

Town of Seymour  
Finance Department  
Quarterly Report – Period ending 12/31/2015

**Department Specific Update**

**Fiscal Year 2016**

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 finance department completed and filed the fiscal year 2015 audited financial statements. The Town received a “clean” audit opinion. Also, completed was the comprehensive Annual Financial Report for the second year. The ACA compliance data continues to be complied for our third party payroll service. Some of the information gathered is: when employees were offered health insurance, level of health insurance, number of months employees received health insurance, the cost of health insurance per employee per month and cost of health insurance for the Town per employee per month. The Town is currently reviewing payroll services that will track our health insurance per employee per month and other employee statistics. Currently much of the employee statistical information is tracked manually and the Town is looking to automate it.

**Accomplishments/Recognition of Department**

Filed Audited financial reports for period ended 06-30-2015

Filed CAFR for with GFOA for excellence in financial reporting award (second year)

**Review Goals for the Quarter;**

1. Prepared budget spreadsheet for 1<sup>st</sup> Selectman
2. Filed audited financial reports for fiscal year 2015
3. ACA compliance work continues and in the final stage of submitting data.

**Issue Resolution:**

None

**Look-Ahead:**

The department will continue with regular maintenance of reconciliations and regular monthly reports. Town departments are preparing their budgets and the finance department will compile the information and provide it to the Board of Finance. The Town will be complying with the MSR regulations and making the correct disclosure with EMMA. The Town continues to strengthen internal controls over financial and data collections in other departments.

**Establish 3 Goals for upcoming quarter:**

1. Prepare budget spreadsheet for the BOF

2. Finish ACA compliance work
3. Implementation of management comments

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

Line Item #	Title	6/30/2016 Adjusted Budget	Actual Through 1/20/2015	Estimated Actual 01/20/16 thru 6/30/16	Total Estimated for 6/30/2016	Over (Under) Budget	Explanation for Significant Variances
<b>General Property Taxes</b>							
311-0010-000-000	Property Tax	\$ 41,786,050	\$ 28,847,598	\$ 13,223,000	41,870,598	\$ 84,548	Collections running high
311-0011-000-000	Prior Year property tax	525,000	325,165	200,000	525,165	165	
311-0015-000-000	Pro-Rata Real Estate Tax	-	-	-	-	-	
311-0020-000-000	Supplemental Car Tax	-	-	-	-	-	
	<b>Sub Total</b>	<u>425,000</u>	<u>195,897</u>	<u>195,000</u>	<u>390,897</u>	<u>(34,103)</u>	State implementation of state wide car mill rate
312-0000-000-000	Property Taxes-Other Assessed Value	42,736,050	29,168,660	13,618,000	42,786,660	50,610	
	Real Estate Conveyance	100,000	62,207	44,433	106,640	6,640	
	<b>Sub Total</b>	<u>100,000</u>	<u>62,207</u>	<u>44,433</u>	<u>106,640</u>	<u>6,640</u>	
319-0011-000-000	Penalties/Interest on Del Taxes	350,000	223,187	171,000	394,187	44,187	
	Property Tax Int. & Liens	350,000	223,187	171,000	394,187	44,187	
	<b>Sub Total</b>	<u>350,000</u>	<u>223,187</u>	<u>171,000</u>	<u>394,187</u>	<u>44,187</u>	
<b>Licenses and Permits</b>							
320-0010-000-000	Pistol Permits	7,000	4,970	3,000	7,970	970	
320-0020-000-000	Zoning & State Permits	-	100	-	100	100	
320-0025-000-000	Raffle Permits	30	30	-	30	100	
320-0030-000-000	Fire Marshall Permits and fees	2,000	2,432	-	2,432	432	
	<b>Sub Total</b>	<u>9,030</u>	<u>7,532</u>	<u>3,000</u>	<u>10,532</u>	<u>1,502</u>	
<b>Nonbusiness Licenses and Permits</b>							
322-0010-000-000	Dept. of Public Works	1,000	1,896	-	1,836	836	
322-0020-000-000	Parking Stickers	3,500	3,120	3,000	6,120	2,620	
322-0060-000-000	Dog Licenses	850	-	500	500	(350)	
	<b>Sub Total</b>	<u>5,350</u>	<u>4,956</u>	<u>3,500</u>	<u>8,456</u>	<u>3,106</u>	
<b>Intergovernmental Revenues</b>							
330-0010-000-000	Tuition	-	-	-	-	-	
	<b>Sub Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>State Government Grants</b>							
334-0010-000-000	Transportation	121,777	-	121,777	121,777	-	
334-0012-000-000	Education Block Grant	10,072,953	2,544,897	7,477,056	10,021,953	(51,000)	State budget cutbacks
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**

10,194,730 908 2,545,805 7,598,833 10,143,730 (51,000)

**State Government Shared Revenues**

335-0010-000-000 Circuit Breaker Program  
 335-0011-000-000 Judicial Fines  
 335-0012-000-000 Disability Exemption PA  
 335-0014-000-000 Hold Harmless Grant  
 335-0016-000-000 State Provided Highway (Town Road Aid)  
 335-0018-000-000 Boat Tax  
 335-0019-000-000 Veterans Exemptions  
 335-0022-000-000 Enterprise Zone Program  
 335-0023-000-000 Dist of Telephone Tax  
 335-0024-000-000 Manufacturers Exemption  
 335-0030-000-000 Local Capital Projects  
 335-0035-000-000 Mashanucket Pequot Fund

**Sub Total**

141,000 114,143 3,038 3,038 114,143 (26,857)  
 5,257 3,400 2,931 2,931 (2,219)  
 264,455 264,455 264,455 264,455 (469)  
 297,024 148,441 148,583 297,024  
 19,000 19,376 19,370 370  
 5,600 5,735 5,735 135  
 30,000 30,000  
 115,793 115,793  
 77,536 77,536  
 959,065 315,150 614,875 930,025 (29,040)

**State Govt payments in lieu of taxes**

336-0010-000-000 Property tax loss  
 336-0015-000-000 Pilot Program - Smith / Ray House

**Sub Total**

67,306 57,306 (67,306) (67,306) State budget cutbacks

**General Government**

341-0020-000-000 Town Clerk  
 341-0030-000-000 Planning & Zoning  
 341-0035-000-000 Zoning Board of Appeals  
 341-0038-000-000 Inland Wetlands

**Sub Total**

130,090 69,904 70,000 139,904 9,904  
 11,000 3,541 7,000 10,541 (439)  
 521 975 978 457  
 3,000 840 2,000 2,840 (160)  
 144,521 75,263 79,000 154,263 9,742

**Public Safety**

342-0020-000-000 Town Clerk Lie Fund  
 342-0040-000-000 Building Inspector  
 342-0045-000-000 Site Inspection Revenue

**Sub Total**

6,500 120,728 67,000 187,728 (6,500)  
 130,030 120,728 67,000 187,728 57,728

**Sanitation**

344-0030-000-000 Transfer Station - Commercial  
 344-0035-000-000 Residential Transfer Station  
 344-0038-000-000 Revenue from recycling

**Sub Total**

35,000 11,876 23,000 34,876 (124)  
 12,500 4,866 7,600 12,466 (34)  
 15,000 4,082 5,000 9,082 (5,918)  
 62,500 20,824 35,600 56,424 (6,076)

**Health**

345-0050-000-000 Dog Warden receipts

**Sub Total**

2,500 1,530 1,000 2,530 30  
 2,500 1,530 1,000 2,530 30

**Culture-Recreation**

347-0031-000-000	Seymour Recreation Programs	36,000	41,442	20,000	61,442	26,442
347-0032-000-000	Recreation program misc	30,000	15,500	7,500	23,000	(7,000)
347-0030-000-000	Senior Center Programs	5,500	974	-	974	(4,526)
	Membership dues	30,000	10,000	-	10,000	(20,000)
<b>Sub Total</b>		<b>100,500</b>	<b>67,916</b>	<b>27,500</b>	<b>95,416</b>	<b>(3,084)</b>

**Miscellaneous Revenues**

350-0003-000-000	Police Reports	750	984	250	1,234	484
350-0010-000-000	Miscellaneous	5,000	4,030	1,300	5,330	330
350-0015-000-000	Housing Authority	-	-	-	-	-
350-0020-000-000	Sale of surplus property	-	-	-	-	-
350-0025-000-000	Police Admin Fee	-	3,500	-	3,500	3,500
	Grants Admin Fees	35,000	49,616	-	49,616	14,616
350-0030-000-000	Unbudgeted income insurance	-	-	-	-	-
350-0100-000-000	Skate Park	-	13,269	-	13,269	13,269
350-0040-000-000	Valley Health Districts - Rent	-	2,025	-	2,025	2,025
350-0035-000-000	Miscellaneous	17,500	9,186	8,312	17,500	-
350-0100-000-000	Skate Park Land	-	-	-	-	-
<b>Sub Total</b>		<b>300</b>	<b>82,612</b>	<b>9,862</b>	<b>92,474</b>	<b>(300)</b>

**Fines**

351-0031-000-000	Ordinance fines	100	3,059	-	3,099	2,999
351-0030-000-000	Parking Fines	5,000	2,765	2,500	5,265	265
<b>Sub Total</b>		<b>5,100</b>	<b>5,864</b>	<b>2,500</b>	<b>8,364</b>	<b>3,264</b>

**Special Assessments**

355-0010-000-000	Sewer Assessments	295,000	71,192	225,000	296,192	1,192
355-0033-000-000	Oxford Payment	-	-	-	-	-
355-0020-000-000	Water Assessment	100,000	41,501	40,000	121,501	21,501
355-0025-000-000	Water Assessment Interest	8,000	3,605	3,605	7,210	(790)
<b>Sub Total</b>		<b>403,000</b>	<b>156,298</b>	<b>268,605</b>	<b>424,903</b>	<b>21,903</b>

**Investment Earnings**

361-0010-000-000	Interest General Fund	12,000	6,586	6,600	13,186	1,186
<b>Sub Total</b>		<b>12,000</b>	<b>6,586</b>	<b>6,600</b>	<b>13,186</b>	<b>1,186</b>

**Other Finance Sources**

362-0010-000-000	Other Finance Sources	225,000	225,000	-	225,000	-
362-0010-000-000	Capital Project Fund Reimbursement	225,000	225,000	-	225,000	-
<b>Sub Total</b>		<b>450,000</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>-</b>

390-0000-000-000 Revenue from fund balance

	Revenue from fund balance	275,000	-	-	-	(275,000)
<b>Sub Total</b>		<b>275,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(275,000)</b>
<b>Grand Total All Town Revenues</b>		<b>\$ 55,846,732</b>	<b>\$ 33,390,118</b>	<b>\$ 22,551,308</b>	<b>\$ 55,640,518</b>	<b>(206,184)</b>

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

Line Item #	Title	6/30/2016 Adjusted Budget	Actual Through 1/20/2016	Estimated Actual 01/20/16 thru 6/30/16	Total Actual & Estimated for 6/30/2016	Over (Under) Budget	Explanation for Significant Variances
	Planning & Zoning	22,740	11,959	10,650	22,609	(131)	
	Board of Finance	67,900	59,700	8,200	67,900	(0)	
	Town Meetings, Public Hearings	4,200	788	2,400	3,188	(1,012)	
	Probate Court	13,000	13,000	-	13,000	-	
	Selectmen's Office	230,930	126,965	102,960	229,925	(1,005)	
	Economic Development	67,080	43,636	23,400	67,036	(44)	
	Downtown Committee	8,000	650	7,350	8,000	-	
	Registrars of Voters	12,275	7,893	4,382	12,275	(0)	
	Finance Department	85,300	39,393	30,907	70,300	(15,000)	Projecting fewer referunds
	Tax Collector	249,635	140,124	109,511	249,635	(0)	
	Town Treasurer	160,855	84,161	76,610	160,771	(84)	
	Assessors Office	5,200	2,700	2,500	5,200	-	
	Board of Assessment Appeals	194,315	107,053	85,965	193,018	(1,297)	
	Town Counsel	150	100	25	125	(25)	
	Town Clerk:	330,000	171,202	158,798	330,000	(0)	
	Printing & Legal Ads	202,652	114,191	87,400	201,591	(1,041)	
	Conservation Protection Agency	15,000	6,762	8,238	15,000	(0)	
	Inland/Wetlands	4,695	746	2,000	2,746	(1,949)	
	Board of Zoning Appeals	9,570	3,508	4,850	8,358	(1,212)	
	Town Planner	800	500	300	800	-	
	Town Computers / Data Processing	36,218	17,721	18,497	36,218	(0)	
	Town Buildings	70,000	35,165	34,500	69,665	(335)	
	Town Engineer	510,256	321,357	188,899	510,256	0	
	Blight Officer	99,307	43,560	55,747	99,307	(0)	
	Town Contributions	8,700	4,364	4,336	8,700	(0)	
	Personnel Benefits	28,725	22,075	6,650	28,725	-	
	Sick Pay	-	-	-	-	-	
	Health Insurance	191,083	-	191,083	191,083	(0)	
	Social Security	2,056,454	1,095,408	961,045	2,056,453	(0)	
	Retirement	330,435	174,595	155,840	330,436	0	
	Longevity	884,770	462,592	422,178	884,770	(0)	
	Town Insurance	84,952	31,964	53,043	84,952	0	
	<b>General Government</b>	<b>1,589,056</b>	<b>1,146,066</b>	<b>442,970</b>	<b>1,589,056</b>	<b>(0)</b>	
		<b>7,574,233</b>	<b>4,289,858</b>	<b>3,261,239</b>	<b>7,551,097</b>	<b>(23,136)</b>	
	Police Department	4,111,141	1,950,843	2,139,743	4,090,586	(20,555)	
	Communication Commission	203,509	165,162	38,437	203,599	0	
	Emergency Management	25,669	22,964	2,715	25,669	0	
	EMS Commission	200	50	50	100	(100)	

Seymour Ambulance	61,343	36,517	24,826	61,343	0
Valley Emergency Medical Services	30,900	30,900	-	30,900	-
Lake Authority	15,000	15,000	-	15,000	-
Fire Department	400,411	301,157	99,254	400,411	(0)
Water - Fire Hydrants	376,200	376,200	26,000	402,200	26,000
Fire Marshal	123,989	61,550	62,439	123,989	(0)
Office of Compliance	100,150	47,948	52,202	100,150	(0)
Public Safety	5,448,602	3,008,280	2,445,686	5,453,946	5,345
Highway Wages & Maintenance	1,885,265	1,048,575	836,750	1,885,265	(0)
Highway Materials	365,793	49,954	315,799	365,793	(0)
Street Lighting	170,000	186,701	27,638	194,339	24,339
Highways and Streets	2,421,058	1,265,209	1,180,187	2,445,396	24,338
Sanitation	99,020	49,278	49,350	98,628	(392)
Waste Collection	980,886	809,188	213,396	1,022,584	41,698
Sanitation	1,079,906	858,466	262,745	1,121,212	41,306
Valley Health Department	99,426	99,425	-	99,426	-
Dog Warden Canine Office	47,654	18,776	28,800	47,576	(78)
Town Health Contributions	12,610	12,607	-	12,607	(3)
Services to the Elderly	142,082	66,194	67,540	133,704	(8,378)
Health and Welfare	301,772	196,973	96,340	293,313	(8,459)
Recreation Commission	213,517	130,502	83,015	213,517	(0)
Culture & Arts Commission	20,600	10,689	9,911	20,600	(0)
Recreation Program Contributions	34,500	34,500	-	34,500	-
Parks	144,700	68,718	75,100	143,818	(882)
Library	352,493	201,368	151,100	352,468	(25)
Valley Council of Governments	6,804	6,804	-	6,804	-
Culture & Recreation	772,614	452,580	319,126	771,706	(908)
Board of Education	32,580,447	18,262,172	14,318,275	32,580,447	0
Principle	4,215,000	4,010,000	206,000	4,215,000	-
Interest	1,277,070	1,204,557	72,513	1,277,070	(0)
Debt Service	5,492,070	5,214,557	277,513	5,492,070	(0)
Senior Citizen Freeze	5,000	-	-	-	(5,000)
Town Capital	100,000	-	-	-	(100,000)
Town Contingency	71,000	3,528	71,000	74,528	3,528
Total Town Expenditures	\$ 55,846,702	\$ 33,551,323	\$ 22,232,092	\$ 55,783,715	(62,987)
					Vacuum truck purchase on hold

## 4<sup>th</sup> Quarterly Report 2015

Economic Development

9/30-12/31/15

Fred A. Messoré

**Department Specific Update:** no changes to staff

**Budgetary Update:** Budget is in good standing with levels consistent for year to date. New Items coming into funding are the Greenway Trail Phase 1 Design which the Board of Finance unanimously approved for resolution for Bonding Town's portion of Design Budget and twenty percent (20%) of Construction or \$325,000 towards a \$900,000 estimated overall project cost

**Accomplishments /Recognition of Department or Members:** Facilitated a public /private partnership on the design and installation of new "Welcome to Seymour" signs with the owner of Henny Penny, Jon Hendel

My office was successful in having the Board of Finance approve the Town's portion of funding for Design and Construction of the anticipated Phase 1 of Seymour Greenway Trail.

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

Implemented Economic feasibility Study for Seymour Parcels including: (1) 15 Franklin St and 38 Rimmon Road (behind Stop & Shop) (2) 79-101 Bank St and 109 River St (Former Seymour Lumber and Housatonic Wire Site) and (3) 600-842 Derby Avenue (stretch of parcels) with CERC (Ct Economic Resource Center) should be completed in 1stQ of 2016

Downtown Parking Lot Signs for Lot 4 and 5 have been designed and should be installed in 1<sup>st</sup> Q 2016

Design and Construction funding was approved by the Board of Finance and Town Meeting. Bids should be ready to go out in 1<sup>st</sup> Q 2016



# TOWN OF SEYMOUR

## Seymour Economic Development

1 First Street, Seymour, CT 06483

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

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

**Issue Resolution:** Worked and presented with Rick Dunne (NVCOG) and Mike Joyce (Milone and MacBroom) to have BOF unanimously approve funding for town's portion of Phase 1 Greenway Trail Design and Construction

Worked with the First Selectman Office, Director of Operations, Public Works and Police Department to coordinate the tree trimming in Silvermine Industrial Park

Handled complaint from Steve Marti, resident who uses the EV Charging Station Unit that it was non operable and needed addressing. I contacted EVSE LLC who built unit to repair and replace faulty unit at no cost to Town of Seymour.

EDC has asked me to take over the project to install new signage Downtown for our Public Parking Lots. We will begin with Lots 4 and 5 since they require the least amount of review and application being they are located on Town Roads versus others that need State of CT DOT approval being located on State Roadways.

**Look Ahead:** Continue to Work with Joanna Rogalski, Planner from NVCOG and Planning and Zoning Department, to develop the Town of Seymour Plan of Conservation and Development.

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

1. Economic Feasibility Study developed with CERC for Seymour Parcels should be completed
2. Investigate the possibility of renaming the Silvermine Industrial Park to Silvermine Technology Campus
3. Send Bid out Phase 1 of the Seymour Greenway Trail and Linear Park with Milone & MacBroom



*A Small Town for Big Business*



Christine Syriac  
Superintendent of Schools  
csyriac@seymourschools.org

## QUARTERLY REPORT

Department: Seymour Board of Education Dates Covered: 10/01/15-12/31/15

Prepared by: Christine Syriac

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

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

**Please see attached Monthly Trending Report**

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

- 10/05/15**      **A. Recognitions**
1. Congratulations to the staff and students who participated in the Pumpkin Festival and the Seymour Pink Walk/Run. We are proud of the ongoing efforts of our staff and students to find ways to give back to the community
- 11/04/15**      **A. Recognitions**
1. Congratulations to the students of the Electrathon program at Seymour High School who competed in races at Lime Rock Raceway on Friday, October 23. Our Electrathon cars placed first and second in the expert class of the CT Electrathon race. Great job Mr. Perrucci and Mr. Stock!
  2. Congratulations to Justin Fabozzi and Julia Pietruszka who received a letter of commendation from the National Merit Scholarship Program. They are two of approximately 34,000 Commended Students throughout the nation who are being recognized for their exceptional academic promise+
- 12/07/15**      **A. Recognitions**
1. Congratulations to the students of the Electrathon program at Seymour High School who competed in races at Lime Rock Raceway on Friday, October 23. Our Electrathon cars placed first and second in the classic division of the CT Electrathon race
  2. Congratulations to the grade 8 winners of the Seymour Lions Club Peace Poster contest! Grand Prize – Maya Sepulveda, 1<sup>st</sup> Runner Up – Ariana Deljanin, 2<sup>nd</sup> Runner Up – Maya Pekarek, 3<sup>rd</sup> Runner Up – Sarah Peel
  3. The annual CAPSS Superintendents Award of Excellence dinner was held on December 3, 2015 at Villa Bianca. Congratulations to the middle school recipients Anna Graf and Nicholas Marchetti and the high school recipients Cassandra Rossetti and Daniel Robinson
  4. Congratulations to Basilla Stevens and the 8<sup>th</sup> grade class who collected 276 turkeys during their annual Turkey Drive on November 21, 2015. The collected turkeys will go to Seymour families, the Seymour/Oxford Food Bank and Spooner House
  5. Congratulations to Meagan Krushinski, Craig Prasauckas and the SMS Student Council for collecting and organizing the non-perishable food items from each homeroom. These food items will be added to the collected turkeys for a complete Thanksgiving meal for our community members. A grand total of 1,759 food items were collected
  6. Congratulations to the members of the Art Club who decorated a float for the Seymour Christmas Parade and to the Performing Arts club members who performed on the float. They received a first place ribbon and the LoPresti Trophy

7. Congratulations to the Seymour High School football team on their 56-28 win over Granby. The Wildcats will play Bloomfield in the semifinals on December 7. Good luck!

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

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

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

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

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

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

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

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

Seymour Public Schools  
Financial Management Summary  
Year to date as of November 30, 2015

**Balance Sheet / Revenues/ Cash Flow**

All audit work has been completed. Budget preparation for the 2016-17 budget has started, with the personnel database being updated to reflect 2016-17 personnel and salary levels.

**Expenditures**

The attached expenditure report includes the year to date activity as of November 30, 2015. In addition, a check register outlining all checks issued during November, 2015 has been provided for review.

A/C 110 – 119 Certified Staff. Accounts are tracking on budget. A/C 119 Substitutes is showing activity due to maternity / medical leaves at start of school year. These costs are partially offset by savings in salary accounts for teachers utilizing unpaid FMLA leave.

A/C 120 – 140 Non Certified Staff. Accounts are tracking on budget. A/C 128 Office / Secretarial is lower than budgeted due to an unpaid medical leave and an unfilled position at start of school year. In addition, a retroactive pay increase is included in the budget as the Secretary contract is now moving to arbitration (scheduled for March 2016).

A/C 210 – 295 Employee Benefits. Accounts are tracking on budget. A/C 250 Unemployment Compensation will increase during the year as a former employee was approved by the Unemployment Board for benefits. The account will be monitored during the year for possible over-expenditure. .

A/C 320 - 340 Professional Services. A/C 330 Other Professional Services will be closely monitored as we have been continuing contract activity (arbitration) for both the Teacher's and Secretary's contracts. The Teacher's contract was completed as a "Stipulated Arbitration Agreement" and the negotiating process is completed. The Secretaries are scheduled for additional arbitration in March, 2016. In addition, we have held a mediation session with the Nurses and are evaluating their response to our most recent proposal. Arbitration costs were not budgeted in this account for 2015-16.

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

A/C 510 – 519 Transportation. We will be closely monitoring special education transportation, as these accounts are highly variable throughout the year. Our initial billing for non-local special education transportation indicates that A/C 517 will be over budget at year end by approx. \$64,547 (net of estimated Excess Cost reimbursement payments). This amount is subject to change as students enter / leave the school district or change their outplacement location.

A/C 520 - 529 Insurance. Property / Liability insurance was on budget in total, while Student Athletic Insurance coverage (A/C 529) is over budget. This type of insurance showed an increase throughout the State. We will be reviewing our coverage limits for next year to see if we can reduce the cost.

A/C 561 – 564 Tuition. We have received initial billing for our out-placed special education students and the overall number of students (18) is on budget. Some of the placements have changed but if we receive the budgeted level of Excess Cost grant funding from the State, then the overall expenditures should be on budget. We do have one potential student being out-placed in the near future and this would increase our overall expenditures and cause a budget deficit in both this line item and non-local special education transportation.

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

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

**Seymour Public Schools**  
**Financial Summary**  
**YTD as of Nov.30, 215**

	Original Budget	Transfers	Adj. Budget	Encumbered	Ytd Expended	Remaining Balance		Budget
						\$	%	target
110 Administration	1,858,515	0	1,858,515	0	795,655	1,062,860	57.2%	57.7%
111 Teachers - Regular Instruction	10,001,079	0	10,001,079	0	3,034,707	6,966,372	69.7%	69.2%
112 Teachers - Special Ed Instruction	1,269,363	0	1,269,363	0	384,079	885,284	69.7%	69.2%
113 Appendix E Non-Sport Stipend	108,606	0	108,606	0	27,472	81,134	74.7%	70.0%
114 Teachers - Unified Arts Instruction	670,142	0	670,142	0	188,619	481,523	71.9%	69.2%
115 Teachers - Guidance Services	745,318	0	745,318	0	247,835	497,483	66.7%	69.2%
116 Teachers - Student Support Services	785,830	0	785,830	0	241,597	544,233	69.3%	69.2%
117 Nursing Services	202,150	0	202,150	0	81,960	120,190	59.5%	57.7%
118 Teachers - Library/Media Specialist	229,847	0	229,847	0	76,716	153,131	66.6%	69.2%
119 Substitutes - Certified staff	206,500	0	206,500	0	102,082	104,418	50.6%	67.4%
Sub total Certified Staff	16,077,350	0	16,077,350	0	5,180,724	10,896,626	67.8%	
120 Custodial Services	1,154,732	0	1,154,732	0	448,279	706,453	61.2%	57.7%
121 Monitor Paraprofessionals	31,449	0	31,449	0	7,786	23,663	75.2%	67.4%
122 Clerical Paraprofessionals	305,660	0	305,660	0	95,241	210,419	68.8%	67.4%
123 S/Ed Instructional Paraprofessional	762,770	0	762,770	0	253,151	509,619	66.8%	67.4%
124 Reg. Ed. Instructional Paraprofess.	79,103	0	79,103	0	24,262	54,841	69.3%	67.4%
125 Appendix E Sports Stipends	221,027	0	221,027	0	85,316	135,711	61.4%	69.2%
126 Tutor Services	110,200	0	110,200	0	26,265	83,935	76.2%	69.2%
127 Special Education Summer School	75,750	0	75,750	0	77,438	(1,688)	-2.2%	0.0%
128 Office / Secretarial Services	751,791	0	751,791	0	260,461	491,330	65.4%	57.7%
129 Substitutes - Non Certified Staff	72,000	0	72,000	0	10,202	61,798	85.8%	67.4%
130 Security Services	61,385	0	61,385	0	22,322	39,063	63.6%	67.4%
140 Technical Services	218,735	0	218,735	0	93,138	125,597	57.4%	57.7%
Sub total Non-Certified Staff	3,844,602	0	3,844,602	0	1,403,860	2,440,742	63.5%	
210 Health Insurance	4,362,440	0	4,362,440	0	1,716,527	2,645,913	60.7%	
211 Life Insurance	48,325	0	48,325	0	19,249	29,076	60.2%	
220 S.S./Medicare	529,340	0	529,340	0	215,404	313,936	59.3%	
230 Pension Contribution	427,040	0	427,040	0	164,738	262,302	61.4%	
240 Tuition Reimbursement	43,000	0	43,000	0	8,925	34,075	79.2%	
250 Unemployment Compensation	10,150	0	10,150	0	4,504	5,646	55.6%	
260 Workers Compensation	150,500	0	150,500	0	150,500	0	0.0%	
295 Retiree Benefits	162,311	0	162,311	0	144,355	17,956	11.1%	
Sub total Employee Benefits	5,733,106	0	5,733,106	0	2,424,202	3,308,904	57.7%	
320 Professional Educational Services	181,500	0	181,500	178,687	900	1,913	1.1%	
330 Other Professional Services	342,500	0	342,500	26,171	124,383	191,946	56.0%	
335 Professional/Curriculum Development	60,000	0	60,000	5,594	11,006	43,400	72.3%	
340 Technical Services	7,000	0	7,000	0	0	7,000	100.0%	
Sub total Professional Services	591,000	0	591,000	210,452	136,289	244,259	41.3%	
411 Water & Sewer Fees	63,400	0	63,400	0	19,567	43,833	69.1%	
424 Grounds Maintenance	60,000	0	60,000	10,450	16,420	33,130	55.2%	
430 Building Contract Services	153,500	0	153,500	77,352	72,786	3,361	2.2%	
431 Building Repair & Maintenance	300,000	0	300,000	40,562	190,973	68,466	22.8%	
433 Equipment Repair & Maintenance	27,500	0	27,500	13,196	14,234	70	0.3%	
434 Equipment Contract Services	73,250	0	73,250	26,567	28,310	18,373	25.1%	
440 Equipment Lease / Rental	173,330	0	173,330	49,488	75,073	48,759	28.1%	
450 Technology Contract Services	139,000	0	139,000	0	153,769	(14,769)	-10.6%	
Sub total Infrastructure Services	989,980	0	989,980	217,626	571,132	201,223	20.3%	

	Original Budget	Transfers	Adj. Budget	Encumbered	Ytd Expended	Remaining Balance	
						\$	%
510 Transportation - Regular	849,915	0	849,915	580,016	272,403	(2,504)	-0.3%
512 Transportation - Vo-Ag Schools	25,025	0	25,025	18,997	6,028	0	0.0%
516 Transportation - S/Ed Local	276,835	0	276,835	174,513	91,525	10,797	3.9%
517 Transportation - S/Ed Non Local	434,180	0	434,180	394,423	158,354	(118,597)	-27.3%
519 Transportation - Student Activity	54,500	0	54,500	35,713	18,787	0	0.0%
Sub total Transportation	1,640,455	0	1,640,455	1,203,663	547,096	(110,304)	-6.7%
520 Property Insurance	83,905	0	83,905	0	75,000	8,905	10.6%
521 Liability Insurance	95,320	0	95,320	0	103,364	(8,044)	-8.4%
529 Athletic Insurance	23,295	0	23,295	0	31,208	(7,913)	-34.0%
Sub total Insurance	202,520	0	202,520	0	209,572	(7,052)	-3.5%
530 Communications	129,770	0	129,770	20,251	62,740	46,779	36.0%
561 Tuition - Special Ed Public Schools	32,298	0	32,298	15,300	0	16,998	52.6%
562 Tuition - Regular Ed Public Schools	328,480	0	328,480	187,620	156,174	(15,314)	-4.7%
563 Tuition - S/Ed Private Facilities	782,353	0	782,353	1,512,843	96,320	(826,809)	-105.7%
564 Tuition - Reg Ed. Private Facilities	13,097	0	13,097	0	0	13,097	100.0%
Sub total Tuition	1,156,228	0	1,156,228	1,715,763	252,493	(812,028)	-70.2%
580 Travel	30,150	0	30,150	0	11,199	18,951	62.9%
590 Adult Education Services	87,851	0	87,851	0	87,851	0	0.0%
610 Office Supplies	67,000	0	67,000	8,907	26,293	31,800	47.5%
611 Instructional Supplies	216,000	0	216,000	28,208	143,991	45,802	21.2%
612 Instructional Supplies-S/ED	12,900	0	12,900	1,091	5,988	5,824	45.1%
613 Custodial Supplies	163,250	0	163,250	41,569	48,841	72,840	44.6%
615 Technology Supplies	38,625	0	38,625	15,312	15,599	7,714	20.0%
622 Electricity	660,050	0	660,050	0	245,624	414,426	62.8%
624 Heating Fuel	249,810	0	249,810	0	88,303	161,507	64.7%
625 Bus Fuel	130,400	0	130,400	0	130,156	244	0.2%
641 Textbooks & Curricular Materials	145,500	0	145,500	5,979	108,224	31,297	21.5%
642 Library / Reference Materials	35,250	0	35,250	0	10,040	25,210	71.5%
645 Software - Instructional	7,500	0	7,500	0	0	7,500	100.0%
690 Athletic Supplies	50,500	0	50,500	1,645	27,787	21,068	41.7%
Sub total Supplies	1,776,785	0	1,776,785	100,710	850,844	825,231	46.4%
731 Equipment - Non Instructional	37,800	0	37,800	1,038	22,269	14,493	38.3%
745 Equipment - Technology	224,100	0	224,100	1,699	76,040	146,361	65.3%
Sub total Equipment	261,900	0	261,900	2,737	98,309	160,854	61.4%
810 Dues & Fees	42,000	0	42,000	2,502	37,615	1,883	4.5%
890 Conference/Seminars	16,750	0	16,750	1,245	4,215	11,290	67.4%
Total Expenditures	32,580,447	0	32,580,447	3,474,949	11,878,141	17,227,357	52.9%

## Check Register by Date Range by Fund

Seymour Public Schools 2015-16

11/1/2015 through 11/30/2015

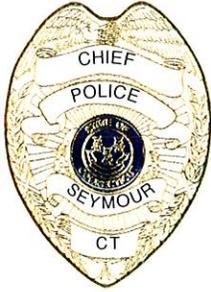
Fund 01

<u>Vendor</u>	<u>Check Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Comments</u>
<u>Payroll Account</u>				
AFLAC	11/10/2015	40142	\$342.51	
AFLAC	11/23/2015	40158	\$342.51	
Ameriprise Financial Services	11/10/2015	40143	\$325.00	
Ameriprise Financial Services	11/23/2015	40159	\$325.00	
Anthem Blue Cross & Blue Shield	11/9/2015	40141	\$41,327.56	Employee Health Insurance Deductions
AXA Equitable Life Insurance Co	11/10/2015	40144	\$13,800.00	TSA - Payroll deduction
AXA Equitable Life Insurance Co	11/23/2015	40160	\$13,800.00	TSA - Payroll deduction
Citistreet Retirement	11/10/2015	40145	\$12,629.33	TSA - Payroll deduction
Citistreet Retirement	11/23/2015	40161	\$12,562.33	TSA - Payroll deduction
CSEA Inc. (SEC)	11/10/2015	40146	\$416.00	
Eric Demarco	11/24/2015	40170	\$75.00	
Glen Ullman	11/25/2015	40173	\$647.97	
Housatonic Teachers Fed. C.U.	11/10/2015	40147	\$21,060.60	Credit Union - Payroll deduction
Housatonic Teachers Fed. C.U.	11/23/2015	40162	\$21,318.50	Credit Union - Payroll deduction
LOCAL 1303 COUNCIL #025	11/10/2015	40148	\$628.00	
MetLife Insurance Company USA	11/10/2015	40149	\$2,805.00	TSA - Payroll deduction
MetLife Insurance Company USA	11/23/2015	40163	\$2,955.00	TSA - Payroll deduction
Naugatuck Valley Savings & Loan	11/10/2015	40150	\$12,998.56	Employee HAS - Payroll deduction
Naugatuck Valley Savings & Loan	11/23/2015	40164	\$12,303.98	Employee HAS - Payroll deduction
Nicole Fearon	11/24/2015	40171	\$130.22	
Oppenheimer Funds Distributor	11/10/2015	40151	\$1,800.00	TSA - Payroll deduction
Oppenheimer Funds Distributor	11/23/2015	40165	\$1,800.00	TSA - Payroll deduction
Prudential	11/10/2015	40152	\$300.00	
Prudential	11/23/2015	40166	\$300.00	
Seymour Administrator's Assoc.	11/10/2015	40153	\$500.00	
Seymour Board of Education FSA Account	11/10/2015	40154	\$985.56	
Seymour Board of Education FSA Account	11/23/2015	40167	\$985.56	
Seymour Education Association	11/10/2015	40155	\$7,687.50	Union Dues - Teachers
Seymour Education Association	11/23/2015	40168	\$7,687.50	Union Dues - Teachers
State of Connecticut - MERF	11/25/2015	40172	\$6,647.14	Pension - Payroll deduction
UPSEU	11/10/2015	40156	\$1,720.07	
Valley United Way	11/10/2015	40157	\$192.50	
Valley United Way	11/23/2015	40169	\$192.50	
<u>A/P Account</u>				
A & B Mechanical, LLC	11/3/2015	749538	\$9,851.77	Heating and Plumbing repairs
A & B Mechanical, LLC	11/3/2015	749539	\$517.99	Heating and Plumbing repairs
A & B Mechanical, LLC	11/3/2015	749540	\$14,500.00	Heating and Plumbing repairs
ACES	11/3/2015	749541	\$800.00	
Advanced Corporate Networking, Inc.	11/18/2015	749620	\$12,711.00	WAN network management services
All-Star Transportation	11/6/2015	749578	\$98,687.94	Bus transportation
All-Star Transportation	11/18/2015	749621	\$49,082.00	Bus transportation

All-Star Transportation	11/18/2015	749622	\$1,700.00	Bus transportation
All-Star Transportation	11/18/2015	749623	\$2,700.00	Bus transportation
All-Star Transportation	11/23/2015	749661	\$15,299.82	Bus transportation
Allhea Barnes	11/3/2015	749542	\$600.00	
American Solutions for Business	11/12/2015	749588	\$2,349.67	
Ansonia Public Schools	11/23/2015	749662	\$702.00	
Anthem Blue Cross & Blue Shield	11/6/2015	749579	\$25,173.19	Health Insurance
Anthem Blue Cross & Blue Shield	11/9/2015	749587	\$269,973.40	Health Insurance
Anthem Life	11/6/2015	749580	\$3,884.96	
Aquarion Water Co. of CT	11/18/2015	749624	\$986.84	
Bridgeport National Blindery	11/18/2015	749625	\$83.25	
Bryan Zowadney	11/6/2015	749586	\$122.30	
Bryan Zowadney	11/23/2015	749673	\$414.00	
Caillin Jurkowski	11/12/2015	749601	\$120.00	
Calvert Safe & Lock LTD.	11/3/2015	749544	\$2,095.80	
CAPSS	11/3/2015	749545	\$40.00	
Catherine Katrenya	11/3/2015	749557	\$82.19	
Center For Children With Special Needs	11/18/2015	749626	\$3,680.00	
Chatfield Power Equipment Co., Inc.	11/3/2015	749547	\$1,050.00	
Chatfield-Lopresti School	11/12/2015	749589	\$317.45	
Commissioner of Revenue Services	11/18/2015	749627	\$21.37	
Communications Services	11/18/2015	749628	\$930.00	
Connecticut Restaurant Service, Inc.	11/3/2015	749548	\$886.00	
Conrod Plumbing and Fire Protection	11/3/2015	749549	\$380.00	
Constellation NewEnergy, Inc.	11/18/2015	749629	\$35,686.61	Electricity - Generation
Constellation NewEnergy, Inc.	11/23/2015	749663	\$26,943.70	Electricity - Generation
Controlled Air, Inc.	11/3/2015	749550	\$786.00	
CT Commercial Aquatics	11/3/2015	749551	\$370.00	
Curriculum Associates, Inc	11/18/2015	749630	\$131.04	
Darlene M. Keefe	11/23/2015	749669	\$265.00	
Dave Ceello	11/3/2015	749546	\$90.40	
David Olechna	11/12/2015	749608	\$40.00	
Dell Marketing L.P.	11/12/2015	749590	\$825.00	
Delta Biologicals	11/18/2015	749631	\$232.09	
Derby Glass	11/3/2015	749552	\$308.00	
Discount SchoolSupply	11/18/2015	749632	\$371.26	
Eversource	11/18/2015	749633	\$7,943.84	Electricity - Distribution
Eversource	11/18/2015	749634	\$30,702.63	Electricity - Distribution
Eversource	11/23/2015	749664	\$10,704.48	Electricity - Distribution
Eversource	11/23/2015	749665	\$30,228.36	Electricity - Distribution
EZ Flex	11/23/2015	749666	\$1,595.00	
Fisher Scientific	11/18/2015	749635	\$39.19	
Frankson Fence Co	11/6/2015	749582	\$4,897.00	
Fred Kershaw	11/12/2015	749602	\$51.75	
Frontier	11/12/2015	749591	\$200.23	
Frontier	11/12/2015	749592	\$203.28	
Frontier	11/12/2015	749593	\$247.65	
Frontier	11/12/2015	749594	\$126.53	
Frontline Technologies	11/18/2015	749636	\$1,396.50	

Gina Kindt	11/12/2015	749603	\$80.00	
Glen Ullman	11/3/2015	749577	\$40.00	
Houghton Mifflin Harcourt Co	11/12/2015	749597	\$21,964.34	Curricular Materials
Houghton Mifflin Harcourt Co	11/12/2015	749598	\$823.36	
Houghton Mifflin Harcourt Co	11/12/2015	749599	\$933.21	
Industrial Consulting	11/3/2015	749554	\$275.00	
Industrial Health & Safety	11/3/2015	749558	\$1,155.50	
Integrity Plano Service	11/12/2015	749600	\$337.00	
Jeehyun Kim	11/18/2015	749637	\$195.00	
Joanna Dunne	11/3/2015	749553	\$40.00	
John M. Romanow, Arbitrator	11/18/2015	749645	\$6,800.00	Secretary Negotiation - Arbitrator Expense
Justine DeSimpone	11/6/2015	749581	\$2,700.00	
Kathleen Furino	11/12/2015	749595	\$80.00	
Kelley Garofalo	11/23/2015	749667	\$450.00	
Kristopher Boyle	11/3/2015	749543	\$106.72	
Leslie A. Williamson, Jr.	11/18/2015	749658	\$3,905.00	Teacher Negotiation - Arbitrator expense
Meaghan Marcelynas	11/23/2015	749670	\$3,780.00	Athletic Trainer
Mechanical & Pump Services Inc	11/3/2015	749560	\$2,626.00	
Metro Swim Shop	11/18/2015	749638	\$307.50	
Michael Stock	11/12/2015	749612	\$166.18	
Nancy Maglione	11/3/2015	749559	\$264.28	
Nancy Maglione	11/6/2015	749583	\$250.00	
Naugatuck High School Physical Education	11/3/2015	749562	\$195.00	
NCTM	11/12/2015	749604	\$202.00	
New Haven Register	11/12/2015	749605	\$183.30	
Nicole Gardner	11/12/2015	749596	\$100.58	
Oak Hill School	11/12/2015	749606	\$8,515.80	Outplaced Student Tuition
Oak Hill School	11/12/2015	749607	\$4,050.00	Outplaced Student Tuition
Paxton Patterson LLC	11/6/2015	749584	\$1,954.15	
Plank Road Publishing, Inc	11/18/2015	749640	\$163.10	
Precision Concrete Cutting	11/3/2015	749564	\$3,616.65	
Presentation Systems, Inc.	11/18/2015	749641	\$634.08	
Prestwick House	11/18/2015	749642	\$131.78	
Primex Wireless, Inc.	11/18/2015	749643	\$812.45	
Pro-Ed, Inc.	11/18/2015	749644	\$383.25	
Quality Environmental LLC	11/3/2015	749565	\$1,100.00	
Quality Environmental LLC	11/3/2015	749566	\$2,416.64	
Regional School District 14	11/3/2015	749567	\$81,873.60	Nonnewaug tuition
Regional School District 14	11/3/2015	749568	\$15,300.00	Nonnewaug tuition - Special Ed.
Reliable Flooring Contractor, LLC	11/3/2015	749569	\$3,715.00	
Republican American	11/12/2015	749609	\$104.00	
Samantha Toscano	11/6/2015	749585	\$375.00	
Sarah LeBlanc	11/3/2015	749558	\$122.44	
School Health Corporation	11/18/2015	749646	\$96.99	
School Outfitters	11/18/2015	749647	\$1,136.29	
School Specialty	11/3/2015	749570	\$15,927.90	Curricular Materials
Seymour High School	11/12/2015	749610	\$5,242.98	Student Activity Fund reimbursement
Seymour Police Department	11/18/2015	749648	\$213.79	
Seymour Power Equipment	11/3/2015	749571	\$1,233.80	

Seymour WPCA	11/18/2015	749649	\$11,645.85	Sewer Use Fees
Sheet Music Plus	11/18/2015	749650	\$137.19	
SHI International Corp	11/23/2015	749671	\$20,156.00	Annual Microsoft District License
Stan Oslecki	11/3/2015	749563	\$150.40	
State of Connecticut	11/3/2015	749572	\$240.00	
State of Connecticut - MERF	11/25/2015	749674	\$33,619.77	Pendlon Expense (MERF)
Stefanie Sile	11/12/2015	749611	\$104.76	
Suburban Propane	11/12/2015	749613	\$92.11	
Super Duper Publications	11/12/2015	749614	\$95.93	
SYNCB/Amazon	11/12/2015	749615	\$209.29	
Tara Yusko	11/23/2015	749672	\$158.70	
Teacher Direct	11/18/2015	749651	\$72.16	
Teacher's Discovery	11/18/2015	749652	\$443.51	
The New York Times	11/18/2015	749639	\$70.00	
The Warehouse Store Fixture Co.	11/3/2015	749573	\$5,903.00	Ice Machine - High School
Total Lighting Service, LLC	11/3/2015	749574	\$3,593.20	
Treasurer State of CT	11/12/2015	749616	\$44.25	
Treasurer State of CT	11/12/2015	749617	\$13.50	
Tremco/Weatherproofing Tech, Inc	11/3/2015	749575	\$10,500.00	Roof repairs
Tumpke Furnace & Duct Cleaning	11/3/2015	749576	\$6,350.00	HVAC repair and maintenance
U.S. Bank Equipment Finance	11/18/2015	749653	\$1,074.88	
Verizon Wireless	11/12/2015	749618	\$353.76	
Victor Gonzalez	11/23/2015	749668	\$13.80	
W.B. Mason Co., Inc.	11/18/2015	749654	\$14,940.41	Office & Curricular supplies
Wards Natural Science	11/18/2015	749655	\$680.82	
Wayne Natzel	11/3/2015	749561	\$44.17	
West Music	11/18/2015	749656	\$250.80	
Western Psychological Services	11/18/2015	749657	\$182.60	
Wilson Language Traing Corp	11/18/2015	749659	\$160.92	
Winter Bros Hauling of CT	11/12/2015	749619	\$263.11	
Woodwind & Brasswind	11/18/2015	749660	\$436.85	



## ***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, 2015-December 31, 2015**

**Prepared by: Chief Michael Metzler**

#### **Department Specific Update:**

The Seymour Police Department has changed their goal regarding the accreditation process. It was decided to do all three tiers of the process at one time and apply for full accreditation. The process has been moving quickly under the direction of Inspector DeNigris and Sergeant Fappiano. Officer John Harkins is working very hard to promote the community and has initiated several programs to enhance that effort. Two of these initiatives involved our Toy Drive and Food Drive. Both initiatives were extremely successful because of the efforts of Caroline Spaulding. Based upon the success of our new canine, the Board of Police Commissioners approved the addition of a second canine unit in the department. Officer Matt Butler was chosen as the next handler and he started his training in December and should be graduating in the next quarter.

#### **Budgetary Update:**

The police budget for 2015-16 is in good shape. WE are exercising as much fiscal control as possible without diminishing our programs. As stated last quarter, the income side of the budget is already on the plus side and should be a great benefit for the town at the end of the fiscal year.

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

The Department sent Deputy Chief Paul Satkowski and Inspector Joseph DeNigris to advanced supervisory training at Roger Williams University during this quarter. Both officers performed admirably and were awarded certificates for their work. Officer John Oczkowski, Canine unit "Sage" and Officer Jonathan Martin were involved in an extensive track in Woodbridge that led to the apprehension of a double homicide suspect from an incident that occurred in Hamden.

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

The three (3) goals that were established for this quarter included the accreditation, Simulcast System and the enhancement of our community program. As stated above, the accreditation process goal was revamped and all three tiers should be completed for evaluation during the next quarter. The installation of the Simulcast System was put off until after the Christmas holidays and should also be completed during the next quarter. The final goal was to enhance our community programs. Officer Harkins and Sergeant Prajer are working diligently on this initiative and have made great strides in this area.

#### **Issue Resolution:**

**There are a couple of issues that are being addressed at this time. The accreditation process is being finalized, the iPads are being programmed and will be all issued shortly and the Simulcast System is on the fast track for completion in late January or early February. The hiring of Officer Vega also addressed the manpower issue.**

#### **Look-Ahead:**

**The Community Officer is working on improving the Neighborhood Watch Program and planning for this year's Citizen Academy. With the addition of a second canine unit, the services provided to the community will be greatly enhanced. There are additional plans to initiate breakfast meetings with the downtown businesses and introduce both of our canine units to them. Officer Corey Tomasella has initiated an alternative program in the school system where he works with the students in the gym in lieu of suspensions. This program has been highly praised by the education community and has had phenomenal support from those partaking of the opportunity.**

#### **Establish (3) Goals for Upcoming Quarter:**

**The three goals for the 1<sup>st</sup> quarter will be as follows:**

- 1. Successfully complete the entire accreditation process.**
- 2. To finalize the Simulcast Communications System.**
- 3. Evaluate all of our current equipment and determine what needs to be updated immediately and establish a replacement program that is realistic.**

## 2nd Quarter Report

Oct 2015-Dec 2015

Department: Fire Department

Prepared by: Chief John Cronin

### Department-specific update:

New Marine 3 is in service and training is ongoing for both members of the fire and police departments.

Utility 18 is in service with equipment installed and operators trained.

Utility 10 is in service with equipment installed.

The department clerk/recording secretary was terminated from employment and all chiefs, officers and commissioners are sharing in the work load.

A new recording secretary was hired for board meetings and will begin in January.

All DOT inspections complete with some repairs scheduled.

All pump certification tests complete with some repairs scheduled.

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

We are approaching a critical point in the budget with regards to repairs of equipment. We are proceeding methodically and repairing or replacing items by priority. I expect that we will transfer money from other line items to repairs and maintenance account shortly.

We have begun the budget process for FY 2016-2017 and will deliver budget documents as required.

**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.

Incident response for quarter (Oct 1-Dec 10):

We responded to 119 total calls with the break down as follows:

Fires 20 19.53%  
10 Brush  
3 Building  
3 cooking  
4 vehicles

MVA 34 26%



# *Seymour Community Services*

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

## **4th Quarter Report – 2015 January 11, 2016**

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

### **Department Specific Update: 4th Quarter 2015 the following items were accomplished:**

- Attended Livable Communities Commission Meeting- Very positive response Communicated current changes taking place in department. Have been invited to attend Quarterly.
- Hired Part Time Recreation Program Manager Zack Phiipas. Start date January 19<sup>th</sup>.
- Basketball program in full swing with over 330 kids participating, 40 Volunteers. Hired Bree Sanders to oversee K-2 Saturday Program
- 2 Adult Basketball Programs launched.
- Met with Christine Syriac- Confident Playground program will move to one location – Bungay School. Will solidify by end of January.
- Boiler is in. Heat is still a challenge.
- Full time custodian has been assigned to Community Center. Going extremely well.

**Budgetary Update:** Transfer of \$2500 from Salary Associate Director Line 1-001-450-5110-520-102 to 1-001-450-5110-620-500 will take place this month. Transfer will cover contractors in the absence of the Part Time Program Manager Position.

### **On Line Registration Stats:**

- 266 new accounts were created, consisting of 584 residents of which 752 were residents, 71 non-residents.
- 53 Activities were run



# *Seymour Community Services*

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

## **Quarter 4 Programs & Activities**

- Flu Clinic – 52 residents
- Lunch Bunch – 3 events – 46 residents
- Seymour Day at Quassy Park – tickets purchased from park. No stats available.
- Legislative Office hours – 20 Participants
- Pre-School Sports Mania – 13 Participants
- Tennis – 8 Participants
- Bingo – approximately 350 Residents (10 weeks)
- Broadway masters musical – 14 Residents
- Holiday Gala – 43 Residents
- Hot Dog Lunch & Free Bing0o- 36 Residents
- Lunch & Learn Storm Preparedness – 43 Participants
- 2 -Casinio Trips – 97 Residents
- Woodbury Commons – 13 participants
- Chair Yoga -67 participants
- Hatha Yoga – 38 Participants
- Karate – 16 Participants
- Zumba – 49 Participants
- Qiigong -56 Participants
- Understanding Medicare – 12 Participants
- Radio City Music Hall - 54

## **Classes Canceled due to low enrollment:**

- Children's jewelry making class
- Mommy & Me Class
- Puppetry
- Wizards School of Magic
- Drums Alive

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

2015-4<sup>th</sup> Quarter

Department: Elderly Services  
Prepared by: Lucy McConologue

Dates Covered: 10/1/15-12/31/15

Weekly/Daily Activities: Bingo, Cards, Yoga, Zumba, Qigong, Mahjong

Events & Guest Speakers: October-Flu Clinic open to the public sponsored by the Valley Health District, Medicare Seminar, opened to the public, Coffee with First Selectman Kurt Miller. November-Pizza Luncheon and Storm Safety Program presented by the Seymour Police Dept., and the Seymour Board of Education. Emergency Kits were distributed to all attendees. Luncheons held at the Senior Center included a Pizza Lunch, Hot Dog Lunch, Catered Polish Lunch & Entertainment and a Holiday Party & Entertainments.

Trips using the Seniors Bus: Monthly Lunch Bunch –Olive Garden & Christmas Tree Shop, Brookside Inn and Junipers Restaurant & visit to the Annual Gingerbread Display at St. George Church in Woodbury. Other trips included A “Salute to Rogers & Hammerstein” at Nelson Hall in Cheshire and a Saturday trip to the Woodbury Common Outlets in Central Valley New York  
Weekly Shopping Trips to Shop Rite, Stop & Shop, Big “y” and Walmart.  
Day trips using a commercial bus –Mohigan Sun in October and Foxwood in November.  
Saturday trip to Radio City Music Hall Spectacular.

Submitted by:  
Lucy McConologue

# SEYMOUR PUBLIC LIBRARY

Quarterly Report: December 30, 2015 REVISED

*Reflects current Town of Seymour Finance Department December 16, 2015 Expense report*

*Bibliomation circulation reports for December will not be tallied until the first week in January.*

Department: Seymour Public Library

Prepared by: Suzanne Garvey 12/16/2015

## 1. Department-specific update:

Town Budget Figures from October- December 16, 2015

Endowment Figures to November 30, 2015

Allocations	FY	YTD	Balance
Town	\$541,411.90	\$236,732.17	\$294,188.81
Encumbered		\$10,490.92	
Endowment	\$116,662.00	\$41,987.99	\$74,674.01

Operations 3 months YTD 9/1 to 11/30- Bibliomation tallies December available first wk Jan.

Circulation Adults: 5,494

Children & YA: 4,853

Total- all items including magazines, DVDs, Audio, Adult, Children: 15,206

ILL

Borrow 1062

Loan 764

Holdings the library owns: 82,341

Programs-Adult 295 @ 11 programs

Child -456 @34 programs

Days Open- 59

Computer Sessions- 1,430

Registered Borrowers - 7035

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

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

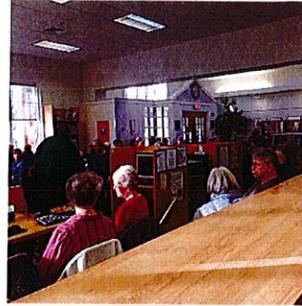
Lisa Omlor went to a Bibliomation Circulation meeting in Thomaston on Tuesday, November 17, 2015.

Charlotte Rowell attended a meeting in Goshen CT about the interlibrary loan service.

Ann Szaley went to Bungay School in September for 2 reading readiness programs

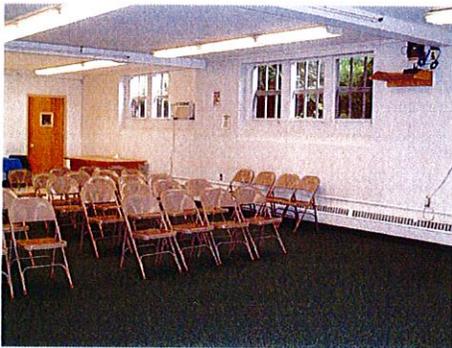
Suzanne Garvey spoke to an assembly of teachers at the Seymour Middle School on Wednesday, December 2 about ebooks, overdrive, project Gutenberg, etc.and other free options for students and teachers on the library website and on the web in general.

All staff did a phenomenal job of inviting patrons to our 57<sup>th</sup> Year Celebration at the Library on Sunday, December 6, 2015. Deirdre McMorrow and Paul Pender brought in 91 patrons and Friends of the Seymour Public Library supplied refreshments.



Roger Foster met the Library Director to move tables on his weekend off for the event and to set up chairs.

Our first adult program in the newly floored programming room was the Northeast Paranormal Investigative Society. We had 45 + patrons and almost all remarked on the beauty of the room.



Before



After

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

In terms of goals- We are meeting goals. Though many of them are ongoing.

1. We are still weeding the library from clutter and out dated materials. But we are making headway so we are seeing improvement. The YA space is not available yet but there is hope.
2. Cleaning- up the database and circulation files. On going but progress
3. Transferring documents from the file system to 3 ring binders. On going but progress

The main issue that I came across was having the time to complete these tasks. Illnesses and vacations mean there is a strong chance desk coverage will come before anything else. Again- the library has not been cleaned out in quite a while so there is quite a bit to do and not always the manpower available to do it.

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

The only thing that comes to mind was the road paving. We talked to town hall, the workman, to find out what the projection was and which roads would be closed. We walked- with approval- to the detour signs and put signs on saying the library was open. We posted messages on Facebook and our

website and we called attendees that had signed up for programs and the programmers that were scheduled to come to prepare them for the road closures.

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

1. Looking to find- purchase – more public computers. I have been petitioning the Library Board for endowment money for computers- since prior to last summer. The school computers ended up being older than ours and slower. However, it was brought up that the network was slow and blinking so that may be some of the problem. That is scheduled to be fixed soon. Then we start looking for money to purchase more computers.
2. More clean up. Still tons of items in the library that need to be cleaned out. We really need to focus on that as winter is here and we will take the month of January off in terms of programming.

**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. Cleaning. I'd like all books available in the library to be current and of value- not outdated.
2. I have found that Seymour is not a town that really uses our website. Still there are touch ups there that need to be fixed and completed as that reflects the way we are judged by those that don't come into the library yet. So work on our Website.
3. Even with the Union contract- there are some staff job descriptions that should be tightened for more productivity if possible. Those job descriptions look old and libraries have changed so much. And there were some changes that were made when I got here that saved staff time so would like to see about reassigning some duties if possible.

**Town of Seymour**  
**Human Resources Department**  
**4th Quarter Report - 2015**  
**Date: 12/30/15**

**Department: Human Resources**

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

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

- Recruited and hired new P/T Community Services Assistant (Tara)
- Recruited and hired new Recreation Program Manager (Zack)
- Recruited and interviewed for the PW Director position
- Hired new Assistant Custodian to replace Marco (Alex)
- Finalized a long-term employee relations/WC issue
- Meet with ADP & Paychecks monthly throughout the quarter, in conjunction with BOE, to consider switching payroll services over
- Sent out required Medicare creditable coverage letters to retirees on the Town Medicare supplement plan
- Conducted an audit of healthcare plans and coverage for Town employees
- Hosted monthly manager and employee meetings
- Provided employees with monthly employee newsletters
- Organized yearly employee holiday decorating contest

**Budgetary update:** SHRM annual professional membership fee paid, \$190

**Accomplishments/recognition of department or members:** SPHR certification renewed

**Review goals for the quarter:** My goals from last quarter were either meet or near completion.

**Issue resolution:**

**Look ahead:** During the first quarter of 2016 a proposal will be presented to the BOS for a new HRIS/Payroll vendor and justification for the switch. Administration and HR will be presenting a PW Director candidate to the BOS in January. Yearly, required OSHA reports will be completed so they can be hung in Town building during the month of April. At the request of the PD and Seymour Ambulance HR will conduct a Sexual Harassment Prevention training to these employees sometime in the first quarter of 2016.

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

1. Finalize a proposal and bid to present to BOS for new HRIS/Payroll system/company
2. Organize a Lunch and Learn utilizing our free training hours with Behavioral Health Consultants
3. Organize employee events that will improve employee morale



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

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**OFFICE OF TAX COLLECTOR**

4TH QUARTERLY REPORT - 2015

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

DATES COVERED: October 1, 2015 – December 31, 2015

DEPARTMENT SPECIFIC UPDATE:

**OCTOBER:**

Payments were processed. Deposits made and balanced. Collected \$368,822.35 for October, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$36,752.85 for October.

TAXSERV (collection agency) payments received: \$6,387.62.

Collected 54.38%. Current taxes owed: \$19,334,196.61. Back taxes owed: \$1,373,659.02.

Maintained spreadsheet of deposit breakdown for Finance Office.

Motor Vehicle Take Offs were done on 10/20/15 & 10/31/15 for payments received.

Learning & working with new DMV CIVLS program.

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 attended New Haven County Tax Collector Association Fall Meeting on 10/7/15.

Completed month end reports for Finance Director.

**NOVEMBER:**

Payments were processed. Deposits made and balanced. Collected \$245,077.53 for November, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$25,716.72 for November.

TAXSERV (collection agency) payments received: \$3,371.82.

Collected 54.98%. Current taxes owed: \$19,008,473.90. Back taxes owed: \$1,345,375.16.

Maintained spreadsheet of deposit breakdown for Finance Office.

Maintained spreadsheet for credit card collections.

Motor Vehicle Take Offs were done on 11/12/15, 11/17/15, 11/19/15, 11/24/15 & 11/30/15 for payments received. Put on file was done on 11/24/15. As of 11/16/15, no more paper releases for DMV Clearance.

Learning & working with new DMV CIVLS program.

SQL 2104 Server upgrade was installed 11/24/15.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Completed month end reports for Finance Director.

TELEPHONE: 203-888-0517

FAX: 203-881-3491 • WEBSITE: [www.seymourct.org](http://www.seymourct.org)

**DECEMBER:**

Payments were processed. Deposits made and balanced. Collected \$3,039,652.73 as of 12/30/15 for December, including credit card payments.

Credit/Debit card & E-ck payments at counter and online. Collected \$65,541.98 as of 12/30/15 for December.

TAXSERV (collection agency) payments for December: \$2,897.44.

Collected 61.28% as of 12/30/15 . Current taxes owed: \$16,533,398.83 . Back taxes owed: \$1,295,227.39 .

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 12/3/15, 12/7/15, 12/10/15, 12/14/15, 12/17/15, 12/21/15, 12/28/15 & 12/30/15 for payments received.

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

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

Refund requests reported to BOS and processed.

Followed up on accounts that have payment arrangements.

Collector attended New Haven County Tax Collector Association Meeting on 12/9/15.

Motor Vehicle Supplemental bills were mailed 12/17/15.

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.





**BUILDING DEPARTMENT  
QUARTERLY REPORT (OCTOBER, NOVEMBER, DECEMBER, 2015)**

	<b>ESTIMATED COST</b>	<b>FEEES</b>	<b># OF PERMITS</b>
<b>BUILDING</b>	8,000,704.00	67,761.72	66
<b>FEEES</b>		353.00	
<b>ELECTRIC</b>	521,051.00	7,070.26	46
<b>PLUMBING</b>	798,085.00	7,958.86	34
<b>HEATING/AC/TANKS</b>	414,060.00	5,606.00	35
<b>POOLS</b>	-	-	0
<b>DEMOLITION</b>	7,800.00	189.00	3
<b>SIGNS</b>	5,950.00	89.00	1
<b>TOTAL</b>	<b>9,747,650.00</b>	<b>89,027.84</b>	<b>185</b>

**SUMMARY OCTOBER, 2015**

	<b>ESTIMATED COST</b>	<b>FEE</b>	<b># OF PERMS</b>
<b>BUILDING</b>	3,090,990.00	22,526.60	25
<b>FEE</b>		250.00	2
<b>ELECTRIC</b>	314,626.00	3,773.00	15
<b>PLUMBING</b>	726,028.00	6,313.86	12
<b>HEATING</b>	273,271.00	3,071.00	8
<b>DEMO</b>	2,000.00	55.00	1
<b>TOTAL</b>	<b>4,406,915.00</b>	<b>35,989.46</b>	<b>63</b>

**SUMMARY DECEMBER, 2015**

	<b>ESTIMATED COST</b>	<b>FEEES</b>	<b># PERMS</b>
<b>BUILDING</b>	4,407,564.00	40,327.00	17
<b>FEEES</b>		100.00	
<b>ELECTRIC</b>	50,701.00	944.26	12
<b>PLUMBING</b>	44,054.00	900.00	11
<b>HEATING</b>	84,253.00	1,569.00	16
<b>DEMO</b>	800.00	55.00	1
<b>SIGN</b>	5,950.00	89.00	1
<b>TOTAL</b>	<b>4,593,322.00</b>	<b>43,984.26</b>	<b>58</b>

# SEYMOUR FIRE MARSHAL'S OFFICE

## QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2015

### 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 2015

NOTIFICATION: SINCE DFM WILLIS HAS BEEN ILL THESE LAST TWO DAYS, THIS SUMMARY DOES NOT INCLUDE HIS WORK FROM DECEMBER.

#### NEW CONSTRUCTION

1. 26 – 28 Bank Street and 54 Wakely Street – The addressing of the major Code violations is moving forward. The project at 28 Bank Street is complete. Fifty four Wakely Street is on hold. Twenty six is starting to have some improvement.
2. 45 Broad St. Congregational Church – The project of installing a lift and addressing the improvement of the fire rating of their front stairway is complete.
3. Total Sports Academy, 30 Great Hill Road – The second phase is still slowly moving forward. This includes removing all machinery and materials from the remaining section of this building from the counter top manufacture and the expanding of the sports academy to the rest of the building.
4. 16 Klarides Village Dr. basement - The project is complete.
5. 29 Maple Street, old Anna Lopresti School – This project is on-going. Many construction activities are being performed to turn this into an apartment building. We continue to perform construction inspections.
6. 26 Main Street – The project of turning the first floor into a New Greek diner in the old Trestle Tavern appears to be on hold. The future of this project is unknown.
7. 50 Cogwheel Lane, Basement Systems – This new building project has begun. Construction activities have started. Structural steel is being erected.
8. 38 Columbus Avenue - This is a 5 story apartment building. A detailed plan review has been conducted and my comments have been addressed by the building owner. Construction activities should be starting shortly.
9. Silvermine Road, John Allen's Property – A plan review is being conducted on the installation of a 30,000 gallon distribution propane tank.
10. 20 Pine Street Community Center, Food Pantry – Conducted plan review, had multiple meetings and several construction inspections regarding the fire code upgrading of this area in the basement to store food stuffs for the Seymour Oxford Food Bank. Project completed.

#### MISCELLANEOUS

1. I conducted some safety committee work and follow up. This included meetings and follow up activities.
2. The Office spent considerable time on yearly fire prevention activities in October involving the elementary schools and day cares.
3. I and DFM Willis participated in a state wide disaster drill along with other Town Departments.

4. "After the Fire" Presentation – DFM Willis was able to obtain 2 grants totaling \$4,000 to run a presentation at the High School for senior students and a public presentation at the Middle School open to the general public. It involves the presentation from two graduated college students who were substantially burned in a college dormitory fire and their recovery from their burns.
5. Intern - The Office has an intern from Masuk High School doing 2 hours a week in the Office. This is part of his curriculum for graduation.
6. The Office started and worked with the school system on implementing and completing the State's Fire Prevention Poster Contest for fourth and fifth graders. We reviewed hundreds of posters before one from each grade was selected and transported with the necessary paper work to the Waterbury Fire Marshal's Office as they are the County location for our area. Winners will also be given a fire truck ride to school in January.
7. Seymour Land Trust Fire Works Standby – I conducted my annual inspection, standby and witnessed the fireworks to greet Santa's arrival to the Land Trust Building.

#### BLASTING ACTIVITIES

1. 50 Cogwheel Lane, Basement Systems – Some blasting activities have occurred at this location.

#### ROUTINE INSPECTIONS

1. Inspections on existing and new construction buildings.  
     New Construction - 27              Initial Existing Buildings – 14              Re-inspections -17

Underground Propane Tank inspection – 0

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

2. Blasting Permits- 1              Fire Code complaints- 9              Meetings – 17

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

#### FIRE SAFETY TRAINING GIVEN

1. None

#### FIRE SAFETY TRAINING ATTENDED

1. DFM Tim Willis and I attended a day class on the fire prevention Code in Shelton.
2. I attended a one day seminar on Arson Investigation in Rocky Hill.
3. DFM Willis attended a one day seminar on a Public Information Officer in New Haven.

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. Clinton Road car fire – This investigation remains open and some Office time continues to be spent. This investigation involved working with the ATF, State Fire Marshal's Office, Seymour PD, Woodbridge PD and Ansonia PD. A search warrant was applied for and granted to conduct the investigation of the car at Woodbridge PD.
2. 30 Progress Avenue, Haynes Construction – A construction trailer was burned to the ground. Due to circumstances beyond our control, it is impractical to continue any more activity on this fire.
3. 144 Maple Street – This was an incendiary fire that involved a juvenile. The Office conducted an investigation and did some proactive steps.
4. 2 Ajello's Farm Road – A small exterior fire occurred. It has an undetermined cause at this time.
5. 716 Derby Avenue – A small accidental electrical fire occurred in the grease machine in the basement of this restaurant.
6. 45 Squantuck Road – An accidental electrical fire occurred due to a delivery truck pulling down the house's service wires.

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

#### **BUDGET UPDATE**

1. I had to request a transfer to obtain more money in my repairs and maintenance line as there was not enough money for a complete brake job on my vehicle. This line was inadequately funded by the Board of Finance.

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

1. DFM Willis continues to do a great job.

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

1. I have nothing to report.

#### **ISSUE RESOLUTION**

1. I have nothing to report on.

#### **LOOK-AHEAD**

1. Sometime in the very near future, I anticipate Basement Systems to move ahead with their other building on Progress Avenue.

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

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

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

Submitted by,

Paul Wetowitz  
Seymour Fire Marshal  
December 29 2015

## **2015 Quarterly Report**

**Department:** Town Clerk's Office

**Dates Covered:** October 1, 2015 – December 30, 2015

**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:
  - Issued 88 absentee applications and ballots.
  - Preparation of the official ballot used on Election Day.
  - Filed various reports to the state of endorsed candidates, vacancies and term limits.
  - Submitted mandated warnings to the newspaper with regard to vacancies and the upcoming municipal election stating the date, locations, hours, etc.
  - Determined the number of vacancies available using the Town Charter and checking resignations of elected offices since the last municipal election. We submit this information to Democrat & Republican Town Chairmen prior to the caucus in addition to the state.
  - Provided information and necessary forms to campaign treasurers and party endorsed candidates with regard to what was required by the State Election Enforcement Commission.
- This year:
  - We have recorded a total of 5,040 land records.
  - We licensed 810 dogs.
  - We issued 110 marriage licenses.
  - We issued a total of 602 various hunting & fishing licenses.
- The Richard R. Pearson Fund Christmas checks were sent out to the 23 service men and women who submitted their names. They received \$140.00. The Town donated \$750.00 and an additional \$2,045.00 was donated by various organizations and individuals.

### **Budgetary Update:**

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

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

- The State of Connecticut is making some major changes with regard to vital records. As of January 4, 2016, we will be processing birth records electronically to the state and various towns. Residents will still need to get a certified hard copy. Susan, Liz and Lianna attended a training class.
- Susan attended the New Haven Town Clerk's Quarterly meeting in December.
- Liz is going to be a grandmother!!

**Review Goals for the Quarter:**

- We worked with the Registrar of Voters as well as the Secretary of State office in regard to the Municipal Election.
- We took advantage of every educational opportunity available. In November we took a class pertaining to the centralized statewide online vitals.
- We averaged 200 copies a month with our online searches.

**Issue Resolution:**

- There are 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 send out a letter to present recipients requesting their information on an earlier date.

**Look-Ahead:**

- Completing year-end procedures.
- Lianna is getting married in March!!!

**Establish 3 Goals for upcoming quarter:**

- Our future goal is to get our images back equal to our indexes, 1974. Currently, our images go back to 1976.
- Finalizing our vital records for the year and confirm receipt from residing towns.
- Finalizing end of year procedures for land records.

ASSESSOR'S OFFICE  
QUARTERLY REPORT  
10/01/2015-12/31/2015

DEPARTMENT SPECIFIC UPDATES:

Completed processing of 170 Rental Rebate Applications.

Mailed 850 Personal Property Declarations. Joe has been processing the returned declarations for the personal property grand list.

Priced and prepared motor vehicle supplemental list.

Joe continued to inspect properties that were new construction or had building permits issued.

Working with Vision Government Solutions on 2015 Revaluation.

ACCOMPLISHMENTS/RECOGNITION OF DEPARTMENT OR MEMBERS:

Joe & Priscilla attended a Society for Professional Assessors seminar in Harwinton. Topics included Managing Tax Appeal Cases More Effectively and What Assessors Should Know About Land Use Law.

Joe & Priscilla attended the Annual Fall Symposium of the CAAO in Meriden. Topics were Overview of TIF District Programs and Preparing for Pretrial Court Appearances,

Joe attended monthly meetings of the New Haven County Assessors Association where many issues of interest are discussed.

BUDGETARY UPDATE:

Working within the approved budget without issues.

REVIEW GOALS FOR THE QUARTER:

All goals met.

ISSUE RESOLUTIONS:

No issues.

LOOK AHEAD:

When received, price and process motor vehicle list.

Finalize revaluation figures with Vision Government Solutions.

Prepare Grand List.

Homeowners Program begins February 1<sup>st</sup>.

Prepare for Board of Assessment meetings.