



*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 2017**

Attached are 1th Quarter ended Revenue and Expenditure summaries for period ended September 30, 2016. 1th Quarter Revenue and Expenditures reports appear to be within budget.

Revenue projection is \$55,978,526 vs a budget of \$56,152,740 or \$174,214 under budget. This is due to state grant revenues coming in less than budget and use of fund balance not funded.

Expenditure projection is \$55,880,099 vs a budget of \$56,152,740 or a \$165,629 favorable budget. All departments are currently within their budgets. Surplus is due to non-funding of the mill rate stabilization fund.

**Accomplishments/Recognition of Department**

None

**Review Goals for the Quarter:**

1. Year end closed
2. Audit field work finished.
3. CAFR statics completed.

**Issue Resolution:**

None

**Look-Ahead:**

The department will continue with regular maintance of reconciliations and regular monthly reports. Bank reconciliations completed for all bank accounts. Complete CAFR report and schedules.

**Establish 3 Goals for upcoming quarter:**

1. Finish year end reports
2. Prepare MD&A.
3. Finish CAFR.

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

Line Item #	Title	9/30/2017 Adjusted Budget	Actual Through 9/30/2016	Estimated Actual 9/30/16 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
<b>General Property Taxes</b>							
311-0010-000-000	Property Tax	42,185,854.00	22,960,981.65	\$ 19,724,000	42,184,962	\$ (892)	
311-0011-000-000	Prior Year property tax	525,000.00	196,262.29	300,000	496,262	(28,738)	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	400,000.00	85.82	400,000	400,085.82	86	
	<b>Sub Total</b>	43,110,854.00	23,157,309.76	19,924,000	43,081,310	(29,544)	
<b>Property Taxes-Other Assessed Value</b>							
312-0000-000-000	Real Estate Conveyance	100,000.00	23,190.50	80,000	103,191	3,191	
	<b>Sub Total</b>	100,000.00	23,190.50	80,000	103,191	3,191	
<b>Penalties/Interest on Del. Taxes</b>							
319-0011-000-000	Property Tax Int. & Liens	350,000.00	94,846.63	260,000	354,847	4,847	
	<b>Sub Total</b>	350,000.00	94,846.63	260,000	354,847	4,847	
<b>Licenses and Permits</b>							
320-0010-000-000	Postal Permits	7,420.00	4,200.00	3,220	7,420	-	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30.00	2,405.00	-	2,405	2,375	
320-0030-000-000	Fire Marshall Permits and fees	2,000.00	530.00	1,470	2,000	-	
	<b>Sub Total</b>	9,450.00	7,135.00	4,690	11,825	2,375	
<b>Nonbusiness Licenses and Permits</b>							
322-0010-000-000	Dept. of Public Works	1,000.00	50.00	950	1,000	-	
322-0020-000-000	Parking Stickers	3,200.00	1,450.00	1,750	3,200	-	
322-0060-000-000	Dog Licenses	850.00	-	850	850	-	
	<b>Sub Total</b>	5,050.00	1,500.00	3,550	5,050	-	
<b>Intergovernmental Revenues</b>							
330-0010-000-000	Tuition	-	-	-	-	-	
	<b>Sub Total</b>	-	-	-	-	-	
<b>State Government Grants</b>							
334-0010-000-000	Transportation	-	-	-	-	-	
334-0012-000-000	Education Block Grant	10,128,492.00	-	10,128,492	10,128,492	-	
334-0014-000-000	Special Education Income	-	-	-	-	-	
334-0016-000-000	Education & Services	-	2,741.60	-	2,742	2,742	
334-0030-000-000	Regular Building Grants	-	-	-	-	-	
334-0035-000-000	School Miscellaneous	-	-	-	-	-	

	Sub Total	10,128,492.00	2,741.60	10,128,492	10,131,234	2,742
<b>State Government Shared Revenues</b>						
335-0010-000-000	Circuit Breaker Program	115,000.00	-	115,000	115,000	-
335-0011-000-000	Judicial Fines	3,000.00	-	3,000	3,000	-
335-0012-000-000	Disability Exemption PA	3,000.00	-	3,000	3,000	-
335-0014-000-000	Hold Harmless Grant	281,186.00	-	281,186	281,186	-
335-0016-000-000	State Provided Highway (Town Road Aid)	296,883.00	-	296,883	296,883	-
335-0018-000-000	Boat Tax	(75,910.00)	-	-	-	75,910
335-0019-000-000	Veterans Exemptions	20,000.00	-	20,000	20,000	-
335-0022-000-000	Enterprise Zone Program	5,000.00	-	5,000	5,000	-
335-0023-000-000	Dist of Telephone Tax	30,000.00	-	30,000	30,000	-
335-0024-000-000	Manufacturers Exemption	494,298.00	343,388.00	-	343,388	(150,910)
335-0030-000-000	Local Capital Projects	116,598.00	-	116,598	116,598	-
335-0035-000-000	Mashantucket Pequot Fund	67,844.00	-	67,844	67,844	-
	<b>Sub Total</b>	<b>1,356,899.00</b>	<b>343,388.00</b>	<b>938,511</b>	<b>1,281,899</b>	<b>(75,000)</b>
<b>State Govt payments in lieu of taxes</b>						
336-0010-000-000	Property tax loss	-	-	-	-	-
336-0015-000-000	Pilot Program - Smith / Ray House	-	-	-	-	-
	<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Government</b>						
341-0020-000-000	Town Clerk	130,000.00	24,256.82	105,000	129,257	(743)
341-0030-000-000	Planning & Zoning	10,000.00	1,801.00	8,200	10,001	1
341-0035-000-000	Zoning Board of Appeals	1,000.00	116.00	884	1,000	-
341-0038-000-000	Inland Wetlands	3,000.00	120.00	2,880	3,000	-
	<b>Sub Total</b>	<b>144,000.00</b>	<b>28,293.62</b>	<b>116,964</b>	<b>143,258</b>	<b>(742)</b>
<b>Public Safety</b>						
342-0020-000-000	Town Clerk Lic Fund	6,500.00	-	6,500	6,500	-
342-0040-000-000	Building Inspector	130,000.00	22,936.00	110,000	132,936	2,936
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-
	<b>Sub Total</b>	<b>136,500.00</b>	<b>22,936.00</b>	<b>116,500</b>	<b>139,436</b>	<b>2,936</b>
<b>Sanitation</b>						
344-0030-000-000	Transfer Station - Commercial	35,000.00	1,480.00	33,510	35,000	-
344-0035-000-000	Residential Transfer Station	12,500.00	1,637.00	10,800	12,437	(63)
344-0038-000-000	Revenue from recycling	10,000.00	2,944.80	7,000	9,945	(55)
	<b>Sub Total</b>	<b>57,500.00</b>	<b>6,071.80</b>	<b>51,310</b>	<b>57,382</b>	<b>(118)</b>
<b>Health</b>						
345-0050-000-000	Dog Wardens receipts	3,000.00	-	3,000	3,000	-
	<b>Sub Total</b>	<b>3,000.00</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>Culture-Recreation</b>						
347-0031-000-000	Seymour Recreation Programs	30,000.00	5,450.59	25,000	30,451	451
347-0031-000-000	Recreation program misc	29,868.00	512.58	29,350	29,863	(5)

347-0032-000-000	Senior Center Programs	44,314.00	4,412.00	39,900	44,312	(2)
347-0030-000-000	Membership dues	1,000.00	784.00	216	1,000	-
347-0034-000-000	Recreation summer camps	21,662.00	15,329.10	6,333	21,662	0
347-0035-000-000	Recreation karate	10,000.00	763.16	9,237	10,000	0
347-0036-000-000	Recreation LEGO	4,525.00	-	4,525	4,525	-
347-0037-000-000	senior lunch	4,000.00	-	4,000	4,000	-
347-0038-000-000	Recreation/Senior Other	2,815.00	484.74	2,330	2,815	(0)
347-0039-000-000	Recreation/Senior Sports	12,061.00	2,757.72	9,303	12,061	(0)
	<b>Sub Total</b>	160,245.00	30,483.89	94,466	105,625	443
	<b>Miscellaneous Revenues</b>					
350-0005-000-000	Police Reports	1,000.00	475.00	525	1,000	-
350-0010-000-000	Miscellaneous	5,250.00	2,849.09	2,400	5,249	(1)
350-0015-000-000	Housing Authority	-	-	-	-	-
350-0020-000-000	Sale of surplus property	-	-	-	-	-
350-0025-000-000	Police Admin Fee	38,000.00	13,447.50	24,553	38,001	1
	Grants Admin Fees	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	3,900.00	975.00	2,925	3,900	-
350-0100-000-000	Skate Park	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	17,500.00	4,583.84	12,906	17,500	(0)
350-0035-000-000	Miscellaneous	-	2,376,956.36	(2,376,956.36)	-	-
350-0100-000-000	Skate Park Land	-	1.00	-	1	1
	<b>Sub Total</b>	65,650.00	2,399,287.79	(2,333,647)	65,650	0
	<b>Fines</b>					
351-0031-000-000	Ordinance fines	100.00	-	100	100	-
351-0030-000-000	Parking Fines	5,000.00	1,975.00	3,025	5,000	-
	<b>Sub Total</b>	5,100.00	1,975.00	3,125	5,100	-
	<b>Special Assessments</b>					
355-0010-000-000	Sewer Assessments	296,000.00	20,793.50	270,000	290,794	(4,207)
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000.00	92,617.59	32,000	124,618	(382)
355-0025-000-000	Water Assessment Interest	8,000.00	34,777.69	-	34,778	26,778
	<b>Sub Total</b>	428,000.00	148,188.78	302,000	450,189	22,189
	<b>Investment Earnings</b>					
361-0010-000-000	Interest General Fund	12,000.00	3,776.19	8,224	12,000	0
	<b>Sub Total</b>	12,000.00	3,776.19	8,224	12,000	0
	<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	80,000.00	-	-	-	(80,000)
	<b>Sub Total</b>	80,000.00	-	-	-	(80,000)
	<b>Grand Total All Town Revenues</b>	56,152,740.00	28,288,144.58	\$ 29,719,049	\$ 55,978,526	(174,214)

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

Line Item #	Title	6/30/2017 Adjusted Budget	Actual Through 9/30/2016	Estimated Actual 9/30/16 thru 6/30/17	Total Actual & Estimated for 6/30/2017	Over (Under) Budget	Explanation for Significant Variances
	Planning & Zoning	23,296	5,945	17,000	22,945	(351)	
	Board of Finance	69,595	18,467	51,128	69,595	(0)	
	Town Meetings Public Hearings	4,200	196	2,000	2,196	(2,004)	
	Probate Court	14,000	-	14,000	14,000	-	
	Selectmen's Office	283,540	60,459	223,000	283,459	(81)	
	Economic Development	78,861	10,216	65,000	75,216	(3,645)	
	Economic Development Commission	2,500	50	2,000	2,050	(450)	
	Downtown Committee	-	-	-	-	-	
	Registrars of Voters	91,700	9,212	62,000	71,212	(20,488)	
	Finance Department	274,447	62,447	212,000	274,447	0	
	Tax Collector	162,521	38,858	123,000	161,858	(663)	
	Town Treasurer	5,200	1,300	3,900	5,200	-	
	Assessors Office	183,730	42,576	141,000	183,576	(154)	
	Board of Assessment Appeals	150	50	100	150	-	
	Town Counsel	290,000	60,745	229,255	290,000	(0)	
	Town Clerk	207,024	40,425	166,599	207,024	0	
	Printing & Legal Ads	15,000	4,951	10,049	15,000	0	
	Conservation Protection Agency	4,625	562	4,063	4,625	0	
	Inland/Wetlands	12,015	3,837	8,178	12,015	-	
	Board of Zoning Appeals	800	120	680	800	-	
	Town Planner	37,065	6,554	28,000	34,554	(2,511)	
	Town Computers / Data Processing	97,500	-	97,500	97,500	-	
	Town Buildings	521,309	111,523	409,000	520,523	(786)	
	Town Engineer	107,307	29,566	77,741	107,307	0	
	Blight Officer	8,950	2,230	6,720	8,950	0	
	Town Contributions	29,325	11,500	17,825	29,325	-	
	Personnel Benefits	-	-	-	-	-	
	Sick Pay	191,083	-	191,083	191,083	-	
	Health Insurance	2,143,636	725,090	1,418,546	2,143,636	0	
	Social Security	342,961	87,027	255,934	342,961	(0)	
	Retirement	956,896	233,680	723,216	956,896	(0)	
	Longevity	93,168	17,024	75,000	92,024	(1,144)	
	Town Insurance	1,618,556	659,459	959,097	1,618,556	(0)	
	<b>General Government</b>	<b>\$ 7,870,960</b>	<b>\$ 2,244,068</b>	<b>\$ 5,594,614</b>	<b>\$ 7,838,682</b>	<b>(32,278)</b>	
	Police Department	4,136,069	823,407	3,312,662	4,136,069	(0)	
	Communication Commission	203,599	96,684	106,915	203,599	0	
	Emergency Management	27,260	16,033	11,227	27,260	0	

EMS Commission	200	50	150	200	-
Seymour Ambulance	64,305	21,206	43,099	64,305	(0)
Valley Emergency Medical Services	31,827	17,092	-	31,827	-
Lake Authority	17,092	17,092	-	17,092	-
Fire Department	402,530	28,905	373,625	402,530	0
Water - Fire Hydrants	367,472	60,290	307,222	367,472	0
Fire Marshal	124,694	28,192	96,502	124,694	(0)
Office of Compliance	107,534	27,133	80,401	107,534	(0)
<b>Public Safety</b>	<b>5,482,582</b>	<b>1,150,779</b>	<b>4,331,803</b>	<b>5,482,582</b>	<b>0</b>
Highway Wages & Maintenance	1,859,846	505,006	1,439,000	1,944,006	84,160
Highway Materials	190,793	3,864	186,929	190,793	(0)
Street Lighting	208,110	43,754	164,356	208,110	0
<b>Highways and Streets</b>	<b>2,258,749</b>	<b>552,624</b>	<b>1,790,285</b>	<b>2,342,909</b>	<b>84,160</b>
Sanitation	98,957	9,562	90,395	98,957	(0)
Waste Collection	961,244	171,820	789,424	961,244	0
<b>Sanitation</b>	<b>1,061,201</b>	<b>181,382</b>	<b>-</b>	<b>1,061,201</b>	<b>0</b>
Valley Health Department	113,278	28,320	84,958	113,278	(0)
Dog Warden Canine Office	50,350	1,104	49,246	50,350	(0)
Town Health Contributions	14,907	6,857	8,050	14,907	-
Services to the Elderly	146,688	28,073	118,615	146,688	(0)
<b>Health and Welfare</b>	<b>325,223</b>	<b>64,353</b>	<b>260,869</b>	<b>325,222</b>	<b>(1)</b>
Recreation Commission	242,880	99,445	143,435	242,880	-
Culture & Arts Commission	20,600	967	19,000	19,967	(633)
Recreation Program Contributions	38,000	14,000	24,000	38,000	-
Parks	144,700	17,780	126,000	143,780	(920)
Library	356,642	111,811	220,000	331,811	(24,831)
Valley Council of Governments	6,804	6,804	-	6,804	-
<b>Culture &amp; Recreation</b>	<b>809,626</b>	<b>250,807</b>	<b>532,436</b>	<b>783,242</b>	<b>(26,384)</b>
<b>Board of Education</b>	<b>32,598,415</b>	<b>6,634,742</b>	<b>25,964,673</b>	<b>32,599,415</b>	<b>0</b>
Principle	3,677,500	3,155,160	522,340	3,677,500	-
Interest	1,212,484	432,896	779,588	1,212,484	0
<b>Debt Service</b>	<b>4,889,984</b>	<b>3,588,056</b>	<b>1,301,928</b>	<b>4,889,984</b>	<b>0</b>
Senior Citizen Freeze	50,000	-	50,000	50,000	-
Town Capital	600,000	885	300,000	300,885	(299,115)
Town Contingency	205,000	976	205,000	205,976	976
<b>Total Town Expenditures</b>	<b>\$ 56,152,740</b>	<b>\$ 14,668,673</b>	<b>\$ 40,331,607</b>	<b>\$ 55,880,099</b>	<b>(272,641)</b>

## 3rd Quarterly Report 2016

Economic Development

7/1-9/30/16

Fred A. Messore

**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:** Ribbon Cutting for Stone's Throw located at 337 Roosevelt Dr. formerly the Lake House (Represented the Buyer), Attended Bldg. 9 Ribbon Cutting for 50 Cogwheel Dr. Basement Systems (Tax Incentive), Sent Bids out for Inspector and Construction for Greenway Trail, Toured LoPresti Luxury Apartments that were 75% leased and Developer wants to further invest in Town

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

Downtown Parking Lots 1, 2 &3 were installed on August 10, 2016

New Name for Silvermine Industrial Park was approved on 10/4at the BOS meeting, the New Name will be "Silvermine Commerce and Technology Park"

Bid for Greenway Trail State Project No. 124-170 was sent out and received but will have to go out to bid again due to being over original budget

**Issue Resolution:** Received Project Authorization Letter (PAL) for State Project 124-170 Seymour Greenway Trail

Worked with staff on having Project Inspection Bid for Greenway Project from Milone & MacBroom received

Hosted and Conducted Road Safety Audit for the Greenway Trail and Bridge Proposal for connecting Broad St Park and the Fishway parking lot with CT DOT and Local Depts.



# TOWN OF SEYMOUR

## Seymour Economic Development

1 First Street, Seymour, CT 06483

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

[www.seymouredc.com](http://www.seymouredc.com)

Better signage was installed to better information traffic from traveling on lower Silvermine Rd  
Advertised and Received Bid for Greenway Trail 124-170

Bid over Budget and not accepted and prepared documents for Re-Bid Authority from CTDOT  
Contacted and placed Adopt a Spot Sponsors on notice to have areas maintained or placed at  
risk of losing their sponsor location to another party

**Look Ahead:** Continue to Work CTDOT, Milone and MacBroom and Town Departments for  
Construction Bid for Greenway Trail and Linear Park Phase 1. Work with Town Departments and  
CTDOT to have access intersection located at Silvermine Rd / Route 67 for better signage  
directed truck traffic

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

1. Send Construction Re-Bid out Phase 1 of the Seymour Greenway Trail and Linear Park
2. Work with EDC to design, pay for and install new signage "Welcome to Seymour" sign at  
Rte. 334/188 Roundabout
3. Work with Owners and Representatives from former Housatonic Wire and Seymour  
Lumber Sites and Tri-Town in demolishing of unused buildings



*A Small Town for Big Business*



**Christine Syriac**  
Superintendent of Schools  
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## QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 07/01/16-09/30/16

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.*

- 08/22/16
1. Congratulations to the graduates of the Class of 2016! The graduation ceremony was a complete success; the weather was beautiful and the students happily accepted their diplomas. Best of luck to all of our graduates as they begin the next phase in life, whether it is going to college, joining the military, or beginning their careers
  2. Congratulations to the Seymour High School softball team on winning the championship against Rocky Hill with a score of 10-1. Great job Molly Adamo, Ashley Andes, Chelsea Avila, Brooke Bowns, Reilly Bronson, Isabella Calabro, Alyssa Cosciello, Sierra Cripps, Gina Ferrara, Rebecca Findley, Jenna Geffert, Raeanne Geffert, Amanda Harkins, Rebecca Johnson, Victoria Kellogg, Shari Minalga, Caitlyn O'Hara, Cassie Rossetti, and Coach Pereiras!
  3. Congratulations to the students who successfully completed the Career and Technical Education assessment resulting in Seymour High School being ranked #1 for Business Management, #1 for CADD and #6 in Personal Finance. Seymour High School is ranked #7 out of the 122 schools that take the CTE assessment. Thank you to the proud teachers, Michael Catanese, Joe Perrucci, Kathy Verlezza, Michael Stock, and Jennifer Sardo.
- 09/06/16
1. Thank you to our team of custodians who worked throughout the summer to make our schools beautiful for the first day of classes!

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

- Goal #1** Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap (In Progress)
- a) Summer Curriculum Work
  - b) Revision to the School Improvement Plan Template
  - c) District benchmark assessments – Measures of Academic Progress – District Data Team reviewed results and set new goals for 2016-2017.
  - d) NEASC evaluation completed at Seymour High School Draft Report Presented

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

- Transition to a new student information system – Power School (time intensive work during the summer months for the It and administrative staff.
- Developed a new centralized registration system for implementation beginning October 1.

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

- a) Back to School Nights in September
- b) Class visitations for Parents – September/October

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

Summer work projects, much of the work on buildings that had been delayed during the previous school year due to budgetary constraints was completed during the summer months upon receipt of the new budget. See attached list of summer work.

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

1. Transition to new Student Information System and grading portal with the eventual transition to a new web site for the district.

**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, 2016

**Balance Sheet / Revenues/ Cash Flow**

The Business Office has completed initial field 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, 2016 due date.

**Expenditures**

The attached expenditure report includes the year to date activity for the fiscal year ending August, 2016. In addition, a check register outlining all checks issued July 1, 2016 through August 31, 2016 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. 26. 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 2016-17 to the Town Internal Services Fund. Additionally, \$180,000 was transferred to the Town Internal Services Fund for our budgeted self insured dental costs for 2016-17.

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. 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, 2017 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. Please note that, per the Finance subcommittee request, A/C 563 Tuition - Special Ed has been adjusted to reflect the Special Ed Excess Cost Grant.

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. As we have done in prior year's, we will be freezing A/C 745 Equipment - Technology until the Spring, 2017 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 Summary  
 Year to date as of August 30, 2016

	Original Budget	Transfers	Adjusted Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
110 Administration	\$ 1,911,775	\$ -	\$ 1,911,775	\$ -	\$ 288,395	\$ 1,623,380	84.9%
111 Teachers - Regular Instruction	\$ 10,086,550	\$ -	\$ 10,086,550	\$ -	\$ 390,525	\$ 9,696,025	96.1%
112 Teachers - Special Ed Instruction	\$ 1,365,517	\$ -	\$ 1,365,517	\$ -	\$ 45,620	\$ 1,319,897	96.7%
113 Appendix E Non-Sport Stipend	\$ 114,961	\$ -	\$ 114,961	\$ -	\$ -	\$ 114,961	100.0%
114 Teachers - Unified Arts Instruction	\$ 653,285	\$ -	\$ 653,285	\$ -	\$ 59,860	\$ 593,425	90.8%
115 Teachers - Guidance Services	\$ 736,624	\$ -	\$ 736,624	\$ -	\$ 26,726	\$ 709,898	96.4%
116 Teachers - Student Support Services	\$ 781,309	\$ -	\$ 781,309	\$ -	\$ 32,561	\$ 748,748	95.8%
117 Nursing Services	\$ 207,110	\$ -	\$ 207,110	\$ -	\$ 25,384	\$ 181,726	87.7%
118 Teachers - Library/Media Specialist	\$ 242,054	\$ -	\$ 242,054	\$ -	\$ 9,310	\$ 232,744	96.2%
119 Substitutes - Certified staff	\$ 206,500	\$ -	\$ 206,500	\$ -	\$ -	\$ 206,500	100.0%
Sub total Certified Staff	\$ 16,305,685	\$ -	\$ 16,305,685	\$ -	\$ 878,380	\$ 15,427,305	94.6%
120 Custodial Services	\$ 1,145,680	\$ -	\$ 1,145,680	\$ -	\$ 175,100	\$ 970,580	84.7%
121 Monitor Paraprofessionals	\$ 33,743	\$ -	\$ 33,743	\$ -	\$ -	\$ 33,743	100.0%
122 Clerical Paraprofessionals	\$ 286,231	\$ -	\$ 286,231	\$ -	\$ -	\$ 286,231	100.0%
123 S/Ed Instructional Paraprofessional	\$ 824,978	\$ -	\$ 824,978	\$ -	\$ -	\$ 824,978	100.0%
124 Reg. Ed. Instructional Paraprofess.	\$ 88,053	\$ -	\$ 88,053	\$ -	\$ -	\$ 88,053	100.0%
125 Appendix E Sports Stipends	\$ 231,078	\$ -	\$ 231,078	\$ -	\$ -	\$ 231,078	100.0%
126 Tutor Services	\$ 96,700	\$ -	\$ 96,700	\$ -	\$ 3,699	\$ 93,001	96.2%
127 Special Education Summer School	\$ 75,750	\$ -	\$ 75,750	\$ -	\$ 80,953	\$ (5,203)	-6.9%
128 Office / Secretarial Services	\$ 781,000	\$ -	\$ 781,000	\$ -	\$ 83,643	\$ 697,357	89.3%
129 Substitutes - Non Certified Staff	\$ 72,000	\$ -	\$ 72,000	\$ -	\$ -	\$ 72,000	100.0%
130 Security Services	\$ 62,920	\$ -	\$ 62,920	\$ -	\$ -	\$ 62,920	100.0%
140 Technical Services	\$ 221,360	\$ -	\$ 221,360	\$ -	\$ 41,422	\$ 179,938	81.3%
Sub total Non-Certified Staff	\$ 3,919,493	\$ -	\$ 3,919,493	\$ -	\$ 384,818	\$ 3,534,675	90.2%
210 Health Insurance	\$ 3,905,205	\$ -	\$ 3,905,205	\$ -	\$ 941,343	\$ 2,963,862	75.9%
211 Life Insurance	\$ 48,325	\$ -	\$ 48,325	\$ -	\$ 7,589	\$ 40,736	84.3%
220 S.S./Medicare	\$ 561,842	\$ -	\$ 561,842	\$ -	\$ 66,018	\$ 495,824	88.2%
230 Pension Contribution	\$ 417,735	\$ -	\$ 417,735	\$ -	\$ 36,721	\$ 381,014	91.2%
240 Tuition Reimbursement	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 450	\$ 37,550	98.8%
250 Unemployment Compensation	\$ 17,500	\$ -	\$ 17,500	\$ -	\$ -	\$ 17,500	100.0%
260 Workers Compensation	\$ 150,500	\$ -	\$ 150,500	\$ -	\$ 150,000	\$ 500	0.3%
295 Retiree Benefits	\$ 127,814	\$ -	\$ 127,814	\$ -	\$ 4,087	\$ 123,727	96.8%
Sub total Employee Benefits	\$ 5,266,921	\$ -	\$ 5,266,921	\$ -	\$ 1,206,207	\$ 4,060,714	77.1%
320 Professional Educational Services	\$ 196,500	\$ -	\$ 196,500	\$ -	\$ -	\$ 196,500	100.0%
330 Other Professional Services	\$ 365,000	\$ -	\$ 365,000	\$ 9,904	\$ 35,699	\$ 319,396	87.5%
335 Professional/Curriculum Development	\$ 60,000	\$ -	\$ 60,000	\$ 10,000	\$ 1,113	\$ 48,887	81.5%
340 Technical Services	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	100.0%
Sub total Professional Services	\$ 628,500	\$ -	\$ 628,500	\$ 19,904	\$ 36,813	\$ 571,783	91.0%
411 Water & Sewer Fees	\$ 63,400	\$ -	\$ 63,400	\$ -	\$ 5,351	\$ 58,049	91.6%
424 Grounds Maintenance	\$ 60,000	\$ -	\$ 60,000	\$ 40,379	\$ 950	\$ 18,671	31.1%
430 Building Contract Services	\$ 153,500	\$ -	\$ 153,500	\$ 61,583	\$ 50,659	\$ 41,258	26.9%
431 Building Repair & Maintenance	\$ 300,000	\$ -	\$ 300,000	\$ 155,214	\$ 6,895	\$ 137,891	46.0%
433 Equipment Repair & Maintenance	\$ 35,000	\$ -	\$ 35,000	\$ 20,012	\$ 1,532	\$ 13,457	38.4%
434 Equipment Contract Services	\$ 73,250	\$ -	\$ 73,250	\$ 38,254	\$ 6,660	\$ 28,336	38.7%
440 Equipment Lease / Rental	\$ 173,330	\$ -	\$ 173,330	\$ 73,772	\$ 12,341	\$ 87,216	50.3%
450 Technology Contract Services	\$ 139,000	\$ -	\$ 139,000	\$ 21,922	\$ 107,749	\$ 9,329	6.7%
Sub total Infrastructure Services	\$ 997,480	\$ -	\$ 997,480	\$ 411,136	\$ 192,137	\$ 394,207	39.5%

	Original Budget	Transfers	Adjusted Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
510 Transportation - Regular	\$ 890,920	\$ -	\$ 890,920	\$ 870,427	\$ 14,807	\$ 5,686	0.6%
512 Transportation - Vo-Ag Schools	\$ 25,480	\$ -	\$ 25,480	\$ 25,480	\$ -	\$ -	0.0%
516 Transportation - S/Ed Local	\$ 288,600	\$ -	\$ 288,600	\$ 266,600	\$ 20,839	\$ 1,161	0.4%
517 Transportation - S/Ed Non Local	\$ 465,340	\$ -	\$ 465,340	\$ 414,840	\$ 50,824	\$ (324)	-0.1%
519 Transportation - Student Activity	\$ 56,500	\$ -	\$ 56,500	\$ 56,500	\$ -	\$ -	0.0%
Sub total Transportation Services	\$ 1,726,840	\$ -	\$ 1,726,840	\$ 1,633,847	\$ 86,470	\$ 6,523	0.4%
520 Property Insurance	\$ 87,140	\$ -	\$ 87,140	\$ -	\$ 87,140	\$ -	0.0%
521 Liability Insurance	\$ 102,339	\$ -	\$ 102,339	\$ -	\$ 102,339	\$ -	0.0%
529 Athletic Insurance	\$ 31,832	\$ -	\$ 31,832	\$ -	\$ 31,832	\$ -	0.0%
Sub total Insurance	\$ 221,311	\$ -	\$ 221,311	\$ -	\$ 221,311	\$ -	0.0%
530 Communications	\$ 129,555	\$ -	\$ 129,555	\$ 65,235	\$ 14,223	\$ 50,097	38.7%
561 Tuition - Special Ed Public Schools	\$ 45,800	\$ -	\$ 45,800	\$ -	\$ -	\$ 45,800	100.0%
562 Tuition - Regular Ed Public Schools	\$ 332,055	\$ -	\$ 332,055	\$ -	\$ -	\$ 332,055	100.0%
563 Tuition - S/Ed Private Facilities	\$ 1,450,447	\$ -	\$ 1,450,447	\$ 259,468	\$ -	\$ 1,190,979	82.1%
Special Ed Excess Cost Grant	\$ (647,527)	\$ -	\$ (647,527)	\$ -	\$ -	\$ (647,527)	100.0%
564 Tuition - Reg Ed. Private Facilities	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	100.0%
Sub total Tuition	\$ 1,188,775	\$ -	\$ 1,188,775	\$ 259,468	\$ -	\$ 929,307	78.2%
580 Travel	\$ 30,150	\$ -	\$ 30,150	\$ -	\$ 848	\$ 29,302	97.2%
590 Adult Education Services	\$ 92,695	\$ -	\$ 92,695	\$ -	\$ -	\$ 92,695	100.0%
610 Office Supplies	\$ 67,000	\$ -	\$ 67,000	\$ 17,811	\$ 889	\$ 48,300	72.1%
611 Instructional Supplies	\$ 216,000	\$ -	\$ 216,000	\$ 157,106	\$ 4,254	\$ 54,640	25.3%
612 Instructional Supplies-S/ED	\$ 12,900	\$ -	\$ 12,900	\$ 576	\$ 989	\$ 11,335	87.9%
613 Custodial Supplies	\$ 163,250	\$ -	\$ 163,250	\$ 88,396	\$ 1,684	\$ 73,170	44.8%
615 Technology Supplies	\$ 38,625	\$ -	\$ 38,625	\$ 9,788	\$ -	\$ 28,837	74.7%
622 Electricity	\$ 685,800	\$ -	\$ 685,800	\$ -	\$ 63,801	\$ 621,999	90.7%
624 Heating Fuel	\$ 240,075	\$ -	\$ 240,075	\$ -	\$ 7,476	\$ 232,599	96.9%
625 Bus Fuel	\$ 108,960	\$ -	\$ 108,960	\$ -	\$ 3,930	\$ 105,030	96.4%
641 Textbooks & Curricular Materials	\$ 145,500	\$ -	\$ 145,500	\$ 54,146	\$ 3,114	\$ 88,240	60.6%
642 Library / Reference Materials	\$ 35,250	\$ -	\$ 35,250	\$ 3,118	\$ -	\$ 32,132	91.2%
645 Software - Instructional	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500	100.0%
690 Athletic Supplies	\$ 50,500	\$ -	\$ 50,500	\$ 33,201	\$ 4,024	\$ 13,275	26.3%
Sub total Supplies	\$ 1,771,360	\$ -	\$ 1,771,360	\$ 364,143	\$ 90,160	\$ 1,317,057	74.4%
730 Equipment - Instructional	\$ 9,500	\$ -	\$ 9,500	\$ 8,506	\$ -	\$ 994	10.5%
731 Equipment - Non Instructional	\$ 28,300	\$ -	\$ 28,300	\$ 26,369	\$ -	\$ 1,931	6.8%
745 Equipment - Technology	\$ 224,100	\$ -	\$ 224,100	\$ 20,830	\$ -	\$ 203,270	90.7%
Sub total Equipment	\$ 261,900	\$ -	\$ 261,900	\$ 55,705	\$ -	\$ 206,195	78.7%
810 Dues & Fees	\$ 42,000	\$ -	\$ 42,000	\$ 1,260	\$ 29,455	\$ 11,285	26.9%
890 Conference/Seminars	\$ 16,750	\$ -	\$ 16,750	\$ -	\$ 422	\$ 16,328	97.5%
Total Expenditures	\$ 32,599,415	\$ -	\$ 32,599,415	\$ 2,810,698	\$ 3,141,243	\$ 26,647,474	81.7%

Check Register by Date Range by Fund  
 Seymour Public Schools 2016-17  
 7/1/2016 through 8/30/2016  
 Fund 01

<u>Vendor</u>	<u>Check Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Comments</u>
<u>Payroll Account</u>				
AFLAC	7/5/2016	41001	\$258.13	
AFLAC	7/6/2016	41015	\$217.17	
AFLAC	7/19/2016	41019	\$237.65	
AFLAC	8/2/2016	41034	\$237.65	
AFLAC	8/10/2016	41048	\$237.65	
AFLAC	8/16/2016	41050	\$237.65	
Allison Acquavella	7/22/2016	41030	\$659.48	
Ameriprise Financial Services	7/5/2016	41002	\$100.00	
Ameriprise Financial Services	7/19/2016	41020	\$100.00	
Ameriprise Financial Services	8/2/2016	41035	\$100.00	
Ameriprise Financial Services	8/16/2016	41051	\$425.00	
Anthem Blue Cross & Blue Shield	7/29/2016	41033	\$33,133.64	Employee Payroll Co-Pay
Anthem Blue Cross & Blue Shield	8/10/2016	41049	\$16,625.28	Employee Payroll Co-Pay
AXA Equitable Life Insurance Co	7/5/2016	41003	\$12,229.00	Tax Sheltered Annuity - Employee
AXA Equitable Life Insurance Co	7/19/2016	41021	\$12,229.00	Tax Sheltered Annuity - Employee
AXA Equitable Life Insurance Co	8/2/2016	41036	\$12,229.00	Tax Sheltered Annuity - Employee
AXA Equitable Life Insurance Co	8/16/2016	41052	\$12,945.00	Tax Sheltered Annuity - Employee
Benjamin Stec	7/7/2016	41018	\$624.86	
Carol Perez	7/6/2016	41016	\$40.96	
Citistreet Retirement	7/5/2016	41004	\$9,579.00	Tax Sheltered Annuity - Employee
Citistreet Retirement	7/19/2016	41022	\$9,579.00	Tax Sheltered Annuity - Employee
Citistreet Retirement	8/2/2016	41037	\$9,804.00	Tax Sheltered Annuity - Employee
Citistreet Retirement	8/16/2016	41053	\$11,003.33	Tax Sheltered Annuity - Employee
CSEA Inc. (SEC)	7/5/2016	41005	\$416.00	
CSEA Inc. (SEC)	8/2/2016	41038	\$416.00	
Deborah Bennett	8/19/2016	41061	\$946.42	
Housatonic Teachers Fed. C.U.	7/5/2016	41006	\$16,427.50	Credit Union - Employee
Housatonic Teachers Fed. C.U.	7/19/2016	41023	\$16,427.50	Credit Union - Employee
Housatonic Teachers Fed. C.U.	8/2/2016	41039	\$16,427.50	Credit Union - Employee
Housatonic Teachers Fed. C.U.	8/16/2016	41054	\$19,099.50	Credit Union - Employee
Jennifer Karpovich	8/19/2016	41062	\$971.26	
John Reilly	7/25/2016	41031	\$565.47	
Liberty Bank	7/5/2016	41007	\$13,287.86	Employee Payroll deduction-HAS
Liberty Bank	7/6/2016	41017	\$254,500.00	Employer contribution to HAS
Liberty Bank	7/19/2016	41024	\$11,287.86	Employee Payroll deduction-HAS
Liberty Bank	8/2/2016	41040	\$11,262.86	Employee Payroll deduction-HAS
Liberty Bank	8/16/2016	41055	\$12,503.21	Employee Payroll deduction-HAS
LOCAL 1303 COUNCIL #025	7/5/2016	41008	\$644.00	
LOCAL 1303 COUNCIL #025	8/2/2016	41041	\$603.75	
Mallory Briggs	8/22/2016	41063	\$340.45	
MetLife Insurance Company USA	7/5/2016	41009	\$2,480.00	Tax Sheltered Annuity - Employee
MetLife Insurance Company USA	7/19/2016	41025	\$2,480.00	Tax Sheltered Annuity - Employee
MetLife Insurance Company USA	8/2/2016	41042	\$2,480.00	Tax Sheltered Annuity - Employee
MetLife Insurance Company USA	8/16/2016	41056	\$2,655.00	Tax Sheltered Annuity - Employee
Oppenheimer Funds Distributor	7/5/2016	41010	\$2,038.00	Tax Sheltered Annuity - Employee
Oppenheimer Funds Distributor	7/19/2016	41026	\$2,063.00	Tax Sheltered Annuity - Employee

Oppenheimer Funds Distributor	8/2/2016	41043	\$2,063.00	Tax Sheltered Annuity - Employee
Oppenheimer Funds Distributor	8/16/2016	41057	\$2,093.00	Tax Sheltered Annuity - Employee
Prudential	7/5/2016	41011	\$230.00	
Prudential	7/19/2016	41027	\$230.00	
Prudential	8/2/2016	41044	\$230.00	
Prudential	8/16/2016	41058	\$430.00	
Seymour Administrator's Assoc.	7/5/2016	41012	\$500.00	
Seymour Administrator's Assoc.	8/2/2016	41045	\$500.00	
Seymour Board of Education FSA Account	7/19/2016	41028	\$523.00	
State of Connecticut - MERF	7/25/2016	41032	\$4,033.45	
State of Connecticut - MERF	8/17/2016	41060	\$3,857.45	
UPSEU	7/5/2016	41013	\$115.00	
UPSEU	8/2/2016	41046	\$115.00	
Valley United Way	7/5/2016	41014	\$147.66	
Valley United Way	7/19/2016	41029	\$147.66	
Valley United Way	8/2/2016	41047	\$147.66	
Valley United Way	8/16/2016	41059	\$154.66	

**Accounts Payable**

Sarah LeBlanc	7/8/2016	751001	\$154.36	
Access Transportation Solutions	7/14/2016	751003	\$2,730.00	
Accuspec Inc.	8/16/2016	751131	\$2,333.07	
ACES	7/14/2016	751004	\$333.45	
ACES	7/14/2016	751005	\$6,285.13	OT / PT Services
ACES	7/14/2016	751006	\$226.90	
ACES	8/10/2016	751112	\$250.00	
ACES/SCASA	8/10/2016	751113	\$300.00	
Administrator, Unemployment Compensation	8/16/2016	751132	\$550.00	
Advanced Copy Technologies	7/15/2016	751037	\$3,513.82	
Advanced Corporate Networking, Inc.	7/22/2016	751043	\$5,614.80	Annual Software Maintenance contr
Advanced Corporate Networking, Inc.	8/10/2016	751114	\$2,359.90	
Agile Sports Technologies	8/25/2016	751188	\$2,599.00	
Airgas National Carbonation	7/22/2016	751044	\$212.71	
Airgas National Carbonation	8/16/2016	751133	\$404.46	
Airgas National Carbonation	8/25/2016	751189	\$177.29	
Airgas USA, LLC	7/22/2016	751045	\$125.00	
Airgas USA, LLC	8/25/2016	751190	\$128.36	
Alexanders Hardware	7/14/2016	751007	\$2,764.49	
Alexanders Hardware	7/14/2016	751008	\$1,334.50	
Alexanders Hardware	8/16/2016	751134	\$1,745.23	
All-Star Transportation	8/16/2016	751135	\$37,016.40	Summer Bus Service
All-Star Transportation	8/16/2016	751136	\$108.65	
All-Star Transportation	8/16/2016	751137	\$44,799.00	Summer Bus Service
All-Star Transportation	8/23/2016	751180	\$12,653.36	Summer Bus Service
Allstate Wood Flooring Corp	7/14/2016	751009	\$2,800.00	
American School for the Deaf	8/16/2016	751138	\$95.00	
Andersons Its Elementary	8/16/2016	751139	\$192.38	
Anthem Blue Cross & Blue Shield	7/29/2016	751093	\$223,002.19	Health Insurance
Anthem Blue Cross & Blue Shield	7/29/2016	751094	\$46,216.02	Health Insurance
Anthem Blue Cross & Blue Shield	8/10/2016	751111	\$240,347.19	Health Insurance
Anthem Blue Cross & Blue Shield	8/10/2016	751115	\$46,216.02	Health Insurance
Anthem Life	7/22/2016	751046	\$3,929.88	
Anthem Life	8/10/2016	751116	\$3,658.98	

Aquarion Water Co. of CT	7/15/2016	751038	\$337.34	
Aquarion Water Co. of CT	7/31/2016	751104	\$2,395.47	
Aquarion Water Co. of CT	8/17/2016	751173	\$821.61	
ASCD	8/16/2016	751140	\$988.77	
Awards USA	7/22/2016	751047	\$145.54	
Barnes & Noble, Inc.	8/25/2016	751191	\$59.88	
BenHaven	7/14/2016	751012	\$11,700.00	Outplaced Student Tuition
Bernadette Hamad	8/25/2016	751193	\$87.74	
B-Fore Play	7/14/2016	751010	\$13,850.00	Grounds Maintenance
B-Fore Play	7/14/2016	751011	\$300.00	
Blanchette Sporting Goods, Inc	8/16/2016	751142	\$1,430.00	
Blanchette Sporting Goods, Inc	8/16/2016	751143	\$2,594.00	
Blanchette Sporting Goods, Inc	8/16/2016	751144	\$132.00	
Bollinger Specialty Group	7/22/2016	751048	\$31,832.00	Student Athletic Insurance
Book Systems, Inc.	8/16/2016	751145	\$2,380.00	
Boys & Girls Village, Inc	7/14/2016	751013	\$3,750.00	
BRE Asphalt Sealcoating, LLC	8/16/2016	751146	\$950.00	
Broadview Networks	8/25/2016	751192	\$5,873.35	Monthly VOIP phone service
Bryan Zowadney	8/16/2016	751172	\$303.48	
CABE	7/22/2016	751050	\$12,093.00	Annual membership dues
CABE	8/10/2016	751117	\$140.00	
CAPSS	7/22/2016	751051	\$3,942.00	
CAS	7/22/2016	751052	\$400.00	
CAS	7/22/2016	751053	\$4,610.00	
CASBO	7/22/2016	751054	\$625.00	
CES	7/22/2016	751055	\$535.00	
Chatfield Power Equipment Co., Inc.	7/14/2016	751014	\$540.00	
Chatfield Rentals	7/14/2016	751015	\$1,445.00	
Cheryl S. Damato, LSR	7/26/2016	751077	\$500.00	
Cheryl S. Damato, LSR	8/16/2016	751149	\$375.00	
ChimeNet Inc.	8/10/2016	751118	\$17,062.52	Annual software maintenance contr
Christine Syriac	8/18/2016	751179	\$145.54	
Christine Syriac	8/23/2016	751187	\$816.95	
CISCO Systems Capital Crp	7/14/2016	751016	\$3,258.41	
CISCO Systems Capital Crp	7/29/2016	751095	\$1,869.70	
CISCO Systems Capital Crp	8/10/2016	751119	\$3,258.41	
CIT	7/22/2016	751056	\$5,642.95	Copier rental
CIT	8/17/2016	751174	\$5,642.95	Copier rental
ComTech21	7/31/2016	751105	\$5,607.29	Telephone service
Connecticut Center for Child Development	7/14/2016	751017	\$1,056.00	
Constellation NewEnergy, Inc.	7/15/2016	751039	\$33,768.05	Electricity
Constellation NewEnergy, Inc.	7/31/2016	751106	\$9,336.73	Electricity
Constellation NewEnergy, Inc.	8/17/2016	751175	\$22,151.43	Electricity
CSBGA	8/16/2016	751147	\$300.00	
CT Commercial Aquatics	7/14/2016	751018	\$334.00	
Daddio Rt. 8 Containers LLC	8/16/2016	751148	\$300.00	
Derby Historical Society	7/22/2016	751057	\$2,500.00	
Diane Zaar Cochran, ESQ	7/26/2016	751076	\$2,360.00	
Dumouchel Paper Company	7/14/2016	751019	\$3,244.43	
East River Energy	8/23/2016	751181	\$3,929.84	
Environmental Systems Corporation	7/26/2016	751078	\$1,846.02	
Environmental Systems Corporation	8/10/2016	751120	\$6,702.00	HVAC Repair and maintenance
Environmental Systems Corporation	8/10/2016	751121	\$7,380.00	HVAC Repair and maintenance

Environmental Systems Corporation	8/10/2016	751122	\$2,427.50	
E-Rate Online LLC	7/22/2016	751058	\$2,500.00	
Eversource	7/15/2016	751040	\$7,864.72	Electricity
Eversource	7/15/2016	751041	\$32,412.62	Electricity
Eversource	7/31/2016	751107	\$171.96	
Eversource	7/31/2016	751108	\$24,400.67	Electricity
Eversource	8/17/2016	751176	\$7,303.58	Electricity
Eversource	8/17/2016	751177	\$7,871.23	Electricity
Falcioni Painting Co.	8/18/2016	751150	\$1,500.00	
Flatliners LLC	7/26/2016	751079	\$11,033.79	Parking Lot re-striping
Frontier	7/15/2016	751042	\$183.32	
Frontier	7/31/2016	751109	\$309.51	
Frontline Technologies	8/16/2016	751151	\$6,000.00	Annual software maintenance contr
Frontline Technologies	8/23/2016	751182	\$9,190.20	Annual software maintenance contr
Gail M. Persico	7/26/2016	751087	\$600.00	
Gina Kindt	8/16/2016	751157	\$450.00	
Hocon Industrial Gas	8/16/2016	751153	\$7.50	
Hollis D. Segur, Inc.	7/22/2016	751068	\$87,140.00	Property and Liability Insurance
Hollis D. Segur, Inc.	7/22/2016	751069	\$3,217.00	Property and Liability Insurance
Hollis D. Segur, Inc.	7/29/2016	751099	\$64,295.00	Property and Liability Insurance
Hollis D. Segur, Inc.	7/29/2016	751101	\$18,283.00	Property and Liability Insurance
Hollis D. Segur, Inc.	7/29/2016	751102	\$16,544.00	Property and Liability Insurance
Holly Zuraw	7/8/2016	751002	\$113.45	
Industrial Consulting	7/26/2016	751081	\$362.50	
Industrial Consulting	7/29/2016	751096	\$225.00	
Industrial Consulting	7/29/2016	751097	\$337.50	
Industrial Consulting	8/16/2016	751155	\$375.00	
I-T-S	8/16/2016	751154	\$389.00	
Jay Hatfield	8/10/2016	751123	\$46.98	
Jeehyun Kim	7/26/2016	751083	\$390.00	
Jill Azzarone	8/16/2016	751141	\$100.00	
Kainen, Escalera & McHale, P.C.	7/26/2016	751082	\$5,907.33	Legal Fees
Kainen, Escalera & McHale, P.C.	8/16/2016	751156	\$4,775.16	Legal Fees
Kim Ouellette	8/16/2016	751161	\$801.41	
KONE Inc	8/10/2016	751124	\$4,500.00	
Lou's Tree Service LLC	7/26/2016	751084	\$2,900.00	
Maker Media, Inc	8/23/2016	751184	\$499.00	
Master Security Systems, Inc.	7/26/2016	751085	\$146.82	
Master Security Systems, Inc.	8/10/2016	751125	\$1,152.00	
Master Security Systems, Inc.	8/10/2016	751126	\$420.00	
Master Security Systems, Inc.	8/10/2016	751127	\$420.00	
Master Security Systems, Inc.	8/16/2016	751158	\$2,214.25	
Metro Swim Shop	7/26/2016	751086	\$131.25	
Michael Fritz	7/26/2016	751080	\$75.00	
NAfME	8/16/2016	751159	\$130.00	
Nancy Maglione	8/23/2016	751183	\$299.41	
NASSP/NASC	7/22/2016	751059	\$95.00	
Naviance, Inc.	7/22/2016	751080	\$1,910.00	
Naviance, Inc.	7/22/2016	751061	\$3,345.80	
NEAS&C	7/14/2016	751022	\$350.00	
NEAS&C	7/22/2016	751062	\$3,555.00	
NWEA	7/22/2016	751063	\$22,321.50	Annual software license
Patricia Boyle	7/22/2016	751049	\$289.46	

Pediatric & Adolescent Healthcare, PC	7/22/2016	751064	\$12,000.00	Systemwide Medical Services
Pitney Bowes	7/14/2016	751024	\$477.00	
Pitney Bowes	8/16/2016	751162	\$696.00	
Professional Software for Nurses, Inc.	7/22/2016	751065	\$1,209.00	
ProTraxx	7/22/2016	751066	\$4,707.50	
Quality Environmental LLC	8/16/2016	751163	\$1,120.00	
Raymond Geddes Co., Inc	8/16/2016	751152	\$179.52	
ReadyRefresh by Nestle	7/29/2016	751098	\$159.03	
Roxana Findley	7/14/2016	751020	\$100.00	
Sarah LeBlanc	7/14/2016	751021	\$52.92	
SchoolDude.com	7/22/2016	751067	\$4,957.05	
Secretary of the State	8/23/2016	751185	\$120.00	
Seymour Police Department	7/26/2016	751088	\$423.58	
Seymour Police Department	7/26/2016	751089	\$2,137.90	
Shipman & Goodwin LLP	8/16/2016	751164	\$315.00	
Siemens Industry, Inc	7/14/2016	751025	\$1,756.24	
Siemens Industry, Inc	8/10/2016	751128	\$10,356.00	Annual HVAC software controls cor
Siemens Industry, Inc	8/16/2016	751165	\$2,813.00	
Siemens Industry, Inc	8/16/2016	751166	\$4,463.00	
St. Vincent's Special Needs Services	7/14/2016	751026	\$16,341.66	Outplaced Student Tuition
St. Vincent's Special Needs Services	7/14/2016	751027	\$16,341.66	Outplaced Student Tuition
Stan Osiecki	7/14/2016	751023	\$37.80	
Stanley Convergent Security Solutions	7/29/2016	751103	\$2,713.56	
Stanley Convergent Security Solutions	8/10/2016	751129	\$661.92	
Stanley Convergent Security Solutions	8/16/2016	751167	\$233.28	
Staples Credit Plan	7/14/2016	751028	\$49.98	
State of Connecticut - MERF	7/25/2016	751075	\$20,400.22	Pension expense - employer
State of Connecticut - MERF	8/17/2016	751178	\$19,510.12	Pension expense - employer
SunGard Public Sector Inc.	7/22/2016	751070	\$3,936.38	
SYNCB/Amazon	7/29/2016	751100	\$949.86	
SYNCB/Amazon	8/23/2016	751186	\$879.10	
SYNCB/Amazon	8/25/2016	751194	\$1,770.71	
SYNCB/Amazon	8/25/2016	751195	\$3,032.27	
SYNCB/Amazon	8/25/2016	751196	\$273.17	
Tennant	7/26/2016	751090	\$208.24	
The Institute of Professional Practice I	7/14/2016	751029	\$10,050.00	Outplaced Student Tuition
The New York Times	8/16/2016	751160	\$63.00	
Thyssen Krupp Elevator	8/10/2016	751130	\$2,927.56	
Timothy Willis	7/26/2016	751091	\$75.00	
Transfinder	7/22/2016	751071	\$5,550.00	Annual software maintenance contr
Treasurer State of CT	7/22/2016	751072	\$44.25	
Treasurer State of CT	8/16/2016	751168	\$73.75	
Treasurer State of CT	8/16/2016	751169	\$13.50	
Treasurer State of CT	8/25/2016	751197	\$29.50	
U.S. Bank Equipment Finance	7/22/2016	751073	\$1,074.88	
U.S. Bank Equipment Finance	8/16/2016	751170	\$2,326.95	
Unemployment Tax Management Corp	7/22/2016	751074	\$535.00	
UniFirst Corporation	7/14/2016	751030	\$106.44	
United Rentals, Inc.	7/14/2016	751031	\$1,004.86	
Verizon Wireless	7/31/2016	751110	\$354.78	
W. J. Electric LLC	7/14/2016	751032	\$346.33	
W. J. Electric LLC	8/16/2016	751171	\$4,789.72	
W.B. Mason Co., Inc.	7/14/2016	751033	\$766.72	

WILLCO Sales & Service, Inc	7/14/2016	751034	\$8,136.00	Building Repair & Maintenance
Winter Bros Hauling of CT	7/26/2016	751092	\$165.32	
Yale Termite & Pest Elimination Corp	7/14/2016	751035	\$585.00	
Yale University School of Medicine	7/14/2016	751036	\$2,030.00	



# Seymour Public Schools

98 Bank St. Seymour, CT 06483

DIRECTOR OF FACILITIES  
(203) 888-4513 Fax (203) 881-7535

## 2016 Summer Work List

### High School:

Paint Gym Walls and upper divider (Falcioni)  
Touch up paint classroom walls  
Recoat Gym Floor (All State Flooring)  
Restripe parking lots and numbering (FlatLiners)  
Replace exhaust fan #39 (ESC)  
Repair electrical items on stage floor (Jarvis)  
Copy room flooring needs replacement tiles (Gallo)  
Coaches office shower replaced (A & B)  
Replace missing partition doors in boys locker room (Alexanders)  
Repair ice machine in girls locker room (CT Restaurant)  
Replace doors & hardware between aux gym and pool lobby (JCC)  
Replace flooring in Room 231 Conference room (See More Floors)  
Replace Bilco door over Irrigation controls at driveway corner (JCC)  
Install tactile matting on sidewalk curb-cuts (JCC)  
Inspected and repaired fences on upper fields (Franksen)  
Remove and dispose of gym divider wall (Wilco)  
**IN PROGRESS**  
*Visitor Bleacher Compliance Upgrade (Gallo)*  
*Repair locker room benchtops (Gallo)*  
*Clean RTU 1 (admin) section ductwork (DuctClean)*

### Middle School:

Recoat Gym Floor (All State Flooring)  
Restripe parking lot (FlatLiners)  
Paint hallway walls, doors and door frames, stage floor  
PM and leak repair on the roofs and glass walls (Tremco)  
Replace flooring in Ass't Principal Office Suite and L-46 (Reliable)  
Sealed and filled cracks in back play area (BRE Asphalt)  
**IN PROGRESS**  
*Replace warped countertops along hallway windows (Gallo)*  
*Extend fencing along top of hill at baseball field (Franksen)*  
*Replace locker room pedestals in boys room (Gallo)*  
*Install new auditorium house light fixtures (PP-E)*

**Bungay:**

Paint hallway walls  
Restripe parking lot (FlatLiners)  
Replace damaged concrete pad over oil tank manhole (JCC)  
Add new mulch to playscape area (B4 Play)  
**IN PROGRESS**  
*Gym Scoreboard system (Jarvis)*  
*Repair stairwells to tunnels (Gallo)*  
*Build stairs to roof access door in gym loft (Gallo)*  
*Install new VFD Heating System Pumps (PP-E)*

**Chatfield-LoPresti:**

Paint hallway Walls and reading room  
**IN PROGRESS**  
*Building wide energy saving lighting upgrade (PP-E)*

**District Wide:**

**Annual Inspections and Maintenance**

Fire Alarm Systems  
Security System  
Fire Protection Systems & Fire Pump Testing  
Clean Kitchen Hoods  
Emergency Lighting Checks & repairs  
Fire Extinguisher/Hood System Inspection  
Diesel & Gas Generator Inspections & PM  
Gym Equipment inspections  
Boiler Cleaning/Burner tune up (Late September)  
Pump Grease Traps  
Elevator maintenance and annual Pump test  
Bleacher Inspection and repair  
Science Fume Hood Maintenance (SHS)  
Locker Repairs  
HVAC filter Change (Mid October)  
Clean all Classroom furniture, glass, surfaces  
Carpet Extraction, Strip/Wax VCT, Repair/Clean flooring  
Clean out sink traps in art and science rooms  
HVAC equipment PM (Clean coils, replace belts, check operation)  
Replaced defective lamps  
Properly dispose of hazardous materials



# *Seymour Community Services*

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

## **3<sup>rd</sup> Quarter Report – 2016**

**October 20, 2016**

**Department:** Community Services

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

**Budgetary Update:** Greatest need is for additional funding for Full Time Recreation Program Manager. Program development and Administrative work load has increased based on increased programming and number of residents being served.

**Rental/Reservations of Community Center:** Increased requests and rentals of Community Center continue.

### **Accomplishments:**

- Voices insert highly successful – increased program attendance and overall communication to residents
- Recipient of Matthies Grant including funding for Gym, Senior Luncheons, Audubon Society presentation for Playground Program
- Playground Program – New location and modifications to overall program - 86% of survey respondents satisfied with overall program.
- Launching of Basketball Sponsorship Program.

### **Upcoming /Long Term Focus:**

- Planning and Communication of Spring/Summer Programming
- Development & Implementation of Fitness Room – Additional Capital Funding needed for flooring, Mirrors, Equipment
- Increased request from residents for Volunteer opportunities – establishing a Volunteer pool for town – *discussion needed*
- Establish a job bank for teens – Long Term - *discussion needed*
- Greater presence at Library and Support of Director
- Focus on Fiscal Management



# Seymour Community Services

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## Quarter 3 Accomplishments:

### By The Numbers Report Summary from 07/01/2016 to 09/30/2016

Type	Res	Non/Res
Number of Accounts Created Res/NonRes	111	50
Number of Members Created Res/NonRes	200	76
Number of Registrations Res/NonRes	2373	187
Total Income	\$55,261.08	
Number of Refunds/Amount	20	-\$2,599.00
Number of Credits Issued/Amount	63	-\$2,374.50
Number of Activities Run	83	
Number of Reservations	35	
Number of Memberships Created*	124	

### Membership Sales Report from 07/01/2016 to 09/30/2016

Program Name	Res Count	Non-Res Count	Total Count	Res Total	Non-Res Total	Grand Total
2016/2017 Seymour Pool Membership	40	0	40	\$2,555.00	\$0.00	<u>\$2,555.00</u>
Senior Center Membership	14	1	15	\$35.00	\$7.00	<u>\$42.00</u>
	54	1	55	\$2,590.00	\$7.00	\$2,597.00



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## Disbursements with Registrants Count from 07/01/2016 to 09/30/2016

Note: registration numbers are of those that registered for activity during the quarter not total number of registrants participating.

Item	Totals	Regs
<u>2016 Summer Field Trip Program</u>	\$337.50	3
<u>2016 Summer Playground Program</u>	\$11,461.53	292
<u>2016/2017 Seymour Pool Membership</u>	\$2,555.00	39
<u>Amusement Park Tickets</u>	\$602.00	19
<u>Aquatics - Swim Lessons - Spring/Summer Session</u>	\$80.00	1
<u>Aquatics- Swim Lessons - Fall Session</u>	\$2,640.00	33
<u>Basketball - Boys Recreational Youth League</u>	\$2,250.00	30
<u>Basketball - Girls Recreational Youth League</u>	\$750.00	10
<u>Basketball - Instructional K-2 Youth League (Co-ed)</u>	\$1,210.00	22
<u>Basketball - Men's Under 40 League</u>	\$1,460.00	38
<u>Basketball Clinic, Girl's Skills and Drills</u>	\$135.00	9
<u>Basketball- Men's Open</u>	\$54.00	18
<u>Casino Trip-Mohegan Sun (Saturday Night)</u>	\$0.00	6
<u>Karate (Youth)</u>	\$1,720.00	25
<u>Mets Baseball Game</u>	\$228.00	3
<u>Pre-School Jump Bunch</u>	\$60.00	7
<u>Reflections of Italy Trip (Sept. 14 - Sept. 23, 2016)</u>	\$733.80	1
<u>Summer Football</u>	\$1,130.00	17
<u>TechStars by Computer Explorers - Children's Technology Workshops</u>	\$540.00	10



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<a href="#">Tennis Clinic - Summer Session (Kids)</a>	\$730.00	20
<a href="#">TEST - Basketball - Recreational Youth League</a>	\$0.00	2
<a href="#">Theater in a Box</a>	\$0.00	0
<a href="#">Vaction Camp - Columbus Day - LEGO</a>	\$270.00	9
<a href="#">Volleyball Co-Ed League</a>	\$45.00	3
<a href="#">Yoga Classes</a>	\$463.75	30
<a href="#">Zumba Adult</a>	\$561.00	19
<a href="#">Zumba Kids</a>	\$120.00	2
<a href="#">9/11 NYC Memorial &amp; Museum Trip</a>	\$257.00	3
<a href="#">Annual Senior Picnic - Senior Land Trust</a>	\$150.00	15
<a href="#">Casino Trips (Last Monday of Every Month)</a>	\$2,580.00	143
<a href="#">Christmastime In Ireland- Nelson Hall Theatre</a>	\$70.00	2
<a href="#">Essex Steam Train &amp; Riverboat Excursion</a>	\$825.00	15
<a href="#">Las Vegas (Sept. 18-23, 2016)</a>	\$12,902.00	20
<a href="#">Qigong</a>	\$324.00	108
<a href="#">Radio City Music Hall Christmas Spectacular</a>	\$3,740.00	41
<a href="#">Senior Center Membership</a>	\$42.00	8
<a href="#">Senior Monthly In-House Luncheons</a>	\$96.00	12
<a href="#">Stormville Airport Antique &amp; Flea Market</a>	\$56.00	7
<a href="#">Tai Chi Easy</a>	\$675.00	17
<a href="#">Tribute to Frankie Valli &amp; the Four Seasons – Nelson Hall</a>	\$70.00	2
<a href="#">Westchester Dinner Theatre - Saturday Night Fever the Musical</a>	\$1,024.00	16



# *Seymour Community Services*

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<u>Woodbury Commons</u>	\$16.00	2
<u>Holiday Shopping</u>		
<u>Yoga Classes</u>	\$385.00	75
<b>Total</b>	<b>\$53,348.58</b>	<b>1411</b>



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

Quarterly Report: September 28, 2016  
Reflects current Town of Seymour Finance Department September 27, 2016 Expense report  
 Bibliomation circulation reports for September will not be tallied until the first week in October.

Department: Seymour Public Library

Prepared by: Suzanne Garvey 9/24/2016

People Counter: June: 4,443 people  
 July: 4,577 people  
 August: 4,750 people

**1. Department-specific update:**

Town Budget Figures from – September 27, 2016  
 Endowment Figures to August 31, 2016

Allocations	FY	YTD	Balance
Town	\$558,601.00	\$134,993.68	\$420,272.00
Encumbered		\$3,335.32	
Endowment	\$113,349.00	\$17,293.61	\$296,055.39

Operations 3 months YTD 6/1 to 8/31- Bibliomation tallies September available first wk OCTOBER.

Circulation Adults: 6,674  
 Children & YA: 6,246  
 Total- all items including magazines, DVDs, Audio, Adult, Children: 19,413  
 ILL  
 Borrow 807  
 Loan 476

Holdings the library owns: 81,762

Programs-Adult 187 @ 13 programs  
 Child 1187 @ 28 programs  
 Days Open- 56  
 Computer Sessions- 1,356 sessions  
 Registered Borrowers - 6,778

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

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

Ann Szaley and Rebecca Troop did an incredible job with Summer Reading. We had 1,187 attendees and 28 programs for children this summer. Last year the rooms did have air conditioning but the carpet and

tiles were not installed until October, 2015 so it is nice to see the rooms used to full capacity. Ann and Rebecca had at least three programs this summer that drew in excess of 100 patrons.

Suzanne Garvey was asked to join the Library's consortium Bibliomation's Board of Directors and did after consultation with Mary McNelis.

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

In terms of goals- we are meeting goals and they are always ongoing.

1. Look into Space Planning for Library

We consulted with Jaime Hammond, a library space planner. She agreed with some of the ideas that we had and we are working on some of hers. It takes time and coming up with funds may be a bit of an issue but the Library Board has been incredible- allowing payment for the programming rooms to be painted and the Town has been incredible as well. Rob Dyer deserves special praise for innovations that he suggested for our computer network which has improved our internet speed and accessibility - greatly- for patrons and staff as well.

2. Existing Policies- many of the policies the Library Board did upgrade at least once since my time here, but policies need tweaking to make items and library service more accessible to Seymour Patrons. That will be ongoing as well- but we made library passes to cultural places more accessible and have worked to fine tune internet use policies in an effort to make them more fair but also manageable.

3. Continue with clean up.

We are definitely seeing a change and patrons are noticing it also. Along with clean-up we are trying to beautify space as well. The Library Friends purchased new chairs for program seating for us. The Library Board paid for the re framing of the original architect's watercolor for the library.

It is now located in the front of the building and is a nice introduction to the building. As a staff we picked a new image for our Library card- children's cards showcase a fox reading and the adult cards now sport an image of the 1879 map of Seymour CT. The Greenwich workshop graciously allowed us to use their image and Marian O'Keefe, Town Historian, graciously loaned us her map for scanning.

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

Everything has gone fairly smoothly. There were no outstanding issues to resolve.

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

We are hoping that the grant for the library that Don Smith prepared will go through. That would mean new downstairs windows for the library. We are gearing up for fall and holiday programs- We will plan another birthday celebration for the library this year – December 6, 2016 will be 58 years at Church ST location.

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

1. Continue to evaluate and upgrade and update how we use the space that we have. We want the library to look and be timeless and classic- not to look antiquated or outdated.

2. Promote events more effectively- we send out the press releases, make flyers, and use Facebook, Website, Constant Contact ( probably changing to mail chimp)- but may be able to market what we do in a more productive manner.
3. Continue with clean up.

## **Seymour Public Library Director's Report JUNE-JULY 2016**

**Patrons June: 4443**

**Library Computers: 392**

**June:** was a very fast month for the library. Many staff have been out due to vacation and we have been busy. Last day of school was mid-month and summer reading at the library for children began on June 21.

**Phone System:** Big news for us- a new phone system. Town hall paid for the installation. There were some tweaks that needed to be made- but it should be better for patrons in that they can now leave messages and be directed more efficiently to what they need. While I and some staff miss the more hands on and personal approach- it has been a great addition to have voice mail.

UPDATE: The addition of the phone system to our network has caused some disruptions in our internet service. Bibliomation is trying some work arounds which should rectify the situation.

**Grants:** The Library has been working with the CT State Library to get our application and grant completed for Fiber Optics for the building. The grant would be through Connecticut Education Network. In addition- the library and the Seymour Building Committee are completing the application for the Construction grant available through CT State Library. Funds are limited this year- but there is always the chance that we will get something. Final application will be due on September 1.

**Programs:** As always Ann and Rebecca have been doing remarkably well for summer reading. This year's theme, "On Your Mark... Get Set... READ". Ann has booked about 30 programs for this summer reading. Programs include science snoopers, sing- a- longs, creative clay, art classes, puppet shows and the like. In the Adult department we are trying to run at least 2 programs a month in the evening and we have been finishing up with the LSTA grant workshops in the day. Our 2 evening adult programs this month had 31 attendees and 29 respectively.

## **JULY**

**Patron Count: 4577**

**Library computers: 430**

### **Fiscal Year End Budget 2015-2016**

The Endowment Budget ended up some dollars left unused. This was to be expected with the overage that we had discussed in the Natural Gas line- \$4,558.63 was unused in that area. Each year will be different when it comes to that and the directives for the coming fiscal year from the Board was to not reduce the line in anticipation of the winter.

Ultimately with these foreseen discrepancies- we had \$1522.68 in unused funds in the endowment line.

**Space Planner: Jaime Hammond.** I have been looking for a space planner for a while and the Board was gracious enough to allow a stipend for this person. Through the Director of the Naugatuck Library- I did get the name of a person. Jaime was scheduled to come to the library the same day as the power outage in May. The rescheduling took a while- but she did visit on July 7<sup>th</sup> and gave a very thorough walking through.

**Jaime Hammond**  
**Additional Honors & Awards**

2012 NISOD Excellence Award Recipient  
2011 Library Journal Mover and Shaker  
2011 NISOD Excellence Award Recipient  
2010 ALA/EBSCO Annual Conference  
Scholarship Recipient  
2009 ALA Emerging Leader

From Jaime's Linked In Profile:

**Director of Library Services**

Naugatuck Valley Community College

November 2012 – Present (3 years 9 months) Waterbury, CT

**Reference and Instruction Librarian**

Naugatuck Valley Community College

May 2007 – November 2012 (5 years 7 months)

Jaime also is familiar with Seymour and used to come to the Seymour Public Library. She made quite a few interesting suggestions and supports an updating of the library to be more consistent with modern day patron use- yet she respects the old as well.

Since this is not Jaime's technical field as such- though she does have experience in it- she is willing to do these consultations for us for free if we will just give a testimonial to that fact and if we think she has helped us.

She has listened to staff concerns and agrees that many of their ideas would be an improvement to looks and services.

One thing she suggested was that we try to open the library up by reducing the height of the shelves. She noted that is why many like the layout of the Children's Area so much.

This would cost us money in the long run- but may be something to think of. I have been very impressed by her energy and she does understand the monetary issues of libraries.

**Painting, Falcioni:** It is taking time to schedule the painting with Falcioni- the paint is ready but we are using the rooms so much that it looks like we will have to wait until after Summer Reading is done on August 17 for the actual painting to take place. I believe it will take 2 days for the work and then some airing out time. **An update** to this is Chris Falcioni was working on a job that is still taking his time. We have the painting scheduled on September 1 and September 2, 2016 -if all goes well. Since the rooms are booked in September and October- we are hoping for the best.

**Programs:** Summer reading is in full swing. End date on that will be August 17, 2016. Adult programs have been going well with attendance usually in the mid- twenties or higher.

Prepared by Suzanne Garvey, Library Director 8/15/2016

# **Seymour Public Library Director's Report August 2016 *Compiled*** ***September 8, 2016***

**August Patron Count: 4730**

**August Computer Sessions: 534**

**Wooster Endowment Investment Visit- Regina Collins will be at the September 15, 2016 regularly scheduled Library Board meeting.**

## **Building Maintenance:**

Don Smith, the Building Committee, and the Library have applied for a CT State Library Construction grant. Funds are very limited- distressed communities are approved for grants first. The grant would require matching funds and the windows downstairs, the old entry way, and various other items are detailed for work on that grant application.

## **Painting:**

Falcioni's came in to paint the downstairs library programming rooms September 1, 2016 to September 6, 2016. The peg board was removed and it looks much better downstairs without it. Some minor issues with the painting will be addressed by the September Board meeting. Thanks to the Board for being brave enough to have the peg board removed and for advancing the funds for the painting of this very utilized section of the library.

**Matthew Haggarty earned Eagle Scout status- Matthew built the outside Library sign holder to earn his new status.**

**Library Programs- Library Children Summer** programs were abundant and well attended. The last program Ann and Rebecca ran for Summer Reading was Casey Carle and Bubble Mania and had at least 145 attendees.

**Adult Summer** programs have also been doing well. Attendance is usually 23 or above for the historical lecture programs.

Projected Spending- September 2016

Adult: Non Fiction and Fiction:\$3000.00

Juvenile & YA: J titles- \$525.00

YA titles- \$400.00

DVDs: \$ 400.00

Totals: \$4325.00

Prepared by Suzanne Garvey 9/8/2016

**Town of Seymour**  
**Human Resources Department**  
**3rd Quarter Report - 2016**  
**Date: 9/30/2016**

**Department: Human Resources**

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

**Department-specific update:** Third Quarter 2016 the following items were accomplished:

- Recruited, interviewed, and hired a new Code Compliance Coordinator to replace Donna K. (retirement)
- Updated the Total Compensation spreadsheet for fiscal year 2015-2016 (just waiting on some information from Finance to complete, which I am told I cannot get until the end of October)
- Collected and analyzed Employee Satisfaction Survey results
- Worked on several of short-term disability cases – serving as the point person with Anthem, the employee and payroll to make sure all the paperwork was completed correctly and handed in timely
- Worked on several complex employee relation issues
- Meet with several employees going through the retirement process to discuss benefits, time-off, etc.
- Hosted monthly manager and employee meetings
- Provided employees with monthly employee newsletters

**Budgetary update:** No money spent

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

**Review goals for the quarter:** My goals from last quarter were met.

**Issue resolution:** N/A

**Look ahead:** We need to work with ADP to convert over to their payroll system 1/1/17. Credible insurance letters need to be mailed in October to comply with healthcare reform.

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

1. Send out credible insurance letters to retiree's on the Town Medicare supplement plan
2. Finalize payroll conversion to new vendor so we can begin using them 1/1/2017
3. Complete and distribute Total Compensation report for 2015/2016 fiscal year



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

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**OFFICE OF TAX COLLECTOR**

3RD QUARTERLY REPORT - 2016

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

DATES COVERED: July 1, 2016 – September 30, 2016

DEPARTMENT SPECIFIC UPDATE:

**JULY:**

Payments were processed. Deposits made and balanced. Collected \$20,079,755.00 for July, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$425,306.10 for July.

TAXSERV (collection agency) payments for July: \$3,296.09.

Collected 46.57%. Current taxes owed: \$22,802,951.63. Back taxes owed: \$1,398,316.85.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Motor Vehicle Take Offs were done on 7/7/16, 7/15/16, 7/27/16 & 7/29/16 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 \$3,123,911.60 for August, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$207,333.23 for August.

TAXSERV (collection agency) payments for August: \$1,552.67.

Collected 53.49%. Current taxes owed: \$19,848,808.82. Back taxes owed: \$1,324,577.92.

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 8/3/16.

Motor Vehicle Take Offs were done on 8/2/16, 8/8/16, 8/12/16, 8/16/16, 8/19/16, 8/24/16, 8/26/16, 8/29/16 & 8/31/16 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.

Demands were sent for Real Estate, Personal Property & Motor Vehicle/

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 \$300,773.81 as of 9/29/16 for September, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$52,958.89 as of 9/29/16 for September.

TAXSERV (collection agency) payments as of 9/29/16 for September: \$3,279.68.

Collected 53.94%. Current taxes owed: \$19,656,728.56. Back taxes owed: \$1,262,156.96.

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 9/9/16, 9/15/16, 9/16/16, 9/19/16, 9/22/16, 9/23/16 & 9/26/16 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.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS: Assistant aggressively worked with Mortgage Companies on delinquent Water Assessment accounts resulting in over \$130,000 since July 1.

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. Issuing Alias Tax Warrants for non-responding delinquent accounts with some to be scheduled for Tax Sale. Prepare for Water bills and Motor Vehicle Supplemental bills.

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

Year	2000 To 2015	Pay Date: 09/29/2016	Time: 09/29/2016 11:36:45 am	All	Type: TOWN	Bill Type: 24	CODE T (ALL)	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES	
Conditions:	Recap By Year: No	Recap By Dist: No	Act/Susp: Active	Cycle: 00 To 00	CURRENT	TAXES/BIINT	INTEREST PAID					
YEAR/TYPER	ACTS	BEGINNING BALANCE	LAWFUL CORRECTIONS INC.	DEC.	COLLECTABLE	SUSPENSE	TAXES/BIINT PAID					
YR: 2001	112	20,411.62	0.00	0.00	20,411.62	-4,455.75	235.19	521.12	73.50	829.81	0.00	15,720.68
YR: 2002	123	23,563.79	0.00	0.00	23,563.79	-4,921.44	0.00	0.00	0.00	0.00	0.00	18,642.35
YR: 2003	145	25,320.60	0.00	0.00	25,320.60	-4,762.20	76.83	156.73	36.19	269.75	0.00	20,481.57
YR: 2004	160	32,691.43	209.22	-2,140.27	30,760.38	-1,570.67	3,986.73	7,270.49	224.01	11,481.23	0.00	25,202.98
YR: 2005	174	28,061.70	0.01	-2,195.45	25,866.26	-2,327.15	3,361.90	5,941.30	251.36	9,554.56	0.00	20,177.21
YR: 2006	176	42,326.65	0.00	-2,274.24	40,052.41	-12,620.13	3,634.11	5,939.58	208.75	9,782.44	0.00	23,798.17
YR: 2007	165	46,460.15	0.00	-3,601.70	42,858.45	-14,177.66	3,477.13	4,831.08	194.58	8,502.79	0.00	25,203.66
YR: 2008	152	41,231.43	791.28	-3,729.40	38,293.31	-3,195.59	16,957.50	9,032.56	432.11	26,422.17	0.00	18,140.22
YR: 2009	218	56,895.63	51.15	-4,372.93	52,573.85	-1,439.63	24,409.53	21,262.88	614.19	46,286.60	0.00	26,724.69
YR: 2010	291	146,207.09	168.67	-4,574.44	141,801.32	-985.77	95,531.17	62,715.96	1,522.56	159,829.69	0.00	45,284.38
YR: 2011	392	215,214.61	1,111.19	-5,572.91	210,752.89	-4,869.99	127,420.94	70,899.59	2,420.91	200,741.44	0.00	78,461.96
YR: 2012	544	332,571.33	1,915.69	-5,457.22	329,029.80	-6,082.36	210,538.57	76,012.65	3,422.92	289,974.14	-512.94	112,408.87
YR: 2013	25,475	783,591.22	8,229.72	-13,757.49	778,063.45	-4,185.15	530,125.34	125,207.79	6,426.53	661,759.66	-319.38	243,752.96
YR: 2014	25,524	42,904,501.98	42,171.38	-292,735.34	42,653,938.02	-1,823.58	42,063,957.18	162,881.54	7,365.89	42,234,204.61	-266.83	588,157.26
Prior Total	44,699,049.23	54,648.31	-340,411.39	44,413,286.15	-67,417.07	43,083,712.12	552,733.27	23,193.50	43,659,638.89	-1,099.15	1,262,156.96	
YR: 2015	22,723	42,736,609.93	74,269.98	-130,053.09	42,680,826.82	0.00	23,024,098.26	24,713.07	1,705.45	23,050,516.78	-3,521.77	19,656,728.56
Grand Total	76,374	87,435,659.16	128,918.29	-470,464.48	87,094,112.97	-67,417.07	66,107,810.38	577,446.34	24,898.95	66,710,155.67	-4,620.92	20,918,885.52

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

Year: 2015 To 2015, Pay Date: 09/29/2016, Time: 09/29/2016 11:39:49 am	Recap By Year: Yes		Recap By Dist: No		Cycle: 00 To 00,		Type: TOWN, Bill Type: 24 - CODE T (All)		All				
Conditions: Recap By Year: Yes	Recap By Year: Yes	Recap By Dist: No	Act/Susp: Active,	Act/Susp: Active,	Cycle: 00 To 00,	Current	Taxes/Print	Taxes/Print	Interest	L+Fees			
YEAR/TYPE	ACTS	BEGINNING	LAWFUL CORRECTIONS	INC.	COLLECTABLE	SUSPENSE	PAID	PAID	PAID	PAID			
		BALANCE	DEC.	DEC.									
RE	6,411	36,756,636.74	24,537.52	-38,176.52	36,742,997.74	0.00	18,594,030.15	-3,848.81	0.00	0.00	18,604,261.53	0.00	19,148,967.59
					***REFUND***						% of Collection		50.61
PP	830	1,965,991.30	3.22	-11,319.79	1,954,674.73	0.00	1,037,685.28	646.04	0.00	0.00	1,038,331.32	0.00	916,989.45
					***REFUND***						% of Collection		53.09
MV	15,482	4,013,981.89	49,729.24	-80,556.78	3,983,154.35	0.00	3,392,382.83	-5,196.36	-12.77	0.00	3,407,923.93	-3,521.77	590,771.52
					***REFUND***						% of Collection		85.17
YR: 2015	22,723	42,736,609.93	74,269.98	-130,053.09	42,680,826.82	0.00	23,024,098.26	-9,045.17	-12.77	0.00	23,050,516.78	-3,521.77	19,656,728.56
					***REFUND***						% of Collection		53.94
Grand Total	22,723	42,736,609.93	74,269.98	-130,053.09	42,680,826.82	0.00	23,024,098.26	-9,045.17	-12.77	0.00	23,050,516.78	-3,521.77	19,656,728.56
					***REFUND***						% of Collection		53.94



**CASH REPORT  
TOWN OF SEYMOUR**

MONTHLY SUMMARY REPORT BY BILLING YEAR      CASH: TOWN      Date: 09/29/2016      To 09/29/2016      Time: 11:35:35      Page: 2  
 Condition: Year From: 0000 TO 2015      District: All Term# Total Only: YES      Bill Type: 00 - All Bills Susp/Credit: All      Cycle #: 00 TO 00  
 Recap Option: Year Type      TOWN      INTEREST      LIEN      FEES      TAX      BINT      TOTAL      DATE PAID      K      TP      OVR      BATCH      TRANS#      TERM#      NAME  
 BILL #      S-D      Gross      Exmpt      Net

TOT YR	2013	22,915.92	5,493.78	96.00	62.52	0.00	28,568.22										
TOT RE		16,245.37	5,795.97	144.00	0.00	0.00	22,185.34										
TOT PP		5,420.26	753.53	0.00	0.00	0.00	6,173.79										
TOT MV		4,980.70	1,144.59	0.00	24.00	0.00	6,149.29										
TOT MVS		3,092.85	350.36	0.00	40.35	0.00	3,483.56										
TOT YR 2014		29,739.18	8,044.45	144.00	64.35	0.00	37,991.98										
TOT RE		76,299.35	2,973.19	0.00	0.00	0.00	79,272.54										
TOT PP		3,679.61	216.17	0.00	0.00	0.00	3,895.78										
TOT MV		116,555.63	5,178.49	0.00	562.45	0.00	122,296.57										
TOT YR 2015		196,534.59	8,367.85	0.00	562.45	0.00	205,464.89										
TOT CUR/YR COLL.		196,534.59	8,367.85	0.00	562.45	0.00	205,464.89										
TOT BACK/YR COLL.		68,314.23	22,765.59	312.00	259.53	0.00	95,308.92										
TOT ACTIVE		264,848.82	31,133.44	312.00	821.98	0.00	300,773.81										
GRAND TOTAL		264,848.82	31,133.44	312.00	821.98	0.00	300,773.81										
TOWN		CURRENT:	205,464.89	BACK:	95,308.92												
RECEIPT TOTAL		300,773.81															
CASH TOTAL		25,186.10															
CHANGE TOTAL		946.56															
CASH BALANCE		24,239.54															
CHECK TOTAL		223,575.38															
CREDIT TOTAL		52,958.89															
DEPOSIT TOTAL		247,814.92	***														
DEPOSIT TOTAL		300,773.81															

(EXCLUDE CREDIT)

CASH REPORT  
TOWN OF SEYMOUR

MONTHLY SUMMARY REPORT BY BILLING YEAR      CASH: TOWN      Date: 09/29/2016      Pay Date: 07/01/2016 To 09/29/2016      Time: 11:56:35      Page: 1

Condition: Year From: 0000 TO 0000      District: All Term# Total Only: YES      Bill Type: 05 - WATER ASSESSMENT      Susp/Credit: ALL      Cycle #: 00 TO 00

Recap Option: Year Type      S-D      TOWN      INTEREST      LIEN      FEES      TAX      BINT      TOTAL      DATE PAID      K      TP      OVR      BATCH      TRANS#      TERM#      NAME

TOP WATER ASSESSMENT		Gross	Exmpt	Net	Tax	BINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOP YR	0	62,798.70	37,060.58	0.00	0.00	30,521.53	130,380.81								
TOP BACK/YR COLL.		62,798.70	37,060.58	0.00	0.00	30,521.53	130,380.81								
TOP ACTIVE		62,798.70	37,060.58	0.00	0.00	30,521.53	130,380.81								
GRAND TOTAL		62,798.70	37,060.58	0.00	0.00	30,521.53	130,380.81								
TOWN		CURRENT:	0.00	BACK :	130,380.81										

RECEIPT TOTAL      130,380.81  
CASH TOTAL      350.00  
CHANGE TOTAL      0.00

CASH BALANCE      350.00  
CHECK TOTAL      130,030.81  
CREDIT TOTAL      0.00  
DEPOSIT TOTAL      130,380.81      \*\*\* (EXCLUDE CREDIT)

DEPOSIT TOTAL      130,380.81

**BUILDING DEPARTMENT  
QUARTERLY REPORT (JULY, AUGUST, SEPTEMBER, 2016)**

	<b>ESTIMATED COST</b>	<b>FEES</b>
<b>BUILDING</b>	1,292,723.26	17,181.00
<b>FEES</b>		831.00
<b>ELECTRIC</b>	431,963.44	7,176.00
<b>PLUMBING</b>	197,044.00	3,105.00
<b>HEATING/AC/TANKS</b>	155,317.00	2,378.00
<b>POOLS</b>	110,500.00	1,322.00
<b>DEMOLITION</b>	3,600.00	198.00
<b>SIGNS</b>	7,500.00	138.00
<b>TOTAL</b>	<b>2,198,647.70</b>	<b>32,329.00</b>

**SUMMARY JULY, 2016**

	<b>ESTIMATED COST</b>	<b>FEEES</b>
<b>BUILDING</b>	647,473.00	7,424.00
<b>FEEES</b>		105.00
<b>ELECTRIC</b>	129,920.00	2,110.00
<b>PLUMBING</b>	112,749.00	1,487.00
<b>HEATING</b>	63,499.00	946.00
<b>POOLS</b>	29,000.00	358.00
<b>SIGNS</b>	3,500.00	69.00
<b>TOTAL</b>	<b>986,141.00</b>	<b>12,499.00</b>

**SUMMARY AUGUST, 2016.**

	<b>ESTIMATED COST</b>	<b>FEEES</b>
<b>BUILDING</b>	320,676.41	4,950.00
<b>FEEES</b>		226.00
<b>ELECTRIC</b>	155,008.36	2,719.00
<b>PLUMBING</b>	39,995.00	870.00
<b>HEATING</b>	36,988.00	609.00
<b>POOLS</b>	81,500.00	964.00
<b>SIGNS</b>	4,000.00	69.00
<b>TOTAL</b>	<b>638,167.77</b>	<b>10,407.00</b>

**SUMMARY SEPTEMBER, 2016**

	<b>ESTIMATED COST</b>	<b>FEEES</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	324,573.85	4,807.00	25
<b>FEEES</b>		500.00	2
<b>ELECTRIC</b>	147,035.08	2,347.00	17
<b>PLUMBING</b>	44,300.00	748.00	9
<b>HEATING</b>	54,830.00	823.00	8
<b>DEMO</b>	3,600.00	198.00	2
	<b>574,338.93</b>	<b>9,423.00</b>	<b>63</b>

# SEYMOUR FIRE MARSHAL'S OFFICE

## QUARTERLY REPORT FOR JULY TO SEPTEMBER 2016

### 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 2016

#### NEW CONSTRUCTION

1. 29 Maple Street, old Anna Lopresti School – This project is complete. Many construction inspections occurred during this project.
2. 38 Columbus Avenue - The construction of this 5 story apartment building is on- going. Many construction inspections are occurring.
3. 33 Progress Avenue, Basement System – The construction of this project is on-going. Many construction inspections are occurring. .
4. 600 Derby Avenue, Haynes Construction retail store – The construction of this project is at a standstill from our perspective.

#### MISCELLANOUS

1. I conducted some safety committee work and follow up. This included meetings and follow up activities. I have passed on my previous volunteer job as safety committee chairperson but continue to be the Town's volunteer safety coordinator.
2. The Office continues to handle 2 house hoarding issues.
3. Food booth inspections and standby at the Pumpkin Festival.
4. Inspections for Citizens Engine Company carnival.
5. The Office worked on a proposed smoke alarm ordinance with the Board of Fire Commissioners.
6. The Office attended Operation Save a Life Program in New Haven and picked up about 38 free smoke alarms and 8 carbon monoxide alarms from the event. We give these out for needy families.
7. Worked on planning yearly fire prevention activities. This includes scheduling visits in the elementary schools and daycares in Town, posting information, starting the fire prevention poster contest in the elementary schools and purchasing some fire prevention materials. We are also working with the Red Cross for the first time and arranging to install free smoke alarms in two selected areas of the Town.

#### BLASTING ACTIVITIES

None occurred during this time period.

## ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.  
The yearly inspection of the schools was conducted. This is always a time consuming event.

New Construction - 32      Initial Existing Buildings – 27      Re-inspections - 46

Underground Propane Tank inspection – 1

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

2. Blasting Permits- 0      Fire Code complaints- 3      Meetings – 42

Detail Code Reviews – 11    Detail Follow-up Activities – 10    Burning Permits - 2

Routine Reports - 80      Oil Tank Removal/Inquiry – 17

## FIRE SAFETY TRAINING GIVEN

1. None

## FIRE SAFETY TRAINING ATTENDED

1. DFM Willis attended a half day seminar on new fire code changes effective October 1 2016.
2. DFM Willis conducted 2 on line classes. One was on Guide for non- fire investigators and another on fire prevention activities for older adults.

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

## MAJOR FIRE AND INCIDENT INVESTIGATIONS

1. The Office had a youth fire setter investigation. We are working with another Fire Marshal's Office and conducting intervention activities with the family and youth.
2. 10 Highland Avenue, shed fire – This appears to be an accidental fire. Moderate damage to contents of shed but minor damage to shed structure.

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

## BUDGET UPDATE

1. Due to an unexpected upgrade to the State's Fire Code, effective October 1 2016, we had to spend \$500 for new Code books. This was not budgeted for and may impact my budget

toward the end of the fiscal year. More Code books are needed, but I anticipate putting the request in to next year's budget.

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

1. DFM Willis continues to do a superior job.

### **REVIEW OF GOALS FOR THE QUARTER**

1. I have nothing to report.

### **ISSUE RESOLUTION**

1. I have nothing to report on.

### **LOOK-AHEAD**

1. I have nothing significant to report.

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

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

Submitted by,

Paul Wetowitz  
Seymour Fire Marshal  
September 30 2016

## **2016 Quarterly Report**

**Department:** Town Clerk's Office

**Dates Covered:** July 1, 2016 – September 30, 2016

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

### **Department Specific Update:**

- We have issued 785 dog licenses since June 1<sup>st</sup>.
- We have issued 32 marriage licenses in July, August and September.
- We have issued 66 various hunting & fishing licenses this quarter.
- We recorded 258 sewer liens and releases.
- Our vitals income totaled \$3,360.00 this quarter.
- We have issued twenty four 45-Day blank absentee ballots for the November Presidential Election (These are for registered voters residing overseas, planning to return).
- We are in the middle of preparations for the Presidential Election on November 8, 2016.
- We obtained petitions for candidates running for minor parties and have submitted them to the Secretary of State's Office in a timely manner. We have verified all signatures as being registered voters.
- We received Democrat and Republican endorsed Justices of the Peace and have sent applications to the Unaffiliates per their request. We will be holding a lottery in November.
- The Birth Record ConnVRS system is working very well.
- We were approved for the State Library Grant which will be used to further upgrade our land records.

### **Budgetary Update:**

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

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

- Sue and Lianna attended the Fall Town Clerk's Conference in September.
- Sue and Lianna attended the New Haven County Town Clerk's meeting in September.
- Averaging over 300 copies per month from online recording access.

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

- We will continue to cross train in the office.
- We will continue working with the Secretary of State's office regarding the Presidential Election.
- We orchestrated the steps required to make changes to the Ordinance for Justice of the Peace. The changes were approved.

### **Issue Resolution:**

- No issues at this time.

### **Look-Ahead:**

- November 8, 2016 – Presidential Election.
- We will be receiving the Absentee Ballots shortly. In the meantime, we are issuing applications and preparing material. We will be sending the ballots out on October 7<sup>th</sup>.
- After the Election, we will meet with the Registrar of Voters and will complete and send in the certification of election results and other pertinent reports, etc.

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

- Utilize the Connecticut Election Management system for reports, etc. that need to go to the state.
- We will continue to work with the Registrar of Voters as well as the Secretary of State's office in regard to the Presidential Election.
- Investigate new ideas to update the office.