

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: June 7, 2016

A. Council Communications:

1. Holiday Schedule:

- Independence Day: The Town Hall and all departments will be closed on Monday, July 4, 2016 in observance of Independence Day.

2. Upcoming Events:

- Simply Swing Community Concert: Farmington Bank is sponsoring a free community concert with Simply Swing, a 10-piece swing orchestra specializing in music from the Big Band and Swing Dance eras, on Tuesday, June 14th from 7:00 p.m. to 8:30 p.m. at Veteran's Memorial Park. In the event of inclement weather, the performance shall be held at the Berlin Senior Center.

B. Town Manager News:

After many years of proposed budgets failing to be approved at the annual Town Referendum in April of each year, this year's proposed budget PASSED. There was an extraordinary turnout of voters due perhaps, in part, because this year's Referendum coincided with Connecticut's primaries for both the Republican and Democratic candidates for the upcoming presidential election in November. The Town Council then set a new mill rate of 30.81 mills at the May 3rd Council meeting (an increase of .46 mills). The new tax bills will be out at the end of June and will reflect the new mill rate for the October 1, 2015 Grand List.

NEW THIS YEAR AND EXTREMELY IMPORTANT TO NOTE: Effective this year, July 1, 2016 will be the first time that taxpayers in Berlin may pay their Real Estate bills in two separate installments (July, 2016 and January 2017). Motor Vehicle and Personal Property Tax bills must still be paid in full (one installment only) in July, 2016. It is also important to note: No new bills will be sent out for the January installment. It is incumbent upon taxpayers to remember to pay the second installment in January to avoid interest charges. Staff has been telling residents about this change and will continue to publicize these changes as time goes on. If a resident has an escrow account with a bank or mortgage company, there will be no need for them to do anything differently - the bank or mortgage company will adjust the payments due to the Town. Residents should be forewarned that the splitting of the payment of their Real Estate Tax Bill could impact

deductions for Federal Income Taxes filed in April, 2017 unless they prepay the January installment before the end of December, 2016. More about that will be explained later in the calendar year.

It is also truly hard to believe that another Fiscal Year has passed and the 2016 summer season is upon us. During this Fiscal Year, we welcomed Jack Healy as our new Director of Public Works/Town Engineer in November, 2015. Frank Van Linter assumed the position of Chief Building Official upon Nick Chirico's retirement. Recently, we were able to bring Kenneth Rich of Berlin on board as a Part Time Building Inspector. Perhaps, the biggest change was in the Town Council, where the majority party switched from Democrat to Republican in the 2015 election. A new Mayor, Mark Kaczynski, was selected by the Council and Brenden Luddy became Deputy Mayor. A Charter Revision Commission was selected and they have been busy reviewing the Town Charter. Recently, Attorney Jeff Donofrio, Ciulla & Donofrio, LLP, from North Haven was named by the Council to be Corporation Counsel. It has been a very busy Fiscal Year with many changes. I believe staff has responded well to all the changes and we look forward to working together to provide the service residents have come to expect and enjoy.

C. Department News:

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

Parks and Recreation

- On-line registration began on Monday, April 25th for our Summer Fun program held at Clover Hill (Percival/Community Center) and The Creek (Pistol Creek). Limited spots were available on-line for each site; The Creek filled within 35 minutes and Clover Hill had strong numbers. By the May 7th in-person registration, Clover Hill had filled all but two weeks.
- In-Person registration on Saturday, May 7th for the remaining spots for the Summer Fun program at Clover Hill and The Creek went smoothly with all 7 weeks of the Creek filling that day and Clover Hill having limited openings. Currently, Clover Hill is full weeks 1, 4 and 6 and the remaining weeks have a few openings.
- Registration for all other programs started on May 9th and there has been a steady stream of people coming in to register. Most programs are available for on-line registration through WebTrac and people are taking advantage of the new program.
- The Department participated in the Health and Wellness Fair at the Senior Center on Friday, May 13th. We handed out informational flyers and candy.
- Simply Swing, a 10-piece swing orchestra specializing in music from the Big Band and Swing Dance eras will be performing on Tuesday, June 14th from 7-8:30 p.m. at Veteran's Memorial Park. This is a free event sponsored by Farmington Bank as part of a series of community concerts that Farmington Bank is sponsoring in Connecticut. In the event of inclement weather, the performance shall be held at the Berlin Senior Center

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

- New guard rail and gate installed at Bicentennial Park entrance.
- Batting cage at Percival Field repaired.

- Weeded and mulched the front of Hubbard School.
- Wind screens put up at Sage and McGee baseball fields.
- Demore, Dinda, Bittner Jr. Memorial Pool was drained.
- Painted foul lines on all ball fields.
- Painted lacrosse lines on Scalise Field.
- Cut out the back lip on Petit 1 and installed new sod.
- Added sand to jumping pits at Berlin High School.
- Repaired backstop at McGee School soft ball field.
- Straightened all signs and repaired as needed.
- Repaired lean-to and built new bridge at former Camp Meribrite property.

Senior Center

- On Friday, May 6th a Lunch & Learn “Navigating Your Transportation Options” was held in cooperation with Way to Go CT.
- A presentation by Access Independence on the Medicare Savings Program was held May 10th.
- Chris Kelly presented information about CRIS Radio, a reading radio service for people with print disabilities, during lunch on May 11th.
- On May 13th a Health Fair was held. The event was hosted by the Senior Center and State Representative Joe Aresimowicz’s Office. Approximately 75 seniors attended.
- A Special Spring Bingo was held on May 12th. Ledgecrest Convalescent provided the refreshments.
- On May 16th the Setback Tournament ended their spring session with an afternoon banquet.
- The Adult Coloring session was held on May 17th.
- The Berlin Historical Society Story Share “Session Seven: Northern Chamberlain Highway & Adjacent Neighborhoods” was held on May 18th.
- On May 24th a group of seniors learned how to use CT Fastrak with a ride to downtown Hartford.
- The five week educational program, “Dementia and Caregiving: Focusing on the Person while Understanding the Disease Progression” started on May 24th at the Berlin Peck Memorial Library.
- The McGee Jazz Band performed at the Center on May 25th.
- TED Talks, covering everything from humor to pep talks to music, were held on May 31st in honor of Older Americans Month as follows: Eric Whitacre: A virtual choir 2,000 voices strong, Jane Fonda: Life’s Third Act, The Shared Experience of Absurdity, and I Think we all Need a Pep Talk.
- May’s trip was to Bar Harbor, Maine.
- May’s Lunch Bunch trip was to Casa Mia Restaurant at the Hawthorne in Berlin.

Social & Youth Services

- Youth Services continues to take applications for Camperships to assist children from low-income families. Funding is provided by The Berlin Children's Fund.
- Social Worker Jaymee Miller continued helping the Senior Center take Renter's Rebate applications one day a week through May.
- The State extended the application deadline for the State Energy Assistance Program to May 31st so we continued to accept applications during May.
- Two summer interns for the Youth Services/Upbeat Summer Leadership Program attended an eight-day Wilderness First Responder training course.
- The Juvenile Review Board (JRB) caseload remains steady.
- Social Services received a substantial amount of food from the Post Office food drive. Volunteers are coming in weekly to check dates and stock the shelves. Pantry usage remains high.

➤ **Development Services:** Below is a link to the Office of Policy and Management's (OPM's) website, which includes the comprehensive list of municipal Plan of Conservation and Development (POCD) adoption dates. At this time, each municipality is being asked to verify the accuracy of its last POCD adoption date (not the effective date). OPM will regularly maintain this site whenever it is formally notified of a local planning commission's adoption of a new or amended POCD under CGS Section 8-23, as amended by Public Act 15-95. Please note that Berlin is compliant.

http://www.ct.gov/opm/lib/opm/igp/org/townpocds/municipal_pocd_inventory_-_website.pdf

Building Department: Below are statistics for the months of April and May. There were a total of 119 permits given during the month of April and 146 during May in the Building Department as follows:

Residential	April 2016	May 2016	Commercial	April 2016	May 2016
New	0	1	New	0	0
Additions	3	4	Additions	0	0
Misc*	40	46	Misc*	5	12
				April 2016	May 2016
All Other (Residential & Commercial) Plumbing, Electrical, HVAC				71	83

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

There were also a total of 137 and 147 inspections during the months of April and May respectively, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

- **Finance:** Following adoption of the budget on May 3rd, the Finance Director continues to monitor the situation in the state legislature and will continue to work with the Town Manager and Town Council to address any shortfalls in State funding.

Preliminary fiscal year 2016 audit work with the Town's new auditing firm, PKF O'Connor Davies, was completed in May. The Finance Department provided a voluminous amount of data, including historical data, since this was the auditors' first year with the Town. The main audit work will be completed in September. The new auditors also did some work in specific departments to better understand internal controls in place.

The fiscal year-end rollover was completed in May and the adopted budgeted was loaded into the financial reporting system. Throughout the month of June, which is the last month of fiscal year 2016, Finance will be working with all departments to close old year purchase orders and begin to open fiscal year 2017 purchase orders. We will continue to pay fiscal year 2016 invoices through July 20th.

The Town had a very successful bond and note sale in May. There were \$16,770,000 in bonds and \$900,000 in bond anticipation notes issued on May 19th. These bonds and notes will fund the purchase of: new fire vehicles; the Town's portion of the replacement of the Griswold School roof; the final installment of the Berlin High School renovations; disaster recovery initiatives; and bridge improvements. The Town's strong bond rating was affirmed by Standard & Poor's and this helped the Town achieve a net interest cost on the bonds of 2.16%, which was 70 basis points lower than what was achieved a year ago and was lower than any other recent comparable sales in other Connecticut municipalities. The net interest cost on the bond anticipation notes was less than 1%. This will mean lower than budgeted debt service costs for next year.

Through working with the Town's financial advisor, it was determined that the Town is eligible to refund bonds issued in 2009 and 2011. This process basically refinances the bonds at a lower interest rate. This will save the Town and taxpayers approximately \$400,000 over the remaining life of these bonds. The Finance Director will be working with Bond Counsel and the Town's financial advisors to work through this process.

The Finance Director and Town Clerk coordinated a second meeting in May between the Board of Ethics and the Audit Committee of the Town Council. The Ethics Policy was revised based on comments from the first meeting and was again reviewed by the Board. This is part of a continuing effort to have the Board of Ethics be a more active Board and have regular communication with the Audit Committee. These actions are being taken in accordance with recommendations made during the Fraud Risk Assessment.

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 has developed a cumulative report encompassing all expenditures since project inception. This report is updated at the end of each month.

The Payroll Coordinator is working with the Finance software vendor to implement bi-weekly pay for all employees whose contracts have settled and agreed to those terms.

Revenue Collector's Office: In May, Sheel Patel officially began work as the part-time Revenue Clerk. Sheel has previously worked with several town departments, including the Revenue Collector's Office when assistance with coverage was needed during high volume collection periods. As a result, she has already demonstrated that she is an asset to the Office.

Following the setting of the mill rate in May, preparations have been underway for the billing of property taxes for the July 2015 Grand List. We have finalized the new billing template to account for real estate taxes now being due in two equal installments. We have also submitted the data to our software vendor in order for them to prepare, print and mail our tax bills. We anticipate completing a final review of actual tax bills during the first week of June. The target date for mailing bills is June 30th.

The Assistant Revenue Collector mailed the intent-to-lien notices in early May for any remaining delinquent 2014 Grand List real estate accounts. Any unpaid accounts will be lienied during the first week of June.

Collections for water and sewer usage have remained steady as usual. Delinquent notices were mailed out in early May for the April quarterly billing cycle. In June we will be obtaining meter readings to prepare for the next billing due in July.

The Water Control Commission began offering secondary irrigation meters last summer on an optional basis. The secondary meter provides ratepayers the ability for outdoor water use such as irrigation without being charged on the sewer portion of the bill. We have had a few customers sign up for the service who experienced an immediate savings on their sewer rate. Word appears to be spreading as we have seen a very large increase in the number of ratepayers who have signed up and we have seen the customer base for this service triple.

Assessor's Office: Elderly and disabled homeowners continued in the early part of May to re-apply for the State Owners Program in response to the letters previously sent out. The program ended on May 16th.

Applications for additional Veterans' benefits are also being taken by our office. Applications will continue to be accepted until October 1st.

Building permits continue to be entered for the 2016 Grand List as part of our ongoing process. Permit instructions have begun for the 2016 Grand List.

Inspections and data entry are continuing and are on schedule for the 2017 Revaluation. Mailings for interior inspections (for properties which we were not able to access previously) and full inspections are underway. A Request For Proposal (RFP) was prepared for modeling and hearings as these tasks are not being done in-house.

Transfers of real estate ownership continue to be processed as part of our ongoing process.

The Office continued to process Certificates of Correction for motor vehicles that were sold, stolen, totaled or transferred. Certificates of Correction are now being done for real estate as well; these certificates include omitted items and prorates for new construction.

Income and expense reports were mailed to approximately 500 commercial property owners. These are sent out each year for three years prior to a revaluation. These were due back to the Office by June 1st.

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

- RFP for October 2017 Revaluation vendor
- RFP for Emergency Water/Sewer Repairs
- RFP for Municipal Garage Piping Improvements
- RFP for Scrap Metal Removal
- RFP for Environmental Consultant at the former Donnelly Brick Company
- RFP for proposed Sanitary Sewer on Savage Hill Road
- RFP for Design of New Tennis/Basketball Courts at BHS
- RFP for Town Staff Uniform Contract
- RFP for Griswold School Playground Improvements
- RFQ for a Radio System Consultant with Police, Public Works and Fire staff

The following are pending recommendations to Council:

- RFP for Records Management Consultant
- RFP for Tax Lien Sale
- RFP for repairs to McGee Tennis Courts

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 transfer in ownership of roadway streetlights from Eversource to the Town of Berlin occurred in February. Public Works has been working with Tanko Lighting on the design to finalize the Light Emitting Diode (LED) conversion of our streetlights, which is currently scheduled to begin the first week of June. Conversion should be completed sometime this summer.
- There were 16 Excavation and 29 Burning Permits issued during the month of April. We will begin charging \$10 for Burning Permits July 1, 2016.

Facilities: The Facilities Department approved and completed a total of 454 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 been completed.
- The Access Control Project at the Senior Center, Library, and Community Center has been completed.
- 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.
- Maintenance and repairs to all Town seasonal facilities has begun. Pools, parks, and ball field buildings and concessions are undergoing plumbing, painting and carpentry repairs and upkeep.
- Town wide Heating, Ventilation and Air Conditioning (HVAC) spring maintenance is completed with repairs on going.
- Painting and staining is underway at Pistol Creek.
- Maintenance and repairs to the restroom buildings at Timberlin Golf have been completed.
- Painting of Percival Pool has been completed.

Several staff members attended and completed training courses and continuing education classes for safety and efficient building operations.

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. Lenard Engineering has been given the contract to develop Bid Documents and oversight of the construction. The project is likely to start early Fall 2016.

We have selected DPC, LLC to evaluate the sewer flows entering the Deming Road Sewer Pump Station. The intent is to evaluate the MDC sewage contribution to this pump station. DPC, LLC is affiliated with Woodard & Curran Engineers. At our first meeting, we are developing a strategy for monitoring of flow locations.

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

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. The Berlin WCC purchased additional meters in the spring to maintain an inventory in anticipation of a greater demand for secondary meters this summer. Many customers have taken advantage of this program prior to the summer months.

Middletown and Berlin WCCs have signed an agreement where the WCC will serve water and sewer to several businesses along Middle Street located in Middletown. This project is

under construction and will likely be operational late summer. The water system will be pressurized and disinfected, and should be ready for the July/August time-frame.

We are in the process of working with Lenard Engineering to evaluate the Need and Design of a generator at the Elton Road well field. This project is approximately 50% complete.

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 Beckley Road Pressure-Reducing Valve Re-build will likely occur next month.

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.

On April 28, 2016, the Connecticut Department of Public Health conducted their tri-annual sanitary survey evaluation of Berlin's WCC drinking water program. We anticipate a final report this month.

A project to eliminate the Savage Hill Pump Station is proceeding. The engineering has been completed by MBA Consultants. The Public Works Department is working on acquiring the necessary easements.

D. Board/Commission News:

None.

E. CCM Correspondence:

None.

F. Project Updates:

1. **Police Station Project:** A Request for Proposals (RFP) for a Design Build Police Station on Farmington Avenue was issued with a return date of February 4, 2016. The Public Building Commission is working with A-Z Corp. and STV identifying owner costs and finalizing the project scope and estimated costs to be presented to the Town Council in June.
2. **High School Civil Rights and Accreditation Project:** No Change - 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 have received 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 met with Cardinal Engineering to develop a strategy for working on this next sewer relining project. Cardinal

Engineering Associates is currently drafting up the next phase, scope of the project and estimated cost to complete the phase leading to the actual infiltration/inflow work. They will prepare the bid documents.

4. **Street Paving Projects:** The Public Works Department has finalized the 2016 Roadway Paving/Reconstruction Program encompassing 19 local roadways, and has also completed the 2016 crack-filling program which will be performed on 20 local roads. The lists are accessible on the Town's Website. The first phase of road paving projects (Camel's Back, Seymour Road, Wildem Road, Worthington Ridge, and Middletown Road) will be completed in mid-June. Crews will be moving to the Metacomet Drive area this month to begin the next phase of paving projects.
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 this summer, with construction anticipated to begin later this year. Currently, the bridge site is undergoing historic review; Historic Perspectives, Inc. is working with the Berlin Historic Society to minimize impacts to the site. Connecticut Department of Transportation (CT DOT) is working with the state Historic Preservation Office. Construction is anticipated to begin next year.
6. **Farmington Avenue Bridge (Over Sebethe River):** The bid opening occurred February 11, 2016. The low-bidder is Mastrobattisto, Inc. of Bristol, CT having submitted a bid of \$2,348,391.75. The initial phase of the project has begun. Connecticut DOT is finalizing the required contracts. The closure of Farmington Avenue at the site occurred June 6, 2016. Currently, we are projecting the project to be completed on, or about, December 15, 2016.
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 pending with final plans to be submitted for State review and approval this month.
8. **Library Security Upgrade:** No Change - The first phase is complete and additional phasing is waiting on further funding.
9. **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 designs expected to be in place by early summer. It is expected that these bridges will be bid this winter and construction planned for next spring.
10. **Town Center (Veterans Memorial Park) Improvements:** The project has been completed and we are looking forward to a Memorial Day at the park.

11. **Streetscape Improvements:** Martin Laviero Contractor, Inc. continues with the construction of the Main Street streetscape. The work will be done by the end of June.
12. **Train Station Improvements & 889 Farmington Avenue Remediation:** Work is well underway on construction of the raised platforms. A temporary train boarding platform opened April 25th, while the new station is being built. The temporary facility will include a drop-off area, low-level passenger loading platform and bus shelter located at the south end of the existing station. Travelers may purchase tickets on the train. The temporary platform will remain in service until construction of the new **CTrail** Hartford Line Berlin Station is completed in the spring 2017.

The nearly \$60 million station construction project, which began in 2014, includes new stations in Wallingford, Meriden and Berlin. These stations will provide approximately 500-foot long, high-level platforms interconnected with a pedestrian bridge. The bridge will house elevators to provide Americans with Disabilities Act (ADA) access. The project also provides canopies over nearly half the length of the platforms and incorporates a hydronic heating system in the platforms to address snow removal. More than 200 parking spaces will be provided on surface parking lots at Berlin and Wallingford. Parking at the Meriden station will be provided in a surface lot and a parking garage with a total of over 280 spaces.

When required, local detours will be established on Depot Road. Construction signs will be posted for local residents and businesses.

The **CTrail** Hartford Line will provide more frequent, convenient and faster passenger rail service between New Haven, Hartford and Springfield by increasing the number of round trip trains from six daily Amtrak intercity and regional trains to a total of 17 round trip trains per day to Hartford, and 12 trains per day to Springfield. The majority of the existing rail stations will be replaced and several new stations will be built. The expanded service and new stations are expected to increase ridership, improve the high-speed and passenger rail system serving the northeast, expand intermodal transportation options, encourage economic development and create more livable and sustainable communities. **CTrail** Hartford Line service is scheduled to launch in January 2018.

Future updates on the status and location of construction activities will be provided on the NHHS Rail Program website at www.nhhsrail.com.

We have received the signature from the Attorney General's office to revoke the existing order against Pioneer Precision. Now that we have that in hand, we are working to get into the Brownfields Remediation and Revitalization Program.

Staff has received approval from two adjacent property owners to install monitoring wells to further define the ground water plume in order to determine the best remedial approach. Work will begin soon on these off-site wells, weather permitting.

CIL has been named as the preferred developer of 889 Farmington Avenue. An agreement is now being worked on to put this on paper. We expect the agreement to be signed by May 6th.

13. **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.
14. **Façade Grant Program:** No Change - The program has just over of \$30,000 left in the account after the last Economic Development Commission meeting. Two property owners have applied for the remaining funds. There will likely not be enough monies to fill the requests of those two. We have not yet heard on our application through Office of Policy and Management (OPM) for an additional \$500,000 through their Responsible Growth and Transit Oriented Development (TOD) Grant.
15. **Gateway Signs:** No Change - The sign company had sent us the wrong hardware in order to install the signs to meet Department of Transportation (DOT) safety measures. Art Volz is working with Chris Edge on the needed items and will be installing them soon.
16. **Chotkowski Property:** No Change - 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.
17. **Kensington Village Sidewalk Project:** Our consultant, Milone & MacBroom, is working on a final plan which will be presented at a public hearing (or two). This will show the areas where sidewalks are proposed as well as help the Town determine the best use of the funds we have.
18. **Earl Wicklund (Stick Village):** The first building is fully occupied and operating. Building 2 is almost complete and its first tenant will soon occupy about two-thirds of that building. Mr. Wicklund, Hellyn Riggins and Chris Edge met to discuss the construction of Building 3 which should occur this summer.

G. Calendar Reminders:

- Charter Revision Commission Meeting, June 2nd, 7:00 p.m., Caucus Room A
- Economic Development Commission, June 6th, 7:00 p.m., Room 8
- *Cancelled* - Historic District Commission, June 6th, 7:00 p.m., Room 7
- Public Hearing Charter Revision Commission, June 6th, 7:00 p.m., Council Chambers
- Charter Revision Commission, June 6th, 7:30 p.m., Caucus Room A
- Inland Wetlands and Water Courses Commission, June 7th, 7:00 p.m., Room 8
- Town Council Meeting, June 7th, 7:00 p.m., Council Chambers
- Housing Authority, June 8th, 5:00 p.m. Marjorie Moore Village, Community Room
- Worthington Fire District Annual Meeting, June 8th, 6:00 p.m., Council Chambers
- Berlin-Peck Memorial Library Board Meeting, June 8th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, June 9th, 4:00 p.m., Caucus Room A
- Commission for Persons With Disabilities, June 9th, 6:30 p.m., Room 8
- Charter Revision Commission Meeting, June 9th, 7:00 p.m., Caucus Room A
- Parks and Recreation Commission, June 9th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, June 9th, 7:00 p.m., Council Chambers
- Public Building Commission, June 9th, 7:00 p.m., Board of Education Meeting Room
- Charter Revision Commission Meeting, June 13th, 7:00 p.m., Caucus Room A

- Conservation Commission, June 14th, 6:30 p.m., Room 8
- Police Commission, June 15th, 6:30 p.m., Police Station Conference Room
- Special Cemetery Commission Meeting, June 15th, 7:00 p.m., Caucus Room A
- Special Board of Ethics Meeting, June 16th, 6:00 p.m., Town Manager's Conference Room
- Commission for the Aging, June 20th, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, June 20th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, June 21st, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, June 23rd, 7:00 p.m., Council Chambers
- Public Building Commission, June 23rd, 7:00 p.m., Board of Education Meeting Room
- Inland Wetlands and Water Courses Commission, June 28th, 7:00 p.m., Room 8
- Special Town Council Meeting, June 28th, 7:00 p.m., Council Chambers
- Water Control Commission, June 28th, 7:00 p.m., Caucus Room A
- Zoning Board of Appeals, June 28th, 7:00 p.m., Room 7
- Town Council Meeting, July 5th, 7:00 p.m., Council Chambers
- Economic Development Commission, July 11th, 7:00 p.m., Room 8
- Historic District Commission, July 11th, 7:00 p.m., Room 7
- Conservation Commission, July 12th, 6:30 p.m., Room 8
- Housing Authority, July 13th, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, July 13th, 6:30 p.m., Library Board Room
- Parks and Recreation Commission, July 14th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, July 14th, 7:00 p.m., Council Chambers
- Public Building Commission, July 14th, 7:00 p.m., Board of Education Meeting Room
- Mattabassett District, July 18th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, July 19th, 7:00 p.m., Council Chambers
- Police Commission, July 20th, 6:30 p.m., Police Station Conference Room
- Charter Revision Commission Meeting, July 21st, 7:00 p.m., Caucus Room A
- Special Town Council Meeting, July 26th, 7:00 p.m., Council Chambers
- Water Control Commission, July 26th, 7:00 p.m., Room 8
- Planning and Zoning Commission, July 28th, 7:00 p.m., Council Chambers
- Public Building Commission, July 28th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – April 2016
- Berlin Board of Education Monthly Reports – April 2016
- Berlin “Senior Center Lines” – June 2016 (to be handed out separately at Council Meeting)
- Town Budget Changes, Fee Waivers and Donations Report

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

April 2016

prepared by Janice Lund, ACO

Total calls/complaints59
Total wildlife complaints24
total all complaints83

Dogs Impounded4
Cats Impounded1
***Total Impounds*5**

(Total abandoned at facility0)

Dogs/Cats redeemed5
Dogs Adopted1
Cats Adopted1
***Total Adoptions*2**

DOA (dead on arrival)1
Euthanized0

Bites2
Summons/Municipal Code Violations0

Rabies Exposures2
(wildlife contacts)
Positive Rabies Exposures0
(wildlife tested positive)

Total Fees collected \$ 130.00

Dogs first of month01 *Cats first of month*04
Dogs end of month00 *Cats end of month*03

Animals neutered/spayed by Fobac: 2 Animals Vaccinated: 2

Adoption clinics: 1 Spay Clinics : 2

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2015-2016		From Date: 4/1/2016		To Date: 4/30/2016		
Account Number		<input type="checkbox"/> Subtotal by Collapse Mask		<input type="checkbox"/> Include pre encumbrance		
		<input checked="" type="checkbox"/> Print accounts with zero balance		<input checked="" type="checkbox"/> Filter Encumbrance Detail by Date Range		
Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
Administrative Salaries	\$2,831,510.00	\$224,910.48	\$2,384,083.94	\$447,426.06	\$449,821.16	(\$2,395.10) -0.08%
Certified Salaries	\$19,383,687.81	\$1,645,571.16	\$14,990,476.29	\$4,393,211.52	\$4,273,346.80	\$119,864.72 0.62%
Non-Certified Salaries	\$6,070,115.09	\$450,077.72	\$4,970,356.24	\$1,099,758.85	\$1,091,776.82	\$7,982.03 0.13%
Benefits	\$5,274,140.10	\$422,878.10	\$4,053,907.20	\$1,220,232.90	\$790,319.81	\$429,913.09 8.15%
Contracted Services	\$1,245,817.52	\$81,314.68	\$1,119,202.58	\$126,614.94	\$23,330.15	\$103,284.79 8.29%
Utilities	\$1,330,953.00	\$142,255.33	\$1,030,213.25	\$300,739.75	\$6,678.44	\$294,061.31 22.09%
Transportation	\$2,342,940.00	\$283,176.36	\$1,809,474.51	\$533,465.49	\$0.00	\$533,465.49 22.77%
Tuition	\$1,696,569.00	\$58,185.90	\$1,541,261.23	\$155,307.77	\$289.89	\$155,017.88 9.14%
Supplies, Textbooks & Materials	\$1,115,172.92	\$86,562.28	\$708,990.96	\$406,181.96	\$76,089.10	\$330,092.86 29.60%
Equipment	\$80,823.56	\$14,822.18	\$54,273.15	\$26,550.41	\$1,878.25	\$24,672.16 30.53%
All Other Expenditures	\$81,033.00	\$2,799.00	\$77,772.42	\$3,260.58	\$9,519.00	(\$258.42) -0.32%
Grand Total:	\$41,452,762.00	\$3,412,554.19	\$32,740,011.77	\$8,712,750.23	\$6,717,049.42	\$1,995,700.81 4.81%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

Print accounts with zero balance

☒

Filter Encumbrance Detail by Date Range

From Date: 4/1/2016

To Date: 4/30/2016

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00501.00.00.0000.00.0000.00	Baby Welcome Project Grant	\$119.00	\$0.00	\$117.00	\$2.00	\$0.00	\$2.00	1.68%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$13,789.00	\$0.00	\$732.89	\$13,056.11	\$0.00	\$13,056.11	94.68%
00507.00.00.0000.00.0000.00	Ct. Core Mini Grant	\$151.59	\$0.00	\$151.59	\$0.00	\$0.00	\$0.00	0.00%
00508.00.00.0000.00.0000.00	Marjorie Moore Sped Preschool	\$111.00	\$0.00	\$0.00	\$111.00	\$0.00	\$111.00	100.00%
00510.00.00.0000.00.0000.00	Perkins Grant	\$27,744.00	\$1,472.99	\$27,744.00	\$0.00	\$0.00	\$0.00	0.00%
00513.00.00.0000.00.0000.00	High Quality Schls&Common Core	\$63,668.00	\$63,668.00	\$63,668.00	\$0.00	\$0.00	\$0.00	0.00%
00516.00.00.0000.00.0000.00	Prior Years Return	\$11,106.63	\$0.00	\$445.00	\$10,661.63	\$0.00	\$10,661.63	95.99%
00524.00.00.0000.00.0000.00	Medicaid Funding	\$9,684.94	\$0.00	\$723.70	\$8,961.24	\$0.00	\$8,961.24	92.53%
00555.00.00.0000.00.0000.00	E-RATE	\$9,767.33	\$0.00	\$656.99	\$9,110.34	\$0.00	\$9,110.34	93.27%
00600.00.00.0000.00.0000.00	Title I Grant	\$376,126.00	\$27,666.22	\$169,230.57	\$206,895.43	\$79,095.22	\$127,800.21	33.98%
00602.00.00.0000.00.0000.00	IdeaPartB Section 611 Grant	\$570,011.00	\$40,806.81	\$347,433.16	\$222,577.84	\$135,351.98	\$87,215.86	15.30%
00603.00.00.0000.00.0000.00	IdeaPartBSection 619 Grant	\$20,922.00	\$1,427.27	\$11,734.44	\$9,187.56	\$3,998.12	\$5,189.44	24.80%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$56,202.00	\$0.00	\$4,464.67	\$51,737.33	\$0.00	\$51,737.33	92.06%
00609.00.00.0000.00.0000.00	Title III Grant	\$17,782.00	\$966.35	\$16,138.85	\$1,643.14	\$516.11	\$1,127.03	6.34%
00701.00.00.0000.00.0000.00	Shelf Settlement	\$151,591.91	\$150.00	\$149,195.91	\$2,396.00	\$0.00	\$2,396.00	1.58%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$208,225.00	\$18,215.93	\$167,416.19	\$46,808.81	\$20,509.28	\$26,299.53	12.63%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$67,374.77	\$2,334.05	\$58,994.50	\$8,380.27	\$4,190.43	\$4,189.84	6.22%
00704.00.00.0000.00.0000.00	Title II Grant	\$4,918.50	\$0.00	\$4,918.50	\$0.00	\$0.00	\$0.00	0.00%
00706.00.00.0000.00.0000.00	Choice Grant	\$54,857.38	\$0.00	\$53,486.35	\$1,371.03	\$0.00	\$1,371.03	2.50%
00709.00.00.0000.00.0000.00	Title III	\$678,324.00	\$30,933.07	\$248,928.00	\$429,395.00	\$58,462.97	\$370,932.03	54.68%
00800.00.00.0000.00.0000.00	Special Grants	\$2,907.80	\$0.00	\$2,907.80	\$0.00	\$0.00	\$0.00	0.00%
	Grand Total:	\$2,348,934.31	\$187,640.69	\$1,324,735.74	\$1,024,198.57	\$302,134.11	\$722,064.46	30.74%

End of Report

From: 04/01/2016

General Ledger Report

From Account: 1

To : 04/30/2016

To Account: 999999

Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
001000 Athletic Assoc.	36127.33	3438.09	-13792.65	0.00	25772.77	0.00	25772.77
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 Jurczynszak	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	0.00	0.00	0.00	0.00	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	644.50	0.00	0.00	-170.16	474.34	0.00	474.34
001014 Guidance	45492.33	506.00	0.00	0.00	45998.33	0.00	45998.33
002000 Business Club	1176.99	204.00	-394.20	0.00	986.79	0.00	986.79
002001 Musical Club	12509.35	283.23	-405.40	0.00	12387.18	0.00	12387.18
002002 H.O.P.E.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002003 International Club	2200.41	0.00	0.00	0.00	2200.41	0.00	2200.41
002004 Red Cross/Ophelia	556.72	75.00	0.00	0.00	631.72	0.00	631.72
002005 UpBeat Peerleader	51328.85	6106.25	-810.00	0.00	56625.10	0.00	56625.10
002006 UpBeat Regular	8695.94	800.00	-87.11	0.00	9408.83	0.00	9408.83
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002010 Europe Field Trip	0.00	0.00	0.00	0.00	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	9100.61	0.00	0.00	0.00	9100.61	0.00	9100.61
002014 HOSA(HEALTH	152.53	0.00	0.00	0.00	152.53	0.00	152.53
002015 Spanish Elem.Program	0.00	0.00	0.00	0.00	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	3746.22	0.00	0.00	0.00	3746.22	0.00	3746.22
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002021 Faculty Social Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002022 Debate Club	481.00	0.00	0.00	0.00	481.00	0.00	481.00

From: 04/01/2016

General Ledger Report

From Account: 1

To : 04/30/2016

To Account: 999999

Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
002023 GLASS	503.80	0.00	0.00	0.00	503.80	0.00	503.80
002024 Interact	255.30	0.00	0.00	0.00	255.30	0.00	255.30
002025 Class of 2014	14598.92	0.00	0.00	0.00	14598.92	0.00	14598.92
002026 Class of 2016	11834.30	190.00	0.00	0.00	12024.30	0.00	12024.30
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	6872.26	12345.75	-10233.80	0.00	8984.21	0.00	8984.21
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	18863.32	0.00	0.00	0.00	18863.32	0.00	18863.32
003014 Class of 2019	3161.26	610.00	0.00	0.00	3771.26	0.00	3771.26
003015 Devivo Scholarship	634.25	0.00	0.00	0.00	634.25	0.00	634.25
003016 UpBeat "Wrist" Account	57593.72	0.00	0.00	0.00	57593.72	0.00	57593.72
003017 Class of 2018	6237.77	0.00	-500.00	0.00	5737.77	0.00	5737.77
003018 UpBeat-Crowe Fund	7619.30	0.00	0.00	0.00	7619.30	0.00	7619.30
003019 Habitat for Humanity	2616.03	368.39	-600.00	0.00	2384.42	0.00	2384.42
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	807.77	0.00	0.00	0.00	807.77	0.00	807.77
005000 Alumni Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005001 BHS Scholarship	4220.78	300.00	0.00	0.00	4520.78	0.00	4520.78
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	867.79	195.00	0.00	0.00	1062.79	0.00	1062.79
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	-270.50	0.00	889.73	0.00	889.73
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

From: 04/01/2016

General Ledger Report

From Account:

1

To : 04/30/2016

To Account:

999999

Account Name	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	7939.36	776.00	-1372.48	0.00	7342.88	0.00	7342.88
006001 Barkery/Cookie Closet	199.01	0.00	0.00	0.00	199.01	0.00	199.01
006002 H.E.R.O.	4783.51	130.00	-1349.09	0.00	3564.42	0.00	3564.42
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	10335.43	100.00	0.00	0.00	10435.43	0.00	10435.43
007002 Youth/Gov./Close up	3.40	1350.00	-1350.00	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	329.39	0.00	0.00	0.00	329.39	0.00	329.39
007006 Project Oceanography	2936.53	0.00	0.00	0.00	2936.53	0.00	2936.53
007007 Science Club	490.54	0.00	0.00	0.00	490.54	0.00	490.54
007008 Student Government	7325.66	88.00	0.00	0.00	7413.66	0.00	7413.66
007009 Tsunami Relief Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007010 Honor Society	3258.11	0.00	0.00	0.00	3258.11	0.00	3258.11
007011 Humanities Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007012 Youth & Government	0.00	0.00	0.00	0.00	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	1616.40	1940.00	-2736.44	0.00	819.96	0.00	819.96
008002 Field Trips	3987.35	4737.00	-4611.27	0.00	4113.08	0.00	4113.08
008003 Upbeat Game Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
008004 Lamp Fund	1736.56	336.16	0.00	170.16	2242.88	0.00	2242.88
008005 Library Fund	0.00	0.00	0.00	0.00	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	3527.77	1520.00	0.00	0.00	5047.77	0.00	5047.77
008008 Holding Account	21217.63	310.00	-2455.00	0.00	19072.63	0.00	19072.63
008009 Student Fund	-245.92	0.00	0.00	0.00	-245.92	0.00	-245.92
Group Total	442558.63	36708.87	-40967.94	0.00	438299.56	0.00	438299.56
Grand Total	442558.63	36708.87	-40967.94	0.00	438299.56	0.00	438299.56

05/05/2016

Berlin High School

PAGE 4

From: 04/01/2016

General Ledger Report

From Account: 1

To : 04/30/2016

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	353973.51	36708.87	-40967.94	0.00	349714.44	0.00	349714.44
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	442308.63	36708.87	-40967.94	0.00	438049.56	0.00	438049.56
Grand Total	442308.63	36708.87	-40967.94	0.00	438049.56	0.00	438049.56

**BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2015 THRU
APRIL 30, 2016**

INCOME	TOTAL	
	3/31/2016	3/31/2015
STUDENT LUNCHES	\$ 392,719.90	\$ 404,958.51
TEACHER LUNCHES	\$ 3,581.85	\$ 4,724.90
BREAKFAST INCOME	\$ 8,144.10	\$ 9,204.45
BREAKFAST A-LA-CARTE	\$ -	
LUNCH A-LA-CARTE	\$ 10,803.46	\$ 15,365.04
GRANTS RECEIVED	\$ 108,998.07	\$ 115,309.00
GRANTS DUE	\$ 42,705.75	\$ 44,088.60
ACCOUNTS REC. DUE	\$ 2,476.39	\$ 1,775.20
.10 Healthy Lunch Reim Due	\$ 5,098.90	\$ -
.10 Healthy Lunch Reim Rec.	\$ 13,139.00	\$ -
MISCELLANEOUS INCOME	\$ 27,119.47	\$ 23,325.09
STATE REIMBURSEMENT	\$ 21,404.00	\$ 19,194.00
PETTY CASH	\$ -	\$ -
TOTAL	\$ 636,190.89	\$ 637,944.79
BANK INTEREST	\$ 636,190.89	\$ 637,944.79
EXPENSES		
FOOD COSTS	\$ 205,774.99	\$ 223,261.48
LABOR & UNIFORMS	\$ 386,794.56	\$ 387,384.02
PAPER/CLEANING COSTS	\$ 15,972.29	\$ 18,942.94
MISC.(OPER.)	\$ 17,860.19	\$ 27,420.37
BENEFITS	\$ 29,037.95	\$ 32,807.30
MANUAL ADJ PAYROLL		
TOTAL EXPENSES	\$ 655,439.98	\$ 689,816.11
NET PROFIT/LOSS	\$ (19,249.09)	\$ (51,871.32)
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)

	%
FOOD COSTS	32%
LABOR & UNIFORMS	61%
PAPER/CLEANING COSTS	3%
MISC.(OPER.)	3%
BENEFITS	5%

	%
FOOD COSTS	35%
LABOR & UNIFORMS	61%
PAPER/CLEANING COSTS	3%
MISC.(OPER.)	4%
BENEFITS	5%

PROFIT LOSS 7/1/15 THRU 4/30/2016

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TOWN OF BERLIN

Budget Changes

2015-2016

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Other		Comments
			Fund Bal.	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				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				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)
16-021	Town Clerk			\$200.00	Supplies (from Prof. Devel.)
16-022	Public Works			\$500.00	Supplies (from Contrac. Serv.)
16-023	Emergency Mgmt.			\$250.00	Training (from Supplies)
16-024	Fire Dept.			\$290.00	Maint. & Repair (from Operating Materials)
16-025	Fire Dept.	\$18,740.78			KFD Boiler Replacement
16-026	Townwide			\$2,000.00	Copiers (from Computer Comm. & Storm Meal Reimb.)
16-027	Town Manager			\$100.00	Supplies (from Annual Reports)

Budget Changes

2015-2016

Boldface items approved by Town Council.

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Bud.Chg.	#	Department	Contingency	Other		Comments
				Fund Bal.	General Fd.	
	16-028	Golf Course			\$3,265.00	Maint. & Repair (from Health Insurance)
	16-029	Police				Police Vehicles (from Vehicle Reserve)
	16-030	Police			\$50,000.00	Overtime (from Police Personnel)
	16-031	Police			\$5,000.00	Professional Devel. (from Police Personnel)
	16-032	Police			\$4,000.00	Uniforms (from Maint. & Repair)
	16-033	Police			\$4,000.00	Contractual Services (from Tuition Reimb.)
	16-034	Townwide			\$818.35	Televised Meetings (from Salary Continuation)
	16-035	VOIDED				
	16-036	Library			\$1,500.00	Substitute Personnel (from Professional Personnel)
	16-037	Golf Course			\$9,500.00	Part Time & Summer Help (from Blue Collar)
	16-038	Town Manager			\$5.00	Professional Development (from Organizational Fees)
	16-039	Golf Course			\$4,500.00	Vehicle Fuel (from Blue Collar)
	16-040	Highway			\$3,682.00	Operating Materials (from Truck Rental)
	16-041	Town Clerk			\$695.00	Supplies (from Prof. Devel.)
	16-042	Townwide			\$1,000.00	Mileage (from Storm Meal Reimbursement)
	16-043	Golf Course			\$155.00	Computer Support (from Training)
	16-044	Public Grounds			\$3,000.00	Part Time Help (from Blue Collar)
	16-045	Golf Course			\$600.00	Supplies (from Greens, Traps, Tees)
	16-046	Economic Devel.			\$21.12	Contractual Services (from Supplies)
	16-047	Economic Devel.			\$200.00	Contractual Services (from Commission Secretary)
	16-048	Economic Devel.			\$400.00	Contractual Services (from Professional Development)
	16-049	Townwide			\$330.00	Board of Ethics Comm. secretary (from Tuition Reimb.)
	16-050	Corporation Counce	\$30,000.00			Outside Legal Services.
	16-051	Economic Devel.			\$329.00	Part Time Help (from Commission Secretary)
			\$84,213.91	\$0.00	\$149,258.62	\$58,100.00

Budget Changes

2015-2016

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
Cumulative Appropriations						
			\$191,255.43			
Bal. of Contingency Account						
			\$265,786.09			

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
3/15/2016 Donation - 1 round of golf for 2 - Willard PTO Pasta Dinner and raffle	\$83.00
3/15/2016 Waive Police Fees - Willard PTO Pasta Dinner	\$300.00
3/15/2016 Waive Police Fees - Kensington Congregational Block Party and Road Race	\$2,880.00
4/5/2016 Waive Fees for use of field lights - Berlin Women's Softball	\$195.00
4/5/2016 Waive Special event fee - Farmers Market (Market Masters)	\$150.00
5/3/2016 Donation - 4 rounds of golf and 2 carts - Berlin Upbeat silent auction	\$220.00
5/3/2016 Donation - 2 weeks of Summer Fun program - Berlin Upbeat silent auction	\$120.00
5/3/2016 Donation - Pilates program registration - Berlin Upbeat silent auction	\$80.00
5/3/2016 Waive field usage fees - Nutmeg State Games	\$11,380.00
5/17/2016 Waive Police fees - Central Conn. Health Dist.	\$350.00
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	\$48,641.65