

**BUILDING DEPARTMENT  
QUARTERLY REPORT JULY, AUGUST, SEPTEMBER**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># PER</b>
<b>BUILDING</b>	1,154,009.68	14,499.00	67
<b>REINSPECTION FEES</b>			
<b>FEES</b>		205.00	
<b>ELECTRIC</b>	361,508.30	3,827.26	37
<b>PLUMBING</b>	58,665.00	1,536.00	20
<b>HEATING/AC/TANKS</b>	403,554.00	1,747.00	24
<b>POOLS</b>	10,800.00	203.00	3
<b>DEMOLITION</b>	1,000.00	55.00	2
<b>SIGNS</b>	3,900.00	114.00	2
<b>TOTAL</b>	<b>1,993,436.98</b>	<b>22,186.26</b>	<b>155</b>

**SUMMARY JULY, 2014**

	<b>ESTIMATED COST</b>	<b>FEES</b>	
<b>BUILDING</b>	261,965.25	3,444.00	20
<b>FEES</b>		3.00	
<b>ELECTRICAL</b>	153,005.25	2,099.00	12
<b>PLUMBING</b>	12,300.00	278.00	4
<b>HEATING</b>	15,115.00	282.00	4
<b>POOL</b>	7,000.00	134.00	2
<b>SIGN</b>	2,500.00	59.00	1
<b>TOTAL</b>	<b>451,885.50</b>	<b>6,299.00</b>	<b>43</b>

**SUMMARY AUGUST, 2014**

	<b>ESTIMATED COST</b>	<b>FEES</b>	<b># PER</b>
<b>BUILDING</b>	692,859.00	8,276.00	26
<b>FEES</b>		200.00	
<b>ELECTRIC</b>	36,650.00	808.00	12
<b>PLUMBING</b>	35,715.00	761.00	9
<b>HEATING</b>	358,094.00	907.00	12
<b>POOLS</b>	3,800.00	69.00	1
<b>DEMO</b>	1,000.00	55.00	1
<b>TOTAL</b>	<b>1,128,118.00</b>	<b>11,076.00</b>	<b>61</b>

**SUMMARY SEPTEMBER, 2014**

	<b>ESTIMATED COST</b>	<b>FEEES</b>	<b># PER</b>
<b>BUILDING</b>	198,629.00	2,779.00	21
<b>FEEES</b>		2.00	
<b>ELECTRICAL</b>	171,853.00	920.26	13
<b>PLUMBING</b>	10,650.00	497.00	7
<b>HEATING</b>	30,345.00	558.00	8
<b>DEMO</b>	400.00	55.00	1
<b>SIGN</b>	1,400.00	55.00	1
<b>TOTAL</b>	<b>413,277.00</b>	<b>4,866.26</b>	<b>51</b>



*Town of Seymour*  
**FINANCE DEPARTMENT**

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

Town of Seymour  
Finance Department  
Quarterly Report – Period ending 09/30/2015

**Department Specific Update**

Attached are 1st Quarter ended Revenue and Expenditure summaries for period ended September 30, 2015. First Quarter Revenue and Expenditures reports appear to be within budget. The projected revenues are \$54,357,378 compared to a budget of \$54,391,274 for a unfavorable budget variance of \$33,896. The variance is due to interest and building fees trending below budget and budgeted use of fund balance of \$50,000. The projected expenditures are \$54,362,052 compared to a budget of \$54,391,274 for a unfavorable budget variance of \$29,222. Unfavorable budget is due to Town Buildings repairs and maintenance and health insurance trending over budget. Trending under budget are the Services to the Elderly and Recreation commission. The net unfavorable budget variance is \$63,118.

**Accomplishments/Recognition of Department**

Budget finalized and implemented  
Seymour High School at the State Internal Audit final stage  
Bonding finished with a overall savings of \$415,0000

**Review Goals for the Quarter;**

1. Prepared reports for the Year end audit
2. Prepared reports for the Certified Annual Financial Report (CAFR)
3. Prepared financials for the Muni cast system for 10yr strategic planning committee
4. Prepare the budget spreadsheet for the 1<sup>st</sup> Selectman

**Issue Resolution:**

None

**Look-Ahead:**

The department will prepare the fiscal year end 2014 financial statements for audit. This will include the Preliminary, Planning and general internal control testing, prepare internal cash and investment reports, prepare grants and intergovernmental revenues reports, Capital Assets and Infrastructure reports, Accounts Payable, Accrued expenses and other liabilities/assets reports, Long-term debt reports, Equity

(fund balance and other items reports, Pension and OPEB disclosures reports and Tax and collection reports. Additional reporting will be the statistical section of the CAFR report. This includes collection of ten previous years of financial and statistical information. Once the reports are completed the auditors will be performing field work and compiling final reports.

**Establish 3 Goals for upcoming quarter:**

1. Finish the financial statement audit
2. Finish reports for the CAFR
3. Finish reports for the Muni Cast system

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

Line Item #	Title	6/30/2015 Adjusted Budget	Actual Through 9/30/2014	Estimated Actual 09/30/14 thru 6/30/15	Total Actual & Estimated for 6/30/2015	Over (Under) Budget	Explanation for Significant Variances
	Planning & Zoning	23,190	2,834	20,300	23,134	(56)	
	Board of Finance	61,400	59,067	5,833	64,900	3,500	Auditors contract higher than budgeted.
	Town Meetings Public Hearings	4,200	436	3,000	3,436	(764)	
	Probate Court	13,000	13,000	-	13,000	-	
	Selectmen's Office	254,383	68,078	186,000	254,078	(305)	
	Economic Development	66,112	29,780	36,000	65,780	(332)	
	Economic Development Commission	3,000	200	2,800	3,000	-	
	Downtown Committee	9,840	9,670	-	9,670	(170)	
	Registrars of Voters	85,300	29,520	55,000	84,520	(780)	
	Finance Department	303,793	70,077	233,000	303,077	(716)	
	Tax Collector	160,923	41,781	119,000	160,781	(142)	
	Town Treasurer	5,200	1,000	4,200	5,200	-	
	Assessors Office	226,501	47,996	178,500	226,496	(5)	
	Board of Assessment Appeals	500	-	500	500	-	
	Town Counsel	220,000	146,978	73,022	220,000	(0)	
	Town Clerk	190,739	55,824	134,900	190,724	(15)	
	Printing & Legal Ads	15,000	2,658	12,340	14,998	(2)	
	Conservation Protection Agency	3,625	600	1,500	2,100	(1,525)	
	Inland/Wetlands	9,570	2,454	6,500	8,954	(616)	
	Board of Zoning Appeals	1,200	180	1,020	1,200	-	
	Town Planner	34,013	6,385	27,628	34,013	0	
	Town Computers / Data Processing	64,000	13,938	50,062	64,000	-	
	Town Buildings	355,303	132,429	260,374	392,803	37,500	Budget overage due to Sewer fee increase, overtime due to workers comp, building repairs and maintenance
	Town Engineer	73,300	73,300	-	73,300	-	
	Blight Officer	8,700	1,640	7,060	8,700	(0)	
	Town Contributions	28,725	28,575	2,150	28,725	-	
	Personnel Benefits	-	-	-	-	-	
	Sick Pay	180,267	-	180,267	180,267	-	
	Health Insurance	2,424,327	896,784	1,552,825	2,449,609	25,282	Budget includes 6% copay vs actual caps range of \$750-\$1750 per employee
	Social Security	313,828	65,494	248,334	313,828	(0)	
	Retirement	904,404	153,618	750,786	904,404	(0)	
	Longevity	78,909	16,305	62,604	78,909	(0)	
	Town Insurance	1,462,063	906,064	555,999	1,462,063	0	
	<b>General Government</b>	<b>\$ 7,585,315</b>	<b>\$ 2,874,665</b>	<b>\$ 4,771,504</b>	<b>\$ 7,646,169</b>	<b>60,853</b>	
	Police Department	3,942,245	645,832	3,290,000	3,935,832	(6,413)	
	Communication Commission	202,599	115,476	87,000	202,476	(123)	

Emergency Management	23,919	14,735	9,100	23,835	(84)
EMS Commission	100	-	100	100	-
Seymour Ambulance	60,853	29,459	31,394	60,853	0
Valley Emergency Medical Services	30,000	30,000	-	30,000	-
Lake Authority	14,240	14,240	-	14,240	-
Fire Department	398,516	195,575	202,000	397,575	(941)
Water - Fire Hydrants	393,206	313,200	80,000	393,200	(6)
Fire Marshal	113,420	21,540	91,880	113,420	(0)
Office of Compliance	70,762	8,151	62,600	70,751	(11)
<b>Public Safety</b>	<b>5,249,860</b>	<b>1,388,207</b>	<b>3,854,074</b>	<b>5,242,281</b>	<b>(7,579)</b>
Highway Wages & Maintenance	1,684,436	409,943	1,274,490	1,684,433	(3)
Highway Materials	165,793	24,336	141,457	166,793	0
Street Lighting	165,000	36,645	128,355	165,000	-
<b>Highways and Streets</b>	<b>2,015,229</b>	<b>470,925</b>	<b>1,544,302</b>	<b>2,015,227</b>	<b>(2)</b>
Sanitation	94,796	15,754	79,042	94,796	0
Waste Collection	1,079,399	853,000	226,399	1,079,399	-
<b>Sanitation</b>	<b>1,174,195</b>	<b>868,754</b>	<b>305,441</b>	<b>1,174,195</b>	<b>0</b>
Valley Health Department	96,716	24,179	72,537	96,716	(0)
Dog Warden Canine Office	47,054	6,836	40,218	47,054	(0)
Town Health Contributions	12,607	12,607	-	12,607	-
Services to the Elderly	145,250	27,109	100,000	127,109	(18,141)
<b>Health and Welfare</b>	<b>301,627</b>	<b>70,731</b>	<b>212,755</b>	<b>283,486</b>	<b>(18,142)</b>
Recreation Commission	208,289	55,466	100,000	155,466	(52,823)
Culture & Arts Commission	20,600	2,573	10,500	13,073	(7,527)
Recreation Program Contributions	28,000	28,000	-	28,000	-
Parks	142,500	44,861	97,639	142,900	(0)
Library	340,735	89,218	247,517	336,735	(4,000)
Valley Council of Governments	10,454	10,454	-	10,454	-
<b>Culture &amp; Recreation</b>	<b>750,578</b>	<b>230,572</b>	<b>455,656</b>	<b>686,228</b>	<b>(64,350)</b>
Board of Education	31,730,447	8,080,964	23,649,480	31,730,444	(3)
Principle	3,944,900	3,835,000	109,900	3,944,900	-
Interest	1,134,122	706,574	427,548	1,134,122	(0)
Debt Service	5,079,022	4,541,574	537,448	5,079,022	(0)
Senior Citizen Freeze	50,000	-	50,000	50,000	-
Town Capital	250,000	22,000	228,000	250,000	-
Town Contingency	205,000	-	205,000	205,000	-
<b>Total Town Expenditures</b>	<b>\$ 54,391,274</b>	<b>\$ 18,548,392</b>	<b>\$ 35,813,660</b>	<b>\$ 54,362,052</b>	<b>(29,222)</b>

Budget includes director assistant position, however position has been vacant since July 1

Savings due to retired director and fewer trips than budgeted

Savings due to fewer entertainment venues than budgeted

Savings due to Director hired at lower salary than budget

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

Line Item #	Title	6/30/2015 Adjusted Budget	Actual Through 9/30/2014	Estimated Actual 09/30/14 thru 6/30/15	Total Actual & Estimated for 6/30/2014	Over (Under) Budget	Explanation for Significant Variances
<b>General Property Taxes</b>							
311-0010-000-000	Property Tax	\$ 40,686,627	\$ 21,964,476	\$ 18,722,148	\$ 40,686,624	\$ (3)	
311-0011-000-000	Prior Year property tax	523,000	297,815	227,000	524,815	(185)	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	315,000	11,938	300,000	311,938	(3,062)	
	<b>Sub Total</b>	<b>41,526,627</b>	<b>22,274,229</b>	<b>19,249,148</b>	<b>41,523,377</b>	<b>(3,250)</b>	
<b>Property Taxes-Other Assessed Value</b>							
312-0000-000-000	Real Estate Conveyance	130,000	37,069	98,000	135,069	5,069	
	<b>Sub Total</b>	<b>130,000</b>	<b>37,069</b>	<b>98,000</b>	<b>135,069</b>	<b>5,069</b>	
<b>Penalties/Interest on Del. Taxes</b>							
319-0011-000-000	Property Tax Int. & Liens	350,000	94,497	241,405	335,902	(14,098)	
	<b>Sub Total</b>	<b>350,000</b>	<b>94,497</b>	<b>241,405</b>	<b>335,902</b>	<b>(14,098)</b>	
<b>Licenses and Permits</b>							
320-0010-000-000	Pistol Permits	7,000	1,470	5,500	6,970	(30)	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30	10	-	10	(20)	
320-0030-000-000	Fire Marshall Permits and fees	3,500	-	3,000	3,000	(500)	
	<b>Sub Total</b>	<b>10,530</b>	<b>1,480</b>	<b>8,500</b>	<b>9,980</b>	<b>(550)</b>	
<b>Nonbusiness Licenses and Permits</b>							
322-0010-000-000	Dept. of Public Works	1,000	630	-	630	(370)	
322-0020-000-000	Parking Stickers	3,500	3,300	3,000	6,300	2,800	
322-0060-000-000	Dog Licenses	850	-	-	-	(850)	
	<b>Sub Total</b>	<b>5,350</b>	<b>3,930</b>	<b>3,000</b>	<b>6,930</b>	<b>1,580</b>	
<b>Intergovernmental Revenues</b>							
330-0010-000-000	Tuition	-	-	-	-	-	
	<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>State Government Grants</b>							
334-0010-000-000	Transportation	115,051	-	115,051	115,051	-	
334-0012-000-000	Education Block Grant	10,072,953	-	10,072,953	10,072,953	-	
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	-	10,188,004	-	10,188,004	-	-	-
<b>State Government Shared Revenues</b>									
335-0010-000-000	Circuit Breaker Program	148,000	-	148,000	-	148,000	-	148,000	-
335-0011-000-000	Judicial Fines	-	1,968	-	-	1,968	-	1,968	1,968
335-0012-000-000	Disability Exemption PA	3,000	-	-	-	-	-	-	(3,000)
335-0014-000-000	Hold Harmless Grant	264,455	-	264,455	-	264,455	-	264,455	-
335-0016-000-000	State Provided Highway (Town Road Aid)	297,024	-	148,515	-	148,500	-	297,015	(9)
335-0018-000-000	Boat Tax	-	-	-	-	-	-	-	-
335-0019-000-000	Veterans Exemptions	18,000	-	18,000	-	18,000	-	18,000	-
335-0022-000-000	Enterprise Zone Program	6,000	-	6,000	-	6,000	-	6,000	-
335-0023-000-000	Dist of Telephone Tax	35,000	-	35,000	-	35,000	-	35,000	-
335-0024-000-000	Manufacturers Exemption	50,194	-	50,194	-	50,194	-	50,194	-
335-0030-000-000	Local Capital Projects	115,793	-	115,793	-	115,793	-	115,793	-
335-0035-000-000	Mashantucket Pequot Fund	76,691	-	76,691	-	76,691	-	76,691	-
	<b>Sub Total</b>	1,014,157	150,483	862,633	-	1,013,116	-	(1,041)	-
<b>State Govt payments in lieu of taxes</b>									
336-0010-000-000	Property tax loss	67,306	-	67,306	-	67,306	-	67,306	-
336-0015-000-000	Pilot Program - Smith / Ray House	-	-	-	-	-	-	-	-
	<b>Sub Total</b>	67,306	-	67,306	-	67,306	-	67,306	-
<b>General Government</b>									
341-0020-000-000	Town Clerk	130,000	48,467	81,450	-	129,917	-	(83)	-
341-0030-000-000	Planning & Zoning	12,000	2,125	7,500	-	9,625	-	(2,375)	-
341-0035-000-000	Zoning Board of Appeals	1,000	405	-	-	405	-	(595)	-
341-0038-000-000	Inland Wetlands	1,000	410	-	-	410	-	(590)	-
	<b>Sub Total</b>	144,000	51,407	88,950	-	140,357	-	(3,643)	-
<b>Public Safety</b>									
342-0020-000-000	Town Clerk Lic Fund	6,500	-	6,500	-	6,500	-	-	-
342-0040-000-000	Building Inspector	130,000	22,430	80,000	-	102,430	-	(27,570)	-
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-	-	-	-
	<b>Sub Total</b>	136,500	22,430	86,500	-	108,930	-	(27,570)	-
<b>Sanitation</b>									
344-0030-000-000	Transfer Station - Commercial	35,000	13,601	21,390	-	34,991	-	(9)	-
344-0035-000-000	Residential Transfer Station	15,000	4,971	10,200	-	15,171	-	171	-
	<b>Sub Total</b>	50,000	18,572	31,590	-	50,162	-	162	-
<b>Health</b>									
345-0050-000-000	Dog Wardens receipts	2,000	1,023	977	-	2,000	-	-	-
	<b>Sub Total</b>	2,000	1,023	977	-	2,000	-	-	-

<b>Culture-Recreation</b>									
347-0031-000-000	Seymour Recreation Programs	30,000	18,749	-	18,749	-	-	18,749	(11,251)
347-0031-000-000	Recreation program misc	38,000	(188)	38,000	37,812	(188)	-	37,812	(188)
347-0032-000-000	Senior Center Programs	35,000	3,314	30,000	33,314	(1,686)	-	33,314	(1,686)
347-0030-000-000	Membership dues	2,500	82	-	82	-	-	82	(2,418)
	<b>Sub Total</b>	105,500	21,957	68,000	89,957	(15,543)	-	89,957	(15,543)
<b>Miscellaneous Revenues</b>									
350-0005-000-000	Police Reports	-	212	-	212	-	-	212	212
350-0010-000-000	Miscellaneous	2,000	2,184	-	2,184	-	-	2,184	184
350-0015-000-000	Housing Authority	15,000	-	15,000	15,000	-	-	15,000	-
350-0020-000-000	Sale of surplus property	1,000	-	-	-	-	-	-	(1,000)
350-0025-000-000	Police Admin Fee	35,000	20,195	15,000	35,195	-	-	35,195	195
	Grants Admin Fees	-	-	-	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	-	-	-	-	-	-	-	-
350-0100-000-000	Skate Park	-	-	-	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	-	-	-	-	-	-	-	-
350-0035-000-000	Miscellaneous	17,500	3,317	14,183	17,500	-	-	17,500	-
350-0100-000-000	Skate Park Land	-	365	-	365	-	-	365	365
	<b>Sub Total</b>	70,500	26,273	44,183	70,456	(44)	-	70,456	(44)
<b>Fines</b>									
351-0031-000-000	Ordinance fines	800	99	700	799	(1)	-	799	(1)
351-0030-000-000	Parking Fines	5,000	1,940	3,000	4,940	(60)	-	4,940	(60)
	<b>Sub Total</b>	5,800	2,039	3,700	5,739	(61)	-	5,739	(61)
<b>Special Assessments</b>									
355-0010-000-000	Sewer Assessments	355,000	42,967	312,000	354,967	(33)	-	354,967	(33)
355-0033-000-000	Oxford Payment	-	75,000	-	75,000	-	-	75,000	75,000
355-0020-000-000	Water Assessment	125,000	15,000	110,000	125,000	-	-	125,000	-
355-0025-000-000	Water Assessment Interest	45,000	3,218	41,782	45,000	-	-	45,000	-
	<b>Sub Total</b>	525,000	136,185	463,782	599,967	74,967	-	599,967	74,967
<b>Investment Earnings</b>									
361-0010-000-000	Interest General Fund	10,000	126	10,000	10,126	-	-	10,126	126
	<b>Sub Total</b>	10,000	126	10,000	10,126	-	-	10,126	126
<b>Other Finance Sources</b>									
362-0010-000-000	Other Finance Sources	-	-	-	-	-	-	-	-
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-	-	-	-
	<b>Sub Total</b>	-	-	-	-	-	-	-	-
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>	\$ 54,391,274	\$ 22,841,700	\$ 31,515,678	\$ 54,357,378	\$ (33,896)		\$ 54,357,378	\$ (33,896)

## **2014 Quarterly Report**

**Department:** Town Clerk's Office

**Dates Covered:** July 1, 2014 – September 30, 2014

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

### **Department Specific Update:**

- We have issued 747 dog licenses to date.
- We have issued 47 marriage licenses in July, August and September.
- We issued 40 various hunting & fishing licenses this quarter.
- We recorded 634 sewer liens and releases.
- Our application for the Historic Documents Preservation Grant was approved. We received \$5,000.00 which will be used to further our indexing.
- We are involved in our first Governor's Election. Each election comes with its own unique challenges that are unlike others (example: Presidential and municipal).
- August 12<sup>th</sup> was a Republican Primary
- We accepted petitions, verified eligibility and sent into the Secretary of State for approval.
- Certified delegates, making information available to the public and state.
- We prepared the official ballot for the Republican Primary and for the November 4<sup>th</sup> Governor's Election.
- We are in constant contact with the State as far as changes in candidacy (rejected and accepted petitions as well as withdrawals and "add-ons") to provide accuracy to the official ballot.

### **Budgetary Update:**

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

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

- Susan and Liz attended the Town Clerk Conference on September 11, 2014.
- We took inventory of supplies of various forms needed for the Primary and Governor's Election.

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

- We took advantage of and will keep taking advantage of every educational opportunity that becomes available.
- We are still continuing to follow the requirements and deadlines with the Secretary of State according to the election calendar (forms required by the state, legal notices for newspapers, etc.).
- We utilized the state election calendar as a guideline for a timetable with regard to deadlines when forms needed to be filed, notices put in newspaper, etc.

SEYMOUR SENIOR CENTER  
29 Pine Street  
Seymour, Ct., 06483

2014-3<sup>rd</sup> Quarter Report

Department: Senior Center

Dates Covered: 6/30/14-9/30/14

Prepared by Lucy McConologue

The Center provides daily activities at the Center including Bingo, Cards, Yoga, Zumba, and Lite Exercise programs. We also include theme luncheons with members providing "pot luck" to share with each other and on Tuesday afternoons you can enjoy listening to "live music" provided by a trio of senior musicians that enjoy getting together and "jamming". Educational and informational programs during this quarter included "Living with Arthritis" Co-Hosted with Valley Senior Services Council a lite supper and presentation on "Emergency Preparedness" and AARP Drivers Safety Course. Special program was provided by the Seymour Emile Singer Post on the history of the American Flag. The Center was also opened for refreshments served after the rededication of the Randall Field. First Selectman Kurt Miller continues to meet monthly with any Seniors who have issues on a monthly basis with a "Coffee with Kurt Hour". The Senior Bus is used for shopping trips to various stores in the valley and doctor appointments as well as monthly "Lunch Bunch" trips to various restaurants. Trips included the Painted Pony, Gabriele's Restaurant and the Christmas Tree Shop and Longhorn Restaurant. The center also sponsors a monthly trip to the casino.

I have attended monthly Supervisor meetings and have met with the newly hired Librarian to discuss possible programs that can be held at the Senior Center. A Book Discussion Group will be our first project .

1014-1015 Budget-No problem to date.

## Third Quarter Report Inland Wetlands July 1 to Sept. 30, 2014

Peter Jezierny, WEO

July 1- Inspected area of Sunset Terr. For bamboo in catch basins, none found.

July 1- signed off on new shed 10 Sprucebrook Rd.- no impact. Signed off on above ground pool 5 Forest Hollow Rd. -no impact.

July 2- while inspecting erosion controls on new in ground pool at 55 Davis Rd. found open trench coming from 52 Davis connecting house leaders and gutters to storm drain. No permit issued. Contacted DPW.

July 14-received complaint from resident at 51 Woodside Ave. regarding retaining wall issues on Hoadley Pond. Found animal burrows, no other issues.

July 16- received complaint of excavation at 4 Mead Farm Road. Workers said they were doing permitted work. Investigation showed all permits expired in 2009. Left cease and desist sign on property. Owner Paul Marini called and I informed him he had to reapply for permits. No further work done on property.

July 17-received call from resident on West St stating people were coming into Klarides Village at night and dumping trash into dumpsters by the dry cleaners and into Little River. Told her to call police if she sees any dumping. Called Nicole Ditria and advised her of the situation.

July 21- signed off on new deck 21 Colony St. No impact.

July 22- signed off on new porch 23 Glen Circle.

July 24-signed off on Commission approved construction 770 Derby Ave, Joseph Tracz owner.

July 24- signed off c/o 81 Silvermine Rd, J&L Realty owner, no wetlands.



# Town of Seymour

1 First Street • Seymour, Connecticut 06483

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## OFFICE OF TAX COLLECTOR

3rd QUARTERLY REPORT - 2014

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

DATES COVERED: July 1, 2014 – September 30, 2014

### DEPARTMENT SPECIFIC UPDATE:

#### JULY:

Payments were processed. Deposits made and balanced. Collected \$13,814,404.71 for July, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$121,837.17 for July.

TAXSERV (collection agency) payments received: \$1,034.04.

Collected 33.07%. Current taxes owed: \$27,618,500.49. Back taxes owed: \$1,777,302.37.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 7/1/14, 7/15/14, 7/23/14 & 7/29/14 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 received Mid-Year Performance Appraisal 7/30/14.

Completed month end reports for Finance Director.

#### AUGUST:

Payments were processed. Deposits made and balanced. Collected \$8,173,336.47 for August, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$110,553.09 for August.

TAXSERV (collection agency) payments received: \$1,645.74.

Collected 52.56%. Current taxes owed: \$19,571,615.62. Back taxes owed: \$1,658,518.31.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Delinquent notices sent for Real Estate and Personal Property.

Motor Vehicle Put-On was done on 8/12/14.

Motor Vehicle Take Offs were done on 8/19/14 & 8/27/14 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.

Demands were issued.

Followed up on accounts that have payment arrangements.

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

Provided information to Auditor's upon request.

Completed month end reports for Finance Director.

TELEPHONE: 203-888-0517

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

**SEPTEMBER:**

Payments were processed. Deposits made and balanced. Collected \$407,772.79 as of 9/30/14 for September, including credit card payments.

Credit Card payments at counter and online. Collected \$50,130.10 as of 09/30/14 for September.

TAXSERV (collection agency) payments for September: \$1,200.83.

Collected 53.25% as of 9/30/14. Current taxes owed: \$19,284,355.48. Back taxes owed: \$1,576,904.11.

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 9/2/14, 9/9/14, 9/16/14, 9/23/14 & 9/30/14 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.

Updated & sent file to TaxServ for collections.

Meeting with Tony Caserta & Atty. Buturla regarding sale of liens 9/11/14.

Assistant attended "Road Show" 9/16/14.

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

Completed month end reports for Finance Director.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS: Assistant attended "Road Show" 9/16/14 – received CEU Certification of 1.5 hours – Billing, Collection & Reporting – 1.5 hours – Enforcement – 1 hour – Statutory/Legislative - .5 hours Office Management/Ancillary Professional Development.

Summer Intern, Tyler Ryff assisted through 8/6/14, 8:00am – 12:00pm.

REVIEW GOALS FOR THE QUARTER: Collection process very hectic, not as smooth as in prior years. Followed up with updated delinquent file for TaxServ. Demands were reviewed and sent/resent.

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: Supplemental Motor Vehicle bills.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Follow up with delinquent accounts that were sent to TaxServ. Send Demands for nonpayment. Prepare for Water Assessment bills for November collection.

GRAND RATEBOOK BALANCE SHEET REPORT  
TOWN OF SEYMOUR  
GRAND LIST YEAR 2013

Year	1998 To 2013	Pay Date: 09/30/2014	Time: 09/30/2014 02:32:27 pm	All	Page: 1								
Conditions:	Recap By Year: No	Recap By Dist: No	Acct/Susp: Active	Cycle: 00 To 00	Type: TOWN, Bill Type: 24 - CODE P (ALL)								
YEAR/TYPE	ACTS	BEGINNING BALANCE	LAMFU CORRECTIONS INC.	TAXES COLLECTABLE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES			
YR: 1999	135	14,363.55	0.00	-1,143.95	13,219.60	-337.88	148.32	344.71	60.49	553.52	12,733.40	0.00	0.00
YR: 2000	160	30,456.84	0.02	-1,273.74	29,183.12	-415.03	1,118.40	2,214.85	4.00	3,337.25	27,649.69	0.00	0.00
YR: 2001	146	23,651.38	0.02	-1,644.72	22,006.68	0.00	792.32	1,609.98	6.00	2,408.30	21,214.36	0.00	0.00
YR: 2002	151	25,059.70	0.00	-79.93	24,979.77	0.00	280.71	772.31	6.00	1,059.02	24,699.06	0.00	0.00
YR: 2003	168	26,945.59	0.00	0.00	26,945.59	-43.91	304.53	536.44	2.00	842.97	26,597.15	0.00	0.00
YR: 2004	196	38,858.30	0.00	-168.85	38,689.45	0.00	3,849.19	5,163.72	33.00	9,045.91	34,840.26	0.00	0.00
YR: 2005	224	34,386.51	0.00	-115.50	34,271.01	0.00	3,727.92	4,669.64	125.03	8,522.59	30,543.09	0.00	0.00
YR: 2006	239	50,095.11	0.00	-1,434.23	48,660.88	-1,129.68	3,656.78	4,406.12	92.09	8,154.99	43,874.42	0.00	0.00
YR: 2007	249	55,361.84	0.00	-1,257.88	54,103.96	-1,042.75	5,509.00	3,887.10	85.11	9,481.21	47,552.21	0.00	0.00
YR: 2008	279	95,991.63	178.64	-1,320.19	94,850.08	-2,015.70	12,536.69	8,090.53	195.00	20,822.22	80,297.69	0.00	0.00
YR: 2009	475	154,751.01	115.22	-1,402.22	153,464.01	-186.12	67,709.73	25,030.87	747.99	93,488.59	85,568.16	0.00	0.00
YR: 2010	990	367,664.92	28,376.20	-1,889.22	394,151.90	-4,383.96	184,621.05	71,541.10	1,416.43	257,578.58	205,146.89	-117.30	205,146.89
YR: 2011	25,205	784,051.17	58,448.19	-37,381.69	805,117.67	-742.56	475,259.35	111,956.35	3,158.85	590,374.55	890.58	329,115.76	-890.58
YR: 2012	25,223	40,261,061.84	105,975.80	-102,612.35	40,264,425.29	-300.56	39,657,052.76	162,421.58	6,189.50	39,825,663.84	-523.42	607,071.97	-523.42
Prior Total		41,962,699.39	193,094.09	-151,724.47	42,004,069.01	-10,598.15	40,416,566.75	402,645.30	12,121.49	40,831,333.54	-1,531.30	1,576,904.11	-1,531.30
YR: 2013	22,784	41,276,119.41	41,867.57	-66,134.33	41,251,832.65	0.00	21,967,497.17	20,795.16	1,262.00	21,989,554.33	-515.35	19,284,355.48	-515.35
Grand Total	76,624	83,238,818.80	234,961.66	-217,858.80	83,255,921.66	-10,598.15	62,384,063.92	423,440.46	13,383.49	62,820,887.87	-2,046.65	20,861,259.59	-2,046.65

GRAND RATEBOOK BALANCE SHEET REPORT  
TOWN OF SEYMOUR  
GRAND LIST YEAR 2013

Year: 2013 To 2013	Pay Date: 09/30/2014	Time: 09/30/2014 02:37:07 pm	All	Type: TOWN, Bill	Type: 24 - CODE T (ALL)	TOTAL	OVER	UNCOLLECTED					
Conditions: Recap By Year: Yes	Recap By Year: Yes	Dist: No	Act/Susp: Active, Cycle: 00 To 00	TOWN, Bill	TYPE: 24 - CODE T (ALL)	TOTAL PAID	PAID	TXES					
YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL CORRECTIONS INC.	DEC. COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID					
								% of Collection					
RE	6,411	35,908,403.35	7,449.73	-8,062.52	35,907,790.56	0.00	18,050,268.88	7,999.60	0.00	18,058,268.48	0.00	17,857,521.68	50.27%
PP	813	1,683,399.07	14,358.76	-5,171.84	1,692,585.99	0.00	864,470.90	940.53	0.00	865,411.43	0.00	828,115.09	51.07%
MV	15,560	3,684,316.99	20,059.08	-52,899.97	3,651,476.10	0.00	3,052,757.39	11,855.03	0.00	3,065,874.42	-515.35	598,718.71	83.60%
NR: 2013	22,784	41,276,119.41	41,867.57	-66,134.33	41,251,852.65	0.00	21,967,497.17	20,795.16	-1.00	21,989,554.33	-515.35	19,284,355.48	53.25%
Grand Total	22,784	41,276,119.41	41,867.57	-66,134.33	41,251,852.65	0.00	21,967,497.17	20,795.16	1,262.00	21,989,554.33	-515.35	19,284,355.48	53.25%

\*\*\*REFUND\*\*\*

-8,182.10

-6.65

-1.00

-8,182.10

-6.65

-1.00

-8,182.10

-6.65

## 2014 3<sup>rd</sup> Quarter Report

**Department:** Recreation                      **Prepared by:** Missy Orosz 9/29/14

**Department-specific update:** Include information as you have in the past.

### July 2014

Summer Playground opens with 15 staff and 353 participants

Youth Karate continue on Tuesday & Thursdays evening

Rhine River Cruise payments come in for October 2014 trip

Found one lifeguard & swim Instructor to teach swim lessons in the summer for youth residents at SHS pool.

Playground participants went on a field trip to roller magic rink.

Playground participants were able to go swimming once a week at the SHS pool

Thanks to a grant by the Katherine Mattheis Foundation, the Airborne Jugglers presented a show and classes on juggling for both playground programs

A summer Skills and Drills Basketball Clinic was presented by SHS Girls Basketball Coach Brian Cleveland during the summer mornings of Monday/Wednesday for girls 4<sup>th</sup> grade and up

Lego Camp wrapped up as a new one week program. Very successful and we hope to do it again, 23 kids in K-2<sup>nd</sup> program and 15 in 3<sup>rd</sup>-5<sup>th</sup> program.

Wildcat Summer Youth Tennis Program started its 7<sup>th</sup> season offering tennis lesson to youth ages 3-14 at SHS tennis courts

Wildcat Basketball Summer Camp was offered to youth in grade 3 through 8<sup>th</sup> by SHS Boys Basketball Coach Joe Carafiello

### August 2014

Karate Classes continue

Summer playground continues

A second trip to roller magic was taken in addition to the annual Lake Quassy field trip with the summer playground participants.

Filled out and submitted requests to BOE for use of the school gyms for fall/winter programming

Seymour Pop Warner Cheerleaders begin to use the gym in the evening for practices

Fall programming is being planned and flyers/schedules being sent out

Continue to use the Seymour Recreation Department Facebook page to promote activities

The Island Rhythm Band performed a show for participants of both parks

Block Head Volleyball camp was offered for girls in grade 9-12 that was facilitated by SHS Volleyball Cathy Federowicz

Advertised for a trip to see the USA women's basketball team play the Canadian national team on September 15<sup>th</sup> at Webster Bank Arena

**September 2014**

Flyers distributed to the schools to promote fall programming and upcoming basketball registration in October and also updated school population sheets to assist in making packets for distribution

Yoga classes continue

Karate classes continue

Advertise and continuing to recruit certified lifeguards for upcoming programming

Provided gym slots for Seymour Travel Basketball to hold tryouts

Senior Lite Exercise Classes restart for the year

Craft classes, Mommy & Me Yoga, Youth Yoga, Pre-school Sports Mania are set to begin in the end of September

Radio City Music Hall Christmas Show continues to be advertised

Pop Warner Cheerleading program continues to use gym

New adult night tennis clinic started on 9/22 at SHS Tennis courts

Wizards School of Magic will be offering magic classes for youth 5-10 years old

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

The First selectman has handled previous budget. We have deferred to him again in this matter.

**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.

Over 350 + children in grades kindergarten through 7 grade participated in our summer playground program and thanks to the efforts of Dee Caruso, a grant was given to use to have two summer shows: Airborne Jugglers and the Island Rhythm Band.

We were allowed the chance by the BOE to gain access to the high school pool for the first time in over four summers. This allowed us to provide swim lessons to town youth as well as busing both playgrounds once a week for free recreational swimming during the playground program.

Missy Orosz applied for a grant in association with The Ronald's Red Shoes program and McDonald's restaurant to have a show about bullying that was presented to the Chatfield Park Playground program. Several counselors and participants were chosen to be in the show. There is hope to re-apply and present it to Gary Park playground in 2015

**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?

There were no set goals for this quarter. We just wanted to maintain a safe and fun summer for all the participants in the various programs.

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

There were several issues of cleanliness and maintenance of the port-a-pottys that are used at the two playground sites for the six weeks we are there. We hope to work with the company better next season.

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

We are hoping to find additional program staff to offer non sport activities for the residents of Seymour such as pottery, coupon club, painting classes to name a few. In addition we are hoping to collaborate with the Senior Center to do some multi-generational activities with the Boys & Girls Club, town youth and the Girl Scouts.

**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.

This department needs more custodial services during evening and weekends in the gym. The Community Center is being used a lot more and we need to maintain the cleanliness and safe use of the building.

Continue to research and to add new programming to serve different populations of our community, plus look at getting a scanner for the office so we can upload flyers and other programming information quicker instead of sending hard copies up to town hall and waiting for them to find time in their busy jobs to get that information on website.

Need to find a better way to attract staff that are certified in lifeguarding and swim instructions to get use of the pool more. May be running our own program again. Need to offer competitive wages to get these lifeguards/swim instructors to want to work in Seymour as oppose to surrounding towns with pools.

## 3<sup>rd</sup> Quarterly Report 2014

### Economic Development

7/1-9/30/14

### 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:** Execution of Development Agreement for 29 Maple St between Primrose Development and Town of Seymour.

Was successful in adding an Electric Vehicle Charging Station to the Fish Bypass Project to be located in the parking lot with CT DEEP subsidizing the cost of the infrastructure improvements for it

Henny Penny at 2-4 Main St had Ribbon Cutting on August 20th.

We were able to receive an extension of the \$500,000 DECD Brownfields Grant for HWCO site until January 31, 2015 with the owner having to perform in securing a bona fide developer.

Directional and "Adopt a Spot" signs have begun being installed by Nu Age Design.

Seymour has been awarded a \$375,000 Grant from the Main Street Investment Fund.

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

Met with CTDOT and Milone and MacBroom to present our plans for Phase 1 of the Seymour Greenway Trail, they gave valuable feedback on the connection to Route 67 Bridge embankment to finalize the Scope of Work Phase 1 engineering plans.

Purchase and Development Agreement for the SALE of 29 Maple St. between the Developer and Town of Seymour was EXECUTED

Though Seymour Lumber is not demolished the owner has hired Abatement Services to remove the asbestos and prepare building for the start of demolishing within next 45 days



# TOWN OF SEYMOUR

## Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

**Issue Resolution:** Brownfields Grant of \$ 500,000 was extended for HWCO site until January 31, 2015.

Owners of 81 Silvermine Rd were able to receive a Certificate of Occupancy for their building which is on the market to be sold. Last deal fell thru.

Working with Town administration on Sewer Fees for Redevelopment of LoPresti School Project, this is the 1<sup>st</sup> project that will readapt and existing building into multiple residential units.

Facilitating a meeting with the owners of Greenwich Workshop 151 Main St a CL&P for questions on the power lines that hamper a façade improvements the owner has intended to perform.

**Look Ahead:** Work with Seymour Lumber owner to get building down. Work with Nu-Age Design to have all new signs, including Adopt a Spot completed. Move Greenway Trail ahead.

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

1. Finalize Scope of Work Contract for Phase 1 Design of Greenway Trail
2. Receive Land Use approvals for 29 Maple St. (Former LoPresti School)
3. Seymour Lumber should be demolished.



*A Small Town for Big Business*

**Town of Seymour**  
**Human Resources Department**  
**3rd Quarter Report - 2014**  
**Date: 9/24/14**

**Department: Human Resources**

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

**Department-specific update:** Third Quarter 2014 the following items were accomplished:

- Created, published and distributed 2<sup>nd</sup> annual Employee Satisfaction Survey to employees. Results to be collected through 9/30/14 and reviewed during October employee and manager meetings.
- Continued bargaining agreement meetings in August and September.
- Worked with Suzanne Garvey, new Library Director, to make sure she understood internal processes and procedures, also addressed building cosmetic and safety issues in the library structure and staff concerns.
- Worked on several short-term and long-term disability cases, serving as the main contact between the employee and Anthem Life.
- Worked on several WC claims, serving as the main contact between the employee, Payroll and PMA.
- Worked on several complicated employee relation issues.
- Scheduled an employee/manager meeting in September where we had a guest speaker from Behavioral Health Consultants conduct a seminar on Conflict Management in the Workplace. The seminar provided employees with tools to help them better communicate with their peers.
- Worked with Naugatuck Valley Health Dept to schedule on-site flu shots for Town Hall employees.
- Worked with Valley United Way to set up this year's annual campaign fund. Served as main contact for employees to complete and return pledge cards to.
- Hired and worked with summer intern to make sure he had a positive experience and the opportunity to work with several departments within Town Hall.
- Begun working on a 360 degree feedback program for employees to be able to rate their peers and managers.
- Worked with several employees who retired during the 3<sup>rd</sup> quarter to make sure their retirement paperwork was completed correctly and returned.
- Researched ways to increase morale in the workplace and will be instituting quarterly employee appreciation days.

**Budgetary update:** No money spent in HR during 3rd quarter

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

**Review goals for the quarter:** Was not able to complete union negotiations this quarter due to schedules of union availability. Was able to work closely with Suzanne Garvey to make changes to the Library which has led to a more productive and positive work environment.

**Issue resolution:** Continuing to work with attorneys on union negotiations and employees on workplace concerns.

**Look ahead:** Finalization of union negotiations for Supervisors, Clerical, Public Works and Police Department by end of quarter. Will be attending a CCM seminar in October for A Practical Guide to the Municipal Employee Relations Act (MERA).

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

1. Complete union negotiations with all unions.
2. Increase employee morale through employee engagement programs/activities
3. Review employee survey results and make recommendations to First Selectman



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

## QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 07/01/14-9/30/14

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.*

**07/07/14 Recognitions**

1. Congratulations to Katherine Petroski for being named as one of the 2013-14 NVL Athletes of the Year.
2. Congratulations to the Seymour High School softball team on their Class M State Championship win on June 14, 2014.

**09/02/14 Recognitions**

1. Congratulations to Cindy Brooks on her appointment to the 2014-15 Board of the School Nutrition Association of Connecticut (SNACT)

**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?

- |                |   |
|----------------|---|
| <b>Goal #1</b> | <b>Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap (In Progress)</b><br>a) ELA curriculum (grade 6)<br>b) Math curriculum (Implementing in grades K-5, grades 6-8 in revision)<br>c) District benchmark assessments – Measures of Academic Progress – implemented grades K-10 in reading and mathematics |
| <b>Goal #2</b> | <b>Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success (In Progress)</b><br>Let's Talk! Communication Tool<br>Meet the Teacher Evenings and School Observation days scheduled in September  |
| <b>Goal #3</b> | <b>Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement</b><br>a) Convocation Address by Superintendent<br>b) Re-Launched a new communication tool "Let's Talk!"  |

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

The Superintendent has worked with the First Selectman and the BOE in preparation for implementing a joint partnership with town on technology director position.

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

1. **Installation of exterior security cameras at Bungay and SMS – funded through grant**
2. **Installation of new lighting to reduce energy costs**
3. **Partnership with All Star Transportation and Bus Shield to install exterior cameras on some buses to monitor improper passing of school buses.**

**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.*

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



## SEYMOUR POLICE DEPARTMENT

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MICHAEL E. METZLER  
*Chief of Police*

### 3rd Quarterly Report

Seymour Police Department  
Prepared by: Chief Michael Metzler

Dates Covered: July 1, 2014-September 30, 2014

**Department Specific Update:** The Department received the new patrol cruiser and placed it into service. The second vehicle was just recently received and will be going to the Administration. The Administrative vehicle is being transferred to the Detective bureau. The third vehicle should be in by the end of this quarter and will be placed into service by mid October. The Department conducted its Youth Academy in August and Officer Shook has begun her position as Student Resource Officer with the school system. Recruit Officer Patrick McCabe is scheduled to graduate from the Police Academy on September 17, 2014 and will immediately begin his Field Training. Officer Ray Walsh has decided to resign from his full-time position and take a Supernumerary Position with our department. A sergeant's exam is scheduled for the first week in October and that will provide us with the supervisory coverage that has been missing on one of the shifts.

**Budgetary Update:** The overall budget is in pretty good condition. Overtime is still an issue due to the failure to replace any officers and the recent resignation of Officer Walsh. The department continues to run understaffed and is awaiting the results of the recent recruit testing to possibly bring the department back up to mandated levels. There is a possibility that two officers may be retiring shortly and we have been authorized to pursue their replacement. Our income status is way ahead of expectations and we should meet all of our projections for the year.

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

The police department has been extremely active in numerous areas. Motor vehicle enforcement has risen dramatically on all three shifts. The department has investigated several serious motor vehicle accidents with one being a fatality. In addition, a major investigation into a bank robbery resulted in the conviction and a long sentence. The Detective Division did an excellent job in putting this case together and worked very closely with the FBI on this case. In early September, the patrol division apprehended a wanted murderer on Davis Road in our community. The officers involved did an exemplary job in taking this individual off the street without anyone getting injured.

**Review Goals for the Quarter:** The department's goals for the 3<sup>rd</sup> quarter included the finalization of the simulcast radio system, replacing Officer Holland and the completion of the final draft of the Seymour Police Department Duty Manual. As to the simulcast radio system, the Town is doing everything possible to make the necessary improvement and is working on addressing several issues with our vendors. Regarding the replacement of Officer Holland, the department is actively involved in the recruiting cycle with South Central Criminal Justice and will be presenting candidates to the Board of Police Commissioners for consideration. The

final draft of the manual was completed and is being reviewed by the Board of Police Commissioners for future adoption.

**Issue Resolution:**

The department established new patrol zones to improve on the response time for calls. The Sergeant's test will address a supervisory shortcoming on the day shift. Training is on time and all officers met their mandates and are properly certified in the state. There were some pest control issues in the basement (silverfish) and a company has been contracted to not only address this specific issue, but to provide a maintenance program for the future. Although we were able to address the Student Resource issue, we are still unable to fill the Community Officer at this time.

**Look-Ahead:**

The capital plan provided the police department with a second License Plate Reader and the first installment of new portable radios. These items will be purchased in the next quarter. Once the manual is adopted, the department will be instituting numerous changes to address the manual's mandates. In addition, Officer McCabe will complete his FTO training and will assume his position within the department. Any recruits that the BOPC has deemed acceptable will be placed into seats at the Milford Police Academy starting in late October.

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

The three goals for the 4<sup>th</sup> quarter will be as follows:

1. To fill the present vacancies
  - a. Patrol
  - b. Sergeant
  - c. Community Policing Officer
  - d. IT officer
2. Work to finalize the following:
  - a. Simulcast Radio
  - b. Outside cameras (surveillance)
  - c. Integrate present cameras with the new
3. Adopt the new manual and implement necessary changes