

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/86032212004?pwd=OUJkTXpna0R3TFVsQkx0aElTOXFXdz09>

Meeting ID: 860 3221 2004

Passcode: 201019

1-929-205-6099 (New York)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 1, 2022
Town Council Chambers
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

F. MEETING AGENDA – Immediately Following the Mayor's Update

G. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 20.00 and Pet food valued at \$50.00. – Animal Control
2. Topic re: Accept monetary donations totaling \$3,353.66 for the Berlin Peck Memorial Library and deposit \$1,500.00 into the library agency account to be used to purchase children's books by African American and Latinx authors and deposit \$1,851.68 into the friends of the library miscellaneous account for the purchase of 3 adult programs, child/teen program supplies, 7 museum passes and coffee supplies and deposit \$1.98 into the friends of the library credit card account for the purchase of child/teen program supplies and move to accept the donation of books with an estimated value of \$78.97 to be added to the collection. – Berlin-Peck Memorial Library
3. Topic re: Accept the donations of \$95.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
4. Topic re: Approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$50 for the J & S Youth Soccer Camp which will take place April 11 – 15, 2022 from 9:00AM to 12:00PM on

Sage Auxiliary Field at Sage Park. The camp will have approximately 25 children. – Parks and Recreation

5. Topic re: Approve Berlin High School to be able to sell food, beverages and charge an entrance fee of \$275 per team for the Lineman Challenge Competition on Saturday, July 9, 2022 at Sage Park; Scalise Field and Sage Auxiliary Field from 8:00AM 3:00PM. – Parks and Recreation
6. Topic re: Approve waiving estimated field usage fees not to exceed the amount of \$9,170 for the 2022 Nutmeg State Games to be held at Scalise Field, Sage Park Auxiliary Field and Baretta Field from July 14 through July 31, 2022. – Parks and Recreation
7. Topic re: Approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2022 baseball season at the following locations: Petit fields, Garrity and Pulcini, Dennehy and Centurelli fields. – Parks and Recreation
8. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of \$1,550 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
9. Topic re: Approve John Paul Demko and Max Delorenzo of P & Q Enterprises LLC to charge a registration fee of \$175 for the Central CT Youth Football Camp taking place June 15, 16, and 17, 2022 or possibly June 20 – 24, 2022 from 9:00AM to 12:00PM for approximately 65 children at Scalise Field. – Parks and Recreation

H. NEW BUSINESS:

1. Topic re: Report out from Central Connecticut Health District
2. Topic re: Update by Jacunski Humes Architects, LLC on the Police Department Locker Project. – Public Works
3. Topic re: Appropriate \$5,348,046.16 of America Rescue Plan (ARPA) grant funds to the HVAC Upgrades account in the American Rescue Plan fund, pending approval by the Board of Finance. – Finance Department
4. Topic re: Refer to the Planning and Zoning Commission for a Section 8-24 review the plan for the Town and BOE to lease space in McGee and Hubbard Schools to the YMCA for the purpose of operating its daycare services program. – Board of Education/Facilities
5. Topic re: Approve a bid waiver for Show Lighting, Corp. of Berlin, CT and authorize a purchase order increase up to \$25,000 for repairs to the Catherine M. McGee School auditorium stage lighting system as this is in the best interest of the Town. – Facilities
6. Topic re: Authorize the Town Manager to increase the pre-referendum fee and existing purchase order by \$100,000.00 as a contingency for Quisenberry Arcari Malik, LLC, to continue to support the Senior/Community Center project, as this is in the best interest of the Town. – Public Works

7. Topic re: Authorize staff to submit a change of use application to the Connecticut Department of Health to permit open space use in combination with future water supply use of the Town of Berlin and Berlin Water Control District owned, 66-acre parcel at the rear of Woodlawn Road (Map 10-1, Block 83, Lot 16). – Economic Development/Water Control
8. Topic re: Authorize the Town Manager to enter into a purchase agreement with Roger Svensk for acquisition of a one-acre property and a 0.1-acre easement on Reservoir Road for a price of \$42,000, subject to review and approval of Corporation Counsel. This motion replaces the \$40,000 purchase agreement for the same property previously approved by the Town Council on January 18, 2022. – Economic Development
9. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$8,850 for additional 2022 services related to 889 Farmington Avenue with the cost be charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town. – Economic Development

I. APPOINTMENTS:

1. **Board of Ethics - Alternate** –Term would be until January 31, 2025. Can be filled with a D or U.
2. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Commission for Persons with Disabilities – Vacancy** -Term would be until January 31, 2025. Can be filled with a D, R or U.
4. **Conservation Commission - Alternate – Vacancy** -Term would be until January 31, 2026. Can be filled with an R or U.
5. **Constables – Vacancy** -Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
6. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
7. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
8. **Historic District Commission** – New term would be until January 31, 2027. Can be filled with a D, R or U.
9. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
10. **Parks and Recreation Commission** – New term would be until January 31, 2025. Can be filled with a D, R, or U.

11. Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies – New terms would expire on June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.

12. VNA – Vacancy - New term would be until January 31, 2024. Can be filled with a D, R or U.

13. VNA – Vacancy - New term would be until January 31, 2025. Can be filled with a D, R or U.

14. VNA – Vacancy - New term would be until January 31, 2025. Can be filled with a D, R or U.

15. Water Control Commission –Vacancy -New term would be until January 31, 2023. Can be filled with a D, R or U.

16. Water Control Commission –Alternate - Vacancy -New term would be until January 31, 2024
Can only be filled with a D or U.

17. Zoning Board of Appeals - Alternate – Vacancy – Term would be until January 31, 2024. Can be filled with D, R, or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: February 15, 2022

N. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 23, 2022

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
Feb 9, 2022 to Feb 18, 2022	\$ 20.00 (cash)	Animal Care	Sharon Trevethan East Berlin
	\$ 50.00 (value)	Can dog & can cat food	F.O.B.A.C. Berlin

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 20.00 and Pet food valued at \$50.

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer





TOWN OF BERLIN
Animal Control Department

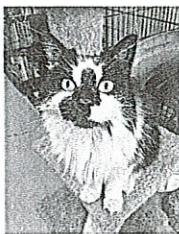
February 11, 2022

Sharon Trevethan
26 Grove St..
East Berlin, CT. 06023

Dear Sharon,
Thank you for the \$20 donation to our shelter.
We appreciate you thinking of us and the animals we care for.
We are grateful for the bedding also. The animals are nice and warm
because of friends like you.
All money donations are used for vaccinations, neutering or any medical care
that may be needed prior to adopting.
Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 18, 2022

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	1,500.00	Library agency acct	Children's books by African American and Latinx authors	Berlin Lions Charities
	1,851.68	FOL misc. acct.	3 adult programs, child/teen program supplies, 7 museum passes, coffee supplies	Friends of the Library
	1.98	FOL credit card acct.	credit card charge for child/teen program supplies	Friends of the Library
	3,353.66			
Equip/Merch	78.97	Books	add to collection	various patrons
	78.97			

*Unless a name is mentioned, donors have requested anonymity.

ACTION NEEDED:

Move to accept monetary donations totaling \$3,353.66 for the Berlin Peck Memorial Library and deposit \$1,500.00 into the library agency account to be used to purchase children's books by African American and Latinx authors and deposit \$1,851.68 into the friends of the library miscellaneous account for the purchase of 3 adult programs, child/teen program supplies, 7 museum passes and coffee supplies and deposit \$1.98 into the friends of the library credit card account for the purchase of child/teen program supplies and move to accept the donation of books with an estimated value of \$78.97 to be added to the collection.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Library Director

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 22, 2022

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$95.00 in donations for supplies.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Supplies Expenditure Account # 100.15.1532.0.53201.00000.

Action Needed:

Move to accept the donations of \$95.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent
4

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 11, 2022

SUBJECT: Alex Joslyn of J & S Soccer Camps, LLC to charge a registration fee of \$50 for the J & S Youth Soccer Camp

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 10, 2022 recommended that Alex Joslyn of J & S Soccer Camps, LLC be able to charge a registration fee of \$50 for the J & S Youth Soccer Camp which will take place April 11 – 15, 2022 from 9:00AM – 12:00PM on Sage Auxiliary Field at Sage Park. The camp will have approximately 25 children.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION NEEDED:

Move to approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$50 for the J & S Youth Soccer Camp which will take place April 11 – 15, 2022 from 9:00AM to 12:00PM on Sage Auxiliary Field at Sage Park. The camp will have approximately 25 children.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Jo

Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 11, 2022

SUBJECT: Berlin High School Lineman Challenge Competition to sell food, beverages and charge an entrance fee per team

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 10, 2022 recommended that Berlin High School be able to sell food, beverages and charge an entrance fee of \$275 per team for the Saturday, July 9, 2022 the Lineman Challenge Competition that will be held at Sage Park; Scalise Field and Sage Auxiliary Field from 8:00AM to 3:00PM. Funds raised will go towards Berlin High School Football. Approximately 250 adults and children will attend.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION:

Move to approve Berlin High School to be able to sell food, beverages and charge an entrance fee of \$275 per team for the Lineman Challenge Competition on Saturday, July 9, 2022 at Sage Park; Scalise Field and Sage Auxiliary Field from 8:00AM 3:00PM.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community Recreation and Park Services



Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 17, 2022
SUBJECT: Nutmeg State Games – Waiver of Field Rental Fees

SUMMARY:

The Berlin Parks and Recreation Commission, at its meeting on Thursday, February 10, 2022, recommended waiving field usage fees not to exceed an amount of \$9,170 for the 2022 Nutmeg State Games, to be held in Berlin. Games will take place between July 14 and July 31, 2022 at the following locations; Scalise Field, Sage Park Auxiliary Field, and Baretta Baseball Field. CT Sports Management Group will use the recommended product by the Parks and Grounds Department to put temporary lines on Scalise Field for Field Hockey competition.

This is one of Connecticut's largest multi-sport Olympic style festival. The city of Middletown is the host city with the Town of Berlin providing additional sites.

The estimated cost is based on a preliminary schedule which can change due to the number of teams and players involved. Schedules for usage will be finalized on or about July 1st, 2022. As in the past, the Town will be reimbursed for out of pocket costs, labor, materials and light usage, based on the final expenses.

The Nutmeg Games will be working with Economic Development Director Chris Edge on materials to be available to participants and their families for events held in Berlin.

ACTION NEEDED:

Move to approve waiving estimated field usage fees not to exceed the amount of \$9,170 for the 2022 Nutmeg State Games to be held at Scalise Field, Sage Park Auxiliary Field and Baretta Field from July 14 through July 31, 2022.

ATTACHMENTS:

Fee waiver

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation, and Park Services





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>CT Sports Management Group</i> <i>Nutmeg State Games</i>		Date: <i>1/19/22</i>
Contact Name: <i>Patrick Fisher</i>		
Phone Number: <i>860 788 7041</i>		
Event: <i>2022 Nutmeg State Games</i>	Date of Event: <i>July 14 - July 24</i>	
Location of the Event: <i>Sage Park, Barre, VT</i>		
What fee do you want waived: <i>Tournament Fees</i>		
Identify the hardship incurred: <i>Please see attached</i>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Please see attached</i>		

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐ No ☐

If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☒ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: CT Sports Management Group

Comments:


Signature

1/19/22
Date


Town Manager Signature

2/24/22
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



Connecticut Sports Management Group, Inc.

975 Middle Street, Unit G, Middletown, CT 06457 Tel: 860.788.7041 Fax: 860.894.2654

January 18, 2022

Patrick T. Fisher
Executive Director

William G. Mudano
Special Events Coordinator

Richard A. Plasky
Director of Operations

Sandra L. Jordan
Administrative Assistant



Berlin Parks & Recreation Department
230 Kensington Rd
Berlin, CT 06037

Dear Berlin Parks & Recreation,

Please accept this letter as part of the 2022 Nutmeg State Games facility request application. As in past years, we are requesting that all rental fees for the use of Berlin Parks for the 2022 Nutmeg State Games be waived. The Nutmeg State Games will cover all associated costs of the Berlin Parks staff to prepare fields on the weekends and for overtime (after normal working hours).



CONNECTICUT
MASTERS'
GAMES

Connecticut Masters' Games is a proud partner of...

Official Partner of...

Berlin area businesses and restaurants will benefit from the influx of participants from the proposed events. The Nutmeg State Games Administration will work closely with town officials to promote Berlin businesses, hotels and restaurants to the Nutmeg State Games participants, coaches, and family members in attendance. Information will be distributed prior and during the event to all participants attending events in Berlin.

The Town of Berlin will receive name recognition in the following:

- Website Banner Ad – on all associated events webpages taking place in Berlin.
- Town of Berlin seal / logo added to the Nutmeg State Games athlete t-shirt – 7,000+
- Recognition on flyer and posters for related events held in Berlin
- Recognition on email marketing campaigns for related events held in Berlin
- Sponsor benefits will also be provided for the value of the rental donation provided to the "Games".

The Nutmeg State Games has also worked with the Best Western New England Hotel on the Berlin Turnpike to secure a room block for Nutmeg State Games and Connecticut Masters' Games participants. The Best Western New England hotel will be the Official Hotel for Nutmeg State Games participants who will be competing in Berlin.

And finally, the Nutmeg State Games has provided opportunities to Berlin teams and individual sport athletes to compete in the "Games". Since 2010, Berlin has had well over 600+ athletes take part in our 20+ different sport offerings.





Connecticut Sports Management Group, Inc.

975 Middle Street, Unit G, Middletown, CT 06457 Tel: 860.788.7041 Fax: 860.894.2654



The Nutmeg State Games is a 501(c)(3) not for profit organization governed by the National Congress of State Games and recognized by the U.S. Olympic Committee as the official state games of Connecticut. The Games are a multi-sport, Olympic style yearly event open to thousands of Connecticut citizens 6 – 18 years of age. In 2022, 7,000 athletes, 1,500 volunteers and 20,000 spectators will participate in the 20+ sport offerings that will take place in the "Games"

We greatly appreciate your consideration of our fee waiver request and look forward to working with you to make the 33rd Anniversary of the Nutmeg State Games a success.



CONNECTIONICUT
MASTERS'
GAMES

Presented by
CarePartners

Genuine Regards,

Patrick T. Fisher
Executive Director



Consent

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 11, 2022

SUBJECT: Berlin Little League to sell food, beverages, ice cream, candy and merchandise for the 2022 baseball season

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 10, 2022 recommended the Berlin Little League be able to sell food, beverages, ice cream, candy, and merchandise (magnets and water bottles) for the 2022 baseball season at the following locations: Petit fields, Garrity and Pulcini, Dennehy and Centurelli fields.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION NEEDED:

Move to approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2022 baseball season at the following locations: Petit fields, Garrity and Pulcini, Dennehy and Centurelli fields.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Consent

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 11, 2022

SUBJECT: Fishing Derby Donations

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 10, 2022, recommended the acceptance of the following donations for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022 at Sage Park Pond from 8 AM to 10 AM. The donations are from Berlin Lions Charities Inc., \$1,000, Cambridge Specialty Co. Inc. \$500, and Kensington Garden Club Inc. \$50.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION:

Move to approve acceptance of the donations to the fishing derbies in the amount of \$1,550 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022 at Sage Park Pond from 8 AM to 10 AM.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation *DD*

Consent

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 11, 2022

SUBJECT: P & Q Enterprises to charge fees for Central CT Youth Football Camp

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 10, 2022 recommended that John Paul Demko and Max DeLorenzo of P & Q Enterprises LLC be able to charge a registration fee of \$175 for the Central CT Youth Football Camp taking place June 15, 16, and 17, 2022 or possibly June 20 - 24, 2022 from 9:00AM – 12:00PM for approximately 65 children at Scalise Field.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION NEEDED:

Move to approve John Paul Demko and Max Delorenzo of P & Q Enterprises LLC to charge a registration fee of \$175 for the Central CT Youth Football Camp taking place June 15, 16, and 17, 2022 or possibly June 20 – 24, 2022 from 9:00AM to 12:00PM for approximately 65 children at Scalise Field.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 22, 2022

SUBJECT: Presentation of Central Connecticut Health District

Summary of Agenda Item:

Presentation of the Central Connecticut Health District Annual Report.

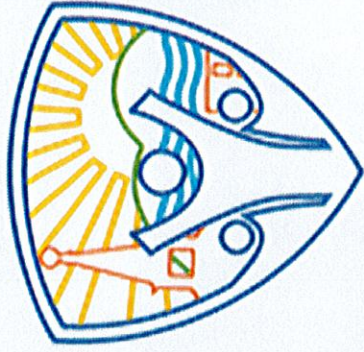
Action Needed:

No action needed

Attachments:

Presentation

Prepared By: Kate Wall, Town Clerk 



Central
Connecticut
Health
District



2021-2022 Annual Update To Our Member Towns



PREVENT



PROMOTE



PROTECT

Presented by

Charles K. Brown Jr., Director of Health

and

Patricia Checko, Chairman, Board of Health

General Information about CCHD

- The local health department for the towns of Berlin, Newington, Rocky Hill and Wethersfield serving a combined population of nearly 97,000



Central
Connecticut
Health
District

- Founded in 1996 – 25+ years of providing a broad range of public health services to its member towns



General Information about CCHD

One of 20 regional public health departments in CT

State of Connecticut - Local Health Departments and Districts, November 2021

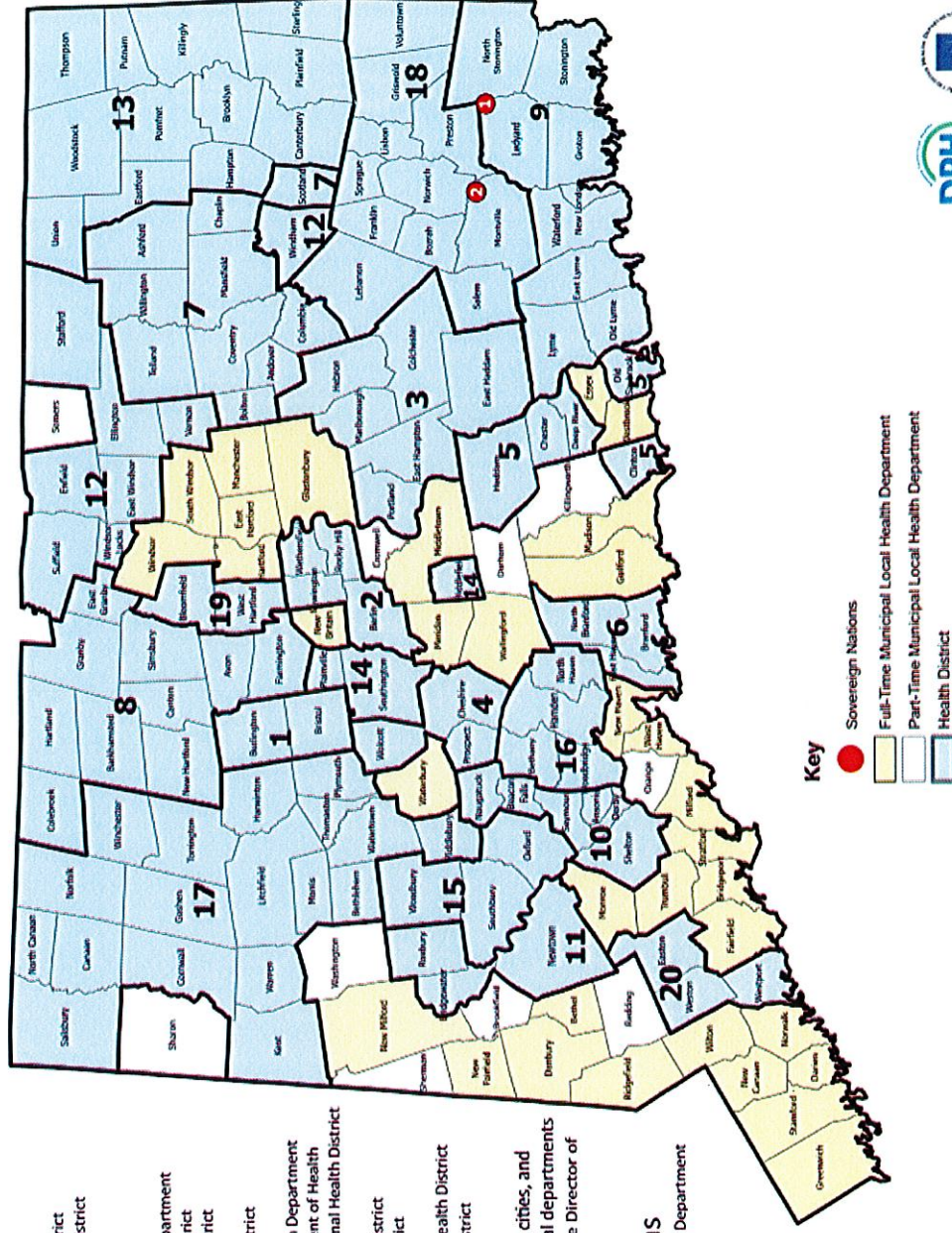
Health Districts*

1. Bristol-Burlington Health District
2. Central Connecticut Health District
3. Chatham Health District
4. Chesproct Health District
5. CT River Area Health District
6. East Shore District Health Department
7. Eastern Highlands Health District
8. Farmington Valley Health District
9. Ledge Light Health District
10. Naugatuck Valley Health District
11. Newtown Health District
12. North Central District Health Department
13. Northeast District Department of Health
14. Plainville-Southington Regional Health District
15. Pomperaug Health District
16. Quinnipiac Valley Health District
17. Torrington Area Health District
18. Uncas Health District
19. West Hartford-Bloomfield Health District
20. Weston Westport Health District


* Health Districts are towns, cities, and boroughs united to form local departments of health and have a full-time Director of Health

Sovereign Nations

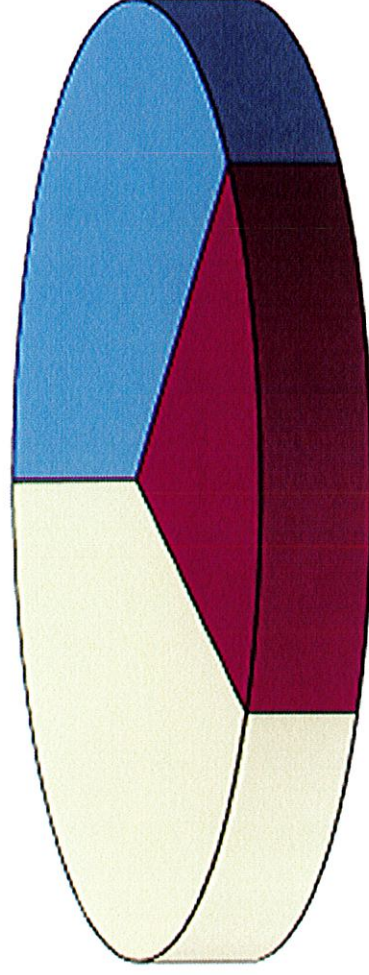
1. Mashantucket Pequot Health Department
2. Mohegan Tribal Health



General Information

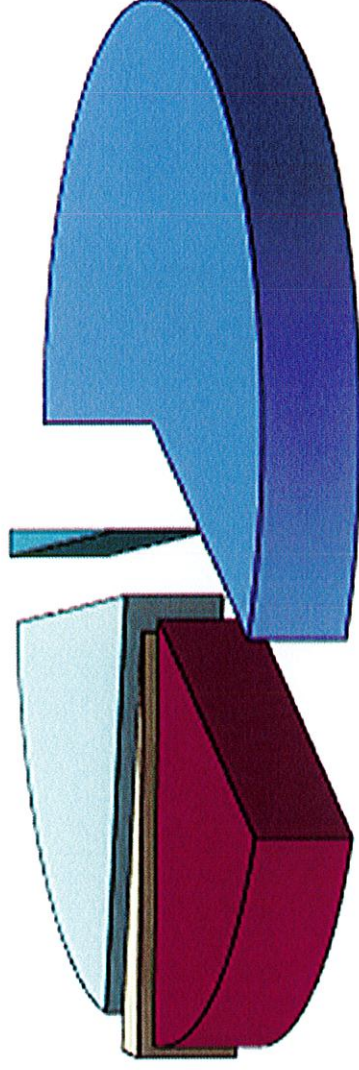
- 
- New Office in Rocky Hill
 - 2080 Silas Deane Highway Suite 100
 - 14 full-time employees including 3 COVID-19 Grant funded positions
 - Over 50 active professional and lay volunteers
 - Oversight from a 14-member Board of Health made up of board members appointed by the member towns (based on population) and the Director of Health
 - Berlin – 3 board members
 - Newington – 4 board members
 - Rocky Hill – 3 board members
 - Wethersfield – 3 board members

2020-2021 Revenues



- Town Contributions (@ \$6.60 per capita); \$624,173
- Program Revenue; \$313,945
- Grants (Federal, State, Other); \$678,348
- Interest Income; \$621

2020-2021 Expenditures



- Salaries; \$827,275
- Employee Benefits; \$247,782
- Prof./Contract; \$32,357
- Program/Operating; \$292,736
- Other; \$13,954

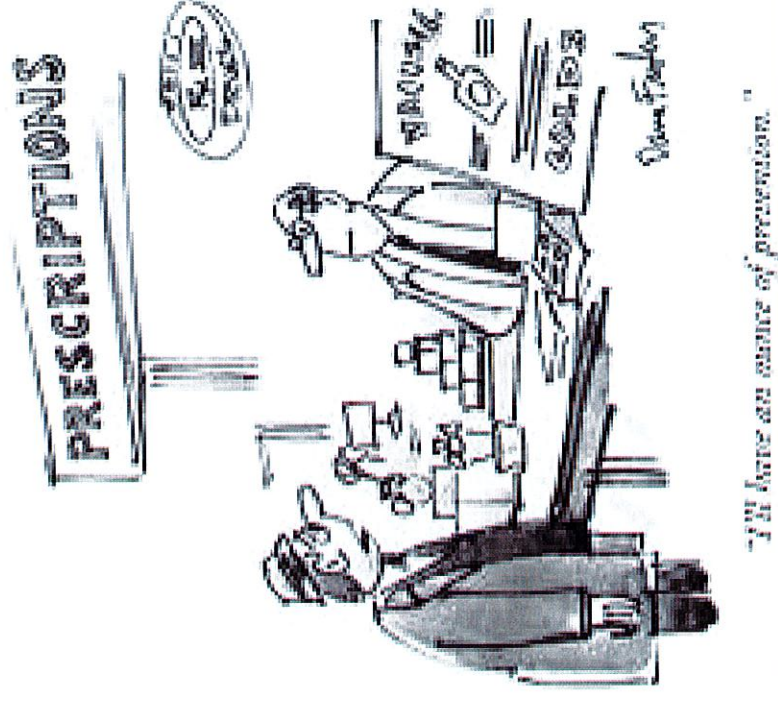
Health Care and Public Health

Similar but different

	Health Care	Public Health
Primary Focus	The individual	Population as a whole
Intervention	Diagnosis and treatment	Assessment Policy development Assurance
Process	Management of patient care	Systems management: <ul style="list-style-type: none">➤ Environment➤ Human behavior
Outcome	Return of the individual to health	Healthy community

Purpose of a Public Health Agency

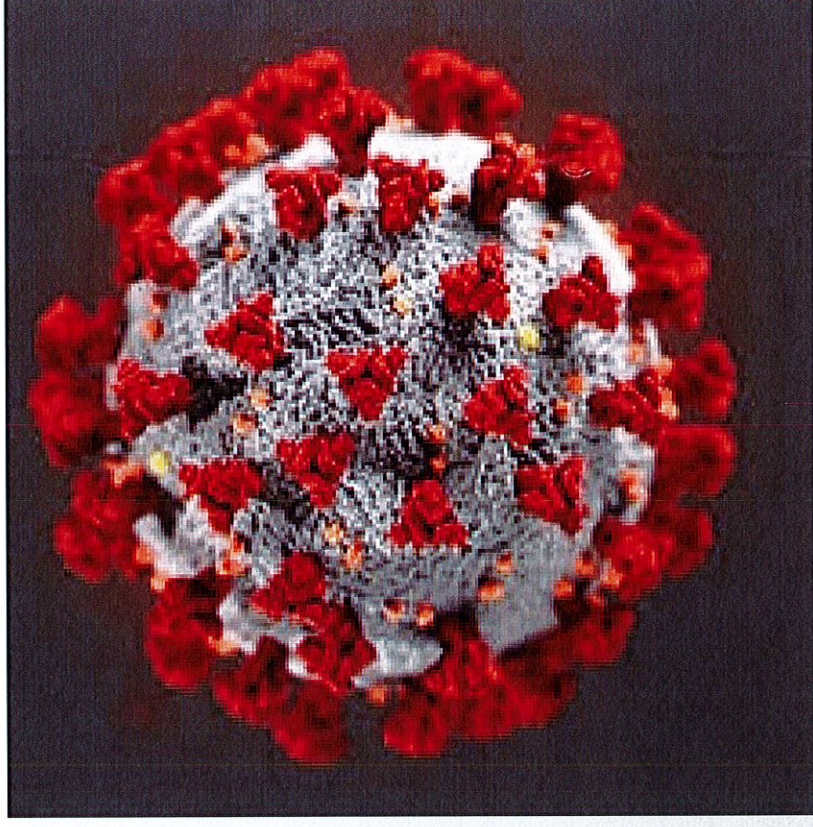
- Prevent epidemics and the spread of disease
- Protect against environmental hazards
- Prevent injuries
- Promote and encourage healthy behaviors
- Respond to disasters and assist communities in recovery; and
- Assure the quality and accessibility of health services



COVID-19 Data for Berlin

as of 2/23/22

- Number of Cases = 3,417
- Number of Deaths= 47
- People tested= 15,754



Berlin COVID-19 Vaccinations

Town	Age Group	At least one ce...	Population	Initiated Vacc...	Initiated Vacc...	Fully Vaccinat...	Fully Vaccinat...	Additional Dos...	Additional Dos...	Date Update
Berlin	5-11	No	1,598	527	32.98	422	26.41			02/17/2022
Berlin	25-44	No	4,289	3,581	83.49	3,306	77.08	1,652	38.52	02/17/2022
Berlin	45-64	No	6,790	5,300	78.06	5,046	74.32	3,329	49.03	02/17/2022
Berlin	65+	No	4,012	4,483	100	4,258	100	3,452	86.04	02/17/2022
Berlin	18-24	No	1,490	1,337	89.73	1,233	82.75	587	39.4	02/17/2022
Berlin	12-17	No	1,538	981	63.78	884	57.48	312	20.29	02/17/2022

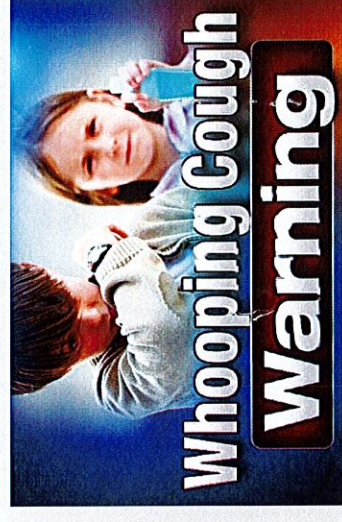
CCHD COVID-19 Response

Activities

- Vaccination of Vulnerable Populations
 - Adults with functional needs
 - Homebound
- Daily reporting of cases to each member town
- Contact Tracing
- Health Education
- Technical Support for Schools
- Subject Matter Experts for Press, Regulated Facilities and Residents
- Regional Support of LHDs
- Distribution of PPE to medical providers and long-term care facilities

Prevent Epidemics and the Spread of Disease

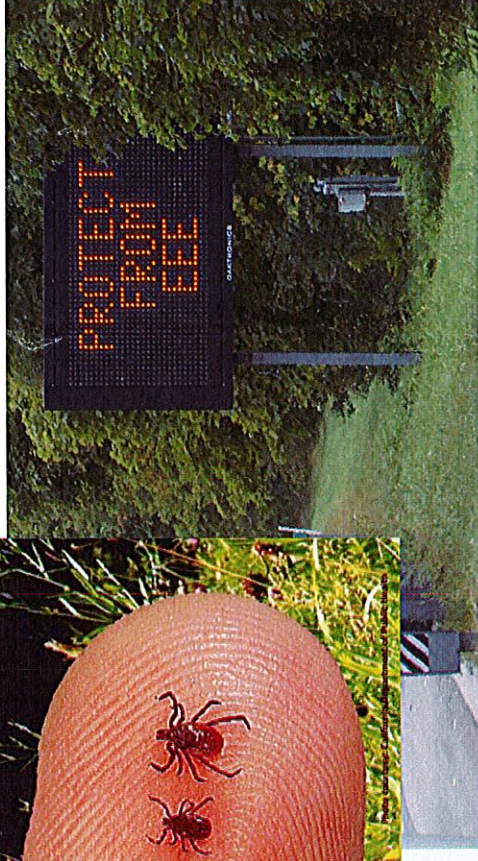
- Influenza
 - Over 1,300 Flu Shots
Average Time under 3 minutes
- Disease Follow up
 - Hepatitis A, B,C
 - Salmonella
 - Lead poisoning in children
 - Vaccine preventable diseases
 - Legionella



Prevent Epidemics and the Spread of Disease from Vectors

- Mosquito and Tick Borne Diseases

- Eastern Equine Encephalitis
- West Nile Virus
- Zika
- Lyme Disease
- Ehrlichiosis
- Babesiosis



CCHD Response to Opioid Crisis

- CCHD has been the convener of local response agencies in our towns
- Currently have workgroups addressing Prevention, Response, and Recovery
- Awarded 2 additional years on grant from DMHAS to work with persons suffering from addiction and their families



HOW CAN WE HELP?

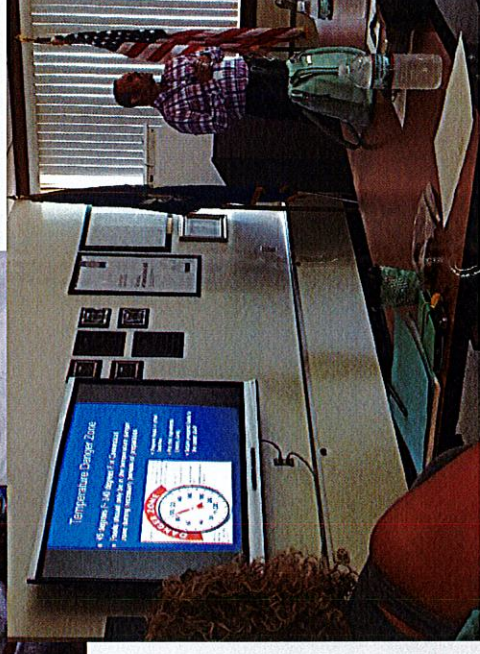
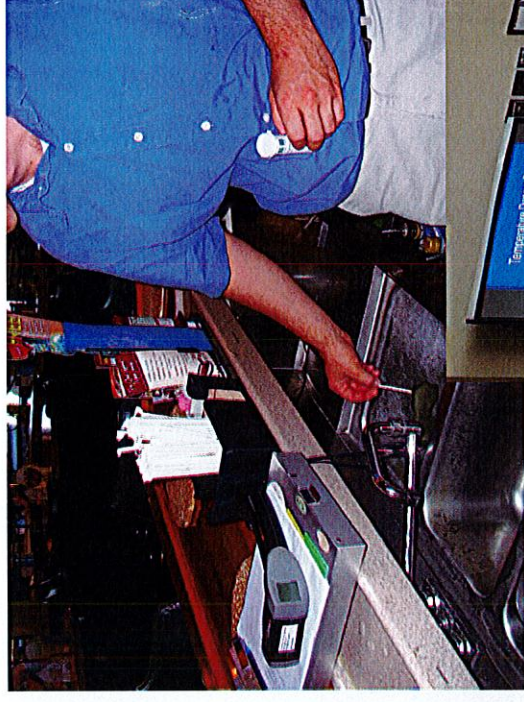
OPIOID RECOVERY PROGRAM

www.cchd.org 2030 Star Decade Highway Rocky Hill, CT 06067 (860) 765-3380



Protect against Environmental Hazards

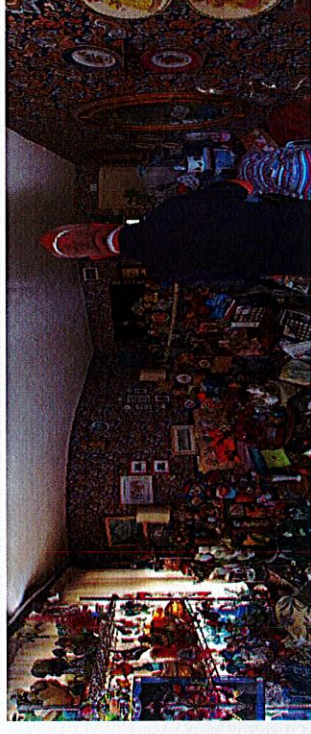
- Environmental Health Services
 - 1,242 food service,
 - 15 Septic,
 - 85 Pool
 - 46 Motel
 - 125 salon inspections



Protect against Environmental Hazards

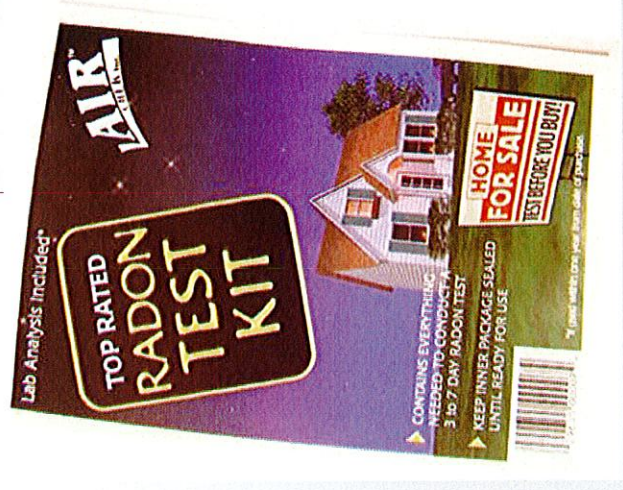
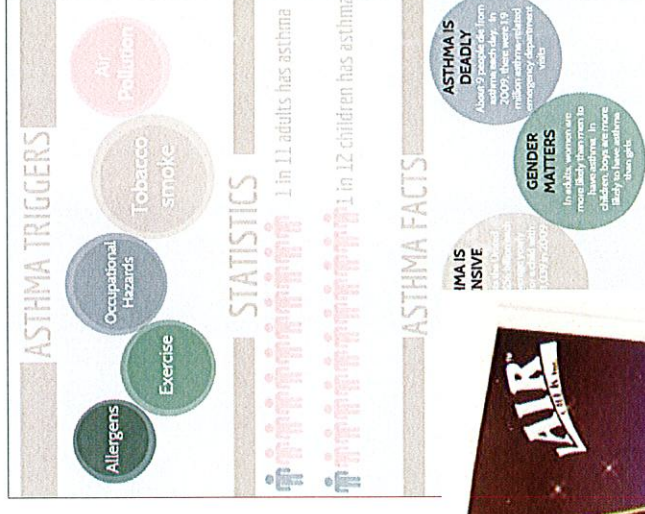
Responded to 235
Complaints (43 COVID-19
Related)

- Housing and Property Maintenance issues account for majority of complaints
- Other complaint issues include:
 - Food Related
 - Rodents and Insects
 - Garbage and Refuse
 - Air/Water Pollution
 - Motels



Protect against Environmental Hazards

- *Putting on AIRS Program*
 - Home visits with asthma patients
 - Team approach that highlights triggers in environment and proper use of medication
- Radon Kit distribution
- Lead Poisoning Prevention



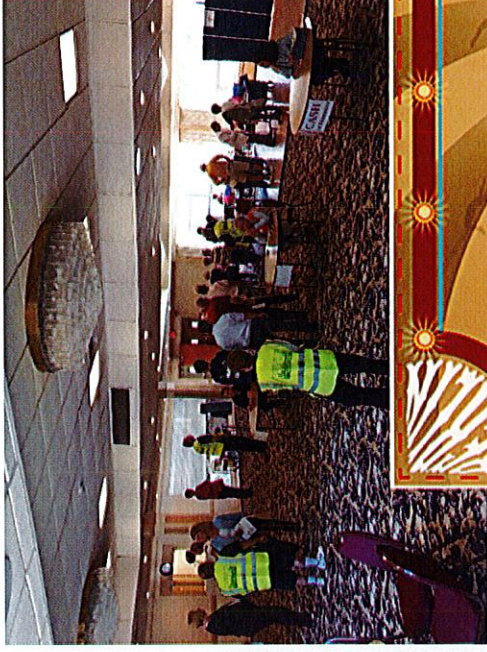
Promote and Encourage Healthy Behaviors

- Walking Competition among the 4 member towns
- Newington won overall competition for 2021
- Wethersfield won Impact Award for highest participation



Respond to Disasters and Assist Communities in Recovery

- Emergency Preparedness Planning
 - Flu Clinics = Drills for Medical Countermeasure Dispensing
 - Flooding and other natural disasters



Preparation for the Future

- Administrative and Health Policies
 - Sanitary Code Revision Adopted
 - Adoption of FDA Food Code
- Community Health Assessment and Improvement Planning

Our thanks
to our member towns
and to you, our public,
for your continued support.

For more information please visit our website at:

www.ccthd.org

**Central
Connecticut
Health
District**



**CENTRAL CONNECTICUT
HEALTH DISTRICT**

**FINANCIAL STATEMENTS
AS OF JUNE 30, 2021**

**TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT
AND
SUPPLEMENTAL REPORT**

Costello Company, LLC
Certified Public Accountant and Consultants
15 Wall Street, Hebron, CT 06248
(860) 228-2822, fax (860) 228-2866
Table of Contents

<u>Exhibits</u>		<u>Page</u>
	INDEPENDENT AUDITOR'S REPORT	1A-1B
	MANAGEMENT'S DISCUSSION & ANALYSIS	2A-2D
	<u>BASIC FINANCIAL STATEMENTS</u>	
A	Statement of Net Position	3
B	Statement of Activities	4
C	Balance Sheet – Governmental Funds	5-A
	Reconciliation to Net Assets	5-B
D	Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	6-A
	Reconciliation to Changes in Net Assets	6-B
E	Notes to the Financial Statements	7A-7E

Schedule

	<u>REQUIRED SUPPLEMENTARY INFORMATION</u>	
1	Budgetary Comparison Schedule - General Fund	8

REPORT – GOVERNMENT AUDITING STANDARDS

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	9A-9B
---	-------

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Central Connecticut Health District
Wethersfield, Connecticut

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and each major fund of the Central Connecticut Health District (the District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Central Connecticut Health District as of June 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on page 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary schedule is presented of purposes of additional analysis and are not a required part of the basic financial statements.

The schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining and individual non-major fund financial statements and the schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 15, 2021 on my consideration of the District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Management's Discussion & Analysis

Our discussion and analysis of the Central Connecticut Health District's financial performance provides an overview of the District's financial activity for the year ended June 30, 2021. Please review it in conjunction with the District's basic financial statements, which begin on page 3.

Using This Annual Report:

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (pages 3-4) provide information about the activities of the District as a whole and present a longer term view of the District's finances.

Fund financial statements start on page 5. These statements tell how services were financed in the short term as well as what remains for future spending. They contain more detailed information than the government wide statements by providing data for the District's more financially significant funds.

The notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the governmental wide and fund financial statements, and can be found on pages 7A – 7E.

The required supplementary information is found on page 8. Information in this schedule pertains to comparative budget data.

Financial Highlights:

	<u>2021</u>	<u>2020</u>
Net Assets:		
Current Assets	\$1,032,348	\$ 691,067
Net Capital Assets	<u>39,803</u>	<u>48,081</u>
Total Assets	1,072,151	739,148
Total Liabilities	<u>225,065</u>	<u>86,767</u>
Total Net Position	<u>\$ 847,086</u>	<u>\$ 652,381</u>

Financial Highlights: (continued)

	<u>2021</u>	<u>2020</u>
Changes in Net Position:		
Program Revenue	\$1,616,466	\$1,305,809
General Revenue	<u>621</u>	<u>3,050</u>
Total Revenue	1,617,087	1,308,859
Total Expenses	1,422,382	1,249,428
Increase in Net Position	<u>\$ 194,705</u>	<u>\$ 59,431</u>

Reporting the District as a Whole
The Statements of Net Assets and Activities:

One of the most important questions asked about our finances is “Is the District, as a whole, better off or worse as a result of the year’s activities?” The Statement of Activities help to answer this question. Over time, increases or decreases in the net position are an important indicator of the financial health of the District.

Net position increased by \$194,705 over last year’s net position.

Reporting the District’s Funds
Fund Financial Statements:

The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances report the assets and operations of the Governmental Funds. These funds are comprised of the General Fund and Special Program Funds.

The District’s basic services are reported in the general fund, the focus of which is on how money flows into and out of the fund and the balance available at the end of the year.

The District receives Federal and State grant money to conduct district wide health programs. The Public Health Emergency Preparedness, including Pandemic Influenza and Covid-19 are accounted for in Health Programs Fund.

General Fund Budgetary Highlights:

Original vs. Final Budget	<u>Budgeted Amounts</u>	
	<u>Original</u>	<u>Final</u>
Total Revenue	\$1,085,860	\$1,085,860
Total Expenditures	\$1,310,168	\$1,310,168

Final Budget vs. Actual	<u>Final</u>	<u>Actual</u>
	<u>Budget</u>	
Total Revenue	\$1,085,860	\$ 1,102,564
Total Expenditures	\$1,310,168	\$ 899,588

Capital Assets:

The District did not purchase any new capital assets during the fiscal year.

COVID-19:

The Health District responded to the explosion of cases and deaths from the COVID-19 pandemic, during 2021 and 2020, by providing guidance to our town governments, technical assistance to our business communities and information about quarantine and isolation to individuals. We also conducted contact tracing with residents experiencing the surprising hospitalization and demise of their loved ones from this disease. The Health District was first one in the community to sound the alarm, the first one to recommend mitigation methods, the first one to deploy educators and officials within the communities to keep residents safe as they came out of lockdown.

The Health District continued to conduct food establishment inspections to assure safe take-out meals were available, we continued to provide flu vaccinations but changed the method of distribution from queuing people through a mass vaccination clinic indoors to a drive-through vaccine clinic that provided the service with the safety of separation and abundant fresh air for ventilation. We continued to seek out individuals affected by their addictions to assist them in navigating the anxiety caused by the pandemic and try to get them on the path to recovery. We continued to work with the school systems to make their classrooms as safe. We continued to communicate with our partners, our town governments and our residents through zoom, social media, newspapers and television programs to provide the most up to date information.

The Health District was asked to distribute personal protective equipment to hard hit long-term care facilities where the number of cases and deaths continued to rise despite the best efforts of tired nurses and doctors. The Health District was being asked to identify those most vulnerable within our communities to prioritize their vaccinations which brought down the numbers hospitalized and the numbers of those who succumbed to the disease. Our hope is that our efforts throughout 2021 and 2020 will be a credit to our agency and the communities we serve.

Economic Factors:

Net assets at the end of the fiscal year increased by \$194,705 verses the beginning of the year. Revenues received were used for the programs of the District.

The District is not sure if continued funding for Covid-19 related expenses will continue into future years for services currently provided by the District.

Request for Information

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

The Director of Health
Central Connecticut Health District
2080 Silas Deane Highway, Suite 100
Rocky Hill, CT 06067

CENTRAL CONNECTICUT HEALTH DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2021

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 940,747
Prepaid Expenses	405
Grant Funds Receivable	91,196
Total Current Assets	<u>1,032,348</u>

Non Current Assets:

Capital Assets	59,810
Accumulated Depreciation	20,007
Net Capital Assets	<u>39,803</u>

TOTAL ASSETS \$ 1,072,151

DEFERRED OUTFLOWS OF RESOURCES \$ -

LIABILITIES:

Accounts payable	\$ 4,645
Accrued Expenses	36,312
Unearned Revenue	184,108
Total Liabilities	<u>225,065</u>

DEFERRED INFLOWS OF RESOURCES \$ -

NET POSITION:

Invested in Capital Assets	39,803
Unrestricted Net Position	<u>807,283</u>

TOTAL NET POSITION \$ 847,086

See accompanying notes to the financial statements.

CENTRAL CONNECTICUT HEALTH DISTRICT
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	<u>Program Revenue</u>			
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Net Revenue of (Expense) & Changes in Net Assets</u>
<u>Functions/Programs</u>				
Governmental activities and				
Health services	\$ <u>1,422,382</u>	\$ <u>253,937</u>	\$ <u>1,362,529</u>	\$ <u>194,084</u>
General Revenues:				
Interest and Investment Earnings				<u>621</u>
Total General Revenues				<u>621</u>
Change in Net Position				<u>194,705</u>
Net Position - Beginning				<u>652,381</u>
Net Position - Ending				\$ <u><u>847,086</u></u>

See accompanying notes to the financial statements

CENTRAL CONNECTICUT HEALTH DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2021

	<u>MAJOR FUNDS</u>			<u>TOTAL</u>
	<u>GENERAL</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>HEALTH</u> <u>PROGRAMS</u>	<u>GOVERNMENTAL</u> <u>FUNDS</u>
ASSETS				
Cash & Cash Equivalents	\$ 933,747	\$ 7,001	\$ -	\$ 940,747
Grants and Accounts Receivable	-	-	91,196	91,196
Prepaid Expenses	405	-	-	405
Due From Other Funds	16,855	-	-	16,855
TOTAL ASSETS	<u>\$ 951,006</u>	<u>\$ 7,001</u>	<u>\$ 91,196</u>	<u>\$ 1,049,203</u>
LIABILITIES AND FUND BALANCES				
Account Payable	\$ 4,645	\$ -	\$ -	\$ 4,645
Accrued Liabilities	36,312	-	-	36,312
Deferred Revenue	109,768	-	74,340	184,108
Due to Other Funds	-	-	16,855	16,855
TOTAL LIABILITIES	150,725	-	91,195	241,920
FUND BALANCES				
Unassigned	800,282	-	-	800,282
Assigned	-	7,001	0	7,001
TOTAL FUND BALANCES	<u>800,282</u>	<u>7,001</u>	<u>0</u>	<u>807,283</u>
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 951,006</u>	<u>\$ 7,001</u>	<u>\$ 91,196</u>	<u>\$ 1,049,203</u>

See accompanying notes to the financial statements.

CENTRAL CONNECTICUT HEALTH DISTRICT
Reconciliation of Fund Balance
To Net Assets of Governmental Activities
June 30, 2021

The amounts reported for Governmental Activities in the Statement of Net Assets (Exhibit A) are different from the Governmental Fund Balances. The details of this difference are as follows:

Total Fund Balance (Exhibit C, page 5-A)	\$807,283
--	-----------

Assets used in Governmental Activities are not financial resources
and so are not reported in the funds.

Capital Assets net of Depreciation	<u>39,803</u>
------------------------------------	---------------

TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES (Exhibit A, page 3)	<u>\$847,086</u>
--	------------------

See accompanying notes to the financial statements

CENTRAL CONNECTICUT HEALTH DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	MAJOR FUNDS			TOTAL GOVERNMENTAL FUNDS
	GENERAL	CAPITAL PROJECTS	HEALTH PROGRAMS	
REVENUE				
Member Town Contributions	\$ 624,173	\$ -	\$ -	\$ 624,173
Intergovernmental	163,832	-	514,516	678,348
Permits and Fees	253,937	-	-	253,937
Vaccine Program	60,008	-	-	60,008
Interest Income	\$ 614	7		621
TOTAL REVENUE	<u>1,102,564</u>	<u>7</u>	<u>514,516</u>	<u>1,617,087</u>
EXPENDITURES				
Personnel	498,944	-	328,331	827,275
Employee Benefits	214,516	-	33,266	247,782
Equipment & Supplies	587	-	18,305	18,892
Health & Immunization Programs	41,419	-	98,669	140,088
Insurance	8,941	-	-	8,941
Occupancy Expenses	95,734	-	6,000	101,734
Office & Postage	6,923	-	424	7,347
Professional & Contractual	14,581	-	17,776	32,357
Program & Operating	258	-	4,190	4,448
Travel/Vehicle	10,576	-	710	11,286
Other Expenses	7,109	-	6,845	13,954
TOTAL EXPENDITURES	<u>899,588</u>	<u>-</u>	<u>514,516</u>	<u>1,414,104</u>
EXCESS of REVENUES OVER EXPENDITURES	202,976	7	0	202,983
OTHER FINANCIAL SOURCES (USES)				
Operating Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	202,976	7	0	202,983
FUND BALANCES JUNE 30, 2020	<u>597,306</u>	<u>6,994</u>	<u>-</u>	<u>604,300</u>
FUND BALANCES JUNE 30, 2021	<u>\$ 800,282</u>	<u>\$ 7,001</u>	<u>\$ 0</u>	<u>\$ 807,283</u>

See accompanying notes to the financial statements.

CENTRAL CONNECTICUT HEALTH DISTRICT
 Reconciliation of Changes in Fund Balance
 to Changes in Net Assets of Governmental Activities
 June 30, 2021

The changes reported for Governmental Activities in the Statement of Activities (Exhibit B) are different from the changes in Governmental Fund Balances. The details of these differences are as follows:

NET CHANGE IN FUND BALANCE (Exhibit D, page 6A)	\$ 202,983
---	------------

Governmental funds report capital outlays and other as expenditures. However, in the Statement of Activities the cost of those assets and expenses are allocated over their useful lives and reported as depreciation expense and accrued when incurred.

Depreciation Expense	<u>(8,278)</u>
----------------------	----------------

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES (Exhibit B)	<u>\$ 194,705</u>
--	-------------------

See accompanying notes to the financial statements

CENTRAL CONNECTICUT HEALTH DISTRICT
Notes to Financial Statements
June 30, 2021

1. Summary of Significant Accounting Policies

The general purpose financial statements of the District have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body for the establishment of governmental accounting and financial reporting principles. The more significant of these accounting policies follow.

A. Reporting Entity

The Central Connecticut Health District (the District) was established on April 22, 1996 as a regional public health agency pursuant to Chapter 368f of the Connecticut General Statutes. It is governed by a board of directors made up of representatives appointed by each member town.

The District promotes quality of life in its member towns through prevention of disease and injury, fostering of a healthy environment, and promotion of the health of its residents. This it achieves through such activities as community health assessment and health improvement planning; mass vaccination clinics; public health education; emergency preparedness and response; and enforcement of state public health laws and local and district ordinances.

The District may also provide selected public health services to other municipalities on a contractual basis. No such contractual arrangement existed during the 2019-2020 fiscal year.

This report includes all of the services provided by the District to residents and businesses within its boundaries. The accompanying general-purpose financial statements comply with the provisions of GASB Statement No. 14, "The financial Reporting Entity", in that the financial statements include all organizations, activities, and functions that comprise the District. In evaluating the District's reporting entity all applicable guidance was considered including financial accountability and the nature and significance of the relationship. The district is a single legal entity with no component units.

B. Government Wide and Fund Financial Statements

The government wide financial statements (the statement of net assets and the statement of activities) report information on all activities of the District.

The statement of activities demonstrates the direct expenses of the District. Program revenues include charges for services and grants and contributions that are restricted to meeting the operational or capital requirements. Other items not properly included among program revenues are reported as general revenues. Major governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities and fund balances are included on the balance sheet. Operating statements of these funds present net increases and decreases in current assets.

Under the modified accrual basis of accounting revenues are recognized when they are both measurable and available and it recognizes expenditures in the accounting period in which the fund liability is incurred, as long as it is measurable.

Revenues from local sources consist primarily of town allocations and fees collected from immunizations and permits. These revenues are recognized using accrual principles of accounting.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant. Accordingly, when such funds are received, they are recorded as deferred revenue until related and authorized expenditures have been made. At the end of the grant period unused funds are refunded.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. The District only uses governmental funds.

The governmental funds include the General Fund, Special Program Funds. The general fund is used to account for the general operations of the District. The Special Program Funds are used to account for assets set aside for Emergency Preparedness and other grant programs. The difference between governmental fund assets and liabilities is reported as fund balance.

Fund Balance

The District divides its fund balance is divided into two classifications, in conformity with GASB 54. The classifications are as follows:

Unassigned - The unassigned fund balance includes excess resources that are not nonspendable.

Assigned – The assigned fund balance represents board designated fund balance set aside for future major capital improvements.

Budget Process and Basis of Budgeting

The annual budget is prepared by February and presented to the Board in April. Public notice is given and a hearing held. The final budget is adopted by July 1.

D. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

E. Capital Assets

General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government wide statement of net assets but are not reported in the fund financial statements. Purchased assets are capitalized at cost or estimated historical cost, and updated for additions and retirements during the year. Donated assets are recorded at fair value on the date donated. The District maintains a capitalization threshold of \$2,000. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets life are expensed in the year incurred. Capital assets are depreciated using the straight line method. When capital and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

Furniture	7
Office Equipment	5
Computer Equipment	5
Computer Software	3

Exhibit E

F. Net Assets

Net assets present the difference between assets and liabilities in the statement of net assets. Net assets invested in capital assets are reduced by the outstanding balances of any borrowed funds used for the acquisition or improvements of those assets. Net assets are reported as restricted when there are legal, grantor or creditor limitations and/or restrictions placed on their use.

G. Deferred Revenue

Deferred revenue consists of fees and/or grant funds received within the reporting period for services to be performed in the subsequent period.

2. Deposits and Investments

The deposit of public funds is controlled by the Connecticut General Statutes. Deposits may be placed with any qualified public depository. At June 30, 2021 the bank balance that was covered by Federal Depository Insurance totaled \$854,822. Due to higher cash flows at certain times during the year the balances may exceed the amount covered by such insurance. Additional protection against loss is provided for deposits in excess of federally insured amounts by the Connecticut General Statutes. The statutes require every qualified public depository to maintain segregated collateral equal to at least three percent of the average public deposits held by the depository. Such amounts are available to the State Banking Commissioner to meet losses in excess of deposit insurance. It cannot be determined how much of the excess deposits of the District are covered by such provision.

The District invests in the Connecticut State Treasurer's Short Term Investment Fund. This approved investment is reported at cost plus appreciation, which is its market value and may be liquidated as needed. The District owns an undivided beneficial interest in the assets of the pool. Interest earned on this investment totaled \$621 for the year ended June 30, 2021.

3. Capital Assets

A summary of changes in capital assets, related depreciation and net capital assets is as follows:

	Balance 7/1/20 _____	Additions and Current Expense _____	Disposals and Related Depreciation _____	Balance 6/30/21 _____
Capital Assets Depreciation				
Furniture and Equipment	\$ 59,810	\$ -	\$ -	\$59,810
Accumulated Depreciation	(11,729)	(8,278)	-	(20,007)
Net Capital Assets	<u>\$ 48,081</u>	<u>\$ (8,278)</u>	<u>\$ -</u>	<u>\$ 39,803</u>

4. Employee Retirement Plan

When the Health District was formed, all former full-time town employees who became District employees retained their rights and benefits pursuant to Section 19a-244 of the general statutes in the pension system of the town by which they were employed. They retain active membership until retired provided that they continue to pay into such pension system the contributions required of them for their class and membership.

The District has a 457 retirement plan for all employees hired since the formation of the District. The District's contribution to the plan is up to 8% of the employee's gross wages and total \$50,174 for the year ended June 30, 2021.

5. Risk Financing

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance policies purchased through independent insurance carriers. There were no significant reductions in insurance coverage from coverage in the prior year.

6. Operating Lease

The District entered into a new lease agreement, in November 2018 which commenced on January 1, 2019, for its administrative office, located in Rocky Hill, Connecticut. The lease is a five-year lease and terminates on November 1, 2023. The District has the option to extend the term of the lease for two additional periods of five (5) years each. The lease agreement requires that the District pay a monthly base rent of \$5,625.67 which totaled \$65,916 for the year.

At June 30, 2021 future minimum lease payments under the initial term of the non-cancelable operating lease are as follows:

Year ending December 31:	
2022	\$ 67,512
2023	67,512
2024	<u>36,754</u>
Total	<u>\$257,278</u>

7. Subsequent Events

Management has evaluated subsequent events through December 15, 2021, the date the financial statements were available to be issued, and has determined that there were no matters requiring disclosure in, or adjustment to, these financial statements.

CENTRAL CONNECTICUT HEALTH DISTRICT
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	BUDGETED AMOUNTS				VARIANCE WITH THE FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL	ACTUAL AMOUNT		
REVENUE					
Allocation from Towns	\$ 624,173	\$ 624,173	\$ 624,173	\$	(0)
Allocation from State	161,853	161,853	163,832		1,979
Fees and Permits	210,285	210,285	253,937		43,652
Immunization Revenue	70,000	70,000	60,008		(9,992)
Health Education Programs	749	749	-		(749)
Interest and Other Income	18,800	18,800	614		(18,186)
TOTAL REVENUE	<u>\$ 1,085,860</u>	<u>\$ 1,085,860</u>	<u>\$ 1,102,564</u>	<u>\$</u>	<u>16,704</u>
EXPENDITURES					
Personnel	\$ 774,853	774,853	\$ 498,944	\$	275,909
Fringe Benefits	258,329	258,329	214,516		43,813
Environmental Supplies	1,600	1,600	1,268		332
Equipment and Furniture	2,000	2,000	587		1,413
Health and Education	64,499	64,499			64,499
Immunization Expenditures	42,000	42,000	40,151		1,849
Insurance	9,500	9,500	8,941		559
Postage	1,800	1,800	4,122		(2,322)
Occupancy Expenditures	103,500	103,500	95,489		8,011
Office Supplies	5,987	5,987	6,923		(936)
Professional Development/Dues	8,600	8,600	1,757		6,843
Professional Fees	22,400	22,400	14,581		7,819
Recruiting and Other	2,600	2,600	1,733		867
Travel/Vehicle Expenditures	12,500	12,500	10,576		1,924
TOTAL EXPENDITURES	<u>1,310,168</u>	<u>1,310,168</u>	<u>899,588</u>		<u>410,580</u>
EXCESS (DEFICIT) OF REVENUE	\$ (224,308)	\$ (224,308)	\$ 202,976	\$	<u>427,284</u>
OPERATING TRANSFERS IN	20,000	20,000	-		
FUND BALANCE - BEGINNING	<u>597,306</u>	<u>597,306</u>	<u>597,306</u>		
FUND BALANCE - ENDING	<u>\$ 392,998</u>	<u>\$ 392,998</u>	<u>\$ 800,282</u>		

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Central Connecticut Health District
Wethersfield, Connecticut

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Central Connecticut Health District (the District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued my report thereon dated December 15, 2021.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hebron, Connecticut
December 15, 2021

CENTRAL CONNECTICUT HEALTH DISTRICT

BOARD OF DIRECTORS By Member Town

Ray Jarema, Berlin	Judith Sartucci, Rocky Hill
Lecia Paonessa, Berlin	Marti Stiglich, Rocky Hill
Patricia Checko Board Chairman, Berlin	Barbara Gilbert, Board Vice-Chairman Rocky Hill
Kevin Borup, Newington	Dianne Doot, Wethersfield
Jeri Nagel, Newington	Ann Marie DiIoreto, Wethersfield
David Wemett, Newington	Deborah Pierce-Ilerault, Wethersfield
Roy Zartarian, Newington	
Charles Brown, Jr. Board Secretary/Treasurer and Director of Health	

Any questions, comments or requests for additional information regarding this proposed budget, the current fee schedule or any agency program or service should be directed to:

Charles Brown, Jr., M.P.H.
Board Secretary/Treasurer and Director of Health
Central Connecticut Health District
2080 Silas Deane Highway, Rocky Hill, CT 06067
Phone (860) 785-8380 Fax (860) 785-8553
Email: CBrown@cchd.org
Website: www.cchd.org



PROPOSED AGENCY BUDGET FOR FISCAL YEAR 2021-22

The Central Connecticut Health District (CCHD) is the local health department for the Towns of Berlin, Newington, Rocky Hill and Wethersfield, CT.

Pursuant to State law the CCHD Board of Health must hold a public hearing each year on its proposed annual budget for the coming fiscal year prior to its adoption. CCHD included in its proposed budget and in its public hearing an opportunity for the public to also comment on its current user fee schedule.

The CCHD Board of Health submitted for public comment the enclosed proposed budget summary for FY 2021-2022. This budget reflects the following:

- A 0.20% decrease in total population of the Health District to 96,563, which in turn impacts the amount of state and federal grant monies received.
- Maintenance of employee health insurance through a high-deductible health savings account plan.
- Three additional staff members (Health Educator, Grant Administrator and Recovery Coach)
- Cost for lease of office space in centralized office location.
- An increase in the per capita membership fee charged to the towns from \$6.45 to \$6.60 (a 2.33% increase).
- The following grants that fund the agency's Health Programs: State Per Capita (Grant in Aid); Preventative Health Block Grant; Expanding Lab Capacities (COVID-19) and the Public Health Preparedness Grant.
- Decreased funding from statutory rate from the State Per Capita Grant
- Level funding from the Preventative Health Block Grant
- Decrease in the agency's permit and licensing fees (user fees).
- Estimated revenue from approximately 2,400 influenza and COVID-19 immunizations.

A public hearing will be held on Thursday, April 15, 2021 at 6:00 PM in the conference room of the Central Connecticut Health District, 2080 Silas Deane Highway, Rocky Hill, CT. Due to COVID-19 concerns, interested persons should provide comment through written communication sent in prior to the end of the hearing. Copies of this proposed budget and the proposed fee schedule may be obtained by contacting the Central Connecticut Health District or at www.cchd.org. (Contact information in this brochure.)



EXPENDITURES

Salaries

Employee Benefits

(Insurances: Medical/Dental; AD&D; Life; Disability; Public Officials; Bonding/Crime; Money
Theft; Commercial Property; Liability; Workers Comp., Social Security and Medicare Taxes, Defined
Contribution)

Operating Expenses

(Rent, office supplies/copy service, mileage, postage, telephone/computer, professional
development, environmental supplies, audit, legal fees, payroll, equipment)

Health Programs

(Including clinics, screenings, educational programs, accreditation)

TOTAL EXPENDITURES

INCOME

Town of Berlin Assessment

Town of Newington Assessment

Town of Rocky Hill Assessment

Town of Wethersfield Assessment

State Per Capita Grant (State grant-in-aid)

Preventative Health & Health Services Block Grant

Public Health Preparedness Grant

Statewide Opioid Response Grant

Other Grants (Asthma)

Permits and Fees

ELC Grant(COVID-19)

Flu/COVID-19 Income

Program Income

Interest Income

Employee Health Insurance Premium Sharing

Capital Account Transfer

TOTAL INCOME

	2020-2021 Adopted Budget	2021-2022 Proposed Budget
	774,853	908,376
	267,829	296,943
	160,987	164,743
	106,499	106,328
TOTAL EXPENDITURES	1,310,168	1,476,390
	131,786	134,878
	194,222	198,092
	129,935	132,759
	168,229	171,653
	161,853	158,379
	24,015	24,015
	66,627	66,627
	75000	75000
	56,666	51,666
	210,285	180,000
		157,421
	70,000	105,000
	750	500
	800	800
	18,000	19,600
	2,000	
TOTAL INCOME	1,310,168	1,476,390



**Central
Connecticut
Health
District**

2080 Silas Deane Highway, Suite 100, Rocky Hill, CT 06067

Phone: (860) 785-8380 Fax: (860) 785-8533

www.ccthd.org

PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, & WETHERSFIELD

CCHD Budget History

Fiscal Year	Adopted Budget	% Increase(Decrease) from Prior Year	Per Capita Membership Fee	% Increase Per Capita Membership Fee
96/97	\$214,157	First Full Year	\$3.30	First Full Year
97/98	234,771	9.62%	3.30	0%
98/99	340,900 (a)	45.20%	3.30	0%
99/00	375,844	10.25%	3.30	0%
00/01	416,370	10.78%	3.37	2.10%
01/02	441,883	6.12%	3.50	3.85%
02/03	473,814	7.22%	3.50	0%
03/04	490,860	3.59%	3.69	5.42%
04/05	523,323	6.61%	3.90	5.69%
05/06	539,739	3.13%	4.06	4.1%
06/07	796,156 (b)	47.50%	4.06	0%
07/08	876,608	10.10%	4.06	0%
08/09	969,202 (c)	10.56%	4.06	0%
09/10	895,568 (d)	(-7.59%)	4.06	0%
10/11	975,785	8.95%	4.06	0%
11/12	1,025,313	5.08%	4.06	0%
12/13	967,274	(-5.66%)	4.36	7.39%
13/14	1,009,747	4.39%	4.69	7.57%
14/15	979,348	(-3.01%)	4.91	4.6%
15/16	1,081,927	10.47%	5.11	4.07%
16/17	1,097,584	1.45%	5.25	2.74%
17/18	1,119,905	2.03%	5.75	9.52%
18/19	1,154,777	3.11%	6.00	4.35%
19/20	1,310,168	13.47%	6.45	7.5%
20/21	1,476,390	12.69%	6.60	2.3%
25 Years Difference	\$1,262,233 Increase	589.4%	\$3.30 Increase	100%

a) Berlin joined; (b) Newington joined; (c) Public Health Preparedness Grant funding included going forward;

(d) Based upon a reduction in State Per Capita Grant funding to \$1.25/capita

FY 2021-2022 Per-Capita Rates


Charged by Health Districts to their Member Towns

HEALTH DISTRICTS	2019 Population		District Rate
	Estimates	Total District Population	
Weston Westport		46,264	\$20.21
Newtown		31,678	\$16.16
West Hartford Bloomfield		84,176	\$13.61
Chesprocott		55,226	\$13.15
Chatham		62,712	\$13.07
East Shore		70,615	\$11.50
CT River Area		39,790	\$11.40
Pomperaug		42,328	\$10.12
Ledge Light		150,500	\$7.59
Bristol Burlington		69,651	\$7.45
Farmington Valley		109,851	\$7.00
Northeast		84,894	\$7.00
Uncas		98,897	\$6.98
Naugatuck Valley		125,889	\$6.93
Plainville Southington		65,742	\$6.65
Quinnipiack Valley		98,537	\$6.65
Central Connecticut		96,573	\$6.60
Eastern Highlands		80,041	\$5.89
Torrington Area		130,258	\$5.48
North Central		166,275	\$4.67

- Over the last 25 years, the annual budget for CCHD has increased by 589%.
 - Since 2009 cut in State Per Capita funding from \$2.43 to \$1.85, District has absorbed over \$500,000 in lost revenue
 - Since establishment of the Health District, the per capita charge to the member towns has just doubled
 - Only 62.5% since current 4 towns have been part of District starting in 2006

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: February 22, 2022

SUBJECT: Update by Jacunski Humes Architects, LLC on the Police Department Locker Project

SUMMARY

As you may recall, the Town Council referred the Police Department's Locker Room Renovation project to the Public Building Commission (PBC) in May 2021, along with the associated Statement of Need. The intent of this referral was for the PBC to determine the cost and feasibility of expansion and renovation of the Police locker room facilities. After meeting with Police Department and Police Commission representatives, and reviewing the initial information provided, the PBC obtained a proposal from Jacunski Humes Architects, LLC (JHA) for related design services; the Town Council later approved the PBC's request to authorize JHA to proceed. JHA will be presenting the overall master plan and design and construction phasing (attached) at the March 1, 2022 Town Council meeting.

Estimated costs are broken out into four construction phases. The total facility renovation project cost estimate of \$5.2 million includes;

- An initial design and bidding phase totaling \$250,000 (excluding contingency)
- Phase 1 of construction totaling an estimated \$3.4 million. (The PBC recommends scheduling the construction of Phase 1 over two fiscal years, so the Town would need to fund approximately \$1.7 million for each fiscal year rather than the entire \$3.4 million.)

Phase 1 includes new Men and Women's Locker Rooms and associated sinks / toilets / showers, a new Physical Training Center, two new Sally Ports/Vehicle Processing bays, a new Interview Room, and new Evidence Receiving, Evidence Processing, and Evidence Storage areas that comply with state and national accreditation standards. These areas will be created by renovating the former firearms training range and existing Board of Education storage area on the lower level of the Town Hall. The PBC also recommends initiating the detailed design phase of the overall master plan project in the short term for an amount not to exceed \$250,000.00, and is seeking feedback from the Town Council, Finance Director, and Board of Finance on the master plan, proposed phasing, and funding.

ACTION NEEDED (None - Discussion Only)

ATTACHMENTS

Proposed Police Facility Renovations Plan prepared by JHA dated October 4, 2021
Project Cost Worksheet prepared by JHA dated February 11, 2022

PREPARED BY

Michael S. Ahern, P.E., Public Works Director



Addition and Renovations to Berlin Police Department Berlin, CT

February 11, 2022

PROJECT COST WORKSHEET

Hard Costs:	Design- Bidding	PHASE 1	PHASE 2	PHASE 3	ANY PHASE
Sitework and Carport Structures	\$266,880	\$66,880			\$200,000
Addition and Interior Renovations	\$3,609,370	\$2,709,370	\$800,000	\$80,000	\$20,000
Subtotal	\$3,876,250	\$2,776,250	\$800,000	\$80,000	\$220,000
Soft Costs:					
Architectural/Engineering Fees	\$300,000	\$30,000	\$20,000	\$10,000	
Clerk / Project Management Fees	\$150,000	\$75,000	\$50,000	\$25,000	
Furniture, Fixtures, Equipment (& Design)	\$100,000	\$50,000	\$25,000	\$25,000	
High Density Shelving / Appliances	w/in hard costs				
Land Surveying Services (T-2)	\$5,000				
Geotechnical Engineering / Soil Testing	not anticipated				
Independent Materials Testing / Inspections	\$8,000	\$4,000			\$4,000
Commissioning Services	\$30,000	\$20,000	\$5,000	\$5,000	
Console Furniture / Radio System relocation	not anticipated				
Telephone / Data System Equipment	\$50,000	\$30,000	\$10,000	\$10,000	
Building Equipment / AV Systems	\$50,000	\$30,000	\$10,000	\$10,000	
Printing, Advertising	\$2,000				
Relocation / Moving Expenses	\$10,000	\$7,500	\$1,500	\$1,000	
Utility Company Backcharges	not anticipated				
Builder's Risk Insurance Policy	\$25,000	\$25,000			
Owner's Legal Fees / Bonding Costs	TBD by Owner				
Administrative Costs / Owner's Expenses	\$10,000	\$5,000	\$1,000	\$1,000	
Permitting Fees	assumed waived				
Subtotal	\$740,000	\$250,000	\$122,500	\$87,000	\$4,000
Project Contingency (15%)	\$583,750	\$350,000	\$120,000	\$12,000	\$51,750
Project Total	\$5,200,000	\$3,402,750	\$1,042,500	\$179,000	\$275,750

PROPOSED DESIGN/ BIDDING PHASE

DESIGN: 4-5 MONTHS

BIDDING: 1-2 MONTHS

PROPOSED CONSTRUCTION PHASING

PHASE 1: (6 MONTHS)

- INTERIOR RENOVATIONS TO BOE STORAGE AREA
- NEW ADA COMPLIANT RESTROOMS FOR PUBLIC/ DISPATCHERS
- RELATED SITEWORK IMPROVEMENTS
- P.D. TO RELOCATE TO AREAS OF NEW CONSTRUCTION

PHASE 2: (6 MONTHS)

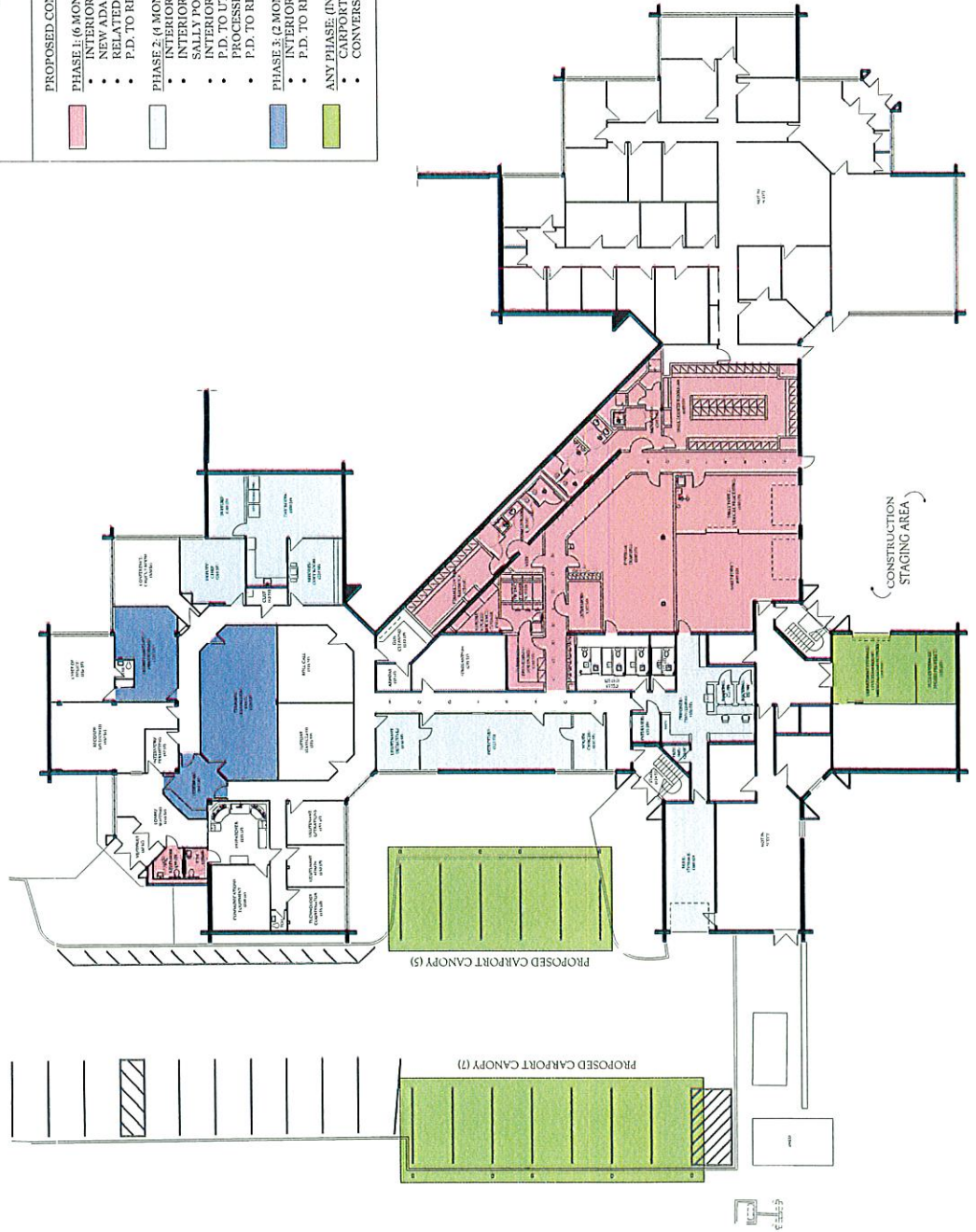
- INTERIOR RENOVATIONS TO FORMER LOCKER ROOMS/ DAY ROOM
- INTERIOR RENOVATIONS TO PRISONER PROCESSING/ FORMER SALLY PORT
- INTERIOR RENOVATIONS TO FORMER EVIDENCE STORAGE/ OFFICES
- P.D. TO UTILIZE NEIGHBORING COMMUNITY FOR PRISONER PROCESSING & DETENTION DURING PHASE 2 ONLY
- P.D. TO RELOCATE TO AREAS OF NEW CONSTRUCTION

PHASE 3: (2 MONTHS)

- INTERIOR RENOVATIONS TO TRAINING CLASSROOM/ ADMIN.
- P.D. TO RELOCATE TO AREAS OF NEW CONSTRUCTION

ANY PHASE: (INCORPORATED INTO ANY PHASE)

- CARPORT CANOPY STRUCTURES
- CONVERSION OF TOWN HALL STORAGE AREA



PROPOSED POLICE AREA - 15,340 SF



JHAI
JACUNSKI HUMES
ARCHITECTS, LLC

Proposed Lower Floor Plan

PROPOSED POLICE FACILITY RENOVATIONS
FOR THE
TOWN OF BERLIN, CONNECTICUT

October 4, 2021

