



Town of Seymour
FINANCE DEPARTMENT

TOWN HALL
1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Town of Seymour
Finance Department
Quarterly Report – Period ending 09/30/2016

Department Specific Update

Fiscal Year 2015

The year end Town budget has an unaudited surplus of \$41,366. Revenues are \$54,466,220 vs a budget of \$54,472,351 which is \$6,131 less than budget. Revenue shortfalls were; \$50,000 use of fund balance, \$81,177 fund balance transfer (for snow plowing) and \$60,592 state grant short fall. Revenue surpluses were; 185,638 tax collections.

The expenditures are \$54,424,854 vs a budget of \$54,472,351 which is \$47,497 less than budget. Expenditure surpluses were; \$91,329 Police Department, \$79,142 Public Works, \$34,768 Trash Hauling, \$42,738 Elderly Services, \$39,635 Recreation Department, \$90,218 surplus various departments. There is an expenditure deficit for the Board of Education; \$330,333.

Fiscal Year 2016

Attached are 1st Quarter ended Revenue and Expenditure summaries for period ended September 30, 2015. 1st Quarter Revenue and Expenditures reports appear to be within budget. The supervisor's union contract has been finalized. Additionally, the clerical union contract has been revised. Both of these contracts will require transfers in the range of \$10,000 to \$20,000. The First Selectman salary has been approved to increase to \$85,000 as of the 2016-2018 term. This will result in a budget shortfall (\$8,200). The Town performed an ACA compliance audit. The audit resulted in offering an employee benefits in compliance with ACA, with an estimated cost of \$30,000.

The repairs and maintenance budget for Public works is less than budget at \$11,962 with \$40,483 paid expenditures and \$46,478 committed/encumbered. Repair estimates are in the range of \$40,000 to \$75,000. The public works vehicles have been outfitted with GPS to track their positions. The installation and equipment were without cost; however the Comcast subscription cost is \$100 per vehicle per month, with an estimated total cost of \$24,000.

Accomplishments/Recognition of Department

Awarded GFOA Excellence in Financial Reporting for the Town of Seymour CAFR FY2014
Sold August Bonds, retained AA+ bond rating and received 2-4% interest rate.

Review Goals for the Quarter:

1. All financial information has been supplied to the auditors.
2. Financial statements have been prepared for year end see comments above.
3. The Official Statement has been prepared for the Bond sale in August

Issue Resolution:

None

Look-Ahead:

The department will continue with regular maintenance of reconciliations and regular monthly reports. Audit work and CAFR preparation is the main concern for this quarter.

Establish 3 Goals for upcoming quarter:

1. Prepare budget spreadsheet for the 1st Selectman
2. Finish ACA compliance work
3. Finish audit work and CAFR report.

TOWN OF SEYMOUR
EXPENSES PROJECTION - GENERAL FUND (BY DEPARTMENT)
P/E 6/30/16

Line Item #	Title	6/30/2016		Actual Through 9/30/2015	Estimated Actual 09/30/15 thru 6/30/16	Total		Over (Under) Budget	Explanation for Significant Variances
		Adjusted Budget	Actual			Actual & Estimated for 6/30/2016	Actual & Estimated for 6/30/2016		
	Planning & Zoning	22,740	5,547	17,000	22,547	22,547	(193)		
	Board of Finance	67,900	50,700	17,200	67,900	67,900	(0)		
	Town Meetings Public Hearings	4,200	196	4,000	4,196	4,196	(4)		
	Probate Court	13,000	-	13,000	13,000	13,000	-		
	Selections Office	230,930	68,446	162,000	230,446	230,446	(484)		
	Economic Development	67,080	31,670	35,000	66,670	66,670	(410)		
	Economic Development Commission	8,000	50	7,950	8,000	8,000	-		
	Downtown Committee	12,275	6,512	5,763	12,275	12,275	0		
	Registrars of Voters	85,300	19,804	70,000	89,804	89,804	4,504		
	Finance Department	249,635	73,228	176,400	249,628	249,628	(7)		
	Tax Collector	160,855	46,909	113,946	160,855	160,855	0		
	Town Treasurer	5,200	1,400	3,800	5,200	5,200	-		
	Assessors Office	194,315	71,973	122,000	193,973	193,973	(342)		
	Board of Assessment Appeals	150	100	-	100	100	(50)		
	Town Counsel	330,000	123,382	206,000	329,382	329,382	(618)		
	Town Clerk	202,632	64,427	138,000	202,427	202,427	(205)		
	Printing & Legal Ads	15,000	4,679	10,000	14,679	14,679	(321)		
	Conservation Protection Agency	4,695	746	3,900	4,646	4,646	(49)		
	Inland/Wetlands	9,570	1,730	7,840	9,570	9,570	(0)		
	Board of Zoning Appeals	800	500	300	800	800	-		
	Town Planner	36,218	8,860	27,358	36,218	36,218	0		
	Town Computers / Data Processing	70,000	1,830	68,170	70,000	70,000	(0)		
	Town Buildings	510,256	157,027	370,000	527,027	527,027	16,771		
	Town Engineer	99,367	46,234	53,073	99,307	99,307	-		
	Blight Officer	8,700	2,333	6,367	8,700	8,700	(0)		
	Town Contributions	28,725	13,075	15,650	28,725	28,725	-		
	Personnel Benefits	-	-	-	-	-	-		
	Sick Pay	191,083	-	191,083	191,083	191,083	(0)		
	Health Insurance	2,056,454	678,632	1,377,822	2,056,454	2,056,454	0		
	Social Security	330,435	96,189	234,246	330,435	330,435	(0)		
	Retirement	884,770	284,770	600,450	884,770	884,770	0		
	Longevity	84,952	15,941	69,011	84,952	84,952	0		
	Town Insurance	1,589,056	840,231	748,825	1,589,056	1,589,056	(0)		
	General Government	\$ 7,574,233	\$ 2,716,670	\$ 4,876,154	\$ 7,592,824	\$ 7,592,824	18,591		
	Police Department	4,111,141	1,042,735	3,068,000	4,110,735	4,110,735	(406)		
	Communication Commission	203,599	103,600	100,000	203,600	203,600	1		
	Emergency Management	25,669	19,676	5,900	25,576	25,576	(93)		

EMS Commission	200	50	150	200	-
Seymour Ambulance	61,343	31,121	30,000	61,121	(222)
Valley Emergency Medical Services	30,900	30,900	-	30,900	-
Lake Authority	15,000	15,000	-	15,000	-
Fire Department	400,411	206,654	193,757	400,411	0
Water - Fire Hydrants	376,200	313,925	62,275	376,200	0
Fire Marshal	123,989	31,487	92,502	123,989	0
Office of Compliance	100,150	24,052	76,098	100,150	0
Public Safety	5,448,602	1,819,201	3,628,682	5,447,883	(719)
Highway Wages & Maintenance	1,840,265	675,668	1,164,597	1,840,265	0
Highway Materials	365,793	45,042	320,751	365,793	0
Street Lighting	170,000	170,000	-	170,000	-
Highways and Streets	2,376,058	890,711	1,485,346	2,376,058	1
Sanitation	99,020	33,407	65,613	99,020	0
Waste Collection	980,886	813,100	167,786	980,886	-
Sanitation	1,079,906	846,507	233,399	1,079,906	0
Valley Health Department	99,426	49,713	49,000	98,713	(713)
Dog Warden Canine Office	47,654	11,532	36,000	47,532	(122)
Town Health Contributions	12,610	6,357	6,253	12,610	-
Services to the Elderly	142,082	44,525	97,557	142,082	0
Health and Welfare	301,772	112,127	188,810	300,937	(835)
Recreation Commission	213,517	103,583	109,000	212,583	(934)
Culture & Arts Commission	20,600	2,058	18,500	20,558	(42)
Recreation Program Contributions	34,500	34,500	-	34,500	-
Parks	144,709	47,614	97,000	144,614	(86)
Library	352,493	126,819	225,000	351,819	(674)
Valley Council of Governments	6,804	6,804	-	6,804	-
Culture & Recreation	772,614	321,378	449,500	770,878	(1,736)
Board of Education	32,580,447	9,755,017	22,825,490	32,580,447	0
Principle	4,215,000	3,685,000	530,000	4,215,000	-
Interest	1,277,070	627,718	649,352	1,277,070	(0)
Debt Service	5,492,070	4,312,718	1,179,352	5,492,070	(0)
Senior Citizen Freeze	50,000	-	50,000	50,000	-
Town Capital	100,000	-	-	-	(100,000)
Town Contingency	71,000	-	71,000	71,000	-
Total Town Expenditures	\$ 55,846,702	\$ 20,774,329	\$ 34,987,675	\$ 55,762,004	(\$4,698)
					(100,000) Vacuum truck purchase on hold

TOWN OF SEYMOUR
 REVENUE PROJECTION - GENERAL FUND (BY INDIVIDUAL REVENUE LINE-ITEM)
 FYE 6/30/16

Line Item #	Title	6/30/2016 Adjusted Budget	Actual Through 9/30/2015	Estimated Actual 09/30/15 thru 6/30/16	Total Actual & Estimated for 6/30/2016	Over (Under) Budget	Explanation for Significant Variances
General Property Taxes							
311-0010-000-000	Property Tax	\$ 41,786,050	\$ 22,952,823	\$ 18,850,000	\$ 41,802,823	\$ 16,773	
311-0011-000-000	Prior Year property tax	525,000	385,045	190,000	575,045	50,045	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	425,000	63	400,000	400,063	(24,937)	State implementation of state wide car mill rate
	Sub Total	42,736,050	23,337,931	19,440,000	42,777,931	41,881	
Property Taxes-Other Assessed Value							
312-0000-000-000	Real Estate Conveyance	100,000	32,995	70,000	102,995	2,995	
	Sub Total	100,000	32,995	70,000	102,995	2,995	
Penalties/Interest on Del Taxes							
319-0011-000-000	Property Tax Int. & Liens	350,000	137,286	215,000	352,286	2,286	
	Sub Total	350,000	137,286	215,000	352,286	2,286	
Licenses and Permits							
320-0010-000-000	Pistol Permits	7,000	3,570	3,500	7,070	70	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30	20	-	20	(10)	
320-0030-000-000	Fire Marshall Permits and fees	2,000	272	1,500	1,772	(228)	
	Sub Total	9,030	3,862	5,000	8,862	(168)	
Nonbusiness Licenses and Permits							
322-0010-000-000	Dept. of Public Works	1,000	1,466	500	1,966	966	
322-0020-000-000	Parking Stickers	3,500	2,920	500	3,420	(80)	
322-0060-000-000	Dog Licenses	850	-	1,000	1,000	150	
	Sub Total	5,350	4,386	2,000	6,386	1,036	
Intergovernmental Revenues							
330-0010-000-000	Tuition	-	-	-	-	-	
	Sub Total	-	-	-	-	-	
State Government Grants							
334-0010-000-000	Transportation	121,777	-	121,777	121,777	-	
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	-	-	-	-	-	

347-0031-000-000	Seymour Recreation Programs	35,000	24,024	10,000	34,024	(976)
347-0031-000-000	Recreation program misc	30,000	15,000	15,000	30,000	-
347-0032-000-000	Senior Center Programs	5,500	-	3,000	3,000	(2,500)
347-0030-000-000	Membership dues	30,000	6,905	15,000	21,905	(8,095)
	Sub Total	100,500	46,929	43,000	88,929	(11,571)
	Miscellaneous Revenues					
350-0005-000-000	Police Reports	750	434	400	834	84
350-0010-000-000	Miscellaneous	5,000	2,289	-	2,289	(2,711)
350-0015-000-000	Housing Authority	-	-	-	-	-
350-0020-000-000	Sale of surplus property	-	-	-	-	-
350-0025-000-000	Police Admin Fee	-	-	-	-	-
	Grants Admin Fees	35,000	-	-	-	(35,000)
350-0030-000-000	Unbudgeted income insurance	-	-	-	-	-
350-0100-000-000	Skate Park	-	13,269	-	13,269	13,269
350-0040-000-000	Valley Health Districts - Rent	-	975	-	975	975
350-0035-000-000	Miscellaneous	17,500	4,594	12,906	17,500	-
350-0100-000-000	Skate Park Land	300	-	-	-	(300)
	Sub Total	58,550	21,561	13,306	34,867	(23,683)
	Fines					
351-0031-000-000	Ordinance Fines	100	2,000	1,500	3,500	3,400
351-0030-000-000	Parking Fines	5,000	1,625	4,000	5,625	625
	Sub Total	5,100	3,625	5,500	9,125	4,025
	Special Assessments					
355-0010-000-000	Sewer Assessments	295,000	72,994	200,000	272,994	(22,006)
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	100,000	35,455	60,000	95,455	(4,545)
355-0025-000-000	Water Assessment Interest	8,000	2,851	5,000	7,851	(149)
	Sub Total	403,000	111,300	265,000	376,300	(26,700)
	Investment Earnings					
361-0010-000-000	Interest General Fund	12,000	4,219	8,000	12,219	219
	Sub Total	12,000	4,219	8,000	12,219	219
	Other Finance Sources					
362-0010-000-000	Other Finance Sources	-	-	-	-	-
362-0010-000-000	Capital Project Fund Reimbursement	225,000	-	225,000	225,000	-
	Sub Total	225,000	-	225,000	225,000	-
390-0000-000-000	Revenue from fund balance	275,000	-	-	-	(275,000)
	Sub Total	275,000	-	-	-	(275,000)
	Grand Total All Town Revenues	\$ 55,846,702	\$ 23,989,911	\$ 31,579,603	\$ 55,548,607	(298,095)

TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

3rd Quarterly Report 2015

Economic Development

7/1-9/30/15

Fred A. Messoré

Department Specific Update: no changes to staff

Budgetary Update: Budget is in good standing with levels consistent for year to date. New Items coming into funding are the Greenway Trail Phase 1 Design and CERC Economic Feasibility Study

Accomplishments /Recognition of Department or Members: Facilitated a public /private partnership on the design and installation of new "Silvermine Industrial Park" directional signs with Larry Janesky from Basement Systems
Requested the Powerline Tower in Fish Bypass Parking Lot to be painted by CL&P which was completed in July
Worked with Joe Tkacz, Owner of 770B Derby Ave Property to apply and successful be awarded an abatement of taxes on a newly constructed 6,050sf Warehouse Building that is fully leased to Joerns Company employing 10-12
Ribbon Cutting at American Pie & Pub located at Klarides Village, a 4,200sf restaurant which opened at the former CVS Location

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

Implemented Economic feasibility Study for Seymour Parcels including: (1) 15 Franklin St and 38 Rimmon Road (behind Stop & Shop) (2) 79-101 Bank St and 109 River St (Former Seymour Lumber and Housatonic Wire Site) and (3) 600-842 Derby Avenue (stretch of parcels) with CERC (Ct Economic Resource Center)

Adopt a Spot Signs have all been installed

Preliminary Design Report for Phase 1 of the Seymour Greenway Trail and Linear Park have been submitted and being reviewed by CTDOT



A Small Town for Big Business

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Issue Resolution: Requested that John Guedes from Primrose Development, to pay outstanding Electric Bill for 29 Maple St, Former LoPresti School that was generated after SALE in March but still billing the Town of Seymour / Board of Education Account
Coordinated with Milone and MacBroom to identify and replace dead plantings at Fish Bypass Project area
Addressed Adopt-a-Spot locations not being properly maintained with sponsors. (This will be an ongoing issue)

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

Establish 3 Goals for the upcoming quarter:

1. Economic Feasibility Study developed with CERC for Seymour Parcels should be completed
2. Work with ED Commission on installing new Parking Lot signs in our Downtown
3. Finalize Preliminary Design plans for Phase 1 of the Seymour Greenway Trail and Linear Park with Milone & MacBroom



A Small Town for Big Business



Christine Syriac
Superintendent of Schools
csyriac@seymourschools.org

QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 07/01/15-09/30/15

Prepared by: Christine Syriac

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

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

Please see attached Monthly Trending Report

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

07/06/15

Recognitions

1. NATIONAL HONOR SOCIETY – June 2, 2015
New Members Inducted: 41
Two Year Certificates: 27
Three Year Pins: 18
Total: 86
2. TRI-M MUSIC HONOR SOCIETY – June 2, 2015
New Members Inducted: 6
Two Year Certificates: 5
Three Year Pins: 1
Total: 12
3. HIGH SCHOOL HONOR ROLL BREAKFAST- June 2, 2015
Grade 9: 52 students
Grade 10: 36 students
Grade 11: 23 students
Grade 12: 18 students
4. Congratulations to Joshua Park, Seymour Middle School on winning the Father's Day Card Contest in the K-6 category. This contest was sponsored by Griffin Hospital.

08/17/15

Recognitions

1. Congratulations to the members of the Class of 2015 who were recognized by Yale University in the New Haven Register
2. A very special recognition to Seymour Middle School student Marvin Matovu, who was credited with keeping a home from burning and potentially saving lives when he took immediate action after seeing a neighbor's porch on fire
3. Congratulations to Katie Petroski (Class of 2014) who is spending the summer playing for the Stratford Brakettes Softball team

09/08/15

Recognitions

1. Congratulations to Mr. Catanese's students who were ranked #1 in the state for Business Management on the CTE Statewide test and to Mr. Perrucci's students who were also ranked #1 in the state for CADD on the CTE Statewide test. Congratulations to Ms. Sardo's accounting students who ranked 7th in the state on the CTE Statewide test.

2. All students who took the CTE Statewide Test should be recognized for their fine work; Seymour High School ranked 17 out of 119 high schools that tested in multiple areas. Great job!

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

- | | |
|----------------|---|
| Goal #1 | Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap (In Progress)
This work is ongoing, teachers meet regularly:
a) ELA curriculum (grade 6)
b) Math curriculum (Implementing in grades K-5, grades 6-8 in revision)
c) District benchmark assessments – Measures of Academic Progress – implemented grades K-10 in reading and mathematics – Third assessment in May |
| Goal #2 | Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success (In Progress)
Let's Talk! Communication Tool
Parent/Teacher Conferences/March
Parent/Teacher Conferences in November
Parent/Student Poetry Evening – Grade 3 Chatfield-LoPresti
Parent/Student Literacy Night – Bungay and Chatfield-LoPresti
Parent Math Support Evening Grade 2 – Bungay (ongoing)
Internet Safety Night for Parents
BOE Budget Presentation – March 25 at SHS |
| Goal #3 | Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement
a) Parent Outreach – Variety of Parent Evenings throughout district – over 400 parents participated
b) Surveillance cameras in progress for SHS |

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

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

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

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

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

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

Seymour Public Schools
Financial Management Summary
Year to date as of August 31, 2015

Balance Sheet / Revenues/ Cash Flow

The Business Office has completed initial work for the outside auditors relating to the annual audit. They will be coming back in mid - late October to complete fieldwork. All required statutory reports for the State of Connecticut Department of Education (ED001 and ED141) were completed and filed by the required September 1, 2015 due date.

Expenditures

The attached expenditure report includes the year to date activity for the fiscal year ending August, 2015. In addition, a check register outlining all checks issued August 1, 2015 through August 31, 2015 has been provided for review.

A/C 110 – 119 Certified Staff. Accounts just started to see significant activity in August, as our first payroll of the new school year was Aug. 21. We will conduct a more in-depth analysis in September to determine if any accounts will have material differences from budget going forward.

A/C 120 – 140 Non Certified Staff. Summer work / part time custodians were kept to a minimum to meet budgeted fund availability. We will conduct a more in-depth analysis in September to determine if any accounts will have material differences from budget going forward.

A/C 210 – 295 Employee Benefits. All accounts appear to be trending as projected. A/C 260 Workers Compensation reflects the total BOE contribution for 2015-16 to the Town Internal Services Fund. Retiree Benefits (A/C 295) reflects the lump sum retirement longevity payments made to several teachers and an administrator.

A/C 411 - 450 Infrastructure Services. The financial report reflects various blanket purchase orders in the encumbrance column for estimated services to be performed during the year. Our summer projects addressed safety issues, along with needed repairs to the High School boilers. We will be effectively limiting Building Repair and Maintenance expenditures going forward to safety / emergency repairs. We will revisit the budgeted project list in the spring, 2016 if funds are still available.

A/C 510 – 519 Transportation. We will be closely monitoring special education transportation, as these accounts are highly variable throughout the year. Once the out placed students bills are received for September, we will update our projection for this line item.

A/C 561 – 564 Tuition. We are waiting for finalization of student enrollments and initial billing to determine final actual cost versus budgeted amount for these accounts A more detailed projection can be done once the final enrollment and initial bills are completed during October.

A/C 610 - 690. Initial ordering for the start of the school year has been completed. We will be closely monitoring expenditures going forward to maintain budgetary integrity.

A/C 730 - 745 Equipment. We purchased some required technology per our technology plan. We will also be incurring some costs for the Phase 2 Security Project. As we have done in prior year's, we will be freezing A/C 745 Equipment - Technology until the Spring, 2016 to provide budgetary funds for possible unanticipated negative budget variances in other accounts.

General: Blanket purchase orders, particularly in the Infrastructure accounts, skew the remaining balances in the financial summary.

Seymour Public Schools
Monthly Financial Report
Year to Date August 31, 2015

	Orig Budget	Transfers	Adj. Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
110 Administration	\$ 1,858,515	\$ -	\$ 1,858,515	\$ -	\$ 293,514	\$ 1,565,001	84.2%
111 Teachers - Regular Instruction	\$ 10,001,079	\$ -	\$ 10,001,079	\$ -	\$ 385,570	\$ 9,615,509	96.1%
112 Teachers - Special Ed Instruction	\$ 1,269,363	\$ -	\$ 1,269,363	\$ -	\$ 47,965	\$ 1,221,378	96.2%
113 Appendix E Non-Sport Stipend	\$ 108,606	\$ -	\$ 108,606	\$ -	\$ -	\$ 108,606	100.0%
114 Teachers - Unified Arts Instruction	\$ 670,142	\$ -	\$ 670,142	\$ -	\$ 22,898	\$ 647,244	96.6%
115 Teachers - Guidance Services	\$ 745,318	\$ -	\$ 745,318	\$ -	\$ 30,979	\$ 714,339	95.8%
116 Teachers - Student Support Services	\$ 785,830	\$ -	\$ 785,830	\$ -	\$ 30,068	\$ 755,762	96.2%
117 Nursing Services	\$ 202,150	\$ -	\$ 202,150	\$ -	\$ 30,355	\$ 171,795	85.0%
118 Teachers - Library/Media Specialist	\$ 229,847	\$ -	\$ 229,847	\$ -	\$ 9,590	\$ 220,258	95.8%
119 Substitutes - Certified staff	\$ 206,500	\$ -	\$ 206,500	\$ -	\$ -	\$ 206,500	100.0%
Sub total Certified Staff	\$ 16,077,350	\$ -	\$ 16,077,350	\$ -	\$ 850,959	\$ 15,226,391	94.7%
120 Custodial Services	\$ 1,154,732	\$ -	\$ 1,154,732	\$ -	\$ 162,530	\$ 992,202	85.9%
121 Monitor Paraprofessionals	\$ 31,449	\$ -	\$ 31,449	\$ -	\$ -	\$ 31,449	100.0%
122 Clerical Paraprofessionals	\$ 305,660	\$ -	\$ 305,660	\$ -	\$ -	\$ 305,660	100.0%
123 S/Ed Instructional Paraprofessional	\$ 762,770	\$ -	\$ 762,770	\$ -	\$ -	\$ 762,770	100.0%
124 Reg. Ed. Instructional Paraprofess.	\$ 79,103	\$ -	\$ 79,103	\$ -	\$ -	\$ 79,103	100.0%
125 Appendix E Sports Stipends	\$ 221,027	\$ -	\$ 221,027	\$ -	\$ -	\$ 221,027	100.0%
126 Tutor Services	\$ 110,200	\$ -	\$ 110,200	\$ -	\$ 4,893	\$ 105,307	95.6%
127 Special Education Summer School	\$ 75,750	\$ -	\$ 75,750	\$ -	\$ 81,121	\$ (5,371)	-7.1%
128 Office / Secretarial Services	\$ 751,791	\$ -	\$ 751,791	\$ -	\$ 92,451	\$ 659,340	87.7%
129 Substitutes - Non Certified Staff	\$ 72,000	\$ -	\$ 72,000	\$ -	\$ -	\$ 72,000	100.0%
130 Security Services	\$ 61,385	\$ -	\$ 61,385	\$ -	\$ 2,790	\$ 58,595	95.5%
140 Technical Services	\$ 218,735	\$ -	\$ 218,735	\$ -	\$ 40,232	\$ 178,503	81.6%
Sub total Non-Certified Staff	\$ 3,844,602	\$ -	\$ 3,844,602	\$ -	\$ 384,018	\$ 3,460,584	90.0%
210 Health Insurance	\$ 4,362,440	\$ -	\$ 4,362,440	\$ -	\$ 890,562	\$ 3,471,878	79.6%
211 Life Insurance	\$ 48,325	\$ -	\$ 48,325	\$ -	\$ 11,466	\$ 36,859	76.3%
220 S.S./Medicare	\$ 529,340	\$ -	\$ 529,340	\$ -	\$ 65,334	\$ 464,006	87.7%
230 Pension Contribution	\$ 427,040	\$ -	\$ 427,040	\$ -	\$ 57,775	\$ 369,265	86.5%
240 Tuition Reimbursement	\$ 43,000	\$ -	\$ 43,000	\$ -	\$ 900	\$ 42,100	97.9%
250 Unemployment Compensation	\$ 10,150	\$ -	\$ 10,150	\$ -	\$ 275	\$ 9,875	97.3%
260 Workers Compensation	\$ 150,500	\$ -	\$ 150,500	\$ -	\$ 150,500	\$ -	0.0%
285 Retiree Benefits	\$ 162,311	\$ -	\$ 162,311	\$ -	\$ 138,224	\$ 24,087	14.8%
Sub total Employee Benefits	\$ 5,733,106	\$ -	\$ 5,733,106	\$ -	\$ 1,315,036	\$ 4,418,070	77.1%
320 Professional Educational Services	\$ 181,500	\$ -	\$ 181,500	\$ 4,219	\$ -	\$ 177,281	97.7%
330 Other Professional Services	\$ 342,500	\$ -	\$ 342,500	\$ 26,913	\$ 35,297	\$ 280,291	81.8%
335 Professional/Curriculum Development	\$ 60,000	\$ -	\$ 60,000	\$ 4,339	\$ 3,079	\$ 52,582	87.6%
340 Technical Services	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	100.0%
Sub total Professional Services	\$ 591,000	\$ -	\$ 591,000	\$ 35,471	\$ 38,375	\$ 517,154	87.6%
411 Water & Sewer Fees	\$ 63,400	\$ -	\$ 63,400	\$ -	\$ 115	\$ 63,285	99.8%
424 Grounds Maintenance	\$ 60,000	\$ -	\$ 60,000	\$ 16,765	\$ 9,370	\$ 33,865	56.4%
430 Building Contract Services	\$ 153,500	\$ -	\$ 153,500	\$ 95,954	\$ 43,917	\$ 13,629	8.9%
431 Building Repair & Maintenance	\$ 300,000	\$ -	\$ 300,000	\$ 120,678	\$ 48,287	\$ 131,035	43.7%
433 Equipment Repair & Maintenance	\$ 27,500	\$ -	\$ 27,500	\$ 17,793	\$ 800	\$ 8,907	32.4%
434 Equipment Contract Services	\$ 73,250	\$ -	\$ 73,250	\$ 23,725	\$ 8,639	\$ 40,886	55.8%
440 Equipment Lease / Rental	\$ 173,330	\$ -	\$ 173,330	\$ 45,215	\$ 16,736	\$ 111,379	64.3%
450 Technology Contract Services	\$ 139,000	\$ -	\$ 139,000	\$ 57,274	\$ 74,949	\$ 6,777	4.9%
Sub total Infrastructure Services	\$ 989,980	\$ -	\$ 989,980	\$ 377,404	\$ 202,812	\$ 409,764	41.4%

	Orig Budget	Transfers	Adj. Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
510 Transportation - Regular	\$ 849,915	\$ -	\$ 849,915	\$ 745,293	\$ 101,915	\$ 2,707	0.3%
512 Transportation - Vo-Ag Schools	\$ 25,025	\$ -	\$ 25,025	\$ 25,025	\$ -	\$ -	0.0%
516 Transportation - S/Ed Local	\$ 276,835	\$ -	\$ 276,835	\$ 227,939	\$ 38,099	\$ 10,797	3.9%
517 Transportation - S/Ed Non Local	\$ 434,180	\$ -	\$ 434,180	\$ 409,159	\$ 49,617	\$ (24,598)	-5.7%
519 Transportation - Student Activity	\$ 54,500	\$ -	\$ 54,500	\$ 54,500	\$ -	\$ -	0.0%
Sub total Transportation Services	\$ 1,640,455	\$ -	\$ 1,640,455	\$ 1,461,916	\$ 189,632	\$ (11,092)	-0.7%
520 Property Insurance	\$ 83,905	\$ -	\$ 83,905	\$ -	\$ 82,044	\$ 1,861	2.2%
521 Liability Insurance	\$ 95,320	\$ -	\$ 95,320	\$ -	\$ 96,320	\$ (1,000)	-1.0%
529 Athletic Insurance	\$ 23,295	\$ -	\$ 23,295	\$ -	\$ -	\$ 23,295	100.0%
Sub total Insurance	\$ 202,520	\$ -	\$ 202,520	\$ -	\$ 178,364	\$ 24,156	11.9%
530 Communications	\$ 129,770	\$ -	\$ 129,770	\$ 18,355	\$ 14,861	\$ 96,554	74.4%
561 Tuition - Special Ed Public Schools	\$ 32,298	\$ -	\$ 32,298	\$ -	\$ -	\$ 32,298	100.0%
562 Tuition - Regular Ed. Public Schools	\$ 328,480	\$ -	\$ 328,480	\$ 21,620	\$ 50,000	\$ 256,860	78.2%
563 Tuition - S/Ed Private Facilities	\$ 782,353	\$ -	\$ 782,353	\$ 62,894	\$ 10,643	\$ 708,816	90.6%
564 Tuition - Reg. Ed. Private Facilities	\$ 13,097	\$ -	\$ 13,097	\$ -	\$ -	\$ 13,097	100.0%
Sub total Tuition	\$ 1,156,228	\$ -	\$ 1,156,228	\$ 84,514	\$ 60,643	\$ 1,011,071	87.4%
580 Travel	\$ 30,150	\$ -	\$ 30,150	\$ -	\$ 228	\$ 29,922	99.2%
590 Adult Education Services	\$ 87,851	\$ -	\$ 87,851	\$ -	\$ -	\$ 87,851	100.0%
610 Office Supplies	\$ 67,000	\$ -	\$ 67,000	\$ 21,993	\$ 3,837	\$ 41,170	61.4%
611 Instructional Supplies	\$ 216,000	\$ -	\$ 216,000	\$ 112,161	\$ 57,638	\$ 46,201	21.4%
612 Instructional Supplies-S/ED	\$ 12,900	\$ -	\$ 12,900	\$ 4,019	\$ 35	\$ 8,846	68.6%
613 Custodial Supplies	\$ 163,250	\$ -	\$ 163,250	\$ 57,838	\$ 27,957	\$ 77,455	47.4%
615 Technology Supplies	\$ 38,625	\$ -	\$ 38,625	\$ 8,985	\$ -	\$ 29,640	78.7%
622 Electricity	\$ 660,050	\$ -	\$ 660,050	\$ -	\$ 59,250	\$ 600,800	91.0%
624 Heating Fuel	\$ 249,810	\$ -	\$ 249,810	\$ -	\$ 7,642	\$ 242,168	96.9%
625 Bus Fuel	\$ 130,400	\$ -	\$ 130,400	\$ -	\$ 4,139	\$ 126,261	96.8%
641 Textbooks & Curricular Materials	\$ 145,500	\$ -	\$ 145,500	\$ 76,389	\$ 6,475	\$ 62,636	43.0%
642 Library / Reference Materials	\$ 35,250	\$ -	\$ 35,250	\$ 10,040	\$ -	\$ 25,210	71.5%
645 Software - Instructional	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500	100.0%
690 Athletic Supplies	\$ 50,500	\$ -	\$ 50,500	\$ 11,717	\$ 12,272	\$ 26,512	52.5%
Sub total Supplies	\$ 1,776,785	\$ -	\$ 1,776,785	\$ 303,142	\$ 179,245	\$ 1,284,398	72.9%
730 Equipment - Instructional	\$ -	\$ -	\$ -	\$ 2,373	\$ -	\$ (2,373)	-100.0%
731 Equipment - Non Instructional	\$ 37,800	\$ -	\$ 37,800	\$ 4,149	\$ 12,096	\$ 21,555	57.0%
745 Equipment - Technology	\$ 224,100	\$ -	\$ 224,100	\$ -	\$ 76,040	\$ 148,060	66.1%
Sub total Equipment	\$ 261,900	\$ -	\$ 261,900	\$ 6,522	\$ 88,136	\$ 167,242	63.9%
810 Dues & Fees	\$ 42,000	\$ -	\$ 42,000	\$ 2,502	\$ 30,188	\$ 9,330	22.2%
890 Conference/Seminars	\$ 16,750	\$ -	\$ 16,750	\$ 425	\$ 1,763	\$ 14,562	86.9%
Total Expenditures	\$ 32,580,447	\$ -	\$ 32,580,447	\$ 2,290,250	\$ 3,534,240	\$ 26,755,957	82.1%

Check Register by Date Range by Fund

Seymour Public Schools 2015-16

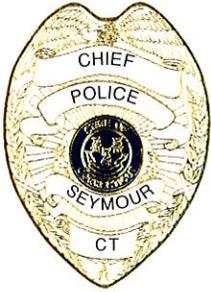
8/1/2015 through 8/31/2015

Fund 01

<u>Vendor</u>	<u>Check Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Comments</u>
Payroll Account				
AFLAC	8/4/2015	40028	\$283.94	
AFLAC	8/17/2015	40043	\$342.51	
Ameriprise Financial Services	8/4/2015	40029	\$100.00	
Ameriprise Financial Services	8/17/2015	40044	\$325.00	
Anthem Blue Cross & Blue Shield	8/5/2015	40040	\$17,350.96	Health Insurance - Payroll Deduction
AXA Equitable Life Insurance Co	8/4/2015	40030	\$32,900.00	Tax Sheltered Annuity - Payroll Deduction
AXA Equitable Life Insurance Co	8/17/2015	40045	\$14,450.00	Tax Sheltered Annuity - Payroll Deduction
Citistreet Retirement	8/4/2015	40031	\$9,899.00	Tax Sheltered Annuity - Payroll Deduction
Citistreet Retirement	8/17/2015	40046	\$12,207.33	Tax Sheltered Annuity - Payroll Deduction
CSEA Inc. (SEC)	8/4/2015	40032	\$384.00	
Housatonic Teachers Fed. C.U.	8/4/2015	40033	\$16,855.50	Credit Union - Payroll Deduction
Housatonic Teachers Fed. C.U.	8/17/2015	40047	\$19,329.50	Credit Union - Payroll Deduction
John Reilly	8/21/2015	40054	\$310.25	
LOCAL 1303 COUNCIL #025	8/4/2015	40034	\$628.00	
MetLife Insurance Company USA	8/4/2015	40035	\$2,280.00	
MetLife Insurance Company USA	8/17/2015	40048	\$2,730.00	
Naugatuck Valley Savings & Loan	8/4/2015	40036	\$11,973.21	Health Savings Account - Payroll Deduction
Naugatuck Valley Savings & Loan	8/17/2015	40049	\$10,640.90	Health Savings Account - Payroll Deduction
Oppenheimer Funds Distributor	8/4/2015	40037	\$20,825.00	Tax Sheltered Annuity - Payroll Deduction
Oppenheimer Funds Distributor	8/17/2015	40050	\$1,550.00	
Prudential	8/11/2015	40041	\$30,372.00	State 457 Plan - Payroll Deduction
Prudential	8/17/2015	40051	\$300.00	
Seymour Administrator's Assoc.	8/4/2015	40038	\$500.00	
State of Connecticut - MERF	8/12/2015	40042	\$74.85	
State of Connecticut - MERF	8/18/2015	40053	\$3,938.07	
Valley United Way	8/4/2015	40039	\$175.50	
Valley United Way	8/17/2015	40052	\$187.50	
Accounts Payable				
Anthem Blue Cross & Blue Shield	8/5/2015	749127	\$298,636.50	Health Insurance
21st Century Media-Connecticut	8/5/2015	749128	\$306.00	
A & B Mechanical, LLC	8/11/2015	749148	\$4,388.88	Heating & plumbing - Building R&M
A & B Mechanical, LLC	8/11/2015	749149	\$2,595.91	Heating & plumbing - Building R&M
A & B Mechanical, LLC	8/11/2015	749150	\$4,761.65	Heating & plumbing - Building R&M
A & B Mechanical, LLC	8/20/2015	749163	\$3,418.79	Heating & plumbing - Building R&M
Access Transportation Solutions	8/20/2015	749164	\$420.00	
Airgas National Carbonation	8/5/2015	749129	\$608.30	
Alexanders Hardware	8/5/2015	749130	\$2,207.04	
Alexanders Hardware	8/5/2015	749131	\$856.66	
Alexanders Hardware	8/20/2015	749165	\$2,740.00	
All-Star Transportation	8/11/2015	749151	\$36,112.80	Bus Transportation - Extended School Year
All-Star Transportation	8/11/2015	749152	\$40,756.50	Bus Transportation - Extended School Year

All-Star Transportation	8/20/2015	749166	\$13,754.56	Bus Transportation - Extended School Year
Allstate Wood Flooring Corp	8/5/2015	749132	\$1,790.00	
Angelique McAuliffe	8/11/2015	749156	\$179.40	
Anthem Blue Cross & Blue Shield	8/5/2015	749133	\$15,979.91	Health Insurance
Anthem Blue Cross & Blue Shield	8/20/2015	749167	\$9,193.28	Health Insurance
Anthem Life	8/5/2015	749134	\$3,790.46	
Barbara Elghmie	8/25/2015	749206	\$100.00	
Benman Industries, Inc	8/20/2015	749169	\$3,720.04	
B-Fore Play	8/20/2015	749168	\$9,370.00	Grounds Maintenance
Blanchette Sporting Goods, Inc	8/20/2015	749170	\$10,055.00	Athletic Supplies / Uniforms
Calvert Safe & Lock LTD.	8/20/2015	749171	\$296.00	
Christine Syriac	8/11/2015	749158	\$305.40	
Christine Syriac	8/20/2015	749196	\$20.94	
CISCO Systems Capital Crp	8/5/2015	749135	\$2,360.38	
CISCO Systems Capital Crp	8/20/2015	749173	\$3,258.41	
CIT	8/20/2015	749174	\$5,642.95	Copier Rental
CMEA	8/5/2015	749136	\$250.00	
Commercial Heating Supply Co	8/20/2015	749175	\$8,000.00	Boiler Repair - High School
ComTech21	8/27/2015	749210	\$3,773.72	
Conrod Plumbing and Fire Protection	8/5/2015	749137	\$1,409.40	
Constellation NewEnergy, Inc.	8/27/2015	749211	\$30,100.92	Electricity - Generation
Cooperative Educational Services	8/5/2015	749138	\$5,912.00	Tuition - Outplaced Student
Cooperative Educational Services	8/5/2015	749139	\$4,731.00	Tuition - Outplaced Student
CT Commercial Aquatics	8/20/2015	749176	\$412.00	
Debra Julian	8/25/2015	749207	\$100.00	
Dell Marketing L.P.	8/5/2015	749140	\$80,429.38	Computer Equipment
Dumouchel Paper Company	8/20/2015	749177	\$6,073.50	Custodial Maintenance Supplies
Dumouchel Paper Company	8/20/2015	749178	\$4,378.00	Custodial Maintenance Supplies
Environmental Systems Corporation	8/20/2015	749179	\$7,380.00	HVAC Repairs & Maintenance
Environmental Systems Corporation	8/20/2015	749180	\$6,702.00	HVAC Repairs & Maintenance
Environmental Systems Corporation	8/20/2015	749181	\$5,184.00	HVAC Repairs & Maintenance
Environmental Systems Corporation	8/20/2015	749182	\$2,380.00	HVAC Repairs & Maintenance
Eversource	8/27/2015	749212	\$7,315.65	Electricity - Distribution
Eversource	8/27/2015	749213	\$26,823.02	Electricity - Distribution
Falconi Painting Co.	8/5/2015	749141	\$3,935.00	
Frontier	8/20/2015	749183	\$203.35	
Hillyard-RoVic	8/5/2015	749142	\$5,811.91	Custodial Equipment
Hillyard-RoVic	8/20/2015	749184	\$3,642.06	Custodial Equipment - Prev. Maint.
Hot Tops, LLC	8/20/2015	749185	\$92.00	
Impact Applications Inc	8/5/2015	749143	\$600.00	
Industrial Consulting	8/11/2015	749154	\$300.00	
Jeff Appliance and Vacuums	8/20/2015	749186	\$849.00	
Joan Rinkewith	8/25/2015	749208	\$100.00	
John Reilly	8/21/2015	749204	\$310.25	
Kainen, Escalera & McHale, P.C.	8/20/2015	749187	\$6,544.16	Legal Services
Katelyn Cegelka	8/20/2015	749172	\$450.00	
Mark's Plumbing Parts	8/20/2015	749188	\$973.92	
Maxle's Signs Service	8/20/2015	749189	\$420.00	
Michael Fritz	8/11/2015	749153	\$87.50	

NASSP/NASC	8/27/2015	749216	\$95.00	
Nu-Age Designs, LLC	8/20/2015	749190	\$35.00	
Patricia Boyle	8/27/2015	749209	\$414.00	
Pediatric & Adolescent Healthcare, PC	8/11/2015	749157	\$12,000.00	Medical Doctor - System
Pitney Bowes	8/20/2015	749191	\$696.00	
Pitsco Education	8/5/2015	749144	\$46,260.00	STEM program - Middle School
Purchase Power	8/27/2015	749217	\$1,758.95	
ReadyRefresh by Nestle	8/20/2015	749192	\$99.15	
Rebecca Bennett	8/25/2015	749205	\$100.00	
Rediker Software, Inc.	8/5/2015	749145	\$21,600.00	Student Info. System - Annual Software support
Sam Ash Music Corp	8/20/2015	749193	\$2,716.25	
Shipman & Goodwin LLP	8/27/2015	749218	\$102.00	
Siemens Insustry, Inc	8/20/2015	749194	\$2,731.00	
Siemens Insustry, Inc	8/20/2015	749195	\$8,666.00	HVAC Repairs & Maintenance
State of Connecticut - MERF	8/12/2015	749161	\$378.56	
State of Connecticut - MERF	8/18/2015	749162	\$19,917.87	Pension
SYNCB/Amazon	8/27/2015	749219	\$2,157.75	
SYNCB/Amazon	8/27/2015	749220	\$3,180.58	
SYNCB/Amazon	8/27/2015	749221	\$2,203.07	
SYNCB/Amazon	8/27/2015	749222	\$2,094.04	
Tara Yusko	8/11/2015	749160	\$48.30	
Timothy Willis	8/11/2015	749159	\$87.50	
Total Lighting Service, LLC	8/20/2015	749197	\$260.00	
Treasurer State of CT	8/20/2015	749198	\$44.25	
Treasurer State of CT	8/27/2015	749224	\$73.75	
Tremco/Weatherproofing Tech, Inc	8/20/2015	749199	\$2,150.00	
U.S. Bank Equipment Finance	8/20/2015	749200	\$2,464.46	
United Rentals	8/20/2015	749201	\$800.28	
United Rentals, Inc.	8/20/2015	749202	\$612.86	
United Rentals, Inc.	8/20/2015	749203	\$882.86	
Verizon Wireless	8/5/2015	749146	\$227.33	
Verizon Wireless	8/27/2015	749225	\$425.41	
Vonda Tencza	8/27/2015	749223	\$38.92	
W.B. Mason Co., Inc.	8/5/2015	749147	\$2,603.69	



SEYMOUR POLICE DEPARTMENT

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

MICHAEL E. METZLER
Chief of Police

3rd Quarter Report

Seymour Police Department

Dates Covered: July 1, 2015-September 30, 2015

Prepared by: Chief Michael Metzler

Department Specific Update: The Seymour Police Department Manual was completed and approved by the Board of Police Commissioners. The new manual was distributed and put into effect in July. The four new recruits completed all phases of the mandated training and began their duties officially at the end of July. The new portable radios were distributed to the officers in July. The final phase for the communication system will be completed during the next quarter under the direction of the Communications Commission. These changes will provide a state of the art communications system to the entire Town of Seymour. The Department had one officer resign and is in the process of replacing that position. The Department also reinstated the Community Officer position in late July and hopes to get that program up and running as soon as possible. The accreditation process was started in late September.

Budgetary Update: The operating budget for the (2015-16) fiscal year appears to be in good shape at this point. The income for this year is way ahead of schedule and should bring in a decent surplus. This is the direct result of the Administrative Fees realized from a tremendous increase in Private Duty.

Accomplishments/Recognition of Department or Members:

There have been numerous high profile cases that have led to arrests. There were two cases at the Seymour Housing involving the arrests of individuals that sexually assaulted residents in their facilities. There was a kidnapping/sexual assault that led to search and arrest warrants. In addition, there were several narcotics cases that led to arrests and potential seizures of assets. A search warrant was obtained in an embezzlement case involving a Seymour priest. An arrest warrant will be sought in this matter. Officer Oczkowski and his canine "Sage" have been extremely active and a positive image for the community. Sergeant Stephen Prajer completed an extensive high-level training course in which he received an award for his academic achievements.

Review Goals for the Quarter: The manpower goal was attained and then an officer left. Although we are down one position, we are actively addressing that shortage and hope to have a new recruit in the next police academy. The second goal was to initiate the Community/SRO position and that was realized in late July. The third goal was to finalize the Duty Manual and it too was successfully completed. The camera issues are still being finalized with the Board of Education and Town Hall. The goals that were sought for the training of the new Community/SRO officer were completed.

Issue Resolution:

The accreditation process was started and the First Tier evaluation should be completed during the next quarter.

Look-Ahead:

The Community Officer has started formulating programs that he will present to both the Senior Center patrons and the Seymour Housing residents. Other programs are being researched to address the business community.

Establish (3) Goals for Upcoming Quarter:

The three goals for the 4th quarter will be as follows:

1. Successfully complete the Tier I accreditation process.
2. To finalize the Simulcast Communications System
3. Initiate an improved line of communication with the citizens through an enhanced community policing effort starting with our new community officer and spreading through all aspects of the department. This effort will enhance public trust at a time when all policing is being questioned through bias-based media reporting.

1st Quarter Report

July 2015-Sept 2015

Department: Fire Department

Prepared by: Chief John Cronin

Department-specific update:

The fire department along with the Police Department purchased a new boat to be shared with both departments. I press release will be sent out after boat is lettered.

A recruitment drive was held Citizens in August. A total of 2 new firefighters joined the department.

The new Utility truck was delivered in September. Utility 18 is in the process of having lettering, radios, and lights installed.

Hose Testing was completed in September. There were some failures of hose lines and we are currently awaiting quotes to replace to failed hose.

Hurst Service was completed and some repairs were made, additional repairs are awaiting quotes and some major components require replacement in near future.

Hazmat 7 was taken out of service and equipment for hazmat response was placed on both Rescue 12 and Rescue 17.

Hazmat 7 is now designated Utility 10 and will be re-lettered and re-equipped.

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

Major repairs are planned for Ladder 14 on October 5 at Gowan's and Knight in Watertown. These repairs are from recommendations from annual ladder testing.

DOT inspections are scheduled to begin on October 5 along with annual pump testing at Tracy's garage in Derby.

New budget items were purchased as planned, repairs and equipment failures still plague the department as the fleet ages.

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.

ISO report was received and the departments rating went up to 04/4Y.

Chief Cronin attended a five day training class on Highway Emergency Response Specialist (HERS) in Pueblo Colorado. This was funded by DHS/FEMA.

Tanker 19 was awarded best appearing tanker in the 2015 Connecticut Fire Convention Parade in Beacon Falls on September 20.

We responded mutual aid to Beacon Falls and to Oxford for structure fires.

Incident response for quarter:

Fires

10 for 8.69%

4 building fires

4 brush fires

and 2 vehicle fires

Rescues & EMS

17 for 14.8%

16 mva's

1 water rescue

Hazardous condition

12 for 10.43%

5 wires down

4 fuel spills

Service calls

16 for 13.91%

5 illegal burns

3 water leaks

Good intent calls

17 for 14.78%

10 odors of smoke

False Alarms

25 for 21.73%

18 Non- entered reports 15.65%

Total calls 115

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?

Town IT has been difficult to work with to have computers upgraded and repairs made. They often do not answer or return phone calls or email. It is very difficult to obtain IT support.

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

We are still attempting to resolve issues with the vendor for new Utility 18. This has delayed placing the truck in service.

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

October has several major community events that the fire department will support. They include the Pink 5K run/walk, the Smoke in the Valley event and Fire Prevention week in the elementary school.

We need to obtain access to a better boat ramp along the Housatonic River. Options will be explored in the near future. A dock for the season would also be an option to improve our response to the river.

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

No specific goals for this quarter beyond normal operations



Seymour Community Services

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

3rd Quarter Report – 2015 October 1, 2015

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

Department Specific Update: 3rd Quarter 2015 the following items were accomplished:

- Program insert created and distributed through Voices to Seymour households. Two other program inserts planned for 2016.
- Playground Program Survey Completed 17% response rate
- Full utilization of online registration system ongoing. Currently 361 households, 707 members utilizing system.
- Working with Christine Syriac to finalize a playground location for 2016 & exploring potential bus to transport students from the elementary schools for after school programs at the community center.
- Establishing policies and procedures for new programs including travel basketball which is now in house, payment of contractors and referees.

Budgetary Update: Monitoring budget closely based on expanded programming.

Current Program Update:

- Summer Playground Program ended with 403 participants
- AARP Driver Refresher Course – 15 participants
- Amusement Park tickets Sold – 48 participants
- Bishop Orchards – 11 participants
- Basketball Camp – 15 Participants
- Monthly Casino Trips – 138 participants
- Community Swimming 10 families
- Karate – 8 Participants
- Land Trust Luncheon with Elvis – 35 Participants
- Legislative Office Hours – 15 Participants
- Lego Summer Camp – 20 participants
- Lunch & Learn Fraud Alert – 8 Participants



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20 Pine Street
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- Lunch & Learn – Road to Livability
- 3 Lunch Bunch trips- 54 Participants
- Mets Baseball Game – 52 Participants
- Northern Parks Informational Session – 10 participants
- Swim Lessons – 20 participants
- Volley Ball Clinic – 13 participants
- Chair Yoga – 60 participants
- Yoga Hatha - 72 participants

Upcoming and Potential New Programs/Trips:

- **Shop Til You drop – Outlet trip to PA planned for October**
- **Recreation and Travel basketball Program**
- **Lunch Bunch Trip each month**
- **Casino Trip each month**
- **Reflections of Italy Informational Session**
- **Lancaster PA Outlet Trip**
- **Radio City Music Hall**
- **Seymour Day at Quassy Park**
- **Rogers & Hammerstein Broadway Masters Musical**
- **Lunch Bunch – Select Local Restaurants**
- **Understanding Medicare Seminar**
- **Polish Luncheon & Entertainment**
- **Holiday Gala**
- **Pre-School Sports Mania**
- **Wizards School of Magic**
- **Basketball – Travel & Recreation**
- **Flu Clinic**
- **Tennis Clinic**
- **Qigong, Hatha Yoga, Zumba Drums Alive Exercise Classes**

Establish 3 Goals:

1. Continued Expansion of Programs
2. Develop Communications Plan
3. Begin Budget Proposal for 2016-2017 year

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

2015-3RD Quarter

Department: Elderly Services
Prepared by: Lucy McConologue

Dates Covered: 7/1/15-9/30/15

Weekly/Daily Activities include Bingo, Cards, Yoga, Zumba, Mahjongg

Monthly Guest Speakers included July- Nurse Maggie sponsored by Griffin Hospital titled "Advance Care Planning" Ice Cream was provided. In August a Hot Dog Lunch had AARP sponsor a program titled What You Have & What you Need. September, Community Officer Jack Harkins gave a presentation on Fraud Alert at a Pot Luck Lunch.

The Lunch Bunch traveled to Outback Restaurant in July, Junipers in August and The Chowder Pot & Bishop's Farm in September. Other trips using the Center bus included Westbrook Outlets in July, Stu Leonards in August. Weekly shopping trips on Tuesday to Shop Rite and Thursdays on a rotating basis to Stop & Shop/Job Lot, Walmart/Adams, Big Y/Marshalls.

Our State Legislators Senator Kane, Senator Kelly and Representative Conroy held Legislative Office Hours at the Center in August allowing the public to come in a speak to them and also discuss issues and new legislation passed in the last session.

AARP held its last Drivers Class for this year in September. They hold a class in our facility 3 times a year.

A new exercise program has started in September called Qigong. You may see the group on Thursday mornings, weather permitting having the class outdoors adjacent to the Skate Park.

A Slide Presentation was held by Collette Tours for a trip to the Northern National Parks scheduled for May 13th-20th.

Monthly Casino trips included Foxwood in July & September and Mohigan Sun in August.

Senior Bus was used by the Seymour Fire Dept. to take young members to a BBQ in Beacon Falls, 9/18.

The Ambulance Assoc. used the Bingo Room and Bingo equipment for a Bingo Fund Raiser Saturday, September 19th.

Submitted by
Lucy McConologue

Municipal Agent Report

August 2015

Number of paid hours- 32

Number of Clients- 11

Number of Collateral Contacts- 13

Number of Home Visits- 2

In the month of August 2015, I interacted with 11 clients and their families.

I interacted with 13 collateral contacts in the process of assisting these families.

Issues this month included referral and assistance with the following: Medical Transportation, Medicare Savings Program, Lifeline, SNAP, Homemaking Services through TEAM, Griffin Senior Meals Choice Program, Veterans Benefits, CT Home Care Program for the Elderly, Rental Rebate, Durable Medical Equipment, Energy Assistance, and assistance with housing options.

Clients are referred to me in several ways. They are referred by other departments in town, by the South Central Area on Aging, by staff from the Housing Authority, by staff from Shady Knoll, by staff from TEAM, through articles in local newspapers, by Griffin Hospital, by local community providers (doctors, dentists, pharmacists), from the surrounding towns and cities senior centers, by the CT Department of Social Services, and by word of mouth from Seymour residents.

All of the above activities were conducted with the mission/focus of assisting Seymour seniors in accessing the myriad of services and resources available to assist them to maintain and continue a healthy, happy, independent life in their own homes, while honoring and advocating for the choices they make.

Please contact me if you need any further information.

Bonnie Wilkes

Municipal Agent for the Elderly

SEYMOUR PUBLIC LIBRARY

Quarterly Report: September 30, 2015

Bibliomation circulation reports for September will not be tallied until the first week in October.

Department: Seymour Public Library

Prepared by: Suzanne Garvey 9/30/2015

1. Department-specific update:

Budget Figures from July- September 30, 2015

Allocations	FY	YTD	Balance
Town	\$541,411.90	\$92,892.04	\$433,788.02
Encumbered		\$14,741.84	
Endowment	\$116,662.00	\$16,611.42	\$100,050.58

Operations YTD 7/1 to 9/30

Circulation Adults: 6,500
Children & YA: 6,758
Total- all items including magazines, DVDs, Audio, Adult, Children: 18,829
ILL
Borrow 1052
Loan 786

Holdings the library owns: 82,367

Programs-Adult 233- 9 summer programs

Child – 695 children @ 23 programs/ 354 adult @ 23 programs= 1049 patrons

Days Open- 55

Computer Sessions- 1,471

Registered Borrowers - 10,413

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

3. Accomplishments/recognition of department or members:

Homebound program and Book Club at Smithfield Assisted Living- They have been implemented. At this point- the Library Board Okayed outreach in the form of a book club to Smithfield Assisted Living and a homebound program to the 3 Seymour Housing Authority locations and the Senior Center. Book Club has been established with 9 resident members and we have read 2 books so far. We have 2 patrons that use the Homebound Program. At this point- it has been me driving books there. A new Senior Center Bus driver has been hired so we hopefully will be able to co-ordinate with them on delivery which would open up other staff making deliveries. The 2 patrons that use the service look forward to deliveries and call to request books. The Book Club also looks forward to discussion. I think

everyone deserves a chance to use the Library. Ultimately the Homebound Service – I think- should be expanded to cover the entire Seymour area- but to do so – we have to have a reliable form of transportation. The Library Board is concerned about liability to staff if they are on a delivery in their own vehicle and an accident would occur.

All staff did a really great job of making sure that the Library was covered during summer. There was a lot of vacation time owed due to the amount of time that most of the staff has been here. We tried to accommodate all vacation requests but there were times that other days had to be requested due to coverage while keeping 2 staff in the building at all times and making sure that staff could have lunches.

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. Though many of them are ongoing.

1. Putting grant into operation- funds were disbursed from the state so I am booking people for programs and making sure that we follow the grant guidelines.
2. Cleaning- that is ongoing and will be for some time I imagine. There is an accumulation of items in the library from past years.
3. Work on energy-efficiency grant and 2-5-10 year plan. The grant was not cost effective for this year- but I did submit a rough draft to the State Library and our contact there was receptive to it. These are matching grants though and this year – due to all the budget problems in the Governor's ST budget- the grant minimum amount was \$50, 000 which would mean 25000 from State, 25000 from Seymour. Previous years the grant minimum for application was 30000. I have been advised that next year grants are likely to be expanded and we will work on something for next year. It would be great if we could find a grant to update or remodel the downstairs bathrooms. All of our bathrooms have occupancy for one in them- if possible I would like to see stalls that would honor handicap accessibility and allow for increased occupancy. The 2-5-10 year is on-going.

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

Working in a library is largely the same no matter where you work. Staff are public servants so not much unexpected does happen if you are realistic. There are always delays as funds are often an issue. Patrons come first- so projects often have to wait.

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

1. Looking into a birthday celebration for the library- perhaps Sunday, December 6, 2015 (57 years to the day of the dedication of the cornerstone and building).
2. New Floor for downstairs- materials are ordered so this should be started in the next few weeks.
3. Looking to find- purchase – more public computers. I have been petitioning the Library Board for endowment money for computers- prior to summer- decisions need to be made soon. The Town IT person- Rob Dyer- sounds like he may be able to come up with some gently used computers. That would be GREAT! We would need to purchase monitors but the computers would be a big help.

For this fiscal period- we had 1,471 patrons sign onto computers. Each session runs for 2 hours- but not everyone used that much time for their sessions. We have 6 public computers in the adult area and 2 public computers in the children's area. We have a computer down for repairs in the adult area and a computer is down in the children's leaving us with 6 functioning computers today. I think the children's computer is totally dead- it was a hand me down from Bibliomation. The one in the adult area needs some work and upgraded security because someone has been able to hack in and download programs for gaming etc. We do not have enough computers at this point to supply the demand.

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. Work on creating space and trying to find areas for a Teen Area and a quiet space with computers available. We need better areas for computer classes. We need to continue cleaning the Library of outdated information and items so that we can more effectively use the space that we have.
2. Cleaning up circulation files and changing shelving locations in the library- making reports easier to run/read and making books more accessible to patrons by making them easier to find.
3. Taking files from previous Directors and integrating in a logical and ordered manner into 3 ring binders that would pertain to Library repairs, additions, issues, policies- vendors used and estimates. This would be perhaps more user-friendly to the library when searching issues than the separated files that currently exist from years past.

Town of Seymour
Human Resources Department
3rd Quarter Report - 2015
Date: 9/30/15

Department: Human Resources

Prepared by: Michele Wasikowski, HR Mgr

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

- Completed and sent CCM's annual municipal salary survey
- Completed a detailed census and benefit report to be used for GASB 45 valuation
- Completed Total Compensation Spreadsheet
- Hired new P/T Community Services Bus Driver
- Worked on several WC claims, serving as the main contact between the employee, Payroll and PMA
- Hosted monthly manager and employee meetings
- Organized an employee engagement activity where all employees brought in fruit and we gathered at the Town Clerks office to make a big fruit salad for everyone to enjoy
- Provided employees with monthly employee newsletters

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

Accomplishments/recognition of department or members:

Review goals for the quarter: My goals from last quarter were either meet or near completion. We are trying to wrap up Supervisor union negotiations and are getting closer to closing out a big WC employee issue.

Issue resolution:

Look ahead: We are hoping to finish the Supervisor union negotiations during the month of October. There is also a hearing scheduled in October for the open WC issue and are hoping to have a decision and closure in this matter then.

Establish 3 goals for the upcoming quarter:

1. Do a comprehensive audit of benefit plans to ensure all employees are on the right plan, all members are eligible, and employer and employee contributions are accurate.
2. Organize a Lunch and Learn utilizing our free training hours with Behavioral Health Consultants
3. Start the recruitment process for a new Public Works Director



Town of Seymour

1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

3RD QUARTERLY REPORT - 2015

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

DATES COVERED: July 1, 2015 – September 30, 2015

DEPARTMENT SPECIFIC UPDATE:

JULY:

Payments were processed. Deposits made and balanced. Collected \$19,937,479.72 for July, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$498,662.22 for July.

TAXSERV (collection agency) payments for July: \$2,730.62.

Collected 46.71%. Current taxes owed: \$22,591,491.04. Back taxes owed: \$1,719,854.76.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Motor Vehicle Puge was done on 7/1/15.

Motor Vehicle Take Offs were done on 7/7/15, 7/14/15, 7/21/15 & 7/28/15 for payments received.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Completed month end reports for Finance Director.

AUGUST:

Payments were processed. Deposits made and balanced. Collected \$3,003,239.81 for August, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$190,802.48 for August.

TAXSERV (collection agency) payments for May: \$3,027.64.

Collected 53.34%. Current taxes owed: \$19,773,970.71. Back taxes owed: \$1,582,064.73.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

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

Demands were sent out for Real Estate & Personal Property.

Motor vehicle Put-On/Purge was done on 8/5/15.

DMV's new program CIVLS went "live" on 8/17/15.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Completed month end reports for Finance Director.

TELEPHONE: 203-888-0517

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

SEPTEMBER:

Payments were processed. Deposits made and balanced. Collected \$403,468.41 for September, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$51,567.71 for September.

TAXSERV (collection agency) payments for September: \$2,045.551.

Collected 53.97%. Current taxes owed: \$19,507,309.78. Back taxes owed: \$1,491,952.21.

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 9/1/15, 9/3/15, 9/10/15, 9/17/15, 9/22/15, 9/24/15 & 9/29/15 for payments received.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

TAX SALE took place 9/9/15 – 1 property sold (13 Prospect Ave.)

Adjourned TAX SALE took place 9/30/15 – 2 properties sold (11 Omar St. & 42 Woodcrest Rd.)

Completed month end reports for Finance Director.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS:

REVIEW GOALS FOR THE QUARTER: Collections were steady – last day was extremely busy.

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: Water bills for November. Motor Vehicle Supplemental bills for December.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Follow up and send Demands for delinquent accounts. Prepare for Water bills. Prepare for Motor Vehicle Supplemental bills.

**BUILDING DEPARTMENT
QUARTERLY REPORT (JULY, AUGUST, SEPTEMBER, 2015)**

	ESTIMATED COST	FEES	# OF PERMITS
BUILDING	1,569,922.00	17,731.00	76
FEES		905.00 *	
ELECTRIC	495,333.00	6,213.00	37
PLUMBING	71,795.00	1,561.00	24
HEATING/AC/TANKS	536,195.00	7,077.00	41
POOLS	31,000.00	441.00	4
DEMOLITION	57,000.00	882.00	6
SIGNS	NONE	NONE	0
TOTAL	2,761,245.00	34,810.00	188

*Included in these fees are \$200.00 to close 2 permits for sale of home

SUMMARY JULY, 2015

	ESTIMATED COST	FEEES	# PERMS
BUILDING	329,001.00	4,243.00	23
ELECTRIC	340,160.00	3,997.00	16
PLUMBING	1,100.00	56.00	2
HEATING	171,527.00	2,255.00	14
POOLS	8,000.00	148.00	2
DEMO	6,000.00	118.00	2
TOTAL	855,788.00	10,817.00	59

SUMMARY AUGUST, 2015

	ESTIMATED COST	FEES	# PERM
BUILDING	311,607.00	4,039.00	23
FEES		705.00	
ELECTRIC	74,759.00	1,023.00	11
PLUMBING	43,200.00	759.00	10
HEATING	296,026.00	3,703.00	14
POOLS	20,000.00	234.00	1
DEMO	4,000.00	110.00	2
TOTAL	749,592.00	10,573.00	61

SUMMARY SEPTEMBER, 2015

	ESTIMATED COST	FEEES	# PERMS
BUILDING	929,314.00	9,449.00	30
FEEES		200.00	
ELECTRIC	80,414.00	1,193.00	10
PLUMBING	27,495.00	746.00	12
HEATING/AC/TANKS	68,642.00	1,119.00	13
POOLS	3,000.00	59.00	1
DEMOLITION	52,400.00	654.00	2
SIGNS	NONE	NONE	
TOTAL	1,161,265.00	13,420.00	68

SEYMOUR FIRE MARSHAL'S OFFICE

QUARTERLY REPORT FOR JULY TO SEPTEMBER 2015

DEPARTMENT UPDATE

Below is a brief summary of major work activities that the Seymour Fire Marshal's Office conducted during the months of July, August and September of 2015

NEW CONSTRUCTION

1. 26 – 28 Bank Street and 54 Wakely Street – The addressing of the major Code violations is a long term project. This project is continuing.
2. 45 Broad St. Congregational Church – The project of installing a lift and addressing the improvement of the fire rating of their front stairway is in progress. Periodic construction inspections are being conducted.
3. Total Sports Academy, 30 Great Hill Road – The second phase is moving forward. This includes removing all machinery and materials from the remaining section of this building from the counter top manufacture and the expanding of the sports academy to the rest of the building.
4. 16 Klarides Village Dr. basement - The project is on-going.
5. 29 Maple Street, old Anna Lopresti School – This project is on-going. Many construction activities are being performed to turn this into an apartment building. We continue to perform construction inspections.
6. 26 Main Street – The project of turning the first floor into a New Greek diner in the old Trestle Tavern has not started yet. The future of this project is unknown.
7. 50 Cogwheel Lane, Basement Systems – This new building project has begun. The building plans have been reviewed by this Office and site work along with blasting is occurring.

MISCELLANEOUS

1. The Office conducted food booths fire inspections during Pumpkin Festival.
2. I conducted some safety committee work and follow up. This included meetings and follow up activities.
3. The Office witnessed fire drills in all schools and provided suggestions where necessary.
4. DFM Willis attended Save a Life at the New Haven Fire School and picked up many free smoke and carbon monoxide alarms. These were being given out by Home Depot and Kidde.
5. I spent time scheduling and arranging the yearly fire prevention activities for this year.

BLASTING ACTIVITIES

1. 600 Derby Ave, Haynes Quarry – Blasting activities are being periodically conducted.
2. 50 Cogwheel Lane, Basement Systems – Some blasting activities have occurred at this location.

ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.
New Construction - 10 Initial Existing Buildings – 46 Re-inspections -22

Underground Propane Tank inspection – 0
2. The Office conducted its yearly inspection of all schools. This is very labor intensive along with its fire inspection reports to the Board of Education.

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

3. Blasting Complaints- 0 Fire Code complaints- 11 Meetings – 30

Detail Code Reviews – 7 Detail Follow-up Activities – 1 Burning Permits - 1

FIRE SAFETY TRAINING GIVEN

1. The Office gave our yearly fire safety training to the residents and staff of Smithfield Gardens.
2. DFM Willis conducted fire extinguisher training for the Valley Health Department upon their request.

FIRE SAFETY TRAINING ATTENDED

1. DFM Willis conducted 3 on-line classes on Fire Dynamics and National Gas Code.
2. DFM Willis attended half day training on the Fire Alarm code and 2 days of Fatality Investigation.

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

FIRE AND INCIDENT INVESTIGATIONS

1. Clinton Road car fire – This investigation remains open and some Office time continues to be spent. This investigation involved working with the ATF, State Fire Marshal's Office, Seymour PD, Woodbridge PD and Ansonia PD. A search warrant was applied for and granted to conduct the investigation of the car at Woodbridge PD.
2. 33 Deforest Street – This appears to have been an accidental fire. It caused moderate amount of damage to an apartment. The cause appears to be combustible materials to close to a water heater.
3. 15 Rolling Hills Drive – This was an accidental fire on the house's porch. Its cause was improper disposal of smoking materials. A civilian assisted with the notification of it and its extinguishment.

4. 30 Progress Avenue, Haynes Construction – A construction trailer was burned to the ground. This is an arson fire. Nobody contacted the fire or police department during its overnight burning. It is an on- going and open investigation.

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

BUDGET UPDATE

1. My repairs and maintenance line is 50% spent. This line was inadequately funded by the Board of Finance.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

1. DFM Willis continues to do a great job.

REVIEW OF GOALS FOR THE QUARTER

1. I have nothing to report.

ISSUE RESOLUTION

1. I have nothing to report on.

LOOK-AHEAD

1. The 38 Columbus Avenue apartment building from Joe Migani has not started yet. The Office has not received any plans yet.
2. Sometime in the very near future, I anticipate Basement Systems to move ahead with their other building on Progress Avenue.
3. I have attended several meetings with property owner John Allen. He anticipates going thru the process of installing a large propane dispensing tank on his property off of Silvermine Road in the very near future.

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

ESTABLISH 3 GOALS FOR UPCOMING QUARTER

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

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
October 1 2015

2015 Quarterly Report

Department: Town Clerk's Office

Dates Covered: July 1, 2015 – September 30, 2015

Prepared by: Susan DeBarber, Elizabeth Conrad and Lianna Staffieri

Department Specific Update:

- We have issued 776 dog licenses since June 1st.
- We have issued 47 marriage licenses in July, August and September.
- We issued 59 various hunting & fishing licenses this quarter.
- We recorded 790 sewer liens and releases this quarter.
- Our vitals income totaled \$3,952.00 this quarter.
- We were approved for the State Library Grant which will be used to further upgrade our land records.
- We sent in the required legal notices pertaining to the Municipal Election as required by the State.
- We received certifications by Democrat & Republican parties of endorsed candidates for municipal office.
 - We reviewed for spelling accuracy and that the number of slots for each board and commission was in compliance with the town charter and the state.
- We sent certified reports to the Secretary of State with regard to the number of vacancies available in Seymour along with names of candidates.
- Immediately after the Registrar of Voters lottery, preparation for the ballot was started and complete with the order the candidates will appear.
- We have received the absentee ballots and are ready to issue them on the start date (October 2, 2015).
- We sent reminders to campaign treasurers informing them of deadlines for filing finance reports per Elections Enforcement.

Budgetary Update:

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

Accomplishments / Recognition of Department or Members:

- Sue and Liz attended the Fall Town Clerk's Conference in September.
- Sue attended the New Haven County Town Clerk's meeting in September.
- The new State Grant will enable us to bring our land record images further back chronologically.
- Our online capabilities are being utilized. In the last quarter 543 copies were made online.

Review Goals for the Quarter:

- We continue to meet deadlines with regard to the November Municipal Election.

Issue Resolution:

- No issues at this time.

Look-Ahead:

- The November 3, 2015 Municipal Election.
- Absentee Ballots will be able to go out October 2, 2015.
- After the election we will meet with the Registrar of Voters and will complete and send in the certification of election results.

Establish 3 Goals for upcoming quarter:

- We will continue to work with the Registrar of Voters as well as the Secretary of State office in regard to the Municipal Election.
- We plan to take advantage of every educational opportunity available. In November we will be taking a class pertaining to the centralized statewide online vitals.
- Our future goal is to get our images back equal to our indexes, 1974.

ASSESSOR'S OFFICE QUARTERLY REPORT
JULY-SEPTEMBER 2015

DEPARTMENT SPECIFIC UPDATES:

Joe and Veronica canvassed the town for new businesses and businesses that have closed or moved in order to have an accurate personal property listing.

Have processed 148 rental rebate applications. Program ends October 1st.

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

Working with Vision Appraisal on 2015 Revaluation.

Prepared and forwarded to OPM Additional Veterans and Homeowner Reduction Reports.

Entered property transfers into Vision Appraisal system and reported same to OPM.

Prepared personal property declarations for mailing

Joe worked on PA490 properties (Farm & Forest).

Destroyed old files after receiving approval from the State Office of the Public Records Administrator.

BUDGETARY UPDATE:

Working within approved budget without problems.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS:

Joe and Priscilla attended a seminar in Harwinton presented by the Society for Professional Assessors.

Joe and Priscilla attended the CAAO Fall Symposium in Meriden. The topics included the new "TIF" law (Tax Increment Financing) and how to prepare for court and interviews.

REVIEW OF GOALS FOR THE QUARTER

Revaluation on target.

ISSUE RESOLUTION:

No issues.

LOOK AHEAD:

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

Process personal property declarations.

Prepare 2014 supplemental motor vehicle list.

Enter exemptions into system for 2015 Grand List.

Prepare 2015 motor vehicle list.

Finalize 2015 Revaluation.

Prepare and process 2015 Grand List.