

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: November 1, 2016

A. Council Communications:

1. Holiday Schedule:

- Thanksgiving Holiday: The Town Hall and all departments will be closed on Thursday, November 24, 2016 and Friday, November 25, 2016 in observance of the Thanksgiving holiday.

2. Upcoming Events:

- Veterans' Day Program: The Berlin Public Schools will be holding a Veterans' Day Program on Thursday, November 10, 2016 at 7:00 p.m. in the McGee Middle School Auditorium. Please see the attached flyer for additional details.
- Veterans' Day Ceremony: The Veterans' Commission will be holding a Veterans' Day Ceremony on Friday, November 11th at 11:00 a.m. at Berlin Veterans' Memorial Park on Veterans Way. In the event of rain, the ceremony will be held at the American Legion Post 68, 154 Porters Pass at 11:00 a.m. Please see the attached memo for additional information.
- Annual Tree Lighting Ceremony: The annual Tree Lighting Ceremony, co-sponsored by Raising Berlin and the Berlin Parks and Recreation Department, will be held on Saturday, November 26, 2016 from 4:00 p.m. to 6:00 p.m. at Veterans' Park.
- Santa's Parlor: Santa's Parlor will be held at the Berlin Community Center on November 28th and 29th from 6:00 p.m. to 7:30 p.m. Berlin youth in preschool through 2nd grade are welcome to meet with Santa.

B. Town Manager News:

I am very pleased and proud to formally congratulate Dispatcher Tammy Wright who was chosen as the Association of Public Safety Communications Officials (APCO) International 2016 Atlantic Chapter Telecommunicator of the year!! She was officially recognized at the APCO Atlantic Chapter's 50th Anniversary Conference in Albany, NY on October 11, 2016. Dispatcher Wright is a Berlin native and a 21 year veteran of the Berlin Police Department communications unit. She is a certified Communications Training Officer (CTO) and was responsible for developing the

training program for new dispatchers. She is a dedicated professional who always puts 100% effort into making the communications unit among the best in the State. She always has a smile on her face and goes the extra mile to help others. No less than twenty Officers, Dispatchers and Support Staff as well as the Chief took the time to travel to Albany to surprise her at the award ceremony. We are very proud of her and are so lucky to have her here in Berlin. Please join me in saying congratulations to her on a job well done!

The Capital Improvement Project (CIP) Committee gave their recommendations to me after completing their work and these were passed along to staff so that budgets could be prepared. All Department Budgets are due to Finance by the beginning of December, 2016. Our new Finance Director, Kevin Delaney, is on board and ready to assist us. It should be an interesting budget season.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- The 12th annual Scarecrow/Fall Foliage Festival was a success, with 16 scarecrows entered. There were many creative scarecrows that lined Farmington Avenue until October 30th.
- The annual Monster Bash/Pumpkin Decorating Contest was held October 21st at Willard School. We partnered with the Willard School PTO and they held their Trunk or Treat the same night.
- Basketball registration is going well with over 50% of the participants using our online Webtrac system to register.
- Raising Berlin and Berlin Parks and Recreation will be co-sponsoring the 8th Annual Tree Lighting Ceremony on Saturday, November 26th from 4 to 6 p.m. at Veterans' Park.
- Registration will begin on Monday, November 28th for residents for our winter programs. Nonresidents can register starting December 5th. Information will be available on the Town website.
- Santa's Parlor will be held at the Berlin Community Center on November 28th and 29th from 6-7:30 p.m. Berlin youth in preschool through 2nd grade are welcome to meet with Santa. Santa also asks everyone to bring a donation for the Food Pantry.

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

- Tennis courts at the high school have been dismantled.
- Mowing continues at all locations.
- Two new employees started in the department. Walter Matyka retired.
- All soccer fields were opened and ready.
- Petit field #2 has been cut out and the outfield edge has new sod.
- All fields have been sliced, seeded, and fertilized.
- Set up for the Scarecrow and Fall Foliage Festival was completed.

Senior Center

- October's Lunch Bunch trip was to Wood – n- Tap in Rocky Hill, CT.
- October's Trips were Newport Playhouse & Cabaret Restaurant Lobster Matinee, Autumn in Lancaster, Westchester Theatre "Saturday Night Fever" and Foxwoods Casino.
- Specialty Shopping Trips in October were to Christmas Tree Shop in Manchester and BIG LOTS or JoAnn's in Newington.
- Robert Schmelzer, Exercise Physiologist, from Jerome Home presented the program "Exercise with Arthritis" on October 5th.
- The Berlin VNA held a Cholesterol Screening prior to their Blood Pressure Screening on October 11th.
- An IPAD Basics Class was held for four (4) weeks starting on October 14th.
- Christine Krom, LPC from Catholic Charities, was at the Center on October 17th to provide counseling services.
- Last month the Center held three "special" bingos – October 13th was provided by Ledgecrest Convalescent Home, October 20th was provided by Beacon Prescriptions of New Britain and October 27th was provided by Autumn Lake of New Britain.
- The Commission for Aging Fall Social was held October 20th. Entertainment was vocalist Willie Nininger and dinner was provided by Cassena Care of New Britain.
- The Senior Center started taking Energy Assistance appointments on October 24th for deliverable fuel customers.
- The students at the Kensington Nursery School held their Halloween Costume Parade on October 31st at the Senior Center.
- This month's book discussion was on the book "In the Unlikely Event" by Judy Blume.
- The movies for October were "Mother's Day" and "Hi, My Name is Doris".
- The Renters Rebate Program concluded on October 1st. The Senior Center processed 239 applications.

Social & Youth Services

- Open enrollment for Medicare runs from October 15th through December 7th. Social Services is providing CHOICES counseling, assisting Berlin Medicare recipients in reviewing their Medicare options and enrolling them in plans for 2017.
- Social Services has begun taking applications for the State's Energy Assistance programs for the upcoming heating season. Eligibility is based on household income and assets.
- Social Services is accepting applications for this year's Holiday Assistance program, and is also recruiting donors and volunteers. Robin Evans is coordinating the efforts this year. Last year we provided assistance to 254 households for Thanksgiving and 260 households for Christmas.
- Youth Services is sponsoring the Upbeat middle school Friday night drop-ins again this year. The first drop-in was limited to 6th graders, in order to give them a chance to get acclimated to the program. There were 66 students in attendance for that drop-in. The second drop-in was open to the entire middle school and was attended by 143 McGee students. Thirty-four (34) Upbeat high school volunteers were also there to help run the program. Two drop-ins per month are planned throughout the school year.

- The Hungerford Outdoor Center has developed a STEM after-school curriculum and Youth Services is working with them to pilot it at McGee this fall. The program meets each Wednesday, with additional field trips scheduled on Saturdays. Enrollment exceeded expectations, and we are working with them to find funding sources to sustain the program long-term.

➤ **Development Services**

Planning and Zoning Commission: On October 6th, the Planning and Zoning Commission approved new agricultural regulation for the Zoning Regulations. The main focus was creating ways to supplement the income of farms in town. The regulations are available in the Development Services Offices. The vote to approve was unanimous.

The new brew pub to be located at 817 Farmington Avenue was approved by the Planning and Zoning Commission. The property owner is now working with the State on an amendment to the Building Code to lower the number of required restrooms. The name of the brew pub will be Concentric.

The Planning and Zoning Commission also approved the 5th annual Feed My Starving Children event which takes place at Eversource on Massirio Drive. The organization feeds children all over the world. The packets that are assembled in Berlin will go to Africa. The event will take place November 10th through 12th. If you'd like to volunteer, please contact Hellyn at 860-828-7060 and she will be glad to put you in touch with the organization.

Historic Commission: The Historic Commission has continued to hold regular meetings and all applications have been approved. .

Zoning Board of Appeals: The Zoning Board of Appeals cancelled its October meeting due to a lack of business. However, still pending is the request by Climate on 30/36 Commerce Street for a use variance. Several neighbors have presented at past meetings their discontent with the business that Climate currently owns in the area.

The Building Department: We regretfully inform you that our part time Building Official, Kenneth Rich, has resigned and the department will be looking for another part time Building Official. An advertisement for the job is currently running in the New Britain Herald.

➤ **Facilities:** The Facilities Department approved and completed a total of 572 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 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.
- Began the generator upgrade project at Berlin High School.

- Completed the boiler replacement at the Library/Community Center.
- Began design of South Kensington Fire building modifications.
- Began design of Library elevator.
- Began design of Fleet Garage renovations.
- Began preparation for seasonal shutdown and maintenance of pools, parks and grounds buildings.
- Installed additional interior lighting at Sage Park Maintenance Building.
- Inspected all roofs and cleaned leaves and debris from gutters.
- Began organizing Facilities and Custodial storage rooms at Berlin High School.
- Completed fall heating, ventilation and air conditioning (HVAC) maintenance and boiler start-ups.
- Repainted Friendship Place Playground structure where needed, at Willard School.
- Installed new fire alarm system at Berlin Senior Center.
- Completed Building Department office modifications.

➤ **Finance:** Finance Director, Kevin Delaney, and Financial Accountant, Gail Erickson, joined the Audit Committee and the Town Manager in a meeting with the new auditors. The meeting was productive and offered insights into the auditor's approach and timing for the engagement. The auditors will be on-sight November 7th – 23rd. To avoid potential logistical issues on Election Day, the auditors are going to start their field work with the Board of Education.

Gail Erickson led the CIP committee through the review and recommendation process for the 2017/18 budget. The committee's recommendation will be reviewed with the Town Manager in advance of budget templates being distributed to departments. Only those capital items recommended by the Town Manager may be included in department budgets.

Budget Analyst, Len Zielinski, continued to develop the 2017/18 budget templates for each department. The templates will be distributed in early November and need to be returned to Finance by early December.

Interim Finance Director, Barbara Bertrand, completed her time with the Finance department. Her leadership during the transition to a new Finance Director was greatly appreciated.

Revenue Collector's Office: The month of September was steady in the Revenue Collector's office. Alias tax warrants were distributed to town Constables for the collection of delinquent personal property taxes. Previously, our collection rate was at 98% for this type of tax before turning the additional delinquency over to the Constables. The goal is to reach a 99% rate during the 60-day time period the Constables have to attempt to collect the debt. September was also a busy month due to the Revenue Collector teaching a statewide Tax Collector's course about state and local government for current municipal employees looking to become certified Tax Collectors. The course is taught once a week for 5 weeks and concluded on October 13th. Additionally, the Revenue Technician began her third of four required statewide Tax Collector's courses and will conclude her course in early November. The part-time Tax Clerk also attended a crash course on the Basics of Tax Collection in late September. This was a day long course that covers the basic law of tax collection for newcomers (less than three months in the office). Additionally, she began her first of four

state required tax courses on October 13th. There are several state statutes that we are required to abide by within the tax office and providing continuing education to staff is critical.

Approximately 2,500 water and sewer bills were mailed out on September 30th for the Water Control Commission. The meter readings for these bills were acquired in early September. Throughout the month of September, the readings were analyzed closely to ensure the readings were generated properly and the mailing addresses were correct. October is generally our busiest month for the quarterly billing of water and sewer because this particular bill covers the summer months of June through August. Typically, the majority of water consumption occurs during this time period and we encounter several questions from ratepayers about their bills.

About a year ago the Water Control Commission began a secondary meter program as a means for tracking water used outside of the home. As a result, we've been able to measure the exact amount of water used by ratepayers outside of their home and provide them a discount by reducing that usage off the amount due for their sewer bill. This has been a very successful program to date as we have over seventy rate payers signed up, and they are saving an average of four hundred to five hundred dollars on their October bill.

Assessor's Office: The month of September and early October were very busy in the Assessor's Office taking applications for additional Veterans' benefits.

Building permits continued to be entered for the 2016 Grand List as part of our ongoing process. There was a push to complete field work for permit inspections during September in anticipation of the October 1st deadline for the 2016 Grand List.

Inspections and data entry continues to be on schedule for the 2017 re-valuation. We began doing mailings for interior inspections starting in March. Those inspections were 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.

Personal Property declarations were sent out on September 30th. Approximately 1,300 businesses have been notified which included those physically located in Berlin and companies that have leased equipment in the town. They were due back to our office by November 1st.

Transfers of real estate ownership continue to be processed. This is an ongoing process.

The office continues to process Certificate of Corrections for motor vehicles that were sold, stolen, totaled or transferred. Certificate of Corrections are now being done for real estate as well. These include omitted items and prorates for new construction.

Purchasing: The following is a summary of Request for Proposals ("RFP's") and other major projects that the Purchasing Office is currently involved with:

- RFP for new medical software system for VNA.
- RFP for Breathing Apparatus, Cylinders, Facemasks, etc. for the Fire Department.
- RFP for STEAP sidewalk construction project.
- RFQ for Town wide ADA Consultant.
- RFQ for Telephone System Upgrade at McGee School.
- RFP for Miscellaneous Car Parts for Fleet Maintenance.
- RFP for Miscellaneous Sign Printing Projects.

The Following are pending recommendations to Council:

- RFP for Design Services for replacement of classroom ventilators at Willard School.
- RFP for Town staff Uniform Contract.
- RFP for Design Services for security entrances at elementary schools.

Posting of Town/BOE surplus assets on GovDeals continues actively, with approximately \$3,000 earned since the start of Fiscal Year 2017.

➤ **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 (LED) conversion of our streetlights, which began the first week of June. All of the streetlights (other than the decorative lights) have been converted. We are anticipating the project will be complete by late November.
- There were 18 Excavation Permits during August, and 19 during September. We began charging \$10 for Burning Permits July 1, 2016, and there were 8 issued in August, and 5 in September.

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 complete, and it is hopeful that the actual construction will occur early 2017. When complete, the WCC will be able to utilize the half-million gallon per day supply from the MDC (up to one million gallons per day maximum). This pumping station 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 spring 2017. The start time has been delayed because of the lead time to order the pumping vaults.

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. Five (5) flow meters have been installed to date. Monitoring is complete. We've reviewed initial data and will compare our data with the MDC's report.

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 the fall. Submission to the Connecticut Department of Public Health (DPH) has been made and we are awaiting their review and comments. DPH has concerns regarding corrosion and lead issues. We will need to provide more data.

The option of offering a secondary meter for individual customers utilizing significant outdoor water usage continues to be popular. The Berlin WCC purchased additional meters in the spring to maintain an inventory in anticipation of a greater demand for secondary meters during the summer. Approximately 60 customers have utilized this option and many have expressed how happy they are with it.

Middletown and Berlin WCCs have signed an agreement for the WCC to serve water and sewer to several businesses along Middle Street located in Middletown. This project is now complete and operational. The water system has been pressurized and disinfected, and ready for use.

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. The report is complete, and staff is in the process of evaluating it and deciding on an option so it can be included in our Capital Improvement Plan (CIP).

The Beckley Road Pressure-Reducing Valve Re-build will likely occur later this year.

The WCC hired 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 soon.

A project to eliminate the Savage Hill Pump Station is proceeding. The trees that need to be replaced, and/or encroached upon, are being evaluated by a Certified Arborist. The engineering has been completed by MBA Consultants. The Public Works Department continues working on acquiring the necessary easements.

D. Board/Commission News:

None.

E. CCM Correspondence:

None

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:** 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. 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. Some delay resulted as a result of a higher cost from a WMBE business being used for vernal pool delineation. An area of sewer line has been cleaned and is ready for soil scientist evaluation.
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:** 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. We anticipate that we will need to meet with the Consultant to revise the construction time table.

8. **Burnham Street Bridge and High Road Bridges:** The permitting and easement process is in progress, and final designs have been received. 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. has completed the streetscape project on Main Street. The final signs will be installed for handicapped parking as well as time-limited parking. This will go in front of the Police Commission for approval.
11. **Train Station Improvements & 889 Farmington Avenue Remediation:** Work is well underway on construction of the raised platforms, a temporary train boarding platform has been completed and work continues along Kensington Road so that the second track can be put in and properly supported. *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:** Additional testing and monitoring of the site will continue into 2017.
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 have begun hearing from property owners interested in doing projects on their properties in 2017.
14. **Gateway Signs:** Art Volz and his team will be putting a few of the signs into the ground before the weather gets too cold. We hope to have all signs installed by end of spring 2017.
15. **Kensington Village Sidewalk Project:** Our Consultant, Milone & MacBroom (M&M) has made adjustments to the plan after Town Staff did personal meetings with property owners with concerns. Design adjustments were made, when practical, to address these concerns. M&M is preparing easement maps and Town staff will meet with the property owners to request the granting of the easements. The plan is to bid the work in the winter for spring 2017 start of construction.
16. **Earl Wicklund (Stick Village):** The first building is fully occupied and operating. Building 2 has a small vacancy. Building 3 is under construction with one tenant expected

to move in early 2017. Vacant spaces in both buildings is being worked on by Chris Edge and Earl Wicklund.

17. ACURA/Retail Development: The framing is near completion on the 17,000 square foot retail building across from Home Depot, with construction underway on the Acura dealership on the same property. A spring 2017 opening is planned for both buildings.

18. Christian Lane Development: A seven-year tax abatement has been approved by the Town Council for Forrest Machine, who will begin work on the construction of their 55,000 square foot manufacturing facility in late 2016 or early 2017.

G. Calendar Reminders:

- Continued Sexually Oriented Business Hearing, November 1st, 6:00 p.m., Council Chambers
- Town Council Meeting, November 1st, 7:00 p.m., Council Chambers
- *Cancelled* - Inland, Wetlands and Water Courses Commission, November 1st, 7:00 p.m., Room 8
- Economic Development Commission, November 7th, 7:00 p.m., Room 8
- Historic District Commission, November 7th, 7:00 p.m., Room 7
- Election Day, November 8th, all polling locations open 6:00 a.m. to 8:00 p.m.
- Conservation Commission, November 8th, 6:30 p.m., Room 8
- Housing Authority, November 9th, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, November 9th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, November 10th, 4:00 p.m., Town Manager's Conference Room
- Commission for Persons With Disabilities, November 10th, 6:30 p.m., Room 8
- Parks and Recreation Commission, November 10th, 7:00 p.m., Community Center Break Room
- Public Building Commission, November 10th, 7:00 p.m., Board of Education Meeting Room
- Special Planning and Zoning Commission, November 10th, 7:00 p.m., Council Chambers
- Berlin Visiting Nurses Association Board, November 14th, 7:00 p.m., Caucus Room A
- Town Council Meeting, November 15th, 7:00 p.m., Council Chambers
- Police Commission, November 16th, 6:30 p.m., Police Station Conference Room
- *Cancelled* - Planning and Zoning Commission, November 17th, 7:00 p.m., Council Chambers
- Ordinance Committee Meeting, November 21st, 6:30 p.m., Caucus Room A
- Commission for the Aging, November 21st, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, November 21st, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Water Control Commission, November 22nd, 7:00 p.m., Room 8
- Zoning Board of Appeals, November 29th, 7:00 p.m., Council Chambers
- Economic Development Commission, December 5th, 7:00 p.m., Room 8
- Historic District Commission, December 5th, 7:00 p.m., Room 7
- Town Council Meeting, December 6th, 7:00 p.m., Council Chambers
- Inland, Wetlands and Water Courses Commission, December 6th, 7:00 p.m., Room 8
- Youth Services Advisory Board, December 8th, 4:00 p.m., Caucus Room A
- Parks and Recreation Commission, December 8th, 7:00 p.m., Community Center Break Room
- Public Building Commission, December 8th, 7:00 p.m., Board of Education Meeting Room
- Conservation Commission, December 13th, 6:30 p.m., Room 8
- Housing Authority, December 14th, 5:00 p.m., Marjorie Moore Village, Community Room

- Berlin-Peck Memorial Library Board Meeting, December 14th, 6:30 p.m., Library Board Room
- Planning and Zoning Commission, December 15th, 7:00 p.m., Council Chambers
- Mattabassett District, December 19th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, December 20th, 7:00 p.m., Council Chambers
- Water Control Commission, December 20th, 7:00 p.m., Room 8
- Police Commission, December 21st, 6:30 p.m., Police Station Conference Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – September 2016
- Berlin Board of Education Monthly Reports:
 - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – September 2016
 - 2016-2017 Enterprise Fund Balances – October 2016
 - 2016-2017 Fiscal Year Administration and Grant Portion – September 2016
- Berlin “Senior Center Lines” – November 2016 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Reports – September 2016
- Town Budget Changes, Fee Waivers and Donations Report
- Veterans’ Day Program Flyer
- Veterans’ Day Ceremony Memo

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

SEPT 2016

prepared by Janice Lund, ACO

| | |
|--|------------------|
| Total calls/complaints | 56 |
| Total wildlife complaints | 18 |
| total all complaints | 74 |
| <i>Dogs Impounded</i> | <i>04</i> |
| <i>Cats Impounded</i> | <i>03</i> |
| Total Impounds | 07 |
| (Total abandoned at facility) | 1) |
| <i>Dogs/Cats redeemed</i> | <i>3</i> |
| <i>Dogs Adopted</i> | <i>2</i> |
| <i>Cats Adopted</i> | <i>0</i> |
| Total Adoptions | 2 |
| <i>DOA (dead on arrival)</i> | <i>0</i> |
| <i>Euthanized</i> | <i>2</i> |
| <i>Bites</i> | <i>2</i> |
| <i>Summons/Municipal Code Violations</i> | <i>1</i> |
| <i>Rabies Exposures</i> | <i>0</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> |

| | | | |
|--------------------------------------|-----------|--------------------------------------|-----------|
| <i>Dogs first of month</i> | <i>06</i> | <i>Cats first of month</i> | <i>04</i> |
| <i>Dogs end of month</i> | <i>01</i> | <i>Cats end of month</i> | <i>03</i> |

Animals neutered/spayed by Fobac: 3 Animals Vaccinated: 4

Adoption clinics: 1 Spay Clinics : 1

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: September
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 | \$5,129.00 | (\$620.32) | \$0.00 | \$9,565.97 |
| 00202 | Art Club | \$23.84 | \$0.00 | \$0.00 | \$0.00 | \$23.84 |
| 00203 | Athletic Association | \$4,381.00 | \$9,470.90 | (\$1,126.04) | \$0.00 | \$12,725.86 |
| 00204 | Balfour Scholarship | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 00205 | Band Fund | \$10,042.37 | \$20,623.00 | (\$1,375.33) | \$0.00 | \$29,290.04 |
| 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 | \$635.32 | \$1,502.00 | (\$1,188.00) | \$0.00 | \$1,149.32 |
| 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 | (\$20.00) | (\$152.10) | \$0.00 | \$12,002.94 |
| 00226 | Class of 2017 (11) | \$6,952.96 | \$2,000.00 | \$0.00 | \$0.00 | \$8,952.96 |
| 00227 | Class of 2018 (10) | \$6,041.18 | \$890.00 | \$0.00 | \$0.00 | \$6,931.18 |
| 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: September
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 | \$46.51 | \$0.00 | \$0.00 | \$245.52 |
| 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 | \$82.00 | (\$2,851.06) | \$0.00 | \$232.84 |
| 00235 | HOSA/Health Club | \$152.53 | \$0.00 | \$0.00 | \$0.00 | \$152.53 |
| 00236 | Faculty Scholarship | \$262.79 | \$470.00 | \$0.00 | \$0.00 | \$732.79 |
| 00237 | Field Trips | \$2,581.14 | \$560.00 | (\$960.15) | \$0.00 | \$2,180.99 |
| 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 | (\$586.58) | \$0.00 | \$22,712.54 |
| 00242 | Habitat for Humanity | \$2,134.42 | \$0.00 | \$0.00 | \$0.00 | \$2,134.42 |
| 00243 | H.E.R.O | \$3,380.05 | \$74.00 | (\$415.39) | \$0.00 | \$3,038.66 |
| 00244 | Helping Hand/Dress Down | \$3,492.77 | \$0.00 | \$0.00 | \$0.00 | \$3,492.77 |
| 00245 | Holding | \$19,882.03 | \$0.00 | (\$650.00) | \$0.00 | \$19,232.03 |
| 00246 | Honor Society | \$2,859.41 | \$420.00 | \$0.00 | \$0.00 | \$3,279.41 |
| 00247 | Interact Club | \$329.75 | \$300.00 | \$0.00 | \$0.00 | \$629.75 |
| 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 | \$1,173.84 | (\$2,332.79) | \$0.00 | \$1,281.47 |
| 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 | \$2,185.70 | (\$3,235.00) | \$0.00 | \$2,494.20 |

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: September
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 | \$434.00 | (\$1,470.74) | \$0.00 | \$2,120.97 |
| 00273 | Upbeat (ENV.) summer basketball | \$215.62 | \$0.00 | \$0.00 | \$0.00 | \$215.62 |
| 00274 | Upbeat Peerleader | \$33,102.94 | \$8,664.26 | (\$5,488.79) | \$0.00 | \$36,278.41 |
| 00275 | Upbeat Regular | \$9,484.36 | \$1,374.50 | (\$301.16) | \$0.00 | \$10,557.70 |
| 00276 | Upbeat Summer Exp. | \$20,263.32 | \$0.00 | (\$2,735.51) | \$0.00 | \$17,527.81 |
| 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 | \$40,340.00 | (\$40,944.00) | \$0.00 | \$50,924.36 |
| 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 | (\$111.70) | \$0.00 | \$0.00 | \$227.64 |
| 00284 | Acoustic Club | \$22.50 | \$0.00 | \$0.00 | \$0.00 | \$22.50 |
| 00285 | Class of 2020 | \$0.00 | \$60.00 | \$0.00 | \$0.00 | \$60.00 |
| 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 | \$105,853.65 | (\$66,432.96) | \$0.00 | \$310,593.47 |
| | | End of Report | | | | |

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: October
 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 | \$130.00 | (\$49.93) | \$0.00 | \$3,899.32 |
| 00913 | Willard Upbeat Activity Fund | \$33.91 | \$0.00 | \$0.00 | \$0.00 | \$33.91 |
| 00914 | Willard Activity Fund | \$14,938.83 | \$3,188.00 | (\$8,706.37) | \$0.00 | \$9,420.46 |
| 00915 | Griswold Activity Fund | \$15,333.56 | \$0.00 | (\$2,962.55) | \$0.00 | \$12,371.01 |
| 00916 | Griswold Upbeat Activity Fund | \$354.66 | \$0.00 | \$0.00 | \$0.00 | \$354.66 |
| 00921 | McGee General Activity Fund | \$19,030.24 | \$6,971.00 | (\$6,656.61) | \$0.00 | \$19,344.63 |
| 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 \$10,289.00 (\$18,375.46) \$0.00 \$58,850.52

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: 9/1/2016

To Date: 9/30/2016

☒ 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 |
|------------------------------|---------------------------------|-----------------|----------------|----------------|-----------------|-----------------|----------------|--------|
| 000001.00.00.0000.00.0000.10 | Administrative Salaries | \$2,868,504.15 | \$231,157.56 | \$589,009.14 | \$2,279,495.01 | \$2,341,619.29 | (\$62,124.28) | -2.17% |
| 000001.00.00.0000.00.0000.11 | Certified Salaries | \$19,606,887.13 | \$1,666,011.31 | \$1,782,754.11 | \$17,824,133.02 | \$17,945,443.21 | (\$121,310.19) | -0.62% |
| 000001.00.00.0000.00.0000.12 | Non-Certified Salaries | \$6,369,387.77 | \$441,236.76 | \$952,784.21 | \$5,416,603.56 | \$4,828,128.45 | \$588,475.11 | 9.24% |
| 000001.00.00.0000.00.0000.20 | Benefits | \$5,934,829.33 | \$428,777.55 | \$1,259,373.13 | \$4,675,456.20 | \$4,183,200.12 | \$492,256.08 | 8.29% |
| 000001.00.00.0000.00.0000.30 | Contracted Services | \$1,380,503.00 | \$65,684.42 | \$238,038.37 | \$1,142,464.63 | \$249,239.72 | \$893,224.91 | 64.70% |
| 000001.00.00.0000.00.0000.40 | Utilities | \$371,820.00 | \$18,560.49 | \$50,083.53 | \$321,736.47 | \$25,469.97 | \$296,266.50 | 79.68% |
| 000001.00.00.0000.00.0000.51 | Transportation | \$2,405,177.00 | \$43,729.32 | \$150,243.36 | \$2,254,933.64 | \$0.00 | \$2,254,933.64 | 93.75% |
| 000001.00.00.0000.00.0000.56 | Tuition | \$1,822,344.00 | \$108,170.45 | \$221,075.85 | \$1,601,268.15 | \$696,649.22 | \$904,618.93 | 49.64% |
| 000001.00.00.0000.00.0000.60 | Supplies, Textbooks & Materials | \$1,048,565.62 | \$93,467.92 | \$315,216.42 | \$733,349.20 | \$63,713.49 | \$669,635.71 | 63.86% |
| 000001.00.00.0000.00.0000.70 | Equipment | \$59,439.00 | \$22,619.72 | \$25,031.54 | \$34,407.46 | \$1,221.31 | \$33,186.15 | 55.83% |
| 000001.00.00.0000.00.0000.80 | All Other Expenditures | \$97,435.00 | \$1,740.49 | \$7,284.01 | \$84,150.99 | \$274.00 | \$83,876.99 | 97.73% |
| Grand Total: | | \$41,958,892.00 | \$3,121,155.99 | \$5,590,893.67 | \$36,367,998.33 | \$30,334,968.78 | \$6,033,039.55 | 14.38% |

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 9/1/2016

To Date: 9/30/2016

☒ 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 |
|-----------------------------|--------------------------------|--------------|---------------|--------------|---------------|----------------|----------------|----------|
| 00501.00.00.0000.00.0000.00 | Baby Welcome Project Grant | \$2.00 | \$0.00 | \$0.00 | \$2.00 | \$0.00 | \$2.00 | 100.00% |
| 00502.00.00.0000.00.0000.00 | STEM Education program-equipme | \$2,000.00 | \$820.68 | \$820.68 | \$1,179.32 | \$0.00 | \$1,179.32 | 58.97% |
| 00503.00.00.0000.00.0000.00 | Chromebook Contracts | \$12,450.00 | \$0.00 | \$0.00 | \$12,450.00 | \$0.00 | \$12,450.00 | 100.00% |
| 00505.00.00.0000.00.0000.00 | Adult Education Grant | \$14,805.00 | \$300.88 | \$300.88 | \$14,504.12 | \$0.00 | \$14,504.12 | 97.97% |
| 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 | \$27,240.00 | \$423.56 | \$12,159.00 | \$15,081.00 | \$1,640.44 | \$13,440.56 | 49.34% |
| 00516.00.00.0000.00.0000.00 | Prior Years Return | \$11,081.51 | \$0.00 | \$0.00 | \$11,081.51 | \$0.00 | \$11,081.51 | 100.00% |
| 00524.00.00.0000.00.0000.00 | Medical Funding | \$27,853.46 | \$0.00 | \$790.22 | \$27,063.24 | \$0.00 | \$27,063.24 | 97.16% |
| 00555.00.00.0000.00.0000.00 | E-RATE | \$9,110.34 | \$774.24 | \$1,743.74 | \$7,366.60 | \$0.00 | \$7,366.60 | 80.86% |
| 00600.00.00.0000.00.0000.00 | Title 1 Grant | \$96,541.05 | \$28,288.84 | \$42,788.84 | \$53,752.21 | \$307,222.16 | (\$253,469.95) | -262.55% |
| 00602.00.00.0000.00.0000.00 | IdeaPartB Section 611 Grant | \$82,838.52 | \$43,225.56 | \$43,225.56 | \$39,612.96 | \$518,992.82 | (\$479,379.86) | -578.69% |
| 00603.00.00.0000.00.0000.00 | Idea PartBSection 619 Grant | \$4,444.78 | \$1,571.71 | \$1,571.71 | \$2,873.07 | \$21,140.83 | (\$18,267.76) | -410.98% |
| 00604.00.00.0000.00.0000.00 | Title II Part ATeach Grant | \$48,567.48 | \$1,775.00 | \$24,940.00 | \$23,627.48 | \$700.00 | \$22,927.48 | 47.21% |
| 00609.00.00.0000.00.0000.00 | Title III Grant | \$718.84 | \$0.00 | \$184.21 | \$534.63 | \$36.80 | \$497.83 | 69.25% |
| 00701.00.00.0000.00.0000.00 | Sheriff Settlement | \$0.00 | \$10,521.18 | \$10,521.18 | (\$10,521.18) | \$138,399.62 | (\$148,920.80) | 0.00% |
| 00702.00.00.0000.00.0000.00 | Idea Part B, Section 611 Grant | \$595,100.00 | \$0.00 | \$0.00 | \$595,100.00 | \$0.00 | \$595,100.00 | 100.00% |
| 00703.00.00.0000.00.0000.00 | Idea Part B Section 619 | \$21,788.00 | \$0.00 | \$0.00 | \$21,788.00 | \$0.00 | \$21,788.00 | 100.00% |
| 00706.00.00.0000.00.0000.00 | Choice Grant | \$0.00 | \$23,972.34 | \$23,972.34 | (\$23,972.34) | \$240,106.66 | (\$264,079.00) | 0.00% |
| 00800.00.00.0000.00.0000.00 | Special Grants | \$38,228.84 | \$0.00 | \$0.00 | \$38,228.84 | \$9,000.00 | \$29,228.84 | 76.46% |
| Grand Total: | | \$992,880.82 | \$111,673.99 | \$163,018.36 | \$829,862.46 | \$1,237,239.33 | (\$407,376.87) | -41.03% |

End of Report



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

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—September 2016
DATE: October 18, 2016

Monthly Activities/Projects of Special Interest

Director of Health

- Attended State Health Improvement Plan Action Summit on September 8th to provide input into overall plan and chronic disease action steps
- Met with several local health directors to discuss potential for resource sharing around information technology and data management systems
- Participated in panel discussion on local responses to the opioid crisis at CLASS Annual Summit on September 15th
 - Requested data from the Rocky Hill Public Safety Committee on opioid responses on September 19th
- Met with Newington Town Manager and Department Heads to discuss strategic approach to code enforcement efforts at motels and hotels on September 29th

Administrative

- To date, 5 flu clinics have been held. Attendance has been good—1,489 at the first 5 clinics this years versus 1,504 last year. Promotion continues by press releases, Facebook posts and flyers to elementary schools.
- Grant expenditures continue to be tracked. Final financial reports were sent in for the Asthma Grant, PHHS Block Grant and Dental Grant.

Community Health Highlights

PREVENTION BLOCK GRANT

- Living Healthy in the District Guide Book. This booklet was printed and has been delivered to most of the key locations in the district including: Senior & Community Centers, Parks & Rec Departments, Social Services and Libraries.
- All District Walks. Next all District walks have been scheduled for October 27 & 29 at Center Cemetery, Rocky Hill. Lead by Rocky Hill Historian, Bob Herron, these will be story-telling adventure walks geared for seniors (on the 27th) and families (on the 29th).
- Final grant report for FY 2015-2016 was submitted and projected activities for FY 2016-2017 were submitted to DPH.

ASTHMA – Putting On Airs

- The new grant year began on September 1. Orientation and training were conducted for the home-visiting staff in Enfield, New Britain and East Hartford. Training was focused on the new forms and new CDC-dictated format. Additionally, the first home visits were conducted under the new program parameters.

- POA Program Coordinator and CCHD Assistant Director met with the Respiratory Manager of the Hospital of Central Connecticut to investigate methods of expanding the referral base from the hospital.

EMERGENCY PREPAREDNESS

- EP Coordinator continued meetings with EMDs. This month was the Wethersfield EMDs.
- Flu Clinics.
 - Media outreach and press releases were issued;
 - Flyers were delivered to various locations including schools
 - Clinics are fully staffed; the Newington CERT team will participate in each clinic and 8 new non-medical volunteers and 3 new medical volunteers will work during the 8 clinics.

DENTAL GRANT

- Grant was submitted to Delta Dental to match CCHD funds for dental clinics in FY 2016-17. With remaining funds from FY 2015-16, an additional clinic was added in September. The final report was submitted to the funder for payment at the end of September.

Meetings attended by staff:

- EP Coordinator: ESF-8
- POA Coordinator: Logistic; Hospital of Central Connecticut (Respiratory Manager);
- Health Educator: Crisis Emergency Risk Communications, Charlotte Hungerford Hospital
- Assistant Director: Wethersfield Early Childhood Collaborative; Hospital for Special Care – “Community Forum & Exchange”; Heroin & Opioid Awareness Conference (Waterbury); Childhood Obesity Conference (Leir Center, Ridgefield); Respiratory Manager- Hospital of Central Connecticut.

Environmental Health Activities

- In addition to the routine inspections, we responded to numerous health/housing complaints involving bed bugs, roaches, mold, trash, odors and lack of maintenance on properties including motels, apartments, condominiums, food establishments and private properties.
- September was a very busy month with temporary food events. The largest being the Berlin Fair at the end of the month. The Wethersfield Corn Fest and Newington Waterfall Festival occurred mid-month, and several other smaller events were scattered throughout September. A total of 69 temporary food booths were inspected this month. Staff worked collaboratively within the district towns to assist in covering all these events. A special shout out to Greg and Kristin for assisting with inspections in multiple towns.
- Tammy and Greg attended the two day Yankee Conference in Mystic, put on by the Connecticut Environmental Health Association. Seminar tracks included food, septic and water topics.
- Barbara gave a talk to the Wethersfield Fire Department and answered questions on bed bugs and hoarding issues.
- Salon and Barbershop licenses were renewed this month, with 80% of the establishments renewing before the September 30th deadline.
- Staff hand delivered notices of violation to food service establishments that had not yet renewed their annual licenses. All but three licenses (out of 583) were renewed by the end of the month. Staff has discussed the possibility of requesting the addition of late fees to license renewals (all types) for next fiscal year to improve response time and reduce the work involved with chasing down stragglers. It is noted that 66% of our food establishments had renewed by the deadline of June 30th, 89% by the end of July and 92% by the end of August.
- Berlin Activities and Projects
 - Jeff presented a talk on food safety, and conducted a mock inspection, for the Berlin High School culinary science class. The activity was well received and will hopefully become a regular event.

- Worked extensively with the Berlin Fair vendors (30 food vendors) to get them opened for this year's Fair.
 - Met with the owner of Sliders regarding renovations in their bar area and reviewed two inter-office permits and two project review sheets and approved plans for a new hair salon called G Hair Salon.
- Newington Activities and Projects
 - Responded to many complaints at a Motor Lodge on the Berlin Turnpike. We have ongoing issues with bed bugs, roaches, opossums, and general lack of repairs in the units as well as other Sanitary Code violations (use of hot plates and other cooking in the rooms, and overcrowding in rooms). The facility owner and manager have not been cooperative in trying to resolve these issues. A meeting was held with various town departments to discuss motels and rooming houses in Newington and how the town wants to deal with code violations. A follow up meeting will take place in October.

September 2016

| Program Measures | Berlin | | | Newington | | | Rocky Hill | | | Wethersfield | | | Fiscal YTD Total | | |
|-------------------|------------|-----------------------|---------------------|------------|-----------------------|---------------------|------------|-----------------------|---------------------|--------------|-----------------------|---------------------|------------------|-----------------------|---------------------|
| | Complaints | Complaint Inspections | Routine Inspections | Complaints | Complaint Inspections | Routine Inspections | Complaints | Complaint Inspections | Routine Inspections | Complaints | Complaint Inspections | Routine Inspections | Complaints | Complaint Inspections | Routine Inspections |
| Water Supply | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Food Service | 0 | 0 | 87 | 1 | 0 | 32 | 2 | 5 | 44 | 0 | 0 | 44 | 13 | 21 | 476 |
| Public Facilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 6 | 42 |
| Salon Inspections | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 1 |
| Subsurface Sewage | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 13 |
| Gen Envir. Health | 1 | 1 | 0 | 3 | 1 | 0 | 5 | 6 | 0 | 3 | 3 | 0 | 57 | 81 | 3 |

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

Budget Changes

2016-2017

Boldface items approved by Town Council.

All others approved by Town Manager.

| Bud.Chg. # | Department | Contingency | Fund Bal. | Other | | Comments |
|---------------|------------------------|--------------------|-----------|-------------|------------|---|
| | | | | General Fd. | Other Fund | |
| 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) |
| 17-005 | Public Works | \$12,200.00 | | | | Contrac. Services for environmental consulting |
| 17-006 | Golf | | | \$65.00 | | Organizational Fees (from Training) |
| 17-007 | VOIDED | | | | | |
| 17-008 | Police | | | \$2,200.00 | | In Lieu of Health Ins. (from Health Ins.) |
| 17-009 | School Expenses | | | \$815.50 | | Uniforms (from Operating Materials) |
| 17-010 | Public Building Maint. | | | \$3,200.00 | | In Lieu of Health Ins. (from Health Ins.) |
| 17-011 | Library | \$9,675.00 | | | | |

| | | | |
|--------------------|---------------|--------------------|---------------|
| \$21,875.00 | \$0.00 | \$10,980.86 | \$0.00 |
|--------------------|---------------|--------------------|---------------|

Cumulative Appropriations **\$27,751.00**

Bal. of Contingency Account **\$328,125.00**

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 |
| 10/18/2016 Waive application fee for building permit - Little League batting cage building | \$1,470.00 |
| 10/18/2016 Waive police fees for tree lighting - Raising Berlin | \$500.00 |

\$30,518.00

**The Berlin Public Schools
cordially invite you to attend a
Veterans Day Program**

**Thursday, November 10, 2016
7:00 p.m.**

**Catherine M. McGee School
899 Norton Road, Berlin, CT**



**Parents, students, staff, and community members
are welcome to attend the program.**

**Transportation is available for seniors wishing to
attend.**

Contact Tina Doyle at 860-828-7006 for arrangements.

**Special seating arrangements are available
by calling 860-828-6581.**



Veterans' Commission

TOWN OF BERLIN
240 Kensington Road
Kensington, CT 06037

This year's Veterans Day Ceremony will be held on Friday, November 11th at 11:00 am at the Berlin Veterans Memorial Park on Veterans Way.

The Berlin High School Madrigal Singers under the direction of Kathryn Scherer will sing the National Anthem and America the Beautiful. Members of the Berlin High School Saxophone Quartet, directed by Jeff Sirois, will play a selection of military songs.

This year's guest speaker is Captain Emily Hein from the Connecticut National Guard.

Refreshments will be served after at the American Legion Post 68, 154 Porters Pass.

In the event of rain the ceremony will be held at the American Legion Hall at 11:00 am.

BERLIN VETERANS COMMISSION

TOWN OF BERLIN
16 OCT 31 AM 11:16