



Town of Seymour
FINANCE DEPARTMENT

TOWN HALL
1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Town of Seymour
Finance Department
Quarterly Report – Period ending 12/31/2014

Department Specific Update

Attached are 2nd Quarter ended Revenue and Expenditure summaries for period ended December 31, 2015. 2nd Quarter Revenue and Expenditures reports appear to be within budget. The projected revenues are \$54,358,653 compared to a budget of \$54,391,274 for an unfavorable budget variance of \$32,621. The variance is due to interest and building fees trending below budget and budgeted use of fund balance of \$50,000. The projected expenditures are \$54,295,146 compared to a budget of \$54,391,274 for a favorable budget variance of \$96,128. Favorable budget is due to contract garbage savings and the Services to the Elderly and Recreation commission decreased number of trips and late rehiring of personal. Unfavorable budgets are Town Building's repairs and maintenance and health insurance trending over budget. The net favorable budget variance is \$63,507.

Accomplishments/Recognition of Department

Comprehensive Annual Financial Report finished filed with the State
Muni cast system for 10yr strategic planning committee – completed
Budget spreadsheet prepared for the 1st Selectman
Year end audit completed

Review Goals for the Quarter:

1. Prepare budget reports for the Board of Finance
2. Prepare financial system for upcoming year end
3. Continue to provide financials for the Muni cast system for 10yr strategic planning committee
4. Prepare budget schedules for the 1st Selectman

Issue Resolution:

None

Look-Ahead:

The department will continue with regular maintenance of reconciliations and regular monthly reports. Budget preparation is the main concern for this quarter. There is the preparation of the budget

document and numerous reports and analyses for the budget. There is also the preparation of the bonding of the 5.6 million bond issue for the roads project.

Establish 3 Goals for upcoming quarter:

1. Prepare budget reports for the Board of Finance
2. Maintain reconciliations for the general ledger system
3. Continue to provide financial reports for the Muni Cast system

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

Line Item #	Title	6/30/2015 Adjusted Budget	Actual Through 12/31/2014	Estimated Actual 12/31/14 thru 6/30/15	Total Actual & Estimated for 6/30/2015	Over (Under) Budget	Explanation for Significant Variances
General Property Taxes							
311-0010-000-000	Property Tax	\$ 40,686,627	\$ 26,562,664	\$ 14,322,336	40,885,000	\$ 198,373	Tax collection running ahead of schedule.
311-0011-000-000	Prior Year property tax	525,000	244,432	227,522	471,954	(53,046)	
311-0015-000-000	Pro-Rate Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	315,000	167,250	180,636	347,886	32,886	
	Sub Total	41,526,627	26,974,346	14,730,494	41,704,840	178,213	
Property Taxes-Other Assessed Value							
312-0000-000-000	Real Estate Conveyance	130,000	37,732	62,241	99,973	(30,027)	Housing permits lower than budgeted.
	Sub Total	130,000	37,732	62,241	99,973	(30,027)	
Penalties/Interest on Del. Taxes							
319-0011-000-000	Property Tax Int. & Liens	350,000	174,806	143,000	317,806	(32,194)	
	Sub Total	350,000	174,806	143,000	317,806	(32,194)	
Licenses and Permits							
320-0010-000-000	Pistol Permits	7,000	4,760	6,313	11,073	4,073	
320-0020-000-000	Zoning & State Permits	-	-	-	-	-	
320-0025-000-000	Raffle Permits	30	110	-	110	80	
320-0030-000-000	Fire Marshall Permits and fees	3,500	305	1,564	1,869	(1,631)	
	Sub Total	10,530	5,175	7,877	13,052	2,522	
Nonbusiness Licenses and Permits							
322-0010-000-000	Dept. of Public Works	1,000	680	1,256	1,936	936	
322-0020-000-000	Parking Stickers	3,500	3,300	300	3,600	100	
322-0060-000-000	Dog Licenses	850	-	-	-	(850)	
	Sub Total	5,350	3,980	1,556	5,536	186	
Intergovernmental Revenues							
330-0010-000-000	Tuition	-	-	-	-	-	
	Sub Total	-	-	-	-	-	
State Government Grants							
334-0010-000-000	Transportation	115,051	-	115,051	115,051	-	
334-0012-000-000	Education Block Grant	10,072,953	2,518,238	7,554,715	10,072,953	-	
334-0014-000-000	Special Education Income	-	-	-	-	-	
334-0016-000-000	Education & Services	-	-	-	-	-	

334-0030-000-000	Regular Building Grants	-	-	-	-	-	-	-	-
334-0035-000-000	School Miscellaneous	-	-	-	-	-	-	-	-
	Sub Total	10,188,004	2,518,238	7,669,766	10,188,004	-	-	-	-
State Government Shared Revenues									
335-0010-000-000	Circuit Breaker Program	148,000	124,797	-	124,797	-	-	(23,203)	-
335-0011-000-000	Judicial Fines	-	5,257	-	5,257	-	-	5,257	-
335-0012-000-000	Disability Exemption PA	3,000	2,702	-	2,702	-	-	(298)	-
335-0014-000-000	Hold Harmless Grant	264,455	-	264,455	264,455	-	-	-	-
335-0016-000-000	State Provided Highway (Town Road Aid)	297,024	148,516	148,500	297,016	-	-	(8)	-
335-0018-000-000	Boat Tax	-	-	-	-	-	-	-	-
335-0019-000-000	Veterans Exemptions	18,000	18,155	-	18,155	-	-	155	-
335-0022-000-000	Enterprise Zone Program	6,000	4,553	-	4,553	-	-	(1,447)	-
335-0023-000-000	Dist of Telephone Tax	35,000	-	32,000	32,000	-	-	(3,000)	-
335-0024-000-000	Manufacturers Exemption	50,194	-	50,194	50,194	-	-	-	-
335-0030-000-000	Local Capital Projects	115,793	-	115,793	115,793	-	-	-	-
335-0035-000-000	Mashantucket Pequot Fund	76,691	22,131	54,560	76,691	-	-	-	-
	Sub Total	1,014,157	326,111	665,502	991,613	-	-	(22,544)	-
State Govt payments in lieu of taxes									
336-0010-000-000	Property tax loss	67,306	22,331	44,975	67,306	-	-	-	-
336-0015-000-000	Pilot Program - Smith / Ray House	-	-	-	-	-	-	-	-
	Sub Total	67,306	22,331	44,975	67,306	-	-	-	-
General Government									
341-0020-000-000	Town Clerk	130,000	71,212	58,178	129,390	-	-	(610)	-
341-0030-000-000	Planning & Zoning	12,000	3,825	7,175	11,000	-	-	(1,000)	-
341-0035-000-000	Zoning Board of Appeals	1,000	521	-	521	-	-	(479)	-
341-0038-000-000	Inland Wetlands	1,000	2,640	360	3,000	-	-	2,000	-
	Sub Total	144,000	78,198	65,713	143,911	-	-	(89)	-
Public Safety									
342-0020-000-000	Town Clerk Lie Fund	6,500	5,000	1,500	6,500	-	-	-	-
342-0040-000-000	Building Inspector	130,000	51,409	40,505	91,914	-	-	(38,086)	-
342-0045-000-000	Site Inspection Revenue	-	-	-	-	-	-	-	-
	Sub Total	136,500	56,409	42,005	98,414	-	-	(38,086)	-
Sanitation									
344-0030-000-000	Transfer Station - Commercial	35,000	25,578	9,422	35,000	-	-	-	-
344-0035-000-000	Residential Transfer Station	15,000	9,590	5,410	15,000	-	-	-	-
	Sub Total	50,000	35,168	14,832	50,000	-	-	-	-
Health									
345-0050-000-000	Dog Wardens receipts	2,000	1,648	1,352	3,000	-	-	1,000	-
	Sub Total	2,000	1,648	1,352	3,000	-	-	1,000	-

Housing permits lower than budgeted.

Culture-Recreation									
347-0031-000-000	Seymour Recreation Programs	30,000	44,654	-	44,654	-	44,654	14,654	-
347-0031-000-000	Recreation program misc	38,000	(188)	36,000	35,812	(2,188)	35,812	(2,188)	-
347-0032-000-000	Senior Center Programs	35,000	6,848	14,152	21,000	(14,000)	21,000	(14,000)	-
347-0030-000-000	Membership dues	2,500	82	1,000	1,082	(1,418)	1,082	(1,418)	-
	Sub Total	105,500	51,396	51,152	102,548	(2,952)			
Miscellaneous Revenues									
350-0005-000-000	Police Reports	-	-	-	-	-	-	-	-
350-0010-000-000	Miscellaneous	2,000	577	173	750	(1,250)	750	(1,250)	-
350-0015-000-000	Housing Authority	15,000	4,266	734	5,000	(10,000)	5,000	(10,000)	-
350-0020-000-000	Sale of surplus property	1,000	-	-	-	(1,000)	-	(1,000)	-
350-0025-000-000	Police Admin Fee	35,000	42,695	17,305	60,000	25,000	60,000	25,000	-
350-0030-000-000	Grants Admin Fees	-	-	-	-	-	-	-	-
350-0030-000-000	Unbudgeted income insurance	-	-	-	-	-	-	-	-
350-0100-000-000	Skate Park	-	-	-	-	-	-	-	-
350-0040-000-000	Valley Health Districts - Rent	-	-	-	-	-	-	-	-
350-0035-000-000	Miscellaneous	17,500	11,681	5,819	17,500	-	17,500	-	-
350-0100-000-000	Skate Park Land	-	293	7	300	300	300	-	-
	Sub Total	70,500	59,512	24,038	83,550	13,050			
Fines									
351-0031-000-000	Ordinance fines	800	99	1	100	(700)	100	(700)	-
351-0030-000-000	Parking Fines	5,000	4,660	3,340	8,000	3,000	8,000	3,000	-
	Sub Total	5,800	4,759	3,341	8,100	2,300			
Special Assessments									
355-0010-000-000	Sewer Assessments	355,000	103,692	231,308	335,000	(20,000)	335,000	(20,000)	-
355-0033-000-000	Oxford Payment	-	-	-	-	-	-	-	-
355-0020-000-000	Water Assessment	125,000	83,567	41,433	125,000	(35,000)	125,000	(35,000)	-
355-0025-000-000	Water Assessment Interest	45,000	4,639	5,361	10,000	(55,000)	10,000	(55,000)	-
	Sub Total	525,000	191,898	278,102	470,000	(85,000)			
Investment Earnings									
361-0010-000-000	Interest General Fund	10,000	842	10,158	11,000	1,000	11,000	1,000	-
	Sub Total	10,000	842	10,158	11,000	1,000			
Other Finance Sources									
362-0010-000-000	Other Finance Sources	-	-	-	-	-	-	-	-
362-0010-000-000	Capital Project Fund Reimbursement	-	-	-	-	-	-	-	-
	Sub Total	-	-	-	-	-			
390-0000-000-000	Revenue from fund balance	50,000	-	-	-	(50,000)	-	(50,000)	-
	Sub Total	50,000	-	-	-	(50,000)			
	Grand Total All Town Revenues	\$ 54,391,274	\$ 30,542,549	\$ 23,816,104	\$ 54,338,653	\$ (32,621)			

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

Line Item #	Title	6/30/2015 Adjusted Budget	Actual Through 12/31/2014	Estimated Actual 12/31/14 thru 6/30/15	Total Actual & Estimated for 6/30/2015	Over (Under) Budget	Explanation for Significant Variances
	Planning & Zoning	23,190	10,299	12,891	23,190	-	
	Board of Finance	61,400	60,000	4,700	64,700	3,300	Auditors contract higher than budgeted.
	Town Meetings Public Hearings	4,200	436	1,764	2,200	(2,000)	
	Probate Court	13,000	13,000	-	13,000	-	
	Selection's Office	254,383	129,914	124,469	254,383	-	
	Economic Development	66,112	42,509	23,000	65,509	(603)	
	Economic Development Commission	3,000	500	2,500	3,000	-	
	Downtown Committee	9,840	8,490	1,350	9,840	-	
	Registrars of Voters	85,300	45,799	35,000	80,799	(4,501)	
	Finance Department	303,793	153,704	150,000	303,704	(89)	
	Tax Collector	160,923	84,361	75,000	159,361	(1,562)	
	Town Treasurer	5,200	2,500	2,700	5,200	-	
	Assessors Office	226,501	123,102	100,000	223,102	(3,399)	
	Board of Assessment Appeals	500	-	500	500	-	
	Town Counsel	220,000	159,515	60,485	220,000	-	
	Town Clerk	190,739	99,261	90,000	189,261	(1,478)	
	Printing & Legal Ads	15,000	7,313	7,687	15,000	-	
	Conservation Protection Agency	3,625	580	3,045	3,625	-	
	Inland/Wetlands	9,570	5,978	3,592	9,570	-	
	Board of Zoning Appeals	1,200	230	970	1,200	-	
	Town Planner	34,013	16,159	17,854	34,013	-	
	Town Computers / Data Processing	64,000	47,136	16,864	64,000	-	
	Town Buildings	355,303	246,598	131,700	378,298	22,995	Budget overage due to Sewer fee increase, overtime due to workers comp, building repairs and maintenance
	Town Engineer	73,300	73,020	30,000	103,020	29,720	Budget overage due to grant project engineering
	Blight Officer	8,700	4,749	3,951	8,700	-	
	Town Contributions	28,725	27,325	1,400	28,725	-	
	Personnel Benefits	-	-	-	-	-	
	Sick Pay	180,267	-	180,267	180,267	-	
	Health Insurance	2,424,327	1,433,362	990,000	2,423,362	(965)	
	Social Security	313,828	154,518	159,310	313,828	(0)	
	Retirement	904,404	389,579	514,825	904,404	(0)	
	Longevity	78,909	31,920	46,989	78,909	-	
	Town Insurance	1,462,063	1,098,534	362,529	1,462,063	-	
	General Government	\$ 7,585,315	\$ 4,471,391	\$ 3,155,342	\$ 7,626,733	41,418	
	Police Department	3,942,245	1,666,699	2,275,000	3,941,699	(546)	
	Communication Commission	202,599	188,812	13,787	202,599	-	
	Emergency Management	23,919	19,384	4,535	23,919	-	

EMS Commission	100				40	100	-
Seymour Ambulance	60,853	36,025	24,828	60,853			-
Valley Emergency Medical Services	30,000	30,000	-	30,000			-
Lake Authority	14,240	14,240	-	14,240			-
Fire Department	398,516	273,191	125,000	398,191			(325)
Water - Fire Hydrants	393,206	313,200	79,000	392,200			(1,006)
Fire Marshal	113,420	53,723	59,697	113,420			-
Office of Compliance	70,762	21,115	49,647	70,762			-
Public Safety	5,249,860	2,616,449	2,631,534	5,247,983			(1,877)
Highway Wages & Maintenance	1,684,436	834,384	850,000	1,684,384			(52)
Highway Materials	165,793	34,689	131,000	165,689			(104)
Street Lighting	165,000	148,730	16,270	165,000			-
Highways and Streets	2,015,229	1,017,803	997,270	2,015,073			(156)
Sanitation	94,796	40,166	54,630	94,796			-
Waste Collection	1,079,399	853,000	172,399	1,025,399			(54,000) Savings due to new garbage contract
Sanitation	1,174,195	893,166	227,029	1,120,195			(54,000)
Valley Health Department	96,716	48,358	48,358	96,716			(0)
Dog Warden Canine Office	47,054	20,331	26,723	47,054			-
Town Health Contributions	12,607	12,607	-	12,607			-
Services to the Elderly	145,250	49,297	65,000	114,297			(30,953) Budget includes director assistant position, however position has been vacant since July 1
Health and Welfare	301,627	130,593	140,081	270,674			(30,953)
Recreation Commission	208,289	90,092	75,000	165,092			(43,197) Savings due to retired director and fewer trips than budgeted
Culture & Arts Commission	20,600	10,958	7,000	17,958			(2,642) Savings due to fewer entertainment venues than budgeted
Recreation Program Contributions	28,000	28,000	-	28,000			-
Parks	142,500	65,208	77,292	142,500			-
Library	340,735	176,015	160,000	336,015			(4,720) Savings due to Director hired at lower salary than budget
Valley Council of Governments	10,454	10,454	-	10,454			-
Culture & Recreation	750,578	380,727	319,292	700,019			(50,559)
Board of Education	31,730,447	19,154,580	12,575,867	31,730,447			-
Principle	3,944,900	3,835,000	109,900	3,944,900			-
Interest	1,134,122	706,574	427,548	1,134,122			-
Debt Service	5,079,022	4,541,574	537,448	5,079,022			-
Senior Citizen Freeze	50,000	-	50,000	50,000			-
Town Capital	250,000	63,188	186,812	250,000			-
Town Contingency	205,000	-	205,000	205,000			-
Total Town Expenditures	\$ 54,391,274	\$ 33,269,471	\$ 21,025,675	\$ 54,295,146			(96,128)

**BUILDING DEPARTMENT
QUARTERLY REPORT OCTOBER, NOVEMBER, DECEMBER, 2014**

	ESTIMATED COST	FEES	# OF PERMITS
BUILDING	975,745.00	12,768.00	74 2 single family
FEES		156.00	
ELECTRIC	548,393.00	7,240.00	47
PLUMBING	128,598.00	2,954.00	42
HEATING/AC/TANKS	214,986.00	3,563.00	42
POOLS	25,900.00	328.00	2
DEMOLITION	211,000.00	2,289.00	3
SIGNS	6,150.00	144.00	2
TOTAL	2,110,772.00	29,442.00	212

SUMMARY OCTOBER 2014

	ESTIMATED COST	FEES	# PER	S/F
BUILDING	406,377.00	5,620.00	40	
FEES		54.00		
ELECTRIC	363,712.00	4,657.00	29	
PLUMBING	74,539.00	1,741.00	25	
HEATING	120,990.00	2,040.00	25	
POOL	25,900.00	328.00	2	
DEMO	209,000.00	2,234.00	2	
SIGN	5,500.00	89.00	1	
TOTAL	1,206,018.00	16,763.00	124	

SUMMARY NOVEMBER, 2014

	ESTIMATED COST	FEES	# PER
BUILDING	404,491.00	4,934.00	17
ELECTRIC	115,277.00	1,652.00	12
PLUMBING	41,128.00	796.00	10
HEATING	15,880.00	347.00	5
TOTAL	576,776.00	7,729.00	44

SUMMARY DECEMBER, 2014

	ESTIMATED COST	FEES	# PER
BUILDING	164,877.00	2,214.00	17
FEES		102.00	
ELECTRIC	69,404.00	931.00	6
PLUMBING	12,931.00	417.00	7
HEATING	78,116.00	1,176.00	12
POOLS			
DEMO	2,000.00	55.00	1
SIGNS	650.00	55.00	1
TOTAL	327,978.00	4,950.00	44



ZONING OFFICER REPORT

STARTING DATE 09/1/2014 ENDING DATE 12/31/2014

	Number of:
❖ New Construction	<u>2</u>
❖ Certificate of Occupancy	<u>0</u>
❖ Additions	<u>2</u>
❖ Garages/Detached	<u>1</u>
❖ Excavation	<u>0</u>
❖ Adult Living	<u>0</u>
❖ Decks	<u>8</u>
❖ Pools	<u>2</u>
❖ Sheds	<u>3</u>
❖ In-law	<u>0</u>
❖ Signs	<u>2</u>
❖ Portable Garages	<u>0</u>
❖ Demo	<u>0</u>
❖ Generator	<u>4</u>
❖ Signs Removed	<u>140</u>
❖ Temporary Signs	<u>1</u>
❖ Phone Messages	<u> </u>

Bill Paecht, ZEO

Fourth Quarter Report Inland Wetlands

October 1 to December 31, 2014

Oct. 2- Signed off new shed 63 Tibbets Road, Mathew Alterio owner, no impact.

Oct. 9- Signed off new porch 11 Rimmon St, Michael Starkey owner.

Oct. 13- Closed Columbus Day.

Oct. 14- Signed off new handicap ramp 20 Frances Dr., RMS Development.

Oct. 21- Signed off c/o 764 Derby Ave., Valley EMS building, fee waived.

Oct. 21- Signed off c/o, 58 Canfield Rd., new house, Jim Balwin owner, collected \$50 wetlands fee.

Oct. 30- Gave verbal permission to Tom Eighmie to draw down firepond to inspect clogged strainer-emergency.

Nov. 10- Special Wetlands meeting- 4 Mead Farm Rd.-accepted application and granted permit new house, accepted SWMP, collected \$1080 in fees, \$60 DEEP fee included.

Nov. 11- closed Veterans Day.

Nov. 13-Signed off 50 Knorr Ave., new house, no wetlands.

Nov. 17- Signed off new shed, 95 Old Ansonia Rd, Dennis Cass owner. No impact.

Nov. 20- issued cease and desist order 7 Skokorat Rd., building inside a watercourse and retaining wall.

Nov. 24- Collected \$1220 in fees for wetland activity 144 Grand St.

Nov. 25-Phil Marini signed application for new house 4 Mead Farm Rd- issued permit letter.

Nov. 26-spoke with owner 7 Skokorat St cease and desist order. Told them to remove block wall from watercourse behind house.

Dec. 2- signed off c/o 26 Woodside Ave. No wetlands.

Dec. 23-signed off on new garage 118 Davis Rd, Martha Feireira owner. No impact.

Dec. 29-Collected \$5745.00 in fees on Phyllis Ann Subdivision, 23-25 Jacko Dr. from PASJ LLC-wetlands and SWMP. Permits granted.

Dec. 30- met with Maureen Bachtig to discuss Basement Systems Inc. proposed projects on Silvermine Rd and Progress Ave-projects will require SWMP applications as well as Wetland application. To Commission for Jan. 26, 2015 meeting.



Town of Seymour
1 First Street • Seymour, Connecticut 06483

OFFICE OF TAX COLLECTOR

4TH QUARTERLY REPORT - 2014

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

DATES COVERED: October 1, 2014 – December 31, 2014

DEPARTMENT SPECIFIC UPDATE:

OCTOBER:

Payments were processed. Deposits made and balanced. Collected \$252,977.60 for October, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$34,293.57 for October.

TAXSERV (collection agency) payments received: \$3,405.23.

Collected 46.27%. Current taxes owed: \$19,099,507.22. Back taxes owed: \$1,535,701.60.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 10/7/14, 10/14/14, 10/21/14 & 10/28/14 for payments received.

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

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

Refund requests reported to BOS and processed.

Demands were issued.

Waster Assessment bills were sent for November.

Followed up on accounts that have payment arrangements.

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

Completed month end reports for Finance Director.

NOVEMBER:

Payments were processed. Deposits made and balanced. Collected \$314,450.65 for November, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$20,228.90 for November.

TAXSERV (collection agency) payments received: \$4,248.99.

Collected 54.09%. Current taxes owed: \$18,938,067.88. Back taxes owed: \$1,457,949.57.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

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

Motor Vehicle Take Offs were done on 11/5/14, 11/10/14, 11/18/14 & 11/26/14 for payments received.

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

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

Refund requests reported to BOS and processed.

Demands were issued.

Followed up on accounts that have payment arrangements.

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

Collector attended yearly Tax Association Meeting 11/13/14.

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 \$3,596,389.89 as of 12/30/14 for December, including credit card payments.

Credit Card payments at counter and online. Collected \$43,794.56 as of 12/30/14 for December.

TAXSERV (collection agency) payments for December: \$4,999.51.

Collected 61.91% as of 12/30/14. Current taxes owed: \$15,888,165.58. Back taxes owed: \$1,418,032.68.

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 12/2/14, 12/9/14, 12/17/14, 12/23/14, 12/30/14 for payments received.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Collector attended New Haven County Tax Collector Association Meeting.

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: Followed up with updated delinquent file for TaxServ. Demands were reviewed and follow up calls were made. Water Assessment bills were sent in November. Supplemental Motor Vehicle bills were sent in December.

ISSUE RESOLUTION: Increase collections.

LOOK AHEAD: January collections.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER: Smooth January collections. Budget process. Prepare for Water Assessment bills for March collection.

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

Year: 2013 To 2013, Pay Date: 12/30/2014, Time: 12/30/2014 04:31:02 pm	ALL	Type: TOWN, Bill Type: 24 - CODE T (ALL)		TOTAL PAID	OVER PAID	UNCOLLECTED TAXES							
Conditions: Recap By Year-Yes Recap By Dist-No Act/Susp: Active, Cycle: 00 To 00, Type: TOWN, Bill Type: 24 - CODE T (ALL)	RECAP	ACTS	ACTS	PAID	PAID	TAXES							
YEAR/TYPE	BEGINNING BALANCE	LAWFUL CORRECTIONS DEC. INC.	TAXES COLLECTIBLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L-FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES			
RR	6,411	35,908,403.35	7,449.73	-8,062.52	35,907,790.56	0.00	21,465,944.69	17,725.33	0.00	21,483,670.02	-12,419.84	14,441,845.87	59,788
PP	813	1,683,399.07	14,358.76	-5,648.40	1,692,109.43	0.00	988,348.83	1,631.21	0.00	989,980.04	0.00	703,760.60	58.418
MV	15,571	3,684,316.99	22,525.95	-60,492.51	3,646,350.43	0.00	-2,395.93	27,258.32	0.00	3,292,935.65	-368.36	383,207.16	89.498
MVS	2,666	472,956.81	479.09	-3,371.02	470,064.88	0.00	-8,627.95	110,712.93	0.00	110,712.93	-1.69	359,351.95	23.558
YR: 2013	25,461	41,749,076.22	44,813.53	-77,574.45	41,716,315.30	0.00	-11,023.88	46,614.86	-1.00	25,877,298.64	-12,789.89	15,888,165.58	61.918
Grand Total	25,461	41,749,076.22	44,813.53	-77,574.45	41,716,315.30	0.00	-11,023.88	46,614.86	-1.00	25,877,298.64	-12,789.89	15,888,165.58	61.918
REFUND													
REFUND													
REFUND													

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

Year: 1998 to 2013, Pay Date: 12/30/2014, Time: 12/30/2014 04:27:04 pm All
 Conditions: Recap By Year: 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 TAXES/BINT PAID INTEREST PAID I+FEES PAID TOTAL PAID OVER PAID UNCOLLECTED TAXES

YR: 1999	135	14,363.55	0.00	-1,143.95	13,219.60	-337.88	148.32	344.71	60.49	553.52	0.00	12,733.40
YR: 2000	160	30,456.84	0.02	-1,273.74	29,183.12	-415.03	1,396.12	2,882.83	124.31	4,403.26	0.00	27,371.97
YR: 2001	146	23,651.38	0.02	-1,711.80	21,939.60	0.00	853.75	1,915.19	8.00	2,776.94	0.00	21,085.85
YR: 2002	151	25,059.70	0.00	-79.93	24,979.77	0.00	486.55	1,097.06	71.76	1,655.37	0.00	24,493.22
YR: 2003	168	26,945.59	0.00	0.00	26,945.59	-43.91	304.53	536.44	2.00	842.97	0.00	26,597.15
YR: 2004	196	38,858.30	0.00	-168.85	38,689.45	0.00	3,918.72	5,282.62	62.41	9,263.75	0.00	34,770.73
YR: 2005	224	34,386.51	0.00	-115.50	34,271.01	0.00	3,780.35	4,749.86	146.08	8,676.29	0.00	30,490.66
YR: 2006	239	50,095.11	0.00	-1,434.23	48,660.88	-1,129.68	3,822.98	4,461.54	92.09	8,376.61	0.00	43,708.22
YR: 2007	249	55,361.84	0.00	-1,257.88	54,103.96	-1,042.75	5,509.00	3,887.10	85.11	9,481.21	0.00	47,552.21
YR: 2008	279	95,991.63	0.00	-1,320.19	94,671.44	-2,015.70	12,799.68	10,312.76	196.00	23,308.44	0.00	80,034.70
YR: 2009	475	154,751.01	0.00	-1,402.22	153,348.79	-186.12	68,726.53	25,966.14	796.67	95,489.34	0.00	84,551.36
YR: 2010	990	367,664.92	0.00	-1,889.22	365,775.70	-4,383.96	195,305.01	78,221.18	1,509.72	275,035.91	0.00	194,462.93
YR: 2011	25,206	784,051.17	0.00	-38,968.97	803,082.14	-742.56	523,204.57	127,835.47	3,611.15	654,651.19	0.00	279,857.39
YR: 2012	25,224	40,261,061.84	0.00	-106,827.48	40,154,234.36	-300.56	39,749,815.33	183,569.42	6,845.58	39,940,230.33	0.00	510,322.89
Prior Total	41,962,699.39	193,596.84	-157,593.96	41,998,702.27	40,570,071.44	-10,598.15	40,570,071.44	451,062.32	13,611.37	41,034,745.13	-2,342.10	1,418,032.68
YR: 2013	25,461	41,749,076.22	0.00	-77,574.45	41,716,315.30	0.00	25,828,149.72	46,614.86	2,534.06	25,877,298.64	-12,789.89	15,888,165.58
Grand Total	79,303	83,711,775.61	0.00	-235,168.41	83,715,017.57	-10,598.15	66,398,221.16	497,677.18	16,145.43	66,912,043.77	-15,131.99	17,306,198.26

Town of Seymour
Human Resources Department
4th Quarter Report - 2014
Date: 12/30/14

Department: Human Resources

Prepared by: Michele Wasikowski, HR Mgr

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

- Bargaining agreements signed off on by DPW, Town Clerk's & Supervisors
- Posted and began recruiting for the new Director of Community Services and Community Services Assistant positions.
- Arranged for Naugatuck Valley Health to come on site and administer the flu vaccine to employees in November.
- Worked with Valley United Way to set up an Adopt a Family program this holiday season. Worked with employees to collect gifts and donations. We ended up providing the family with over \$300 in gifts.
- Reviewed employee engagement survey results with Kurt. Results show improvement from last year.
- Signed up all our manager level employees for a free CCM Seminar in January called, "Customer Service for Municipal Personnel."
- Worked on several short-term and long-term disability cases, serving as the main contact between the employee and Anthem Life.
- Worked on several WC claims, serving as the main contact between the employee, Payroll and PMA.
- Worked on several complicated employee relation issues.
- Continue to host monthly manager and employee meetings.
- Continue to provide employees with monthly employee newsletter.

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

Accomplishments/recognition of department or members: Attended a CCM Seminar called "A Practical Guide to the MERA."

Review goals for the quarter: Contracts finally signed, survey results discussed and action plans created to address employee concerns. Employee engagement activities being tossed around, starting formal program in Jan 2015.

Issue resolution:

Look ahead:

Establish 3 goals for the upcoming quarter:

1. Introduce quarterly employee appreciation days in 2015, to help increase employee morale.
2. Work with BHC to provide one free seminar to employees the first quarter of 2015.
3. Work with our attorney and the unions to review job titles, classes, and descriptions so they accurately represent current job responsibilities and are placed in the right class for contract purposes.

SEYMOUR SENIOR CENTER
20 PINE ST
SEYMOUR, CT., 064893

2014-4th Quarter

Department: Elderly Services/Senior Center Dates Covered: 10/1/14-12/31/14
Prepared by Lucy McConologue

Weekly/Daily Activities provided at the Center includes Bingo, Cards, Mah Jong, Yoga, Zumba Gold, Lite Exercise and Band Jamming with our in-house member trio.

Monthly In-House Share Lunch included Italian Theme in October, Soup's On in November and a Christmas Pot Luck and Grab Bag Lunch in December.

Senior Bus Usage include Doctor Appointments on Mondays, Shopping trips to ShopRite-Tuesday, Stop & Shop on Thursdays and various valley stores on Wednesday (ex. Job Lot, Big Y, Walmart, Dollar Store)

Bus also used for day trip to Lyman Orchards in October for lunch & shopping, Antonio's in Ansonia in November and Juniper's Restaurant & St. George Annual Gingerbread House Display in December.

Holiday Special Programs-Halloween Luncheon & Entertainment, Holiday Decorating Party, Christmas Pot Luck & Grab Bag. & Christmas Bingo.

Information & Health-Flu Clinic was held October 2nd sponsored by the NVHD Seminar on Changes to Health Insurance Supplements & Understanding Medicare & Senior Health Insurance. Trish Pearson, from Insurance Services & Peter Przybski, Pharmacist presented the seminar. The seminar was held to answer any questions seniors had so they could make any adjustments necessary during open enrollment period of Oct 15-Dec-3.

New Program-Maggie Sessa, RN from Griffin Hospital Community Outreach & Parish Nursing is available to meet with seniors in the community on the 1st & 3rd Thursday of the month at the Senior Center from 10:00-1:00 to discuss personal health issues on a one on one basis and also provide free blood pressure screening. The program is funded through a grant received by the Parish Nurse Program through South Central Agency on Aging. I was pleased to submit a letter of recommendation for the grant which ultimately provides this service to valley seniors throughout the various Centers.

Monthly Bulletin of activities is prepared and mailed out to members and copies are also sent to the Elderly Housing Complexes, Smithfield Gardens & Library. Copies are also faxed to all the newspapers.

4th Quarterly Report 2014

Economic Development

9/30-12/31/14

Fred A. Messoro

Department Specific Update: no changes to staff

Budgetary Update: Budget is in good standing with levels consistent for year to date

Accomplishments /Recognition of Department or Members:

Adopt a Spot Signs have been installed

Completion of \$6 Million Paul Pawlak Sr. Fishway and Park at Tingue Dam

Electric Vehicle Charging Station was installed to the Paul Pawlak Sr. Fishway and Park at Tingue Dam with infrastructure work for pad and electrical being subsidized by CT DEEP

Demolition of Former Seymour Lumber Site

Received the CT Economic Resource Center (CERC) Celebrate Connecticut Award for Waterbury/ Naugatuck for the Paul Pawlak Sr. Fishway and Park at Tingue Dam

All Land Use Approvals for 42 Market Rate Apartments and re-adaptive use of former LoPresti School.

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

Negotiated a revised Design Services Amendment from Milone & MacBroom for Phase 1 of the Seymour Greenway Trail and Linear Park

Received ALL Land Use Approvals which will help finalize the Sale of the former LoPresti School

Former Seymour Lumber Property (located at 79-101 Bank St) was demolished



TOWN OF SEYMOUR

Seymour Economic Development

1 First Street, Seymour, CT 06483

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

www.seymouredc.com

Issue Resolution: Finalized last design and administration approvals for the Adopt a Spot Signs, locations and began implementing contracts with existing and new sponsors

Negotiated revised Seymour Greenway and Linear Park – Design Services Amendment with vendor, Milone & MacBroom

Facilitated final approvals, permits and taxes being paid prior to the demolition of Former Seymour Lumber Site preparing it for Sale and Redevelopment

Look Ahead: Work with HWCO and Seymour Lumber owner/Real Estate agents to help market sites for redevelopment including Tri-Town Shopping Center which recently hired a Brokerage firm to help market the vacant retail boxes. Investigate the possible Land donation to the Town / Seymour Housing Authority by the owners of 84 New Haven Ave. (Single Family property on 7.53 acres) Work with VCOG on a pilot program for Transit-Oriented Development (TOD) Planning

Establish 3 Goals for the upcoming quarter:

1. Execute final Contract for Phase 1 Design of Greenway Trail
2. Finalize the Sale and Property Transfer for 29 Maple St. (Former LoPresti School)
3. Work with property owners and Real Estate professionals to fill vacancies of key parcels, including but limiting to HWCO, Seymour Lumber and Tri-town



A Small Town for Big Business

SEYMOUR FIRE MARSHAL'S OFFICE

QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2014

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 2014

NEW CONSTRUCTION

1. 165 Pearl Street – The addition of a single apartment is temporary on hold. This is due to the owners attempting to resolve their issues.
2. 26 – 28 Bank Street and 54 Wakely Street – The addressing of the major Code violations is a long term project. The owners have taken steps to apply for Code modifications from the State Fire Marshal's Office. This involves my Office. We are required to review and support or not support the request before mailing it up. Some requests have been approved and some have not been approved. We are working together to address the violations with both short and long term plans.
3. 45 Broad St. Congregational Church – This is another long term project to address major Code violations in the building. The Church has been working with me and correcting issues on a phase approach. As usual this involved meetings, Code review, site reviews and follow up inspections. Things are progressing on an acceptable pace.
4. 770 Derby Avenue – This is a new construction project. Plan reviews and site inspections have been occurring. This is presently a shell of a metal building. At this time, no plans have been submitted for tenant occupancy.
5. Pizzaro's Pizza, 225 West Street – This is a new brick oven pizza place that will be opening up. The project includes multiple plan reviews, many meetings, Code reviews and many construction site inspections. I would estimate they are about 80 % completed.
6. 67 Pub, 225 West Street – This present bar is expanding and adding a full kitchen. The project involves multiple plan reviews, meetings, Code reviews and site construction inspections. I would estimate they are about 20% completed.

MISCELLANEOUS

1. Town Employee Safety Committee and Coordinator – I conducted our 2 quarterly meetings, completed the minutes and sent them out and conducted multiple follow up activities. Scheduling and attended ladder safety training for the custodians. Conducted an inspection of all step ladders in the town buildings that they work in. This resulted in at least 7 step ladders being discarded due to their condition. A safety committee and insurance inspection was conducted at the Public Works Garage. Issues were written up and the Public Works Director is addressing them. I am following up with these and other safety committee related issues.

2. DFM Willis has completed several applications for grant money for fire prevention activities to multiple organizations. He wants to bring in two former college students who experienced and were badly burned in a dormitory fire. They go on presentation tours to discuss their experience in the fire, their medical recovery experience and fire safety. The presentation is very motivating. It will be open to students at the High School and the first responders in Seymour.
3. Fire prevention activities were very active. The office conducted fire safety talks during fire prevention week in 2 elementary schools and 6 daycares. This includes both inside and outside presentations and show and tell of fire trucks. Some locations took all day and some took half days. We ran a fire prevention poster contest in the elementary schools for fourth and fifth grades. We must have reviewed over 300 posters. The two winners from each school received a ride to school in a fire truck. The fire truck rides were a big hit with the children and parents. The top winners from fourth and fifth grade had their posters sent to the County level for review.
4. Seymour Land Trust – I conducted a plan review, standby and inspection of the fireworks show to bring in Santa.

BLASTING ACTIVITIES

1. 600 Derby Ave, Haynes Quarry – Blasting activities at this site have temporary stopped. This is probably due to their blasting activities at their shopping center construction site in Oxford.

ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.
 New Construction - 19 Initial Existing Buildings – 18 Re-inspections - 13

 Underground Propane Tank inspection - 0
2. Blasting Complaints- 0 Fire Code complaints- 5 Meetings – 15

 Detail Code Reviews – 8 Detail Follow-up Activities – 7 Burning Permits - 2

FIRE SAFETY TRAINING GIVEN

1. DFM Willis coordinated and participated in the State Fire Marshal’s Office Investigation Unit giving a training seminar at Great Hill Hose Company on fire investigations for first responders.
2. DFM Willis conducted fire safety training at The Valley Heart Club meeting at Griffin Hospital and Seymour Oxford Rotary Club meetings.
3. DFM Willis conducted 2 days of stove fire extinguishing training at the High School. He borrowed a stove prop from the Connecticut Fire Prevention Commission in Windsor Locks.

FIRE SAFETY TRAINING ATTENDED

1. I, DFM Willis, volunteers DFM Fritz and FI Cronin attended a half day class on Third Party Contractor Inspections of fire and life safety equipment and systems at the Southbury Fire Department.
2. DFM Willis attended a tour of the CT State Crime Lab in Meriden and a State FM class on Fire Investigation Legal Liabilities.

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

FIRE AND INCIDENT INVESTIGATIONS

1. 20 Rolling Hills Drive – This was an exterior fire that is undetermined at this time. Minor damage occurred to the exterior of the house.
2. 12 Wycliff Terrace – This is an accidental fire. A tree branch fell on the electrical service to the house and tore the mast, head and meter off the house. This energized part of the wiring system in the house the wrong way and caused a minor amount of fire damage but moderate physical damage.

BUDGET UPDATE

1. I have nothing significant to report. No budget concerns have occurred so far.
2. I am preparing my budget for the Board of Finance and First Selectman for the fiscal 2015-16 year.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS

1. I have nothing to report.

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 had an initial meeting, plan review and Code review regarding a potential sports complex in an existing building at 30 Great Hill Road. The potential tenant is working thru some necessary issues. A major issue is the building may need to have a sprinkler system but there is no water main in the immediate area. If he decides to move forward, I anticipate him apply for a fire code modification with some additional suggestions. This project is just at the first step. We will see where it goes.
2. I have had repeated meetings, a site inspection and some initial plan review of a potential new bar and pizza restaurant in an existing building. We will see where this goes in the future.
3. 29 Maple Street, the old Anna Lopresti School – I anticipate the expected renovation of this building into apartments to begin soon. This will be a large project. As usual, it will involve a long plan reviews, many meetings; many follow up activities, many Code reviews and many, many construction inspections and witnessing of many tests.

ESTABLISH 3 GOALS FOR UPCOMING QUARTER

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

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
December 30 2014

2014 Quarterly Report

Department: Town Clerk's Office

Dates Covered: October 1, 2014 – December 31, 2014

Prepared by: Susan DeBarber, Elizabeth Conrad and Lianna Staffieri

Department Specific Update:

- We have issued 771 dog licenses to date.
- We have issued 13 marriage licenses in July, August and September.
- We issued 24 various hunting & fishing licenses this quarter.
- We recorded 110 sewer liens and releases.
- We issued vendors licenses at \$100.00 each totaling \$1,400.00 this quarter.
- Our vitals income totaled at \$2,450.00 this quarter.
- We issued 142 Absentee Ballots and 4 Overseas Ballots in the 2014 Governor's Election.
- We carried out all of our responsibilities in relation to the conduct of the Governor's Election.
 - This was our first Governor's Election. It came with unique challenges.
 - We were constantly getting updates from Secretary of State with regard to acceptance and rejection of petitioning candidates along with candidates running in a minor party.
 - We made changes trying to create an accurate ballot in a timely manner.
- We finished and sent in all necessary reports due to the Secretary of State.

Budgetary Update:

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

Accomplishments / Recognition of Department or Members:

- Lianna attended her last module toward her certification.
- Lianna was appointed as an Assistant Town Clerk.
- We all attended the New Haven County Town Clerk's December meeting.

Review Goals for the Quarter:

- We took advantage of and will keep taking advantage of every educational opportunity that becomes available.
- We followed all requirements and deadlines with the Secretary of State according to the election calendar (forms required by the state, legal notices for newspapers, etc.).
- Our land records are now available on the internet.

Issue Resolution:

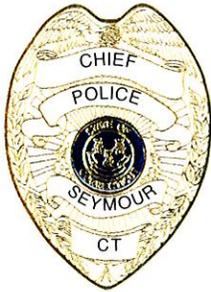
- No issues at this time.

Look-Ahead:

- We will input vitals into computer program the end of year organizing.
- Records disposition project will be ongoing.

Establish 3 Goals for upcoming quarter:

- Finalizing our vital records for the year and confirm receipt from residing towns.
- We will be doing some "house cleaning" with regard to file cabinets. Eliminating what is not important and saving what is pertinent.
- Finalizing end of year procedures for land records.



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, 2014-December 31, 2014

Prepared by: Chief Michael Metzler

Department Specific Update: The Department received the third vehicle and it was assigned to the Chief of Police. The Chief's cruiser was transferred into the Detective Division. Officer Patrick McCabe completed all of his mandated training and was assigned to a patrol division in early December. Officer Meredith Shook was transferred from her position as the Student Resource Officer (for medical reasons), and was replaced with Officer Corey Tomasella. Officer Shook has since returned to work in the patrol division. As stated in the last report, a Sergeant's exam was conducted and the Board of Police Commissioners selected Officer Michael Fappiano, who was the top scorer in both the written and oral phases of the testing.

Budgetary Update: The police budget appears to be in decent shape. Additional funds have been added to overtime, supernumeraries and repairs. The income side of the budget is doing extremely well and we should attain our overall projections in the early part of 2015. Although manpower is still an issue, the department was able to land four excellent recruits and they are presently in the Milford Police Academy with a potential graduation date in late May of 2015. When this is finally realized, we should be able to re-institute the community officer position.

Accomplishments/Recognition of Department or Members:

Seymour police officers responded to numerous family violence incidents during this quarter. One incident led to the arrest of the perpetrator on Strangulation charges and a second to Unlawful Restraint and threatening. In November a 19 year old was arrested for assaulting a minor at the Skate Park. In addition, numerous narcotics cases have led to arrests for possession of marijuana, heroin, cocaine and other controlled substances. There was also an extremely serious situation involving a recently released prisoner, who, while visiting a former friend in Seymour, terrorized the occupants of that residence by setting fire to items in the residence, holding a knife to the former friend's throat and threatening to kill both the individual and his dog. The subject was arrested on numerous charges. Finally, one of our cruisers ended up in Baden's Brook when the officer lost control of the vehicle while in pursuit of a wanted (escaped) felon.

Review Goals for the Quarter: The Department is still trying to finalize the completion of the simulcast radio system with the assistance of the Town's Communication Commission. The goals that were established for this quarter were to fill present long-standing vacancies. The patrol vacancies are presently being addressed with four candidates in the academy. As stated earlier the Sergeant's position was finalized. Due to the manpower not yet being available, the

community officer position is on hold until the four new officers are in the system. The IT position has been addressed with it being filled when needed or when manpower allows. The camera system is still being reviewed and is more than likely going to be coordinated on a Town wide basis with the Board of Education. That decision is under review by the First Selectman at this time. Finally, the new Duty Manual was put on hold until after the holidays and should be finalized and implemented during the next quarter.

Issue Resolution:

The department has been dealing with several personnel issues that should come to a resolution in the proceeding quarter. Training is ongoing and timely. The only issue that arose during this quarter was in regards to body cameras possibly being mandated through legislation. The Department is presently evaluating its' options and will include them in our Capital Plan for the upcoming budget.

Look-Ahead:

The second License Plate Reader is presently being installed and should be on the road in January of 2015. With the prospective candidates finish their training at the Milford Academy; the Department will be instituting the community officer position, only with more emphasis placed on the businesses and education areas. A Citizens Academy will be conducted during the first quarter of 2015.

Establish (3) Goals for Upcoming Quarter:

The three goals for the 1st quarter will be as follows:

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



Christine Syriac
Superintendent of Schools
csyriac@seymourschools.org

QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 10/01/14-12/31/14

Prepared by: Christine Syriac

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

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

Please see attached Monthly Trending Report

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

- 10/06/14 1. Congratulations to the 2014 Pumpkin Festival Royal Court from Chatfield-LoPresti School: Pumpkin Princess – Kaitlyn Miller, Pumpkin Prince – Dylan Cornet, Prince Charming – John Rogers, Cinderella – Marley Orosz, King – Jacob Blacha, Queen – Emily Casini
- 11/05/14 1. Congratulations to the winners of the 2014 Connecticut School Bus Safety Poster Contest: Lizzy Lee, Grade 2 (Bungay School) Second Place, Andrew Kressu, Grade 3 (Chatfield-LoPresti School) Second Place, Michaela Roach, Grade 4 (Bungay School) Third Place
2. The students from SHS raced in their third Electrathon car race at Lyme Rock Park last Friday, October 24, 2014. Both cars tied for third place. The students have been creating a web site that shares information about their progress leading up to the race and information about race day. The link is included below. We are proud of the teachers who support the students as advisors and the students who work on this project outside the normal hours of the school day...they are already planning modifications for the spring race.
<http://shselectrathoncar.wix.com/shselectrathoncar#!2014-2015-news/c1cki>
- 12/01/14 1. Congratulations to the CAPSS Superintendents' Award of Excellence recipients: High School students Julian Falcioni and Justine Inzero and Middle School students James Engmann and Claudia Iacomacci. They will be honored on December 8, 2014 at the Inn of Villa Bianca

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) ELA curriculum (grade 6)
 - b) Math curriculum (Implementing in grades K-5, grades 6-8 in revision)
 - c) District benchmark assessments – Measures of Academic Progress – implemented grades K-10 in reading and mathematics

- Goal #2** **Improve Public Trust, Commitment, and Confidence through Open, Honest Communication to Reduce Obstacles to Improving Student Achievement and District Success (In Progress)**
Let's Talk! Communication Tool
Meet the Teacher Evenings and School Observation days September
Parent/Teacher Conferences in November
Parent/Student Poetry Evening – Grade 3 Chatfield-LoPresti
Parent/Student Homework Strategy Night – SHS
Parent Math Support Evening Grade 2 - Bungay
- Goal #3** **Establish a Supportive, Positive, and Effective District Climate and Culture Focused on Improving Student Achievement through Continuous Improvement**
a) **Parent Outreach – Variety of Parent Evenings throughout district**
b) **Surveillance cameras at SMS and Bungay operational**

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

The Superintendent has worked with the First Selectman and the BOE in preparation for implementing a joint partnership with town on technology director position. Discussions continue to seek other areas for merging of resources.

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

- 1. Second security grant received – will look to continue security upgrades**
- 2. Development of 2015-2016 school budget**

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**

4th Quarter Report

Department: Recreation **Prepared by:** Missy Orosz

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

October 2014

Basketball League Registration was held on October 6th & October 14th

Pre-School Sports Mania continues

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 begins practices

Wizards School of Magic program was introduced for children ages 5-10 for the first of three sessions

Basketball League Showcases and drafts took place for all five divisions.

New Adult Tennis Clinic program was introduced and had several participants

November 2014

Youth Basketball League for grades 3-8 started using rec center gym, CLS school, Bungay School and SMS school for practices

Breakdown of divisions:

Intermediate Boys 3rd & 4th grade-59 participants

Junior Boys 5th & 6th grade-52 participants

Senior Boys 7th & 8th grade-45 participants

Junior Girls 3rd, 4th & 5th grade- 34 participants

Senior Girls 6th, 7th & 8th grade- 49 participants

All youth basketball league coaches were subjected to a local background check in conjunction with the Seymour Police Department.

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 Sports Mania continues

Wizards School of Magic program continues for second of three sessions

Adult Tennis Clinic program concluded after six weeks.

December 2013

Youth Basketball League Games begin for grades 3-8

Co-ed Kindergarten & 1st grade Basketball Clinic begins on December 6th with 49 participants

Instructional Basketball League for second grade started on December 6th with 50 participants and new this season is single gender teams

Yoga classes continue

Karate classes continue

December 2013 cont.

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
Senior Lite Exercise Classes continue
Wizard School of Magic continues for its third and final session
Met with the US Sports Institute organization to offer a lacrosse and volleyball camps for the summer.
Met with Play Well Technologies to schedule Lego Camp to come back in summer 2014.
Met with the Mad Science Program to offer summer science camps and a possible Movie Making program.

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

The First Selectman has assisted us in the past. We will defer to him again in this matter. Our budget is on target to maintain services that are currently provided. We are in the process of hopefully raising the pay of certain seasonal jobs to attract more applicants and to offer some different programming for our community. (i.e lifeguards, swim instructors, Zumba teachers, etc.) With the retirement of long time Director Jack Ahearn, in September the budget should be able to be moved around a bit as there is only one year round part-time staff member left and possibly his salary line item can be used to increase the pay and/or status of the current staff person left as well as bring in other part-time staff or program specific specialists.

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.

Missy Orosz attended 54th annual Connecticut Recreation & Parks Association Conference on November 24th & 25th. She participated in workshops about integrating multi-generations in programming; offering programs for youth on the Autism spectrum; improving summer camp and playground offerings and better use of seeking out grants/sponsorships.

Missy Orosz wrote a proposal to possibly gain some new basketball equipment from Sports Channel New York grant program that services area basketball leagues. We are very excited the Seymour Recreation Department won a small grant of eight Spaulding 28.5 ounce basketballs and were delivered the week of December 15th and are currently in use with the basketball 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?

Our goal for this quarter was to increase enrollment in our basketball program from the 2013 season which was 325 participants and we achieved this goal by having 337 Seymour youth participating in the 2014 season.

The second goal was to get the entire basketball league of grades 3 through 8 uniforms/shirts covered by sponsors from area business. There are 25 teams in the category and we were able to secure sponsorships for 24 of them. We used Facebook, direct mailings and email to reach out to these

businesses. We believe even though we were short one team we were successful because we attained more sponsorships than last season as well as new ones who never did it before. Sponsorships were \$95.00 per team and outfitted each team with shirts. Names of sponsors are on each shirt.

The third goal was to offer some new programming opportunities for the residents of Seymour. This fall we offered adult tennis lessons and youth magic classes. Both programs were well received and we hope to bring them back in the spring or summer pending staffing and availability.

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 again this past fall due to lack of finding an instructor. We have contacted area instructors and can't seem to find a person available on weekdays after school. We are actively still searching. In addition, we have not been able to secure lifeguards to open the pool for the winter program yet. There are a few leads, but because of pool use with the high school programs and swim club, we are unable to find staff to open the pool from 7:15 PM-9:00 PM one day week which has been done in the past with difficulty. We are considering waiting until March to have the pool available at earlier hours and hope to hire staff that can work more hours by offering multiple days and hours.

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

We are happy to say we have been using the Community Center building on Sundays for travel basketball games which helps free up space during the week for the regular recreational program.

In addition we are starting a men's over 30 Basketball League that is slated to start in mid-January for Seymour residents on Saturday mornings. We have one team fully registered and we hope to get more.

We are in the planning stages of offering a year round tumbling program that will keep Seymour youth in our town as opposed to going out of the area for these services. We have certified tumbling coaches interested in offering this. Logistics need to be worked out as far as cost, dates & times since community center is rented out by other groups on weekends.

Establish 3 goals for the upcoming quarter:

Three things that will move your department forward or provide a better level of service or functionality to the Town or residents.

1-We need more custodial staff in place on nights & weekends due to increase use of building

2-We would like the town to purchase "My Rec Ware" to assist with on line registrations and programming offerings that residents can look up at their convenience.

3-To continue to offer more programming that are non-sport related for the youth.