

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: February 7, 2017

A. Council Communications:

1. Holiday Schedule:

- Presidents' Day: The Town Hall and all departments will be closed on Monday, February 20, 2017 in observance of Presidents' Day.

2. Upcoming Events:

- Berlin High School Ribbon Cutting: The ribbon cutting event at Berlin High School will take place on Saturday, February 11, 2017 from 9:00 a.m. to 11:00 a.m. Please see attached invitation/flyer for additional information.
- 2017 Berlin Winter Business Kick-Off: The Berlin Economic Development Commission and Farmington Bank will be co-sponsoring a 2017 Berlin Winter Business Kick-Off on Thursday, February 16, 2017 from 5:30 p.m. to 7:00 p.m. at Casa Mia at The Hawthorne. Attendance is limited and registration is requested at <http://www.planetreg.com/E122313241158434>.

B. Town Manager News:

As this is my last Town Manager's report, I wanted to take this opportunity to say thank you to the staff here at the Town of Berlin, the Police Department, and the Board of Education. It has been my pleasure and honor to work with you and I will miss you all. Hopefully, I am leaving everything in better condition than when I began this job as that has always been my intention. I wish you all well and much success.

Work continues on the Fiscal Year 2017/2018 Budget. Meetings with the Department Heads, Division Heads, Boards and Commissions were completed during December and January and numbers continue to be "crunched". The new Grand List was filed by the Assessor on January 31st as planned. All efforts are being made to maintain services without increases but much work remains to be done by both the Town Manager and the Council. March meetings have been scheduled for the Budget Committee and all Departments. I am confident that Jack Healy, Kevin Delaney and others will continue to work diligently towards crafting a responsible budget.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- The Department has advertised for summer positions. A limited number of positions are available, which include Summer Fun Supervisor, Lifeguard, Water Safety Instructor and Pool Attendant. Interviews will be conducted in February.
- Women's 30+ Volleyball started January 4th.
- Work has begun on planning spring and summer programs. Several camps have already been booked for the summer.
- Planning has already begun for the Youth Fishing Derbies and the Easter Candy Hunt, both events to be held in April.

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

- Working on mowers and ballfield groomers.
- Building picnic tables and benches.
- Making new parking lot stencils.
- Making new benches in the green house and repairing old ones.
- Maintaining trucks and plows after storms.

Senior Center

- January's trip was to Mohegan Sun Casino for an overnight stay.
- Specialty Shopping Trips in January were to the Meriden Mall or Target in Meriden and Walmart in Rocky Hill.
- This month the Center held one "special" Bingo – Jan 8th was provided by Ledgecrest Convalescent Home.
- The Senior Center held a Lunch & Learn on Stroke Prevention on Friday, January 13th. The Stroke/Trauma Coordinator, Jennifer Sposito, RN-BSN from UCONN Health along with Public Health Students from University of Hartford taught the seniors about FAST Stroke Symptoms, Stroke Recognition and Response.
- Wayne Gignac, Speaker, Author and Magician presented the program, "Living a Legacy of Love, Laughter & Joy" on January 18th.
- The Adult Coloring Session held on January 25th included other coloring options – Watercolor Colored Pencils and coloring on an IPAD.
- Christine Krom, LPC from Catholic Charities was at the Center on January 26th to provide counseling services.
- Ken Kirk, ND, PT, of Southington Care Center presented on January 30th "A Holistic Approach to Life". He discussed theories behind the aging process.
- Newington Rapid Recovery Rehab gave "free" manicures on January 31st.
- January's Book Club discussion was on "The Burgess Boys" by Elizabeth Strout.

- 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.
- The movies for January were “Dark Horse” and “Nine Lives”.
- The Berlin Senior Center and the Berlin-Peck Memorial Library are teaming up to provide a new online service called BrainHQ, Helping Adults – Think Faster, Focus Better, and Remember More. Visit www.berlinpeck.org to access site.
- The Senior Center provided the following Health Services in January – Footcare and Blood Pressure Screenings.

Social & Youth Services

- Youth Services has scheduled four sessions of the “When I’m in Charge” after-school workshop at the elementary schools in February. The course is for youth who are in 4th or 5th grade, and teaches them how to keep safe when they are at home on their own for brief periods of time. The course is taught by a Red Cross certified instructor.
- 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 returned to our regular food pantry schedule following the Holiday season. Our final Holiday numbers have been slightly revised. We provided food assistance to 241 households at Thanksgiving, and food assistance and gifts for children to 255 households at Christmas.
- Youth Services has helped with planning and funding the Upbeat Adult Training weekend scheduled for February 3rd and 4th. Over 70 people have registered so far.

➤ **Facilities:** The Facilities Department approved and completed a total of 533 work orders from various Town departments and schools. In addition to the work orders and the involvement with the Berlin High School renovation project, the following projects have been in progress or completed within the last month:

- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion which is scheduled for summer 2017.
- Began the generator upgrade project at Berlin High School.
- Began design of South Kensington Fire Department building modifications.
- Began design of the Library elevator.
- Began design of Fleet Garage renovations.
- Began design of Willard School Unit Ventilator Replacement.
- Performed various maintenance punch list work outside of project scope for Berlin High School.

- **Finance:** In December, Kevin Delaney, Gail Ericson and Len Zielinski met with all department heads to continue reviewing Fiscal Year 2018 budget submissions. There were a few operational requests from the departments, but most of the discussion focused around capital requests. Department heads were grounded on anticipated State funding changes and the impact those changes will have on the budget. Work continues through February to develop a budget submission that complies with the 2.5% spending cap and the desire to minimize any tax increases.

Work continued on the Fiscal Year 2016 audit. The audit is now complete and was published by the end of January.

Lisa Brown joined the Finance department in early January. Lisa replaces Sue Winans who left in early December. Lisa joins the team from the library where she performed some of the same responsibilities of her new role.

Revenue Collector's Office: Supplemental Motor Vehicles taxes were mailed out on December 21, 2016. With the combination of supplemental bills and second installment real estate due, the end of the calendar year was a very busy time in the Revenue Collector's office. The staff worked very hard in making the process smooth and efficient for all taxpayers wishing to get their payments in before the end of the calendar year.

Through the middle of January and approximately the halfway point of the fiscal year, our collection rate for property taxes was in great shape. As of that point, we had collected 89% of the current levy. This percentage should increase substantially once end of January numbers are added from the remaining second installment real estate tax payments from the mortgage/escrow companies. Our collection rates broken down by type as of that time were at 87% for real estate, 99% for personal property, 95% for motor vehicle, and 58% for supplemental motor vehicle. The motor vehicle rate will inch closer to 99% after another round of delinquent statements are mailed out in February.

The water and sewer bills for the January 1, 2017 quarterly installment for the Water Control Commission were mailed out on December 30, 2016. As of mid-January, we had received a steady flow of payments and expect a high payment rate once numbers are finalized. In addition to sending out the quarterly installment, we've also had Water Control Technicians deliver shut off notices to the doors of residences who failed to pay their October quarterly installment. This led to a boost in delinquent collections as well.

Assessor's Office: December work load continued to increase over the normal busy schedule as we worked on getting the Grand List completed for January without requesting a 30 day extension to complete. Building permits are now starting to be entered for the upcoming year and permit inspections will begin in March for the 2017 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 that began in January. These inspections were the ones we were unable to get into when we were there previously. Mailings to the sections remaining for full inspections (exterior and interior) will begin in March.

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. These were processed and entered directly into the Quality Data Personal Property System and checked for any data entry errors. All were completed by the end of January for the 2016 Grand List.

Transfers of real estate ownership continue to be processed. This is an ongoing process. Transfers done beginning with October 2nd are continued “future” sales in our Computer Assisted Mass Appraisal (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 Emergency Sewer/Pump Station service
- RFP for Physician of Record
- RFQ for Worthington Meetinghouse design consultant
- RFP for Townwide Photocopier Maintenance multi-year agreement
- RFP for STEAP sidewalk construction project
- RFP for Townwide time management system
- Expiring cooperatively bid contracts related to Uniform Rental, Street Sweeping, and Street Line Painting are under review

The Following are pending recommendations to Council:

- Invitation To Bid (ITB) for Construction Equipment Rental
- RFP for new medical software system for VNA
- RFP for Breathing Apparatus, Cylinders, Facemasks, etc. for Fire Department
- ITB 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 \$8,000 earned on 60 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 2016. Public Works has been working with Tanko Lighting on the (LED) conversion of our streetlights, which began the first week of June 2016. 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 four (4) Excavation Permits during January. We began charging \$10 for Burning Permits July 1, 2016, and there were four (4) issued in January.

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, with the project likely to start early spring 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. All Bids exceeded the original cost estimate, so additional funds will need to be shifted. The lowest bidder is being evaluated.

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 and 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 to be submitted this month.

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 waiting for the new pump to arrive.

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 of 2016 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. We anticipate more interest prior to the summer of 2017.

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, possibly in the fall.

The Beckley Road Pressure-Reducing Valve Re-Build is delayed. We are considering expanding the use of Cromwell water into our system. We continue to purchase water from Cromwell.

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. 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. The easement has been completed, and we will move forward with the bidding notice.

D. Board/Commission News:

There are a total of 19 vacancies on various Boards/Commissions at this time, with two (2) individuals interested in reappointment to their current Board/Commission where there are still openings available, and one (1) applicant who has submitted their application to the Town interested in one of those open positions.

E. CCM Correspondence:

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

- Customer Service for Municipal Personnel: Gain awareness and practice the need to deliver a positive customer experience, Thursday, February 16, 2017, Groton Senior Center, 9:00 a.m. to 12:00 p.m.

Interested individuals should contact Jack or Sheila for additional/registration information.

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 98 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. Both the Army Corps and the State DEEP have given the go ahead to proceed with the project.

3. **Street Paving Projects:** The Public Works Department has assembled the 2017 Roadway Paving/Reconstruction Program, as follows:

April - October 2017

<u>Street Name</u>	<u>Lin. Feet</u>	<u>Width</u>	<u>Sq. Feet</u>	<u>Mileage</u>
Cole Lane	2773	24	66552	0.53
Winchell Drive	1712	26	44512	0.32
Woodruff Lane	630	25	15750	0.12
Briar Patch	1482	30	44460	0.28
Rabbit Trail	266	32	8512	0.05
Partridge Lane	766	31	23746	0.15
Old Brickyard Lane	2517	26	65442	0.48
Fairview Drive	2775	24	66600	0.53
Jacobs Road	549	29	15921	0.10
Mattabassett	571	23	13133	0.11
David Drive	366	32	11712	0.07
Worthington Point Road	1413	28	39564	0.27
Worthington Lane	526	28	14728	0.10
Whitney Lane	459	30	13770	0.09
Lake Drive	264	32	8448	0.05
Edgewood Road	2600	24	62400	0.49
Kensington Road	1920	27	51840	0.36
Four Rod Road	3092	28	86576	0.59
Christian Lane (over bridge)	565	40	22600	0.11
Worthington Ridge	1452	28	40656	0.28
Farmington Avenue	2307	30	69210	0.44

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 Sebethe 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 been encountered. The discovery of contaminated soils, adjacent to the westerly abutment, have also delayed the project's

progress. The project is approximately 23% complete. The Contractor has been allowed to continue work during the winter shutdown period (December through March), weather permitting, in an attempt to bring the project back on schedule. Project completion is now anticipated for late 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. Work is proceeding, and we anticipate having Well 1B on-line in the spring.
7. **Burnham Street Bridge and High Road Bridges:** The permitting and easement process is in progress, and final designs have been received. The High Road project will go to bid shortly, with construction anticipated to begin this spring.
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 at a standstill because of the fire. It is under investigation at this time. 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.
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:** No Change - 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):** No Change - 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:** No Change - 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.

G. Calendar Reminders:

- Economic Development Commission, February 6th, 7:00 p.m., Room 8
- Historic District Commission, February 6th, 7:00 p.m., Room 7
- Veterans' Commission, February 7th, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Inland Wetlands and Water Courses Commission, February 7th, 7:00 p.m., Room 8
- Town Council Meeting, February 7th, 7:00 p.m., Council Chambers
- Housing Authority, February 8th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, February 8th, 6:30 p.m., Library Board Room
- Youth Services Advisory Board, February 9th, 4:00 p.m., Caucus Room A
- 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
- Public Building Commission, February 9th, 7:00 p.m., Board of Education Meeting Room
- Visiting Nurses Association, February 13th, 7:00 p.m., Caucus Room A
- Conservation Commission, February 14th, 6:30 p.m., Room 8
- Police Commission, February 15th, 6:30 p.m., Police Station Conference Room
- Town Council Meeting, February 21st, 7:00 p.m., Council Chambers
- Mattabassett District, February 21st, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Planning and Zoning Commission, February 23rd, 7:00 p.m., Council Chambers
- Public Building Commission, February 23rd, 7:00 p.m., Board of Education Meeting Room
- Zoning Board of Appeals, February 28th, 7:00 p.m., Council Chambers
- Water Control Commission, February 28th, 7:00 p.m., Room 8
- Town Council Budget Meeting, March 1st, 6:00 p.m., Board of Education Meeting Room
- Town Council Budget Meeting, March 2nd, 6:00 p.m., Board of Education Meeting Room
- Board of Assessment Appeals, March 6th, 6:00 p.m., Caucus Room A
- Economic Development Commission, March 6th, 7:00 p.m., Room 8
- Historic District Commission, March 6th, 7:00 p.m., Room 7
- Veterans' Commission, March 7th, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Board of Assessment Appeals, March 7th, 6:00 p.m., Caucus Room A
- Inland Wetlands and Water Courses Commission, March 7th, 7:00 p.m., Room 8
- Town Council Meeting, March 7th, 7:00 p.m., Council Chambers
- Housing Authority, March 8th, 5:00 p.m., Marjorie Moore Village, Main Office

- Town Council Budget Meeting, March 8th, 6:00 p.m., Board of Education Meeting Room
- Berlin-Peck Memorial Library, March 8th, 6:30 p.m. Library Board Room
- Youth Services Advisory Board, March 9th, 4:00 p.m., Caucus Room A
- Town Council Budget Meeting, March 9th, 6:00 p.m., Board of Education Meeting Room
- Commission for Persons with Disabilities, March 9th, 6:30 p.m., Room 8
- Public Building Commission, March 9th, 7:00 p.m., Caucus Room A
- Parks and Recreation Commission, March 9th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, March 9th, 7:00 p.m., Council Chambers
- Board of Assessment Appeals, March 13th, 6:00 p.m., Caucus Room A
- Town Council Budget Meeting, March 14th, 6:00 p.m., Board of Education Meeting Room
- Conservation Commission, March 14th, 6:30 p.m., Room 8
- Board of Assessment Appeals, March 14th, 6:00 p.m., Caucus Room A
- Town Council Budget Meeting, March 15th, 6:00 p.m., Board of Education Meeting Room
- Police Commission, March 15th, 6:30 p.m., Police Station Conference Room
- Town Council Meeting, March 16th, 7:00 p.m., Council Chambers
- Mattabassett District, March 20th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Commission for the Aging, March 20th, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Board of Assessment Appeals, March 20th, 6:00 p.m., Caucus Room A
- Board of Assessment Appeals, March 21st, 6:00 p.m., Caucus Room A
- Town Council Meeting, March 21st, 7:00 p.m., Council Chambers
- Public Building Commission, March 23rd, 7:00 p.m., Board of Education Meeting Room
- Planning and Zoning Commission, March 23rd, 7:00 p.m., Council Chambers
- Water Control Commission, March 28th, 7:00 p.m., Room 8
- Zoning Board of Appeals, March 28th, 7:00 p.m., Council Chambers

H. Attachments:

- Berlin Animal Control Monthly Statistics – December 2016
- Berlin Board of Education Monthly Reports:
 - 2016-2017 Fiscal Year Administration and Grant Portion – December 2016
 - 2016-2017 Enterprise Fund Balances – December 2016
 - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – December 2016
 - 2016-2017 Cafeteria Fund Profit or Loss – October 2016
 - 2016-2017 Nutrition Services Financials – October 2016
- Berlin High School Ribbon-Cutting Ceremony Flyer
- Berlin “Senior Center Lines” – February 2017 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Report – November 2016
- Town Budget Changes, Fee Waivers and Donations Reports

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

DECEMBER 2016

prepared by Janice Lund, ACO

Total calls/complaints50
 Total wildlife complaints08
total all complaints58

Dogs Impounded4
Cats Impounded4
***Total Impounds*08**

(Total abandoned at facility1)

Dogs/Cats redeemed3
Dogs Adopted0
Cats Adopted5
***Total Adoptions*5**

DOA (dead on arrival)0
Euthanized0

Bites0
Summons/Municipal Code Violations0

Rabies Exposures1
(wildlife contacts)
Positive Rabies Exposures1
(wildlife tested positive)

Total Fees collected \$ 115.00

Dogs first of month02
Dogs end of month01

Cats first of month06
Cats end of month05

Animals neutered/spayed by Fobac: 4 Animals Vaccinated: 5

Adoption clinics: 4 Spay Clinics : 1

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 12/1/2016

To Date: 12/31/2016

☐ 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	\$347,810.44	\$1,424,250.10	\$1,444,254.05	\$1,504,296.59	(\$60,042.54)	-2.09%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$2,492,190.55	\$7,622,281.16	\$11,957,564.97	\$11,910,167.23	\$47,397.74	0.24%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$912,070.42	\$2,839,500.69	\$3,529,887.08	\$3,110,947.56	\$418,939.52	6.58%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$655,102.08	\$2,840,008.55	\$3,094,820.78	\$2,696,041.00	\$398,779.78	6.72%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,405,064.00	\$61,172.92	\$561,916.70	\$843,147.30	\$214,550.48	\$628,496.82	44.73%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$24,108.04	\$114,185.38	\$257,630.62	\$16,947.01	\$240,683.61	64.73%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$248,430.87	\$902,538.01	\$1,502,638.99	\$848,813.16	\$653,825.83	27.18%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$330,529.93	\$922,569.65	\$899,774.35	\$562,800.41	\$336,973.94	18.49%
00001.00.00.0000.00.0000.60	Supplies Textbooks & Materials	\$1,047,445.62	\$59,999.48	\$514,537.30	\$532,908.32	\$39,801.87	\$493,106.45	47.08%
00001.00.00.0000.00.0000.70	Equipment	\$59,439.00	\$1,618.52	\$29,520.67	\$29,918.33	\$1,275.40	\$28,642.93	48.19%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$95,035.00	\$5,107.91	\$23,826.11	\$71,208.89	\$21.00	\$71,187.89	74.91%
Grand Total:		\$41,958,892.00	\$5,138,141.16	\$17,795,138.32	\$24,163,753.68	\$20,905,761.71	\$3,257,991.97	7.76%

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: 12/1/2016

To Date: 12/31/2016

☐ 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%
00502.00.00.0000.00.0000.00	STEM Education program-equipme	\$2,000.00	\$364.25	\$1,248.13	\$751.87	\$0.00	\$751.87	37.59%
00503.00.00.0000.00.0000.00	Chromebook Contracts	\$13,994.00	\$0.00	\$6,517.50	\$7,476.50	\$0.00	\$7,476.50	53.43%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$1,745.00	\$2,295.88	\$12,509.12	\$0.00	\$12,509.12	84.49%
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	\$4,952.12	\$18,201.84	\$9,038.36	\$0.00	\$9,038.36	33.18%
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	Medicaid Funding	\$37,526.96	\$1,108.85	\$2,318.19	\$35,208.77	\$2,428.80	\$32,779.97	87.35%
00555.00.00.0000.00.0000.00	E-RATE	\$9,110.34	\$0.00	\$4,743.74	\$4,366.60	\$0.00	\$4,366.60	47.93%
00600.00.00.0000.00.0000.00	Title I Grant	\$96,541.05	\$545.31	\$96,280.05	\$261.00	\$0.00	\$261.00	0.27%
00602.00.00.0000.00.0000.00	IdeaPartB Section 611 Grant	\$82,838.52	\$0.00	\$73,249.72	\$9,588.80	\$0.00	\$9,588.80	11.58%
00603.00.00.0000.00.0000.00	Idea Part B Section 619 Grant	\$4,444.78	\$0.00	\$4,444.78	\$0.00	\$0.00	\$0.00	0.00%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$48,567.48	\$690.00	\$35,095.00	\$13,472.48	\$12,000.00	\$1,472.48	3.03%
00609.00.00.0000.00.0000.00	Title III Grant	\$718.84	\$16.14	\$392.18	\$326.66	\$0.00	\$326.66	45.44%
00701.00.00.0000.00.0000.00	Title I Grant	\$317,299.00	\$42,388.35	\$45,414.82	\$271,884.18	\$207,418.35	\$64,465.83	20.32%
00702.00.00.0000.00.0000.00	Shelf Settlement	\$85,850.00	\$7,293.19	\$21,890.33	\$63,959.67	\$36,003.19	\$27,956.48	32.56%
00703.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$592,809.00	\$71,213.73	\$136,561.06	\$456,247.94	\$346,445.14	\$109,802.80	18.52%
00704.00.00.0000.00.0000.00	Idea Part B Section 619	\$21,788.00	\$3,207.01	\$4,703.84	\$17,084.16	\$12,755.36	\$4,328.80	19.87%
00706.00.00.0000.00.0000.00	Title II Grant	\$54,079.00	\$0.00	\$0.00	\$54,079.00	\$0.00	\$54,079.00	100.00%
00709.00.00.0000.00.0000.00	Choice Grant	\$18,000.00	\$38,380.02	\$111,161.21	(\$93,161.21)	\$173,859.45	(\$267,020.66)	-1483.45%
00709.00.00.0000.00.0000.00	Title III	\$19,580.00	\$1,106.55	\$1,106.55	\$18,473.45	\$1,988.73	\$16,484.72	84.19%
00800.00.00.0000.00.0000.00	Special Grants	\$50,903.11	\$0.00	\$20,994.17	\$29,908.94	\$6,750.00	\$23,158.94	45.50%
Grand Total:		\$1,509,229.59	\$172,610.52	\$586,618.79	\$922,610.80	\$799,649.02	\$122,961.78	8.15%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: December
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	\$2,434.50	(\$2,972.83)	\$0.00	\$3,280.92
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$5,055.72	(\$14,556.18)	\$0.00	\$5,438.37
00915	Griswold Activity Fund	\$15,333.56	\$10,515.22	(\$11,966.96)	\$0.00	\$13,881.82
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$16,247.00	(\$17,880.57)	\$0.00	\$17,396.67
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$16,207.00	(\$10,463.00)	\$0.00	\$16,296.99
00924	McGee Student Council Activity Fund	\$2,325.91	\$633.50	(\$209.73)	\$0.00	\$2,749.68
00925	McGee Music Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$66,936.98	\$51,092.94	(\$58,049.27)	\$0.00	\$59,980.65

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: December
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	\$8,542.50	(\$4,277.50)	\$0.00	\$9,322.29
00202	BHS Student Art League	\$23.84	\$111.75	\$0.00	\$0.00	\$135.59
00203	Athletic Association	\$4,381.00	\$25,799.90	(\$2,810.66)	\$0.00	\$27,370.24
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$67,996.50	(\$36,098.41)	\$0.00	\$41,940.46
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	\$7,364.00	(\$3,491.82)	\$0.00	\$4,707.50
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$3,606.00	(\$3,113.21)	\$0.00	\$565.40
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	\$12,157.90	(\$6,630.19)	\$0.00	\$12,480.67
00227	Class of 2018 (10)	\$6,041.18	\$9,742.90	(\$5,585.65)	\$0.00	\$10,198.43
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 & 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: December
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	(\$2,648.07)	\$0.00	\$6,406.82
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	\$2,752.51	(\$3,099.13)	\$0.00	\$2,234.52
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	\$325.00	(\$4,362.72)	\$0.00	\$19,261.40
00242	Habitat for Humanity	\$2,134.42	\$2,621.00	\$0.00	\$0.00	\$4,755.42
00243	H.E.R.O	\$3,380.05	\$394.00	(\$643.99)	\$0.00	\$3,130.06
00244	Helping Hand/Dress Down	\$3,492.77	\$0.00	\$0.00	\$0.00	\$3,492.77
00245	Student Resources	\$19,882.03	\$28,533.79	(\$3,549.59)	\$0.00	\$44,866.23
00246	Honor Society	\$2,859.41	\$540.00	(\$116.96)	\$0.00	\$3,282.45
00247	Interact Club	\$329.75	\$1,042.00	(\$1,345.85)	\$0.00	\$25.90
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	(\$4,801.71)	\$0.00	(\$812.89)
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	(\$3,109.81)	\$0.00	\$514.45
00255	Massiro 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	\$3,688.00	(\$110.00)	\$0.00	\$15,867.16
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	(\$273.42)	\$0.00	\$788.48
00260	Pavano Memorial Scholarship	\$5,763.00	\$0.00	\$0.00	\$0.00	\$5,763.00
00261	Project O	\$3,543.50	\$5,737.70	(\$3,896.73)	\$0.00	\$5,384.47

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: December
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	\$116.00	\$0.00	\$0.00	\$215.83
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	(\$2,112.56)	\$0.00	\$9,441.10
00270	Upbeat DeVivo Memorial	\$1,108.46	\$0.00	\$0.00	\$0.00	\$1,108.46
00271	Upbeat-Crowe	\$7,119.30	(\$100.00)	\$0.00	\$0.00	\$7,019.30
00272	Upbeat-Drop In	\$3,157.71	\$2,566.00	(\$3,642.28)	\$0.00	\$2,081.43
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,664.26	(\$12,967.32)	\$0.00	\$28,799.88
00275	Upbeat Regular	\$9,484.36	\$1,561.31	(\$1,347.81)	\$0.00	\$9,697.86
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	(\$41,444.00)	\$0.00	\$61,225.36
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	(\$6.70)	\$0.00	\$0.00	\$332.64
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00285	Class of 2020	\$0.00	\$3,178.00	(\$1,842.85)	\$0.00	\$1,335.15
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	\$353,235.58	(\$162,685.13)	\$0.00	\$461,723.23

End of Report

**BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2016 THRU
OCTOBER 31, 2016**

INCOME	TOTAL		
	10/31/2016	10/31/2015	
STUDENT LUNCHES	\$ 128,230.76	\$ 141,951.36	
TEACHER LUNCHES	\$ 1,368.70	\$ 1,074.80	
BREAKFAST INCOME	\$ 2,476.25	\$ 2,138.60	
BREAKFAST A-LA-CARTE	\$ -	\$ 3,875.29	
LUNCH A-LA-CARTE	\$ 2,628.85	\$ (144.00)	
GRANTS RECEIVED	\$ -	\$ 50,208.35	
GRANTS RECEIVABLE	\$ 48,730.72	\$ 715.25	
ACCOUNTS RECEIVABLE	\$ -	\$ 4,135.70	
.10 Healthy Lunch Reim Receivable	\$ 16,366.60	\$ -	
.10 Healthy Lunch Reim Receipt	\$ (2,518.60)	\$ 6,642.47	
MISCELLANEOUS INCOME	\$ 7,094.28	\$ 21,404.00	
Adjustment from Phoenix	\$ 151.35	\$ -	
STATE REIMBURSEMENT	\$ 3,984.00	\$ 232,001.82	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 208,512.91	\$ 232,001.82	
BANK INTEREST	\$ 208,512.91	\$ 232,001.82	
EXPENSES			%
FOOD COSTS	\$ 68,301.65	\$ 80,677.38	35%
LABOR & UNIFORMS	\$ 133,871.67	\$ 140,657.62	61%
PAPER/CLEANING COSTS	\$ 4,866.87	\$ 6,540.68	3%
MISC.(OPER.)	\$ 11,266.34	\$ 9,482.61	4%
BENEFITS	\$ 9,032.12	\$ 10,275.03	4%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 227,338.65	\$ 247,633.32	
NET PROFIT/LOSS	\$ (18,825.74)	\$ (15,631.50)	
NET PROFIT/LOSS 6/30/2016		(\$28,215.36)	

PROFIT LOSS 7/1/16 THRU 10/31/2016

Berlin Public Schools
Nutrition Services Financial Report -October 31, 2016

	Sep-16 Current YTD	Sep-15 Prior YTD	Change
Enrollment	2,801	2,866	-2.27%
Days of Operation	20	20	
Total Student Breakfasts	2,621	1,892	38.53%
Total Student Lunches	17,641	18,311	-3.66%
Net Breakfast Sales	2,476	2,139	15.76%
Net Lunch Sales	128,231	141,951	-9.67%
Ala Cart Sales	2,629	3,875	-32.15%
Adult Lunch	1,369	1,075	27.35%
Mis. Sales	7,094	6,642	6.81%
Catering A/R Due	-	715	100.00%
Federal and State Aid	66,562	75,604	-11.96%
Phoenix Adjustment	151	-	100.00%
Total Sales	208,513	232,001	-10.12%
Food Costs and Cafeteria Supplies	42,247	48,935	-13.67%
Food/Other % of Sales	80%	79%	1.05%
Salaries & Benefits	86,648	94,893	-8.69%
Salaries & Benefits % of Sales	58%	59%	-1.11%
Misc Exp	10,165	5,869	73.20%
Misc Exp % of Sales	95%	97%	-2.41%
Total Expenses	139,062	149,700	-7.11%
Total Expenses - % of Sales	33%	35%	-6.11%
Reserve Increase/(Loss)	69,450	82,301	-15.61%
Fund Balance - Start of Year	39,688	36,235	9.53%
Reserve Increase/(Loss)	(7,636)	27,950	-127.32%
Phoenix Adjustment	-	-	100.00%
Equipment Purchases	-	-	0.00%
Other Changes	100	(51)	-294.74%
Fund Balance - Current	32,152.06	64,133.25	-49.87%

BERLIN HIGH SCHOOL RIBBON-CUTTING CEREMONY



You are cordially invited to attend the
Berlin High School Ribbon-Cutting Ceremony

Saturday, February 11, 2017

9:00-11:00 a.m.

Berlin High School

Please join us as we celebrate this wonderfully renovated building.





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—November 2016
DATE: December 21, 2016

Monthly Activities/Projects of Special Interest

Director of Health

- Attended CT DPH Commissioner's Semi-Annual Meeting and CPHA Annual Meeting
- Met with owner of Grantmoor Motel to discuss concerns about condition of property and long-term residency issues

Administrative

- Billing for flu vaccinations continues and payments are being received (mostly electronically) promptly.
- Have begun background work on collecting projections, etc. for the FY 2017-2018 Budget process.

Community Health Highlights

PREVENTION BLOCK GRANT

• **Microgrant.** Assistant Director submitted a microgrant application to America Walks, a national non-profit organization serving as a "voice for walking and walkability through federal government affairs, by providing strategy support, training and technical assistance to regional, statewide and local organizations and individuals".

• **All District Walks.** On November 19 Ed Chuicarello led the hike at Dividend Pond in Rocky Hill. Approximately 17 people joined in the hike, 4 of whom were children. Next hike will be December 4, in Berlin.

ASTHMA – Putting On Airs

There were five referrals received and ten home visits scheduled and/or completed in November. One particularly challenging case lead the Project Manager, in conjunction with CCMC, to refer the situation to DCF. The project coordinator is also providing input to the DPH program coordinator as the POA regions proceed with implementation of the new guidelines.

EMERGENCY PREPAREDNESS

• **Deliverables:** An Everbridge call down 100% (n=391) of volunteers demonstrated that 30% (n=118) responded within approximately 3 hours. 50% (n=197) did not acknowledge the message.

• **Emergency Notification Testing** – Sent notification of flu clinics to places of worship. Several clinic attendees said they saw the notification of flu clinics in their church bulletins.

• EP Coordinator participated in the **Governor's Severe Weather Exercise**. Staff met with each town's Emergency Operations staff for at least part of the exercise to discuss the CCHD role especially with restaurant power outages and the shelter inspections

• **Flu Clinics.**

1. Nine home visits "homebound" and special needs individuals were completed. Many comment about

what a “great service” this is for the homebound and for those for whom it would be extremely difficult to get to a clinic or physician office. One volunteer provided most visits. Also, several people at the walk-in clinics commented that they were “returning (to CCHD clinics) because there is no wait time like in pharmacies and doctor’s offices”.

2. CCHD will hold two additional Vaccination Clinics in December at the Wethersfield Town Hall. Pevnar will be available at both of the clinics.

HEALTH PROMOTION

• Ann coordinated and Barbara prepared a Holiday Safety “Cooking for a Crowd” presentation. The presentations were held at the libraries in all 4 towns. The total number of participants was 22 ½. (One was an elementary school child.)

LEAD POISONING PREVENTION

1. Case tracking and management of lead poisoned children via DPH Maven database continues with 11 cases open. Home visits will be scheduled, and files are being updated.

HEPATITIS C

UCONN MPH student interns are set to join CCHD in January to assist with Hepatitis C data collection/assessment project.

Meetings/Trainings attended by staff:

- EP Coordinator: Region 3 ESF 8 PH meeting
- POA Coordinator: Asthma Community Needs Assessment
- Assistant Director: Asthma Community Needs Assessment, ACHIEVE, CT Children’s Healthy Homes, Lynn Faria, Community Relations, Hartford Healthcare, CPHA

Environmental Health Activities

- Housing complaints continue to be active, along with odor complaints. We continue to work on a number of bed bug issues involving multiple residential units (apartments, condominiums, motels). Staff have been conducting salon and daycare inspections in addition to the usual food inspections.
- Greg, Kristin and Tammy attended a forum on the new Public Act Concerning the Rights and Responsibilities of Landlords and Tenants Regarding the Treatment of Bed Bug Infestations which became effective on October 1, 2016. This forum was directed toward regulators and landlords, and discussed the responsibilities of the various parties in addressing bed bug complaints.
- Staff attended the Emergency Operations Center stand ups in Wethersfield and Newington as part of a statewide emergency drill.
- Barbara and Kristin attended the annual CEHA meeting. Presentations included information presented by the DPH on adoption of the FDA Model Food Code, proposed for 2017; food allergy regulations and possible upcoming changes in food labelling; a presentation on the food outbreak linked to a slaughterhouse in Massachusetts which processed meats from a number of Connecticut farms, and a very informative presentation on tattooing and piercing parlors and regulations.
- The sanitarians have been teaming up to conduct joint inspections on some of our more challenging establishments. We are trying a new approach to gain better compliance including more frequent inspections and having the owner/manager come into the office and meet with the sanitarian and Charles to discuss needed improvements. So far several establishment have made marked improvements, at least initially, we will continue to monitor for long term compliance.

Berlin Activities and Projects

- Conducted inspections at the Ferndale Market and the Olive Bazaar, both of which changed ownership.
- Soil testing was conducted on a new four lot subdivision on Reservoir Road. Several septic installation

inspections were conducted. Work continues on pesticide contamination issues on a six lot subdivision on Southington Road.

- Signed off on a demolition permit on Christian Lane.

Newington Activities and Projects

- We met with the owner of a Motor Lodge on the Berlin Turnpike. The meeting was attended by the owner, his maintenance person, the Zoning Enforcement Officer, the Town attorney and Steve Lesko from the State Housing Attorney's office along with Charles, Kristin and Barbara from CCHD. We are trying a new process using the Newington Case Management form, rather than a legal order, to document deficiencies, identify remedies and set timeframes for compliance. Specific compliance dates were set based on the severity of the defects. A number of the most serious problems have already been addressed and work is ongoing.
- Plans for a remodel in the kitchen at Joey Garlic's were reviewed and approved.
- We received and followed up on complaints at Plaza Azteca, Sam's Club and one of our 7-11 stores.
- Construction on a new Wood N Tap restaurant was completed and it has opened on the Berlin Turnpike near the south end of town.
- CCHD attended the Newington Healthy Homes monthly meeting.
- We investigated a bed bug complaint at another local motel.

Rocky Hill Activities and Projects

- One septic tank repair was inspected and approved.
- A power outage at the Stop and Shop Plaza affected several licensed food service establishments. Inspections were conducted during the outage and after the power was restored.
- One restaurant was closed due repeat inspection violations. Cleaning and repairs were made and the restaurant was reopened.
- Construction is underway on La Piastra, a takeout prepared-foods store.
- The state has installed permanent restroom facilities at the ferry landing. This will improve the restroom situation at the Shad Row seasonal food service establishment going forward.
- A new Kiddie Academy daycare facility has been approved to open.

Wethersfield Activities and Projects

- Inspected several complaints, including wood burning stove, odors, recycling & housing.

November 2016

Program Measures	Berlin			Newington			Rocky Hill			Wethersfield			Fiscal YTD Total		
	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections	Complaints	Complaint Inspections	Routine Inspections
Water Supply	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Food Service	0	0	19	4	2	37	3	5	14	1	1	21	23	31	715
Public Facilities	0	0	0	1	1	0	0	0	1	0	0	1	10	7	47
Salon Inspections	0	0	0	0	0	0	0	0	0	1	2	0	3	3	15
Subsurface Sewage	0	0	5	0	0	0	0	0	1	0	0	0	1	0	35
Gen Envir. Health	0	1	0	6	3	0	3	4	0	1	1	0	80	105	4

Campylobacteriosis	0	0	0	0	5
E-Coli	0	0	0	0	0
Salmonellosis	0	0	0	1	4
Blood lead ≥ 5	0	1	0	0	5

Budget Changes

2016-2017

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
17-001	Townwide			\$276.00		Org. Fees (from Maint. & Repair)
17-002	Recreation			\$100.00		Org. Fees (from Training)
17-003	Highway			\$2,897.28		Tree Warden Stipend (from Tree Removal)
17-004	Charter Revision			\$1,427.08		Advertising (from various)
17-005	Public Works	\$12,200.00				Contrac. Services for environmental consulting
17-006	Golf			\$65.00		Organizational Fees (from Training)
17-007	VOIDED					
17-008	Police			\$2,200.00		In Lieu of Health Ins. (from Health Ins.)
17-009	School Expenses			\$815.50		Uniforms (from Operating Materials)
17-010	Public Building Maint.			\$3,200.00		In Lieu of Health Ins. (from Health Ins.)
17-011	Library	\$9,675.00				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)
17-022	Townwide			\$144.53		Miscellaneous (from Supplies)
				\$21,875.00	\$40,041.93	\$0.00

Cumulative Appropriations

\$33,751.00

Bal. of Contingency Account

\$328,125.00

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

<u>Date</u>	<u>Value</u>
7/19/2016 Waive greens fees - Timberlin Junior Interclub tournament	\$400.00
9/6/2016 Donation of 4 rounds golf and 2 carts - Meet the Players & Cheerleaders dinner	\$220.00
9/6/2016 Waive special event permit fee - New England Oldsmobile Club car show	\$150.00
9/20/2016 Waive Police Fees for Berlin Fair - Lion's Club	\$25,618.00
9/20/2016 Waive special permit and site plan application fees - JPG Partners	\$2,160.00
10/18/2016 Waive application fee for building permit - Little League batting cage building	\$1,470.00
10/18/2016 Waive police fees for tree lighting - Raising Berlin	\$500.00
11/15/2016 Waive police fees - Hungerford Pumpkin Palooza	\$340.65
12/6/2016 Waive ZBA Application Fee - David and Anna Presutti	\$150.00
1/17/2017 Waive Building Permit Fee - Berlin Congregational Church	\$615.00
	<hr/>
	\$31,623.65