

## MONTHLY MANAGEMENT REPORT

[Town Web Site: [www.town.berlin.ct.us](http://www.town.berlin.ct.us)]

[Library Web Site: [www.berlinpeck.org](http://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, Interim Town Manager

**DATE:** May 2, 2017

### A. Council Communications:

#### 1. Holiday Schedule:

- Memorial Day: The Town Hall and all departments will be closed on Monday, May 29, 2017 in observance of Memorial Day.

#### 2. Upcoming Events:

- National Day of Prayer: National Day of Prayer will be held on Thursday, May 4, 2017 at 7:00 p.m. in front of Town Hall (next to the flag poles). All are welcome to attend this annual event to pray for our nation. This event represents a Christian expression of the national observance, based on our understanding that this country was birthed in prayer and in reverence for the God of the Bible. For additional information, please go to [www.nationaldayofprayer.org](http://www.nationaldayofprayer.org).
- Economic Development Annual Awards/Reception Dinner: The annual Awards/Reception Dinner sponsored by Economic Development to celebrate Berlin businesses will be held on Wednesday, May 24, 2017, 5:00 p.m. at Shuttle Meadow Country Club. Please contact Nicole Pac at 860-828-7155 or [npac@town.berlin.ct.us](mailto:npac@town.berlin.ct.us) for additional details.
- Memorial Day Parade: Memorial Day will be observed with a Memorial Day parade under the guidance of the Berlin Veterans' Commission on Monday, May 29, 2017. Parade participants will assemble in St. Paul's parking lot on Peck Street at 8:15 a.m., and the parade will step off at 9:00 a.m. The parade route will go down Farmington Avenue, turning left onto Masserio Drive and left again onto Veterans' Way ending at the Berlin Veterans' Memorial Park. In the event of rain, the Program will be held at the Berlin Veterans' of Foreign Wars Post 10732, 152 Masserio Drive at 9:00 a.m.

### B. Town Manager News:

The budget is behind us and time to move onto other activities. Town highway and grounds departments are cleaning up from the winter and getting the roads and town fields in shape for spring, summer and fall activities.



The new tennis courts were opened for use and will continue to have amenities added through Town and private grant money.

There has been much economic development activity and ideas for development along Farmington Avenue are being presented. The Town is continuing to work on ways to improve accessibility through sidewalk and other projects which are funded through different grants.

This summer watch for new sidewalks in several areas, a continuation of the Main Street streetscape work, and Kensington Dam rehabilitation. It is also time for the annual regional walking contest which Berlin won last year, so everyone sign up to help Berlin be the champs again and get walking!

### C. Department News:

#### ➤ **Berlin-Peck Memorial Library**

- Since the bulk of the elevator construction will not be happening until the fall, we are moving ahead with our plan to merge the reference and circulation desks. Patrons will just go to one main desk to get their questions answered. Desk heights will be lowered to allow for more personal service.
- Passport services continue to be popular. A fifth staff member was trained in April. Revenue from passports continues to rise. <http://www.berlinpeck.org/passport-office/>
- Library staff continues to alert patrons to the fact that Governor Malloy's proposed budget for Fiscal Year 2018 eliminates funding for borrowIT CT, the popular program used to borrow materials from 192 public libraries across the state. Bookmarks were created and are being placed in books that Berlin residents have asked us to procure from other libraries.
- Reference substitute Leeanne Ayotte joined us in April.
- The statistics for HooplaDigital, the library's streaming service for books, movies, music, comic books and TV episodes, continue to climb. Streaming audiobooks has the highest usage in Berlin.

#### ➤ **Community, Recreation & Park Services**

##### Parks and Recreation

- The Easter Candy Hunt was held on Saturday, April 8 at the Sage Park Auxiliary Field for children ages 2 to 10. Over 250 children participated on a beautiful, mostly sunny day!
- Sage Park Pond was stocked for the two fishing derbies which were held April 22<sup>nd</sup> and April 29<sup>th</sup>. The Berlin Lions Club also held their annual Junior VIP fishing event on April 30<sup>th</sup>. They bring in visually impaired children ages 3 to 15 and pair them with volunteers to fish at the pond.

- Information on the Summer Fun Program at Clover Hill and The Creek was available on the Town and Berlin Public Schools websites, the end of April. On-line registration began May 1<sup>st</sup>. Limited spaces are available on-line for each site and in person registration will be held on Saturday, May 6<sup>th</sup>.
- Summer programs were finalized once the Board of Education set the last day of school. Information was available on the Town and Berlin Public Schools websites, the end of April. Registration for summer programs will begin on May 8<sup>th</sup> for residents and May 22<sup>nd</sup> for non-residents.

Public Grounds: The following services were provided by the Public Grounds Department during the months of March/April:

- Checked schools daily for ice.
- Built new tables and benches.
- Plowed and removed snow from the blizzard.
- Put garbage and recycling cans out.
- Prepared greenhouse for incoming flowers.
- Sanded and painted all bike racks throughout town.
- Serviced all snow removal equipment and put it away for the season.

Senior Center

- April's trips were to Broadway shows "Paramour" or "On Your Feet", Westchester Theatre "Mama Mia", and Outer Banks, NC.
- Specialty Shopping Trips in April were to the Angelo's Market in New Britain and BIG LOTS in Newington.
- Ned Skinnon, a sports enthusiast gave a preview of the upcoming Baseball season the Men's and Women's National Collegiate Athletic Association tournament on April 3<sup>rd</sup>.
- Anne Young, MS, RD, CDE, did a presentation on the basics of diabetes on April 5<sup>th</sup>. This program was sponsored by Hartford HealthCare Senior Services.
- The Center and the Central CT Health District teamed up to offer "Free" Dental Cleaning Clinics on April 5<sup>th</sup> and 6<sup>th</sup>. The program was funded from donations made to the Berlin Senior Center.
- This month the Center held two "special" bingos – April 13<sup>th</sup> was provided by Ledgecrest Convalescent Home and April 20<sup>th</sup> by Newington Rapid Recovery Rehab Center in Newington.
- A Lunch and Learn on Fall Prevention was held April 19<sup>th</sup>. It was sponsored by Autumn Lake Healthcare of New Britain. It is the first in our Senior Safety Series.
- Christine Krom, LPC, from Catholic Charities was at the Center on April 20<sup>th</sup> to provide counseling services.
- The North Central Area Agency on Aging (NCAAA) held a FOCUS Group on April 24<sup>th</sup>. NCAAA is a private non-profit agency that plans and funds programs and services for seniors.
- Newington Rapid Recovery Rehab gave "free" manicures on April 25<sup>th</sup>.

- The April TED Talks were held on April 25<sup>th</sup> and the topic was Art.
- The Center for Vein Restoration's Community Outreach program held an interactive session on April 28<sup>th</sup> that discussed the necessary steps to keep leg veins healthy as one ages.
- April's Book Club discussion is on "The Readers of Broken Wheel Recommend" by Katarina Bivald.
- The Senior Center continued to take Energy Assistance appointments in April every Thursday from 11:00 a.m. to 4:00 p.m. for all gas and electric customers over the age of 60 that reside in Berlin.
- The Senior Center started taking Renters Rebate applications for the State of CT Office of Policy and Management Tax Relief program on April 19<sup>th</sup>. The state program runs from April 1<sup>st</sup> through to October 1<sup>st</sup>.
- The movie for April was "Sully".

### Social & Youth Services

- Youth Services has scheduled three more sessions of the "When I'm in Charge" after-school workshop at the elementary schools in May. The course is for youth who are in 4<sup>th</sup> or 5<sup>th</sup> 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.
- The Hungerford Outdoor Center has continued the "Sister's in Science" after-school program at McGee Middle School that we helped them to pilot last semester. We are looking for funding sources to help them continue the program next year.
- The last day to apply for Energy Assistance was April 30<sup>th</sup>. The program will start up again in October.
- Food Pantry usage is running about even with last year. Stop & Shop has been doing a weekly food collection, so we have been able to keep our shelves stocked through what has historically been a lean season for food donations.
- Each year the Berlin Children's Fund raises money to provide summer campership support for Berlin families in need. Youth Services identifies eligible families and distributes the camperships. We started taking 2017 campership applications the beginning of April.

### ➤ **Development Services**

Building Department: The Building Department has a successful new Assistant Building Official, John Mascia, who has been a tremendous help to the Department. The Building Official has been able to catch up on the Building Monthly Reports and has submitted the March 2017 report this month. The months of September 2016 through February 2017 may be found as an attachment to this report for your review as well.

Below are statistics for the month of March 2017. There were a total of 89 permits issued during the month of March in the Building Department as follows:

<b>Residential</b>	<b>March 2017</b>	<b>Commercial</b>	<b>March 2017</b>
<b>New</b>	<b>2</b>	<b>New</b>	<b>0</b>
<b>Additions</b>	<b>2</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>33</b>	<b>Misc*</b>	<b>6</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>46</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 98 inspections performed during the month of March, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

Planning and Zoning Commission: The Planning and Zoning Commission is still considering regulations pertaining to solar panels and what setbacks, land coverages, etc., should be allowed for ground mounted panels. Currently the panels are not allowed on residential property and that may continue to be the regulation. The Commission is also considering a reworking of the regulations to clarify storage, self-storage, and warehousing.

The Commission approved an application for Rock Crushing at Map 20-2/Block 72/Lot 1(Carl Ciarcia Property on Kensington Road) in order to reduce truck traffic on the roads and allow for the project to be constructed more quickly. Measures to control dust will be in place that will protect the residents in the area and there are time limits on the hours of operations.

The Commission denied a rezoning of approximately 170 acres on the Chamberlain Highway from Industrial to Residential. (An appeal by the applicant of this decision has been filed.)

The Commission continues to work with Corporation Counsel to enforce a court settlement pertaining to environmental contamination of a future residential subdivision.

The Commission approved the Berlin Fair's Amended List of Events for the year, the Festival on the Hill (Congregational Church Lobster and Strawberry Festival) which includes a road race, and the annual Farmer's Market.

Historic Commission: The Historic Commission approved two new Certificates Of Appropriateness (COA) at its April meeting: 1. Request by Richard and Jane Hudson to replace two garage doors to be Standard/Shaker XS, steel and wood grain finish at 949 Worthington Ridge; and, 2. Request by Bob Onofro to install a privacy fence and picket fence on property, and to replace and expand existing driveway at 812 Worthington Ridge.

Zoning Board of Appeals:

Applications heard at the April 4, 2017 (meeting rescheduled from March 28<sup>th</sup>):

- 112 Old Brickyard Lane - One Stop Auto LLC, Cocomo Brothers Associates LLC  
Use variance for auto repair - DENIED
- 112 Old Brickyard Land - One Stop Auto LLC, Cocomo Brothers Associates LLC

Auto Uses Location - used dealer and repair - DENIED

Applications heard at the April 25, 2017 meeting:

- 1436 Berlin Turnpike - Clara's Castle Realty LLC  
Rear parking setback variance
- 831 Mill Street, East Berlin - Sheikh Ali, N. Uddin - Berlin Convenience & Deli  
Variance of required separation distance to a church for alcoholic beverage uses location
- 831 Mill Street, East Berlin - Sheikh Ali, N. Uddin - Berlin Convenience & Deli  
Grocery-Beer liquor uses location permit
- 111 Hart Street - Viereck  
Fence height variance
- 45 Chamberlain Highway - Deb Realty, E. Sanchez, Ferndale Market Fresh  
Grocery-Beer liquor uses location permit
- Lots 85-1;84-1C,1D,1E Old Brickyard Lane - Cocomo Brothers Associates LLC  
Lot size variance for development

➤ **Facilities:** The Facilities Department approved and completed a total of 436 work orders from various Town departments and schools. In addition to the work orders and the involvement with the Berlin High School renovation project, the following projects have been in progress or completed within the last month:

- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESKO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion which is scheduled for summer 2017.
- Began the installation, cleaning and improvements to the Little League Buildings.
- 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.
- Began spring Heating Ventilation and Air Conditioning (HVAC) maintenance.
- Completed Door and Hardware repairs at several schools.
- Continued with the maintenance and cleaning of the pools, parks and grounds and Little League buildings.
- Assisted with additional security camera installations at the schools.
- Completed the installation of a small kitchenette in the Community Center.
- Installed the underground gas main from existing Petit Field building to the new Petit Field Batting Cage building.
- Installed gas pipes and unit heaters to the new Petit Building.
- Removed old and replaced new motor to the Chilled Water Pump (#1) at Berlin High School.
- Exhaust Fan upgrades done at Willard Elementary School.
- The first complete HVAC filter changes were completed at Berlin High School since the conclusion of construction.

- **Finance:** During April, the Finance team was focused on the Fiscal Year 2018 budget. Kevin Delaney and Len Zielinski incorporated changes requested by Council to find \$500,000 of additional funding for the Board of Education without increasing the mill rate for Fiscal Year 2018. Final materials were developed for the Council meeting on April 5<sup>th</sup> where the budget was sent to referendum. All budget materials are available on the Town website under the Finance department.

Gail Erickson completed the budgeted wage negotiation transfer process for recently settled union contracts. This process cleared several previously over-budget accounts. Gail also completed the transfer of workers compensation transfers to the General Insurance Fund – bringing that fund balance to almost \$2.0 million, in compliance with the fund policy of maintaining a balance of \$1.0 million to 5% of the General Fund budget.

Kevin continued to work with Bond Counsel and the Debt Financial Advisor in preparation of the May 2017 bond and BAN issuances. All authorizations were approved by Council. The bond sale date is scheduled for May 4<sup>th</sup> and the cash settlement date is May 18<sup>th</sup>. This cycle will provide funding for public safety (Self-Contained Breathing Apparatus for the Fire Department and radios for the Police), the final school roof project (Willard) and continuation of bridge repairs.

Nancy Lockwood executed wires to US Bank for the June 1<sup>st</sup> bond payments. These will be the last debt payments for Fiscal Year 2017.

Donna Slimskey continued to gather hourly employee emails to finalize the move to emailed pay stubs. Once the last emails are obtained, all employees will receive their pay stub through email – saving on paper costs and creating operational efficiencies in the Finance department.

Kevin and Len attended the Third Quarter Government Finance Officers Association of CT conference on April 20<sup>th</sup>. Paul Potamianos, Executive Budget Officer at Office of Policy and Management, was the keynote speaker. He discussed the Governor's budget and the status of the Fiscal Year 2018 and 20149 biennial State budget. The other major topic was fraud prevention.

Revenue Collector's Office: Real Estate Demands were sent to all real estate accounts that remain delinquent. We continue to receive payments on real estate and motor vehicle delinquent accounts. The Town remains on pace to achieve the budgeted 99% collection rate for Fiscal Year 2017.

Quarterly water/sewer bills were prepared and mailed out in April. An issue arose where several bills contained charges for sewer but not water. Paula worked with the vendor to resolve the issue and new, accurate bills were issued. The additional postage cost for the second billing was approximately \$977.

Paula Poplawski and Sheel Patel continued their certification training courses during April.

Assessor's Office: Applications for the Homeowners Program and Additional Veterans Exemptions continued to be accepted. The Homeowners Program runs through May 15<sup>th</sup>

while the Veterans runs through October 1<sup>st</sup>. Letters were mailed to homeowners that need to reapply.

The entering of Building Permits for the upcoming year and permit inspections continue for the 2017 Grand List.

Inspections and data entry continued to be performed and processed and remain on schedule for the 2017 re-valuation. We began doing mailings for interior inspections that started 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) began in March.

The ongoing process of real estate transfers continues. Transfers done beginning with October 2<sup>nd</sup> were continued “future” sales in our CAMA system and must be noted as such.

The office continued 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 open Purchasing Agent position was posted internally and externally. The deadline for applications was April 28<sup>th</sup>. The plan is to interview the first two weeks of May with a new person in place by late May/early June.

The following is a summary of Request for Proposals (“RFP’s”) and other major projects that were worked on during April:

- RFP for Townwide Photocopier Maintenance multi-year agreement
- RFP for Townwide Time Management system
- RFP for Savage Hill Sewer Replacement
- RFQ for Townwide ADA consultants
- RFQ for Spruce Brook Bridge work
- RFP for Zipadelli Field potential improvements
- Expiring cooperatively bid contracts related to Street Sweeping, and Street Line Painting are under review

The Following are pending recommendations to Council:

- RFP for Physician of Record
- RFP for Executive Search Firms
- RFQ for High Road Bridge work
- RFQ for Transfer Station design updates

Posting of Town/Board of Education surplus assets on GovDeals continues actively, with approximately \$10,875 earned on 70 plus 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 including decorative lights have been converted. The project is now complete.
- There were five (5) Excavation Permits during March. We began charging \$10 for Burning Permits July 1, 2016, and there were five (5) issued in March.

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 summer 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 Connecticut Department of Public Health (DPH) has approved our plan and will require additional testing. All physical connections of piping has been installed. Pump installation did not go well, therefore we are delayed until the pump is re-tested. We expect the new well pump to be installed in late May.

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 100 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 WCC's are physically connected. The next step is to consider a meter station - where water could be sent to Middletown or purchased from them.

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. We have asked Lenard Engineering to investigate what would be necessary for us to purchase more water from Cromwell.

A project to eliminate the Savage Hill Pump Station is proceeding. The engineering has been completed by MBA Consultants. The directional drilling for this project went out to bid February 22, 2017 with work expected to be done in the spring of 2017. There was a mandatory site visit March 13, 2017 with bids due March 30, 2017. All Bids came in higher than expected. We are re-evaluating our options.

**D. Board/Commission News:**

None

**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, Wednesday, May 10, 2017, South Windsor Town Hall, and Wednesday, May 17, 2017, Torrington City Hall. Both sessions are from 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:** 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. Both the Army Corps and the State DEEP have given the go ahead to proceed with the project. The project will go before the Wetlands Commission in May for their approval. Berlin WCC Staff will also review the final proposal before the application goes to DEEP for funding consideration. We are adjusting the schedule so that it starts in the spring of 2018.
3. **Street Paving Projects:** No Change - 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 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 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 42% 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 summer of this year.

6. **Elton Wells – Water Control Commission:** No Change - 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 and the well pump installation has begun. 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 bids for the High Road project were received and opened on March 23<sup>rd</sup>. As you are aware, Town Council awarded the project to be constructed by Martin Laviero of Bristol, CT. Construction (including an approximate six month road closure) is anticipated to begin later 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:** Four firms were short-listed from the RFP for consulting services for Phase 2 of the Main Street Streetscape. All four firms were interviewed on April 20<sup>th</sup>. A final firm will be chosen from those interviews and a contract prepared with that consultant. Once the agreement has been agreed upon, it will go to the Town Council.
10. **Train Station Improvements & 889 Farmington Avenue Remediation:** The Train Station site has not yet been released by the State Police, so no progress has been made regarding the care of its future. Discussions have taken place with DOT and AMTRAK, but no decisions have been made due to the State Police work.
11. **1567 Berlin Turnpike Environmental Remediation:** An RFP for environmental services is being prepared for environmental testing along with other town-owned properties for the fiscal year 2017-2018.
12. **Façade Grant Program:** Monies were approved for the new brewery at 819 Farmington Avenue as well as two small signs for firms coming to Berlin. More applications are expected through the spring and summer.
13. **Gateway Signs:** The permits from DOT have been reapproved, so the signs can be put up when the weather gets better in spring 2017. We will likely have an outside firm put the signs up. Quotes will be received for that work.
14. **Kensington Village Sidewalk Project:** A mandatory pre-bid meeting was held in early April with bids due on April 18<sup>th</sup>. Seven bids were received for this work, all of which are being looked at for completeness and for the ad alternatives.

15. **Earl Wicklund (Stick Village):** The exterior of Building 4 is being worked on at this time. A fall 2017 completion date is expected. We are working with the listing agent and owner on finding a tenant for this 5,000 square foot building.
16. **ACURA/Retail Development:** Paving should take place in May for the project. This will allow a late June/early July opening of the dealership. Once the paving is done and cars are in the lot, we should see some leasing activity in the retail/office building. The current location of the ACURA dealership is officially on the market for sale. No update from the listing agent as of this report.
17. **Christian Lane Development:** The foundation is being poured now with the floor being finished early May. No date yet set for the completion, but the hope is by year end for Forrest Machine to occupy the building.
18. **Berlin High School and Berlin Businesses:** Two meetings were held the week of April 24<sup>th</sup> – one with the Technical Educators and the second with the head of Student Guidance. The goal of both meetings was to get students into businesses in order to learn more about how businesses work, as well as the career opportunities that exist at Berlin firms.

**G. Calendar Reminders:**

- Economic Development Commission, May 1<sup>st</sup>, 7:00 p.m., Room 8
- Historic District Commission, May 1<sup>st</sup>, 7:00 p.m., Room 7
- *Cancelled* - Inland Wetlands and Water Courses Commission, May 2<sup>nd</sup>, 7:00 p.m., Room 8
- Town Council Meeting, May 2<sup>nd</sup>, 7:00 p.m., Council Chambers
- Veterans' Commission, May 2<sup>nd</sup>, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Visiting Nurses Association Board Meeting, May 8<sup>th</sup>, 7:00 p.m., Caucus Room A
- Conservation Commission, May 9<sup>th</sup>, 6:30 p.m., Room 8
- Special Inland Wetlands and Water Courses Commission, May 9<sup>th</sup>, 7:00 p.m., Room 8
- Housing Authority, May 10<sup>th</sup>, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, May 10<sup>th</sup>, 6:30 p.m. Library Board Room
- Youth Services Advisory Board, May 11<sup>th</sup>, 4:00 p.m., Caucus Room A
- Commission for Persons with Disabilities, May 11<sup>th</sup>, 6:30 p.m., Room 8
- Planning and Zoning Commission, May 11<sup>th</sup>, 7:00 p.m., Council Chambers
- Public Building Commission, May 11<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- Parks and Recreation Commission, May 11<sup>th</sup>, 7:00 p.m., Community Center Break Room
- Commission for the Aging, May 15<sup>th</sup>, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, May 15<sup>th</sup>, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, May 16<sup>th</sup>, 7:00 p.m., Council Chambers
- Police Commission, May 17<sup>th</sup>, 6:30 p.m., Police Station Conference Room
- Water Control Commission, May 23<sup>rd</sup>, 7:00 p.m., Room 8
- Zoning Board of Appeals, May 23<sup>rd</sup>, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, May 25<sup>th</sup>, 7:00 p.m., Council Chambers
- Public Building Commission, May 25<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- Economic Development Commission, June 5<sup>th</sup>, 7:00 p.m., Room 8
- Historic District Commission, June 5<sup>th</sup>, 7:00 p.m., Room 7
- Inland Wetlands and Water Courses Commission, June 6<sup>th</sup>, 7:00 p.m., Room 8



- Town Council Meeting, June 6<sup>th</sup>, 7:00 p.m., Council Chambers
- Veterans' Commission, June 6<sup>th</sup>, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Youth Services Advisory Board, June 8<sup>th</sup>, 4:00 p.m., Caucus Room A
- Commission for Persons with Disabilities, June 8<sup>th</sup>, 6:30 p.m., Room 8
- Planning and Zoning Commission, June 8<sup>th</sup>, 7:00 p.m., Council Chambers
- Public Building Commission, June 8<sup>th</sup>, 7:00 p.m., Board of Education Meeting Room
- Parks and Recreation Commission, June 8<sup>th</sup>, 7:00 p.m., Community Center Break Room
- Conservation Commission, June 13<sup>th</sup>, 6:30 p.m., Room 8
- Housing Authority, June 14<sup>th</sup>, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, June 14<sup>th</sup>, 6:30 p.m. Library Board Room
- Commission for the Aging, June 19<sup>th</sup>, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, June 19<sup>th</sup>, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, June 20<sup>th</sup>, 7:00 p.m., Council Chambers
- Police Commission, June 21<sup>st</sup>, 6:30 p.m., Police Station Conference Room
- Planning and Zoning Commission, June 22<sup>nd</sup>, 7:00 p.m., Council Chambers
- Public Building Commission, June 22<sup>nd</sup>, 7:00 p.m., Board of Education Meeting Room
- Water Control Commission, June 27<sup>th</sup>, 7:00 p.m., Room 8
- Zoning Board of Appeals, June 27<sup>th</sup>, 7:00 p.m., Council Chambers

**H. Attachments:**

- Berlin Animal Control Monthly Statistics – March 2017
- Berlin Board of Education Monthly Reports:
  - 2016-2017 Fiscal Year Administration and Grant Portion – March 2017
  - 2016-2017 Fiscal Year BHS Enterprise Fund Balances – March 2017
  - 2016-2017 Enterprise Fund Balances – March 2017
  - 2016-2017 Cafeteria Fund Profit or Loss – February 2017
- Berlin-Peck Memorial Library Adult Events Calendar and Children's Department Flyers – May-June 2017
- Berlin "Senior Center Lines" – May 2017 (to be handed out separately at Council Meeting)
- Building Department Statistics – September 2016 through February 2017
- Central Connecticut Health District Monthly Report – March 2017
- Town Budget Changes, Fee Waivers and Donations Reports

# BERLIN ANIMAL CONTROL MONTHLY STATISTICS

MARCH 2017

prepared by Janice Lund, ACO

Total calls/complaints . . . . .57  
 Total wildlife complaints . . . . .12  
**total all complaints . . . . .69**

*Dogs Impounded* . . . . .7  
*Cats Impounded* . . . . .3  
***Total Impounds* . . . . .10**

***(Total abandoned at facility . . . . .0 )***

*Dogs/Cats redeemed* . . . . .6  
*Dogs Adopted* . . . . .3  
*Cats Adopted* . . . . .0  
***Total Adoptions* . . . . .3**

*DOA (dead on arrival)* . . . . .0  
*Euthanized* . . . . .0

*Bites* . . . . .4  
*Summons/Municipal Code Violations* . . . . .0

*Rabies Exposures* . . . . .1  
*(wildlife contacts)*  
*Positive Rabies Exposures* . . . . .0  
*(wildlife tested positive)*

*Total Fees collected* . . . . . \$ 240.00

*Dogs first of month* .....02                      *Cats first of month* .....05  
*Dogs end of month* .....01                      *Cats end of month* .....07

Animals neutered/spayed by Fobac: 2      Animals Vaccinated: 4  
 Adoption clinics: 1                      Spay Clinics : 2

# Town of Berlin Board of Education

1BOE REPORT\*\*\*\*\*

Fiscal Year: 2016-2017

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

From Date: 3/1/2017

To Date: 3/31/2017

- ☒ Include pre encumbrance  
☒ Print accounts with zero balance  
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,868,504.15	\$230,179.38	\$2,116,788.24	\$751,715.91	\$908,822.38	(\$57,106.47) -1.99%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$1,627,605.60	\$12,407,722.77	\$7,172,123.36	\$6,809,964.46	\$362,158.90 1.85%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,389,387.77	\$606,626.28	\$4,493,192.01	\$1,876,195.76	\$1,732,918.51	\$143,277.25 2.25%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$431,426.01	\$4,107,660.10	\$1,827,169.23	\$1,466,018.68	\$361,150.55 6.09%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,407,330.06	\$88,252.43	\$832,740.47	\$574,589.59	\$171,781.49	\$402,808.10 28.62%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$30,036.48	\$231,443.86	\$140,376.14	\$9,269.28	\$131,106.86 35.26%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$240,206.29	\$1,635,640.15	\$769,536.85	\$486,193.20	\$283,343.65 11.78%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$54,161.37	\$1,376,611.94	\$445,732.06	\$197,016.48	\$248,715.58 13.65%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,046,913.94	\$65,548.32	\$698,126.52	\$348,787.42	\$28,614.31	\$320,173.11 30.58%
00001.00.00.0000.00.0000.70	Equipment	\$61,439.00	\$4,780.99	\$38,518.23	\$22,920.77	\$1,333.69	\$21,587.08 35.14%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$91,300.62	\$5,429.13	\$37,490.44	\$53,810.18	\$0.00	\$53,810.18 58.94%
<b>Grand Total:</b>		\$41,958,892.00	\$3,384,252.28	\$27,975,934.73	\$13,982,957.27	\$11,711,932.48	\$2,271,024.79 5.41%

End of Report

# Town of Berlin Board of Education

## 1BOE REPORT GRANT PORTION\*\*\*\*\*

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 3/1/2017

To Date: 3/31/2017

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00501.00.00.0000.00.0000.00	Baby Welcome Project Grant	\$2,002.00	\$1,851.10	\$1,851.10	\$150.90	\$0.00	\$150.90	7.54%
00502.00.00.0000.00.0000.00	STEM Education program-equipme	\$2,000.00	\$35.93	\$1,351.13	\$648.87	\$0.00	\$648.87	32.44%
00503.00.00.0000.00.0000.00	Chromosome Contracts	\$14,979.00	\$0.00	\$6,517.50	\$8,461.50	\$0.00	\$8,461.50	56.49%
00504.00.00.0000.00.0000.00	School Counseling Resource Acc	\$35,741.00	\$0.00	\$597.70	\$35,143.30	\$0.00	\$35,143.30	98.33%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$935.48	\$3,231.36	\$11,573.64	\$0.00	\$11,573.64	78.17%
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	\$23,144.00	\$440.00	\$18,641.64	\$4,502.36	\$0.00	\$4,502.36	19.45%
00516.00.00.0000.00.0000.00	Prior Years Return	\$11,081.51	\$0.00	\$420.00	\$10,661.51	\$0.00	\$10,661.51	96.21%
00524.00.00.0000.00.0000.00	Medicaid Funding	\$53,517.21	\$640.67	\$4,878.39	\$48,638.82	\$1,307.82	\$47,331.00	88.44%
00555.00.00.0000.00.0000.00	E-RATE	\$13,033.14	\$500.00	\$5,341.74	\$7,691.40	\$0.00	\$7,691.40	59.01%
00600.00.00.0000.00.0000.00	Title I Grant	\$96,541.05	\$0.00	\$96,280.05	\$261.00	\$0.00	\$261.00	0.27%
00602.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$82,838.52	\$1,925.00	\$77,219.90	\$5,618.62	\$0.00	\$5,618.62	6.78%
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	\$392.63	\$48,567.48	\$0.00	\$0.00	\$0.00	0.00%
00609.00.00.0000.00.0000.00	Title III Grant	\$718.84	\$0.00	\$392.18	\$326.66	\$0.00	\$326.66	-28.42%
00700.00.00.0000.00.0000.00	Title I Grant	\$317,298.00	\$28,258.90	\$129,293.74	\$188,005.26	\$123,539.43	\$64,465.83	20.32%
00701.00.00.0000.00.0000.00	Shelf Settlement	\$85,850.00	\$11,445.83	\$57,717.55	\$28,132.45	\$11,935.33	\$16,197.12	18.87%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$582,808.00	\$44,803.78	\$272,016.32	\$320,792.68	\$208,078.01	\$112,714.67	19.01%
00703.00.00.0000.00.0000.00	Idea Part B, Section 619	\$21,788.00	\$1,780.67	\$10,236.62	\$11,551.38	\$6,777.42	\$4,773.96	21.97%
00704.00.00.0000.00.0000.00	Title II Grant	\$54,019.00	\$0.00	\$1,015.17	\$53,003.83	\$0.00	\$53,003.83	98.12%
00706.00.00.0000.00.0000.00	Choice Grant	\$584,508.00	\$48,014.90	\$337,782.31	\$246,746.69	\$195,840.68	\$51,006.01	8.74%
00709.00.00.0000.00.0000.00	Title III	\$19,580.00	\$9,637.00	\$13,425.85	\$6,154.15	\$656.27	\$5,497.88	28.08%
00800.00.00.0000.00.0000.00	Special Grants	\$50,903.11	\$3,200.00	\$3,646.03	\$47,257.08	\$4,500.00	\$42,757.08	84.00%
	<b>Grand Total:</b>	\$2,130,281.64	\$154,461.89	\$1,094,848.54	\$1,035,433.10	\$552,965.91	\$482,467.19	22.65%

End of Report

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: March  
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>
00200	BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00201	Adult Education	\$5,057.29	\$16,361.50	(\$6,666.16)	\$0.00	\$14,752.63
00202	BHS Student Art League	\$23.84	\$111.75	\$0.00	\$0.00	\$135.59
00203	Athletic Association	\$4,381.00	\$39,681.42	(\$6,131.91)	\$0.00	\$37,930.51
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$106,879.27	(\$112,250.39)	\$0.00	\$4,671.25
00206	BHS Scholarship	\$4,620.78	\$335.00	\$0.00	\$0.00	\$4,955.78
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$835.32	\$13,712.50	(\$11,529.68)	\$0.00	\$3,018.14
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	\$12,227.90	(\$7,053.60)	\$0.00	\$12,127.26
00227	Class of 2018 (10)	\$6,041.18	\$11,440.92	(\$6,747.68)	\$0.00	\$10,734.42
00228	Class of 2019 (9)	\$3,327.12	\$2,210.00	(\$2,072.88)	\$0.00	\$3,464.24
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up Youth & Gov't	\$3.40	\$1,000.00	(\$1,000.00)	\$0.00	\$3.40



# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: March  
Year: 2017

☐ Include Cash Balance

Fund Type: BHS Enterprise ☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$199.01	\$570.96	(\$135.12)	\$0.00	\$634.85
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$8,861.89	\$1,927.00	(\$3,485.76)	\$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	\$3,596.51	(\$3,607.69)	\$0.00	\$2,569.96
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	\$465.00	(\$14,907.71)	\$0.00	\$8,856.41
00242	Habitat for Humanity	\$2,134.42	\$9,438.32	(\$8,243.39)	\$0.00	\$3,329.35
00243	H.E.R.O	\$3,380.05	\$499.00	(\$1,447.91)	\$0.00	\$2,431.14
00244	Helping Hand/Dress Down	\$3,492.77	\$675.00	(\$400.00)	\$0.00	\$3,767.77
00245	Student Resources	\$19,882.03	\$28,533.79	(\$7,463.89)	\$0.00	\$40,951.93
00246	Honor Society	\$2,859.41	\$580.00	(\$613.11)	\$0.00	\$2,826.30
00247	Interact Club	\$329.75	\$2,693.20	(\$1,905.85)	\$0.00	\$1,117.10
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	\$389.13	(\$3,733.66)	\$0.00	\$510.16
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	\$1,512.84	(\$3,391.24)	\$0.00	\$562.02
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	\$17,525.50	(\$13,948.46)	\$0.00	\$15,866.20
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	(\$283.42)	\$0.00	\$778.48
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	(\$5,510.48)	\$0.00	\$3,770.72

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: March  
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 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	\$631.75	(\$327.50)	\$0.00	\$404.08
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	(\$2,860.67)	\$0.00	\$8,692.99
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	\$2,869.00	(\$4,525.59)	\$0.00	\$1,501.12
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$8,664.26	(\$17,918.11)	\$0.00	\$23,849.09
00275	Upbeat Regular	\$9,484.36	\$1,839.31	(\$1,194.94)	\$0.00	\$10,128.73
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	\$52,841.00	(\$52,574.52)	\$0.00	\$51,794.84
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	\$4,148.00	(\$1,842.85)	\$0.00	\$2,305.15
00286	New Account when needed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$454,231.32	(\$315,674.49)	\$0.00	\$409,729.61

End of Report

# Town of Berlin Board of Education

## Fund Balances

Fiscal Year: 2016-2017

Month: March  
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	\$2,475.50	(\$3,606.66)	\$0.00	\$2,688.09
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$14,938.83	\$8,472.20	(\$16,468.36)	\$0.00	\$6,942.67
00915	Griswold Activity Fund	\$15,333.56	\$11,193.25	(\$12,647.13)	\$0.00	\$13,879.68
00916	Griswold Upbeat Activity Fund	\$354.66	\$0.00	\$0.00	\$0.00	\$354.66
00921	McGee General Activity Fund	\$19,030.24	\$53,449.38	(\$41,026.36)	\$0.00	\$31,453.26
00922	McGee Band Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00923	McGee DC Activity Fund	\$10,552.99	\$27,558.50	(\$25,678.90)	\$0.00	\$12,432.59
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	\$103,896.33	(\$99,637.14)	\$0.00	\$71,196.17

End of Report

**BREAKDOWN OF PROFIT OR LOSS**  
**CAFETERIA FUND**  
**JULY 1, 2016 THRU**  
**FEBRUARY 28, 2017**

INCOME	TOTAL		
	2/28/2017	2/28/2016	
STUDENT LUNCHESES	\$ 312,656.00	\$ 335,688.50	
TEACHER LUNCHESES	\$ 3,762.65	\$ 2,912.40	
BREAKFAST INCOME	\$ 7,459.53	\$ 6,731.60	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 6,602.20	\$ 9,315.71	
GRANTS RECEIVED	\$ 102,681.97	\$ 88,731.55	
GRANTS Receivable	\$ 38,125.99	\$ 38,404.66	
ACCOUNTS RCECEIVABLE	\$ 575.59	\$ -	
.10 Healthy Lunch Reim Receivable	\$ 4,282.60	\$ 3,117.40	
.10 Healthy Lunch Reim Rec.	\$ 9,565.40	\$ 13,139.00	
MISCELLANEOUS INCOME	\$ 26,231.56	\$ 24,011.05	
Adjustment from Phoenix	\$ 151.35	\$ -	
STATE REIMBURSEMENT	\$ 3,984.00	\$ 21,404.00	
PETTY CASH	\$ -	\$ 543,455.87	
TOTAL	\$ 516,078.84	\$ 543,455.87	
BANK INTEREST			
EXPENSES			%
FOOD COSTS	\$ 156,313.28	\$ 174,307.25	32%
LABOR & UNIFORMS	\$ 327,643.00	\$ 328,530.30	60%
PAPER/CLEANING COSTS	\$ 17,729.18	\$ 14,489.22	3%
MISC.(OPER.)	\$ 19,822.86	\$ 16,800.80	3%
BENEFITS	\$ 23,831.06	\$ 25,626.51	5%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 545,339.38	\$ 559,754.08	
NET PROFIT/LOSS	\$ (29,260.54)	\$ (16,298.21)	
NET PROFIT/LOSS 6/30/2016		(\$12,760.26)	

PROFIT LOSS 7/1/16 THRU 2/28/2017

## DIGITAL SERVICES

—berlinpeck.org/resources



### Ancestry.com

The world's largest online family history resource. Accessible in the library only.



### A to Z databases

Find friends, relatives, businesses, healthcare professionals, sales leads, as well as mailing lists, market research, employment opportunities, background searches & more.



### BrainHQ

Life-enhancing brain fitness exercises organized around Attention, Brain Speed, Memory, People Skills, Intelligence, and Navigation



### Consumer Reports

Research products before you buy them! Unbiased product testing, consumer-oriented research, public education, and consumer advocacy.



### JobNow

Get live job coaching, resume assistance, basic computer training, help with your job search, and more.



### OverDrive

Read thousands of the latest ebooks, audiobooks, and more, right on your smartphone, tablet, or computer. Free for Berlin-Peck Library card holders!



### Value Line

Value Line puts you in the driver's seat with accurate and insightful investment research on companies, industries, markets and economies.



## Sit & Knit

Join local knitters for a relaxing time filled with knitting and good company!

### May

Thursday, May 4 & 18 @ 6:00 pm  
Thursday, May 11 & 25 @ 1:00 pm

### June

Thursday, June 1 & 15 @ 6:00 pm  
Thursday, June 8 & 22 @ 1:00 pm



Berlin-Peck  
Memorial Library  
234 Kensington Road  
Berlin, CT 06037  
(860) 828-7125  
berlinpeck.org

*Discover. Connect.  
Get inspired.*

# May-June Adult Events Calendar

## Library Hours

Monday	10 a.m. – 8 p.m.
Tuesday	10 a.m. – 8 p.m.
Wednesday	10 a.m. – 8 p.m.
Thursday	10 a.m. – 8 p.m.
Friday	10 a.m. – 5 p.m.
Saturday	10 a.m. – 4 p.m.

Call or visit [berlinpeck.org](http://berlinpeck.org) for holiday closings.



# Adult Events

## MAY —

### Mozart and Mendelssohn: Musical Prodigies

Wednesday, May 3, 6:30 pm

Cellist Jeffrey Engel compares two famous musical prodigies: Mozart, a talented composer, pianist, and violinist at a ridiculously young age; and Mendelssohn, who was composing masterpieces as a teenager, several years before Mozart wrote anything comparable. You decide who was the more remarkable! Visit [berlinpeck.events](#) to register, or call (860) 828-7125.

### Stock Club

Tuesday, May 9, 1:30 pm

Join local investors for discussions on stock market trends.

### >>> BOOK SIGNING!

### Author Abby Fabiaschi

Tuesday, May 9, 6:30 pm



Meet author Abby Fabiaschi, whose book was voted Best Winter 2017 book by Pop Sugar. In *I Liked My Life*, Maddy is a devoted stay-at-home wife and mother, host of excellent parties, giver of thoughtful gifts, and bestower of advice. She is the cornerstone of her family, a true matriarch... until she commits suicide, leaving her husband and teenage daughter heartbroken and reeling. Books will be available for purchase. Refreshments will be served. Visit [berlinpeck.events](#) to register, or call (860) 828-7125.

### Senior Center Book Club

Wednesday, May 17, 1:30 pm

Join us in discussing *Bethyville: A Memoir* by George Hodgman. When George leaves Manhattan for his hometown of Paris, Missouri, he finds himself in a head-on collision with his aging mother, Betty. Will George lure her into assisted living? When hell freezes over! Contact the library to reserve a copy of this book. This group meets at the senior center. Visit [berlinpeck.events](#) to register, or call (860) 828-7125.

### Creating a Biodiverse Ecosystem in Your Backyard

Thursday, May 25, 7:00 pm

Learn about promoting biodiversity in your own back yard! This is a first in a series of programs presented by the Berlin Land Trust (BLT), a group of citizens concerned about the quickly disappearing open space fields, wetlands and woodlands in Berlin and surrounding towns. No registration is required.

### Memoir Writing Workshop

Wednesday, May 31, June 7 & 14, 1:00 pm

Join facilitator Kristianna Smith for this three-day exploration of storytelling and performance! Write memoirs inspired by your real-life experiences. Then, bring your story from page to performance! Absolutely no writing or acting experience necessary! Visit [berlinpeck.events](#) to register, or call (860) 828-7125.

### Memorial Day

Monday, May 29

The library will be closed.

## JUNE —

### Kenn Morr Band Outdoor Concert

Monday, June 19, 7:00 pm

Known for its close three-part vocal harmonies and fiery instrumental interplay, the Kenn Morr Band is an original CT Folk/Rock/Americana group. Concert will be indoors if weather is inclement. No registration is required.

### Senior Center Book Club

Wednesday, June 21, 1:30 pm

Join us in discussing *Boston Girl* by Anita Diamant. A story about family ties and values, friendship and feminism told through the eyes of a young Jewish woman growing up in Boston in the early twentieth century. Contact the library to reserve a copy of this book. This group meets at the senior center. Visit [berlinpeck.events](#) to register, or call (860) 828-7125.

# MOVIE SHOWINGS

**Fridays @ 1:00 pm — Mondays @ 6:30pm**



### La La Land

—Friday, May 5, 1:00pm

PG-13. A jazz pianist falls for an aspiring actress in Los Angeles. 2 hours, 8 minutes.



### A Man Called Ove

—Friday, May 19, 1:00pm

PG-13. Subtitles. A grumpy, isolated retiree who develops an unlikely friendship with a boisterous young family. 1 hour, 56 minutes.



### Hidden Figures

—Friday, June 2, 1:00pm

—Monday, June 5, 6:30pm

PG. The story of the African-American female mathematicians that served as the brains behind the race to put a man in space. 2 hours, 7 minutes.



### Fences

—Monday, June 12, 6:30pm

—Friday, June 16, 1:00pm

PG-13. A working-class African-American father tries to raise his family in the 1950s, while coming to terms with the events of his life. 2 hours, 19 minutes.



### Lion

—Monday, June 26, 6:30pm

—Friday, July 7, 1:00pm

PG-13. At only five years old, Saroo Brierley got lost on a train in India. He survived alone for weeks on the rough streets of Calcutta before being adopted by a couple in Australia. 1 hour, 58 minutes.



JOIN US FOR A "TURTLE-RIFFIC" MUSICAL EXPERIENCE!

**Wednesday, May 10**  
**at 6:30 p.m.**

SENSORY-  
FRIENDLY  
MUSIC, BUBBLE  
AND COMEDY  
SHOW!

TURTLE  
DANCE  
MUSIC



**Play instruments, try out interactive music technology and dance along!**

This program is designed to be inclusive for all children, including children on the Autism Spectrum.

*For ages 2 and up. Registration is required and begins May 3.*



# **FAMILY GAME TIME** **Saturday, May 20 at 1:30**

LEARN AND PLAY  
SOME FABULOUS  
TABLETOP GAMES!

There will be a variety  
of games for families  
with elementary-aged  
children and older.

Join us for door  
prizes and fun!

PRESENTED BY  
YOUR FRIENDLY NEIGHBORHOOD  
**TABLETOP SHOP**

Please register beginning May 13





## **BUILDING DEPARTMENT STATISTICS**

September 2016 through February 2017

Building Department: Below are statistics for the month of September 2016. There were a total of 139 permits issued during the month of September in the Building Department as follows:

<b>Residential</b>	<b>September 2016</b>	<b>Commercial</b>	<b>September 2016</b>
<b>New</b>	<b>0</b>	<b>New</b>	<b>1</b>
<b>Additions</b>	<b>5</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>59</b>	<b>Misc*</b>	<b>3</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>71</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 172 inspections performed during the month of September, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

Building Department: Below are statistics for the month of October 2016. There were a total of 147 permits issued during the month of October in the Building Department as follows:

<b>Residential</b>	<b>October 2016</b>	<b>Commercial</b>	<b>October 2016</b>
<b>New</b>	<b>3</b>	<b>New</b>	<b>1</b>
<b>Additions</b>	<b>7</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>57</b>	<b>Misc*</b>	<b>7</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>72</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 175 inspections performed during the month of October, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

## **BUILDING DEPARTMENT STATISTICS**

September 2016 through February 2017

Building Department: Below are statistics for the month of November 2016. There were a total of 93 permits issued during the month of November in the Building Department as follows:

<b>Residential</b>	<b>November 2016</b>	<b>Commercial</b>	<b>November 2016</b>
<b>New</b>	<b>2</b>	<b>New</b>	<b>1</b>
<b>Additions</b>	<b>3</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>26</b>	<b>Misc*</b>	<b>4</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>57</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 178 inspections performed during the month of November, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

Building Department: Below are statistics for the month of December 2016. There were a total of 100 permits issued during the month of December in the Building Department as follows:

<b>Residential</b>	<b>December 2016</b>	<b>Commercial</b>	<b>December 2016</b>
<b>New</b>	<b>1</b>	<b>New</b>	<b>3</b>
<b>Additions</b>	<b>1</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>39</b>	<b>Misc*</b>	<b>1</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>55</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 155 inspections performed during the month of December, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).



# **BUILDING DEPARTMENT STATISTICS**

September 2016 through February 2017

Building Department: Below are statistics for the month of January 2017. There were a total of 74 permits issued during the month of January in the Building Department as follows:

<b>Residential</b>	<b>January 2017</b>	<b>Commercial</b>	<b>January 2017</b>
<b>New</b>	<b>0</b>	<b>New</b>	<b>1</b>
<b>Additions</b>	<b>0</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>18</b>	<b>Misc*</b>	<b>6</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>49</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 117 inspections performed during the month of January, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

Building Department: Below are statistics for the month of February 2017. There were a total of 73 permits issued during the month of February in the Building Department as follows:

<b>Residential</b>	<b>February 2017</b>	<b>Commercial</b>	<b>February 2017</b>
<b>New</b>	<b>0</b>	<b>New</b>	<b>0</b>
<b>Additions</b>	<b>0</b>	<b>Additions</b>	<b>0</b>
<b>Misc*</b>	<b>17</b>	<b>Misc*</b>	<b>5</b>
<b>All Other (Residential &amp; Commercial) Plumbing, Electrical, HVAC</b>			<b>51</b>

\*Misc: pools, sheds, rec-rooms, re-roof, demolition, vinyl, siding, signs, interior remodeling, etc.

There were also a total of 98 inspections performed during the month of February, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).



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](http://www.ccthd.org)

**TO: Board Members**  
**FROM: Charles Brown, Director of Health**  
**SUBJECT: MONTHLY REPORT—March 2017**  
**DATE: April 18, 2017**

### **Monthly Activities/Projects of Special Interest**

#### **Director of Health**

- Participated in CREPC Ebola Exercise on March 21<sup>st</sup> by serving in the Regional Coordination Center in South Windsor coordinating public health responses to the scenario
- Attended CT DPH Healthcare Coalition meeting at EverSource in Berlin to learn about future of public health preparedness grants for the coming CDC cooperative agreement

#### **Administrative**

- Preparation for the 4/6/17 Public Health Celebration and Volunteer Recognition.
- Computer file transfers to SharePoint (cloud) are still in process (80% complete). Next phase is completing transfer of password/user defined permission related files.
- Grant expenditures reports.
- Motel and pool databases were updated to 7/1/16 fee increase and license renewals were sent.
- Computer issues and new equipment prices were investigated.

### **Community Health Highlights**

#### **ASTHMA – Putting On Airs (POA)**

Home visits scheduled: 7

Home visit # 1 completed: 4

Home visit # 2 completed: 3

Six-month calls completed: 1

Towns Served: Hartford, New Britain

#### **DENTAL Clinics**

Scheduling of appointments for the town-sponsored senior dental clinics is underway. CCHD is working with the four towns to schedule these appointments, beginning in April 2017. The first clinics are slated for April 5 & 6, 2017 at the Berlin Senior Center on.

Additionally, the North Central Area Agency on Aging (NCAAA) “Smiles for Life” Senior Dental Grant was submitted on March 16, 2017.

### **EMERGENCY PREPAREDNESS**

- A major portion of month spent preparing for and then participating in the Region 3 (Capitol Region) ESF 8 Health & Medical Coalition Ebola Full Scale Exercise. The exercise involved public health districts/departments, hospitals, local ambulatory/walk-in clinics, EMS and other related health/medical services. Wethersfield office staff participated in monitoring ESF 8 HMC activities related to Ebola while visiting other countries, transporting patients from one medical facility to another and monitoring patients’

families for symptoms. The health district was involved in communication with the Region 8 RCC (Regional Communication Center) regarding available assets for personnel and supplies as well as status of situation. A web based communication system called VEOCI was tested for ease of use and usefulness. Another system (Simulation Deck) provided information regarding current media site activities regarding the event. CCHD staff also looked at managing requests from public and media for information especially regarding a communicable disease situation. A HOTWASH was held immediately after the exercise and a more detailed After Action meeting will be held in May.

- A Health Care Coalition meeting was held by the CT Department of Public Health to discuss anticipated changes for emergency preparedness and the grant process. The health district's Director of Health, Assistant Director of Health and Emergency Preparedness Coordinator attended.

### **OPIOID STAKEHOLDER FORUM**

Planning continued for the Forum. The four main speakers on the topics of Prevention, Response, Treatment and Recovery were finalized and invitations were created and sent out to the following groups: Police, EMS, Social and Youth Services, Town Council, Mayors, Town Managers, Senior Center Directors, Rushford, Hartford Healthcare, School Nurses, CCHD Board members, and CCHD Staff.

### **PUBLIC HEALTH WEEK/Volunteer Reception**

Invitations were created and sent out to staff, volunteers, Board, and other important community stakeholders, a speaker, Carmine Centrella of CRCOG was finalized and the evening events were planned.

### **PREVENTION BLOCK GRANT**

- **Walking Competition:** All the Competition Kick-Off informational meetings are planned, the Walking Works website staff at Anthem are working on the new set-up and pedometers are ordered.

**STUDENT INTERNS** – Two MPH students from UCONN continued their work with data on STDs and Hep C, beginning the process of GIS mapping and data presentation.

### **Meetings/Trainings attended by staff:**

**All Staff:** Staff meeting

**EP Coordinator:** State-wide Healthcare Coalition meeting, in preparation for the Full-Scale Exercise, ESF-8.

**POA Coordinator:**

3/1/2017 – CCMC Pulmonary

3/2/2017 – POA Webinar – Asthma Action Plan in the ED – offered by the CHA

3/13/2017 – UConn – John Dempsey Emergency Department presentation

3/20/2017 - Connecticut Hospital Association

3/21/2017 - St. Francis Hospital - Hartford Collaborative on Asthma Care

3/28/2017 - Wethersfield - Greater Hartford Regional Asthma Coalition Meeting

3/30/2017 - 3/13/2017 – UConn – John Dempsey Emergency Department presentation

### **Health Educator:**

1. Lead, Radon and Healthy Homes Semi-Annual Training – March 6, 2017
2. Community Baby Shower Meeting – March 9, 2017, March 27, 2017
3. Opioid Stakeholder Planning Meeting – March 3, 2017
4. Health Educators Conference – March 22, 2017
5. Keane on Kids Meeting – March 30, 2017
6. Staff Meeting – March 31, 2017

**Assistant Director:** ESF-8, Plan4 Health (Webinar)Keane on Kids, Healthcare Coalition Meeting, Town Planners Meeting, Governance Meeting, HAT symposium, Greater Hartford Asthma Coalition, State-wide Health Care Coalition.

## **Environmental Health Activities**

- All Sanitarians attended the two day FDA Risk-based Food Inspection training.
- Conducted storm preparations for the mid-month snow storm. Distributed paperwork and supplies to all offices. Fortunately we did not experience any major disruptions or power outages. Three of the four towns set up emergency shelters and these were inspected.
- The sanitarians continue to team up to conduct joint inspections on some of our more challenging establishments and complaints.

## **Berlin Activities and Projects**

- Opened a new sushi kiosk inside the Ferndale Market grocery store.
- Conducted a final construction inspection for a new sandwich shop.
- Conducted a final inspection for the new food service entity operating the Eversource cafeteria.
- Approved a church kitchen remodel. This kitchen will now be licensed by CCHD.
- BG attended a stakeholder site walk on the Coccomo Christopher Way subdivision, reviewed soil remediation plans from the environmental consultant for the project and attended a Berlin Planning & Zoning Commission meeting regarding the same.

## **Newington Activities and Projects**

- Attended the monthly Safe Homes Taskforce meeting.
- Attended an Active Shooter Training/Presentation put on by the Newington Police Dept.
- Inspected a number of nail and hair salons. Identified several unlicensed hair salons. Licensing is in process now. Conducted onsite trainings in several nail salons to improve cleaning and sanitation practices. Conducted multiple reinspections.
- Reviewed revised plans for the Sam's Club renovations, and a new establishment to be called the Five and Dime Catering Company.
- The Newington Aldi store expansion has begun.

## **Rocky Hill Activities and Projects**

- Attended the Rocky Hill Community Services team meeting.
- Received plans for the expansion of the Aldi Grocery Store.
- Approved plans for a new restaurant called The Salad Bar in the Town Center West Development.
- Received plans for a new restaurant on Cromwell Ave.
- Met with the new owner of Pralines Ice Cream. A new license will be issued once the sale is finalized.
- A new daycare (The Goddard School) is under construction.

## **Wethersfield Activities and Projects**

- Attended a town planning meeting, for the proposed 200 seat restaurant River Cafe.
- Met with the coordinator for the Taste of Wethersfield event.
- Inspected a nail salon following a change of ownership.
- Reviewed plans for a new restaurant, El Pollo Guapo.
- Attended a town meeting for the annual fireworks event to be held in the Cove.
- Reviewed plans for new restaurant, Rameon Noodle.
- The Tilted Kilt restaurant closed permanently at the end of the month.

March 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	0	0	0	0	0	0	0	0	0	0	0	0	10
Food Service	1	1	34	0	1	36	0	1	18	1	1	28	38	46	1186
Public Facilities	0	0	0	0	0	0	0	0	0	0	0	1	10	7	51
Salon Inspections	0	0	5	0	0	2	0	0	0	0	0	1	3	3	47
Subsurface Sewage	0	0	8	0	0	0	2	2	0	0	0	0	4	3	51
Gen Envir. Health	0	2	0	4	2	0	0	0	0	0	1	0	104	135	4

Campylobacteriosis	0	0	0	0	7
E-Coli	0	0	0	0	0
Salmonellosis	0	0	0	0	9
Blood lead $\geq 5$	0	0	0	0	13

2016-2017

**Boldface items approved by Town Council.**  
All others approved by Town Manager.

<b>Bud.Chg.</b>	<b>#</b>	<b>Department</b>	<b>Contingency</b>	<b>Fund Bal.</b>	<b>Other</b>		<b>Comments</b>
					<b>General Fd.</b>	<b>Other Fund</b>	
	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)
	<b>17-005</b>	<b>Public Works</b>	<b>\$12,200.00</b>				<b>Contrac. Services for environmental consulting</b>
	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.)
	<b>17-011</b>	<b>Library</b>	<b>\$9,675.00</b>				<b>Elevator project</b>
	<b>17-012</b>	<b>Townwide</b>		<b>\$6,000.00</b>			<b>Computer Support for ACA compliance</b>
	17-013	Public Works			\$120.54		Clerical & fringes (from Professional Devel.)
	17-014	Corp. Counsel			\$700.00		Transcription (from Outside Legal)
	<b>17-015</b>	<b>Municipal Garage</b>			<b>\$20,000.00</b>		<b>Contrac. Services (from Blue Collar Personnel)</b>
	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)

**Boldface items approved by Town Council.**  
All others approved by Town Manager.

Bud.Chg.	Department	Contingency	Fund Bal.	Other	Other Fund	Comments
#				Fd.		
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)
17-030	Aquifer Protection			\$80.00		Professional Devel. (from Comm. Secretaries)
17-031	VOIDED					
17-032	Highway			\$3,775.00		Operating Materials (from Rammer Compactor)
17-033	Public Grounds			\$2,500.00		Equip. Rental (from Maint. & Repair)
17-034	VOIDED					
17-035	Highway	\$7,086.00				<b>Truck Rental</b>
17-036	Fire Department			\$3,500.00		Operating Materials (from Physicals)
17-037	Townwide			\$1,200.00		Comm. Secretary and Computer Commun. (from Life Ins.)
17-038	Townwide			\$97.16		Miscellaneous (from Life Insurance)
17-039	Library			\$100.00		Professional Devel. (from Programs & Activities)
17-040	Golf	\$9,100.00				<b>Tent Roof</b>
17-041	Homemaking Serv.			\$160.00		Background Checks (from Mileage)
17-042	Economic Devel.			\$115.00		Organizational Fees (from Promotion)
17-043	Finance			\$350.00		In Lieu of Health Ins. (from Health Insurance)
17-044	Library			\$2,276.00		Health Insurance (from Mid Managers salary)
17-045	Economic Devel.			\$120.00		Organizational Fees (from Promotion)
17-046	Public Grounds				\$352.09	CNR Sidewalk repairs (from various CNR capital accts.)
		\$38,061.00	\$6,000.00	\$61,661.75	\$20,352.09	
<b>Cumulative Appropriations</b>			\$369,369.00			
<b>Bal. of Contingency Account</b>			\$311,939.00			

**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
3/7/2017 Waive room rental fees at Comm. Ctr. - National Weather Service class	\$60.00
3/7/2017 Donation of 4 rounds golf and 2 carts - Griswold Parents Club pasta dinner raffle	\$226.00
3/21/2017 Donation of 4 rounds golf and 2 carts - Hubbard PTO raffle	\$226.00
3/21/2017 Waive field usage fees - Nutmeg State Games	\$10,495.00
4/18/2017 Waive special event permit fee - Farmer's Market	\$150.00
4/18/2017 Waive Police fees - Kens. Cong. Church block party	\$2,880.00
4/18/2017 Waive special event permit fee - Kens. Cong. Church Festival on the Hill	\$150.00
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	\$49,580.65