

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: December 6, 2016

A. Council Communications:

1. Holiday Schedule:

- Christmas Holiday: The Town Hall will close at 4:30 p.m. on Thursday, December 22, 2016. The Town Hall and all departments will be closed on Friday, December 23, 2016 and Monday, December 26, 2016 for Christmas Eve Day and Christmas Day.
- New Year's: The Town Hall and all departments will be closed on Monday, January 2, 2017 in observance of New Years' Day.
- Martin Luther King Jr. Day: The Tow Hall and all departments will be closed Monday, January 16, 2017 in observance of Martin Luther King Jr. Day.

2. Upcoming Events:

- None

B. Town Manager News:

Another year has passed and much has happened here in Berlin and the nation. We have a new President and a new Charter. The transition for both of these has begun and will continue into the new year. New challenges await all of us and will provide interesting times.

We have a new Finance Director and a new Director of Community, Recreation and Park Services. We have successfully begun to share the Facilities Director's position with the Board of Education and have plans to share more positions with the BOE.

This year's 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 for Fiscal Year 2017/2018 have been turned into Finance. The process now begins with Departmental meetings and planning for the 2017/2018 budget.

As the holiday season is once again upon us, I would like to wish you and your families a VERY Happy and Healthy time. Best Wishes to everyone.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- Winter Basketball for boys and girls grades 3-8 has begun with 29 teams and 288 children registered. Just over 50% of the registrations were processed through the on-line software program. Practices are being held and games start Saturday, December 10th.
- Registration began on Monday, November 28th for residents for our winter programs. Nonresidents began registering December 5th. Information is available on the Town website.
- The 32nd annual Tinsel Fun Run, held in conjunction with the Berlin YMCA was held on Saturday, December 3rd. The run will be held at Berlin High School starting at 11:00 a.m.

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

- Cleared the cross country trails at Sage Park.
- Completed pruning of all small parks.
- Painted the Police Department parking lot.
- Painted the Town Hall and Board of Education parking lots.
- Added wood fiber to swing sets at Willard School.
- Mowed Hubbard pond.
- Pruned and trimmed the fence line around Murray Heights.
- Concessions at Little League fields have been winterized.
- Attended to first call out of the season for ice.
- Cut the stump down at the Historical Museum (former Peck Library).
- Removed three trees at the High School Basketball courts.
- Repaired broken fence at Little People's Playground.
- Cut back the walking path at Pistol Creek.
- Mowed walking path and trails at the Chotkowski property, Sierra Ranch, and Community Garden.

Senior Center

- November's Lunch Bunch trip was to Portofino's in Berlin.
- November's Trips were to Westchester Theatre "Saturday Night Fever" and an overnight trip to Atlantic City, NJ.
- Specialty Shopping Trips in November were to the Christmas Tree Shop in Manchester and Walmart or Kmart in Cromwell.
- The Senior Center's Holiday Boutique was held on Election Day, November 8th.
- The Berlin Historical Society Story Share was held on Nov 9th. The session was on Berlin Schools.

- A Veterans' Day Breakfast was held on Veteran's Day, November 11th. The Senior Center Director cooked eggs, home fries and sausages for the Veterans that participated.
- Christine Krom, LPC from Catholic Charities was at the Center on Nov 21st to provide counseling services.
- This month the Center held three "special" bingos – November 10th was provided by Ledgecrest Convalescent Home, November 17th was provided by Grandview Rehabilitation and Healthcare Center in New Britain, and November 23rd was provided by the Senior Center.
- The event Music and Pie was held on Tuesday, November 22nd. Entertainment was vocalist Kat Kennedy. Pumpkin pie was provided by Newington Rapid Recovery Rehab Center.
- The Senior Center continues to take Energy Assistance appointments every Thursday from 11:00 a.m. to 4:00.p.m. for all deliverable fuel, gas and electric customers over the age of 60 that reside in Berlin.
- Instructors Leslie Cotton and Elaine Hobart held the first session of Laughter Yoga on Friday, November 18th.
- This month's book discussion was on the book "Dinner with Edward" by Isabel Vincent.
- The movie for November was "Me Before You".

Social & Youth Services

- Open enrollment for Medicare runs from October 15th through December 7th. With over a week to go in the open enrollment period, Social Services has helped over 80 Medicare recipients review their coverage options and enroll in plans for 2017.
- Social Services will continue taking applications for the State's Energy Assistance programs throughout the 2016-17 heating season. Eligibility is based on household income and assets.
- Social Services has been accepting applications for this year's Holiday Assistance program, and a full team of volunteers is in place. Robin Evans is coordinating the efforts this year. We anticipate helping around 240 households for each Holiday.
- Youth Services has scheduled another round of the When I'm in Charge after-school workshop at each of the elementary schools for this winter.
- With help from Youth Services, the Hungerford Outdoor Center has completed the initial run of its Sister's in Science - Science, Technology, Engineering and Mathematics (STEM) after-school curriculum at McGee. They are currently looking for funding to continue the program this spring.

➤ **Facilities:** The Facilities Department approved and completed a total of 563 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.
- Began the generator upgrade project at Berlin High School.
- Installed new electrical conduits at Berlin High School Courts.
- 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.
- Began remodeling of Town Managers suite.
- Inspected all roofs and cleaned leaves and debris from gutters.
- Began organizing Facilities and Custodial storage rooms at Berlin High School.
- Began winter Heating, Ventilation and Air Conditioning (HVAC) maintenance and boiler start-ups.

➤ **Finance:** Fiscal Year 2017/2018 Budget templates were distributed to department heads in early November. Completed budget files are due to Gail Ericson and Len Zielinski by December 1st. Additionally, revenue generating departments received a draft of the 2017/18 fee schedule, and updates are due back to Finance by December 1st.

Kevin Delaney, Gail Ericson and Len Zielinski attended the Government Finance Officers Association of CT (GFOACT) seminar in November. Topics included a review of pension plan actuarial assumptions, legal advice on Whistleblower laws and a presentation on managing Millennials.

In early November, the year-end 2016 audit started. PKF O'Connor completed their field work by Thanksgiving and is now developing the Comprehensive Annual Financial Report (CAFR), single audit and the End of Year School Report (ED001) submissions. The work is still on pace to be completed by mid-December.

Revenue Collector's Office: As of October 31, 2016, the Revenue Collector's Office has collected 66% of the current levy for property taxes. This is a substantial decrease from last year's figure of 99%; however, it is also a direct result of the town recently switching from an annual billing system for Real Estate taxes to semi-annual. It is anticipated that this collection percentage will increase to approximately 99% by this coming February, which is the conclusion of when the second installment of Real Estate taxes are due.

As stated last month, our Personal Property collection rate sat at 98% for all taxes collectable at the beginning of September. At that same point in time, the Assistant Revenue Collector worked extremely hard in preparing and dispersing alias tax warrants to town constables with the goal of achieving an additional 1% in collections in order to achieve a collection rate of 99% on Personal Property. As of October 31st, the collection rate for Personal Property taxes now sits at 99% of the total taxes collectable for that type.

Since the calendar has flipped to November, both the Revenue Technician and part-time Revenue Clerk have concluded their state Tax Collector's courses. It is anticipated that they

will continue this upcoming March or April with their next courses. The Revenue Technician has one more course to complete while the part-time Revenue Clerk just completed the initial course and should be close to completion by the spring of 2018.

October as usual was our busiest month for water and sewer usage collections. The quarterly installment for the three summer months of June, July, and August was mailed out at the beginning of October. Approximately a year ago the Water Control Commission agreed to implement a secondary meter program for those residents with irrigation systems and other outdoor activities such as gardening and filling swimming pools. A year later we now have approximately eighty ratepayers taking advantage of this program and they have experienced a huge savings off the sewer portion of their bill as a result. Delinquent notices were sent out in early November to those ratepayers who have yet to pay their balances in full.

Assessor's Office: October was a very busy time in the Assessor's Office.

Building permits continue to be entered for the 2016 Grand List. Permit inspections will start up in March for the 2017 Grand List as the concentration becomes more directed towards the completion of the Grand List.

Inspections and data entry continues to be performed and processed and continue 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.

Personal Property declarations were sent out on September 30th. Approximately 1,300 businesses have been notified which include those physically located in Berlin and companies that have leased equipment in the town. Many have already been received and are being completed by office staff. They are processed and entered directly into the Quality Data Personal Property CAMA System. They were due back to our office by November 1st; those not received or postmarked by that date will receive a 25% assessment penalty.

Transfers of Real Estate ownership continue to be processed as part of our daily routine. Transfers done beginning with October 2nd are slated as "future" sales in our CAMA system and must be noted as such.

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 Small Town Economic Assistance Program (STEAP) sidewalk construction project.
- RFQ for Townwide Americans with Disabilities Act (ADA) Consultant.
- RFQ for Telephone System Upgrade at McGee School.
- RFP for Miscellaneous Car Parts for Fleet Maintenance.

- RFP for an Articulating Manlift
- RFP for Miscellaneous Sign Printing Projects.

The Following are pending recommendations to Council:

- RFP for new medical software system for VNA.
- RFP for Breathing Apparatus, Cylinders, Facemasks, etc. for Fire Department.
- RFP for Town staff Uniform contract.

Posting of Town/BOE surplus assets on GovDeals continues actively, with approximately \$6,000 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 the end of the year.
- There were nine (9) Excavation Permits during October. We began charging \$10 for Burning Permits July 1, 2016, and there were seven (7) issued in October.

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 now evaluating this data to determine how we will charge the MDC for our pumping services.

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. The Connecticut Department of Public Health (DPH) has approved our plan and will require additional testing. We are still trying to determine if the new well can be connected this year.

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 80 customers have utilized this option and many have expressed how happy they are with it.

Because of low precipitation, the New Britain Water Department has called for mandatory conservation. Likewise, we are encouraging our water customers to conserve water.

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. Apparently, the actual utilization of this pipeline has been delayed by the new customers.

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.

On April 28, 2016, the Connecticut Department of Public Health conducted their tri-annual sanitary survey evaluation of Berlin's WCC drinking water program. Our report indicates we are operating in compliance with State Regulations.

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. We are awaiting easement maps. We will be going to bid to require directional drilling for this project.

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 project is underway. Cameral evaluation of the Interceptor has been done. The Soil Scientist is still evaluating the area. We may need additional wetlands permits.
4. **Street Paving Projects:** The Public Works Department has completed the 2016 Roadway Paving/Reconstruction Program. This year's projects included: Camel's Back, Seymour Road, Wildem Road, Worthington Ridge, Middletown Road, Metacomet Drive, Mohawk Drive, Luis Drive, portions of Norton Road and Reservoir Road, Cynthia Drive, Lori Ann Drive, and a portion of Edgewood Road. In addition to the reconstruction projects, 20 local roads were crack-filled.
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. The State Public Health Department has given us approval to proceed. We are now re-evaluating the current schedule.
8. **Burnham Street Bridge and High Road Bridges:** No Change - 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:** The streetscape has been completed. Public Works and Economic Development are working on a few issues which remain. Limited time parking signage should be up soon.
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 and work continues along Kensington Road so that the second track can be put in and property supported. CT**rail** 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 - Additional testing and monitoring of the site will continue into 2017.
13. **Façade Grant Program:** The Economic Development Commission is working on fine tuning the program as we begin to look at applications for the additional monies we were awarded. We expect applications for these new monies starting in January 2017.
14. **Gateway Signs:** Due to an expired permit from DOT, this work will have to wait until the spring of 2017. Art Volz and his team will put them up at that time.
15. **Kensington Village Sidewalk Project:** No Change - 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 by ProHealth Physicians. Building 2 is occupied by Realty 3 and has one space for lease. Building 3 is complete and will soon have 2 tenants, one of which is relocating to Berlin. The builder will likely come in for approval to construct Building 4 soon.
17. **ACURA/Retail Development:** Completion is near on the 17,000 square foot retail building across from Home Depot. A commercial real estate agent has been hired to do the leasing for the owner. Construction is also underway on the Acura dealership on the same property. A spring 2017 opening is planned for both buildings.
18. **Christian Lane Development:** Forrest Machine, who will be constructing a 55,000 square foot facility has begun work on the site including taking down the red barn. A ground-breaking has been planned for December 19, 2016.

G. Calendar Reminders:

- 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, 5:30 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
- Town Council Meeting, January 3rd, 7:00 p.m., Council Chambers
- Inland, Wetlands and Water Courses Commission, January 3rd, 7:00 p.m., Room 8
- Planning and Zoning Commission, January 7th, 7:00 p.m., Council Chambers
- Economic Development Commission, January 9th, 7:00 p.m., Room 8
- Historic District Commission, January 9th, 7:00 p.m., Room 7
- Berlin Visiting Nurses Association Board Meeting, January 9th, 7:00 p.m., Caucus Room A
- Conservation Commission, January 10th, 6:30 p.m., Room 8
- Housing Authority, January 11th, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, January 11th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, January 12th, 4:00 p.m., Caucus Room A
- Parks and Recreation Commission, January 12th, 7:00 p.m., Community Center Break Room
- Public Building Commission, January 12th, 7:00 p.m., Board of Education Meeting Room
- Commission for Persons with Disabilities, January 12th, 6:30 p.m., Room 8
- Mattabassett District, January 16th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, January 17th, 7:00 p.m., Council Chambers
- Police Commission, January 18th, 6:30 p.m., Police Station Conference Room
- Planning and Zoning Commission, January 19th, 7:00 p.m., Council Chambers
- Commission for the Aging, January 23rd, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive, Berlin
- Water Control Commission, January 24th, 7:00 p.m., Room 8
- Zoning Board of Appeals, January 24th, 7:00 p.m., Council Chambers
- Public Building Commission, January 26th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – October and November 2016
- Berlin Board of Education Monthly Reports:
 - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – October 2016
 - 2016-2017 Enterprise Fund Balances – October 2016
 - 2016-2017 Fiscal Year Administration and Grant Portion – October 2016
- Berlin “Senior Center Lines” – December 2016 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Report – October 2016

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

OCTOBER 2016

prepared by Janice Lund, ACO

Total calls/complaints57
 Total wildlife complaints12
total all complaints**69**

Dogs Impounded2
Cats Impounded7
Total Impounds**9**

(Total abandoned at facility0)

Dogs/Cats redeemed1
Dogs Adopted0
Cats Adopted4
Total Adoptions**4**

DOA (dead on arrival)1
Euthanized0

Bites1
Summons/Municipal Code Violations0

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

Total Fees collected \$ 30.00

Dogs first of month02 *Cats first of month*02
Dogs end of month02 *Cats end of month*05

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

Adoption clinics: 1 Spay Clinics : 1

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

NOVEMBER 2016

prepared by Janice Lund, ACO

Total calls/complaints45
 Total wildlife complaints10
total all complaints55

Dogs Impounded5
Cats Impounded5
***Total Impounds*10**

(Total abandoned at facility1)

Dogs/Cats redeemed4
Dogs Adopted3
Cats Adopted4
***Total Adoptions*7**

DOA (dead on arrival)1
Euthanized0

Bites1
Summons/Municipal Code Violations0

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

Total Fees collected \$ 341.27

Dogs first of month02 *Cats first of month*05
Dogs end of month00 *Cats end of month*06

Animals neutered/spayed by Fobac: 3 Animals Vaccinated: 5

Adoption clinics: 3 Spay Clinics : 1

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: October
 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	\$8,043.00	(\$1,776.14)	\$0.00	\$11,324.15
00202	Art Club	\$23.84	\$0.00	\$0.00	\$0.00	\$23.84
00203	Athletic Association	\$4,381.00	\$12,105.90	(\$1,926.04)	\$0.00	\$14,560.86
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$43,826.00	(\$10,274.22)	\$0.00	\$43,594.15
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	\$6,157.00	(\$2,362.00)	\$0.00	\$4,630.32
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$1,130.00	(\$560.68)	\$0.00	\$641.93
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	\$2,000.00	(\$1,436.10)	\$0.00	\$7,516.86
00227	Class of 2018 (10)	\$6,041.18	\$3,404.00	(\$1,386.00)	\$0.00	\$8,059.18
00228	Class of 2019 (9)	\$3,327.12	\$180.00	\$0.00	\$0.00	\$3,507.12
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: October
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	\$79.96	(\$10.00)	\$0.00	\$268.97
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	\$307.00	(\$3,083.90)	\$0.00	\$225.00
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	\$1,844.00	(\$1,760.15)	\$0.00	\$2,664.99
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	(\$1,023.44)	\$0.00	\$22,275.68
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	(\$531.36)	\$0.00	\$2,922.69
00244	Helping Hand/Dress Down	\$3,492.77	\$0.00	\$0.00	\$0.00	\$3,492.77
00245	Holding	\$19,882.03	\$0.00	(\$3,022.91)	\$0.00	\$16,859.12
00246	Honor Society	\$2,859.41	\$540.00	\$0.00	\$0.00	\$3,399.41
00247	Interact Club	\$329.75	\$487.00	(\$584.85)	\$0.00	\$231.90
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	(\$50.00)	\$0.00	\$1,425.00
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	(\$2,403.00)	\$0.00	\$1,211.26
00255	Massilo Wells	\$3,012.16	\$0.00	\$0.00	\$0.00	\$3,012.16
00256	Misc. Charges	(\$3,824.23)	\$3,824.23	\$0.00	\$0.00	\$0.00
00257	Musical Club	\$12,289.16	\$2,953.00	(\$110.00)	\$0.00	\$15,132.16
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	(\$91.04)	\$0.00	\$970.86
00260	Pavano Memorial Scholarship	\$5,763.00	\$0.00	\$0.00	\$0.00	\$5,763.00
00261	Project O	\$3,543.50	\$3,785.70	(\$3,235.00)	\$0.00	\$4,094.20

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: October
 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	\$4,150.00	(\$923.44)	\$0.00	\$10,640.22
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	(\$2,900.82)	\$0.00	\$690.89
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,664.26	(\$6,464.52)	\$0.00	\$35,302.68
00275	Upbeat Regular	\$9,484.36	\$1,398.50	(\$338.37)	\$0.00	\$10,544.49
00276	Upbeat Summer Exp.	\$20,263.32	\$3,955.00	(\$4,063.01)	\$0.00	\$20,155.31
00277	Upbeat Summer Theater	\$58.33	\$947.00	\$0.00	\$0.00	\$1,005.33
00278	Upbeat-Women's	\$194.69	\$0.00	\$0.00	\$0.00	\$194.69
00279	Upbeat-Wrist	\$51,528.36	\$51,141.00	(\$40,944.00)	\$0.00	\$61,725.36
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$615.05	\$0.00	(\$160.00)	\$0.00	\$455.05
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$339.34	(\$107.70)	\$0.00	\$0.00	\$231.64
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00285	Class of 2020	\$0.00	\$2,958.00	(\$1,842.85)	\$0.00	\$1,115.15
00298	Interest	\$7,902.25	(\$59.02)	\$0.00	\$0.00	\$7,843.23
00299	CD BHS Enterprise	(\$88,335.12)	\$88,335.12	\$0.00	\$0.00	\$0.00
Grand Total:		\$271,172.78	\$254,270.79	(\$93,415.94)	\$0.00	\$432,027.63

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 Activity Fund	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00340		\$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	\$500.00	(\$1,407.37)	\$0.00	\$2,911.88
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$4,145.80	(\$11,238.68)	\$0.00	\$7,845.95
00915	Griswold Activity Fund	\$15,333.56	\$2,917.44	(\$6,416.55)	\$0.00	\$11,834.45
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$13,623.00	(\$11,972.11)	\$0.00	\$20,681.13
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$1,550.00	(\$7,520.00)	\$0.00	\$4,582.99
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	\$22,736.24	(\$38,554.71)	\$0.00	\$51,118.51

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: 10/1/2016

To Date: 10/31/2016

☒ 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
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	\$39.75	\$860.43	\$1,139.57	\$0.00	\$1,139.57	56.98%
00503.00.00.0000.00.0000.00	Chromebook Contracts	\$13,119.00	\$517.50	\$517.50	\$12,601.50	\$0.00	\$12,601.50	96.05%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$250.00	\$550.88	\$14,254.12	\$0.00	\$14,254.12	96.28%
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	\$220.00	\$12,379.00	\$14,861.00	\$6,140.69	\$8,720.31	32.01%
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	\$27,880.46	\$2.43	\$702.65	\$27,177.81	\$0.00	\$27,177.81	97.48%
00555.00.00.0000.00.0000.00	E-RATE	\$9,110.34	\$0.00	\$1,743.74	\$7,366.60	\$0.00	\$7,366.60	80.86%
00600.00.00.0000.00.0000.00	Title I Grant	\$96,541.05	\$28,258.84	\$71,047.68	\$25,493.37	\$278,963.32	(\$253,469.95)	-262.55%
00602.00.00.0000.00.0000.00	IdeaPartB Section 611 Grant	\$82,838.52	\$29,115.31	\$72,340.87	\$10,497.65	\$181.77	\$10,315.88	12.45%
00603.00.00.0000.00.0000.00	Idea,PartBSection 619 Grant	\$4,444.78	\$2,125.90	\$3,687.61	\$747.17	\$1,181.05	(\$433.88)	-9.76%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$48,567.48	\$1,465.00	\$26,405.00	\$22,162.48	\$20,700.00	\$1,462.48	3.01%
00609.00.00.0000.00.0000.00	Title III Grant	\$718.84	\$140.29	\$324.50	\$394.34	\$0.00	\$394.34	54.88%
00700.00.00.0000.00.0000.00	Title I Grant	\$317,298.00	\$0.00	\$0.00	\$317,298.00	\$0.00	\$317,298.00	100.00%
00701.00.00.0000.00.0000.00	Shelf Settlement	\$0.00	(\$4,940.14)	\$5,581.04	(\$5,581.04)	\$21,018.77	(\$26,599.81)	0.00%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$595,100.00	\$18,321.35	\$18,321.35	\$576,778.65	\$462,044.27	\$114,734.38	19.28%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$21,788.00	\$0.00	\$0.00	\$21,788.00	\$16,652.83	\$5,135.17	23.57%
00706.00.00.0000.00.0000.00	Choice Grant	\$0.00	\$23,816.17	\$47,788.51	(\$47,788.51)	\$235,864.19	(\$283,652.70)	0.00%
00800.00.00.0000.00.0000.00	Special Grants	\$43,005.54	\$0.00	\$0.00	\$43,005.54	\$9,000.00	\$34,005.54	79.07%
Grand Total:		\$1,315,652.52	\$99,332.40	\$262,260.76	\$1,053,391.76	\$1,051,746.89	\$1,844.87	0.13%

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: 10/1/2016

To Date: 10/31/2016

☒ 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	\$257,257.66	\$846,266.80	\$2,022,237.35	\$2,082,361.63	\$60,124.28	-2.10%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$1,877,594.02	\$3,460,348.13	\$16,119,498.00	\$16,127,884.51	(\$8,386.51)	-0.04%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$512,280.61	\$1,465,064.82	\$4,904,322.95	\$4,355,463.98	\$548,858.97	8.62%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$429,250.49	\$1,688,623.62	\$4,246,205.71	\$3,756,825.02	\$489,380.69	8.25%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,405,064.00	\$176,612.06	\$414,650.43	\$990,413.57	\$261,989.70	\$738,423.87	52.55%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$19,221.75	\$69,305.28	\$302,514.72	\$22,941.21	\$279,573.51	75.19%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$258,666.64	\$408,910.00	\$1,996,267.00	\$0.00	\$1,996,267.00	83.00%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$225,966.83	\$447,042.68	\$1,375,301.32	\$696,187.15	\$679,114.17	37.27%
00001.00.00.0000.00.0000.60	Supplies Textbooks & Materials	\$1,047,445.62	\$76,331.94	\$391,548.36	\$655,897.26	\$63,303.52	\$592,593.74	56.58%
00001.00.00.0000.00.0000.70	Equipment	\$59,439.00	\$1,939.93	\$26,971.47	\$32,467.53	\$1,915.95	\$30,551.58	51.40%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$95,035.00	\$4,274.60	\$11,558.61	\$83,476.39	\$0.00	\$83,476.39	87.84%
Grand Total:		\$41,958,892.00	\$3,639,396.53	\$9,230,290.20	\$32,728,601.80	\$27,358,872.67	\$5,369,729.13	12.80%

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—October 2016
DATE: November 9, 2016

Monthly Activities/Projects of Special Interest

Director of Health

- Met with Town Department Heads in Newington to discuss issues at commercial residential property and how to address public health code and zoning violations collaboratively.
- Celebrated the 20th Anniversary of the agency by sharing food and fellowship with community leaders and district board and staff members.
- Attended Mass Fatality Exercise conducted by CT DPH to learn about family care center planning.

Administrative

- To date, 8 flu clinics have been held. Attendance has been steady—2,089 this year versus 2,144 in the same time last year.
- Billing for flu vaccinations has begun and payments are being received (mostly electronically) promptly.
- Grant expenditures continue to be tracked and have been balanced against Quickbooks reports through the first quarter.

Community Health Highlights

PREVENTION BLOCK GRANT

- Living Healthy in the District Guide Book. An electronic version of this booklet was posted on the CCHD Facebook page.
- All District Walks. Cold rain kept people away from the Walk on the 27th, but the walk on Oct. 29th at Center Cemetery, Rocky Hill was held and led by Rocky Hill Historian, Bob Herron. Next walk is being held on November 19 at Dividend Park in Rocky Hill.

ASTHMA – Putting On Airs

The POA program continues to adjust to the new DPH/CDC guidelines. There were 11 home visits scheduled and/or completed in October. POA Coordinator and Assistant Director developed and refined MOUs for POA work with other Health Districts, and an environmental sub-contractor.

EMERGENCY PREPAREDNESS

- EP Coordinator participated in the CT DPH 3-day Mass Fatality Response Exercise & Training at Camp Hartell, the CT National Guard training facility in Windsor Locks. Training included seeing how the Disaster Mortuary Operations Response Team (D-MORT) operates, (including identification of bodies) and the operation of Family Assistance Centers. A Regional Family Assistance Center Plan will be developed.

- Flu Clinics.
 1. The last of the 8 major October flu clinics was completed on October 26th. The participation rate is consistent with last year, which was a wonderful surprise, given the major push from pharmacies, urgent clinics etc. to provide flu vaccinations.
 2. Staffing with volunteers including Newington CERT and CCHD staff has been consistently well staffed. A number of new volunteers participated in the clinics.
 3. Home visits began for “homebound” and special needs individuals and will continue.
- Go Box/Go Bags. The development of Go Boxes for Environmental staff and Go Bags for HD staff members continues.

HEALTH PROMOTION:

Flu Vaccination Clinics were heavily promoted through the following: Chambers of Commerce, town websites, CCHD Facebook, police/fire/ems departments, local TV stations, all four school districts, including St. Paul’s School in Berlin and Corpus Christi school in Wethersfield, churches, daycare/preschool employees, & submission of press releases to local press.

LEAD POISONING PREVENTION

1. Case tracking and management of lead poisoned children via DPH Maven database continues with 11 cases open. Files are being updated with testing results and reminder letters to parents.
2. CCHD has received \$9,862 for the 2016-2017 grant year. Activities will include: lead poisoning prevention mailing to apartments and condominiums that were built pre-1978 in Rocky Hill; home inspections of children who have a blood lead level of 5 or above; and partnering with a Hindu temple in Newington at their annual “Temple Health Fair”.

HEPATITIS C

A process of identifying HEP C cases in millennial and the younger generation has begun. Cases are to be interviewed (by phone), and provided with treatment resources, with the goal of developing a prevention strategy. UCONN MPH student interns will be joining CCHD in January to assist with this project.

Meetings/Trainings attended by staff:

- | | |
|---------------------|---|
| EP Coordinator: | Region 3 ESF 8 PH meeting
75th Anniversary of the Wethersfield/Rocky Hill Professional Nurses Association. |
| POA Coordinator: | Connecticut Hospital Association Asthma Conference
Respiclick Asthma Medication training
National Lead Poisoning Prevention Roundtable at State Capitol |
| Health Educator: | Semi-Annual Lead Training at Tunxis Community College
Andrea Lombard, Hepatitis Coordinator, DPH |
| Assistant Director: | Overdose Prevention Conference (Rocky Hill)
Andrea Lombard, Hepatitis Coordinator, DPH |

Environmental Health Activities

- Housing complaints continue to be active, along with mold and odor complaints. We are working on several large bed bug infestations involving multiple residential units (apartments, condominiums, motels).
- All staff participated in one or more of the flu clinics offered in October.
- Barbara attended the CEHA Subsurface (septic) Committee meeting. Upcoming 2017 changes to the Technical Standards were discussed.
- Barbara attended the state Semi-Annual Radon, Lead and Healthy Homes meeting.

Berlin Activities and Projects

- Reviewed four project review sheets regarding new zoning regulations, and a new personal training facility. Signed off on a single family demolition
- Conducted a final inspection for the Burger King renovation.
- Inspected nine additional food vendors at the Berlin Fair.
- We are working with the Berlin Building and Zoning departments on a pesticide contamination issue on a residential subdivision.

Newington Activities and Projects

- We continued to respond to the same types of complaints (bedbugs, roaches, general lack of repairs and cleanliness) at the same Motor Lodge on the Berlin Turnpike. In addition we are now getting no heat calls. A meeting was held with various town departments to discuss motels and rooming houses in Newington, and this Motor Lodge in particular. An additional meeting with the Town attorney and Steve Lesko from the State Housing Attorney's office was held to discuss legal obligations for the Town if we take action. A meeting with the Motor Lodge owner is arranged for November to discuss code violations and potential actions to address these violations.
- Plans were reviewed and approved for a new Starbucks store to be built on Fenn Road.
- A final inspection, as well as dust wipes and soil sampling for lead, was conducted at a new daycare facility to be opening soon.

Rocky Hill Activities and Projects

- Plans were reviewed for a new Hampton Inn on Cromwell Ave.
- Starbucks is moving to a new location in the Town Center West development.
- Inspected six food vendors at the Corn Maze, 13 food vendors at the Fallfest and one food vendor at the Rocky Hill Soccer Tournament.
- Responded to a housing/hoarding situation along with other town departments.

Wethersfield Activities and Projects

- We had several odor complaints coming from the Cove area. The DEEP inspected the MDC sewage treatment plant and did not find any problems with the operations or equipment at the plant. The unpleasant odors were attributed to rotting vegetation, exacerbated by the very low water table and surface water levels, and higher than normal temperatures.
- The renovated Wethersfield High School pool was inspected and opened.
- A new food service establishment, the River Café Express, opened on Great Meadow Road.
- Inspected nine food vendors at the Keane Kiddie Carnival and five food vendors at the Wethersfield Craft Fair.

October 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	1	0	0	2	0	0	0	0	0	1	0	0	4
Food Service	0	0	36	2	2	12	0	0	50	0	0	50	15	23	624
Public Facilities	1	0	0	0	0	0	0	0	1	0	0	2	9	6	45
Salon Inspections	0	0	0	0	0	0	0	0	5	0	0	9	2	1	15
Subsurface Sewage	0	0	15	0	0	1	0	0	0	0	0	0	1	0	29
Gen Envir. Health	0	0	0	3	4	0	9	11	0	7	8	1	76	104	4
Campylobacteriosis	0	0			0	0	0	0			0			5	
E-Coli	0	0			0			0			0			0	
Salmonellosis	0	0			0			0			0			3	
Blood lead ≥ 5	1	1			0		1	1			0			4	