

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: December 19, 2017

A. Council Communications:

1. Holiday Schedule:

- Christmas Holiday: The Town Hall and all departments will be closed on Monday and Tuesday, December 25th and 26th, in observance of the Christmas Holiday.
- New Year's Day: The Town Hall and all departments will be closed on Monday, January 1st, on New Year's Day.
- Martin Luther King Jr. Day: The Town Hall and all departments will be closed on Monday, January 15th, to observe Martin Luther King Jr. Day.

2. Upcoming Events:

None.

B. Town Manager News:

Welcome to all new members of the Town Council, the newly formed Board of Finance and Golf Commission, and members of boards and commissions.

We are in the beginning stages of the 2018-2019 budget formation. The departments are putting together their budget requests and priorities. This budget year is going to require lots of creative thought and teamwork. We recently were notified that we are losing state funding which will require the town to take action to make up a \$600,000 shortfall. The Town and Board of Education staffs are meeting regularly and working together to arrive at a solution.

Well, this issue of the Monthly Management Report is a milestone. It is the last one that Sheila Wagner is publishing. She is retiring! I want to thank her for all she does. Sheila is going to leave in January. She has always done the job with the utmost professionalism, efficiency and class. We all wish her a long, healthy and happy retirement!

Christi Sullivan will become the new Town Manager Administrative Assistant. She is not a new face as she has worked at various times in the Building Department, Planning and Zoning office, Town Manager's office and for the Board of Education.

C. Department News:

➤ **Building Department:** Below are statistics for the months of October and November 2017.

There were a total of 140 permits issued during the month of October in the Building Department.

Residential	October 2017	Commercial	October 2017
New	1	New	0
Additions	5	Additions	0
Misc*	51	Misc*	6
All Other (Residential & Commercial) Plumbing, Electrical, HVAC			77

There were a total of 131 permits issued during the month of November in the Building Department.

Residential	November 2017	Commercial	November 2017
New	1	New	0
Additions	3	Additions	0
Misc*	22	Misc*	9
All Other (Residential & Commercial) Plumbing, Electrical, HVAC			96

*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 October and 200 for November, which include building, electrical, plumbing, heating ventilation and air conditioning (HVAC).

➤ **Community and Parks and Recreation Services**

Parks and Recreation

- Winter Basketball for boys and girls grades 3-8 has begun with 27 teams and 254 individuals registered. Over 50% of the registrations were processed through the on-line software program. Practices started after Thanksgiving and games started Saturday, December 9th.
- Registration began on Monday, November 27th for residents for our winter programs. Nonresidents were able to register starting December 4th. Information is available on the Town website.

- The 33rd annual Tinsel Fun Run, held in conjunction with the Berlin YMCA was held on Saturday, December 2nd. The run was held at Berlin High School starting at 11 a.m.
- The Kensington Garden Club held a workshop at the Community Center on November 16th; approximately 60 people attended.
- Debbie Dennis, Superintendent of Recreation, attended the Connecticut Recreation and Parks Association's annual State Conference and Tradeshow. A variety of sessions were offered, with each one attended counted towards overall Continuing Education Units (CEUs) that are required every two years to maintain the Certified Parks and Recreation Professional (CPRP) certification. Debbie has maintained this certification for almost 30 years.

Senior Center

- November's trips were to Webs Yarn/Yankee Candle in Northampton, MA, Westchester NY Theatre "Annie Get Your Gun", and New York City Radio City Christmas Spectacular.
- November's Lunch Bunch Trip was to the Wood-N-Tap in Newington.
- Specialty Shopping Trips in November were to Target or Home Goods in Southington, and Walmart in Cromwell.
- The movie for November was "The Shack".
- The November book discussion was on "The Two Family House by Lynda Cohen Loigman.
- In November, the Center held two "special" bingos – November 9th was provided by Ledgecrest Convalescent Home and November 22nd was provided by the Senior Center.
- A Music and Pie event was held on Nov 3rd. Willie Nininger and Jan Schruggs provided entertainment for the afternoon. A piece of apple pie with vanilla ice cream was served after musical performance.
- The Berlin Police Department sponsored an AARP Safe Driver Class on November 6th.
- The Senior Center's Holiday Boutique was held on Election Day, Nov 7th.
- On Friday, Nov 10th the Senior Center held a Veteran's Breakfast to honor and celebrate their service.
- TED Talks were held on Nov 14th.
- The Berlin Historical Society Story Share was held on November 15th. The focus of the program was the southern part of the town.
- The Jerome Home sponsored a program called Posture and Pain at the Center. The program covered how poor posture can lead to numerous muscular skeletal problems, including back pain, neck pain and joint issues as well as what you can do to improve it.
- The Senior Center has started taking Energy Assistance applications for those seniors that heat with deliverable fuel, electric and gas. The program runs through to May 1st.

Social and Youth Services

- Through mid-November Social Services processed 35 applications for heating assistance. Eligibility is based on income, assets, and number of people in the household. We will continue taking applications throughout the heating season.

- Since the start of the Medicare open enrollment period in October, we have provided Medicare CHOICES counseling to 56 individuals. Open enrollment ran through December 15th.
- On Saturday November 2nd we offered a Challenge Course day at McGee Middle School for students who participated in our six (6) session after-school Youth Empowerment Summit program.
- We offered a Red Cross Babysitting Course at McGee as an after-school program November 27th through 30th.
- Our Thanksgiving Assistance distribution day was November 16th at Pistol Creek. We continued to work on late additions to the program and coordinated with the Berlin Lion's Club to deliver hot turkey dinners to shut-ins and people with no place to go on Thanksgiving. Overall, we provided food for about 250 households and expect to do the same in December.



➤ Development Services

Historic District Commission: The November meeting was canceled. There were no pending applications.

Planning and Zoning Commission: One regular meeting and a public hearing was held on November 16th.

- A bond release was considered and approved for Eric Kucharczyk, Oak Land Developers to release the remaining maintenance bond for McGee Acres.
- A two-year extension was granted to Carl Ciarcia for the Excavation Permit for seven building lots at Lots 1-7, Block 72, Kensington Road.
- The public hearing considering regulations pertaining to solar panels remains open.
- A public hearing to not amend the regulations for the Growing, Producing and Dispensing of Marijuana in Berlin is scheduled for December 14th.
- Retyping of the Zoning Regulations to incorporate approved amendments into the body of the text has been completed. A public hearing on re-adoption of the re-print has been scheduled for December 14th.
- The site plan of Amos Stolfus / Pine Creek Structures for retail sales of wooden structures, sheds, and outbuildings at 1725 Berlin Turnpike was approved.

Zoning Board of Appeals (ZBA):

- The Zoning Board of Appeals meeting of November 28, 2017 was canceled as the applicant requested a continuance to the January meeting.
- There is no ZBA meeting scheduled for December.

➤ **Facilities:** The Facilities Department approved and completed a total of 320 work orders from various Town departments and schools. In addition to the work orders and the follow-up punchlist items with the Berlin High School renovation project, the following projects have been in progress or completed within the last month:

- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion, which has been extended to later this year.
- Continued work on Police Department Dispatch Room and Radio System upgrades.
- Continued with assistance to the Library Elevator Project, which is scheduled for a February 2018 completion.
- Remodeled Doc McIntosh conference room at Town Hall.
- Assisted in compressor replacement of Roof Top Unit (RTU) #1 at McGee Middle School.
- Repaired heating pipes at Senior Center.
- Completed door and hardware maintenance at Berlin High School.
- Townwide HVAC maintenance.
- Hall of Fame and Boosters display work completed at Berlin High School.

➤ **Finance:** Budget input documents were distributed to department heads on November 2nd. The expenditure and, where applicable, revenue budgets were due back to Finance by December 1st. A bond plan was submitted to the Acting Town Manager for his review. The plan is focused on infrastructure and public safety investments with long-term benefits. The plan was also constructed with the intent of borrowing less than will be retired to begin lowering the Town's debt.

Kevin Delaney, Gail Erickson and Len Zielinski attended to the quarterly Government Finance Officers Association of CT (GFOACT) conference. The main topic at the meeting was the current state of municipal debt in Connecticut. The speaker provided insights from the rating agencies and how the State's financial challenges are affecting the municipal bond market. Donna Slimsky attended a seminar on Family and Medical Leave Act (FMLA) regulations. This training will help Donna accurately deal with the increased occurrence of FMLA submissions.

CIRMA conducted field work for the annual Worker's Compensation audit. The Town expects to learn the outcome of the audit early in 2018.

On November 17, the Governor issued holdbacks and lapses that reduced the amount of State aid Berlin should expect to receive in fiscal year 2018. The change is a reduction of State aid to Berlin of \$586,657. This is in addition to the original reduction announced with the bi-partisan budget agreement, and brings the net General Fund reduction in State aid to \$1,331,574 (versus prior year).

Revenue Collector's Office: The constables served warrants for delinquent personal property on November 1st. The collection thus far has yielded approximately \$30,000.

Bank escrow lists for real estate second installment were updated and sent out to financial institutions for verification of payment amount.

Monthly water bills were sent out the beginning of November. Meetings were held to interview the finalists regarding the outsourcing of water and sewer billing for Water Control Commission (WCC).

Assessor's Office: Building permits continued to be entered for the upcoming year and permit inspections continued for the 2017 Grand List. Transfers of real estate ownership continued to be processed as part of day-to-day operations.

Inspections for the 2017 revaluation were completed in November. The office evaluated the preliminary results and mailed notices to taxpayers. Any taxpayer requested hearings about their new assessment will take place with the revaluation company in December. The final grand list will be signed by the Assessor by January 31, 2018 – unless an extension is needed.

The office continued to process certificate of corrections for motor vehicles that were sold, stolen, totaled or transferred and for real estate as well. These included omitted items and items prorated for new construction.

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

- Invitation to Bid for Ford F-150 for Fire Marshal – Opened November 1st
- Began putting together an RFP for a Secondary Fuel Site
- Began putting together an RFP for Fencing

Posting of Town/Board of Education surplus assets on GovDeals continues actively, with approximately \$1,293.00 earned on 36 completed auction listings since the start of Fiscal Year 2018.

➤ **Public Works/Engineering:** The following are activities that continue to be in process, or completed:

There were ten (10) Excavation Permits issued during October. We began charging \$10 for Burning Permits July 1, 2017, and there were five (5) issued in October.

Public Grounds: The following services were provided by the Public Grounds Department during the month of October 2017:

Barretta Field

- Removal of high spots in the infield clay and grass area
- Added 60 tons of new infield mix
- Re-sod pitcher's mound, home plate and 1st and 3rd baselines
- Removal of all weeds in the warning track and top-dressed it with new stone dust.
- Repaired all broken irrigation pies and sprinkler heads.

Berlin High School

- Took down all windscreens and canopies at the Berlin High School tennis courts.

Events

- Set up for the Parks and Recreation Scarecrow and Fall Foliage Event

Weekly Work

- Mowing
- Painting of athletic fields
- Trash Removal

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 project is in progress. When complete, the WCC will be able to utilize the half-million gallons 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. The new booster pump vault was installed at the end of October and final connections are being made.

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 is creating a design for an upgraded pump station. Amendment #1 was approved by Town Council which allows for design plans to be drafted in preparation for bidding the construction work.

DPC, LLC is conducting a Rate Study. This review and report should be completed in several months.

Well 1-B is now operational. We still need some work at the well field. The Connecticut Department of Public Health (DPH) has yet to give final approval. All physical connections of piping have been installed. The pump has been installed and re-tested and is fully operational. We are required to do additional copper/lead monitoring as a result of the new well, which is being re-evaluated by DPH.

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 110 customers have now utilized this option and many have expressed how happy they are with it. This year, many homeowners have indicated that they have used their sprinkler systems minimally because rainfall has been sufficient.

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 of 2018).

The Beckley Road Pressure-Reducing Valve has been re-built and is now completed. This helps regulate the pressure in East Berlin (when we don't purchase water from Cromwell).

The project to eliminate the Savage Hill Pump Station (with the engineering completed by MBA Consultants) is on-going. The directional drilling for this project is being re-bid because of the high prices on the first proposals. The second bid notice still has very high bids, so we are still considering traditional trenching to evaluate that cost versus directional drilling. We are waiting for cost estimates from a contractor to use a trench method for this project. It is conceivable this project may be done before the end of the year.

D. Board/Commission News:

There are 33 Board/Commission members whose terms will expire on January 31, 2018. Letters have been sent to solicit interest in re-appointment. Results will be shared with Council early January.

E. CCM Correspondence:

The following free training opportunities are available to CCM member municipalities in January and may be of interest to Council, Board or Commission members:

Three newly elected workshop sessions: (1) Fundamentals of Municipal Government, (2) Ethics, Freedom of Information Act, and Conducting Public Meetings, and (3) Budget and Fiscal Management. All will be held Saturday, January 20, 2018 at the Sheraton Hartford South Hotel, 100 Capital Boulevard, Rocky Hill, CT, 8:30 a.m. to 3:00 p.m.

Please contact either me or Sheila for additional details.

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 has been reviewed by DEEP and we have been given permission to bid the project. 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. We are preparing paperwork to submit to DEEP for a loan request and approval. Town Council voted to proceed with the process of temporary bonding for this project. The Public Hearing was held December 5, 2017.
3. **Street Paving Projects:** The 2017 street reconstruction program is essentially finished (other than some minor landscaping issues). Paving is complete on: Winchell Drive, Woodruff Lane, Cole Lane, Briar Patch, Rabbit Trail, Partridge Lane, Old Brickyard Lane, Fairview Drive, Fairview Place, Jacobs Road, Mattabassett Street (Berlin), David Drive, Edgewood Road, Farmington Avenue, Worthington Ridge, Worthington Lane, Worthington Point Road, Whitney Lane, and Lake Drive.
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. Several change orders have increased costs to approximately 3 million dollars to complete the project. 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 98% complete. The Contractor was allowed to continue work during the winter shutdown period (December through March), weather permitting, in an attempt to bring the project back on schedule. Farmington Avenue was opened for vehicular traffic on Saturday, October 14th. The contractual completion date was established as July 30, 2017. Failure to be substantially complete at that time necessitated the

Town to institute the contractually provided assessment of liquidated damages. These damages are assessed at \$1,000.00 per day through October 14, 2017. A semi-final inspection of the project was performed by Town staff, DOT Officials, and our Construction Administration Consultant on November 21, 2017. A punch list of items, to be completed by the Contractor, was developed, and will be addressed (weather permitting) this month.

6. **Elton Wells – Water Control Commission:** Our new Well 1B is operational. We are still looking at some operational upgrades at the well field. We will also be required to conduct more testing as a result of the Connecticut Department of Public Health. We are also looking at adding auxiliary power generation at this site by the end of December, 2018.
7. **Burnham Street Bridge and High Road Bridges:** No Change - 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. Due to a recent change in the State DOT construction oversight approvals, the start of construction will be delayed until the spring of 2018 to avoid a winter-long road closure. 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:** Cardinal Engineering has completed the survey of the triangle made up of Main Street, New Britain Road and Farmington Avenue. This survey allows them to have an exact overview of the area to see where changes are best made for this next phase. A meeting was held in early December with the Town Manager and Chris Edge to discuss the survey and next steps.
10. **Train Station Improvements & 889 Farmington Avenue Remediation:** As the plan is to not rebuild a station in Berlin, we are considering ways to partner with the private sector on future development on the Train Station (Department of Transportation) property; however, this will be challenging. Six (6) different private sector firms responded to the Request For Qualifications (RFQ) that was due on December 5th, interested in the 3 parcels at 889, 903 and 913 Farmington Avenue for mixed-use development. All are qualified and are now (or have recently been) doing projects in Connecticut.
11. **1567 Berlin Turnpike Environmental Remediation:** No Change - Testing will be done through 2018 with Alta Environmental Corporation, the firm who has been doing work to date.
12. **Façade Grant Program:** Four new projects were approved by the Economic Development and Planning and Zoning Commissions in the last few months and all should begin work in December or January of 2018.
13. **Gateway Signs:** The signs have been installed with one sign that had to be taken down due to its proximity to a state highway. It will be re-installed in the spring. These signs were put out

to open public bid a number of years ago and the low bidder was chosen, which was a firm outside of Berlin. In 2017, the signs were installed by Germano Fence from Berlin.

14. **Kensington Village Sidewalk Project:** Complete Services LLC is close to completion of the sidewalks with only a few minor things to finish to complete the project. Our Public Works team is working with Complete on these final pieces.
15. **Earl Wicklund (Stick Village):** No Change - Building 4 has been completed and is just in need of interior fit-out. Although no tenants have signed leases yet, activity and effort continues.
16. **ACURA/Retail Development:** A tenant has signed a lease at the retail building and will be opening soon. It is Fresh Monkee, and this will be their 3rd location. They can be found online at www.thefreshmonkee.com. We continue working with the listing agent on other possible tenants.
17. **Forrest Machine/Christian Lane Development:** No Change - The 55,000 square foot building has been completed and the inside is now being fit-out. The expectation is occupancy by the end of 2017 or early 2018 bringing about 50 manufacturing positions to Berlin with new hires coming soon after.
18. **Berlin High School and Berlin Businesses:** Fifteen businesspeople joined Chris Edge at Berlin High School to explain employer expectations and interview tools for all of the 11th grade students. A second event is planned for early March and we expect each event to be better and more worthwhile for the students than the last.
19. www.letsdobizberlin.com – The website is up and running and has a number of features including a tool to search for available commercial real estate in town for businesses already here as well as those considering coming to Berlin. In addition, a business directory is there, though it is a work in progress.

G. Calendar Reminders:

- Economic Development Commission, December 4, 2017, 7:00 p.m., Room 8
- *Cancelled* - Historic District Commission, December 4th, 7:00 p.m., Room 7
- Inland Wetlands and Water Courses Commission, December 5th, 7:00 p.m., Room 8
- Veterans' Commission, December 5th, 7:00 p.m., American Legion Post 68, 154 Porters Pass, Berlin
- Town Council Meeting, December 5th, 7:00 p.m., Council Chambers
- Public Golf Course Commission, December 7th, 6:00 p.m., Community Center Room 2
- Conservation Commission, December 12th, 6:30 p.m., Room 8
- Board of Finance, December 12th, 7:00 p.m., John "Doc" McIntosh Room
- Housing Authority, December 13th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, December 13th, 6:30 p.m. Library Board Room
- Special Town Council Meeting, December 13th, 6:45 p.m., Council Chambers
- Special Joint Town Council and Board of Finance Meeting, December 13th, 7:00 p.m., Library Meeting Room
- Youth Services Advisory Board, December 14th, 4:00 p.m., John "Doc" McIntosh Room

- Planning and Zoning Commission, December 14th, 7:00 p.m., Council Chambers
- *Cancelled* - Public Building Commission, December 14th, 7:00 p.m., Board of Education Meeting Room
- Parks and Recreation Commission, December 14th, 7:00 p.m., Community Center Break Room
- Mattabassett District, December 18th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Water Control Commission, December 19th, 7:00 p.m., Room 8
- Town Council Meeting, December 19th, 7:00 p.m., Council Chambers
- Police Commission, December 20th, 6:30 p.m., Police Station Conference Room
- Inland Wetlands and Water Courses Commission, January 2nd, 7:00 p.m., Room 8
- Veterans' Commission, January 2nd, 7:00 p.m., American Legion Post 68, 154 Porters Pass, Berlin
- Town Council Meeting, January 2nd, 7:00 p.m., Council Chambers
- Economic Development Commission, January 8th, 7:00 p.m., Room 8
- Historic District Commission, January 8th, 7:00 p.m., Room 7
- Berlin Visiting Nurses Association Board Meeting, January 8th, 7:00 p.m., John "Doc" McIntosh Conference Room
- Special Joint Town Council and Board of Finance Meeting, January 9th, 6:00 p.m., Library Meeting Room
- Conservation Commission, January 9th, 6:30 p.m., Room 8
- Board of Finance, January 9th, 7:00 p.m., John "Doc" McIntosh Conference Room
- Housing Authority, January 10th, 5:00 p.m., Marjorie Moore Village, Main Office
- Berlin-Peck Memorial Library, January 10th, 6:30 p.m. Library Board Room
- Youth Services Advisory Board, January 11th, 4:00 p.m., John "Doc" McIntosh Room
- Republican Town Committee Meeting, January 11th, 5:45 p.m., Council Chambers
- Commission for Persons with Disabilities, January 11th, 6:30 p.m., Room 8
- Planning and Zoning Commission, January 11th, 7:00 p.m., Council Chambers
- Public Building Commission, January 11th, 7:00 p.m., John "Doc" McIntosh Conference Room
- Parks and Recreation Commission, January 11th, 7:00 p.m., Community Center Break Room
- Town Council Meeting, January 16th, 7:00 p.m., Council Chambers
- Police Commission, January 17th, 6:30 p.m., Police Station Conference Room
- Commission for the Aging, January 22nd, 7:00 p.m., Berlin Senior Center, 33 Colonial Drive
- Water Control Commission, January 23rd, 7:00 p.m., Room 8
- Zoning Board of Appeals, January 23rd, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, January 25th, 7:00 p.m., Council Chambers
- *Cancelled* - Public Building Commission, January 25th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – October and November 2017
- Berlin Board of Education Monthly Reports:
 - 2017-2018 Fiscal Year Administration and Grant Portion – October and November 2017
 - 2017-2018 Fiscal Year BHS Enterprise Fund Balances – October and November 2017
 - 2017-2018 Enterprise Fund Balances – October and November 2017
- Central Connecticut Health District – September and October 2017 Monthly Report
- Town Budget Changes, Fee Waivers and Donations Reports – Fiscal Year 2017/2018

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

October 2017

prepared by Janice Lund, ACO

Total calls/complaints448
 Total wildlife complaints11
total all complaints**59**

Dogs Impounded1
Cats Impounded2
Total Impounds**3**

(Total abandoned at facility0)

Dogs/Cats redeemed1
Dogs Adopted5
Cats Adopted2
Total Adoptions**7**

DOA (dead on arrival)1
Euthanized1

Bites0
Summons/Municipal Code Violations0

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

Total Fees collected**\$ 220.00**

Dogs first of month06 *Cats first of month*05
Dogs end of month00 *Cats end of month*04

Animals neutered/spayed by Fobac: 1 Animals Vaccinated: 3
 Adoption clinics: 1 Spay Clinics : 1

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

November 2017

prepared by Janice Lund, ACO

Total calls/complaints49
 Total wildlife complaints09
total all complaints58

Dogs Impounded4
Cats Impounded6
***Total Impounds*10**

(Total abandoned at facility1)

Dogs/Cats redeemed4
Dogs Adopted0
Cats Adopted3
***Total Adoptions*3**

DOA (dead on arrival)0
Euthanized1

Bites1
Summons/Municipal Code Violations0

Rabies Exposures1
(wildlife contacts)
Positive Rabies Exposures0
(wildlife tested positive)

Total Fees collected \$ 50.00

Dogs first of month00 *Cats first of month*04
Dogs end of month00 *Cats end of month*06

Animals neutered/spayed by Fobac: 2 Animals Vaccinated: 2

Adoption clinics: 2 Spay Clinics : 1

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 10/1/2017 To Date: 10/31/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,845,418.00	\$205,238.95	\$782,327.89	\$2,063,090.11	\$1,921,877.15	\$141,212.96	4.96%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,183,463.02	\$1,564,040.52	\$3,254,311.06	\$15,929,151.96	\$15,446,435.46	\$482,716.50	2.52%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,662,145.61	\$527,113.39	\$1,425,775.80	\$5,236,369.81	\$4,487,812.70	\$748,557.11	11.24%
00001.00.00.0000.00.0000.20	Benefits	\$6,551,684.75	\$483,377.29	\$1,334,628.11	\$5,217,056.64	\$3,702,173.70	\$1,514,882.94	23.12%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,505,249.62	\$179,444.93	\$281,667.81	\$1,223,581.81	\$304,044.33	\$919,537.48	61.09%
00001.00.00.0000.00.0000.40	Utilities	\$286,182.00	\$21,757.04	\$71,797.80	\$214,384.20	\$192,109.13	\$22,275.07	7.78%
00001.00.00.0000.00.0000.51	Transportation	\$2,544,068.00	\$268,237.91	\$389,549.74	\$2,154,518.26	\$1,073,944.44	\$1,080,573.82	42.47%
00001.00.00.0000.00.0000.56	Tuition	\$2,022,504.00	\$164,703.93	\$726,738.05	\$1,295,765.95	\$492,385.43	\$803,380.52	39.72%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,249,847.00	\$80,034.90	\$376,375.46	\$873,471.54	\$83,595.50	\$789,876.04	63.20%
00001.00.00.0000.00.0000.70	Equipment	\$75,634.00	\$1,747.27	\$4,689.43	\$70,944.57	\$924.82	\$70,019.75	92.58%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$97,488.00	\$4,506.59	\$13,340.41	\$84,147.59	\$224.00	\$83,923.59	86.09%
Grand Total:		\$43,023,684.00	\$3,480,202.72	\$8,661,201.56	\$34,362,482.44	\$27,705,526.66	\$6,656,955.78	15.47%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2017-2018

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

From Date: 10/1/2017 To Date: 10/31/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00500.00.00.0000.00.0000.00	CIT Lease Reimbursement	\$182,270.00	\$32,503.60	\$32,503.60	\$149,766.40	\$97,510.80	\$52,255.60	28.67%
00502.00.00.0000.00.0000.00	STEM Education program-equipme	\$335.81	\$151.39	\$151.39	\$184.42	\$0.00	\$184.42	54.92%
00503.00.00.0000.00.0000.00	Chromebook Contracts	\$31,477.30	\$549.60	\$1,926.30	\$29,551.00	\$0.00	\$29,551.00	93.88%
00504.00.00.0000.00.0000.00	School Counseling Resource Acc	\$13,003.41	\$584.46	\$584.46	\$12,418.95	\$0.00	\$12,418.95	95.51%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$11,151.00	\$1,210.00	\$1,210.00	\$9,941.00	\$0.00	\$9,941.00	89.15%
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	\$22,192.00	\$0.00	\$0.00	\$22,192.00	\$0.00	\$22,192.00	100.00%
00511.00.00.0000.00.0000.00	Marjorie Moore/Berlin Transiti	\$5,000.00	\$0.00	\$2,786.45	\$2,213.55	\$0.00	\$2,213.55	44.27%
00516.00.00.0000.00.0000.00	Prior Years Return	\$10,661.62	\$0.00	\$0.00	\$10,661.62	\$0.00	\$10,661.62	100.00%
00524.00.00.0000.00.0000.00	Medicaid Funding	\$89,384.12	\$1,078.13	\$19,735.18	\$89,648.94	\$2,197.36	\$67,451.58	75.45%
00555.00.00.0000.00.0000.00	E-RATE	\$7,746.00	\$0.00	\$251.44	\$7,494.56	\$0.00	\$7,494.56	96.75%
00602.00.00.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$591,291.00	\$0.00	\$0.00	\$591,291.00	\$0.00	\$591,291.00	100.00%
00603.00.00.0000.00.0000.00	Idea,PartB,Section 619 Grant	\$20,192.00	\$0.00	\$0.00	\$20,192.00	\$0.00	\$20,192.00	100.00%
00701.00.00.0000.00.0000.00	Title I Grant	\$65,391.28	\$27,983.48	\$55,966.96	\$9,424.32	\$290,828.04	(\$281,403.72)	-430.34%
00701.00.00.0000.00.0000.00	Sheff Settlement	\$0.00	\$4,696.49	\$6,730.20	(\$6,730.20)	\$20,838.60	(\$21,568.80)	0.00%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$113,770.09	\$43,869.82	\$83,046.22	\$30,723.87	\$432,350.30	(\$401,626.43)	-353.02%
00703.00.00.0000.00.0000.00	Idea Part B, Section 619	\$4,746.70	\$2,141.30	\$3,616.94	\$1,129.76	\$18,238.29	(\$17,108.53)	-360.43%
00704.00.00.0000.00.0000.00	Title II Grant	\$49,826.00	\$3,600.00	\$13,369.00	\$36,557.00	\$0.00	\$36,557.00	73.22%
00706.00.00.0000.00.0000.00	Choice Grant	\$0.00	\$41,293.20	\$81,860.22	(\$81,860.22)	\$398,908.77	(\$480,768.99)	0.00%
00709.00.00.0000.00.0000.00	Title III	\$4,137.86	\$915.05	\$1,723.20	\$2,414.66	\$669.89	\$1,744.77	42.17%
00800.00.00.0000.00.0000.00	Special Grants	\$82,817.90	\$3,424.00	\$18,947.08	\$63,870.82	\$31,011.80	\$32,859.02	39.69%
	Grand Total:	\$1,305,605.09	\$164,000.52	\$324,408.64	\$981,196.45	\$1,292,563.85	(\$311,357.40)	-23.85%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

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

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00200	BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00201	Adult Education	\$11,277.58	\$6,881.27	(\$874.74)	\$0.00	\$17,284.11
00202	BHS Student Art League	\$376.09	\$0.00	\$0.00	\$0.00	\$376.09
00203	Athletic Association	\$44,302.40	\$15,989.00	(\$3,759.63)	\$0.00	\$56,531.77
00204	Balfour Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00205	Band Fund	\$18,344.33	\$5,138.00	(\$10,578.23)	\$0.00	\$12,904.10
00206	BHS Scholarship	\$1,699.17	(\$1,699.17)	\$0.00	\$0.00	\$0.00
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$0.00	\$3,342.17	(\$960.00)	\$0.00	\$2,382.17
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$1,647.56	\$1,220.00	(\$1,240.00)	\$0.00	\$1,627.56
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	\$2,914.05	\$0.00	\$0.00	\$0.00	\$2,914.05
00221	Class of 2012	\$6,881.54	\$0.00	\$0.00	\$0.00	\$6,881.54
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)	\$12,002.94	\$0.00	\$0.00	\$0.00	\$12,002.94
00226	Class of 2017 (11)	\$7,345.30	\$0.00	(\$664.79)	\$0.00	\$6,680.51
00227	Class of 2018 (10)	\$13,404.65	\$4,169.00	(\$1,950.00)	\$0.00	\$15,623.65
00228	Class of 2019 (9)	\$3,669.24	\$1,370.00	\$0.00	\$0.00	\$5,039.24
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up/Youth & Gov't	\$3.40	\$0.00	\$0.00	\$0.00	\$3.40

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

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

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$612.73	\$0.00	\$0.00	\$0.00	\$612.73
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$7,218.13	\$0.00	(\$1,216.43)	\$0.00	\$6,001.70
00234	Driver's Ed.	\$450.00	\$1,350.00	\$0.00	\$0.00	\$1,800.00
00235	HOSA/Health Club	\$152.53	\$0.00	\$0.00	\$0.00	\$152.53
00236	Faculty Scholarship	\$952.79	\$100.00	\$0.00	\$0.00	\$1,052.79
00237	Field Trips	\$3,764.40	\$764.00	(\$2,042.00)	\$0.00	\$2,486.40
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	\$8,409.44	\$1,575.00	(\$1,936.72)	\$0.00	\$8,047.72
00242	Habitat for Humanity	\$1,579.35	\$0.00	\$0.00	\$0.00	\$1,579.35
00243	H.E.R.O	\$2,248.97	\$0.00	\$0.00	\$0.00	\$2,248.97
00244	Helping Hand/Dress Down	\$3,465.77	\$0.00	\$0.00	\$0.00	\$3,465.77
00245	Student Resources	\$40,259.70	\$202.03	(\$2,780.46)	\$0.00	\$37,681.27
00246	Honor Society	\$2,626.30	\$0.00	\$0.00	\$0.00	\$2,626.30
00247	Interact Club	\$339.99	\$1,221.00	\$0.00	\$0.00	\$1,560.99
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00251	Lamp Fund	\$3,833.37	\$378.42	(\$4,003.00)	\$0.00	\$208.79
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	\$24.59	\$2,718.14	(\$587.37)	\$0.00	\$2,155.36
00255	Massino Wells	\$3,012.16	\$0.00	\$0.00	\$0.00	\$3,012.16
00256	Misc. Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00257	Musical Club	\$15,366.26	\$0.00	(\$415.00)	\$0.00	\$14,951.26
00258	NYC Field Trip	\$2,737.30	\$0.00	\$0.00	\$0.00	\$2,737.30
00259	Red Cross/Ophelia	\$778.48	\$0.00	\$0.00	\$0.00	\$778.48
00260	Pavano Memorial Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00261	Project O	\$6,046.47	\$3,827.22	(\$6,042.97)	\$0.00	\$3,830.72

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: October
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00265	Sachetti Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00266	School Store	\$1,031.08	\$210.00	(\$486.40)	\$0.00	\$754.68
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	\$7,942.99	\$0.00	(\$2,266.43)	\$0.00	\$5,676.56
00270	Upbeat DeVivo Memorial	\$508.46	\$0.00	\$0.00	\$0.00	\$508.46
00271	Upbeat-Crowe	\$6,519.30	\$0.00	\$0.00	\$0.00	\$6,519.30
00272	Upbeat-Drop In	\$1,242.42	\$0.00	(\$700.80)	\$0.00	\$541.62
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$24,552.83	\$2,200.00	(\$10,239.85)	\$0.00	\$16,512.98
00275	Upbeat Regular	\$9,984.79	\$132.34	(\$130.95)	\$0.00	\$9,986.18
00276	Upbeat Summer Exp.	\$20,155.31	\$4,130.78	(\$7,499.50)	\$0.00	\$16,786.59
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	\$45,746.10	\$49,460.00	(\$42,276.70)	\$0.00	\$52,929.40
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$462.58	(\$98.00)	\$0.00	\$0.00	\$364.58
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00285	Class of 2020	\$2,506.03	\$890.00	(\$724.00)	\$0.00	\$2,672.03
00286	Unified Theater	\$488.25	\$0.00	\$0.00	\$0.00	\$488.25
00287	Class of 2021	\$0.00	\$4,755.00	(\$945.00)	\$0.00	\$3,810.00
00288	Improv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00289	Empty Bowls	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00296	Interest	\$7,300.13	\$0.00	\$0.00	\$0.00	\$7,300.13
00299	CD BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: October
Year: 2017
Fund Type: BHS Enterprise

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
	Grand Total:	\$404,373.23	\$110,226.20	(\$104,320.97)	\$0.00	\$410,278.46

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: October
Year: 2017
Fund Type: Enterprise

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00909	Petty Cash Fund	\$661.63	\$0.00	\$0.00	\$0.00	\$661.63
00911	Hubbard Activity Fund	\$2,896.75	\$2,367.90	(\$2,104.94)	\$0.00	\$3,159.71
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$5,532.30	\$4,506.91	(\$4,852.41)	\$0.00	\$5,186.80
00915	Griswold Activity Fund	\$20,354.02	\$3,611.73	(\$12,031.14)	\$0.00	\$11,934.61
00916	Griswold Upbeat Activity Fund	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
00921	McGee General Activity Fund	\$37,197.84	\$5,915.62	(\$21,024.24)	\$0.00	\$22,089.22
00923	McGee DC Activity Fund	\$9,361.72	\$2,500.00	\$0.00	\$0.00	\$11,861.72
00924	McGee Student Council Activity Fund	\$2,634.38	\$1,299.00	(\$494.59)	\$0.00	\$3,438.79
Grand Total:		\$79,068.51	\$20,201.16	(\$40,507.32)	\$0.00	\$58,762.35

End of Report

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☐ Exclude Inactive Accounts with zero balance

☒ Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 11/1/2017 To Date: 11/30/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.0000.00.0000.10	Administrative Salaries	\$2,845,418.00	\$326,476.39	\$1,108,804.28	\$1,736,613.72	\$1,606,780.03	\$129,833.69	4.56%
00001.00.00.0000.0000.00.0000.11	Certified Salaries	\$19,183,463.02	\$2,360,612.64	\$5,614,923.70	\$13,568,539.32	\$13,260,148.88	\$308,390.44	1.61%
00001.00.00.0000.0000.00.0000.12	Non-Certified Salaries	\$6,662,145.61	\$931,764.68	\$2,357,540.48	\$4,304,605.13	\$3,614,690.78	\$689,914.35	10.36%
00001.00.00.0000.0000.00.0000.20	Benefits	\$6,551,684.75	\$639,986.75	\$1,974,564.86	\$4,577,119.89	\$3,314,587.80	\$1,262,532.09	19.27%
00001.00.00.0000.0000.00.0000.30	Contracted Services	\$1,503,249.62	\$116,091.08	\$397,758.89	\$1,105,490.73	\$263,054.63	\$842,436.10	56.04%
00001.00.00.0000.0000.00.0000.40	Utilities	\$286,182.00	\$24,202.40	\$96,000.20	\$190,181.80	\$185,418.18	\$4,763.62	1.66%
00001.00.00.0000.0000.00.0000.51	Transportation	\$2,544,068.00	\$276,157.53	\$665,707.27	\$1,878,360.73	\$955,967.28	\$922,393.45	36.26%
00001.00.00.0000.0000.00.0000.56	Tuition	\$2,022,504.00	\$442,391.91	\$1,169,129.96	\$853,374.04	\$405,753.05	\$447,620.99	22.13%
00001.00.00.0000.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,251,847.00	\$76,775.02	\$453,150.48	\$798,696.52	\$41,689.21	\$757,037.31	60.47%
00001.00.00.0000.0000.00.0000.70	Equipment	\$75,634.00	\$8,745.68	\$13,435.11	\$62,198.89	\$2,862.83	\$59,336.06	78.45%
00001.00.00.0000.0000.00.0000.80	All Other Expenditures	\$97,488.00	\$5,997.20	\$19,337.61	\$78,150.39	\$125.00	\$78,025.39	80.04%
Grand Total:		\$43,023,684.00	\$5,208,151.28	\$13,870,352.84	\$29,153,331.16	\$23,651,047.67	\$5,502,283.49	12.79%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 11/1/2017 To Date: 11/30/2017

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
00500.00.00.0000.00.0000.00	GIT Lease Reimbursement	\$182,270.00	\$0.00	\$32,503.60	\$149,766.40	\$97,510.80	\$62,255.60 28.67%
00502.00.00.0000.00.0000.00	STEM Education program-equipme	\$335.81	\$0.00	\$151.39	\$184.42	\$0.00	\$184.42 54.92%
00503.00.00.0000.00.0000.00	Chromebok Contracts	\$31,477.30	\$0.00	\$1,926.30	\$29,551.00	\$0.00	\$29,551.00 93.88%
00504.00.00.0000.00.0000.00	School Counseling Resource Acc	\$13,003.41	\$66.76	\$651.22	\$12,352.19	\$0.00	\$12,352.19 94.99%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$11,151.00	\$0.00	\$1,210.00	\$9,941.00	\$0.00	\$9,941.00 89.15%
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	\$22,192.00	\$612.45	\$612.45	\$21,579.55	\$0.00	\$21,579.55 97.24%
00511.00.00.0000.00.0000.00	Marjorie Moore/Berlin Transiti	\$5,000.00	\$0.00	\$2,786.45	\$2,213.55	\$0.00	\$2,213.55 44.27%
00516.00.00.0000.00.0000.00	Prior Years Return	\$10,661.62	\$0.00	\$0.00	\$10,661.62	\$0.00	\$10,661.62 100.00%
00524.00.00.0000.00.0000.00	Medical Funding	\$95,958.12	\$1,006.18	\$20,741.36	\$75,216.76	\$1,831.18	\$73,385.58 76.48%
00555.00.00.0000.00.0000.00	E-RATE	\$7,746.00	\$0.00	\$251.44	\$7,494.56	\$4,990.00	\$2,504.56 32.33%
00600.00.00.0000.00.0000.00	Title 1 Grant	\$38,484.00	\$32,550.90	\$32,550.90	\$5,933.10	\$248,852.82	(\$242,919.72) -631.22%
00602.00.00.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$591,291.00	\$44,344.20	\$44,344.20	\$546,946.80	\$366,487.43	\$180,459.37 30.52%
00603.00.00.0000.00.0000.00	Idea,PartBSection 619 Grant	\$20,192.00	\$2,147.36	\$2,147.36	\$18,044.64	\$14,765.66	\$3,278.98 16.24%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$50,839.00	\$0.00	\$0.00	\$50,839.00	\$0.00	\$50,839.00 100.00%
00609.00.00.0000.00.0000.00	Title III Grant	\$20,105.00	\$0.00	\$0.00	\$20,105.00	\$0.00	\$20,105.00 100.00%
00700.00.00.0000.00.0000.00	Title I Grant	\$65,391.28	\$9,424.32	\$65,391.28	\$0.00	\$0.00	\$0.00 0.00%
00701.00.00.0000.00.0000.00	Shelf Settlement	\$0.00	\$6,326.99	\$13,057.19	(\$13,057.19)	\$16,077.72	(\$29,134.91) 0.00%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$113,770.09	\$21,566.57	\$104,612.79	\$9,157.30	\$0.00	\$9,157.30 8.05%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$4,746.70	\$1,129.76	\$4,746.70	\$0.00	\$0.00	\$0.00 0.00%
00704.00.00.0000.00.0000.00	Title II Grant	\$49,926.00	\$0.00	\$13,369.00	\$36,557.00	\$0.00	\$36,557.00 73.22%
00706.00.00.0000.00.0000.00	Choice Grant	\$146,127.00	\$62,098.04	\$143,958.26	\$2,168.74	\$336,624.53	(\$334,455.79) -228.88%
00709.00.00.0000.00.0000.00	Title III	\$4,137.86	\$548.54	\$2,271.74	\$1,866.12	\$1,400.50	\$465.62 11.25%
00800.00.00.0000.00.0000.00	Special Grants	\$82,903.85	\$31,773.46	\$50,720.54	\$32,183.31	\$0.00	\$32,183.31 38.82%
Grand Total:		\$1,567,820.04	\$213,595.53	\$538,004.17	\$1,029,815.87	\$1,088,540.64	(\$58,724.77) -3.75%

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: November
Year: 2017
Fund Type: BHS Enterprise

☐ Include Cash Balance

☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00200	BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00201	Adult Education	\$11,277.58	\$7,005.27	(\$2,421.54)	\$0.00	\$15,861.31
00202	BHS Student Art League	\$376.09	\$0.00	\$0.00	\$0.00	\$376.09
00203	Athletic Association	\$44,302.40	\$21,139.00	(\$7,779.01)	\$0.00	\$57,662.39
00204	Balfour Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00205	Band Fund	\$18,344.33	\$5,138.00	(\$12,269.01)	\$0.00	\$11,213.32
00206	BHS Scholarship	\$1,699.17	(\$1,699.17)	\$0.00	\$0.00	\$0.00
00207	BHS Web Club	\$42.29	\$0.00	\$0.00	\$0.00	\$42.29
00208	Business Club	\$0.00	\$4,122.17	(\$1,840.00)	\$0.00	\$2,282.17
00209	Capstone	\$274.55	\$0.00	\$0.00	\$0.00	\$274.55
00210	Chorus Fund	\$1,647.56	\$1,358.00	(\$2,656.88)	\$0.00	\$348.68
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	\$2,914.05	\$0.00	\$0.00	\$0.00	\$2,914.05
00221	Class of 2012	\$6,881.54	\$0.00	\$0.00	\$0.00	\$6,881.54
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)	\$12,002.94	\$0.00	\$0.00	\$0.00	\$12,002.94
00226	Class of 2017 (11)	\$7,345.30	\$0.00	(\$1,149.67)	\$0.00	\$6,195.63
00227	Class of 2018 (10)	\$13,404.65	\$4,219.00	(\$1,950.00)	\$0.00	\$15,673.65
00228	Class of 2019 (9)	\$3,669.24	\$1,420.00	(\$369.79)	\$0.00	\$4,719.45
00229	Cup of Tea Book Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00230	Close-Up/Youth & Gov't	\$3.40	\$0.00	\$0.00	\$0.00	\$3.40

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: November
Year: 2017
Fund Type: BHS Enterprise

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00231	Cookie Closet	\$612.73	\$0.00	\$0.00	\$0.00	\$612.73
00232	Debate Club	\$481.00	\$0.00	\$0.00	\$0.00	\$481.00
00233	Drama Club	\$7,218.13	\$0.00	(\$2,730.06)	\$0.00	\$4,488.05
00234	Driver's Ed.	\$450.00	\$1,850.00	\$0.00	\$0.00	\$2,300.00
00235	HOSA/Health Club	\$152.53	\$0.00	\$0.00	\$0.00	\$152.53
00236	Faculty Scholarship	\$952.79	\$220.00	\$0.00	\$0.00	\$1,172.79
00237	Field Trips	\$3,764.40	\$2,443.12	(\$3,781.82)	\$0.00	\$2,425.70
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	\$8,409.44	\$1,825.00	(\$2,257.72)	\$0.00	\$7,976.72
00242	Habitat for Humanity	\$1,579.35	\$0.00	\$0.00	\$0.00	\$1,579.35
00243	H.E.R.O	\$2,248.97	\$0.00	\$0.00	\$0.00	\$2,248.97
00244	Helping Hand/Dress Down	\$3,465.77	\$0.00	\$0.00	\$0.00	\$3,465.77
00245	Student Resources	\$40,259.70	\$202.03	(\$2,780.46)	\$0.00	\$37,681.27
00246	Honor Society	\$2,626.30	\$0.00	(\$125.47)	\$0.00	\$2,500.83
00247	Interact Club	\$339.99	\$1,151.87	(\$350.00)	\$0.00	\$1,141.86
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00251	Lamp Fund	\$3,833.37	\$725.81	(\$4,003.00)	\$0.00	\$556.18
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	\$24.59	\$2,718.14	(\$811.63)	\$0.00	\$1,931.10
00255	Massiro Wells	\$3,012.16	\$0.00	\$0.00	\$0.00	\$3,012.16
00256	Misc. Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00257	Musical Club	\$15,366.26	\$2,433.00	(\$598.47)	\$0.00	\$17,200.79
00258	NYC Field Trip	\$2,737.30	\$0.00	\$0.00	\$0.00	\$2,737.30
00259	Red Cross/Ophelia	\$778.48	\$0.00	\$0.00	\$0.00	\$778.48
00260	Pavano Memorial Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00261	Project O	\$6,046.47	\$4,671.22	(\$6,042.97)	\$0.00	\$4,674.72

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: November
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00265	Sachetti Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00266	School Store	\$1,031.08	\$210.00	(\$622.30)	\$0.00	\$618.78
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	\$7,942.99	\$4,577.50	(\$2,602.50)	\$0.00	\$9,917.99
00270	Upbeat DeVivo Memorial	\$508.46	\$0.00	\$0.00	\$0.00	\$508.46
00271	Upbeat-Crowe	\$6,519.30	\$0.00	\$0.00	\$0.00	\$6,519.30
00272	Upbeat-Drop In	\$1,242.42	\$0.00	(\$753.37)	\$0.00	\$489.05
00273	Upbeat (ENV.) summer basketball	\$215.62	\$0.00	\$0.00	\$0.00	\$215.62
00274	Upbeat Peerleader	\$24,552.83	\$2,386.71	(\$16,076.35)	\$0.00	\$10,863.19
00275	Upbeat Regular	\$9,984.79	\$132.34	(\$130.95)	\$0.00	\$9,986.18
00276	Upbeat Summer Exp.	\$20,155.31	\$4,130.78	(\$7,499.50)	\$0.00	\$16,786.59
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	\$45,746.10	\$49,460.00	(\$43,267.18)	\$0.00	\$51,938.92
00280	Voc.Ed. Laundry	\$158.30	\$0.00	\$0.00	\$0.00	\$158.30
00281	Teacher of the Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00282	Unified Sports (Grant)	\$3,314.74	\$0.00	\$0.00	\$0.00	\$3,314.74
00283	Berlin Helping Berlin	\$462.58	\$22.00	\$0.00	\$0.00	\$484.58
00284	Acoustic Club	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50
00285	Class of 2020	\$2,506.03	\$1,020.00	(\$840.86)	\$0.00	\$2,685.17
00286	Unified Theater	\$488.25	\$0.00	(\$47.23)	\$0.00	\$441.02
00287	Class of 2021	\$0.00	\$4,805.00	(\$1,250.48)	\$0.00	\$3,554.52
00288	Improv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00289	Empty Bowls	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00298	Interest	\$7,300.13	\$0.00	\$0.00	\$0.00	\$7,300.13
00299	CD BHS Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

Month: November
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>
	Grand Total:	\$404,373.23	\$127,686.79	(\$127,008.24)	\$0.00	\$405,051.78

End of Report

Town of Berlin Board of Education

Fund Balances

Fiscal Year: 2017-2018

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

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
00909	Petty Cash Fund	\$661.63	\$0.00	\$0.00	\$0.00	\$661.63
00911	Hubbard Activity Fund	\$2,896.75	\$3,287.90	(\$3,708.49)	\$0.00	\$2,476.16
00913	Willard Upbeat Activity Fund	\$33.91	\$0.00	\$0.00	\$0.00	\$33.91
00914	Willard Activity Fund	\$5,532.30	\$4,506.91	(\$5,340.51)	\$0.00	\$4,698.70
00915	Griswold Activity Fund	\$20,354.02	\$8,996.81	(\$14,490.23)	\$0.00	\$14,860.60
00916	Griswold Upbeat Activity Fund	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
00921	McGee General Activity Fund	\$37,197.84	\$6,815.62	(\$22,013.14)	\$0.00	\$22,000.32
00923	McGee DC Activity Fund	\$9,361.72	\$6,525.00	\$0.00	\$0.00	\$15,886.72
00924	McGee Student Council Activity Fund	\$2,634.38	\$1,299.00	(\$494.59)	\$0.00	\$3,438.79
Grand Total:		\$79,068.51	\$31,431.24	(\$46,046.96)	\$0.00	\$64,452.79

End of Report



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Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
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TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—September 2017
DATE: October 13, 2017

Monthly Activities/Projects of Special Interest

Director of Health

- Participated in CT DPH Annual Report workgroup to assist in the revision of annual reporting requirements for local health departments
- Attended Statewide HealthCare Coalition meeting in Orange to learn about requirements for preparedness activities at the regional and state levels
- Participated in Connecticut Association of Directors of Health meeting that highlighted the transition to the FDA food code and issues at the local level to consider.

Administrative

- Charles Costello, CPA conducted the audit. He plans to present his findings at the October Board meeting.
- First flu clinic is October 3rd. Vaccine has been received and we are ready to roll. (Update: as of 10/13/17, 5 clinics have been held and 1,394 doses given. This is on par with last year's numbers.)
- Salon licensing is in process. As of 9/30/17, 72% of establishments had returned applications on time, and 28% were sent a late fee notice.

Community Health Highlights

Asthma – Putting On Airs (POA)

One of the newest challenges for the POA program in Region 2 was establishing contact with a client referred from CCMC, whose mother was deaf. It took six weeks before Betty could finalize a meeting at the home of the referred child this month. As it turned out the mother also had asthma, and had concerns about cockroaches in her apartment. The Health Department serving the town where the family resides will perform an environmental assessment, per program protocol.

Betty has established contact with Wheeler Clinic, and sees that as a potential source of new referrals to the program as well.

Block Grant

The public bike repair stations arrived in three of the four towns. Ann is waiting to hear when installation happens, so she can get pictures.

The Living Healthy in the District Guide Book, updated this month, now includes mental health and substance abuse resources.

Community Outreach/Involvement

Tick-Borne Disease Presentation: Lori gave her presentation entitled “Ticks: What You Need to Know” in Wethersfield this month. Held at the Eleanor Buck Wolf Nature Center. Participants learned basic information about ticks, tick-borne diseases, and ways to protect themselves from tick-borne diseases.

Opium Stakeholder Forum Follow-up: Recovery Group

The recovery group of the Addressing the Opioid Crisis Stakeholder Forum participated in the Recovery Walk, held on September 23rd from 10:00 am – 2:00 pm in Bushnell Park in Hartford. Hundreds of people joined in solidarity for those in recovery. It was the 18th year this walk was held in Hartford; the oldest in the nation. Twenty-two people of all ages participated from the CCHD community. CCHD provided specially designed buttons for those who participated.



Manchester Police Chief Marc Montminy, and Sarah Howroyd, co-founders of Project HOPE (Heroin/Opioid Prevention Initiative) presented the details of the program to the Response group. The program has the blessing of the State’s Attorney and can serve as a diversionary program for addicts with low-level crimes. Addicts without a criminal record are also eligible for the program. Over 20 people, including representatives from the PDs in all 4 towns participated in the meeting. Additionally, the head of St. Francis Emergency Department sent a letter through the Health District confirming the Chiefs of Police that should any of our towns take on such a program, St. Francis is willing to participate. The hospital recently received funding for recovery coaches, which is proving effective in other hospitals.

Yoga and Fitness Day

An outgrowth of the ACHIEVE group, Yoga and Fitness day was held on Saturday, September 30. Each of the 4 towns had scheduled “Yoga in the Park”. Since the weather was iffy, 3 of the 4 towns held their events; Wethersfield postponed their event, to be held on the Broad Street Green on October 7th.

Emergency Preparedness

State: CCHD received the DCIPHER-ORR Platform (Data Collation and Integration for Public Health Event Responses) access and updated SAMS (CDC Secure Management Service). Completing this document will be a requirement of the grant.

Regional: Judy is serving on a public health resource typing working group for the regional planning group.

Local: Jane conducted a test of the Everbridge notification system for local restaurants was conducted, giving information about the upcoming flu clinics to protect themselves, their staff and patrons from the flu this season.

Flu Clinics: Flu Clinics are ready to go: volunteers signed up; carts are ready; ½ of the vaccine arrived with the other half will arrive before the clinics begin.

Dental Grant

Lori began the process of establishing senior dental clinics for the 2017-2018 grant year, and will finalize those dates in early October.

Staff News

Health Educator, Lori DiPietro, MPH has accepted a full-time position as a Program Manager with Connecticut Children's Medical Center. Her last day will be October 20.

Environmental Health Activities

Jeff and Barbara attended a two day epidemiology readiness team training offered through the National Environmental Health Association on preparing for foodborne illness investigations using a team approach to address not only individual outbreaks, but the possibility of intentional food tampering.

Jeff did a tremendous job of shepherding the Berlin Fair through another successful season. He dedicated a lot of time upfront to make sure the Fair days went smoothly and safely.

Sanitary Code sections were drafted for water wells and subsurface sewage disposal systems.

Staff reviewed and reclassified all food establishments in accordance with the new FDA code. These changes will take effect on October 1, 2017. The number of required routine inspections will decrease on average 25% in each town under the new code. Analysis of how these changes will affect the budget, and proposed changes to the fee schedule is ongoing.

Berlin Activities and Projects

Conducted Berlin Fair inspections during set up and operation of the Fair.

Completed a new nail salon plan review and approval.

Reviewed revised plans for a new food establishment in the cinema.

Newington Activities and Projects

Conducted two daycare inspections.

Attended one Food Establishment Hearing with the Director of Health.

Attended an informative training on Salon and Tattoo establishment enforcement offered by the Connecticut Environmental Health Association.

Conducted a plan review on a new salon coming to Newington.

Continued follow up investigations and monitoring on a number of complaints.

Inspected a Band Tournament in Rocky Hill.

Rocky Hill Activities and Projects

Completed a plan review for a new restaurant called Tavern on 3.

Assisted with inspections at the Berlin Fair.

Conducted pre-opening inspections at the new Carbone's Prime Restaurant.

Conducted several follow up inspections of a restaurant that was closed by the Health District the previous month to ensure continued compliance with the CT Public Health Code.

Conducted numerous temporary event inspections including car shows, Corn Maze, Football Games, Youth Football, and a Carnival.

Conducted inspections of an indoor pool and two daycare facilities.

Met with the owner of a pizza restaurant that will be opening soon.

Responded to several housing complaints

Wethersfield Activities and Projects

Inspected several hair and nail salons.

Inspected one day care facility.

Inspected multiple number of complaints in Wethersfield.

Inspected and opened a new restaurant, Cheeks Chicken, on the Silas Deane Highway.

Reviewed plans for several new restaurants and a pasta manufacturing facility coming to Wethersfield.

Continued to monitor a hoarding and cockroach situation at an apartment complex.

September 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	1
Food Service	1	1	82	4	2	20	0	0	32	0	2	56	14	15	490
Public Facilities	0	0	0	0	0	1	0	0	1	1	1	0	5	8	43
Salon Inspections	0	0	0	0	0	0	0	0	2	0	0	2	1	1	12
Subsurface Sewage	0	0	5	0	0	0	0	2	0	0	0	0	0	2	23
Gen Envir. Health	2	2	0	1	1	0	0	0	0	3	4	0	45	63	2
Campylobacteriosis	1			0	0		0			1			8		
E-Coli	1			0	0					0			1		
Salmonellosis	0			0	0					0			2		
Blood lead ≥5	0			0	0					0			1		



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TO: Board Members
FROM: Charles Brown, Director of Health
SUBJECT: MONTHLY REPORT—October 2017
DATE: November 14, 2017

Monthly Activities/Projects of Special Interest

Director of Health

- Met with CCHD Leadership Team to develop list of potential intern projects within the District.
- Participated in Bike Share Forum at Hartford Library as part of Quest Leadership program on October 11th. This forum was attended by close to 50 stakeholders from the Greater Hartford area and expanded the concept of bike sharing programs from micro to macro examples.
- Attended the Connecticut Public Health Association Annual Conference and gathered information on data sources for opioid and other community information that can be used in future health assessments.

Administrative

- Charles Costello, CPA completed the required work on the annual financial audit and presented his findings at the October Board meeting. A final draft is expected shortly.
- Eight flu clinics were held in October. 1,958 doses of fluarix quadravalent flu vaccine were administered. A make-up clinic is planned for the first week of December to coincide with National Influenza Immunization Week. Insurance billing for flu shots has begun and is going well. We receive most of the payments through electronic funds transfers.
- Salon licensing is almost complete. One establishment has not returned their license application. Four establishments still owe their late fees.

Community Health Highlights

Asthma – Putting On Airs (POA)

- In the first two months of the grant year, POA staff completed 4 third visits. The third visit, added last grant year, aims to improve the rates of ED/hospital visits for those with uncontrolled asthma.
- One of the challenges this month was a child/mother double asthma referral in Berlin – 4 initial home visits (including weekends) were scheduled and each was subsequently cancelled. In a sad irony, these were cancelled as a result of the mother be required to work outside ordinary shift to make up for sick days taken due to asthma related illness by both parties – mom has used all paid sick days.
- An October success resulted from an in-service training at UConn Family Medicine back in April. A second referral was made by that group to the program, with a visit scheduled for November.

Community Outreach/Involvement

- The Wethersfield Board of Education re-initiated its Wellness Committee, and held the first meeting this month. The Committee Chair, John Karzar, Director of Special Education, invited Assistant Director, Ann Hartman, to participate on the Committee. She gladly accepted and participated in the group's inaugural meeting this month.

Emergency Preparedness

- **State:** Per requirements, CCHD Emergency Coordinator and Director of Health participated in the CT DPH Healthcare Coalition Summit.
- **Regional:** Judy continues her service on a public health resource typing working group for the regional

planning group.

Environmental Health Activities

Environmental Health Activities for October 2017

- Participated in the fall Flu Clinics giving environmental health staff insight into mass vaccination operations.
- Staff revised the food establishment classifications in File Maker Pro to match the new FDA code classifications. These changes took effect on October 1, 2017.
- Kristin Olsen attended the two day Soils Training Workshop offered through CEHA and the DPH.

Berlin Activities and Projects

- Conducted an onsite meeting for the addition of a proposed deli inside an existing convenience store.
- Conducted a new owner inspection for a new food establishment in Rocky Hill.
- Conducted plan reviews for three convenience store remodels, two in Berlin and one in Newington.

Newington Activities and Projects

- Attended Safe Homes Taskforce meeting.
- Conducted one daycare inspection, a plan review for Food Bag remodel and investigated housing complaints ranging from bugs to mold.
- Conducted soil testing on one vacant lot for new construction and one septic repair for an existing home.
- Spoke at the Newington Senior and Disabled Housing luncheon about Food Safety and the services provided by CCHD. Approximately 20 people attended.

Rocky Hill Activities and Projects

- Conducted annual inspections of hair and nail salons.
- Assisted the Newington Sanitarian with a complaint regarding mold and roof leaks, assisted with soil testing on two lots, and conducted a joint inspection of a problem food establishment.
- Conducted several opening inspections and issued a food service license to the new Carbone's Restaurant. Met with the head chef and owner to review food safety training
- Met with the owner of the new Pizzeria Davinci, to open in the near future at the location of the former Papa Johns. Reviewed existing equipment on site and made recommendations to the owner.
- Reviewed several plans and provided comment for two new schools and developments in the Town of Rocky Hill
- Completed a final inspection of a cleaned and renovated condo unit, subject of a legal orders issued in August 2017. The owner has been allowed to return to her residence.

Wethersfield Activities and Projects

- Inspected a nail salon, multiple complaints in Wethersfield and one in Rocky Hill and two new massage businesses.
- Inspected Keane Foundation Carnival, eight food vendors, opened a new restaurant Sale E Pepe and inspected a new Cardio Express.
- Gave advice on repair for a septic system in Berlin and inspected two new septic systems, one in Berlin, one in Rocky Hill.
- Inspected a condo in Wethersfield, referred patient to the Asthma coordinator, Betty Murphy, for the Putting on Airs program.

October 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	1
Food Service	0	1	22	2	4	32	1	1	42	0	0	19	17	23	603
Public Facilities	0	0	0	0	0	1	1	1	0	0	0	0	6	9	44
Salon Inspections	1	1	0	0	0	0	0	0	20	0	0	0	2	2	32
Subsurface Sewage	0	0	5	0	0	2	0	0	2	0	0	0	0	2	32
Gen Envir. Health	0	0	0	7	6	0	3	4	0	3	3	0	58	76	2
Campylobacteriosis	0	0	1		1		0	0		1		10			
E-Coli	0	0	0		0		0	0		0		1			
Salmonellosis	0	0	0		0		0	0		0		2			
Blood lead ≥ 5	0	0	1		1		0	0		0		2			

2017-2018

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

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
18-001	Public Bldg. Maint.		\$50,000.00			Contractual Serv.
18-002	Highway		\$40,000.00			Catch Basin cleaning
18-003	Nursing			\$4,575.00		Computer Support (from Medical Serv.)
18-004	Ambulance Service			\$0.08		Communication System (from Medical Waste Disposal)
18-005	Revenue Collector			\$250.00		Computer Support (from Social Security)
18-006	Economic Devel.			\$45.00		Professional Devel. (from Promotion)
18-007	Economic Devel.			\$1,090.00		Promotion (from Part Time Help)
18-008	Revenue Collector			\$1,180.27		Overtime (from Mid Management Personnel)
18-009	Golf Course			\$0.39		Leased Equipment (from Overtime)
18-010	Library			\$2,500.00		In Lieu of Health Ins. (from Health Ins.)
18-011	Nursing			\$2,100.00		Telephones (from Nurses salaries)
18-012	Fire Marshal			\$75.00		Training (from Operating Materials)
18-013	Public Grounds			\$2,400.00		Wood Fiber (from Operating Materials)
18-014	Golf Course			\$1,000.00		Commission Secretaries (from Overtime)
18-015	Golf Course			\$4,800.00		Fertilizer (from Electricity & Natural Gas)
18-016	Fire Marshal			\$75.00		Prof. Devel. (from Training)
18-017	Assessor			\$800.00		Mileage (from Contrac. Services)
18-018	Town Clerk			\$10.00		Organizational Fees (from Supplies)
18-019	Townwide			\$2,100.00		Miscellaneous (from Prof. Services)

\$0.00	\$90,000.00	\$23,000.74	\$0.00
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Cumulative Appropriations	\$90,000.00
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Bal. of Contingency Account	\$350,000.00
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Fee Waivers and Donations Approved by Council
Fiscal Year 2016/17

<u>Date</u>	<u>Value</u>
7/25/2017 Waive field rental fees - T.Cop Foundation Tournament	\$350.00
7/25/2017 Donation of a golf cart to Timberlin Mens Club	\$3,625.00
7/25/2017 Waive greens fees - Timberlin Junior Interclub Tournament	\$400.00
9/5/2017 Donation of 4 rounds golf and 2 carts - BHS Redcoat fun run raffle	\$226.00
9/5/2017 Donation of 4 rounds golf and 2 carts - Make A Wish Foundation	\$226.00
9/5/2017 Waive room rental fees - Kensington Garden Club	\$200.00
9/19/2017 Waive Police fees - Berlin Fair	\$27,650.00
10/3/2017 Waive special event permit fee - Shop Small Event 945 Farmington Ave.	\$150.00

\$32,827.00