



Town of Seymour
FINANCE DEPARTMENT

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

Quarterly Report – Period ending 12/31/2017

Department Specific Update

Fiscal Year 2018

Attached are 2nd Quarter ended Revenue and Expenditure summaries for period ended December 31, 2017.

Revenue projection is \$54,678,891 vs a budget of \$56,243,608 or \$1,564,717 unfavorable budget. The state budget has passed and included a reduction in ECS funding of \$1,433,041, eliminating the Municipal Revenue sharing grant of \$418,388 and eliminating the Circuit Breaker Program of \$120,000. The total State revenue reduction is \$1,971,429. Other revenues appear to be within budget or above.

Expenditure projection is \$54,807,890 vs a budget of \$56,243,608 or a \$1,435,718 favorable budget. All departments are projected to be within their budgets. The surplus consist of general government savings of \$84,946, Public safety savings of \$120,007, bond interest savings of \$600,000, board of education savings of \$300,000 and the mill rate stabilization of \$400,000. The Town has restructured and refinanced its bond debt which will produce large savings in the next three years and then a leveling out of Debt Service.

Accomplishments/Recognition of Department

Completed the Town of Seymour CAFR as of June 30, 2017

Review Goals for the Quarter:

1. Filed the June 30, 2017 CAFR (with state and federal agency's and GFOA)
2. Town debt refinanced and restructured with significant savings
3. Continue to convert ADP to customized reporting.

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. The department will prepare schedules for the

Board of Finance to support budget deliberations. Continue to closely monitor the Town's financial condition, cashflow and budget vs actual in light of the State budget shortfall.

Establish 3 Goals for upcoming quarter:

- 1. Prepare budget documents for FY2019**
- 2. Schedule budget workshops and supporting schedules.**
- 3. Monitor the Town's cashflow in light of the State budget shortfall.**

TOWN OF SEYMOUR
 REVENUE PROJECTION - GENERAL FUND (BY INDIVIDUAL REVENUE LINE ITEM)
 FYE 6/30/18

Line Item #	Title	6/30/2018		12/30/2018		thru 06/30/18		6/30/2018		Over (Under)	Explanation for Significant Variances
		Budget	Adjusted	Actual Through	Actual	Estimated	Actual	Estimated for			
General Property Taxes											
311-0010-000-000	Property Tax	\$ 42,328,298	\$	33,986,107	\$	8,344,855	\$	42,330,962	\$	4,664	
311-0011-000-000	Prior Year property tax	525,000		316,113		200,537		516,650		(8,350)	
311-0015-000-000	Pro-Rata Real Estate Tax	-		-		-		-		-	
311-0020-000-000	Supplemental Car Tax	420,000		308,229		128,715		434,944		14,944	
	Sub Total	43,271,298		34,609,449		8,674,107		43,282,556		11,258	
Property Taxes-Other Assessed Value											
312-0000-000-000	Real Estate Conveyance	125,000		82,414		54,210		146,624		21,624	
	Sub Total	125,000		82,414		54,210		146,624		21,624	
Penalties/Interest on Del. Taxes											
319-0011-000-000	Property Tax Int. & Lites	350,000		197,244		157,000		354,244		4,244	
	Sub Total	350,000		197,244		157,000		354,244		4,244	
Licenses and Permits											
330-0010-000-000	Public Permits	10,000		4,060		5,000		9,060		(940)	
330-0020-000-000	Zoning & State Permits	-		-		-		185		185	
330-0035-000-000	Raffle Permits	-		185		-		675		(2,775)	
330-0030-000-000	Fire Marshal Permits and fees	3,000		825		-		9,870		(3,130)	
	Sub Total	13,000		4,870		5,000		9,870		(3,130)	
Nonbusiness Licenses and Permits											
332-0010-000-000	Dept. of Public Works	1,000		2,175		1,175		3,350		2,350	
332-0020-000-000	Parking System	3,200		2,625		575		3,200		-	
332-0060-000-000	Dog Licenses	-		-		-		-		-	
	Sub Total	4,200		4,800		1,750		6,550		2,350	
Intergovernmental Revenues											
330-0010-000-000	FEMA	-		-		-		-		-	
	Sub Total	-		-		-		-		-	
State Government Grants											
334-0010-000-000	Transportation	-		-		-		-		-	
334-0012-000-000	Education Block Grant	10,128,492		2,173,983		6,521,588		8,695,451		(1,433,041)	State budget cuts
334-0014-000-000	Special Education Income	-		-		-		-		-	
334-0016-000-000	Education & Services	-		22,003		-		22,003		22,003	
334-0010-000-000	Regular Building Grants	-		-		-		-		-	
334-0035-000-000	School Miscellaneous	-		-		-		-		-	

Account Number	Description	Revenue	Expenses	Net	State Budget Cuts
State Government Shared Revenues					
335-0010-000-000	Circuit Breaker Program	120,000	-	-	(120,000) State budget cuts
335-0011-000-000	Judicial Grant	3,000	2,770	-	(230)
335-0012-000-000	Disability Exemption PA	3,200	2,245	3,200	5,445
	TBD	-	-	-	-
335-0014-000-000	Motor Vehicle Property Grants	281,185	-	281,186	-
	Grants for Municipal Projects	-	-	-	-
	TBD	418,308	-	-	(418,388) State budget cuts
335-0016-000-000	Municipal Revenue sharing sales tax	285,883	148,149	148,149	(583)
335-0018-000-000	Municipal Subsidization Grant	-	70,834	-	70,834
335-0019-000-000	Veterans Exemptions	20,000	16,812	16,812	(3,188)
335-0023-000-000	Enterprise Zone Program	5,000	-	5,000	-
335-0024-000-000	Dist of Telephone Tax	30,000	-	30,000	-
335-0034-000-000	Manufacturers Emergency/Municipal Sharing	-	-	-	-
335-0035-000-000	Local Capital Projects	-	-	-	-
335-0035-000-000	Municipal Project Fund	67,844	22,547	-	(45,297)
	Sub Total	1,245,501	263,357	467,535	(514,609)
State Govt payments in lieu of taxes					
336-0010-000-000	Property tax loss	-	-	-	-
336-0015-000-000	Pact Program - Smith / Ray/House	-	-	-	-
	Sub Total	-	-	-	-
General Government					
341-0030-000-000	Town Clerk	130,000	54,780	73,043	127,825
341-0030-000-000	Planning & Zoning	10,000	3,185	3,000	6,185
341-0033-000-000	Zoning Board of Appeals	1,000	465	500	965
341-0038-000-000	Inland Wetlands	3,000	23,650	-	23,650
	Sub Total	144,000	82,080	76,545	158,625
Public Safety					
342-0020-000-000	Town Clerks - WPCA tents	6,500	-	-	(6,500)
342-0040-000-000	Building Inspector	120,000	72,047	60,000	132,047
342-0045-000-000	Site Inspection Revenue	-	-	-	-
	Sub Total	126,500	72,047	60,000	132,047
Sanitation					
344-0030-000-000	Transfer Station - Commercial	35,000	22,519	22,500	45,019
344-0035-000-000	Residential Transfer Station	12,500	16,158	16,100	32,259
344-0038-000-000	Revenue from recycling	10,000	5,707	5,000	10,707
	Sub Total	57,500	44,385	43,600	87,985
Health					
345-0050-000-000	Dog Warden receipts	-	-	-	-
	Sub Total	-	-	-	-
Culture-Recreation					
347-0030-000-000	Senior Center Trips	35,000	9,175	25,825	35,000
347-0031-000-000	Seymour Recreation Basketball	29,800	14,530	15,270	29,800

Sub Total

10,128,492

2,195,866

6,521,586

8,717,454

(1,411,038)

347-0032-000-000	Seymour Recreation Trips	16,067	2,941	13,126	16,067	-	-
347-0033-000-000	Senior Center Dues	1,000	534	466	1,000	-	-
347-0034-000-000	Recreation Summer Camps	37,000	10,173	26,827	37,000	-	-
347-0035-000-000	Recreation Karate	-	-	-	-	-	-
347-0036-000-000	Recreation LEGO	-	-	-	-	-	-
347-0037-000-000	Senior lunch	4,000	2,480	1,520	4,000	-	-
347-0038-000-000	Recreation/Senior Other	-	(2,530)	2,530	-	-	-
347-0039-000-000	Recreation/Senior Sports	-	-	-	-	-	-
	Sub Total	122,867	37,303	85,564	122,867	-	-
	Miscellaneous Revenues						
350-0005-000-000	Police Reports	1,000	776	-	776	(224)	-
350-0010-000-000	Miscellaneous	5,250	3,698	1,500	5,189	(61)	-
350-0015-000-000	Housing Authority	-	-	-	-	-	-
350-0020-000-000	Sale of surplus property	-	84	-	84	84	-
350-0025-000-000	Police Admin Fee	45,000	75,003	-	75,003	30,003	-
350-0035-001-000	WPCA Proceeds (Debt Repayment)	-	-	-	-	-	-
350-0030-000-000	Unbudgeted Income Insurance	-	-	-	-	-	-
350-0033-000-000	Boys and Girls Club - Rent	3,900	1,950	1,940	3,900	-	-
350-0040-000-000	Valley Health Districts - Rent	17,500	0,188	8,312	17,500	-	-
350-0035-000-000	Miscellaneous	-	-	-	-	-	-
350-0100-000-000	Shaw Park Land	-	35	-	35	35	-
	Sub Total	72,650	80,735	11,752	102,487	29,837	-
	Fees						
351-0031-000-000	Ordinance fines	100	88	-	99	(1)	-
351-0030-000-000	Parking Fines	6,500	2,720	2,500	5,220	(1,280)	-
	Sub Total	6,600	2,819	2,500	5,319	(1,281)	-
	Special Assessments						
355-0010-000-000	Sewer Assessments	295,000	116,110	168,512	286,622	(8,378)	-
355-0033-000-000	Ordov Payment	-	-	-	-	-	-
355-0020-000-000	Water Assessment	150,000	88,702	112,175	200,877	50,877	-
355-0025-000-000	Water Assessment Interest	16,000	14,523	12,500	27,023	11,023	-
	Sub Total	481,000	221,335	293,187	514,522	53,522	-
	Investment Earnings						
361-0010-000-000	Interest General Fund	25,000	57,535	49,315	106,850	81,850	-
	Sub Total	25,000	57,535	49,315	106,850	81,850	-
	Other Finance Sources						
362-0010-000-000	Other Finance Sources	-	-	-	-	-	-
362-0010-000-000	Capital Project Fund Reimbursement	-	-	200,000	200,000	200,000	-
	Sub Total	-	-	200,000	200,000	200,000	-
	Use of fund balance						
390-0000-000-000	Use of fund balance	80,000	-	-	-	(80,000)	-
	Sub Total	80,000	-	-	-	(80,000)	-
	Grand Total All Town Revenues	\$ 56,243,608	\$ 37,975,238	\$ 16,703,653	\$ 54,678,891	\$ (1,564,717)	

Close out of Chadfield LeFrensi school building

TOWN OF SEYMOUR
EXPENSES PROJECTION - GENERAL FUND (BY DEPARTMENT)
FYE 6/30/18

Line Item #	Title	6/30/2018		Actual Through 12/30/2018	Estimated Actual thru 6/30/18	Total		Over (Under) Budget	Explanation for Significant Variances
		Adjusted Budget	Budget			Actual & Estimated for 6/30/2018	Over (Under) Budget		
	Planning & Zoning	27,343	15,236	14,000	29,236	1,893			
	Board of Finance	71,341	67,030	4,311	71,341	(0)			
	Town Meetings Public Hearings	4,200	1,260	1,000	2,260	(1,940)	Spending and hiring freeze		
	Probate Court	17,000	13,263	-	13,263	(3,737)	Spending and hiring freeze		
	Selectmen's Office	283,189	121,803	136,386	258,189	(25,000)	HR Director not replaced		
	Economic Development	79,787	24,062	25,725	49,787	(30,000)	Spending and hiring freeze		
	Economic Development Commission	2,500	400	500	900	(1,600)			
	Downtown Committee	-	-	-	-	-			
	Registrars of Voters	78,500	29,836	36,000	65,836	(12,664)	Fewer referendums than expected		
	Finance Department	280,698	136,871	143,000	279,871	(827)			
	Tax Collector	165,012	81,686	83,326	165,012	(0)			
	Town Treasurer	5,200	2,700	2,500	5,200	-			
	Assessors Office	182,715	93,639	92,076	185,715	(0)			
	Board of Assessment Appeals	150	100	50	150	-			
	Town Counsel	300,000	127,445	172,555	300,000	(0)			
	Town Clerk	210,673	100,056	110,617	210,673	0			
	Printing & Legal Aids	15,000	4,307	8,690	12,997	(2,003)	Spending and hiring freeze		
	Conservation Protection Agency	4,625	-	-	-	(4,625)			
	Inland/Wetlands	16,700	9,449	7,000	16,449	(251)			
	Board of Zoning Appeals	800	-	-	-	(800)			
	Town Planner	37,935	12,689	22,260	34,929	(3,006)	Part time worker hours reduced		
	Town Computers / Data Processing	144,716	53,337	91,000	144,337	(379)			
	Town Buildings	528,402	274,579	253,823	528,402	0			
	Town Engineer	107,840	19,638	88,203	107,841	1			
	Blight Officer	9,500	5,360	4,140	9,500	(0)			
	Town Contributions	29,350	10,250	18,100	29,350	-			
	Personal Benefits	-	-	-	-	-			
	Sick Pay	191,083	-	191,083	191,083	-			
	Health Insurance	2,172,917	1,261,028	911,889	2,172,917	(0)			
	Social Security	342,358	182,073	160,285	342,358	(0)			
	Retirement	988,798	491,201	477,590	988,791	(7)			
	Longevity	81,039	43,754	37,285	81,039	0			
	Town Insurance	1,645,125	931,271	713,854	1,645,125	(0)			
	General Government	\$ 8,007,496	\$ 4,114,302	\$ 3,808,246	\$ 7,922,550	(84,946)			
	Police Department	4,267,059	1,894,753	2,272,300	4,157,053	(110,006)	Spending freeze and hiring freeze		
	Communication Commission	182,179	166,050	16,129	182,179	(0)			
	Emergency Management	27,260	17,619	9,641	27,260	(0)			
	EMS Commission	200	50	150	200	-			

Seymour Ambulance	77,713	45,753	31,960	77,713	(0)	
Valley Emergency Medical Services	31,827	31,827	-	31,827	-	
Lake Authority	19,940	19,940	-	19,940	-	
Fire Department	408,870	168,814	240,056	408,870	(0)	
Water - Fire Hydrants	374,611	196,903	177,708	374,611	0	
Fire Marshal	133,343	85,983	67,360	133,343	(0)	
Office of Compliance	107,731	50,202	47,529	97,731	(10,000)	Spending freeze and hiring freeze
Public Safety	5,630,733	2,647,893	2,862,833	5,510,726	(120,007)	
Highway Wages & Maintenance	1,830,125	1,077,086	753,000	1,830,086	(39)	
Highway Materials	75,000	11,150	63,850	75,000	(0)	
Street Lighting	120,000	76,541	102,000	178,541	58,541	
Highways and Streets	2,025,125	1,164,777	918,850	2,083,627	58,502	
Sanitation	101,976	52,825	49,151	101,976	0	
Waste Collection	988,542	688,276	386,987	1,055,263	66,721	
Sanitation	1,090,518	721,101	-	1,157,239	66,721	
Valley Health Department	112,854	84,840	28,214	112,854	0	
Dog Warden Canine Office	73,750	1,425	72,325	73,750	0	
Town Health Contributions	14,907	9,353	5,554	14,907	-	
Health and Welfare	201,511	95,419	106,093	201,512	1	
Recreation Commission	409,935	193,543	195,000	388,543	(21,392)	
Culture & Arts Commission	20,600	3,367	7,233	10,600	(10,000)	Result of freeze, cut of programs
Recreation Program Contributions	43,000	39,500	3,500	43,000	-	
Parks	157,400	67,807	79,000	146,807	(10,593)	Spending freeze
Library	377,140	202,776	160,390	363,136	(14,004)	Part time position not filled
Valley Council of Governments	6,804	6,804	-	6,804	-	
Culture & Recreation	1,014,879	513,798	445,093	958,891	(55,988)	
Board of Education	32,874,308	18,883,717	13,790,591	32,674,308	(300,000)	BOE layoffs and deferral of book and supply spending
Principle	3,120,000	2,715,000	405,000	3,120,000	-	Annual capital plan contingent on budget deficit
Interest	1,384,038	613,950	170,088	784,038	(600,000)	Board refunding savings
Debt Service	4,504,038	3,328,950	575,088	3,904,038	(600,000)	
Senior Citizen Freeze	50,000	-	50,000	50,000	-	
Town Capital	650,000	9,250	240,750	250,000	(400,000)	Mill rate stabilization fund surplus
Town Contingency	95,000	5,192	89,808	95,000	0	
Total Town Expenditures	\$ 56,243,608	\$ 31,484,398	\$ 22,887,354	\$ 54,807,890	(1,435,718)	

4th Quarterly Report 2017

Economic Development

9/30-12/31/17

Fred A. Messoro

Department Specific Update: no changes to staff

Budgetary Update: Budget is in good standing with levels consistent for year to date. Working with Grants Writer and Finance Department on payments of Greenway Trail Construction and reimbursement paperwork from the State of CT DOT

Accomplishments /Recognition of Department or Members: Selected to be on the Board of Directors for CEDAS (Connecticut Economic Development Association)

Review Goals for the Quarter: All Three Goals for Quarter have progressed successfully. Greenway Trail Phase 1 construction is completed and released to the Town. The contractor has completed the punch-list items from our consultant, Milone and MacBroom and CTDOT. There are a couple of outstanding finished constructed items that may need to be redesign and awaiting comments from our consultant and engineer office. Working closely with our Finance Department and Dee Caruso to make sure all payments for work completed is processed correctly and timely. Also we are submitting paperwork to CTDOT for reimbursement from State on certain aspects of the project including 80% of construction and Inspections. Worked with owners of 770 Derby Ave in their submittal of Tax Incentive for a +/-4,290sf Addition placed on their existing building that was originally constructed in 2015 also with assistance from the Tax Incentive Program
The Owners of 26 Bank St are still in the process of submitting their application
Identified and Developed a "Vacant Properties List" with the clerical assistance from the Office of First Selectman

Issue Resolution: EV Charging Station was down and out of order, I needed to reset the unit and contact a resident user that is it back up



TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

There were some billing and paperwork submission issues with the State DOT and our Consultant on processing the payment for the Greenway Trail Project that were corrected from the Town

Met with the Owner of 46-100 Roosevelt Dr to review plans for a Mixed Project and Vineyard

Look Ahead: Encourage the re-zoning for the Roosevelt Drive area to support commercial growth which should include a Sewer feasibility to possibly connect with Derby WPCA

Establish 3 Goals for the upcoming quarter:

1. Closeout Greenway Trail Project and have Ribbon Cutting
2. Assist owners of 26 Bank St on Tax Incentive Applications
3. Work with the new members of the ED Commission



A Small Town for Big Business



Michael Wilson
Superintendent of Schools
mwilson@seymourschools.org

QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 10/01/17-12/31/17

Prepared by: Michael Wilson

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.*

1. 9/5/17 a. Congratulations and thank you to the members of the Katharine Matthies Foundation Grant Committee for Kinesthetic equipment for Bungay School. The grant has been finalized and Seymour will receive funds to purchase kinesthetic equipment. The members of this committee are Dawn Black, Cynthia Botti, Christopher Cummings, Nicole Francisco, Jackie Freddino, Kathleen Furino, Kelley Garofalo, Megan Goletz, Megan Heinisch, Gina Kindt, Mallory Knutson, Angel McAuliffe, Noelle Oberdick, Michelle Proto, and Leslie Sojka
2. 10/02/17 a. Congratulations to Molly Schiffer for receiving a letter of commendation from the National Merit Scholarship Program. Commended students are recognized for the exceptional academic promise demonstrated by their outstanding performance on the qualifying test used for program entry
b. Congratulations to the following Technical and Business Education Teachers at Seymour High School on their teaching achievements: Joe Perrucci - #1 in the state for Computer Aided Drafting three years in a row, 2nd and 3rd place in the May 2017 Electrathon Race, Mike Catanese - #1 in the state for Business Administration three years in a row, Jennifer Sardo #3 in the state for Accounting, Kathy Verlezza - #5 in the state for Personal Finance, Mike Stock - #9 in the state for Engineering and 2nd and 3rd place in the May 2017 Electrathon Race
3. 11/08/17 a. Congratulations to Abigail Andrade and Paulina Karwowski for being honored with the National School Development Council Academic Growth and Student Leadership in Learning Award – Jim Freund, Mike Wilson presented the students with a certificate from the National School Development Council.
b. Recognition of Outgoing Board Members – Mike Wilson
Mr. Wilson took a minute to recognize the commitment of outgoing Board members Ms. Allison Sobieski and Chairperson Mr. Yashu Putorti. We missed Ms. Sobieski as she was unable to attend the meeting but Mr. Wilson spoke of her commitment to the Board, thanked her for her years of service and wished her the best of luck. Mr. Wilson thanked Mr. Putorti for his many years of service as a member and chairperson of the Board of Education. Fellow Board members and the audience gave him a standing ovation. Mr. Putorti and Ms. Sobieski have been honored with a plaque that recognized their commitment to the Seymour Public Schools community. Best of luck to you both!
4. 12/04/17 a. Congratulations to Seymour High School students Maxwell Bartlett and Paulina Karwowski and Seymour Middle School students Angelina Buturla and Kevin Engstrom as the 2017 recipients of the CAPSS Superintendents Award of Excellence. They will be honored at a dinner on December 7, 2017
b. Thank you to the Seymour Public Schools staff who participated in the fundraising effort that resulted in a donation of \$1255.00 to the CAS Hurricane Heroes Relief Fund

- c. Congratulations to the winners of the Lions Club Peace Poster Contest! Grand Prize-Devin Cronin (Grade 7), First Place-Leah Cuadrado (Grade 7), Second Place-Emma Hamilton (Grade 8), and Third Place-Madison Gaynor (Grade 7). The next level of voting will take place at the Lions Club Winter Party in December. We wish Devin Cronin the best of luck and hope her poster will make it to the next level of competition

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) Additional Curriculum Work has been recently completed which has helped to further align the curriculum to the Common Core State Standards.
 - b) Revision to the School Improvement Plan Template has been completed and all of the schools shared their plans with the BOE on October 16, 2017.
 - c) District benchmark assessments – Measures of Academic Progress – District Data Team met in November and set new goals for 2017-2018. These Goals included a more focused look on the PSAT which is now administered in grades 8 -11.
 - d) NEASC evaluation completed at Seymour High School Accreditation granted with “no” warnings
- Goal #2 Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement**
- Updated to our new student information system – Power School – as well as the creation and rollout of our new Webpage(Out in November 2017)
 - Our new District Facebook page has been launched and has over 750 followers. People have commented how happy they are with this new additional method of communication.
 - MAP testing data was shared with at our BOE meeting in October along with the goals for each class in terms of growth.
 - Improvements have been made to the new centralized registration system: up and running
- Goal #3 Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement**
- a) Parent conferences were held in all of our buildings in November
 - b) Another meet and greet with the Superintendent will take place in February

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

Chatfield-LoPresti School has a new assistant principal, Kathleen Freimuth.

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

We will begin drafting a Strategic Plan in February 2018. This was pushed back from November because of budgetary constraints.

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 Continue to Increase Student Achievement for All Students while Simultaneously Closing the Achievement Gap**
- Goal #2 Continue to Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success**
- Goal #3 Begin and draft the District’s new Strategic Plan**



SEYMOUR POLICE DEPARTMENT

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

MICHAEL E. METZLER
Chief of Police

4th Quarter Report

Seymour Police Department

Dates Covered: October 1, 2017-December 31, 2017

Prepared by: Chief Michael Metzler

Department Specific Update:

The fourth quarter finished on a positive note with the department conducting successful initiatives with our annual holiday food drive, Christmas Toy drive and the Trunk or Treat program held at the Seymour Middle School. In addition, the position of Detective was finalized with the selection of Christa Ventura, the first female detective in the history of the Seymour Police Department. Deputy Chief Paul Satkowski attended the International Chiefs of Police Convention in Philadelphia and stated that it was an outstanding experience.

Budgetary Update:

This years income projections were thought to have been a little high, but due to the extremely high increase being realized through the administrative fees (private duty), the department has already attained the projections for the entire 2017-18 fiscal year. Our operating budget is under control and the only area of concern is the heating fuel. This problem has been an ongoing issue with a poorly conceived system that the town is evaluating at this time. Plans to address this issue are in the works and will hopefully be completed by the end of this fiscal year. The First Selectman conducted a meeting with the department heads to look at ways to address the fiscal mismanagement of the State of Connecticut and how it will affect the Town of Seymour. We were all tasked with putting together multiple budgets covering the next two years. This was a daunting task, considering how much was already shaved from our operating funds. Everyone in the room understood what the potential problems are and could become and worked together to try to establish funding that would allow each department to provide the services were are mandated to perform.

Accomplishments/Recognition of Department or Members:

The department has picked up the pace regarding motor vehicle enforcement. In addition, there was a shooting incident on New Street that led to an arrest. There was also a sexual assault that led to the arrest of an individual on the east side of town. An assist was rendered to the Windsor Locks Police Department where two of our female officers were utilized in an undercover prostitution sting operation that led to seven arrests. Both officers will be receiving commendations for that effort in this quarter. Our K9 units conducted "seeps" at Seymour High School, Bunnell High School (Stratford) and at the Danbury Prison. All three were considered successful.

Review Goals for the Quarter:

The goals that were established for this quarter were as follows:

- (1) Finalize the Detective position: Completed in December 2017
- (2) Select and train new recruits: Completed and they began their Academy training in December 2017
- (3) Plan community events, such as Trunk or Treat, SOLVE and Block Watches: These have all been initiated.

So, the goals that were established have either been completed or at least started for last quarter.

Issue Resolution:

As stated earlier, the Department has addressed promotional issues with the selection of Christa Ventura for Detective and the manpower issues with the selections of Julia Thomas, Jamie Erdman and Kristopher Marra as police recruits. These are all quality selections that the Board of Police Commissioners put a lot of thought into before finalizing them. The AFIS machine was ordered quite a while ago and we are still awaiting its arrival. The heating system, as indicated earlier, is being evaluated by the town and is scheduled for upgrade in the spring of 2018.

Look-Ahead:

The Board of Police Commissioners is researching with the administration, the purchase of a drone for the department. This purchase will provide the department with additional resources in the areas of accident reconstruction, crime scene overviews and search/rescue operations. In addition, Sig Sauer Firearms is in the process of replacing all of the departmental firearms due to the design flaws that were reported in the last quarterly report. The department is also completing plans for our Citizens Academy that will be conducted in the spring. Finally, with the numerous overdoses in our community, the department is working with the Valley Substance Abuse group, Seymour Ambulance and the Seymour School system to provide a symposium on the ever-present Opioid problem that we are currently dealing with. This event will be held during the next quarter.

Establish (3) Goals for Upcoming Quarter:

The three goals for the 2nd quarter will be as follows:

1. Finalize the Citizens Academy plans.
2. Finalize the evaluation of the Drone and purchase it.
3. To work on the budget to provide the services while taking into consideration the amount of funds that might "actually" be available for use.



Seymour Community Services

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

4th Quarter Report – 2017

(October 1 – December 31, 2017)

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

Budgetary Update: Currently on-track. Planning of Spring and Summer Camp will incur expenses which will be offset by Revenue generated from program.

Accomplishments:

- Secured \$2400 grant from Valley Community Foundation for Senior Exercise Program. Residents will can participate in 3 free classes per week.
- Held Community Blood Drive with Seymour Ambulance Association
- Expansion of Senior Center Activities continues with the release of several new services for seniors including, chair massage, hearing screening, Foot care and coming in March – Manicures & Pedicures.

Q1- Upcoming /Long Term Focus:

- Continue Senior Program Expansion including membership and foot traffic.
- Continued exploration of additional grants to bring Free or reduced programming to residents
- Begin Spring/Summer programs including camp release
- Community Garden
- Continued exploration of Kayaking proposal
- Department Wrap up of 2017 Activities. Department update for Selectman Scheduled (Sneak preview available if requested)

Building/Maintenance:

- In process - Bingo Room floor is in need of replacement. — retrieving quotes and funding
- In process -Gymnasium Wall Padding needed — retrieving quotes
- Exploration of merging offices & additional program space – on going



Seymour Community Services

20 Pine Street

Seymour, CT 06483

Telephone 203-888-0406 Fax 203-881-5026

Category	Total Regs Q3	Total YTD
<u>*Aquatics</u>	4	142
<u>*Community Events</u>	50	50
<u>*Day/Overnight Trips</u>	185	674
<u>*Health/Wellness/Educational Programs</u>	5	32
<u>*Sports/Fitness/Activities (Youth)</u>	254	254
<u>Summer Camps/Vacation Programs</u>		1499
<u>Activities</u>		11
<u>Adult Fitness</u>	118	371
<u>Adult Sports</u>	138	174
<u>After School Programs</u>	21	52
<u>Basketball</u>		460
<u>Overnight Trips</u>	4	63
<u>Senior Programming</u>	256	884
<u>Sponsorship/Non-Headcount</u>	34	34
<u>Vacation Programs</u>	0	14
<u>Youth Sports, Fitness, & Activities</u>	93	181
Totals	1162	4895



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

Quarterly Report: December, 2017

Reflects current Town of Seymour Finance Department Expense report

Department: Seymour Public Library

Prepared by: Suzanne Garvey, Director SPL December 2017 report, compiled January 9, 2018

People Counter Statistics:

October Patron Count: 3,654

November Patron Count: 3,298

December Patron Count: 3,176

Patron Visits: 10,128

1. Department-specific update:

Town Budget Figures from – January 2, 2018

Endowment Figures to January 1, 2018

Allocations	FY	YTD	Balance
Town	\$ 558,405.00	\$ 269, 976.40	\$ 285,412.66
Encumbered	\$ 3,015.94		
Endowment	\$ 118,124.00	\$ 46,508.34	\$ 71,615,66

Operations 3 months YTD 10/2017 to 12/2017

Circulations:

October	November	December
Adult 1694	Adult 1647	Adult 1429
Juvenile 1197	Juvenile 1421	Juvenile 1137
Teen 152	Teen 106	Teen 116
DVD 1136	DVD 1198	DVD 1204
Magazine 82	Magazine 100	Magazine 73
Audio 290	Audio 268	Audio 232
eBook 204	eBook 213	eBook 215
Total 4755	Total 4953	Total 4406

Total 3 Months= 14,114

ILL
Borrow 817
Loan 437

Holdings the library owns: 81,513

Programs-Adult 11 programs @ 319 attendees
Juvenile 36 programs @ 775 attendees
YA Programs 8 @ 30

Days Open- Oct. 19 (Library closed for Columbus Day and for building issue, October 19)
Nov. 19 (Library closed for veteran's Day, Thanksgiving, & Day after)
Dec. 20 (early closing at 12pm Saturday, Dec. 9, Closed Saturday, December 23 & Tuesday,
December 26)
Total = 58

Computer Sessions- October- 358
November- 358
December- 340 TOTAL: 1,056

Registered Borrowers - 6,463

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

3. Accomplishments/recognition of department or members:

The library had some maintenance issues to deal with in October 2017. The building was evacuated 2 times and then fully closed on Thursday, October 19, 2017 due to an issue with an odor. Tony Caserta called in American Rooter and they fixed the problem.

Luckily this was all fixed by Sunday, October 22nd when the Band, **Rave On** performed at the library. Charlotte Rowell and Suzanne Garvey were on hand for patrons and had coffee and donuts available for their consumption. 67 people attended this Matthies Grant/ Library Endowment sponsored program of Buddy Holly/ Roy Orbison music. The below picture is before the dancing, literally, in the aisles started.



Not as well attended with only 28 people was the Library Anniversary Celebration on Wednesday evening, December 6. Folk Music was on the program with Phil Rosenthal and accompaniment. We had birthday cake, coffee, & donuts for patrons.

We did run some raffles for patrons- 2 Holiday stocking drawings- one for girl, one for book- 51 children participated.

And 11 book raffles- 168 patrons entered for a chance to win.



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. Working on getting areas upgraded. We are midway into cleaning out projects and are able to see more improvement options. We'd like a more contemporary look in the library. Seymour Public Library is full of charm- but improvements are to be desired.

2. More outreach is necessary.

3. Continue working on social media. We are thinking of establishing a Twitter account. Originally, we wondered if we had enough information to make it a reasonable endeavor, but even if it comes to winter closings or reminders for programs- it could be valuable for patrons that don't give us their emails for mail chimp etc.

We are working on all goals. Rebecca Troop initiated a Twitter and Instagram account for the library. Weeding projects are underway in Children and Adult areas. These are projects that hope to free up shelf space for new acquisitions by deaccessioning books that have not circulated since 2011 or earlier. Through this process, we are finding areas that seemed to have water leaks that were not attended to from years past in shelf locations. The books, in these cases, are removed due to water damage. However, they may be replaced with new/updated editions if they are of sustaining value to the library. Outreach is something we work on continually with the understanding that the library does have items of value to patrons and we can be of benefit to them.

Issue resolution: Staff are very seasoned and professional and know how to handle many assorted types of occurrences.

Everything has gone well. The building issues of October were of concern, but the issues were resolved and we continue to monitor areas.

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

The Library is looking forward to building upgrades.

A representative from RH Lord is scheduled to come to talk to us about library furnishings. I will look for funding if their offerings would be beneficial to the library. Perhaps even upgrading one item at a time could prove to be an option.

Ann, Rebecca, and I are looking to expand programming for families and adults. We are planning on offering a Board Game time. Perhaps Chess- if we can learn it ourselves to lead when necessary. Puzzles. And more coloring both adult and children. Ann has been doing many craft tables for children for holidays and they have been well received.

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.

In terms of programming, we are looking for more programs that do not cost a lot to run but are entertaining and worth someone leaving their house to come to see us. We still will continue to provide the professional programming as well.

In terms of staff time it can be challenging, but we are looking to provide more computer education and assistance to patrons.

Again, I will note that our website and social media accounts need constant monitoring to be relevant and we need to find time for that.



Town of Seymour

1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

4TH QUARTERLY REPORT - 2017

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

DATES COVERED: October 1, 2017 – December 31, 2017

DEPARTMENT SPECIFIC UPDATE:

OCTOBER:

Payments were processed. Deposits made and balanced. Collected \$297,964.67 for October, including credit card payments.
Credit/Debit card & E-ck payments at counter and online. Collected \$86,314.62 for October.
TAXSERV (collection agency) payments for October: \$4,396.39.
Collected 54.33%. Current taxes owed: \$19,630,469.76. Back taxes owed: \$1,055,026.41.
Maintained spreadsheet of deposit breakdown for Finance Office.
Maintained spreadsheet for credit card collections.
Motor Vehicle Take Offs were done on 10/2/17 (35), 10/6/17 (79), 10/10/17 (73), 10/11/17 (11), 10/13/17 (37), 10/17/17 (21), 10/20/17 (27), 10/25/17 (54) & 10/27/17 (38) for payments received.
Motor Vehicle Put-Ons were done on 10/18/17 (48)
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.
Issued Final Demands.
Water Assessment bills were sent for November.
Completed month end reports for Finance Director.

NOVEMBER:

Payments were processed. Deposits made and balanced. Collected \$375,984.29 for November, including credit card payments.
Credit/Debit card & E-ck payments at counter and online. Collected \$67,295.99 for November.
TAXSERV (collection agency) payments for November: \$4,800.08.
Collected 54.85%. Current taxes owed: \$19,404,045.04. Back taxes owed: \$1,002,841.90.
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 Take Offs were done on 11/2/17 (37), 11/3/17 (6), 11/6/17 (35), 11/9/17 (65), 11/13/17 (34), 11/15/17 (22), 11/17/17 (42), 11/20/17 (28), 11/22/17 (12), 11/27/17 (25), 11/29/17 (30) & 11/30/17 (21) 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 Motor Vehicle.
Completed month end reports for Finance Director.

TELEPHONE: 203-888-0517

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

DECEMBER:

Payments were processed. Deposits made and balanced. Collected \$3,316,648.35 for December, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$200,849.83 for December.

TAXSERV (collection agency) payments for December: \$1,823.34.

Collected 61.50%. Current taxes owed: \$16,759,448.74. Back taxes owed: \$940,037.32.

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 12/1/17 (21), 12/4/17 (25), 12/7/17 (39), 12/11/17 (15), 12/13/17 (43), 12/20/17 (76), 12/21/17 (14) & 12/22/17 (20) 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.

Supplemental Motor Vehicle bills (2675) were sent December 7, 2017.

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:

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: January collections & Budget preparedness.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Work with Marshal on outstanding Tax Warrants. January collections and Budget process.

**CASH REPORT
TOWN OF SEYMOUR**

MONTHLY SUMMARY REPORT BY BILLING YEAR CASH: TOWN Date: 01/05/2018 Pay Date: 10/01/2017 To 12/31/2017 Time: 11:29:58 Page: 3
 Condition: Year From: 0000 TO 2016 District: All Term# Total Only: YES Bill Type: 00 - ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00
 Recap Option: Year Type S-D TOWN INTEREST LIEN FEES TAX BINT TOTAL DATE PAID K TP OVR BATCH TRANS# TERM# NAME
 BILL # GROSS Exempt Net

TOP YR	2015	125,040.01	22,436.96	480.00	640.35	0.00	0.00	148,597.32
TOP RE	3,103,457.44	12,617.05	0.00	32.00	0.00	3,116,106.49		
TOP PP	116,972.09	1,638.03	0.00	224.41	0.00	118,834.53		
TOP MV	199,301.20	14,744.34	0.00	1,259.81	0.00	215,305.35		
TOP MVS	184,096.20	0.00	0.00	0.00	0.00	184,096.20		
TOP YR 2016	3,603,826.93	28,999.42	0.00	1,516.22	0.00	3,634,342.57		
TOP CUR/YR COLL.	3,603,826.93	28,999.42	0.00	1,516.22	0.00	3,634,342.57		
TOP BACK/YR COLL.	266,306.33	69,464.97	864.00	2,397.61	17,221.83	356,254.74		
TOP ACTIVE	3,869,959.59	98,182.33	864.00	3,845.47	17,221.83	3,990,073.22		
TOP SUSPENSE	173.67	282.06	0.00	68.36	0.00	524.09		
GRAND TOTAL	3,870,133.26	98,464.39	864.00	3,913.83	17,221.83	3,990,597.31		
TOWN	CURRENT:	3,634,342.57	BACK :	356,254.74				

RECEIPT TOTAL 3,990,597.31
 CASH TOTAL 114,833.26
 CHANGE TOTAL 1,870.87

 CASH BALANCE 112,962.39
 CHECK TOTAL 3,523,174.48
 CREDIT TOTAL 354,460.44
 DEPOSIT TOTAL 3,636,136.87 *** (EXCLUDE CREDIT CARD)

 DEPOSIT TOTAL 3,990,597.31

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF SEYMOUR
GRAND LIST YEAR 2016

Year: 2001 To 2016, Pay Date: 12/31/2017, Time: 01/05/2018 11:00:58 am	ALL	Recap By Year: No	Recap By Dist: No	Act/Susp: Active,	Cycle: 00 To 00,	Type: TOWN, Bill Type: 24 - CODE T (ALL)	Page: 1					
YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL CORRECTIONS INC.	DEC.	COLLECTABLE TAXES	CURRENT SUSPENSE	TAXES/BILT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
YR: 2002	112	18,642.35	0.00	0.00	18,642.35	-5,601.53	20.12	762.80	13.28	796.20	0.00	13,020.70
YR: 2003	133	20,481.57	0.00	0.00	20,481.57	-5,833.00	366.80	984.55	82.18	1,433.53	0.00	14,281.77
YR: 2004	145	28,441.58	209.22	-209.22	28,441.58	-6,143.00	3,522.80	6,926.82	131.44	10,581.06	0.00	18,775.78
YR: 2005	159	23,004.52	0.01	0.00	23,004.53	-5,635.85	3,342.84	6,015.12	221.77	9,579.73	0.00	14,025.84
YR: 2006	161	26,605.03	0.00	0.00	26,605.03	-5,898.01	3,109.72	4,929.78	91.39	8,130.89	0.00	17,657.30
YR: 2007	148	28,206.09	0.00	0.00	28,206.09	-5,952.34	4,610.34	6,717.36	498.12	11,825.82	0.00	17,643.41
YR: 2008	132	21,101.81	0.00	0.00	21,101.81	-6,017.65	3,522.61	4,430.46	177.09	8,130.16	0.00	11,561.55
YR: 2009	189	29,792.35	0.00	-289.86	29,502.49	-6,246.20	5,018.61	5,471.01	238.75	10,728.37	0.00	18,237.68
YR: 2010	248	49,955.76	0.00	-626.42	49,329.34	-9,997.65	19,552.52	15,279.69	498.24	35,330.45	0.00	19,779.17
YR: 2011	330	84,077.76	0.01	-724.24	83,353.53	-9,801.43	35,007.40	23,740.07	3,031.75	61,779.22	0.00	38,544.70
YR: 2012	425	129,235.58	512.94	-1,221.87	128,526.65	-9,920.87	66,704.66	36,795.62	3,909.31	107,409.59	0.00	51,901.12
YR: 2013	915	294,978.44	1,721.12	-3,080.30	293,619.26	-10,162.71	185,406.09	69,021.48	7,599.63	262,027.20	-247.07	98,050.46
YR: 2014	25,511	729,494.36	19,098.78	-30,178.49	718,414.65	-11,179.49	514,238.96	136,001.66	10,791.42	661,032.04	-193.93	192,996.20
YR: 2015	25,641	43,310,857.65	151,626.80	-203,671.09	43,258,813.36	-12,926.77	42,832,324.95	188,929.96	12,627.10	43,033,882.01	-506.57	413,561.64
Prior Total	44,794,874.85	173,168.88	-240,001.49	44,728,042.24	-111,256.50	43,676,748.42	506,006.38	39,911.47	44,222,666.27	-947.57	940,037.32	
YR: 2016	25,552	43,591,293.94	79,035.68	-134,884.40	43,535,445.22	0.00	26,775,996.48	54,930.85	3,278.57	26,834,205.90	-5,154.60	16,759,448.74
Grand Total	79,801	88,386,168.79	252,204.56	-374,885.89	88,263,487.46	-111,256.50	70,452,744.90	560,937.23	43,190.04	71,056,872.17	-6,102.17	17,699,486.06

**BUILDING DEPT.
QUARTERLY REPORTS FOR OCTOBER, NOVEMBER, DECEMBER 2017**

	ESTIMATED COST	FEES	# OF PERMITS
BUILDING	\$ 1,694,989.00	\$ 24,101.00	65
ELECTRICAL	\$ 369,637.00	\$ 10,150.00	52
PLUMBING	\$ 73,274.00	\$ 1,932.00	25
HEATING	\$ 208,849.00	\$ 3,502.00	30
POOLS	\$ 16,000.00	\$ 204.00	1
DEMOLITION	\$ -	\$ -	0
SIGNS	\$ -	\$ -	0
TOTAL -	\$ 2,362,749.00	\$ 39,889.00	173

SUMMARY OCTOBER 2017

	ESTIMATED COST	FEES	# OF PERMITS
BUILDING	\$ 505,883.00	\$ 6,804.00	29
ELECTRICAL	\$ 182,558.00	\$ 3,118.00	27
PLUMBING	\$ 27,574.00	\$ 791.00	11
HEATING	\$ 141,780.00	\$ 2,173.00	15
POOLS	\$ 16,000.00	\$ 204.00	1
DEMO	\$ -	\$ -	0
SIGNS	\$ -	\$ -	0
POOLS	\$ -	\$ -	0
TOTAL -	\$ 873,795.00	\$ 13,090.00	83
SOLAR PANELS	4		
NEW HOME	2		

SUMMARY NOVEMBER 2017

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	\$ 743,663.00	\$ 8,858.00	19
ELECTRICAL	\$ 57,266.00	\$ 767.00	8
PLUMBING	\$ 13,200.00	\$ 334.00	4
HEATING	\$ 31,770.00	\$ 609.00	7
DEMO	\$ -	\$ -	0
SIGNS	\$ -	\$ -	0
POOLS	\$ -	\$ -	0
TOTAL -	\$ 845,899.00	\$ 10,568.00	38
NEW HOME			3
SOLAR PANELS			2

SUMMARY DECEMBER 2017

	ESTIMATED COST	FEEES	# OF PERMITS
BUILDING	\$445,443.00	\$ 8,439.00	17
ELECTRICAL	\$129,813.00	\$ 6,265.00	17
PLUMBING	\$ 32,500.00	\$ 807.00	10
HEATING	\$ 35,299.00	\$ 720.00	8
DEMO	\$ -	\$ -	0
SIGNS	\$ -	\$ -	0
POOLS	\$ -	\$ -	0
TOTAL -	\$643,055.00	\$16,231.00	52
NEW HOME	0		
SOLAR PANELS	3		

QUARTERLY REPORT FOR OCTOBER, NOVEMBER, DECEMBER 2017

OCTOBER 2017 -

SOLAR PANELS - 4

NEW HOME - 2

NOVEMBER 2017 -

SOLAR PANELS - 2

NEW HOME - 3

DECEMBER 2017 -

SOLAR PANELS - 3

NEW HOME - 0

TOTAL SOLAR - 9

TOTAL NEW HOMES - 5

SEYMOUR FIRE MARSHAL'S OFFICE

QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2017

DEPARTMENT UPDATE

Below is a brief summary of major work activities that the Seymour Fire Marshal's Office conducted during the months of October, November and December of 2017.

NEW CONSTRUCTION

1. Falbo's Garage, West Street – Plans were submitted and reviewed for the construction of a second floor at this location. Construction has not started yet.
2. New Liquor Store, 177 Roosevelt Drive – This new 3,300 square foot liquor store project is completed.
3. Hot Tamales Cantina, New Haven Road – This proposed dance club has been very time consuming. The applicant has submitted a State Fire Code modification to not sprinkler the occupancy. We are waiting for a written response. The project continues to be reviewed.
4. Route 67 Diner, Klarides Village – A plan review was conducted regarding this expansion into the old vacuum cleaner store. Construction has begun.
5. 60 Silvermine Road, Basement Systems – A plan review and construction is almost complete for an interior renovation at this building.

MISCELLANEOUS

1. The Office continues to handle now 3 house hoarding issues. One is a recent notification. Some progress has been made on one of them.
2. DFM Willis continues to conduct some safety committee work. He also inspected and reviewed the A.E.D.s in Town Hall, Library, Public Works and Community Center.
3. **Carbon Monoxide issue with DFM Willis's Ford Explorer – NO CHANGE. Carbon monoxide is leaking into his vehicle. It was brought to Crowley Ford for an investigation. There is no manufacturer fix yet but it will be on a recall in the future when a fix is determined. The vehicle is still in use but a carbon monoxide detector is in the vehicle. Other proactive steps are being taken.**
4. The annual fire prevention poster contest is nearing completion. This is where 4th and 5th grade students create fire prevention posters in order to promote fire prevention. My committee has selected one from each grade to submit to the County level.
5. Fire prevention activities were conducted in both elementary schools and the child day cares. We provided this training to hundreds of children from preschool to third grades. The Fire Marshal's Office conducted classroom training of fire safety tips and the fire department shown and explained some of their trucks and equipment.
6. Seymour Land Trust, Chatfield Park – The Office conducted its annual inspection and standby for their fireworks presentation to bring in Santa.

BLASTING ACTIVITIES

1. None occurred during this time period. However, blasting may begin again at Haynes Materials site 600 Derby Avenue.

ROUTINE ACTIVITIES

1. Inspections on existing and new construction buildings.

New Construction - 22 Initial Existing Buildings – 33 Re-inspections -42 (All schools were re-inspected from the initial re-inspection in August)

Underground Propane Tank inspection – 1

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

2. **Reports - 65** Blasting Permits- 0 Fire Code complaints- 5 Meetings – 50

Detail Code Reviews – 4 Detail Follow-up Activities – 106 Burning Permits - 0

Other -9 Oil Tank Removal/Inquiry – 11 Plan Review – 5 Document Reviews - 3

Fire Code Modification Requests – 1 Other – 13 Fire Lane/Hydrant violation tickets - 0

TOTAL FROM 1 AND 2 ABOVE – 370, does not include training attended or given or fire investigations.

FIRE SAFETY TRAINING GIVEN

1. None.

FIRE SAFETY TRAINING ATTENDED

1. FM Wetowitz took an online class on Residential Building Construction, Ventilation Impact of Fire Development. Two days of Fire Investigation Training in Rocky Hill, half day on Inspecting Public Assemblies in Shelton,
2. DFM Willis attended 2 day class at UNH on Fire Death Investigations, 2 days at the CT. Fire Academy on Incident Management, half day on Fatal Fire Investigation in Shelton and Workers Compensation Recording OSHA 300 in Wethersfield, two days of Fire Investigation in Rocky Hill, half day on Inspecting Existing Public Assemblies in Shelton, online training on Fire Chemistry, Report Making, Safety Committees.

3. Volunteer Fire Inspector Jeff Cronin attended a half day on Inspecting Public Assemblies.

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. 13 Patton Avenue, structure fire – This appears to be an accidental fire. It appeared to start on top of a basement work bench from one of several potential causes. A moderate amount of damage occurred to the single family house.
2. 23 Tomlinson Road, structure fire – This appears to be an accidental fire in the living room. It appears to have started due to a burning candle. The house received moderate damage.
3. 131 Bungay Road, structure fire – This appears to be an accidental fire. It appears to have started in the basement garage from a car fire. The house received very substantial damage.

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

BUDGET UPDATE

1. As you know we are in a budget freeze. I have nothing to report.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

1. DFM Willis continues to do a superior job.

REVIEW OF GOALS FOR THE QUARTER

1. I have nothing to report.

ISSUE RESOLUTION

1. I have nothing to report on.

LOOK-AHEAD

1. I have nothing significant to report.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER

1. We will continue to focus most of our inspection time on multiple family houses, apartment buildings, schools, public assemblies and other larger type buildings. This will leave more than 200 buildings with no planned inspection schedule due to inadequate paid staffing.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
January 2 2018

2017 Quarterly Report

Department: Town Clerk's Office

Dates Covered: October 1, 2017 – December 31, 2017

Prepared by: Susan DeBarber, Lianna McMurray and Veronica Hoffman.

Department Specific Update:

- We assumed our responsibilities in relation to the conduct of elections. These responsibilities were fulfilled under the guidance of the Secretary of State. Responsibilities include:
 - Issued 76 absentee applications and ballots.
 - Preparation of the official ballot used on Election Day.
 - Filed various reports to the state of endorsed candidates, vacancies and term limits.
 - Submitted mandated warnings to the newspaper with regard to vacancies and the municipal election stated the date, locations, hours, etc.
 - Determined the number of vacancies available using the Town Charter and checking resignations of elected offices since the last municipal election. We submit this information to Democrat & Republican Town Chairmen prior to the caucus in addition to the state.
 - Provided information and necessary forms to campaign treasurers and party endorsed candidates with regard to what was required by the State Election Enforcement Commission.
- This year we have recorded a total of 4,891 documents.
- We have issued 767 dog licenses since June 1st.
- We have issued 17 marriage licenses in October, November and December.
- We have issued 73 various hunting & fishing licenses this quarter.
- We recorded 80 sewer liens and releases this quarter.
- Our vital income totaled \$4,315.00 this quarter.
- We sent in the required legal notices pertaining to the Municipal Election as required by the State.
- 25 Seymour Residents who are serving in the military received \$100.00 checks from the Richard R. Pearson Fund at Christmas time. (See attached Thank-You letter from one of the recipients). Each year we receive generous donations from various organizations and individuals in town.

Budgetary Update:

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

Accomplishments / Recognition of Department or Members:

- Veronica attended the Land Records class in December which was her third (out of 6) class towards her certification.
- Organized the 2018 meeting and room schedule for all boards, commissions and committees.
- Our online capabilities are being utilized. In the last quarter over 600 copies were made online.

Review Goals for the Quarter:

- We worked well with the Registrar of Voters as well as the Secretary of State's office in regard to the Municipal Election.
- We will continue to take advantage of every education opportunity available.
- We will continue to update the vault with the State grant so that the indexes and images continue to go backward to early volumes.

Issue Resolution:

- No issues at this time.

Look-Ahead:

- Completing year-end procedures.

- We will begin preparations for the referendum.
- We are accepting budgets from each department, board, commission, etc. for Fiscal Year 2018-2019.
- After the election we will meet with the Registrar of Voters and will complete and send in the certification of election results.
- Susan will be retiring February 28th.

Establish 3 Goals for upcoming quarter:

- Finalizing our year-end procedures for the land records.
- Finalizing our vital records for the year and confirm receipt from residing towns.
- Our future goal is to continue to get our images back equal to our indexes even farther.



DEPARTMENT OF THE ARMY
ALPHA BATTERY, 1ST BATTALION 319TH AIRBORNE FIELD ARTILLERY REGIMENT
82ND AIRBORNE DIVISION ARTILLERY
FORT BRAGG, NORTH CAROLINA, 28310

December 28, 2017

The Richard R. Pearson Memorial Committee
1 First Street
Seymour, CT 06483

Dear Mrs. DeBarber, Mrs. McMurray and Mrs. Hoffman,

I would like to thank you for thinking of me during the holiday season with this generous Christmas gift. I greatly appreciate the kind gesture.

Due to our current Global Response Force mission status, my Soldiers and I have been unable to travel home for this holiday season. I would like to let you know that this gift has gone towards a holiday party for these Soldiers who have been unable to enjoy the season with their families and loved ones.

Once again, I would like you to know that your support is greatly appreciated by my Platoon as we stand ready to alert, marshal, and deploy at a moment's notice.

Sincerely,

A handwritten signature in black ink, appearing to read "S. C. Harding", is written over a horizontal line.

Samuel C. Harding
First Lieutenant, U.S. Army
Platoon Leader

**ASSESSOR'S OFFICE
QUARTERLY REPORT
10/01/17 – 12/31/17**

DEPARTMENT SPECIFIC UPDATES:

Adjusted assessment of vehicles based on proof of sale, plate receipt, etc.
Monthly processing of property transfers
Preparing 2017 grand list

Various State reports completed and forwarded to the Office of Policy and Management

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS:

Joe has attended monthly meetings of the New Haven County Assessor's Association

BUDGETARY UPDATE:

Working well within budget

REVIEW OF GOALS FOR THE QUARTER:

All goals met

ISSUE RESOLUTIONS:

No issues

LOOK AHEAD:

Grand List filing may be delayed due to the loss of a clerk in the office