

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, Interim Town Manager

DATE: June 6, 2017

A. Council Communications:

1. Holiday Schedule:

- Independence Day: The Town Hall and all departments will be closed on Tuesday, July 4, 2017 in observance of Independence Day.

2. Upcoming Events:

- Simply Swing Concert: Simply Swing, a 10-piece swing orchestra specializing in music from the Big Band and Swing Dance eras will be performing a free concert on Wednesday, June 14, 2017 from 7:00 to 8:30 p.m. at Veterans' Memorial Park. In the event of inclement weather, the performance will be held at the Berlin Senior Center.

B. Town Manager News:

The spring/summer project season has begun. The Town has selected Cardinal Engineering to help with the continued Main Street streetscape project. The expansion of the Town sidewalks will be starting soon with work on Burnham, Four Rod and Kensington Roads. High Road bridge project will begin shortly and everyone should be aware of the detour while the road is closed. The Highway Department is busy working on the paving schedule with a goal to complete 5.4 miles this year. The grounds department has again spruced up our buildings and parks with some beautiful flowers.

The Finance Department has filled the Purchasing Agent position with a start date of June 5th. They are currently finalizing review of applicants for the Tax Collectors position and we expect to fill the position within the next month.

As we come to the end of the 2016/2017 fiscal year, I would like to thank everyone for the hard work and diligence watching their budgets and again making this a successful year for the Town of Berlin.

C. Department News:

➤ **Community, Recreation & Park Services**

Parks and Recreation

- On-line registration began on Tuesday, May 2nd for our Summer Fun program held at Clover Hill (Percival/Community Center) and The Creek (Pistol Creek). Limited spots were available on-line for each site and The Creek filled all but one week within 10 minutes and Clover Hill had strong numbers. In-person registration began on Saturday, May 6th for the remaining spots for the Summer Fun program at Clover Hill and The Creek, which went smoothly. Neither site filled so all weeks opened up again on-line. The Creek has since filled 7 out of 8 weeks and Clover Hill still has openings.
- Registration for all other programs started on May 8th and there has been a steady stream of people coming in to register. Most programs are available for on-line registration through WebTrac and people are taking advantage of that.
- Simply Swing, a 10-piece swing orchestra specializing in music from the Big Band and Swing Dance eras will be performing on Wednesday, June 14th, from 7-8:30 p.m. at Veterans' Memorial Park. This is a free event sponsored by Farmington Bank as part of a series of community concerts that Farmington Bank is sponsoring in Connecticut. In the event of inclement weather, the performance shall be held at the Berlin Senior Center.
- The Department is looking to open Percival Pool on Friday, June 16th from 12-7 p.m. and be open June 17th and 18th from 12-6 p.m. Demore, Dinda, Bittner Jr. Memorial Pool will open on Monday, June 19th, and morning and evening swim lessons will begin that day. Berlin Dolphin Swim team will start practicing on Tuesday, June 20th. For a complete listing of programs, please check the summer brochure.

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

- Transplanted 4,000 annual flowers in the greenhouse.
- Completed spring cleanup at all Town properties.
- Removed stumps, top soiled and seeded new basketball and tennis courts at Berlin High School.
- Thatched and rolled all athletic fields.
- Groomed and lined ballfields daily for softball and baseball.
- Painted all soccer and lacrosse lines on fields weekly.
- Stocked fish at Sage Pond for the fishing derbies.
- Mowed all Town properties weekly.
- Collected garbage and recycling at all Town properties weekly.

Senior Center

- May's trips were to Warner Theatre "Follies", Newport Playhouse & Cabaret Restaurant "Lunch with Mrs. Baskin".
- Specialty Shopping Trips in May were to Trader Joe's in West Hartford and Walmart in Cromwell.
- Laughter Yoga Series was held on Fridays, May 5th, 12th, and 26th. The classes were taught by the 2 Ladies Laughing, Elaine and Leslie, certified laughing professionals.
- The April TED Talks were held on May 9th.
- An Ice Cream Social and Trivia was sponsored by Newington Rapid Recovery Rehab Center on May 10th. The Center provided the trivia questions.
- A Lunch and Learn on Fraud was held May 17th. Detective Fuini and Lieutenant Gosselin informed seniors of the latest scams being perpetrated on older adults. It was sponsored by Autumn Lake Healthcare of New Britain. It is the second in our Senior Safety Series.
- This month the Center held a "special" Bingo on May 18th that was provided by Ledgecrest Convalescent Home.
- Seniors tie dyed t-shirts with the Director, Tina Doyle, on May 19th to wear to the Groovy Party.
- The Setback Tournament Players Banquet was held on Monday, May 22nd at 12:00 p.m. A catered luncheon was followed by the last game of the Spring Session was played.
- An Adult Coloring Session was held on May 24th.
- The Commission for Aging held their annual Spring Social on May 25th. This year's theme was a Groovy Party with the fab sound of the 60's Sensations Band. After the music, a dinner was sponsored by Newington Rapid Recovery Rehab Center.
- Newington Rapid Recovery Rehab gave "free" manicures on May 30th.
- A Healthy Eating for Seniors presentation was held on May 30th, sponsored by Hartford Healthcare Senior Services.
- Danielle Hebert from Way to Go CT presented a Lunch and Learn on Transportation on May 31st. Lunch was sponsored by the Senior Center.
- A Memoir Writing Workshop was held May 31st, June 7th and June 14th at the Berlin-Peck Memorial Library. This workshop was sponsored by the Senior Center and the Friends of the Berlin-Peck Memorial Library.
- May's Book Club discussion was on "Bettyville: A Memoir by George Hodgman".
- The Senior Center started taking Renters Rebate applications for the State of CT OPM Tax Relief program on April 19th. The state program runs from April 1st through to October 1st.
- The movies for May were "Cinderella" and "Hidden Figures".

➤ **Development Services**

Building Department: Below are statistics for the month of April 2017. There were a total of 117 permits issued during the month of April in the Building Department as follows:

Residential	April 2017	Commercial	April 2017
New	2	New	0
Additions	2	Additions	0
Misc*	33	Misc*	5
All Other (Residential & Commercial) Plumbing, Electrical, HVAC			75

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

There were also a total of 197 inspections performed during the month of April, 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 an approximate 17,500 square foot building for Warehouse Use on Old Brickyard Lane. This site will eventually cause the removal of nonconforming two family housing and bring the area into compliance.

The Commission denied a rezoning of approximately 170 acres on the Chamberlain Highway from Industrial to Residential. The appeal by the applicant has gone through pre-trial and will be argued in court in the next few months.

The Commission is studying warehousing as it pertains to storage and self-storage. Staff will be drafting regulations for the regulations.

The Commission continues to work with Corporation Counsel to enforce a court settlement pertaining to environmental contamination at 57 Southington Road. We are hopeful that this land will be remediated shortly so that housing construction can begin.

The Commission has already approved two locations for fireworks tents to be on the Berlin Turnpike.

Historic Commission: The Historic Commission approved a Certificate Of Appropriateness (COA) at its May meeting for 921 Worthington Ridge to replace a porch, with minor changes that still allowed for the porch to be consistent with its origins.

Zoning Board of Appeals (ZBA): Due to lack of a quorum at the regular meeting of May 23rd, the meeting was postponed to May 30th. Location approval for a State Restaurant Beer-Wine permit for Ramen-Ya Restaurant at 1128 Farmington Avenue was discussed.

The next ZBA meeting is scheduled for June 27th.

➤ **Facilities:** The Facilities Department approved and completed a total of 569 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.
- Continued spring Heating Ventilation and Air Conditioning (HVAC) maintenance.
- Completed installation of Pistol Creek Pavilion ceiling.
- Completed all maintenance and waxing at Pistol Creek for the start of Parks and Recreation Summer Programs.
- Completed all floor waxing at the Senior Center.
- Completed all chiller maintenance at Berlin High School.
- Performed lighting repairs on Sage Park field lights.
- Began work on Board of Education summer maintenance list.
- Filled an internal vacant position due to employee retirement.

We wish Patrick Kinney well in his retirement after 40 years of service with the Town.

➤ **Finance:** The focus in May was supporting the Fiscal Year 2017-2018 budget adoption, executing the bond/BAN sale and preparing for year-end. Kevin Delaney and Len Zielinski incorporated the \$150,000 reduction to the Town budget and the final budget was adopted by the Town Council on May 8th. All budget materials are available on the Town's website under the Finance department.

Kevin and Nancy Lockwood joined Jack Healy and the Mayor to execute the bond/BAN sales on May 4th. The Town realized very competitive interest rates on both the bonds and notes. The cash settled on May 18th as expected. This cycle provided 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.

Donna Slimskey finalized the move of all hourly employee to e-mailed pay stubs. This effort will save time and reduce paper costs.

Kevin, Gail Erickson, Len and Nancy all began work on the Fiscal Year 2017 year-end pre-audit. The auditors were in the Town Hall on May 30th and 31st. Supporting the pre-audit work at this time of year reduces the time needed in September through November for the audit field work.

Revenue Collector's Office: The Office mailed almost 200 Lien notices to delinquent taxpayers. Collections on delinquent taxes continue as well as advance payments for the upcoming Grand List.

The Interim Revenue Collector worked with the Assessor and QDS (external software company) to compile information for the upcoming tax mailings. This effort will continue until late June.

Paula Poplawski finished her final CCMC class and will sit for the State certification in June. Sheel Patel completed CCMC II.

Assessor's Office: May continued to be a very busy month. Applications for the Homeowners Program and Additional Veterans Exemptions were accepted. The Homeowners Program ran through May 15th while the Veterans runs through October 1st. Letters were mailed to homeowners that need to reapply.

Building permits started to be entered for the upcoming year and permit inspections continue for the 2017 Grand List.

Inspections and data entry were performed and processed and continued to be on schedule for the 2017 re-valuation. We continued 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.

Transfers of real estate ownership continued to be processed. This is an ongoing process.

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 filled by Marrisa Tsolis. Marrisa's first day was June 5th.

The following is a summary of Request for Proposals ("RFP's") and other major projects that were worked on during May:

- RFP for Townwide Photocopier Maintenance multi-year agreement.
- RFQ for Spruce Brook Bridge work.
- RFP for Zipadelli Field potential improvements.

The Following are pending recommendations to Council:

- 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:

- There were fourteen (14) Excavation Permits during April. We began charging \$10 for Burning Permits July 1, 2016, and there were twenty (20) issued in April.

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. DPC, LLC was the low bidder for the Rate Study. This review and report should be completed in several months.

We are waiting with Woodard & Curran Consultants to complete the design, construction and connection of our new well that has been drilled and connected to our system and is now being tested before being put on line. The Connecticut Department of Public Health (DPH) has approved our plan and will require additional testing. All physical connections of piping have been installed. The pump has been installed and re-tested and is fully operational.

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. This will be considered in next year's budget.

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. Lenard has also been hired to evaluate the possible purchase of additional water from the Cromwell Fire District.

A project to eliminate the Savage Hill Pump Station with the engineering 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 have decided to re-bid this later next fiscal year.

D. Board/Commission News:

None.

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. Both the Army Corps and the State DEEP have given the go ahead to proceed with the project. The project went before the Wetlands Commission in May for their approval. The project is being reviewed by DEEP. Berlin WCC Staff reviewed the final proposal before the application went to DEEP for funding consideration. We are adjusting the schedule so that it starts in the spring of 2018.
- 3. Street Paving Projects:** Work began on the reconstruction of Winchell Drive, Woodruff Lane and Cole Lane last month and the new pavement is in place. Driveway and lawn restoration should be complete by mid-June. Following is the remaining list of streets to be addressed this construction season:

April - October 2017

<u>Street Name</u>	<u>Lin. Feet</u>	<u>Width</u>	<u>Sq. Feet</u>	<u>Mileage</u>
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

April - October 2017

Street Name (Cont'd.)	<u>Lin.</u> <u>Feet</u>	<u>Width</u>	<u>Sq. Feet</u>	<u>Mileage</u>
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 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 48% 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:** 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

Department of Health granted approval of the project in mid-April. Completion of the installation occurred on May 12th and well 1B is currently producing approximately .5 million gallons of water per day.

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 23rd. 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) will begin in June. 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:** Interviews were held with the 4 short-listed firms on April 20th. The rankings were tabulated and Cardinal Engineering was chosen. The approval of Cardinal was presented to the Town Council late May. Once an agreement is signed, the first steps will be to meet with property owners in the Main Street, Farmington Avenue and New Britain Road areas.
10. **Train Station Improvements & 889 Farmington Avenue Remediation:** The Train Station site should soon be released by the State Police with the Town then getting the remaining marble and some bricks. At that point, we will continue the discussion of the future of the Station with DOT and AMTRAK.
11. **1567 Berlin Turnpike Environmental Remediation:** No Change - 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:** The Economic Development Commission has recommended to add Woodlawn Road and Fuller Way to the program as it is a gateway into Berlin from the Turnpike and has a number of buildings that could take advantage of the program. Approval will be requested from the Office of Policy and Management. If that approval is given, it will then be presented to the Town Council.
13. **Gateway Signs:** Quotes have been requested from six (6) different firms. As soon as the quotes come in, we will choose a firm to install the signs.
14. **Kensington Village Sidewalk Project:** Complete Services LLC of Oakville, CT was awarded the contract in the amount of \$379,000.00 in May. Work is expected to begin in June.
15. **Earl Wicklund (Stick Village):** No Change - 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:** No Change - 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 almost complete and the steel should be delivered for the building in early June. A date has not yet been set for the completion; however, the hope is that by year end, Forrest Machine will be able to occupy the building.
18. **Berlin High School and Berlin Businesses:** A meeting was held between Chris Edge, Patty Pires (Head of Guidance) and Jeremy Race (Junior Achievement) in early May. The discussion was to plan to have job shadowing at various businesses every month starting in September 2017.

G. Calendar Reminders:

- Economic Development Commission, June 5th, 7:00 p.m., Room 8
- Historic District Commission, June 5th, 7:00 p.m., Room 7
- Inland Wetlands and Water Courses Commission, June 6th, 7:00 p.m., Room 8
- Town Council Meeting, June 6th, 7:00 p.m., Council Chambers
- Veterans' Commission, June 6th, 7:00 p.m., American Legion Post 68, 154 Porters Pass
- Youth Services Advisory Board, June 8th, 4:00 p.m., Caucus Room A
- Commission for Persons with Disabilities, June 8th, 6:30 p.m., Room 8
- Planning and Zoning Commission, June 8th, 7:00 p.m., Council Chambers
- Public Building Commission, June 8th, 7:00 p.m., Board of Education Meeting Room
- Parks and Recreation Commission, June 8th, 7:00 p.m., Community Center Break Room
- Conservation Commission, June 13th, 6:30 p.m., Room 8
- Housing Authority, June 14th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, June 14th, 6:30 p.m. Library Board Room
- Commission for the Aging, June 19th, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Mattabassett District, June 19th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, June 20th, 7:00 p.m., Council Chambers
- Police Commission, June 21st, 6:30 p.m., Police Station Conference Room
- Planning and Zoning Commission, June 22nd, 7:00 p.m., Council Chambers
- Public Building Commission, June 22nd, 7:00 p.m., Board of Education Meeting Room
- Water Control Commission, June 27th, 7:00 p.m., Room 8
- Zoning Board of Appeals, June 27th, 7:00 p.m., Council Chambers
- Historic District Commission, July 10th, 7:00 p.m., Room 7
- Conservation Commission, July 11th, 6:30 p.m., Room 7
- Inland Wetlands and Water Courses Commission, July 11th, 7:00 p.m., Room 8
- Town Council Meeting, July 11th, 7:00 p.m., Council Chambers
- Housing Authority, July 12th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, July 12th, 6:30 p.m. Library Board Room
- Planning and Zoning Commission, July 13th, 7:00 p.m., Council Chambers
- Public Building Commission, July 13th, 7:00 p.m., Board of Education Meeting Room
- Parks and Recreation Commission, July 13th, 7:00 p.m., Community Center Break Room

- Republican Town Committee Caucus, July 18th, 6:00 p.m., Council Chambers
- Police Commission, July 19th, 6:30 p.m., Police Station Conference Room
- Mattabassett District, July 24th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Water Control Commission, July 25th, 7:00 p.m., Room 8
- Town Council Meeting, July 25th, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, July 27th, 7:00 p.m., Council Chambers
- Public Building Commission, July 27th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

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

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

APRIL 2017

prepared by Janice Lund, ACO

Total calls/complaints55
Total wildlife complaints18
total all complaints73

Dogs Impounded6
Cats Impounded1
***Total Impounds*07**

(Total abandoned at facility0)

Dogs/Cats redeemed5
Dogs Adopted0
Cats Adopted3
***Total Adoptions*3**

DOA (dead on arrival)1
Euthanized0

Bites3
Summons/Municipal Code Violations0

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

Total Fees collected \$ 295.00

Dogs first of month01 *Cats first of month*07
Dogs end of month02 *Cats end of month*04

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

Adoption clinics: 1 Spay Clinics : 2

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 4/1/2017

To Date: 4/30/2017

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,868,504.15	\$230,179.38	\$2,346,987.62	\$521,536.53	\$625,225.90	(\$103,689.37)	-3.61%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,579,846.13	\$1,827,983.41	\$14,035,706.18	\$5,544,139.95	\$5,162,858.70	\$381,281.25	1.95%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,369,387.77	\$495,499.23	\$4,988,691.24	\$1,380,696.53	\$1,305,276.66	\$75,419.87	1.18%
00001.00.00.0000.00.0000.20	Benefits	\$5,934,829.33	\$420,384.62	\$4,528,024.72	\$1,406,804.61	\$1,058,057.25	\$348,747.36	5.88%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,406,282.20	\$74,000.80	\$906,741.27	\$499,540.93	\$162,173.06	\$337,367.87	23.99%
00001.00.00.0000.00.0000.40	Utilities	\$371,820.00	\$7,861.95	\$239,305.81	\$132,514.19	\$4,544.29	\$127,969.90	34.42%
00001.00.00.0000.00.0000.51	Transportation	\$2,405,177.00	\$251,104.09	\$1,886,744.24	\$518,432.76	\$365,319.88	\$153,112.88	6.37%
00001.00.00.0000.00.0000.56	Tuition	\$1,822,344.00	\$73,208.20	\$1,449,821.14	\$372,522.86	\$176,594.65	\$195,928.21	10.75%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,046,965.94	\$24,096.70	\$722,223.22	\$324,742.72	\$39,283.79	\$285,458.93	27.27%
00001.00.00.0000.00.0000.70	Equipment	\$62,475.41	\$3,031.59	\$41,548.82	\$20,925.59	\$465.10	\$20,460.49	32.75%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$91,260.07	\$6,189.00	\$43,679.44	\$47,580.63	\$0.00	\$47,580.63	52.14%
Grand Total:		\$41,958,892.00	\$3,213,519.97	\$31,189,454.70	\$10,769,437.30	\$8,899,799.28	\$1,869,638.02	4.46%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2016-2017

From Date: 4/1/2017 To Date: 4/30/2017

☐ 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
00501.00.00.0000.00.0000.00	Baby Welcome Project Grant	\$2,002.00	\$150.90	\$2,002.00	\$0.00	\$0.00	0.00%
00502.00.00.0000.00.0000.00	STEM Education program-equipme	\$2,000.00	\$129.27	\$1,480.40	\$519.60	\$0.00	\$519.60 25.98%
00503.00.00.0000.00.0000.00	Chromebook Contracts	\$15,054.00	\$0.00	\$6,517.50	\$8,536.50	\$0.00	\$8,536.50 56.71%
00504.00.00.0000.00.0000.00	School Counseling Resource Acc	\$35,839.00	\$430.00	\$1,027.70	\$34,811.30	\$0.00	\$34,811.30 97.13%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$14,805.00	\$289.50	\$3,500.86	\$11,304.14	\$0.00	\$11,304.14 76.35%
00508.00.00.0000.00.0000.00	Willard Pre K Program	\$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	\$0.00	\$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%
00520.00.00.0000.00.0000.00	TEAM Mentor Salaries	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00 100.00%
00524.00.00.0000.00.0000.00	Medicaid Funding	\$53,517.21	\$373.69	\$5,252.08	\$48,265.13	\$934.16	\$47,330.97 88.44%
00555.00.00.0000.00.0000.00	E-RATE	\$13,033.14	\$0.00	\$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	\$1,100.00	\$78,319.90	\$4,518.62	\$506.66	\$4,011.96 4.84%
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	\$0.00	\$48,567.48	\$0.00	\$0.00	\$0.00 0.00%
00609.00.00.0000.00.0000.00	Title III Grant	\$718.84	\$200.20	\$592.38	\$126.46	\$126.35	\$0.11 0.02%
00701.00.00.0000.00.0000.00	Shelf Settlement	\$317,299.00	\$28,258.90	\$157,552.64	\$159,746.36	\$95,095.44	\$64,650.92 20.38%
00702.00.00.0000.00.0000.00	Idea Part B Section 611 Grant	\$85,850.00	\$8,016.78	\$85,734.33	\$20,115.67	\$7,245.61	\$12,870.06 14.99%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$592,809.00	\$44,509.51	\$316,525.83	\$276,283.17	\$162,722.02	\$113,561.15 19.16%
00704.00.00.0000.00.0000.00	Title II Grant	\$21,768.00	\$1,698.90	\$11,935.52	\$9,852.48	\$4,924.08	\$4,928.40 22.62%
00706.00.00.0000.00.0000.00	Choice Grant	\$54,019.00	\$2,270.21	\$3,285.38	\$50,733.62	\$0.00	\$50,733.62 93.92%
00709.00.00.0000.00.0000.00	Title III	\$602,509.00	\$52,428.84	\$390,191.15	\$212,317.85	\$147,516.76	\$64,801.09 10.76%
00709.00.00.0000.00.0000.00	Special Grants	\$19,580.00	\$937.41	\$14,363.26	\$5,216.74	\$414.19	\$4,802.55 24.53%
00800.00.00.0000.00.0000.00	Grand Total:	\$51,290.68	\$4,747.67	\$8,393.70	\$42,896.98	\$4,925.00	\$37,971.98 74.03%
		\$2,156,342.21	\$145,521.78	\$1,240,370.32	\$915,971.89	\$424,410.27	\$491,561.62 22.80%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: April
 Year: 2017
 Fund Type: BHS Enterprise ☐ FY End Report ☐ Include Cash Balance ☐

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	\$16,431.00	(\$7,480.33)	\$0.00	\$14,007.96
00202	BHS Student Art League	\$23.84	\$111.75	\$0.00	\$0.00	\$135.59
00203	Athletic Association	\$4,381.00	\$43,909.84	(\$8,816.47)	\$0.00	\$39,474.37
00204	Balfour Scholarship	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
00205	Band Fund	\$10,042.37	\$107,475.82	(\$114,129.39)	\$0.00	\$3,388.80
00206	BHS Scholarship	\$4,620.78	\$15,235.00	\$0.00	\$0.00	\$19,855.78
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$835.32	\$18,120.00	(\$16,999.82)	\$0.00	\$1,955.50
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	\$28,482.90	(\$9,949.75)	\$0.00	\$25,486.11
00227	Class of 2018 (10)	\$6,041.18	\$27,055.92	(\$15,883.28)	\$0.00	\$16,213.82
00228	Class of 2019 (9)	\$3,327.12	\$2,415.00	(\$2,072.88)	\$0.00	\$3,669.24
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up Youth & Gov't	\$3.40	\$2,000.00	(\$2,000.00)	\$0.00	\$3.40

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: April
 Year: 2017
 Fund Type: BHS Enterprise
☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$199.01	\$570.96	(\$145.12)	\$0.00	\$624.85
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	\$640.00	\$0.00	\$0.00	\$902.79
00237	Field Trips	\$2,581.14	\$5,676.51	(\$6,660.69)	\$0.00	\$2,596.96
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	(\$15,933.31)	\$0.00	\$7,830.81
00242	Habitat for Humanity	\$2,134.42	\$9,438.32	(\$9,743.39)	\$0.00	\$1,829.35
00243	H.E.R.O	\$3,380.05	\$619.00	(\$1,549.17)	\$0.00	\$2,449.88
00244	Helping Hand/Dress Down	\$3,492.77	\$745.00	(\$400.00)	\$0.00	\$3,837.77
00245	Student Resources	\$19,882.03	\$28,533.79	(\$8,684.89)	\$0.00	\$39,730.93
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	\$559.29	(\$3,733.66)	\$0.00	\$680.32
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	(\$3,782.63)	\$0.00	\$170.63
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	\$17,620.50	(\$14,098.90)	\$0.00	\$15,810.76
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	\$7,657.70	(\$5,843.73)	\$0.00	\$5,357.47

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

Month: April
 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	\$681.75	(\$327.50)	\$0.00	\$454.08
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	(\$3,610.67)	\$0.00	\$7,942.99
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	\$3,153.00	(\$4,835.71)	\$0.00	\$1,475.00
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$33,102.94	\$14,664.26	(\$28,474.11)	\$0.00	\$19,293.09
00275	Upbeat Regular	\$9,484.36	\$1,839.31	(\$1,338.88)	\$0.00	\$9,984.79
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	\$55,173.00	(\$55,574.52)	\$0.00	\$51,126.84
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$615.05	\$0.00	(\$615.05)	\$0.00	\$0.00
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$339.34	\$303.30	\$0.00	\$0.00	\$642.64
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00285	Class of 2020	\$0.00	\$4,688.00	(\$2,342.85)	\$0.00	\$2,345.15
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	\$526,249.45	(\$364,055.16)	\$0.00	\$433,367.07
		End of Report				

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2016-2017

☐ Include Cash Balance
 Month: April
 Year: 2017
 Fund Type: Enterprise
☐ 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	(\$4,122.16)	\$0.00	\$2,172.59
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	(\$18,668.89)	\$0.00	\$4,742.14
00915	Griswold Activity Fund	\$15,333.56	\$13,463.00	(\$15,347.13)	\$0.00	\$13,449.43
00916	Griswold Upbeat Activity Fund	\$354.66	\$341.30	\$0.00	\$0.00	\$695.96
00921	McGee General Activity Fund	\$19,030.24	\$53,449.38	(\$54,502.05)	\$0.00	\$17,977.57
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	(\$27,744.40)	\$0.00	\$10,367.09
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	\$106,507.38	(\$120,594.36)	\$0.00	\$52,850.00

End of Report

**BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2016 THRU
MARCH 31, 2017**

INCOME	TOTAL		3/31/2016
	3/31/2017		
STUDENT LUNCHES	\$ 363,060.04	\$ 392,719.90	
TEACHER LUNCHES	\$ 4,388.30	\$ 3,581.85	
BREAKFAST INCOME	\$ 8,909.56	\$ 8,144.10	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 7,686.75	\$ 10,803.46	
GRANTS RECEIVED	\$ 123,408.59	\$ 108,998.07	
GRANTS Receivable	\$ 41,164.46	\$ 42,705.75	
ACCOUNTS RECEIVABLE	\$ 2,835.97	\$ 2,476.39	
10 Healthy Lunch Reim Receivable	\$ 4,282.60	\$ 5,098.90	
10 Healthy Lunch Reim Rec.	\$ 9,565.40	\$ 13,139.00	
MISCELLANEOUS INCOME	\$ 29,622.48	\$ 27,119.47	
Adjustment from Phoenix	\$ 151.35	\$ -	
STATE REIMBURSEMENT	\$ 3,984.00	\$ 21,404.00	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 599,059.50	\$ 636,190.89	
BANK INTEREST	\$ 599,059.50	\$ 636,190.89	
EXPENSES			%
FOOD COSTS	\$ 178,602.41	\$ 205,774.99	32%
LABOR & UNIFORMS	\$ 379,543.63	\$ 386,794.56	61%
PAPER/CLEANING COSTS	\$ 18,742.85	\$ 15,972.29	3%
MISC.(OPER.)	\$ 20,812.01	\$ 17,860.19	3%
BENEFITS	\$ 27,104.38	\$ 29,037.95	5%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 624,805.28	\$ 655,439.98	
NET PROFIT/LOSS	\$ (25,745.78)	\$ (19,249.09)	
NET PROFIT/LOSS 6/30/2016		(\$12,760.26)	

PROFIT LOSS 7/1/16 THRU 3/31/2017



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—April 2017
DATE: May 10, 2017

Monthly Activities/Projects of Special Interest

Director of Health

- Interviewed on Newington's *Talk with The Mayor* community television program about issues with tickborne diseases and activities of the health district
- Participated in National Public Health Week activities within the district including facilitating the Opioid Stakeholder Forum and Celebration of Public Health.
- Attended training for health directors on the FDA Model Food code to prepare for the potential implementation if proposed legislation passes.

Administrative

- Finalized preparations and coordinated 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.
- Updated FileMaker Pro in preparation of sending out Food Service Establishment renewals in May.
- Processed motel and pool license renewals.

Community Health Highlights

ASTHMA – Putting On Airs (POA)

This month a new Asthma Educator was hired who will begin work in May. She speaks Spanish in addition to being a Respiratory Therapist.

- New referrals received: 7
- Home visits scheduled: 6
 - Home visit # 1 completed: 1
 - Home visit # 2 completed: 1
 - Home visit # 3 completed: 2
- Six-month calls completed: 4
- Towns Served: West Simsbury, Hartford, Avon, Glastonbury
- Demographics: 4 males, 1 black, 3 white. Age range: 2-9

DENTAL Clinics

Scheduling of appointments for the town-sponsored senior dental clinics is continuing. The first clinics occurred April 5 & 6, 2017 at the Berlin Senior Center.

EMERGENCY PREPAREDNESS

- Worked with a volunteer to re-inventory all emergency response supplies. Supplies will also be re-packaged, re-labelled and re-organized. Supplies will be stored considering type and frequency of use as well as susceptibility to moisture. Equipment to be assembled and tested.
- Participated in preparation for and attendance at Volunteer Reception.
- Packed supplies needed for fall Flu Clinics.
- Prepared Bloodborne Pathogen mandatory in-service education for all staff. OSHA requirements, the agency's Policy including agency and staff responsibilities, pathogens involved, reporting requirements and protection actions will be included. Reviewed the Safety and Health Policy as part of the process identifying recommended changes.
- **DPH Emergency Preparedness Deliverables:** Documents verifying Director of Health coverage (3 deep) 24/7, OSHA Safety & Health policy.

OPIOID STAKEHOLDER FORUM

We hosted a forum on opioids called "Addressing Opioid Abuse: Local Stakeholder Forum" on Thursday, April 6, 2017. Invitations were created and sent to: 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.

A follow-up meeting will be planned for the late summer/early fall months to reconvene this group of stakeholders.

PUBLIC HEALTH WEEK/Volunteer Reception

CCHD's Volunteer Reception was on Thursday, April 6, 2017 at the Rocky Hill Community Center. We had a well-rounded attendance from the CCHD Board, staff, and other important community stakeholders.

PREVENTION BLOCK GRANT

Walking Competition: Competition kick-off help with 33 people attending between the 4 towns meetings. Pedometers provided to Steering Committee and website was updated with materials pertaining to the competition.

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

Environmental Health Activities

Environmental Health Activities for April 2017

- Barbara and Jeff attended the annual lead refresher training. The remaining staff will attend in May.
- Sanitarians teamed up to conduct motel inspections in Berlin and Newington.
- The sanitarians continue to team up to conduct joint inspections on some of our more challenging establishments and complaints.

Berlin Activities and Projects

- Met with owner of a new FSE called Box Bistro and Catering.
- Conducted new owner inspection for the New Britain Baseball Stadium and Town Concession building inspections to open for the season.
- Completed Hotel/Motel inspections.

Newington Activities and Projects

- Created a Salon Guide in English, Vietnamese and Korean to handout to salon employees detailing proper cleaning and sanitizing procedures.
- Inspected Taste of Newington, 11 vendors.
- Approved plans for the new 5 and Dime Eatery/Catering facility which will open next to Goldburgers.
- Conducted Motel and Salon Inspections and attended the monthly Safe Homes Taskforce meeting.

Rocky Hill Activities and Projects

- Reviewed and approved plans for the expansion of the Aldi Grocery store in Rocky Hill
- Met with the new owner of Pralines Ice Cream store. The new owner plans on updating the store for a fresh appearance.
- Completed annual inspections of all motels in Rocky Hill.
- Met with the owners and project manager of Carbones Prime on site to discuss the site plans and review details related to the construction of the restaurant.
- Completed opening inspections for all seasonal food service establishments in Rocky Hill.
- Discussed plans for a new hair /salon academy proposed at the Porter and Chester School in Rocky Hill. Plans will be submitted for review once approved by planning and zoning.
- Provided guidance and application paperwork for the new owner of the restaurant Paradise at Byrini Point in Rocky Hill.
- Met with the Rocky Hill Town Planner Kim Ricci and Zoning Enforcement Officer David Palmberg on site at the Shadrow restaurant. A pre-opening inspection was conducted to determine compliance with the CT Public Health Code and Rocky Hill Zoning Regulations.

Wethersfield Activities and Projects

- Reviewed and approved plans for the Connecticut River Café.
 - Inspected Taste of Wethersfield, 18 food vendors.
 - Inspected several complaints, 3 housing, 1 motel and 1 food complaint.
 - Inspected several salons, 12 motels, a day care center, a little league temporary event and 1 motel pool.
 - Reviewed Pine Acres snack bar plans for rebuild following fire that destroyed the building.
- Reviewed and approved revised plans for new restaurant Kaliubon Ramen Restaurant.

April 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	1	1	0	1	1	10
Food Service	0	0	19	2	2	33	2	3	18	1	1	28	43	52	1284
Public Facilities	0	0	1	1	1	1	0	0	7	1	1	2	12	9	63
Salon Inspections	0	0	9	0	0	6	0	0	2	0	0	5	3	3	69
Subsurface Sewage	0	0	6	0	0	0	0	0	0	0	0	0	4	3	57
Gen Envir. Health	0	0	0	3	1	0	0	0	0	2	1	0	109	137	4

Campylobacteriosis	0	0	0	0	0	0	0	0	0	0	0	0	7	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	0	0	0	0	0	0	9	9	0
Blood lead ≥5	0	0	0	0	0	0	1	1	0	0	0	0	14	14	0

2016-2017

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
17-001	Townwide			\$276.00		Org. Fees (from Maint. & Repair)
17-002	Recreation			\$100.00		Org. Fees (from Training)
17-003	Highway			\$2,897.28		Tree Warden Stipend (from Tree Removal)
17-004	Charter Revision			\$1,427.08		Advertising (from various)
17-005	Public Works	\$12,200.00				Contrac. Services for environmental consulting
17-006	Golf			\$65.00		Organizational Fees (from Training)
17-007	VOIDED					
17-008	Police			\$2,200.00		In Lieu of Health Ins. (from Health Ins.)
17-009	School Expenses			\$815.50		Uniforms (from Operating Materials)
17-010	Public Building Maint.			\$3,200.00		In Lieu of Health Ins. (from Health Ins.)
17-011	Library	\$9,675.00				Elevator project
17-012	Townwide		\$6,000.00			Computer Support for ACA compliance
17-013	Public Works			\$120.54		Clerical & fringes (from Professional Devel.)
17-014	Corp. Counsel			\$700.00		Transcription (from Outside Legal)
17-015	Municipal Garage			\$20,000.00		Contrac. Services (from Blue Collar Personnel)
17-016	Golf			\$4,700.00		Fertilizer, Seed & Chemicals (from Greens, Traps, Tees)
17-017	Public Building Maint.			\$401.00		Traffic Lights/Signals (from Contrac. Services)
17-018	Corp. Counsel			\$200.00		Outside Legal (from Org. Fees)
17-019	Economic Devel.			\$2,000.00		Promotion (from Part Time/Summer Help)
17-020	Economic Devel.			\$500.00		Org. Fees (from Part Time/Summer Help)
17-021	Corp. Counsel			\$295.00		Transcription (from Outside Legal)
17-022	Townwide			\$144.53		Miscellaneous (from Supplies)
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)
17-030	Aquifer Protection			\$80.00		Professional Devel. (from Comm. Secretaries)

2016-2017

Boldface items approved by Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Other			Comments
			Fund Bal.	General Fd.	Other Fund	
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				Truck Rental
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				Tent Roof
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.)
17-047	Library			\$775.20		Data Services (from Maint. & Repair)
17-048	Devel. Services			\$94.06		Clerical (from Mid Mgr. salary)
17-049	VOIDED					
17-050	Economic Devel.			\$100.00		Org. Fees (from Promotion)
17-051	Recreation			\$300.00		Computer Support (from Training)
17-052	Police				\$360.45	CNR Computer Equip. (from Rifles)
17-053	Police				\$1,761.30	CNR Computer Equip. (from Fingerprint Booking Syst.)
17-054	Town Manager					Televised Meetings (from Salary Continuation)
17-055	Highway			\$1,050.00		Oper. Materials (from Snow & Ice Mater.)
17-056	Nursing			\$2,545.10		Physical Therapist (from Nurses)
17-057	Public Grounds			\$39,500.00		Prof. Devel. (from Operating Mater.)
17-058	Police			\$15.00		Contractual Serv. (from Statewide Telecommunications)
17-059	Police			\$1,000.00		Computer Equip. (from Tuition Reimbursement)
17-060	Public Grounds			\$4,000.00		Prof. Devel. (from Operating Mater.)
				\$15.00		

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	
17-061	Homemaking Serv.			\$614.72	Longev., Clerical, Health, Pension (from Health Aides)
17-062	Public Building Maint.			\$2,149.97	Clerical (from Blue Collar)
17-063	School Expenses			\$1,759.18	Clerical (from Computer Support)
17-064	Townwide			\$490.65	Copiers (from Annual Reports and Salary in Lieu of Vac.)
17-065	Municipal Garage			\$112.19	Clerical (from Blue Collar)
17-066	Public Grounds			\$44.36	Clerical (from Dept. Head)
17-067	Recreation			\$2.00	Longevity (from Clerical)
17-068	Townwide			\$15,000.00	Contrac. Serv. (from Professional Serv.)
17-069	Police			\$1,903.00	Misc. Equipment (from Computer Support)
17-070	Police			\$2,500.00	Uniforms (from Org. Fees and Maintenance)
17-071	Town Clerk			\$544.00	Supplies (from Computer Support)
		\$38,061.00	\$6,000.00	\$136,176.18	\$22,473.84
Cumulative Appropriations			\$375,633.79		
Bal. of Contingency Account			\$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
5/2/2017 Waive vendor fee - Metro Swim Shop	\$200.00
5/2/2017 Waive Police fees - Raising Berlin	\$354.00
5/2/2017 Waive Field lighting fees - Berlin Women's Softball	\$240.00
5/2/2017 Donation of 4 rounds golf and 2 carts - Uconn Golf Classic raffle prize	\$226.00
5/16/2017 Donation of 4 rounds golf and 2 carts - BHS Band Parents raffle prize	\$226.00
5/16/2017 Donation of 4 rounds golf and 2 carts - The Village Organization's Golf Classic	\$226.00
	<hr/>
	\$51,052.65