

ZONING OFFICER REPORT

STARTING DATE 10-13

ENDING DATE 12-13

NEW CONSTRUCTION 4

(WALK SIGHT, RECIVE REVIEW PLANS, ISSUE PERMIT)

CERTIFICATE OF OCCUPANCY 8

(FINAL INSPECTION, SIGHT REVIEW, REVIEW AS BUILT PLANS, WALK SIGHT ISSUE C/O)

ADDITION 0

(REVIEW PLANS, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT ISSUE C/O)

GARAGE DETACHED 1

(REVIEW, PLANS, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT ISSUE C/O)

EXCAVATION 0

(REVIEW, SIGHT PLANS, ISSUE PERMIT)

ADULT LIVING 0

(REVIEW, SIGHT PLAN, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT ISSUE CO)

DECKS 6

(REVIEW PLANS, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT, ISSUE C/O)

POOLS 0

(REVIEW PLANS, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT, ISSUE C/O)

SHEDS 4

(REVIEW PLANS, REVIEW SIGHT, ISSUE PERMIT, REVIEW AS BUILT, WALK SIGHT, ISSUE C/O)

IN LAW APARTMENT 0

(REVIEW PLANS, REVIEW SIGHT, ISSUEE PERMIT)

SIGNS ON BUILDING 1

(REVIEW SIGN PLAN,)

TEMPORARY SIGNS

(30 DAY BANNER ON BUILDING)

PORTABLE GARAGE 1

(REVIEW SIGHT PLAN ISSUE PERMIT)

DEMO 0

(REVIEW SIGHT)

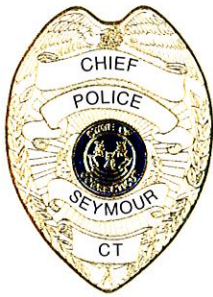
GENERATOR 7

(REVIEW SIGHT PLAN, WALK SIGHT, ISSUE PERMIT)

REMOVAL AND ENFORCING SIGNS FOR ODRNANCE 215

FORCLOSURS 40 470 76

BILL PAECHT ZEO



SEYMOUR POLICE DEPARTMENT

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MICHAEL E. METZLER
Chief of Police

4TH Quarterly Report

Seymour Police Department
Prepared by: Chief Michael Metzler

Dates Covered: October 1, 2013-December 31, 2013

Department Specific Update: The department continues to struggle to maintain minimum staffing with the number of vacancies that were allowed to be left open and the number of injuries that have been sustained by the overworked and physically stressed officers who are forced to work too many hours to maintain minimum coverage as stipulated by the labor agreement. The recruits started the police academy in the summer and were expected to complete all of their training by early April 2014. A recent change at the Milford Police Academy translates into a May starting date putting off their availability by two months. There are three officers currently out on injury/sick leave and the status for potential return is not available at this time. In addition, Officer Anthony Rinaldi transferred to Fairfield Police and the candidate selected to replace him did not successfully complete the requirements set forth in the conditional offer of employment. The Board of Police Commissioners promoted one officer to the rank of Detective and he was immediately assigned to the Detective Division. The License Plate Reader was such a huge success that a second unit is being requested for the upcoming fiscal budget.

Budgetary Update: As stated above, overtime has been extensive for our community, but hopefully it will be in check by May of 2014 with the new hires. These cuts in financing have hurt the department and it's ability to provide all the services that are required in the community. With 25% of the department's manpower not being available over the past year, and lowering that level to about 12% has eased some of the pressure, we have been fortunate to be able to provide the services that have been given to date. The 2013-14 budget is also underfunded and the vacant Captain's position, has put undue stress on the department, was slashed in half during budget cuts and this failure continues to hamper the growth within the department. The administration is developing a plan to address that issue and provide more officers for the patrol division at a reduced cost. This plan will be introduced to the Board of Police Commissioners in January 2014. The Town has addressed a major problem with the purchase of a quality UPS system to address all of the department's needs. The radio system is still experiencing reception problems on Route 34 and the Communication Commission is working diligently to try to address those issues and the process is included in the capital improvement plan for 2014-15,

Accomplishments/Recognition of Department or Members:

The Detective Division has worked hard on improving the image of that unit both inside and outside of the department. The relationship with the prosecutor's office has been greatly enhanced and was personally commented on by the State's Attorney. In addition, the bureau was re-designed to be more efficient and provide a better atmosphere within their group. Several areas were spruced up and a large display case was put in that contains items that were used by police over the past fifty or more years. After many discussions over the Student

Resource Officer position, a decision to go forward with a process for selection occurred. On December 17, 2013 an interview process with the Superintendent in attendance led to the selection of Officer Meredith Shook as the next SRO from the Seymour Police Department.

Review Goals for the Quarter: It is unrealistic to try to set goals for the department. This department is grossly under-funded and is unable to provide specialized services on a consistent basis. The Department finally placed a Detective in Statewide Narcotics and promoted another officer to a detective rank. The problem is we are constantly lacking supervisory positions due to sickness/injury/other reasons. The first goal will be to establish a working command structure that will provide better supervisory coverage while at the same time not putting additional stress on the budget. The re-structuring plan will provide all of these things and at a cost saving to the community. We are constantly being instructed to do more with less and I believe that this plan could be a step in that direction for other departments to emulate.

Issue Resolution:

The three recruits entered the police academy and will be onboard around May 2014. In trying to address the needs of the community, the Board of Police Commissioners and the Administration have come up with a plan to provide some of the services that have been requested without burdening the Town with a huge impact on the Town's budget. The addition of the Statewide Narcotics officer, additional detective, a Student Resource officer and the possibility of a Community officer should go a very long way in providing the extra services that are requested and definitely needed.

Look-Ahead:

The department still has only one goal at this time and that is to get the manpower back to a "functional" level where we can provide the services that are citizens not only need, but also deserve. With the manpower restored, a major portion of any perceived shortcomings will be exposed for what they really were. The men and women of the Seymour Police Department are a proud group and try to provide the best services they can, but without the resources it becomes a task. With the above-stated in Issue Resolution being properly addressed, the citizens of Seymour will see their "quality of life" improve.

The number one concern of the officers is the constant problems with the communications. In the 2014-15 Fiscal Capital Plan, a request was made to address this shortcoming with the Communications Commission. The plans the Tom Eighme has produced involving simulcasting would finally address all the issues through fiber cabling. It is for this reason that the Police Department has made that it's number one concern.

Establish (3) Goals for Upcoming Quarter:

The goals have been clearly established above. The finalization of the Re-structuring is the number one priority and would be extremely beneficial to the department. The Duty Manual: is completed and is currently being reviewed for final acceptance by the Board of Police Commissioners. The two new cruisers, that should have arrived this quarter, should be arriving early in January. The second Detective is presently being provided with the training so that he will be able to jump right in and get started in his new position when he is finally sworn in to said position. At the same time, we are providing the final detective with specialized training in youth cases so that his transition goes just a smoothly. We will also be looking into the hiring of another recruit to replace the officer who resigned.



Christine Syriac
Superintendent of Schools
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QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 10/01/13 – 12/31/13

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.*

- | | |
|----------|---|
| 11/06/13 | <ol style="list-style-type: none">1. Citizens Academy Presentation of Certificates – Christine Syriac, Brooke Anderson, Athanasios Diakomis, Monica Dimon, Tammy Lifrieri, Bob Magri, Lori Robinson, Allison Sobieski-McAndrew, John Stelma2. Congratulations to the Wildcat Racing team and the Alternative Energy Club on their first place win at the Electrathan event on Friday, October 25, 2013 at Lime Rock.3. Congratulations to Joe Salemme, who was named one of the New Haven Register's Athletes of the Week on October 10, 20134. Congratulations to the Seymour Middle School Science Olympic Team who placed second out of 40 teams at the event in September at Laurelton Hall in Milford. The team is comprised of 8th graders Madison Brenchak, Abigail Androde, Kaitlyn Esposito, and Rebecca Findley who formed the team last year as 7th graders |
| 12/02/13 | <ol style="list-style-type: none">1. Congratulations to the winners of the Lions Club Peace Poster Contest. Victoria Palumbo, Grand Prize winner, Caty Ragaini, First Place winner, Olivia Kick, Second Place winner, and Emily Fitzgerald, Third Place Winner2. A group of high school students Dan Shibu, Brooke Bowns, Julie Kucsera, Ryan Rees, Vincent Lombardo, Christian Mutapcic, Andrew Zehall, Catherine Dimon, Justin Fabozzi, Griffin Gilbertie, Emily Thomas, Marissa D'Eramo, Jaymie Delnicky, Matt Moran, Denae Sheahan, Connor Glenn, Eryk Skowronski, and Zach Fronterotta participated in the iPad Exploration professional Development on November 5. The students taught the teachers...it was outstanding. |

Nancy Snopkowski
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Seymour Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the nondiscrimination policies should be directed to the Title IX Coordinator, Office of the Associate Superintendent, 203-888-4564.

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) Ongoing work on ELA curriculum (implementing in grades K-5) |
| Goal #2 | b) Math curriculum – piloting curriculum in various classrooms, monthly meetings |
| | Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success (In Progress) |
| | Listen and Learn BS – 10/30/13, MS – 11/6/13, HS – 11/13/13, CLS – 11/20/13 |
| | Common Core State Standards Information Session – December 5 |
| | Community BOE 2014-2015 Budget Meeting – December 17 (see attached) |
| Goal #3 | Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement |
| | a) Listen and Learn |
| | 11/06/13 Seymour Middle School |
| | 11/13/13 Seymour High School |
| | 11/20/13 Chatfield-LoPresti School |
| | 12/04/13 Bungay School |
| | 12/16/13 Seymour High School (2 nd Session) |

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

Currently the BOE is working with the Police Commissioners Board re: the possibility of a police officer being assigned to the schools. With the onset of the new school year the police department was not able to provide an officer assigned specifically to the schools nor are they able to provide officers at arrival and dismissal hours.

The Chatfield-LoPresti Building Committee is addressing some remaining concerns at CLS such as a geo thermal well that is leaking.

Seymour Middle School has had some humidity issues in the lower level that are being addressed.

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

1. Planning budget for 2014-15
2. Selecting/purchasing internal benchmark assessments aligned to the common core

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 November 30, 2013

Balance Sheet / Revenues/ Cash Flow

All audit fieldwork has been completed, and we are reviewing the draft financial statements. We are awaiting the Federal / State Single Audit reports and will review upon receipt from Blum Shapiro.

Expenditures

The attached expenditure report includes the year to date activity as of November, 2013. In addition, a check register outlining all checks issued during November, 2013 has been provided for review.

A/C 110 – 119 Certified Staff. The certified staff accounts are tracking on budget at this time. We will have some minor variance at year end in A/C 110 Administration due to the medical leave of absence for the Middle School Assistant Principal, as we are utilizing a substitute administrator during his absence.

A/C 120 – 140 Non Certified Staff. The Non-Certified accounts are tracking on budget at this time. We have not concluded contract negotiations with the secretarial and custodial bargaining units, so a retroactive adjustment will be made in A/C 120 Custodial Service and A/C 128 Office / Secretarial Services when negotiations are completed. Mediations are tentatively scheduled for January, 2014.

A/C 210 – 295 Employee Benefits. All accounts appear to be trending as budgeted. We will be closely monitoring Workers Compensation on a regular basis, as we have received two (2) potentially large claims during November.

A/C 320 - 340 Professional Services. A/C 340 Technical Services is projected to be higher than budgeted at year end as we had to incur unbudgeted support costs for the migration to District Wireless access points. We will monitor the other professional services accounts during the year to attempt to generate an offsetting savings to be used for transfer purposes.

A/C 411 – 450 Infrastructure Services. The utilization of blanket purchase orders for ongoing services performed throughout the year skews the tracking of remaining budget funds, but the accounts are being managed in a conservative manner. Building repair and maintenance will continue to exhibit variability, particularly as we enter the winter heating season and the associated required repair and maintenance items.

A/C 510 – 519 Transportation. The current encumbrance amounts reflect required transportation services for contracted out placed students. There are two (2) possible outplacements that will significantly impact this line item, and we will closely monitor the PPT process.

A/C 561 – 564 Tuition. We have received all enrollment / billing information for A/C 562 Tuition - Regular Ed. Public Schools. This includes Nonnewaug, Sound School, Education Center for the Arts and Six to Six Magnet School. We are projecting a slight deficit of \$6,713 in this account at year end. There is a current deficit in A/C 563 Tuition – Special Education Private Facilities because we have not yet received the Special Education Cost Grant funds from the State. We receive these funds in February and May, so this account will show a variance through May, 2014. Our current enrollment is covered by the existing budgeted funds, but there are two (2) possible students that may be out placed in December / January. We will continue to monitor the PPT process.

**Seymour Public Schools
Financial Summary
As of Nov. 30, 2013**

	<u>Original Budget</u>	<u>Transfers</u>	<u>Adjusted Budget</u>	<u>Encumbered</u>	<u>Ytd Expended</u>	<u>Remaining Balance</u>		<u>Budget</u>
						<u>\$</u>	<u>%</u>	<u>%</u>
110 Administration	\$1,798,690	\$0	\$1,798,690	\$0	\$777,572	\$1,019,118	56.7%	58.0%
111 Teachers - Regular Instruction	\$9,523,622	\$0	\$9,523,622	\$0	\$2,920,431	\$6,603,191	69.3%	69.0%
112 Teachers - Special Ed Instruction	\$1,154,136	\$0	\$1,154,136	\$0	\$348,825	\$805,311	69.8%	69.0%
113 Appendix E Non-Sport Stipend	\$93,012	\$0	\$93,012	\$0	\$26,192	\$66,820	71.8%	70.0%
114 Teachers - Unified Arts Instruction	\$633,511	\$0	\$633,511	\$0	\$193,284	\$440,227	68.6%	69.0%
115 Teachers - Guidance Services	\$710,124	\$0	\$710,124	\$0	\$218,501	\$491,623	89.2%	69.0%
116 Teachers - Student Support Services	\$765,373	\$0	\$765,373	\$0	\$230,768	\$534,605	69.8%	69.0%
117 Nursing Services	\$187,510	\$0	\$187,510	\$0	\$73,550	\$113,960	60.8%	68.0%
118 Teachers - Library/Media Specialist	\$289,192	\$0	\$289,192	\$0	\$91,004	\$198,188	68.5%	69.0%
119 Substitutes - Certified staff	\$206,500	\$0	\$206,500	\$0	\$45,924	\$160,576	77.8%	70.0%
Sub-total Certified Staff	\$15,359,070	\$0	\$15,359,070	\$0	\$4,826,051	\$10,433,019	67.9%	
120 Custodial Services	\$1,115,005	\$0	\$1,115,005	\$0	\$417,736	\$697,269	62.5%	62.0%
121 Monitor Paraprofessionals	\$18,564	\$0	\$18,564	\$0	\$3,596	\$14,968	80.6%	70.0%
122 Clerical Paraprofessionals	\$347,392	\$0	\$347,392	\$0	\$103,033	\$244,359	70.3%	69.0%
123 S/Ed Instructional Paraprofessional	\$602,519	\$0	\$602,519	\$0	\$189,289	\$413,230	68.0%	69.0%
124 Reg. Ed. Instructional Paraprofess.	\$58,042	\$0	\$58,042	\$0	\$20,725	\$37,317	64.3%	69.0%
125 Appendix E Sports Stipends	\$207,262	\$0	\$207,262	\$0	\$78,939	\$128,323	61.9%	70.0%
126 Tutor Services	\$95,080	\$0	\$95,080	\$0	\$36,536	\$58,544	61.6%	70.0%
127 Special Education Summer School	\$65,750	\$0	\$65,750	\$0	\$72,922	(\$7,172)	-10.9%	
128 Office / Secretarial Services	\$728,654	\$0	\$728,654	\$0	\$283,457	\$445,197	61.1%	68.0%
129 Substitutes - Non Certified Staff	\$46,000	\$0	\$46,000	\$0	\$29,286	\$16,714	36.4%	
130 Security Services	\$58,425	\$0	\$58,425	\$0	\$21,245	\$37,180	63.6%	64.0%
140 Technical Services	\$211,410	\$0	\$211,410	\$0	\$67,877	\$143,533	67.9%	62.0%
Sub-total Non Certified Staff	\$3,554,103	\$0	\$3,554,103	\$0	\$1,324,622	\$2,229,481	62.7%	
210 Health Insurance	\$4,311,136	\$0	\$4,311,136	\$0	\$1,567,000	\$2,743,636	63.6%	
211 Life Insurance	\$45,100	\$0	\$45,100	\$0	\$21,333	\$23,767	52.7%	
220 S.S./Medicare	\$497,735	\$0	\$497,735	\$0	\$211,766	\$285,969	57.5%	
230 Pension Contribution	\$401,336	\$0	\$401,336	\$0	\$179,607	\$221,649	55.2%	
240 Tuition Reimbursement	\$33,000	\$0	\$33,000	\$0	\$24,698	\$8,302	25.2%	
250 Unemployment Compensation	\$31,600	\$0	\$31,600	\$0	\$6,814	\$24,686	78.1%	
260 Workers Compensation	\$75,000	\$0	\$75,000	\$0	\$52,090	\$22,910	30.5%	
285 Retiree Benefits	\$249,540	\$0	\$249,540	\$0	\$237,709	\$11,771	4.7%	
Sub-total Employee Benefits	\$5,644,447	\$0	\$5,644,447	\$0	\$2,301,755	\$3,342,692	59.2%	
320 Professional Educational Services	\$127,700	\$0	\$127,700	\$125,118	\$1,937	\$845	0.5%	
330 Other Professional Services	\$316,000	\$0	\$316,000	\$147,600	\$144,662	\$22,648	7.2%	
335 Professional/Curriculum Development	\$60,000	\$0	\$60,000	\$0	\$6,867	\$53,043	88.4%	
340 Technical Services	\$42,500	\$0	\$42,500	\$5,376	\$36,143	\$982	2.3%	
Sub-total Professional Services	\$545,200	\$0	\$545,200	\$278,184	\$189,699	\$77,317	14.2%	
411 Water & Sewer Fees	\$62,900	\$0	\$62,900	\$0	\$25,963	\$36,937	58.7%	
424 Grounds Maintenance	\$50,000	\$0	\$50,000	\$3,000	\$300	\$46,700	93.4%	
430 Building Contract Services	\$156,575	\$0	\$156,575	\$58,956	\$78,710	\$20,909	13.4%	
431 Building Repair & Maintenance	\$298,760	\$0	\$298,760	\$40,760	\$226,122	\$26,878	9.0%	
433 Equipment Repair & Maintenance	\$27,500	\$0	\$27,500	\$15,953	\$11,304	\$243	0.9%	
434 Equipment Contract Services	\$65,750	\$0	\$65,750	\$2,863	\$34,665	\$28,223	42.9%	
440 Equipment Lease / Rental	\$138,330	\$32,060	\$170,390	\$64,949	\$50,222	\$55,219	32.4%	
450 Technology Contract Services	\$151,000	\$0	\$151,000	\$0	\$113,304	\$37,616	24.9%	
Sub-total Infrastructure Services	\$950,805	\$32,060	\$982,865	\$192,471	\$537,669	\$252,725	25.7%	

	Original Budget	Transfers	Adjusted Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
510 Transportation - Regular	\$810,138	\$0	\$810,138	\$402,071	\$317,165	\$0	0.0%
512 Transportation - Vo-Ag Schools	\$24,431	\$0	\$24,431	\$18,491	\$5,940	\$0	0.0%
516 Transportation - S/Ed Local	\$265,413	\$0	\$265,413	\$144,719	\$120,656	\$28	0.0%
517 Transportation - S/Ed Non Local	\$281,438	\$0	\$281,438	\$180,358	\$129,222	(\$28,142)	-10.0%
519 Transportation - Student Activity	\$54,500	\$0	\$54,500	\$32,083	\$22,417	(\$0)	0.0%
Sub-total Transportation Services	\$1,435,918	\$0	\$1,435,918	\$868,622	\$595,410	(\$28,114)	-2.0%
520 Property Insurance	\$76,335	\$0	\$76,335	\$0	\$72,862	\$3,473	4.5%
521 Liability Insurance	\$86,807	\$0	\$86,807	\$0	\$86,807	\$0	0.0%
529 Athletic Insurance	\$21,128	\$0	\$21,128	\$0	\$21,128	\$0	0.0%
Sub-total Insurance	\$184,270	\$0	\$184,270	\$0	\$180,797	\$3,473	1.9%
530 Communications	\$125,595	\$0	\$125,595	\$36,607	\$63,595	\$25,392	20.2%
561 Tuition - Special Ed Public Schools	\$19,750	\$0	\$19,750	\$0	\$10,724	\$28	0.1%
562 Tuition - Regular Ed. Public Schools	\$308,250	\$0	\$308,250	\$87,955	\$227,000	(\$6,713)	-2.2%
563 Tuition - S/Ed Private Facilities	\$607,390	\$0	\$607,390	\$816,095	\$315,602	(\$524,307)	-86.3%
564 Tuition - Reg. Ed. Private Facilities	\$10,000	\$0	\$10,000	\$0	\$4,275	\$5,725	57.3%
Sub-total Tuition	\$945,390	\$0	\$945,390	\$904,050	\$560,609	(\$625,269)	-55.6%
580 Travel	\$30,160	\$0	\$30,160	\$0	\$10,883	\$19,267	63.0%
590 Adult Education Services	\$83,471	\$0	\$83,471	\$0	\$83,481	(\$10)	0.0%
610 Office Supplies	\$67,000	\$0	\$67,000	\$13,378	\$22,625	\$31,098	46.4%
611 Instructional Supplies	\$237,000	\$0	\$237,000	\$55,485	\$115,292	\$66,223	27.9%
612 Instructional Supplies-S/ED	\$12,900	\$0	\$12,900	\$1,079	\$1,700	\$10,121	78.6%
613 Custodial Supplies	\$152,750	\$0	\$152,750	\$38,041	\$77,049	\$37,660	24.7%
615 Technology Supplies	\$42,625	\$0	\$42,625	\$10,352	\$12,183	\$12,091	28.4%
622 Electricity	\$600,600	\$0	\$600,600	\$0	\$261,023	\$339,577	56.5%
624 Heating Fuel	\$261,250	\$0	\$261,250	\$0	\$109,907	\$151,343	57.0%
625 Bus Fuel	\$145,440	\$0	\$145,440	\$0	\$139,904	\$5,536	3.8%
641 Textbooks & Curricular Materials	\$154,500	\$0	\$154,500	\$31,093	\$35,205	\$88,202	57.1%
642 Library / Reference Materials	\$35,250	\$0	\$35,250	\$625	\$3,590	\$31,035	88.0%
645 Software - Instructional	\$7,500	\$0	\$7,500	\$6,678	\$530	\$292	3.9%
646 Software-Non Instructional	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
680 Athletic Supplies	\$50,500	\$0	\$50,500	\$2,941	\$25,599	\$21,960	43.5%
Sub-total Supplies	\$1,767,315	\$0	\$1,767,315	\$167,672	\$804,506	\$795,137	45.0%
731 Equipment - Non Instructional	\$37,800	\$0	\$37,800	\$11,127	\$22,527	\$4,147	11.0%
745 Equipment - Technology	\$224,100	(\$32,060)	\$192,040	\$39,550	\$34,691	\$117,799	61.3%
Sub-total Equipment	\$261,900	(\$32,060)	\$229,840	\$50,677	\$57,217	\$121,948	53.1%
810 Dues & Fees	\$38,000	\$0	\$38,000	\$0	\$37,941	\$59	0.2%
890 Conferences & Seminars	\$16,750	\$0	\$16,750	\$0	\$14,383	\$2,367	14.1%
Total Expenditures	\$30,842,984	\$0	\$30,842,984	\$2,498,283	\$11,694,619	\$18,760,002	54.1%

2013 Quarterly Report

Department: Town Clerk's Office

Dates Covered: October 1, 2013 – December 30, 2013

Prepared by: Susan DeBarber, Elizabeth Conrad and Lianna Staffieri

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:
 - Issuing absentee applications and ballots in accordance to election law.
 - Preparation of the ballot used on Election Day.
 - Filed various reports to the state of endorsed candidates, vacancies and term limits.
 - Submitted mandated warnings to the Valley Gazette with regard to vacancies and the upcoming municipal election on the appropriate dates in accordance to the Election Calendar.
 - 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, write in candidate and party endorsed candidates with regard to what was required by the State Election Enforcement Commission.
- This year:
 - We have recorded a total of 5,000 land records.
 - We licensed 800 dogs.
 - We issued 126 marriage licenses.
 - We filed 118 foreclosures.
 - We issued a total of 554 various hunting & fishing licenses.
- The Richard R. Pearson Fund Christmas checks were sent out to the 17 service men and women who submitted their names. The first 10 received \$125.00 and the 7 that were submitted late received \$100.00.

Budgetary Update:

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

Accomplishments / Recognition of Department or Members:

- Lianna Staffieri took her third module (out of 5), on December 9th, to meet the credentials for the Town Clerk Certification Exam.

- Susan DeBarber and Elizabeth Conrad attended the New Haven County Town Clerk's Quarterly meeting on December 19, 2013.

Review Goals for the Quarter:

- We are continuing to cross train in every area as best as possible.
- We have been working with other Town Clerks to get ideas for updating our office, while at the same time sharing some of our methods with them.

Issue Resolution:

- Too many servicemen and/or families coming in late to submit their name(s) for the Richard R. Pearson Fund Christmas checks and it is difficult to decipher the dollar amount.
- Next year we plan to establish a cutoff date to eliminate any questions or difficulties.

Look-Ahead:

- Completing year-end procedures.

Establish 3 Goals for upcoming quarter:

- We are making preparations to put our land records online. This comes at no cost to the town.
- We plan to look over the retention schedule and organize our office. The state requires that we hold on to materials of past elections, etc , for a designated period of time.
- We plan to finalize year end duties with regard to the vitals, land records and elections.

TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

4th Quarterly Report 2013

Economic Development

10/1/13 – 12/31/13

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: Working with Corporation Counsel and Developer on creating a Purchase and Development Agreement for 29 Maple St (Former LoPresti School

Henny Penny Construction at 2-4 New Haven Ave. is ahead of schedule

Ribbon Cutting for Grand Light at 104 Day St and Clean Harbors at 772 Derby Ave.

Working in collaboration with the EDC, created the 1st Version of "Downtown Shops and Parking Map"

Working in collaboration with VCOG in securing an EPA Grant for \$8,975 to perform a Phase I and Hazardous Materials Assessment for 29 Maple St (Former LoPresti School Property) in which the Town will be responsible for a 10% contribution.

Presented the Master Plan for the Seymour Greenway Trail and Linear Park to the BOS

Review Goals for the Quarter: Was able to finalize the Master Plan for the Seymour Greenway Trail and Linear Park but unfortunately we were not awarded the 2014 Preservation in Place Grant. I will use some encumbered and program budgeted funds to make up the difference. We are currently creating a Purchase and Development Agreement with a Developer for the Sale of 29 Maple St. Planning and Zoning Commission approved a Planned Development District (PDD).

Issue Resolution: Working with the Grants Office, Corporation Counsel and DECD on working with a new sign company to finish / correct the "Welcome to Seymour" and Industrial Park signs.



A Small Town for Big Business

TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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Look Ahead: Finalize installation of "Welcome to Seymour" Signs and working with the Grant /Operations Department on getting the "Adopt a Spot" sign bid out. Identify funding for Feasibility Study for Upland Trail of the Seymour Greenway Trail and Linear Park. Henny Penny construction should be completed and open for Business. Continue to work with the Seymour Lumber Owners to have buildings taken down and or Property under contract. Bids are expected for 29 Maple St. Look to expand on Silvermine Industrial Park.

Establish 3 Goals for the upcoming quarter:

1. Develop a budget to implement the 1st phase of the Greenway Master
2. Finalize Purchase and Development Agreement for 29 Maple St.
3. Have the Town adopt C-PACE Program. Commercial and Industrial Property Assessed Clean Energy (C-PACE) is a program administered by the CT Clean Energy Finance and Investment Authority (CEFIA) allowing building owners to finance energy efficiency and clean energy projects by placing a voluntary assessment on their property tax bill.



A Small Town for Big Business

SEYMOUR ELDERLY SERVICES

4 Quarter Report

Department: Elderly Services

Prepared by: Lucy McConologue

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

Daily activities during the month of October, November and December include Bingo, Mah Jong, Yoga, Exercise Classes, Acrylic Painting, Pinochle, and Band Jamming.

Special Informational programs included Health Insurance Seminar for Seniors, and a presentation on guidelines when choosing Home Health Care Agencies.

Health Programs included a Flu Clinic at the Center in October and a Tour of Griffin Hospital and a program on the Aging Process.

Bus Usage: Weekly Shopping and doctor appointments. Tour of Griffin Hospital. Monthly Lunch trips included Olive Garden in Milford, Christmas Tree Shop & Lunch at Cracker Barrel and Lunch at Junipers and a stop at St. George Church in Middlebury to tour the annual Gingerbread Display.

Special Holiday Programs: Halloween Luncheon with entertainment by the Old Tyme Fiddlers, Christmas Favorite Memories & Grab Bag, Holiday Sing-Along with Tony Castle and refreshments, New Year's Week Special Free Bingo and Refreshments.

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

No problems to date with Budget.

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

I attended Supervisor's Meeting on use of Evaluation Form for yearly evaluation & discussion of results of on-line questionnaire.

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?

Taking over the responsibility of putting together the monthly bulletin and mailing it out. This was one of the tasks that my assistant had. I had to learn the program that was on her computer. Trying to meet the deadline for getting it to the printer as well as making sure I had adequate time to get it mailed out to the members. My assistant would devote almost a week of her time on this project. It is very difficult to try to work on this while being interrupted by phone and people coming into the office for information or paying for programs and also supervising daily programs.

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

Trying to handle the responsibilities of being director as well as taking on the responsibilities of not having another person in the office. The only way I was able to resolve the issue to some extent was by not taking any full days off during the three months.

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

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.

It is difficult at this time to try to establish additional goals when I am trying to maintain existing programs and services without any other personnel in the office. Also being the only person at the Community Center during the day when the Recreation Department is either on vacation or on trips adds the full responsibility of the Community Center up to me.



Town of Seymour
1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

4TH QUARTERLY REPORT - 2013

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

DATES COVERED: October 1, 2013 – December 31, 2013

DEPARTMENT SPECIFIC UPDATE:

OCTOBER:

Payments were processed. Deposits made and balanced. Collected \$302,123.02 for October, including credit card payments.

Credit card payments at counter and online. Collected \$24,332.81 for October.

Collected 46.15%. Current taxes owed: \$18,386,583.07. Back taxes owed: \$1,370,384.70.

Maintained spreadsheet of deposit breakdown for Finance Office.

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

Motor Vehicle Take Offs were done on 10/1/13, 10/22/13 & 10/30/13 for payments received.

Motor Vehicle Purge/Put-On was done on 10/8/13 & 10/15/13.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

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

Continued working and training with Assistant.

Completed month end reports for Finance Director.

Attended Board of Finance Meeting on 10/22/13, per request of Finance Director for Fraud Audit discussion.

Tax Sale took place on 10/30/13, 1 property, no one showed.

Reviewed Water Assessment bills and mailed on 10/30/13.

NOVEMBER:

Payments were processed. Deposits made and balanced. Collected \$230,948.77 for November, including credit card payments.

Credit card payments at counter and online. Collected \$16,520.91 for November.

Collected 54.24 %. Current taxes owed: \$18,227,576.66. Back taxes owed: \$1,345,803.85.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Delinquent notices sent for Real Estate, Personal Property and Motor Vehicles.

Motor Vehicle Take Offs were done on 11/5/13, 11/12/13, 11/19/13, & 11/26/13 for payments received.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

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

Completed month end reports for Finance Director.

Collector, Finance Director & Director of Operations met with Jeff Johnson from QDS about Finance Interface from Tax Collector to Finance office and credit card option for Water Assessment payments on 11/13/13.

Reviewed and balanced Supplemental MV bills with Assessor's, forwarded to QDS for printing.

TELEPHONE: 203-888-0517

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

DECEMBER:

Payments were processed. Deposits made and balanced. Collected \$3,312,434.27 as of 12/31/13 for December, including credit card payments.

Credit Card payments at counter and online. Collected \$29,919.21 as of 12/31/13 for December.

Credit Card payments for Water Assessment available as of 12/2/13.

Collected 61.76 %. Current taxes owed: \$15,396,615.75. Back taxes owed: \$1,319,684.46.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Maintained spreadsheet for Lockbox payments.

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

Motor Vehicle Take Offs were done on 12/10/12, 12/18/13, 12/23/13 and 12/31/13 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.

Discussions with TaxServ about finalizing contract for delinquent motor vehicle accounts.

Collector attended Supervisor meeting with HR.

Completed month end reports for Finance Director.

Received Supplemental MV bills for review and sorting 12/5/13. Mailed Supplemental MV bills 12/19/13.

C-PACE Conference call with C-PACE Rep., 1st Selectman, Economic Director, Assessor & Collector 12/11/13.

Completed Quarterly Department Summary.

BUDGETARY UPDATE: No overage in line items.

ACCOMPLISHMENTS / RECOGNITION OF DEPARTMENT MEMBERS: Collector attended joint meeting of Assessor's & Collector's in Harwinton on 11/12/13. Collector attended CT Tax Association annual meeting at Aqua Turf on 11/21/13.

REVIEW GOALS FOR THE QUARTER: Getting more comfortable with ACH & Credit Card payment process. Still working on having time to set up for Accurint program. Water bills were sent successfully.

ISSUE RESOLUTION: Would like to have Accurint program set up.

LOOK AHEAD: January collections. Budget preparation.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Smooth budget process. Finalize TaxServ contract. Prepare for Water Assessment billing.

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF SEYMOUR
GRAND LIST YEAR 2012

Year: 0000 To 2012, Pay Date: 12/31/2013, Time: 12/31/2013 12:31:19 pm Conditions: Recap By Year: No Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN Bill Type: 24 - CODE T (ALL) YEAR/TYPE ACTS BEGINNING BALANCE INC. LAWFUL CORRECTIONS DEC. COLLECTABLE SUSPENSE CURRENT TAXES/INT PAID INTEREST PAID L-FEES PAID TOTAL PAID OVER PAID UNCOLLECTED TAXES														
YR: 1998	48	9,356.46	0.00	0.00	0.00	9,356.46	0.00	99.09	255.65	54.36	409.10	0.00	0.00	9,257.37
YR: 1999	141	14,586.73	0.00	0.00	0.00	14,586.73	-223.18	112.28	270.02	58.49	440.79	0.00	0.00	14,251.27
YR: 2000	162	30,456.84	0.00	0.00	0.00	30,456.84	0.00	214.94	393.65	1.00	609.59	0.00	0.00	30,241.90
YR: 2001	146	23,651.38	0.00	0.00	0.00	23,651.38	0.00	376.63	930.84	3.00	1,310.47	0.00	0.00	23,274.75
YR: 2002	151	25,059.70	0.00	0.00	0.00	25,059.70	0.00	107.96	197.57	2.00	307.53	0.00	0.00	24,951.74
YR: 2003	169	26,945.59	0.00	0.00	0.00	26,945.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,945.59
YR: 2004	196	38,858.30	0.00	0.00	0.00	38,858.30	0.00	3,261.90	4,217.65	27.00	7,506.55	0.00	0.00	35,596.40
YR: 2005	224	34,386.51	0.00	0.00	0.00	34,386.51	0.00	3,010.02	3,813.94	28.00	6,851.96	0.00	0.00	31,376.49
YR: 2006	243	50,095.11	0.00	-255.06	0.00	49,840.05	0.00	2,929.73	3,214.00	31.00	6,174.73	0.00	0.00	46,910.32
YR: 2007	255	55,361.84	0.00	-76.56	0.00	55,285.28	0.00	3,599.91	3,357.38	55.11	7,012.40	0.00	0.00	51,685.37
YR: 2008	284	95,991.63	0.00	-77.40	0.00	95,914.23	0.00	6,771.59	3,477.96	141.00	10,390.55	-190.64	0.00	89,142.64
YR: 2009	475	154,751.01	0.00	-80.34	0.00	154,670.67	0.00	39,137.04	12,209.25	419.89	51,766.18	-101.96	0.00	115,533.63
YR: 2010	1,002	367,664.92	28,249.15	-420.39	0.00	395,493.68	0.00	120,985.30	38,615.03	809.25	160,409.58	-117.30	0.00	274,508.38
YR: 2011	25,207	784,051.17	34,348.48	-8,327.63	0.00	810,072.02	0.00	264,063.41	49,904.12	1,656.00	315,623.53	-3,022.98	0.00	546,008.61
Prior Total		1,711,217.19	62,597.63	-9,237.38	0.00	1,764,577.44	-223.18	444,669.80	120,857.06	3,286.10	568,812.96	-3,432.88	0.00	1,319,684.46
YR: 2012	25,198	40,261,061.84	75,791.45	-74,449.06	0.00	40,262,404.23	0.00	24,865,788.48	51,155.97	2,567.00	24,919,511.45	-7,548.56	0.00	15,396,615.75
Grand Total	53,901	41,972,279.03	138,389.08	-83,686.44	0.00	42,026,981.67	-223.18	25,310,458.28	172,013.03	5,853.10	25,488,324.41	-10,981.44	0.00	16,716,300.21
REFUND														
-29,948.54														

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF SEYMOUR
GRAND LIST YEAR 2012

Year: 2012 To 2012, Pay Date: 12/31/2013, Time: 12/31/2013 12:36:45 pm													
Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 24 - CODE T (ALL)													
YEAR/TYPE	ACTS	BEGINNING BALANCE	INC.	DEC.	COLLECTABLE TAXES	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES	Page: 1
RE	6,414	34,841,137.11	21,747.36	-8,936.92	34,853,947.55	0.00	20,809,590.05	21,960.25	23.00	20,831,573.30	-7,210.06	14,044,357.50	
					REFUND		-15,253.46	0.00	0.00	% of Collection		59.71%	
PP	809	1,453,085.64	29,269.66	-10,561.59	1,471,793.71	0.00	834,076.79	1,549.75	0.00	835,626.54	-71.34	637,716.92	
										% of Collection		56.67%	
MV	15,430	3,542,121.69	23,641.08	-53,318.47	3,512,444.30	0.00	3,161,602.83	27,645.97	2,544.00	3,191,792.80	-267.07	350,841.47	
					REFUND		-11,351.97	-18.65	-3.00	% of Collection		90.01%	
MVS	2,545	424,717.40	1,133.35	-1,632.08	424,218.67	0.00	60,518.81	0.00	0.00	60,518.81	-0.09	363,699.86	
										% of Collection		14.27%	
YR: 2012	25,198	40,261,061.84	75,791.45	-74,449.06	40,262,404.23	0.00	24,865,788.48	51,155.97	2,567.00	24,919,511.45	-7,548.56	15,396,615.75	
					REFUND		-26,605.43	-18.65	-3.00	% of Collection		61.76%	
Grand Total	25,198	40,261,061.84	75,791.45	-74,449.06	40,262,404.23	0.00	24,865,788.48	51,155.97	2,567.00	24,919,511.45	-7,548.56	15,396,615.75	
					REFUND		-26,605.43	-18.65	-3.00	% of Collection		61.76%	

Fourth Quarter report Inland Wetlands Department

October 1 to December 31, 2013

October 1—collected \$60 from Seymour Land Trust for inspection of improvements to their property on Chatfield Street. Received as-built from Cosmo Manganello, owner of 180 Pearl St., no wetland.

October 1—Received as-built, \$50 c/o fee for 6 Fox Run Lane, lot #65 Rolling Hills.

October 7—received complaint of water seeping from ground near playscape at new Chatfield School—determined to be result of a leak in the geothermal piping—no flow into wetlands, system repaired.

October 14- Columbus Day- Town Hall closed.

October 15—meeting with Sal Perry to deal with construction procedures/practices at Chatfield Farms subdivision 11 AM in Building Dept.

October 17—site walk with Ted Kunzik at 41 Great Hill Road property prior to start of foundation work. Established erosion controls for project.

October 22—performed c/o inspection at 16 Cemetery Road, new house.

October 22—Signed off on lots #22 and 23 Chatfield Farms, Stony Creek Lane—collected \$1187 Open Space fee for each lot (\$2374).

October 23—Site walk with Bob Rich on Lot #3, McConnie CT from 9 AM to 11:30 AM.

October 24—Spoke with Larry Secor on possible illicit discharge into catch basin coming from #9 Partridge Dr. Appeared to be from a washing machine. Referred matter to DPW to contact owner removing drain line from catch basin.

October 28—Remediation plan approved for rear of 28 Moss Ave. to be completed by April 30, 2014.

October 28—met with Tom Warner, 10 Willow St. to correct grading/erosion issues on front slope of property following neighbor's complaint.

October 31—Signed off on new shed, 3 Willow St, Ed Zarcuda owner. No wetlands.

November 5—collected \$50 wetlands fee on c/o for 16 Cemetery Road.

November 12—Received as-built for #3 Fox Run Lane, Rolling Hills lot # 56. Final house in subdivision. Signed off on new shed #4 Red Oak Lane, no wetlands.

November 14—Site walk at proposed Kinneytown Subdivision on Bungay Road with Jim Baldwin. Two lots proposed with wetlands.

November 21—Signed off on new shed 11 Chaden Lane, Juliette Lopez, owner.

November 21—Inland Wetlands Commission meeting, collected \$60 Town wetland fee and \$60 DEEP fee f05 #5 McConnie CT, application approved.

December 3—Received \$50 wetland c/o fee for 151 Mountain Road, Holly Porter-Trible, owner.

December 11—Found many trees along Beach St., New Haven Rd, River St. showing damage from beavers. Trees will have to be removed. Reported damage to DPW for action.

December 16—Travel budget expended. Inspections cannot occur until funds transferred to Travel line.

December 19—Town removed damaged trees on Beach Street by Paper Mill Pond. Signed off on two lots #8 and #9 Barn Hill Road, Chatfield Farms. No wetlands.

December 23—Inland Wetlands Commission meeting—collected \$60 Town Wetland fee and \$60 DEEP fee for Kinneytown Subdivision, 124 Bungay Road, paid by Jim Baldwin.

December 23—signed off on c/o lot #16, #1 Rolling Hills Drive, model home, no wetlands, Baker Residential owner.

Peter Jezierny, WEO

12-31-13

Quarter Report

(Please enter down - put on your letterhead if you have it)

Department: __Library Date Covered : 7/13-11/13 – December figures will be available in first full week in January from the Bibliomation network and the Library endowment budget.

Prepared by: __Carol Ralston, Library Director

Department specific update: Include information as you have in the past
Statistics cover 7/13-11/13

Selected statistics: Budget figures from July-November

Allocations	FY	Yr-to-date	Balance
Town	\$ 546,662	\$238,267	
Encumbered		\$81,806	\$226,589
Endowment	\$ 108,025	\$49,539	\$58,486

Operations	Yr-to-date
Circulation	33,896
ILL	
Borrow	2,708
Loan	1,247
Holdings	81,189
Programs	72
Children	62
Adult	10
Attendance	2,510
Children	1,427
Adults	1,083
Days open	95
Computer sessions	1,975
Registered borrowers	13,977

Budgetary Update: Include an overview of your department's budget; list major transfers, prediction for over expenditures, etc. Library plans to be on target with expenditures. Please see above.

Accomplishments / Recognition of Department or Members: Did anyone in your department receive an award or recognition, a grant, or attend a training session? List all positive aspects here. Mary Ann Magda attended a second workshop on WordPress – further instruction in use of this web design software. Ann Szaley

attended a workshop on The Common Core curriculum and on YA programming. Charlotte Rowell attended a web seminar on the Request III Program.

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? I had hoped that masonry work could be completed at the library. This was not possible due to the onset of very cold weather. Mr. Holmes did a lovely job on the sidewalk in front of the library – work on the stairs to the lower lot and the patio, I hope, will be completed in the spring.

Issue resolution: reflect on some things that may not have gone as projected and how you worked to resolve the issues. I am hopeful that several pending issues concerning drainage : cleaning of the high gutters and installation of the curtain drain will be accomplished in the spring. I believe these were postponed due to the onset of cold weather. I will continue to mention these maintenance issues.

Look Ahead: What big projects, purchases or events are coming up for your department: In early January I will be contacting Eagle Cleaning Service to steam clean the carpeting in the children's room. This needs to be done on a semi-annual basis.

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. Update the library web site. Complete installation of the curtain drain and complete masonry work on the grounds of the library.

Respectfully submitted to the Office of the First Selectman – 12/31/13

Carol Ralston, Library Director

Cc:Members of the Library Board of Directors, Tony Caserta, Mary Ann Magda

New form 12/13

SEYMOUR FIRE MARSHAL'S OFFICE

QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2013

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 2013

NEW CONSTRUCTION

1. 82 Main Street – Finished construction inspections have begun. At least two apartments have been given a C.O. and are occupied. I anticipate more units to receive finished inspections and C.O.s to be given out in the future.
2. Seybridge Plaza, 37 New Haven Road – We are monitoring the construction activities for this small addition. It is not completed yet.
3. West Church Street and Ryder Avenue, Aquarian Water Company Pump Station – This project is nearly completed. Some work is still being done. We will continue to monitor the progress.
4. 18 Old Town Road, second floor office – This project is complete from my Office's standpoint. We have finished our inspecting and the testing of life safety equipment.
5. 20 Pine Street, lower level Boys and Girls Club – This project is completed from my Office's standpoint. The Office witnessed multiple testing and inspecting of the fire safety equipment and systems in this space.
6. 165 Pearl Street – The Office did a plan review and some initial inspections for the adding of an apartment in one of the buildings in this apartment complex. We are waiting for the project to be completed before a final inspection can be done.
7. 172 North Street shopping plaza, Yogurt Island – This project is completed. The Office conducted multiple inspections and witnessed the testing of the fire safety equipment.
8. North Main Street, Henny Penny – The Office has conducted multiple construction site inspections to date on the installation of the underground gasoline and diesel tanks, underground piping and other components of the dispensing systems. The Office will be continuing to conduct on site inspections as needed and requested.
9. Water main relining on Progress Avenue and Silvermine Road by Aquarian Water Co. – This project is completed. The Office conducted multiple inspections and kept the fire department informed of the progress and specifics of the project as it relates to the fire hydrants.
10. 44 Smith Street, new Day Care and Music School, first floor only – After much time on Code review, construction inspections and the witnessing of testing of fire safety equipment, this project is completed.
11. 26 – 28 Bank Street and 54 Wakely Street – I spent considerable time reviewing submitted plans to renovate these buildings. Significant fire code violations were identified in the existing buildings as well as the submitted plans. Due to these issues, I also involved the State Fire Marshal's Office. I also meet with the building owners. They indicated they will work on submitting plans to resolve the violations.

MISCELLANEOUS

1. Fire Prevention Activities – The Office and some members of the fire department conducted fire prevention activities at the elementary schools and day cares. It was very time consuming but always a great time to talk with the children and show the fire trucks.
2. Town Employee Safety Committee – I conducted our quarterly meeting, completed the minutes and sent them out and conducted multiple follow up activities.
3. CONNOSHA's volunteer inspection for Fire Department – The report came in regarding CONNOSHA's report and evaluation of the fire department's Respirator Protection Program. By our request, this is the only program they reviewed at this time. I am providing comments to the fire chiefs on the violations.
4. School Re-inspections – The Office completed its follow up activities and re-inspections of the schools regarding the fire code violations found during August inspections.
5. 32 Smith Street, Father Callahan House – Worked with the Housing Authority on addressing physically impaired residents on protect in place procedures for them. Attended a meeting with the Fire Chief, Seymour Housing Authority representatives and those specific residents on these procedures.
6. 42 Silvermine Road, Thule Corp. – Upon their request, I met with the new facility manager and reviewed there evacuation plans. Also, upon their request, I conducted an informal inspection of the plant and we discussed fire safety for the plant.
7. 600 Derby Ave, Haynes Quarry, Blasting – I attended a meeting with the First Selectman, Tom Haynes and his staff regarding the blasting complaints due to the quarry. We agreed to an informational meeting for the neighbors at the quarry potentially in January.
8. Fire Lane Parking and Fire Hydrant blocking enforcement – Spent time working on getting approval from the Police Chief and Board of Selectman regarding the Office's ability to issue parking tickets to vehicles parking in fire lanes and blocking fire hydrants. The Office has received the approval.
9. Fire Works at Seymour Land Trust – Conducted Code review, approved permit, conducted on site inspections and standby at the demonstration from 1 pm until 7 pm as required by General Statures.
10. Live Fire Burning Training Project – I have obtained written approval from Haynes Construction Company to conduct live fire burn exercises in a unused construction trailer at their property at 30 Progress Ave. We are working with multiple contacts to plan this event. We anticipate obtaining donated furniture to be placed in two rooms in the trailer. We will use flammable liquid to start the two separate fires. Fire Department members will get practice on fire extinguishment. We will take members into each separate room and show them what to look for in an arson fire. The event will be documented and photographs taken for future training purposes. I have the authority to approve such events. The fire department is also involved in the planning stage.

BLASTING ACTIVITIES

1. 600 Derby Ave, Haynes Quarry – Blasting activities continues in earnest. Complaints have been received. We are working on a plan to have an information session with Haynes, the blasting company, myself and the First Selectman at the site for neighbors. Blasting is anticipated to continue for up to 2 years depending upon business.

ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.
New Construction - 16 Initial Existing Buildings – 25 Re-inspections - 14

Underground Propane Tank inspection - 0

The inspection of all churches is continuing.

The Smoke in the Valley cooking booths were inspected for fire safety.

5-7 Nichols Street past inspection – Considerable time was spent regarding follow up activities on a significant outstanding uncompleted fire code violation. Progress has been made with the owner.

2. Blasting Complaints- 1 Fire Code complaints- 3

FIRE SAFETY TRAINING GIVEN

1. DFM Willis conducted a session on fire safety for the students of Oxford Hair Academy during Fire Prevention Week.

FIRE SAFETY TRAINING ATTENDED

1. I attended a day class on sprinkler systems testing and maintenance. DFM Willis, volunteers DFM Fritz and FI Cronin and Laskowski attended a three hour seminar of fatal fire investigations. DFM Willis attended a two day class on fatal fire investigations. I, DFM Willis, volunteers DFM Willis and FI Cronin attended a ½ day class on Connecticut fire safety regulations. I and DFM Willis attended an all day class on fire code enforcement at CCSU given by the State's Attorney for Housing Enforcement.

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

FIRE AND INCIDENT INVESTIGATIONS

1. 105 Davis Road structure fire with a fatality, follow up activities– Considerable time was spent on follow up activities with the State Fire Marshal’s Office and the Seymour Detective Division members on this incident. Based on these activities, there has been no significant change in conclusions. This continues to remain an undetermined fire cause and point of origin fire.
2. Fatal car accident and fire, Rimmon Road follow up activities – Considerable time was spent on follow up activities with the Seymour Detective Division members and completion of the report.

BUDGET UPDATE

1. The DFM’s vehicle came in, had the necessary work done and is in service. It is working out great.
2. I have nothing significant to report. No budget concerns have occurred so far.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

1. I have nothing to report.

REVIEW OF GOALS FOR THE QUARTER

1. See below under “Establish 3 Goals for the Upcoming Quarter.”

ISSUE RESOLUTION

1. I have nothing to report on.

LOOK-AHEAD

1. I will be creating, presenting and monitoring the budget process for my Office.
2. Several new construction projects have been completed. I anticipate a slight increase of existing building inspections to be performed. However, under the present paid staffing level, my Office will never be up to date.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER

1. COMPLETED – It was more practical to just speak with the active volunteer members of my Office. They had nothing significant to request or comment on regarding the Office. If provided with some financial incentive, they would conduct continuous inspections during the year. This is the standard at other fire marshal offices in the State. (I anticipate conducting an office meeting with my 5 volunteers and paid deputy fire marshal to discuss the volunteer's activity level in an attempt to figure out how to increase their involvement in the Office.)
2. COMPLETED – After much discussion, we decided to not go to certain streets and pass out the smoke detectors. Instead, we contacted multiple agencies and advised them of what we have. We have already given out some thru this effort. We will be contacting more agencies in the future. (I am planning to go to certain streets and pass out the 200 plus smoke detectors that the Office obtained last year. These smoke detectors are only for residents that have a financial or physical hardship living in single family houses. These are not for apartment buildings or multiple family homes under 3 units. This would involve going door to door.)
3. To obtain the necessary approvals to get a stipend inspector in the Office.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
December 30 2013

Town of Seymour
Human Resources Department
4th Quarter Report
Date: 12/18/13

Department: Human Resources

Prepared by: Michele Wasikowski, HR Mgr

Department-specific update: This past quarter the HR Dept. prepared and issued the Town's first Employee Engagement Survey. Employees from Town Hall, Library, Sr. Center, Rec were asked to complete the survey on-line. Public Works employees received the survey as well via hard copy and were asked to return the paper copy. We received 22 responses and during my monthly employee and manager meetings I went over the results and asked for specific feedback and suggestions for improvement. The feedback will be discussed with Kurt and we will see what can be implemented without major costs to the Town.

During 4th quarter we terminated Ron Fasone who was not working out in the AP/Fiscal Aide role. We went through the hiring process again and hired Victoria Gernutho to replace him.

I am working with managers to update the performance appraisal form for 2014 to be more job specific with measurable goals that employees can be comfortable with. I also created a managers reference guide to guide managers on effectively completing employee appraisals.

Budgetary update: No money spent in HR during 4th quarter

Accomplishments/recognition of department or members: N/A

Review goals for the quarter: My goals from third quarter were not all completely meet. Union negotiations have been delayed several times by the unions. Roseann has not had the time to train me on the payroll system and I began to help audit some insurance billing, but Roseann needs to clean up the reports and accounting codes for me to take it over fully. I have continued to streamline processes and updated forms/processes so that they are more efficient. Including some tweaks of the performance appraisal and recruiting process.

Issue resolution: We expected to have union negotiations completed but the unions keep cancelling and postponing meetings. We also expected to have the final handbook signed off on by the unions, but again, the unions are fighting us on requiring performance appraisals for all employees. The Public Works Union feels performance appraisals cannot be done fairly due to the politics of the Town. I am working to make the performance appraisal more job based with specific goals so employees feel more comfortable receiving one. Our attorneys are working on the wording in the handbook as well.

Look ahead: Finalization of union negotiations for Supervisors, Clerical & Public Works. Prepare and submit OSHA reporting requirements by 2/1/14. Start planning for Benefits Fair toward the end of first quarter. Consider and look into the possibility of participating in the national “Bring Your Child to Work Day” in April.

Establish 3 goals for the upcoming quarter:

1. Finalize union negotiations, and have signed contracts by 1st quarter 2014
2. Implement some suggestions from the Employee Engagement Survey to create a more positive work environment.
3. Work with Managers to receive signed performance appraisals back from every Town employee.

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? All goals met.

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

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

Revaluation of 2015

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. To: 1. Create the grand list 2. Price motor vehicle and personal property 3. mapping



Seymour Recreation Department

20 Pine Street
Seymour, CT 06483

Telephone: 203-888-0406 • Fax: 203-881-5027

Jack Ahearn
Recreation Director

4th Quarter Report

Department: Recreation **Prepared by:** Jack Ahearn & Missy Orosz

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

October 2013

Basketball League Registration continue
Pre-school Craft Classes continue
Pre-School Sports Mania continue
Youth Karate continues
Yoga Classes continue
Senior Lite Exercise classes continue
Pop Warner Cheerleading Program uses gym on select nights
Seymour Rec Travel Boys Basketball team held try-outs
Zumba Classes begin

November 2013

Youth Basketball League for grades 3-8 started using rec center gym, CLS school, Bungay School and SMS school for practices
Yoga Classes continue
Karate Classes Continue
Senior Light Exercise continues
Seymour Pink held Craft Fair in our gym
Annual Trip to Radio City Music Hall to see "Christmas Spectacular"
Pre-school Crafts class continues
Pre-school Sports Mania continues
Zumba Classes continue
Seymour Rec Travel Boys Basketball practices begin
American Legion hosted a dedication ceremony for the DeBarber Family

December 2013

Youth Basketball League Games begin for grades 3-8
Kindergarten Basketball Clinic begins on Saturday mornings
Instructional Basketball League for grades 1 & 2 start on Saturday afternoons & some Thursday nights
Yoga classes move upstairs in Rec Cente
Karate classes move upstairs in Rec Center
Hired Youth Basketball League Referees, timers and assistant site coordinators
Advertise and actively recruited certified lifeguards for winter pool programs
Seymour Rec Boys Travel Basketball continues to use gyms for practices and games

(page 1)

December 2013 continued
Senior Lite Exercise Classes continue
Boys & Girls Club takes over basement level of Rec Center and we co-exist with them

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

The First selectman has handled previous budget. We will defer to him again in this matter.

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

We are recognized almost every day by parents for the programs that are available to their children, especially the summer playground program that recently finished and the upcoming winter basketball, pre-school and exercise programs.

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?

Our goal was met for our winter Basketball Program concerning enrollment as we once again exceeded 325 participants. There was some concern in some age brackets due to competing basketball opportunities within our own town.

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

We feel our chess program was not able to be held this past fall/winter due to miscommunication. We have contacted the instructor and explained that the new tenants in our building run their own programs and we run our own.

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

We obtained basketball height adjusters through a grant which allows our younger players to hone their skills at an age appropriate height.

We are still waiting for the sky light over the basketball stairwell to be addressed as we have experienced several occasions of water dripping onto stairs and gym floor. In addition the tile leading to elevator and restrooms becomes slippery and this poses a problem for visiting spectators and for the many elderly that use the senior center. (We are not sure if this should have been in the budgetary portion of this report.)

Establish 3 goals for the upcoming quarter:

Three things that will move your department forward or provide a better level of service or functionality to the Town or residents. This department needs more custodial services during evening and weekends in the gym. We may have to cut back on the use of the facility due to high volume and lack of daily upkeep. We feel if this occurs it will be like getting three goals accomplished at once.

**BUILDING DEPARTMENT
QUARTERLY REPORT (OCTOBER, NOVEMBER, DECEMBER, 2013)**

	ESTIMATED COST	FEES	# OF PER
BUILDING	1,027,409.00	12,194.28	60
REINSPECTION FEES		60.00	
EDUCATION FEES ONLY			
COPIES		3.00	
ELECTRIC	153,525.00	2,649.00	37
PLUMBING	46,900.00	799.00	11
HEATING/AC/TANKS	172,742.00	3,049.50	44
POOLS	21,000.00	244.50	1
DEMOLITION	1,100.00	45.00	1
SIGNS	1,996.00	80.00	1
TOTAL	1,424,672.00	19,124.28	155

SUMMARY OCTOBER, 2013

	ESTIMATED COST	FEES	# PER
BUILDING	585,703.00	6,477.28	24
ELECTRIC	72,093.00	1,022.50	12
PLUMBING	26,300.00	414.00	5
HEATING	76,539.00	1,371.00	20
POOL	21,000.00	244.50	1
REINSPECTION FEES	NONE	30.00	1
TOTAL	781,635.00	9,559.28	63

~~SUMMARY~~ NOVEMBER, 2013

	ESTIMATED COST	FEES	# PER
BUILDING	334,754.00	4,316.00	27
ELECTRICAL	61,192.00	1,193.50	17
PLUMBING	20,300.00	350.50	5
HEATING	55,426.00	976.50	14
DEMO	1,100.00	45.00	1
SIGNS	1,996.00	80.00	2
COPIES		3.50	
TOTAL	474,768.00	6,965.00	66