

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: January 3, 2017

A. Council Communications:

1. Holiday Schedule:

- New Year: The Town Hall and all departments were 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:

- Community Substance Abuse Forum: There will be a Community Substance Abuse Forum on Wednesday, January 11, 2017, at 6:30 p.m. in the Berlin High School Auditorium. The forum will include participation from the Commissioner of the Department of Mental Health and Addiction Services and the Commissioner of the Public Health Department, as well as local families who have been personally affected by the opioid crisis.
- Kensington Center Transit Oriented Development Public Meeting: The second Public Meeting will be held on Tuesday, January 25, 2017, at 6:00 p.m. in the Berlin Community Center Multi-Purpose Room, to discuss preliminary concepts for revitalizing the Kensington Center area. All interested parties are welcome to attend this opportunity to develop a local consensus for the future direction of Kensington Center's revitalization. Please see attached flyer for additional information.

B. Town Manager News:

Another new year- full of anticipation and promise. I have been very fortunate to have been Town Manager these last eight and one-half years. I think the Town is in excellent shape both financially and otherwise as there are dedicated employees throughout.

Two thousand seventeen (2017) will be a very challenging year but one that we will all be able to meet head on together. The new Charter will take effect and with that will be new challenges. The budget will be a very difficult one for both the Town and the State of Connecticut. It is my hope that everyone will work towards a better Berlin. Our new High School will be dedicated shortly and should stand as an example of cooperation and hard work. Hopefully, work will continue in the

main area of “downtown” and will become the new focal point for our town. Berlin is a wonderful place to live and work and we need to appreciate it more. Happy New Year.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- Santa’s Parlor was held on November 28th and 29th at the Community Center. Forty three children along with parents and grandparents visited Santa and Mrs. Claus. We received many food donations that were turned over to Social Services for their Holiday Assistance program. We will continue to have a box for people to drop off donations that will help to restock the food pantry.
- The 32nd annual Tinsel Fun Run was held on Saturday, December 3rd at Berlin High School. The weather was a little cool and windy but 164 runners finished the race.
- Registration started for our winter programs.
- Basketball games started December 10th. We will have two weeks off for the holidays and start games again on January 7th.
- Men’s drop-in basketball started at McGee on Tuesday nights.

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

- Continued cleaning up leaves.
- Picked up food at Stop and Shop for the Food Pantry.
- Cleaned up the tree line between the Veterans’ of Foreign Wars and Veterans’ Memorial Park.
- Christmas lights were put up around town.
- Fountains in Veterans’ Memorial Park were turned off for the winter.
- Skating signs have been put up.
- Work began on ADA walkways at Percival field.
- Filling of town pools for winter.
- Winterizing the Sage Park field building.

Senior Center

- December’s Trips were to Boar’s Head Feast at Williams Inn and Christmas in Newport.
- Specialty Shopping Trips in December were to the Christmas Tree Shop in Manchester and Walmart or Kmart in Cromwell.
- Dash Mortensen from Grandview Rehabilitation and Healthcare Center did a cooking demonstration on creating a holiday meal from low cost items on December 7th.
- Phi Mu Alpha, a music fraternity from the University of Hartford, performed at the Center on December 13th.
- Karen Larsen, Hartford Healthcare Senior Services, presented a discussion on improving function and quality of life with comprehensive pain management on December 14th.

- The Senior Center's Annual Holiday Party was held on Friday, December 16th. Lunch was provided by Cassena Care of New Britain. The entertainer for the afternoon was pianist and singer, Charles Thomas.
- Christine Krom, LPC from Catholic Charities, was at the Center on December 19th to provide counseling services.
- This month the Center held three "special" bingos – December 8th was provided by Ledgecrest Convalescent Home, December 15th was provided by Newington Rapid Rehab and Recovery Center, and December 22nd was provided by the Senior 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.
- Lt. Gosselin from the Berlin Police Department presented Fraud Tips on December 22nd.
- The Senior Center's Annual New Year's Eve Celebration was held on December 29th. The afternoon started with a toast to the new year at noon, followed with lunch and bingo.
- The movies for December were "Holiday Inn" and "New Year's Eve".

Social & Youth Services

- Social Services helped 94 Medicare recipients review their coverage options and enroll in prescription drug plans for 2017. While the open enrollment period ended December 7th, Social Services provides CHOICES counseling year round to Medicare recipients and new enrollees.
- 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 provided food assistance to 241 households at Thanksgiving, and food assistance and & gifts for children to 252 households at Christmas. This could not be accomplished without the hard work of our volunteers and the generous support of the community.
- Youth Services has begun working with staff at McGee Middle School to plan adventure-based leadership groups for the springtime.
- Youth Services has been working with the Upbeat program to plan the workshops for the Upbeat Adult Training weekend scheduled for February 3rd and 4th.
- The Social and Youth Services Director has participated in the planning of a Community Substance Abuse Forum scheduled for January 11th, 6:00 p.m. at Berlin High School. The forum will include participation from the Commissioner of the Department of Mental Health and Addiction Services and the Commissioner of the Public Health Department, as well as local families who have been personally affected by the opioid crisis.

➤ **Development Services**

Planning and Zoning Commission: At its November 10, 2016 meeting, the Planning and Zoning Commission voted to approve Rebel Fitness on Deming Road (Nadeau Property). This will be a personal training facility.

The public hearing was closed for JPG Partners for a 20 unit apartment complex to be located at 319 Main Street, East Berlin. The Commission deliberated the decision at its December 15th meeting.

The public hearing on a proposed zone change was opened. Pierre Bennerup has proposed a zone change for 18 lots on the Chamberlain Highway. The lots would be changed from POD (Planned Office Development) to R-86 (Single Family 86,000 square feet). The rezoning is about 149 acres which mathematically could create up to 75 lots. However, taking into consideration frontages and streets widths, it would most likely be less. This proposal was still in public hearing and was heard again on December 15th.

Also on the December 15th agenda was a request for a new restaurant to locate in the former San Remo's Bakery site on Farmington Avenue. It will be a Noodle Bar.

Forest Machinery broke ground on their new site on Christian Lane and their ribbon cutting was held on December 21st.

The new brew pub to be located at 817 Farmington Avenue is negotiating with the property owner but still has plans to locate in Berlin. The name of the brew pub will be Concentric.

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 upheld an Appeal of the Zoning Enforcement's Order regarding Climate on Commerce Street. The company expanded without site plan approval. Staff has been holding meetings with Climate to try to work out a compromise that will allow them to run their business while co-existing with the adjacent neighbors. The revised site plan for Climate is currently before the ZBA for a location variance. .

The Building Department: We regretfully inform you that our part time Assistant Building Official, Kenneth Rich, has resigned and the department is looking for another part time Building Official. After running an advertisement in the New Britain Herald twice and other locations, the Town received 2 applications.

The Conservation Commission. The Conservation Commission has been working with five students from Berlin High School to hold a bike race on the Hatchery Brook Conservation Trails. Discussion was held at the December 13th meeting. Staff will be forwarding comments to the Town Council for their approval of the bike race.

➤ **Facilities:** The Facilities Department approved and completed a total of 458 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.
- Began design of South Kensington Fire building modifications.
- Began design of the Library elevator.
- Began design of Fleet Garage renovations.
- Completed seasonal shutdown and maintenance of pools, parks and grounds buildings.
- Completed the 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.

➤ **Finance:** In November and early December there was a focus on Fiscal Year 2018 budget preparations while continuing to support completion of the Fiscal Year 2016 audit. Kevin Delaney, Gail Ericson and Len Zielinski joined the Town Manager in reviewing budget submissions of the larger Town departments. This process will continue into early 2017 as the Governor presents his budget in February.

The Fiscal Year 2016 audit is expected to be completed early this month. The Town filed for an extension from both the State and the Government Finance Officers Association (GFOA). The extension allows the Town to file the Comprehensive Annual Financial Report (CAFR) by January 31st without penalty, and the Town still remains eligible for the GFOA annual award.

Sue Winans and her husband relocated out of State. Her last day with the Town was December 2nd. The position was posted internally, and Lisa Brown accepted the offer to move from the Berlin-Peck Library to the Finance team. She started her new role on January 3rd. During the month of December, Sandy Niro filled the role in addition to her work with Facilities. Sandy did a great job with the Accounts Payable role and was critical in ensuring the Town's bills were paid accurately and timely.

Revenue Collector's Office: The end of November and early December in the Revenue Collector's office involved a lot of preparation for the upcoming January billing cycles. It is anticipated to be a very busy January as we will be collecting a second installment on real estate tax bills for the first time in conjunction with the collection of supplemental motor vehicle bills and the January quarterly water and sewer bills.

The final preparation for the supplemental motor vehicle billing was completed in early December, samples of the bills reviewed in mid-December and bills mailed out the week before January 1, 2017. As for the real estate, the 2nd installment will not be mailed out as it was already issued in July with the first installment. However, all throughout December we've experienced an increase in second installment payments from those taxpayers looking to take advantage of getting their payment in before the end of the calendar year for income tax purposes.

The balances on delinquent statements for the October quarterly water and sewer bills were due by November 30th. Any remaining unpaid accounts were sent a shut off notice in early December. As of the middle of December the current collection rate for this billing period was 97%. We've also begun the process of preparing for the bills due this coming January 1st. Meter readings for all properties were done on December 6th and reviewed thereafter with the preparation, printing, and mailing of the bills following at the end of December.

Assessor's Office: November work load increases over the normal busy schedule as we work on getting the Grand List completed for January without requesting a 30-day extension to complete.

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

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

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 have a 25% assessment penalty applied. Most have been processed and entered into the computer.

Transfers of real estate ownership continue to be processed as part of our ongoing process. Transfers done beginning with October 2nd are considered "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 Physician of Record
- RFP for Townwide Photocopier Maintenance multi-year agreement
- RFP for Construction Equipment Rental
- RFP for STEAP sidewalk construction project
- RFQ for Townwide ADA Consultant
- RFQ for Telephone System Upgrade at McGee School
- RFP for an Articulating Manlift

- Expiring cooperatively bid contracts related to Uniform Rental, Street Sweeping, and Street Line Painting are under review

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 Tree Removal Services
- RFP for Rowley Street Pump Station Construction

Posting of Town/Board of Education surplus assets on GovDeals continues actively, with approximately \$7,000 earned on 50 completed auction listings 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 mid-winter of 2017.
- There were six (6) Excavation Permits during November. We began charging \$10 for Burning Permits July 1, 2016, and there were three (3) issued in November.

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 Bid Notice has been made and January 12, 2017 is the date for the bid opening.

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. It is clear that the MDC contributes at least 80% of the flow into the Deming Road Pump Station. An invoice is being prepared for the MDC.

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. A time and date for work is being scheduled.

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. We are still on mandatory conservation.

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). We anticipate this project will take place during the next fiscal year.

The Beckley Road Pressure-Reducing Valve Re-build is delayed. We are considering expanding the use of Cromwell water into our system.

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. This may go out to bid early 2017 with work to be done in the spring of 2017.

➤ Town Clerk

Land Records: Unfortunately, the town is down in recordings and collection of conveyance taxes.

FY 2012-2013	Deeds	Total	\$ Collected	Total	Conv. Taxes	Total
November	366	1961	\$ 10,270.00	\$ 53,448.00	\$ 10,654.31	\$ 73,895.90
FY 2013-2014	Deeds	Total	\$ Collected	Total	Conv. Taxes	Total
November	256	1695	\$ 8,820.00	\$ 52,395.00	\$ 15,703.00	\$ 93,326.00
FY 2014-2015	Deeds	Total	\$ Collected	Total	Conv. Taxes	Total
November	259	1329	\$ 7,624.00	\$ 40,575.00	\$ 20,828.55	\$ 120,110.21
FY 2015-2016	Deeds	Total	\$ Collected	Total	Conv. Taxes	Total
November	353	1577	\$ 9,514.00	\$ 47,899.00	\$ 20,477.50	\$ 112,890.07

FY 2016-2017	Deeds	Total	\$ Collected	Total	Conv. Taxes	Total
November	282	1544	\$ 6,220.00	\$ 47,654.00	\$ 9,738.13	\$ 91,656.86

Reference Deeds - Number of deeds received for recording that month
Total - Total number of deeds received so far for that fiscal year
\$ Collected - Amount collected for land recordings that month
Total - Total amount collected for land recording so far for that fiscal year
Conv. Taxes - Amount collected in town conveyance taxes for that month
Total - Total amount collected for town conveyances taxes so far for that fiscal year

Recordings Fees + Conveyance Fees:

2012-2013 \$127,343.90
2013-2014 \$145,721.00
2014-2015 \$160,685.21
2015-2016 \$160,779.07
2016-2017 \$139,310.86

Elections: State Elections were held on Tuesday, November 8, 2016.

Elected to the Board of Education: Jake T. Fisher
 Jaymee R. Miller
 Matthew T. Tencza

Questions to revise our Charter were also voted on:

#1 – “Shall the proposal to establish a Board of Finance and authorize up to two budget referenda be adopted?” 5319 Yes Votes; 4740 No Votes - PASSED
#2 – “Shall the proposal to authorize an automatic referendum for bonding ordinances over \$5 million be adopted?” 5488 Yes Votes; 4451 No Votes - PASSED
#3 – “Shall the proposal to establish a partisan Board of Education be adopted?” 4555 Yes Votes; 5657 No Votes - FAILED
#4 – “Shall the proposal to directly elect the Mayor as part of a seven member Town Council be adopted?” 5214 Yes Votes; 4959 No Votes - PASSED
#5 – “Shall the proposed general revisions to the Town Charter be adopted?” 4932 Yes Votes; 5255 No Votes - FAILED

The revised Charter has been posted to the Town’s website and is available in the Town Clerk’s Office.

The Town Clerk’s Office issued 871 absentee ballots for this election.

The Town of Berlin had 14,111 voters on the Active List and 11,773 electors voted for a turnout of 83.43%.

New England Association of City and Town Clerks (NEACTC): Kate attended the New England Association of City and Town Clerks in Boston, MA during November and was elected to serve her second term as Treasurer.

Business Continuity: The Business Continuity Committee continues to meet every month. During the meeting in December the committee discussed security reviews for the Community and Senior Centers. Additional discussions concerning the automation of time cards and attendance, use of an alternative site and hiring a consultant for the next level of our Business Continuity Plan (this is from our Auditor) took place. Several months ago the Town awarded a contract to perform a records management analysis on the Town Hall departments and Board of Education to Kings Information Systems, Inc. This analysis will be done during the month of January.

D. Board/Commission News:

There are a total of 12 vacancies on various Boards/Commissions at this time and the term for 29 Board/Commission members will also expire on January 31, 2016.

E. CCM Correspondence:

None

F. Project Updates:

1. **High School Civil Rights and Accreditation Project:** 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. The project is now 90 percent complete. Contractors are working on punchlist items.
2. **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. Camera evaluation of the Interceptor has been done. The Soil Scientist is still evaluating the area. We are awaiting an Army Corps evaluation to see if more analysis needs to be done on four (4) identified vernal pools within the project area.
3. **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. The list of 2017 street projects is being developed based on road evaluations.

4. **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.
5. **Farmington Avenue Bridge (Over Sebeth River):** 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 closure of Farmington Avenue at the site occurred June 16, 2016. Several delays with utility relocations have occurred. The project is approximately 50% complete. The existing bridge has been removed and construction preparations are underway. Project completion is now scheduled for the spring of 2017.
6. **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 anticipating having Well 2B on-line by the spring of 2017. Bids will be received for the High Road structure late winter with construction to begin this spring. Due to the Farmington Avenue Bridge roadway closure, staff has re-scheduled the Burnham Street Bridge replacement into the 2018 construction schedule.
7. **Burnham Street Bridge and High Road Bridges:** The permitting and easement process is in progress, and final designs have been received.
8. **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.
9. **Streetscape Improvements:** The streetscape has been completed with some concerns expressed by businesses and residents. The project will be looked at more carefully in the spring of 2017 to see if any changes or modifications should be made.
10. **Train Station Improvements & 889 Farmington Avenue Remediation:** The renovation of the Train Station is underway and the rail work also continues. *CTrail* Hartford Line service is scheduled to launch in January 2018 with 15 trains each way (north and south) from Hartford to New Haven.

11. **1567 Berlin Turnpike Environmental Remediation:** No Change - Additional testing and monitoring of the site will continue into 2017.
12. **Façade Grant Program:** No Change - 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.
13. **Gateway Signs:** The permits from DOT have been reapproved, so the signs can be put up when the weather gets better in early 2017. Art Volz and his team will put them up at that time.
14. **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.
15. **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 is now occupied by the Dental Group of Kensington and a tenant who will be moving into Berlin. The builder has gotten approval to begin putting in the foundation for Building 4. A late 2017 completion date is expected.
16. **ACURA/Retail Development:** Both buildings are well underway and we expect the retail building to be completed in early 2017. The Acura Dealership is expected to open soon after.
17. **Christian Lane Development:** A ground-breaking was held on December 19th with Senator Blumenthal, Speaker of the House Joe Aresimowicz, Mayor Kaczynski, Councilman Rosso, Councilman Paonessa, Town Manager McNair and all of the employees of Forrest Machine. The earth has been moved and the foundation should be started soon.

G. Calendar Reminders:

- Town Council Meeting, January 3rd, 7:00 p.m., Council Chambers
- Veterans' Commission, January 3rd, 7:00 p.m., American Legion Post 68, 154 Porters Pass, Berlin
- Inland, Wetlands and Water Courses Commission, January 3rd, 7:00 p.m., Room 8
- Economic Development Commission, January 9th, 7:00 p.m., Room 8
- *Cancelled* - Historic District Commission, January 9th, 7:00 p.m., Room 7
- 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

- Commission for Persons with Disabilities, January 12th, 6:30 p.m., Room 8
- Planning and Zoning Commission, January 12th, 7:00 p.m., Council Chambers
- 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
- Mattabassett District, January 17th, 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
- 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
- Planning and Zoning Commission, January 26th, 7:00 p.m., Council Chambers
- Berlin-Peck Memorial Library, February 8th, 6:30 p.m., Library Board Room
- Conservation Commission, February 14th, 6:30 p.m., Room 8
- Historic District Commission, February 6th, 7:00 p.m., Room 7
- Housing Authority, February 8th, 5:00 p.m., Marjorie Moore Village, Main Office
- Inland Wetlands and Water Courses Commission, February 7th, 7:00 p.m., Room 8
- Mattabassett District, February 21st, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Parks and Recreation Commission, February 9th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, February 9th, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, February 23rd, 7:00 p.m., Council Chambers
- Public Building Commission, February 9th, 7:00 p.m., Board of Education Meeting Room
- Public Building Commission, February 23rd, 7:00 p.m., Board of Education Meeting Room
- Town Council Meeting, February 7th, 7:00 p.m., Council Chambers
- Town Council Meeting, February 21st, 7:00 p.m., Council Chambers

H. Attachments:

- Berlin Board of Education Monthly Reports:
 - 2016-2017 Fiscal Year Administration and Grant Portion – November 2016
 - 2016-2017 Enterprise Fund Balances – November 2016
 - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – November 2016
 - 2016-2017 Cafeteria Fund Profit or Loss – September 2016
 - 2016-2017 Nutrition Services Financials – September 2016
 - 2016-2017 Fiscal Year Funds Transfers – December 5, 2016
- Berlin “Senior Center Lines” – January 2017 (to be handed out separately at Council Meeting)
- Kensington Center Transit Oriented Development Plan Public Meeting Flyer
- Town Budget Changes, Fee Waivers and Donations Reports

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: 11/1/2016

To Date: 11/30/2016

☒ 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
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,868,504.15	\$230,172.86	\$1,076,439.66	\$1,792,064.49	\$1,851,204.07	(\$59,139.58)	-2.06%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$1,669,742.48	\$5,130,090.61	\$14,449,755.52	\$14,403,207.25	\$46,548.27	0.24%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$462,365.45	\$1,927,430.27	\$4,441,957.50	\$3,891,377.52	\$550,579.98	8.64%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$496,282.85	\$2,184,906.47	\$3,749,922.86	\$3,343,411.31	\$406,511.55	8.85%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,405,064.00	\$86,093.35	\$500,743.78	\$904,320.22	\$232,638.92	\$671,681.30	47.80%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$20,776.06	\$90,081.34	\$281,738.66	\$19,887.78	\$261,850.88	70.42%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$245,197.14	\$654,107.14	\$1,751,069.86	\$969,686.48	\$781,383.38	32.49%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$144,997.04	\$592,039.72	\$1,230,304.28	\$578,341.34	\$651,962.94	35.78%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,047,445.62	\$62,989.46	\$454,537.82	\$592,907.80	\$60,522.30	\$532,385.50	50.83%
00001.00.00.0000.00.0000.70	Equipment	\$59,439.00	\$930.68	\$27,902.15	\$31,536.85	\$1,691.50	\$29,845.35	50.21%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$95,035.00	\$7,159.59	\$18,718.20	\$76,316.80	\$0.00	\$76,316.80	80.30%
Grand Total:		\$41,958,892.00	\$3,426,706.96	\$12,656,997.16	\$29,301,894.84	\$25,351,968.47	\$3,949,926.37	9.41%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2016-2017

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

From Date: 11/1/2016

To Date: 11/30/2016

☐ Include pre encumbrance
☒ Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00501.00.00.0000.00.0000.00	Baby Welcome Project Grant	\$2.00	\$0.00	\$0.00	\$2.00	\$0.00	\$2.00	100.00%
00502.00.00.0000.0000.00.0000.00	STEM Education program-equipme	\$2,000.00	\$23.45	\$883.88	\$1,116.12	\$0.00	\$1,116.12	55.81%
00503.00.00.0000.0000.00.0000.00	Chromosome Contracts	\$13,824.00	\$6,000.00	\$6,517.50	\$7,306.50	\$0.00	\$7,306.50	52.85%
00505.00.00.0000.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$0.00	\$550.88	\$14,254.12	\$0.00	\$14,254.12	96.28%
00508.00.00.0000.0000.00.0000.00	Marjorie Moore Sped Preschool	\$111.00	\$0.00	\$0.00	\$111.00	\$0.00	\$111.00	100.00%
00510.00.00.0000.0000.00.0000.00	Perkins Grant	\$27,240.00	\$1,270.52	\$13,649.52	\$13,590.48	\$4,557.31	\$9,033.17	33.16%
00516.00.00.0000.0000.00.0000.00	Prior Years Return	\$11,081.51	\$0.00	\$0.00	\$11,081.51	\$0.00	\$11,081.51	100.00%
00524.00.00.0000.0000.00.0000.00	Medicaid Funding	\$31,434.21	\$506.69	\$1,209.34	\$30,224.87	\$2,989.30	\$27,235.57	86.64%
00535.00.00.0000.0000.00.0000.00	E-RATE	\$9,110.34	\$3,000.00	\$4,743.74	\$4,366.60	\$0.00	\$4,366.60	47.93%
00600.00.00.0000.0000.00.0000.00	Title 1 Grant	\$96,541.05	\$25,232.37	\$96,280.05	\$261.00	\$0.00	\$261.00	0.27%
00602.00.00.0000.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$82,838.52	\$363.54	\$72,704.41	\$10,134.11	\$181.77	\$9,952.34	12.01%
00603.00.00.0000.0000.00.0000.00	Idea,PartB,Section 619 Grant	\$4,444.78	\$747.17	\$4,444.78	\$0.00	\$0.00	\$0.00	0.00%
00604.00.00.0000.0000.00.0000.00	Title II Part A Teach Grant	\$48,567.48	\$8,000.00	\$34,405.00	\$14,162.48	\$12,700.00	\$1,462.48	3.01%
00609.00.00.0000.0000.00.0000.00	Title III Grant	\$718.84	\$51.54	\$376.04	\$342.80	\$16.14	\$326.66	45.44%
00700.00.00.0000.0000.00.0000.00	Title I Grant	\$317,299.00	\$3,026.47	\$3,026.47	\$314,272.53	\$250,704.48	\$63,568.05	20.03%
00701.00.00.0000.0000.00.0000.00	Sherr Settlement	\$85,850.00	\$9,016.10	\$14,587.14	\$71,252.86	\$18,719.39	\$52,533.47	61.19%
00702.00.00.0000.0000.00.0000.00	Idea Part B, Section 611 Grant	\$592,809.00	\$47,025.98	\$65,347.33	\$527,461.67	\$413,595.93	\$113,865.74	19.21%
00703.00.00.0000.0000.00.0000.00	Idea Part B Section 619	\$21,788.00	\$1,496.83	\$1,496.83	\$20,291.17	\$15,435.44	\$4,855.73	22.29%
00704.00.00.0000.0000.00.0000.00	Title II Grant	\$54,019.00	\$0.00	\$0.00	\$54,019.00	\$0.00	\$54,019.00	100.00%
00706.00.00.0000.0000.00.0000.00	Choice Grant	\$0.00	\$24,992.68	\$72,781.19	(\$72,781.19)	\$211,748.89	(\$284,530.08)	0.00%
00709.00.00.0000.0000.00.0000.00	Title III	\$19,580.00	\$0.00	\$0.00	\$19,580.00	\$2,199.14	\$17,380.86	88.77%
00800.00.00.0000.0000.00.0000.00	Special Grants	\$50,903.11	\$20,994.17	\$20,994.17	\$29,908.94	\$7,975.00	\$21,933.94	43.09%
Grand Total:		\$1,484,966.84	\$151,747.51	\$414,008.27	\$1,070,958.57	\$940,822.79	\$130,135.78	8.76%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: November
 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	\$1,329.00	(\$2,468.03)	\$0.00	\$2,680.22
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$4,444.73	(\$14,316.18)	\$0.00	\$5,067.38
00915	Griswold Activity Fund	\$15,333.56	\$8,414.32	(\$10,901.21)	\$0.00	\$12,846.67
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$14,762.00	(\$16,944.57)	\$0.00	\$16,847.67
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$7,167.75	(\$10,213.00)	\$0.00	\$7,507.74
00924	McGee Student Council Activity Fund	\$2,325.91	\$0.00	(\$209.73)	\$0.00	\$2,116.18
00925	McGee Music Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$66,936.98	\$36,117.80	(\$55,052.72)	\$0.00	\$48,002.06

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: November
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
00201	Adult Education	\$5,057.29	\$8,191.00	(\$2,662.82)	\$0.00	\$10,585.47
00202	BHS Student Art League	\$23.84	\$0.00	\$0.00	\$0.00	\$23.84
00203	Athletic Association	\$4,381.00	\$24,484.90	(\$1,976.04)	\$0.00	\$26,889.86
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$46,886.00	(\$35,769.19)	\$0.00	\$21,159.18
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	(\$3,063.40)	\$0.00	\$3,928.92
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$2,118.00	(\$2,129.85)	\$0.00	\$60.76
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	(\$500.00)	\$0.00	\$2,914.05
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	\$7,783.00	(\$1,436.10)	\$0.00	\$13,299.86
00227	Class of 2018 (10)	\$6,041.18	\$6,576.00	(\$2,344.00)	\$0.00	\$10,273.18
00228	Class of 2019 (9)	\$3,327.12	\$2,110.00	(\$1,072.88)	\$0.00	\$4,364.24
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up/Youth & Govt	\$3.40	\$0.00	\$0.00	\$0.00	\$3.40

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: November
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	\$586.96	(\$56.00)	\$0.00	\$729.97
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$8,861.89	\$193.00	(\$1,386.80)	\$0.00	\$7,668.09
00234	Driver's Ed.	\$3,001.90	\$307.00	(\$3,308.90)	\$0.00	\$0.00
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	\$1,913.50	(\$2,449.66)	\$0.00	\$2,044.98
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	\$250.00	(\$1,619.22)	\$0.00	\$21,929.90
00242	Habitat for Humanity	\$2,134.42	\$0.00	\$0.00	\$0.00	\$2,134.42
00243	H.E.R.O	\$3,380.05	\$394.00	(\$577.21)	\$0.00	\$3,196.84
00244	Helping Hand/Dress Down	\$3,492.77	\$0.00	\$0.00	\$0.00	\$3,492.77
00245	Student Resources	\$19,882.03	\$15,003.79	(\$3,229.59)	\$0.00	\$31,656.23
00246	Honor Society	\$2,859.41	\$540.00	(\$36.96)	\$0.00	\$3,362.45
00247	Interact Club	\$329.75	\$950.00	(\$669.85)	\$0.00	\$609.90
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	\$134.13	\$0.00	\$0.00	\$3,988.82
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	\$1,183.84	(\$2,964.51)	\$0.00	\$659.75
00255	Massimo 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	\$3,043.00	(\$110.00)	\$0.00	\$15,222.16
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	\$4,713.70	(\$3,563.48)	\$0.00	\$4,693.72

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: November
Year: 2016
Fund Type: BHS Enterprise

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00262	Radio Club	\$195.60	\$0.00	\$0.00	\$0.00	\$195.60
00263	Redcoat Review	\$108.43	\$0.00	\$0.00	\$0.00	\$108.43
00264	Rosahn Scholarship	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
00265	Sachetti Scholarship	\$1,060.41	\$0.00	\$0.00	\$0.00	\$1,060.41
00266	School Store	\$99.83	\$0.00	\$0.00	\$0.00	\$99.83
00267	Science Club	\$647.54	\$0.00	\$0.00	\$0.00	\$647.54
00268	Service League	\$414.97	\$0.00	\$0.00	\$0.00	\$414.97
00269	Student Gov./Council	\$7,413.66	\$4,140.00	(\$1,977.74)	\$0.00	\$9,575.92
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	\$1,381.00	(\$3,392.18)	\$0.00	\$1,146.53
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,664.26	(\$6,669.52)	\$0.00	\$35,097.68
00275	Upbeat Regular	\$9,484.36	\$1,398.50	(\$918.36)	\$0.00	\$9,964.50
00276	Upbeat Summer Exp.	\$20,263.32	\$3,955.00	(\$4,063.01)	\$0.00	\$20,155.31
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	\$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	\$3,068.00	(\$1,842.85)	\$0.00	\$1,225.15
00288	Interest	\$7,902.25	(\$59.02)	\$0.00	\$0.00	\$7,843.23
00293	CD BHS Enterprise	(\$88,335.12)	\$88,335.12	\$0.00	\$0.00	\$0.00
Grand Total:		\$271,172.78	\$299,709.21	(\$131,187.26)	\$0.00	\$439,694.73
		End of Report				

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

INCOME	TOTAL	
	9/30/2016	9/30/2015
STUDENT LUNCHES	\$ 76,697.90	\$ 88,923.28
TEACHER LUNCHES	\$ 683.70	\$ 578.80
BREAKFAST INCOME	\$ 1,070.25	\$ 902.65
BREAKFAST A-LA-CARTE	\$ -	
LUNCH A-LA-CARTE	\$ 1,417.35	\$ 2,205.90
GRANTS RECEIVED	\$ -	\$ (144.00)
GRANTS DUE	\$ 24,970.43	\$ 28,985.27
ACCOUNTS REC. DUE	\$ 610.00	\$ 1,158.61
.10 Healthy Lunch Reim Due	\$ -	\$ 2,304.60
.10 Healthy Lunch Reim Rec.	\$ 1,831.50	\$ -
MISCELLANEOUS INCOME	\$ 2,406.11	\$ 1,276.01
Adjustment from Phoenix	\$ 151.35	
STATE REIMBURSEMENT	\$ 1,992.00	
PETTY CASH	\$ -	\$ 6,404.00
TOTAL	\$ 111,830.59	\$ 132,595.12
BANK INTEREST	\$ 111,830.59	\$ 132,595.12
EXPENSES		
FOOD COSTS	\$ 39,868.67	\$ 43,453.98
LABOR & UNIFORMS	\$ 80,889.36	\$ 87,963.60
PAPER/CLEANING COSTS	\$ 2,379.63	\$ 5,481.51
MISC.(OPER.)	\$ 10,165.66	\$ 5,869.09
BENEFITS	\$ 5,758.80	\$ 6,929.59
MANUAL ADJ PAYROLL		
TOTAL EXPENSES	\$ 139,062.12	\$ 149,697.77
NET PROFIT/LOSS	\$ (27,231.53)	\$ (17,102.65)
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)

PROFIT LOSS 7/1/16 THRU 9/30/2016

Berlin Public Schools
Nutrition Services Financial Report - September 30, 2016

	Sep-16 Current YTD	Sep-15 Prior YTD	Change	
Enrollment	2,792	2,905	-3.89%	
Days of Operation				
Total Student Breakfasts	2,235	2,087	7.09%	
Total Student Lunches	18,315	23,046	-20.53%	
Net Breakfast Sales	1,070	903	18.57%	
Net Lunch Sales	76,698	88,923	-13.75%	
Ala Cart Sales	1,417	2,206	-35.75%	
Adult Lunch	684	579	18.12%	
Mis. Sales	2,406	2,435	-1.17%	
Federal and State Aid	29,404	37,550	-21.69%	
Total Sales	111,679	132,595	-15.77%	
Food Costs and Cafeteria Supplies	42,248	48,935	-13.67%	
Food/Other % of Sales	62%	63%	-1.46%	
Salaries & Benefits	86,648	94,893	-8.69%	
Salaries & Benefits % of Sales	22%	28%	-21.17%	
Misc Exp	10,166	5,869	73.21%	
Misc Exp % of Sales	91%	96%	-4.89%	
Total Expenses	139,064	149,700	-7.10%	
Total Expenses - % of Sales	-25%	-13%	90.09%	
Operating Margin	(27,385)	(17,105)	60.10%	
				13,997
Reserve Increase/(Loss)				
Fund Balance - Start of Year	13,997	36,235	-61.37%	
Reserve Increase/(Loss)	25,690	27,950	-8.08%	
Phoenix Adjustment	(151)			
Equipment Purchases	-	-		
Other Changes	100	(51)		
Fund Balance - Current	39,635.52	64,133.25	-38.20%	

Berlin Public Schools

Fiscal Year 2016-2017

Transfer of Funds through 12/5/16

		Increase	Decrease
00001.45.12.1200.1048.12.1212.12	Non-Certified Salaries		24,689
00001.45.12.1200.1046.12.1212.12	Non-Certified Salaries	24,689	
Reclassified - Para budgeted in the Visual account; Transfer to Special Classroom			
00001.31.32.3200.3209.13.1330.13	Coaches Sal - Drill Team		4,141
00001.31.10.1000.0021.13.1330.13	Drill Team Stipend	4,141	
00001.31.32.3200.3209.70.7390.70	Equipment		2,000
00001.31.10.1000.0021.70.7390.70	Equipment	2,000	
Reclassified - BHS Athletic budget; Transfer to Music			
00001.21.32.3200.3250.40.4300.30	Repair & Maintenance		2,300
00001.21.32.3200.3250.50.5130.30	Transportation - Sports		1,000
00001.21.32.3200.3250.60.6110.60	Instructional Supplies		2,000
00001.21.10.1000.0021.40.4300.30	Repair & Maintenance	2,300	
00001.21.10.1000.0021.50.5130.30	Transportation - Sports	1,000	
00001.21.10.1000.0021.60.6110.60	Instructional Supplies	2,000	
Reclassified - McGee Athletic budget; Transfer to Music			
00001.45.12.1270.1285.12.1210.12	Work Study		8,500
00001.45.12.1260.1260.30.3200.30	Professional Services		3,600
00001.45.12.1280.2190.12.1210.12	Work Study	8,500	
00001.45.12.1280.2190.80.8440.80	Rent	3,600	
Reclassified - Breakout of the Transition program			
00001.61.20.2600.2073.12.1255.12	Custodian/Maintenance Salaries		61,440
00001.31.20.2600.2073.12.1255.12	Custodian/Maintenance Salaries	61,440	
Reclassified - to cover FMLA and Worker's Comp coverage to high school			

Berlin Public Schools

Fiscal Year 2016-2017

Transfer of Funds through 12/5/16

00001.45.12.1240.1264.11.1110.11	Certified Salaries	27,041
00001.45.12.1260.1260.30.3200.30	Professional Services	27,041
Reclassified - Speech & Language from salaries to professional services; Independent Contractor		
00001.31.10.1000.0009.60.6110.60	Instructional Supplies	1,120
00001.31.10.1000.0009.30.3230.30	Dues & Fees	1,120
Reclassified - World Language from instructional supplies; professional association for teachers		
00001.31.10.1000.0021.60.6110.60	Instructional Supplies	195
00001.31.10.1000.0021.80.8100.80	Dues & Fees	195
Reclassified - Music from instructional supplies; professional association for teachers		
00001.15.10.1000.0006.60.6110.60	Instructional Supplies	13
00001.15.20.2400.2070.80.8100.80	Dues & Fees	13
Reclassified - Language Arts from instructional supplies; professional association for administration		

Town of Berlin



Kensington Center Transit Oriented Development Plan Public Meeting #2

Come Join Us!

Please join us as we discuss preliminary concepts for revitalizing the Kensington Center area. We invite you to voice your thoughts and concerns as we continue this process.



Wednesday, **January 25th**
6:00 - 7:30 PM

Berlin Community Center

Multi-purpose Room - 230 Kensington Road

The Town of Berlin has hired the consultant team, CivicMoxie, to prepare a transit oriented development (TOD) planning study for the "Kensington Center" area. This study is being done in anticipation of the 2018 start of commuter rail service at/from/to the Berlin Train Station. Many changes have been taking place in the vicinity of Kensington Center, and this planning process is an opportunity to develop a local consensus for the future direction of Kensington Center revitalization.

Questions? Contact: Chris Edge, Economic Development Director,
at **cedge@town.berlin.ct.us** or call **860-828-7005**

You can also "like" us on Facebook:

www.facebook.com/Kensington-Center-Berlin-CT-769292693211659/

Budget Changes

2016-2017

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Other			Comments
		Contingency	Fund Bal.	General Fd.	
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			Elevator project
17-012	Townwide		\$6,000.00		Computer Support for ACA compliance
17-013	Public Works			\$120.54	Clerical & fringes (from Professional Devel.)
17-014	Corp. Counsel			\$700.00	Transcription (from Outside Legal)
17-015	Municipal Garage			\$20,000.00	Contrac. Services (from Blue Collar Personnel)
17-016	Golf			\$4,700.00	Fertilizer, Seed & Chemicals (from Greens, Traps, Tees)
17-017	Public Building Maint.			\$401.00	Traffic Lights/Signals (from Contrac. Services)
17-018	Corp. Counsel			\$200.00	Outside Legal (from Org. Fees)
17-019	Economic Devel.			\$2,000.00	Promotion (from Part Time/Summer Help)
17-020	Economic Devel.			\$500.00	Org. Fees (from Part Time/Summer Help)
17-021	Corp. Counsel			\$295.00	Transcription (from Outside Legal)
		\$21,875.00	\$6,000.00	\$39,897.40	\$0.00

Cumulative Appropriations \$33,751.00

Bal. of Contingency Account \$328,125.00

Fiscal Year 2016/17

\$31,008.65