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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 16, 2023
Town Council Chambers (in person)
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: Transfer \$981.00, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance
2. Topic re: Accept monetary donations totaling \$1,693.86 and deposit \$962.38 into the friends of the library miscellaneous account for the purchase of library programs, program supplies and two museum pass renewals, and deposit \$11.48 into the friends of the library credit card account for library program supplies and deposit \$720.00 into the library agency account for the purchase of children's books in memory of Susan K. Peak and for the general acquisition of books and move to accept the donation of a Kid Kraft doll house with an estimated value of \$50.00 to be added to the children's play area and books with an estimated value of \$21.95 to be added to the appropriate department collection and a Pampered Chef springform cake pan set with an approximate value of \$32.00 to be utilized as an adult summer reading prize. – Berlin-Peck Memorial Library
3. Topic re: Approve donating/discarding two study carrels and one map stand from the adult department. Approximate total value of \$55.00. – Berlin-Peck Memorial Library

4. Topic re: Approve Berlin Dolphin Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2023. – Parks and Recreation
5. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of a \$200.00 donation from the Kiwanis Club of Berlin and a \$50.00 donation from the Berlin VFW Post 10732, for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 22, and Saturday, April 29, 2023, at Sage Park Pond from 8:00 AM to 10:00 AM. – Parks and Recreation
6. Topic re: Approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on Thursday, June 22, 2023, at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00. – Parks and Recreation
7. Topic re: Approve request by Saint Paul School to have field usage fees, not to exceed an amount of \$1,920 waived for the school soccer team practices at Percival Soccer Field for the spring 2023 season. – Parks and Recreation
8. Topic re: Approve permission for consumption of alcoholic beverages (BYOB) at Timberlin Park Pavilion for the Vincent Carbonell - SACC (Spanish American Cultural Club) annual picnic for approximately 45 people on Saturday, June 10, 2023, 10:00 a.m. to 6 p.m. A buffet style meal will be served. TULIP Insurance will be obtained. – Parks and Recreation
9. Topic re: Call a Town Meeting on June 6, 2023 @6:45 pm for the purpose of voting to accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$3421.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance. – Youth Services
10. Topic re: Approve the request of the Tyler Cop Foundation to waive all fees associated with having Berlin Police support at their 3 x 3 basketball tournament that was held on Sunday, April 2, 2023. The fee to be waived is \$395. – Town Manager
11. Topic re: Approve the request of the Kensington Congregational Church to waive all fees associated with having Berlin Police support at their “Festival on the Hill” on Saturday, June 10, 2023. The approximate fee to be waived is \$1,825. – Town Manager
12. Topic re: Approve the request of the Berlin Lions Club to waive the permit fee to strip & reside the Maintenance Building. The total amount of the fee to be waived is approximately \$225.00. – Building
13. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the Coach V Memorial Golf Tournament. Total Value of the donation is \$242. – Golf Course
14. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 34th Annual Saint Paul Golf Open. Total Value of the donation is \$242. – Golf Course

15. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 5th Annual Charity Miniature Golf Fundraiser. Total Value of the donation is \$242. – Golf Course
16. Topic re: Approve the addition of a Driving Range Membership for Junior Golfers on the proposed 2023 Golf Rate Schedule. The cost of the membership would be \$200 for the first child and \$100 for additional kid(s). – Golf Course
17. Topic re: Approve the request of the Griswold School Parents Club to waive all fees associated with having a Berlin Police Officer at Griswold School on Wednesday, March 1, 2023 during their Bingo event. The total amount of the fee to be waived is approximately \$291. – Town Manager

H. NEW BUSINESS:

1. Topic re: Authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue and 0 Carbo Lane, currently known as the Knights of Columbus property, contemporaneous with the closing of the financing.

Authorize the transfer of title and Ground Lease execution for both parcels of land from the Town of Berlin to the Berlin Housing Authority for the purpose of constructing up to 52 units of age restricted affordable housing to provide affordable housing options for seniors, contemporaneous with the closing of financing.

Authorize the Berlin Housing Authority to sublease both parcels of land to Berlin Affordable Housing, Inc., subject to the restrictions in the Lease between the Town and the Authority.

Paragraph 8, sub paragraph d, of the Modified and Restated Option Agreement be modified to change “not more than 50 units” to “not more than 52 units” and “incomes less than 50%” to “incomes less than 60%.” The purpose of the change is to reflect the increase in units and to bring the affordability formula in line with section 8-30g of the Connecticut General Statutes.

Authorize the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023. – Housing Authority

2. Topic re: Chairman of the Berlin Police Commission has requested to speak to the Town Council about quality of life, safety, and vandalism issues on Brandegee Lane. – Police Commission
3. Topic re: Approve the request of the Berlin Lions Club to waive the permit fee to Demolish the Pole Barn at 410 Beckley Rd. The total amount of the fee to be waived for this item is \$200.00. Also approve the request of the Berlin Lions Club to waive the permit fees to construct a new Cattle Barn at 410 Beckley Road. The total amount of the fee to be waived is approximately \$6,495.00. Total of fee waiver request \$6,695.00. - Building
4. Topic re: Approve and authorize the Town Manager to enter into a revised VantageCare Retirement Health Savings (RHS) Program Adoption Agreement. – Human Resources

5. Topic re: Approve a waiver of the purchasing policies to allow for the purchase of a prefabricated 24'x 30' All Steel Gable Rectangular Savannah Pavilion from Fifthroom.com. for the amount of \$52,372.05 without competitive bidding due to the size and custom prefabrication of the product, and the limited availability of comparable vendors. - Board of Education
6. Topic re: Approve a modification to the tax abatement agreement for Newport Realty Group LLC related entities Newport 903-913 Farmington Ave, LLC, Newport 55 Steele Blvd LLC and 861 Farmington Avenue LLC for the Steele Center mixed-use development project based on the revised development plan The abatement schedule for the project will remain the same. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy subject to review and approval by Corporation Counsel. – Economic Development
7. Topic re: Approve the transfers of \$10,000 from “Storm Related Overtime” to Auto Parts to cover further expenditures within the Auto Parts account for the remainder of FY2023. - Municipal Garage
8. Topic re: Utilize State of Connecticut DAS contract no. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$161,062 which includes a 10 percent project contingency and prevailing wage for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project. - Facilities
9. Topic re: Authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #743) with the most cost- effective and qualified Contractor. – Public Works
10. Topic re: Utilize the State of Connecticut Department of Administrative Services Contract #20PSX0137 to purchase concrete catch basin materials and related items using uncommitted funds either in the Bonded Road Improvement Account, Grant Road Improvement Account or the Road and Bridge Improvement Account, as determined by Public Works and Finance, over the life of this contract. – Public Works
11. Topic re: Extend Contract #2021-17 for tree removal services with Distinctive Gardens & Tree Care of South Windsor CT for two additional years with a three percent increase per year beginning on May 1, 2023 and ending on April 30, 2025. Funding will come from established line-item accounts within the relevant fiscal year departmental budgets. – Public Works
12. Topic re: Refer to the Planning and Zoning Commission for a Section 8-24 review an easement from the Town for three drainage pipes coming out from 522 and 554 Berlin Turnpike on to the Town of Berlin Water Control property, MBL 10-1-83-16, 604 Berlin Turnpike. – Town Manager
13. Topic re: Support proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 6, 2023 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2023 CT NAA Tax Credit Program and to solicit citizen input.

Designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters. – Town Manager

I. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board** – Sharon Powell (U) (does not want to be reappointed) term expires on January 31, 2023. Reappointment term would be until January 31, 2026. Can be filled with a D, R or U.
2. **Commission for the Aging** – Lois Ustanowski has resigned – Term would be until January 31, 2024. Can only be filled with a D or U.
3. **Commission for Persons with Disabilities – Vacancy**- Term expires on January 31, 2023. Replacement term would be until January 31, 2026. Can be filled with a R or U.
4. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U.
5. **Constables – 3 Vacancies** -Terms would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).
6. **Inland Wetlands & Water Courses Commission** – Alternate –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
7. **Inland Wetlands & Water Courses Commission** – Alternate - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
8. **Parks and Recreation Commission** –Term expires on January 31, 2023 replacement would be until January 31, 2026. Can be filled with a D, R or U.
9. **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.
10. **Planning and Zoning Commission** – Alternate - Nikki Sambitsky has resigned. Replacement would be until January 31, 2026. Can be filled with a D, R or U.
11. **Public Building Commission** –Replacement would be until January 31, 2028. Can be filled with a R, D or U.
12. **Veterans' Commission** – Robert Smith (R) passed away on April 20, 2023. Replacement would be until January 31, 2024. Can be filled with a D, R or U.
13. **VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
14. **VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

15. **VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
16. **VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
17. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2024.
Can be filled with a D, R or U.
18. **Water Control Commission –Alternate - Vacancy** -Term would be until January 31, 2026.
Can be filled with a D, R or U.
19. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026.
Can be filled with a D, R or U. (Depending on the above two appointments).
20. **Youth Services Advisory Board – Youth - Vacancy** – Term would be until January 31, 2026.
21. **Youth Services Advisory Board – Service Consumer** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
22. **Zoning Board of Appeals – Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

April 18, 2023
April 12, 2023 - Special Joint Meeting
May 2, 2023 – Special Meeting

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: April 21, 2023

SUBJECT: Budget Transfers

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All higher than budgeted costs are offset in other parts of the budget or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

Action Needed:

Move to transfer \$981.00, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments
May 2, 2023

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
BAA	001.05.0512.0.51305.00000		\$700.00	The BAA held more meetings than anticipated when the FY23 budget was developed. As a result, the Commission Secretary costs are higher than budgeted.
	001.05.0509.0.53814.00000	\$700.00		
P&Z Commission	001.10.1015.0.53916.00000		\$281.00	The P&Z Commissioner & ZBA Members are now required by Statute to attend training. This year, there is no conflict with a scheduled PZC meeting, due to these factors more members are able to attend.
	001.10.1014.0.53916.00000	\$281.00		
GENERAL FUND TOTAL		<u>\$981.00</u>	<u>\$981.00</u>	
WATER CONTROL TOTAL		<u>\$0.00</u>	<u>\$0.00</u>	
CAPITAL PROJECTS TOTAL		<u>\$0.00</u>	<u>\$0.00</u>	
GRAND TOTAL		<u>\$981.00</u>	<u>\$981.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	BAA	Fiscal Year:	FY2023	Date:	4/14/23
To Acct #:	Description:	Amount:	Requested by:		
001.05.0512.0.51305.00000	Commission Secretaries	\$700.00	J. Ferraro		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.05.0509.0.53814.00000	Contractual Services	\$700.00	[Signature]

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The BAA held more meetings than anticipated when the FY23 budget was developed. As a result, Commissions Secretary costs are higher than budgeted.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **4/14/23**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: PZC Professional Development	Fiscal Year: FY23	Date: 3/17/23	
To Acct #: 001.10.1015.0.53916.00000	Description: PZC Prof. Development	Amount: \$281.00	Requested by: MKGiusti

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.10.1014.0.53916.00000	Description: Devel Services Prof Development	Amount: \$281.00	Approved by: 
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Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

PZC Commission and ZBA Board members are now required by Statute to attend training. This year there is no conflict with a scheduled PZC meeting, due to these factors more members are able to attend. Department staffing increased during the year and therefore expended funds were not used early in the year for staff.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **3/29/23**

Comments:

Section 3: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	J.E.# :	Approved by Town Meeting	Date approved:
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Distribution:

Requesting Department ☐ Town Manager ☐ Town Council ☐
Finance Department ☐ Town Auditor ☐ Treasurer ☐

Amount of Transfer:	To Account #:	From Account #:
Amount of Transfer:	To Account #:	From Account #:

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 3, 2023

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	962.38	FOL Misc. Acct	for library programs, program supplies and the renewal of 2 annual museum passes	Friends of the Library
	11.48	FOL Credit Card Acct.	for library program supplies	Friends of the Library
	220.00	Library Agency Acct.	acquisition of books	Joanne M. Pigott Fund of the Community Foundation of Greater New Britain
	500.00	Library Agency Acct.	children's books in memory of Susan K. Peak	Nancy & Christopher Casey
	1,693.86			
Equip/Merch	50.00	Kid kraft doll house	children's play area	Kelly Fowler
	21.95	Books	add to appropriate department collection	Anonymous
	32.00	Pampered Chef springform cake pan set	for summer reading prize	Anonymous
	103.95			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$1,693.86 and deposit \$962.38 into the friends of the library miscellaneous account for the purchase of library programs, program supplies and two museum pass renewals, and deposit \$11.48 into the friends of the library credit card account for library program supplies and deposit \$720.00 into the library agency account for the purchase of children's books in memory of Susan K. Peak and for the general acquisition of books and move to accept the donation of a Kid Kraft doll house with an estimated value of \$50.00 to be added to the children's play area and books with an estimated value of \$21.95 to be added to the appropriate department collection and a Pampered Chef springform cake pan set with an approximate value of \$32.00 to be utilized as an adult summer reading prize.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Director



Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 3, 2023

SUBJECT: Discard 2 study carrels and one map stand purchased in 1989/1991

Summary of Agenda Item:


The Berlin Peck Memorial Library has two study carrels and a map stand purchased in 1989 and 1991 that we no longer have a use for. The Finance department listed the items for sale but there were no bidders. We would like to donate these items to a neighboring library and discard the items if there is no interest. The approximate value of the two study carrels is \$40.00 and the approximate value of the map stand is \$15.00.

Action Needed:

Move to approve donating/discarding two study carrels and one map stand from the adult department. Approximate total value of \$55.00.

Attachments:

Prepared By:

Kimberly McNally, Library Director 

Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 20, 2023
SUBJECT: Selling food and beverages: Berlin Dolphin Swim Team Booster Club

SUMMARY

The Berlin Parks and Recreation Commission at its meeting on Wednesday, April 19, 2023 recommended approval for the Berlin Dolphin Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2023.

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

ACTION NEEDED:

Move to approve Berlin Dolphin Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2023.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis,
Superintendent of Recreation DD

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 20, 2023

SUBJECT: Donation to Fishing Derbies

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Wednesday, April 19, 2023, recommended the acceptance of a \$200.00 donation from the Kiwanis Club of Berlin and a \$50.00 donation from the Berlin VFW Post 10732 towards the Parks and Recreation Fishing Derbies that will be held on April 22 and April 29, 2023 at Sage Park Pond from 8:00 AM – 10:00 AM.

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 a \$200.00 donation from the Kiwanis Club of Berlin and a \$50.00 donation from the Berlin VFW Post 10732, for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 22, and Saturday, April 29, 2023, at Sage Park Pond from 8:00 AM to 10:00 AM.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Parks and Recreation *DD*

Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 20, 2023
SUBJECT: Permission to Sell/Vendor Fee Waiver – Metro Swim

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Wednesday, April 19, 2023 recommended approval for Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords etc. on Thursday, June 22, 2023, at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.00.

Metro Swim Shop provides us with a service. They do not charge a fee to come to the pool. They have all the merchandise there so participants buy it and take it at that time eliminating shipping and handling cost. Their staff can answer any questions that parents may have about sizes. No matter how many suits are purchased, participants receive the discount price. Girl's suits our price \$39.95 + tax (retail \$49.99 + tax). Boy's suits our price \$31.95 + tax (retail \$39.99 + tax). Metro Swim Shop has always given the discount when they sell to our swim team participants.

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

ACTION NEEDED:

Move to approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on Thursday, June 22, 2023, at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00.

ATTACHMENTS:

Request for fee waiver

PREPARED BY:

Debbie Dennis, Superintendent of Recreation 



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Metro Swim Shop		Date:
Contact Name: Debra Cosme		4/3/2023
Phone Number: 860-651-5063		
Event: Swim Suit Sale	Date of Event: 6/22/23	
Location of the Event: Percival Pool		
What fee do you want waived: Vendor fee - \$200		
Identify the hardship incurred: We sell at team price		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Parents pay a reduced fee.		

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.
- ☒ Provides a service for Town supported program. This action defrays the cost of for the children to participate in this program at no cost to the Town.

TMO Form 092011

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Metro Swim Shop

Comments:

Debra H. Come
Signature

4/3/2023
Date

Amosha [Signature]
Town Manager Signature

4/24/23
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.

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 20, 2023

SUBJECT: Saint Paul School to have field usage fees waived, not to exceed an amount of \$1,920 for the school soccer team practices at Percival Soccer Field for the spring 2023 season.

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Wednesday, April 19, 2023 recommended that Saint Paul School have field usage fees, not to exceed an amount of \$1,920 waived for the school soccer team practices at Percival Soccer Field for the spring 2023 season.

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

ACTION NEEDED:

Move to approve request by Saint Paul School to have field usage fees, not to exceed an amount of \$1,920 waived for the school soccer team practices at Percival Soccer Field for the spring 2023 season.

ATTACHMENTS:

Request for fee waiver

PREPARED BY:

Jennifer Ochoa, Director of Community Recreation and Park Services



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: St. Paul School, Berlin	Date: 4/3/2023
Contact Name: Julio Maturana, Business Mng.	
Phone Number: 860-828-0331 x 304	
Event: soccer	Date of Event: April 1 - mid June
Location of the Event: Available fields per Parks + Rec	
What fee do you want waived: field usage fee ~ \$1920	
Identify the hardship incurred: See attached	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: see attached	

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: St. Paul School

Comments:

Thank you for considering our request

Don Donatelli *BUSINESS MANAGER*
Signature

3/3/2023
Date

Town Manager Signature

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.

Saint Paul Parish

467 Alling Street Kensington, CT 06037
(860) 828-0331 www.stpaulkensington.org

April 3, 2023

Town of Berlin
Department of Community, Recreation and Parks
240 Kensington Road
Berlin, CT 06037

Dear Recreation Commission:

Saint Paul School has submitted an application for use of the Town of Berlin soccer fields for our JV and Varsity soccer team practices. We hope to hold practices four afternoons a week. I am respectfully requesting a waiver of fees for this application.

As you know, Saint Paul School is a non-profit organization that has had a strong presence in the Berlin Community for over 57 years. Our school and parish consistently contribute to the greater Berlin Community by way of yearly food drives, clothing drives, community giving during the holidays, etc. We believe in giving back.

Our students are assessed a fee to participate in soccer. If we were to incur field use fees, we would find it necessary to pass the cost down to the players, and this certainly would result in a greater financial burden on our parents.

I thank you for your consideration of a waiver of fees for use of the soccer fields.

Sincerely,



Fr. Joseph Benicewicz, OFM Conv.
Pastor

Consent

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 20, 2023

SUBJECT: Permission to consume alcoholic beverages (BYOB - beer and wine) at Timberlin Park Pavilion for Vincent Carbonell, SACC (Spanish American Cultural Club) picnic.

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Wednesday, April 19, 2023 recommended permission for consumption of alcoholic beverages (BYOB) for a summer picnic at Timberlin Park Pavilion for Vincent Carbonell, Spanish American Cultural Club on Saturday, June 10, 2023, 10:00 a.m. to 6 p.m. There will be approximately 45 people in attendance ranging from ages 50 to 75. Food will be served buffet style. TULIP insurance will be obtained if alcohol permit is approved.

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

ACTION NEEDED:

Move to approve permission for consumption of alcoholic beverages (BYOB) at Timberlin Park Pavilion for the Vincent Carbonell - SACC (Spanish American Cultural Club) annual picnic for approximately 45 people on Saturday, June 10, 2023, 10:00 a.m. to 6 p.m. A buffet style meal will be served. TULIP Insurance will be obtained.

ATTACHMENTS:

Alcohol Permit

PREPARED BY:

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

TOWN OF BERLIN
Community, Recreation and Park Services
DIVISION OF PARKS & RECREATION

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: Spanish - American Cultural FACILITY REQUESTED Timberlin Pavilion
CONTACT PERSON: Vincent Carbone PHONE: 866.324.0664
STREET: 312 Lanetatin Dr. CITY: Berlin ZIP: 06037
RENTAL DATE: 6/10/2023 START TIME: 10:00 AM FINISH TIME: 6:00 pm
NATURE OF ACTIVITY: Summer Picnic
AGE GROUP: 50-75 TOTAL ATTENDANCE: 45 MINORS: YES: NO: X
TYPE OF ALCOHOL: BEER: ✓ WINE: ✓ OTHER (EXPLAIN):
HOW DISPENSED: CASH BAR: N/A OPEN BAR: N/A BYOB: ✓
FOOD: YES: ✓ NO: HOW SERVED: SIT DOWN ✓ BUFFET OTHER
ENTERTAINMENT: YES NO ✓ TYPE:
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES NO ✓ EXPLAIN:

SECURITY DEPOSIT: The use of alcoholic beverages in/around the premises is prohibited unless expressly authorized by proper permits. A Security Deposit is required.

DAMAGE FEES: Any cost resulting from damage to the premises occurring as a result of the lessee's use of the facility will be borne by the lessee.

INSURANCE, (TULIP): Insurance is required by all groups requesting the use of alcoholic beverages.

I certify that the information given above is true and correct under the penalty of law. I understand that refusal to abide by the rules and privileges granted by the permit will lead to revocation, and that a refund of fees and security deposit will not be granted.

Date: 3/13/2023 Signature: [Signature]

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:		<u>Approved</u>	<u>Denied</u>
Chief of Police	<u>[Signature]</u>	<u>X</u>	<u> </u>
Town Manager	<u>[Signature]</u>	<u>✓</u>	<u> </u>
Community, Recreation and Park Services Rep.	<u>[Signature]</u>	<u>✓</u>	<u> </u>
Parks and Recreation Commission		<u>✓ 4/19/23</u>	<u> </u>
Town Council		<u> </u>	<u> </u>
Reason for Denial: <u> </u>			

State Liquor License required: Yes No

Consent
Agenda Item 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2023
SUBJECT: Youth Service Bureau Grant Adjustment

Summary of Agenda Item:

The State of Connecticut has awarded the Town an additional \$3,421.00 for the Youth Services Bureau Grant. This agenda item is to appropriate the additional funds to revenue account:

001.30.3055.2.44701.00000 (Child and Youth Services) \$3421.00

And expenditure account:

001.30.3054.0.53462.00000 (Youth Grant) \$3421.00

Action Needed:

Move to call a Town Meeting on June 6 2023 @6:45 pm for the purpose of voting to accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$3421.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance.

Attachments:

None

Prepared By:

Jaymee Miller, Social & Youth Services Director

Consent
Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 24, 2023

SUBJECT: Request for Fee Waiver – Tyler Cop Foundation 3 on 3 Basketball Tournament

Summary of Agenda Item:

The Tyler Cop Foundation held a 3 on 3 basketball tournament on Sunday, April 2, 2023. All proceeds go to supporting the Berlin community. The foundation provides scholarships, financial aid to families in need as well as donations to sports teams and programs. The Tyler Cop Foundation is a tax-exempt non-profit organization. The Foundation is seeking a waiver of any and all fees associated with the police support provided. The cost was \$395.00.

Action Needed:

Move to approve the request of the Tyler Cop Foundation to waive all fees associated with having Berlin Police support at their 3 x 3 basketball tournament that was held on Sunday, April 2, 2023. The fee to be waived is \$395.

Attachments:

Request for Fee Waiver Form

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Tyler Cop Foundation</i>	Date:
Contact Name: <i>Jennifer Chant</i>	
Phone Number: <i>(860) 965-2947</i>	
Event: <i>3 on 3 Basketball tournament</i>	Date of Event: <i>April 2, 2023</i>
Location of the Event: <i>Berlin High School 'A' Gym</i>	
What fee do you want waived: <i>4 hour police * \$395.00</i>	
Identify the hardship incurred: <i>We are a tax exempt non-profit.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>all proceeds go back to the community in the form of scholarships, Family needs, Sports team needs, donations to Sports and community support.</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: I. Cop Foundation

Comments:

Jen Chen
Signature

4/2/23
Date

[Signature]
Town Manager Signature

4/24/23
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.

Consent
Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 24, 2023

SUBJECT: Request for Fee Waiver – Kensington Congregational Church

Summary of Agenda Item:

Kensington Congregational Church on Percival Avenue is holding a Community Social/ Fund Raising Event on Saturday, June 10, 2023. This is a block party and is called “Festival on the Hill.” There will be music, food and family activities which will be open to the whole Berlin Community. The Church is seeking a waiver of any and all fees associated with this police support (approximate cost is \$1825.00).

Action Needed:

Move to approve the request of the Kensington Congregational Church to waive all fees associated with having Berlin Police support at their “Festival on the Hill” on Saturday, June 10, 2023. The approximate fee to be waived is \$1825.

Attachments:

Request for Fee Waiver Form
Kensington Congregational Church Community Outreach

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Contact Name: Gwen McCann Phone Number: (860) 707-0070	Date: 3-29-23
Event: Festival on the Hill	Date of Event: June 10, 2023
Location of the Event: Grounds of Kensington Congregational Church - 312 Percival Ave.	
What fee do you want waived: Law enforcement attendance fee \$1825.20	
Identify the hardship incurred: As a church fundraiser to support youth mission work, the fee would represent a large percent of our estimated profit.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: See attached sheet	

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: Kensington Congregational Church

Comments:

Shawn McCarra
Signature

4-24-23
Date

Shawn McCarra
Town Manager Signature

4/24/23
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.

Kensington Congregational Church

United Church of Christ

312 Percival Avenue (Route 71)
Kensington, Connecticut 06037-2098

Telephone/Fax: (860) 828-4511



Kensington Congregational Church Community Outreach

- Consistently provides food to supplement the Berlin Food Pantry by holding weekly/ongoing collections
- Provides monetary donations to the Berlin Food Pantry
- Have a committed relationship with Covenant to Care for Children and the New Britain DCF to provide basic necessities to area families in need, including those living in Berlin
- Provides volunteers and food baskets to the annual Holiday Food Drives as well as making monetary donations
- Provides a gratis location for town Boy & Girl Scout troops to hold weekly meetings
- Makes annual donations to the Berlin Children's Fund which provides scholarships to town children for Summer Camp attendance
- Provides volunteers for the AARP tax program to assist Berlin senior citizens
- Sponsors community Red Cross Blood Drives annually
- Provides and serve meals at the Salvation Army in New Britain during their "Out of the Cold" program
- Hosting church in the Family Promise program, helping homeless families from the area stay together and get back on their feet by providing housing and meals
- Supports area shelters by providing bedding, hygiene items, winter essentials, etc.
- Free community outreach events including:
 - Night in Bethlehem, a hands on experience of what Bethlehem was like the night Jesus was born
 - Festival on the Hill, a free admission street fair that highlights the Berlin community



BERLIN POLICE DEPARTMENT

Officer Thomas Bobok ~ Traffic Bureau
Email: tbobok@Berlinpd.org Phone: 860-828-7082

4/11/2023

To: Gwen McCann

From: Officer Tom Bobok

Re: Festival on the Hill

Ms. McCann,

The Operations Plan for this event has been submitted and is in the review/approval phase. I know you intended to apply for a fee waiver through the Town so I wanted to get you a cost estimate to include.

If the Operations Plan is approved as proposed, the following is the anticipated cost of police services for two (2) officers for eight (8) hours:

$\$75.26/\text{hr.} \times 8 \text{ hrs.} = \$602.08 \text{ (} \times 2 = \1204.16)

Town surcharge 25% = \$301.04

Cruiser Fee @ \$20 per hour (2 cars) = \$320

Approximate estimated total = \$1825.20

Consent
Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25th, 2023

SUBJECT: Request for Fee Waiver/Berlin Lions Club
Summary of Agenda Item:

The Berlin Lions Club, is requesting a waiver of the fee to strip & reside with vinyl siding the Maintenance Building @410 Beckley Road, 28 squares of siding.

Action Needed:

Move to approve the request of the Berlin Lions Club to waive the permit fee to strip & reside the Maintenance Building. The total amount of the fee to be waived is approximately \$225.00.

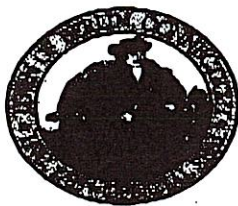
Attachments:

- Copy of form requesting the fee waiver from Richard Yale, Superintendent of Construction for the Berlin Lions Club
- Copy of the Building Department Application

Prepared By:

Frank Van Linter
Building Official





TOWN OF BERLIN **Request for Fee Waiver**

Received by T.O.B.
Forwarded to Town Mgr.
APR 13 2023
Building Dept.

Requesting Organization: Berlin Lions Agricultural Fair Inc. Contact Name: Richard Yale, Supt. of Construction Phone Number: 860-828-0232	Date: 4-6-23
Event: Reside Maintenance Barn w/ Vinyl Siding	Date of Event: April - May 2023
Location of the Event: 430 BECKLEY ROAD	
What fee do you want waived: Building Permit fee for Vinyl Siding Maintenance Building. \$225.00	
Identify the hardship incurred: Our funds are raised from the public. Not paying fees allow us to do more with money raised.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin Fair sponsored by Berlin Lions Club is a civic organization benefiting the town with donations to many areas including Scholarships Upbeat, Little League BPD Utility Vehicle	

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: Berlin Lions Agricultural Fair Inc

Comments:

Richard G. Hall, Dept of Post
Signature

4-6-23
Date

[Signature]
Town Manager Signature

4/24/23
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

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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.

Permit #:

Date: 04/18/2023

App #: BA-2023-0306

Town of Berlin Building Permit Application

Permit Application Type: Siding

Address where work is being done:

410 BECKLEY RD

Account #: 1101920

Owner: BERLIN LIONS AGRICULTURAL FAIR INC

Estimated Cost of Construction \$ 12,000.00

Description of work being done:

STRIP & RESIDE MAINTENANCE BUILDING W/VINYL -
CERTAINTED MONOGRAM 4/4 LEAVING ALUMINUM GABLE,
FASCIA & SOFFIT TRIM - 28 SQ. @ BERLIN FAIRGROUNDS. -
REQUESTING FEE WAIVER.

Fee Type	Amount	Paid Date
Building Permit Fee	\$225.00	

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	BERLIN LIONS AGRICULTURAL FAIR INC			410 BECKLEY RD	BERLIN	CT	06037
Contractor		JFZ REMODELING LLC	860-490-2449	288 KENSINGTO N RD	KENSIN GTON	CT	06037

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: (Mandatory in Bold)

	Initial/Date for Approval	Notes:
Building Department		
Tax Department	ppoplawski@town.berlin.ct.us	

File Scanned on _____ by _____

Consent
Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 8, 2023

SUBJECT: Timberlin Golf Course Donation – Berlin High School Basketball Team

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 20, 2023, recommended approval of a round of golf for four and two carts to be used for the Berlin High School Basketball Team Coach V Memorial Golf Tournament. The Fundraiser is on May 22, 2023. Total value of the donation is \$242.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the Coach V Memorial Golf Tournament. Total Value of the donation is \$242.

Attachments:

- Fee Waiver Form

Prepared By:

Sol Guerrero, PGA -Director of Golf





TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Berlin High School Basketball Team	Date: 5/8/23
Contact Name: Chris Tralli	
Phone Number: 860-302-6024	
Event: Coach V Memorial Golf Tournament	Date of Event: 5/22/23
Location of the Event: Indian Hill Country Club	
What fee do you want waived: Round of Golf for four and two carts. Total \$242.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All proceeds will go towards student college scholarships. Last year, they awarded 6 college scholarships to Berlin HS Students.	

Town Manager review:

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

Yes ☒ No ☐

If so, which criteria:

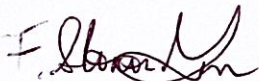
- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☒ Raises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

Comments:

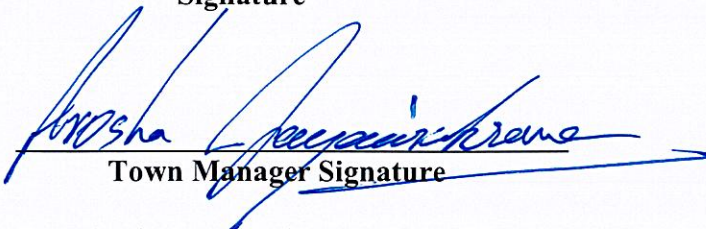


Director of Golf

Signature

5/8/23

Date



Town Manager Signature

5/10/23

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.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 8, 2023

SUBJECT: Timberlin Golf Course Donation – Saint Paul School

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 20, 2023, recommended approval of a round of golf for four and two carts to be used for the Saint Paul Golf Open. The Fundraiser is on June 16, 2023. Total value of the donation is \$242.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 34th Annual Saint Paul Golf Open. Total Value of the donation is \$242.

Attachments:

- Fee Waiver Form

Prepared By:

Sol Guerrero, PGA -Director of Golf



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Saint Paul School	Date: 5/8/23
Contact Name: Sarah Harper	
Phone Number: 860-828-4343	
Event: 34th Annual Saint Paul Golf Open	Date of Event: 6/16/23
Location of the Event: Stanley Golf Course	
What fee do you want waived: Round of Golf for four and two carts. Total \$242.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All proceeds will go towards student tuition and new cafeteria tables.	

Town Manager review:

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

Yes ☒ No ☐

If so, which criteria:

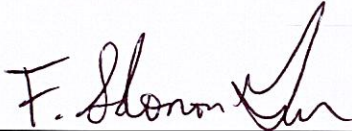
- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☒ Raises 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: Saint Paul School

Comments:

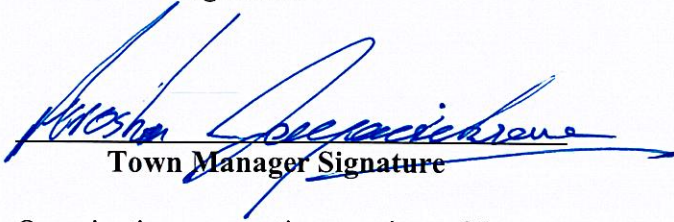


Director of Golf

Signature

5/8/23

Date



Town Manager Signature

5/10/23

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.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 8, 2023

SUBJECT: Timberlin Golf Course Donation – Rotary Club of Kensington-Berlin

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 20, 2023, recommended approval of a round of golf for four and two carts to be used for the Rotary Club of Kensington-Berlin 5th Annual Charity Miniature Golf Fundraiser. The Fundraiser is on June 4, 2023. Total value of the donation is \$242.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 5th Annual Charity Miniature Golf Fundraiser. Total Value of the donation is \$242.

Attachments:

- Fee Waiver Form

Prepared By:

Sol Guerrero, PGA -Director of Golf





TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Rotary Club of Kesington-Berlin	Date: 5/8/23
Contact Name: John Roman	
Phone Number: 860-778-5159	
Event: 5TH Annual Charity Miniature Golf Fundraiser	Date of Event: 6/4/23
Location of the Event: Safari Golf	
What fee do you want waived: Round of Golf for four and two carts. Total \$242.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All proceeds will go towards their many Rotary Charities including Berlin First Responders Breakfast, Berlin Food Pantries, Scholarships for BHS students, and Boxes to Boots.	

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: Rotary Club of Kensington - Berlin

Comments:



Director of Golf

Signature

5/8/23

Date



Town Manager Signature

5/10/23

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.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 8, 2023

SUBJECT: Timberlin Golf Course – Driving Range Membership for Junior Golfers

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 20, 2023, recommended approval of creating a Driving Range membership for junior golfers. The cost of the membership would be \$200 for the first child and \$100 for additional kid(s).

Action Needed:

Move to approve the addition of a Driving Range Membership for Junior Golfers on the proposed 2023 Golf Rate Schedule. The cost of the membership would be \$200 for the first child and \$100 for additional kid(s).

Attachments:

None

Prepared By:

Sol Guerrero, PGA -Director of Golf



Consent
Agenda Item No. 17
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema Town Manager
DATE: May 11, 2023
SUBJECT: Request for Fee Waiver – Griswold School Parents Club Bingo

Summary of Agenda Item:

The Griswold School Parents Group hosted a Bingo event on March 1, 2023. It was a community event with all proceeds going to Griswold School. The event was expected to have over 250 in attendance and therefore a Berlin Police officer was required. The Club is seeking a waiver of any and all Police fees for the event. The cost was approximately \$291.00

Action Needed:

Move to approve the request of the Griswold School Parents Club to waive all fees associated with having a Berlin Police Officer at Griswold School on Wednesday, March 1, 2023 during their Bingo event. The total amount of the fee to be waived is approximately \$291.

Attachments:

Request for Fee Waiver Form

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: <u>Griswold Parents Club</u>		Date: <u>5/9/29</u>
Contact Name: <u>Mindy Lawoie</u>		
Phone Number: <u>860 916 55 89</u>		
Event: <u>Bingo</u>	Date of Event: <u>3/1/23</u>	
Location of the Event: <u>Griswold School</u>		
What fee do you want waived: <u>Berlin police department fee</u> <u>\$290.73</u>		
Identify the hardship incurred: <u>ADAD See comment section</u>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <u>Community school event</u> <u>funds go back to the school.</u>		

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: Griswold Parents Club

Comments: Griswold Parents Club would like to request the fee waived for our bingo event. Officer Griffin was gracious to stay for event of 205 people. He mentioned that we really didn't need him there, it wasn't a rough event just family + students. Also on the event we only made \$400 profit and we owe \$240.73. Please consider waiving the fee. Thank you!


Signature

5/9/2023
Date


Town Manager Signature

5/11/23
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.

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2023

SUBJECT: Transfer of Title, and Ground Lease execution, for parcels of land that compromise the Knights of Columbus Development located at 143 Percival Avenue.

Summary of Agenda Item:

The Berlin Housing Authority has secured a term sheet for funding for the construction of Affordable Housing at the former Knights of Columbus site. The structure of the proposed financing is set forth in the attached Memorandum from the Authority's counsel. The Town has been provided with a Term Sheet accepted by the Authority. The Town has also received a description of the transaction between the Housing Authority and Berlin Affordable Housing, Inc., the Authority's wholly owned subsidiary which will be responsible for the development of the site.

The Authority's developer and counsel will be in attendance at the meeting to answer any questions you might have about the funding process for this project.

As part of the process to proceed towards closing on the construction funding, the Authority is requesting the following:

1. The Town Council approve a change in the definition of affordable housing listed in the Option Agreement (paragraph 8, sub paragraph d) from 50% to 60% of the AMI to comport with Sec 8-30g of the CGS.
2. The Town Council approve the extension of the Option Agreement to the date that closing for financing and transfer of title is scheduled. This date is to be coordinated by respective legal counsel. This date is targeted for June 2023 but shall not be longer than 3 months from Council Meeting.
3. The Town Council approve the transfer of title to the 143 Percival Avenue parcel and execution of Ground Lease for the 0 Carbo Lane parcel (Both parcels comprise the property known as the Knights of Columbus property) to occur contemporaneous with the closing on the financing.

Action Needed:

Move that the Town Council authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue and 0 Carbo Lane, currently known as the Knights of Columbus property, contemporaneous with the closing of the financing.

Move that the Town Council authorizes the transfer of title and Ground Lease execution for both parcels of land from the Town of Berlin to the Berlin Housing Authority for the purpose of constructing up to 52 units of age restricted affordable housing to provide affordable housing options for seniors, contemporaneous with the closing of financing.

Move that the Town Council Authorizes the Berlin Housing Authority to sublease both parcels of land to Berlin Affordable Housing, Inc., subject to the restrictions in the Lease between the Town and the Authority.

Move that Paragraph 8, sub paragraph d, of the Modified and Restated Option Agreement be modified to change “not more than 50 units” to “not more than 52 units” and “incomes less than 50%” to “incomes less than 60%.” The purpose of the change is to reflect the increase in units and to bring the affordability formula in line with section 8-30g of the Connecticut General Statutes.

Move to authorize the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023.

Attachments:

Memorandum from Pullman & Comley

Prepared By: Joseph Bajorski, Housing Authority Chairman



MEMORANDUM

TO:	Arosha Jayawickrema, Town Manager
FROM:	Marie V. Phelan
DATE:	May 8, 2023
FILE NO:	83595.1
SUBJECT:	Knights of Columbus property

You have asked that we describe for you the anticipated financing and related transactions in connection with the transfer of the Knights of Columbus property to the Berlin Housing Authority (the "Authority").

The Authority intends to finance the construction of senior affordable housing to be built on the Knights of Columbus property through the issuance of its revenue bonds. The bonds will be sold to Wells Fargo Statutory Trust ("Wells Fargo") and the money generated from the sale of the bonds will be lent to Berlin Affordable Housing, Inc., the owner and developer of the affordable housing project. Berlin Affordable Housing, Inc. is a wholly owned subsidiary of the Authority. It was created to comply with the requirements of IRS Tax Law in the development of affordable housing projects.

The loan will be entered into pursuant to a Loan Agreement between the Authority and Berlin Affordable Housing, Inc. and will be secured by a mortgage and an assignment of leases and rents.

The Bonds will be issued under a Trust Indenture between U.S. Bank, as trustee and the Authority and secured by the Loan Agreement. The Loan Agreement, the Mortgage and the Assignment of Leases and Rentals will be assigned to the Trustee for the benefit of the Bond holder, Wells Fargo.

The money from the sale of the Bonds will be deposited with the Trustee and will be put into a construction fund and a capitalized interest fund.

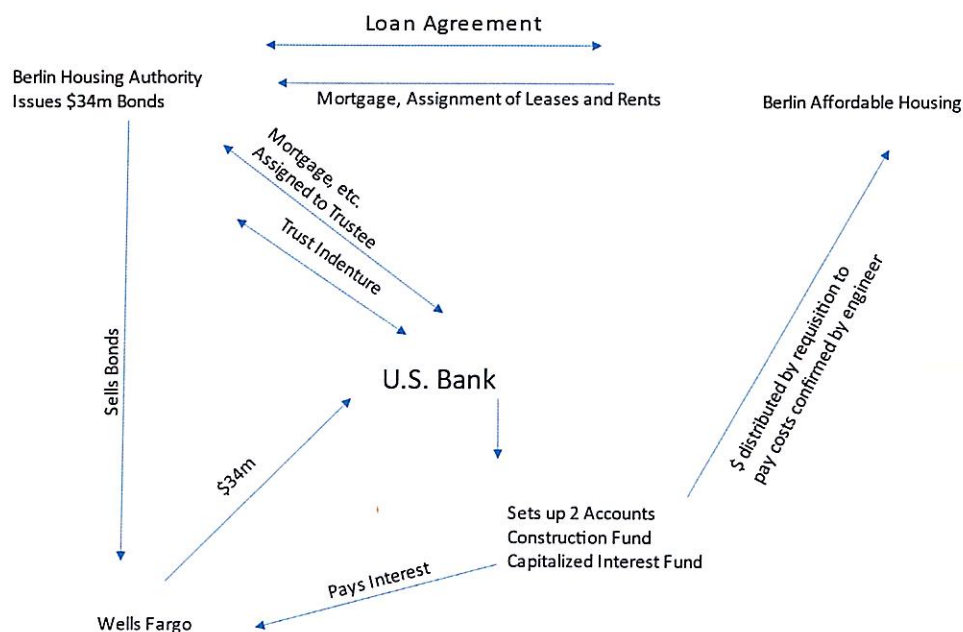
The owner of the project (Berlin Affordable Housing, Inc.) will construct the project. As it needs money for such construction, it will draw down on the construction fund held by the Trustee. Every draw down will have an engineer's certification attached to it that will provide that the construction has actually been done.

The interest as it becomes due on the bonds will be paid out of the capitalized interest fund by the Trustee.

Once the project is completed there will be a determination made regarding how much was actually spent on the project. If there is any money left over in the construction fund, it will be returned to Wells Fargo as paydown of the principal amount of the Bond issue. Any grant money that the Authority has applied for and received and whatever tax credits are available to it also will be used to paydown the principal amount of the bond issue. After the final cost of the project is determined, the Bond issue will be refinanced with permanent financing that is anticipated to be less than the amount originally borrowed. The permanent financing will be amortized over the life of the project as to both principal and interest.


Concurrent with the closing on the Bonds and the proceeds being delivered to the Trustee by Wells Fargo, the Knights of Columbus property will be transferred to the Authority, leased to Berlin Affordable Housing, Inc and all the documents in connection with the transactions will be executed.

Below is a diagram of the documentation and flow of funds for this project financing.



Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2023
SUBJECT: Brandegee Lane



Summary of Agenda Item:

The Chairman of the Berlin Police Commission has requested to speak to the Town Council about quality of life, safety, and vandalism issues on Brandegee Lane.

Action Needed:

None

Attachments:

E mail from the Chairman of the Berlin Police Commission

Prepared By:

Arosha Jayawickrema, Town Manager

Kate Wall

From: Steven Wilson <stevenkwilson56@gmail.com>
Sent: Monday, April 24, 2023 10:07 AM
To: Arosha Jayawickrema
Cc: Christi Sullivan; Mark Kaczynski; Matthew McNally; paulus218@comcast.net; Dave Rogan; Donna Veach; Sandy Coppola; Charles Paonessa
Subject: Brandegee Lane issues

Arosha, last week at the police commission meeting we had 15 citizens from the Brandegee Lane neighborhood complaining about some quality of life/public safety/vandalism issues. This is a known problem to BPD and we have added more than daily patrol visits to the area.

There is only so much the PD can do without assistance from the town, and these residents deserve to be at peace in their homes without the speeding, reckless driving, drug dealing, home vandalism etc that is an all to common occurrence here.

The public nuisance came about from our towns' poorly thought out conversion of a cul-de-sac into an auxiliary parking lot. It is isolated, unlit, and now a haven for illicit activity. At the next town council meeting I'd like to ask the town to consider all available solutions on an expedited basis to include, but not to be limited to: speed bumps, precision and possibly motion activated lighting, and at least temporarily, video monitoring.

BPD plans overt and covert monitoring of the area. The chief and I will attend the next TC meeting.

These beleaguered residents deserve our help, now.

Thank you

Steven Wilson
Chairman, BPC

Caution: This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25th, 2023

SUBJECT: Request for Fee Waiver/Berlin Lions Club

Summary of Agenda Item:

The Berlin Lions Club, is requesting a waiver of fees for:

1. Demolition of a 38' x 238' Pole Barn at the Berlin Fairgrounds, 410 Beckley Rd, Berlin.
2. Construct a new 60' x 250' x 14' high Cattle Barn at the Berlin Fairgrounds, 410 Beckley Road, Berlin.

Action Needed:

Move to approve the request of the Berlin Lions Club to waive the permit fee to Demolish the Pole Barn at 410 Beckley Rd. The total amount of the fee to be waived for this item is \$200.00.

Move to approve the request of the Berlin Lions Club to waive the permit fees to construct a new Cattle Barn at 410 Beckley Road. The total amount of the fee to be waived is approximately \$6,495.00.

Total of fee waiver request \$6,695.00.

Attachments:

- Copy of form requesting the fee waiver from Al Baroni, the representative of the Berlin Lions Club
- Copy of the Building Department Application

Prepared By:

Frank Van Linter
Building Official





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Berlin Lions Club	Date: 4/16/23
Contact Name: AL Baroni	
Phone Number: 860-989-1340	
Event: Building of Cow Barn	Date of Event: April + May 2023
Location of the Event: Berlin Lions Club Fairgrounds Beckly Rd	
What fee do you want waived: Demo Fee and Building Fee (\$200.00) (\$1700.00) + (\$6,445.00) Total (\$6,695.00)	
Identify the hardship incurred: Berlin Lions is a non-profit organization that gives back to the Town of Berlin + many organizations.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: In addition to community services, The Berlin Lions gives Scholarships, raises funds for non profit, Fishing with the blind, Blood Donations, and many other outreach items.	

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.

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: _____

Comments:


Signature

4/24/23
Date


Town Manager Signature

4/24/23
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.

Permit #:

Date: 04/14/2023

App #: CBA-2023-0062

Town of Berlin Building Permit Application

Permit Application Type: Demolition Com

Address where work is being done:
410 BECKLEY RD

Description of work being done:
DEMOLISH 38' X 238' POLE BARN @BERLIN FAIR GROUNDS

Account #: 1101920

Owner: BERLIN LIONS AGRICULTURAL FAIR INC

Estimated Cost of Construction \$ 6,495.00

Fee Type	Amount	Paid Date
Zoning Fee	\$50.00	
Building Permit Fee	\$150.00	

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	BERLIN LIONS AGRICULTURAL FAIR INC			410 BECKLEY RD	BERLIN	CT	06037
Contractor		BRIAN L. RICH FOR ENVIRONME NTAL SERVICES, INC.	860-528-9500	90 BROOKFIELD ST	SOUTH WINDS OR	CT	06074

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: **(Mandatory in Bold)**

	Initial/Date for Approval	Notes:
Building Department		
Tax Department	ppoplawski@town.berlin.ct.us	

File Scanned on _____ by _____

Permit #:

Date: 03/25/2023

App #: CBA-2023-0054

Town of Berlin Building Permit Application

Permit Application Type: New Construction Com

Address where work is being done:
410 BECKLEY RD

Description of work being done:
Build 60' x 250' x 14' cattle barn - Work to be done by King
Construction Company, LLC (525 Hollander Road, New Holland,
PA 17557, 717-951-9443)

Account #: 1101920

Owner: BERLIN LIONS AGRICULTURAL FAIR INC

Estimated Cost of Construction \$ 420,000.00

Fee Type	Amount	Paid Date
Building Permit Fee	\$6,345.00	
Certificate of Occupancy - Com	\$100.00	
Zoning Fee	\$50.00	

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	BERLIN LIONS AGRICULTURAL FAIR INC			410 BECKLEY RD	BERLIN	CT	06037
Owner		BERLIN FAIR AGRICULTUR E ASSN		410 BECKLEY RD	BERLIN	CT	06037
Contractor	A BARONI BUILDERS	LLC	860-225-6547	565 NORTON RD	KENSIN GTON	CT	06037

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: **(Mandatory in Bold)**

	Initial/Date for Approval	Notes:
Electronic Signature		You are not approved to begin work until you receive a permit.
Electronic Signature		You are not approved to begin work until you receive a permit.
Tax Department		
Building Department		
Zoning	pmorbidelli@berlinct.gov	PM 4-20-23 Ok per staff review authorized by P&Z Commission.

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 3, 2023
SUBJECT: VantageCare Retirement Health Savings (RHS) Program

SUMMARY:

- The Police Union has requested to decrease their current RHS contribution amount from 2% to 1% in order to offset future pension deductions
- MissionSquare has requested a Resolution Letter in order to revise the current contribution amount and provide an updated RHS Adoption Agreement

The Human Resources department is requesting Town Council approval of this reduction in earnings at the request of John Flynn, Police Union President.

ACTION NEEDED:


Move to approve and authorize the Town Manager to enter into a revised VantageCare Retirement Health Savings (RHS) Program Adoption Agreement.

ATTACHMENTS:

Email from John Flynn, Union President

PREPARED BY:

Paula Carabetta, Human Resources Director (Town)


5/3/23

Paula Carabetta

From: John Flynn <JFlynn@berlinpd.org>
Sent: Thursday, April 27, 2023 10:40 AM
To: Paula Carabetta
Cc: Shawn Solek
Subject: Health insurance savings accounts

Follow Up Flag: Follow up
Flag Status: Flagged

Paula,

I'm contacting you on behalf of the entire Union to authorize you to change our contributions from 2% to 1%. Please make this change as soon as possible. Thanks for everything and feel free to contact me with any questions or concerns.

Sgt. John Flynn
President
Berlin Police Union

Caution: This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2023

**SUBJECT: Waiver for Pavilion Purchase:
McGee Outdoor Classroom Project**

Summary of Agenda Item:

The Board of Education and Town of Berlin have proposed the development and construction of an Outside Classroom Project to be located at the McGee Middle School Facility. A Site Plan for the Project has been previously approved by the Town Planning and Zoning Commission. A major component of the Project is the installation of a prefabricated 24'x 30' steel pavilion for educational use by students and staff. The vender is Fifthroom.com located in Gibsonsia PA. The structure is custom made to the specifications required by the BOE (See Attachment) The cost will be \$52,372.05 as noted, and the funding will be provided through Federal Grant programs to the BOE (IDEA and ARP-ESSER).

Action Needed:

Move to approve a waiver of the purchasing policies to allow for the purchase of a prefabricated 24'x 30' All Steel Gable Rectangular Savannah Pavilion from Fifthroom.com. for the amount of \$52,372.05 without competitive bidding due to the size and custom prefabrication of the product, and the limited availability of comparable vendors.

Attachments:

Product & Description Information and Pricing attached –Quote # 110076-D)

Prepared By:

Douglas Solek, Director of Facilities, Town of Berlin
Jeffrey Cugno, Director of Operations, Berlin Public Schools



Quote

Quote #: 110076 - D
Date: 4/3/23
Good Until: 4/17/23

Project Advisor

Name: Robert Imbrogno
Phone: 888-293-2339 x246
Fax: 724-444-5301
Email: Robert.Imbrogno@fifthroom.com

Customer

Ref #:
Job Name: Outdoor
Classroom Project
PO #:

Quantity	Product & Description	Unit Price	Total
1	24' x 30' All Steel Gable Rectangular Savannah Pavilion	\$44,699.00	\$44,699.00
1	Tube Steel Frame: Pre Primed	\$0.00	\$0.00
1	Ash Gray 24 Gauge Metal Roofing	\$0.00	\$0.00
1	Engineered Drawings, with Stamp; Drawing State: CT; Permit to be acquired by Customer	\$1,799.00	\$1,799.00



Subtotal	\$46,498.00
Sale 5%	(\$2,234.95)
Shipping	\$3,710.00
Pre-Tax Total	\$47,973.05
Sales Tax	\$0.00
TOTAL	\$47,973.05

Billing Details

Company: Berlin Public Schools
Name: Jeff Cugno
Address: 899 Norton Rd.
City: Berlin
State: Connecticut
Zip Code: 06037
Phone: 860-829-6783
Email: jcugno@berlinschools.org

Shipping Details

Company: Berlin Public Schools
Name: Jeff Cugno
Address: 899 Norton Rd.
City: Berlin
State: Connecticut
Zip Code: 06037
Phone: 860-829-6783
Email: jcugno@berlinschools.org

Payment Terms

50% down payment to start production.
Balance due prior to shipping

Notes

*Includes School Sale Discount = 5% Off Base Cost
*Stamped Engineered Drawings are Currently taking 1-3 Weeks to Complete
*Production will Not Begin until Stamped Engineered Drawings are Approved

*Powder Coat Available = Additional \$4399.00

• Size or number of members, types of fastener and other design items could be affected by engineering or local ordinances. Fifthroom.com reserves the right to adjust pricing based on Engineering and local code compliance.
• Fasteners: All Fasteners Included

Shipping Notes

Shipping As a kit
Method: Motor Freight
Estimated shipping 12-14 Weeks after Drawing Approval.
Estimated transit time 2-3 days.

\$52,372.05

JPC



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 9, 2023

SUBJECT: Tax Abatement Modification for Newport Realty Group LLC and Affiliate Entities (Steele Center @ Farmington Ave)

Summary of Agenda Item:

In January 2021, the Town Council approved a tax abatement for Newport Realty Group LLC and its affiliated entities related to the construction of a mixed-use project at 861, 889, 903 and 913 Farmington Avenue based on a planned 99,400 square foot project that was to include 76 market rate apartments and 19,000 square feet of commercial and medical office space. Based upon the Town's Tax Abatement policy at that time, with a planned investment of over \$17,000,000, Newport 903-913 Farmington Ave LLC was approved for tax abatement of 10 years on the commercial component of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10. For the residential component, the approved tax abatement was for 5 years at 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. A tax abatement agreement was executed that defined the project based on the approved site plan at that time.

In June 2022, the Town Council approved a modification of its tax abatement agreement based a modification to its site plan approved by the Planning and Zoning Commission in May 2022. In February of 2023, Newport Realty Group was approved by the Planning and Zoning Commission for a modification to its previously approved building at 55 Steele Boulevard to eliminate the under-building parking, reduce the number of apartments from 60 to 50 and to reduce the building square footage from 83,554 square feet to 49,860 square feet. Newport made these modifications to the building to make the project economically viable given increased construction costs and rising interest rates. The new mix of unit types in 55 Steele Boulevard will be 34 one-bedroom units, 11 two-bedroom units and 5 studios. The updated overall Steele Center development plan is comprised of 1 commercial building, 1 residential building and 2 mixed-use buildings totaling approximately 66,300 square feet including 69 market-rate apartments and 1 affordable apartment, plus and the renovation of a 2,800 square foot building at 861 Farmington Avenue.

The revised exterior building plans for 55 Steele Boulevard were developed in concert with QA+M, Newport's architects and Brian Humes, the Town's consultant and were approved by the Planning & Zoning Commission.

The exterior building plans for this property were developed in concert with QA+M, Newport's architects and Brian Humes, the Town's consultant and were approved by the Planning & Zoning Commission.

The Economic Development Commission reviewed the requested tax abatement modification and recommended that the Town Council approve the tax abatement for the Steele Center project subject to approval by the Planning and Zoning Commission.

Actions Needed:

Move to approve a modification to the tax abatement agreement for Newport Realty Group LLC related entities Newport 903-913 Farmington Ave, LLC, Newport 55 Steele Blvd LLC and 861 Farmington Avenue LLC for the Steele Center mixed-use development project based on the revised development plan. The abatement schedule for the project will remain the same. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy subject to review and approval by Corporation Counsel.

Attachments:

- 1) Newport Tax Abatement Application, letter requesting the modification, Tax Abatement Application Addendum
- 2) Elevations for 55 Steele Boulevard
- 3) Site plan revisions and summary of changes to the plan for 55 Steele Boulevard.

Prepared By: Christopher Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator





PROPOSED BY NEWPORT IN MARCH OF 2023 – STEELE CENTER
5 BUILDINGS (ONE EXISTING) INCL. APARTMENTS W/ OVER 20% COMMERCIAL
\$17.5 MILLION +

March 6, 2023

Mr. Chris Edge, Director Economic Development
Town of Berlin
240 Kensington Road
Berlin, CT 06237

**RE: Revision II - Tax Abatement Application – Steele Center @ Farmington Avenue,
Berlin, CT – Transit Oriented Development (TOD).**

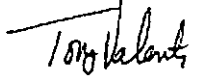
Dear Chris:

Pursuant to our recent site plan modification approval amending the proposed building development for 55 Steele Boulevard from a four story 83,500 +/- square foot multifamily building with sixty (60) apartment units to a three story 50,000 +/- square foot building with fifty (50) apartment units, we have been asked to apply for a modification to our tax abatement. As a reminder, we already have an executed Tax Abatement agreement between the parties dated March 3, 2021, and amended June 22, 2022, however the amended agreement needs to be modified because our plans for 55 Steele Boulevard have changed. For your convenience, we have attached this agreement.

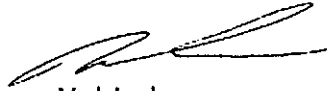
As you will find in the new Tax Abatement Application, we have referenced an Addendum we included to provide you a revised and brief recap of each building component of the Steele Center development. This Addendum describes key information necessary for you and your team's evaluation and consideration. Based on our final plans, the overall project square footage has decreased by 32,369 square feet from the original projection. This decrease is primarily due to Building D&E (55 Steele Boulevard) growing substantially (as a result of the ground level designs to accommodate tenant parking and the work necessary for the environmental remediation of this site. Also included in this decrease of the development's square feet, Building A (10 Steele Boulevard) was reduced by 1,729 square feet as a result of the redesign of this building which was addressed in the previously amended Tax Abatement Agreement (attached), and the actual square feet of Building B (9 Steele Boulevard) is 1,730 square feet less than originally projected.

Please do not hesitate to contact us should you have questions or need any additional information from us. We appreciate your, and the Town's consideration of our amended request.

Sincerely,



Tony Valenti
Newport Report Group, LLC



Mark Lovley
Newport Realty Group, LLC

Enclosure

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: Newport Realty Group, LLC

Name of Parent Company (If applicable): Newport Realty Group, LLC

Name of Entity that will own the real estate: 861 Farmington Avenue LLC, Newport 903-913 Farmington Ave, LLC, Newport 55 Steele Blvd LLC

Mailing Address: 710 Main Street, Suite 11, Plantsville, CT 06479

Project Address (If applicable): 861 Farmington Avenue, 9, 10, 29, 55 Steele Boulevard, Berlin CT

Phone Number: (860) 276-8068

Email: tony@lovleydevelopment.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

Five buildings located in the mixed-use Transit Oriented Development (TOD) located adjacent to the Berlin Train Station, which shall include commercial / retail, professional services, and multifamily units available for lease.

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal property expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

Please see addendum

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: Please see addendum

Estimated Value of Additional Personal Property: To be determined by personal property owned by commercial tenants

Number of Jobs to be Retained in Berlin: N/A

Number of Jobs to be Created: Approximately fifty construction related jobs

Additional Details (If needed): N/A

March 6, 2023
Date

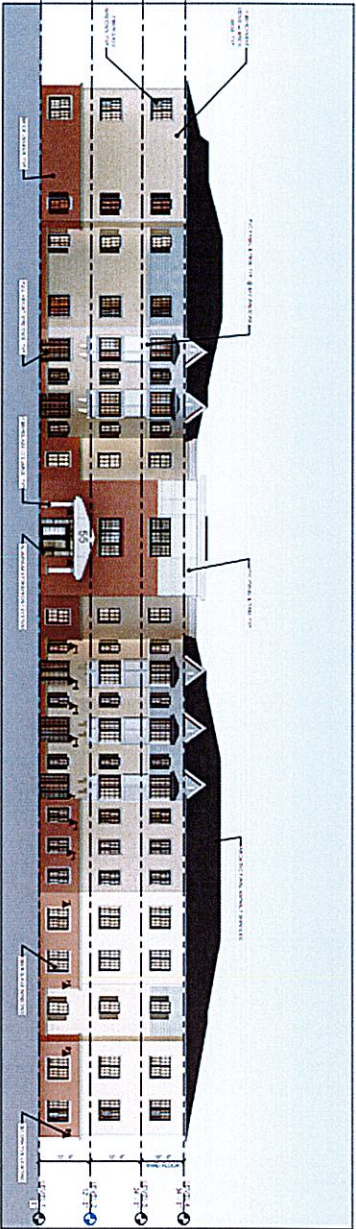
Anthony N. Valenti, Member
Signature of Company Representative

Visit our Web Site <http://www.town.berlin.ct.us>

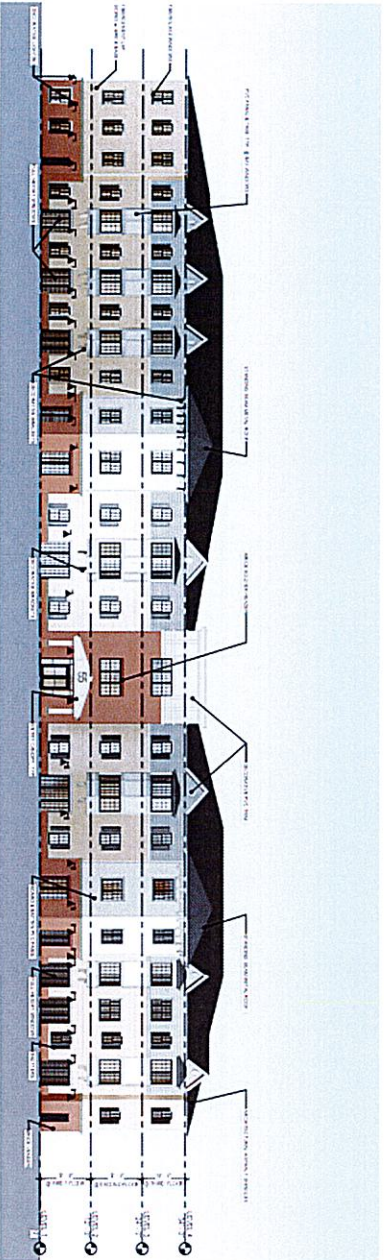
Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

Steele Center @ Farmington Avenue
Tax Abatement Application - Addendum
Submission Date: March 6, 2023

Location and Description	Building Description	New Square Feet	Previous Square Feet	Revised Cost Per Square Foot	Estimated Costs
Building A - New Construction (10 Steele Boulevard) First Floor Commercial Second Floor Multifamily (4 units) Total	Mixed-Use Commercial and Multifamily	7,608 3,963 <u>11,571</u>	13,300	\$175.00	\$2,024,925
Building B - New Construction (9 Steele Boulevard) First Floor Commercial Second and Third Floor Multifamily (16 units) Total	Mixed-Use Commercial and Multifamily	8,472 16,310 <u>24,782</u>	22,000	\$190.00	\$4,708,580
Building C - New Construction (29 Steele Boulevard)	Commercial	1,600	1,600	\$303.00	\$ 484,800
Building D/E - New Construction (55 Steele Boulevard) (50 units)	Multifamily	49,860	83,554	\$200.00	\$ 9,972,000
861 Farmington Avenue - Renovation First Floor Commercial Second Floor Multifamily (1 unit) Total	Mixed-Use Commercial and Multifamily	1,344 1,428 <u>2,772</u>	2,500	\$100.00	\$ 277,200
Grand Total:		<u>90,585</u>	<u>122,954</u>		<u>\$ 17,467,505</u>



FARMINGTON AVE. ELEVATION



TRAIN STATION ELEVATION

EXTERIOR ELEVATIONS

Agenda Item No.: 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 9, 2023
SUBJECT: Additional funding is needed in the "Auto Parts" account for the remainder of the FY23. Funds are located within the "Storm Related Overtime" account.

SUMMARY:

James Simons, Fleet Manager, is requesting additional funding (\$10,000) for the Auto Parts account #001.20.2035.0.53233.0000 to continue to repair the Town's fleet of vehicles and equipment.

The shortfall can be attributed to a couple of reasons:

- Inflation, the parts shortage and supply chain issues have increased the price of parts.
- Retention of older vehicles which require more frequent maintenance and, in some cases, expensive repairs.

Due to the mild winter, the additional funding may be found in the "Storm Related Overtime" #001.2035.0.51445.00000

ACTION NEEDED:

Move to approve the transfers of \$10,000 from "Storm Related Overtime" to Auto Parts to cover further expenditures within the Auto Parts account for the remainder of FY2023.

ATTACHMENTS:

Budget Change form

PREPARED BY:

James C. Simons, Fleet Manager



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Fleet Garage	Fiscal Year:	2023	Date:	5/9/23
To Acct #:	Description:	Amount:	Requested by:		
001.20.2035.0.53233.00000	Auto Parts	\$10,000.00	James Simons		

Are there funds from another account which can be requested: Yes ☐ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.20.2035.0.51445.00000	Storm Related Overtime	\$10,000.00	

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

James Simons, Fleet Manager, is requesting additional funding (\$10,000) for the Auto Parts account #001.20.2035.0.53233.0000. He reports the cause can be attributed to the following reasons: Inflation, Retention of older vehicles (Require additional repairs, More Expensive repairs). The additional funding may be found in the "Storm Related Overtime" #001.2035.0.51445.0000. This is due to the mild winter storms.

Section 2: To be completed by Town Manager:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
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Comments:

Section 3: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
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Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	J.E.# :	Approved by Town Meeting	Date approved:
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Distribution:

Requesting Department <input type="checkbox"/>	Town Manager <input type="checkbox"/>	Town Council <input type="checkbox"/>
Finance Department <input type="checkbox"/>	Town Auditor <input type="checkbox"/>	Treasurer <input type="checkbox"/>

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 24, 2023

SUBJECT: Asbestos Containing Tile Abatement at Willard School

Summary of Agenda Item:

On May 2, 2023, Council approved the construction contract and asbestos remediation contract related to HVAC upgrades at Willard School. Due to the use of Federal ARPA funding for the project, prevailing wage must be applied. The previously approved proposal from HazPros, Inc. of West Hartford CT. for asbestos remediation did not include prevailing wage. HazPros has provided a revised proposal in the amount of \$146,420 utilizing State of Connecticut DAS contract no. 20PSX0154 which includes air clearance monitoring and prevailing wage. A 10 percent project contingency is being requested for any small changes in scope bringing the total project cost to an amount not to exceed \$161,062. Funding is available in the HVAC account 545.35.3561.0.54000.00341

Action Needed:

Move to utilize State of Connecticut DAS contract no. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$161,062 which includes a 10 percent project contingency and prevailing wage for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project.

Attachments:

Revised Haz Pros Estimate
Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities

May 3, 2023

Mr. Douglas Solek
Town of Berlin
11 Town Farm Lane
Berlin, CT 06037

Re: Asbestos Abatement – Willard School, Berlin, CT

Dear Mr. Solek

Haz-Pros, Inc. is pleased to provide a price quotation for asbestos abatement at the above referenced location. Based upon the site visit, plans and our State contract 20 PSX 0154, the following service scope and pricing are proposed.

Service Scope:

Establish containment of the work areas.

Remove and dispose of asbestos floor tile and mastic from perimeter of approximately 31 unit ventilators.

Provide air clearance testing by an independent consultant.

Price: \$146,420.00

Prevailing wage included.

Haz-Pros, Inc. will:

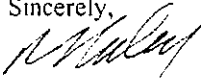
Furnish equipment & trained personnel for the safe execution of the work.

Owner will:

Supply access to water and electrical service.

Pay invoice in full within 30 days.

Sincerely,



Randy Newbury
Project Estimator



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 11-May-23

Purchase Item or Contract: Schools		Requested by: D. Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Willard HVAC Pre-Construction Remediation	\$161,062.00	\$161,062.00
			-
			-
			-
			-
TOTAL			\$161,062.00

Account No. 545.35.3561.0.54000.00341

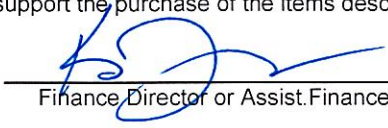
Budgeted Amount.....	\$5,048,046.16	Available balance.....	\$4,491,921.16
Encumbrances to Date.....	\$549,625.00	Amount Needed for This Package.....	\$161,062.00
Expenditures to Date.....	\$6,500.00	Available Balance After Purchase.....	\$4,330,859.16

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:


Finance Director or Assist. Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist. Finance Director

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 9, 2023
SUBJECT: Traffic Guidelines - Street Line Painting Bid Award

SUMMARY:

The Public Works Department is preparing contract work to provide for pavement markings in conjunction with the 2023 road reconstruction season. Staff has chosen to utilize established unit prices offered through the contracting efforts of the Capitol Region Council of Governments (CRCOG). CRCOG Contract #743 entitled "Traffic Guidelines" secures pricing for various pavement marking strategies that can be utilized throughout the community. Funding is available from three accounts: 001.20.2036.0.53949.00000 (Public Works Street Lining), 140.20.2037.0.54000.00515 (Capital Items – Bonded Road Improvements), and 140.20.2037.0.54000.00510 (Grant Road Account). CRCOG Contract #743 pricing is valid through December 31, 2023. Due to variations in the type of markings and unit prices between vendors, we will select the most cost effective and responsible Contractor to perform and complete the task at hand.

ACTION NEEDED:

Move to authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #743) with the most cost- effective and qualified Contractor.

ATTACHMENT:

CRCOG Title Page Contract #743

PREPARED BY:

James P. Horbal, Deputy Director of Public Works



CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #743 TRAFFIC GUIDELINES AND PAINTED PAVEMENT MARKINGS

<u>Issue Date:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Deadline for Questions:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Response Deadline:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Response Location:</u>	<u>crcog.bonfirehub.com</u>

**CAPITOL REGION PURCHASING COUNCIL
INVITATION FOR BID
TRAFFIC GUIDELINES

BID SPECIFICATION**

I. MODIFICATIONS TO STANDARD TERMS AND CONDITIONS

INTENT

The Capitol Region Purchasing Council, on behalf of certain CRPC members, requests bids for TRAFFIC GUIDELINES for the contract period of January 1, 2023 through December 31, 2023. Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each CRPC member will be required before any work is started, and shall contain information concerning the quantity and type of traffic guidelines required, the desired materials to be used, the preferred work schedule, and any other relevant data.

In general, the specifications in the federal government's Manual on Uniform Traffic Control Devices (MUTCD) 2003 edition, as amended and the State of Connecticut Department of Transportation's Standard Specifications for Roads, Bridges and Incidental Construction (Form 816), as amended will apply. A copy of Form 816 may be downloaded off of the CONNDOT website at <http://www.ct.gov/dot/cwp/view.asp?a=1385&Q=506628&PM=1> . In general, specifications for pavement marking tape found in ASTM D4505 will apply.

BID AWARD

A bid award shall be made by each respective CRPC member to the lowest responsible bidder(s). The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the CRPC member and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications.

Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection. Note that service and scheduling shall be major factors in awarding the contract, and shall consist of the contractor's availability to return to do small jobs during the contract period, as well as to perform work during off-hours (e.g., nights, weekends). Note that the CRPC members reserve the right to make their awards

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 9, 2023

SUBJECT: Request for Increased Purchasing of Catch Basin Materials Related to Roadway Re-paving Projects

SUMMARY:

In May 2021, the Town Council approved the use of the State of Connecticut Department of Administrative Services (DAS) Contract #20PSX0137 for the purchase of drainage structures and related items (including catch basins, manholes and outlet structures). Staff at that time requested and received approval to utilize up to \$40,000.00 per fiscal year over the life of this contract, which expires on March 4, 2024. Staff typically purchase materials under this contract from the bidding vendors dependent upon pricing, delivery schedules, fuel and transportation costs.

Due to a number of reasons, including an early start on road prep by the Highway Department this season as well as a focus on paving shorter roads with more drainage structures, the Public Works Department is about to exceed the \$40,000.00 purchasing level under this DAS contract, and needs to order more materials this fiscal year. Funds for these materials are typically provided from several accounts including the Bonded Road Improvement Account (140.20.2037.0.54000.00515), Grant Road Improvement Account (140.20.2037.0.54000.00510) and/or the Road and Bridge Improvement Account (140.20.2037.0.54000.00510). These accounts cumulative total have available funds in excess of \$40,000.00, and any Purchase Order request will be reviewed by the Finance Department to determine if sufficient funds are available before issuance. Staff is now requesting the modified approval to utilize this DAS contract with available funds from relevant accounts over the life of this contract. Other departments, including the Facilities Department, Timberlin Golf Course, and the Board of Education can also utilize this DAS contract for their projects.

ACTION NEEDED:

Move to utilize the State of Connecticut Department of Administrative Services Contract #20PSX0137 to purchase concrete catch basin materials and related items using uncommitted funds either in the Bonded Road Improvement Account, Grant Road Improvement Account or the Road and Bridge Improvement Account, as determined by Public Works and Finance, over the life of this contract.

PREPARED BY:

James P. Horbal, Deputy Director of Public Works

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 9, 2023

SUBJECT: Extension of Tree Removal Services - Contract # 2021-17

SUMMARY:

The Town Council awarded a publicly bid contract in March 2021 for Tree Removal Services from licensed Arborists within the State of Connecticut to Distinctive Gardens & Tree Care of South Windsor, CT (Distinctive). The bid requested both standard and emergency hourly rates to provide tree removal crews with various pieces of equipment, to work under the direction of Town Staff. The current unit rates are attached for reference. This contract had an end date of April 30, 2023, but provided for two, two-year extensions upon mutual agreement between the parties. Distinctive initially offered a two-year extension with a 15% one-time increase in the unit rates: after further discussions with Staff, Distinctive agreed to a two-year extension with a 3% increase per year in the contract's unit rates. Town field staff report that Distinctive has provided very good service and production over the past several years. See below for how two of our increased rates would compare to those currently charged by Distinctive to Glastonbury CT:

<u>Description</u>	Glastonbury (\$/Hour)	BERLIN	
		Year 1 (\$/Hour)	Year 2 (\$/Hour)
3-man crew, w/75' Bucket Truck, Chipper, Chip Box/Dump, Mini-Excavator w/grapple *	398.00	297.67	306.60
Mini-Excavator w/operator & grapple	128.00	113.30	116.70

**This is Berlin's Standard Municipal Package, and is typically what our field Staff request for scheduled/emergency removals.*

Staff recommend extending this contract through April 30, 2025 with three percent annual increases in unit rates. The actual contract value is uncertain at this time due to the fact that it may be utilized by various departments, including the Board of Education and Timberlin Golf Course, through the established unit prices. Funding will come from established line-item accounts within the relevant fiscal year department budgets.

ACTION NEEDED:

Move to extend Contract #2021-17 for tree removal services with Distinctive Gardens & Tree Care of South Windsor CT for two additional years with a three percent increase per year beginning on May 1, 2023 and ending on April 30, 2025. Funding will come from established line-item accounts within the relevant fiscal year departmental budgets.

ATTACHMENTS:

Distinctive's Current Unit Rates for Contract 2021-17

PREPARED BY:

James P. Horbal, Deputy Director of Public Works

TOWN OF BERLIN
BID FOR TREE REMOVAL SERVICES

BID # 2021-17

To be received at the office of the Town Engineer - Room 120, 240 Kensington Road, Berlin, CT no later than 2:00 P.M., Thursday, March 25, 2021 in a sealed envelope marked "BID #2021-17 Tree Removal Services".

TREE REMOVAL AND PRUNING SERVICES:

Standard Municipal Package - Three (3)-Person Crew w/ Bucket Truck (75' aerial lift min), Chipper (18" processing min.), Chip Box Dump, Mini-Excavator w/Grapple and all related equipment:	289.00 \$/_____ /per hour
Two (2)-Person Crew w/Chipper, Chip Box Dump and all related tools and equipment:	125.00 \$/_____ /per hour
Two (2)-Person Crew w/ Bucket Truck only.	110.00 \$/_____ /per hour
One (1) Additional Crew Person/Operator to assist Two (2)-Person Crew	35.00 \$/_____ /per hour
Emergency Callout after hours (Standard Municipal Package):	300.00 \$/_____ /per hour
Emergency Callout after hours (2-Person Crew, Bucket Truck, Chipper & Truck):	250.00 \$/_____ /per hour
Emergency Callout after hours (2-Person Crew, Chipper & Box Truck only):	150.00 \$/_____ /per hour
Emergency Callout after hours (Additional Crew Person/Operator):	50.00 \$/_____ /per hour
Mini Excavator with Grapple	75.00 \$/_____ /per hour
Crane (35 ton / 100' boom min.) with Operator	156.00 \$/_____ /per hour
Two (2)-Person Climber Crew w/Equipment	150.00 \$/_____ /per hour
Skid Steer with Grapple	75.00 \$/_____ /per hour
Spider Type Track Lift with Operator	125.00 \$/_____ /per hour
Stump Grinder (37 Hp min.) with Operator	150.00 \$/_____ /per hour

Add any Additional Equipment and Rate (attach additional sheets if needed);

Sennebogen 718 Material Handler with
Grapple Saw

\$ 400.00 /per hour

Allbach Whole Tree Chipper w/ 43"
chipping capabilities

\$ 475.00 /per hour

Spider lift w/ 3 man crew, chip truck, 18"
Chipper & Mini Excavator

\$ 325.00 /per hour

Mini Skid with Operator

\$ 150.00 /per hour

100+HP Stump Grinder with
Operator

\$ 175.00 /per hour

50 Yd Storm Body Log Truck, w/ 10,000
lb lifting capacity

\$ 175.00 /per hour

Pursuant to and in full compliance with the ITB, the undersigned certifies this bid is submitted without collusion and all responses are true, accurate and without exception. If awarded this bid, it is agreed that this forms a contractual obligation to provide services at fees specified in this Bid Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

3/23/21

Date


Signature

Joseph Butler, General Foreman

Printed Name & Title

Distinctive Tree Care, LLC

Company Name

48 Patria Rd South Windsor, CT

Address

860-528-8733

Telephone

joe@distinctivetreecare.com

E-mail address

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 13, 2023
SUBJECT: Section 8-24 Review – 522 and 554 Berlin Turnpike

Summary of Agenda Item:

The owners of 550-554 Berlin Turnpike Associates, LLC are in the process of selling 554 Berlin Turnpike to the property's current tenant, the ABC Supply Company and is requesting the Town grant and easement for the existing drainage pipes. The property has three drainage pipes that are either located on or discharge onto Town of Berlin property known as 604 Berlin Turnpike (Map 10-1, Block 83, Lot 16).

An easement from the Town would require Town Council approval following a report from the Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24.

Action Needed:

Move to refer to the Planning and Zoning Commission for a Section 8-24 review an easement from the Town for three drainage pipes coming out from 522 and 554 Berlin Turnpike on to the Town of Berlin Water Control property, MBL 10-1-83-16, 604 Berlin Turnpike.

Attachments:

Letter from the Attorney representing the owners of 550-554 Berlin Turnpike Associates, LLC
Map showing drainage location.

Prepared By:

Arosha Jayawickrema, Town Manager



Wisniowski & Sullivan, LLC
Attorneys at Law

Wanda L. Wisniowski
Also admitted in New York

Timothy Sullivan

Please respond to our Southington office

April 10, 2023

Email Only (ajayawickrema@berlinct.gov)
Town of Berlin
240 Kensington Rd
Berlin, CT 06032

Attn: Arosha Jayawickrema, Town Manager

RE: 522 and 554 Berlin Turnpike, Berlin, CT

Dear Mr. Jayawickrema:

Wisniowski & Sullivan, LLC represents 550-554 Berlin Turnpike Associates, LLC ("BTA") in regard to the above referenced properties (collectively the "Property"). The Property has 3 drainage pipes that are either located on or discharge onto Town of Berlin property known as 604 Berlin Turnpike (Map 10-1, Block 83, Lot 16).

My client is in the process of selling 554 Berlin Turnpike to the property's current tenant, the ABC Supply Company, and as such respectfully requests the Town grant an easement concerning the existing drainage pipes. An easement from the Town would require Town Council approval following a report by the Planning and Zoning Commission pursuant to Conn. Gen. Stat. §8-24. Please schedule this matter on the Berlin Town Council's May 2, 2023, agenda for referral of the easement request to the Planning & Zoning Commission for a Conn. Gen. Stat. §8-24 report.

Sincerely

Timothy Sullivan

ETS/JO

Enc.

Cc: Jeffrey M. Donofrio, Esq Email Only (JDonofrio@cd-llp.com)

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 9, 2023

SUBJECT: Neighborhood Assistance Act (NAA) Tax Credit Program

SUMMARY:

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS). A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects. Tax exempt entities desiring to obtain benefits under the NAA must complete an application and submit it to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes their portion of the application and submits it to DRS on or before July 1st of each year. Prior to submitting the application to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. A liaison must also be designated to handle all Neighborhood Assistance matters.

This year, there were two proposals submitted from the Prudence Crandall Center, one from the Kensington Congregational Church and one from Friends of the Worthington Meeting House, Inc. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. Kensington Congregational Church's Historic 1774 Meetinghouse serves over 500 members through community outreach programs and activities as well as being the sole sponsor for the Kensington Nursery School. The Worthington Meeting House is in Berlin's Historic District and will be an attraction for the town. It will provide meeting rooms and event space for not just the Berlin Historic Society but for other community groups. All three groups wish to submit proposals for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The first proposal from the Prudence Crandall Center is for energy efficiency would be used to benefit the Center's Rose Hill Energy Conservation Program. The energy efficiency initiatives planned include ongoing replacement and installation of energy efficient appliances in their supportive housing units, as well as an ongoing renovation to the building's HVAC system ventilation. Rose Hill anticipates as much as 30% increase in overall utility cost savings following the replacement of 7 appliances in the supportive housing apartments and the upgrading of the HVAC system controllers. The renovations are based on systems review by B&D Controlled Air Corp. The savings will increase funding available to help with the critical

services and programs. The Prudence Crandall Center is requesting \$37,060 from the Neighborhood Assistance Act Tax Credit Program.

The second proposal from the Prudence Crandall Center is for programs serving low-income people. The funds would be part of the Center's Annual Appeal and would support emergency shelter, supportive housing, counseling, and advocacy services for victims of domestic violence and their families. It would also support community education and prevention services which help to educate the public, professionals and youth regarding the warning signs and risk factors. Domestic violence is a serious and pervasive social problem with devastating physical, psychological, and economic consequences for victims. The Prudence Crandall Center is requesting \$150,000 from the Neighborhood Assistance Tax Credit Program.

The third proposal which is from the Kensington Congregational Church is for Energy Conservation Upgrades for Replacement Windows and Doors of the 70-year-old Reeves Educational Center which is on the campus of the Kensington Congregational Church. It will include removal and installation of 27 windows and 6 doors. This project will improve energy conservation for the 1774 historic meeting house. Kensington Congregation Church is the sole sponsor of the Kensington Nursery School which serves 35-40 children ages 2-5 and their families. This outreach program is just one of many that are vital to Berlin and surrounding communities such as New Britain and Southington. Kensington Congregation Church is requesting \$24,500 from the Neighborhood Assistance Act Tax Credit Program.

The fourth proposal is from Friends of the Worthington Meeting House, Inc. for the Worthington Meeting House located in Berlin's Historic District. They are proposing repainting the siding and trim of the house as well as the restoring of the Worthington School Cupola so that it can be used as a historic feature on the grounds of the meeting house. The proposal also includes obtaining full construction plans for the remaining restoration and adaptive reuse of the Worthington Meeting House. The meeting house primarily serves the Town of Berlin and the Central Connecticut area. It will be an attraction for the town and will provide meeting room and event space to be shared by the Berlin Historical Society and other community organizations. The Friends of the Worthington Meeting House, Inc. are requesting \$146,000 from the Neighborhood Assistance Tax Credit Program.

ACTION NEEDED:

Move to support proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 6, 2023 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2023 CT NAA Tax Credit Program and to solicit citizen input.

Move to designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters.

ATTACHMENTS:

Proposal from the Prudence Crandall Center; Energy Efficiency
Proposal from the Prudence Crandall Center; Annual Appeal
Proposal from the Kensington Congregational Church; Energy Conservation
Proposal from the Friends of the Worthington Meeting House, Inc.; Worthington Meeting House
Public Hearing Notice

PREPARED BY:

Arosha Jayawickrema, Town Manager

Municipality: Berlin



Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Prudence Crandall Center, Inc.

Address: P.O. Box 895, New Britain, CT 06050

Federal Employer Identification Number: 06-0698557

Program title: Energy Efficiency

Name of contact person: Barbara Damon

Telephone number: (860) 259 3816

Email address: Bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 37,060.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

The Rose Hill Energy Conservation Program includes energy conservation repairs and improvements to Prudence Crandall Center's Rose Hill Facility. The energy efficiency initiatives planned for FY 2023/2024 include the ongoing replacement and installation of energy efficient appliances in our supportive housing units, as well as the ongoing renovation to the building's HVAC system (see attachment).

Need for program: _____

The Rose Hill Energy Conservation Program addresses ongoing needs to conserve energy, and reduce operating costs associated with Rose Hill's energy consuming systems and appliances. We anticipate a significant savings (as much as 30%) in overall utility costs following the replacement of 7 appliances in our supportive housing apartments and finalizing the upgrade to our HVAC system. These renovations are based on a systems review by B&D Controlled Air Corp. (Continued, see attachment)

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville, Plymouth, Southington, and Terryville, Connecticut.

Plan to implement the program: _____

Energy efficient appliances will continue be purchased to replace the outdated equipment in the apartments. The renovation to the HVAC system (Continued, see attachment)

Timetable:

Program start date: 07/01/2023
MM - DD - YYYY
Program completion date: 06/30/2024
MM - DD - YYYY
Post-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$37,060.00</u>
Other funding sources - itemized sources:	
a) <u>American Savings Foundation</u>	<u>\$45,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) <u>Completion of HVAC renovation</u>	<u>\$70,000.00</u>
b) <u>(7) energy efficient refridgerators</u>	<u>\$6,160.00</u>
c) <u>(7) energy efficient convection microwave ovens</u>	<u>\$4,900.00</u>
d) <u>President/CEO time, project management</u>	<u>\$1,000.00</u>

Administrative expenses - itemized description:

a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures:

\$82,060.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin, CT</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

<p style="text-align: center;">Post-Project Audit</p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Form NAA-01 Program Proposal 2023
Prudence Crandall Center, Inc.
Rose Hill Energy Conservation Program
Attachment 1

Part II, Program Information - Description of Program, Continued:

Rose Hill is a historically significant brick masonry structure which was renovated in 2009 to facilitate Prudence Crandall Center's housing programs, administrative and counseling offices, and storage space. The facility has four floors totaling approximately 45,000 square feet and includes: 18 apartments for transitional and permanent supportive housing equipped with 1-3 bedrooms, communal spaces, kitchen, full bathroom, and dining areas; functional space for counseling, support groups, health services, and laundry facilities; and administrative offices, conference rooms, and storage space.

The Rose Hill Energy Conservation Program initiatives planned for FY 2023/2024 include the continuation of replacing older appliances with newer, more energy efficient appliances in our supportive housing units— plus, a renovation to our building's HVAC system, specifically to improve ventilation and modernize the control system. The HVAC project will increase the distribution of air in the building so that all rooms are more evenly heated and cooled. Once completed our building will be heated and cooled more efficiently and provide safer and healthier ventilation.

As a result of these energy conservation upgrades, Prudence Crandall Center expects to considerably reduce energy consumption and related expenses, realizing significant savings in operating costs. With this savings, Prudence Crandall Center will have additional funding available to increase and enhance our critical services and programs, for the benefit of the community. Thus, the energy conservation savings realized will improve our ability to meet the growing needs of individuals and families impacted by domestic violence and further our efforts to reduce, and ultimately eliminate, domestic violence in our communities.

Prudence Crandall Center is a nonprofit organization which provides comprehensive services to individuals affected by domestic violence, as well as prevention education and outreach to the community at large. We are the only domestic violence agency in Connecticut to offer a full spectrum of services designed to meet the complex needs of victims of domestic violence—to promote safe, self-sufficient, and independent lives. Our services include: a 24-hour emergency hotline; emergency safe shelter; advocacy, information, and referrals; individual and group counseling; children's advocacy programs; court-based services; case management; transitional and permanent supportive housing; community housing assistance, rapid re-housing; and community education and prevention.

Prudence Crandall Center touches the lives of nearly 10,000 individuals annually through all of our programs and services. We are the only domestic violence agency serving the communities of Bristol, Plainville, *New Britain*, Berlin, Burlington, Kensington, Plymouth, Southington and Terryville. The impact of our services is measured through client intake, staff notes, and statistics compiled using a database system, specifically designed for use by domestic violence agencies in accordance with best practices established by the Connecticut Coalition Against Domestic Violence.

Part II, Program Information - Need for Program, Continued:

Through these energy conservation efforts, we expect to see considerable savings in operating costs over time, which will increase funding available for critical services, enabling us to better meet the needs of individuals and families impacted by domestic violence.

The Centers for Disease Control (CDC) recognizes domestic violence as a serious public health threat with lasting effects on individuals, families, and communities. National statistics are compelling: 1 in 4 women and 1 in 7 men report experiencing severe physical violence by an intimate partner in their lifetime. Physical violence is typically accompanied by emotional or psychological abuse and can lead to a wide range of chronic physical and mental health problems. Making the courageous decision to leave an abusive situation presents its own physical, financial, and emotional risks.

Victims of domestic violence are at 75% greater risk of death when they attempt to leave an abusive relationship. Beyond the threat of escalating violence, domestic violence victims cite lack of income, employment, and financial stability as the strongest, most immediate deterrents to leaving an abusive situation (Allstate Foundation). In addition, abusers often isolate victims, further restricting their financial means and leaving them without a support network, making it even tougher to leave.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g., counseling, housing, and legal assistance) address significant needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivor's Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve an average of 2,500 or more victims of family violence crimes each year. In response, we've increased staffing and have expanded all our critical services over the past year.

Plan to Implement Program, Continued:

Prudence Crandall Center's services and related capital projects are overseen by the President and CEO, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. Ms. Damon holds a bachelor's degree in Sociology and is ultimately responsible for all project decisions, receiving guidance and advice, as needed, from the Board of Directors. Russell Murray, Prudence Crandall Center's Director of Facilities, is responsible for Rose Hill facility's systems, maintenance, and security. Mr. Murray serves as the central point of contact and project manager for all activities related to the repair and improvement of our Rose Hill facility.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020Open to Public
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization PRUDENCE CRANDALL CENTER, INC.		D Employer identification number 06-0968557
	Doing business as		E Telephone number 860-225-5187
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	G Gross receipts \$ 3,130,450.
	594 BURRITT STREET		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code NEW BRITAIN, CT 06053		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
F Name and address of principal officer: BARBARA DAMON SAME AS C ABOVE			H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: ▶ WWW.PRUDENCECRANDALL.ORG			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶			L Year of formation: 1973 M State of legal domicile: CT

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	47
	6 Total number of volunteers (estimate if necessary)	6	30
Revenue	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	2,239,177.	3,087,703.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	41,925.	37,934.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,794.	2,590.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,175.	2,223.
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	2,286,071.	3,130,450.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
Expenses	16a Professional fundraising fees (Part IX, column (A), line 11e)	1,556,246.	1,675,751.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 110,357.	0.	0.
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,197,063.	1,479,390.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,753,309.	3,155,141.
	19 Revenue less expenses. Subtract line 18 from line 12	-467,238.	-24,691.
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	11,263,720.	11,251,780.
	22 Net assets or fund balances. Subtract line 21 from line 20	3,692,124.	3,684,126.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date	
	BARBARA DAMON, PRESIDENT & CEO Type or print name and title			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/> PTIN
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON	11/08/21	P00370668
	Firm's name ▶ MARCUM LLP	Firm's EIN ▶ 11-1986323		
	Firm's address ▶ 53 STATE STREET BOSTON, MA 02109		Phone no. (617) 807-5000	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

032001 12-23-20

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2020)

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Prudence Crandall Center, Inc.

Address: P.O. Box 895, New Britain, CT 06050

Federal Employer Identification Number: 06-0698557

Program title: Annual Appeal

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: Bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☒ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____

Prudence Crandall Center's (PCC) Annual Appeal directly supports our emergency shelter, supportive housing, counseling, and advocacy services for victims of domestic violence and their families. This funding also supports our community education and prevention services, vital to our mission to raise awareness and reduce domestic violence in our communities. Through these services, we educate the public, professionals, and youth regarding the warning signs and risk factors for domestic and teen dating violence, to raise awareness, connect victims to services, and prevent future abuse (See attachment).

Need for program: _____

Domestic violence (DV) is a serious and pervasive social problem with devastating physical, psychological, and economic consequences for victims. Over one-third of women, and one in four men, in the United States have been physically assaulted, sexually assaulted, and/or stalked by an intimate partner. (Centers for Disease Control and Prevention; 2011). DV often includes economic abuse, including preventing survivors from working or going to school, sabotaging their employment or housing, or ruining their credit. These tactics can lead to job loss, homelessness, and financial ruin. (See attachment).

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville, Plymouth, Southington, and Terryville, Connecticut.

Plan to implement the program: _____

Prudence Crandall Center's service model is based on over 50 years of experience in the field of domestic violence, and is in accordance with current best practices established by the Connecticut Coalition Against Domestic Violence (CCADV). PCC is managed by an experienced, accomplished leadership team, coordinating the efforts of 43 highly skilled full and part-time staff committed to service excellence. PCC's services are overseen by CEO and President, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. (See attachment.).

Timetable:

Program start date: 07/01/2022
MM - DD - YYYY
Program completion date: 06/30/2023
MM - DD - YYYY
Post-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) <u>Corporate & foundation contributions</u>	<u>\$50,000.00</u>
b) <u>Individual contributions</u>	<u>\$130,000.00</u>
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Salaries & fringe benefits</u>	<u>\$227,500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>General administration</u>	<u>\$18,000.00</u>
b) <u>Insurance</u>	<u>\$9,500.00</u>
c) <u>Deposit to reserves</u>	<u>\$75,000.00</u>
d) _____	_____

Total Proposed Expenditures:

\$330,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit
Is a post-project audit required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

2023 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1

Part II, Program Information

Description of Program, Continued:

PCC is a nonprofit organization dedicated to providing comprehensive shelter, housing, and support services to individuals and families affected by domestic violence, as well as prevention education and outreach to the community at large. Our goal is to provide victims and their families with the support, services, and resources they need to heal and move forward from the physical, emotional, and financial impacts of domestic abuse. Through our education and prevention efforts, our goal is to engage the entire community in our efforts to better identify and respond to domestic and teen dating violence, to stop the violence before it begins, promote healthy relationships, and make our communities safer for all.

Our broad array of services is designed to address the immediate and long-term needs of victims of domestic violence and their children include: a crisis counseling and safety planning; 22 bed emergency safe shelter with 24/7 staffing; advocacy, information, and referrals; individual and group counseling; children's services; court-based victim advocates; case management; 28 units of transitional and permanent supportive housing; rapid re-housing; and community education and prevention services.

PCC is the only domestic violence agency serving the communities of New Britain, *Berlin*, Bristol, Burlington, Kensington, Plainville, Plymouth, Southington, and Terryville. While domestic violence impacts all socio-economic groups, the great majority of our direct service clients are low-income. PCC is held to a rigorous set of 82 standards and monitored biannually by the Connecticut Coalition Against Domestic Violence (CCADV). The impact of our services is measured through client surveys, staff notes, and statistics (as appropriate) compiled using a database system, specifically designed by CCADV for use by domestic violence agencies.

Need for Program, Continued:

The Covid-19 pandemic shed light on the "shadow pandemic" of domestic violence, a public health crisis that impacts 1 in 4 women, 1 in 7 men, and 1 in 3 dating teens. With limited or no resources or options, low-income victims and children isolated in abusive homes were disproportionately impacted. For the past 3 years we've and we've experienced an increased need for emergency shelter and all other domestic violence services. As a result, we are

- Continuing to provide hotel rooms when the need for shelter exceeds our capacity.
- Adding a full-time case manager and part-time shelter staff
- Doubling our staffing geared toward the special needs of the children and teens who've been who've experienced both violence at home and the isolation and increased anxiety impacts of the pandemic.
- Applying for and receiving special HUD funding to offer a new, combined transitional and rapid re-housing services, the only such program to be awarded in our state.
- Adding a full-time Rapid Re-Housing Coordinator, so that our housing programs will serve a min. of 63 survivors and children served each year.
- opening a new satellite office in downtown Bristol to improve access to counseling, housing placement, DV education, and children's services for all within our 9-town catchment.

2023 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1

Leaving a violent home and entering shelter is, unfortunately, only the first step. Low-income victims and children need on-going, coordinated, wrap-around support services to move forward from the complex emotional, physical, financial, and legal impacts of domestic abuse. Emotional trauma runs deep, especially for children and youth impacted by the isolation of the pandemic and domestic violence at home. And while emergency shelter is life-saving and vital, it's temporary. Victims and children need stability and support, including continuing services and long-term homes of their own, to not only survive, but thrive, after a life of abuse.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g., counseling, housing, and legal assistance) address compelling needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivors' Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve on average 2,500 or more victims of family violence crimes every year.

Program Implementation continued:

PCC is supported by a dedicated, 15-member board of directors reflecting leadership, professional, and industry experience critical to the effective management and oversight of the organization. Other employees involved in implementation of services are:

- Rebecca Lemanski, Chief Operating Officer: responsible for directing DV services and program management;
- Carolyn Jasper, Chief Development Officer: responsible for agency's communications, outreach, and fund-raising efforts;
- Bari Ritter, Counseling Services Manager: responsible for providing direct services and supervising counseling staff;
- TBD, Director of Residential Services: responsible for emergency shelter & supportive housing programs & staff;
- Danielle DeRosier, Senior Director of Community Programs: responsible for training programs, community outreach, awareness raising, education, and prevention programs, and events.

We are fortunate to have a long history of collaboration with the local governments, police, courts, schools, social service agencies, healthcare and other service providers with whom we work daily to meet the complex needs of our clients. At all times, we leverage community resources to improve outcomes for our clients and avoid duplication of services.

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021**2020**Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization or person subject to tax

Taxpayer identification number

PRUDENCE CRANDALL CENTER, INC.**06-0968557**

Name and title of officer or person subject to tax

BARBARA DAMON**PRESIDENT & CEO****Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>3,130,450.</u>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b

Part II Declaration and Signature Authorization of Officer or Person Subject to TaxUnder penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to

(name of organization) _____, (EIN) _____ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only☒ I authorize **MARCUM LLP**to enter my PIN **68557**

ERO firm name

Enter five numbers, but
do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

04826670668

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ Date ▶ **11/08/21**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

023051 11-03-20

08191108 150872 PCC8557

2020.05000 PRUDENCE CRANDALL CENTER, PCC85571

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020Open to Public
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

594 BURRITT STREET

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

NEW BRITAIN, CT 06053**F** Name and address of principal officer: **BARBARA DAMON****SAME AS C ABOVE****D** Employer identification number**06-0968557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,130,450.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.PRUDENCECRANDALL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1973** **M** State of legal domicile: **CT****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE	
	2 Check this box <input type="checkbox"/> If the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3 Number of voting members of the governing body (Part VI, line 1a)	3 17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4 17
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5 47
	6 Total number of volunteers (estimate if necessary)	6 30
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a 0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b 0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 2,239,177. Current Year 3,087,703.
	9 Program service revenue (Part VIII, line 2g)	41,925. 37,934.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,794. 2,590.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,175. 2,223.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,286,071. 3,130,450.
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0. 0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0. 0.
Expenses	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,556,246. 1,675,751.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0. 0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 110,357.	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,197,063. 1,479,390.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,753,309. 3,155,141.
	19 Revenue less expenses. Subtract line 18 from line 12	-467,238. -24,691.
	Net Assets or Fund Balances	20 Total assets (Part X, line 16)
21 Total liabilities (Part X, line 26)		3,692,124. 3,684,126.
22 Net assets or fund balances. Subtract line 21 from line 20		7,571,596. 7,567,654.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	BARBARA DAMON, PRESIDENT & CEO				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON	11/08/21		P00370668
	Firm's name ▶ MARCUM LLP	Firm's EIN ▶ 11-1986323			
	Firm's address ▶ 53 STATE STREET BOSTON, MA 02109	Phone no. (617) 807-5000			

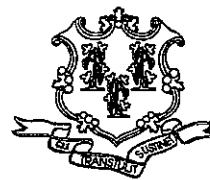
May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

032001 12-23-20

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2020)**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Kensington Congregational Church

Address: 312 Percival Avenue, Kensington, CT 06037

Federal Employer Identification Number: 06-0776617

Program title: Energy Conservation Upgrades-Window and Door Replacement

Name of contact person: Robert Baumann, Trustee

Telephone number: (860) 416-3922

Email address: baumannb123@gmail.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 24,500.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐ Yes ☒ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

This project entails replacement of windows and doors of the Reeves Educational Center (185 Sheldon Street) on the campus of Kensington Congregational Church. The project will include removal of interior trim and existing single pane windows and installing 27 double-hung, insulated, and tinted glass replacement windows. Windows will meet all current State of CT nursery school requirements for safety glass and accessibility. Door replacement will include removal of all 6 exterior entrance doors and installing insulated exterior doors. Doors will meet all current State of CT nursery school requirements for safety and accessibility.

Need for program: _____

Approaching 70 years old, the Reeves Educational Center of Kensington Congregational Church was built in 1954. In addition to being used for church programs, this building is used by Kensington Nursery School five days a week for the entire school year. It has all original windows and doors which are not energy efficient. Completion of this project would provide for an environmentally enhanced building which would bring the exterior windows and doors up to current State of CT code requirements.

Neighborhood area to be served: _____

Kensington Congregational Church is the sole sponsor of Kensington Nursery School, a state licensed preschool which has been operating its program at Kensington Congregational Church in its Reeves Educational Center since 1972. This family centered, State of CT licensed, nursery school serves 35-40 children aged 2-5 and their families from Berlin/Kensington and surrounding communities each year. This outreach program is just one of the many ways that Kensington Congregational Church remains vital in Berlin/Kensington as well as to neighboring communities including New Britain and Southington.

Plan to implement the program: _____

The program will begin at the end of the school year in June with the intent for all construction to be completed before the start of the new school year in late August. It will include removal of existing windows and doors to be upgraded to energy efficient replacements. The project will be overseen and administered by the church Board of Trustees.

Timetable:Program start date: 06/01/2023
MM - DD - YYYYProgram completion date: 08/01/2023
MM - DD - YYYYPost-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$24,500.00

Other funding sources - itemized sources:

a) Endowment funds will be utilized for any unfunded costs _____

b) _____

c) _____

d) _____

Total Funding: _____**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Window Replacement (see attached quote) \$17,000.00b) Door Replacement (see attached quote) \$7,500.00

c) _____

d) _____

Administrative expenses - itemized description:

a) None as will be administered by volunteers _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$24,500.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosba Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit
Is a post-project audit required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

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NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

RHIII, LLC

23 Mountain view dr
Rocky hill, CT 06067 US
hansenr1990@gmail.com

Estimate

ADDRESS

185 Sheldon Street, Berlin, CT

ESTIMATE # 1106**DATE 01/05/2023**

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Window replacement		1	17,000.00	17,000.00

RO Size: 36.25" X 52" Unit Size: 35.75" X 51.5"

SUBTOTAL

17,000.00

Glazing Type - Insulated, Glass Tint - Clear, Low-E, Argon Gas, Glass
Strength - DSB

TAX

0.00

*** GRILLES ***

TOTAL

\$17,000.00

Grille Type - GBG, Grille Thickness/Style - 5/8" Flat, Grille Pattern -
Colonial

Bottom Glass: Number Wide - 3, Number High - 2

Top Glass: Number Wide - 3, Number High - 2

*** SCREEN ***

Screen - Extruded Half, Screen Mesh Type - Clarity, Latching Screen

*** WRAPPING **Row 1 1555 Double Hung - Vent - 1 Units - 35.75W
x 51.5H *** DIMENSIONS ***

35.75W x 51.5H

*** FRAME ***

East, Vinyl, Frame Type - Finless, Glass Breakage Warranty, Head
Expander, Sill Adapter, Exterior Color - White

Removal of interior trim and existing windows, Installing 27

Replacement windows and interior trim. Old windows and debris will
be taken away off site. This quote is for labor and material.

Accepted By

Accepted Date

RHIII, LLC
23 Mountain view dr
Rocky hill, CT 06067 US
hansenr1990@gmail.com

Estimate

ADDRESS

Reeves Center
185 Sheldon Street, Berlin, CT

ESTIMATE # 1122

DATE 02/16/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Door replacement		1	7,500.00	7,500.00

Removing and installing 6 new construction doors

SUBTOTAL

7,500.00

TAX

476.25

TOTAL

\$7,976.25

Accepted By

Accepted Date



Officers of the Church

Rev. John C. Dorhauer
General Minister and President
Acting Executive Minister,
Local Church Ministries

Rev. Traci D. Blackmon
Acting Executive Minister,
Justice and Witness Ministries

Rev. James A. Moos
Executive Minister,
Wider Church Ministries

February 8, 2017

Congregational UCC
312 Percival Ave.
Kensington, CT 06037

To Whom It May Concern:

This is to inform you that Congregational UCC, 312 Percival Ave. Kensington, CT 06037 is in the 2016 Yearbook of the United Church of Christ on page 111 of the denomination known as the United Church of Christ. A copy of the current Yearbook page which includes this church is attached for your reference.

The denomination of which the organization named above is a member, carries a group exemption under 501(c)(3). The group exemption number is 1665 and the denomination carries tax identification number 13-1957221. The organization named above is responsible for any and all payroll or other tax reporting and filings under its own separate tax identification number.

In the attached letter which confirms the group exemption, it is held that the conferences, associations, synods, councils, and educational, charitable and religious organizations listed in the Yearbook are exempt from federal income tax as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954. Currently, the United Church of Christ does not provide annual Yearbook information to the IRS in compliance with page three, item one of the ruling per the second attached letter, dated June 30, 2006 which states: "Because you are a church organization, you are not required to submit the annual updates to your subordinate listing." Annual updates to the attached letters are not required.

Should you have any additional questions or concerns, please feel free to contact me at 216-736-3206 or via e-mail at Kiernoza@ucc.org.

Sincerely,

Ann M. Kiernoze
Controller,
Wider Church Ministries & Local Church Ministries

Attachments

KENNINGTON Congregational UCC 312 Percival Ave Kennington, CT 06037 PHONE: (860)928-4511 http://www.kenningtoncc.org	ID: 1110 ASSN: 100	1712	O H Robinson, P G McConn, CE A M Humes, PE	08 07 99	500	116	23	9	\$3,000	\$3,517	\$6,517	\$9,455	\$282,220
KENT The First Congregational Church UCC PO Box 306 Kent, CT 06757 PHONE: (860)827-3335 http://www.1ccokentct.org	ID: 1120 ASSN: 124	1741	M M Kacck, P	94	182	60	5	5	\$11,400	\$2,144	\$13,544	\$75,616	\$168,652
KILLINGWORTH Congregational UCC 273 Route 81 Killingworth, CT 06419 PHONE: (860)653-1789 http://www.killingworthchurch.org/	ID: 1140 ASSN: 132	1738	M Bays, P	09	243	77	10	45	\$4,300	\$569	\$4,869	\$3,095	\$154,173
LEBANON First Congregational UCC PO Box 125 Lebanon, CT 06249 PHONE: (860)442-6179 http://www.lebanonfirstcc.org	ID: 1150 ASSN: 148	1700	R J Wright Jr., IN	15	305	83	9	12	\$6,000	\$2,819	\$8,819	\$7,345	\$144,500
LEDYARD First Congregational UCC 722 Colonel Ledyard Hwy Ledyard, CT 06339 PHONE: (860)464-9926 http://ledyardcongregational.org/	ID: 1170 ASSN: 146	1725	C A Grant, P	10	289	77		2	\$3,000	\$2,042	\$5,042	\$568	\$165,256
LISBON Newent Congregational UCC 12 S Burnham Hwy Lisbon, CT 06351 PHONE: (860)726-9193	ID: 1180 ASSN: 148	1723	J Carboni, SU	07	108	45				\$60	\$60		\$29,000
LITCHFIELD First Congregational UCC PO Box 386 Litchfield, CT 06759 PHONE: (860)957-8705 http://www.1ccitchfield.com/	ID: 1190 ASSN: 128	1721	B Bergalk, SP	15	504	125	10	5	\$5,000	\$1,639	\$6,639	\$17,933	\$327,953

OGDEN UT 84201-0038

In reply refer to: 0441970785
Mar. 23, 2011 LTR 4168C EO
13-1957221 000000 00
00029704
BODC: TE

UNITED CHURCH OF CHRIST
700 PROSPECT AVE E
CLEVELAND OH 44115-1100

Employer Identification Number: 13-1957221
Person to Contact: EO Accounts
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1964.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0441970785
Mar. 23, 2011 LTR 4168C EO
13-1957221 000000 00
00029705

UNITED CHURCH OF CHRIST
700 PROSPECT AVE E
CLEVELAND OH 44115-1100

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



Rita A. Leete
Accounts Management II



U.S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

JUN 14 1964

IN REPLY REFER TO
T:R:EO:4
CSG

United Church of Christ
Seventh Floor
297 Park Avenue South
New York 10, New York

Gentlemen:

This has further reference to the information submitted for use in issuing a group ruling holding you and your conferences, associations, synods, councils and educational, charitable and religious organizations exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954.

The information presented shows that you were formed as a merger of the Evangelical and Reformed Church and the General Council of the Congregational and Christian Churches. This merger became effective on July 4, 1961, the date your constitution and bylaws were declared in force.

In a ruling dated January 14, 1953, the Evangelical and Reformed Church was held exempt from Federal income tax under the provisions of section 101(6) of the 1939 Code, which corresponds to section 501(c)(3) of the 1954 Code. In a group ruling dated March 23, 1956, it was held that the affiliated synods and churches listed in the 1956 Evangelical and Reformed Church Yearbook, which are located in the United States, its territories and possessions, are exempt from Federal income tax as organizations described in section 501(c)(3) of the 1954 Code. The latest supplemental group ruling was issued on April 8, 1960. The General Council of the Congregational and Christian Churches was held exempt from Federal income tax under the provisions of section 101(6) of the Revenue Act of 1936, in a ruling dated December 15, 1935.

In a conference held in this office on October 23, 1963, your authorized representative, Mr. Loren T. Wood, asked that the request for a group ruling, both on a national and conference basis, be withdrawn. Inasmuch as we have not received

United Church of Christ

confirmation of the request for withdrawal, we have further considered the matter and we believe that a group ruling covering the Evangelical and Reformed Churches and these Congregational Christian Churches which voted to join you may be issued.

Based upon the information presented, it is held that you and the conferences, associations, synods, councils, and educational, charitable and religious organizations listed in your 1963 Yearbook are exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954, as it is shown that you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are organized and operated exclusively for religious, charitable and educational purposes.

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not required to file Federal income tax returns so long as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations retain a tax exempt status.

It will not be necessary for you and your listed conferences, associations, synods, councils, and educational, charitable, and religious organizations to file the annual return of information, Form 990-A, generally required of organizations exempt under section 501(c)(3) of the Code, as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations come within the specific exceptions contained in section 6033(a) of the Code.

Contributions made to you and to your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible for Federal estate and gift tax purposes as provided in sections 2055, 2106 and 2522 of the Code.

United Church of Christ

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless waiver of exemption certificates are, or have been, filed as provided by that Act. Inquiries about the waiver of exemption certificates should be addressed to your District Director. You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the tax imposed under the Federal Unemployment Tax Act.

Please send us the following information annually not later than 45 days after the close of your annual accounting period.

1. Lists showing the names and mailing addresses of your new conferences, associations, synods, councils, and educational, charitable and religious organizations and the names and addresses of any conferences, associations, synods, councils, and educational, charitable and religious organizations which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical order. In lieu of the lists referred to above you may furnish us a copy of your published directory. Please send one copy for each district in which your conferences, associations, synods, councils, and educational, charitable and religious organizations are located.
2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respects to the new conferences, associations, synods, councils, and educational, charitable and religious organizations.
3. A statement if, at the close of the year, there were no changes in your roster.

-4-

United Church of Christ

4. A statement of any changes in the character, purposes or method of operation of your organization or those of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

5. Duplicate copies of amendments to charters or bylaws of your organizations or those of any of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

This ruling is not applicable to those Congregational Christian Churches listed in your 1963 Yearbook under Schedule I which have not voted or which have abstained from voting on the merger and those under Schedule II which have voted not to be a part of the United Church of Christ.

Your tax exempt status and that of your conferences, associations, synods, councils, and educational, charitable and religious organizations is predicated on the understanding that upon dissolution all of your assets and those of your conferences, associations, synods, councils, and educational, charitable and religious organizations shall be distributed to organizations organized and operated exclusively for educational, charitable or religious purposes.

The ruling of January 14, 1953, holding the Evangelical and Reformed Church exempt under section 101(6) of the 1939 Code, the group ruling of March 23, 1956, and subsequent supplemental group rulings, holding its listed affiliated synods and churches exempt as organizations described in section 501(c)(3) of the 1954 Code, and the ruling of December 26, 1935, holding the General Council of Congregational and Christian Churches exempt under section 101(6) of the Revenue Act of 1936, are terminated as of July 4, 1961, the date the merger between these organizations became effective.

United Church of Christ

-5-

The District Directors concerned are being notified.

Very truly yours,

R. J. Stekem

Chief, Exempt Organizations Branch



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford, CT 06106



**TAX EXEMPTION PERMIT ISSUED UNDER
THE SALES AND USE TAXES ACT**

In accordance with the provisions of the Sales and Use Taxes Act and the regulations thereunder, it is hereby certified that the charitable or religious organization named below is exempt from all sales and use taxes on purchases of tangible personal property made by it for the sole and exclusive purposes of the organizations.

Kensington Congregational Church
United Church of Christ
312 Percival Ave.
Kensington, CT 06037

Permit No. E. - 01456

Date Issued DUPLICATE
2-26-96

GENE GAVIN, Commissioner of Revenue Services

This permit is NOT assignable or transferrable



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Friends of the Worthington Meeting House, Inc.

Address: P.O.Box 8192

Federal Employer Identification Number: 20-2366065

Program title: Worthington Meeting House

Name of contact person: Lorraine Stub

Telephone number: (860) 828-5281

Email address: FOWMHINC@gmail.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 146,600.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐

Yes

☒

No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☒ Other (specify): Restoration work on Worthington Meeting House and Worthington School cupola

Description of program: _____

- Obtain full construction plans for the remaining restoration and adaptive reuse of the Worthington Meeting House at 723 Worthington Ridge
- Repaint siding and trim of the exterior of the Worthington Meeting House
- Restoration of the Worthington School Cupola to be used as a historic feature on the grounds of the meeting house.

Need for program: _____

The meeting house building deserves to be adaptively reused. It has been a part of Berlin for almost 250 years and was adaptively reused for generations. It is our last remaining historic PUBLIC building, and is ideally suited to promote the history of our town. The public has been donating in good faith that the plan for it to be a history museum and community cultural center will be realized. After losing other public buildings, this project would restore faith that the town cares about its heritage. Berlin Historical Society Museum needs a building with proper HVAC systems to preserve a collection of over 4000 items. The existing town owned museum building needs major repairs that necessitate the museum's removal from the building. See attached.

Neighborhood area to be served: _____

Primarily the Town of Berlin and Central Connecticut area. The meeting house (combined with the Historical Society owned property behind it) will be an attraction for our town. The meeting house is in Berlin's Historic District. Towns that preserve and promote historic properties are more desirable places to live and have greater appeal for visitors. The building will provide meeting room and event space to be shared by Berlin Historical Society and by other community organizations.

Plan to implement the program: _____

FOWMH needs the town to be an active partner in the project. In order to move forward it is essential that full construction plans be completed. The two other requests will help show the project is moving forward. The meeting house was last painted in 2005 and the exterior trim and siding need to be repainted to preserve the wood, and keep the building from looking abandoned. Restoration of the cupola is very important to those with a memory of when the building was Worthington School. It is a unique part of the building's history and our vision is that it be a feature on the lawn and a marketing symbol for the project when we celebrate the building's 250th anniversary 2024-2025.

Timetable:Program start date: 09/01/2023

MM - DD - YYYY

Program completion date: 09/01/2025

MM - DD - YYYY

Post-project audit due date: 12/01/2025

MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$146,600.00

Other funding sources - itemized sources:

a) Worthington Meeting House bonding balance account \$30,000.00

b) _____

c) _____

d) _____

Total Funding: _____**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Full construction plans \$60,000.00b) Cupola restoration \$20,000.00c) Repainting exterior siding and trim \$60,000.00

d) _____

Administrative expenses - itemized description:

a) bidding process \$6,600.00

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$146,600.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit
Is a post-project audit required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal – addendum

Project: Worthington Meeting House

Submitted by: Friends of Worthington Meeting House

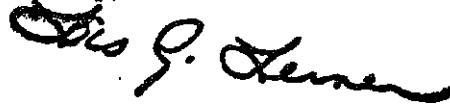
Need for Program continued:

The town also needs more meeting room/program/event space for local organizations.
Also, Berlin needs more attractions that will draw visitors here.

FRIENDS OF THE WORTHINGTON MEETING

funds will be used for section 501(c)(3) purposes.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with the first name "Lois" being more prominent.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

AUG 10 2005

FRIENDS OF THE WORTHINGTON MEETING
HOUSE INC
C/O ROY WISEMAN
121 SUNSET LN
BERLIN, CT 06037

Employer Identification Number:
20-2366065
DLN:
17053208016005
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
DECEMBER 16, 2004
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the

Letter 1045 (DO/CG)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 6, 2023 at 7:00 p.m. to discuss the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and to solicit citizen input. The meeting can also be accessed via Zoom. Please refer to the Town of Berlin Website at www.berlinct.gov for more information regarding the meeting link.

The Connecticut Neighborhood Assistance Act Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS). A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects. Tax exempt entities desiring to obtain benefits under the NAA must complete an application and submit it to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes their portion of the application and submits it to DRS on or before July 1 of each year. Prior to submitting the application to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs.

This year, there were two proposals submitted from the Prudence Crandall Center, one from the Kensington Congregational Church and one from the Friends of the Worthington Meeting House, Inc. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. Kensington Congregational Church's Historic 1774 Meetinghouse serves over 500 members through community outreach programs and activities and the Worthington Meeting House primarily serves the Town of Berlin and the Central Connecticut area. It will be an attraction for the town and will provide meeting room and event space to be shared by the Berlin Historical Society and other community organizations. All three groups wish to submit proposals for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The public hearing will also give citizens an opportunity to make their comments known on the proposed project. If you are unable to participate in the public hearing, you may direct written comments to Arosha Jayawickrema, Town Manager, 240 Kensington Road, Berlin, CT 06037, or you may telephone 860-828-7003. Additional information may be obtained at the above address between the hours of 8:30 a.m. to 4:30 p.m. Monday through Wednesday, 8:30 a.m. to 7:00 p.m. Thursday and 8:30 a.m. to 1:00 p.m. Friday.

All are encouraged to participate. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Jen Ochoa, ADA Coordinator, at 860-828-7010 at least five days prior to the hearing.

The Town of Berlin promotes fair housing and makes all programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap.

Equal Opportunity/Affirmative Action

Berlin-Peck Memorial
Library Board



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin Peck Library Board 2. _____

Name: Kevin Wilhelm Telephone No.: 860 828 4950

Home Address: 237 Vineyard Dr. Number of years in Berlin: 29
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Lkwilhelm1@comcast.net

Are you a Registered Voter? Yes Party Affiliation: Democrat ✓
(Note: To apply, you must be a Registered Voter in Berlin)

M.S. Community Education
Educational Background (optional)

Retired CEO Middlesex United Way
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: BEAT, Fellowship Church Board,
Middlesex Chamber, Mt. Community College Advisory Board,

Tell us why you feel qualified for this appointment: I love reading. The Rotary
Library is a great town asset. I hang out at the library
after

Can you think of any reason that a conflict of interest could arise if you were appointed? No Prior board experience.

Signature: [Signature] Date: 4/15/23

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED
BERLIN TOWN CLERK'S OFFICE

2023 APR 18 PM 12:26

Kathy Wall

BERLIN, CT.



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Veterans' Commission

Application for Appointment to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:

1. Veterans Commission

2. _____

Name: Adam Revoir

Telephone No.: 860 302 1606

Home Address: 226 Percival Avenue
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 31

Email Address: Adamrevoir@yahoo.com

Are you a Registered Voter? yes
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: republican

Educational Background (optional)

Central Mechanical Services / HVAC Tech.

Present Employment (company/position)

11 Progress Drive. Cromwell CT

Business Address

Current and Past Civic/Community Involvement: _____

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 APR 25 PM 3:45

Kathryn Gervase

BERLIN, CT.

Tell us why you feel qualified for this appointment: I served 4 years as a Marine with 2 combat deployments and I was raised in Berlin.

Can you think of any reason that a conflict of interest could arise if you were appointed? No.

Signature: _____

Date: 4/25/23

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Emailed Adam & Charles 4/25/2023. Town Council meeting 5/2 cancelled
appointments will be on the May 16th Council meeting

10/26/2017



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

Zoning Board
of Appeals

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:

1. ZBA

2. _____

Name: Michael A. Simonetta

Telephone No.: 860.305.9459

Home Address: 146 Hummingbird Dr
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 1 year 4 months

Email Address: Mike22dj@aol.com

Are you a Registered Voter? yes
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: Republican

College graduate
Educational Background (optional)

Self Employed Michael Simonetta DJ & Event Services
Present Employment (company/position)

146 Hummingbird Dr Berlin
Business Address

Current and Past Civic/Community Involvement: When I lived in Wethersfield

I was instrumental in bringing businesses in town that was beneficial financially for the town but also our community

Tell us why you feel qualified for this appointment: As a small business owner I know the struggle but also I know how to succeed!

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Michael Simonetta

Date: 3.8.2023

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 MAR -8 AM 11:50

BERLIN, CT.

10/26/2017



Youth Services

"Youth" *K. DeJacone*

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

RECEIVED FOR RECORD
BERLIN TOWN CLERK
MAY 3 4 11 31 AM '23

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Advisory Board

2. _____

Name: Nathan DeJacone

Telephone No.: 860-716-3264

Home Address: 66 Ellwood Road
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 12

Email Address: dejaconenathan@gmail.com

Are you a Registered Voter? N/A
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: N/A

Educational Background (optional)

None

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Berlin Upbeat

Tell us why you feel qualified for this appointment: I am very active in Upbeat and the community

Can you think of any reason that a conflict of interest could arise if you were appointed? None

Signature: Nathan DeJacone

Date: 5-3-23

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/82537478019?pwd=NDUveG04c1d6Z0VQemJ6RHZtNktJUT09>

Meeting ID: 825 3747 8019

Passcode: 666459

+1-312-626-6799

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, April 18, 2023
Town Council Chambers
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the Town Council Meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Sandra Coppola
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Donna Risolo – *via Zoom*
Councilor Peter Rosso – *via Zoom*
Councilor Donna Veach

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

Pieter Friedrich, 2250 Berlin Turnpike – Mr. Friedrich stated that over the past several years a number of towns and cities in Connecticut have had contact with the Hindu Swayamsevak Sangh (HSS) which is the international wing of the Rashtriya Swayamsevak Sangh (RSS) which represents hate and oppression. Every time a local government in America promotes the HSS they are unwittingly aiding and abetting the ongoing subjugation of hundreds of millions of Indian minorities. Mr. Friedrich urged the Town Council to do more research on this organization before giving them space adding that they normally approach towns asking for proclamations for various things.

E. MAYOR'S UPDATE:

- Mayor Kaczynski read a Proclamation from the Connecticut Municipal Animal Control Officers Association recognizing the Town's Animal Control officers Janet Lund and Kate

Matson. This week is Animal Control Officer's Week, and the Association is thanking officers throughout the State for their hard work and dedication to the job.

- Mayor Kaczynski stated that a joint meeting of the Town Council and Board of Finance was held on April 12th to discuss the budget and scenarios to possibly lower the proposed mill rate to help offset the increase in property taxes due to the revaluation.

Part of the motion to raise the Board of Education (BOE) budget to 3.2 and also advise them to use their contingency fund of about \$200,000 to fund positions deemed critical by the BOE.

These requests were voted down during the April 12th joint meeting. The budget will now be presented to voters at the April 25th Budget Referendum. Mayor Kaczynski stated that he personally would vote no on both budgets, stating that the Town budget is too high and the BOE budget is too low.

Mayor Kaczynski added that the BOE budget being presented to voters is a 3% increase and the mill rate will be dropped to 30.0 which amounts to about a 2.9% tax increase.

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

G. CONSENT AGENDA:

1. **Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the Berlin Lions Club 12th Annual Wine Tasting Fundraiser. Total Value of the donation is \$242. – Golf Course**
2. **Topic re: Approve to host the 2023 USGA Senior Amateur Qualifier on Wednesday, August 9 and bypass the green fees for the participants. Maximum players would be 85; total cost \$2,975. – Golf Course**
3. **Topic re: Approve the donation of driving range balls to the Berlin YMCA Golf Outing. Total Value of the donation is approximately \$250; \$5 per player for approximately 50 golfers or less. – Golf Course**
4. **Topic re: Accept donations totaling \$3,289.00 to the Berlin Senior Center Agency Fund. – Senior Center**
5. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$50.00 for Animal Care and supplies valued at \$120.00. – Animal Control**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

H. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, April 18, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the proposed Plan of Conservation and Development.

The public is invited to comment on the proposed Plan of Conservation and Development

Copies of said proposed draft are on file open to public inspection at the Office of the Town Clerk.

Mayor Kaczynski convened the public hearing on the proposed Plan of Conservation and Development which is the subject of this public hearing and stated that the public is invited to comment on the proposed Plan and copies of the proposed draft are on file and open to public inspection at the Office of the Town Clerk.

Town Planner Maureen Giusti stated that the Planning and Zoning Commission (P&Z) has been working on the Plan of Conservation and Development (the Plan or POCD) which is due for its' ten-year statutory update in September 2023. P&Z created an Update Committee which has been working with FHI Studio since 2021 to create the Plan. The draft Plan, which includes an implementation plan on achieving the goals in the coming year, has been printed, posted, distributed to the Town Council, and sent to the Capitol Region Council of Governments (CRCOG) for review all as required by statute.

This Public Hearing was requested to provide an additional opportunity for presentation and comments on the Plan prior to Town Council taking action and prior to the required Public Hearing that P&Z will hold in June before it adopts the 2023 Plan. Ms. Giusti introduced Francisco Gomes of FHI Studio via Zoom to provide further explanation of what has gone into the creation of the Plan and adoption process. After the conclusion of the presentation Ms. Giusti asked the Town Council to consider whether it will continue to discuss or possibly schedule to vote to endorse all or part of the Plan. She added that Councilor Coppola is a member of the committee and contributed to the adoption of the Plan.

Mr. Gomes stated that the POCD process provided an opportunity for the Town to take an assessment of trends that have been occurring over the past ten years in the community and where the Town stands with respect to land use, housing, economic development, facilities and infrastructure, available cultural resources, and other items related to the management of growth and stewardship of resources. The Plan is intended to guide growth in communities so valuable resources are protected while growing.

The Town's Affordable Housing Plan (AHP) was developed during, and integrated with, the POCD development. The AHP which was adopted in May of 2022, while independent from the POCD, is consistent with the recommendations of the POCD.

The POCD planning process began in September of 2021 and multiple opportunities were provided to residents to participate in the process including an online survey, public workshop, and focus group meetings. P&Z meetings were open to the public and Plan materials have been posted online. Although public participation was small, there was representation from a diverse group of individuals representative of Berlin's community.

Mr. Gomes provided a sample of feedback received from the survey when asked what is the best statement that represents your thoughts about Berlin with the greatest number of responses stating that they believe Berlin should continue to grow and change but incrementally. Adding that residents are interested in protecting Berlin's agrarian history while still allowing for growth in other areas. Therefore, the Plan presented provides that incremental approach to growth using the current infrastructure while protecting open space and natural resources.

Berlin is a growing community which grew consistently between 1970 and 2010, with that growth rate leveling out between 2010 and 2020. However, the public-school enrollment has been declining slightly over the past ten years at an almost predictable rate due to smaller household sizes and an aging community. As with many communities in Connecticut the aging population is growing due to the baby boom generation. This information is important because the Plan will address housing specific to seniors and by providing that housing it will free up single family homes for younger families so in the future Berlin does not experience population decline.

Berlin is a rather wealthy community compared to Hartford County and Connecticut as a whole. However, Berlin still has about the same share of households that struggle to afford their housing costs which means that extra income residents have is going to pay for housing. This information becomes an argument for introducing a greater diversity of housing at different price points to the community.

The Plan has been organized into six topic areas: Environmental Resources, Housing, Economic Development, Transportation, Facilities and Services, and Cultural Resources with goals specific to each area.

Environmental Resources priorities include preserving rural characteristics, expanding recreational resources, limiting growth in rural areas, improving open space connections with trails and greenways, permanently protecting open space, and protecting and improving water quality.

Housing priorities include increasing diversity of housing stock, implementing recommendations of the AHP, meeting and exceeding a supply of 10% of qualified affordable housing, providing qualified affordable housing for seniors, and building more housing in areas with infrastructure and utilities that support development.

Economic Development priorities include growing and diversifying the tax base, expanding areas zoned for mixed-use development, continuing to focus on development of Targeted Economic Development sites, and evaluating zoning regulations for any updates needed.

Transportation priorities include continuing to maintain road and bridge infrastructure, fully leveraging rail service resources as a means of commuting, and supporting the Transportation

Oriented District, continuing to strategically expand the sidewalk network, and adopting a complete street approach including identifying bike routes.

Facilities and Services priorities include continuing with regular maintenance and improvements, upgrading the Police Station as planned, increasing support for firehouses not owned by the Town, conducting the planned study of the three-district water and sewer system, addressing inflow and infiltration into sewer system, and continuing the water system interconnections to ensure resiliency of system.

Cultural Resources priorities include protecting farms and historic properties, maintaining rural character of the town, expanding allowed farm uses, removing restrictions on home construction on farms, allowing more flexibility in uses permitted in the Historic District, and complete the Worthington Meeting House renovation project.

Mr. Gomes presented a Future Land Use map which is a required element of the Plan. This map provides a guide for land use policies and for future amendments to the Town's Zoning Regulations, but it does not replace the Town's zoning map. This map can be updated if needed over the next ten years.

The next steps for the Plan are to make revisions to the draft plan based upon feedback from CRCOG and Town Council, file the Plan with the Town Clerk and post on the Town's website for public review, and hold a Public Hearing for adoption of the Plan at least 35 days following filing with the Town Clerk. That Public Hearing of the Planning and Zoning Commission is expected to be conducted in early June.

No public comments were made.

Councilor Veach inquired about the Water Quality Assessments chart located within the POCD particularly regarding Hatchery Brook. Mr. Gomes stated these assessments are done by the Connecticut Department of Energy and Environmental Protection based on whether aquatic life is supported or if a body of water is suitable for recreation. Economic Development Coordinator Jim Mahoney stated that the POCD Committee had discussed adding some clarification to this section of the report and added that some of the testing could have been affected by seasonal flow issues further up on some of the town brooks. Additional language will be added to the POCD to clarify this information.

Councilor Risolo asked how other Town boards and commissions would be made aware of the POCD. Ms. Giusti stated that in putting the Plan together various department heads were consulted for their input and feedback. The draft Plan is currently posted on the Town's website in the spotlight section.

Ms. Giusti added that any comments on the Plan can be emailed to her, and Mr. Gomes agreed that the earlier comments are received the more time they will have to make any updates to the Plan. Mr. Mahoney added that an Implementation Committee had been established made up of representatives of the key boards and commissions as well as from the Town Council and that would be something to keep in mind if any updates are made to the Plan.

Mayor Kaczynski closed the Public Hearing at 8:12 p.m.

I. NEW BUSINESS:

1. Topic re: Discussion about the Draft Plan of Conservation and Development – Economic Development/Town Planner

Town Manager Jayawickrema stated that this item was the subject of tonight's Public Hearing, and no further discussion is needed.

NO ACTION NEEDED

2. Topic re: Authorize the Town Manager to enter into an amendment to the purchase agreement between the Town and Newport Realty Group, LLC dated May 23, 2019, as amended, to insert a modified development plan, Schedule B, per the attached updated Steele Center Development site plan and to provide that the Town will remove the existing foundations and pulverize the foundation material for reuse on the site and to enter into a modification to the license agreement between the Town and Newport Realty Group, LLC to extend the license to a new termination date of December 31, 2023, subject to review and approval of Corporation Counsel. – Economic Development

Economic Development Coordinator Jim Mahoney stated that in February of 2023 the Planning and Zoning Commission gave approval to Newport Realty Group (Newport) for a modification to 55 Steel Boulevard to eliminate under-building parking, reduce the number of apartments from 60 to 50, and to reduce the building square footage.

The Town's purchase agreement with Newport concerning 55 Steele Boulevard includes information on the agreed upon overall Steele Center development plan and therefore the purchase agreement needs to be updated to reflect these changes.

In addition, the revision to the site plan requires modifications to the engineered control being installed on the site to cap contaminated soils. It is now necessary for the Town to remove the remaining building foundations which were previously going to remain. Therefore, the purchase agreement needs to be modified to stipulate that the Town will remove the foundations.

The Town and Newport also entered into a license agreement to allow Newport to install utilities, footings, and foundations on the property at the time of the Town's engineered control project. As the license agreement expired at the end of 2022 that agreement also needs to be extended to December 31, 2023.

Councilor Paonessa moved to authorize the Town Manager to enter into an amendment to the purchase agreement between the Town and Newport Realty Group, LLC dated May 23, 2019, as amended, to insert a modified development plan, Schedule B, per the attached updated Steele Center Development site plan and to provide that the Town will remove the existing foundations and pulverize the foundation material for reuse on the site and to enter into a modification to the license agreement between the Town and Newport Realty Group, LLC to extend the license to a new termination date of December 31, 2023, subject to review and approval of Corporation Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Pass the attached resolution to authorize the Town Manager to enter a new contract with the Connecticut Department of Mental Health and Addiction Services for \$574,034.70 in grant funds related to planning for the potential construction of a new community center, subject to review and approval of Corporation Counsel. – Economic Development**

Town Manager Jayawickrema stated that the Town received this grant for planning related to the potential construction of a new community center. As the grant agreement for this project has expired a new contract is required to retain the opportunity to use these funds for additional community center related planning.

Councilor Paonessa moved to pass the attached resolution to authorize the Town Manager to enter a new contract with the Connecticut Department of Mental Health and Addiction Services for \$574,034.70 in grant funds related to planning for the potential construction of a new community center, subject to review and approval of Corporation Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

4. **Topic re: Utilize sole source contractor Automated Building Systems of Glastonbury, CT and increase purchase orders as needed up to \$50,000 in Department 61 School Expenses, contractual services, and up to \$50,000 as needed in Department 38 Public Buildings contractual services for fiscal year 2024 as this is in the best interest of the Town. – Facilities**

Director of Facilities Doug Solek stated that Automated Building Systems is the sole source provider in New England for Alerton Building Automation. This request is for fiscal year 2024 and exceeds the Town's \$25,000 bid threshold therefore Council approval is required.

Councilor Paonessa moved to utilize sole source contractor Automated Building Systems of Glastonbury, CT and increase purchase orders as needed up to \$50,000 in Department 61 School Expenses, contractual services, and up to \$50,000 as needed in Department 38 Public Buildings contractual services for fiscal year 2024 as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Extend bid numbers 2022-32 and 2022-33 for On- Call Services and approve expenditures up to \$50,000 per bid no., per vendor through the end of fiscal year 2024, while not exceeding the total contractual services approved budget in each fiscal year to the following vendors as this is in the best interest of the Town:**

Kronenberger and Sons Restoration of Middletown, CT

Civitello Masonry, Inc. of Newington, CT
Mirek Masonry of Newington, CT
Mystic Air Quality Consultants, Inc. of Groton, CT
Eagle Environmental, Inc. of Terryville, CT
EnviroPlan LLC of West Hartford, CT
Enviromed Services, Inc. of Meriden, CT- Facilities

Town Manager Jayawickrema stated that this request is for the extension of bids for on-call masonry services and on-call environmental engineering and hazardous materials testing, consulting, and industrial hygiene services through fiscal year 2024. Firms will be chosen from the response list based on best pricing and availability per project. The agreements will be utilized between all Town and Board of Education departments.

Councilor Paonessa moved to extend bid numbers 2022-32 and 2022-33 for On- Call Services and approve expenditures up to \$50,000 per bid no., per vendor through the end of fiscal year 2024, while not exceeding the total contractual services approved budget in each fiscal year to the following vendors as this is in the best interest of the Town:

Kronenberger and Sons Restoration of Middletown, CT
Civitello Masonry, Inc. of Newington, CT
Mirek Masonry of Newington, CT
Mystic Air Quality Consultants, Inc. of Groton, CT
Eagle Environmental, Inc. of Terryville, CT
EnviroPlan LLC of West Hartford, CT
Enviromed Services, Inc. of Meriden, CT

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 6. Topic re: Move to extend bid numbers 2022-16 through 24 for On-Call Services and approve expenditures up to \$50,000 per bid no., per vendor through the end of fiscal year 2024, while not exceeding the total contractual services approved budget in the fiscal year, to the following vendors as this is in the best interest of the Town.**

Silver Petrucelli & Associates of Hamden, CT
Jacunski Humes Architects of Berlin, CT
Friar Associates of Farmington, CT
Russell & Dawson, Inc. of East Hartford, CT
Antinozzi Associates, P.C of Bridgeport, CT
BMA Construction of Berlin, CT
Aresco Construction Company of Middletown, CT
ERC Locksmith of Waterbury, CT
Bigelow Electric of Berlin, CT
The Mercury Group of Stratford, CT
On Site Electric LLC of Wallingford, CT

**T&T Electrical Contractors of Hartford, CT
Sustainable Engineering Solutions, LLC of Berlin, CT
Salamone & Associates, P.C. of Wallingford, CT
Cardinal Engineering Solutions of Middletown, CT
Consulting Engineering Services of Middletown, CT
Silver Petrucelli & Associates of Hamden, CT
Russell & Dawson, Inc. of East Hartford, CT
AI Engineers of Middletown, CT
Douglas Mechanical Services of Berlin, CT
Air Temp Mechanical Services, Inc. of Southington, CT
Francis J. Hubeny, Inc. of Plantsville, CT
Environmental Systems Corporation of West Hartford, CT
JMB Plumbing of Berlin, CT
Premier Building Associates of Branford, CT
Shoreline Restoration of East Haven, CT
Offshore Construction of Manchester, CT
Joseph D. Bombardier of Wallingford, CT**

Town Manager Jayawickrema stated that this item is for the extension of bids for on-call architectural, carpentry, door and hardware, electrical, engineering, HVAC, plumbing, roofing, and window and glazing services for fiscal year 2024. Firms will be chosen from the response list based on best pricing and availability per project. The agreements will be utilized between all Town and Board of Education departments.

Town Manager Jayawickrema requested approval from Corporation Counsel Donofrio to not read the vendor names in the motion. Corporation Counsel stated that is acceptable as the vendors will be noted in the minutes.

Councilor Paonessa moved to extend bid numbers 2022-16 through 24 for On-Call Services and approve expenditures up to \$50,000 per bid number, per vendor through the end of fiscal year 2024, while not exceeding the total contractual services approved budget in the fiscal year, to the following vendors as this is in the best of the Town.

**Silver Petrucelli & Associates of Hamden, CT
Jacunski Humes Architects of Berlin, CT
Friar Associates of Farmington, CT
Russell & Dawson, Inc. of East Hartford, CT
Antinozzi Associates, P.C of Bridgeport, CT
BMA Construction of Berlin, CT
Aresco Construction Company of Middletown, CT
ERC Locksmith of Waterbury, CT
Bigelow Electric of Berlin, CT
The Mercury Group of Stratford, CT
On Site Electric LLC of Wallingford, CT
T&T Electrical Contractors of Hartford, CT
Sustainable Engineering Solutions, LLC of Berlin, CT**

Salamone & Associates, P.C. of Wallingford, CT
Cardinal Engineering Solutions of Middletown, CT
Consulting Engineering Services of Middletown, CT
Silver Petrucelli & Associates of Hamden, CT
Russell & Dawson, Inc. of East Hartford, CT
AI Engineers of Middletown, CT
Douglas Mechanical Services of Berlin, CT
Air Temp Mechanical Services, Inc. of Southington, CT
Francis J. Hubeny, Inc. of Plantsville, CT
Environmental Systems Corporation of West Hartford, CT
JMB Plumbing of Berlin, CT
Premier Building Associates of Branford, CT
Shoreline Restoration of East Haven, CT
Offshore Construction of Manchester, CT
Joseph D. Bombardier of Wallingford, CT

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

Corporation Counsel Donofrio reported that he had received a call from the Housing Authority's counsel advising that they have been working with Wells Fargo Statutory Trust on providing the Town with a legitimate term sheet. That term sheet was received by Corporation Counsel Donofrio today and has been signed by the Housing Authority Chair. The next step is the due diligence that must take place on both the lenders and borrower's sides.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Mayor Kaczynski stated that tomorrow from 1:00 to 2:00 p.m. at the Senior Center the Board of Finance Chair Sal Bordonaro along with Mayor Kaczynski and representatives of the Board of Education will give a brief presentation of the budget and be available for questions.

M. ACCEPTANCE OF MINUTES:

April 4, 2023

Councilor Paonessa moved to accept the April 4, 2023 Town Council Meeting minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT:

2023-04-18 Town Council Meeting Minutes

Councilor Veach moved to adjourn at 8:30 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/83051623808?pwd=TGxkVjFUR0RzZVVNeGJyZEtjTDNOQT09>

Meeting ID: 830 5162 3808

Passcode: 192743

+1-929--2056099 (New York)

SPECIAL JOINT MEETING
BERLIN TOWN COUNCIL AND BOARD OF FINANCE
WEDNESDAY, APRIL 12, 2023
BOARD OF EDUCATION CONFERENCE ROOM
7:00 PM

I. Call to Order – by Mayor

Mayor Kaczynski called the meeting to order at 7:00 p.m.

II. Roll Call of Town Council

Town Council Members Present: Sandra Coppola, Casey Foster, Mark Kaczynski, Charles Paonessa, Donna Risolo (arrived at 7:08 p.m.), Peter Rosso, Donna Veach

Town Council Members Absent: None

III. Roll Call of Board of Finance

Board of Finance Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, George Millerd, Gerald Paradis

Board of Finance Members Absent: Mark Holmes

Staff Present:

Arosha Jayawickrema – Town Manager

Kate Wall – Town Clerk

IV. New Business

1. Discussion and possible action concerning the 2023/2024 Town Budget and the 2023/2024 Board of Education Budget – Town Manager

Mayor Kaczynski said the Town Council went through the budget and voted to have a joint meeting to see if we could do better due to the revaluation impact. There is \$1.1M left in capital. If we were to take that out and when surplus comes in, we would fund that with the surplus. We use surplus to complete capital projects on the priority list. We would also take \$1M out of fund balance. The Town Council does not have authority to do that on its own and voted to hold a joint meeting. The Board of Education budget was also a concern for Town Council members.

Mayor Kaczynski thanked the Board of Finance for their hard work, but said it is just not good enough for the taxpayers because of the revaluation. Chairman Bordonaro said we put forth a sound budget, but our residents will be impacted by the revaluation. Last year's mill rate was 34.31.

The Board of Finance proposes 30.02, which is a 2.95% tax increase. Mayor Kaczynski spoke about removing capital to lower the rate and we do have surplus to cover that. We also have a grant match item in the budget for state grants and that is \$100k. We were planning to bond \$6.2M for HVAC upgrades at Hubbard and Griswold and for the police department renovation. We are planning to receive grants from the state for the HVAC. Also, the police station renovation is now at a lower price because we changed the scope of the work. The bonding number went down to \$3.1M. Also, by taking \$675k from fund balance that would become a \$2M reduction. The mill rate would be 29.32.

Mayor Kaczynski thanked Chairman Bordonaro for coming up with that. The revaluation was state mandated. Home values were the highest in 2022 with the pandemic and everything that went on. The average homeowner is looking at a 20% tax increase through the revaluation with home values going up. We have lowered the mill rate and these are further suggestions to knock \$2M off. This is a creative way of getting there. The increase would be very small at 0.16. We could use our surplus and capital projects will get done by the priority list. Homeowners will still be left with an increase, but that is the best that we can do under the circumstances.

Councilor Risolo asked about the HVAC grant. Mayor Kaczynski said we have about \$5M from ARPA fund money for Willard HVAC work and that is starting this summer and will be completed next summer. Mr. Millerd added that bond money for the other two schools was included because there was a state requirement to have those projects done by the end of 2024. We needed money in there from a bonding perspective, but it was never our intent to do them in that timeframe. Because of that potential money that we would get from the state, we were forced to look at in the next fiscal year from a bonding perspective. These are really two year projects. They cannot get everything done in one summer.

Chairman Bordonaro said I'm not comfortable with some of it, but it helps with the revaluation impact. Mr. Paradis said it has been a struggle to get the capital into the budget over the last couple of years. We knew the revaluation was coming. The request for capital this year was \$2.8M. When we went through our deliberations, we kept tier 1 items at the top of the list for getting done and left in \$1,050,000. We have gotten away with funding capital through positive variances in the operating budget each year. Finance Director Delaney gave us a plan for the use of fund balance in the budget documents. We came up with a plan of using the \$4.1M of fund balance in excess of the minimum. His plan had contributions for capital projects. It is important to keep those in place. The budget effects multi years. The long-term plan is as important as the short term. We already have \$900k in this budget from fund balance for paying the old pension costs. The Board of Finance agreed that we would not lay on to the tax payers the liabilities of the old pension plan that happened from many years of neglect. Mayor Kaczynski added that it was not funded for about 20 years and that is how we ended up with the problem we have been in. The old pension plan debt is coming way down now. We have been working on it for 7 years and going in the right direction.

Mr. Paradis said the plan is always to borrow as little as possible on every project. I'm for not putting fund balance into the budget except under extraordinary circumstances such as during COVID to give taxpayers a break. It is not good fiscal policy to use fund balance to offset the mill rate. At the budget hearing we heard from about 15 people and most of them were asking for more money for the Board of Education and a few for the parks. Not one person said the budget was too high. It is a responsible budget and I would feel fine sending it as is to referendum.

Mr. Grady said I understand the revaluation happens every 5 years, but it has never been this big of a spread. A large percentage of the town is going to be paying over \$100 a month more. Mr. Fernandes asked what happens next year? Mr. Grady said this \$675k is coming out of fund balance, but we also have money going into fund balance. There is a surplus coming in. If you are paying capital out of the surplus, what difference does it make where it is? We are trying to blend the revaluation with all of this.

Councilor Rosso asked if everything has to be replaced, are we going to use fund balance? Mr. Millerd said we don't have \$2.5M, that is the ask and not approved. Mr. Grady said what do we tell the taxpayers when we have \$11M in fund balance and raise taxes, we will then have \$14M. Mayor Kaczynski said by doing this the Town budget is almost zero and the Board of Education as it stands is at 3%. We are taking better care of the Board of Education than we are the Town side. How do you raise taxes in July and end up with a \$5M surplus in September. We are going to use that money and projects will get done. There is no tax cut coming for the people of Connecticut. We have to do the right thing. There are many people in town that are on a fixed income, we have to think about them. There are people living on social security. Mr. Paonessa said an extra \$1k a year is hard on young families just making it. The lower we can keep taxes the better.

Town Manager Jayawickrema said we had talked about elementary school projects, the PBC is coming in with some numbers. If you use \$4.1M from the projected surplus and existing fund balance. There is an 11% balance requirement. Mayor Kaczynski said that has been recommended by auditors. We will be over that with surplus. Town Manager Jayawickrema stated that is our policy. That would mean the year after there is no fund balance and you would have to go out and bond. Councilor Veach said chances are the \$4.1M that we supposedly have will be different than what is coming in June. Our estimate right now is \$4.1M, but it probably will be more than that. We are working with numbers that are not finite and definite. Town Manager Jayawickrema said it is also dangerous to spend the money. Mayor Kaczynski said it is not actually spending money that we don't have. The fund balance is there for emergencies. It makes no sense to have that money and let our people suffer. We have run this town fiscally responsibly in the last 7 years. We have taken this town from the brink of a financial disaster and straightened it out. When people see that tax bill in July they will not be thrilled. We can only do the best that we can for everyone.

Councilor Veach said we are in a recession. Everything is up. Between the revaluation and cost of living in general, people can't take much more. Everybody is hurting. As elected officials, we need to do whatever we can to keep the cost of the taxes down in this community. You have done a great job and should be commended for it and try to make this happen. Mr. Fernandes said what if we have the same problem and discussions next year and the year after? We still have to fix things. Councilor Veach said the revaluation won't happen again for another 5 years. Hopefully the economy is going to start turning around soon. Mayor Kaczynski added that for the tax abatements, once the projects get completed, the tax abatements go away and we will get more tax revenues. This is an extraordinary year with the revaluation hitting at the worst possible time. Mr. Grady said I think we will be able to cover it next year. We are not going to spend all of this surplus. We have \$4.1M of requested surplus and not all projects get completed. Mayor Kaczynski added that we are paying down our debt on bonding and would be able to spend those savings on our programs and schools. We are heading in the right direction, but this year is extraordinary.

Councilor Coppola said she is concerned about the revaluation increases. A few years ago the Board of Finance had compassion for what was going on with COVID. People were losing jobs and could not go to work. Those were tough years and the Board of Finance recognized that and did

everything they could do to mitigate the increase on taxpayers. The revaluation is still related to COVID as it drove housing prices up. Plus inflation which resulted in supply chain issues. We are still dealing with that and need to find that same compassion for the taxpayers. We will not be dealing with the revaluation next year. We need to look at that standpoint and help everyone in town. Yes, we knew the revaluation was coming, but we did not know it would be this way. We have to consider that as an extenuating situation for our taxpayers. Mr. Millerd said we heard that we need to mitigate the increase to the mill rate and tried to get it as close to a zero percent increase.

Chairman Bordonaro said we proposed a 3% increase for the Board of Education (BOE) and felt comfortable with that. The BOE has asked for between 4%-6% over the last 5 years. Every year they get between 2%-3% and have money left over. We can't justify giving them the 5% they want. I'm shocked the BOE increased the recommendation from the Superintendent by another percent. I tried to have meetings with the town and BOE before the budget process started. I said to the BOE to be a little more aggressive this year due to inflation and the revaluation. We are looking for fiscal responsibility balanced across the board. Berlin is number one in cost per pupil compared to Glastonbury, Rocky Hill, Newington and other towns. We are funding our children. Councilor Rosso said you are penalizing them for not spending the money at the end of the year. Mr. Millerd said if they ask for \$50M, they are locked in from a state regulation perspective. We can't reduce that. If they only spend \$48M, they still get the \$2M in surplus and then ask for another \$3M-\$4M on top of that. It is more like a 9% increase over what they needed. By giving them 3% that is not slashing anyone's budget. We are not allowed by law to slash their budget.

Mr. Grady said looking at the capital projects and everything else we spend money on, the vast majority is going to the Board of Education. The town budget in reality was increased by zero. There were over 400 students more 10 years ago, but the average number of teachers still remains the same. Chairman Bordonaro said we are not penalizing the Board of Education. Mayor Kaczynski stated that the Board of Education has a contingency fund of about 200k, or maybe more. They have a red line on their chart depending on the increase they get. The 3 teaching positions listed add up to about \$160k. Use that contingency money on the positions that are most important to them and we will reimburse them. I would go up to 3.2% on the BOE budget and have them use the contingency fund money. We are here to compromise.

Mr. Paradis said the new piece of information we have now is that we are not getting the state grants. There is one item that addresses that and everything else that we are considering for adjustments was considered at the Board of Finance level and 5 of us all voted for it. What has changed your mind to say we should be doing this? Chairman Bordonaro stated that he did not change his mind, but is taking the revaluation into consideration. Mr. Grady said it was seeing how much the properties were really effected. If you look up some of the homes on the GIS system, the people that got hit the hardest are middle of the road, your average 3 to 4 bedroom Berlin house on a decent size lot. I'm not going to hit those people the hardest. If I realized that before the budget went through, I would have not voted for it. Mayor Kaczynski added that the people will have the ultimate decision. Mayor Kaczynski said it seems like a fair compromise.

Chairman Bordonaro moved to go into a 10 minute recess at 8:10 p.m.

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Millerd, Mr. Paradis, Councilor Coppola, Councilor Foster, Mayor Kaczynski, Councilor Paonessa, Councilor Risolo, Councilor Rosso, Councilor Veach

Vote being 12-0 (MOTION CARRIED)

The meeting resumed at 8:20 p.m. and the Board of Finance suggested that the budget go as-is. Mayor Kaczynski said they would need to take a vote on it.

Mr. Millerd motioned to move \$1.75M from capital, move the local match for grants of \$100k, move the bonding for HVAC at Hubbard and Griswold, reduce bond interest by \$155k, use fund balance to the tune of \$675k and increase the BOE budget by \$98k, which is the 2%. That would change the effective mill rate from 29.32 to 29.36.

Seconded by Mr. Grady.

Those voting in favor from Board of Finance: Chairman Bordonaro, Mr. Grady, Mr. Millerd

Those voting not in favor from the Board of Finance: Mr. Fernandes, Mr. Paradis,

Those voting in favor from Town Council: Councilor Coppola, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Those voting not in favor: Councilor Foster, Councilor Risolo, Councilor Rosso,

Mayor Kaczynski said we don't have enough yes votes. We need to have 9. Let it go to the voters as we could not find a compromise. We will see what happens at the Budget Referendum on April 25.

Mayor Kaczynski moved to adjourn at 8:23 p.m.

Seconded by Councilor Paonessa.

Those voting in favor: Chairman Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Millerd, Mr. Paradis, Councilor Coppola, Councilor Foster, Mayor Kaczynski, Councilor Paonessa, Councilor Risolo, Councilor Rosso, Councilor Veach

Vote being 12-0 (MOTION CARRIED)

Submitted by,
Alina Brown

Received on 4/18/2023
at 4:05:11 PM by Town Clerk
Kathryn J Wall

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88226890918?pwd=eitzYk1lbFlQcWszZnYzR2RsYlFBQT09>

Meeting ID: 882 2689 0918

Passcode: 502188

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**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, May 2, 2023
Town Council Chambers
Remote Meeting
6:30 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Special Town Council Meeting to order at 6:30 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Sandra Coppola
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Donna Risolo
Councilor Peter Rosso
Councilor Donna Veach

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. MEETING AGENDA

E. NEW BUSINESS:

1. **Topic re: Award Contract No. 2023-20 for Unit Ventilator Replacement and HVAC Upgrades on the Emma Hart Willard Elementary School to All State Construction, Inc. of Farmington, CT, in an amount not to exceed \$4,875,600.00, subject to appropriation approvals by the Town Council and Board of Finance following a required Town Meeting to be held on May 8, 2023.**

Amend the motion approved by the Town Council on December 13, 2022, to award Contract No. 2023-08 for Construction Management Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in an amount not to exceed \$934,625, to a motion to award Contract No. 2023-08 for Construction Management

Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in an amount not to exceed \$534,625.

Utilize State of Connecticut DAS Contract No. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$99,360.00 which includes a \$7,000.00 project contingency for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project, subject to appropriation approvals by the Town Council and Board of Finance following a required Town Meeting to be held on May 8, 2023.

Call a Town Meeting at 6:30 p.m. on May 8, 2023, to approve a FY23 non-budgeted appropriation of \$484,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School. – Public Works/Facilities

Town Manager Jayawickrema introduced this item stating that ARPA funds had previously been allocated for this HVAC project. The project was put out to bid and five bids were received. The project's construction manager Newfield Construction (Newfield) reviewed the proposals and recommended the lowest bidder All State Construction, Inc (All State). The Public Building Commission (PBC) then met and recommended moving forward with the low bidder and including a 10% contingency. However, staff recommends a 20% contingency considering that the project will span over two years and there are many moving parts and unknowns.

The PBC also reduced the construction management contract with Newfield by \$400,000 as the additional contingency was not necessary. Finance Director Kevin Delaney explained that the \$400,000 reduction in the construction award to Newfield was due to the Town not receiving a State of Connecticut HVAC grant for additional commissioning work at Griswold and Hubbard schools.

Town Manager Jayawickrema added that asbestos abatement is also needed, and this agenda item is also to utilize the State of Connecticut DAS contract and approve the estimate of \$99,360 from HazPros, Inc.

The total for these services is \$5,531,085. The Town Council previously appropriated \$5,048,000 in ARPA funds in May of 2022 for this project, therefore an additional \$484,000 is required and this item includes a request to call a Town Meeting to approve a non-budgeted appropriation. Funds are available in the Interest on Investments account due to higher interest rate earnings.

Mayor Kaczynski asked why the Town would request a 20% contingency with All State when the PBC recommended a 10% contingency. Town Manager Jayawickrema stated that the PBC minutes stated that the Town could request a 20% contingency. Mayor Kaczynski stated that Newfield reminded the PBC that there is already \$225,000 in allowances and contingencies already in the price from All State.

Town Manager Jayawickrema stated that the 20% contingency is to mitigate any risk the Town may encounter down the line based on recommendations from Facilities Director Doug Solek. Other recent projects have also included a 20% contingency. He added that if in the middle of the project additional funds are needed this entire meeting process would need to be done again.

Mayor Kaczynski stated that he does not understand why that additional contingency percentage would be carried in the budget for that long when additional funding could be requested down the road if needed and he would be more comfortable using the figure recommended by the PBC which included the 10% contingency also considering that there is already a \$225,000 contingency built into the price from All State. Mayor Kaczynski added that the members of the PBC have experience in the construction field and he believes the Town should stick with their recommendation.

Councilor Veach stated that 20% is a huge contingency and that the Town Council meets often enough if additional funding is needed.

Facilities Director Doug Solek asked Corporation Counsel Donofrio to weigh in with what he has been seeing with other towns regarding contingencies. Corporation Counsel stated that for projects of this scope and size best practice would be around a 15% contingency.

Mr. Solek added that this project has been in the works for a number of years and he is glad to see it finally moving forward. However, staff is just concerned that if anything were to come up to delay the project, they wouldn't want to displace students. He respects any decision the Council makes, and he understands where the Town is regarding the budget. This request for the additional contingency was not to discredit the PBC recommendation but to provide staff additional funds to work with in case something was to come up along the way.

Councilor Paonessa noted that the HazPro proposal does not address prevailing wages.

Mr. Solek asked Corporation Counsel Donofrio as HazPro's proposal is under \$100,000, it is utilizing State contract, and it is not part of the bid package but the owner wants to use them through the project do prevailing wages need to be considered. Corporation Counsel Donofrio stated that if federal funds are being used for the project, then under federal regulations they must pay prevailing wages. Mr. Solek stated that the thought was that as it was under \$100,000 it would be outside of the project but that will need to be readdressed and amended as ARPA funds are being used. He added that the amendment to wages would have to come back to Town Council for approval.

Mayor Kaczynski recommended adjusting the first part of the motion to not exceed \$4,463,000 which includes a \$400,000 contingency. Town Manager Jayawickrema pointed out that that is a 9.8% contingency.

Councilor Paonessa moved to award Contract No. 2023-20 for Unit Ventilator Replacement and HVAC Upgrades on the Emma Hart Willard Elementary School to All State Construction, Inc. of Farmington, CT, in an amount not to exceed \$4,463,000.00, subject to appropriation approvals by the Town Council and Board of Finance following a required Town Meeting to be held on May 8, 2023.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to amend the motion approved by the Town Council on December 13, 2022, to award Contract No. 2023-08 for Construction Management Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in

an amount not to exceed \$934,625, to a motion to award Contract No. 2023-08 for Construction Management Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in an amount not to exceed \$534,625.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to utilize State of Connecticut DAS Contract No. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$99,360.00 which includes a \$7,000.00 project contingency for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project, subject to appropriation approvals by the Town Council and Board of Finance following a required Town Meeting to be held on May 8, 2023.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to call a Town Meeting at 6:30 p.m. on May 8, 2023, to approve a FY23 non-budgeted appropriation of \$484,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Discussion and possible action concerning the budget. – Town Clerk/Finance

Town Manager Jayawickrema stated that as the budget failed to pass at the April 25, 2023 budget referendum the Board of Finance (BOF) increased the Board of Education (BOE) budget by \$300,000 off set by Fund Balance. The Town Council now can accept, reject, or reduce the budget.

Mayor Kaczynski stated that the BOE budget now represents a 3.6% increase which is above the contractual obligations.

The Town Council meeting recessed at 7:12 p.m.

The Town Council meeting resumed at 7:13 p.m.

Regarding the Town budget, Mayor Kaczynski stated that the BOF did not reduce it at all and that is not what the voters asked for. He recommends removing the \$1,070,000 in Capital Projects, \$100,000 in Local Match for Grants fund, and reducing the Debt Service Interest from the Police Department Renovation bond by \$155,000. This \$1,325,000 reduction to the Town budget would reduce the mill rate to 29.56.

Mayor Kaczynski stated the Capital Projects can be funded with Fund Balance instead of including them in the budget and therefore reducing the mill rate. Even though taxes will increase due to the revaluation this will at least reduce that tax increase some.

Councilor Paonessa added that the lower mill rate may even attract additional businesses to Berlin which will increase the grand list which will be even more beneficial to homeowners.

Councilor Rosso stated he will support Mayor Kaczynski's recommendation however he believes it could be very dangerous if Capital Projects are continued to be pulled out of the budget every year. Mayor Kaczynski stated that the projects are not being taken out of the budget to not be done, we are just not taxing residents to complete them.

Councilor Paonessa moved to reduce the Town budget by removing \$1,070,000 in Capital Projects as noted by the Board of Finance list, removing \$100,000 in local funding for matching grants, and removing \$155,000 set aside for debt service interest from the Police Department renovation bonding for a total of \$1,325,000.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

(Town budget \$48,757,625)

Councilor Paonessa moved to agree with the Board of Finance funding for the Board of Education budget at a 3.6% increase.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

(Board of Education budget \$50,855,071)

F. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 7:32 p.m.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting