

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: Jack Healy, Temporary Town Manager

DATE: March 7, 2017

A. Council Communications:

1. Holiday Schedule:

- Good Friday: The Town Hall will close at 4:30 p.m. on Thursday, April 13, 2017 and all Town departments will be closed on Friday, April 14, 2017 in observance of Good Friday.

2. Upcoming Events:

- Annual Budget Hearing: The Annual Budget Hearing will be held on Tuesday, March 28, 2017 in the Berlin High School Auditorium.
- Annual Easter Candy Hunt: The annual Easter Candy Hunt, sponsored by the Recreation Department, for Berlin youth two to ten years of age will be held on Saturday, April 8, 2017 at Sage Park Auxiliary Field. If the field is wet or in the event of inclement weather, it will be held at the Berlin High School A and B gym. Ages two through five will begin their hunt at 1:00 p.m., and ages six through 10 will begin at 1:30 p.m.

B. Town Manager News:

This is my first Monthly Management report. It has been a relative moderate winter with the exception of the one large snow storm. Our Town crews and staff performed at their usual high level of service. As March approaches, it is the budget season and it is going to be one which requires a lot of thought, cooperation and input from Council members, staff and the public. The budget news from the state has indicated that the Towns can expect much less aid than they have received in the past and may be expected to fund portions of the teacher's retirement program. The annual budget hearing is scheduled for March 28th in the new Berlin High School auditorium. We hope to have a large turnout to provide input on how the budget should be crafted for the referendum.

There is a lot going on in Town through economic development, at our library, and within our schools. Please take time to read about what our staff are doing.

As we look forward to spring, I invite you to take time to enjoy the recreational opportunities Berlin has to offer from the excellent golf experience at Timberlin to the trails at Pistol Creek and Chotkowski Conservation Area.

And, if you have an opportunity, I invite you to stop into my office to share your thoughts about the Town and the services it provides.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- The Department advertised for summer positions. A limited number of positions were available, which included Summer Fun Supervisor, Lifeguard, Water Safety Instructor and Pool Attendant. Interviews were 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 January/February:

- Painted garbage cans
- Painted bike racks
- Took down old dog pound
- Pruned and cut trees at Sage Park
- Repaired damaged picnic tables

Senior Center

- February's trips were to UCONN Women's Game at Gampel.
- Specialty Shopping Trips in February were to Aldi's in Newington and Kmart or Walmart in Cromwell.
- This month the Center held two "special" Bingos – February 2nd was provided by Newington Rapid Recovery Rehab Center and February 16th by Ledgecrest Convalescent Home.
- A Lunch & Learn was held on BrainHQ. BrainHQ is an online service that the Berlin-Peck Memorial Library and the Senior Center teamed up to purchased. This online service is helping adults – think faster, focus better and remember more. Visit www.berlinpeck.org to access the site.
- Newington Rapid Recovery Rehab Center gave "free" manicures on February 13th.

- The Center's Valentine Celebration was held on February 15th with lunch and musical entertainment by Walter Martin.
- Timberlin Senior Golf Association Breakfast was held on February 21st.
- Christine Krom, LPC from Catholic Charities was at the Center on February 23rd to provide counseling services.
- TED Talks returned to the Center. February's topics were Half Million Secrets by Frank Warren, Cloudy with a Chance of Joy by Gavin Pretor Pinney and Physical Therapy is Boring – Let's Play a Game Instead by Cosmin Mihaiu.
- 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 movie for February was "Bridget's Jones Baby".
- The Senior Center provided the following Health Services in February: Footcare and Blood Pressure Screenings.
- The AARP Tax-Aide, a free program, is being offered at the Senior Center every Thursday from February 2nd to April 15th.

➤ **Facilities:** The Facilities Department approved and completed a total of 474 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 NORESCO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion which is scheduled for summer 2017.
- Completed 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.
- Completed pre-season cleaning and maintenance at Timberlin Clubhouse.
- Began drinking fountain replacements and upgrades throughout the elementary and middle schools.
- Completed storage improvements at the Animal Control Facility.

➤ **Finance:** January and February were key months for completing the Town Manager's budget submission. The Governor delivered his budget on February 8th, and the Town Manager's budget submission was updated to reflect the Governor's proposal. The Governor proposes both reducing Berlin's education grants and requiring all towns to pay one-third of the annual cost of Teacher's Retirement Board contributions.

The Board of Education finalized their budget submission, and the operating budget was incorporated into the Town Manager's budget submission as approved. Capital for both the Town and Board of Education was reduced from the department requests to allow the overall budget to comply with the 2.5% municipal spending cap.

On February 23rd, Kevin Delaney, Gail Erickson and Len Zielinski attended the quarterly Government Finance Officers Association of Connecticut (GFOA-CT) conference. This training provided insights into 457 plans, debt pre- and post-issuance considerations and an overview of the Fiscal Year 2018 State budget from Connecticut Conference of Municipalities (CCM). The GFOA-CT continues to be a critical source of information for the Finance team.

Revenue Collector's Office: In late January, David Kluczowski submitted his resignation effective February 24th. David will be assuming the same role in another town in Southwestern Connecticut. The Revenue Collector position was posted and interviews were scheduled with four applicants.

Through February, approximately 2,000 delinquent bills were sent out. These bills included delinquent water/sewer bills, delinquent 2nd installment real estate tax bills and delinquent supplemental motor vehicle tax bills.

The office was busy collecting delinquent payments and answering numerous phone calls regarding taxes paid in 2016 and questions on the delinquent bills. The department also assisted taxpayers on the use of the Revenue Collector's web page to access information to prepare their income taxes.

A number of taxpayers were frustrated that a second bill was not mailed for the second installment payment in January. Both installments were mailed with the July bill, and the Revenue Collector's office reiterated the process in an effort to mitigate future issues.

Assessor's Office: January continued to be a very busy month while preparing for the completion of the Grand List. The 2016 Grand List was signed on January 31, 2017 with a 0.8% increase overall. 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. Mailings went out for interior inspections that began in January. These inspections are 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.

Assessment change notices were mailed to approximately 1,100 Real Estate and 600 businesses whose assessments increased either by their filings or not being filed and having received a penalty. 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 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 Townwide Photocopier Maintenance multi-year agreement
- RFP for Townwide time management system
- RFQ for Transfer Station updates
- RFP for Executive Search Firms
- RFQ for Townwide Americans with Disabilities Act (ADA) consultants
- RFQ for High Road Bridge work
- RFQ for Spruce Brook Bridge work
- 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 Physician of Record
- RFQ for Worthington Meetinghouse design consultant
- RFQ for Main Street Streetscape Improvements Phase II
- RFP for Emergency Sewer/Pump Station service
- RFP for new medical software system for Visiting Nurses Association

Posting of Town/BOE surplus assets on GovDeals continues actively, with approximately \$8,700 earned on 70 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.

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 late 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. LaRosa Construction (as low bidder) has been selected to manage this project.

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 flow data 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 for their share of the pumping service Berlin WCC provides.

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, which has been evaluated. All physical connections of piping has been installed and we are waiting for the Contractor to give us a date for pump installation.

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.

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 engineering has been completed by MBA Consultants. We will be going to bid to require directional drilling for this project. This went out to bid February 22, 2017 with work expected to be done in the spring of 2017. There will be a mandatory site visit March 13, 2017 with bids due March 30, 2017.

D. Board/Commission News:

There are a total of 19 vacancies on various Boards/Commissions at this time, with four (4) applicants who have submitted their application to the Town interested in five (5) of the open positions.

E. CCM Correspondence:

None.

F. Project Updates:

1. **High School Civil Rights and Accreditation Project:** No Change - Ongoing project updates, advisory committee meetings and bi-weekly owner meetings continue to occur along with published monthly updates prepared by Gilbane and placed onto the Town's website. Council receives abbreviated updates monthly as necessary. 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. 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. The project will likely go before the Wetlands Commission in March. Berlin WCC Staff will also review the final proposal before the application goes to DEEP for funding consideration.
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: Spruce Brook Bridge Over Spruce Brook:** 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 spring, 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.
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 been encountered. The discovery of contaminated soils, adjacent to the westerly abutment, have also delayed the project's progress. The project is approximately 31% 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. We are waiting for the Contractor to make final connections and install new pumps.
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 on the High Road Bridge anticipated to begin this spring. The Burnham Street Bridge construction is scheduled for 2018.
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:** An RFP has been put out and responses received for a consultant to assist with Phase 2 of the Main Street Streetscape. The responses will be looked at and a "short list" will be determined. That short list will be interviewed.

10. **Train Station Improvements & 889 Farmington Avenue Remediation:** The Train Station has been taken down due to safety issues and structural integrity. A meeting was scheduled for March 6th with DOT to determine the next steps, care of the Station itself and service to Berlin.
11. **1567 Berlin Turnpike Environmental Remediation:** No Change - Additional testing and monitoring of the site will continue into 2017.
12. **Façade Grant Program:** Changes to the language for the program is almost complete. The first applications should be coming in March for the new monies.
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:** 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 March 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 foundation is in for Building 4 and construction will continue on the building. We are working with the property owner on potential tenants for Building 4.
16. **ACURA/Retail Development:** The exterior of each building is about 90% complete with the work now being done on the interior of both buildings. Economic Development is working with the real estate agent who is leasing space in the retail building.
17. **Christian Lane Development:** The Forrest Machine building is under construction with the majority of work now being done below the foundation. The plan is to have the foundation in soon.
18. **Berlin High School Career and Technical Education (CTE) Programs:** A meeting was held on February 17th at Berlin High School, which was attended by six (6) different Berlin businesses. A follow-up meeting will be held in April with the initial plan to have a bus tour of a number of Berlin firms to allow students to see “non-traditional” businesses which call Berlin home as well as the career opportunities that exist there.

G. Calendar Reminders:

- 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
- *Cancelled* - 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 Budget Finalization, March 16th, 6:00 p.m., Council Chambers
- 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
- Special Water Control Commission, March 27th, 7:00 p.m., Room 8
- *Cancelled* - Zoning Board of Appeals, March 28th, 7:00 p.m., Council Chambers
- Annual Budget Hearing, March 28th, 7:00 p.m., Berlin High School Auditorium
- Economic Development Commission, April 3rd, 7:00 p.m., Room 8
- Historic District Commission, April 3rd, 7:00 p.m., Room 7
- Inland Wetlands and Water Courses Commission, April 4th, 7:00 p.m., Room 8
- Town Council Meeting, April 4th, 7:00 p.m., Council Chambers
- Veterans' Commission, April 4th, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Special Zoning Board of Appeals, April 4th, 7:00 p.m., Room 7
- Planning and Zoning Commission, April 6th, 7:00 p.m., Council Chambers
- Conservation Commission, April 11th, 6:30 p.m., Room 8
- Housing Authority, April 12th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, April 12th, 6:30 p.m. Library Board Room
- Youth Services Advisory Board, April 13th, 4:00 p.m., Caucus Room A
- Public Building Commission, April 13th, 7:00 p.m., Room 8
- Parks and Recreation Commission, April 13th, 7:00 p.m., Community Center Break Room

- Visiting Nurses Association Board Meeting, April 17th, 7:00 p.m., Caucus Room A
- Mattabassett District, April 18th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, April 18th, 7:00 p.m., Council Chambers
- Police Commission, April 19th, 6:30 p.m., Police Station Conference Room
- Planning and Zoning Commission, April 20th, 7:00 p.m., Council Chambers
- Water Control Commission, April 25th, 7:00 p.m., Room 8
- Zoning Board of Appeals, April 25th, 7:00 p.m., Council Chambers
- Public Building Commission, April 27th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

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

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

JANUARY 2017

prepared by Janice Lund, ACO

Total calls/complaints32
 Total wildlife complaints04
total all complaints36

Dogs Impounded4
Cats Impounded1
***Total Impounds*05**

(Total abandoned at facility0)

Dogs/Cats redeemed4
Dogs Adopted0
Cats Adopted0
***Total Adoptions*0**

DOA (dead on arrival)0
Euthanized0

Bites2
Summons/Municipal Code Violations0

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

Total Fees collected \$ 77.50

Dogs first of month01 *Cats first of month*05
Dogs end of month02 *Cats end of month*05

Animals neutered/spayed by Fobac: 0 Animals Vaccinated: 1

Adoption clinics: 1 Spay Clinics : 1

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

FEBUARY 2017

prepared by Janice Lund, ACO

Total calls/complaints29
 Total wildlife complaints10
total all complaints**39**

Dogs Impounded1
Cats Impounded1
Total Impounds**02**

(Total abandoned at facility0)

Dogs/Cats redeemed1
Dogs Adopted0
Cats Adopted0
Total Adoptions**0**

DOA (dead on arrival)1
Euthanized0

Bites0
Summons/Municipal Code Violations0

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

Total Fees collected**\$ 115.00**

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

Animals neutered/spayed by Fobac: 0 Animals Vaccinated: 1

Adoption clinics: 1 Spay Clinics : 1

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2016-2017

From Date: 1/1/2017

To Date: 1/31/2017

- ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☒ Print accounts with zero balance ☒ 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
00001.00.00.0000.0000.00.0000.10	Administrative Salaries	\$2,868,504.15	\$232,179.38	\$1,656,429.48	\$1,212,074.67	\$1,271,137.54	(\$59,062.87)	-2.06%
00001.00.00.0000.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$1,530,176.22	\$9,152,457.38	\$10,427,388.75	\$10,111,924.10	\$315,464.65	1.61%
00001.00.00.0000.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$507,839.10	\$3,347,339.79	\$3,022,047.98	\$2,664,694.76	\$357,353.23	5.61%
00001.00.00.0000.0000.00.0000.20	Benefits	\$5,934,829.33	\$423,668.60	\$3,263,677.16	\$2,671,152.18	\$2,295,290.50	\$375,861.68	6.33%
00001.00.00.0000.0000.00.0000.30	Contracted Services	\$1,407,064.00	\$82,601.17	\$644,517.87	\$762,546.13	\$190,283.77	\$572,262.36	40.67%
00001.00.00.0000.0000.00.0000.40	Utilities	\$371,820.00	\$28,004.39	\$142,193.77	\$229,626.23	\$14,328.93	\$215,297.30	57.90%
00001.00.00.0000.0000.00.0000.51	Transportation	\$2,405,177.00	\$253,768.14	\$1,156,306.15	\$1,248,870.85	\$727,939.94	\$520,931.01	21.66%
00001.00.00.0000.0000.00.0000.56	Tuition	\$1,822,344.00	\$271,847.48	\$1,194,217.13	\$628,126.87	\$378,499.92	\$249,626.95	13.70%
00001.00.00.0000.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,047,445.62	\$39,713.36	\$554,250.66	\$493,194.96	\$83,665.49	\$409,529.47	39.10%
00001.00.00.0000.0000.00.0000.70	Equipment	\$59,439.00	\$1,459.00	\$30,979.67	\$28,459.33	\$3,353.97	\$25,105.36	42.24%
00001.00.00.0000.0000.00.0000.80	All Other Expenditures	\$83,035.00	\$1,377.95	\$25,204.06	\$67,830.94	\$0.00	\$67,830.94	72.81%
Grand Total:		\$41,958,892.00	\$3,372,434.79	\$21,167,573.11	\$20,791,318.89	\$17,741,118.81	\$3,050,200.08	7.27%

End of Report

1BOE REPORT GRANT PORTION*****

Town of Berlin Board of Education

Fiscal Year: 2016-2017

From Date: 1/1/2017

To Date: 1/31/2017

- ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00501.00.00.0000.0000.00.0000.00	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	\$49.00	\$1,297.13	\$702.87	\$0.00	\$702.87	35.14%
00503.00.00.0000.0000.00.0000.00	Chromebok Contracts	\$14,419.00	\$0.00	\$6,517.50	\$7,901.50	\$0.00	\$7,901.50	54.80%
00504.00.00.0000.0000.00.0000.00	School Counseling Resource Acc	\$2,640.00	\$0.00	\$0.00	\$2,640.00	\$0.00	\$2,640.00	100.00%
00505.00.00.0000.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$0.00	\$2,295.88	\$12,509.12	\$0.00	\$12,509.12	84.49%
00506.00.00.0000.0000.00.0000.00	Marjorie Moore Speed 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	\$0.00	\$18,207.84	\$9,038.36	\$0.00	\$9,038.36	33.18%
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	Medical Funding	\$45,014.71	\$1,047.62	\$3,365.81	\$41,648.90	\$2,055.15	\$39,593.75	87.96%
00555.00.00.0000.0000.00.0000.00	E-RATE	\$9,110.34	\$98.00	\$96,841.74	\$4,268.60	\$0.00	\$4,268.60	46.85%
00600.00.00.0000.0000.00.0000.00	Title I Grant	\$96,541.05	\$0.00	\$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	\$73,513.26	\$9,225.26	\$0.00	\$9,225.26	11.14%
00603.00.00.0000.0000.00.0000.00	IdeaPartB, Section 619 Grant	\$4,444.78	\$0.00	\$4,444.78	\$0.00	\$0.00	\$4,444.78	100.00%
00604.00.00.0000.0000.00.0000.00	Title II Part A/each Grant	\$48,567.48	\$10,067.82	\$45,162.82	\$3,404.66	\$2,000.00	\$1,404.66	2.89%
00609.00.00.0000.0000.00.0000.00	Title III Grant	\$718.84	\$0.00	\$392.18	\$326.66	\$0.00	\$326.66	45.44%
00701.00.00.0000.0000.00.0000.00	Shift Settlement	\$317,299.00	\$27,361.12	\$72,775.94	\$244,523.06	\$180,057.23	\$64,465.83	20.32%
00702.00.00.0000.0000.00.0000.00	Idea Part B, Section 611 Grant	\$85,850.00	\$11,341.68	\$33,232.01	\$52,617.99	\$26,548.79	\$26,069.20	30.37%
00703.00.00.0000.0000.00.0000.00	Idea Part B Section 619	\$592,809.00	\$45,159.82	\$181,720.86	\$411,088.12	\$299,858.98	\$111,229.14	18.76%
00704.00.00.0000.0000.00.0000.00	Title II Grant	\$21,788.00	\$1,853.34	\$6,557.18	\$15,230.82	\$10,711.23	\$4,519.59	20.74%
00706.00.00.0000.0000.00.0000.00	Choice Grant	\$54,019.00	\$0.00	\$0.00	\$54,019.00	\$0.00	\$54,019.00	100.00%
00709.00.00.0000.0000.00.0000.00	Special Grants	\$584,509.00	\$153,868.79	\$265,031.00	\$319,478.00	\$282,161.07	\$37,316.93	4.67%
00800.00.00.0000.0000.00.0000.00	Grand Total:	\$2,086,291.34	\$253,150.71	\$839,769.50	\$1,246,521.84	\$820,372.92	\$426,148.92	20.43%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: January
Year: 2017
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	\$13,570.50	(\$4,957.38)	\$0.00	\$13,670.41
00202	BHS Student Art League	\$23.84	\$111.75	\$0.00	\$0.00	\$135.59
00203	Athletic Association	\$4,381.00	\$32,029.42	(\$4,713.20)	\$0.00	\$31,697.22
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$67,996.50	(\$37,239.41)	\$0.00	\$40,798.46
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	\$7,380.00	(\$5,573.84)	\$0.00	\$2,641.48
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$72.61	\$3,888.16	(\$3,113.21)	\$0.00	\$847.56
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	(\$6,929.19)	\$0.00	\$12,181.67
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 Tee 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: January
Year: 2017
Fund Type: BHS Enterprise ☐ Include Cash Balance ☐ FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
00231	Cooke Closet	\$199.01	\$570.96	(\$115.12)	\$0.00	\$654.85
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$8,861.89	\$1,927.00	(\$3,495.76)	\$0.00	\$7,293.13
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	\$2,902.51	(\$3,392.09)	\$0.00	\$2,091.56
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	(\$4,469.19)	\$0.00	\$19,154.93
00242	Habitat for Humanity	\$2,134.42	\$5,221.00	\$0.00	\$0.00	\$7,355.42
00243	H.E.R.O	\$3,380.05	\$394.00	(\$912.61)	\$0.00	\$2,861.44
00244	Helping Hand/Dress Down	\$3,492.77	\$490.00	\$0.00	\$0.00	\$3,982.77
00245	Student Resources	\$19,882.03	\$28,533.79	(\$6,380.31)	\$0.00	\$42,035.51
00246	Honor Society	\$2,659.41	\$540.00	(\$116.96)	\$0.00	\$3,282.45
00247	Interact Club	\$329.75	\$2,693.20	(\$1,345.85)	\$0.00	\$1,677.10
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	(\$3,988.82)	\$0.00	\$0.00
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	(\$3,177.87)	\$0.00	\$446.39
00255	Massito 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	\$4,214.25	(\$2,954.14)	\$0.00	\$13,549.27
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	(\$4,234.75)	\$0.00	\$5,046.45

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: January
Year: 2017
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	Sachett Scholarship	\$1,060.41	\$0.00	\$0.00	\$0.00	\$1,060.41
00266	School Store	\$99.83	\$366.50	\$0.00	\$0.00	\$466.33
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	(\$3,874.86)	\$0.00	\$1,848.85
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,664.26	(\$15,506.32)	\$0.00	\$26,260.88
00275	Upbeat Regular	\$9,484.36	\$1,839.31	(\$1,366.40)	\$0.00	\$9,957.27
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	(\$49,149.50)	\$0.00	\$53,518.86
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	\$393.30	\$0.00	\$0.00	\$732.64
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)	(\$543.10)	\$0.00	\$7,300.13
00299	CD BHS Enterprise	(\$88,335.12)	\$88,335.12	\$0.00	\$0.00	\$0.00
Grand Total:		\$271,172.78	\$372,855.21	(\$186,671.25)	\$0.00	\$457,356.74
End of Report						

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: January
Year: 2017
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	\$114.00	\$0.00	\$0.00	\$661.63
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	(\$3,104.99)	\$0.00	\$3,148.76
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$5,244.21	(\$15,260.66)	\$0.00	\$4,922.38
00915	Griswold Activity Fund	\$15,333.56	\$11,030.22	(\$12,352.97)	\$0.00	\$14,010.81
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$18,821.50	(\$29,815.39)	\$0.00	\$8,036.35
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$19,657.00	(\$10,463.00)	\$0.00	\$19,746.99
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	\$57,934.93	(\$71,206.74)	\$0.00	\$53,665.17
End of Report						

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

INCOME		TOTAL	
		11/30/2016	11/30/2015
STUDENT LUNCHES	\$ 180,199.86	\$ 193,303.02	
TEACHER LUNCHES	\$ 2,250.75	\$ 1,603.75	
BREAKFAST INCOME	\$ 3,755.70	\$ 3,444.95	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 3,779.30	\$ 5,303.04	
GRANTS RECEIVED	\$ 35,837.43	\$ 28,841.27	
GRANTS RECEIVABLE	\$ 46,704.26	\$ 38,881.00	
ACCOUNTS RECEIVABLE	\$ 1,358.70	\$ -	
.10 Healthy Lunch Reim Receivable	\$ 16,366.60	\$ 5,809.30	
.10 Healthy Lunch Reim Rec.	\$ (2,518.60)	\$ -	
MISCELLANEOUS INCOME	\$ 11,251.35	\$ 13,103.36	
Adjustment from Phoenix	\$ 151.35	\$ -	
STATE REIMBURSEMENT	\$ 3,984.00	\$ 21,404.00	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 303,120.70	\$ 311,693.69	
BANK INTEREST	\$ 303,120.70	\$ 311,693.69	
EXPENSES			
FOOD COSTS	\$ 87,579.70	\$ 102,695.23	33%
LABOR & UNIFORMS	\$ 185,285.46	\$ 187,457.32	60%
PAPER/CLEANING COSTS	\$ 6,978.04	\$ 8,673.85	3%
MISC.(OPER.)	\$ 15,272.83	\$ 14,012.48	4%
BENEFITS	\$ 12,305.44	\$ 13,686.47	4%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 307,421.47	\$ 326,525.35	
NET PROFIT/LOSS	\$ (4,300.77)	\$ (14,831.66)	
NET PROFIT/LOSS 6/30/2016			
		(\$12,760.26)	

PROFIT LOSS 7/1/16 THRU 11/30/2016

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

INCOME		TOTAL	
	12/31/2016		12/31/2015
STUDENT LUNCHESES	\$ 225,879.94	\$ 240,279.43	
TEACHER LUNCHESES	\$ 2,895.75	\$ 2,129.00	
BREAKFAST INCOME	\$ 4,947.30	\$ 4,604.20	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 4,710.75	\$ 6,756.11	
GRANTS RECEIVED	\$ 59,597.72	\$ 50,064.35	
GRANTS RECEIVABLE	\$ 43,084.25	\$ 38,881.00	
ACCOUNTS RECEIVABLE	\$ 450.32	\$ 84.83	
. 10 Healthy Lunch Reim Receivable	\$ 9,638.60	\$ 7,397.70	
. 10 Healthy Lunch Reim Rec.	\$ 4,209.40	\$ -	
MISCELLANEOUS INCOME	\$ 16,000.99	\$ 16,223.11	
Adjustment from Phoenix	\$ 151.35	\$ -	
STATE REIMBURSEMENT	\$ 3,984.00	\$ 21,404.00	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 375,550.37	\$ 387,823.73	
BANK INTEREST	\$ 375,550.37	\$ 387,823.73	
EXPENSES			
FOOD COSTS	\$ 112,130.38	\$ 128,402.40	33%
LABOR & UNIFORMS	\$ 233,508.47	\$ 235,620.79	61%
PAPER/CLEANING COSTS	\$ 8,602.81	\$ 10,632.58	3%
MISC.(OPER.)	\$ 18,013.13	\$ 14,687.50	4%
BENEFITS	\$ 17,284.42	\$ 18,803.63	5%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 389,539.21	\$ 408,146.90	
NET PROFIT/LOSS	\$ (13,988.84)	\$ (20,323.17)	
NET PROFIT/LOSS 6/30/2016		(\$12,760.26)	

PROFIT LOSS 7/1/16 THRU 12/31/2016

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

	Nov-16 Current YTD	Nov-15 Prior YTD	Change
Enrollment	2,801	2,866	-2.27%
Days of Operation	19	20	
Total Student Breakfasts	2,529	1,770	42.88%
Total Student Lunches	16,968	16,736	1.39%
Net Breakfast Sales	3,756	3,445	9.02%
Net Lunch Sales	180,200	193,303	-6.78%
Ala Cart Sales	3,779	5,303	-28.73%
Adult Lunch	2,251	1,604	40.34%
Mis. Sales	11,251	13,103	-14.13%
Catering A/R Due	1,359	-	100.00%
Federal and State Aid	100,374	94,936	5.73%
Phoenix Adjustment	151	-	100.00%
Total Sales	303,121	311,694	-2.75%
Food Costs and Cafeteria Supplies	94,558	111,369	-15.10%
Food/Other % of Sales	69%	64%	7.06%
Salaries & Benefits	197,589	201,142	-1.77%
Salaries & Benefits % of Sales	35%	35%	-1.84%
Misc Exp	15,273	14,012	8.99%
Misc Exp % of Sales	95%	96%	-0.57%
Total Expenses	307,421	326,525	-5.85%
Total Expenses - % of Sales	-1%	-5%	-70.18%
Reserve Increase/(Loss)	(4,301)	(14,832)	-71.00%
Fund Balance - Start of Year	32,051	53,023	-39.55%
Reserve Increase/(Loss)	(1,429)	(3,475)	-58.88%
Phoenix Adjustment	-	-	100.00%
Equipment Purchases	-	-	0.00%
Other Changes	100	(51)	-294.74%
Fund Balance - Current	30,722.26	49,496.47	-37.93%

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

	Nov-16 Current YTD	Dec-15 Prior YTD	Change
Enrollment	2,806	2,867	-2.13%
Days of Operation	17	17	
Total Student Breakfasts	2,094	1,859	12.64%
Total Student Lunches	15,264	15,884	-3.90%
Net Breakfast Sales	4,947	4,604	7.45%
Net Lunch Sales	225,880	240,279	-5.99%
Ala Cart Sales	4,711	6,756	-30.27%
Adult Lunch	2,896	2,129	36.03%
Mis. Sales	16,001	16,223	-1.37%
Catering A/R Due	450	85	100.00%
Federal and State Aid	120,513	117,747	2.35%
Phoenix Adjustment	151	-	100.00%
Total Sales	375,550	387,823	-3.16%
Food Costs and Cafeteria Supplies	120,732	139,035	-13.16%
Food/Other % of Sales	68%	64%	5.77%
Salaries & Benefits	250,792	254,422	-1.43%
Salaries & Benefits % of Sales	33%	34%	-3.42%
Misc Exp	18,013	14,688	22.64%
Misc Exp % of Sales	95%	96%	-1.05%
Total Expenses	389,539	408,147	-4.56%
Total Expenses - % of Sales	-4%	-5%	-28.92%
Reserve Increase/(Loss)	(13,989)	(20,324)	-31.17%
Fund Balance - Start of Month	30,622	49,548	-38.20%
Reserve Increase/(Loss)	(14,756)	(25,112)	-41.24%
Phoenix Adjustment	-	-	100.00%
Equipment Purchases	-	-	0.00%
Other Changes	100	(51)	-294.74%
Fund Balance - Current	15,966.09	24,384.49	-34.52%



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www.ccthd.org

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—December 2016
DATE: January 10, 2017

Monthly Activities/Projects of Special Interest

Director of Health

- Presented our CCHD Annual Update to Berlin, Newington and Wethersfield Town Councils
- Attended Local Health Integration Town Hall Forum at CT DPH to hear from town leaders from around the region about their perspectives on consolidation of local health departments and districts
- Met with Town Managers from Newington, Wethersfield and Rocky Hill on December 15th to continue discussion of office centralization

Administrative

- Billing for flu vaccinations continues and payments are being received (mostly electronically) promptly.
- Budget process continues.
- Grant expenditures are being tracked and true-up before reports are due again.

Community Health Highlights

PREVENTION BLOCK GRANT

- Plans of Conservation and Development. CCHD was not awarded a microgrant. However, after a meeting with the Peter Gillespie, Wethersfield Town Planner, a conference call with Smart Growth America was planned for January 6. On that call, we will discuss the possibility of them leading a seminar to help move the health district and the towns into a common understanding of Smart Growth and Complete Streets concepts and plans.
- All District Walks. On December 4, Dr. Cait Barberio, ND who practices in Berlin, lead a hike at Kensington Orchard with 11 people participating. This hike was the first "Path to Health" hike.

ASTHMA – Putting On Airs (POA)

- There was one referral received, ten home visits scheduled and two completed in December. Also during December, the POA health program assistant conducted a site visit at CCHD. She reported being pleased with how the program operates in Region 2, the CCHD region.

EMERGENCY PREPAREDNESS

- **COOP Tabletop:** The focus of this exercise was on planning the agency response in an event during which the main office operations would need to be prioritized – at least temporarily –and potentially moved to 1 or more other locations. All staff participated in the TTX and worked together to identify action steps.

Flu Clinics

- **Flu/Prevnam 13 Clinics** – CCHD held two smaller clinics in December to administer both vaccines. Jane Knotek pre-screened all Prevnam13 recipients. This saved a tremendous amount of time and clients

were very positive.

- **Hotwash:** Staff who worked in the majority of flu clinics and a handful of regular volunteers participated in this session to determine what went well, what did not and what should change for next year's clinics.

HEALTH PROMOTION –

Press Releases/articles were produced regarding National Handwashing Week and the first cases of flu in the district.

LEAD POISONING PREVENTION

- a. CCHD's most recent lead case was in a child residing in Rocky Hill. Upon further investigation, CCHD learned that the two other children and both parents of this family are lead poisoned as well. Greg, Lori and Ann for December 20, 2016. Since the house was built in 2006 the home was unlikely to be the culprit for the lead. Instead, we suspected that imported items (spices, jewelry, makeup, cookware), were to blame for the exposure.
 - b. As a result of the inspection, the likely exposure was narrowed to three main items: a tea set, turmeric powder, and a pressure cooker that was imported from India. CCHD obtained the leaded pressure cooker for future educational purposes, and we are currently working with DPH to determine next steps of referral to the Department of Consumer Protection and other related agencies, and what community health education is necessary.
 - c. The turmeric tested extremely high, warranting further investigations.
- Meetings/Trainings attended by staff:
 - All Staff: HIPPA training; COOP Tabletop
 - EP Coordinator: Region 3 ESF 8 PH meeting
 - POA Coordinator: Site Visit with DPH program assistant
 - Assistant Director: Region 3 ESF 8, Site visit DPH/POA program assistant, Wethersfield Early Childhood Collaborative staff, Wethersfield Town Planner

Environmental Health Activities

- 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.
- All staff attended the CCHD Continuity of Operations training presented by Judy Torpey.
- Greg, Kristin, Jeff and Barbara attended the annual food recertification training conducted by the DPH Food Protection Program. The potential Connecticut adoption of the FDA Model Food Code in 2017 was discussed. Staff have begun taking online FDA courses to prepare for an FDA Risk-based Inspection training being offered in March 2017. Significant changes to the food inspection program are expected to begin in 2017.
- The sanitarians continue to team up to conduct joint inspections on some of our more challenging establishments.
- **Berlin Activities and Projects**
- Conducted an opening inspection at a new restaurant The Avenue on Farmington Avenue.
- Conducted an opening inspection at a new hair salon Bella Nora on Webster Square Road.
- Conducted an inspection at a daycare looking to make changes to their license status.
- **Newington Activities and Projects**
- Conducted routine bi-annual inspections at two daycares.
- Attending meetings, walk through and follow ups for a cat hoarding situation in town.

- Attended the monthly Safe Homes Taskforce meeting.
- Inspected the Honey Baked Ham Co. after a small fire incident.
- Followed up on complaints of no heat at the Carrier Motor Lodge. Notice of Violation issued. Re-inspection showed issues corrected.
- Approved a plan for a new smoothie bar at the LA Fitness gym.
- Investigated complaints at Chipotle and Newington Grocery.
- Conducted re-inspections for 5 local food service establishments.
- Ran a stool sample to the lab for salmonella testing.
- **Rocky Hill Activities and Projects**
- Received a rental housing complaint, conducted an inspection and sent letters to the owner.
- Attended monthly meeting with the Community Development Team in Rocky Hill
- Investigated a lead poisoned family in Rocky Hill with Lori DiPietro and Anne Hartman. Discovered the most likely source was pots/pans, spices and jewelry imported from India. Tested materials on site using an XRF gun and sent numerous samples to the state lab for additional testing.
- Conducted another lead inspection with Lori DiPietro, similar sources of lead poisoning were discovered.
- Conducted opening inspection of new daycare and preschool facility (Kiddie Academy). Issued a food service license and conducted the opening food service inspection for the facility as well.
- Met with the Town Planner and Building Official to discuss proposed projects and projects underway in town.
- Kristin responded to a water main break in Rocky Hill after hours. Closed several food service establishments until water was restored the following morning.
- **Wethersfield Activities and Projects**
- Attended a town planning meeting regarding the Putnam Park Restaurant.
- Tammy and Jeff inspected temporary event, Holidays on Main.
- Inspected several complaints, including bed bugs and wood burning stove.
- Inspected & opened the Cove Deli in their new location on the Silas Deane Highway.

December 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	2	0	0	0	0	0	0	0	0	0	0	0	6
Food Service	1	1	29	4	3	36	0	1	3	1	0	48	29	36	831
Public Facilities	0	0	0	0	0	2	0	0	1	0	0	0	10	7	50
Salon Inspections	0	0	0	0	0	0	0	0	12	0	0	1	3	3	28
Subsurface Sewage	0	0	6	0	0	0	0	0	0	0	0	0	1	0	41
Gen Envir. Health	1	3	0	2	4	0	2	1	0	1	1	0	86	114	4

Campylobacteriosis	0	0	0	0	0	0	0	0	0	0	0	0	5	0	
E-Coli	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Salmonellosis	0	0	0	1	1	0	0	0	0	1	1	0	6	6	
Blood lead ≥ 5	1	1	0	1	1	0	3	0	0	0	0	0	10	10	



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TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—January 2017
DATE: February 13, 2017

Monthly Activities/Projects of Special Interest

Director of Health

- Moderated Opioid Forum at Berlin High School on January 11th attended by over 120 residents
- Facilitated meeting on CCHD Workforce Development Plan to solicit feedback from Board, Staff and Volunteers to update existing plan document.
- Attended retreat for Quest Leadership program on January 30-31st to begin building relationships with agencies in the Greater Hartford area

Administrative

- Billing for flu vaccinations has been completed and all payments have been received. (Nice job Janel!)
- Computer file transfers to SharePoint (cloud) are in process. One major folder at a time is being uploaded by Systems Support Group.
- Grant expenditures continue to be tracked and trued-up before reports are due again.

Community Health Highlights

PREVENTION BLOCK GRANT

• **Plans of Conservation and Development.** Assistant Director met with each Town Planner individually to discuss the possibility of collaborating as a region on issues of walkability/bikeability/trail connectivity. All indicated an interest, so in late January Town planners and/or Assistant Town Planners from three of the four health district towns met to discuss how we might be able to move forward together. Two towns (Rocky Hill and Wethersfield) have developed Bike-Walk groups. CCHD is communicating with these groups as we proceed on these issues.

• **All District Walks.** Wethersfield resident Jim Woodruff through the Great Meadow Conservation Trust and CT Audubon Society Center co-sponsors walks during January and February that are open to all district residents.

ASTHMA – Putting On Airs (POA)

Region Two received nine referrals in January, scheduled five home visits and conducted two first home visits. Both clients were non-Hispanic female children. One was from Glastonbury and one was from Hartford. Region Two continues to receive referrals from complicated, complex cases that often need referral to housing authorities, due to pervasive environmental issues. Frequently, the issues are under the purview of the property owners.

EMERGENCY PREPAREDNESS

• **COOP Tabletop:** The After Action Report was completed. The focus will now be on expanding the COOP information and cross training staff as needed.

- **GO Boxes:** Storm response preparation continues especially the Registered Sanitarian STORM GO BOX. A GO BOX for a Foodborne Outbreak is under development.

- **Supplies:** Emergency Preparedness Coordinator identified volunteers to assist with continued inventory of PH emergency supplies.

HEALTH PROMOTION –

Staff produced an article and infographic for National Radon Awareness month.

LEAD POISONING PREVENTION

CCHD's most recent lead case was in a child residing in Rocky Hill. Upon further investigation, CCHD learned that the two other children and both parents of this family are lead poisoned as well. After a home inspection, the potential exposure was narrowed to three main items: a tea set, turmeric powder, and a pressure cooker imported from India. The turmeric tested 3,710 mg/kg, the highest that the DPH Lead Program has ever seen, warranting further investigations. In order to identify tainted brand of turmeric, CCHD staff visited 2 different Indian/Asian markets in the district and purchased six of brands of turmeric (and one curry powder) which were sent to the State Public Health Lab for testing. None of these tested positive.

- **Student Interns –** Two MPH students from UCONN are set to begin their work with CCHD. Ann provided their orientation the last week of January, and they are set to begin work the first week of February. One student, an MD/MPH candidate, will be working with the STD data. The other student will be working with the Hepatitis C data.

Meetings/Trainings attended by staff:

All Staff: Office 365 Platform Webinar (for transition to the cloud)

EP Coordinator: Region 3 ESF 8 PH meeting, Region 3 ESF 8 Health Coalition meeting, Quarterly LEPC meeting, CCHD Workforce Development Meeting, NPH Week/Volunteer Recognition meeting

POA Coordinator: DPH Conference Call, Revised database & medication training – DPH

Health Educator: Berlin Opioid Forum, NPHW/Volunteer Reception meeting

Assistant Director: Health District Town Planners (individually and as a group), Northern Regional Mental Health Board meeting, Wethersfield Early Childhood Collaborative Meeting, Berlin Opioid Forum.

Environmental Health Activities

- All staff attended the CCHD training on the features of the new Cloud based computer data storage system. Staff continue with online training to prepare for an FDA Risk-based Inspection training being offered in March 2017.
- The sanitarians continue to team up to conduct joint inspections on some of our more challenging establishments.
- Submitted proposed fee schedule changes to DOH for the upcoming 2017-2018 fiscal year.
- Prepared a list of technical Standard Operating Procedures and Policies. Many of the procedures and policies are currently out of date. Barbara Gigliotti is working on reviewing and updating these with the intent of having a revised copy of all procedures finished by July 2017.

Berlin Activities and Projects

- Conducted a new owner inspection for new Picture Show Cinemas.
- Opened up a new Food Service Establishment called Rayem –Ya.
- Barbara Gigliotti attended multiple meetings including a Planning & Zoning Commission meeting regarding the Cocomo subdivision on Southington Road. Issues are ongoing.

Newington Activities and Projects

- Inspected 72 rooms at The Grantmoor Motor Lodge to assist management in reaching health code and sanitary code compliance.
- Conducted a new Salon Plan Review and opened a new hair salon (Salon Time) on the Berlin Turnpike.
- Had two Newington Restaurants in for a hearing with the DOH.
- Assisted State Epi in collecting two stool samples from Newington residents, having to do with a foodborne outbreak in a neighboring town.
- Attended Safe Homes Taskforce meeting.
- Opened two new pizza restaurants. Checkers (formerly Picasso) on the Berlin Turnpike and Max formerly Tango) on Fenn Road.

Rocky Hill Activities and Projects

- Investigated a complaint of mold at the Sheraton Hotel in Rocky Hill with Jeff Vecchitto.
- Conducted opening inspections and met with the owner of La Piastra a take-out and catering facility opening in Rocky Hill.
- Conducted preoperational inspection at the new Starbucks in Rocky Hill, completed licensing paperwork.
- Reviewed and approved plans for a new medical building in Rocky Hill.
- Held a meeting with the owner of a new self-storage facility in Rocky Hill to discuss approvals that were granted in 2015 and connection to the city water supply and city sewer.
- Met with the school nurse and Rocky Hill schools facility director to discuss issue with bed bugs in the schools. GM identified live bed bugs discovered in the High School and provided guidance and education to staff and school nurse.
- Investigated a complaint of unsanitary conditions in a condo after a child was removed from a home and taken into state custody.

Wethersfield Activities and Projects

- Routine inspections. Tammy Liberatore was out for two weeks for medical and family reasons.

January 2017

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	2	0	0	0	0	0	1	0	0	0	0	0	9
Food Service	0	1	26	2	2	43	1	1	37	0	0	24	32	40	961
Public Facilities	0	0	0	0	0	0	0	0	0	0	0	0	10	7	50
Salon Inspections	0	0	0	0	0	0	0	0	0	0	0	4	3	3	32
Subsurface Sewage	0	0	2	0	0	0	0	0	0	0	0	0	1	0	43
Gen Envir. Health	0	0	0	2	1	0	5	6	0	0	0	0	93	121	4

Campylobacteriosis	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0
E-Coli	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salmonellosis	0	0	0	0	0	0	1	1	0	0	0	0	7	7	0
Blood lead ≥ 5	0	0	0	0	0	0	2	2	0	0	0	0	12	12	0

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.	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)
17-023	Town Clerk			\$5.00	Organizational Fees (from Prof. Devel.)
17-024	Nursing			\$500.00	Medical Supplies (from Flu Clinic)
17-025	Revenue Collector			\$400.00	Professional Development (from Supplies)
17-026	Municipal Garage			\$20,000.00	CNR Passenger Cars (from Vehicle Reserve)
17-027	Public Grounds			\$2,291.66	In Lieu of Insurance (from Health Insurance)
17-028	Public Building Maint.			\$1,650.00	In Lieu of Insurance (from Health Insurance)
17-029	Municipal Garage			\$2,500.00	Overtime (from Storm Related Overtime)
		\$21,875.00	\$6,000.00	\$47,388.59	\$20,000.00

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	

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
2/7/2017 Waive Greens fees - Conn. Open Qualifier	\$3,120.00
2/7/2017 Waive police fees - Mr. BHS Competition	\$350.00
2/7/2017 Waive police fees - Willard PTO pasta dinner	\$300.00
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	\$35,393.65