

## MONTHLY MANAGEMENT REPORT

[Town Web Site: [www.town.berlin.ct.us](http://www.town.berlin.ct.us)]

[Library Web Site: [www.berlinpeck.org](http://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:** October 4, 2016

### A. Council Communications:

#### 1. Holiday Schedule:

- Columbus Day: The Town Hall and all departments will be closed on Monday, October 10, 2016 in observance of Labor Day.

#### 2. Upcoming Events:

- 12th Annual Scarecrow-Fall Festival: The 12<sup>th</sup> Annual Scarecrow-Fall Festival will be held on Saturday, October 8<sup>th</sup>, at Volunteer Park. The opening ceremony will take place at 11:00 a.m. Please go to the Parks and Recreation webpage at [www.town.berlin.ct.us](http://www.town.berlin.ct.us) for additional information.
- Halloween Monster Bash and Pumpkin Decorating Contest: The annual Halloween Monster Bash and Pumpkin Decorating Contest will be held on Friday, October 21<sup>st</sup>, from 6:30-8:30 p.m. at Willard School. This event is for Berlin youth ages pre-school through 5<sup>th</sup> grade only and their families. Please visit the Parks and Recreation Department homepage for more details.

### B. Town Manager News:

Another Berlin Fair has come and gone as has the annual rain. Despite a drought of many months, it managed to rain for the Fair once again. Hopefully, the weekend was not a total wash out as the Lions club and many other organizations always work so hard to prepare for the Fair. Things continue to be busy in the Town of Berlin. Council meetings resumed in September and Departments have submitted their CIP plans to Finance. The CIP Committee will be reviewing the plans shortly for submission to me and ultimately the Council.

The November election is just around the corner. Charter revision questions will be on the ballot along with candidates for President, US Senators and State Representatives and Senators. Campaign signs have sprouted up on corners and yards and along the route for the Fair. It isn't fall without campaign signs!

Our new audit firm, PKF O'Connor Davies has begun their year-end audit review for Fiscal Year 2015/2016. They will be meeting with the Council Audit Committee on October 12, 2016.

I am very pleased to announce that Kevin Delaney of Hebron, CT will be joining us as our next Finance Director. Kevin graduated from the University of Connecticut with a degree in Accounting and an MBA in Finance. He is a Certified Public Accountant and is currently the Finance Director for a private manufacturing company out of West Springfield, MA. He has previous experience in the State Auditors' office as well as CIGNA Corporation. I think his blend of both private and public experience will be an asset to the Town and I look forward to him joining us. His first day with us will be October 11, 2016 so he will be with us to begin the budget process for Fiscal Year 2017/2018. I would like to thank the staff of the Finance Office as well as Barbara Bertrand who has served as our Interim Finance Director for the last two months for a smooth transition.

**C. Department News:**

➤ **Berlin-Peck Memorial Library**

- The final stats are in - 1,935 adults, teens and children participated in the Library's summer reading program for 2016!
- We began a monthly series of screenings from Lincoln Center on Sunday afternoons.
- The Library has successfully raised the remainder of the funding for the elevator, thanks to Representative Joe Aresimowicz putting it on a State bond request.
- We have been accepted as a Passport Acceptance Facility. Four staff members have been trained and we will be officially confirmed by the end of October.

Please see attached flyers for additional information on events and programs over the next several months.

➤ **Community, Recreation & Park Services**

Parks and Recreation

- The 12th annual Scarecrow-Fall Festival will be held on Saturday, October 8th. Opening ceremony will take place at 11:00 a.m. in Volunteer Park. After the opening ceremony, children's activities will take place in the park until 12:30 p.m. We encourage businesses, volunteer/civic organizations, children organizations as well as individuals and families to create their own unique scarecrow to enter into the Scarecrow contest. Scarecrows will take up residency on Farmington Avenue from Saturday, October 8th until Sunday, October 30th.
- The annual Halloween Monster Bash and Pumpkin Decorating Contest will be held on Friday, October 21<sup>st</sup> from 6:30-8:30 p.m. at Willard School, and is for Berlin youth only ages pre-school through 5<sup>th</sup> grade and their families. Come in costume and enjoy the evening with activities that include members of the Upbeat program and a DJ in the gym, various arts and crafts, games, Halloween Bingo and other spooky activities. Those in costume may register for a chance to win a prize; random winners will be picked throughout the night. We are also teaming up with the Willard School PTO as they hold their Trunk or Treat event that night from 6:30-8:00 p.m.
- Fall programs have begun. Registration for winter basketball began Monday, September 26<sup>th</sup> for boys in grades 3-8 and girls in grades 3-9. Information for all programs can be found on the Town of Berlin website.

Public Grounds: The following services were provided by the Public Grounds Department during the months of August/September:

- Griswold Playground area was excavated for the playscapes.
- Griswold playscapes are being installed.
- The front of McGee School has been finished.
- A new sign has been installed at the Police Department.
- Bog bridges have been put in at the Chotkowski Property.
- Parking lots have been painted.
- New handicap ramps have been installed at Willard School.
- Two speed bumps have been installed at the High School to slow cars at the student drop off.
- Irrigation is being up dated at Percival Field.
- Construction of the McGee tennis courts has started and the dismantling of the High School courts is under way.

#### Senior Center

- September's Trips were to the 9/11 Memorial & Museum, Broadway, Taste of Providence, The Big E Fair, Essex Steam Train & Riverboat Ride and Mohegan Sun Casino, and the Lunch Bunch trip was to Bill's Seafood Restaurant in Westbrook, CT.
- Specialty Shopping Trips in September were to Kmart and Walmart in Cromwell and Kohl's and Marshall's in Plainville.
- ADT Health in Mobile Home Solutions presented different Medical Alert options for in home and mobile solutions to accommodate lifestyles on September 6<sup>th</sup>.
- Dental Cleaning Clinics were held on Wednesday, September 7<sup>th</sup>, and Thursday, September 14<sup>th</sup>.
- The Adult Coloring session is held each month.
- Since April, 206 Renters Rebate applications have been taken at the Senior Center. The deadline to apply was October 1<sup>st</sup>.
- The Fall Session Setback Tournament began on September 12<sup>th</sup>.
- Angela DeLeon, a national expert on financial exploitation presented a Senior Safety & Financial Literacy Program on September 13<sup>th</sup>. This presentation was part of the People's United Bank Masters & Financial Program.
- John Silliman from Aetna shared his scuba diving explorations through photos and stories on September 14<sup>th</sup>.
- September's book discussion was on the book "The Rosie Project" by Graeme Simsion.
- Robert Schmelzer, Exercise Physiologist from the Jerome Home and Arbor Rose, is conducting the Good Life Functional Fitness Class again at the Community Center on Mondays and Wednesdays which started September 19<sup>th</sup> and will end December 14<sup>th</sup>.
- The Berlin Historical Society Story Share was held on September 21<sup>st</sup>. The discussion was "Remembering Downtown Kensington".

- Marc Levesque from the Center of Healthy Aging presented “Navigating the ‘What If’ in Your Golden Years” on September 23<sup>rd</sup>.
- Chris Golden from American Senior Benefits discussed Retirement Planning on September 26<sup>th</sup>.
- The Senior Center Annual Picnic was held on September 27<sup>th</sup>. The day was filled with food, games and entertainment.

➤ **Facilities:** The Facilities Department approved and completed a total of 669 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:

- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESKO 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.
- Completed various carpentry requests, wall repairs, furniture repairs and installation of various display boards.
- Began the generator upgrade project at Berlin High School.
- Began the boiler replacement at the Library/Community Center.
- Removed the oil tank at the Library.
- Began design of South Kensington Fire building modifications.
- Began design of Library elevator.
- Began design of Fleet Garage renovations.
- Installed new gas piping for McGee School kitchen.
- Began preparation for seasonal shutdown of pools, parks and grounds buildings.
- Completed maintenance and repairs of the kennels at the Animal Control building.
- Replaced roof top unit 2 compressor at McGee School.
- Interviewed and hired a new Town Custodian.

➤ **Finance:** The town issued Bond Anticipation Notes in September for several projects.

Finance Accountant, Gail Erickson, continues to work on finalizing the 2016 budget and financial report. Our new auditors this year, PKF O’Connor, Davies, LLP are scheduled in early November. All activity and statement preparation must be completed before their arrival.

The Interim Finance Director, Barbara Bertrand, will continue to work with the Town Manager and Budget Chair to prepare for the strategy meetings with the Council to discuss capital needs and prioritize the five-year plan so that decisions can be made to manage future debt. Capital Improvement Planning (CIP) forms have been received from departments and the CIP Committee will hold hearings on October 5<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> to analyze requests and provide recommendations.

Barbara will continue 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. She continues to provide Gilbane with a monthly report on expenditures and has developed a cumulative report encompassing all expenditures since project inception. This report is updated on a continuing basis by Len Zielinski and is distributed at the end of each month.

Revenue Collector's Office: The month of August was busy for the Revenue Collector's office with delinquent notices sent out during the first week, resulting in a steady flow of payments. Through the end of August our current collection rate for 2015 Grand List property tax bills is 98% for personal property, 91% for motor vehicle and 59% for real estate. The lower percentage in real estate is due to the recent change in real estate taxes now being billed on a semi-annual basis. The next installment becomes due on January 1, 2017.

We also received several phone calls from taxpayers as a result of the change in payment structure. This is in response to the fact that many taxpayers that escrow their real estate taxes with their mortgage company had received a refund from the bank. The hope is that these refunds are justified because the mortgage company now has to hold a six month reserve of funds rather than twelve months. However, to be cautious, we've advised all taxpayers to contact their mortgage company and verify that enough funds are available to pay their second installment this coming January.

The Revenue Technician and Revenue Clerk are registered for Tax Collector courses to continue to work toward earning their state certification. They will be attending their courses throughout the fall season.

Also in July the quarterly installment for the spring time water and sewer usage was due to the Water Control Commission. Collections came in at a steady pace and at the close of August we had received approximately 96% of the revenue due. We anticipate this percentage to inch closer to 99% throughout the month of September as shut off notices were mailed out at the beginning of the month to those with a balance remaining. Also, in early September the meter readings were acquired for the October quarterly billing and staff has begun reviewing these readings in order to prepare them for billing.

Assessor's Office: August was a very busy time in the Assessor's Office. Applications for additional veterans' benefits continued to be taken by our office until October 3<sup>rd</sup>, Building permits were entered for the 2016 Grand List, transfers of real estate ownership continued and permit inspections were processed for the 2016 Grand List.

Inspections and data entry continues to be performed and processed and continues to be on schedule for the 2017 re-valuation. We began doing mailings for interior inspections starting in March. These inspections are the ones we were unable to get into when we were there previously. Mailings to sections remaining for full inspections have been sent as well.

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.

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 new medical software system for Visiting Nurses Association.
- RFP for Miscellaneous Sign Printing Projects.
- RFP for STEAP sidewalk construction project.
- RFP for Design Services for replacement of classroom ventilators at Willard School.
- RFQ for Townwide ADA Consultant.
- RFQ for Telephone System Upgrade at McGee School.
- RFP for Design Services for security entrances at elementary schools.

The following are pending recommendations to Council:

- RFQ for design of new Tennis/Basketball Courts at Berlin High School.
- RFP for Town staff Uniform Contract.
- RFP for Environmental Services at former Donnelly Brick Company.

Posting of Town/Board of Education surplus assets on the GovDeals website continues actively, with approximately \$2,000 earned since the start of fiscal year 2017.

**D. Board/Commission News:**

None.

**E. CCM Correspondence:**

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

- Municipal Records Management: Do You Know What To Do?, Wednesday, October 5, 2016, Bristol Public Library, 9:00 a.m. to 12:00 p.m.
- Municipal Meetings: Understanding Parliamentary Procedure, Thursday, October 13, 2016, Milford City Hall, 6:00 p.m. to 9:00 p.m.
- Clarifying the “6-month” Rule for Construction Change Orders, Thursday, October 20, 2016, Meriden City 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:** No Change - The police station project was voted down by Council on July 26, 2016. No further information is available at this time
2. **High School Civil Rights and Accreditation Project:** No Change - Ongoing 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:** No Change - 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 has developed an Amendment #3 and Amendment #4 approved by Town Council on June 7, 2016. This will continue the existing contract to collect more information as well as paving the way to expand the future re-lining of the Belcher Brook Interceptor. We will need to discuss the schedule of activities soon.
4. **Street Paving Projects:** No Change - 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, Middletown Road and the Metacomet Drive area) has been completed. Work has begun to reconstruct portions of Norton Road and Reservoir Rd.
5. **Spruce Brook Bridge Over Spruce Brook:** No Change - 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):** No Change - The bid opening occurred February 11, 2016. The low-bidder was Mastrobattisto, Inc. of Bristol, CT having submitted a bid of \$2,348,391.75. The initial phase of the project has begun. The closure of Farmington Avenue at the site occurred June 16, 2016. Several delays with utility relocations have occurred. Project completion is now scheduled for the spring of 2017.
7. **Elton Wells – Water Control Commission:** No Change - 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 soon. Some additional data needs to be submitted to the State for their review and approval.

8. **Burnham Street Bridge and High Road Bridges:** No Change - 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.
9. **Manual on Uniform Traffic Control Devices (MUTCD) Sign Project:** No Change - The Town has begun a project replacing the traffic signs in compliance with the Federal Highway Standards MUTCD. This work will continue to be an ongoing project for the next several years.
10. **Streetscape Improvements:** Martin Laviero Contractor, Inc. will complete the streetscape now that a gas line has been moved. A handicapped accessible ramp will be installed in front of the YMCA. The last item after that is the moving of a utility pole. Expectation is completion in mid-October.
11. **Train Station Improvements & 889 Farmington Avenue Remediation:** No Change - Work is well underway on construction of the raised platforms. A temporary train boarding platform has been completed. The restoration of the Train Station has been delayed with an anticipated completion date of spring 2017. CTrail Hartford Line service is scheduled to launch in January 2018 with 15 trains each way (north and south) from Hartford to New Haven.
12. **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.
13. **Façade Grant Program:** The Town has received notice that we have been awarded an additional \$500,000 for the program. These monies were approved by the Town Council in September and we expect to be working with property owners on new projects in late October or early November.
14. **Gateway Signs:** Chris Edge, Economic Development, is working with Art Volz, Public Grounds, to have the sign installations completed during October.
15. **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.
16. **Kensington Village Sidewalk Project:** Our Consultant (Milone & MacBroom) is working on the final changes to the plan. These changes will be finalized after Public Works staff meets with a handful of properties along the new sidewalk area(s).
17. **Earl Wicklund (Stick Village):** No Change - The first building is fully occupied and operating. Building 2 is complete and Realty 3 now occupies two-thirds of it. Building 3 is under construction and we expect tenants to occupy that building in early 2017.



**18. ACURA/Retail Development:** The framing is now going up on the 17,000 square foot retail building across from Home Depot, with construction to begin soon on the Acura dealership on the same property. A spring 2017 opening is planned for both buildings.

**19. Christian Lane Development:** Forrest Machine is looking to construct a brand new 55,000 square foot facility on Christian Lane bringing over 50 jobs to town. A seven year tax abatement has been approved by the Town Council.

**G. Calendar Reminders:**

- Economic Development Commission, October 3<sup>rd</sup>, 7:00 p.m., Room 8
- Historic District Commission, October 3<sup>rd</sup>, 7:00 p.m., Room 7
- Inland, Wetlands and Water Courses Commission, October 4<sup>th</sup>, 7:00 p.m., Room 8
- Town Council Meeting, October 4<sup>th</sup>, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, October 6<sup>th</sup>, 7:00 p.m., Council Chambers
- Conservation Commission, October 11<sup>th</sup>, 6:30 p.m., Room 8
- Housing Authority, October 12<sup>th</sup>, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, October 12<sup>th</sup>, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, October 13<sup>th</sup>, 4:00 p.m., Caucus Room A
- Parks and Recreation Commission, October 13<sup>th</sup>, 7:00 p.m., Community Center Break Room
- Public Building Commission, October 13<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- *Cancelled* - Berlin Visiting Nurses Association Board, October 17<sup>th</sup>, 7:00 p.m., Caucus Room A
- Mattabassett District, October 17<sup>th</sup>, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, October 18<sup>th</sup>, 7:00 p.m., Council Chambers
- Police Commission, October 19<sup>th</sup>, 6:30 p.m., Police Station Conference Room
- *Cancelled* - Planning and Zoning Commission, October 20<sup>th</sup>, 7:00 p.m., Council Chambers
- Water Control Commission, October 25<sup>th</sup>, 7:00 p.m., Room 8
- Zoning Board of Appeals, October 25<sup>th</sup>, 7:00 p.m., Council Chambers
- Public Building Commission, October 27<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- Inland, Wetlands and Water Courses Commission, November 1<sup>st</sup>, 7:00 p.m., Room 8
- Town Council Meeting, November 1<sup>st</sup>, 7:00 p.m., Council Chambers
- Economic Development Commission, November 7<sup>th</sup>, 7:00 p.m., Room 8
- Historic District Commission, November 7<sup>th</sup>, 7:00 p.m., Room 7
- Election Day, November 8<sup>th</sup>, all polling locations open 6:00 a.m. to 8:00 p.m.
- Conservation Commission, November 8<sup>th</sup>, 6:30 p.m., Room 8
- Housing Authority, November 9<sup>th</sup>, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, November 9<sup>th</sup>, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, November 10<sup>th</sup>, 4:00 p.m., Caucus Room A
- Commission for Persons With Disabilities, November 10<sup>th</sup>, 6:30 p.m., Room 8
- Parks and Recreation Commission, November 10<sup>th</sup>, 7:00 p.m., Community Center Break Room
- Public Building Commission, November 10<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- Berlin Visiting Nurses Association Board, November 14<sup>th</sup>, 7:00 p.m., Caucus Room A
- Town Council Meeting, November 15<sup>th</sup>, 7:00 p.m., Council Chambers
- Police Commission, November 16<sup>th</sup>, 6:30 p.m., Police Station Conference Room
- Planning and Zoning Commission, November 17<sup>th</sup>, 7:00 p.m., Council Chambers

- Commission for the Aging, November 21<sup>st</sup>, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, November 21<sup>st</sup>, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Water Control Commission, November 22<sup>nd</sup>, 7:00 p.m., Room 8
- Zoning Board of Appeals, November 29<sup>th</sup>, 7:00 p.m., Council Chambers

**H. Attachments:**

- Berlin Animal Control Monthly Statistics – August 2016
- Berlin Board of Education Monthly Reports: Note - Please disregard prior erroneous July reports. All Reports are now under new system at High School and are correct.
  - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – July 2016
  - 2016-2017 Enterprise Fund Balances – August 2016
  - 2016-2017 BHS Enterprise Fund Balances – August 2016
  - 2016-2017 Fiscal Year Administration and Grant Portion – August 2016
- Berlin-Peck Memorial Library – Various Flyers
- Berlin “Senior Center Lines” – October 2016 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Reports – August 2016
- Town Budget Changes, Fee Waivers and Donations Report

# BERLIN ANIMAL CONTROL MONTHLY STATISTICS

AUGUST 2016

prepared by Janice Lund, ACO

Total calls/complaints . . . . .	53
Total wildlife complaints . . . . .	32
<b>total all complaints . . . . .</b>	<b>85</b>

<i>Dogs Impounded . . . . .</i>	<i>3</i>
<i>Cats Impounded . . . . .</i>	<i>4</i>
<b><i>Total Impounds . . . . .</i></b>	<b><i>7</i></b>

***(Total abandoned at facility . . . . .0 )***

<i>Dogs/Cats redeemed . . . . .</i>	<i>2</i>
<i>Dogs Adopted . . . . .</i>	<i>4</i>
<i>Cats Adopted . . . . .</i>	<i>4</i>
<b><i>Total Adoptions . . . . .</i></b>	<b><i>8</i></b>

<i>DOA (dead on arrival) . . . . .</i>	<i>1</i>
<i>Euthanized . . . . .</i>	<i>2</i>

<i>Bites . . . . .</i>	<i>0</i>
<i>Summons/Municipal Code Violations . . . . .</i>	<i>0</i>

<i>Rabies Exposures . . . . .</i>	<i>2</i>
<i>(wildlife contacts)</i>	
<i>Positive Rabies Exposures . . . . .</i>	<i>0</i>
<i>(wildlife tested positive)</i>	

<i>Total Fees collected . . . . .</i>	<i>\$ 125.00</i>
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<i>Dogs first of month . . . . .06</i>	<i>Cats first of month . . . . .04</i>
<i>Dogs end of month . . . . .02</i>	<i>Cats end of month . . . . .02</i>

Animals neutered/spayed by Fobac: 2      Animals Vaccinated: 4

Adoption clinics: 1      Spay Clinics : 1

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: July  
Year: 2016  
Fund Type: BHS Enterprise ☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00200	BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00201	Adult Education	\$5,057.29	\$0.00	\$0.00	\$0.00	\$5,057.29
00202	Art Club	\$23.84	\$0.00	\$0.00	\$0.00	\$23.84
00203	Athletic Association	\$4,381.00	\$605.90	\$0.00	\$0.00	\$4,986.90
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$0.00	\$0.00	\$0.00	\$10,042.37
00206	BHS Scholarship	\$4,620.78	\$0.00	\$0.00	\$0.00	\$4,620.78
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$835.32	\$0.00	\$0.00	\$0.00	\$835.32
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$0.00	\$0.00	\$0.00	\$72.61
00211	Class of 2002	\$2,378.81	\$0.00	\$0.00	\$0.00	\$2,378.81
00212	Class of 2003	\$424.57	\$0.00	\$0.00	\$0.00	\$424.57
00213	Class of 2004	\$3,209.69	\$0.00	\$0.00	\$0.00	\$3,209.69
00214	Class of 2005	\$126.05	\$0.00	\$0.00	\$0.00	\$126.05
00215	Class of 2006	\$1,149.92	\$0.00	\$0.00	\$0.00	\$1,149.92
00216	Class of 2007	\$2,059.29	\$0.00	\$0.00	\$0.00	\$2,059.29
00217	Class of 2008	\$4,693.44	\$0.00	\$0.00	\$0.00	\$4,693.44
00218	Class of 2009	\$1,168.19	\$0.00	\$0.00	\$0.00	\$1,168.19
00219	Class of 2010	\$1,553.59	\$0.00	\$0.00	\$0.00	\$1,553.59
00220	Class of 2011	\$3,414.05	\$0.00	\$0.00	\$0.00	\$3,414.05
00221	Class of 2012	\$7,690.26	\$0.00	\$0.00	\$0.00	\$7,690.26
00222	Class of 2013	\$4,051.21	\$0.00	\$0.00	\$0.00	\$4,051.21
00223	Class of 2014	\$14,598.92	\$0.00	\$0.00	\$0.00	\$14,598.92
00224	Class of 2015	\$3,246.22	\$0.00	\$0.00	\$0.00	\$3,246.22
00225	Class of 2016 (12)	\$12,175.04	\$70.00	(\$152.10)	\$0.00	\$12,092.94
00226	Class of 2017 (11)	\$6,952.96	\$0.00	\$0.00	\$0.00	\$6,952.96
00227	Class of 2018 (10)	\$6,041.18	\$70.00	\$0.00	\$0.00	\$6,111.18
00228	Class of 2019 (9)	\$3,327.12	\$0.00	\$0.00	\$0.00	\$3,327.12
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up/Youth & Gov't	\$3.40	\$0.00	\$0.00	\$0.00	\$3.40

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: July  
 Year: 2016  
 Fund Type: BHS Enterprise ☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$199.01	\$0.00	\$0.00	\$0.00	\$199.01
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$8,861.89	\$0.00	\$0.00	\$0.00	\$8,861.89
00234	Driver's Ed.	\$3,001.90	\$0.00	(\$1,693.75)	\$0.00	\$1,308.15
00235	HOSA/Health Club	\$152.53	\$0.00	\$0.00	\$0.00	\$152.53
00236	Faculty Scholarship	\$262.79	\$0.00	\$0.00	\$0.00	\$262.79
00237	Field Trips	\$2,581.14	\$0.00	\$0.00	\$0.00	\$2,581.14
00238	Future Teachers	\$149.90	\$0.00	\$0.00	\$0.00	\$149.90
00239	Glass	\$33.71	\$0.00	\$0.00	\$0.00	\$33.71
00240	Graphic Arts	\$403.63	\$0.00	\$0.00	\$0.00	\$403.63
00241	Guidance	\$23,299.12	\$0.00	\$0.00	\$0.00	\$23,299.12
00242	Habitat for Humanity	\$2,134.42	\$0.00	\$0.00	\$0.00	\$2,134.42
00243	H.E.R.O	\$3,380.05	\$0.00	(\$179.91)	\$0.00	\$3,200.14
00244	Helping Hand/Dress Down	\$3,492.77	\$0.00	\$0.00	\$0.00	\$3,492.77
00245	Holding	\$19,882.03	\$0.00	\$0.00	\$0.00	\$19,882.03
00246	Honor Society	\$2,859.41	\$0.00	\$0.00	\$0.00	\$2,859.41
00247	Interact Club	\$329.75	\$0.00	\$0.00	\$0.00	\$329.75
00248	International Club	\$2,200.41	\$0.00	\$0.00	\$0.00	\$2,200.41
00249	JR AP Field Trip (APUSH)	\$300.22	\$0.00	\$0.00	\$0.00	\$300.22
00250	Jurczyszak Memorial	\$1,475.00	\$0.00	\$0.00	\$0.00	\$1,475.00
00251	Lamp Fund	\$3,854.69	\$0.00	\$0.00	\$0.00	\$3,854.69
00252	Lennehan Award	\$144.01	\$0.00	\$0.00	\$0.00	\$144.01
00253	Literary Magazine	\$165.64	\$0.00	\$0.00	\$0.00	\$165.64
00254	Lost Books	\$2,440.42	\$315.00	(\$30.00)	\$0.00	\$2,725.42
00255	Massiro Wells	\$3,012.16	\$0.00	\$0.00	\$0.00	\$3,012.16
00256	Misc. Charges	(\$3,824.23)	\$0.00	\$0.00	\$0.00	(\$3,824.23)
00257	Musical Club	\$12,289.16	\$0.00	\$0.00	\$0.00	\$12,289.16
00258	NYC Field Trip	\$2,737.30	\$0.00	\$0.00	\$0.00	\$2,737.30
00259	Red Cross/Ophelia	\$1,061.90	\$0.00	\$0.00	\$0.00	\$1,061.90
00260	Pavano Memorial Scholarship	\$5,763.00	\$0.00	\$0.00	\$0.00	\$5,763.00
00261	Project O	\$3,543.50	\$0.00	\$0.00	\$0.00	\$3,543.50

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: July  
Year: 2016  
Fund Type: BHS Enterprise ☐ Include Cash Balance ☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00262	Radio Club	\$195.60	\$0.00	\$0.00	\$0.00	\$195.60
00263	Redcoat Redview	\$108.43	\$0.00	\$0.00	\$0.00	\$108.43
00264	Rosahn Scholarship	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
00265	Sachetti Scholarship	\$1,060.41	\$0.00	\$0.00	\$0.00	\$1,060.41
00266	School Store	\$99.83	\$0.00	\$0.00	\$0.00	\$99.83
00267	Science Club	\$647.54	\$0.00	\$0.00	\$0.00	\$647.54
00268	Service League	\$414.97	\$0.00	\$0.00	\$0.00	\$414.97
00269	Student Gov./Council	\$7,413.66	\$0.00	\$0.00	\$0.00	\$7,413.66
00270	Upbeat DeVivo Memorial	\$1,108.46	\$0.00	\$0.00	\$0.00	\$1,108.46
00271	Upbeat-Crowe	\$7,119.30	\$0.00	\$0.00	\$0.00	\$7,119.30
00272	Upbeat-Drop In	\$3,157.71	\$0.00	(\$800.00)	\$0.00	\$2,357.71
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$5,000.00	\$0.00	\$0.00	\$38,102.94
00275	Upbeat Regular	\$9,484.36	\$886.00	(\$48.00)	\$0.00	\$10,322.36
00276	Upbeat Summer Exp.	\$20,263.32	\$0.00	(\$44.25)	\$0.00	\$20,219.07
00277	Upbeat Summer Theater	\$58.33	\$0.00	\$0.00	\$0.00	\$58.33
00278	Upbeat-Women's	\$194.69	\$0.00	\$0.00	\$0.00	\$194.69
00279	Upbeat-Wrist	\$51,528.36	\$0.00	\$0.00	\$0.00	\$51,528.36
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$615.05	\$0.00	\$0.00	\$0.00	\$615.05
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$339.34	\$0.00	\$0.00	\$0.00	\$339.34
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00298	Interest	\$7,902.25	\$453.03	\$0.00	\$0.00	\$8,355.28
00299	CD BHS Enterprise	(\$88,335.12)	\$9,732.61	\$0.00	\$0.00	(\$78,602.51)
Grand Total:		\$271,172.78	\$17,132.54	(\$2,948.01)	\$0.00	\$285,357.31

End of Report

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: August  
Year: 2016  
Fund Type: Enterprise  
☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00340	Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00901	Berlin Public Schools Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00909	Petty Cash Fund	\$547.63	\$0.00	\$0.00	\$0.00	\$547.63
00910	Interest Fund for Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00911	Hubbard Activity Fund	\$3,819.25	\$0.00	\$0.00	\$0.00	\$3,819.25
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$2,700.00	(\$7,570.19)	\$0.00	\$10,068.64
00915	Griswold Activity Fund	\$15,333.56	\$0.00	(\$1,787.14)	\$0.00	\$13,546.42
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$1,559.00	(\$1,043.12)	\$0.00	\$19,546.12
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$0.00	\$0.00	\$0.00	\$10,552.99
00924	McGee Student Council Activity Fund	\$2,325.91	\$0.00	\$0.00	\$0.00	\$2,325.91
00925	McGee Music Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$66,936.98	\$4,259.00	(\$10,400.45)	\$0.00	\$60,795.53

End of Report

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: August  
Year: 2016  
Fund Type: BHS Enterprise  
☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00200	BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00201	Adult Education	\$5,057.29	\$0.00	(\$531.00)	\$0.00	\$4,526.29
00202	Art Club	\$23.84	\$0.00	\$0.00	\$0.00	\$23.84
00203	Athletic Association	\$4,381.00	\$605.90	\$0.00	\$0.00	\$4,986.90
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$0.00	\$0.00	\$0.00	\$10,042.37
00206	BHS Scholarship	\$4,620.78	\$0.00	\$0.00	\$0.00	\$4,620.78
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$835.32	\$0.00	\$0.00	\$0.00	\$835.32
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$0.00	\$0.00	\$0.00	\$72.61
00211	Class of 2002	\$2,378.81	\$0.00	\$0.00	\$0.00	\$2,378.81
00212	Class of 2003	\$424.57	\$0.00	\$0.00	\$0.00	\$424.57
00213	Class of 2004	\$3,209.69	\$0.00	\$0.00	\$0.00	\$3,209.69
00214	Class of 2005	\$126.05	\$0.00	\$0.00	\$0.00	\$126.05
00215	Class of 2006	\$1,149.92	\$0.00	\$0.00	\$0.00	\$1,149.92
00216	Class of 2007	\$2,059.29	\$0.00	\$0.00	\$0.00	\$2,059.29
00217	Class of 2008	\$4,693.44	\$0.00	\$0.00	\$0.00	\$4,693.44
00218	Class of 2009	\$1,168.19	\$0.00	\$0.00	\$0.00	\$1,168.19
00219	Class of 2010	\$1,553.59	\$0.00	\$0.00	\$0.00	\$1,553.59
00220	Class of 2011	\$3,414.05	\$0.00	\$0.00	\$0.00	\$3,414.05
00221	Class of 2012	\$7,690.26	\$0.00	\$0.00	\$0.00	\$7,690.26
00222	Class of 2013	\$4,051.21	\$0.00	\$0.00	\$0.00	\$4,051.21
00223	Class of 2014	\$14,598.92	\$0.00	\$0.00	\$0.00	\$14,598.92
00224	Class of 2015	\$3,246.22	\$0.00	\$0.00	\$0.00	\$3,246.22
00225	Class of 2016 (12)	\$12,175.04	\$70.00	(\$152.10)	\$0.00	\$12,092.94
00226	Class of 2017 (11)	\$6,952.96	\$0.00	\$0.00	\$0.00	\$6,952.96
00227	Class of 2018 (10)	\$6,041.18	\$160.00	\$0.00	\$0.00	\$6,201.18
00228	Class of 2019 (9)	\$3,327.12	\$0.00	\$0.00	\$0.00	\$3,327.12
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up/Youth & Gov't	\$3.40	\$0.00	\$0.00	\$0.00	\$3.40



# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: August  
Year: 2016  
Fund Type: BHS Enterprise ☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$199.01	\$0.00	\$0.00	\$0.00	\$199.01
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$8,861.89	\$0.00	\$0.00	\$0.00	\$8,861.89
00234	Driver's Ed.	\$3,001.90	\$0.00	(\$2,816.24)	\$0.00	\$185.66
00235	HOSA/Health Club	\$152.53	\$0.00	\$0.00	\$0.00	\$152.53
00236	Faculty Scholarship	\$262.79	\$0.00	\$0.00	\$0.00	\$262.79
00237	Field Trips	\$2,581.14	\$0.00	(\$960.15)	\$0.00	\$1,620.99
00238	Future Teachers	\$149.90	\$0.00	\$0.00	\$0.00	\$149.90
00239	Glass	\$33.71	\$0.00	\$0.00	\$0.00	\$33.71
00240	Graphic Arts	\$403.63	\$0.00	\$0.00	\$0.00	\$403.63
00241	Guidance	\$23,299.12	\$0.00	(\$371.71)	\$0.00	\$22,927.41
00242	Habitat for Humanity	\$2,134.42	\$0.00	\$0.00	\$0.00	\$2,134.42
00243	H.E.R.O	\$3,380.05	\$0.00	(\$351.68)	\$0.00	\$3,028.37
00244	Helping Hand/Dress Down	\$3,492.77	\$0.00	\$0.00	\$0.00	\$3,492.77
00245	Holding	\$19,882.03	\$0.00	(\$150.00)	\$0.00	\$19,732.03
00246	Honor Society	\$2,859.41	\$0.00	\$0.00	\$0.00	\$2,859.41
00247	Interact Club	\$329.75	\$0.00	\$0.00	\$0.00	\$329.75
00248	International Club	\$2,200.41	\$0.00	\$0.00	\$0.00	\$2,200.41
00249	JR AP Field Trip (APUSH)	\$300.22	\$0.00	\$0.00	\$0.00	\$300.22
00250	Jurczyszak Memorial	\$1,475.00	\$0.00	\$0.00	\$0.00	\$1,475.00
00251	Lamp Fund	\$3,854.69	\$0.00	\$0.00	\$0.00	\$3,854.69
00252	Lennehan Award	\$144.01	\$0.00	\$0.00	\$0.00	\$144.01
00253	Literary Magazine	\$165.64	\$0.00	\$0.00	\$0.00	\$165.64
00254	Lost Books	\$2,440.42	\$365.84	(\$30.00)	\$0.00	\$2,776.26
00255	Massiro Wells	\$3,012.16	\$0.00	\$0.00	\$0.00	\$3,012.16
00256	Misc. Charges	(\$3,824.23)	\$0.00	\$0.00	\$0.00	(\$3,824.23)
00257	Musical Club	\$12,289.16	\$0.00	\$0.00	\$0.00	\$12,289.16
00258	NYC Field Trip	\$2,737.30	\$0.00	\$0.00	\$0.00	\$2,737.30
00259	Red Cross/Ophelia	\$1,061.90	\$0.00	\$0.00	\$0.00	\$1,061.90
00260	Pavano Memorial Scholarship	\$5,763.00	\$0.00	\$0.00	\$0.00	\$5,763.00
00261	Project O	\$3,543.50	\$0.00	\$0.00	\$0.00	\$3,543.50

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: August  
Year: 2016  
Fund Type: BHS Enterprise  
☐ Include Cash Balance  
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00262	Radio Club	\$195.60	\$0.00	\$0.00	\$0.00	\$195.60
00263	Redcoat Review	\$108.43	\$0.00	\$0.00	\$0.00	\$108.43
00264	Rosahn Scholarship	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
00265	Sachetti Scholarship	\$1,060.41	\$0.00	\$0.00	\$0.00	\$1,060.41
00266	School Store	\$99.83	\$0.00	\$0.00	\$0.00	\$99.83
00267	Science Club	\$647.54	\$0.00	\$0.00	\$0.00	\$647.54
00268	Service League	\$414.97	\$0.00	\$0.00	\$0.00	\$414.97
00269	Student Gov./Council	\$7,413.66	\$0.00	\$0.00	\$0.00	\$7,413.66
00270	Upbeat DeVivo Memorial	\$1,108.46	\$0.00	\$0.00	\$0.00	\$1,108.46
00271	Upbeat-Crowe	\$7,119.30	\$0.00	\$0.00	\$0.00	\$7,119.30
00272	Upbeat-Drop In	\$3,157.71	\$0.00	(\$1,320.00)	\$0.00	\$1,837.71
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,516.64	(\$121.39)	\$0.00	\$41,498.19
00275	Upbeat Regular	\$9,484.36	\$986.00	(\$48.00)	\$0.00	\$10,422.36
00276	Upbeat Summer Exp.	\$20,263.32	\$0.00	(\$44.25)	\$0.00	\$20,219.07
00277	Upbeat Summer Theater	\$58.33	\$0.00	\$0.00	\$0.00	\$58.33
00278	Upbeat-Women's	\$194.69	\$0.00	\$0.00	\$0.00	\$194.69
00279	Upbeat-Wrist	\$51,528.36	\$0.00	\$0.00	\$0.00	\$51,528.36
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$615.05	\$0.00	\$0.00	\$0.00	\$615.05
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$339.34	\$0.00	\$0.00	\$0.00	\$339.34
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00298	Interest	\$7,902.25	\$453.03	\$0.00	\$0.00	\$8,355.28
00299	CD BHS Enterprise	(\$88,335.12)	\$9,732.61	\$0.00	\$0.00	(\$78,602.51)
Grand Total:		\$271,172.78	\$20,890.02	(\$6,896.52)	\$0.00	\$285,166.28

End of Report

# Town of Berlin Board of Education

## 1BOE REPORT GRANT PORTION\*\*\*\*\*

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask  
☐ Exclude Inactive Accounts with zero balance

From Date: 8/1/2016 To Date: 8/31/2016

☐ Include pre encumbrance ☒ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
00501.00.00.0000.0000.00.0000.00	Baby Welcome Project Grant	\$2.00	\$0.00	\$0.00	\$2.00	\$0.00	100.00%
00502.00.00.0000.0000.00.0000.00	STEM Education program-equipme	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	100.00%
00505.00.00.0000.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$0.00	\$0.00	\$14,805.00	\$0.00	100.00%
00508.00.00.0000.0000.00.0000.00	Marjorie Moore Sped Preschool	\$111.00	\$0.00	\$0.00	\$111.00	\$0.00	100.00%
00510.00.00.0000.0000.00.0000.00	Perkins Grant	\$27,240.00	\$11,735.44	\$11,735.44	\$15,504.56	\$1,106.26	52.86%
00516.00.00.0000.0000.00.0000.00	Prior Years Return	\$11,081.51	\$0.00	\$0.00	\$11,081.51	\$0.00	100.00%
00524.00.00.0000.0000.00.0000.00	Medicaid Funding	\$27,853.46	\$790.22	\$790.22	\$27,063.24	\$0.00	97.16%
00555.00.00.0000.0000.00.0000.00	E-RATE	\$9,110.34	\$969.50	\$969.50	\$8,140.84	\$774.24	80.86%
00600.00.00.0000.0000.00.0000.00	Title 1 Grant	\$96,541.05	\$0.00	\$14,500.00	\$82,041.05	\$335,481.00	-262.52%
00602.00.00.0000.0000.00.0000.00	IdeaPartB Section 611 Grant	\$82,838.52	\$0.00	\$0.00	\$82,838.52	\$558,849.07	-574.62%
00603.00.00.0000.0000.00.0000.00	IdeaPartBSection 619 Grant	\$4,444.78	\$0.00	\$0.00	\$4,444.78	\$22,321.88	-402.20%
00604.00.00.0000.0000.00.0000.00	Title II Part A Teach Grant	\$48,567.48	\$165.00	\$23,165.00	\$25,402.48	\$0.00	52.30%
00609.00.00.0000.0000.00.0000.00	Title III Grant	\$718.84	\$30.70	\$184.21	\$534.63	\$0.00	74.37%
00701.00.00.0000.0000.00.0000.00	Shelf Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$113,927.92	0.00%
00702.00.00.0000.0000.00.0000.00	Idea Part B Section 611 Grant	\$595,100.00	\$0.00	\$0.00	\$595,100.00	\$0.00	100.00%
00703.00.00.0000.0000.00.0000.00	Idea Part B Section 619	\$21,788.00	\$0.00	\$0.00	\$21,788.00	\$0.00	100.00%
00706.00.00.0000.0000.00.0000.00	Choice Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$262,819.00	0.00%
00800.00.00.0000.0000.00.0000.00	Special Grants	\$38,228.84	\$0.00	\$0.00	\$38,228.84	\$9,000.00	76.45%
<b>Grand Total:</b>		\$980,430.82	\$13,690.86	\$51,344.37	\$929,086.45	\$1,304,279.37	-38.27%

End of Report

# Town of Berlin Board of Education

## 1BOE REPORT\*\*\*\*\*

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

From Date: 8/1/2016

To Date: 8/31/2016

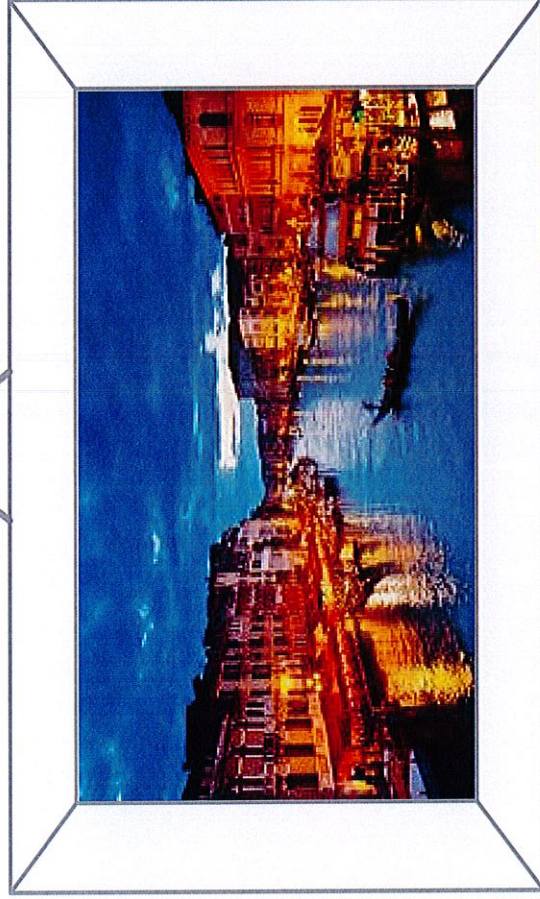
☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,868,504.15	\$179,752.72	\$357,851.58	\$2,510,652.57	\$2,572,776.85	(\$62,124.28)	-2.17%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,606,887.13	\$32,567.54	\$116,742.80	\$19,490,144.33	\$19,527,279.26	(\$37,134.93)	-0.19%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$225,680.12	\$511,547.45	\$5,857,840.32	\$5,107,375.90	\$750,464.42	11.78%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$122,029.46	\$830,595.58	\$5,104,233.75	\$4,633,945.37	\$470,288.38	7.92%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,380,503.00	\$25,173.33	\$172,353.95	\$1,208,149.05	\$272,296.38	\$935,852.67	67.79%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$16,550.27	\$31,523.04	\$340,296.96	\$17,935.94	\$322,361.02	86.70%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$83,928.48	\$106,514.04	\$2,298,662.96	\$0.00	\$2,298,662.96	95.57%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$103,467.40	\$112,905.40	\$1,709,438.60	\$804,819.67	\$904,618.93	49.64%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,048,760.62	\$123,195.21	\$221,748.50	\$827,012.12	\$96,699.55	\$730,312.57	69.64%
00001.00.00.0000.00.0000.70	Equipment	\$59,439.00	\$2,053.60	\$2,411.82	\$57,027.18	\$15,212.56	\$41,814.62	70.35%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$91,240.00	\$2,240.58	\$5,543.52	\$85,696.48	\$139.00	\$85,557.48	93.77%
<b>Grand Total:</b>		\$41,958,892.00	\$916,638.71	\$2,469,737.68	\$39,489,154.32	\$33,048,480.48	\$6,440,673.84	15.35%

End of Report

# A Stroll Through Italy



Planning your dream trip? Reminiscing on your own Italian journey? Take a virtual “passeggiata” (stroll) through the most wonderful parts of Italy with our presenter, Mariann Millard, a certified tour director and dual US/Italian citizen. Experience Italy through photographs and stories portrayed in a lively and engaging manner.

**Tuesday, October 4th @ 6:30 pm**

**Register: 860-828-7126 or [www.berlinpeck.events](http://www.berlinpeck.events)**



Berlin-Peck Memorial Library  
234 Kensington Rd.  
Berlin, CT 06037 860-828-7125  
[www.berlinpeck.org](http://www.berlinpeck.org)





# Planning for Long-Term Care

Understanding Medicaid and How to Protect Your Assets with  
Attorney Paul Czepiga



**Tuesday, October 11th @ 6:30**

Connecticut has the second highest cost of long-term care in the nation. How do you protect yourself and your retirement assets from long-term care costs? Should you give your home to your children? How can you get the State to pay for nursing home and home care? How can single individuals and married couples qualify for Medicaid benefits while keeping their assets and protecting their children's inheritances? What is the 5-year lookback? How can you spend down? What should you do when a crisis hits? Is long-term care insurance a good idea? If you know the rules and plan ahead, you can still protect your hard-earned assets.

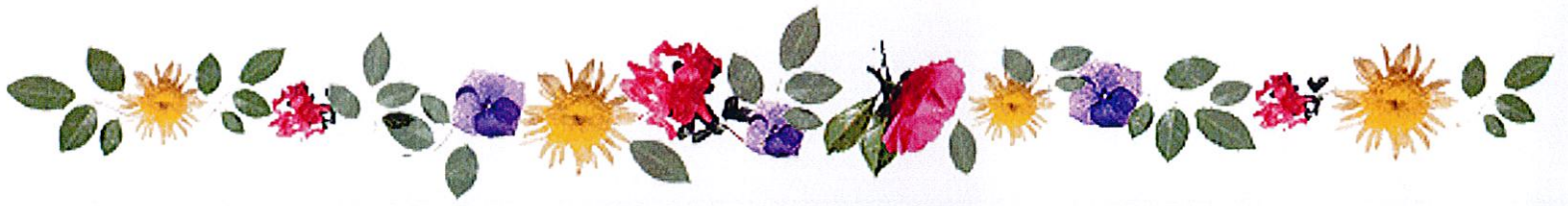
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# Holistic Approaches to Menopause or PCOS



**Wednesday, October 12th @ 6:30 pm**

**Lifestyle changes for good health and weight control.**

This program will discuss how to help women successfully navigate the lifestyle and hormonal changes encountered during menopause and Poly Cystic Ovarian Syndrome. This truly holistic approach will include health-care information by Dr. Ann Aresco, ND, nutrition by Jane Grant, RD and exercise with personal trainer Meaghan Massenat, MS, CSCS.

**Register: 860-828-7126 or [www.berlinpeck.events](http://www.berlinpeck.events)**



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# Lincoln Center Local

LINCOLN CENTER IN YOUR NEIGHBORHOOD

## FREE SCREENINGS

**Sunday, October 16<sup>th</sup> @ 2 pm: Berlin-Peck Memorial Library!**

## Latin Beat

Alexander Wu and the ZigZag Quartet take audiences of all ages on a journey across Latin culture.

Lincoln Center Local partners with your local library to bring exclusive free screenings of Lincoln Center's finest performances directly to your neighborhood.



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### UPCOMING EVENT AT THIS LIBRARY:

**Sunday, November 20 @ 2 pm**

#### **Sinatra: Voice for a Century**

The New York Philharmonic celebrates the legacy of Frank Sinatra in an all-star concert hosted by Seth MacFarlane, with performances by Christina Aguilera, Chris Botti, Fantasia, Sutton Foster, Kyle Dean Massey, Bernadette Peters, Billy Porter and Sting.

[www.berlinpeck.org](http://www.berlinpeck.org)

**234 Kensington Rd., Berlin, CT**

**860-828-7126**

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Major support for *Lincoln Center Local: Free Screenings* is provided by the Oak Foundation. Additional support is provided by the Booth Ferris Foundation and the Altman Foundation.



Lincoln Center

Seen it?



# Adventures of Huckleberry Finn: An American Story



**Tuesday, October 18<sup>th</sup> @ 6:30 pm**

**Register: 860-828-7126 or [www.berlinpeck.events](http://www.berlinpeck.events)**

This presentation reaffirms the importance of Mark Twain's masterpiece by placing it within the context of the larger history of race relations in America, from slavery to the modern Civil Rights Movement. It also demonstrates how the book continues to be a catalyst for positive social change.

This hour long program is presented by The Mark Twain House and Museum.

*Sponsored by Friends of the Berlin-Peck Memorial Library*

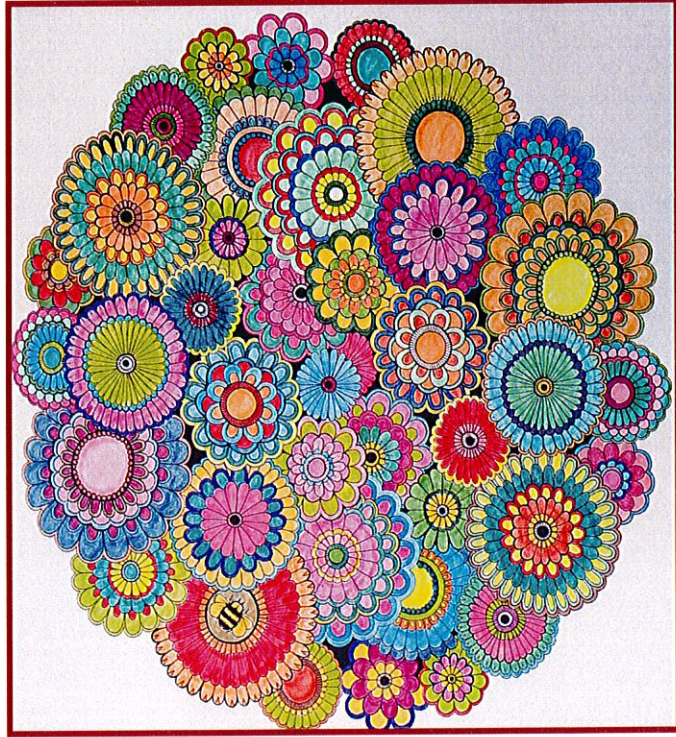


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# Coloring for Adults



**Mondays, Oct. 24 & Nov. 14 @ 6:30 pm**

Enjoy a relaxing night out! We'll supply the coloring pages and writing utensils.



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Berlin, CT 06037 860-828-7125  
[www.berlinpeck.org](http://www.berlinpeck.org)





# A Day in the Life of a Baseball G.M.

**Wednesday Oct. 26 @ 6:30 pm**

Join us when Patrick Day, general manager of the New Britain Bees, talks about his experiences putting together professional baseball teams. Day is the 2015 Atlantic League Executive of the Year. He'll share the challenges and amusing stories of a day-in-a-life of a minor league baseball administrator. He'll also touch on the state of baseball and recent rule changes.

**Register: 860-828-7126 or [www.berlinpeck.events](http://www.berlinpeck.events)**



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# U.S. PASSPORTS & INTERNATIONAL TRAVEL

U.S. Department of State • Bureau of Consular Affairs



## CT Passport Agency Acceptance Event! Saturday, 10/29

At The Berlin-Peck Memorial Library

134 Kensington Road, Berlin, CT 860-828-7125



234 Kensington Rd., Berlin, CT 06037 (860) 828-7125 Reference 828-7126 Children's 828-7127 Mon.-Thurs. 10-8 Fri. 10-5 Sat. 10-4

### To apply for your U.S. passport, you must:

- Renewing a passport – A completed Passport Application Form DS-82
  - Submit old passport
  - Provide one recent Passport Photo – 2x2 (Will be offered at event)
  - Passport Fees (Check, Money Order, Debit or Credit Card)
- 1<sup>st</sup> Time application - A completed Passport Application Form DS-11
  - Submit your original Birth Certificate or Naturalization Certificate (Your certificate will be mailed to the address on your DS-11 Application)
  - Provide one recent Passport Photo – 2x2 (will be offered at event)
  - Present Valid Photo Identification – (Driver's License, State Identification Card, Employee ID or Military ID)
  - Passport Fees (Check, Money Order, Debit or Credit Card)

**U.S. Passport Book:** Valid for international travel by air, sea, and land.

**Validity:** 10 years for adults (age 16 & older)

5 years for minors (under age 16)

**Cost for First Time Applicants:** \$135 for adults (age 16 & older)

\$105 for minors (under age 16)

**Cost for Renewal Applicants:** \$110 for adults (age 16 & older)

**U.S. Passport Card:** Valid when entering the U.S. from Canada, Mexico, the Caribbean and Bermuda at land or sea ports-of-entry. **Not valid for international travel by air.**

**Validity:** 10 years for adults (age 16 & older)

5 years for minors (under age 16)

### Berlin-Peck Memorial Library Passport Day Event

Dates/Hours:  
October 29<sup>th</sup> 10am-3:30pm

Pick up Passport applications  
here - Berlin-Peck Library

Event will take place here –  
Berlin-Peck Study Room 4

Contact: Please email [CA-PPT-CT-Applynow@state.gov](mailto:CA-PPT-CT-Applynow@state.gov)  
for an appointment. Walkins  
are welcome at the event.



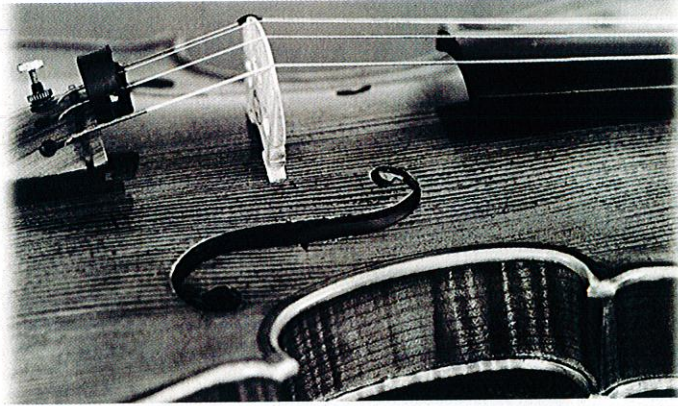
Smart  
Traveler  
Enrollment  
Program





# Musical concert:

# Beatles String Quartet



**Berlin-Peck Memorial Library**  
**Wednesday, November 2 @ 6:30 PM**

Registration: 860-828-7126 or [www.berlinpeck.events](http://www.berlinpeck.events)

The songs of the Beatles are considered to be music reflecting the desires of a generation that continues to inspire. This performance of Beatles music will be performed in special arrangements for string quartet by the NBSO's own Fab Four.

*Performance by:*



***Refreshments provided by: The Friends of the Berlin-Peck Memorial Library***

*Sponsored by: Marjorie Moore Charitable Foundation, Bank of America, N. A., Trustee.*



**Berlin-Peck Memorial Library**  
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Berlin, CT 06037 860-828-7125  
[www.berlinpeck.org](http://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](http://www.ccthd.org)

**TO: Board Members**  
**FROM: Charles Brown, Director of Health**  
**SUBJECT: MONTHLY REPORT—August 2016**  
**DATE: September 14, 2016**

### **Monthly Activities/Projects of Special Interest**

#### **Director of Health**

- Initiated QI planning team consisting of leadership positions within the agency to establish QI plan and define process and projects based upon strategic plan and program needs
- Conducted review of storm preparedness actions for the agency to include interaction with member towns and staff roles in the context of an emergency response and continuity of operations

#### **Administrative**

- Jane has been contacting insurance companies in preparation for flu immunization billing.
- Flu vaccine has been received, blank forms posted to the website, and pre-filled forms sent to approximately 3,300 people.
- Grant expenditures continue to be tracked.

#### **Community Health Highlights**

#### **PREVENTION BLOCK GRANT**

- Living Healthy in the District Guide Book. This booklet was reprinted due to its popularity. The guide book was reviewed by staff from various town departments in all four towns and CCHD staff. One addition is a “Food Resource” page, inspired by CCHD’s participation in the Newington and Wethersfield Hunger Action Team meetings.
- All District Walks. The first walk was held on August 27 at Rocky Hill Quarry, in conjunction with Rocky Hill Historical Society. Two more are scheduled for October.
- ASTHMA – Putting On Airs
- A total of 75 home visits had been conducted by the end of August. This is the highest number of home visits of any region in the state. Additionally, a mailing was sent to the 11 pediatric offices in the four towns in the District, to increase their awareness of the program.
- The Putting on Airs program has been revised state-wide to reflect CDC-directed changes. Beginning September, 2016, some of the main program changes are:
  - eligibility for the program will be based on a qualifying score on an Asthma Control Test, designed to identify how well, or poorly, the asthma is controlled and at least one other key indicator that the asthma is not well-managed;
  - the number of visits per patient will increase from 2 to 3.

#### **EMERGENCY PREPAREDNESS**

- Go Bags. All staff Go-Bags have been collected, inventoried and will be updated based on needs.
- Rocky Hill EOP, Annex G Health & Medical. Judy is working on with EM staff on revisions to this plan.
- COOP. The process has begun to look for a structure to add more detail to Plan.
- Storm Preparedness. Judy and the leadership team met to review storm preparedness. This meeting became the basis for the August Staff meeting.
- Flu Clinics.
  - The flu vaccine arrived, is stored in cold storage, and is being monitored;
  - Dates and locations have been finalized;
  - Outreach and press strategies planning sessions have occurred;
  - Flyers were prepared for distribution
  - Volunteers were and staff are being selected for each clinic.

### LEAD GRANT

- Monitoring of lead poisoned children has continued, reporting for the previous grant year and planning activities for the coming year occurred.

### Environmental Health Activities

- In general, we responded to numerous health/housing complaints involving bed bugs, roaches, trash, filth, odors, rats, feral cats and lack of maintenance on properties including motels, apartments, condominiums, food establishments (dumpsters) and private properties.
- Complaints and concerns continue to mount regarding mosquitos and stagnant water, especially after a mosquito carrying West Nile Virus was found in Newington and the story was covered on the local television news. We have been answering questions and sending out information on mosquitos and the diseases they can carry, as well as continuing to provide mosquito larvicide tablets to people to treat ponded water and unmaintained swimming pools.
- August was a very hot month and we discovered and/or responded to a number of food establishments with refrigeration units that were unable to maintain proper temperatures. We worked with the establishments to get the units serviced and when necessary destroyed food that had been out of temperature.
- A few subdivisions and developments are in process and involved soil testing and site plan reviews, as well as some septic and well abandonments, in Berlin, Newington and Wethersfield.
- The second round of public swimming pools inspections were conducted this month

#### **Berlin Activities and Projects**

- Reviewed and approved plans for two new restaurants and two new hair salons.
- Reviewed septic plans for two lots in a six lot subdivision on Southington Road.

#### **Newington Activities and Projects**

- Responded to many complaints at the Grantmoor Motor Lodge. We have ongoing issues with bed bugs, roaches and general lack of repairs in the units.
- Found two hair salons operating without licenses. They were brought up to code and are licensed now.

#### **Rocky Hill Activities and Projects**

- The High School kitchen renovation project was completed in time for the opening of school.
- Several temporary events including two car shows and the Rocky Hill Fest have occurred or are coming up.

#### **Wethersfield Activities and Projects**

- Responded to a complaint about 10 children who became sick after attending a private picnic at a public location. Adults who ate the same food were not sickened. The children all played on an inflatable slide so water tests at the location were done.



**August 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	
Water Supply	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Food Service	1	0	24	2	1	46	2	5	24	0	1	34	10	16	269
Public Facilities	1	1	2	1	1	1	1	0	21	0	0	4	8	6	42
Salon Inspections	0	0	0	0	1	0	0	0	0	0	0	0	2	1	1
Subsurface Sewage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11
Gen Envir. Health	2	4	0	11	11	0	7	10	0	8	9	0	45	70	3

Campylobacteriosis	1	0	1	0	3
E-Coli	0	0	0	0	0
Salmonellosis	1	0	0	0	1
Blood lead $\geq 5$	0	1	0	0	2



**Budget Changes**

**2016-2017**

**Boldface items approved by Town Council.**

All others approved by Town Manager.

<b>Bud.Chg.</b>	<b>#</b>	<b>Department</b>	<b>Contingency</b>	<b>Fund Bal.</b>	<b>Other</b>		<b>Comments</b>
					<b>General Fd.</b>	<b>Other Fund</b>	
17-001		Townwide			\$276.00		Org. Fees (from Maint. & Repair)
17-002		Recreation			\$100.00		Org. Fees (from Training)
17-003		Highway			\$2,897.28		Tree Warden Stipend (from Tree Removal)
17-004		Charter Revision			\$1,427.08		Advertising (from various)
<b>17-005</b>		<b>Public Works</b>	<b>\$12,200.00</b>				<b>Contrac. Services for environmental consulting</b>
17-006		Golf			\$65.00		Organizational Fees (from Training)
17-007		School Expenses			\$815.50		Uniforms (from Operating Materials)

<b>\$12,200.00</b>	<b>\$0.00</b>	<b>\$5,580.86</b>	<b>\$0.00</b>
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**Cumulative Appropriations**

**\$27,751.00**

**Bal. of Contingency Account**

**\$337,800.00**

**Fee Waivers and Donations Approved by Council**  
**Fiscal Year 2016/17**

<u>Date</u>	<u>Value</u>
7/19/2016 Waive greens fees - Timberlin Junior Interclub tournament	\$400.00
9/6/2016 Donation of 4 rounds golf and 2 carts - Meet the Players & Cheerleaders dinner	\$220.00
9/6/2016 Waive special event permit fee - New England Oldsmobile Club car show	\$150.00
9/20/2016 Waive Police Fees for Berlin Fair - Lion's Club	\$25,618.00
9/20/2016 Waive special permit and site plan application fees - JPG Partners	\$2,160.00

**\$28,548.00**