

TOWN COUNCIL WEEKLY STATUS REPORT

November 10, 2016

 Volume 24, No. 45

UPCOMING MEETINGS

- Tuesday, November 15th, Town Council Committee of the Whole/Board of Education Joint Special Meeting, 6:00 p.m., Town Hall Annex, CR1
- Tuesday, November 15th, Town Council, 7:30 p.m., Town Hall Annex , CR1
- Wednesday, November 16th, RTM/Town Council Joint Special Meeting, 7:00 p.m., Groton Senior Center
- Thursday, November 17th, Permanent School Building Committee, 7:00 p.m., Town Hall Annex, CR2

REVALUATION UPDATE

The October 1, 2016 revaluation project commenced in late January 2016 with a kickoff meeting between Tyler and assessment staff. Monthly meetings have been held to discuss progress of the service delivery plan. The status of the project as of October 31st is below:

- Data Mailers – 100 % complete – inventory mailer of property information was mailed to all owners in April 2016.
- Sales Review – 90% complete
- Land & Building Valuation Analysis – 99% complete
- Income & Expense Analysis – 100% complete
- Field Review of Residential Values – 91% complete
- Field Review of Commercial Values – 69% complete
- Assessor Review of Values – 75% complete

Notices of change in assessments will be mailed to all property owners this month. The notice will include instructions on how to schedule an informal hearing with Tyler staff to review property information and ask questions about the valuation process. Informal hearings will be held at the Town Hall Annex from late November through mid-December. Property owners will have an opportunity to appeal their October 1, 2016 assessment to the Board of Assessment Appeals in March of 2017 if necessary. Project completion is expected by December 30th.

ATTACHMENTS

1. Attachment 1 is a copy of the Town Attorney invoice for the month of September.
2. Attachment 2 is an invitation from the Groton Elks Lodge for the annual Law Enforcement Night on November 19th at 6:00 p.m. Tickets are \$10.00 per person. Please contact the Groton Elks Lodge for ticket information at 860-445-2163.
3. Attachment 3 is an invitation from the Jabez Smith House Committee for the Holiday Harps with the Cellar Gang on December 4th from 1:00 p.m. to 4:00 p.m. at 259 North Road. This is a free event and is open to the public. Please RSVP at 860-445-6689.

MONTHLY REPORTS

1. Finance (July-September):

- Director finalized the adopted FYE 2017 budget for printing, distributed the document, and created templates for the FYE 2018 budget.
- Accounting staff opened a money market account with Webster Bank for the Tax Division to take advantage of their higher rates.
- Assessment staff completed a thorough inventory of office files to prepare for a thinning and reorganization of records on site.
- The application program for the additional veterans' exemption program ended in September with a total of 395 applications processed.
- The Board of Assessment of Appeals met once on September 17th to hear appeals for motor vehicle assessments.
- Information Technology has been working with Tyler Technologies to format the tablet based Field Mobile app with the real estate database.
- Purchasing staff executed a three year agreement with Aramark Uniforms to provide uniforms to the WPCF staff.

2. Parks and Recreation (October):

- Director met with planning staff to discuss the proposed development that will be abutting Farquhar Park.

- Director attended a meeting to discuss the terms of lease renewal for the restaurant at the golf course club house.
- Director continued working on the grant application for the trail project at Copp Family Park.
- Sponsorship recruitment for the 2016-2017 Groton Basketball Association youth basketball season has begun.
- A shared booth at the Groton Fall Festival promoted the Recreation and Senior Center Divisions.
- Staff collaborated with the Groton Business Association of the Greater Mystic Chamber of Commerce to host the 11th Annual Groton's Fall Festival at Poquonnock Plains Park.
- The U.S. Coast Guard Academy chorus entertained seniors with a concert in the month of October.
- Park staff conducted playground safety inspections and provided maintenance to parks, athletic fields, cemeteries and public buildings.
- Shennecossett Golf Course hosted the Connecticut State Golf Association One Day Tournament of Champions, the Norwich Shenny Challenge, Boston Area Golfing Society and the Salem Lions events.

Attachments

MRO/lh

Suisman Shapiro

Attorneys-At-Law

Eileen C. Duggan
Direct Dial: (860) 271-2241
E-mail: eduggan@sswbgg.com

Matthew E. Auger
Raymond L. Baribeault, Jr.
James P. Berryman
Michael A. Blanchard
Eric W. Callahan
Michael P. Carey
John A. Collins, III
Jeanette M. Dostie
Eileen C. Duggan
Bryan P. Fiengo
Jeffrey W. Hill
Ryan W. Jaziri
Carolyn P. Kelly
Kristi D. Kelly
Robert B. Keville
Roger T. Scully
Matthew Shafner
Robert G. Tukey

October 14, 2016

Via email clandry@groton-ct.gov
Ms. Cindy Landry, Finance Director
Town of Groton
45 Fort Hill Road
Groton, CT 06340

Re: Town of Groton
September 2016 Invoices

Dear Cindy:

Enclosed please find the client summary sheets and invoices for services rendered and costs advanced during the September 2016 billing period. Courtesy discounts in the amounts of \$565.00 (File 53400) and \$600.00 (File 53401) have been applied to this month's billing.

I trust that you will find the invoices to be in order, but please do not hesitate to contact me should you have questions or concerns regarding the enclosed. Thank you for continuing to provide Suisman Shapiro the opportunity to be of service to the Town of Groton.

Very truly yours,



Eileen C. Duggan

:lmd
Enclosures

cc: Mark Oefinger, Town Manager (Enclosure: Client Summary) **NOV 12 2016**

In Memoriam
Andrew J. Brand
James F. Brennan
James J. Courtney
L. Patrick Gray, III
Michael V. Sage
Max M. Shapiro
Charles J. Suisman
Louis C. Wool

Of Counsel
Hinda K. Kimmel
Richard A. Schatz
Thomas B. Wilson

Summary

Summary	Fees	Costs	Credits	Total
Freedom of Information	\$ 1,815.00	\$ -	\$ -	\$ 1,815.00
Labor, Employment and Pension	\$ 21,885.00	\$ -	\$ (1,165.00)	\$ 20,720.00
Land Use/Zoning	\$ 1,695.00	\$ 298.40	\$ -	\$ 1,993.40
Miscellaneous	\$ 4,440.00	\$ -	\$ -	\$ 4,440.00
Miscellaneous Litigation & Administrative Hearings	\$ 90.00	\$ -	\$ -	\$ 90.00
Assessment Appeals	\$ 2,100.00	\$ 5,147.81	\$ -	\$ 7,247.81
Tax Issues/Foreclosures	\$ 2,790.00	\$ 758.92	\$ -	\$ 3,548.92
Public Works Department	\$ 1,620.00	\$ -	\$ -	\$ 1,620.00
Workers Compensation	\$ 1,237.50	\$ 8.00	\$ -	\$ 1,245.50
FINAL TOTAL	\$ 37,672.50	\$ 6,213.13	\$ (1,165.00)	\$ 42,720.63

Suisman, Shapiro, Wool, Brennan, Gray & Greenberg
 Suite 200, 2 Union Plaza
 P.O. BOX 1691
 New London, CT 06320

Town of Groton
 45 Fort Hill Road
 Groton, CT 06320

Invoice Date Oct. 12, 2016
 Billing Period: Sept. 2016

Client Summary

Matter #	Fees	Costs	Credits	Sub-Total	Total
----------	------	-------	---------	-----------	-------

Freedom of Information

Freedom of Information	599 \$ 120.00	\$ -	\$ -	\$ 120.00	
FOIC - Ramos v Chief, Groton PD and TOG	53770 \$ 1,695.00	\$ -	\$ -	\$ 1,695.00	
Sub-total	\$ 1,815.00	\$ -	\$ -	\$ 1,815.00	

Labor, Employment and Pension

Labor Miscellaneous	9 \$ 1,800.00	\$ -	\$ -	\$ 1,800.00	
GMEA General Labor File	28817 \$ 1,245.00	\$ -	\$ -	\$ 1,245.00	
Police General Labor File	30907 \$ 1,125.00	\$ -	\$ -	\$ 1,125.00	
Public Works (Steelworkers) General Labor File	31402 \$ 210.00	\$ -	\$ -	\$ 210.00	
2016 Supervisors (Local 818) Negotiations	53296 \$ 840.00	\$ -	\$ -	\$ 840.00	
2016 Police Negotiations	53400 \$ 7,065.00	\$ -	\$ (565.00)	\$ 6,500.00	
2016.GMEA Negotiations	53401 \$ 9,600.00	\$ -	\$ (600.00)	\$ 9,000.00	
Sub-total	\$ 21,885.00	\$ -	\$ (1,165.00)	\$ 20,720.00	

Land Use/Zoning

	Matter #	Fees	Costs	Credits	Sub-Total
Office of Planning & Development Services Misc.	1309	\$ 735.00	\$ 251.00	-	\$ 986.00
Cheshire, Dee	37245	\$ 30.00	-	-	\$ 30.00
Cheshire, Dee (2222 Gold Star Hwy)	43268	\$ 90.00	\$ 47.40	-	\$ 137.40
Groton Zoning/Wetland Enforcement - Misc.	43340	\$ 75.00	-	-	\$ 75.00
Mystic River Residential Care (Rita's Rest Home)	45636	\$ 30.00	-	-	\$ 30.00
Community of Hope 120 Walker Hill Road	48460	\$ 540.00	-	-	\$ 540.00
Whittle, Robert F., William T., & Richard A - 2nd Appeal	48788	\$ 195.00	-	-	\$ 195.00
Sub-total		\$ 1,695.00	\$ 298.40	-	\$ 1,993.40

Miscellaneous

	Matter #	Fees	Costs	Credits	Sub-Total
Miscellaneous (General)	1653	\$ 3,060.00	-	-	\$ 3,060.00
Police Dept. /Miscellaneous	7852	\$ 165.00	-	-	\$ 165.00
Branford Manor, Proposed Tax Incentive Agreement 2016	53837	\$ 1,215.00	-	-	\$ 1,215.00
Sub-total		\$ 4,440.00	-	-	\$ 4,440.00

Miscellaneous Litigation/Administrative Hearings

	Matter #	Fees	Costs	Credits	Sub-Total
Coughlin, Daniel & Linda d/b/a Married in Mystic	51341	\$ 60.00	-	-	\$ 60.00
OPDS - Pettini Contracting Corp. - Arbitration	51403	\$ 30.00	-	-	\$ 30.00
Sub-total		\$ 90.00	-	-	\$ 90.00

Assessment Appeals

Matter #	Fees	Costs	Credits	Sub-Total
1782	\$ 360.00	\$ -	\$ -	\$ 360.00
49522	\$ 1,230.00	\$ 5,147.81	\$ -	\$ 6,377.81
51561	\$ 75.00	\$ -	\$ -	\$ 75.00
52666	\$ 375.00	\$ -	\$ -	\$ 375.00
53988	\$ 60.00	\$ -	\$ -	\$ 60.00
Sub-total	\$ 2,100.00	\$ 5,147.81	\$ -	\$ 7,247.81

Tax Issues/Foreclosures

Matter #	Fees	Costs	Credits	Sub-Total
41088	\$ 885.00	\$ -	\$ -	\$ 885.00
45330	\$ 15.00	\$ -	\$ -	\$ 15.00
49049	\$ 15.00	\$ -	\$ -	\$ 15.00
49989	\$ 15.00	\$ -	\$ -	\$ 15.00
51044	\$ 195.00	\$ -	\$ -	\$ 195.00
51327	\$ 570.00	\$ -	\$ -	\$ 570.00
51711	\$ 30.00	\$ -	\$ -	\$ 30.00
52499	\$ 120.00	\$ -	\$ -	\$ 120.00
52500	\$ 30.00	\$ -	\$ -	\$ 30.00
52501	\$ 60.00	\$ -	\$ -	\$ 60.00
52503	\$ 120.00	\$ -	\$ -	\$ 120.00
53233	\$ 75.00	\$ -	\$ -	\$ 75.00
53270	\$ 15.00	\$ -	\$ -	\$ 15.00
53461	\$ 90.00	\$ -	\$ -	\$ 90.00
53611	\$ 30.00	\$ -	\$ -	\$ 30.00
53612	\$ 30.00	\$ -	\$ -	\$ 30.00
53651	\$ 90.00	\$ -	\$ -	\$ 90.00
53760	\$ 285.00	\$ -	\$ -	\$ 285.00
53844	\$ 30.00	\$ -	\$ -	\$ 30.00
54009	\$ 90.00	\$ 758.92	\$ -	\$ 848.92
Sub-total	\$ 2,790.00	\$ 758.92	\$ -	\$ 3,548.92

Public Works Department

Matter #	Fees	Costs	Credits	Sub-Total
9147	\$ 1,620.00	\$ -	\$ -	\$ 1,620.00
	\$ 1,620.00	\$ -	\$ -	\$ 1,620.00

Workers Compensation

Matter #	Fees	Costs	Credits	Sub-Total
47228	\$ 210.00	\$ -	\$ -	\$ 210.00
51443	\$ 37.50	\$ -	\$ -	\$ 37.50
52869	\$ 15.00	\$ -	\$ -	\$ 15.00
53482	\$ 120.00	\$ -	\$ -	\$ 120.00
53812	\$ 442.50	\$ -	\$ -	\$ 442.50
54024	\$ 75.00	\$ 2.00	\$ -	\$ 77.00
54144	\$ 337.50	\$ 6.00	\$ -	\$ 343.50
	\$ 1,237.50	\$ 8.00	\$ -	\$ 1,245.50

FINAL TOTAL

\$ 42,720.63



Groton Lodge #2163

Benevolent and Protected Order of Elks
700 Shennecossett Rd Groton, CT 06340-6046
Lodge: (860)445-2163
Fax 860-445-9231
e-Mail: grotonelks@tvconnect.net

Turner. Donnel
Exalted Ruler

Kelly A. Martin
Secretary

September 16, 2016

Louis J. Fusaro Jr. Chief
Groton Town Police Department
68 Groton Long Point Road
Groton, CT 06340

Dear Chief Fusaro Jr.:

The Groton Lodge of Elks #2163 will be hosting our annual Law Enforcement Night on Saturday November 19, 2016. Our purpose is to honor the police men and women within our Lodge jurisdiction.

The cocktail hour will commence at 6:00 p.m. with dinner served at 7:00 p.m. The awards ceremony will follow dinner. Tickets will be \$10.00 per person. Honorees and their guest are free.

The police Departments within our jurisdiction are: Groton Town; Groton City; Groton Long Point; Ledyard; Stonington; North Stonington; CSP Troop E; US Sub Base; and Mashantucket Pequot Police Departments.

We request that you confer with you administration and supply us with the name of an officer that your department wishes to have recognized for their service to your department and the community. Awards will be supplied by the Elks and presented to those officers by their department chief or designate. A copy of this letter will be sent to your town administrator, and we request that you keep in touch with them to ensure the officers selected are not slighted.

Posters and tickets for the event will be supplied to you. The event is open to the public and we encourage members of your community to attend and help honor the recipients.

Please contact Dick Kozek at pdd2163@yahoo.com or retired Groton City Police Chief Larry Gerrish at (860) 213-1482 or grotonelks@tvconnect.net with the names of the officer you wish to have honored and the person who will present the award, by November 1, 2016 so that we may have the information available in time to have the awards made and programs printed.

We wish this to be a great success. As all Police Officers deserve recognition for the dedication they put into their job, we ask that you select one each year for special recognition.

Fraternally Yours,

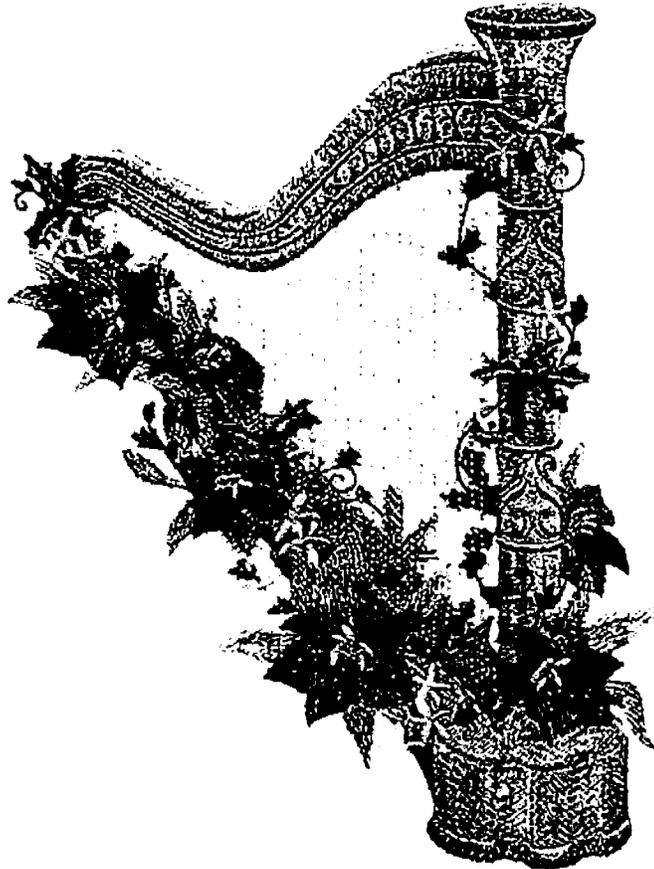

Richard T. Kozek, PDD, Committee Chair
(860)460-6907

cc: Mayor Bruce Flax

JABEZ SMITH HOUSE

presents

HOLIDAY HARPS



with **THE CELLAR GANG**

Sunday, December 4th 1pm-4pm

FREE!

RSVP 860-445-6689

Enjoy music, a warm fire, festive decorations and treats as you wander the 18th century farmhouse.

259 NORTH ROAD, GROTON

Courtesy of the Town of Groton

*FINANCE DEPARTMENT
MONTHLY MANAGEMENT REPORT
July – September 2016*

**Leadership/General Support Division/
*Cindy R. Landry, Finance Director***

FYE 2017 General Fund, Quarterly Report for the 1st Quarter Ending September 30, 2016:

Attached are two reports from the towns' financial management software; an Expenditure Comparison Report and a Revenue Comparison Report. Both of these reports provide a comparison of revenue and expenditures for the first three months (July 2016 through September 2016) of the Current Fiscal year (FYE 2017) as compared to the first three months of the previous fiscal year (FYE 2016).

Total General Fund expenditures are at 22% while overall revenues are at 38% of budget.

From a fund level expenditures are slightly under what for would be expected for the first quarter of the year (25%).

Significant variances by Individual functions/departments are listed below:

Areas of Expense:

Legislative Policy 72% - CCM membership fee and water taxi donation
Legal Services 6% - includes legal bills thru July 2016
Information Technology 48% - software maintenance fees are paid at the beginning of the fiscal year
Public Works - 49% - high percentage is due to encumbrances in excess of \$1.5M
Insurance & Claims - 97% - insurance renewals are paid at the beginning of the fiscal year
Capital Reserve 100% - transfer is completed in the 1st quarter of the year
Debt Service - 34% - balance of debt service payments are due in April
Subdivisions 17% - payments are made in arrears on a monthly basis.
Education 14% - due to timing of BOE payroll and General disbursement schedules.

Significant variances by Revenue Category are listed below:

General Property Taxes - total Tax revenue is currently 52% of budget. The majority of collections are received in July.

Revenue from Investments - 10% - interest income through August 2016

State Grants - Aid to Schools 0.26%

- Education Cost Sharing - 25% to be received in October & January with balance received in April.
- Special Education - 75% normally is received in February with the balance in June
- Transportation - Private - received in May
- Transportation Grant - received in May & June
- Magnet School Transportation - received in October and May

Federal Grants 0.0%

- Medicaid - usually received in December and June
- Emergency Management (SLA) - usually received at the end of the fiscal year
- Pupil Impact Aid - usually received in December

Charges for Current Services 58%

- Payments for tax collection services and payments from other funds received in the beginning of the fiscal year

School - Library - Recreation 5%

- Education (tuition from other towns, school receipts) usually received in the June

Attachment 1 - Expenditure Comparison Report September 2016

Attachment 2 - Revenue Comparison Report September 2016

Leadership:

Budget

- Finalized adopted FYE2017 budget for printing and distributed Adopted budget books
- Created templates for FYE2018 budget, reviewed extracted information and revised as necessary; updated documentation as necessary
- Met with department representatives to review budget highlights
- Updated personnel budgets and created spreadsheets for tracking changes throughout the year

Pension/OPEB

- Compiled retirement information for July 1, 2016 actuarial evaluation
- Compiled information for GASB 67/68(Pension) and GASB 43/45 (OPEB) disclosures for CAFR
- Prepared Retirement board agenda, assembled and distributed packets for quarterly meeting

Debt

- Moody's Investors Services & Fitch Ratings affirmed Groton's ratings as Aa2 and AA respectively. Moody's Local Government Issuer Comment Report was published in August 2016. Fitch completed a surveillance review in March 2016 and again in October 2016 using their revised criteria for state and local governments

Other

- Updated Capital Assets spreadsheet for Purchasing Division – required for annual audit.
- Participated in IT Governance Steering Committee monthly meetings
- Assisted with weekly accounts payable check audit

Accounting Division

Debbie Miner, Treasurer/Accounting Manager

Accounting

CAFR

- Auditors were on site from 9/12-23 to begin work on the FY16 CAFR
- Requested outstanding debt reports as of 6/30 from Political subdivisions and fire districts for debt limit
- Completed FYE16 entries and emailed requested reports in preparation for auditors' arrival
- Completed compensated absence calculations, GASB 34 allocations, and budget to actual reports for all budgeted funds for CAFR
- Reconciled all grant revenue received for FYE16

Budget

- Invoiced outside agencies for fiscal year 2018 amounts due for retirement & liability insurance
- Set up new FY17 capital projects approved during the budget process
- Assisted IT Manager in completing LoCIP application for network infrastructure upgrade (SAN)
- Transferred internal service fund and benefit payments to associated funds
- Rolled outstanding FY16 purchase orders forward to FY17
- Responded to telephone calls/emails with GLP regarding highway maintenance program

Other

- Attended online training for State of CT UCOA
- Attended IT Governance Committee meeting (Client First)
- Met with new Public Works staff to train on Pentamation queries and reporting
- Met with police evidence officer to verify the remaining cash evidence in their evidence room to be deposited to escrow account

Cash Management

- Opened Money Market account with Webster Bank for the Tax Division in order to take advantage of the higher rate offered by Webster vs other area banks
- Met with representative of Chelsea-Groton Bank to discuss interest rates and accounts
- Responded to telephone call from representative at Northern Capital regarding maturing CD's and purchase of new CD's

Significant revenue:

July Tax collections	\$36,885,914
August Tax collections	\$6,336,971
Revenue Sharing -Sales Tax	\$433,177
Town Highway Aid	\$190,507
PILOT-State owned/Tax exempts	\$870,892

Statistics:

- 1600 accounts payable checks processed
- 153 payroll checks processed
- 2700 payroll vouchers processed
- 53 invoices generated/mailed 62 funds managed
- 25 bank accounts reconciled, interest calculated and posted
- 185 cash transfers/ACH's/wires completed

Assessment Division <i>Mary Gardner, Assessor</i>

Administration:

The assessor, assistant assessor and assessment analyst all attended the annual Connecticut Association of Assessing Officers (CAAO) symposium in September. The topics covered were the effect of leases on market value and valuing leasehold improvements in personal property.

Staff was particularly busy with taxpayers during the July tax billing season.

The Circuit Breaker elderly & disabled tax relief application program closed on May 15th with 145 applications having been processed. The program is open to residents over 65 years and disabled residents and includes income requirements. The 2016 average benefit was \$528 and is reimbursed by the state. Applications are reviewed for income compliance and home visits are scheduled for residents unable to travel. As required by statute, certified reminder letters were mailed to 65 applicants for a cost of \$437. Staff routinely calls residents to remind them of the filing deadline in order to reduce the certified mailing. In 2015 there were 80 certified reminder letters mailed for a cost of \$518.

There is one remaining Freeze program beneficiary. Their benefit is at the \$2,000 maximum and is also reimbursed by the state. The program was sunset in 1986 by statute.

Staff completed a thorough inventory of office files to prepare for a thinning and reorganization of records on site. We are awaiting confirmation from the state librarian to dispose of certain records and to place 10,000 manila folders in surplus status and move the remaining files into cabinets in order to refresh the appearance of the office.

The application program for the additional veteran's exemption program ended in September. There were 137 exemptions applied for the state reimbursed additional veterans benefit and 258 local option exemptions applications (non-reimbursed) for a total of 395 applications processed. Applications are received from February 1 to October 1st, with tax returns and proof of income reviewed by staff for program compliance. Sixteen applicants were disqualified as over income. During September 71 phone calls were made to remind non-filers and 31 reminder letters were eventually mailed out. These efforts resulted in all but 23 veterans reapplying for their exemptions.

The Board of Assessment Appeals met once on September 17 to hear appeals for motor vehicle assessments. The following is a summary of the appeals which resulted in a reduction of \$31,000 in assessment.

MV & SMV Date	Taxpayers	Vehicles	Change	No Change	No Show/Cancel
9/17/2016	13	13	13	0	
MV & SMV Totals	13	13	13	0	0

IT/systems issues:

IT has been working with Tyler Technologies to format the tablet based Field Mobile app with the real estate database. The tablet will be used for real estate data collection and is expected to increase the accuracy of data collected and streamline photo uploading. It's hoped that a free download Route Planner will assist with travel time efficiency.

Real Estate:

The assessor homepage now includes a list of recent sales as they are data entered into the data system. Currently sales through August 2016 of condos, mobile homes and residential dwellings are available online.

There were fifteen new construction prorated assessments added to the 2015 grand list for a total of \$1,220,523 in new assessments or \$26,521 in new taxes. New construction prorated assessments are added once the building inspection department issues a certification of occupancy for new construction or renovations. To date, \$2,158,714 in added assessment or \$46,910 in taxes has been added for new construction pro-rates for the 2015 Grand List.

Field work is underway to collect improvement data in preparation for the 2016 real estate grand list. Staff is mindful that the revaluation company needs the data entry to be complete before the initial values are calculated for the informal hearings in November.

Personal Property:

There were 9 business audits performed for the 2012, 2013 & 2014 grand lists. The town is still in discussions with one business and plans to finalize that review shortly. The preliminary return on the \$5,000 audit fee is \$26,979 in additional taxes.

Field visits to new businesses began during the summer. These visits are meant to introduce new business owners to the assessment office and encourage timely filing of the personal property declaration. All new business packets have been mailed to new businesses established since the end of June. A two day town wide canvas in August was performed to locate new, verify existing businesses and remove out of business accounts, all in preparation for mailing business personal property declarations in September.

The final business account file of 2,001 accounts was provided to Copy Cats Printers in New London to merge, bar code and print and mail the 2016 grand list declarations to current business owners. Printing costs were reduced from \$970 to \$760 over last years by staff simplifying the formats for the printer. Barcodes are used to scan the declarations into the Personal Property CAMA system as they are received into the office in order to track progress during the crunch period of October through January. The declarations are available to the public for download on both the town's website homepage and the assessment webpage.

The 2015 grand list Manufacturing Machinery & Equipment (MM&E) review process is underway. Fifty-six businesses requested the MM&E exemption for a total preliminary assessment exemption of \$158,881,320, with Electric Boat Corporation and Pfizer requesting a combined assessment exemption of \$141,687,760. The personal property analyst will review each request in detail to determine if the assets claimed meet the qualification of the exemption program. Lists of accepted and denied assets have been mailed to businesses (excluding Pfizer) and their 30-day window for a response is October 22nd.

The annual aircraft registration program began in September. Aircraft owners must register aircraft tied down at the Groton-New London airport with the local aircraft registration official by the end of October. Penalty fees are collected for any registrations received after October 31. Twenty five aircraft were registered by the end of September and \$11,950 in registration fees was collected. The fees are based on the weight capacity of the aircraft. In 2015 \$20,690 in registration fees/late penalties was collected.

Litigation:

One settlement was negotiated prior to a pretrial scheduled in September. The reval lawsuit spreadsheet is attached.

Motor Vehicles:

For July, August and September a total of 1,299 coc's were posted to the 2015 motor vehicle grand list and of those, 840 were posted in July alone. In addition, 363 coc's were posted for all prior motor vehicle/supplemental grand lists. Certificates of change are posted in order to alter assessments for several reasons such as vehicles sold/stolen/totally destroyed; applying military exemptions; board of assessment appeal changes or correcting districting (billing) codes.

DMV's CIVLS software update has created problems for taxpayers whose motor vehicles have been sent to the wrong town for tax billing. DMV, the CAAO and our administrative system software vendor Quality Data Systems have worked diligently together for many months to identify the issues caused by the software upgrade. DMV and CAAO have devised a system for assessors to report incorrect tax town codes directly to DMV to avoid the same issues for the 2016 motor vehicle grand list. In order to streamline the process for the taxpayer whose registration data was misidentified during the CIVLS update, we have relaxed requirements to prove residency in order to delete accounts and send to the taxpayer's proper town of residency. The CAAO & DMV have created forms for all assessors to use in reporting those registrations to DMV. During the months of July,

August and September, staff sent 322 correction forms to DMV. We anticipate that staff will be deleting, sending and receiving hundreds of accounts to towns all over the state and filling out the forms for DMV as is necessary to prevent the same issue occurring next year.

2016 Revaluation:

The October 1, 2016 revaluation of all real estate is underway. Tyler Technologies was awarded the contract for the project and commencement began on January 28th. Tyler staff has been visiting all properties that have sold in order to verify property characteristics and data and by the end of August, 90% of recorded sales had been verified. In addition, land value analysis was 80% complete, 55% of the review process for residential values had been completed and the commercial value review was underway. Tyler is scheduled to mail notices of value to taxpayers in November and hold informal hearings with taxpayers into December. Staff continues to review residential & commercial values and work closely with Tyler.

The assessor and assistant assessor accompanied Buckley Appraisal Services staff for site visits at both the Pfizer and Electric Boat campuses in preparation for the 2016 appraisals. Assessment staff also visited the Submarine Base property with Tyler's commercial appraiser for the revaluation of that site.

The GIS Coordinator has been working with the assessor and Tyler to produce a variety of lists and maps helpful in the process of the land valuation studies.

Attachment 3 –Open Revaluation Lawsuits

Purchasing Division
John Piacenza, Purchasing Agent

Executed 3 year agreement with Aramark Uniforms to provide uniforms to WPCF employees.

Attended meeting to discuss lease agreements for the following Town owned properties:

- 36, 38, 40 Central Ave – leased to TVCCA
- 217 Newtown Rd – used by Groton Ambulance
- 100 Main Street, Noank – leased to Noank Aquaculture

Met with 2 Public Works employees for training in the Pentamation Purchasing module

Attachment 4 – Bid/Request for Proposal FYE 2017

Attachment 5 – FYE 2017 Fuel Projections

Attachment 6 – FYE 2017 Vehicle Purchases

Attachment 7 – Purchasing Statistics

Tax Division
Cindy Small, Revenue Collector

The tax office staff has been extremely busy this quarter compared to past years due to the loss of a position. I have been busy shuffling duties and helping staff learn the billing systems for the solid waste and commercial sewer use which were duties of the tax division position that was eliminated due to budget cuts in FYE2017. The processing instructions left were not complete or were inconclusive and difficult to follow for staff that was unfamiliar with the billing procedures. This caused delays in billing which have increased phone calls and emails from customers looking for their bills. I've requested that a representative from our software provider be onsite for the next billing period to give us clearer instruction on the billing processes for these systems.

The commercial sewer use proves to be the most difficult due to the fact that the billing information comes from so many sources and requires a lot of manual work for accurate billing amounts. The meter readings are for varying periods of time - Groton Utilities is a monthly reading while Aquarion is a quarterly reading both of which are received electronically. Aquarion does have some accounts that are read monthly and we obtain this information directly by accessing their system. Additional information required for the billing is also provided by WPCF staff. I plan to meet with the Director of Public Works and the Assistant Director of Public Works to discuss some of the billing issues in hopes of streamlining this process.

Although there are no more than fifteen accounts being billed for solid waste, the instructions for billing these accounts are very confusing and have also caused delays in billing. We have had to have the software company get involved each time.

Because of the issues that have arisen with the billing of the above, little time has been devoted to the review of delinquent tax and residential sewer accounts. All real estate and personal property were rebilled in September, and normally once this was

completed we would begin reviewing the unpaid accounts to decide if further collection procedures are needed. However this has been delayed and we hope to be able to get to this process in November. This includes preparing tax collector demands or sending accounts to the town attorney for a contact letter if we have demanded payment in the past. Sewer accounts would also be reviewed and the mortgage holders or their agents would be notified that we are prepared to send these accounts to our town attorney for collection and/or foreclosure. This usually results in payment directly from the mortgage holders. The FYE2016 suspense file has not yet been sent to the collection agency. This is normally sent in August each year. We hope to have the file sent to ANRG in November.

Tax bills were mailed on June 30, 2016 and the residential sewer use bills were mailed on July 28, 2016. The sewer use billing was sent out about a week later than in the past. We had several account additions and unit changes that need to be input in the system. The City delinquent real estate files were sent monthly to the City of Groton Building Department. They use this list to deny building permits to delinquent taxpayers. The Town has not adopted this collection tool.

Tax collections for the quarter are up slightly compared to FYE2016 for the same period. However, back tax and interest and lien collections are down compared to the same quarter last fiscal year. I attribute this to the collection of several large delinquent accounts during last fiscal year at this time. I am expecting a few large delinquent accounts to be paid through to the current year in the next few months which should bring these collections in line with last fiscal year.

The refunds are up due to the fact that we had several people pay their taxes themselves and their bank also paid them because they escrowed their taxes; one account being a significant amount. I also noted that we have refunded more real estate this year than last fiscal year due to the reasons for the overpayment. Typically the overpaid motor vehicle accounts are refunded first as there is little research involved in determining who should be refunded. Real estate overpayments prove to be more difficult because usually the payments come from more than one entity and we have to determine who is entitled to the refund by contacting the payees.

Each year we are noticing more and more residents, attorneys, title searchers, etc. using the online lookup for tax and residential sewer use info and the payment system is being utilized by residents more since its inception. The bugs have seemed to have finally been worked out for the DMV online system for removing delinquent motor vehicle taxpayers. Each night we upload an electronic file of the names that can be removed from the DMV hold. The next day taxpayers can go online and renew their registrations without having to go to DMV. For those taxpayers who send in their renewals without paying their delinquent taxes, the DMV holds their registration renewals in a file. Each Sunday they review the DMV files and release those registrations that have been paid.

Attachment 8 – Comparisons of Tax Collections to Budget September 2016
Attachment 9 – Summary of Revenue Collections September 2016
Attachment 10 – Tax Division Statistics

PENTAMATION ENTERPRISES, INC.
TOWN OF GROTON
EXPENDITURE COMPARISON REPORT

DATE: 10/13/2016
TIME: 13:34:34

SELECTION CRITERIA: orig.n.fund='100' and expledgr.account like '5%'
ACCOUNTING PERIOD: 3/17

SORTED BY: AREA OF SERVICE,FUNCTION
TOTALLED ON: AREA OF SERVICE
PAGE BREAKS ON:

AREA OF SERVICE-A GENERAL GOVERNMENT

FUNCTION	BUDGET	CURRENT YEAR EXP + ENC	BALANCE	%	BUDGET	PRIOR YEAR EXP + ENC	BALANCE	%
1001 LEGISLATIVE POLICY	57,591.00	41,345.73	16,245.27	71.79	42,933.00	32,353.23	10,579.77	75.36
1003 VOTER REGISTRATION	149,694.00	28,001.48	121,692.52	18.71	147,836.00	25,937.41	121,898.59	17.54
1005 TOWN CLERK	319,817.00	94,407.80	225,409.20	29.52	329,379.00	91,151.49	238,227.51	27.67
1006 LEGAL SERVICES	425,000.00	25,619.70	399,380.30	6.03	450,000.00	119,605.40	330,394.60	26.58
TOTAL-A GENERAL GOVE	952,102.00	189,374.71	762,727.29	19.89	970,148.00	269,047.53	701,100.47	27.73
AREA OF SERVICE-B GENERAL SERVICES								
1010 EXECUTIVE MANAGEMENT	311,560.00	74,753.56	236,806.44	23.99	420,983.00	66,364.01	354,618.99	15.76
1011 INFORMATION TECHNO	990,895.00	477,357.64	513,537.36	48.17	1,018,939.00	482,051.50	536,887.50	47.31
1012 HUMAN RESOURCES	313,181.00	73,155.97	240,025.03	23.36	332,750.00	68,561.91	264,188.09	20.60
1013 FINANCIAL ADMINIST	1,376,903.00	312,337.09	1,064,565.91	22.68	1,403,263.00	305,332.68	1,097,930.32	21.76
1014 EMERGENCY COMMUNIC	1,355,000.00	363,054.70	991,945.30	26.79	1,416,216.00	318,707.56	1,097,508.44	22.50
TOTAL-B GENERAL SERV	4,347,539.00	1,300,658.96	3,046,880.04	29.92	4,592,151.00	1,241,017.66	3,351,133.34	27.02
AREA OF SERVICE-C PUBLIC SAFETY								
1024 PUBLIC SAFETY	6,662,357.00	1,714,402.72	4,947,954.28	25.73	6,657,328.00	1,702,596.77	4,954,731.23	25.57
TOTAL-C PUBLIC SAFET	6,662,357.00	1,714,402.72	4,947,954.28	25.73	6,657,328.00	1,702,596.77	4,954,731.23	25.57
AREA OF SERVICE-D PUBLIC WORKS								
1035 PUBLIC WORKS	6,009,910.00	2,927,102.83	3,082,807.17	48.70	6,609,159.00	3,029,430.05	3,579,728.95	45.84
TOTAL-D PUBLIC WORKS	6,009,910.00	2,927,102.83	3,082,807.17	48.70	6,609,159.00	3,029,430.05	3,579,728.95	45.84
AREA OF SERVICE-E PLANNING & DEVELOPMENT								
1046 PLANNING & DEV SER	1,417,364.00	291,217.74	1,126,146.26	20.55	1,253,918.00	256,460.17	997,457.83	20.45
TOTAL-E PLANNING & D	1,417,364.00	291,217.74	1,126,146.26	20.55	1,253,918.00	256,460.17	997,457.83	20.45
AREA OF SERVICE-F HUMAN SERVICES								
1051 HUMAN SERVICES	577,546.00	128,711.64	448,834.36	22.29	592,424.00	112,619.53	479,804.47	19.01
TOTAL-F HUMAN SERVIC	577,546.00	128,711.64	448,834.36	22.29	592,424.00	112,619.53	479,804.47	19.01
AREA OF SERVICE-G COMMUNITY SERVICES								
1063 GROTON PUBLIC LIBR	1,650,000.00	385,043.69	1,264,956.31	23.34	1,677,603.00	359,845.90	1,317,757.10	21.45
1064 PARKS & RECREATION	1,623,351.00	463,683.85	1,159,667.15	28.56	1,757,951.00	465,293.87	1,292,657.13	26.47
TOTAL-G COMMUNITY SE	3,273,351.00	848,727.54	2,424,623.46	25.93	3,435,554.00	825,139.77	2,610,414.23	24.02
AREA OF SERVICE-H NON-DEPARTMENTALS								
1070 INSURANCE & CLAIMS	578,485.00	559,272.00	19,213.00	96.68	577,407.00	532,168.00	45,239.00	92.17
1071 SELF FUNDED PLANS	7,563,884.00	3,788,826.92	3,775,057.08	50.09	8,503,514.00	3,922,023.21	4,581,490.79	46.12
TOTAL-H NON-DEPARTME	8,142,369.00	4,348,098.92	3,794,270.08	53.40	9,080,921.00	4,454,191.21	4,626,729.79	49.05
AREA OF SERVICE-I CAPITAL/DEBT SERVICE								
1075 CAPITAL RESERVE	744,000.00	744,000.00	.00	100.00	2,723,400.00	2,723,400.00	.00	100.00
1076 DEBT SERVICE	4,967,757.00	1,669,684.39	3,298,072.61	33.61	5,183,475.00	.00	5,183,475.00	.00
TOTAL-I CAPITAL/DEBT	5,711,757.00	2,413,684.39	3,298,072.61	42.26	7,906,875.00	2,723,400.00	5,183,475.00	34.44

PENTAMATION ENTERPRISES, INC.
 DATE: 10/13/2016
 TIME: 13:34:34

TOWN OF GROTON
 EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 2
 EXPCOMPL

SELECTION CRITERIA: orgn.fund='100' and expledgr.account like '5%'
 ACCOUNTING PERIOD: 3/17

SORTED BY: AREA OF SERVICE,FUNCTION
 TOTALED ON: AREA OF SERVICE
 PAGE BREAKS ON:

AREA OF SERVICE-J CONTINGENCY

FUNCTION	BUDGET	CURRENT YEAR EXP + ENC	BALANCE	%	BUDGET	PRIOR YEAR EXP + ENC	BALANCE	%
AREA OF SERVICE-J CONTINGENCY								
1074 CONTINGENCY	413,000.00	.00	413,000.00	.00	550,000.00	.00	550,000.00	.00
TOTAL-J CONTINGENCY	413,000.00	.00	413,000.00	.00	550,000.00	.00	550,000.00	.00
AREA OF SERVICE-K SUBDIVISIONS								
1090 CITY OF GROTON	4,325,546.00	697,528.00	3,628,018.00	16.13	4,353,293.00	679,762.16	3,673,530.84	15.61
1091 GROTON LONG POINT	412,867.00	81,217.50	331,649.50	19.67	425,942.00	82,399.00	343,543.00	19.35
1092 FIRE DISTRICTS PIL	246,000.00	58,696.16	187,303.84	23.86	246,012.00	85,797.84	160,214.16	34.88
TOTAL-K SUBDIVISIONS	4,984,413.00	837,441.66	4,146,971.34	16.80	5,025,247.00	847,959.00	4,177,288.00	16.87
AREA OF SERVICE-KK EDUCATION SERVICES								
1080 EDUCATION	76,468,239.00	10,743,484.47	65,724,754.53	14.05	76,730,239.00	9,635,337.65	67,094,901.35	12.56
TOTAL-KK EDUCATION SE	76,468,239.00	10,743,484.47	65,724,754.53	14.05	76,730,239.00	9,635,337.65	67,094,901.35	12.56
AREA OF SERVICE-R CONTR. TO OTHER FUNDS								
1077 CONTR. TO OTHER FU	578,250.00	578,250.00	.00	100.00	187,000.00	187,000.00	.00	100.00
TOTAL-R CONTR. TO OT	578,250.00	578,250.00	.00	100.00	187,000.00	187,000.00	.00	100.00
AREA OF SERVICE-S OUTSIDE AGENCIES								
1007 REGIONAL AGENCIES	137,415.00	137,414.25	.75	100.00	137,415.00	137,414.25	.75	100.00
1026 AMBULANCE SERVICES	77,976.00	12,996.00	64,980.00	16.67	145,951.00	24,325.16	121,625.84	16.67
1054 HEALTH/SVC/CULTURA	1,598,268.00	177,252.00	1,421,016.00	11.09	1,656,350.00	214,804.65	1,441,545.35	12.97
1065 OTHER LIBRARIES	206,394.00	55,565.66	152,828.34	25.95	208,000.00	51,333.34	156,666.66	24.68
TOTAL-S OUTSIDE AGEN	2,020,053.00	381,227.91	1,638,825.09	18.87	2,147,716.00	427,877.40	1,719,838.60	19.92
TOTAL REPORT	121,558,250.00	26,702,383.49	94,855,866.51	21.97	125,738,680.00	25,712,076.74	94,026,603.26	20.45

PAGE NUMBER: 1
REVCOMPI

TOWN OF GROTON
REVENUE COMPARISON REPORT

PENTAMATION ENTERPRISES, INC.
DATE: 10/13/2016
TIME: 13:36:53

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 3/17

SORTED BY: 1ST SUBTOTAL,ACCOUNT
TOTALLED ON: 1ST SUBTOTAL
PAGE BREAKS ON:

1ST SUBTOTAL-4000 GENERAL PROPERTY TAXES

ACCOUNT	TITLE	BUDGET	CURRENT YEAR REVENUE	BALANCE	BUDGET	PRIOR YEAR REVENUE	BALANCE	%
4110	CURRENT TAXES	80,948,393.00	43,168,271.92	37,780,121.08	53.33	78,417,402.00	41,673,030.74	36,744,371.26
4111	SUPPLE MV TAX	452,000.00	.00	452,000.00	.00	450,000.00	450,000.00	.00
4113	INTEREST & LIEN FE	574,000.00	67,847.69	506,152.31	11.82	120,722.95	529,277.05	18.57
4114	PRIOR YEAR TAXES	1,000,000.00	183,469.89	816,530.11	18.35	368,382.74	831,617.26	30.70
TOTAL	GENERAL PROPERTY TAXES	82,974,393.00	43,419,589.50	39,554,803.50	52.33	80,717,402.00	42,162,136.43	38,555,265.57
4234	BLDG AND RELATED P	271,640.00	91,978.20	179,661.80	33.86	210,130.00	87,697.80	122,432.20
4236	SPORTING LICENSES	675.00	166.00	509.00	24.59	170.00	530.00	24.29
4238	DOG LICENSES (GF)	7,000.00	506.50	6,493.50	7.24	313.50	7,186.50	4.18
4239	OTHER LICENSES/PER	18,546.00	6,722.75	11,823.25	36.25	2,782.00	17,238.00	13.90
4242	BLDG PERMITS-EDUC	242.00	89.16	152.84	36.84	34.04	145.96	18.91
4243	STATE LAND USE-PLN	175.00	8.00	167.00	4.57	14.00	161.00	8.00
TOTAL	LICENSES & PERMITS	298,278.00	99,470.61	198,807.39	33.35	238,705.00	91,011.34	147,693.66
4412	INTEREST INCOME	95,000.00	9,430.99	85,569.01	9.93	95,000.00	24,841.41	70,158.59
TOTAL	REVENUE FROM INVESTMENTS	95,000.00	9,430.99	85,569.01	9.93	95,000.00	24,841.41	70,158.59
4521	EDUC COST SHARING	25,287,526.00	68,476.00	25,287,526.00	.00	25,625,179.00	.00	.00
4522	ADULT EDUCATION	102,660.00	166.00	34,184.00	66.70	105,778.00	34,995.00	66.92
4525	SPECIAL EDUCATION	1,142,663.00	.00	1,142,663.00	.00	1,376,555.00	.00	.00
4527	TRANSPORT-PRIVATE	.00	.00	.00	.00	32,407.00	.00	.00
4534	TRANSPORTATION-GRA	.00	.00	.00	.00	275,881.00	.00	.00
4534A	MAGNET SCHL TRANSP	182,000.00	.00	182,000.00	.00	182,000.00	.00	.00
4544	NON PUBLIC PUPIL S	.00	.00	.00	.00	33,514.00	.00	.00
TOTAL	STATE GRANTS-AID SCHOOL	26,714,849.00	68,476.00	26,646,373.00	.26	27,631,314.00	70,783.00	27,560,531.00
4516	MUNICIPAL PROJECT	1,240,819.00	.00	1,240,819.00	.00	1,240,819.00	.00	.00
4553	PILOT STATE/TAX EX	1,015,992.00	870,892.00	145,100.00	85.72	1,181,146.00	840,294.58	340,851.42
4554	PEQUOT-MOHEGAN GRA	1,336,108.00	.00	1,336,108.00	.00	1,407,316.00	.00	.00
4555	911 ENHANCEMENT	165,318.00	82,637.20	82,680.80	49.99	165,318.00	82,659.00	50.00
4556	MISC STATE REVENUE	7,026.00	131.91	6,894.09	1.88	7,455.00	115.08	7,339.92
4557	NUCLEAR SAFETY DRI	37,041.00	.00	37,041.00	.00	37,041.00	.00	.00
4558	HIGHWAY ILLUMINATI	1,619.00	.00	1,619.00	.00	1,619.00	.00	.00
4559	TOWN HIGHWAY AID	380,167.00	190,507.76	189,659.24	50.11	377,392.00	190,083.30	187,308.70
4560	TELEPHONE ACCESS	162,000.00	.00	162,000.00	.00	162,000.00	.00	.00
4562	RETAIL SALES TAX	433,177.00	433,177.00	.00	100.00	.00	.00	.00
4566	TVCCA-SUPP HOUS PR	9,000.00	750.00	8,250.00	8.33	9,000.00	750.00	8.33
4568	YOUTH SERVICE BURE	29,859.00	.00	29,859.00	.00	31,737.00	9,953.00	21,784.00
TOTAL	STATE GRANTS AID-GENERAL	4,818,126.00	1,578,095.87	3,240,030.13	32.75	4,620,843.00	1,123,854.96	3,496,988.04
4508	FEDERAL FUNDS	120,000.00	.00	120,000.00	.00	90,000.00	.00	90,000.00
4591	PUPIL IMPACT AID	3,459,863.00	.00	3,459,863.00	.00	4,570,000.00	251,604.14	4,318,395.86
4592	EMERGENCY MGMTG (S	20,019.00	.00	20,019.00	.00	20,019.00	.00	20,019.00
TOTAL	FEDERAL GRANTS IN AID	3,599,882.00	.00	3,599,882.00	.00	4,680,019.00	251,604.14	4,428,414.86

TOWN OF GROTON
REVENUE COMPARISON REPORT

PENTAMATION ENTERPRISES, INC.
DATE: 10/13/2016
TIME: 13:36:53

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 3/17

SORTED BY: 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: 1ST SUBTOTAL
PAGE BREAKS ON:

1ST SUBTOTAL-4600 CHARGES FOR CURRENT SERVI

ACCOUNT	TITLE	BUDGET	CURRENT YEAR REVENUE	BALANCE	%	BUDGET	PRIOR YEAR REVENUE	BALANCE	%
4602	PLANNING APPLICATI	12,000.00	1,580.00	10,420.00	13.17	12,000.00	2,430.00	9,570.00	20.25
4610	RECORDING INSTRUME	150,000.00	36,679.02	113,320.98	24.45	168,000.00	35,729.02	132,270.98	21.27
4611	CONVEYANCE TAX	700,000.00	237,507.50	462,492.50	33.93	650,000.00	185,426.82	464,573.18	28.53
4616	GOLF COURSE	59,430.00	59,430.00	.00	100.00	60,376.00	60,376.00	.00	100.00
4617	MAPS/COPIES/DOCUME	500.00	285.09	214.91	57.02	750.00	210.62	539.38	28.08
4618	TAX COLLECTION SER	148,819.00	148,819.00	.00	100.00	148,819.00	145,920.00	2,899.00	98.05
4620	SWFUND/LANDFILL S	469,624.00	469,624.00	.00	100.00	768,004.00	768,004.00	.00	100.00
4622	ACCIDENT REPORTS	3,950.00	1,041.50	2,908.50	26.37	1,580.00	928.75	651.25	58.78
4623	DISPATCH-PARAMEDIC	1,000.00	.00	1,000.00	.00	1,000.00	.00	1,000.00	.00
4624	N STONINGTON-DISPA	52,819.00	13,204.75	39,614.25	25.00	52,819.00	13,204.75	39,614.25	25.00
4627	HOUS AUTH-SHELTER	.00	.00	.00	.00	61,313.00	.00	61,313.00	.00
4629	COORD MEDICAL EMER	22,257.00	11,126.38	11,130.62	49.99	22,832.00	11,128.86	11,703.14	48.74
4631	BOS-FHS/GRND MOWIN	56,660.00	.00	56,660.00	.00	55,010.00	.00	55,010.00	.00
4632	GIS REVENUE	700.00	144.81	555.19	20.69	700.00	141.97	558.03	20.28
4637	SNOW/ICE CONTROL S	32,467.00	.00	32,467.00	.00	32,467.00	.00	32,467.00	.00
4641	VITAL STATISTICS	5,000.00	1,488.50	3,511.50	29.77	5,300.00	1,271.00	4,029.00	23.98
TOTAL CHARGES FOR CURRENT SERVI		1,715,226.00	980,930.55	734,295.45	57.19	2,040,970.00	1,224,771.79	816,198.21	60.01
4662	TUITION-FR OTHR TO	97,828.00	.00	97,828.00	.00	14,785.00	.00	14,785.00	.00
4669	OTHR SCHOOL RECEIP	72,080.00	.00	72,080.00	.00	72,080.00	.00	72,080.00	.00
4670	LIBRARY FINES	20,000.00	5,034.47	14,965.53	25.17	20,000.00	5,320.94	14,679.06	26.60
4671	LIBR LOST & DAMAGE	3,400.00	999.19	2,400.81	29.39	3,400.00	1,008.28	2,391.72	29.66
4672	SENIOR CTR FEES	2,500.00	640.00	1,860.00	25.60	50,000.00	14,465.75	35,534.25	28.93
4683	PARK CONCESSION &	.00	.00	.00	.00	1,500.00	.00	1,500.00	.00
4686	PARK & RECREATION	1,500.00	.00	1,500.00	.00	3,000.00	455.00	2,545.00	15.17
4688	LIBRARY FEES	16,500.00	3,613.80	12,886.20	21.90	17,500.00	4,446.15	13,053.85	25.41
4691	LIBRARY COPIER FEE	6,200.00	1,506.20	4,693.80	24.29	6,200.00	1,673.05	4,526.95	26.98
TOTAL SCHOOL-LIBRARY-RECREATION		220,008.00	11,793.66	208,214.34	5.36	188,465.00	27,369.17	161,095.83	14.52
4310	COURT FINES	18,250.00	.00	18,250.00	.00	16,930.00	.00	16,930.00	.00
4311	PARKING TICKETS	1,500.00	130.00	1,370.00	8.67	3,240.00	195.00	3,045.00	6.02
4710	LAND RECORD COPIES	28,000.00	8,566.75	19,433.25	30.60	28,000.00	8,888.25	19,111.75	31.74
4711	VITALS COPIES	64,000.00	17,101.00	46,899.00	26.72	64,000.00	15,842.50	48,157.50	24.75
4712	FINANCE DEPT COPIE	900.00	236.25	663.75	26.25	900.00	249.50	650.50	27.72
4714	RETURNED CHECK FEE	1,000.00	440.00	560.00	44.00	1,400.00	240.00	1,160.00	17.14
4715	AIRCRAFT REGISTRAT	20,000.00	8,130.00	11,870.00	40.65	21,700.00	1,626.00	21,700.00	.00
4716	DELINQUENT MV FEE	18,709.00	2,353.12	16,355.88	12.58	17,476.00	1,626.00	15,850.00	9.30
4731	SALE OF FIXED ASSE	2,500.00	5,100.00	-2,600.00	204.00	5,000.00	1.00	4,999.00	.02
4733	MISC-UNCLASSIFIED	5,000.00	3,471.91	1,528.09	69.44	5,000.00	451.25	4,548.75	9.03
4734	ANIMAL CONTROL FEE	4,150.00	845.00	3,305.00	20.36	4,310.00	770.00	3,540.00	17.87
4740	DISPOSAL FEES	130,000.00	64,018.43	65,981.57	49.24	162,830.00	61,206.54	101,623.46	37.59
4741	LEASE FEES	156,786.00	42,792.76	113,993.24	27.29	128,040.00	43,335.28	84,704.72	33.85
4766	PAYMENTS FROM OTHR	5,000.00	5,000.00	.00	100.00	32,107.00	32,107.00	.00	100.00
TOTAL OTHER REVENUE		455,795.00	158,185.22	297,609.78	34.71	490,933.00	164,912.32	326,020.68	33.59

PENTAMATION ENTERPRISES, INC.
DATE: 10/13/2016
TIME: 13:36:53

TOWN OF GROTON
REVENUE COMPARISON REPORT

PAGE NUMBER: 3
REVCOMP1

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 3/17

SORTED BY: 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: 1ST SUBTOTAL
PAGE BREAKS ON:

1ST SUBTOTAL-4700 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	CURRENT YEAR REVENUE	BALANCE	BUDGET	PRIOR YEAR REVENUE	BALANCE
		120,891,557.00	46,325,972.40	74,565,584.60	38.32 120,703,651.00	45,141,284.56	75,562,366.44
TOTAL REPORT							37.40

Attachment 3

Date Received	Property Location	Dist	Class/status	Assessed Values				Stipulation	Court Dates
				Orig Full Value	Orig. Assmt	Stipulated FV	Final Assmt		
09/11/12	GLP Class Action	6	R/Active						Pretrials: 4/30/2013; 1/8/14; 3/3/14; Trial 9/8/15; Trial moved to 11/21/16
05/14/14	B118 Eastern Point Rd	1	C/Active	\$123,736,000	\$86,615,200				7/13/2015; 1/30/17
05/14/14	23 Eastern Point Rd	1	P/Active	personal prop	\$50,944,002				7/13/2015; 1/30/17 12/11/15; 2/22/16;
05/20/15	39 Eastern Pt Rd & 9 Kings Hwy	1 & 2	P/Active	\$1,022,321,546	\$209,243,390				1/30/17 12/11/15; 2/22/16;
05/20/15	39 Eastern Pt Rd	1	C/Active	\$390,930,500	\$273,210,350				1/30/17
05/16/16	231 Lestertown Rd	8	C/Active	\$23,413,600	\$16,389,520	n/a			2/3/2017

PURCHASING FYE 2017 QUARTERLY STATISTICS				
FYE2017	JUL	AUG	SEP	YTD Totals
Solicitations Prepared	0	3	9	12
Purchase Orders Processed	914	130	93	1,137
Change Orders Processed	19	13	45	77
Capital Assets Processed	5	3	20	28
Checks Processed (check audit)	236	456	594	1,286
Surplus Assets Sold (on line)	4	1	1	6
Totals				

TOWN OF GROTON REPORT ON TAX COLLECTIONS (unaudited)									
FYE 2017									
Comparison of Collections to Budget									
as of the month ending: SEPTEMBER 2016									
Source of Revenue	Budget FYE 2017	Budget FYE 2016	Collected This Month FYE 2017	Collected Same Month FYE 2016	Collected YTD FYE 2017	Collected YTD FYE 2016	YTD Collected as a % of Budget: FYE 2017	YTD Collected as a % of Budget: FYE 2016	YTD Collected as a % of Budget: FYE 2016
Town, Current	\$80,948,393	\$78,417,402	\$352,788.16	\$396,707.96	\$43,575,673.25	\$42,091,258.05	53.8%	53.7%	53.7%
Town, Supp. M. V.	\$452,000	\$450,000					0.0%	0.0%	0.0%
Interest & Liens	\$574,000	\$650,000	\$44,624.92	\$31,900.95	\$112,472.61	\$152,623.90	19.6%	23.5%	23.5%
Sub - total	\$81,974,393	\$79,517,402	\$397,413.08	\$428,608.91	\$43,688,145.86	\$42,243,881.95	53.3%	53.1%	53.1%
Town, Back	\$1,000,000	\$1,200,000	\$132,029.65	\$70,528.28	\$321,617.95	\$445,084.29	32.2%	37.1%	37.1%
T o t a l: Town -Gross	\$82,974,393	\$80,717,402	\$529,442.73	\$499,137.19	\$44,009,763.81	\$42,688,966.24	53.0%	52.9%	52.9%
Less CY Refunds	n/a	n/a	\$50,744.70	\$6,217.27	\$54,642.51	\$23,164.09	n/a	n/a	n/a
Less PY Refunds			\$2,780.74		\$6,118.41				
Total: Town-Net	\$82,974,393	\$80,717,402	\$475,917.29	\$492,919.92	\$43,949,002.89	\$42,665,802.15	53.0%	52.9%	52.9%
GRT Sewer, Current **	\$614,194	\$611,015	\$3,052.58	\$2,906.73	\$471,684.66	\$469,039.67	76.8%	76.8%	76.8%
GRT Sewer, Back	\$6,100	\$9,950	\$874.42	\$218.15	\$2,396.38	\$3,176.63	39.3%	31.9%	31.9%
Interest & Liens	\$7,500	\$7,530	\$529.62	\$332.94	\$1,476.85	\$1,994.91	19.7%	26.5%	26.5%
T o t a l: Sewer-Gross	\$627,794	\$628,495	\$4,456.62	\$3,457.82	\$475,557.89	\$474,211.21	75.8%	75.5%	75.5%
Less Refunds	n/a	n/a	\$1.53		\$38.89	\$4.21	n/a	n/a	n/a
Total: Sewer-Net	\$627,794	\$628,495	\$4,455.09	\$3,457.82	\$475,519.00	\$474,207.00	75.7%	75.5%	75.5%
Town and GRT Sewer Collections budgeted at 98.3% and 98.7% of Grand Levy respectively.									

**SUMMARY OF TAX DIVISION REVENUE COLLECTIONS
FISCAL YEAR 2017**

ACCOUNT	JULY	AUGUST	SEPTEMBER	TOTAL
TOWN OF GROTON - TAXES	36,988,293.33	6,492,027.75	529,442.73	44,009,763.81
COMMERCIAL SEWER USE	110,969.02	79,348.80	97,755.43	288,073.25
NAVY SEWER USE	273,561.72	135,075.29	15,050.08	423,687.09
RESIDENTIAL SEWER USE	70,734.69	899,386.88	387,176.06	1,357,297.63
LANDFILL	212,836.28	132,543.45	105,246.22	450,625.95
ATTY, JEOPARDY, MISC FEES*	4,130.73	4,999.19	7,820.80	16,950.72
GROTON SEWER DISTRICT - TAXES	399,424.25	71,677.02	4,456.62	475,557.89
MUMFORD COVE - TAXES	17,112.72	3,386.38	167.66	20,666.76
SEWER ASSESSMENT	0.00	400.00	200.00	600.00
TAXES COLLECTED FOR:				
CITY OF GROTON	5,607,950.02	554,458.12	29,106.30	6,191,514.44
POQUONNOCK BRIDGE	3,303,579.07	890,545.02	29,367.91	4,223,492.00
MYSTIC	1,128,344.09	202,882.55	11,098.20	1,342,324.84
NOANK	391,706.01	67,831.28	2,361.00	461,898.29
OLD MYSTIC	789,397.29	129,617.45	6,414.98	925,429.72
GROTON LONG POINT	1,038,451.20	199,004.88	1,262.46	1,238,718.54
CENTER GROTON	222,223.15	31,658.99	1,612.33	255,494.47
WEST PLEASANT VALLEY	260,573.22	98,770.23	4,206.40	363,549.85
MISCELLANEOUS CHECKS**	697.21	727.99	412.38	1,837.58
TOTAL	50,819,984.00	9,994,341.27	1,233,157.56	62,047,482.83

* DMV fees, NSF check fees

**ARNG collection fees

TAX DIVISION FYE 2017 QUARTERLY STATISTICS				
FYE2017	JUL	AUG	SEP	YTD Totals
Payment Transfers	10	44	39	93
Refunds	5	28	84	117
Bankruptcy Filings		2		2
# of ANRG collection accts processed		16	18	34
# of ANRG new address rebills				0
UCC Lien Releases				0
Lockbox online payment decisioning	1,316	691	274	2,281
Adjusted accounts billed	276	85	27	388
New Owners billed	61	13	102	176
Fall rebill accounts			885	885
RE and/or Sewer Use demands mailed				0
Personal Property demands mailed				0
Payment Plan Reminders				0
# of accounts sent to attorney				0
RE Lien Releases	36	31	22	89
Landfill accounts billed	13	12		25
CML Sewer Use accounts billed	386	380		766
CML/RES Sewer Use Liens Released	122			122
Sewer Assessment Liens Released				0
Water Assessment Liens Released				0
CML Sewer Use demand for payment				0
Totals	2,225	1,302	1,451	4,978

PARKS AND RECREATION



Directors Report *October*

Planning/Coordination

Met with planner to discuss proposed development that will be abutting Farquhar Park. Development could potentially include expansion of existing recreational facilities.

Attended meeting to discuss the terms of a lease renewal for the restaurant at the golf course club house.

Continued working with Planning Dept. on updates to the proposed CIP projects for FYE18

Communications

Received correspondence from abutter to Wolfbrook Park about concerns over "spillage" from park users.

Personnel

Met with Senior Center Supervisor to discuss retirement of Office Assistant from the Senior Center.

Projects

Reviewed proposals for replacement of playground equipment at Farquhar Park. Work will include a ADA compliant path connecting the parking lot to the playground and basketball courts.

Continued working on grant application for trail projects at Copp Family Park. Projects would continue work that was completed last year. The long term goal is to develop an accessible path around the perimeter of the park.

Working with Groton Little League to go through the permitting process to install lights at Calvin Burrows field.

Working with Recreation Supervisor to develop team of stakeholders to begin planning of the Nature Based Discovery Area.

Marketing *October*

Sponsorship Recruitment

Sponsorship recruitment for the 2016-17 Groton Basketball Association youth basketball season has begun with reaching out to last year's sponsors for renewals. Returning sponsors will have several weeks to decide if they would like to return as a sponsor for this year before opening up the league to new sponsors. After a successful first season where each team had a sponsor, the goal is for every team to be sponsored again this year.

UPDATE: With an increase of teams this year, there is an increase in need for sponsors. As of November 4 there are 10 committed sponsors and 15 more needed.

Special Events

A shared booth at the Groton Fall Festival promoted the Recreation and Senior Center Divisions as well as the Groton Parks Foundation. The Recreation division promoted Groton Basketball Association with a basketball hoop and a chance to win a free program. We also recruited committee members for a new natural playground. The Senior Center Club 55 promoted its holiday raffle and sold tickets. And the Groton Parks Foundation handed out brochures and talked about its mission and goals. It was a successful event despite the rain later in the day.

Marketing Planning

Attended a meeting of the Golf Advisory Board to discuss ongoing marketing efforts and brainstorm new ideas for future marketing and promotions.

Special Guests

The Groton Senior Center welcomed Congressman Joe Courtney on Monday, October 3. Congressman Courtney spent time talking with seniors and conducted an interview with a local news station from the Senior Center that aired during the evening news.



Joe Courtney speaks with Seniors

Recreation *October*

Community Cohesion

Groton Parks and Recreation collaborated with the **Groton Business Association of the Greater Mystic Chambers of Commerce** to host the 11th Annual Groton's Fall Festival at Poquonnock Plains Park. About 120 different organizations had booths at the event that was attended by thousands of residents. This large community event held in a central location has grown into an important venue bringing the community together. Plans are already underway to do the event again next year. Several Town departments are involved in the event, but all of the expenses for the event are paid by the Chamber using funds exhibitors pay. Excess money generated from the event supports the Holiday Lights Parade and other worthwhile community initiatives.

Improving Community Health

Groton Parks and Recreation continues to work with the **SECT Health Improvement Collaborative** to support mental well-being and reduce substance abuse, supporting and nurturing health lifestyles and ensuring access to care. Since the Recreation Division has moved to exclusively funding program expenses through fees, there is a great possibility that programs and services that were once available to everyone, are now more focused only on those who can afford to pay. This is an issue that should be addressed in the Town's annual budget since providing programs for underserved segments of the community generally can't support themselves and would require tax funding or external support to succeed.

The Department is also working with L+M Hospital to plan events and initiatives aimed at improving community health. A second Walk with a Doc series is being planned to begin in Spring 2017 and efforts are also underway to develop a Park Prescription program where area doctors would "prescribe" activities at various parks like they do for medications. Both Walk with a Doc and Park Rx are national programs that have been shown to improve health outcomes for participants.



Parks *October*

Resource Protection

Preventative Maintenance

Monthly playground safety inspections have been completed.

Ongoing Maintenance

Tasks that are completed on a daily, weekly or seasonal basis including: mowing and trimming of parks, athletic fields, cemeteries and public buildings, landscaping, lining and grooming ball fields, trash collection, and debris and leaf removal. Additional tasks include providing support services for recreation program and events.

All sports fields and several areas around Town buildings were fertilized this month.

Projects

Staff assisted with setup for Fall Festival.

More seaweed from Esker Point Beach was removed and brought to Coogan Farm. Seaweed is used as a fertilizer for the vegetable garden. The vegetables raised from the garden are used to feed families that struggle to put food on their tables.

Playground equipment for Murphy's drive was installed. 34 cubic yards of playground chips were brought in to fill inside the timbers around the equipment. Loam was spread around to grade the area, and it was hydroseeded.



Senior Center *October*

Foster Health and Wellness



The US Coast Guard Academy chorus entertained the seniors during October.

Encourage Senior Independence

The Senior Center through a 5310 federal grant is receiving a new handicap accessible bus to replace the older 24 passenger bus. The new bus will be able to fit 21 passengers plus two wheel chair spots. This new bus will allow persons in wheel chairs to be able to go shopping at the grocery store as well as department stores. In addition this will provide them with transportation on day trips that the Center offers with its own bus and to events at the center. The Center proved approximately 5000 rides last fiscal year with 696 rides for shopping and 228 for special events.



Create Community Connections

Students from the Connecticut College Women's Basketball Team are helping seniors navigate their smart phones. The students come twice monthly and assist seniors with questions on using their phones. The seniors have enjoyed this so much they are planning a trip to see a game at Connecticut College.

Shennecossett Golf *October*

Contribute to Economic Development

The course hosted the CT State Golf Association One Day Tournament of Champions, the Norwich Shenny Challenge, Boston Area Golfing Society, and Salem Lions events this month.

Marketing/Promotion

Facebook and e-blasts have been utilized to market the course.

The course was featured on NBC Connecticut news on 10/18 to highlight what people were doing outside in the unseasonable hot temperatures we experienced that week.

Course Operations

Several bunkers had sand added to them.

Greens were treated with fungicide and liquid fertilizer.

Greens and tees were fertilized this month.

Greens were topdressed on 10/27.

Several tees were aerated this month; tees on 5 and 8 were topdressed, spiked and overseeded.

Several repairs to the irrigation system were made during the month.

Some tree work was completed this month around the course, including removal of invasive black locusts along Plant St.

This October the course played 1468 greens fees, 1100 cart fees, and 1124 season pass rounds.

Season passes sold was 1. The course was closed 1 day, with 7 weather days.

Last October had 1704 greens fees, 1130 cart fees, and 1324 season pass rounds. Season passes sold was 1. The course was closed 1, with 7 weather days.

Revenue this October was \$48,210 greens fees, \$19,093 cart fees, \$535 season pass fees, and \$3,000 Par 4 rent, for a total of \$70,838.

Revenue last October was \$41,118 greens fees, \$15,972 cart fees, \$395 season pass fees, and \$3,000 Par 4 rent, for a total of \$60,485.