing two new vehicles and a copy machine. The third goal: we believe that we will be attaining the end of the year on a positive note, but realize that more can and will be done to continue to provide good services to our community. The hiring process has been and will continue to be the backbone of the department and we will always strive to get the best available candidates for our department.

Issue Resolution:

As stated earlier, the interference with radio communications has evolved into an officer safety issue and is being addressed by the First Selectman in conjunction with the Communications Commission. The internal investigation and discipline have been addressed with that officer. The testing process for the Detective position has been established and should be completed by the end of the third quarter.

Look-Ahead:

The Youth Academy is being finalized and will be conducted again during the summer. Our Student Resource Officer will be attending special training in that area in August. Hopefully, the two transfers will be acceptable and start immediately. This would be a tremendous asset and would keep the overtime down.

Establish (3) Goals for Upcoming Quarter:

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

1. Make the necessary enhancements to the communications system for digitalization and encryption.
2. To start the active replacement of outdated equipment that was established during last quarter's evaluations.
3. To have a safe summer.



Seymour Community Services

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

2nd Quarter Report – 2017

(April 1 – June 30, 2017)

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

Budgetary Update: Completed year on Budget.

Accomplishments:

- Successful Kick off of Summer Playground Camp at Bungay School – 261 Registrants
 - Financial Aid Policy for Summer Playground program Revised and Updated
 - – 8 Children Awarded fee Admittance and Free Pizza
- Established Policy and Procedure for Background Checks
- Established Evacuation plan for Community Center Building

Upcoming /Long Term Focus:

- Continue Senior Program Expansion - Continued Focus on increased Senior Programming, Membership & participation
- Exploration of Additional Grants to Supplement Free or reduced Programming for Residents

By The Numbers Report Summary from 04/01/2017 to 06/30/2017

Type		
Number of Accounts Created Res/NonRes	119	34
Number of Members Created Res/NonRes	280	52
Number of Registrations Res/NonRes	2017	134
Total Income	\$156,590.50	
Number of Refunds/Amount	30	-\$3,374.00
Number of Credits Issued/Amount	61	-\$3,714.00
Number of Activities Run	83	
Number of Reservations	20	
Number of Memberships Created	46	



Seymour Community Services

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

By The Numbers Report YTD 07/01/2016 to 06/30/2017

Type		
Number of Accounts Created Res/NonRes	432	149
Number of Members Created Res/NonRes	853	216
Number of Registrations Res/NonRes	6496	624
Total Income	\$281,414.08	
Number of Refunds/Amount	92	-\$7,600.00
Number of Credits Issued/Amount	180	-\$8,522.50
Number of Activities Run	283	
Number of Reservations	105	
Number of Memberships Created	579	

Membership Sales Report QT2 4/1/17-6/20/17

Program Name	Res Count	Non-Res Count	Total Count Quarter	Total Count YTD
2016/2017 Seymour Pool Membership	4	0	4	76
Fitness Center	12	0	12	70
Senior Center Membership	22	2	24	304
	38	2	40	450





Seymour Community Services

20 Pine Street
 Seymour, CT 06483
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Total # Registrations by Program Category 4/1/17- 6/30/17 & YTD

Category	Total Registrations QTR2	Total Registrations YTD
Activities		31
<u>Adult Fitness</u>	317	451
<u>Adult Sports</u>	36	36
<u>After School Programs</u>	29	31
<u>Aquatics</u>	133	263
<u>Basketball</u>		570
<u>Day Trips</u>	167	745
<u>Events & Classes</u>	20	36
<u>Overnight Trips</u>	29	29
<u>Senior Programming</u>	285	872
<u>Youth Sports & Fitness</u>	88	111
<u>Youth Summer Programs</u>	664	2785
<u>Youth Vacation Programs</u>	13	28
Totals	1781	5988



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

Quarterly Report: June 22, 2017

Reflects current Town of Seymour Finance Department June 3 Expense report
Bibliomation circulation reports for May.

Department: Seymour Public Library

Prepared by: Suzanne Garvey, Director SPL 6/15/2017 additional 7/2017

People Counter Statistics:

April Patron Count: 4040

May Patron Count: 3776

June Patron Count: 4525

Patron Visits: 12,341

1. Department-specific update:

Town Budget Figures from -- June 3, 2017

Endowment Figures to May 31, 2017

Allocations	FY	YTD	Balance
Town	\$558,601.00	\$453,406.51	\$105,008.69
Encumbered		\$185.80	
Endowment	\$113,349.00	\$ 105,224.31	\$8,124.69

Operations 3 months YTD 4/2017 to 6/2017

Circulations:

April	May	June
Adult 1697	Adult 1762	Adult 2086
Juvenile 1302	Juvenile 1156	Juvenile 1627
Teen 67	Teen 101	Teen 144
DVD 1240	DVD 1125	DVD 1366
Magazine 73	Magazine 84	Magazine 69
Audio 259	Audio 241	Audio 243
eBook 240	eBook 241	eBook 186
Total 4,878	Total 4,710	Total 5,721

Total 3 Months= 15,309

ILL

Borrow 780

Loan 389

Holdings the library owns: 81,793

Programs-Adult 12 programs @ 239 attendees
Juvenile 32 programs @ 768 attendees

Days Open- 20 April 21 May 22 June

Total = 67

Computer Sessions- April- 472

May- 470

June- 514 TOTAL: 1456

Registered Borrowers - 6,665

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

3. Accomplishments/recognition of department or members:

Ann and Rebecca had a stellar showing in attendance at programs during spring vacation. 12 juvenile and YA programs brought in 403 attendees. They also took applications for cards to Bungay School and signed 70 children up for library cards.

We started an adult evening book club, 9 people met to discuss *Before the Fall* by Noah Hawley.

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.
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.

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. One more concert this year is afforded through the Matthies Grant. *Rave On* in October.

We are hoping to purchase new desks in the circulation area that would replace the older ones that don't match.

We look forward to the start of summer and hoping to clear some areas out.

If we can clean up some areas and try to pull some funding from sources, we would love to think that we could begin to put together a maker space. We may need a grant for the 3D printer, but Makey

Makey, Raspberry Pi, Cri Cut, and sewing/ embroidery machines are what we are hoping to provide. Space is always tight at the library.

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. Working on press releases- with the change in subscription to Voices, I notice we are not getting the coverage that we once did for events. Have to make our press releases more interesting.

2. Offer more in the way that patrons can participate in- maybe more adult give aways, coffee and doughnut days, raffles.

3. Continue working on website- taking new pictures to replace what we have and upgrading in other ways.



Town of Seymour

1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

2ND QUARTERLY REPORT - 2017

DEPARTMENT: TAX COLLECTOR

DATES COVERED: April 1, 2017 – June 30, 2017

PREPARED BY: DANA D. FLACH, C.C.M.C.

DEPARTMENT SPECIFIC UPDATE:

APRIL:

Payments were processed. Deposits made and balanced. Collected \$242,739.45 for April, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$42,407.61 for April.

TAXSERV (collection agency) payments for April: \$8,427.77.

Collected 98.04%. Current taxes owed: \$835,550.25. Back taxes owed: \$717,416.71.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 4/5/17, 4/7/17, 4/10/17, 4/12/17, 4/13/17, 4/24/17, 4/26/17 & 4/28/17 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.

Liens (183) were placed for the 2015 Grand List for Real Estate on April 3.

Collector attended QDS Meeting/Training on April 25, 2017.

Assistant attended QDS Meeting/Training on April 27, 2017.

Floater continued taking C.C.M.C. 1 classes.

Completed month end reports for Finance Director.

MAY:

Payments were processed. Deposits made and balanced. Collected \$190,155.74 for May, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$31,133.90 for May.

TAXSERV (collection agency) payments for May: 6,603.68.

Collected 98.29%. Current taxes owed: \$726,841.59. Back taxes owed: \$685,973.51.

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 5/1/17, 5/2/17, 5/5/17, 5/10/17, 5/12/17, 5/16/17, 5/18/17, 5/19/17, 5/22/17, 5/26/17, 5/30/17 & 5/31/17 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.

Budget passed May 11, 2017.

Assistant & Floater attend Road Show in Newtown May 16, 2017.

Assistant attended NCTCA Meeting in Woodbridge on May 23, 2017.

Completed month end reports for Finance Director.

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

JUNE:

Payments were processed. Deposits made and balanced. Collected \$101,513.79 for June, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$21,178.00 for June.

TAXSERV (collection agency) payments for June: \$10,692.10.

Collected 98.37 %. Current taxes owed: \$692,157.00. Back taxes owed: \$669,086.14.

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 6/9/17, 6/13/17, 6/16/17, 6/19/17, 6/22/17 & 6/29/17 for payments received. Put-Ons were done on 6/28/17.

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.

Bills delivered for the 2016 GL 6/19/17 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: Floater passed C.C.M.C. 1 course.

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. Continue to resolve DMV CIVLS issues.

LOOK AHEAD: July collections

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Smooth collection period. Follow up and send Demands for delinquent accounts. Review accounts to start TAX SALE process.

CASH REPORT
TOWN OF SEYMOUR

MONTHLY SUMMARY REPORT BY BILLING YEAR CASH: TOWN Date: 07/01/2017 Pay Date: 04/01/2017 To 06/30/2017 Time: 07:37:39 Page: 2
 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 S-D INTEREST LIEN FEES BINT TOTAL DATE PAID K TP OVR BATCH TRANS# TERM# NAME
 BILL # Gross Exempt Net Tax

TOT	MVS	78.41	93.51	0.00	2.00	0.00	173.92
TOT YR 2010	784.93	1,717.86	0.00	214.33	0.00	2,717.12	
TOT RE	3,273.12	1,983.38	24.00	326.09	0.00	5,606.59	
TOT PP	387.36	203.87	0.00	12.00	0.00	603.23	
TOT MV	1,192.41	1,088.75	0.00	337.40	0.00	2,618.56	
TOT MVS	588.31	421.20	0.00	148.30	0.00	1,157.81	
TOT YR 2011	5,441.20	3,697.20	24.00	823.79	0.00	9,986.19	
TOT RE	3,105.69	1,711.24	24.00	0.00	0.00	4,840.93	
TOT PP	438.31	293.68	0.00	0.00	0.00	731.99	
TOT MV	1,458.32	1,199.11	0.00	374.83	0.00	3,032.26	
TOT MVS	513.47	214.28	0.00	116.06	0.00	843.81	
TOT YR 2012	5,515.79	3,418.31	24.00	490.89	0.00	9,448.99	
TOT RE	7,791.07	4,526.25	96.00	0.00	0.00	12,413.32	
TOT PP	1,438.86	442.20	0.00	39.23	0.00	1,920.29	
TOT MV	3,137.67	1,396.18	0.00	561.57	0.00	5,095.42	
TOT MVS	1,428.65	532.79	0.00	189.22	0.00	2,150.66	
TOT YR 2013	13,796.25	6,897.42	96.00	790.02	0.00	21,579.69	
TOT RE	30,897.06	6,963.86	264.00	0.00	0.00	38,124.92	
TOT PP	1,445.18	1,088.90	0.00	120.04	0.00	2,654.12	
TOT MV	16,635.15	5,514.89	0.00	1,072.95	0.00	23,222.99	
TOT MVS	4,755.17	1,236.82	0.00	369.31	0.00	6,361.30	

**CASH REPORT
TOWN OF SEYMOUR**

MONTHLY SUMMARY REPORT BY BILLING YEAR CASH: TOWN Date: 07/01/2017 Pay Date: 04/01/2017 To 06/30/2017 Time: 07:37:43 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 S-D TOWN INTEREST Exmpt LIEN Net FEES Tax BINT TOTAL DATE PAID K TP OVR BATCH TRANS# TERM# NAME
 BILL \$ Gross

YR	RE	PF	MV	MVS	2015	COLL.	COLL.	ACTIVE	TOTAL	PAID	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT YR 2014	53,732.56	14,804.47	264.00	1,562.30	0.00	70,363.33										
TOT RE	138,574.71	14,603.75	1,032.00	6.00	0.00	154,216.46										
TOT PF	13,727.78	2,022.14	0.00	102.49	0.00	15,852.41										
TOT MV	84,808.09	13,408.02	0.00	1,200.64	0.00	99,416.75										
TOT MVS	43,680.12	3,024.53	0.00	234.00	0.00	46,938.65										
TOT YR 2015	280,790.70	33,058.44	1,032.00	1,543.13	0.00	316,424.27										
TOT CUR/YR COLL.	280,790.70	33,058.44	1,032.00	1,543.13	0.00	316,424.27										
TOT BACK/YR COLL.	152,935.17	43,297.67	408.00	4,456.58	0.00	217,984.71										
TOT ACTIVE	433,725.87	76,356.11	1,440.00	5,999.71	0.00	534,408.98										
GRAND TOTAL	433,725.87	76,356.11	1,440.00	5,999.71	0.00	534,408.98										
TOWN	CURRENT:	316,424.27	BACK	:	217,984.71											

RECEIPT TOTAL 534,408.98
 CASH TOTAL 65,745.27
 CHANGE TOTAL 1,228.97

CASH BALANCE 64,516.30
 CHECK TOTAL 375,173.17
 CREDIT TOTAL 94,719.51
 DEPOSIT TOTAL 439,689.47 *** (EXCLUDE CREDIT CARD)
 DEPOSIT TOTAL 534,408.98

MONTH	TOTAL	PROPERTY TAX	2015 MV SUPP	PRIOR YEAR TAX	INT & LIENS	MISC FEES/MRSH	WTR PRIN & BOND	WTR DELQ INT
YEAR	DEPOSIT	311-0010-000-000	311-0020-000-000	311-0011-000-000	319-0011-000-000	350-0010-000-000	355-0020-000-000	355-0025-000-000
2016-JULY	20,079,755.00	19,884,043.17	0.00	90,119.62	48,016.61	578.05	42,018.55	14,979.00
2016-AUGUST	3,123,911.60	2,958,096.62	0.00	74,523.83	32,746.81	1,561.26	39,777.88	17,205.20
2016-SEPTEMBER	338,337.05	221,318.11	0.00	70,259.64	29,067.51	869.57	11,922.80	4,899.42
2016-OCTOBER	282,524.73	178,898.04	0.00	68,686.23	32,392.99	1,930.16	594.84	22.47
2016-NOVEMBER	326,665.20	228,560.59	0.00	32,444.64	16,907.66	1,399.43	43,038.99	4,313.89
2016-DECEMBER	3,781,199.44	3,505,166.77	73,904.73	122,603.71	54,493.75	11,733.11	11,510.51	1,786.86
2017-JANUARY	14,027,166.86	13,626,157.52	327,564.56	48,004.05	20,412.72	1,337.78	3,462.12	228.11
2017-FEBRUARY	1,216,584.71	1,014,565.49	53,859.64	65,344.31	50,468.31	2,285.65	20,066.39	10,094.92
2017-MARCH	372,039.61	240,179.15	31,175.90	54,320.30	39,032.39	1,733.37	3,160.47	2,438.03
2017-APRIL	242,739.45	109,182.11	17,744.56	31,823.64	22,714.60	1,924.98	52,429.27	6,920.29
2017-MAY	190,155.74	88,753.34	18,021.30	32,012.93	28,458.38	2,011.98	19,099.58	1,798.23
2017-JUNE	101,513.79	39,175.13	7,914.26	17,037.03	0.00	2,062.75	17,420.01	1,249.22
FY 2016-2017 TOTAL	44,082,693.18	42,094,096.04	530,184.95	707,179.93	374,711.73	29,428.09	264,501.41	65,935.64

**BUILDING DEPARTMENT
QUARTERLY REPORT (APRIL, MAY, JUNE 2017)**

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	\$ 1,257,048.00	\$ 16,666.00	84
FEEES	-	\$ 1,277.00	9
ELECTRIC	\$ 271,335.00	\$ 3,747.00	41
PLUMBING	\$ 54,343.00	\$ 1,850.00	27
HEATING/AC/TANKS	\$ 110,825.00	\$ 1,794.00	17
POOLS	\$ 75,700.00	\$ 921.00	4
DEMOLITION	\$ 35,500.00	\$ 522.00	4
SIGNS	\$ -	\$ -	0
SOLAR PANELS	\$ -	\$ -	4
TOTAL	\$ 1,804,751.00	\$ 26,777.00	190

*Included in these fees are \$1200.00 to close 8 permits for sale of home

SUMMARY APRIL 2017

	ESTIMATED COST	FEEs	# OF PERMITS
BUILDING	\$ 325,502.00	\$ 4,468.00	28
FEEs	\$ -	\$ -	0
ELECTRIC	\$ 152,727.00	\$ 1,180.00	11
PLUMBING	\$ 8,219.00	\$ 380.00	6
HEATING	\$ 41,887.00	\$ 644.00	6
DEMO	\$ 5,500.00	\$ 134.00	2
POOLS	\$ 39,000.00	\$ 468.00	2
SIGNS	\$ -	\$ -	0
SOLAR PANELS	\$ -	\$ -	1
TOTAL	\$572,835.00	\$7,274.00	56

SUMMARY MAY 2017

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	\$ 415,094.00	\$ 5,541.00	26
FEEES	\$ -	\$ 400.00	2
ELECTRICAL	\$ 87,710.00	\$ 1,779.00	18
PLUMBING	\$ 17,649.00	\$ 622.00	10
HEATING	\$ 31,021.00	\$ 485.00	5
DEMO	\$ -	\$ -	0
POOLS	\$ 5,700.00	\$ 99.00	1
SIGNS	\$ -	\$ -	0
SOLAR PANELS	\$ -	\$ -	2
TOTAL	\$557,174.00	\$8,926.00	64

SUMMARY JUNE 2017

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	\$516,452.00	\$6,657.00	30
FEEES	\$ -	\$ 877.00	7
ELECTRICAL	\$ 30,898.00	\$ 788.00	12
PLUMBING	\$ 28,475.00	\$ 848.00	12
HEATING	\$ 37,917.00	\$ 665.00	7
DEMO	\$ 30,000.00	\$ 388.00	2
POOLS	\$ 31,000.00	\$ 354.00	1
SIGNS	\$ -	\$ -	0
SOLAR PANELS			1
TOTAL -	\$674,742.00	\$ 10,577.00	72

SEYMOUR FIRE MARSHAL'S OFFICE QUARTERLY REPORT FOR APRIL TO JUNE 2017

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 2017.

NEW CONSTRUCTION

1. 38 Columbus Avenue - The construction of this 5 story apartment building is complete. A Certificate of Occupancy has been issued for the entire building.
2. 33 Progress Avenue, Basement System – The construction of this project is complete. A Certificate of Occupancy has been issued for the building.
3. 600 Derby Avenue, Haynes Construction retail store – The construction of this building is complete. A Certificate of Occupancy has been issued for this building.
4. 660 Derby Avenue, Medical Supply – The 4,000 square foot addition is completed. A Certificate of Occupancy has been issued.
5. 45 New Haven Road, Goldie's Kitchen – This new project is completed. A Certificate of Occupancy has been issued.

MISCELLANEOUS

1. The Office continues to handle 2 house hoarding issues. Some progress has been made.
2. DFM Willis began to conduct some safety committee work as I resigned from the Safety Committee and as the Safety Coordinator. At this time, there is no Safety Coordinator. He also inspected and reviewed the A.E.D.s in Town Hall, Library, Public Works and Community Center and had to obtain some parts to bring them into compliance with manufacture maintenance requirements.

BLASTING ACTIVITIES

None occurred during this time period.

ROUTINE ACTIVITIES

1. Inspections on existing and new construction buildings.

New Construction - 18

Initial Existing Buildings – 32

Re-inspections - 26

Underground Propane Tank inspection – 1

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

2. **Reports - 58** Blasting Permits- 0 Fire Code complaints- 4 Meetings – 38

Detail Code Reviews – 7 Detail Follow-up Activities – 47 Burning Permits - 3

Other -10 Oil Tank Removal/Inquiry – 9 Plan Review – 1

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

TOTAL FROM 1 AND 2 ABOVE – 259

FIRE SAFETY TRAINING GIVEN

1. None.

FIRE SAFETY TRAINING ATTENDED

1. DFM Willis attended half day classes on Accelerant Canines, sprinkler systems, cooking hoods/elevators and dam safety.
2. FM Wetowitz took a 2 day class on Fire Investigation in Danbury. .
3. FM Wetowitz and DFM Willis attended a half day class in Shelton on Blasting and Explosives.
4. FM Wetowitz attended a full day class on vehicle fire investigation in Old Saybrook.

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. 165 West Street, structure fire – This is a two story apartment building that has 4 apartments. This is an accidental fire. The cause is stove top cooking with a cooking oil fire that extended into the apartment and building.
2. 11 Capricorn Drive, vehicle fire – This appears to be an accidental fire. Gasoline was being removed from the gasoline tank and contact with a hot work light ignited the gasoline.

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

BUDGET UPDATE

1. I requested and got approved a transfer into the maintenance account to conduct a repair on the Fire Marshal's vehicle.

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
August 3 2017

2017 Quarterly Report

Department: Town Clerk's Office

Dates Covered: April 1, 2017 – June 30, 2017

Prepared by: Susan DeBarber, Elizabeth Conrad and Lianna McMurray

Department Specific Update:

- We have issued 659 dog licenses since June 1st.
- We have issued 23 marriage licenses in April, May and June.
- We have issued 253 various hunting & fishing licenses this quarter.
- We recorded 308 sewer liens and releases.
- Our vitals income totaled \$3,420.00 this quarter.
- We are in the preliminary stages of preparations for the Municipal Election on November 7, 2017.
- We received the State Library Grant which will help us continue to bring back our images and indexing on our land records computers.

Budgetary Update:

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

Accomplishments / Recognition of Department or Members:

- After 16 years, Liz is retiring June 30th.
- Veronica Hoffman was hired as the Assistant Town Clerk. She will start in our office on July 10th.
- Veronica and Lianna took the Elections Class in May. This is Veronica's first class out of the 6 she needs to take towards her certification.
- Averaging over 300 copies per month from online recording access.

Review Goals for the Quarter:

- We successfully got everything in order for dog license season.
- There were no requests for Absentee Ballots for the Referendum.
- We will continue to meet deadline with regard to the upcoming Municipal Election in November.

Issue Resolution:

- No issues at this time.

Look-Ahead:

- Lianna and Veronica will be attending the Fall Town Clerk's Conference in September.
- Veronica will be attending a computer class which will be her second class towards her certification.
- We will be training Veronica in various aspects of our office.
- We will continue with our busy season of issuing dog licenses, marriage licenses and fishing & hunting licenses.

Establish 3 Goals for upcoming quarter:

- Work with the Secretary of State's Office with regard to preparations for the upcoming Municipal Election in November.
- We plan to create a smooth transition for Veronica.
- Continue to update the vault with the State grant.

ASSESSOR'S OFFICE
QUARTERLY REPORT
4/1/2017 – 6/30/2017

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.

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 Assessor's Association.

Priscilla attended Northeast Regional Assessor's Seminar for continuing education.

Joe attended UConn and various seminars/meetings for continuing education.

Maps were updated.

The assessor's office generated approximately \$60,000.00 of additional taxes during the month of May – to be collected July 2017.

BUDGETARY UPDATE:

Working well within budget.

REVIEW OF GOALS FOR THE QUARTER:

All goals met.

ISSUE RESOLUTIONS:

No issues.

LOOK AHEAD:

Rental Rebate Continuing.