

MONTHLY MANAGEMENT REPORT

[Town Web Site: www.town.berlin.ct.us]

[Library Web Site: www.berlinpeck.org]

[Police Web Site: <http://berlinpd.org>]

[Timberlin Web Site: <http://www.timberlingolf.com>]

TO: The Honorable Mayor and Town Council Members

FROM: Denise M. McNair, Town Manager

DATE: March 1, 2016

A. Council Communications:

1. Holiday Schedule:

- Good Friday: The Town Hall and all departments will close at 4:30 p.m. on Thursday, March 24, 2016 and remain closed on Friday, March 25, 2016 in observance of Good Friday.

2. Upcoming Events:

- Long-Term Care Seminar: The Berlin-Peck Memorial Library will be sponsoring a Long-Term Care Seminar presented by the Connecticut Partnership for Long Term Care, with the State Office of Policy and Management on Tuesday, March 8th at 6:30 p.m. Learn how to protect your life's savings through long-term care insurance approved by the State's Connecticut Partnership for Long-Term Care. Registration is required through the Library. Please see the attached flyer for additional information.
- Berlin Historical Society Story Share: The sixth session of the Berlin Historical Society Story Share, Chamberlain Highway to South Kensington, will be hosted at the Berlin Senior Center on Wednesday, March 16, 2016 from 1:00 p.m. to 3:00 p.m. Please see the attached flyer for registration and additional information.
- Annual Budget Hearing: The Annual Budget Hearing will be held on Tuesday, March 29, 2016 in the McGee Middle School Auditorium.
- Estate Planning: The Berlin-Peck Memorial Library will be hosting 'Estate Planning: Don't make these mistakes!', presented by Berlin Attorney, Paul Czepiga, on Tuesday, March 29th at 6:30 p.m. Registration is required. Please see the attached flyer for details.

B. Town Manager News:

This winter is looking to be one of the warmest in history. Despite that fact, during one particularly cold weekend (February 13th and 14th), many of our residents were without heat due a problem CNG had with one of their regulators. Approximately 400 residents were impacted in the area of Farmington Avenue, Worthington Ridge and Lower Lane. A shelter was opened by the Town Manager at McGee as temperatures dipped well below zero. The gas service was restored by

nightfall on the 14th and residents again had heat. During the early morning hours of February 16th, a sprinkler pipe above the ceiling at the Berlin-Peck Memorial Library burst due to the frigid weather and the Children's Department and the Community Center below sustained a great deal of damage. Staff was on site in a matter of minutes at 2:00 a.m. but the water damage was extensive. Fortunately, no one was injured and insurance should cover most of the costs of repair, but business has been interrupted in both areas and the damage is extremely disheartening. More on this to follow as repairs take place.

Once again, Highway staff (and all staff) has done an excellent job in keeping the roads open and the Town functioning when the weather has been bad. If you have a chance to see one of our crew, please take a moment to say thank you - too often all we hear are the complaints and while those may be necessary to hear for improvement, it is nice to hear a good word now and then.

Work continues on the Fiscal Year 2016/2017 Budget. Departments have their opportunity to present their budgets to the Council during March. The Council will then work with me and the Finance Department to present a proposed Budget to the public at a hearing held on March 29, 2016 at McGee School. The public is encouraged to attend.

C. Department News:

➤ **Community, Recreation & Park Services:**

Parks and Recreation

- Staff met with Jim Shirley, from the CARE (Connecticut Aquatic Resources Education) program. This program is sponsored by the Connecticut Department of Energy and Environmental Protection (DEEP) and offers free programs to families about fish and fishing. The Department will be offering a program in late April for children ages eight (8) and older and their parents to learn about fishing tackle, how to cast, knot tying, safety, regulations and how to identify their catch. They will also be at the first Fishing Derby on April 16th with poles and bait for people to use and will have volunteers to assist people who may not be familiar with fishing.
- Permits were secured from the DEEP to stock Sage Park for the Department's two Fishing Derbies in April. Donation letters were sent to local groups and civic organizations to help purchase fish for the Fishing Derbies.
- Interviews for summer positions have been completed and most positions have been filled to date.
- Registration for spring programs will begin on March 7th for residents and March 14th for non-residents.
- Web registrations for several additional programs will be made available so that customers can register on line.

Public Grounds: The following services were provided by the Public Grounds Department during the month of January:

- Tree pruning continues into the winter as weather permits.
- Two locations, which received extensive repair work, were picnic areas at Timberlin Park and the roadway at Sage Park.

- Additional wood fiber was installed at the Murray Heights play area and new benches and a picnic table were also installed.
- The Public Grounds garage interior has been pressure washed where necessary.
- Eight (8) re-furbished benches have been placed at McGee School.

Senior Center

- A Special Bingo was held on February 4th. Refreshments were provided by Ledgecrest Convalescent Home.
- A Valentine Bingo was held on February 11th. Autumn Lake Healthcare at New Britain provided the refreshments and prizes.
- The February Senior Center Book Discussion was on “The History of Love” by Nicole Krauss.
- The Senior Center took Energy Assistance applications on February 5th, 16th and 25th.
- Dr. Paul Pyo, Hartford Healthcare, presented a program on Prostate Cancer: Facts vs. Myths on February 10th.
- “Free Manicures” were offered on Tuesday, February 23rd.
- On February 24th an Adult Coloring session was held.
- Rubber-Stamping Drop In, is held every other Tuesday from 9:30 a.m. to 1:30 p.m.
- February trips were to the UCONN Women’s Basketball Game at Gampel Pavilion and the Connecticut Flower Show.
- February Specialty Shopping Trips were to Connecticut Commons in Plainville and the Wethersfield Shopping Plaza.
- The Center’s Valentine Celebration was held on February 3rd. The event included lunch sponsored by Cessena Care of New Britain and entertainment by Ashley Cruz.
- The Timberlin Senior Golf Association Breakfast was held on February 9th.
- A Scraptivity Craft Class – Origami Flowers was held on February 12th.
- A free program, AARP Tax Aide, started at the Senior Center on February 4th and will continue until April 14th.
- The Berlin Visiting Nurses Association held “free” health clinics; Blood Pressure Screenings every Tuesday, and Cholesterol Screening on February 9th.
- The following TED Talks were held on February 23rd – “How to live life passionately – no matter the age”, “Older people are happier”, and “What makes a good life?”

Social & Youth Services

- The Social Services Energy Assistance and CHOICES counseling caseload remained steady throughout the month.
- Beginning in February, Youth Services scheduled another round of the “When I’m in Charge” after school curriculum for each elementary school.
- Youth Services continues to work with the participants in the Summer Leadership Program to plan the coming year’s activities.

- The Juvenile Review Board (JRB) currently has three active cases and one intake pending. Doug Truitt and Jaymee Miller did a presentation on the JRB at the February Upbeat Adult Workshop.
- The Food Pantry is currently servicing about 70 households per month, helped by volunteers from Berlin Upbeat and AARP.

➤ **Development Services:** At its meeting of January 21, 2016, the Planning and Zoning Commission opened the public hearing to discuss an amendment that would allow for wineries to be located in the R-86 and Mountain Reserve Residential zones. The hearing was continued until the next meeting of February 11th. At its meeting of February 11th, the Commission heard further testimony and then closed the public hearing. They will now deliberate the amendment at the February 25th meeting. The Commission set a public hearing date for an amendment proposed by The Gralia Group to allow Assisted Living in the PS-B (commercial) zone for February 25th and set a public hearing for revisions to the Agriculture Regulations for March 31st. Additionally, they adopted a six month moratorium on all ground mounted solar panels while the Commission studies setbacks and screening for such uses. The moratorium commenced on January 22, 2016. Further, the Commission approved an Acura Car Dealership with a retail building. The Acura building will be approximately 29,080 square feet and the retail building will be approximately 17,254 square feet. At its meeting of February 11th, the Planning and Zoning Commission reviewed the definition of Garden Supply Related Retail and continued the matter to its February 25th meeting.

The Zoning Board of Appeals (ZBA) heard three (3) items at the January meeting. The ZBA approved two sale of alcoholic beverage location approvals: one for a full liquor license for the Casa Mia at the Hawthorne at 2421 Berlin Turnpike; and, the other for a beer-wine permit for a new Indian cuisine restaurant at 1211-1213 Farmington Avenue. The ZBA also upheld an appeal of the Zoning Enforcement Officer (ZEO) order to Cookie Realty (2730 Berlin Turnpike) citing the owners for illegal use and storage of construction equipment and materials. The ZBA has pending an application by Kensington Garden Center, appealing the ZEO's order to cease the selling of non-garden related items.

The Historic Commission wrapped up the Grant given to the Town to hire an architect to review and make recommendations of how to best repair and protect the Berlin Free Library's Belfry by preparing a Condition Assessment. The grant was for \$10,00 and the Town spent \$9350.00, thus returning \$650.00 to the State.

Building Department: Below are statistics for the month of January 2016. There were a total of 96 permits issued during the month of January in the Building Department. They are as follows:

Residential	January 2016	Commercial	January 2016
New	0	New	0
Additions	0	Additions	0
Misc*	27	Misc*	4
All Other (Residential & Commercial) Plumbing, Electrical, HVAC			65

*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

- **Valuation** of the permits issued during the month of January 2016 was **\$818,553.00**
- **Fees** generated from all permits issued during the month of January 2016 was **\$17,638.00**

There were also a total of 126 inspections performed during the month of January, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

➤ **Finance:** The Audit Committee decided to create a Request for Proposals (“RFP”) for each forensic audit recommended by the Fraud Risk Assessment (Nursing, Golf, Board of Education) as well as the detailed Information Technology review. The RFP is in early stages of development.

The Finance Director continues to work on the Ethics Policy. A draft has been shared for comments from top managers as well as from a member of the Board of Ethics. Per Audit Committee guidance, the Finance Director will establish ongoing communication with the Board of Ethics in order to help make them a more active and educated Board. The Ethics Policy is expected to be finalized in the spring.

The Governor’s office released revised fiscal year 2017 state budget numbers in early February. Berlin fared well as the majority of cuts were levied against the Payment in Lieu of Taxes programs, especially those for colleges and hospitals. Berlin’s impact of this loss was only \$25,000, which is very small compared to other communities. Also, the Motor Vehicle Mill Rate is capped at 32 mills for fiscal year 2017. The impact of the cap has not been determined yet but will be closely monitored during the budget process.

The Town Attorney Request for Proposal was reissued due to a publishing error the first time. Fourteen proposals were received this time and are under review with a decision expected sometime in March. The Finance Director will serve on the interview panel at the Mayor’s request.

The annual budget process is continuing for Fiscal Year 2016-2017. Finance is working with the Town Manager to finalize her budget recommendations. Budget hearings between the major departments and the Town Council are being held between March 2-14, 2016. The Annual Budget Hearing will be held on March 29th. In addition, the Finance Director has been working with the Budget Committee Chairman, Mayor and the Town Manager to develop a “dashboard” to report ongoing progress on the budget to the public during regular Town Council meetings. The format was presented in February and there will be ongoing public updates throughout the process. The Finance Director also continues to have weekly meetings with the Budget Chair in order to facilitate communication throughout the budget process.

As part of the budget process, the Finance Director continues to work closely with the Town’s Broker and Benefits Committee to identify ways to mitigate the increase in health insurance rates for fiscal year 2017. The increase, which was initially proposed to be 16%,

has now been reduced to 8.5% due to more favorable claims experience. In addition, a competitive review is in process to determine whether the Town should switch to a lower cost carrier.

The Finance Director continues to work closely with the Construction Manager, Gilbane, on the Berlin High School project to review purchase order histories and overall expenditures on the project as well as respond to vendor questions. The Finance Director continues to provide the Construction Manager with a monthly report on expenditures and will also be working on compiling a project-to-date cumulative expenditure worksheet.

The consolidated lease for the Noresco and Tanko energy savings projects was finally completed in mid-February. The lease proceeds have been placed in escrow and will be drawn down as expenses are incurred. As part of this process, the Town has also completed the purchase of streetlights from Eversource. The Finance Director has been very involved for several months as the coordinator of this very complex lease.

The Payroll Coordinator has worked very hard on compiling data necessary to implement new tax reporting requirements established by the Affordable Care Act. These changes take effect for 2015 calendar year tax reporting. Although these reports were initially due to be issued by January 31st, the IRS has delayed issuance until March 31, 2016. With Town Council approval, the Town and Board of Education have contracted with an outside vendor to assist in the production of the statements. Finance is working on providing the information to the vendor so employees will receive their statements in accordance with the revised deadline.

Revenue Collector's Office: By the end of January, the office collected approximately 75% of the 3,500 supplemental motor vehicle bills mailed out in December 2015. Delinquent notices for the remaining 25% were sent out in early February. We anticipate increasing our percentage of collection substantially by the end of the month.

In early February, a Request for Qualifications ("RFQ") was published for the upgrade of our on-line payment software. Responses were due by the end of February and interviews with selected vendors will be held in early March. Our goal is to upgrade to an on-line vendor that will provide a much more user-friendly experience for both staff and taxpayers.

Water Control collected approximately 87% of the January quarterly installment payments due. Roughly 330 delinquent notices were mailed out in early February. We anticipate bringing our collection figure closer to 99% following issuance of delinquent notices issued in February and shut-off notices that will be issued in March to any accounts remaining unpaid.

Assessor's Office: The work on the 2015 Grand List was completed on time and signed on January 29th. The List increased about .56% over the prior year. Increases in motor vehicle valuations were not included due to problems with Department of Motor Vehicle data. The Grand List took some extra hours to process since this was the first year with new software; however, we did not require an extension as other towns did. The Real Estate Grand List required extra processing time because of the number of building permits generated and

because of inspections being conducted for revaluation. Increase notices have been generated.

The personal property declarations that were filed properly and timely were processed for the 2015 Grand List. There were 350 accounts that did not file declarations. These accounts were estimated and received a 25% statutory penalty. Increase notices have been generated.

The office has been notified that the motor vehicle file from the Department of Motor Vehicles (DMV) contains duplicate records. Our association, Connecticut Association of Assessing Officers (CAAO), continues to work with the DMV to correct the problem. In the meantime, our office had to proceed with the pricing. We priced approximately 20,000 motor vehicles (cars, trucks, trailers, etc.). Fifteen percent of those come unpriced and had to be manually looked up and priced. We had to be very cautious for duplicate accounts and accounts with the wrong town tax code. All of this manual effort made it a long and daunting process this year.

Veterans' Exemptions were manually added to the motor vehicle and real estate grand lists. Our new software allows us the capability of putting veterans into a database which will automatically apply any such exemptions. This is, however, an extensive project because of the amount of information that needs to be entered.

Building permit field inspections have been completed for the current Grand List and will now be started for the 2016 Grand List.

Inspection and data entry are continuing and are on schedule for the 2017 Revaluation. Mailings for interior inspections have begun. These inspections relate to properties which we were not able to access previously.

The Office continued to process Certificates of Correction for motor vehicles that were sold, stolen, totaled or transferred. Transfers of real estate ownership also continue to be processed. Both of these are ongoing processes throughout the year.

Purchasing: The following is a summary of the Requests for Proposals/Qualifications (RFPs/RFAQs) and other major projects that the Purchasing Agent is working on:

- RFQ for On-Line Tax Payment Software has closed and responses are under review.
- RFQ for Transit-Oriented Development Study has closed and responses are under review.
- RFP for Miscellaneous Concrete Sidewalks has closed and responses are under review.
- RFP for Town Attorney has been re-bid and closed with recommendations expected sometime in March.
- RFP for Financial Auditing Services has been closed and responses are under review.
- RFQ for a Radio System Consultant is in development with Police, Public Works and Fire staff.
- RFP for Grant-Funded Environmental Remediation is in development.
- RFP for Library Audio/Visual System Upgrade is in development.
- RFQ is in development with Water Control to evaluate sewage flow at Town pump stations.

- RFP for Farmington Avenue Bridge Replacement has closed and responses are under review.
- RFQ for the Police Station Design Consultant has closed and responses are under review.
- The Purchasing Agent is currently pursuing options for potential Pool and Tennis Court work with Public Grounds.
- A renewed review of Town uniform contracts and vendors is in development stages.

In addition, posting of Town surplus assets on the GovDeals website continues to operate successfully. Work also continues on the new inventory process which has been reduced from every five years to every three.

➤ **Public Works/Engineering:** The following are activities that continue to be in process or completed:

- The Town acquired most of the Berlin street lights from Eversource in February, and the retrofitting will begin in March.
- There were 10 Excavation Permits and 7 Burning Permits issued during the month of January.

Facilities: The Facilities Department approved and completed a total of 222 work orders from various Town departments and schools. In addition to the work orders, and the involvement with the Berlin High School renovation project, the following projects have been in progress or completed within the last month:

- The Town Hall Gutter, Soffit and Fascia restoration project has begun and will be completed over the winter/spring of 2016.
- The Access Control Project at the Senior Center, Library, and Community Center has begun and will be completed over the winter/spring of 2016.
- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion which is scheduled for summer 2017.
- Pistol Creek storage has been cleaned and reorganized.
- Exhaust fans have been replaced and new ceilings have been installed in the Men's locker room at Timberlin Golf.
- Miscellaneous cabling and electrical projects have been completed for the Board of Education.
- Remodeling and painting is underway for various buildings/rooms at the Physical Services Complex.
- Pipes and equipment were repaired throughout the Town and school buildings that suffered breakdowns during the extreme temperatures.
- Carpeting was removed and reinstalled new flooring at the Teacher's Lounge of McGee Middle School.
- Repaired, waterproofed and painted walls in the Engine Bay of South Kensington Fire Department.

- Performed seasonal shutdown and cleanup of Par for the Course Restaurant at Timberlin Golf.
- Re-piped drains to the dishwasher at the Par for the Course Restaurant at Timberlin Golf.
- Flushed out the clogged storm drains at Pistol Creek with the assistance from the Public Grounds Dept.

A thank you to the Facilities staff and Vendors who responded to, and repaired all issues associated with the damages that were incurred during the severe temperatures. All issues were resolved in a timely manner.

Water Control: The Water Control Commission (WCC) has an on-going project to design and replace the existing booster pump station connection with the Metropolitan District Commission (MDC) of Hartford. The design is almost complete, and it is hopeful that the actual construction will occur later this year. When complete, the WCC will be able to utilize the half-million gallon per day supply from the MDC, which cannot currently be used under normal conditions.

We are waiting with Woodard & Curran, Consultants, to complete the design, construction and connection of our new well that has been drilled; however, has not been connected to our system. The goal is to complete this project in early spring. We anticipate a submission of proposal from the Connecticut Department of Public Health with review and approval in March.

The option of offering a secondary meter for individual customers utilizing significant outdoor water usage continues to be popular. It is anticipated that many more customers will take advantage of this option later this spring. The Berlin WCC has purchased additional meters to maintain an inventory in anticipation of a greater demand for secondary meters in the spring.

Middletown and Berlin WCCs have signed an agreement where the WCC will serve water and sewer to several communities located in Middletown. This project is under construction and will likely be operational late spring. The water system will be pressurized and disinfected, and should be ready for the April time-frame.

The WCC has replaced the two pressure-reducing valves at our connection to the New Britain Water Department. Apparently this was done in a timely manner since both valves were in bad shape and imminent failure, since they had not been re-built for nearly 30 years.

The WCC is in the process of hiring a Financial Consultant to evaluate and prepare a method and/or process for equitable cost-sharing among the WCC, Kensington and Worthington Fire Districts for the annual sewer bill from the Mattabassett District.

D. Board/Commission News:

There are a total of 9 vacancies on various Boards/Commissions at this time. Unfortunately none of the eight residents interested in serving on a Board/Commission expressed interest in the

current vacancies. Their applications will remain on file for one year in the event a vacancy occurs within that time frame.

E. CCM Correspondence:

The following free training opportunity is available to CCM member municipalities this month and may be of interest to Council, Board or Commission members:

- Freedom of Information Act (FOIA): What Municipal personnel, Board, Commission and Committee members must know, Tuesday, March 22, 2016, Brookfield Town Hall, 9:00 a.m. to 12:00 p.m.

Interested individuals should contact me or Sheila for additional/registration information.

F. Project Updates:

1. **Police Station Project:** A Request for Proposals (RFP) for a Design Build Police Station on Farmington Avenue has been issued with a return date of February 4, 2016. Two firms have been selected and interviews were held on February 24, 2016. A recommendation to Council is expected late March/early April.
2. **High School Civil Rights and Accreditation Project:** Project updates, advisory committee meetings and bi-weekly owner meetings continue to occur along with published monthly updates prepared by Gilbane and placed onto the Town's website. Council receives abbreviated updates monthly as necessary.
3. **Infiltration/Inflow Sewer Project:** We are awaiting confirmation from the State Department of Energy and Environmental Protection (DEEP) on the viability of financing to undertake additional work within the Belcher Brook Watershed Trunk Line. We have a verbal indication that the project has been approved for funding. We will be meeting with the Consultant to discuss the next steps.
4. **Street Paving Projects:** The Public Works Department will be re-assessing its priority listing for the up-coming season in the near future.
5. **Spruce Brook Bridge Over Spruce Brook:** Final design is nearing completion, including the incorporation of the historic elements of the site into the new structure. The local Inland Wetlands and Flood Hazard permits were approved in July. We are awaiting approval of both State and Federal permits. We expect to bid the project in early spring, with construction anticipated to begin later this year.
6. **Farmington Avenue Bridge (Over Sebeth River):** Final design is complete and the project went to bid in mid-January. The bid opening occurred February 11, 2016. The apparent low-bidder is Mastro Battisto, Inc. of Bristol, CT having submitted a bid of \$2,348,391.75. Review of bid results and contractor recommendations are currently under way. We anticipate submitting a contract award item for Council action in early March. Utility re-location work by Eversource, CNG, Frontier and COMCAST is underway to provide for the bridge reconstruction work to begin in the spring.

7. **Elton Wells – Water Control Commission:** Council approved utilizing Weston and Sampson to prepare the State permit applications and S.B. Church as a subcontractor for the new production well installation. Permits were received in May, 2014 and the drilling of the actual well was completed in the fall of 2014. Requests for Qualifications from consultants to provide for the design and installation of the well's mechanical equipment have been received and the firm of Woodard & Curran, Inc. has been selected to provide these services. Project completion is anticipated in early 2016. Final plans are being made to be submitted for State review and approval.
8. **Library Security Upgrade:** No Change - The first phase is complete and additional phasing is waiting on further funding.
9. **Sage Park Maintenance Building Electricity:** Power has been added to the new Sage Park Maintenance Building. Fire and security systems, as well as interior and exterior lighting have been installed for added safety.
10. **Burnham Street Bridge and High Road Bridges:** Cardinal Engineering of Meriden, CT is reviewing the preliminary designs for the bridges. The permitting process is in progress, with the final design in place by spring.
11. **Town Center (Veterans Memorial Park) Improvements:** LaRosa Earth Group, LLC, of Meriden, has begun work with substantial completion expected by early spring. Work completed includes the new Veterans Walk signage, the pedestrian bridge, walkways, columns at the entrance and the parking lot. The gazebo on the Veterans' of Foreign War (VFW) side of the park will be installed, weather permitting, by early spring. Removal of the invasive species on the site will begin this spring as a result of wetland mitigation (required by the Wetlands Commission) by the Developer of the new Acura dealership.
12. **Streetscape Improvements:** Martin Laviero Contractor, Inc. will begin construction of the Main Street streetscape in the spring of 2016. The town has applied through the 2016 Small Town Economic Assistance Program (STEAP) for a Grant for additional funds to complete the Main Street/New Britain Road/Farmington Avenue triangle.
13. **Train Station Improvements & 889 Farmington Avenue Remediation:** Work is underway on construction of the raised platforms. In order to accelerate this work, the existing train station platform may be temporarily relocated to the south. Work on the steel structure for the 'up and over' is underway. Also, some measures were taken to protect the building from further deterioration from water infiltration during the winter months.

Loureiro Engineering completed the Remedial Action Plan and Engineered Controlled Variance (ECV) application and submitted the plans to the Department of Energy and Environmental Protection (DEEP). DEEP approved Parts 1 and 2 of the ECV application. Additional testing was done in July on the ground water. The results of this sampling round were mixed so the Remedial Action Plan (RAP) has been revised and resubmitted to DEEP. We have been told that DEEP will revoke the existing order against Pioneer Precision, but we have not yet gotten written approval from them. As soon as we have that letter, we should be admitted into the Brownfields Remediation and Revitalization Program. As reported to the

Town Council at its October meeting, staff is working with two adjacent property owners to arrange for installation of monitoring wells to further define the ground water plume in order to determine the best remedial approach. One of these property owners has signed an access agreement and the other is expected to sign shortly. After the access agreements are signed, work will begin on the off-site wells, weather permitting.

CIL has been named as the preferred developer of 889 Farmington Avenue. An agreement is now being worked on.

A demolition permit has been received for the former Aiudi Contractors building on the Train Station property. It should be taken down soon.

14. **1567 Berlin Turnpike Environmental Remediation:** No Change - The Public Works department has successfully removed all stockpiled materials from the site. Additional testing and monitoring of the site continues.
15. **Façade Grant Program:** The program has just shy of \$50,000 left in the account after the February Economic Development Commission (EDC) meeting. A handful of property owners have expressed interest in applying. An extension to 12/31/16 has been approved. In addition, we have applied for an additional \$500,000 through Office of Policy and Management (OPM) and their Responsible Growth and Transit Oriented Development (TOD) Grant.
16. **Gateway Signs:** Public Grounds are working on the final pieces needed to be able to install signs. They will do so as their schedules and the weather allows.
17. **Chotkowski Property:** The Town has completed the acquisition of a 71.1 acre portion of the Chotkowski property for open space use. The soil mixing plan was approved by DEEP. Some trail marking is needed as well as trail restoration in the mixing area. We will formally open the property for public use after the trail work is done, probably in the spring.
18. **Kensington Village Sidewalk Project:** We have decided to bring on Milone & MacBroom on this project as our consultant. They will begin the process of reaching out to residents and doing surveying in the planned areas this month.
19. **Earl Wicklund (Stick Village):** No Change - The first building has been completed and a ribbon cutting was held for ProNatural Physicians on January 8th. The foundation for the second building has been poured and walls are beginning to go up. Chris Edge, Economic Development Director, continues to work with Earl on tenants for the project.

G. Calendar Reminders:

- Inland Wetlands and Water Courses Commission, March 1st, 7:00 p.m., Room 8
- Town Council Meeting, March 1st, 7:00 p.m., Council Chambers
- 2016/2017 Budget Departmental Meetings, March 2nd, 6:00 p.m., Board of Education Meeting Room
- 2016/2017 Budget Departmental Meetings, March 3rd, 6:00 p.m., Board of Education Meeting Room
- Board of Assessment Appeals, March 7th, 5:45 p.m., Caucus Room A

- 2016/2017 Budget Departmental Meetings, March 7th, 6:00 p.m., Board of Education Meeting Room
- Economic Development Commission, March 7th, 7:00 p.m., Room 8
- Historic District Commission, March 7th, 7:00 p.m., Room 7
- 2016/2017 Budget Departmental Meetings, March 8th, 6:00 p.m., Board of Education Meeting Room
- Board of Assessment Appeals, March 8th, 6:00 p.m., Caucus Room A
- Conservation Commission, March 8th, 6:30 p.m., Room 8
- Housing Authority, March 9th, 5:00 p.m. Marjorie Moore Village, Community Room
- 2016/2017 Budget Departmental Meetings, March 9th, 6:00 p.m., Board of Education Meeting Room
- Berlin-Peck Memorial Library Board Meeting, March 9th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, March 10th, 4:00 p.m., Caucus Room A
- 2016/2017 Budget Departmental Meetings, March 10th, 6:00 p.m., Board of Education Meeting Room
- Commission for Persons With Disabilities, March 10th, 6:30 p.m., Room 8
- Parks and Recreation Commission, March 10th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, March 10th, 7:00 p.m., Council Chambers
- Public Building Commission, March 10th, 7:00 p.m., TBD
- 2016/2017 Budget Departmental Meetings, March 14th, 6:00 p.m., Council Chambers
- Board of Assessment Appeals, March 14th, 6:00 p.m., Caucus Room A
- *Cancelled* - Berlin Visiting Nurses Association Board Meeting, March 14th, 7:00 p.m., TBD
- Board of Assessment Appeals, March 15th, 6:00 p.m., Caucus Room A
- Town Council Meeting, March 15th, 7:00 p.m., Council Chambers
- Board of Assessment Appeals, March 16th, 6:00 p.m., Caucus Room A
- Police Commission, March 16th, 6:30 p.m., Police Station Conference Room
- Commission for the Aging, March 21st, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive, Berlin, CT
- Mattabassett District, March 21st, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Water Control Commission, March 22nd, 7:00 p.m., Room 8
- Zoning Board of Appeals, March 22nd, 7:00 p.m., Council Chambers
- Special Berlin Cemetery Committee Meeting, March 23rd, 7:30 p.m., Caucus Room A
- Public Building Commission, March 24th, 7:00 p.m., Board of Education Meeting Room
- Annual Budget Hearing, March 29th, 7:00 p.m., McGee Middle School Auditorium
- Planning and Zoning Commission, March 31st, 7:00 p.m., Council Chambers
- Economic Development Commission, April 4th, 7:00 p.m., Room 8
- Historic District Commission, April 4th, 7:00 p.m., Room 7
- Inland Wetlands and Water Courses Commission, April 5th, 7:00 p.m., Room 8
- Town Council Meeting, April 5th, 7:00 p.m., Council Chambers
- Town Council Meeting, April 7th, 7:00 p.m., Council Chambers
- Conservation Commission, April 12th, 6:30 p.m., Room 8
- Housing Authority, April 13th, 5:00 p.m. Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, April 13th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, April 14th, 4:00 p.m., Caucus Room A
- Parks and Recreation Commission, April 14th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, April 14th, 7:00 p.m., Council Chambers
- Public Building Commission, April 14th, 7:00 p.m., Board of Education Meeting Room

- Berlin Visiting Nurses Association Board Meeting, April 18th, 7:00 p.m., Caucus Room A
- Mattabassett District, April 18th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, April 19th, 7:00 p.m., Council Chambers
- Police Commission, April 20th, 6:30 p.m., Police Station Conference Room
- Water Control Commission, April 26th, 7:00 p.m., Room 8
- Zoning Board of Appeals, April 26th, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, April 28th, 7:00 p.m., Council Chambers
- Public Building Commission, April 28th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – January 2016
- Berlin Board of Education Monthly Reports – January 2016
- Berlin Historical Society Story Share Session Six: Chamberlain Highway to South Kensington Flyer
- Berlin-Peck Memorial Library – Various Flyers
- Berlin “Senior Center Lines” – March 2016 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Reports – November, December 2015 and January 2016
- Town Budget Changes, Fee Waivers and Donations Report

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

January 2016

prepared by Janice Lund, ACO

Total calls/complaints38
Total wildlife complaints06
total all complaints44

Dogs Impounded8
Cats Impounded5
***Total Impounds*13**

(Total abandoned at facility1)

Dogs/Cats redeemed3
Dogs Adopted3
Cats Adopted4
***Total Adoptions*7**

DOA (dead on arrival)4
Euthanized0

Bites1
Summons/Municipal Code Violations0

Rabies Exposures0
(wildlife contacts)
Positive Rabies Exposures0
(wildlife tested positive)

Total Fees collected\$ 165.00

Dogs first of month03 *Cats first of month*08
Dogs end of month02 *Cats end of month*08

Animals neutered/spayed by Fobac: 1 Animals Vaccinated: 3

Adoption clinics: 1 Spay Clinics : 1

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2016 To Date: 1/31/2016

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,831,510.00	\$226,410.48	\$1,708,852.50	\$1,122,667.50	\$1,125,052.60	(\$2,395.10)	-0.08%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,383,687.81	\$1,663,582.52	\$10,047,323.70	\$9,336,364.11	\$9,330,974.83	\$5,389.28	0.03%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$5,082,115.09	\$466,708.82	\$3,397,857.79	\$2,684,257.30	\$2,442,423.87	\$241,833.43	3.98%
00001.00.00.0000.00.0000.20	Benefits	\$5,274,140.10	\$421,545.41	\$2,772,489.60	\$2,501,650.50	\$2,033,899.32	\$467,751.18	8.87%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,225,734.00	\$87,375.40	\$839,818.52	\$385,915.48	\$37,262.66	\$348,652.82	28.44%
00001.00.00.0000.00.0000.40	Utilities	\$1,330,953.00	\$84,349.21	\$708,187.95	\$622,755.05	\$9,871.75	\$612,883.30	46.05%
00001.00.00.0000.00.0000.51	Transportation	\$2,342,940.00	\$194,439.78	\$1,115,607.66	\$1,227,332.34	\$0.00	\$1,227,332.34	52.38%
00001.00.00.0000.00.0000.56	Tuition	\$1,696,569.00	\$161,453.79	\$1,178,794.34	\$517,774.66	\$118.80	\$517,655.86	30.51%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,117,685.00	\$60,718.69	\$543,824.35	\$573,860.65	\$31,328.73	\$542,531.92	48.54%
00001.00.00.0000.00.0000.70	Equipment	\$85,480.00	\$1,534.90	\$28,689.21	\$56,790.79	\$8,725.65	\$48,065.14	56.23%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$81,948.00	\$12,880.34	\$74,982.39	\$6,965.61	\$0.00	\$6,965.61	8.50%
Grand Total:		\$41,452,762.00	\$3,380,999.34	\$22,416,438.01	\$19,036,323.99	\$15,019,658.21	\$4,016,665.78	9.69%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2015-2016

Account Number ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2016 To Date: 1/31/2016

Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
Baby Welcome Project Grant	\$119.00	\$0.00	\$0.00	\$119.00	\$0.00	100.00%
Adult Education Grant	\$13,789.00	\$0.00	\$283.49	\$13,505.51	\$0.00	97.94%
Ct. Core Mini Grant	\$151.59	\$0.00	\$151.59	\$0.00	\$0.00	0.00%
Marjorie Moore Sped Preschool	\$111.00	\$0.00	\$0.00	\$111.00	\$0.00	100.00%
Perkins Grant	\$27,744.00	\$24,968.00	\$26,158.00	\$1,586.00	\$0.00	5.72%
Prior Years Return	\$11,106.63	\$0.00	\$445.00	\$10,661.63	\$0.00	95.99%
Medicaid Funding	\$2,128.66	\$0.00	\$188.16	\$1,940.50	\$0.00	91.16%
Title I Grant	\$376,126.00	\$86,576.75	\$86,576.75	\$289,549.25	\$162,033.88	33.89%
IdeaPartB, Section 611 Grant	\$570,011.00	\$40,257.44	\$219,437.89	\$350,573.11	\$264,662.20	15.07%
Idea, PartB, Section 619 Grant	\$20,922.00	\$1,830.62	\$6,264.72	\$14,657.28	\$9,556.49	24.38%
Title II Part A Teach Grant	\$56,202.00	\$0.00	\$0.00	\$56,202.00	\$0.00	100.00%
Title III Grant	\$17,782.00	\$12,495.73	\$12,700.07	\$5,081.93	\$1,635.12	19.05%
Title I Grant	\$151,591.91	\$31,801.13	\$112,617.91	\$38,974.00	\$3,386.81	25.71%
Shelf Settlement	\$208,225.00	\$18,699.22	\$102,051.04	\$106,173.96	\$56,463.47	23.87%
Idea Part B, Section 611 Grant	\$67,374.77	\$5,562.25	\$50,806.62	\$16,568.15	\$10,217.22	9.43%
Idea Part B, Section 619	\$4,918.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Title II Grant	\$54,857.38	\$6,569.96	\$22,751.23	\$32,106.15	\$0.00	58.53%
Choice Grant	\$205,576.00	\$24,040.30	\$164,784.94	\$40,791.06	\$127,142.55	42.00%
Title III	\$2,907.80	\$478.93	\$2,907.80	\$0.00	\$0.00	0.00%
Special Grants	\$3,550.46	\$0.00	\$1,646.62	\$1,903.84	\$0.00	53.62%
Grand Total:	\$1,795,194.70	\$189,698.07	\$814,690.33	\$980,504.37	\$631,830.93	19.42%

End of Report

02/01/2016

PAGE 1

Berlin High School

From: 01/01/2016

General Ledger Report

From Account: 1

To : 01/31/2016

To Account: 999999

AccountName	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
001000 Athletic Assoc.	39851.34	11255.84	-2400.21	0.00	48706.97	0.00	48706.97
001001 APUSH/JR AP Field Trip	300.22	0.00	0.00	0.00	300.22	0.00	300.22
001002 Cheerleading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001003 Deming Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001004 Barbara Jurczyszak	1475.00	0.00	0.00	0.00	1475.00	0.00	1475.00
001005 Pavano Memorial	6263.00	0.00	0.00	0.00	6263.00	0.00	6263.00
001006 PISA	51.36	0.00	0.00	-51.36	0.00	0.00	0.00
001007 Adult Ed.-SAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001008 Cup of Tea book club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001009 U.S. First	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001010 Acoustic Club	22.50	0.00	0.00	0.00	22.50	0.00	22.50
001011 CAS Katrina Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001012 Americares	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001013 Berlin Helping Berlin	494.50	0.00	0.00	150.00	644.50	0.00	644.50
001014 Guidance	20798.12	0.00	-237.36	0.00	20560.76	0.00	20560.76
002000 Business Club	1518.80	0.00	0.00	0.00	1518.80	0.00	1518.80
002001 Musical Club	14111.79	0.00	-601.03	0.00	13510.76	0.00	13510.76
002002 H.O.P.E.	0.56	0.00	0.00	-0.56	0.00	0.00	0.00
002003 International Club	2200.41	0.00	0.00	0.00	2200.41	0.00	2200.41
002004 Ophelia	556.72	0.00	0.00	0.00	556.72	0.00	556.72
002005 UpBeat Peerleader	43824.12	136.00	-36.00	0.00	43924.12	0.00	43924.12
002006 UpBeat Regular	10063.31	0.00	-30.00	0.00	10033.31	0.00	10033.31
002007 UB Summer Theatre	58.33	0.00	0.00	0.00	58.33	0.00	58.33
002008 Service League	414.97	0.00	0.00	0.00	414.97	0.00	414.97
002009 E S L	30.40	0.00	0.00	-30.40	0.00	0.00	0.00
002010 Europe Field Trip	42.10	0.00	0.00	-42.10	0.00	0.00	0.00
002011 FTA/Future Teachers	149.90	0.00	0.00	0.00	149.90	0.00	149.90
002012 UpBeat-Women's	194.69	0.00	0.00	0.00	194.69	0.00	194.69
002013 Drama Club	9122.61	0.00	0.00	0.00	9122.61	0.00	9122.61
002014 HOSA(HEALTH	152.53	0.00	0.00	0.00	152.53	0.00	152.53
002015 Spanish Elem.Program	4862.26	0.00	0.00	-4862.26	0.00	0.00	0.00
002016 Capstone Grant	274.55	0.00	0.00	0.00	274.55	0.00	274.55
002017 Class of 2015	2721.22	0.00	0.00	0.00	2721.22	0.00	2721.22
002018 NYC Field Trip	2737.30	0.00	0.00	0.00	2737.30	0.00	2737.30
002019 Rita P. Sachetti	1810.41	0.00	0.00	0.00	1810.41	0.00	1810.41
002020 Health	9.40	0.00	0.00	-9.40	0.00	0.00	0.00
002021 Faculty Social Fund	11.89	0.00	0.00	-11.89	0.00	0.00	0.00
002022 Debate Club	481.00	0.00	0.00	0.00	481.00	0.00	481.00

02/01/2016

Berlin High School

PAGE 2

From: 01/01/2016

General Ledger Report

From Account: 1

To : 01/31/2016

To Account: 999999

AccountName	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
002023 GLASS	403.55	0.00	0.00	0.00	403.55	0.00	403.55
002024 Interact	255.30	0.00	0.00	0.00	255.30	0.00	255.30
002025 Class of 2014	14848.92	0.00	-250.00	0.00	14598.92	0.00	14598.92
002026 Class of 2016	12151.30	40.00	0.00	0.00	12191.30	0.00	12191.30
002027 Class of 2013	4051.21	0.00	0.00	0.00	4051.21	0.00	4051.21
002028 Girls Basketball	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003002 Class of 2009	1168.19	0.00	0.00	0.00	1168.19	0.00	1168.19
003003 Class of 2008	4693.44	0.00	0.00	0.00	4693.44	0.00	4693.44
003004 Class of 2007	2059.29	0.00	0.00	0.00	2059.29	0.00	2059.29
003005 Class of 2010	1553.59	0.00	0.00	0.00	1553.59	0.00	1553.59
003006 Class of 2011	3414.05	0.00	0.00	0.00	3414.05	0.00	3414.05
003007 Class of 2017	6755.64	585.00	-2223.38	0.00	5117.26	0.00	5117.26
003008 Class of 2002	2378.81	0.00	0.00	0.00	2378.81	0.00	2378.81
003009 Class of 2003	424.57	0.00	0.00	0.00	424.57	0.00	424.57
003010 Class of 2004	3209.69	0.00	0.00	0.00	3209.69	0.00	3209.69
003011 Class of 2005	126.05	0.00	0.00	0.00	126.05	0.00	126.05
003012 Class of 2006	1149.92	0.00	0.00	0.00	1149.92	0.00	1149.92
003013 UB Summer Experience	16742.32	3520.00	-499.00	0.00	19763.32	0.00	19763.32
003014 Class of 2019	3221.26	0.00	0.00	0.00	3221.26	0.00	3221.26
003015 Devivo Scholarship	634.25	0.00	0.00	0.00	634.25	0.00	634.25
003016 UpBeat "Wrist" Account	61634.24	1314.00	-1574.00	0.00	61374.24	0.00	61374.24
003017 Class of 2018	4358.22	1829.00	0.00	50.55	6237.77	0.00	6237.77
003018 UpBeat-Crows Fund	7794.30	30.00	0.00	0.00	7824.30	0.00	7824.30
003019 Habitat for Humanity	2616.03	0.00	0.00	0.00	2616.03	0.00	2616.03
003020 UpBeat Drop In Night	1357.71	0.00	0.00	0.00	1357.71	0.00	1357.71
003021 Upbeat Summer	215.62	0.00	0.00	0.00	215.62	0.00	215.62
003022 UpBeat DeVivo Memorial	1074.21	0.00	0.00	0.00	1074.21	0.00	1074.21
004000 Lost Books	804.61	0.00	-146.84	0.00	657.77	0.00	657.77
005000 Alumni Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005001 BHS Scholarship	3870.78	50.00	0.00	0.00	3920.78	0.00	3920.78
005002 Massirio Wells	3012.16	0.00	0.00	0.00	3012.16	0.00	3012.16
005003 BHS Community	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005006 Lennehan Award	144.01	0.00	0.00	0.00	144.01	0.00	144.01
005007 Faculty Scholarship	447.79	0.00	0.00	0.00	447.79	0.00	447.79
005008 Rosahn/Dunn	200.00	0.00	0.00	0.00	200.00	0.00	200.00
005009 Teacher of the Year,	1160.23	0.00	0.00	0.00	1160.23	0.00	1160.23
005010 Balfour Scholarship	500.00	0.00	0.00	0.00	500.00	0.00	500.00
005011 Savings-Interest	456.53	0.00	0.00	0.00	456.53	0.00	456.53

02/01/2016

Berlin High School

PAGE 3

From: 01/01/2016

General Ledger Report

From Account: 1

To : 01/31/2016

To Account: 999999

AccountName	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
005012 Unified Sports (Grant)	3314.74	0.00	0.00	0.00	3314.74	0.00	3314.74
005013 CD-Interest	7941.64	0.00	0.00	0.00	7941.64	0.00	7941.64
006000 Adult Education	3539.31	0.00	-86.90	0.00	3452.41	0.00	3452.41
006001 Barkery/Cookie Closet	701.51	0.00	-199.50	-150.00	352.01	0.00	352.01
006002 H.E.R.O.	4777.05	30.00	-111.39	0.00	4695.66	0.00	4695.66
006003 Independent Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006004 Radio Club	195.60	0.00	0.00	0.00	195.60	0.00	195.60
006005 Graphic Arts	403.63	0.00	0.00	0.00	403.63	0.00	403.63
006006 Ski Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006007 School Store	99.83	0.00	0.00	0.00	99.83	0.00	99.83
006008 Class of 2012	7790.26	0.00	0.00	0.00	7790.26	0.00	7790.26
006009 Voc.Ed.-Laundry	158.30	0.00	0.00	0.00	158.30	0.00	158.30
006010 BHS Web Club	42.29	0.00	0.00	0.00	42.29	0.00	42.29
007001 Band Fund	8695.52	2211.49	-575.00	0.00	10332.01	0.00	10332.01
007002 Close Up	3.40	0.00	0.00	0.00	3.40	0.00	3.40
007004 Literary Magazine	165.64	0.00	0.00	0.00	165.64	0.00	165.64
007005 Chorus Fund	3788.80	16040.00	-16064.93	0.00	3763.87	0.00	3763.87
007006 Project Oceanography	3542.95	112.50	-660.92	0.00	2994.53	0.00	2994.53
007007 Science Club	490.54	0.00	0.00	0.00	490.54	0.00	490.54
007008 Student Government	7470.31	0.00	0.00	-50.55	7419.76	0.00	7419.76
007009 Tsunami Relief Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007010 Honor Society	3228.11	40.00	0.00	0.00	3268.11	0.00	3268.11
007011 Humanities Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007012 Youth & Government	0.88	0.00	0.00	-0.88	0.00	0.00	0.00
007014 Art Club	23.84	0.00	0.00	0.00	23.84	0.00	23.84
008000 Redcoat Review	108.43	0.00	0.00	0.00	108.43	0.00	108.43
008001 Driver's Education	3590.51	3670.00	-3622.01	0.00	3638.50	0.00	3638.50
008002 Field Trips	1480.35	2803.00	-1204.00	0.00	3079.35	0.00	3079.35
008003 Upbeat Game Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
008004 Lamp Fund	820.20	628.97	0.00	0.00	1449.17	0.00	1449.17
008005 Library Fund	0.86	0.00	0.00	-0.86	0.00	0.00	0.00
008006 Misc. Charges	-2075.80	0.00	0.00	0.00	-2075.80	0.00	-2075.80
008007 Helping Hand	3002.77	0.00	0.00	0.00	3002.77	0.00	3002.77
008008 Holding Account	13790.26	0.00	0.00	5009.71	18799.97	0.00	18799.97
008009 Student Fund	-300.42	0.00	0.00	0.00	-300.42	0.00	-300.42
Group Total	410284.41	44295.80	-30522.47	0.00	424057.74	0.00	424057.74
Grand Total	410284.41	44295.80	-30522.47	0.00	424057.74	0.00	424057.74

02/01/2016

Berlin High School

PAGE 4

From: 01/01/2016

General Ledger Report

From Account: 1

To : 01/31/2016

To Account: 999999

Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
000990 Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 Cash On Hand	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 Checking	321699.29	44295.80	-30522.47	0.00	335472.62	0.00	335472.62
000993 Savings	9732.61	0.00	0.00	0.00	9732.61	0.00	9732.61
000994 Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000995 Massirio Wells	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000997 Bank Accounts	78602.51	0.00	0.00	0.00	78602.51	0.00	78602.51
Group Total	410034.41	44295.80	-30522.47	0.00	423807.74	0.00	423807.74
Grand Total	410034.41	44295.80	-30522.47	0.00	423807.74	0.00	423807.74

					1/31/2016
BERLIN PUBLIC SCHOOLS					
ACTIVITY ACCOUNT		BEG BAL.	RECEIPTS	EXPENDED	BALANCE
MCGEE SCHOOL		\$ 46,347.01	\$ 29,644.63	\$ 24,180.94	\$ 51,810.70
GRISWOLD SCHOOL		\$ 20,365.47	\$ 40.85	\$ 518.00	\$ 19,888.32
GRISWOLD UPBEAT		\$ 287.21	\$ 336.30	\$ -	\$ 623.51
HUBBARD SCHOOL		\$ 4,886.55	\$ -	\$ 1,046.00	\$ 3,840.55
WILLARD SCHOOL		\$ 12,129.49	\$ -	\$ 903.30	\$ 11,226.19
WILLARD UPBEAT		\$ 333.91	\$ -	\$ -	\$ 333.91
ADMINISTRATION		\$ 547.63	\$ -	\$ -	\$ 547.63
INTEREST EARNED		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 84,897.27	\$ 30,021.78	\$ 26,648.24	\$ 88,270.81
			WEBSTER CKG		\$ 88,270.81
					<u>\$ 88,270.81</u>
MCGEE					
GENERAL		\$ 12,011.90	\$ 3,059.78	\$ 3,337.68	\$ 11,734.00
BAND		\$ -	\$ -	\$ -	\$ -
STUDENT COUNCIL		\$ 2,640.30	\$ -	\$ -	\$ 2,640.30
WASHINGTON		\$ 31,694.81	\$ 26,584.85	\$ 20,843.26	\$ 37,436.40
MUSIC LAB		\$ -	\$ -	\$ -	\$ -
		<u>\$ 46,347.01</u>	<u>\$ 29,644.63</u>	<u>\$ 24,180.94</u>	<u>\$ 51,810.70</u>

BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2015 THRU
NOVEMBER 30, 2015

INCOME	TOTAL		
	11/30/2015	11/30/2014	
STUDENT LUNCHES	\$ 193,303.02	\$ 202,601.25	
TEACHER LUNCHES	\$ 1,603.75	\$ 2,125.85	
BREAKFAST INCOME	\$ 3,444.95	\$ 4,665.80	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 5,303.04	\$ 7,585.55	
GRANTS RECEIVED	\$ 28,841.27	\$ 29,983.90	
GRANTS DUE	\$ 38,881.00	\$ 45,971.54	
ACCOUNTS REC. DUE	\$ -	\$ 782.70	
.10 Healthy Lunch Reim Due	\$ 5,809.30	\$ -	
.10 Healthy Lunch Reim Rec.	\$ -	\$ -	
MISCELLANEOUS INCOME	\$ 13,103.36	\$ 8,685.26	
STATE REIMBURSEMENT	\$ 21,404.00	\$ 19,049.00	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 311,693.69	\$ 321,450.85	
BANK INTEREST	\$ 311,693.69	\$ 321,450.85	
EXPENSES			%
FOOD COSTS	\$ 102,695.23	\$ 109,002.36	34%
LABOR & UNIFORMS	\$ 187,457.32	\$ 189,637.53	59%
PAPER/CLEANING COSTS	\$ 8,673.85	\$ 10,910.66	3%
MISC.(OPER.)	\$ 14,012.48	\$ 21,357.35	7%
BENEFITS	\$ 13,686.47	\$ 16,974.76	5%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 326,525.35	\$ 347,882.66	
NET PROFIT/LOSS	\$ (14,831.66)	\$ (26,431.81)	
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)	

PROFIT LOSS 7/1/15 THRU 11/30/2015

**BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2015 THRU
DECEMBER 31, 2015**

INCOME	TOTAL	
	12/31/2015	12/31/2014
STUDENT LUNCHES	\$ 240,279.43	\$ 251,337.09
TEACHER LUNCHES	\$ 2,129.00	\$ 2,713.75
BREAKFAST INCOME	\$ 4,604.20	\$ 5,664.90
BREAKFAST A-LA-CARTE	\$ -	
LUNCH A-LA-CARTE	\$ 6,756.11	\$ 9,451.07
GRANTS RECEIVED	\$ 50,064.35	\$ -
GRANTS DUE	\$ 38,881.00	\$ 55,030.22
ACCOUNTS REC. DUE	\$ 84.83	\$ 41,859.00
.10 Healthy Lunch Reim Due	\$ 7,397.70	\$ -
.10 Healthy Lunch Reim Rec.	\$ -	\$ -
MISCELLANEOUS INCOME	\$ 16,223.11	\$ 12,871.56
STATE REIMBURSEMENT	\$ 21,404.00	\$ 19,049.00
PETTY CASH	\$ -	\$ -
TOTAL	\$ 387,823.73	\$ 397,976.59
BANK INTEREST	\$ 387,823.73	\$ 397,976.59
EXPENSES		
FOOD COSTS	\$ 128,402.40	\$ 131,764.51
LABOR & UNIFORMS	\$ 235,620.79	\$ 241,571.82
PAPER/CLEANING COSTS	\$ 10,632.58	\$ 13,313.68
MISC.(OPER.)	\$ 14,687.50	\$ 22,315.40
BENEFITS	\$ 18,803.63	\$ 20,248.38
MANUAL ADJ PAYROLL		
TOTAL EXPENSES	\$ 408,146.90	\$ 429,213.79
NET PROFIT/LOSS	\$ (20,323.17)	\$ (31,237.20)
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)

PROFIT LOSS 7/1/15 THRU 12/31/2015

Berlin Historical Society Story Share

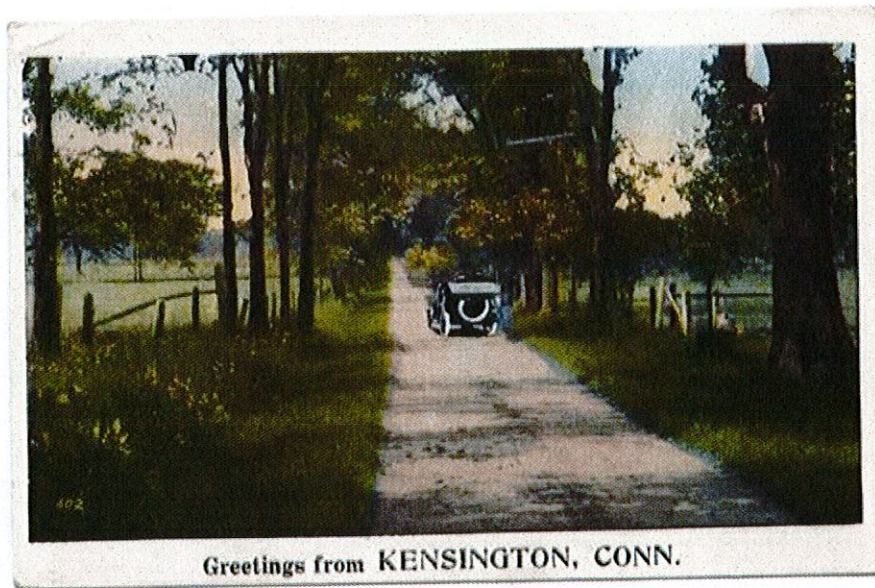
A series of round table discussions celebrating Berlin History

Session Six: Chamberlain Highway to South Kensington

Wednesday, March 16, 2016, 1-3 p.m.

Berlin Senior Center, 33 Colonial Drive, Kensington

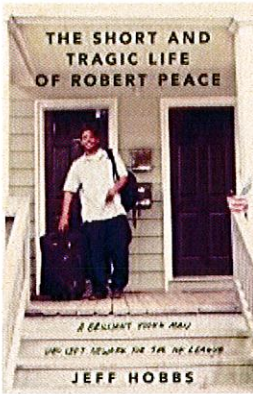
Call to Register: 860-828-7006



Many know Chamberlain Highway as one of the most scenic byways in Central Connecticut. Rolling hills, expansive fields and aging barns remind us of once ubiquitous family farms and summer vegetable stands. The route was named in memory of the prominent 19th century Chamberlain brothers, Abiram and Valentine, who regularly traveled, by horse and carriage between Meriden and New Britain on Sunday visits. In their time and until 1935, the dirt path was known as Cat Hole Road. The highway is also remembered for the iconic Ferndale Dairy Bar, for pick your own blueberries and apples, for egg farms and grazing horses. For those who lived in the Blue Hills and southwestern part of town, it was another world. Affectionately remembered as “the wild, wild west” of Berlin, stories tell of residents' deep affection for living in this rural part of town.

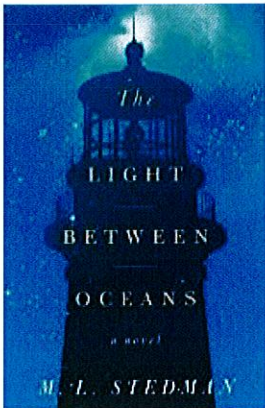
The event is free, open to the public, and coffee & cookies will be served. We encourage you to bring pictures to be scanned on site for the museum's archive.

2016 Tuesday Night Book Club



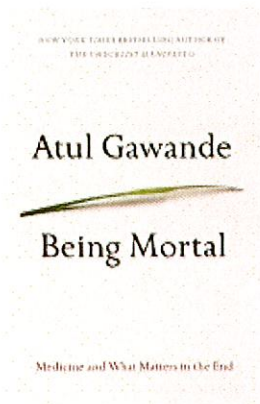
March 1st: *The Short and Tragic Life of Robert Peace: A Brilliant Young Man who Left Newark for the Ivy League* by Jeff Hobbs

Peace was a talented young African-American man who escaped the slums of Newark for Yale University, only to succumb to the dangers of the streets when he returned home. When Hobbs arrived at Yale University, he became fast friends with Peace, his college roommate for four years. Peace's life was rough from the beginning in the crime-ridden streets of Newark in the 1980s, and he carried with him the difficult dual nature of his existence, "fronting" in Yale and at home. Through an honest rendering of Peace's relationships, Hobbs examines the collision of two fiercely insular worlds.



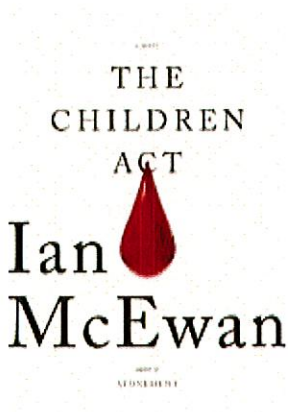
April 12th: *Light Between Oceans* by M.L. Stedman

A novel set on a remote Australian island, where a childless couple live quietly running a lighthouse, until a boat carrying a baby washes ashore.



May 10th: *Being Mortal: Medicine and What Matters in the End* by Atul Gawande

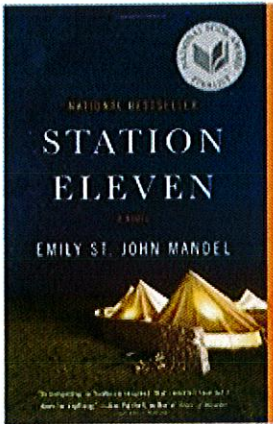
Gawande, a practicing surgeon, addresses his profession's ultimate limitation, arguing that quality of life is the desired goal for patients and families of the terminally ill.



June 14th: *The Children Act* by Ian McEwan

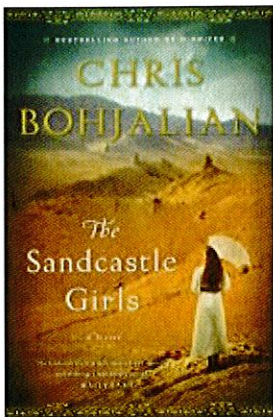
A highly respected London judge hides behind her professional accomplishments after her decision to separate from a husband who wants an open marriage and a loss that challenges her beliefs throughout a case involving parents whose faith forbids a life-saving transfusion for their son.

2016 Tuesday Night Book Club



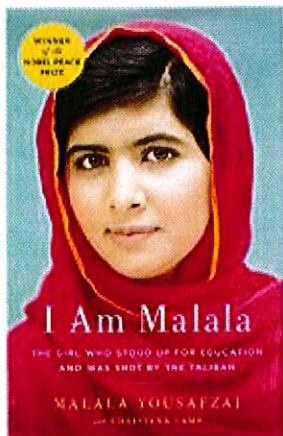
September 6th: *Station Eleven* by Emily St. John Mandel

A movie star who's decided to pound the boards as King Lear collapses and dies mid-performance, and shortly thereafter civilization collapses and starts dying as well. The narrative then moves between the actor's early career and a journey through the blasted landscape 15 years after the book's opening events.



October 25th: *Sandcastle Girls* by Chris Bohjalian

Laura never gave much thought to her ancestry until she discovers that her grandparents lived through the Armenian genocide of 1915. Drawing on his own heritage, Bohjalian has written a moving and compelling novel about love and loss and a generations-old secret.



December 6th: *I am Malala* by Malala Yousafzai

When the Taliban took control of the Swat Valley, one girl spoke out. Malala Yousafzai refused to be silenced and fought for her right to an education. On Tuesday October 9, 2012, she almost paid the ultimate price.

March Movie Matinees

Berlin-Peck Memorial Library



Friday, March 4th @ 1 pm

Big Stone Gap

In a small town nestled in the Appalachian Mountains of Virginia, self-proclaimed spinster Ave Maria Mulligan finds her life shaken up and forever changed after learning a long-buried family secret. Starring Ashley Judd.

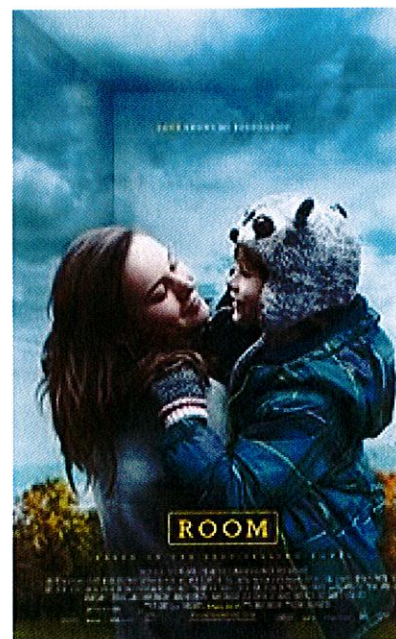
Rated PG-13.

Friday, March 18th @ 1 pm

Room

After five-year-old Jack and his mother escape from the enclosed surroundings that Jack has known his entire life, the boy makes a thrilling discovery. Starring Brie Larson.

Rated R.



Berlin-Peck Memor
234 Kensington
Berlin, CT 06037 81
www.berlinpeck.com

Long-Term Care Seminar

Berlin-Peck Memorial Library

Tuesday, March 8th @ 6:30 pm

This free seminar will be presented by Aldo Pantano, from the CT Partnership for Long Term Care, with the State Office of Policy and Management.

You have your 401(k)...
Your diversified portfolio...
Your retirement nest egg...



You've thought of everything – except for how to protect these assets should you need long-term care. It's a fact: Just one year in a Connecticut nursing home can cost more than \$146,000. And Medicare and health insurance may only cover a fraction of these costs.

Now there's a way to protect your life's savings. If you're 40 or older, long-term care insurance approved by the State's Connecticut Partnership for Long-Term Care should be part of your retirement plan. These policies assure you of the highest quality standards. They're affordable and provide asset protection, protect against inflation, and – most important – give you peace of mind through your retirement years.

Come learn about how the State's Partnership for Long-Term Care can help you plan ahead for your future long-term care needs. No company specific products will be discussed, and there will be no sales or solicitations allowed – just information that you should know.

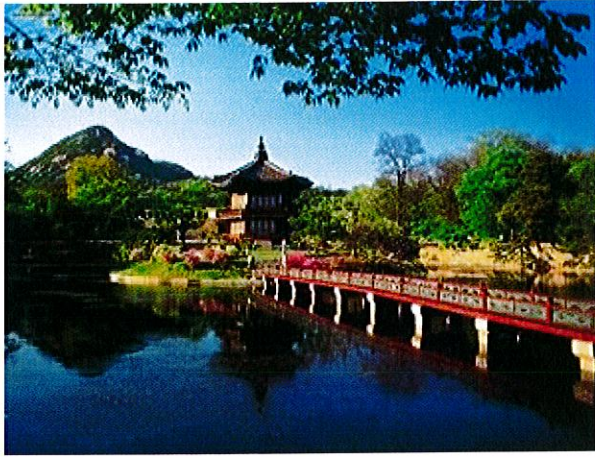
Please contact the library to register: 860-828-7126 or www.berlinpeck.events



Berlin-Peck Memorial Library

234 Kensington Rd.
Berlin, CT 06037 860-828-7125
www.berlinpeck.org





The Hidden Treasures of Korean Art & Modern Korea: A Documentary Screening

**Saturday, March 12th @ 1 pm
Berlin-Peck Memorial Library**

Once known as the Land of the Morning Calm, Korea now possesses the 10th to 12th largest economy in the world and is becoming more and more important in the world's economy, culture, and politics.

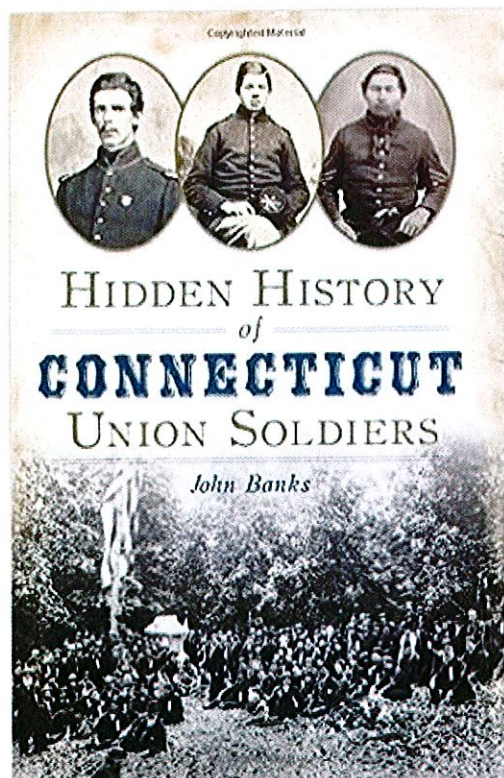
Korean Spirit and Culture Promotion Project ("KSCPP") will screen two documentary films at the library. The first film illustrates the artistic and cultural achievements of Korea's past, and the second film shows Korea's industrial achievements since the Korean War. The program will take approximately one hour. Refreshments will be served.

**Please contact the library to register for this event:
860-828-7126 or www.berlinpeck.events**



Berlin-Peck Memorial Library
234 Kensington Rd.
Berlin, CT 06037 860-828-7125
www.berlinpeck.org





Author John Banks:

Hidden History of Connecticut Union Soldiers

Berlin-Peck Memorial Library
Saturday, March 19th @ 1 pm

Over fifty thousand Connecticut soldiers served in the Union army during the Civil War, yet their stories are nearly forgotten today. Among the regiments that served, at least forty sets of brothers perished from battlefield wounds or disease. Little known is the 16th Connecticut chaplain who, as prisoner of war, boldly disregarded a Rebel commander's order forbidding him to pray aloud for President Lincoln. Then there is the story of the 7th Connecticut private who murdered a fellow soldier in the heat of battle and believed the man's ghost returned to torment him. Seven soldiers from Connecticut tragically drowned two weeks after the war officially ended when their ship collided with another vessel on the Potomac.

Join author John Banks as he shines a light on many of those forgotten Connecticut Yankees.

Books will be sold/signed at the event.

Sponsored by Friends of the Berlin-Peck Memorial Library.

**Please contact the library to register for this event:
860-828-7126 or www.berlinpeck.events**



Berlin-Peck Memorial Library
234 Kensington Rd.
Berlin, CT 06037 860-828-7125
www.berlinpeck.org



Estate Planning:

Don't make these mistakes!



Tuesday, March 29 @ 6:30 pm
Berlin-Peck Memorial Library

You may think that drafting an estate plan is straightforward, but in reality, if you do it wrong, you're jeopardizing everything you've worked for. Just because you have a will or trust doesn't mean you've covered your bases. We'll share real-life stories, showing you the dangers of common estate planning mistakes such as using incorrect phrases in your documents or omitting important ones. Failing to fund or revoke a living trust, using ambiguous provisions, titling assets improperly and not updating beneficiary designations are just some of the blunders you must avoid!

Presentation by Berlin Attorney, Paul T. Czepiga.

Please contact the library to register for this event: 860-828-7126
or www.berlinpeck.events



Berlin-Peck Memorial Library
234 Kensington Rd.
Berlin, CT 06037 860-828-7125
www.berlinpeck.org



Meal Planning:

Berlin-Peck Memorial Library
Monday, April 4th @ 6:30 pm



Learn how to prepare low tech, low stress menus that never get boring. Alissa Monteleone from *The ART of Happy Eating* empowers individuals to take control of their meals. She will present an interactive demonstration with samples.

Registration is required: www.berlinpeck.events or 860-828-7126

This program is sponsored by the Friends of the Berlin-Peck Memorial Library.



Berlin-Peck Memorial Library
234 Kensington Rd.
Berlin, CT 06037 860-828-7125
www.berlinpeck.org





Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT--November 2015
DATE: December 20, 2015

Monthly Activities/Projects of Special Interest

Director of Health

- Lectured UCONN MPH students on risk communication and social media for local health departments on November 9th
- Attended Wethersfield Hunger Action Team meeting on November 13th to advocate for inclusion of nutritious food in food pantry donation requests
- Participated in November 19th Semi-Annual DPH Commissioner meeting focusing on interaction with DPH programs and accreditation activities

Administrative

- Flu vaccination billing is going well.
- Items added to the web page—flu clinic makeup info, meeting records, press releases, updated carousel on home page with radon and asthma.

Environmental Health Services

Staff Activities and Projects

- Attended CCHD Staff Meeting
- Several staff attended 2015 Annual CT-CEHA meetings at Anthony's Ocean View New Haven CT.
- See final page of Director's Monthly Report for town work activities.

Environmental Health/Sanitarian Staff Reports

Berlin

- Conducted joint foodservice re-inspection with Rocky Hill Sanitarian
- Met with food establishment regarding a renovation proposal
- Met with Casa Mia regarding the opening of the Hawthorne restaurant kitchen

Newington

- Conducted 2 Pre-Operational Inspection of a new FSE Village Pizza (formally Mr. Fabs Pizza).
- Assisted with Plan Review of Repair Septic System 3443 Berlin Turnpike Newington.

Rocky Hill

- Worked with Berlin Sanitarian Jeff Vecchitto conducting joint inspections at troubled food service

establishments with a past history of failed inspections.

- Received and responded to two complaints regarding hotels and housing.
- Conducted a food service inspection in conjunction with the change of ownership.

Wethersfield

- Inspected temporary event Jamie's Run, Wethersfield.
- Reviewed 2 engineered septic plans for Berlin with Jeff Vecchitto and reviewed an engineered septic plan for Newington with Jovan Williams.
- Conducted environmental lead inspection with Lori Dipietro.

Community Initiatives

- Smiles for Life Dental Grant
 - CCHD received the grant for the FY 2015-2016 year. We are currently working to establish dates with the hygienists and facilities for the coming clinics. Due to an increase in the number of funding awards given out, CCHD only received approximately \$7,000 instead of the previous \$10,000 so we are working to produce these clinics with fewer resources.
- Childhood Lead Case Management
 - Conducting case tracking and management of lead poisoned children via DPH Maven database.
 - A home inspection was completed in November with Wethersfield Sanitarian Tammy Liberatore to determine the cause of an elevated lead level in a child in Wethersfield. Upon completing the inspection and talking to the child's mother, we believe it was a one-time exposure due to construction in the home (built in 1940), which was completed in early November. We anticipate that the child's level will drop rapidly now that the exposure is eliminated.
 - Additionally, we have 7 lead cases open currently within the District.
- Annual Report
 - The FY 14-15 annual report is currently being worked on. The Director of Health and Health Educator met to discuss plans for this report, which involves the use of much more infographic-based information and less use of words. The report will focus on four main topics: Emergency Preparedness, ACHIEVE Health, the Putting on AIRS Asthma Program and Environmental Health.

Asthma Grant (Putting On Airs)

- 11 referrals received, 8 clients received a home visit: 2 in Avon, 1 in Hartford, 1 in Manchester, 2 in Windsor, 2 in Enfield
 - 6 caretakers of the asthmatic were included in the educational portion of the home visit
 - 5 clients received non-allergen bedding via connecting to HUSKY Insurance
 - 1 male and 7 female client
 - Clients were between the ages of 3 and 98
- Presenter at Southern Connecticut State University Public Health class: November 16th
- Secured a Senior Public Health student at Southern Connecticut State University to be an intern in January 2016
- Initiated formalizing Region II's partnership with UConn Health Center.

Emergency Preparedness

- Flu Clinics: Two (2) conducted at with 16-19 at each – both adults and children.
- Prevnar 13 Clinics: Planning in process for two (2) clinics December 9th & 10th. Physician orders obtained and guidelines for nurses prepared. Nurses are being recruited for participation.
- Contract deliverables:
 - Documents for the CDC Medical Countermeasures Operational Readiness Review (MCM ORR) have been submitted.
 - Participated in Region 3 ESF 8 PH meeting. .
 - Upcoming State Drills: An April exercise is anticipated to focus on SNS receipt, delivery of assets to POD site and POD opening (Region 3 PH at 1 site). No dates or other detail have been available (possibly in April).
- Volunteer Status: Responses to recent Newsletter continue to be received.
- Emergency Notification Lists: Continue to update lists. Training needed to be delayed on use and maintenance of the Everbridge Notification system.
- Other:
CT Veterans' Board of Trustees: Continue as Trustee.

November 2015

Program Measures	Berlin			Newington			Rocky Hill			Wethersfield			Fiscal YTD Total		
	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections
Water Supply	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0
Food Service	0	0	31	0	0	51	0	0	23	0	0	23	17	23	814
Public Facilities	0	0	1	1	3	0	0	0	0	0	0	0	8	6	65
Salon Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62
Subsurface Sewage	0	0	2	0	0	2	0	0	0	0	0	0	4	6	44
Gen Envir. Health	0	0	0	0	1	0	3	4	0	1	3	1	52	87	10

Campylobacteriosis	0	0	0	0	0	0	0	0	0	0	0	0	7		
E-Coli	0	0	0	0	0	0	0	0	0	0	0	0	2		
Salmonellosis	0	0	0	0	0	0	0	0	0	0	0	0	3		
Blood lead ≥ 5	0	0	0	0	0	0	0	0	0	1	1	0	6		



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www.ccthd.org

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT--December 2015
DATE: January 14, 2016

Monthly Activities/Projects of Special Interest

Director of Health

- Attended NACCHO Leadership Development Session in Washington, DC and conducted visits with congressional staff about value of local public health on December 3rd
- Presented Annual Update of CCHD activities to Wethersfield, Berlin and Rocky Hill highlighting prevention, health promotion and protection activities in our District
- Participated in *Our Towns Today* taping highlighting the role of public health in preparedness planning and response

Administrative

- Jane has completed most of the electronic billing of flu and pneumonia immunizations. As of December 31, 2015, \$52,754 was received either in check form or Electronic Funds Transfer.
- Two job announcements were prepared and sent out.

Environmental Health Services

Staff Activities and Projects

- Attended CCHD Staff Meeting
- See final page of Director's Monthly Report for town work activities.

Environmental Health/Sanitarian Staff Reports

Berlin

- Conducted joint foodservice re-inspection with Rocky Hill Sanitarian
- Opened new location for "The Bakery and Café"
- Opened "Casa Mia at the Hawthorne" kitchen
- Had meeting regarding proposed new grocery store
- Signed off on 3 permit applications and commented on 4 project review proposals

Newington

- Attended CCHD Environmental Health Staff meeting.
- Completed plan review for new FSE Café Envy 39 Market Square Newington.
- Issued license to operate new Itinerant Food Truck Taco Tequila 2199 Berlin Turnpike.

- FSE closed The Hidden Vine Wine and Bar 1052 Main St Newington.
- Conducted several food service routine inspections and Re-Inspections.
- Responded/Follow-up to several complaints.

Rocky Hill

- Worked with Berlin Sanitarian Jeff Vecchitto conducting joint inspections at troubled food service establishments with a past history of failed inspections.
- Received and responded to two complaints regarding hotels and housing.
- Conducted a food service inspection in conjunction with the change of ownership

Wethersfield

- Attended an environmental staff meeting.
- Did an environmental review and house visit with Lori DiPietro for lead poisoned child, collected dust wipes, Wethersfield.
- Reviewed 2 revised engineered septic plans for Newington with Jovan Williams.
- Inspected and opened new Heirloom Comstock Market.
- Reviewed and approved a lead abatement plan, Wethersfield.
- Inspected Holidays on Main with Jeff Vecchitto, Wethersfield.
- Attended meeting with DPH and head of maintenance for removal of asbestos material, Newington High School.
- Inspected several complaints.
- Did a final septic system inspection with Jeff Vecchitto, Berlin.
- Inspected temporary event at Department of Labor, Holiday Fair.
- Reviewed a septic plan for Berlin, wrote letter & submitted to state for further review.

Community Initiatives

- Smiles for Life Dental Grant
 - CCHD received the grant for the FY 2015-2016 year. Due to an increase in the number of funding awards given out, CCHD received approximately \$7,000. We have established dental clinic dates for the 2015-2016 grant years at the Senior Centers in Berlin, Newington and Wethersfield, and we are partnering with the Lodge at Cold Spring in Rocky Hill.
- Childhood Lead Case Management
 - Conducting case tracking and management of lead poisoned children via DPH Maven database. We have 7 lead cases currently open in the District.
- Emergency Preparedness
 - Working with Charlie and Judy to develop a new list of non-medical and medical volunteers for emergency preparedness. This will be useful to create an active volunteer force for the District to prepare for future emergency preparedness events. A preliminary meeting with Charlie and Judy was held to plan activities through April.

Asthma Grant (Putting On Airs)

- 15 referrals received
- 5 clients received a home visit: 1 in Southington, 1 in Hartford, 1 in Manchester, 2 in Enfield
- 6 caretakers of the asthmatic were included in the educational portion of the home visit
- 5 clients received non-allergen bedding via connecting to HUSKY Insurance
- 3 male and 2 female client
- Clients were between the ages of 6 and 12
- Region II Asthma Coalition meeting – December 10th
- Supervisor of the Hartford Health Dept. Environmental staff observed a home visit – Dec 16

Emergency Preparedness

- **Pprevnar 13 Clinics**: Two (2) clinics December 9th & 10th. Four (4) nurses trained and participated. Pprevnar recipients were pre-screened: first by CCHD Secretary and/or Office Manager, upon arrival at the clinic and again by the immunization nurse. The thirty-six (36) who were immunized were provided with take-home information and instructions re potential reactions and what actions to take. Each recipient was provided a Vaccine Information Statement (VIS) and a card containing the name and dose of the vaccine, site given and date received.
- **Contract deliverables**:
 - **Deliverables**:
 1. Contract received and reviewed.
 2. Documents for the CDC Medical Countermeasures Operational Readiness Review (**MCM ORR**) follow up documentation submitted.
 3. Participated in Region 3 ESF 8 PH meeting. .
 4. Participated in ESF 8 Health & Medical meeting.
 5. Supply Management: Test & update of Log-in to IMATS, a government system.
 - **Upcoming State Exercise**: CT DPH has scheduled the 1st briefing, January 4th, re the spring exercise which will focus on Strategic National Stockpile) SNS receipt, delivery of assets to POD site and POD set up (Region 3 PH- 1 site). The exercise will occur during the school spring vacation week.
 - **Volunteer Status**: The current number of volunteers is 394. Lori DiPietro and I met to discuss strategies to build a younger, available and physically capable group of volunteers. Several ideas were discussed and data bases for various groups will be obtained, many through the CT DPH website and other sources.
 - **Emergency Notification Lists**: Continue to update lists including volunteers. Training for use and maintenance of the Everbridge Notification system is being re-scheduled.
- **Other**:
 - **CT Veterans' Board of Trustees**: Continue as Trustee.

December 2015

Program Measures	Berlin			Newington			Rocky Hill			Wethersfield			Fiscal YTD Total		
	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections
Water Supply	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0
Food Service	0	0	25	0	0	46	0	0	33	0	0	42	17	23	960
Public Facilities	0	0	0	1	1	0	0	0	0	0	0	0	9	7	65
Salon Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62
Subsurface Sewage	0	0	0	0	0	0	0	0	0	0	0	0	4	6	44
Gen Envir. Health	2	2	0	0	0	0	1	1	0	2	4	0	57	94	10

Campylobacteriosis	0	1	0	1	9
E-Coli	0	0	0	0	2
Salmonellosis	0	1	1	1	6
Blood lead ≥ 5	0	2	1	2	11



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—January 2016
DATE: February 9, 2016

Monthly Activities/Projects of Special Interest

Director of Health

- Attended ICS 300 Training in preparation for Incident Command roles at local and regional level.
- Provided orientation to interns from Goodwin College and UCONN MPH program to highlight agency programs and outline project objectives for their time with CCHD. Projects include support of CCHD Sanitary Code review research and support of community engagement efforts around the community health improvement plan and CCHD ACHIEVE Health activities.
- Coordinated panel interviews for the Supervising Sanitarian and Assistant Director-Community Health positions

Administrative

- Cheryl has been providing backup to budget figures.
- Jane has started working on updating contact information for Emergency Preparedness.
- 1099 forms were prepared and sent.
- Financial reporting for grants continues.

Environmental Health Services

Staff Activities and Projects

- Attended CCHD Staff meeting, Environmental Health Staff meeting and evidence collection training provided by the CT States Attorney's Office.
- Completed an online course titled "Bamboo Dragon" that was focused on cultural competency in the food service setting.
- See final page of Director's Monthly Report for town work activities.

Environmental Health/Sanitarian Staff Reports

Berlin

- Conducted joint food service inspections with Rocky Hill Sanitarian at several troubled food service establishments with a history of failed inspections and also conducted several septic inspections in Berlin, reviewing plans and making recommendations.
- Had meeting regarding proposed renovations at an existing food service establishment

Newington

- Started attending the 6 week Septic Installers course sponsored by COWRA (Connecticut Onsite Wastewater Recycling Association) in Middletown CT.
- Attended the Evidence collection training with Steve Lesko State's Attorney on Housing matters.
- Completed plan review for new FSE Café Envy 39 Market Square Newington.
- Conducted multiple ill food worker interviews and collection of stool sample for a possible foodborne outbreak case.
- Attended EAP Employee Assistant Program Employee Orientation in Wethersfield CT.
- Completed a plan review for Walmart on Berlin Turnpike Newington scope of work mostly cosmetic.
- Issued license to operate new itinerant food truck Taco Tequila 2199 Berlin Turnpike.
- Conducted Pre-operational inspection of Subway Restaurant relocation from Main St to E. Cedar.
- Conducted several food service routine inspections and re-inspections.
- Responded/followed-up to several complaints.

Rocky Hill

- Started work with student intern Grayson Yacavone. Will be spending one full day a week through April with Grayson introducing him to and teaching him the principles of Environmental Public Health. Grayson will be reviewing our Sanitary Ordinance and comparing it to other local ordinances and proposing changes based on his research.
- Attended a meeting with various town department heads and the owner of a new building in town to discuss a proposed plan for a grocery store and farmers market.
- Appeared in New Britain Superior Court on behalf of CCHD in an ongoing case as the result of non-compliance with a legal order.
- Met in a private meeting with a town resident regarding second hand medical marijuana smoke. Conducted research into the matter and contacted several private labs regarding air testing.
- Met with the owner of the riverfront restaurant Shad Row on site to discuss proposed changes to the operation. Conducted several opening inspections and issued a food service license to Still Hill Brewery.

Wethersfield

- Conducted an environmental inspection for the Putting on Airs Program, Wethersfield. Inspected two day care centers
- Supported other employees by conducting soil testing on a lot in Berlin and inspecting septic repairs in Berlin and Newington. Reviewed a septic plan for Berlin, wrote letter & submitted to state for further review.
- Worked extensively on a rodent complaint in Wethersfield investigating the situation and sending correspondence to residents in the area.
- Conducted three plan reviews for Wethersfield. Met with architect and staff for Wethersfield Community Church to advice on their remodel of the kitchen.

Community Initiatives

- Smiles for Life Dental Grant
 - CCHD received the grant for the FY 2015-2016 year. Due to an increase in the number of funding awards given out, CCHD received approximately \$3,500.
 - We have established dental clinic dates for the 2015-2016 grant years at the Senior Centers in Berlin, Newington and Wethersfield, and we are partnering with the Lodge at Cold Spring in Rocky Hill.
 - Dental clinics have been booked through February and March and will continue to be promoted for the rest of the year.
- Childhood Lead Case Management
 - Conducting case tracking and management of lead poisoned children via DPH Maven database. We have 7 lead cases currently open in the District.
- Volunteer Recruitment
 - Working with Charlie and Judy to develop a new list of non-medical and medical volunteers for emergency preparedness. Activities include: identifying nursing coordinators and professors at state colleges and universities; creating a press release blurb for both medical and non-medical volunteers; creating an infographic-based flyer for posting around our District towns for volunteers.
- Presentations
 - Executive Square in Rocky Hill reached out about conducting a handwashing and flu prevention presentation to its residents. Lori will be putting together a presentation, to be held on Thursday, February 18, 2016 at Executive Square.

Asthma Grant (Putting On Airs)

- Referrals received: 5
- Home visits completed: 10
- Demographics of home visits:
 - 7 female, 3 male; 6 Hispanic, 4 non- Hispanic – white; Age range 2-66
 - Towns Served:
 - Bristol, East Hartford, Hartford, New Britain, Wethersfield
 - Total referrals received for program year- 55; Total home visits completed for program year - 36
- Meetings attended:
 - Outreach/Meeting attended
 - Jan 4th - CCMC Pulmonary
 - Jan 6th – worked with high school student on asthma project
 - Jan 11th – met with nursing supervisor of Wethersfield schools
 - Jan 13th – Statewide asthma conference call
 - Jan 14th – Connecticut Hospital Association Asthma meeting

Emergency Preparedness

- **Contract deliverables:**
- **Deliverables:**
 1. CDC Medical Countermeasures Operational Readiness Review (**MCM ORR**) awaiting report.
 2. Participated in Region 3 ESF 8 PH meeting. .
 3. Hosted ESF 8 Health & Medical meeting.
 4. Supply Management: Re-Test of Log-in to IMATS.
 5. Working on Notification for Participation in State Exercise including objectives.
 6. Reviewing Local Distribution Site Plan. Reviewed requirements for exercise.
- **Upcoming State Exercise:** Attended CT DPH's the 1st briefing, January 4th, re the April exercise during school vacation week. The focus will be on Strategic National Stockpile) SNS receipt, delivery of assets to POD site and POD receipt, security at all points, notification systems, notification of key staff (CCHD/Town) and a possible Region 3 Public Health Regional Distribution Site. Coordination has begun with other agencies/individuals to be involved.
- **Emergency Notification Lists:** Continue to update lists including volunteers. Training for use and maintenance of the Everbridge Notification system has to be re-scheduled...
- **Other:**
 - **CT Veterans' Board of Trustees:** Have resigned after over 25 years of service.

January 2016

Program Measures	Berlin			Newington			Rocky Hill			Wethersfield			Fiscal YTD Total		
	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections
Water Supply	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0
Food Service	1	1	36	1	8	35	0	0	0	25	0	0	19	32	1080
Public Facilities	0	0	0	0	1	0	0	0	0	1	0	0	9	8	68
Salon Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62
Subsurface Sewage	0	0	5	0	0	1	1	1	0	0	0	0	5	7	50
Gen Envir. Health	2	4	0	0	0	0	6	5	0	0	0	3	65	106	10

Campylobacteriosis	1	0	0	0	10
E-Coli	0	0	0	0	2
Salmonellosis	0	1	0	0	7
Blood lead ≥ 5	0	0	0	0	11

Budget Changes

2015-2016

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg.	Department	Contingency	Fund Bal.	Other	Other Fund	Comments
#				General Fd.		
16-001	Nursing			\$3,000.00		Social Worker (from Medical Services)
16-002	Various			\$25,549.50		Top management salary increases
16-003	Townwide			\$1,120.00		OSHA Compliance (from Salary Continuation)
16-004	Animal Control			\$100.00		Maint. & Repair (from Supplies)
16-005	Townwide	\$20,000.00				Town share of Fraud Risk Assessment
16-006	Corporation Counsel	\$15,473.13				Argonaut Insurance Company settlement.
16-007	Highway			\$2,400.00		Tree Warden Stipend.
16-008	Water Control				\$30,400.00	Misc. Cap. Improv. (from Hydrant Replacement)
16-009	Library			\$100.00		Data Services (from Audio/Video Materials)
16-010	Nursing			\$700.00		Background checks (from Flu Clinic)
16-011	Highway			\$924.00		Uniforms (from Operating Materials)
16-012	Townwide			\$1,061.65		Miscellaneous (from Salary Continuation)
16-013	Public Works			\$2,500.00		GIS Programming (from Contrac. Serv.)
16-014	Police			\$4,999.00		Uniforms (from Traffic Lights & Signals)
16-015	Water Control				\$200.00	Water fund Mileage (from Prof. Devel.)
16-016	Golf Course			\$15.00		Organizational Fees (from Computer Support)
16-017	Town Clerk			\$50.00		Organizational Fees (from Microfilming)
16-018	Townwide			\$500.00		Employee Assistance Program (from Salary in Lieu of Vacation)
16-019	Police			\$4,999.00		Professional Development (from Police Personnel)
16-020	Municipal Garage			\$4,900.00		Professional Development (from Vehicle Fuel)
		\$35,473.13	\$0.00	\$52,918.15	\$30,600.00	

Cumulative Appropriations **\$52,821.03**

Bal. of Contingency Account **\$314,526.87**

Fee Waivers and Donations Approved by Council
Fiscal Year 2015/16

<u>Date</u>	<u>Value</u>
7/21/2015 Fee Waiver - Timberlin Junior Interclub tournament	\$400.00
7/21/2015 Donation - 4 rounds of golf and 2 carts - Ryan Lee Memorial tournament raffle	\$216.00
7/21/2015 Waiver - Bldg. Permit and Zoning Fees - Berlin Lions	\$540.00
9/1/2015 Waive greens fees and cart fees, Brokers Breakfast	\$1,350.00
9/15/2015 Donation - 4 rounds of golf and 2 carts - Sunrise Rotary Club raffle	\$216.00
9/15/2015 Waive Police Traffic Control Fees for Berlin Fair	\$28,200.00
10/6/2015 Waive Police Fees - Tree Lighting - Raising Berlin	\$500.00
10/6/2015 Waive Police Fees - Podunk Bluegrass Festival	\$340.65
10/20/2015 Donation - 4 rounds of golf and 2 carts - Good Cause Gifts	\$216.00
12/1/2015 Donation-program registration-Kensington Nursery school	\$65.00
1/19/2016 Waive Police fees - BHS Grad Party Mr. BHS Competition	\$350.00
2/2/2016 Waive Police fees - Hubbard Pasta dinner	\$340.00
2/16/2016 Waive special event fee - Kens. Cong. Church Lobster Roll/Strawberry shortcake fest.	\$150.00
	<hr/>
	\$32,883.65