

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/81016863242?pwd=SBpZ3cTexpjEBh0ThootreaHbyPOW3.1>

Meeting ID: 810 1686 3242

Passcode: 741826

Call in phone number -

+1-646-931-3860

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, May 7, 2024  
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. NEW BUSINESS:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 95.00 and Animal Care, supplies & gift card valued at \$ 105.00. - Animal Control
2. Topic re: Discussion concerning the 2024-2025 Mattabassett Sewer District Budget – Mattabassett Water District
3. Topic re: Discussion and possible action concerning the budget. – Town Clerk
4. Topic re: Approve the transfer of \$14,000 from the Storm-Related Overtime account to the Veterans Memorial Park account in the Public Grounds Department, both in the General Fund, to fund the replacement of the fountains at Veterans Memorial Park, pending approval by the Board of Finance and to waive the Town of Berlin purchasing requirements and authorize the Town Manager to enter into a contract with Water and Wetland for the purchase of two new fountains and controllers not to exceed \$40,000, pending approval of the budget transfer above by the Board of Finance, as this is in the best interest of the Town. – Public Grounds

5. Topic re: Approve the purchase of Holmatro rescue tools from Municipal Equipment Specialists utilizing NPPGov contract # PS20035 for an amount not to exceed \$15,628.43 which includes a 5% contingency. – Fire Administrator
6. Topic re: Approve the transfer of \$150,000 from the Water Main Relining account to the Meriden Potable Water Interconnection account, both in the Berlin Water Control Water Department, pending approval by the Board of Finance and to waive the bidding requirements for Haley Ward for designing the 12” water main connection to the Meriden Water Department, as this is in the best interest of the Town, pending approval of the related budget transfer by the Board of Finance – Water Control
7. Topic re: Authorize the Town Manager to apply for a Transportation Alternatives Grant in an amount of up to \$3,200,000 for sidewalks sidewalk extensions in the vicinity for the schools to make it safer for nearby students to walk to all Town schools, and to schedule a Town Meeting for 6:45 on May 21, 2024 to vote on the approval of a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account. – Economic Development
8. Topic re: Support proposals from the Prudence Crandall Center, CCARC, Inc., and The Community Outreach & Optimum Performance (Co-Op) for the 2024 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 4, 2024 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center, CCARC, Inc., and The Community Outreach & Optimum Performance (Co-Op) for the 2024 CT NAA Tax Credit Program and to solicit citizen input. Also designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters. – Town Manager
9. Topic re: Discussion on possible action concerning the search for a new Town Manager. – Town Clerk

#### H. APPOINTMENTS:

1. **Cemetery Committee – Vacancy – Alternate** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Commission for the Aging – Vacancy** – Frank Slogeris has resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
3. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D or U.
4. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
5. **Housing Authority** – Santina Turner’s term expired March 31, 2024. She does not wish to serve another term. She has served as the Resident/Commissioner. Replacement would be until March 31, 2029. Can be filled with a D or U.

6. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
7. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above appointment).
8. **Mattabasset District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
9. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
10. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
11. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
12. **VNA – Vacancy** –Replacement would be until January 31, 2027. Can be filled with a D, R or U.
13. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
14. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
15. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
16. **Water Control Commission – Vacancy** -Term would be until January 31, 2029. Can be filled with a D, R or U.
17. **Water Control Commission – Alternate - Vacancy** -Term would be until January 31, 2026. 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, 2027. Can be filled with a D, R or U (Depending on the above two appointments).

I. TOWN MANAGER’S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES:

April 23, 2024

M. EXECUTIVE SESSION:

1. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager

N. ADJOURNMENT



Agenda Item No. 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 1, 2024

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

| Period                              | Amount                | Purpose               | Donor*                   |
|-------------------------------------|-----------------------|-----------------------|--------------------------|
| March 25, 2024 to<br>April 26, 2024 | \$ 45.00<br>cash      | Animal Care           | Zoe Milbank<br>Southbury |
|                                     | \$ 50.00<br>Cash      | Animal Care           | Judy Early<br>Berlin     |
|                                     | \$ 25.00<br>Giftcard  | Animal Care           | Judy Early<br>Berlin     |
|                                     | \$50.00<br>( value)   | cat litter            | Joyce Merlini<br>Berlin  |
|                                     | \$ 30.00<br>( value ) | Cat litter<br>80 lbs. | FOBAC<br>Berlin          |

\* Unless a name is mentioned, donors requested anonymity

**FUNDING:**

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 95.00 and Animal Care, supplies & giftcard valued at \$ 105.00

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:**

Janice Lund, Animal Control Officer





**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

April 11, 2024

Zoe Milbank  
402B Heritage Village  
Southbury, CT 06488

Dear Zoe,

Thank you so much for adopting our kitty "Penny". We hope she has adjusted well to your home and everything is going great. We appreciate the donation. It helps us to keep up our efforts in vetting our new animals so they can find new homes.  
Thanks again.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



"Ryder"



"Mini"



"Finn"

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



**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

April 20, 2024

Judith Earley  
94 Misty Mountain Road  
Berlin, CT 06037

Dear Judith,

Thank you so much for the very generous gift of \$50 as well as the \$25 gift card! We appreciate the donation. It helps us to keep up our efforts in vetting our new animals so they can find new homes, and to put it towards the care of our animals.  
Thanks again.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



"Ryder"



"Mini"



"Finn"

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



**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

April 11, 2024

Janice O'Hara  
262 Percival Ave  
Berlin, CT 06037

Dear Janice,

Thank you so much for the beds & bedding for the animals at the shelter. The cats will love having a small bed in their kennel. We appreciate your thinking of us and our animals in need. We are lucky to have such a generous group of people who really care.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



"Ryder"



"Mini"



"Finn"

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





**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

April 11, 2024

Joyce Merlini  
33 Langdon Ct K201  
Berlin, CT 06037

Dear Joyce,

Thank you so much for the cat litter & food for the animals at the shelter. We appreciate your thinking of us and our animals in need. We are lucky to have such a generous group of people who really care.

Sincerely,

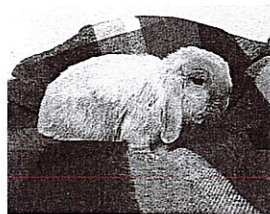
Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



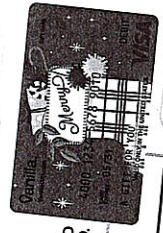
“ Finn “

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

IF TAMPER EVIDENT,  
DO NOT PURCHASE.  
NO VALUE UNTIL  
ACTIVATED AT  
REGISTER.



YOUR GIFT CARD  
IS ENCLOSED.



To: \_\_\_\_\_  
From: \_\_\_\_\_  
Amount: \$25.00



Vanilla.



# Walgreens

## ELECTRONIC CARD ACTIVATION

VANILLA VISA G/C N/D HOL \$20-500  
6058120046393230131 25.00

PLEASE SEE BACK OF CARD FOR INFORMATION  
AND CONDITIONS FOR USE. GIFT CARDS  
CANNOT BE EXCHANGED, RETURNED OR  
REFUNDED

A 205 8999 0021 12/21/2023 8:12 AM

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**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** May 7, 2024  
**SUBJECT:** The 2024-2025 Mattabassett Sewer District Budget

**Summary of Agenda Item:**

The Chairman of the Board and the Executive Director would like to present to the Town Council the 2024-2025 Mattabassett Sewer District Budget. The annual budget has been approved by the Board of Directors for the fiscal year 2025, which reflects a 1.10% increase over the previous fiscal year. The increase is labor, pension, electricity but offset with lower debt services.

The addition of Middletown to the District reflects positively on the Charter Member Towns due to a "buy-in" fee translated as credits to their assessments. This year, Berlin realized a credit of \$149,235 directly related to Middletown's addition. Berlin has received a total of \$2,091,597 in credits due to the addition of Middletown joining the District.

Berlin and Fire Districts need take further action on the infiltration/inflow work to reduce their 5-year average flows and help minimize annual assessment increases. As other communities served (Middletown and New Britain) reduce their I/I this will result in higher assessments for Berlin if not addressed. Due to significant storms and higher I/I, Berlin's 5-year average flows increased from 16.16% (actual figure used in FY24 Assessment) to 18.61%. This is about a 15% increase which directly impacts their assessment.

In addition, we are going to partner with our communities where needed to help them find ways to reduce infiltration and inflow along with providing data to CTDEEP. The new NPDES discharge permit is placing significant cost burdens on the District and communities for measuring flows and reducing wet weather bypass treatment events. The Mattabassett District needs each community served to prepare for more action on this matter and appropriately plan financially for future capital improvements.

**Action Needed:**

Discussion Only

**Attachments:**

- 1) Budget Notes, May 7, 2024
- 2) Budget Sheets and Assessments

**Prepared By:**

Arthur G. Simonian, P.E.  
Mattabassett District Executive Director

## **Mattabassett Sewer District**

**FY2025**

**April 23, 2024 7:00 PM**

### **Budget Notes: Berlin**

- The FY2025 Budget increased 1.10%, which was driven primarily by inflation on labor, electricity, pension costs, but offset with lower debt services.
- 
- Five Year average flows impact the operating budget and also the community with the largest flows (NB) the most significantly.
- The operating and debt budget increased 1.34% and the Capital budget realized an increase of 1.10% over last year's budget.
- Operating Budget assessment is impacted by credits from income and Middletown buy-in funds. Income credits impact all constituent members. Middletown's admission fee into the District benefits the Charter members only (NB, Berlin, Cromwell). This year, credits from Middletown's addition benefited Berlin \$149,235.
- Debt portion of assessment decreased this year because the District refinanced a portion of the Clean Water Fund Loan at a lower than 2% interest rate.
- Berlin is paying 11.7% of debt service as part of their assessment even though their reserve capacity is 14.35% due to admission fee credits from Middletown.
- This year we used \$250,000 to lower expenses from FY2024 and \$300,000 from reserves to offset budget assessments and capital projects for FY2025.





**THE MATTABASSETT DISTRICT**  
**FY 24-25 BUDGET**  
**Finance Committee - xx/xx/2024**

| <u>ACCOUNT</u>                            | <u>FY 23-24<br/>BUDGET</u> | <u>FY 24-25<br/>BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u> | <u>DELTA</u> |
|---|----------------------------|----------------------------|---------------|--------------|--------------|
| 51000 Liability Insurance                 | \$159,940                  | \$169,000                  | 5.66%         |              | \$9,060      |
| 52100 Engineering Services                | \$209,000                  | \$209,000                  | 0.00%         |              | \$0          |
| 52200 Legal                               | \$87,000                   | \$87,000                   | 0.00%         |              | \$0          |
| 52300 Accounting                          | \$26,500                   | \$30,000                   | 13.21%        |              | \$3,500      |
| 52400 Training, Conf & Meetings           | \$52,000                   | \$52,000                   | 0.00%         |              | \$0          |
| 52500 Board Meetings                      | \$27,250                   | \$38,950                   | 42.94%        |              | \$11,700     |
| 53000 Business Services                   | \$198,500                  | \$228,500                  | 15.11%        |              | \$30,000     |
| 53510 Permit Fees                         | \$25,000                   | \$25,000                   | 0.00%         |              | \$0          |
| 53550 Nitrogen Credits Purchase           | \$0                        | \$0                        |               |              | \$0          |
| 54000 Office Supplies                     | \$21,000                   | \$23,000                   | 9.52%         |              | \$2,000      |
| 54500 Miscellaneous                       | \$19,000                   | \$19,000                   | 0.00%         |              | \$0          |
| 56000 Salaries                            | \$3,312,716                | \$3,435,778                | 3.71%         |              | \$123,062    |
| 56600 Overtime & Meal Allowances          | \$103,417                  | \$103,755                  | 0.33%         |              | \$338        |
| 56700 Shift Differential                  | \$43,206                   | \$43,206                   | 0.00%         |              | \$0          |
| 57100 Worker's Compensation Insur.        | \$70,000                   | \$60,000                   | -14.29%       |              | (\$10,000)   |
| 57200 Employee Health Insurance           | \$749,893                  | \$776,415                  | 3.54%         |              | \$26,521     |
| 57400 Unemployment Compensation           | \$8,000                    | \$8,000                    | 0.00%         |              | \$0          |
| 58000 Retirement Benefits                 | \$825,060                  | \$840,153                  | 1.83%         |              | \$15,093     |
| 59000 Uniforms, Shoes, Physicals, EAP     | \$36,520                   | \$36,520                   | 0.00%         |              | \$0          |
| 61100 Operations Supplies                 | \$32,500                   | \$32,500                   | 0.00%         |              | \$0          |
| 61150 Cleaning Supplies                   | \$25,000                   | \$25,000                   | 0.00%         |              | \$0          |
| 61200 Chemicals                           | \$859,500                  | \$869,500                  | 1.16%         |              | \$10,000     |
| 61300 Electricity                         | \$2,142,000                | \$2,150,000                | 0.37%         |              | \$8,000      |
| 61400 Fuel: Natural Gas & Fuel Oil        | \$245,000                  | \$271,000                  | 10.61%        |              | \$26,000     |
| 61500 Potable Water                       | \$70,000                   | \$75,000                   | 7.14%         |              | \$5,000      |
| 61600 Gasoline & Diesel Fuel              | \$12,000                   | \$12,000                   | 0.00%         |              | \$0          |
| 61700 Disposal - Sludge, Grit, Rags       | \$81,500                   | \$81,500                   | 0.00%         |              | \$0          |
| 61800 Ash Handling                        | \$120,000                  | \$120,000                  | 0.00%         |              | \$0          |
| 61810 OUTFALL Cleaning and Jetting        | \$40,000                   | \$40,000                   | 0.00%         |              | \$0          |
| 61815 Odor Control Acid Cleaning (2/Yr)   | \$30,000                   | \$40,000                   | 33.33%        |              | \$10,000     |
| 61820 Odor Control CARBON CHANGEOUT       | \$120,000                  | \$150,000                  | 25.00%        |              | \$30,000     |
| 61825 Sludge Storage Tank Cleaning (1/Yr) | \$18,000                   | \$20,000                   | 11.11%        |              | \$2,000      |
| 61830 IDI Carbon Change 1/ Yr             | \$75,000                   | \$90,000                   | 20.00%        |              | \$15,000     |
| 62100 Plant Maintenance Supplies          | \$351,500                  | \$326,500                  | -7.11%        |              | (\$25,000)   |
| 62200 Lubricants                          | \$35,000                   | \$35,000                   | 0.00%         |              | \$0          |
| 62300 Plant Maintenance Services          | \$273,000                  | \$273,000                  | 0.00%         |              | \$0          |
| 62400 Building & Grounds                  | \$295,000                  | \$285,000                  | -3.39%        |              | (\$10,000)   |

| <u>ACCOUNT</u>                                       | <u>BUDGET</u>           | <u>BUDGET</u>           | <u>CHANGE</u>    | <u>NOTES</u> | <u>DELTA</u>         |
|--|-------------------------|-------------------------|------------------|--------------|----------------------|
| 63100 Laboratory Supplies                            | \$36,000                | \$46,000                | 27.78%           |              | \$10,000             |
| 63200 Laboratory Services                            | \$30,000                | \$30,000                | 0.00%            |              | \$0                  |
| 69000 Contingency                                    | <u>\$150,000</u>        | <u>\$150,000</u>        | <u>0.00%</u>     |              | \$0                  |
| <b>Total Ops Budget</b>                              | <b>\$11,015,003</b>     | <b>\$11,307,277</b>     | <b>2.65%</b>     |              | <b>\$292,274</b>     |
| 64000 Bonded Debt Payment                            | \$4,915,869             | \$4,836,286             | -1.62%           |              | (\$79,583)           |
| <b>Total Ops &amp; Debt Budget</b>                   | <b>\$15,930,872</b>     | <b>\$16,143,563</b>     | <b>1.34%</b>     |              | <b>\$212,691</b>     |
| 71000 Capital Gen & Plant                            | \$3,545,000             | \$3,600,000             | 1.55%            |              | \$55,000             |
| 71030 Capital Nitrogen                               | <u>\$50,000</u>         | <u>\$0</u>              | <u>-100.00%</u>  |              | (\$50,000)           |
| <b>Total Ops &amp; Cap Budgets</b>                   | <b>\$19,525,872</b>     | <b>\$19,743,563</b>     | <b>1.11%</b>     |              | <b>\$217,691</b>     |
| 73000 Nitrogen Upgrade & CA/OPM                      | \$0                     | \$0                     |                  |              | \$0                  |
| 84000 Legislative Payment Cromwell                   | \$100,000               | <u>\$100,000</u>        | 0.00%            |              | \$0                  |
| 91000 CREDITS TO TOWNS                               | \$15,000                | <u>\$14,000</u>         |                  |              | (\$1,000)            |
| <b>Total Budget</b>                                  | <b>\$19,640,872</b>     | <b>\$19,857,563</b>     | <b>1.10%</b>     |              | <b>\$216,691</b>     |
| <br><b>TOTAL Budget W/OUT Capital or Electricity</b> | <br><b>\$13,903,872</b> | <br><b>\$14,107,563</b> | <br><b>1.46%</b> |              | <br><b>\$203,691</b> |

## LEGAL NOTICE

THE MATTABASSETT DISTRICT

Budget XX XX, 2024

Finance Committee Approved xx/xx/2024

Fiscal Year July 1, 2024 to June 30, 2025

### EXPENDITURES

|                                     |                      |
|-------------------------------------|----------------------|
| Liability Insurance                 | \$169,000.           |
| Engineering Services                | \$209,000.           |
| Legal & Accounting                  | \$117,000.           |
| Training, Travel, & Meetings        | \$52,000.            |
| Office/Bus Services & Supplies      | \$309,450.           |
| Permit Fees                         | \$25,000.            |
| Nitrogen Credits Purchase           | \$0.                 |
| Salaries                            | \$3,582,740.         |
| Employee Health Insurance           | \$776,415.           |
| Retirement                          | \$840,153.           |
| Workers Comp Insurance              | \$60,000.            |
| Misc Employee Services              | \$44,520.            |
| Operations Supplies                 | \$57,500.            |
| Sludge, Grit, Rags & Ash Disposal   | \$201,500.           |
| Outfall, Odor Towers, Incin. Carbon | \$340,000.           |
| Electricity                         | \$2,150,000.         |
| Natural Gas, Diesel & Gasoline      | \$283,000.           |
| Chemicals                           | \$869,500.           |
| Water                               | \$75,000.            |
| Bldgs, Grds & Equip Maintenance     | \$919,500.           |
| Laboratory                          | \$76,000.            |
| Contingencies                       | \$150,000.           |
| <b>Total Operations Budget</b>      | <b>\$11,307,277.</b> |
| Bonded Debt Payment                 | \$4,836,286.         |
| Capital Outlay Gen & Plant          | \$3,600,000.         |
| Capital Nitrogen                    | \$0.                 |
| Legislative Payment Cromwell        | \$100,000.           |
| CREDITS to TOWNS                    | \$14,000.            |
| Operations, Debt & Capital Budgets  | \$19,857,563.        |

**Total Budget** **19,857,563**

### REVENUE

|  |             |
|--|-------------|
| New Britain                            | \$7,155,522 |
| Berlin                                 | \$2,698,734 |
| Cromwell                               | \$1,094,629 |
| Middletown                             | \$5,057,580 |
| Metropolitan District Commission       | \$760,557   |
| Farmington                             | \$12,636    |
| Interest Income                        | \$400,000   |
| Sludge Management                      | \$1,200,000 |
| Operating Fund Excess Income           | \$250,000   |
| New Britain, Berlin, Cromwell, Credits | \$797,905   |
| Reserve Fund Debt Transfer             | \$300,000   |
| Miscellaneous Income:                  | \$130,000   |

**Total Revenue** **\$19,857,563**

Approved by Board of Directors: x/xx/2024

|  | FY 2023-2024  | FY 2024-2025  | CHANGE  |              |
|--|---------------|---------------|---------|--------------|
| <b>New Britain (less Farmington): Total:</b> |               |               |         |              |
| Operations (net minus debt & Cap)            | \$7,133,922.  | \$7,155,522.  | 0.30%   | \$21,600.    |
| Debt   | \$4,534,540.  | \$4,358,834.  | -3.87%  | (\$175,706.) |
|  | \$1,505,437.  | \$1,414,472.  | -6.04%  | (\$90,966.)  |
| Capital Gen & Admin                          | \$1,093,945.  | \$1,382,216.  | 26.35%  | \$288,271.   |
| Capital Nitrogen                             | \$0.          | \$0.          |         | \$0.         |
| <b>Berlin:</b>                               |               |               |         |              |
|  | \$2,395,586.  | \$2,698,734.  | 12.65%  | \$303,148.   |
| Operations (net minus debt & Cap)            | \$1,441,566.  | \$1,669,109.  | 15.78%  | \$227,543.   |
| Debt   | \$570,179.    | \$544,637.    | -4.48%  | (\$25,542.)  |
| Capital Gen & Admin                          | \$383,840.    | \$484,988.    | 26.35%  | \$101,148.   |
| Capital Nitrogen                             | \$0.          | \$0.          |         | \$0.         |
| <b>Cromwell:</b>                             |               |               |         |              |
|  | \$1,064,516.  | \$1,094,629.  | 2.83%   | \$30,113.    |
| Operations (net minus debt & Cap)            | \$484,861.    | \$472,921.    | -2.46%  | (\$11,940.)  |
| Debt   | \$349,351.    | \$330,715.    | -5.33%  | (\$18,636.)  |
| Capital Gen & Admin                          | \$230,304.    | \$290,993.    | 26.35%  | \$60,689.    |
| Capital Nitrogen                             | \$0.          | \$0.          |         | \$0.         |
| <b>Middletown:</b>                           |               |               |         |              |
| Operations (net minus debt & Cap)            | \$4,803,293.  | \$5,057,580.  | 5.29%   | \$254,287.   |
| Debt   | \$2,487,574.  | \$2,544,455.  | 2.29%   | \$56,881.    |
| Capital Gen & Admin                          | \$1,551,637.  | \$1,526,518.  | -1.62%  | (\$25,119.)  |
| Capital Nitrogen                             | \$764,082.    | \$986,607.    | 29.12%  | \$222,525.   |
|  | \$0.          | \$0.          |         | \$0.         |
| <b>MDC:</b>                                  |               |               |         |              |
| Operations (net minus debt & Cap)            | \$737,188.    | \$760,557.    | 3.17%   | \$23,369.    |
| Debt   | \$388,666.    | \$383,322.    | -1.38%  | (\$5,345.)   |
| Capital Gen & Admin                          | \$225,693.    | \$222,039.    | -1.62%  | (\$3,654.)   |
| Capital Nitrogen                             | \$122,829.    | \$155,196.    | 26.35%  | \$32,367.    |
| Farmington:                                  | \$0.          | \$0.          |         | \$0.         |
| Sub Total                                    | \$12,496.     | \$12,636.     | 1.12%   | \$140.       |
| Interest Income                              | \$100,000.    | \$400,000.    | 300.00% | \$300,000.   |
| Sludge Management:                           | \$1,050,000.  | \$1,200,000.  | 14.29%  | \$150,000.   |
| Reserve Fund Transfer for Ops Bud            | \$500,000.    | \$250,000.    |         | (\$250,000.) |
| <b>\$13 Res Fund Trans NB, B, C Credit</b>   | \$713,571.    | \$797,905.    | 11.82%  | \$84,334.    |
| Reserve Fund Transfer for CAPITAL Project    | \$1,000,000.  | \$300,000.    |         | (\$700,000.) |
| Miscellaneous Income:                        | \$130,000.    | \$130,000.    | 0.00%   | \$0.         |
| Total Budget:                                | \$19,640,572. | \$19,857,563. | 1.10%   | \$216,991.   |
| Total Constituents'                          | \$15,397,317. | \$16,006,465. | 3.96%   | \$609,148.   |
| Total Contractuals'                          | \$749,684.    | \$773,193.    | 3.14%   | \$23,509.    |

1.039181084

PARTICIPANT

New Britain (less Farmington):

Berlin:

Cromwell:

Middletown:

M.D.C.:

Farmington:

Constituent Average

\$5,598,262.

COST PER MILLION GALLONS

FY 2021-2022      FY 2022-2023

2,006      1,669  
1,382      1,232  
2,841      2,435  
2,188      2,007  
2,682      2,667  
2,717      2,747

1,356

-13.26%

Operations

\$6,712,047

Debt & Capital

\$5,311,047

New Britain (less Farmington):

Berlin:

Cromwell:

Middletown:

M.D.C.:

46.41%  
18.61%  
4.82%  
26.71%  
3.46%

40.89%  
14.35%  
8.61%  
31.56%  
4.59%

\$2,171,662  
\$761,987  
\$457,192  
\$1,676,371  
\$243,836



| Fiscal Year | OLD Credit  | NEW CREDIT  | INTEREST CREDIT | Total Credit | Balance (w/OUT Int.) | Year | OLD Credit  | NEW CREDIT  | INTEREST CREDIT | Total Credit | Balance (w/OUT Int.) | OLD Credit  | NEW CREDIT  | INTEREST CREDIT | Total Credit | Balance (w/OUT Int.) |
|-------------|-------------|-------------|-----------------|--------------|----------------------|------|-------------|-------------|-----------------|--------------|----------------------|-------------|-------------|-----------------|--------------|----------------------|
| 2014-2015   | \$0         | \$0         |                 |              | \$9,169,732          | 0    | \$0         | \$0         |                 |              | \$2,425,281          | \$0         | \$0         |                 |              | \$1,404,987          |
| 2015-2016   | \$735,000   | \$735,000   |                 | \$735,000    | \$8,434,732          | 1    | \$205,000   | \$205,000   |                 | \$205,000    | \$2,220,281          | \$90,000    | \$90,000    |                 | \$90,000     | \$1,314,987          |
| 2016-2017   | \$701,842   | \$701,842   |                 | \$701,842    | \$7,732,890          | 2    | \$195,000   | \$195,000   |                 | \$195,000    | \$2,025,281          | \$87,544    | \$87,544    |                 | \$87,544     | \$1,227,443          |
| 2017-2018   | \$673,185   | \$977,357   | \$124,169       | \$977,357    | \$6,755,533          | 3    | \$185,317   | \$256,416   | \$32,520        | \$256,416    | \$1,768,865          | \$85,507    | \$154,194   | \$19,709        | \$154,194    | \$1,073,249          |
| 2018-2019   | \$644,529   | \$948,701   | \$106,572       | \$1,072,870  | \$5,806,832          | 4    | \$177,635   | \$247,733   | \$32,520        | \$280,254    | \$1,521,131          | \$83,470    | \$152,157   | \$19,709        | \$171,867    | \$921,091            |
| 2019-2020   | \$615,872   | \$920,044   | \$106,572       | \$1,026,617  | \$4,886,787          | 5    | \$168,952   | \$239,051   | \$27,912        | \$266,963    | \$1,282,080          | \$81,433    | \$150,120   | \$16,916        | \$167,036    | \$770,971            |
| 2020-2021   | \$587,216   | \$891,388   | \$141,524       | \$1,032,912  | \$3,995,400          | 6    | \$160,270   | \$230,368   | \$37,066        | \$267,434    | \$1,051,712          | \$79,395    | \$148,083   | \$22,464        | \$170,547    | \$622,869            |
| 2021-2022   | \$558,559   | \$858,559   | \$138,189       | \$996,748    | \$3,436,840          | 7    | \$151,587   | \$151,587   | \$36,192        | \$187,779    | \$900,125            | \$77,358    | \$77,358    | \$21,935        | \$99,293     | \$545,530            |
| 2022-2023   | \$529,903   | \$529,903   | \$21,003        | \$550,906    | \$2,906,937          | 8    | \$142,905   | \$142,905   | \$5,501         | \$148,405    | \$757,220            | \$75,321    | \$75,321    | \$3,334         | \$78,655     | \$470,209            |
| 2023-2024   | \$501,246   | \$501,246   | \$3,302         | \$504,538    | \$2,405,691          | 9    | \$134,222   | \$134,222   | \$888           | \$135,110    | \$622,988            | \$73,284    | \$73,284    | \$538           | \$73,822     | \$396,925            |
| 2024-2025   | \$472,580   | \$472,580   | \$90,473        | \$563,053    | \$1,933,101          | 10   | \$125,539   | \$125,539   | \$23,695        | \$149,235    | \$497,459            | \$71,247    | \$71,247    | \$14,361        | \$85,608     | \$325,678            |
| 2025-2026   | \$443,933   | \$443,933   |                 | \$443,933    | \$1,489,168          | 11   | \$116,857   | \$116,857   |                 | \$116,857    | \$380,602            | \$69,210    | \$69,210    |                 | \$69,210     | \$256,468            |
| 2026-2027   | \$415,277   | \$415,277   |                 | \$415,277    | \$1,073,891          | 12   | \$108,174   | \$108,174   |                 | \$108,174    | \$272,428            | \$67,173    | \$67,173    |                 | \$67,173     | \$189,295            |
| 2027-2028   | \$386,620   | \$386,620   |                 | \$386,620    | \$687,271            | 13   | \$99,492    | \$99,492    |                 | \$99,492     | \$172,936            | \$65,136    | \$65,136    |                 | \$65,136     | \$124,160            |
| 2028-2029   | \$357,964   | \$357,964   |                 | \$357,964    | \$329,307            | 14   | \$90,809    | \$90,809    |                 | \$90,809     | \$82,127             | \$63,098    | \$63,098    |                 | \$63,098     | \$61,061             |
| 2029-2030   | \$329,307   | \$329,307   |                 | \$329,307    | \$0                  | 15   | \$73,444    | \$82,127    |                 | \$82,127     | \$0                  | \$61,061    | \$61,061    |                 | \$61,061     | \$0                  |
| 2030-2031   | \$300,651   |             |                 |              | \$64,761             |      | \$64,761    |             |                 |              |                      | \$59,024    |             |                 |              | \$0                  |
| 2031-2032   | \$271,994   |             |                 |              | \$56,079             |      | \$56,079    |             |                 |              |                      | \$56,987    |             |                 |              | \$0                  |
| 2032-2033   | \$243,338   |             |                 |              | \$47,396             |      | \$47,396    |             |                 |              |                      | \$54,950    |             |                 |              | \$0                  |
| 2033-2034   | \$214,681   |             |                 |              | \$38,714             |      | \$38,714    |             |                 |              |                      | \$52,913    |             |                 |              | \$0                  |
| 2034-2035   | \$186,024   |             |                 |              |                      |      |             |             |                 |              |                      | \$50,876    |             |                 |              | \$0                  |
| TOTAL       | \$9,169,732 | \$9,169,732 | \$625,322       | \$9,795,054  | \$2,425,281          |      | \$2,425,281 | \$2,425,281 | \$163,775       | \$2,589,055  |                      | \$1,404,987 | \$1,404,987 | \$99,257        | \$1,504,244  |                      |
|             | 70.54%      |             |                 |              | 18.66%               |      |             |             |                 |              |                      | 10.81%      |             |                 |              |                      |

# Budget Comparison

|              | 2014   | 2015   | 2016          | 2017          | 2018                                     | 2019          | 2020          | 2021          | 2022          | 2023          | 2024          | 2025          | Average Annual Increase 2018-2025 |
|--------------|--|--|---------------|---------------|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------------------------|
| Total Budget | \$ 65,221,361                                | \$ 29,436,053  | \$ 25,366,432 | \$ 14,465,444 | \$ 15,416,086                            | \$ 14,909,946 | \$ 16,165,222 | \$ 16,113,196 | \$ 16,724,184 | \$ 17,658,255 | \$ 19,640,572 | \$ 19,857,563 | \$ 4.12%                          |
| New Britain  | \$ 4,145,937                                 | \$ 4,937,139   | \$ 5,137,548  | \$ 5,770,140  | \$ 5,794,805                             | \$ 5,841,083  | \$ 6,123,969  | \$ 5,900,712  | \$ 6,348,885  | \$ 6,831,607  | \$ 7,133,922  | \$ 7,155,522  | \$ 3.35%                          |
| Berlin       | \$ 1,252,920                                 | \$ 1,551,037   | \$ 1,704,358  | \$ 1,860,803  | \$ 1,862,451                             | \$ 1,884,167  | \$ 1,960,833  | \$ 1,957,453  | \$ 2,078,380  | \$ 2,270,424  | \$ 2,395,586  | \$ 2,698,734  | \$ 6.41%                          |
| Cromwell     | \$ 501,898                                   | \$ 663,429   | \$ 797,747    | \$ 917,890    | \$ 888,309                               | \$ 885,555    | \$ 910,862    | \$ 898,887    | \$ 964,701    | \$ 1,026,215  | \$ 1,064,516  | \$ 1,094,629  | \$ 3.32%                          |
| Middletown   | \$ 971,816                                   | \$ 1,551,998   | \$ 2,327,238  | \$ 2,759,965  | \$ 2,774,914                             | \$ 2,832,985  | \$ 2,912,744  | \$ 4,335,752  | \$ 4,368,659  | \$ 4,588,025  | \$ 4,803,293  | \$ 5,057,580  | \$ 11.75%                         |
| MDC          | \$ 273,312                                   | \$ 375,634   | \$ 427,543    | \$ 508,346    | \$ 618,113                               | \$ 636,686    | \$ 667,881    | \$ 654,259    | \$ 679,116    | \$ 707,790    | \$ 737,188    | \$ 760,557    | \$ 3.29%                          |
|              | \$56 million of budget from Nitrogen Upgrade | \$21 million of budget from Nitrogen Upgrade & set aside |               |               |  |               |               |               |               |               |               |               |                                   |
|              |  |  |               |               | \$12.5 million from reserves & Bond/loan |               |               |               |               |               |               |               |                                   |
| Notes        |  |  |               |               |  |               |               |               |               |               |               |               |                                   |

## % of Budget

|            |       |        |        |        |        |        |        |        |        |        |        |        |  |
|------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| NB         | 6.36% | 16.77% | 20.25% | 39.89% | 37.59% | 39.18% | 37.88% | 36.62% | 37.98% | 38.69% | 36.32% | 36.05% |  |
| Berlin     | 1.92% | 5.27%  | 6.72%  | 12.86% | 12.08% | 12.64% | 12.13% | 12.15% | 12.43% | 12.86% | 12.20% | 13.54% |  |
| Cromwell   | 0.77% | 2.25%  | 3.14%  | 6.35%  | 5.76%  | 5.94%  | 5.63%  | 5.58%  | 5.77%  | 5.81%  | 5.42%  | 5.50%  |  |
| Middletown | 1.49% | 5.27%  | 9.17%  | 19.08% | 18.00% | 19.00% | 18.02% | 26.91% | 26.14% | 25.98% | 24.46% | 25.46% |  |
| MDC        | 0.42% | 1.28%  | 1.69%  | 3.51%  | 4.01%  | 4.27%  | 4.13%  | 4.06%  | 4.06%  | 4.01%  | 3.75%  | 3.85%  |  |



Agenda Item No. 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 1, 2024

**SUBJECT:** 2024/2025 Town Budget and Board of Education Budgets

**Summary of Agenda Item:**

The Budget Referendum was held on April 30, 2024.

The results are:

|  |                                 |
|--|---------------------------------|
| Number of Eligible Voters:                     | 15,657                          |
| Number of Property Owner/Taxpayers (who voted) | 1                               |
| Number of Votes Cast:                          | 1,528                           |
| Percentage that Voted:                         | 9.76% (not including taxpayers) |

The following questions were presented:

“Shall the proposed general government budget for 2024/2025 fiscal year be adopted?”

|          |     |     |    |             |
|----------|-----|-----|----|-------------|
| Results: | Yes | 420 | No | <b>1070</b> |
|----------|-----|-----|----|-------------|

Advisory Question 1 “If you voted no on the general government budget, is the budget...”

|          |            |         |     |
|----------|------------|---------|-----|
| Too High | <b>654</b> | Too Low | 450 |
|----------|------------|---------|-----|

“Shall the proposed Board of Education budget for the 2024/2025 fiscal year be adopted?”

|         |     |     |    |             |
|---------|-----|-----|----|-------------|
| Results | Yes | 332 | No | <b>1182</b> |
|---------|-----|-----|----|-------------|

Advisory Question 2 “If you voted no on the Board of Education Budget, is the budget...”

|          |     |         |            |
|----------|-----|---------|------------|
| Too High | 550 | Too Low | <b>661</b> |
|----------|-----|---------|------------|

The Board of Finance has had a meeting to discuss the result of the referendum. Attached are the recommended changes to the budgets.

**Action Needed:**

Discussion and possible action concerning the budget.

**Attachments:**

Recommended changes

**Prepared By:** Kate Wall, Town Clerk

A handwritten signature in blue ink, appearing to be 'K Wall', is written over the text 'Prepared By: Kate Wall, Town Clerk'.

# BUDGET DASHBOARD AS OF MAY 2ND

|                             | GEN GOV'T    | BOE          | TOTAL         |
|-----------------------------|--------------|--------------|---------------|
| ORIGINAL SUBMISSION         | \$52,660,054 | \$54,105,092 | \$106,765,146 |
| Expenditure Revisions:      |              |              |               |
| BOF - 1st Ref.              | (2,089,612)  | (1,853,000)  | (3,942,612)   |
| TC - 1st Ref                | 0            | 0            | 0             |
| BOF - 2nd Ref               | 0            | 128,600      | 128,600       |
| TC - 2nd Ref                | 0            | 0            | 0             |
| BOF - Final Submission      | 0            | 0            | 0             |
| TC - Adopted Budget         | 0            | 0            | 0             |
| TOTAL EXPENDITURE REVISIONS | (2,089,612)  | (1,724,400)  | (3,814,012)   |
| PROPOSED/ADOPTED BUDGET     | \$50,570,442 | \$52,380,692 | \$102,951,134 |
| FY24 ADOPTED BUDGET         | \$48,757,625 | \$50,855,071 | \$99,612,696  |
| YOY BUDGET CHANGE           | \$1,812,817  | \$1,525,621  | \$3,338,438   |
|                             | 3.72%        | 3.00%        | 3.35%         |
| Revenue Revisions:          |              |              |               |
| BOF - 1st Ref.              | \$633,989    | \$0          | 633,989       |
| TC - 1st Ref                | \$0          | \$0          | 0             |
| BOF - 2nd Ref               | \$0          | \$0          | 0             |
| TC - 2nd Ref                | \$0          | \$0          | 0             |
| BOF - Final Submission      | \$0          | \$0          | 0             |
| TC - Adopted Budget         | \$0          | \$0          | 0             |
| TOTAL REVENUE REVISIONS     | \$633,989    | \$0          | \$633,989     |

Estimated mil Rate Calculation as of ...

|   | 3/1/2024<br>Original<br>Submission | Revisions     | 5/2/2024<br>Revised<br>Submission |
|---|------------------------------------|---------------|-----------------------------------|
| Total Budgeted General Fund expenditures:       | \$106,765,146                      | (\$3,814,012) | \$102,951,134                     |
| Less: Budgeted revenues other than current levy | (\$14,303,931)                     | (\$633,989)   | (\$14,937,920)                    |
| Amount needed to be generated from current levy | \$92,461,215                       | (\$4,448,001) | \$88,013,214                      |
| Factor in 99.3% collection rate                 | \$93,113,006                       | (\$4,479,356) | \$88,633,650                      |
| Net taxable grand list                          | \$2,929,818,512                    | \$0           | \$2,929,818,512                   |

| Actual mil Rates:          | 31.78 | 30.25 | YOY mil RATE CHG |
|----------------------------|-------|-------|------------------|
| Percentage mil Rate Change | 7.51% | 2.33% | 0.69             |

## Impact on a home worth: \$345,000

|                               |         |         |
|-------------------------------|---------|---------|
| Taxes at Current mil Rate:    | \$7,139 | \$7,139 |
| Taxes at Revised mil Rate:    | \$7,675 | \$7,305 |
| Increase/(Decrease) in Taxes: | \$536   | \$167   |

## EXPENDITURE REVISIONS:

|   | DATE OF REVISION | GENERAL GOV'T | BOARD OF EDUCATION | Proposed/Approved |
|---|------------------|---------------|--------------------|-------------------|
| <u>BOF REVISIONS - FIRST REFERENDUM:</u>                        |                  |               |                    |                   |
| Remove Animal Control PT to FT                                  | 3/12/2024        | (\$78,292)    |                    | Approved          |
| Move Local Match to Townwide Dept & Reduce                      | 3/12/2024        | (\$150,000)   |                    | Approved          |
| Reduce Public Building Commission Contractual Services          | 3/12/2024        | (\$75,000)    |                    | Approved          |
| Remove principal payments - town                                | 3/12/2024        | (\$200,500)   |                    | Approved          |
| Remove principal payments - school                              | 3/12/2024        | (\$334,500)   |                    | Approved          |
| Remove Sage Park Parking Lot                                    | 3/20/2024        | (\$400,000)   |                    | Approved          |
| Remove Install fire supression units in 7 network closets (BHS) | 3/20/2024        | (\$166,320)   |                    | Approved          |
| Remove Vans   | 3/20/2024        | (\$150,000)   |                    | Approved          |
| Remove Sidewalks - McGee  | 3/20/2024        | (\$150,000)   |                    | Approved          |
| Remove Pickup Truck w/ plow                                     | 3/20/2024        | (\$70,000)    |                    | Approved          |
| Remove Pool Cars  | 3/20/2024        | (\$70,000)    |                    | Approved          |
| Remove Pick Ups (w/o utility body & plow)                       | 3/20/2024        | (\$70,000)    |                    | Approved          |
| Remove IAQ (Community Center)                                   | 3/20/2024        | (\$50,000)    |                    | Approved          |
| Remove Ballast Block Replacement (Griswold)                     | 3/20/2024        | (\$50,000)    |                    | Approved          |
| Remove Doors & Hardware - Districtwide                          | 3/20/2024        | (\$50,000)    |                    | Approved          |
| Remove Boiler replacement (Timberlin)                           | 3/20/2024        | (\$25,000)    |                    | Approved          |
| Reduce BOE Operating Budget                                     | 3/20/2024        |               | (\$1,853,000)      | Approved          |
|   |                  | (\$2,089,612) | (\$1,853,000)      |                   |
| <u>TOWN COUNCIL REVISIONS - FIRST REFERENDUM:</u>               |                  |               |                    |                   |
|   |                  | \$0           | \$0                |                   |
|   |                  | \$0           | \$0                |                   |
| <u>BOF REVISIONS - SECOND REFERENDUM:</u>                       |                  |               |                    |                   |
| Increase BOE Operating Budget                                   | 5/2/2024         |               | \$128,600          | Approved          |
|   |                  | \$0           | \$128,600          |                   |
| <u>TOWN COUNCIL REVISIONS - SECOND REFERENDUM:</u>              |                  |               |                    |                   |
|   |                  | \$0           | \$0                |                   |

|     |     |
|-----|-----|
| \$0 | \$0 |
| \$0 | \$0 |
| \$0 | \$0 |

|     |     |
|-----|-----|
| \$0 | \$0 |
| \$0 | \$0 |
| \$0 | \$0 |

|              |              |
|--------------|--------------|
| (S2,089,612) | (S1,724,400) |
|--------------|--------------|

BOF REVISIONS - FIRST REFERENDUM:

|   |           |           |          |
|---|-----------|-----------|----------|
| Increase VNA Revenue  | 3/12/2024 | \$100,000 | Approved |
| Increase Building Inspection Revenue  | 3/12/2024 | \$75,000  | Approved |
| Increase Lease Revenue  | 3/12/2024 | \$50,000  | Approved |
| Add Municipal Revenue Grant (eligible w/ \$640k in operating spending cuts) | 3/12/2024 | \$258,989 | Approved |
| Increase Interest Revenue   | 3/12/2024 | \$150,000 | Approved |

|           |     |
|-----------|-----|
| \$633,989 | \$0 |
|-----------|-----|

$\frac{S_0}{S_0} \quad \frac{S_0}{S_0} \quad \frac{S_0}{S_0}$

\$0

---

\$0

\$0

\$0  
\$0  
\$0 \$0

|           |     |
|-----------|-----|
| \$633,989 | \$0 |
|-----------|-----|

# **TOWN OF BERLIN**



**BOARD OF FINANCE APPROVED GENERAL FUND BUDGET**

**FISCAL YEAR 2025**

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# GENERAL FUND REVENUES FY2024/25

| Account                                     | Description                          | 2023           |                | 2024           |                      | 2025             |                    |  |
|---|--------------------------------------|----------------|----------------|----------------|----------------------|------------------|--------------------|--|
|   |                                      | Actual Revenue | Adopted Budget | Amended Budget | Department Requested | Manager Approved | Bd of Fin Approved |  |
| <b>41 - Taxes:</b>                          |                                      |                |                |                |                      |                  |                    |  |
| 001.00.0000.5.41002.00000                   | Current Levy                         | 82,998,911     | 84,207,963     | 84,207,963     | 93,684,544           | 92,461,215       | 88,013,214         |  |
| 001.00.0000.5.41010.00000                   | Supplemental Motor Vehicles          | 1,148,457      | 800,000        | 800,000        | 875,000              | 875,000          | 875,000            |  |
| Various                                     | Back Taxes/Interest/Suspense Taxes   | 1,293,650      | 925,000        | 925,000        | 925,000              | 925,000          | 925,000            |  |
| 001.00.0000.6.41601.00000                   | Elderly Housing                      | 51,814         | 50,000         | 50,000         | 50,000               | 50,000           | 50,000             |  |
| Total Taxes                                 |                                      | 85,492,831     | 85,982,963     | 85,982,963     | 95,534,544           | 94,311,215       | 89,863,214         |  |
| <b>42 - Licenses, Permits, &amp; Other:</b> |                                      |                |                |                |                      |                  |                    |  |
| 001.05.0511.1.42151.00000                   | Town Clerk Fees                      | 460,439        | 525,000        | 525,000        | 375,000              | 375,000          | 375,000            |  |
| 001.05.0511.1.42152.00000                   | Town Clerk Dog License Fees          | 11,009         | 8,000          | 8,000          | 11,500               | 11,500           | 11,500             |  |
| 001.05.0505.1.42153.00000                   | Passport Fee                         | 18,235         | 12,000         | 12,000         | 15,000               | 15,000           | 15,000             |  |
| 001.10.1014.1.42201.00000                   | Building Inspection Fees             | 724,862        | 575,000        | 575,000        | 500,000              | 575,000          | 650,000            |  |
| 001.10.1014.1.42202.00000                   | Planning Fees                        | 27,945         | 18,000         | 18,000         | 18,000               | 18,000           | 18,000             |  |
| 001.10.1016.1.42251.00000                   | Zoning Board of Appeals              | 2,635          | 3,000          | 3,000          | 3,000                | 3,000            | 3,000              |  |
| 001.15.1530.1.42271.00000                   | Animal Control Fees                  | 795            | 1,000          | 1,000          | 950                  | 950              | 950                |  |
| 001.15.1532.1.42301.00000                   | Police Services                      | 57,601         | 55,000         | 55,000         | 55,000               | 55,000           | 55,000             |  |
| 001.15.1532.1.42302.00000                   | Police Services to Other Agencies    | 17,423         | 25,000         | 25,000         | 15,000               | 15,000           | 15,000             |  |
| 001.15.1532.1.42303.00000                   | Outside Police Services              | 794,668        | 0              | 0              | 0                    | 0                | 0                  |  |
| 001.20.2036.1.42351.00000                   | Engineering and Public Works         | 30,267         | 20,000         | 20,000         | 20,000               | 20,000           | 20,000             |  |
| 001.20.2036.1.42352.00000                   | Scrap Metal                          | 30,122         | 30,000         | 30,000         | 30,000               | 30,000           | 30,000             |  |
| 001.25.2542.1.42401.00000                   | Park and Recreation                  | 107,422        | 100,000        | 100,000        | 100,000              | 100,000          | 100,000            |  |
| 001.25.2543.1.42451.00000                   | Golf Course Revenue                  | 761,826        | 814,918        | 814,918        | 914,655              | 914,655          | 914,655            |  |
| 001.25.2543.1.42453.00000                   | Golf Restaurant Rent                 | 47,750         | 47,600         | 47,600         | 49,749               | 49,749           | 49,749             |  |
| 001.25.2543.1.42454.00000                   | Golf Course Season Pass Revenue      | 195,000        | 205,578        | 205,578        | 199,545              | 199,545          | 199,545            |  |
| 001.25.2543.1.42455.00000                   | Golf Pro Rent                        | 1,731          | 0              | 0              | 0                    | 0                | 0                  |  |
| 001.25.2543.1.42501.00000                   | Golf Cart Revenue                    | 425,366        | 476,693        | 476,693        | 476,405              | 476,405          | 476,405            |  |
| 001.25.2543.1.42551.00000                   | Golf Range Revenue                   | 14,004         | 20,000         | 20,000         | 28,000               | 28,000           | 28,000             |  |
| 001.25.2544.1.42601.00000                   | Berlin-Peck Memorial Library         | 2,536          | 500            | 500            | 2,000                | 2,000            | 2,000              |  |
| 001.25.2544.1.42602.00000                   | Library Copy Fees                    | 1,170          | 0              | 0              | 0                    | 0                | 0                  |  |
| 001.30.3053.1.42651.00000                   | Nursing-Summer/FieldTrips            | 41,808         | 12,000         | 12,000         | 12,000               | 12,000           | 12,000             |  |
| 001.30.3055.1.42902.00000                   | Senior Center                        | 7,530          | 6,700          | 6,700          | 6,960                | 6,960            | 6,960              |  |
| 001.30.3053.1.42907.00000                   | Berlin Public Health Nursing         | 634,309        | 700,000        | 700,000        | 500,000              | 350,000          | 450,000            |  |
| Total Licenses, Permits, etc.               |                                      | 4,416,454      | 3,655,989      | 3,655,989      | 3,332,764            | 3,257,764        | 3,432,764          |  |
| <b>43 - School Grants:</b>                  |                                      |                |                |                |                      |                  |                    |  |
| 001.35.3560.2.43101.00000                   | Private Schools                      | 17,788         | 0              | 0              | 15,724               | 15,724           | 15,724             |  |
| 001.35.3560.2.43501.00000                   | Education Equalization               | 5,886,220      | 5,861,963      | 5,861,963      | 5,870,600            | 6,107,760        | 6,107,760          |  |
| Total School Grants                         |                                      | 5,904,008      | 5,861,963      | 5,861,963      | 5,886,324            | 6,123,484        | 6,123,484          |  |
| <b>44 - Other State Grants:</b>             |                                      |                |                |                |                      |                  |                    |  |
| 001.00.0000.6.44151.00000                   | State PILOT Grants (MV Cap & Tiered) | 399,591        | 625,205        | 625,205        | 30,063               | 22,450           | 22,450             |  |
| 001.00.0000.6.44201.00000                   | PILOT-New Britain Stadium            | 9,500          | 9,500          | 9,500          | 9,500                | 9,500            | 9,500              |  |

# GENERAL FUND REVENUES FY2024/25

| Account                                    | Description                                 | 2023       |            | 2024        |             | 2025                        |                    |
|--|---|------------|------------|-------------|-------------|-----------------------------|--------------------|
|  |   | Actual     | Amended    | Adopted     | Budget      | Department Requested        | Manager Approved   |
|  |   | Revenue    | Budget     |             |             |                             | Bd of Fin Approved |
| 001.00.0000.2.44352.00000                  | Municipal Revenue Sharing                   | 403,928    | 767,989    | 258,989     | 0           | 258,989                     | 0                  |
| 001.00.0000.2.44355.00000                  | Municipal Stabilization Grant               | 258,989    | 0          | 0           | 0           | 0                           | 258,989            |
| 001.00.0000.2.44451.00000                  | Additional Veteran Exemption                | 8,111      | 8,179      | 8,179       | 8,179       | 5,666                       | 5,666              |
| 001.00.0000.6.44551.00000                  | Friends Against Drugs                       | 4,153      | 3,300      | 3,300       | 3,300       | Reclassified to Spec Rev Fd | 5,666              |
| 001.30.3055.2.44701.00000                  | Child and Youth Services                    | 27,240     | 28,734     | 28,734      | 28,734      | Reclassified to Spec Rev Fd |                    |
| 001.05.0505.2.44801.00000                  | State & Federal Grants                      | 15,661     | 25,000     | 25,000      | 25,000      | 47,500                      | 47,500             |
| 001.15.1532.2.44851.00000                  | Police Overtime Grant                       | 289        | 50,000     | 50,000      | 50,000      | 50,000                      | 50,000             |
| 001.05.0507.2.45502.00000                  | Disability Social Security                  | 3,124      | 3,168      | 3,168       | 3,168       | 2,773                       | 2,773              |
| Total Other State Grants                   |   | 1,130,586  | 1,012,075  | 1,012,075   | 1,521,075   | 404,491                     | 137,889            |
| Total                                      |   |            |            |             |             |                             | 396,878            |
| 45 - Other Services & Earnings on Invest.: |   |            |            |             |             |                             |                    |
| 001.00.0000.7.45101.00000                  | Interest on Investments                     | 2,099,546  | 1,555,000  | 1,555,000   | 1,555,000   | 1,800,000                   | 1,950,000          |
| 001.00.0000.7.45107.00000                  | Interest Income - Leases                    | 1,146      | 218        | 218         | 218         | 218                         | 218                |
| 001.00.0000.8.45201.00000                  | Refund of Expenditures                      | 25,019     | 10,000     | 10,000      | 10,000      | 10,000                      | 10,000             |
| 001.00.0000.8.45301.00000                  | Sale of Land, Labor, Materials              | 7,626      | 7,500      | 7,500       | 7,500       | 7,500                       | 7,500              |
| 001.00.0000.8.45303.00000                  | Lease Revenue                               | 180,996    | 125,759    | 125,759     | 125,759     | 106,159                     | 156,159            |
| 001.00.0000.6.45501.00000                  | Other Receipts                              | 5,753      | 10,000     | 10,000      | 10,000      | 10,000                      | 10,000             |
| 001.00.0000.6.45601.00000                  | Telephone Access Line Share                 | 62,012     | 43,729     | 43,729      | 43,729      | 43,729                      | 43,729             |
| Total Other Serv. & Earnings               |   | 2,382,099  | 1,752,206  | 1,752,206   | 1,752,206   | 1,977,606                   | 2,177,606          |
| 46 - Transfers from Other Funds:           |   |            |            |             |             |                             |                    |
| 001.00.0000.9.46001.00000                  | Transfer from Other Funds                   | 300,000    | 0          | 0           | 0           | 0                           | 0                  |
| 001.00.0000.9.46110.00000                  | Water Control Commission - Other            | 4,500      | 4,500      | 4,500       | 4,500       | 4,500                       | 4,500              |
| Total Transfers                            |   | 304,500    | 4,500      | 4,500       | 4,500       | 4,500                       | 4,500              |
| Total Revenues excluding Fund Bal.         |   | 99,630,479 | 98,269,696 | 98,269,696  | 98,778,696  | 107,140,229                 | 105,812,458        |
| Total                                      |   |            |            |             |             |                             | 101,998,446        |
| 49 - Fund Balance Activity:                |   |            |            |             |             |                             |                    |
| 001.00.0000.8.49200.00000                  | Use of Fund Balance                         | 0          | 300,000    | 300,000     | 2,575,000   | 0                           | 0                  |
| 001.00.0000.8.49202.00000                  | Fund Balance Designated for future years    | 0          | 300,000    | 300,000     | 300,000     | 300,000                     | 300,000            |
| 001.00.0000.8.49203.00000                  | Fund Balance Designated for pension funding | 0          | 743,000    | 743,000     | 743,000     | 652,688                     | 652,688            |
| Total Revenues incl. Fund Balance          |   | 99,630,479 | 99,612,696 | 102,396,696 | 102,396,696 | 108,092,917                 | 102,951,134        |



**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                  | FY23    | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|------------------------------|---------|---------|---------|----------------------|------------------|---------------------|
|                              |                              | Actual  | Adopted | Amended |                      |                  |                     |
| 0501 - Town Managers Office  |                              |         |         |         |                      |                  |                     |
| 51 Wages-Salaries            |                              |         |         |         |                      |                  |                     |
| 001.05.0501.0.51100.00000    | Department Head              | 158,445 | 158,447 | 163,991 | 163,993              | 163,993          | 163,993             |
| 001.05.0501.0.51125.00000    | Mid-Managers Personnel       | 56,112  | 59,309  | 59,309  | 62,344               | 62,344           | 62,344              |
| 001.05.0501.0.51820.00000    | In Lieu of Health Insurance  | 2,500   | 2,500   | 2,500   | 2,500                | 2,500            | 2,500               |
| Wages-Salaries Total         |                              | 217,058 | 220,256 | 225,800 | 228,837              | 228,837          | 228,837             |
| 52 Fringe Benefits           |                              |         |         |         |                      |                  |                     |
| 001.05.0501.0.52010.00000    | Worker's Compensation        | 9,162   | 9,455   | 9,483   | 5,778                | 5,778            | 5,778               |
| 001.05.0501.0.52100.00000    | Social Security              | 15,533  | 16,902  | 17,327  | 17,559               | 17,559           | 17,559              |
| 001.05.0501.0.52200.00000    | Pension                      | 19,211  | 19,404  | 19,959  | 20,141               | 20,141           | 20,141              |
| 001.05.0501.0.52220.00000    | Insurance, Life, Disability  | 1,714   | 2,061   | 2,083   | 2,138                | 2,138            | 2,138               |
| 001.05.0501.0.52235.00000    | Health Insurance             | 19,831  | 21,354  | 21,354  | 22,953               | 22,953           | 22,953              |
| Fringe Benefits Total        |                              | 65,452  | 69,176  | 70,206  | 68,569               | 68,569           | 68,569              |
| 53 Professional/Technical    |                              |         |         |         |                      |                  |                     |
| 001.05.0501.0.53201.00000    | Supplies                     | 1,051   | 2,000   | 2,000   | 2,000                | 2,000            | 2,000               |
| 001.05.0501.0.53916.00000    | Professional Development     | 569     | 4,900   | 4,900   | 4,950                | 4,950            | 4,950               |
| 001.05.0501.0.53944.00000    | Organizational Fees          | 175     | 325     | 325     | 375                  | 375              | 375                 |
| 001.05.0501.0.53960.00000    | Interview Panels/Arbitration | 0       | 100     | 100     | 0                    | 0                | 0                   |
| Professional/Technical Total |                              | 1,795   | 7,325   | 7,325   | 7,325                | 7,325            | 7,325               |
| Town Manager Total           |                              | 284,305 | 296,757 | 303,331 | 304,731              | 304,731          | 304,731             |
| 0502 - Finance Department    |                              |         |         |         |                      |                  |                     |
| 51 Wages-Salaries            |                              |         |         |         |                      |                  |                     |
| 001.05.0502.0.51100.00000    | Department Head              | 138,419 | 138,421 | 143,264 | 143,266              | 143,266          | 143,266             |
| 001.05.0502.0.51120.00000    | Professional Personnel       | 76,473  | 76,302  | 79,862  | 78,972               | 78,972           | 78,972              |
| 001.05.0502.0.51125.00000    | Mid-Managers Personnel       | 267,493 | 277,167 | 277,168 | 321,521              | 321,521          | 321,521             |
| 001.05.0502.0.51130.00000    | Clerical Personnel           | 96,623  | 122,450 | 125,817 | 128,147              | 128,147          | 128,147             |
| 001.05.0502.0.51510.00000    | Part time & Summer Help      | 0       | 3,917   | 3,416   | 0                    | 0                | 0                   |
| 001.05.0502.0.51805.00000    | Longevity                    | 4,583   | 4,700   | 4,700   | 4,050                | 4,050            | 4,050               |
| 001.05.0502.0.51820.00000    | In lieu of Health Insurance  | 1,800   | 1,800   | 1,800   | 1,800                | 1,800            | 1,800               |
| Wages-Salaries Total         |                              | 585,392 | 624,757 | 636,027 | 677,756              | 677,756          | 677,756             |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                      | Description                 | FY23    | FY24    |         | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|-----------------------------|---------|---------|---------|--------------------------------|------------------|---------------------|
|                              |                             | Actual  | Adopted | Amended |                                |                  |                     |
| 52 Fringe Benefits           |                             |         |         |         |                                |                  |                     |
| 001.05.0502.0.52010.00000    | Worker's Compensation       | 2,225   | 2,440   | 2,454   | 1,564                          | 1,564            | 1,564               |
| 001.05.0502.0.52100.00000    | Social Security             | 42,412  | 47,794  | 48,658  | 51,849                         | 51,849           | 51,849              |
| 001.05.0502.0.52200.00000    | Pension                     | 43,430  | 50,377  | 51,311  | 51,492                         | 51,492           | 51,492              |
| 001.05.0502.0.52220.00000    | Insurance, Life, Disability | 2,658   | 3,402   | 3,464   | 3,721                          | 3,721            | 3,721               |
| 001.05.0502.0.52235.00000    | Health Insurance            | 110,588 | 119,271 | 119,271 | 134,102                        | 134,102          | 134,102             |
| Fringe Benefits Total        |                             | 201,312 | 223,284 | 225,157 | 242,728                        | 242,728          | 242,728             |
| 53 Professional/Technical    |                             |         |         |         |                                |                  |                     |
| 001.05.0502.0.53201.00000    | Supplies                    | 3,529   | 4,500   | 4,500   | 4,500                          | 4,500            | 4,500               |
| 001.05.0502.0.53813.00000    | Computer Support            | 60,816  | 66,500  | 66,500  | 67,900                         | 67,900           | 67,900              |
| 001.05.0502.0.53916.00000    | Professional Development    | 219     | 2,170   | 2,170   | ** Reclassified to Training ** |                  |                     |
| 001.05.0502.0.53920.00000    | Professional Services       | 28,490  | 31,840  | 31,840  | 32,780                         | 32,780           | 32,780              |
| 001.05.0502.0.53944.00000    | Organizational Fees         | 435     | 500     | 500     | 500                            | 500              | 500                 |
| 001.05.0502.0.53945.00000    | Training                    | 4,414   | 7,000   | 7,000   | 9,170                          | 9,170            | 9,170               |
| Professional/Technical Total |                             | 97,903  | 112,510 | 112,510 | 114,850                        | 114,850          | 114,850             |
| Financial Department Total   |                             | 884,608 | 960,551 | 973,694 | 1,035,334                      | 1,035,334        | 1,035,334           |
| 0503 - Technology Department |                             |         |         |         |                                |                  |                     |
| 51 Wages-Salaries            |                             |         |         |         |                                |                  |                     |
| 001.05.0503.0.51100.00000    | Department Head             | 119,351 | 119,353 | 123,529 | 123,530                        | 123,530          | 123,530             |
| 001.05.0503.0.51125.00000    | Mid-Managers Personnel      | 175,491 | 182,090 | 182,090 | 189,372                        | 189,372          | 189,372             |
| 001.05.0503.0.51805.00000    | Longevity                   | 1,300   | 1,300   | 1,300   | 0                              | 0                | 0                   |
| Wages-Salaries Total         |                             | 296,142 | 302,743 | 306,919 | 312,902                        | 312,902          | 312,902             |
| 52 Fringe Benefits           |                             |         |         |         |                                |                  |                     |
| 001.05.0503.0.52010.00000    | Worker's Compensation       | 1,125   | 1,182   | 1,182   | 724                            | 724              | 724                 |
| 001.05.0503.0.52100.00000    | Social Security             | 20,592  | 23,160  | 23,480  | 23,938                         | 23,938           | 23,938              |
| 001.05.0503.0.52200.00000    | Pension                     | 26,219  | 26,644  | 27,124  | 27,602                         | 27,602           | 27,602              |
| 001.05.0503.0.52220.00000    | Insurance, Life, Disability | 1,349   | 1,653   | 1,675   | 1,717                          | 1,717            | 1,717               |
| 001.05.0503.0.52235.00000    | Health Insurance            | 72,708  | 78,598  | 78,598  | 66,872                         | 66,872           | 66,872              |
| Fringe Benefits Total        |                             | 121,992 | 131,237 | 132,059 | 120,853                        | 120,853          | 120,853             |
| 53 Professional/Technical    |                             |         |         |         |                                |                  |                     |
| 001.05.0503.0.53201.00000    | Supplies                    | 182     | 200     | 200     | 300                            | 300              | 300                 |
| 001.05.0503.0.53208.00000    | Computer Equipment          | 28,311  | 68,700  | 68,700  | 58,700                         | 58,700           | 58,700              |
| 001.05.0503.0.53813.00000    | Computer Support            | 105,963 | 122,150 | 122,150 | 149,250                        | 149,250          | 149,250             |
| 001.05.0503.0.53945.00000    | Training                    | 3,990   | 8,000   | 8,000   | 10,000                         | 10,000           | 10,000              |
| Professional/Technical Total |                             | 138,446 | 199,050 | 199,050 | 218,250                        | 218,250          | 218,250             |
| Technology Total             |                             | 556,581 | 633,030 | 638,028 | 652,005                        | 652,005          | 652,005             |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                 | FY23      | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|-----------------------------|-----------|---------|---------|----------------------|------------------|---------------------|
|                              |                             | Actual    | Adopted | Amended |                      |                  |                     |
| 0504 - Collector of Revenue  |                             |           |         |         |                      |                  |                     |
| 51 Wages-Salaries            |                             |           |         |         |                      |                  |                     |
| 001.05.0504.0.51125.00000    | Mid-Managers Personnel      | 85,421    | 89,770  | 89,770  | 96,783               | 96,783           | 96,783              |
| 001.05.0504.0.51130.00000    | Clerical Personnel          | 110,925   | 112,258 | 115,745 | 120,729              | 120,729          | 120,729             |
| 001.05.0504.0.51400.00000    | Overtime                    | 13        | 150     | 150     | 150                  | 150              | 150                 |
| 001.05.0504.0.51510.00000    | Part time & Summer Help     | 0         | 2,200   | 1,800   | 2,200                | 2,200            | 2,200               |
| 001.05.0504.0.51805.00000    | Longevity                   | 800       | 800     | 800     | 967                  | 967              | 967                 |
| Wages-Salaries Total         |                             | 197,159   | 205,178 | 208,265 | 220,829              | 220,829          | 220,829             |
| 52 Fringe Benefits           |                             |           |         |         |                      |                  |                     |
| 001.05.0504.0.52010.00000    | Worker's Compensation       | 750       | 803     | 815     | 511                  | 511              | 511                 |
| 001.05.0504.0.52100.00000    | Social Security             | 14,020    | 15,697  | 15,933  | 16,894               | 16,894           | 16,894              |
| 001.05.0504.0.52200.00000    | Pension                     | 12,511    | 14,681  | 15,038  | 15,776               | 15,776           | 15,776              |
| 001.05.0504.0.52220.00000    | Insurance, Life, Disability | 901       | 1,108   | 1,125   | 1,194                | 1,194            | 1,194               |
| 001.05.0504.0.52235.00000    | Health Insurance            | 43,315    | 45,766  | 45,766  | 48,958               | 48,958           | 48,958              |
| Fringe Benefits Total        |                             | 71,496    | 78,055  | 78,677  | 83,333               | 83,333           | 83,333              |
| 53 Professional/Technical    |                             |           |         |         |                      |                  |                     |
| 001.05.0504.0.53201.00000    | Supplies                    | 23,984    | 32,000  | 32,000  | 34,500               | 34,500           | 34,500              |
| 001.05.0504.0.53813.00000    | Computer Support            | 11,895    | 12,500  | 12,500  | 24,850               | 24,850           | 24,850              |
| 001.05.0504.0.53916.00000    | Professional Development    | 1,095     | 3,000   | 3,000   | 3,650                | 3,650            | 3,650               |
| 001.05.0504.0.53924.00000    | Tax Refunds                 | 286,932   | 215,000 | 215,000 | 215,000              | 215,000          | 215,000             |
| 001.05.0504.0.53944.00000    | Organizational Fees         | 125       | 375     | 375     | 375                  | 375              | 375                 |
| Professional/Technical Total |                             | 324,031   | 262,875 | 262,875 | 278,375              | 278,375          | 278,375             |
| Collector of Revenue Total   |                             | 592,686   | 546,108 | 549,817 | 582,537              | 582,537          | 582,537             |
| 0506 - Corporation Counsel   |                             |           |         |         |                      |                  |                     |
| 53 Professional/Technical    |                             |           |         |         |                      |                  |                     |
| 001.05.0506.0.53828.00000    | Outside Legal/Expert        | 301,614   | 355,000 | 355,000 | 410,000              | 410,000          | 410,000             |
| 001.05.0506.0.53835.00000    | Transcription               | 2,247     | 2,500   | 2,500   | 3,500                | 3,500            | 3,500               |
| 001.05.0506.0.53915.00000    | Probate Court               | 55,442    | 63,250  | 63,250  | 66,743               | 66,743           | 66,743              |
| Professional/Technical Total |                             | 359,303   | 420,750 | 420,750 | 480,243              | 480,243          | 480,243             |
| 54 Capital Outlays           |                             |           |         |         |                      |                  |                     |
| 001.05.0506.0.54000.01625    | Atkins St Land Purchase     | 1,000,000 | 0       | 0       | 0                    | 0                | 0                   |
| Capital Outlays Total        |                             | 1,000,000 | 0       | 0       | 0                    | 0                | 0                   |
| Corporation Counsel Total    |                             | 1,359,303 | 420,750 | 420,750 | 480,243              | 480,243          | 480,243             |

GENERAL FUND BUDGET FY2024/25

EXPENSE

| Account                      | Description                    | FY23     |           | FY24      |                                | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|--------------------------------|----------|-----------|-----------|--------------------------------|----------------------|------------------|---------------------|
|                              |                                | Actual   | Adopted   | Amended   |                                |                      |                  |                     |
| 0507 - Townwide Expenses     |                                |          |           |           |                                |                      |                  |                     |
| 51 Wages-Salaries            |                                |          |           |           |                                |                      |                  |                     |
| 001.05.0507.0.51305.00000    | Commission Secretaries         | 0        | 100       | 100       | 100                            |                      |                  | 100                 |
| 001.05.0507.0.51510.00000    | Part time & Summer Help        | 7,310    | 6,131     | 6,131     | 6,131                          |                      | 6,131            | 6,131               |
| 001.05.0507.0.51810.00000    | Salary in lieu of vacation     | 1,413    | 10,000    | 10,000    | 10,000                         |                      | 10,000           | 10,000              |
| 001.05.0507.0.51815.00000    | Salary Continuation            | 10,000   | 10,000    | 6,890     |                                |                      | 60,000           | 60,000              |
| 001.05.0507.0.51900.00000    | Wage Negotiations              | (53,422) | 238,371   | 0         |                                |                      | 209,987          | 209,985             |
| Wages-Salaries Total         |                                | (34,699) | 264,602   | 23,121    | 295,771                        |                      | 286,218          | 286,216             |
| 52 Fringe Benefits           |                                |          |           |           |                                |                      |                  |                     |
| 001.05.0507.0.52010.00000    | Worker's Compensation          | 32       | 14,118    | 12,908    | 9,454                          |                      | 9,454            | 9,454               |
| 001.05.0507.0.52100.00000    | Social Security                | 1,395    | 20,744    | 2,487     | 21,552                         |                      | 21,552           | 21,552              |
| 001.05.0507.0.52110.00000    | Unemployment Compensation      | (8,970)  | 35,000    | 35,000    | 35,000                         |                      | 35,000           | 35,000              |
| 001.05.0507.0.52200.00000    | Pension                        | 0        | 21,902    | 60        | 23,150                         |                      | 23,150           | 23,150              |
| 001.05.0507.0.52202.00000    | Pension/Actuarial Funding      | 185,000  | 742,609   | 742,609   | 652,688                        |                      | 652,688          | 652,688             |
| 001.05.0507.0.52220.00000    | Insurance, Life, Disability    | 0        | 1,306     | 4         | 1,363                          |                      | 1,363            | 1,363               |
| 001.05.0507.0.52225.00000    | Physicals                      | 15,085   | 15,400    | 15,400    | 7,900                          |                      | 7,900            | 7,900               |
| 001.05.0507.0.52400.00000    | Employee Assistance Program    | 3,849    | 8,765     | 8,765     | 10,200                         |                      | 10,200           | 10,200              |
| 001.05.0507.0.52440.00000    | Tuition Reimbursement          | 1,689    | 12,000    | 12,000    | 12,000                         |                      | 12,000           | 12,000              |
| Fringe Benefits Total        |                                | 198,080  | 871,844   | 829,234   | 773,307                        |                      | 773,307          | 773,307             |
| 53 Professional/Technical    |                                |          |           |           |                                |                      |                  |                     |
| 001.05.0507.0.53108.00000    | Computer Communications        | 12,470   | 13,800    | 13,800    | 13,800                         |                      | 13,800           | 13,800              |
| 001.05.0507.0.53201.00000    | Supplies                       | 3,330    | 3,500     | 3,500     | 5,000                          |                      | 5,000            | 5,000               |
| 001.05.0507.0.53245.00000    | Maintenance & Repair           | 150      | 3,000     | 3,000     | 1,500                          |                      | 1,500            | 1,500               |
| 001.05.0507.0.53730.00000    | Insurance                      | 682,944  | 479,093   | 479,093   | 448,348                        |                      | 448,348          | 448,348             |
| 001.05.0507.0.53813.00000    | Computer Support               | 12,706   | 24,500    | 24,500    | 30,700                         |                      | 30,700           | 30,700              |
| 001.05.0507.0.53900.00000    | Miscellaneous                  | 13,573   | 12,000    | 12,000    | 12,000                         |                      | 12,000           | 12,000              |
| 001.05.0507.0.53903.00000    | Copiers                        | 22,996   | 49,125    | 49,125    | 50,500                         |                      | 50,500           | 50,500              |
| 001.05.0507.0.53913.00000    | Postage & Electronic Transfers | 41,289   | 47,288    | 47,288    | 48,750                         |                      | 48,750           | 48,750              |
| 001.05.0507.0.53916.00000    | Professional Development       | 259      | 1,500     | 1,500     | ** Reclassified to Training ** |                      |                  |                     |
| 001.05.0507.0.53920.00000    | Professional Services          | 62,410   | 50,000    | 50,000    | 50,000                         |                      | 50,000           | 50,000              |
| 001.05.0507.0.53927.00000    | Contingency                    | 0        | 300,000   | 300,000   | 300,000                        |                      | 300,000          | 300,000             |
| 001.05.0507.0.53938.00000    | Storm Meal Reimbursement       | 2,400    | 6,000     | 6,000     | 6,000                          |                      | 6,000            | 6,000               |
| 001.05.0507.0.53940.00000    | Advertising                    | 44,007   | 40,000    | 40,000    | 50,000                         |                      | 50,000           | 50,000              |
| 001.05.0507.0.53943.00000    | Mileage                        | 30       | 6,500     | 6,500     | 7,500                          |                      | 7,500            | 7,500               |
| 001.05.0507.0.53944.00000    | Organizational Fees            | 30,551   | 30,551    | 30,551    | 30,588                         |                      | 30,588           | 30,588              |
| 001.05.0507.0.53945.00000    | Training                       | 0        | 0         | 0         | 1,500                          |                      | 1,500            | 1,500               |
| 001.05.0507.0.53948.00000    | Televised Meetings             | 0        | 5,000     | 5,000     | 5,000                          |                      | 5,000            | 5,000               |
| Professional/Technical Total |                                | 929,115  | 1,071,857 | 1,071,857 | 1,061,186                      |                      | 1,061,186        | 1,061,186           |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                        | Description                    | FY23<br>Actual | FY24      |           | Department<br>Requested | FY25                |           | Brd of Fin<br>Approved |
|--------------------------------|--------------------------------|----------------|-----------|-----------|-------------------------|---------------------|-----------|------------------------|
|                                |                                |                | Adopted   | Amended   |                         | Manager<br>Approved | Approved  |                        |
| 54 Capital Outlays             |                                |                |           |           |                         |                     |           |                        |
| 001.05.0507.0.59622.00000      | Trans - Local Match for Grants | 0              | 0         | 0         | 0                       | 0                   | 0         | 250,000                |
| Capital Outlays Total          |                                | 0              | 0         | 0         | 0                       | 0                   | 0         | 250,000                |
| Townwide Total                 |                                | 1,092,496      | 2,208,303 | 1,924,212 | 2,130,264               | 2,120,711           | 2,370,709 |                        |
| <b>0508 - Board of Finance</b> |                                |                |           |           |                         |                     |           |                        |
| 51 Wages-Salaries              |                                |                |           |           |                         |                     |           |                        |
| 001.05.0508.0.51305.00000      | Commission Secretaries         | 2,225          | 3,000     | 3,000     | 3,000                   | 3,000               | 3,000     | 3,000                  |
| Wages-Salaries Total           |                                | 2,225          | 3,000     | 3,000     | 3,000                   | 3,000               | 3,000     | 3,000                  |
| 52 Fringe Benefits             |                                |                |           |           |                         |                     |           |                        |
| 001.05.0508.0.52010.00000      | Worker's Compensation          | 8              | 12        | 12        | 0                       | 0                   | 0         | 0                      |
| 001.05.0508.0.52100.00000      | Social Security                | 170            | 230       | 230       | 230                     | 230                 | 230       | 230                    |
| Fringe Benefits Total          |                                | 179            | 242       | 242       | 230                     | 230                 | 230       | 230                    |
| 53 Professional/Technical      |                                |                |           |           |                         |                     |           |                        |
| 001.05.0508.0.53201.00000      | Supplies                       | 0              | 500       | 500       | 3,400                   | 3,400               | 3,400     | 3,400                  |
| Professional/Technical Total   |                                | 0              | 500       | 500       | 3,400                   | 3,400               | 3,400     | 3,400                  |
| Brd of Finance Total           |                                | 2,404          | 3,742     | 3,742     | 6,630                   | 6,630               | 6,630     | 6,630                  |

**0509 - Assessors Office**

|                           |                             |         |         |         |         |         |         |         |
|---------------------------|-----------------------------|---------|---------|---------|---------|---------|---------|---------|
| 51 Wages-Salaries         |                             |         |         |         |         |         |         |         |
| 001.05.0509.0.51125.00000 | Mid-Managers Personnel      | 191,463 | 198,135 | 198,136 | 204,554 | 204,554 | 204,554 | 204,554 |
| 001.05.0509.0.51130.00000 | Clerical Personnel          | 137,715 | 149,851 | 153,972 | 168,329 | 168,329 | 168,329 | 168,329 |
| 001.05.0509.0.51400.00000 | Overtime                    | 0       | 250     | 250     | 250     | 250     | 250     | 250     |
| 001.05.0509.0.51805.00000 | Longevity                   | 2,100   | 2,100   | 2,100   | 2,100   | 2,100   | 2,100   | 2,100   |
| 001.05.0509.0.51820.00000 | In lieu of Health Insurance | 4,300   | 4,300   | 4,300   | 4,300   | 4,300   | 4,300   | 4,300   |
| Wages-Salaries Total      |                             | 335,578 | 354,636 | 358,758 | 379,533 | 379,533 | 379,533 | 379,533 |
| 52 Fringe Benefits        |                             |         |         |         |         |         |         |         |
| 001.05.0509.0.52010.00000 | Worker's Compensation       | 11,256  | 12,041  | 12,057  | 7,370   | 7,370   | 7,370   | 7,370   |
| 001.05.0509.0.52100.00000 | Social Security             | 24,288  | 27,130  | 27,445  | 29,035  | 29,035  | 29,035  | 29,035  |
| 001.05.0509.0.52200.00000 | Pension                     | 19,837  | 31,363  | 31,774  | 33,281  | 33,281  | 33,281  | 33,281  |
| 001.05.0509.0.52220.00000 | Insurance, Life, Disability | 1,550   | 1,911   | 1,934   | 2,048   | 2,048   | 2,048   | 2,048   |
| 001.05.0509.0.52235.00000 | Health Insurance            | 51,529  | 56,009  | 56,009  | 60,701  | 60,701  | 60,701  | 60,701  |
| Fringe Benefits Total     |                             | 108,461 | 128,454 | 129,219 | 132,435 | 132,435 | 132,435 | 132,435 |

**GENERAL FUND BUDGET FY2024/25  
EXPENSE**

| Account                      | Description              | FY23    | FY24    |         | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|--------------------------|---------|---------|---------|--------------------------------|------------------|---------------------|
|                              |                          | Actual  | Adopted | Amended |                                |                  |                     |
| 53 Professional/Technical    |                          |         |         |         |                                |                  |                     |
| 001.05.0509.0.53201.00000    | Supplies                 | 5,375   | 6,900   | 11,850  | 7,400                          | 7,400            | 7,400               |
| 001.05.0509.0.53813.00000    | Computer Support         | 33,511  | 34,250  | 34,250  | 52,668                         | 52,668           | 52,668              |
| 001.05.0509.0.53814.00000    | Contractual Services     | 3,979   | 30,000  | 25,050  | 25,000                         | 25,000           | 25,000              |
| 001.05.0509.0.53916.00000    | Professional Development | 1,000   | 1,000   | 1,000   | ** Reclassified to Training ** |                  |                     |
| 001.05.0509.0.53944.00000    | Organizational Fees      | 245     | 400     | 400     | 480                            | 480              | 480                 |
| 001.05.0509.0.53945.00000    | Training                 | 2,532   | 3,000   | 3,000   | 4,075                          | 4,075            | 4,075               |
| Professional/Technical Total |                          | 46,643  | 75,550  | 75,550  | 89,623                         | 89,623           | 89,623              |
| Assessor Total               |                          | 490,682 | 558,640 | 563,527 | 601,591                        | 601,591          | 601,591             |

**0510 - Registrars of Voters**

|                              |                             |               |               |               |                |                |                |
|------------------------------|-----------------------------|---------------|---------------|---------------|----------------|----------------|----------------|
| <b>51 Wages-Salaries</b>     |                             |               |               |               |                |                |                |
| 001.05.0510.0.51115.00000    | Elected Personnel           | 74,280        | 76,000        | 77,475        | 190,000        | 97,626         | 97,626         |
| 001.05.0510.0.51540.00000    | Election Workers            | 3,143         | 9,000         | 8,325         | 25,000         | 25,000         | 25,000         |
| <b>Wages-Salaries Total</b>  |                             | <b>77,423</b> | <b>85,000</b> | <b>85,800</b> | <b>215,000</b> | <b>122,626</b> | <b>122,626</b> |
| <b>52 Fringe Benefits</b>    |                             |               |               |               |                |                |                |
| 001.05.0510.0.52010.00000    | Worker's Compensation       | 596           | 874           | 874           | 1,171          | 1,171          | 1,171          |
| 001.05.0510.0.52100.00000    | Social Security             | 5,923         | 6,503         | 6,503         | 16,449         | 9,383          | 9,383          |
| 001.05.0510.0.52200.00000    | Pension                     | 0             | 0             | 0             | 11,400         | 0              | 0              |
| 001.05.0510.0.52220.00000    | Insurance, Life, Disability | 0             | 0             | 0             | 1,040          | 0              | 0              |
| 001.05.0510.0.52235.00000    | Health Insurance            | 0             | 0             | 0             | 69,589         | 0              | 0              |
| <b>Fringe Benefits Total</b> |                             | <b>6,519</b>  | <b>7,377</b>  | <b>7,377</b>  | <b>99,649</b>  | <b>10,554</b>  | <b>10,554</b>  |

|                                     |                          |                |                |                |                |                |                |
|-------------------------------------|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>53 Professional/Technical</b>    |                          |                |                |                |                |                |                |
| 001.05.0510.0.53201.00000           | Supplies                 | 20,487         | 31,560         | 30,760         | 34,560         | 34,560         | 34,560         |
| 001.05.0510.0.53234.00000           | Food                     | 747            | 1,500          | 1,500          | 1,500          | 1,500          | 1,500          |
| 001.05.0510.0.53245.00000           | Maintenance & Repair     | 0              | 2,800          | 2,800          | 2,800          | 2,800          | 2,800          |
| 001.05.0510.0.53600.00000           | Rent                     | 0              | 1,200          | 1,200          | 1,200          | 1,200          | 1,200          |
| 001.05.0510.0.53604.00000           | Truck Rental             | 0              | 750            | 750            | 750            | 750            | 750            |
| 001.05.0510.0.53814.00000           | Contractual Services     | 60             | 150            | 150            | 150            | 150            | 150            |
| 001.05.0510.0.53815.00000           | Non Tax Election Workers | 21,598         | 35,000         | 35,000         | 35,000         | 35,000         | 35,000         |
| 001.05.0510.0.53902.00000           | Telephone                | 1,824          | 1,500          | 1,500          | 1,500          | 1,500          | 1,500          |
| 001.05.0510.0.53944.00000           | Organizational Fees      | 660            | 160            | 160            | 200            | 200            | 200            |
| 001.05.0510.0.53945.00000           | Training                 | 280            | 5,210          | 5,210          | 5,210          | 5,210          | 5,210          |
| <b>Professional/Technical Total</b> |                          | <b>45,656</b>  | <b>79,830</b>  | <b>79,030</b>  | <b>82,870</b>  | <b>82,870</b>  | <b>82,870</b>  |
| <b>Registrar of Voters Total</b>    |                          | <b>129,598</b> | <b>172,207</b> | <b>172,207</b> | <b>397,519</b> | <b>216,050</b> | <b>216,050</b> |

**GENERAL FUND BUDGET FY2024/25**

**EXPENSE**

| Account                             | Description                  | FY23           | FY24           |                | Department Requested | Manager Approved | Brd of Fin Approved |
|-------------------------------------|------------------------------|----------------|----------------|----------------|----------------------|------------------|---------------------|
|                                     |                              | Actual         | Adopted        | Amended        |                      |                  |                     |
| <b>0511 - Town Clerks Office</b>    |                              |                |                |                |                      |                  |                     |
| <b>51 Wages-Salaries</b>            |                              |                |                |                |                      |                  |                     |
| 001.05.0511.0.51100.00000           | Department Head              | 100,886        | 100,886        | 104,415        | 104,417              | 104,417          | 104,417             |
| 001.05.0511.0.51125.00000           | Mid-Managers Personnel       | 75,816         | 79,593         | 79,594         | 85,660               | 85,660           | 85,660              |
| 001.05.0511.0.51130.00000           | Clerical Personnel           | 115,757        | 120,085        | 123,387        | 125,443              | 125,443          | 125,443             |
| 001.05.0511.0.51400.00000           | Overtime                     | 359            | 600            | 600            | 1,000                | 1,000            | 1,000               |
| 001.05.0511.0.51510.00000           | Part time & Summer Help      | 1,440          | 0              | 0              | 0                    | 0                | 0                   |
| 001.05.0511.0.51805.00000           | Longevity                    | 1,300          | 1,300          | 1,300          | 1,300                | 1,300            | 1,300               |
| 001.05.0511.0.51820.00000           | In Lieu of Health Insurance  | 1,733          | 5,000          | 5,000          | 2,500                | 2,500            | 2,500               |
| <b>Wages-Salaries Total</b>         |                              | <b>297,292</b> | <b>307,464</b> | <b>314,296</b> | <b>320,320</b>       | <b>320,320</b>   | <b>320,320</b>      |
| <b>52 Fringe Benefits</b>           |                              |                |                |                |                      |                  |                     |
| 001.05.0511.0.52010.00000           | Worker's Compensation        | 1,115          | 1,200          | 1,213          | 739                  | 739              | 739                 |
| 001.05.0511.0.52100.00000           | Social Security              | 22,022         | 23,521         | 24,044         | 24,505               | 24,505           | 24,505              |
| 001.05.0511.0.52200.00000           | Pension                      | 16,217         | 22,071         | 22,621         | 23,110               | 23,110           | 23,110              |
| 001.05.0511.0.52220.00000           | Insurance, Life, Disability  | 1,251          | 1,648          | 1,688          | 1,733                | 1,733            | 1,733               |
| 001.05.0511.0.52235.00000           | Health Insurance             | 40,118         | 21,453         | 21,453         | 23,251               | 23,251           | 23,251              |
| <b>Fringe Benefits Total</b>        |                              | <b>80,724</b>  | <b>69,893</b>  | <b>71,019</b>  | <b>73,338</b>        | <b>73,338</b>    | <b>73,338</b>       |
| <b>53 Professional/Technical</b>    |                              |                |                |                |                      |                  |                     |
| 001.05.0511.0.53201.00000           | Supplies                     | 1,932          | 2,000          | 2,000          | 2,250                | 2,250            | 2,250               |
| 001.05.0511.0.53737.00000           | Microfilming, Records Repair | 4,888          | 6,500          | 6,500          | 6,000                | 6,000            | 6,000               |
| 001.05.0511.0.53743.00000           | Records Management Program   | 2,000          | 2,000          | 2,000          | 2,000                | 2,000            | 2,000               |
| 001.05.0511.0.53813.00000           | Computer Support             | 14,375         | 15,600         | 15,600         | 15,600               | 15,600           | 15,600              |
| 001.05.0511.0.53814.00000           | Contractual Services         | 1,516          | 2,300          | 2,300          | 2,300                | 2,300            | 2,300               |
| 001.05.0511.0.53916.00000           | Professional Development     | 2,254          | 2,860          | 2,860          | 3,360                | 3,360            | 3,360               |
| 001.05.0511.0.53944.00000           | Organizational Fees          | 720            | 710            | 710            | 710                  | 710              | 710                 |
| 001.05.0511.0.53947.00000           | Vital Statistics             | 1,350          | 2,000          | 2,000          | 1,500                | 1,500            | 1,500               |
| <b>Professional/Technical Total</b> |                              | <b>29,035</b>  | <b>33,970</b>  | <b>33,970</b>  | <b>33,720</b>        | <b>33,720</b>    | <b>33,720</b>       |
| <b>Town Clerk Total</b>             |                              | <b>407,051</b> | <b>411,327</b> | <b>419,285</b> | <b>427,378</b>       | <b>427,378</b>   | <b>427,378</b>      |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                            | Description                                 | FY23    | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------------|---|---------|---------|---------|----------------------|------------------|---------------------|
|                                    |   | Actual  | Adopted | Amended |                      |                  |                     |
| 0512 - Board of Assessment Appeals |   |         |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |   |         |         |         |                      |                  |                     |
| 001.05.0512.0.51305.00000          | Commission Secretaries                      | 2,200   | 1,500   | 1,500   | 1,500                | 1,500            | 1,500               |
| Wages-Salaries Total               |   | 2,200   | 1,500   | 1,500   | 1,500                | 1,500            | 1,500               |
| 52 Fringe Benefits                 |   |         |         |         |                      |                  |                     |
| 001.05.0512.0.52010.00000          | Worker's Compensation                       | 8       | 6       | 6       | 0                    | 0                | 0                   |
| 001.05.0512.0.52100.00000          | Social Security                             | 154     | 115     | 115     | 115                  | 115              | 115                 |
| Fringe Benefits Total              |   | 163     | 121     | 121     | 115                  | 115              | 115                 |
| 53 Professional/Technical          |   |         |         |         |                      |                  |                     |
| 001.05.0512.0.53916.00000          | Professional Development                    | 0       | 225     | 225     | 225                  | 225              | 225                 |
| Professional/Technical Total       |   | 0       | 225     | 225     | 225                  | 225              | 225                 |
| Board of Assessment Appeals Total  |   | 2,363   | 1,846   | 1,846   | 1,840                | 1,840            | 1,840               |
| 0513 - Town Council                |   |         |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |   |         |         |         |                      |                  |                     |
| 001.05.0513.0.51305.00000          | Commission Secretaries                      | 700     | 3,975   | 3,975   | 3,975                | 3,975            | 3,975               |
| Wages-Salaries Total               |   | 700     | 3,975   | 3,975   | 3,975                | 3,975            | 3,975               |
| 52 Fringe Benefits                 |   |         |         |         |                      |                  |                     |
| 001.05.0513.0.52010.00000          | Worker's Compensation                       | 3       | 16      | 16      | 0                    | 0                | 0                   |
| 001.05.0513.0.52100.00000          | Social Security                             | 54      | 305     | 305     | 305                  | 305              | 305                 |
| Fringe Benefits Total              |   | 56      | 321     | 321     | 305                  | 305              | 305                 |
| 53 Professional/Technical          |   |         |         |         |                      |                  |                     |
| 001.05.0513.0.53904.00000          | Mayor's Account                             | 200     | 500     | 500     | 500                  | 500              | 500                 |
| Professional/Technical Total       |   | 200     | 500     | 500     | 500                  | 500              | 500                 |
| Town Council Total                 |   | 956     | 4,796   | 4,796   | 4,780                | 4,780            | 4,780               |
| 0514 - Human Resources             |   |         |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |   |         |         |         |                      |                  |                     |
| 001.05.0514.0.51100.00000          | Department Head                             | 120,000 | 120,001 | 124,200 | 124,201              | 124,201          | 124,201             |
| 001.05.0514.0.51510.00000          | Part time & Summer Help (Reclass from TMgr) | 4,692   | 11,276  | 11,276  | 11,276               | 11,276           | 11,276              |
| Wages-Salaries Total               |   | 124,692 | 131,277 | 135,476 | 135,477              | 135,477          | 135,477             |



GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                      | Description                 | FY23    |         | FY24    |         | FY25                 |   |
|------------------------------|-----------------------------|---------|---------|---------|---------|----------------------|---|
|                              |                             | Actual  | Adopted | Adopted | Amended | Department Requested | Manager Approved<br>Brd of Fin Approved |
| 52 Fringe Benefits           |                             |         |         |         |         |                      |   |
| 001.05.0514.0.52010.00000    | Worker's Compensation       | 474     | 513     | 513     | 513     | 313                  | 313                                     |
| 001.05.0514.0.52100.00000    | Social Security             | 8,936   | 10,043  | 10,043  | 10,365  | 10,364               | 10,364                                  |
| 001.05.0514.0.52200.00000    | Pension                     | 6,933   | 7,201   | 7,201   | 7,621   | 7,453                | 7,453                                   |
| 001.05.0514.0.52220.00000    | Insurance, Life, Disability | 552     | 659     | 659     | 681     | 681                  | 681                                     |
| 001.05.0514.0.52235.00000    | Health Insurance            | 29,543  | 27,349  | 27,349  | 27,349  | 29,440               | 29,440                                  |
| Fringe Benefits Total        |                             | 46,438  | 45,765  | 45,765  | 46,529  | 48,251               | 48,251                                  |
| 53 Professional/Technical    |                             |         |         |         |         |                      |   |
| 001.05.0514.0.53201.00000    | Supplies                    | 1,392   | 2,500   | 2,500   | 312     | 2,500                | 2,500                                   |
| 001.05.0514.0.53813.00000    | Computer support            | 5,988   | 5,000   | 5,000   | 7,188   | 7,500                | 7,500                                   |
| 001.05.0514.0.53916.00000    | Professional Development    | 1,014   | 5,000   | 5,000   | 5,000   | 5,000                | 5,000                                   |
| 001.05.0514.0.53944.00000    | Organizational Fees         | 425     | 2,500   | 2,500   | 2,500   | 2,500                | 2,500                                   |
| Professional/Technical Total |                             | 8,819   | 15,000  | 15,000  | 15,000  | 17,500               | 17,500                                  |
| Human resources Total        |                             | 179,948 | 192,042 | 192,042 | 197,005 | 201,228              | 201,228                                 |
| 1013 - Cemetery Committee    |                             |         |         |         |         |                      |   |
| 51 Wages-Salaries            |                             |         |         |         |         |                      |   |
| 001.10.1013.0.51305.00000    | Commission Secretaries      | 1,300   | 1,050   | 1,050   | 1,050   | 1,050                | 1,050                                   |
| Wages-Salaries Total         |                             | 1,300   | 1,050   | 1,050   | 1,050   | 1,050                | 1,050                                   |
| 52 Fringe Benefits           |                             |         |         |         |         |                      |   |
| 001.10.1013.0.52010.00000    | Worker's Compensation       | 5       | 5       | 5       | 5       | 0                    | 0                                       |
| 001.10.1013.0.52100.00000    | Social Security             | 99      | 81      | 81      | 81      | 81                   | 81                                      |
| Fringe Benefits Total        |                             | 104     | 86      | 86      | 86      | 81                   | 81                                      |
| 53 Professional/Technical    |                             |         |         |         |         |                      |   |
| 001.10.1013.0.53201.00000    | Supplies                    | 0       | 100     | 100     | 100     | 100                  | 100                                     |
| 001.10.1013.0.53219.00000    | Operating Materials         | 0       | 2,500   | 2,500   | 2,500   | 7,500                | 7,500                                   |
| 001.10.1013.0.53221.00000    | Fencing                     | 7,693   | 5,000   | 5,000   | 5,000   | 0                    | 0                                       |
| 001.10.1013.0.53245.00000    | Maintenance & Repair        | 2,094   | 5,000   | 5,000   | 5,000   | 0                    | 0                                       |
| 001.10.1013.0.53814.00000    | Contractual Services        | 18,143  | 20,000  | 20,000  | 20,000  | 25,000               | 25,000                                  |
| Professional/Technical Total |                             | 27,930  | 32,600  | 32,600  | 32,600  | 32,600               | 32,600                                  |
| Cemetery Committee Total     |                             | 29,334  | 33,736  | 33,736  | 33,736  | 33,731               | 33,731                                  |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                 | FY23    | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|-----------------------------|---------|---------|---------|----------------------|------------------|---------------------|
|                              |                             | Actual  | Adopted | Amended |                      |                  |                     |
| 1014 - Development Services  |                             |         |         |         |                      |                  |                     |
| 51 Wages-Salaries            |                             |         |         |         |                      |                  |                     |
| 001.10.1014.0.51125.00000    | Mid-Managers Personnel      | 224,964 | 276,666 | 276,666 | 285,901              | 285,901          | 285,901             |
| 001.10.1014.0.51130.00000    | Clerical Personnel          | 67,524  | 67,268  | 67,268  | 63,160               | 63,160           | 63,160              |
| 001.10.1014.0.51510.00000    | Part time & Summer Help     | 1,701   | 16,443  | 16,443  | 16,443               | 16,443           | 16,443              |
| 001.10.1014.0.51805.00000    | Longevity                   | 1,200   | 1,200   | 1,200   | 0                    | 0                | 0                   |
| Wages-Salaries Total         |                             | 295,389 | 361,577 | 361,577 | 365,504              | 365,504          | 365,504             |
| 52 Fringe Benefits           |                             |         |         |         |                      |                  |                     |
| 001.10.1014.0.52010.00000    | Worker's Compensation       | 12,766  | 16,188  | 16,188  | 9,858                | 9,858            | 9,858               |
| 001.10.1014.0.52100.00000    | Social Security             | 20,625  | 27,661  | 27,661  | 27,962               | 27,962           | 27,962              |
| 001.10.1014.0.52200.00000    | Pension                     | 17,678  | 25,813  | 25,813  | 26,049               | 23,523           | 23,523              |
| 001.10.1014.0.52220.00000    | Insurance; Life, Disability | 1,307   | 1,887   | 1,887   | 1,915                | 1,915            | 1,915               |
| 001.10.1014.0.52235.00000    | Health Insurance            | 110,614 | 117,715 | 117,715 | 106,867              | 106,867          | 106,867             |
| Fringe Benefits Total        |                             | 162,990 | 189,264 | 189,264 | 172,651              | 170,125          | 170,125             |
| 53 Professional/Technical    |                             |         |         |         |                      |                  |                     |
| 001.10.1014.0.53201.00000    | Supplies                    | 4,325   | 4,500   | 4,500   | 4,500                | 4,500            | 4,500               |
| 001.10.1014.0.53814.00000    | Contractual Services        | 0       | 0       | 0       | 10,000               | 10,000           | 10,000              |
| 001.10.1014.0.53916.00000    | Professional Development    | 2,231   | 4,185   | 4,185   | 4,080                | 4,080            | 4,080               |
| 001.10.1014.0.53944.00000    | Organizational Fees         | 957     | 1,682   | 1,682   | 1,600                | 1,600            | 1,600               |
| Professional/Technical Total |                             | 7,513   | 10,367  | 10,367  | 20,180               | 20,180           | 20,180              |
| Development Services Total   |                             | 465,892 | 561,208 | 561,208 | 558,335              | 555,809          | 555,809             |

**1015 - Planning & Zoning Commission**

|                              |                          |     |       |       |       |       |       |
|------------------------------|--------------------------|-----|-------|-------|-------|-------|-------|
| 51 Wages-Salaries            |                          |     |       |       |       |       |       |
| 001.10.1015.0.51305.00000    | Commission Secretaries   | 0   | 0     | 0     | 1,175 | 1,175 | 1,175 |
| Wages-Salaries Total         |                          | 0   | 0     | 0     | 1,175 | 1,175 | 1,175 |
| 52 Fringe Benefits           |                          |     |       |       |       |       |       |
| 001.10.10153.0.52100.00000   | Social Security          | 0   | 0     | 0     | 90    | 90    | 90    |
| Fringe Benefits Total        |                          | 0   | 0     | 0     | 90    | 90    | 90    |
| 53 Professional/Technical    |                          |     |       |       |       |       |       |
| 001.10.1015.0.53208.00000    | Computer Equipment       | 0   | 0     | 0     | 5,000 | 5,000 | 5,000 |
| 001.10.1015.0.53916.00000    | Professional Development | 881 | 1,100 | 1,100 | 1,500 | 1,500 | 1,500 |
| 001.10.1015.0.53944.00000    | Organizational Fees      | 110 | 125   | 125   | 125   | 125   | 125   |
| Professional/Technical Total |                          | 991 | 1,225 | 1,225 | 6,625 | 6,625 | 6,625 |
| Planning & Zoning Total      |                          | 991 | 1,225 | 1,225 | 7,890 | 7,890 | 7,890 |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                               | Description                 | FY23           | FY24           |                | Department Requested | Manager Approved | Brd of Fin Approved |
|---------------------------------------|-----------------------------|----------------|----------------|----------------|----------------------|------------------|---------------------|
|                                       |                             | Actual         | Adopted        | Amended        |                      |                  |                     |
| <b>1016 - Zoning Board of Appeals</b> |                             |                |                |                |                      |                  |                     |
| <b>51 Wages-Salaries</b>              |                             |                |                |                |                      |                  |                     |
| 001.10.1016.0.51305.00000             | Commission Secretaries      | 950            | 1,175          | 1,175          | 1,175                | 1,175            | 1,175               |
| <b>Wages-Salaries Total</b>           |                             | <b>950</b>     | <b>1,175</b>   | <b>1,175</b>   | <b>1,175</b>         | <b>1,175</b>     | <b>1,175</b>        |
| <b>52 Fringe Benefits</b>             |                             |                |                |                |                      |                  |                     |
| 001.10.1016.0.52010.00000             | Worker's Compensation       | 4              | 5              | 5              | 0                    | 0                | 0                   |
| 001.10.1016.0.52100.00000             | Social Security             | 73             | 90             | 90             | 90                   | 90               | 90                  |
| <b>Fringe Benefits Total</b>          |                             | <b>76</b>      | <b>95</b>      | <b>95</b>      | <b>90</b>            | <b>90</b>        | <b>90</b>           |
| <b>53 Professional/Technical</b>      |                             |                |                |                |                      |                  |                     |
| 001.10.1016.0.53916.00000             | Professional Development    | 271            | 700            | 700            | 1,200                | 1,200            | 1,200               |
| 001.10.1016.0.53944.00000             | Organizational Fees         | 110            | 125            | 125            | 125                  | 125              | 125                 |
| <b>Professional/Technical Total</b>   |                             | <b>381</b>     | <b>825</b>     | <b>825</b>     | <b>1,325</b>         | <b>1,325</b>     | <b>1,325</b>        |
| <b>ZBA Total</b>                      |                             | <b>1,407</b>   | <b>2,095</b>   | <b>2,095</b>   | <b>2,590</b>         | <b>2,590</b>     | <b>2,590</b>        |
| <b>1017 - Economic Development</b>    |                             |                |                |                |                      |                  |                     |
| <b>51 Wages-Salaries</b>              |                             |                |                |                |                      |                  |                     |
| 001.10.1017.0.51120.00000             | Professional Personnel      | 50,350         | 46,980         | 46,980         | 50,739               | 50,739           | 50,739              |
| 001.10.1017.0.51125.00000             | Mid-Managers Personnel      | 92,322         | 98,618         | 98,619         | 103,605              | 103,605          | 103,605             |
| 001.10.1017.0.51305.00000             | Commission Secretaries      | 550            | 1,200          | 1,200          | 1,200                | 1,200            | 1,200               |
| <b>Wages-Salaries Total</b>           |                             | <b>143,222</b> | <b>146,798</b> | <b>146,799</b> | <b>155,544</b>       | <b>155,544</b>   | <b>155,544</b>      |
| <b>52 Fringe Benefits</b>             |                             |                |                |                |                      |                  |                     |
| 001.10.1017.0.52010.00000             | Worker's Compensation       | 509            | 574            | 574            | 359                  | 359              | 359                 |
| 001.10.1017.0.52100.00000             | Social Security             | 10,239         | 11,231         | 11,230         | 11,900               | 11,900           | 11,900              |
| 001.10.1017.0.52200.00000             | Pension                     | 5,539          | 5,918          | 5,918          | 6,217                | 6,217            | 6,217               |
| 001.10.1017.0.52220.00000             | Insurance, Life, Disability | 428            | 541            | 541            | 568                  | 568              | 568                 |
| 001.10.1017.0.52235.00000             | Health Insurance            | 25,361         | 27,349         | 27,349         | 29,440               | 29,440           | 29,440              |
| <b>Fringe Benefits Total</b>          |                             | <b>42,076</b>  | <b>45,613</b>  | <b>45,612</b>  | <b>48,484</b>        | <b>48,484</b>    | <b>48,484</b>       |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                        | Description              | FY23    | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|--------------------------------|--------------------------|---------|---------|---------|----------------------|------------------|---------------------|
|                                |                          | Actual  | Adopted | Amended |                      |                  |                     |
| 53 Professional/Technical      |                          |         |         |         |                      |                  |                     |
| 001.10.1017.0.53201.00000      | Supplies                 | 483     | 500     | 500     | 500                  | 500              | 500                 |
| 001.10.1017.0.53814.00000      | Contractual Services     | 5,223   | 10,000  | 10,000  | 10,000               | 10,000           | 10,000              |
| 001.10.1017.0.53916.00000      | Professional Development | 135     | 2,500   | 2,500   | 2,500                | 2,500            | 2,500               |
| 001.10.1017.0.53921.00000      | Promotion                | 27,806  | 30,000  | 30,000  | 35,000               | 35,000           | 35,000              |
| 001.10.1017.0.53944.00000      | Organizational Fees      | 3,590   | 3,610   | 3,610   | 4,135                | 4,135            | 4,135               |
| Professional/Technical Total   |                          | 37,237  | 46,610  | 46,610  | 52,135               | 52,135           | 52,135              |
| Economic Development Total     |                          | 222,535 | 239,021 | 239,021 | 256,163              | 256,163          | 256,163             |
| 1018 - Conservation Commission |                          |         |         |         |                      |                  |                     |
| 51 Wages-Salaries              |                          |         |         |         |                      |                  |                     |
| 001.10.1018.0.51305.00000      | Commission Secretaries   | 900     | 1,300   | 1,300   | 1,300                | 1,300            | 1,300               |
| Wages-Salaries Total           |                          | 900     | 1,300   | 1,300   | 1,300                | 1,300            | 1,300               |
| 52 Fringe Benefits             |                          |         |         |         |                      |                  |                     |
| 001.10.1018.0.52010.00000      | Worker's Compensation    | 3       | 6       | 6       | 0                    | 0                | 0                   |
| 001.10.1018.0.52100.00000      | Social Security          | 63      | 100     | 100     | 100                  | 100              | 100                 |
| Fringe Benefits Total          |                          | 66      | 106     | 106     | 100                  | 100              | 100                 |
| 53 Professional/Technical      |                          |         |         |         |                      |                  |                     |
| 001.10.1018.0.53201.00000      | Supplies                 | 0       | 55      | 55      | 55                   | 55               | 55                  |
| 001.10.1018.0.53440.00000      | Public Education         | 2,450   | 2,550   | 2,550   | 2,550                | 2,550            | 2,550               |
| 001.10.1018.0.53916.00000      | Professional Development | 0       | 75      | 75      | 75                   | 75               | 75                  |
| 001.10.1018.0.53944.00000      | Organizational Fees      | 0       | 175     | 175     | 175                  | 175              | 175                 |
| Professional/Technical Total   |                          | 2,450   | 2,855   | 2,855   | 2,855                | 2,855            | 2,855               |
| Conservation Commission Total  |                          | 3,416   | 4,261   | 4,261   | 4,255                | 4,255            | 4,255               |

**1019 - Inland Wetlands Commission**

|                              |                        |            |              |              |              |              |              |
|------------------------------|------------------------|------------|--------------|--------------|--------------|--------------|--------------|
| <b>51 Wages-Salaries</b>     |                        |            |              |              |              |              |              |
| 001.10.1019.0.51305.00000    | Commission Secretaries | 900        | 1,400        | 1,400        | 1,400        | 1,400        | 1,400        |
| <b>Wages-Salaries Total</b>  |                        | <b>900</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> |
| <b>52 Fringe Benefits</b>    |                        |            |              |              |              |              |              |
| 001.10.1019.0.52010.00000    | Worker's Compensation  | 3          | 6            | 6            | 0            | 0            | 0            |
| 001.10.1019.0.52100.00000    | Social Security        | 63         | 108          | 108          | 108          | 108          | 108          |
| <b>Fringe Benefits Total</b> |                        | <b>67</b>  | <b>114</b>   | <b>114</b>   | <b>108</b>   | <b>108</b>   | <b>108</b>   |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description              | FY23<br>Actual | FY24    |         | Department<br>Requested | FY25                |                        |
|------------------------------|--------------------------|----------------|---------|---------|-------------------------|---------------------|------------------------|
|                              |                          |                | Adopted | Amended |                         | Manager<br>Approved | Brd of Fin<br>Approved |
| 53 Professional/Technical    |                          |                |         |         |                         |                     |                        |
| 001.10.1019.0.53814.00000    | Contractual Services     | 2,211          | 2,400   | 2,400   | 2,400                   | 2,400               | 2,400                  |
| 001.10.1019.0.53916.00000    | Professional Development | 110            | 500     | 500     | 500                     | 500                 | 500                    |
| 001.10.1019.0.53944.00000    | Organizational Fees      | 65             | 65      | 65      | 65                      | 65                  | 65                     |
| Professional/Technical Total |                          | 2,386          | 2,965   | 2,965   | 2,965                   | 2,965               | 2,965                  |
| Inland-Wetlands Total        |                          | 3,353          | 4,479   | 4,479   | 4,473                   | 4,473               | 4,473                  |

**1020 - Ethics Commission**

|                              |                        |   |     |     |     |     |     |
|------------------------------|------------------------|---|-----|-----|-----|-----|-----|
| 51 Wages-Salaries            |                        |   |     |     |     |     |     |
| 001.10.1020.0.51305.00000    | Commission Secretaries | 0 | 400 | 400 | 400 | 400 | 400 |
| Wages-Salaries Total         |                        | 0 | 400 | 400 | 400 | 400 | 400 |
| 52 Fringe Benefits           |                        |   |     |     |     |     |     |
| 001.10.1020.0.52010.00000    | Worker's Compensation  | 0 | 2   | 2   | 0   | 0   | 0   |
| 001.10.1020.0.52100.00000    | Social Security        | 0 | 31  | 31  | 31  | 31  | 31  |
| Fringe Benefits Total        |                        | 0 | 33  | 33  | 31  | 31  | 31  |
| 53 Professional/Technical    |                        |   |     |     |     |     |     |
| 001.10.1020.0.53201.00000    | Supplies               | 0 | 50  | 50  | 50  | 50  | 50  |
| Professional/Technical Total |                        | 0 | 50  | 50  | 50  | 50  | 50  |
| Ethics Total                 |                        | 0 | 483 | 483 | 481 | 481 | 481 |

**1021 - Veterans Commission**

|                              |                         |       |       |       |       |       |       |
|------------------------------|-------------------------|-------|-------|-------|-------|-------|-------|
| 53 Professional/Technical    |                         |       |       |       |       |       |       |
| 001.10.1021.0.53201.00000    | Supplies                | 279   | 500   | 500   | 500   | 500   | 500   |
| 001.10.1021.0.53226.00000    | Flags, Wreaths, Flowers | 3,455 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| 001.10.1021.0.53234.00000    | Food                    | 231   | 300   | 300   | 300   | 300   | 300   |
| 001.10.1021.0.53805.00000    | Bands                   | 0     | 350   | 350   | 350   | 350   | 350   |
| 001.10.1021.0.53813.00000    | Computer Support        | 0     | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 001.10.1021.0.53939.00000    | Veterans Support        | 500   | 500   | 500   | 500   | 500   | 500   |
| Professional/Technical Total |                         | 4,464 | 6,150 | 6,150 | 6,150 | 6,150 | 6,150 |
| Veterans Commission Total    |                         | 4,464 | 6,150 | 6,150 | 6,150 | 6,150 | 6,150 |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                              | Description              | FY23<br>Actual | FY24    |         | Department<br>Requested | Manager<br>Approved | Brd of Fin<br>Approved |
|--------------------------------------|--------------------------|----------------|---------|---------|-------------------------|---------------------|------------------------|
|                                      |                          |                | Adopted | Amended |                         |                     |                        |
| 1023 - Aquifer Protection Commission |                          |                |         |         |                         |                     |                        |
| 51 Wages-Salaries                    |                          |                |         |         |                         |                     |                        |
| 001.10.1023.0.51305.00000            | Commission Secretaries   | 0              | 300     | 300     | 300                     | 300                 | 300                    |
| Wages-Salaries Total                 |                          | 0              | 300     | 300     | 300                     | 300                 | 300                    |
| 52 Fringe Benefits                   |                          |                |         |         |                         |                     |                        |
| 001.10.1023.0.52010.00000            | Worker's Compensation    | 0              | 2       | 2       | 0                       | 0                   | 0                      |
| 001.10.1023.0.52100.00000            | Social Security          | 0              | 23      | 23      | 23                      | 23                  | 23                     |
| Fringe Benefits Total                |                          | 0              | 25      | 25      | 23                      | 23                  | 23                     |
| 53 Professional/Technical            |                          |                |         |         |                         |                     |                        |
| 001.10.1023.0.53201.00000            | Supplies                 | 0              | 50      | 50      | 50                      | 50                  | 50                     |
| 001.10.1023.0.53916.00000            | Professional Development | 0              | 100     | 100     | 100                     | 100                 | 100                    |
| Professional/Technical Total         |                          | 0              | 150     | 150     | 150                     | 150                 | 150                    |
| Aquifer Protection Total             |                          | 0              | 475     | 475     | 473                     | 473                 | 473                    |
| 1024 - Berlin Historic District      |                          |                |         |         |                         |                     |                        |
| 51 Wages-Salaries                    |                          |                |         |         |                         |                     |                        |
| 001.10.1024.0.51305.00000            | Commission Secretaries   | 725            | 1,250   | 1,250   | 1,250                   | 1,250               | 1,250                  |
| Wages-Salaries Total                 |                          | 725            | 1,250   | 1,250   | 1,250                   | 1,250               | 1,250                  |
| 52 Fringe Benefits                   |                          |                |         |         |                         |                     |                        |
| 001.10.1024.0.52010.00000            | Worker's Compensation    | 2              | 5       | 5       | 0                       | 0                   | 0                      |
| 001.10.1024.0.52100.00000            | Social Security          | 54             | 96      | 96      | 96                      | 96                  | 96                     |
| Fringe Benefits Total                |                          | 57             | 101     | 101     | 96                      | 96                  | 96                     |
| 53 Professional/Technical            |                          |                |         |         |                         |                     |                        |
| 001.10.1024.0.53201.00000            | Supplies                 | 0              | 50      | 50      | 50                      | 50                  | 50                     |
| 001.10.1024.0.53916.00000            | Professional Development | 0              | 50      | 50      | 50                      | 50                  | 50                     |
| 001.10.1024.0.53921.00000            | Promotion                | 0              | 50      | 50      | 50                      | 50                  | 50                     |
| 001.10.1024.0.53944.00000            | Organizational Fees      | 0              | 100     | 100     | 100                     | 100                 | 100                    |
| Professional/Technical Total         |                          | 0              | 250     | 250     | 250                     | 250                 | 250                    |
| Historic District Total              |                          | 782            | 1,601   | 1,601   | 1,596                   | 1,596               | 1,596                  |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                            | Description            | FY23   | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------------|------------------------|--------|---------|---------|----------------------|------------------|---------------------|
|                                    |                        | Actual | Adopted | Amended |                      |                  |                     |
| 1025 - Charter Revision Commission |                        |        |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |                        |        |         |         |                      |                  |                     |
| 001.10.1025.0.51305.00000          | Commission Secretaries | 200    | 0       | 0       | 0                    | 0                | 0                   |
| Wages-Salaries Total               |                        | 200    | 0       | 0       | 0                    | 0                | 0                   |
| 52 Fringe Benefits                 |                        |        |         |         |                      |                  |                     |
| 001.10.1025.0.52010.00000          | Worker's Compensation  | (4)    | 0       | 0       | 0                    | 0                | 0                   |
| 001.10.1025.0.52100.00000          | Social Security        | 15     | 0       | 0       | 0                    | 0                | 0                   |
| Fringe Benefits Total              |                        | 11     | 0       | 0       | 0                    | 0                | 0                   |
| Charter Revision Total             |                        | 211    | 0       | 0       | 0                    | 0                | 0                   |
| 1026 - Commission for the Disabled |                        |        |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |                        |        |         |         |                      |                  |                     |
| 001.10.1026.0.51305.00000          | Commission Secretaries | 400    | 600     | 600     | 600                  | 600              | 600                 |
| Wages-Salaries Total               |                        | 400    | 600     | 600     | 600                  | 600              | 600                 |
| 52 Fringe Benefits                 |                        |        |         |         |                      |                  |                     |
| 001.10.1026.0.52010.00000          | Worker's Compensation  | 2      | 3       | 3       | 0                    | 0                | 0                   |
| 001.10.1026.0.52100.00000          | Social Security        | 27     | 46      | 46      | 46                   | 46               | 46                  |
| Fringe Benefits Total              |                        | 29     | 49      | 49      | 46                   | 46               | 46                  |
| Commission for Disabled Total      |                        | 429    | 649     | 649     | 646                  | 646              | 646                 |
| 1027 - Public Building Commission  |                        |        |         |         |                      |                  |                     |
| 51 Wages-Salaries                  |                        |        |         |         |                      |                  |                     |
| 001.10.1027.0.51305.00000          | Commission Secretaries | 1,200  | 2,050   | 2,050   | 2,050                | 2,050            | 2,050               |
| Wages-Salaries Total               |                        | 1,200  | 2,050   | 2,050   | 2,050                | 2,050            | 2,050               |
| 52 Fringe Benefits                 |                        |        |         |         |                      |                  |                     |
| 001.10.1027.0.52010.00000          | Worker's Compensation  | 5      | 8       | 8       | 0                    | 0                | 0                   |
| 001.10.1027.0.52100.00000          | Social Security        | 85     | 157     | 157     | 157                  | 157              | 157                 |
| Fringe Benefits Total              |                        | 89     | 165     | 165     | 157                  | 157              | 157                 |
| 53 Professional/Technical          |                        |        |         |         |                      |                  |                     |
| 001.10.1027.0.53814.00000          | Contractual Services   | 0      | 400     | 400     | 100,000              | 100,000          | 25,000              |
| Professional/Technical Total       |                        | 0      | 400     | 400     | 100,000              | 100,000          | 25,000              |
| Public Building Commission Total   |                        | 1,289  | 2,615   | 2,615   | 102,207              | 102,207          | 27,207              |

GENERAL FUND BUDGET FY2024/25

EXPENSE

| Account                                 | Description                 | FY23    | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|---|-----------------------------|---------|---------|---------|----------------------|------------------|---------------------|
|   |                             | Actual  | Adopted | Amended |                      |                  |                     |
| 1029 - Building Inspection & Permitting |                             |         |         |         |                      |                  |                     |
| 51 Wages-Salaries                       |                             |         |         |         |                      |                  |                     |
| 001.10.1029.0.51125.00000               | Mid-Managers Personnel      | 248,163 | 259,240 | 259,241 | 273,317              | 273,317          | 273,317             |
| 001.10.1029.0.51130.00000               | Clerical Personnel          | 64,154  | 63,937  | 65,745  | 68,093               | 68,093           | 68,093              |
| 001.10.1029.0.51805.00000               | Longevity                   | 1,200   | 1,200   | 1,200   | 1,200                | 1,200            | 1,200               |
| Wages-Salaries Total                    |                             | 313,517 | 324,377 | 326,186 | 342,610              | 342,610          | 342,610             |
| 52 Fringe Benefits                      |                             |         |         |         |                      |                  |                     |
| 001.10.1029.0.52010.00000               | Worker's Compensation       | 14,047  | 15,110  | 15,117  | 9,408                | 9,408            | 9,408               |
| 001.10.1029.0.52100.00000               | Social Security             | 22,069  | 24,815  | 24,900  | 26,210               | 26,210           | 26,210              |
| 001.10.1029.0.52200.00000               | Pension                     | 24,976  | 26,027  | 26,261  | 27,445               | 27,445           | 27,445              |
| 001.10.1029.0.52220.00000               | Insurance, Life, Disability | 1,426   | 1,771   | 1,781   | 1,872                | 1,872            | 1,872               |
| 001.10.1029.0.52235.00000               | Health Insurance            | 71,143  | 77,161  | 77,160  | 83,452               | 83,452           | 83,452              |
| 001.10.1029.0.52300.00000               | Uniforms/safety equipment   | 650     | 900     | 900     | 900                  | 900              | 900                 |
| Fringe Benefits Total                   |                             | 134,310 | 145,784 | 146,118 | 149,287              | 149,287          | 149,287             |
| 53 Professional/Technical               |                             |         |         |         |                      |                  |                     |
| 001.10.1029.0.53201.00000               | Supplies                    | 3,537   | 3,820   | 3,820   | 3,820                | 3,820            | 3,820               |
| 001.10.1029.0.53245.00000               | Maintenance                 | 9,387   | 10,000  | 10,000  | 40,000               | 10,000           | 10,000              |
| 001.10.1029.0.53916.00000               | Professional Development    | 1,124   | 2,100   | 2,100   | 2,100                | 2,100            | 2,100               |
| 001.10.1029.0.53944.00000               | Organizational Fees         | 280     | 440     | 440     | 440                  | 440              | 440                 |
| Professional/Technical Total            |                             | 14,328  | 16,360  | 16,360  | 46,360               | 16,360           | 16,360              |
| Building Inspection & Permitting Total  |                             | 462,155 | 486,521 | 488,665 | 538,257              | 508,257          | 508,257             |
| 1528 - Ambulance Service                |                             |         |         |         |                      |                  |                     |
| 53 Professional/Technical               |                             |         |         |         |                      |                  |                     |
| 001.15.1528.0.53405.00000               | Communications Systems      | 19,146  | 20,113  | 20,113  | 20,197               | 20,197           | 20,197              |
| 001.15.1528.0.53735.00000               | Medical Waste Disposal      | 261     | 1,500   | 1,500   | 1,500                | 1,500            | 1,500               |
| 001.15.1528.0.53808.00000               | Ambulance Services          | 370,344 | 370,344 | 370,344 | 381,455              | 381,455          | 381,455             |
| Professional/Technical Total            |                             | 389,751 | 391,957 | 391,957 | 403,152              | 403,152          | 403,152             |
| Ambulance Total                         |                             | 389,751 | 391,957 | 391,957 | 403,152              | 403,152          | 403,152             |



**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                      | FY23    | FY24    |         | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|----------------------------------|---------|---------|---------|--------------------------------|------------------|---------------------|
|                              |                                  | Actual  | Adopted | Amended |                                |                  |                     |
| 1530 - Animal Control        |                                  |         |         |         |                                |                  |                     |
| 51 Wages-Salaries            |                                  |         |         |         |                                |                  |                     |
| 001.15.1530.0.51135.00000    | Blue Collar Personnel            | 101,959 | 109,926 | 109,926 | 148,341                        | 148,341          | 111,539             |
| 001.15.1530.0.51400.00000    | Overtime                         | 4,941   | 10,500  | 10,500  | 10,500                         | 10,500           | 10,500              |
| 001.15.1530.0.51805.00000    | Longevity                        | 1,250   | 1,250   | 1,250   | 1,250                          | 1,250            | 1,250               |
| 001.15.1530.0.51806.00000    | ACO Redemption/ Adoption         | 175     | 600     | 600     | 700                            | 700              | 700                 |
| Wages-Salaries Total         |                                  | 108,325 | 122,276 | 122,276 | 160,791                        | 160,791          | 123,989             |
| 52 Fringe Benefits           |                                  |         |         |         |                                |                  |                     |
| 001.15.1530.0.52010.00000    | Worker's Compensation            | 3,332   | 3,816   | 3,816   | 2,984                          | 2,984            | 2,984               |
| 001.15.1530.0.52100.00000    | Social Security                  | 7,960   | 9,363   | 9,363   | 12,301                         | 12,309           | 9,494               |
| 001.15.1530.0.52200.00000    | Pension                          | 10,243  | 10,994  | 10,994  | 14,836                         | 14,836           | 11,155              |
| 001.15.1530.0.52220.00000    | Insurance, Life, Disability      | 456     | 552     | 552     | 758                            | 758              | 560                 |
| 001.15.1530.0.52235.00000    | Health Insurance                 | 10,247  | 12,532  | 12,532  | 46,863                         | 46,863           | 12,069              |
| 001.15.1530.0.52300.00000    | Uniforms                         | 1,300   | 1,506   | 1,506   | 1,506                          | 1,506            | 1,506               |
| Fringe Benefits Total        |                                  | 33,537  | 38,763  | 38,763  | 79,248                         | 79,256           | 37,768              |
| 53 Professional/Technical    |                                  |         |         |         |                                |                  |                     |
| 001.15.1530.0.53201.00000    | Supplies                         | 1,336   | 3,000   | 3,000   | 3,500                          | 3,500            | 3,500               |
| 001.15.1530.0.53245.00000    | Maintenance & Repair             | 1,012   | 2,200   | 2,200   | 2,000                          | 2,000            | 2,000               |
| 001.15.1530.0.53285.00000    | Animal Food                      | 1,223   | 1,700   | 1,700   | 3,000                          | 3,000            | 3,000               |
| 001.15.1530.0.53827.00000    | Veterinary Fees                  | 2,578   | 5,000   | 5,000   | 7,000                          | 7,000            | 7,000               |
| 001.15.1530.0.53902.00000    | Telephone                        | 984     | 1,000   | 1,000   | 1,100                          | 1,100            | 1,100               |
| 001.15.1530.0.53916.00000    | Professional Development         | 0       | 250     | 250     | ** Reclassified to Training ** |                  |                     |
| 001.15.1530.0.53936.00000    | License Fees, Due State          | 5,505   | 5,600   | 5,600   | 5,700                          | 5,700            | 5,700               |
| 001.15.1530.0.53940.00000    | Advertising                      | 89      | 225     | 225     | 175                            | 175              | 175                 |
| 001.15.1530.0.53945.00000    | Training                         | 200     | 250     | 250     | 550                            | 550              | 550                 |
| 001.15.1530.0.53950.00000    | Internet Service                 | 1,107   | 1,500   | 1,500   | 2,300                          | 2,300            | 2,300               |
| Professional/Technical Total |                                  | 14,033  | 20,725  | 20,725  | 25,325                         | 25,325           | 25,325              |
| Animal Control Total         |                                  | 155,895 | 181,764 | 181,764 | 265,364                        | 265,372          | 187,082             |
| 1531 - Fire Departments      |                                  |         |         |         |                                |                  |                     |
| 51 Wages-Salaries            |                                  |         |         |         |                                |                  |                     |
| 001.15.1531.0.51121.00000    | Fire Administrator               | 15,000  | 15,000  | 15,000  | 15,000                         | 15,000           | 15,000              |
| 001.15.1531.0.51130.00000    | Clerical Personnel (incl PT Req) | 22,280  | 22,659  | 23,332  | 24,704                         | 24,704           | 24,704              |
| 001.15.1531.0.51800.00000    | Reward program                   | 67,450  | 81,500  | 81,500  | 88,500                         | 88,500           | 88,500              |
| 001.15.1531.0.51801.00000    | Paid on call                     | 274,890 | 278,880 | 289,380 | 282,880                        | 282,880          | 282,880             |
| 001.15.1531.0.51801.00000    | Compensation (Additional Duties) | 0       | 10,500  | 0       | 12,000                         | 12,000           | 12,000              |
| Wages-Salaries Total         |                                  | 379,620 | 408,539 | 409,212 | 423,084                        | 423,084          | 423,084             |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                     | FY23    | FY24      |           | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|---------------------------------|---------|-----------|-----------|--------------------------------|------------------|---------------------|
|                              |                                 | Actual  | Adopted   | Amended   |                                |                  |                     |
| 52 Fringe Benefits           |                                 |         |           |           |                                |                  |                     |
| 001.15.1531.0.52010.00000    | Worker's Compensation           | 39,042  | 51,527    | 51,529    | 30,428                         | 30,428           | 30,428              |
| 001.15.1531.0.52100.00000    | Social Security                 | 28,803  | 31,254    | 31,252    | 32,366                         | 32,366           | 32,366              |
| 001.15.1531.0.52200.00000    | Pension                         | 0       | 1,360     | 1,397     | 1,483                          | 1,483            | 1,483               |
| 001.15.1531.0.52220.00000    | Insurance, Life, Disability     | 10,167  | 10,666    | 10,669    | 10,677                         | 10,677           | 10,677              |
| 001.15.1531.0.52225.00000    | Physicals                       | 8,789   | 46,000    | 46,000    | 46,000                         | 46,000           | 46,000              |
| 001.15.1531.0.52410.00000    | Robert Wolf Incentive Plan      | 26,500  | 36,000    | 36,000    | 30,000                         | 30,000           | 30,000              |
| Fringe Benefits Total        |                                 | 113,302 | 176,807   | 176,848   | 150,954                        | 150,954          | 150,954             |
| 53 Professional/Technical    |                                 |         |           |           |                                |                  |                     |
| 001.15.1531.0.53102.00000    | Electricity                     | 39,466  | 47,900    | 47,900    | 47,900                         | 47,900           | 47,900              |
| 001.15.1531.0.53105.00000    | Natural Gas                     | 25,971  | 25,000    | 25,000    | 28,125                         | 28,125           | 28,125              |
| 001.15.1531.0.53200.00000    | Hazardous Material Supplies     | 1,458   | 1,200     | 1,200     | 4,000                          | 4,000            | 4,000               |
| 001.15.1531.0.53201.00000    | Supplies                        | 547     | 1,200     | 1,200     | 1,400                          | 1,400            | 1,400               |
| 001.15.1531.0.53208.00000    | Equipment                       | 24,999  | 30,000    | 30,000    | 30,000                         | 30,000           | 30,000              |
| 001.15.1531.0.53210.00000    | Fire Fighting Equipment         | 11,739  | 12,000    | 12,000    | 12,000                         | 12,000           | 12,000              |
| 001.15.1531.0.53216.00000    | Protective Clothing             | 14,138  | 60,000    | 60,000    | 100,000                        | 100,000          | 100,000             |
| 001.15.1531.0.53219.00000    | Operating Materials             | 25,273  | 27,000    | 27,000    | 27,000                         | 27,000           | 27,000              |
| 001.15.1531.0.53229.00000    | Rescue Equipment                | 7,895   | 12,000    | 12,000    | 12,000                         | 12,000           | 12,000              |
| 001.15.1531.0.53236.00000    | Fire hose, Nozzles, Tools       | 7,159   | 8,000     | 8,000     | 20,000                         | 20,000           | 20,000              |
| 001.15.1531.0.53242.00000    | Foam                            | 2,335   | 2,500     | 2,500     | 0                              | 0                | 0                   |
| 001.15.1531.0.53245.00000    | Maintenance                     | 3,794   | 5,500     | 5,500     | 5,500                          | 5,500            | 5,500               |
| 001.15.1531.0.53405.00000    | Communications Systems          | 7,032   | 4,000     | 4,000     | 19,000                         | 19,000           | 19,000              |
| 001.15.1531.0.53602.00000    | Facility Rent-Newington         | 1,500   | 1,500     | 1,500     | 1,500                          | 1,500            | 1,500               |
| 001.15.1531.0.53605.00000    | Operating Expense Reimbursement | 61,189  | 61,189    | 61,189    | 63,452                         | 63,452           | 63,452              |
| 001.15.1531.0.53730.00000    | Insurance                       | 0       | 0         | 0         | 50,717                         | 50,717           | 50,717              |
| 001.15.1531.0.53813.00000    | Computer Support                | 10,345  | 15,000    | 15,000    | 0                              | 0                | 0                   |
| 001.15.1531.0.53814.00000    | Contractual Services            | 3,025   | 21,000    | 21,000    | 25,000                         | 25,000           | 25,000              |
| 001.15.1531.0.53816.00000    | Equipment Testing               | 27,641  | 36,000    | 36,000    | 36,000                         | 36,000           | 36,000              |
| 001.15.1531.0.53916.00000    | Professional Development        | 165     | 2,500     | 2,500     | ** Reclassified to Training ** |                  |                     |
| 001.15.1531.0.53917.00000    | Water & Sewer                   | 1,738   | 5,500     | 5,500     | 5,500                          | 5,500            | 5,500               |
| 001.15.1531.0.53926.00000    | Recruitment                     | 0       | 0         | 0         | 10,000                         | 10,000           | 10,000              |
| 001.15.1531.0.53943.00000    | Mileage                         | 0       | 5,000     | 5,000     | 5,074                          | 5,074            | 5,074               |
| 001.15.1531.0.53944.00000    | Organizational Fees             | 130     | 1,500     | 1,500     | 1,500                          | 1,500            | 1,500               |
| 001.15.1531.0.53945.00000    | Training                        | 18,574  | 30,000    | 30,000    | 32,500                         | 32,500           | 32,500              |
| Professional/Technical Total |                                 | 296,113 | 415,489   | 415,489   | 538,168                        | 538,168          | 538,168             |
| Fire Department Total        |                                 | 789,036 | 1,000,835 | 1,001,549 | 1,112,206                      | 1,112,206        | 1,112,206           |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                   | Description                   | FY23      | FY24      |           | Department Requested | Manager Approved | Brd of Fin Approved |
|---------------------------|-------------------------------|-----------|-----------|-----------|----------------------|------------------|---------------------|
|                           |                               | Actual    | Adopted   | Amended   |                      |                  |                     |
| 1532 - Police Department  |                               |           |           |           |                      |                  |                     |
| 51 Wages-Salaries         |                               |           |           |           |                      |                  |                     |
| 001.15.1532.0.51100.00000 | Department Head               | 147,290   | 147,290   | 152,445   | 152,446              | 152,446          | 152,446             |
| 001.15.1532.0.51120.00000 | Professional Personnel        | 147,356   | 130,185   | 134,091   | 197,791              | 134,091          | 134,091             |
| 001.15.1532.0.51130.00000 | Clerical Personnel            | 163,948   | 169,370   | 178,528   | 184,949              | 184,949          | 184,949             |
| 001.15.1532.0.51140.00000 | Police Personnel              | 3,483,144 | 3,875,200 | 4,008,435 | 4,344,326            | 4,344,326        | 4,344,326           |
| 001.15.1532.0.51185.00000 | Dispatchers                   | 703,285   | 705,532   | 724,679   | 790,954              | 790,954          | 790,954             |
| 001.15.1532.0.51305.00000 | Commission Secretaries        | 1,625     | 1,700     | 1,700     | 1,700                | 1,700            | 1,700               |
| 001.15.1532.0.51400.00000 | Overtime                      | 712,171   | 540,750   | 540,750   | 650,000              | 650,000          | 650,000             |
| 001.15.1532.0.51420.00000 | Grant Overtime                | 0         | 50,000    | 50,000    | 50,000               | 50,000           | 50,000              |
| 001.15.1532.0.51440.00000 | Extra Duty Police Officer     | 572,999   | 35,000    | 35,000    | 90,000               | 90,000           | 90,000              |
| 001.15.1532.0.51805.00000 | Longevity                     | 21,504    | 22,489    | 22,489    | 21,134               | 21,134           | 21,134              |
| 001.15.1532.0.51811.00000 | In lieu of Sick Pay (Retiree) | 26,069    | 70,267    | 70,267    | 70,267               | 70,267           | 70,267              |
| 001.15.1532.0.51820.00000 | In lieu of Health Insurance   | 10,000    | 11,800    | 11,800    | 9,300                | 9,300            | 9,300               |
| Wages-Salaries Total      |                               | 5,989,390 | 5,759,583 | 5,930,184 | 6,562,867            | 6,499,167        | 6,499,167           |
| 52 Fringe Benefits        |                               |           |           |           |                      |                  |                     |
| 001.15.1532.0.52010.00000 | Worker's Compensation         | 217,488   | 230,735   | 230,753   | 155,054              | 155,054          | 155,054             |
| 001.15.1532.0.52100.00000 | Social Security               | 427,183   | 441,298   | 449,712   | 502,749              | 497,876          | 497,876             |
| 001.15.1532.0.52200.00000 | Pension                       | 438,830   | 112,272   | 151,907   | 168,834              | 165,012          | 165,012             |
| 001.15.1532.0.52202.00000 | Pension/Actuarial Funding     | 0         | 792,891   | 768,641   | 924,680              | 924,680          | 924,680             |
| 001.15.1532.0.52220.00000 | Insurance, Life, Disability   | 112,802   | 150,121   | 150,988   | 106,577              | 106,228          | 106,228             |
| 001.15.1532.0.52225.00000 | Physicals                     | 4,098     | 10,500    | 10,500    | 11,400               | 11,400           | 11,400              |
| 001.15.1532.0.52235.00000 | Health Insurance              | 883,557   | 989,350   | 989,350   | 1,134,451            | 1,099,657        | 1,099,657           |
| 001.15.1532.0.52300.00000 | Uniforms                      | 70,607    | 60,150    | 60,150    | 135,000              | 135,000          | 135,000             |
| 001.15.1532.0.52440.00000 | Tuition Reimbursement         | 5,067     | 8,800     | 8,800     | 8,800                | 8,800            | 8,800               |
| Fringe Benefits Total     |                               | 2,159,631 | 2,796,117 | 2,820,801 | 3,147,545            | 3,103,707        | 3,103,707           |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                      | Description                       | FY23      |           | FY24      |           | FY25                                 |   |
|------------------------------|-----------------------------------|-----------|-----------|-----------|-----------|--------------------------------------|---|
|                              |                                   | Actual    | Adopted   | Adopted   | Amended   | Department Requested                 | Manager Approved<br>Brd of Fin Approved |
| 53 Professional/Technical    |                                   |           |           |           |           |                                      |   |
| 001.15.1532.0.53101.00000    | Telecommunications-Statewide Info | 10,352    | 12,000    | 12,000    | 12,000    | 12,000                               | 12,000                                  |
| 001.15.1532.0.53201.00000    | Supplies                          | 5,074     | 6,000     | 6,000     | 6,000     | 7,500                                | 7,500                                   |
| 001.15.1532.0.53208.00000    | Computer Equipment                | 16,950    | 0         | 0         | 0         | **** Reclassified to Technology **** | 25,000                                  |
| 001.15.1532.0.53209.00000    | Equipment - Tasers                | 12,330    | 12,330    | 12,330    | 12,330    | 25,000                               | 25,000                                  |
| 001.15.1532.0.53211.00000    | Computer Materials                | 1,711     | 2,000     | 2,000     | 2,000     | 3,000                                | 3,000                                   |
| 001.15.1532.0.53212.00000    | Photo Supplies                    | 0         | 250       | 250       | 250       | 250                                  | 250                                     |
| 001.15.1532.0.53219.00000    | Operating Materials               | 10,109    | 11,000    | 11,000    | 11,000    | 32,000                               | 32,000                                  |
| 001.15.1532.0.53234.00000    | Food                              | 722       | 1,000     | 1,000     | 1,000     | 1,000                                | 1,000                                   |
| 001.15.1532.0.53238.00000    | Traffic Lights/Signals            | 13,998    | 14,650    | 14,650    | 14,650    | 14,650                               | 14,650                                  |
| 001.15.1532.0.53245.00000    | Maintenance                       | 31,574    | 35,000    | 35,000    | 35,000    | 69,500                               | 69,500                                  |
| 001.15.1532.0.53248.00000    | Equipment                         | 7,498     | 13,000    | 13,000    | 13,000    | 19,000                               | 19,000                                  |
| 001.15.1532.0.53401.00000    | Accreditation                     | 4,745     | 6,500     | 6,500     | 6,500     | 7,000                                | 7,000                                   |
| 001.15.1532.0.53601.00000    | Machine Rental                    | 3,288     | 4,300     | 4,300     | 4,300     | 5,000                                | 5,000                                   |
| 001.15.1532.0.53813.00000    | Computer Support                  | 83,083    | 62,000    | 62,000    | 62,000    | 65,100                               | 65,100                                  |
| 001.15.1532.0.53814.00000    | Contractual Services              | 6,064     | 5,500     | 5,500     | 5,500     | 5,500                                | 5,500                                   |
| 001.15.1532.0.53826.00000    | Towing                            | 546       | 600       | 600       | 600       | 1,000                                | 1,000                                   |
| 001.15.1532.0.53902.00000    | Telephone                         | 12,254    | 15,000    | 15,000    | 15,000    | 15,000                               | 15,000                                  |
| 001.15.1532.0.53903.00000    | Copiers                           | 2,843     | 9,250     | 9,250     | 9,250     | 6,250                                | 6,250                                   |
| 001.15.1532.0.53916.00000    | Professional Development          | 73,506    | 60,000    | 60,000    | 60,000    | 76,000                               | 76,000                                  |
| 001.15.1532.0.53944.00000    | Organizational Fees               | 3,409     | 6,609     | 6,609     | 6,609     | 7,474                                | 7,474                                   |
| 001.15.1532.0.53945.00000    | Training                          | 650       | 1,800     | 1,800     | 1,800     | 1,800                                | 1,800                                   |
| 001.15.1532.0.53972.00000    | BPD Cadet Program                 | 0         | 10,000    | 10,000    | 10,000    | 10,000                               | 10,000                                  |
| 001.15.1532.0.53973.00000    | Special Teams/Assignments         | 0         | 10,000    | 10,000    | 10,000    | 10,000                               | 10,000                                  |
| Professional/Technical Total |                                   | 300,707   | 298,789   | 298,789   | 298,789   | 394,024                              | 394,024                                 |
| 54 Capital Outlays           |                                   |           |           |           |           |                                      |   |
| 001.15.1532.0.54000.00004    | Police Vehicles                   | 0         | 0         | 0         | 200,000   | 0                                    | 0                                       |
| 001.15.1532.0.54000.10000    | Computer Equipment                | 0         | 0         | 0         | 50,000    | 0                                    | 0                                       |
| Capital Outlays Total        |                                   | 0         | 0         | 0         | 250,000   | 0                                    | 0                                       |
| Police Department Total      |                                   | 8,449,729 | 8,854,489 | 9,299,774 | 9,299,774 | 10,104,436                           | 9,996,898                               |
| 1533 - Emergency Management  |                                   |           |           |           |           |                                      |   |
| 52 Fringe Benefits           |                                   |           |           |           |           |                                      |   |
| 001.15.1533.0.52300.00000    | Uniforms                          | 0         | 300       | 300       | 300       | 300                                  | 300                                     |
| Fringe Benefits Total        |                                   | 0         | 300       | 300       | 300       | 300                                  | 300                                     |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                      | Description                        | FY23    | FY24    |         | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|------------------------------------|---------|---------|---------|--------------------------------|------------------|---------------------|
|                              |                                    | Actual  | Adopted | Amended |                                |                  |                     |
| 53 Professional/Technical    |                                    |         |         |         |                                |                  |                     |
| 001.15.1533.0.53201.00000    | Supplies                           | 477     | 2,000   | 2,000   | 2,000                          | 2,000            | 2,000               |
| 001.15.1533.0.53208.00000    | Equipment                          | 1,624   | 3,000   | 3,000   | 2,500                          | 2,500            | 2,500               |
| 001.15.1533.0.53759.00000    | Civic Ready Notification           | 0       | 8,000   | 8,000   | 8,250                          | 8,250            | 8,250               |
| 001.15.1533.0.53837.00000    | Dam EAP Maint/Contractual Services | 0       | 10,000  | 10,000  | 10,000                         | 10,000           | 10,000              |
| 001.15.1533.0.53899.00000    | EOC Phone System                   | 6,352   | 7,000   | 7,000   | 7,000                          | 7,000            | 7,000               |
| 001.15.1533.0.53944.00000    | Organizational Fees                | 255     | 300     | 300     | 300                            | 300              | 300                 |
| 001.15.1533.0.53945.00000    | Training                           | 283     | 500     | 500     | 325                            | 325              | 325                 |
| Professional/Technical Total |                                    | 8,991   | 30,800  | 30,800  | 30,375                         | 30,375           | 30,375              |
| Emergency Management Total   |                                    | 8,991   | 31,100  | 31,100  | 30,675                         | 30,675           | 30,675              |
| 1534 - Fire Marshal          |                                    |         |         |         |                                |                  |                     |
| 51 Wages-Salaries            |                                    |         |         |         |                                |                  |                     |
| 001.15.1534.0.51120.00000    | Professional Personnel             | 8,864   | 17,000  | 17,000  | 25,480                         | 25,480           | 25,480              |
| 001.15.1534.0.51125.00000    | Mid-Managers Personnel             | 208,672 | 217,053 | 217,053 | 226,280                        | 226,280          | 226,280             |
| 001.15.1534.0.51400.00000    | Overtime                           | 0       | 2,000   | 2,000   | 2,000                          | 2,000            | 2,000               |
| 001.15.1534.0.51805.00000    | Longevity                          | 1,300   | 1,300   | 1,300   | 1,300                          | 1,300            | 1,300               |
| 001.15.1534.0.51820.00000    | In lieu of Health Insurance        | 2,500   | 2,500   | 2,500   | 2,500                          | 2,500            | 2,500               |
| Wages-Salaries Total         |                                    | 221,336 | 239,853 | 239,853 | 257,560                        | 257,560          | 257,560             |
| 52 Fringe Benefits           |                                    |         |         |         |                                |                  |                     |
| 001.15.1534.0.52010.00000    | Worker's Compensation              | 23,013  | 24,136  | 24,136  | 15,306                         | 15,306           | 15,306              |
| 001.15.1534.0.52100.00000    | Social Security                    | 16,329  | 18,453  | 18,453  | 19,808                         | 19,808           | 19,808              |
| 001.15.1534.0.52200.00000    | Pension                            | 17,602  | 18,204  | 18,268  | 18,940                         | 18,940           | 18,940              |
| 001.15.1534.0.52220.00000    | Insurance, Life, Disability        | 949     | 1,190   | 1,190   | 1,242                          | 1,242            | 1,242               |
| 001.15.1534.0.52235.00000    | Health Insurance                   | 25,361  | 27,349  | 27,349  | 29,440                         | 29,440           | 29,440              |
| 001.15.1534.0.52300.00000    | Uniforms                           | 711     | 1,200   | 1,200   | 1,200                          | 1,200            | 1,200               |
| Fringe Benefits Total        |                                    | 83,964  | 90,532  | 90,596  | 85,936                         | 85,936           | 85,936              |
| 53 Professional/Technical    |                                    |         |         |         |                                |                  |                     |
| 001.15.1534.0.53201.00000    | Supplies                           | 329     | 400     | 400     | 400                            | 400              | 400                 |
| 001.15.1534.0.53219.00000    | Operating Materials                | 1,081   | 1,000   | 1,000   | 1,000                          | 1,000            | 1,000               |
| 001.15.1534.0.53813.00000    | Computer Support                   | 969     | 1,000   | 1,000   | 1,000                          | 1,000            | 1,000               |
| 001.15.1534.0.53916.00000    | Professional Development           | 0       | 225     | 225     | ** Reclassified to Training ** |                  |                     |
| 001.15.1534.0.53918.00000    | Fire Prevention                    | 900     | 1,100   | 1,100   | 1,100                          | 1,100            | 1,100               |
| 001.15.1534.0.53944.00000    | Organizational Fees                | 225     | 325     | 325     | 350                            | 350              | 350                 |
| 001.15.1534.0.53945.00000    | Training                           | 880     | 1,220   | 1,220   | 1,745                          | 1,745            | 1,745               |
| Professional/Technical Total |                                    | 4,384   | 5,270   | 5,270   | 5,595                          | 5,595            | 5,595               |
| Fire Marshal Total           |                                    | 309,684 | 335,655 | 335,719 | 349,091                        | 349,091          | 349,091             |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                      | FY23    | FY24    |         | Department Requested                   | Manager Approved | Brd of Fin Approved |
|------------------------------|----------------------------------|---------|---------|---------|--|------------------|---------------------|
|                              |                                  | Actual  | Adopted | Amended |  |                  |                     |
| 2035 - Municipal Garage      |                                  |         |         |         |  |                  |                     |
| 51 Wages-Salaries            |                                  |         |         |         |  |                  |                     |
| 001.20.2035.0.51125.00000    | Mid-Managers Personnel           | 106,448 | 109,109 | 109,110 | 112,109                                | 112,109          | 112,109             |
| 001.20.2035.0.51130.00000    | Clerical Personnel (incl PT Req) | 43,969  | 45,797  | 47,056  | 49,508                                 | 49,508           | 49,508              |
| 001.20.2035.0.51135.00000    | Blue Collar Personnel            | 341,595 | 351,908 | 351,908 | 353,016                                | 353,016          | 353,016             |
| 001.20.2035.0.51400.00000    | Overtime                         | 5,068   | 10,000  | 10,000  | 15,000                                 | 15,000           | 15,000              |
| 001.20.2035.0.51445.00000    | Storm Related Overtime           | 4,711   | 0       | 0       | **** Reclassified to Public Works **** |                  |                     |
| 001.20.2035.0.51805.00000    | Longevity                        | 2,550   | 2,550   | 2,550   | 2,550                                  | 2,550            | 2,550               |
| Wages-Salaries Total         |                                  | 504,340 | 519,364 | 520,624 | 532,183                                | 532,183          | 532,183             |
| 52 Fringe Benefits           |                                  |         |         |         |  |                  |                     |
| 001.20.2035.0.52010.00000    | Worker's Compensation            | 29,880  | 30,704  | 30,709  | 18,423                                 | 18,423           | 18,423              |
| 001.20.2035.0.52100.00000    | Social Security                  | 36,562  | 39,791  | 39,886  | 40,771                                 | 40,771           | 40,771              |
| 001.20.2035.0.52200.00000    | Pension                          | 39,706  | 42,266  | 42,342  | 42,889                                 | 42,889           | 42,889              |
| 001.20.2035.0.52220.00000    | Insurance, Life, Disability      | 2,175   | 2,651   | 2,658   | 2,691                                  | 2,691            | 2,691               |
| 001.20.2035.0.52235.00000    | Health Insurance                 | 84,296  | 97,428  | 97,428  | 101,893                                | 101,893          | 101,893             |
| 001.20.2035.0.52300.00000    | Uniforms                         | 5,556   | 6,252   | 6,252   | 6,252                                  | 6,252            | 6,252               |
| Fringe Benefits Total        |                                  | 198,174 | 219,092 | 219,275 | 212,919                                | 212,919          | 212,919             |
| 53 Professional/Technical    |                                  |         |         |         |  |                  |                     |
| 001.20.2035.0.53106.00000    | Vehicle Fuel                     | 328,392 | 425,900 | 425,900 | 428,800                                | 428,800          | 428,800             |
| 001.20.2035.0.53109.00000    | POL/Chemicals                    | 0       | 36,000  | 36,000  | 36,000                                 | 36,000           | 36,000              |
| 001.20.2035.0.53201.00000    | Supplies                         | 905     | 2,000   | 2,000   | 2,000                                  | 2,000            | 2,000               |
| 001.20.2035.0.53217.00000    | Snow Equipment                   | 3,333   | 10,000  | 10,000  | 10,000                                 | 10,000           | 10,000              |
| 001.20.2035.0.53218.00000    | Tools                            | 3,677   | 5,000   | 5,000   | 5,000                                  | 5,000            | 5,000               |
| 001.20.2035.0.53219.00000    | Operating Materials              | 2,257   | 3,500   | 3,500   | 3,500                                  | 3,500            | 3,500               |
| 001.20.2035.0.53220.00000    | Tires                            | 35,671  | 46,550  | 46,550  | 46,550                                 | 46,550           | 46,550              |
| 001.20.2035.0.53233.00000    | Vehicle Parts                    | 149,795 | 140,000 | 140,000 | 170,000                                | 170,000          | 170,000             |
| 001.20.2035.0.53245.00000    | Maintenance                      | 2,670   | 5,000   | 5,000   | 5,000                                  | 5,000            | 5,000               |
| 001.20.2035.0.53248.00000    | Equipment                        | 7,385   | 14,700  | 14,700  | 20,000                                 | 20,000           | 20,000              |
| 001.20.2035.0.53813.00000    | Computer Support                 | 15,449  | 15,570  | 15,570  | 18,680                                 | 18,680           | 18,680              |
| 001.20.2035.0.53814.00000    | Contractual Services             | 21,353  | 30,000  | 30,000  | 33,000                                 | 33,000           | 33,000              |
| 001.20.2035.0.53826.00000    | Towing                           | 2,025   | 3,000   | 3,000   | 0                                      | 0                | 0                   |
| 001.20.2035.0.53839.00000    | Contr. Serv. - Veh. Rebuild      | 15,314  | 16,000  | 16,000  | 16,000                                 | 16,000           | 16,000              |
| 001.20.2035.0.53916.00000    | Professional Development         | 1,276   | 3,000   | 3,000   | 3,000                                  | 3,000            | 3,000               |
| 001.20.2035.0.53920.00000    | Professional Services            | 7,188   | 10,000  | 10,000  | 10,000                                 | 10,000           | 10,000              |
| 001.20.2035.0.53944.00000    | Organizational Fees              | 0       | 210     | 210     | 140                                    | 140              | 140                 |
| Professional/Technical Total |                                  | 596,689 | 766,430 | 766,430 | 807,670                                | 807,670          | 807,670             |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                   | Description  | FY23<br>Actual | FY24      |           | Department<br>Requested | FY25                |           | Brd of Fin<br>Approved |
|---------------------------|--|----------------|-----------|-----------|-------------------------|---------------------|-----------|------------------------|
|                           |  |                | Adopted   | Amended   |                         | Manager<br>Approved | Approved  |                        |
| 54 Capital Outlays        |  |                |           |           |                         |                     |           |                        |
| 001.20.2035.0.54000.00012 | Vehicle Reserve                                    | 0              | 0         | 509,000   | 0                       | 0                   | 0         | 0                      |
| 001.20.2035.0.54000.00005 | Pool Cars (Incl Assessor, Bldg Insp, DPW, Nursing) | 0              | 0         | 0         | 70,000                  | 70,000              | 70,000    | 0                      |
| Capital Outlays Total     |  | 0              | 0         | 509,000   | 70,000                  | 70,000              | 70,000    | 0                      |
| Municipal Garage Total    |  | 1,299,203      | 1,504,886 | 2,015,329 | 1,622,772               | 1,622,772           | 1,622,772 | 1,552,772              |

**2036 - Public Works**

|                           |                             |         |         |         |         |         |         |         |
|---------------------------|-----------------------------|---------|---------|---------|---------|---------|---------|---------|
| 51 Wages-Salaries         |                             |         |         |         |         |         |         |         |
| 001.20.2036.0.51100.00000 | Department Head             | 101,580 | 101,581 | 105,135 | 105,137 | 105,137 | 105,137 | 105,137 |
| 001.20.2036.0.51125.00000 | Mid-Managers Personnel      | 195,982 | 198,495 | 202,495 | 206,834 | 206,834 | 206,834 | 206,834 |
| 001.20.2036.0.51130.00000 | Clerical Personnel          | 54,561  | 54,347  | 58,757  | 60,892  | 60,892  | 60,892  | 60,892  |
| 001.20.2036.0.51445.00000 | Storm Related Overtime      | 0       | 147,435 | 143,435 | 147,435 | 147,435 | 147,435 | 147,435 |
| 001.20.2036.0.51805.00000 | Longevity                   | 3,168   | 3,168   | 3,168   | 3,168   | 3,168   | 3,168   | 3,168   |
| Wages-Salaries Total      |                             | 355,291 | 505,026 | 512,990 | 523,466 | 523,466 | 523,466 | 523,466 |
| 52 Fringe Benefits        |                             |         |         |         |         |         |         |         |
| 001.20.2036.0.52010.00000 | Worker's Compensation       | 16,882  | 27,988  | 27,994  | 16,942  | 16,942  | 16,942  | 16,942  |
| 001.20.2036.0.52100.00000 | Social Security             | 25,395  | 38,704  | 39,090  | 40,115  | 40,115  | 40,115  | 40,115  |
| 001.20.2036.0.52200.00000 | Pension                     | 31,308  | 31,381  | 32,425  | 33,084  | 33,084  | 33,084  | 33,084  |
| 001.20.2036.0.52220.00000 | Insurance, Life, Disability | 1,729   | 1,946   | 1,976   | 2,043   | 2,043   | 2,043   | 2,043   |
| 001.20.2036.0.52235.00000 | Health Insurance            | 74,861  | 80,490  | 80,490  | 86,928  | 86,928  | 86,928  | 86,928  |
| 001.20.2036.0.52300.00000 | Uniforms                    | 330     | 330     | 330     | 330     | 330     | 330     | 330     |
| Fringe Benefits Total     |                             | 150,505 | 180,839 | 182,306 | 179,442 | 179,442 | 179,442 | 179,442 |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description  | FY23      | FY24      |           | Department Requested                         | Manager Approved | Brd of Fin Approved |
|------------------------------|--|-----------|-----------|-----------|--|------------------|---------------------|
|                              |  | Actual    | Adopted   | Amended   |  |                  |                     |
| 53 Professional/Technical    |  |           |           |           |  |                  |                     |
| 001.20.2036.0.53201.00000    | Supplies   | 926       | 2,000     | 2,000     | 2,500  | 2,500            | 2,500               |
| 001.20.2036.0.53223.00000    | Street Signs   | 1,651     | 5,000     | 5,000     | 5,000  | 5,000            | 5,000               |
| 001.20.2036.0.53813.00000    | Computer Support                                       | 627       | 1,800     | 1,800     | 1,800  | 1,800            | 1,800               |
| 001.20.2036.0.53814.00000    | Contractual Services                                   | 15,718    | 35,000    | 35,000    | 95,000                                       | 95,000           | 95,000              |
| 001.20.2036.0.53821.00000    | GIS Programming  | 22,821    | 38,500    | 38,500    | 31,900                                       | 31,900           | 31,900              |
| 001.20.2036.0.53823.00000    | Refuse Disposal (restated to reclassify condo rebates) | 1,648,327 | 1,674,267 | 1,674,267 | 1,774,267                                    | 1,724,267        | 1,724,267           |
| 001.20.2036.0.53832.00000    | Cont.Serv.- Monitoring Well Vet.Pk.                    | 4,700     | 7,000     | 7,000     | ** consolidated into Contractual Services ** |                  |                     |
| 001.20.2036.0.53836.00000    | Mat'l.Storage Yard Mon.Wells                           | 4,488     | 8,000     | 8,000     | ** consolidated into Contractual Services ** |                  |                     |
| 001.20.2036.0.53838.00000    | Monitoring - Newman property                           | 4,306     | 10,000    | 10,000    | ** consolidated into Contractual Services ** |                  |                     |
| 001.20.2036.0.53843.00000    | Condo Assoc. Refuse Disposal Refund                    | 160,510   | 175,733   | 175,733   | 175,733                                      | 175,733          | 175,733             |
| 001.20.2036.0.53916.00000    | Professional Development                               | 385       | 715       | 715       | 715  | 715              | 715                 |
| 001.20.2036.0.53935.00000    | Street Lighting  | 153,600   | 175,000   | 175,000   | 190,000                                      | 190,000          | 190,000             |
| 001.20.2036.0.53944.00000    | Organizational Fees                                    | 528       | 1,040     | 1,040     | 1,040  | 1,040            | 1,040               |
| 001.20.2036.0.53949.00000    | Street Lining  | 10,000    | 10,000    | 10,000    | 10,000                                       | 10,000           | 10,000              |
| 001.20.2036.0.53970.00000    | Flood Control Projects                                 | 6,715     | 15,000    | 15,000    | ** consolidated into Contractual Services ** |                  |                     |
| 001.20.2036.0.53971.00000    | Stormwater Drainage Analysis                           | 2,051     | 20,000    | 20,000    | ** consolidated into Contractual Services ** |                  |                     |
| Professional/Technical Total |  | 2,037,354 | 2,179,055 | 2,179,055 | 2,287,955                                    | 2,237,955        | 2,237,955           |
| 54 Capital Outlays           |  |           |           |           |  |                  |                     |
| 001.20.2036.0.54000.00545    | Sage Park Parking Lot                                  | 0         | 0         | 0         | 400,000                                      | 400,000          | 0                   |
| Capital Outlays Total        |  | 0         | 0         | 0         | 400,000                                      | 400,000          | 0                   |
| Public Works Total           |  | 2,543,150 | 2,864,920 | 2,874,351 | 3,390,863                                    | 3,340,863        | 2,940,863           |

**2037 - Highway Department**

|                             |                             |                  |                  |                  |                                      |                  |                  |
|-----------------------------|-----------------------------|------------------|------------------|------------------|--------------------------------------|------------------|------------------|
| <b>51 Wages-Salaries</b>    |                             |                  |                  |                  |                                      |                  |                  |
| 001.20.2037.0.51125.00000   | Mid-Managers Personnel      | 183,628          | 189,858          | 192,258          | 197,184                              | 197,184          | 197,184          |
| 001.20.2037.0.51135.00000   | Blue Collar Personnel       | 853,411          | 872,317          | 872,317          | 889,535                              | 889,535          | 889,535          |
| 001.20.2037.0.51400.00000   | Overtime                    | 16,206           | 30,000           | 30,000           | 30,000                               | 30,000           | 30,000           |
| 001.20.2037.0.51435.00000   | Recycling Center Overtime   | 5,370            | 7,600            | 7,600            | 7,600                                | 7,600            | 7,600            |
| 001.20.2037.0.51440.00000   | Extra Duty Police Officer   | 11,008           | 17,500           | 17,500           | 17,500                               | 17,500           | 17,500           |
| 001.20.2037.0.51445.00000   | Storm Related Overtime      | 19,307           | 0                | 0                | *** Reclassified to Public Works *** |                  |                  |
| 001.20.2037.0.51805.00000   | Longevity                   | 9,900            | 9,900            | 9,900            | 9,900                                | 9,900            | 9,900            |
| 001.20.2037.0.51820.00000   | In lieu of Health Insurance | 4,125            | 4,300            | 6,100            | 4,300                                | 4,300            | 4,300            |
| <b>Wages-Salaries Total</b> |                             | <b>1,102,954</b> | <b>1,131,475</b> | <b>1,135,675</b> | <b>1,156,019</b>                     | <b>1,156,019</b> | <b>1,156,019</b> |



**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                       | FY23      | FY24      |           | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|-----------------------------------|-----------|-----------|-----------|----------------------|------------------|---------------------|
|                              |                                   | Actual    | Adopted   | Amended   |                      |                  |                     |
| 52 Fringe Benefits           |                                   |           |           |           |                      |                  |                     |
| 001.20.2037.0.52010.00000    | Worker's Compensation             | 127,939   | 158,557   | 158,901   | 95,689               | 95,689           | 95,689              |
| 001.20.2037.0.52100.00000    | Social Security                   | 77,229    | 85,518    | 85,702    | 87,396               | 87,396           | 87,396              |
| 001.20.2037.0.52200.00000    | Pension                           | 89,662    | 96,467    | 96,467    | 98,484               | 98,484           | 98,484              |
| 001.20.2037.0.52220.00000    | Insurance, Life, Disability       | 4,751     | 5,898     | 5,898     | 6,018                | 6,018            | 6,018               |
| 001.20.2037.0.52235.00000    | Health Insurance                  | 270,553   | 282,432   | 280,632   | 305,318              | 305,318          | 305,318             |
| 001.20.2037.0.52300.00000    | Uniforms                          | 8,384     | 9,000     | 9,000     | 10,000               | 10,000           | 10,000              |
| Fringe Benefits Total        |                                   | 578,518   | 637,872   | 636,600   | 602,905              | 602,905          | 602,905             |
| 53 Professional/Technical    |                                   |           |           |           |                      |                  |                     |
| 001.20.2037.0.53201.00000    | Supplies                          | 90        | 500       | 500       | 500                  | 500              | 500                 |
| 001.20.2037.0.53208.00000    | Equipment                         | 2,657     | 30,000    | 30,000    | 30,000               | 30,000           | 30,000              |
| 001.20.2037.0.53217.00000    | Snow & Ice Materials              | 168,028   | 175,000   | 175,000   | 175,000              | 175,000          | 175,000             |
| 001.20.2037.0.53218.00000    | Tools                             | 2,375     | 3,500     | 3,500     | 3,500                | 3,500            | 3,500               |
| 001.20.2037.0.53219.00000    | Operating Materials               | 8,919     | 14,000    | 14,000    | 14,000               | 14,000           | 14,000              |
| 001.20.2037.0.53231.00000    | Safety Equipment                  | 1,621     | 2,000     | 2,000     | 2,000                | 2,000            | 2,000               |
| 001.20.2037.0.53245.00000    | Maintenance                       | 0         | 250       | 250       | 250                  | 250              | 250                 |
| 001.20.2037.0.53604.00000    | Truck Rental                      | 9,183     | 40,000    | 40,000    | 40,000               | 40,000           | 40,000              |
| 001.20.2037.0.53807.00000    | Tree Removal                      | 49,082    | 49,000    | 46,072    | 49,000               | 49,000           | 49,000              |
| 001.20.2037.0.53812.00000    | Catch Basin Cleaning              | 98,253    | 100,000   | 100,000   | 100,000              | 100,000          | 100,000             |
| 001.20.2037.0.53814.00000    | Contractual Services              | 2,000     | 2,000     | 2,000     | 2,000                | 2,000            | 2,000               |
| 001.20.2037.0.53916.00000    | Professional Development          | 850       | 4,000     | 4,000     | 4,000                | 4,000            | 4,000               |
| 001.20.2037.0.53944.00000    | Organizational Fees               | 125       | 255       | 255       | 255                  | 255              | 255                 |
| 001.20.2037.0.53969.00000    | MS4 Stormwater Monitoring         | 6,289     | 12,000    | 12,000    | 12,000               | 12,000           | 12,000              |
| Professional/Technical Total |                                   | 349,451   | 432,505   | 429,577   | 432,505              | 432,505          | 432,505             |
| 54 Capital Outlays           |                                   |           |           |           |                      |                  |                     |
| 001.20.2037.0.54000.00013    | Small dump truck w/ plow & sander | 0         | 0         | 0         | 110,000              | 0                | 0                   |
| 001.20.2037.0.54000.00015    | Pickup Truck w/ plow              | 0         | 0         | 65,000    | 70,000               | 70,000           | 0                   |
| 001.20.2037.0.54000.00023    | Vehicle Overhaul/Rebuild          | 0         | 0         | 275,000   | 0                    | 0                | 0                   |
| 001.20.2037.0.54000.00121    | Guardrail Mower                   | 0         | 0         | 0         | 0                    | 0                | 0                   |
| Capital Outlays Total        |                                   | 0         | 0         | 340,000   | 180,000              | 70,000           | 0                   |
| Highway Total                |                                   | 2,030,922 | 2,201,852 | 2,541,852 | 2,371,429            | 2,261,429        | 2,191,429           |

## GENERAL FUND BUDGET FY2024/25 EXPENSE

| Account                      | Description                 | FY23    |           | FY24      |                                | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|-----------------------------|---------|-----------|-----------|--------------------------------|----------------------|------------------|---------------------|
|                              |                             | Actual  | Adopted   | Adopted   | Amended                        |                      |                  |                     |
| 2038 - Public Buildings      |                             |         |           |           |                                |                      |                  |                     |
| 51 Wages-Salaries            |                             |         |           |           |                                |                      |                  |                     |
| 001.20.2038.0.51100.00000    | Department Head             | 37,998  | 43,198    | 40,198    | 43,198                         | 43,198               | 43,198           | 43,198              |
| 001.20.2038.0.51125.00000    | Mid-Managers Personnel      | 56,073  | 57,283    | 60,283    | 56,097                         | 56,097               | 56,097           | 56,097              |
| 001.20.2038.0.51130.00000    | Clerical Personnel          | 35,310  | 35,166    | 36,633    | 37,451                         | 37,451               | 37,451           | 37,451              |
| 001.20.2038.0.51135.00000    | Blue Collar Personnel       | 494,069 | 503,781   | 503,781   | 534,177                        | 534,177              | 534,177          | 534,177             |
| 001.20.2038.0.51400.00000    | Overtime                    | 21,828  | 40,000    | 39,500    | 40,000                         | 40,000               | 40,000           | 40,000              |
| 001.20.2038.0.51805.00000    | Longevity                   | 4,745   | 4,828     | 4,828     | 4,438                          | 4,438                | 4,438            | 4,438               |
| 001.20.2038.0.51820.00000    | In lieu of Health Insurance | 540     | 540       | 540       | 0                              | 0                    | 0                | 0                   |
| Wages-Salaries Total         |                             | 650,563 | 684,796   | 685,763   | 715,361                        | 715,361              | 715,361          | 715,361             |
| 52 Fringe Benefits           |                             |         |           |           |                                |                      |                  |                     |
| 001.20.2038.0.52010.00000    | Worker's Compensation       | 38,177  | 40,779    | 40,783    | 25,149                         | 25,149               | 25,149           | 25,149              |
| 001.20.2038.0.52100.00000    | Social Security             | 46,513  | 52,452    | 52,526    | 54,791                         | 54,791               | 54,791           | 54,791              |
| 001.20.2038.0.52200.00000    | Pension                     | 52,389  | 55,189    | 55,286    | 57,118                         | 57,118               | 57,118           | 57,118              |
| 001.20.2038.0.52220.00000    | Insurance, Life, Disability | 3,001   | 3,520     | 3,525     | 3,690                          | 3,690                | 3,690            | 3,690               |
| 001.20.2038.0.52235.00000    | Health Insurance            | 163,648 | 165,792   | 165,792   | 183,792                        | 183,792              | 183,792          | 183,792             |
| 001.20.2038.0.52300.00000    | Uniforms                    | 9,338   | 12,000    | 12,000    | 12,375                         | 12,375               | 12,375           | 12,375              |
| Fringe Benefits Total        |                             | 313,066 | 329,732   | 329,912   | 336,915                        | 336,915              | 336,915          | 336,915             |
| 53 Professional/Technical    |                             |         |           |           |                                |                      |                  |                     |
| 001.20.2038.0.53102.00000    | Electricity                 | 179,612 | 280,000   | 280,000   | 290,000                        | 290,000              | 290,000          | 290,000             |
| 001.20.2038.0.53103.00000    | Fuel Oil, Heating           | 0       | 1,500     | 1,500     | 1,500                          | 1,500                | 1,500            | 1,500               |
| 001.20.2038.0.53105.00000    | Natural Gas                 | 107,501 | 120,000   | 120,000   | 135,000                        | 135,000              | 135,000          | 135,000             |
| 001.20.2038.0.53201.00000    | Supplies                    | 1,439   | 1,500     | 1,500     | 1,500                          | 1,500                | 1,500            | 1,500               |
| 001.20.2038.0.53219.00000    | Operating Materials         | 120,776 | 130,000   | 130,000   | 140,000                        | 140,000              | 140,000          | 140,000             |
| 001.20.2038.0.53238.00000    | Traffic Lights/Signals      | 1,897   | 20,000    | 20,000    | 20,000                         | 20,000               | 20,000           | 20,000              |
| 001.20.2038.0.53244.00000    | Custodial Supplies          | 44,828  | 50,000    | 50,000    | 55,000                         | 55,000               | 55,000           | 55,000              |
| 001.20.2038.0.53245.00000    | Maintenance & Repair        | 0       | 5,000     | 5,000     | 5,000                          | 5,000                | 5,000            | 5,000               |
| 001.20.2038.0.53251.00000    | Townwide Repairs            | 28,737  | 30,000    | 30,000    | 35,000                         | 35,000               | 35,000           | 35,000              |
| 001.20.2038.0.53813.00000    | Computer Support            | 3,740   | 9,500     | 9,500     | 10,000                         | 10,000               | 10,000           | 10,000              |
| 001.20.2038.0.53814.00000    | Contractual Services        | 206,727 | 235,000   | 235,000   | 250,000                        | 250,000              | 250,000          | 250,000             |
| 001.20.2038.0.53902.00000    | Telephone                   | 84,148  | 110,000   | 110,000   | 135,000                        | 135,000              | 135,000          | 135,000             |
| 001.20.2038.0.53916.00000    | Professional Development    | 493     | 500       | 500       | ** Reclassified to Training ** |                      |                  |                     |
| 001.20.2038.0.53917.00000    | Water & Sewer               | 18,792  | 30,000    | 30,000    | 30,000                         | 30,000               | 30,000           | 30,000              |
| 001.20.2038.0.53944.00000    | Organizational Fees         | 1,305   | 2,000     | 2,000     | 2,000                          | 2,000                | 2,000            | 2,000               |
| 001.20.2038.0.53945.00000    | Training                    | 120     | 2,000     | 2,000     | 2,500                          | 2,500                | 2,500            | 2,500               |
| 001.20.2038.0.53946.00000    | Vandalism                   | 0       | 1,000     | 1,000     | 1,000                          | 1,000                | 1,000            | 1,000               |
| Professional/Technical Total |                             | 800,116 | 1,028,000 | 1,028,000 | 1,113,500                      | 1,113,500            | 1,113,500        | 1,113,500           |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                           | Description   | FY23      |           | FY24      |           | FY25                 |                  |
|-----------------------------------|---|-----------|-----------|-----------|-----------|----------------------|------------------|
|                                   |   | Actual    | Amended   | Adopted   | Amended   | Department Requested | Manager Approved |
|                                   |   |           |           |           |           |                      |                  |
| 54 Capital Outlays                |   |           |           |           |           |                      |                  |
| 001.20.2038.0.54000.00001         | Van   | 0         | 0         | 0         | 0         | 50,000               | 0                |
| 001.20.2038.0.54000.00343         | IAQ (Community Center)                                    | 0         | 0         | 0         | 0         | 50,000               | 50,000           |
| 001.20.2038.0.54000.00371         | Boiler replacement (Timberlin)                            | 0         | 0         | 0         | 0         | 25,000               | 25,000           |
| Capital Outlays Total             |   | 0         | 0         | 0         | 0         | 125,000              | 75,000           |
| Public Building Maintenance Total |   | 1,763,745 | 2,042,528 | 2,043,675 | 2,240,776 | 2,290,776            | 2,165,776        |
| 2541 - Mobile Home Park           |   |           |           |           |           |                      |                  |
| 53 Professional/Technical         |   |           |           |           |           |                      |                  |
| 001.25.2541.0.53219.00000         | Operating Materials                                       | 298       | 1,000     | 1,000     | 1,000     | 1,000                | 1,000            |
| 001.25.2541.0.53814.00000         | Contractual Services                                      | 0         | 0         | 0         | 0         | 35,000               | 35,000           |
| 001.25.2541.0.53900.00000         | Miscellaneous   | 0         | 500       | 500       | 500       | 1,000                | 1,000            |
| 001.25.2541.0.53917.00000         | Water & Sewer   | 9,593     | 12,500    | 12,500    | 12,500    | 13,750               | 13,750           |
| Professional/Technical Total      |   | 9,891     | 14,000    | 14,000    | 14,000    | 50,750               | 50,750           |
| Mobile Home Park Total            |   | 9,891     | 14,000    | 14,000    | 14,000    | 50,750               | 50,750           |
| 2542 - Recreation Department      |   |           |           |           |           |                      |                  |
| 51 Wages-Salaries                 |   |           |           |           |           |                      |                  |
| 001.25.2542.0.51100.00000         | Department Head   | 53,045    | 53,046    | 53,046    | 54,902    | 54,903               | 54,903           |
| 001.25.2542.0.51125.00000         | Mid-Managers Personnel                                    | 106,448   | 109,109   | 109,109   | 109,110   | 112,109              | 112,109          |
| 001.25.2542.0.51130.00000         | Clerical Personnel  | 42,630    | 53,075    | 53,075    | 54,535    | 56,309               | 56,309           |
| 001.25.2542.0.51305.00000         | Commission Secretaries                                    | 1,125     | 1,300     | 1,300     | 1,300     | 1,300                | 1,300            |
| 001.25.2542.0.51440.00000         | Extra Duty Police Officer                                 | 1,692     | 3,504     | 3,504     | 3,504     | 3,504                | 3,504            |
| 001.25.2542.0.51510.00000         | Part-time & Summer Help                                   | 11,684    | 16,016    | 16,016    | 16,016    | 16,016               | 16,016           |
| 001.25.2542.0.51520.00000         | Life Guards/Pool Workers                                  | 77,035    | 123,328   | 123,328   | 123,328   | 131,897              | 104,300          |
| 001.25.2542.0.51530.00000         | Rec & Instruct Prog Help, PT Comm Ctr Supvr, PT Rec Supvr | 90,347    | 146,486   | 146,486   | 146,486   | 156,323              | 156,323          |
| 001.25.2542.0.51805.00000         | Longevity   | 1,568     | 1,300     | 1,300     | 1,300     | 1,300                | 1,300            |
| 001.25.2542.0.51820.00000         | In lieu of Health Insurance                               | 2,155     | 3,750     | 3,750     | 3,750     | 0                    | 0                |
| Wages-Salaries Total              |   | 387,727   | 510,914   | 510,914   | 514,230   | 533,661              | 506,064          |
| 52 Fringe Benefits                |   |           |           |           |           |                      |                  |
| 001.25.2542.0.52010.00000         | Worker's Compensation                                     | 19,901    | 26,661    | 26,661    | 26,667    | 15,224               | 15,224           |
| 001.25.2542.0.52100.00000         | Social Security   | 29,027    | 39,085    | 39,085    | 39,339    | 40,826               | 38,714           |
| 001.25.2542.0.52200.00000         | Pension   | 14,082    | 17,279    | 17,279    | 17,553    | 17,885               | 17,885           |
| 001.25.2542.0.52220.00000         | Insurance, Life, Disability                               | 856       | 1,087     | 1,087     | 1,117     | 1,123                | 1,123            |
| 001.25.2542.0.52225.00000         | Physicals   | 1,500     | 1,500     | 1,500     | 1,500     | 0                    | 0                |
| 001.25.2542.0.52235.00000         | Health Insurance  | 24,616    | 10,727    | 10,726    | 10,726    | 52,491               | 52,491           |
| Fringe Benefits Total             |   | 89,982    | 96,339    | 96,339    | 96,901    | 127,549              | 125,437          |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                     | FY23<br>Actual | FY24    |         | Department<br>Requested        | Manager<br>Approved | Brd of Fin<br>Approved |
|------------------------------|---------------------------------|----------------|---------|---------|--------------------------------|---------------------|------------------------|
|                              |                                 |                | Adopted | Amended |                                |                     |                        |
| 53 Professional/Technical    |                                 |                |         |         |                                |                     |                        |
| 001.25.2542.0.53201.00000    | Supplies                        | 1,470          | 2,400   | 2,400   | 2,400                          | 2,015               | 2,015                  |
| 001.25.2542.0.53208.00000    | Equipment                       | 5,943          | 15,000  | 15,000  | 15,000                         | 15,000              | 15,000                 |
| 001.25.2542.0.53245.00000    | Maintenance                     | 2,750          | 3,000   | 3,000   | 3,000                          | 3,000               | 3,000                  |
| 001.25.2542.0.53281.00000    | Pool Supplies                   | 3,035          | 5,800   | 5,800   | 5,800                          | 5,800               | 5,800                  |
| 001.25.2542.0.53400.00000    | Programs & Activities           | 14,371         | 17,500  | 17,500  | 17,500                         | 17,500              | 17,500                 |
| 001.25.2542.0.53600.00000    | Rent                            | 4,864          | 8,063   | 8,063   | 5,923                          | 5,923               | 5,923                  |
| 001.25.2542.0.53805.00000    | Bands                           | 0              | 350     | 350     | 350                            | 350                 | 350                    |
| 001.25.2542.0.53810.00000    | Background Checks               | 2,250          | 4,000   | 4,000   | 4,000                          | 4,000               | 4,000                  |
| 001.25.2542.0.53813.00000    | Computer Support                | 13,148         | 13,806  | 13,806  | 14,500                         | 14,500              | 14,500                 |
| 001.25.2542.0.53902.00000    | Telephone                       | 414            | 625     | 625     | 625                            | 625                 | 625                    |
| 001.25.2542.0.53916.00000    | Professional Development        | 60             | 400     | 400     | ** Reclassified to Training ** |                     |                        |
| 001.25.2542.0.53925.00000    | Transportation                  | 2,500          | 3,000   | 3,000   | 3,000                          | 3,000               | 3,000                  |
| 001.25.2542.0.53941.00000    | Bank Fees for Credit Card Usage | 5,561          | 3,600   | 3,600   | 6,500                          | 6,500               | 6,500                  |
| 001.25.2542.0.53944.00000    | Organizational Fees             | 190            | 250     | 250     | 250                            | 250                 | 250                    |
| 001.25.2542.0.53945.00000    | Training                        | 2,078          | 2,560   | 2,560   | 2,960                          | 2,960               | 2,960                  |
| Professional/Technical Total |                                 | 58,633         | 80,354  | 80,354  | 81,808                         | 81,423              | 81,423                 |
| Recreation Department Total  |                                 |                |         |         |                                |                     |                        |
|                              |                                 | 536,343        | 687,607 | 691,485 | 743,018                        | 712,924             | 712,924                |
| 2543 - Golf Course           |                                 |                |         |         |                                |                     |                        |
| 51 Wages-Salaries            |                                 |                |         |         |                                |                     |                        |
| 001.25.2543.0.51100.00000    | Department Head                 | 44,621         | 75,000  | 77,625  | 77,626                         | 77,626              | 77,626                 |
| 001.25.2543.0.51125.00000    | Mid-Managers Personnel          | 99,273         | 103,041 | 103,041 | 107,434                        | 107,434             | 107,434                |
| 001.25.2543.0.51135.00000    | Blue Collar Personnel           | 192,488        | 200,772 | 200,772 | 205,718                        | 205,718             | 205,718                |
| 001.25.2543.0.51160.00000    | Starters, Rangers               | 93,339         | 139,776 | 139,776 | 159,708                        | 159,708             | 159,708                |
| 001.25.2543.0.51305.00000    | Commission Secretary            | 1,225          | 1,625   | 1,625   | 1,625                          | 1,625               | 1,625                  |
| 001.25.2543.0.51400.00000    | Overtime                        | 21,657         | 31,226  | 31,226  | 31,226                         | 31,226              | 31,226                 |
| 001.25.2543.0.51510.00000    | Part time & Summer Help         | 36,880         | 50,000  | 50,000  | 50,000                         | 50,000              | 50,000                 |
| 001.25.2543.0.51805.00000    | Longevity                       | 2,050          | 3,300   | 3,300   | 3,300                          | 3,300               | 3,300                  |
| Wages-Salaries Total         |                                 | 491,534        | 604,740 | 607,365 | 636,637                        | 636,637             | 636,637                |
| 52 Fringe Benefits           |                                 |                |         |         |                                |                     |                        |
| 001.25.2543.0.52010.00000    | Worker's Compensation           | 19,506         | 21,594  | 21,594  | 13,492                         | 13,492              | 13,492                 |
| 001.25.2543.0.52100.00000    | Social Security                 | 35,941         | 46,379  | 46,580  | 48,819                         | 48,819              | 48,819                 |
| 001.25.2543.0.52110.00000    | Unemployment Compensation       | (864)          | 17,500  | 17,500  | 17,500                         | 17,500              | 17,500                 |
| 001.25.2543.0.52200.00000    | Pension                         | 24,907         | 32,460  | 32,723  | 29,099                         | 29,099              | 29,099                 |
| 001.25.2543.0.52220.00000    | Insurance, Life, Disability     | 1,190          | 2,007   | 2,029   | 1,703                          | 1,703               | 1,703                  |
| 001.25.2543.0.52235.00000    | Health Insurance                | 60,679         | 92,772  | 92,772  | 99,844                         | 99,844              | 99,844                 |
| 001.25.2543.0.52300.00000    | Uniforms                        | 3,656          | 7,000   | 7,000   | 7,400                          | 7,400               | 7,400                  |
| Fringe Benefits Total        |                                 | 145,014        | 219,712 | 220,198 | 217,857                        | 217,857             | 217,857                |

Expenditures

32145

5/2/2024

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                         | FY23<br>Actual | FY24      |           | Department<br>Requested | FY25                |                        |
|------------------------------|-------------------------------------|----------------|-----------|-----------|-------------------------|---------------------|------------------------|
|                              |                                     |                | Adopted   | Amended   |                         | Manager<br>Approved | Brd of Fin<br>Approved |
| 53 Professional/Technical    |                                     |                |           |           |                         |                     |                        |
| 001.25.2543.0.53102.00000    | Electricity                         | 44,939         | 71,105    | 66,105    | 70,350                  | 70,350              | 70,350                 |
| 001.25.2543.0.53105.00000    | Natural Gas                         | 24,855         | 22,500    | 22,500    | 24,107                  | 24,107              | 24,107                 |
| 001.25.2543.0.53106.00000    | Vehicle Fuel                        | 32,217         | 51,750    | 51,750    | 51,750                  | 51,750              | 51,750                 |
| 001.25.2543.0.53201.00000    | Supplies                            | 3,224          | 4,500     | 4,500     | 4,500                   | 4,500               | 4,500                  |
| 001.25.2543.0.53202.00000    | Irrigation                          | 33,243         | 22,500    | 22,500    | 35,000                  | 35,000              | 35,000                 |
| 001.25.2543.0.53208.00000    | Equipment                           | 7,118          | 10,000    | 8,663     | 10,000                  | 10,000              | 10,000                 |
| 001.25.2543.0.53219.00000    | Operating Materials                 | 4,895          | 7,500     | 7,500     | 12,500                  | 12,500              | 12,500                 |
| 001.25.2543.0.53233.00000    | Vehicle Parts                       | 16,964         | 35,500    | 35,500    | 35,500                  | 35,500              | 35,500                 |
| 001.25.2543.0.53241.00000    | Sand,Divot Mix, & Stone             | 8,456          | 13,000    | 13,000    | 17,500                  | 17,500              | 17,500                 |
| 001.25.2543.0.53243.00000    | Fertilizer, Seed, Chemicals         | 116,250        | 130,000   | 130,000   | 150,000                 | 150,000             | 150,000                |
| 001.25.2543.0.53245.00000    | Maintenance & Repair                | 21,057         | 30,000    | 30,000    | 40,000                  | 40,000              | 40,000                 |
| 001.25.2543.0.53501.00000    | Pro Share - Cart Revenue            | 15,133         | 0         | 0         | 0                       | 0                   | 0                      |
| 001.25.2543.0.53510.00000    | Golf Pro - Contractual Services     | 115,820        | 90,000    | 90,000    | 90,000                  | 90,000              | 90,000                 |
| 001.25.2543.0.53513.00000    | Range, Green, Trap, Tee, Cart Paths | 0              | 0         | 0         | 5,000                   | 5,000               | 5,000                  |
| 001.25.2543.0.53603.00000    | Golf Cart Lease                     | 52,741         | 78,750    | 80,087    | 80,087                  | 80,087              | 80,087                 |
| 001.25.2543.0.53730.00000    | Insurance                           | 37,664         | 32,289    | 32,289    | 28,778                  | 28,778              | 28,778                 |
| 001.25.2543.0.53813.00000    | Computer Support                    | 7,671          | 17,120    | 17,120    | 15,000                  | 15,000              | 15,000                 |
| 001.25.2543.0.53823.00000    | Refuse Disposal                     | 6,861          | 7,890     | 7,890     | 8,679                   | 8,679               | 8,679                  |
| 001.25.2543.0.53902.00000    | Telephone                           | 1,624          | 4,000     | 4,000     | 2,000                   | 2,000               | 2,000                  |
| 001.25.2543.0.53917.00000    | Water & Sewer                       | 8,892          | 14,641    | 14,641    | 17,500                  | 17,500              | 17,500                 |
| 001.25.2543.0.53932.00000    | Waterway Treatment                  | 4,775          | 6,000     | 6,000     | 7,500                   | 7,500               | 7,500                  |
| 001.25.2543.0.53940.00000    | Advertising                         | 8,500          | 10,000    | 10,000    | 10,000                  | 10,000              | 10,000                 |
| 001.25.2543.0.53941.00000    | Bank Fees for Credit Card Usage     | 32,355         | 33,241    | 38,241    | 38,241                  | 38,241              | 38,241                 |
| 001.25.2543.0.53944.00000    | Organizational Fees                 | 455            | 2,000     | 2,000     | 1,500                   | 1,500               | 1,500                  |
| 001.25.2543.0.53945.00000    | Training                            | 225            | 300       | 300       | 500                     | 500                 | 500                    |
| 001.25.2543.0.53950.00000    | Internet Service                    | 5,443          | 11,762    | 11,762    | 3,200                   | 3,200               | 3,200                  |
| Professional/Technical Total |                                     | 611,377        | 706,348   | 706,348   | 759,192                 | 759,192             | 759,192                |
| 54 Capital Outlays           |                                     |                |           |           |                         |                     |                        |
| 001.25.2543.0.54000.00128    | Toro Tri-Plex Greensmower           | 0              | 0         | 0         | 67,359                  | 67,359              | 67,359                 |
| 001.25.2543.0.54000.00516    | Bridges                             | 0              | 0         | 10,000    | 0                       | 0                   | 0                      |
| Capital Outlays Total        |                                     | 0              | 0         | 10,000    | 67,359                  | 67,359              | 67,359                 |
| Golf Course Total            |                                     | 1,247,924      | 1,530,800 | 1,543,911 | 1,681,045               | 1,681,045           | 1,681,045              |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                  | FY23      | FY24      |           | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------|------------------------------|-----------|-----------|-----------|----------------------|------------------|---------------------|
|                              |                              | Actual    | Adopted   | Amended   |                      |                  |                     |
| 2544 - Libraries             |                              |           |           |           |                      |                  |                     |
| 51 Wages-Salaries            |                              |           |           |           |                      |                  |                     |
| 001.25.2544.0.51100.00000    | Department Head              | 92,700    | 92,702    | 95,945    | 101,001              | 101,001          | 101,001             |
| 001.25.2544.0.51120.00000    | Professional Personnel       | 65,700    | 77,254    | 79,943    | 0                    | 0                | 0                   |
| 001.25.2544.0.51125.00000    | Mid-Managers Personnel       | 359,728   | 380,617   | 380,617   | 399,265              | 399,265          | 399,265             |
| 001.25.2544.0.51130.00000    | Clerical Personnel           | 182,118   | 182,622   | 188,994   | 304,079              | 304,079          | 304,079             |
| 001.25.2544.0.51305.00000    | Commission Secretaries       | 1,000     | 1,200     | 1,200     | 1,200                | 1,200            | 1,200               |
| 001.25.2544.0.51325.00000    | Substitute                   | 28,932    | 18,528    | 18,528    | 19,152               | 19,152           | 19,152              |
| 001.25.2544.0.51510.00000    | Part time & Summer Help      | 11,426    | 15,000    | 15,000    | 17,500               | 17,500           | 17,500              |
| 001.25.2544.0.51805.00000    | Longevity                    | 4,500     | 4,300     | 4,300     | 5,150                | 5,150            | 5,150               |
| 001.25.2544.0.51820.00000    | In Lieu of Health Insurance  | 2,500     | 2,500     | 2,500     | 2,500                | 2,500            | 2,500               |
| Wages-Salaries Total         |                              | 748,604   | 774,723   | 787,027   | 849,847              | 849,847          | 849,847             |
| 52 Fringe Benefits           |                              |           |           |           |                      |                  |                     |
| 001.25.2544.0.52010.00000    | Worker's Compensation        | 2,976     | 3,034     | 3,054     | 1,714                | 1,714            | 1,714               |
| 001.25.2544.0.52100.00000    | Social Security              | 53,677    | 59,267    | 59,900    | 65,014               | 65,014           | 65,014              |
| 001.25.2544.0.52200.00000    | Pension                      | 40,882    | 54,507    | 54,123    | 65,427               | 65,427           | 65,427              |
| 001.25.2544.0.52220.00000    | Insurance, Life, Disability  | 2,880     | 3,713     | 3,763     | 4,385                | 4,395            | 4,395               |
| 001.25.2544.0.52235.00000    | Health Insurance             | 132,574   | 143,171   | 143,171   | 154,285              | 154,285          | 154,285             |
| Fringe Benefits Total        |                              | 232,989   | 263,692   | 264,011   | 290,825              | 290,835          | 290,835             |
| 53 Professional/Technical    |                              |           |           |           |                      |                  |                     |
| 001.25.2544.0.53201.00000    | Supplies                     | 10,849    | 12,000    | 12,000    | 12,000               | 12,000           | 12,000              |
| 001.25.2544.0.53208.00000    | Equipment                    | 26,637    | 45,920    | 45,920    | 45,920               | 45,920           | 45,920              |
| 001.25.2544.0.53245.00000    | Maintenance                  | 1,514     | 5,500     | 5,500     | 5,500                | 5,500            | 5,500               |
| 001.25.2544.0.53300.00000    | Books, Periodicals           | 91,484    | 98,500    | 98,500    | 98,500               | 98,500           | 98,500              |
| 001.25.2544.0.53301.00000    | Audio/Video materials        | 22,341    | 27,000    | 27,000    | 27,000               | 27,000           | 27,000              |
| 001.25.2544.0.53302.00000    | Databases                    | 25,407    | 30,500    | 30,500    | 30,500               | 30,500           | 30,500              |
| 001.25.2544.0.53304.00000    | Data Services                | 53,950    | 60,000    | 60,000    | 60,000               | 60,000           | 60,000              |
| 001.25.2544.0.53400.00000    | Programs & Activities        | 5,673     | 7,000     | 7,000     | 7,000                | 7,000            | 7,000               |
| 001.25.2544.0.53420.00000    | Grant to Berlin Library      | 3,000     | 3,500     | 3,500     | 3,500                | 3,500            | 3,500               |
| 001.25.2544.0.53421.00000    | Grant to East Berlin Library | 3,000     | 3,500     | 3,500     | 3,500                | 3,500            | 3,500               |
| 001.25.2544.0.53903.00000    | Copiers                      | 4,192     | 9,025     | 9,025     | 9,025                | 9,025            | 9,025               |
| 001.25.2544.0.53916.00000    | Professional Development     | 2,177     | 6,000     | 6,000     | 6,000                | 6,000            | 6,000               |
| 001.25.2544.0.53944.00000    | Organizational Fees          | 1,665     | 7,600     | 7,600     | 7,600                | 7,600            | 7,600               |
| Professional/Technical Total |                              | 251,889   | 316,045   | 316,045   | 316,045              | 316,045          | 316,045             |
| 54 Capital Outlays           |                              |           |           |           |                      |                  |                     |
| 001.25.2544.0.54000.01315    | Carpeting                    | 3,000     | 0         | 0         | 0                    | 0                | 0                   |
| Capital Outlays Total        |                              | 3,000     | 0         | 0         | 0                    | 0                | 0                   |
| Library Total                |                              | 1,236,483 | 1,354,460 | 1,367,082 | 1,456,717            | 1,456,727        | 1,456,727           |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                      | Description                     | FY23    | FY24    |         | Department Requested                 | Manager Approved | Brd of Fin Approved |
|------------------------------|---------------------------------|---------|---------|---------|--------------------------------------|------------------|---------------------|
|                              |                                 | Actual  | Adopted | Amended |                                      |                  |                     |
| 2545 - Public Grounds        |                                 |         |         |         |                                      |                  |                     |
| 51 Wages-Salaries            |                                 |         |         |         |                                      |                  |                     |
| 001.25.2545.0.51125.00000    | Mid-Managers Personnel          | 177,231 | 185,758 | 185,758 | 195,079                              | 195,079          | 195,079             |
| 001.25.2545.0.51130.00000    | Clerical Personnel              | 16,807  | 0       | 0       | 0                                    | 0                | 0                   |
| 001.25.2545.0.51135.00000    | Blue Collar Personnel           | 495,836 | 553,948 | 553,948 | 572,179                              | 572,179          | 572,179             |
| 001.25.2545.0.51400.00000    | Overtime                        | 7,443   | 15,000  | 15,000  | 15,000                               | 15,000           | 15,000              |
| 001.25.2545.0.51445.00000    | Storm Related Overtime          | 14,413  | 0       | 0       | *** Reclassified to Public Works *** |                  |                     |
| 001.25.2545.0.51510.00000    | Part time & Summer Help         | 38,899  | 44,000  | 44,000  | 48,000                               | 48,000           | 48,000              |
| 001.25.2545.0.51805.00000    | Longevity                       | 4,607   | 2,600   | 2,600   | 2,600                                | 2,600            | 2,600               |
| 001.25.2545.0.51820.00000    | In Lieu of Health Insurance     | 5,446   | 5,000   | 5,600   | 5,000                                | 5,000            | 5,000               |
| Wages-Salaries Total         |                                 | 760,682 | 806,306 | 806,906 | 837,858                              | 837,858          | 837,858             |
| 52 Fringe Benefits           |                                 |         |         |         |                                      |                  |                     |
| 001.25.2545.0.52010.00000    | Worker's Compensation           | 42,043  | 48,331  | 48,331  | 29,657                               | 29,657           | 29,657              |
| 001.25.2545.0.52100.00000    | Social Security                 | 55,751  | 61,753  | 61,753  | 64,167                               | 64,167           | 64,167              |
| 001.25.2545.0.52200.00000    | Pension                         | 46,205  | 52,533  | 52,533  | 54,610                               | 54,610           | 54,610              |
| 001.25.2545.0.52220.00000    | Insurance, Life, Disability     | 3,067   | 4,057   | 4,057   | 4,212                                | 4,212            | 4,212               |
| 001.25.2545.0.52235.00000    | Health Insurance                | 237,547 | 212,996 | 212,996 | 251,089                              | 251,089          | 251,089             |
| 001.25.2545.0.52300.00000    | Uniforms                        | 7,975   | 6,000   | 6,000   | 7,000                                | 7,000            | 7,000               |
| Fringe Benefits Total        |                                 | 392,588 | 385,670 | 385,070 | 410,735                              | 410,735          | 410,735             |
| 53 Professional/Technical    |                                 |         |         |         |                                      |                  |                     |
| 001.25.2545.0.53102.00000    | Electricity                     | 47,121  | 80,000  | 80,000  | 80,000                               | 80,000           | 80,000              |
| 001.25.2545.0.53103.00000    | Fuel Oil/Gas, Heating           | 2,679   | 3,800   | 3,800   | 4,800                                | 4,800            | 4,800               |
| 001.25.2545.0.53104.00000    | Christmas Lighting              | 3,442   | 4,500   | 4,500   | 4,500                                | 4,500            | 4,500               |
| 001.25.2545.0.53201.00000    | Supplies                        | 563     | 600     | 600     | 600                                  | 600              | 600                 |
| 001.25.2545.0.53204.00000    | Labor Svcs - Pools & Cemeteries | 63,374  | 65,000  | 65,000  | 80,000                               | 80,000           | 80,000              |
| 001.25.2545.0.53207.00000    | Playground Safety Surfacing     | 11,258  | 0       | 0       | 0                                    | 0                | 0                   |
| 001.25.2545.0.53208.00000    | Equipment                       | 34,944  | 35,000  | 35,000  | 37,000                               | 37,000           | 37,000              |
| 001.25.2545.0.53218.00000    | Tools                           | 1,864   | 2,000   | 2,000   | 0                                    | 0                | 0                   |
| 001.25.2545.0.53219.00000    | Operating Materials             | 31,645  | 40,000  | 40,000  | 57,000                               | 57,000           | 57,000              |
| 001.25.2545.0.53221.00000    | Fencing                         | 6,420   | 12,000  | 12,000  | 0                                    | 0                | 0                   |
| 001.25.2545.0.53222.00000    | Playground Equipment            | 19,501  | 30,000  | 30,000  | 25,000                               | 25,000           | 25,000              |
| 001.25.2545.0.53224.00000    | Playing Field Improvements      | 39,766  | 41,000  | 41,000  | 41,000                               | 41,000           | 41,000              |
| 001.25.2545.0.53233.00000    | Vehicle Parts                   | 10,499  | 13,000  | 13,000  | 16,000                               | 16,000           | 16,000              |
| 001.25.2545.0.53243.00000    | Fertilizer, Seed, Chemicals     | 27,858  | 33,000  | 33,000  | 33,000                               | 33,000           | 33,000              |
| 001.25.2545.0.53245.00000    | Maintenance & Repair            | 15,156  | 22,000  | 22,000  | 0                                    | 0                | 0                   |
| 001.25.2545.0.53601.00000    | Equipment Rental                | 7,957   | 12,000  | 12,000  | 12,000                               | 12,000           | 12,000              |
| 001.25.2545.0.53746.00000    | Sanitation                      | 13,701  | 18,000  | 18,000  | 18,000                               | 18,000           | 18,000              |
| 001.25.2545.0.53916.00000    | Professional Development        | 7,427   | 4,220   | 4,220   | 4,220                                | 4,220            | 4,220               |
| 001.25.2545.0.53917.00000    | Water & Sewer                   | 45,111  | 40,000  | 40,000  | 40,000                               | 40,000           | 40,000              |
| 001.25.2545.0.53932.00000    | Waterway Treatment              | 19,945  | 25,000  | 25,000  | 27,500                               | 27,500           | 27,500              |
| 001.25.2545.0.53933.00000    | Sidewalk Maintenance & Repair   | 10,709  | 16,000  | 16,000  | 16,000                               | 16,000           | 16,000              |
| 001.25.2545.0.53944.00000    | Organizational Fees             | 120     | 210     | 210     | 210                                  | 210              | 210                 |
| Professional/Technical Total |                                 | 421,060 | 497,330 | 497,330 | 496,830                              | 496,830          | 496,830             |

Expenditures

35/45

5/2/2024

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account | Description | FY23<br>Actual | FY24    |         | FY25                    |   |
|---------|-------------|----------------|---------|---------|-------------------------|---|
|         |             |                | Adopted | Amended | Department<br>Requested | Manager<br>Approved<br>Brd of Fin<br>Approved |



## GENERAL FUND BUDGET FY2024/25 EXPENSE

| Account                             | Description                            | FY23             |                  | FY24             |  | FY25             |                     |
|-------------------------------------|--|------------------|------------------|------------------|--|------------------|---------------------|
|                                     |  | Actual           | Adopted          | Amended          | Department Requested                   | Manager Approved | Brd of Fin Approved |
| <b>54 Capital Outlays</b>           |  |                  |                  |                  |  |                  |                     |
| 001.25.2545.0.54000.00013           | Dump Truck ( with plow & sander)       | 0                | 0                | 0                | 110,000                                | 0                | 0                   |
| 001.25.2545.0.54000.00015           | Pick Up Truck (w/ utility body & plow) | 0                | 0                | 0                | 70,000                                 | 70,000           | 0                   |
| 001.25.2545.0.54000.00026           | Service Truck (w/ utility body & plow) | 0                | 0                | 0                | 80,000                                 | 0                | 0                   |
| 001.25.2545.0.54000.00027           | Snow Equipment                         | 0                | 0                | 80,000           | 0                                      | 0                | 0                   |
| 001.25.2545.0.54000.00372           | Feasibility Study EB Recreation Area   | 0                | 0                | 0                | 30,000                                 | 0                | 0                   |
| 001.25.2545.0.54000.00722           | Playground Equipment                   | 0                | 0                | 200,000          | 0                                      | 0                | 0                   |
| <b>Capital Outlays Total</b>        |  | <b>0</b>         | <b>0</b>         | <b>280,000</b>   | <b>290,000</b>                         | <b>70,000</b>    | <b>0</b>            |
| <b>Public Grounds Total</b>         |  | <b>1,574,330</b> | <b>1,689,306</b> | <b>1,969,306</b> | <b>2,035,423</b>                       | <b>1,815,423</b> | <b>1,745,423</b>    |
| <b>3052 - Health Department</b>     |  |                  |                  |                  |  |                  |                     |
| <b>53 Professional/Technical</b>    |  |                  |                  |                  |  |                  |                     |
| 001.30.3052.0.53824.00000           | Regional Health Service                | 141,078          | 160,250          | 160,250          | 174,673                                | 174,673          | 174,673             |
| 001.30.3052.0.53944.00000           | Organizational Fees                    | 1,412            | 1,412            | 1,412            | 1,412                                  | 1,412            | 1,412               |
| <b>Professional/Technical Total</b> |  | <b>142,490</b>   | <b>161,662</b>   | <b>161,662</b>   | <b>176,085</b>                         | <b>176,085</b>   | <b>176,085</b>      |
| <b>Health Department Total</b>      |  | <b>142,490</b>   | <b>161,662</b>   | <b>161,662</b>   | <b>176,085</b>                         | <b>176,085</b>   | <b>176,085</b>      |
| <b>3053 - Berlin VNA Department</b> |  |                  |                  |                  |  |                  |                     |
| <b>51 Wages-Salaries</b>            |  |                  |                  |                  |  |                  |                     |
| 001.30.3053.0.51125.00000           | Mid-Managers Personnel                 | 110,523          | 115,192          | 115,192          | 91,706                                 | 91,706           | 91,706              |
| 001.30.3053.0.51130.00000           | Clerical Personnel                     | 178,051          | 146,994          | 151,036          | 123,251                                | 119,311          | 119,311             |
| 001.30.3053.0.51145.00000           | Nurses                                 | 336,153          | 311,006          | 311,006          | 325,195                                | 221,234          | 221,234             |
| 001.30.3053.0.51146.00000           | Per Diem Labor                         | 0                | 0                | 0                | 155,000                                | 155,000          | 155,000             |
| 001.30.3053.0.51186.00000           | Speech Therapist                       | 2,565            | 4,470            | 4,470            | ** Consolidated into Per Diem Labor ** |                  | **                  |
| 001.30.3053.0.51187.00000           | Occupational Therapist                 | 3,238            | 18,500           | 18,500           | ** Consolidated into Per Diem Labor ** |                  | **                  |
| 001.30.3053.0.51188.00000           | Physical Therapist                     | 126,651          | 129,512          | 129,512          | ** Consolidated into Per Diem Labor ** |                  | **                  |
| 001.30.3053.0.51190.00000           | Social Worker                          | 1,000            | 4,080            | 4,080            | ** Consolidated into Per Diem Labor ** |                  | **                  |
| 001.30.3053.0.51300.00000           | Health Aides                           | 140,416          | 112,826          | 112,826          | 113,276                                | 0                | 0                   |
| 001.30.3053.0.51305.00000           | Commission Secretaries                 | 700              | 1,000            | 1,000            | 1,000                                  | 1,000            | 1,000               |
| 001.30.3053.0.51400.00000           | Overtime                               | 98               | 1,000            | 1,000            | 1,000                                  | 1,000            | 1,000               |
| 001.30.3053.0.51805.00000           | Longevity                              | 6,050            | 4,400            | 4,400            | 3,200                                  | 800              | 800                 |
| 001.30.3053.0.51820.00000           | In lieu of Health Insurance            | 5,400            | 1,800            | 5,400            | 1,800                                  | 0                | 0                   |
| <b>Wages-Salaries Total</b>         |  | <b>910,845</b>   | <b>850,780</b>   | <b>858,422</b>   | <b>815,428</b>                         | <b>590,051</b>   | <b>590,051</b>      |
| <b>52 Fringe Benefits</b>           |  |                  |                  |                  |  |                  |                     |
| 001.30.3053.0.52010.00000           | Worker's Compensation                  | 39,024           | 43,797           | 43,813           | 17,767                                 | 17,767           | 17,767              |
| 001.30.3053.0.52100.00000           | Social Security                        | 64,885           | 65,089           | 65,398           | 62,504                                 | 45,263           | 45,263              |
| 001.30.3053.0.52200.00000           | Pension                                | 26,716           | 45,867           | 46,271           | 43,105                                 | 26,623           | 26,623              |
| 001.30.3053.0.52220.00000           | Insurance, Life, Disability            | 3,124            | 3,550            | 3,572            | 3,223                                  | 2,124            | 2,124               |
| 001.30.3053.0.52225.00000           | Physicals                              | 3,070            | 3,800            | 3,800            | 16,300                                 | 16,300           | 16,300              |
| 001.30.3053.0.52235.00000           | Health Insurance                       | 192,634          | 191,208          | 187,608          | 191,970                                | 127,737          | 127,737             |
| 001.30.3053.0.52300.00000           | Uniforms                               | 1,479            | 2,450            | 2,450            | 2,450                                  | 2,450            | 2,450               |

Expenditures

37/45

5/2/2024

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account               | Description | FY23    |  | FY24    |         | FY25                 |                  |
|-----------------------|-------------|---------|--|---------|---------|----------------------|------------------|
|                       |             | Actual  |  | Adopted | Amended | Department Requested | Manager Approved |
| Fringe Benefits Total |             | 330,932 |  | 355,761 | 352,912 | 337,319              | 238,264          |
|                       |             |         |  |         |         |                      | 238,264          |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                        | Description                     | FY23      | FY24      |           | Department Requested           | Manager Approved | Brd of Fin Approved |
|--------------------------------|---------------------------------|-----------|-----------|-----------|--------------------------------|------------------|---------------------|
|                                |                                 | Actual    | Adopted   | Amended   |                                |                  |                     |
| 53 Professional/Technical      |                                 |           |           |           |                                |                  |                     |
| 001.30.3053.0.53201.00000      | Supplies                        | 3,852     | 7,700     | 7,700     | 5,500                          | 5,500            | 5,500               |
| 001.30.3053.0.53208.00000      | Computer Equipment              | 12,000    | 0         | 0         | 0                              | 0                | 0                   |
| 001.30.3053.0.53276.00000      | Medical Supplies                | 5,899     | 6,510     | 6,510     | 6,510                          | 6,510            | 6,510               |
| 001.30.3053.0.53440.00000      | Public Education                | 1,261     | 3,000     | 3,000     | 3,000                          | 3,000            | 3,000               |
| 001.30.3053.0.53606.00000      | Telemonitor Lease               | 2,880     | 6,000     | 6,000     | 0                              | 0                | 0                   |
| 001.30.3053.0.53730.00000      | Insurance                       | 0         | 0         | 0         | 540                            | 540              | 540                 |
| 001.30.3053.0.53810.00000      | Background Checks               | 638       | 1,000     | 1,000     | 1,000                          | 2,000            | 2,000               |
| 001.30.3053.0.53813.00000      | Computer Support                | 36,767    | 42,640    | 42,640    | 42,640                         | 44,740           | 44,740              |
| 001.30.3053.0.53819.00000      | Medical Services - Reimbursable | 42,921    | 102,000   | 102,000   | 70,000                         | 70,000           | 70,000              |
| 001.30.3053.0.53902.00000      | Telephone                       | 6,718     | 9,000     | 9,000     | 7,000                          | 7,000            | 7,000               |
| 001.30.3053.0.53903.00000      | Copiers                         | 1,750     | 3,650     | 3,650     | 2,500                          | 2,500            | 2,500               |
| 001.30.3053.0.53916.00000      | Professional Development        | 0         | 2,850     | 2,850     | ** Reclassified to Training ** |                  |                     |
| 001.30.3053.0.53920.00000      | Professional Services           | 17,603    | 21,300    | 21,300    | 24,000                         | 24,000           | 24,000              |
| 001.30.3053.0.53940.00000      | Advertising                     | 8,806     | 6,000     | 6,000     | 8,100                          | 8,100            | 8,100               |
| 001.30.3053.0.53943.00000      | Mileage                         | 1,722     | 6,000     | 6,000     | 3,000                          | 3,000            | 3,000               |
| 001.30.3053.0.53944.00000      | Organizational Fees             | 17,925    | 18,170    | 18,170    | 17,500                         | 17,500           | 17,500              |
| 001.30.3053.0.53945.00000      | Training                        | 3,803     | 10,000    | 10,000    | 10,000                         | 10,000           | 10,000              |
| Professional/Technical Total   |                                 | 164,546   | 245,820   | 245,820   | 201,290                        | 204,390          | 204,390             |
| Berlin VNA Department Total    |                                 | 1,406,323 | 1,452,361 | 1,457,155 | 1,354,037                      | 1,032,705        | 1,032,705           |
| 3054 - Social & Youth Services |                                 |           |           |           |                                |                  |                     |
| 51 Wages-Salaries              |                                 |           |           |           |                                |                  |                     |
| 001.30.3054.0.51100.00000      | Department Head                 | 26,522    | 26,524    | 27,451    | 27,453                         | 27,453           | 27,453              |
| 001.30.3054.0.51125.00000      | Mid-Managers Personnel          | 157,308   | 170,345   | 170,345   | 150,905                        | 150,905          | 150,905             |
| 001.30.3054.0.51130.00000      | Clerical Personnel              | 0         | 0         | 0         | 39,701                         | 39,701           | 39,701              |
| 001.30.3054.0.51155.00000      | Secretary-Youth Services        | 0         | 1,000     | 1,000     | 1,000                          | 1,000            | 1,000               |
| 001.30.3054.0.51400.00000      | Overtime                        | 0         | 300       | 300       | 600                            | 600              | 600                 |
| 001.30.3054.0.51510.00000      | Part time & Summer Help         | 19,703    | 26,535    | 26,535    | 0                              | 0                | 0                   |
| 001.30.3054.0.51805.00000      | Longevity                       | 650       | 1,300     | 1,300     | 0                              | 0                | 0                   |
| 001.30.3054.0.51820.00000      | In lieu of Health Insurance     | 1,042     | 625       | 3,125     | 2,500                          | 2,500            | 2,500               |
| Wages-Salaries Total           |                                 | 205,224   | 226,629   | 230,056   | 222,159                        | 222,159          | 222,159             |
| 52 Fringe Benefits             |                                 |           |           |           |                                |                  |                     |
| 001.30.3054.0.52010.00000      | Worker's Compensation           | 8,671     | 11,600    | 11,600    | 6,337                          | 6,337            | 6,337               |
| 001.30.3054.0.52100.00000      | Social Security                 | 14,455    | 17,338    | 17,409    | 16,996                         | 16,996           | 16,996              |
| 001.30.3054.0.52200.00000      | Pension                         | 15,260    | 18,627    | 18,720    | 19,122                         | 19,122           | 19,122              |
| 001.30.3054.0.52220.00000      | Insurance, Life, Disability     | 771       | 1,080     | 1,102     | 1,196                          | 1,196            | 1,196               |
| 001.30.3054.0.52235.00000      | Health Insurance                | 50,722    | 54,698    | 52,198    | 71,594                         | 71,594           | 71,594              |
| Fringe Benefits Total          |                                 | 89,879    | 103,343   | 101,029   | 115,245                        | 115,245          | 115,245             |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                       | Description                    | FY23    |         | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|-------------------------------|--------------------------------|---------|---------|---------|---------|----------------------|------------------|---------------------|
|                               |                                | Actual  | Adopted | Amended |         |                      |                  |                     |
| 53 Professional/Technical     |                                |         |         |         |         |                      |                  |                     |
| 001.30.3054.0.53201.00000     | Supplies                       | 315     | 1,000   | 1,000   | 500     | 500                  | 500              | 500                 |
| 001.30.3054.0.53412.00000     | Welfare                        | 0       | 2,000   | 2,000   | 2,000   | 2,000                | 2,000            | 2,000               |
| 001.30.3054.0.53415.00000     | Emerg Housing assistance       | 4,200   | 10,000  | 10,000  | 10,000  | 10,000               | 10,000           | 10,000              |
| 001.30.3054.0.53437.00000     | Local Prevention Council Grant | 8,305   | 4,153   | 4,153   | 0       | 0                    | 0                | 0                   |
| 001.30.3054.0.53462.00000     | Youth Grant                    | 26,766  | 23,819  | 23,819  | 0       | 0                    | 0                | 0                   |
| 001.30.3054.0.53464.00000     | Juvenile Review Board          | 0       | 1,000   | 1,000   | 1,000   | 1,000                | 1,000            | 1,000               |
| 001.30.3054.0.53813.00000     | Computer Support               | 0       | 0       | 0       | 2,100   | 2,100                | 2,100            | 2,100               |
| 001.30.3054.0.53916.00000     | Professional Development       | 125     | 500     | 500     | 500     | 500                  | 500              | 500                 |
| 001.30.3054.0.53944.00000     | Organizational Fees            | 160     | 595     | 595     | 595     | 595                  | 595              | 595                 |
| Professional/Technical Total  |                                | 39,872  | 43,067  | 43,067  | 16,695  | 16,695               | 16,695           | 16,695              |
| Social & Youth Services Total |                                | 334,976 | 373,039 | 374,152 | 354,099 | 354,099              | 354,099          | 354,099             |
| 3055 - Senior Services        |                                |         |         |         |         |                      |                  |                     |
| 51 Wages-Salaries             |                                |         |         |         |         |                      |                  |                     |
| 001.30.3055.0.51100.00000     | Department Head                | 26,523  | 26,524  | 27,451  | 27,453  | 27,453               | 27,453           | 27,453              |
| 001.30.3055.0.51125.00000     | Mid-Managers Personnel         | 145,229 | 151,129 | 151,129 | 154,583 | 154,583              | 154,583          | 154,583             |
| 001.30.3055.0.51130.00000     | Clerical Personnel             | 0       | 0       | 0       | 39,701  | 0                    | 0                | 0                   |
| 001.30.3055.0.51135.00000     | Blue Collar Personnel          | 81,021  | 87,200  | 87,200  | 89,144  | 89,144               | 89,144           | 89,144              |
| 001.30.3055.0.51150.00000     | Instructors                    | 6,480   | 7,020   | 7,020   | 8,580   | 8,580                | 8,580            | 8,580               |
| 001.30.3055.0.51305.00000     | Commission Secretaries         | 500     | 600     | 600     | 600     | 600                  | 600              | 600                 |
| 001.30.3055.0.51400.00000     | Overtime                       | 58      | 500     | 500     | 500     | 500                  | 500              | 500                 |
| 001.30.3055.0.51510.00000     | Part time & Summer Help        | 17,751  | 27,090  | 27,090  | 16,973  | 29,124               | 29,124           | 29,124              |
| 001.30.3055.0.51805.00000     | Longevity                      | 1,300   | 1,300   | 1,300   | 1,300   | 1,300                | 1,300            | 1,300               |
| 001.30.3055.0.51820.00000     | In lieu of Health Insurance    | 625     | 625     | 625     | 0       | 0                    | 0                | 0                   |
| Wages-Salaries Total          |                                | 279,486 | 301,988 | 302,915 | 338,834 | 311,284              | 311,284          | 311,284             |
| 52 Fringe Benefits            |                                |         |         |         |         |                      |                  |                     |
| 001.30.3055.0.52010.00000     | Worker's Compensation          | 11,424  | 17,356  | 17,356  | 10,502  | 10,502               | 10,502           | 10,502              |
| 001.30.3055.0.52100.00000     | Social Security                | 19,890  | 23,103  | 23,174  | 26,851  | 23,814               | 23,814           | 23,814              |
| 001.30.3055.0.52200.00000     | Pension                        | 13,563  | 17,706  | 17,799  | 20,606  | 18,223               | 18,223           | 18,223              |
| 001.30.3055.0.52220.00000     | Insurance, Life, Disability    | 1,025   | 1,285   | 1,307   | 1,539   | 1,321                | 1,321            | 1,321               |
| 001.30.3055.0.52225.00000     | Physicals                      | 0       | 100     | 100     | 100     | 100                  | 100              | 100                 |
| 001.30.3055.0.52235.00000     | Health Insurance               | 63,803  | 69,156  | 69,155  | 71,825  | 71,825               | 71,825           | 71,825              |
| 001.30.3055.0.52300.00000     | Uniforms                       | 655     | 865     | 865     | 865     | 865                  | 865              | 865                 |
| Fringe Benefits Total         |                                | 110,359 | 129,571 | 129,756 | 132,288 | 126,650              | 126,650          | 126,650             |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                        | Description                     | FY23    |         | FY24    |                                | FY25             |                     |
|--------------------------------|---------------------------------|---------|---------|---------|--------------------------------|------------------|---------------------|
|                                |                                 | Actual  | Adopted | Amended | Department Requested           | Manager Approved | Brd of Fin Approved |
| 53 Professional/Technical      |                                 |         |         |         |                                |                  |                     |
| 001.30.3055.0.53019.00000      | Senior Center Donations         | 0       | 0       | 0       | 1,000                          | 1,000            | 1,000               |
| 001.30.3055.0.53201.00000      | Supplies                        | 505     | 700     | 700     | 700                            | 700              | 700                 |
| 001.30.3055.0.53219.00000      | Operating Materials             | 2,217   | 2,000   | 2,000   | 4,000                          | 4,000            | 4,000               |
| 001.30.3055.0.53400.00000      | Programs & Activities           | 1,500   | 2,000   | 2,000   | 3,000                          | 3,000            | 3,000               |
| 001.30.3055.0.53916.00000      | Professional Development        | 540     | 1,225   | 1,225   | ** Reclassified to Training ** |                  |                     |
| 001.30.3055.0.53944.00000      | Organizational Fees             | 292     | 540     | 540     | 600                            | 600              | 600                 |
| 001.30.3055.0.53945.00000      | Training                        | 100     | 300     | 300     | 1,500                          | 1,500            | 1,500               |
| 001.30.3055.0.53952.00000      | DSL Service                     | 1,405   | 1,375   | 1,375   | 1,650                          | 1,650            | 1,650               |
| Professional/Technical Total   |                                 | 6,560   | 8,140   | 8,140   | 12,450                         | 12,450           | 12,450              |
| Senior Services Total          |                                 | 396,405 | 439,699 | 440,811 | 483,572                        | 450,384          | 450,384             |
| 3559 - Private School Expenses |                                 |         |         |         |                                |                  |                     |
| 51 Wages-Salaries              |                                 |         |         |         |                                |                  |                     |
| 001.35.3559.0.51145.00000      | Nurses                          | 62,941  | 78,525  | 78,525  | 79,444                         | 79,444           | 79,444              |
| 001.35.3559.0.51820.00000      | In lieu of Health Insurance     | 2,500   | 2,500   | 2,500   | 2,500                          | 2,500            | 2,500               |
| Wages-Salaries Total           |                                 | 65,441  | 81,025  | 81,025  | 81,944                         | 81,944           | 81,944              |
| 52 Fringe Benefits             |                                 |         |         |         |                                |                  |                     |
| 001.35.3559.0.52010.00000      | Worker's Compensation           | 3,773   | 4,807   | 4,807   | 2,871                          | 2,871            | 2,871               |
| 001.35.3559.0.52100.00000      | Social Security                 | 5,017   | 6,203   | 6,203   | 6,273                          | 6,273            | 6,273               |
| 001.35.3559.0.52200.00000      | Pension                         | 3,646   | 3,913   | 3,978   | 3,913                          | 3,913            | 3,913               |
| 001.35.3559.0.52220.00000      | Insurance, Life, Disability     | 287     | 418     | 418     | 418                            | 418              | 418                 |
| 001.35.3559.0.52225.00000      | Physicals                       | 0       | 300     | 300     | 300                            | 300              | 300                 |
| 001.35.3559.0.52310.00000      | Uniforms, School Nurses & Aides | 350     | 350     | 350     | 350                            | 350              | 350                 |
| Fringe Benefits Total          |                                 | 13,073  | 15,991  | 16,056  | 14,125                         | 14,125           | 14,125              |
| 53 Professional/Technical      |                                 |         |         |         |                                |                  |                     |
| 001.35.3559.0.53810.00000      | Background Checks               | 0       | 215     | 215     | 215                            | 215              | 215                 |
| 001.35.3559.0.53819.00000      | Medical Services                | 1,000   | 1,000   | 1,000   | 1,000                          | 1,000            | 1,000               |
| 001.35.3559.0.53944.00000      | Organizational Fees             | 110     | 110     | 110     | 110                            | 110              | 110                 |
| 001.35.3559.0.53945.00000      | Training                        | 0       | 340     | 340     | 340                            | 340              | 340                 |
| Professional/Technical Total   |                                 | 1,110   | 1,665   | 1,665   | 1,665                          | 1,665            | 1,665               |
| Private Schools Total          |                                 | 79,624  | 98,681  | 98,746  | 97,734                         | 97,734           | 97,734              |

## GENERAL FUND BUDGET FY2024/25 EXPENSE

| Account                             | Description                       | FY23              | FY24              |                   | Department Requested | Manager Approved  | Brd of Fin Approved |
|-------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|
|                                     |                                   | Actual            | Adopted           | Amended           |                      |                   |                     |
| <b>3560 - Board of Education</b>    |                                   |                   |                   |                   |                      |                   |                     |
| <b>51 Wages-Salaries</b>            |                                   |                   |                   |                   |                      |                   |                     |
| 001.35.3560.0.51000.00000           | Education Payroll                 | 33,838,548        | 34,189,761        | 34,189,761        | 35,396,945           | 35,396,945        | 35,525,545          |
| <b>Wages-Salaries Total</b>         |                                   | <b>33,838,548</b> | <b>34,189,761</b> | <b>34,189,761</b> | <b>35,396,945</b>    | <b>35,396,945</b> | <b>35,525,545</b>   |
| <b>53 Professional/Technical</b>    |                                   |                   |                   |                   |                      |                   |                     |
| 001.35.3560.0.53930.00000           | General Expenses-Board of Educ.   | 15,241,863        | 16,665,310        | 16,665,310        | 18,708,147           | 18,708,147        | 16,855,147          |
| <b>Professional/Technical Total</b> |                                   | <b>15,241,863</b> | <b>16,665,310</b> | <b>16,665,310</b> | <b>18,708,147</b>    | <b>18,708,147</b> | <b>16,855,147</b>   |
| <b>Board of Education Total</b>     |                                   | <b>49,080,411</b> | <b>50,855,071</b> | <b>50,855,071</b> | <b>54,105,092</b>    | <b>54,105,092</b> | <b>52,380,692</b>   |
| <b>3561 - School Expenses</b>       |                                   |                   |                   |                   |                      |                   |                     |
| <b>51 Wages-Salaries</b>            |                                   |                   |                   |                   |                      |                   |                     |
| 001.35.3561.0.51100.00000           | Department Head                   | 57,544            | 64,797            | 64,797            | 64,797               | 64,797            | 64,797              |
| 001.35.3561.0.51125.00000           | Mid-Mgrs Personnel                | 128,050           | 133,659           | 133,659           | 258,245              | 258,245           | 258,245             |
| 001.35.3561.0.51130.00000           | Clerical Personnel                | 28,924            | 28,772            | 30,063            | 30,642               | 30,642            | 30,642              |
| 001.35.3561.0.51135.00000           | Blue Collar Personnel             | 454,639           | 464,613           | 464,613           | 470,447              | 470,447           | 470,447             |
| 001.35.3561.0.51145.00000           | Nurses                            | 535,136           | 543,164           | 543,164           | 597,821              | 515,737           | 515,737             |
| 001.35.3561.0.51300.00000           | Health Aides                      | 81,419            | 104,735           | 104,735           | 112,650              | 112,650           | 112,650             |
| 001.35.3561.0.51315.00000           | Crossing Guards                   | 17,216            | 23,310            | 23,310            | 23,310               | 23,310            | 23,310              |
| 001.35.3561.0.51400.00000           | Overtime - Bldg Maint/Pub Grnds   | 39,254            | 53,000            | 52,500            | 53,000               | 53,000            | 53,000              |
| 001.35.3561.0.51500.00000           | Summer Programs/Field Trips       | 29,939            | 20,000            | 20,000            | 20,000               | 20,000            | 20,000              |
| 001.35.3561.0.51805.00000           | Longevity                         | 11,117            | 11,523            | 11,523            | 11,230               | 11,230            | 11,230              |
| 001.35.3561.0.51820.00000           | In lieu of Health Insurance       | 3,760             | 1,260             | 3,761             | 1,800                | 1,800             | 1,800               |
| <b>Wages-Salaries Total</b>         |                                   | <b>1,386,998</b>  | <b>1,448,833</b>  | <b>1,452,125</b>  | <b>1,643,942</b>     | <b>1,561,858</b>  | <b>1,561,858</b>    |
| <b>52 Fringe Benefits</b>           |                                   |                   |                   |                   |                      |                   |                     |
| 001.35.3561.0.52010.00000           | Worker's Compensation             | 462,315           | 553,129           | 553,132           | 325,987              | 325,987           | 325,987             |
| 001.35.3561.0.52100.00000           | Social Security                   | 98,345            | 110,936           | 110,997           | 119,583              | 119,583           | 119,583             |
| 001.35.3561.0.52200.00000           | Pension - Town (Nurses, Clerical) | 100,919           | 122,642           | 122,721           | 129,172              | 129,172           | 129,172             |
| 001.35.3561.0.52220.00000           | Insurance, Life, Disability       | 5,599             | 7,416             | 7,420             | 7,557                | 7,552             | 7,552               |
| 001.35.3561.0.52225.00000           | Physicals                         | 549               | 500               | 500               | 500                  | 500               | 500                 |
| 001.35.3561.0.52235.00000           | Health Insurance                  | 367,752           | 370,992           | 368,491           | 383,427              | 383,427           | 383,427             |
| 001.35.3561.0.52300.00000           | Uniforms, Crossing Guards         | 61                | 630               | 630               | 630                  | 630               | 630                 |
| 001.35.3561.0.52310.00000           | Uniforms, School Nurses & Aides   | 4,098             | 4,900             | 4,900             | 4,900                | 4,900             | 4,900               |
| <b>Fringe Benefits Total</b>        |                                   | <b>1,039,638</b>  | <b>1,171,145</b>  | <b>1,168,791</b>  | <b>971,756</b>       | <b>971,751</b>    | <b>971,751</b>      |

**GENERAL FUND BUDGET FY2024/25**  
**EXPENSE**

| Account                      | Description                               | FY23      | FY24      |           | Department Requested           | Manager Approved | Brd of Fin Approved |
|------------------------------|---|-----------|-----------|-----------|--------------------------------|------------------|---------------------|
|                              |   | Actual    | Adopted   | Amended   |                                |                  |                     |
| 53 Professional/Technical    |   |           |           |           |                                |                  |                     |
| 001.35.3561.0.53102.00000    | Electricity                               | 670,474   | 1,000,000 | 1,000,000 | 1,000,000                      | 900,000          | 900,000             |
| 001.35.3561.0.53102.00356    | Electricity - Lighting Control Upgrades   | 47,882    | 52,240    | 52,240    | 52,240                         | 52,240           | 52,240              |
| 001.35.3561.0.53106.00000    | Fuel                                      | 1,320     | 7,500     | 7,500     | 7,500                          | 7,500            | 7,500               |
| 001.35.3561.0.53219.00000    | Operating Materials                       | 203,839   | 180,000   | 180,000   | 0                              | 0                | 0                   |
| 001.35.3561.0.53219.01730    | Operating Materials - Facilities          | 0         | 0         | 0         | 225,000                        | 225,000          | 225,000             |
| 001.35.3561.0.53219.01735    | Operating Materials - Public Grounds      | 0         | 0         | 0         | 10,000                         | 10,000           | 10,000              |
| 001.35.3561.0.53730.00000    | Insurance                                 | 56,114    | 188,750   | 188,750   | 178,790                        | 178,790          | 178,790             |
| 001.35.3561.0.53810.00000    | Background Checks                         | 213       | 330       | 330       | 330                            | 330              | 330                 |
| 001.35.3561.0.53813.00000    | Computer Support                          | 12,397    | 19,850    | 19,850    | 19,850                         | 19,850           | 19,850              |
| 001.35.3561.0.53814.00000    | Contractual Services                      | 419,956   | 414,000   | 414,000   | 0                              | 0                | 0                   |
| 001.35.3561.0.53814.01730    | Contractual Services - Facilities         | 0         | 0         | 0         | 500,000                        | 500,000          | 500,000             |
| 001.35.3561.0.53814.01735    | Contractual Services - Public Grounds     | 0         | 0         | 0         | 10,000                         | 10,000           | 10,000              |
| 001.35.3561.0.53823.00000    | Refuse Disposal                           | 64,230    | 64,230    | 64,230    | 64,230                         | 64,230           | 64,230              |
| 001.35.3561.0.53840.00000    | School Security Guards                    | 388,459   | 400,113   | 400,113   | 412,138                        | 412,138          | 412,138             |
| 001.35.3561.0.53916.00000    | Professional Development                  | 250       | 900       | 900       | ** Reclassified to Training ** |                  |                     |
| 001.35.3561.0.53920.00000    | Professional Services                     | 26,550    | 26,550    | 26,550    | 23,855                         | 23,855           | 23,855              |
| 001.35.3561.0.53944.00000    | Organizational Fees                       | 1,131     | 1,245     | 1,245     | 1,245                          | 1,245            | 1,245               |
| 001.35.3561.0.53945.00000    | Training                                  | 880       | 2,790     | 2,790     | 3,690                          | 3,690            | 3,690               |
| 001.35.3561.0.53946.00000    | Vandalism                                 | 0         | 1,000     | 1,000     | 1,000                          | 1,000            | 1,000               |
| Professional/Technical Total |   | 1,893,694 | 2,359,498 | 2,359,498 | 2,509,868                      | 2,409,868        | 2,409,868           |
| 54 Capital Outlays           |   |           |           |           |                                |                  |                     |
| 001.35.3561.0.54000.00001    | School Vans                               | 0         | 0         | 125,000   | 150,000                        | 150,000          | 0                   |
| 001.35.3561.0.54000.00537    | Recap Tennis & BB Courts                  | 0         | 0         | 75,000    | 0                              | 0                | 0                   |
| 001.35.3561.0.54000.01110    | Security Cameras                          | 0         | 0         | 195,000   | 0                              | 0                | 0                   |
| 001.35.3561.0.54000.01731    | Site & Bldg-Sidewalks - McGee             | 0         | 0         | 0         | 150,000                        | 150,000          | 0                   |
| 001.35.3561.0.54000.01731    | Site & Bldg-Fire Supression BHS closets   | 0         | 0         | 0         | 166,320                        | 166,320          | 0                   |
| 001.35.3561.0.54000.01731    | Site & Bldg-Ballast Block Replacement     | 0         | 0         | 0         | 50,000                         | 50,000           | 0                   |
| 001.35.3561.0.54000.01731    | Site & Bldg-Door & Hardware -Districtwide | 0         | 0         | 0         | 50,000                         | 50,000           | 0                   |
| Capital Outlays Total        |   | 0         | 0         | 395,000   | 566,320                        | 566,320          | 0                   |

GENERAL FUND BUDGET FY2024/25  
EXPENSE

| Account                          | Description         | FY23      | FY24      |         | Department Requested | Manager Approved | Brd of Fin Approved |
|----------------------------------|---------------------|-----------|-----------|---------|----------------------|------------------|---------------------|
|                                  |                     | Actual    | Adopted   | Amended |                      |                  |                     |
| 4063 - Principal Payments - Town |                     |           |           |         |                      |                  |                     |
| 59 Principal & Interest          |                     |           |           |         |                      |                  |                     |
| 001.40.4063.0.59500.02030        | Issue of 2013       | 170,000   | 170,000   |         | 170,000              | 170,000          | 170,000             |
| 001.40.4063.0.59500.02035        | Issue of 2014       | 135,000   | 135,000   |         | 135,000              | 135,000          | 135,000             |
| 001.40.4063.0.59500.02038        | Issue of 2015       | 40,000    | 40,000    |         | 40,000               | 40,000           | 40,000              |
| 001.40.4063.0.59500.02039        | Issue of 2016       | 345,000   | 345,000   |         | 345,000              | 345,000          | 345,000             |
| 001.40.4063.0.59500.02042        | June 2016 Refunding | 903,000   | 924,000   |         | 937,000              | 937,000          | 937,000             |
| 001.40.4063.0.59500.02043        | Issue of May 2017   | 400,000   | 400,000   |         | 400,000              | 400,000          | 400,000             |
| 001.40.4063.0.59500.02049        | Issue of June 2019  | 700,000   | 700,000   |         | 700,000              | 700,000          | 700,000             |
| 001.40.4063.0.59500.02052        | Issue of June 2020  | 420,000   | 420,000   |         | 420,000              | 420,000          | 420,000             |
| 001.40.4063.0.59500.02055        | Issue of June 2024  | 0         | 0         |         | 200,500              | 200,500          | 0                   |
| Principal & Interest Total       |                     | 3,113,000 | 3,134,000 |         | 3,347,500            | 3,347,500        | 3,147,000           |
| Principal-Town Total             |                     | 3,113,000 | 3,134,000 |         | 3,347,500            | 3,347,500        | 3,147,000           |

**4064 - Principal Payments - Schools**

|                            |                     |           |           |  |           |           |           |           |
|----------------------------|---------------------|-----------|-----------|--|-----------|-----------|-----------|-----------|
| 59 Principal & Interest    |                     |           |           |  |           |           |           |           |
| 001.40.4064.0.59500.02030  | Issue of 2013       | 335,000   | 335,000   |  | 335,000   | 335,000   | 335,000   | 335,000   |
| 001.40.4064.0.59500.02035  | Issue of 2014       | 865,000   | 865,000   |  | 865,000   | 860,000   | 860,000   | 860,000   |
| 001.40.4064.0.59500.02038  | Issue of 2015       | 685,000   | 685,000   |  | 685,000   | 685,000   | 685,000   | 685,000   |
| 001.40.4064.0.59500.02039  | Issue of 2016       | 685,000   | 685,000   |  | 685,000   | 685,000   | 685,000   | 685,000   |
| 001.40.4064.0.59500.02042  | June 2016 Refunding | 587,000   | 606,000   |  | 606,000   | 623,000   | 623,000   | 623,000   |
| 001.40.4064.0.59500.02043  | Issue of May 2017   | 50,000    | 50,000    |  | 50,000    | 50,000    | 50,000    | 50,000    |
| 001.40.4064.0.59500.02055  | Issue of June 2024  | 0         | 0         |  | 0         | 334,500   | 334,500   | 0         |
| Principal & Interest Total |                     | 3,207,000 | 3,226,000 |  | 3,226,000 | 3,572,500 | 3,572,500 | 3,238,000 |
| Principal-Schools Total    |                     | 3,207,000 | 3,226,000 |  | 3,226,000 | 3,572,500 | 3,572,500 | 3,238,000 |

**4065 - Interest Payments - Town**

|                            |                     |         |         |  |         |         |         |         |
|----------------------------|---------------------|---------|---------|--|---------|---------|---------|---------|
| 59 Principal & Interest    |                     |         |         |  |         |         |         |         |
| 001.40.4065.0.59500.02030  | Issue of 2013       | 46,091  | 40,789  |  | 40,789  | 36,149  | 36,149  | 36,149  |
| 001.40.4065.0.59500.02035  | Issue of 2014       | 47,004  | 40,504  |  | 40,504  | 35,314  | 35,314  | 35,314  |
| 001.40.4065.0.59500.02038  | Issue of 2015       | 14,508  | 13,313  |  | 13,313  | 12,466  | 12,466  | 12,466  |
| 001.40.4065.0.59500.02039  | Issue of 2016       | 68,724  | 59,660  |  | 59,660  | 50,596  | 50,596  | 50,596  |
| 001.40.4065.0.59500.02042  | June 2016 Refunding | 64,759  | 44,265  |  | 44,265  | 32,214  | 32,214  | 32,214  |
| 001.40.4065.0.59500.02043  | Issue of May 2017   | 7,059   | 5,698   |  | 5,698   | 4,337   | 4,337   | 4,337   |
| 001.40.4065.0.59500.02049  | Issue of June 2019  | 129,000 | 101,000 |  | 101,000 | 73,000  | 73,000  | 73,000  |
| 001.40.4065.0.59500.02052  | Issue of June 2020  | 153,300 | 132,300 |  | 132,300 | 111,300 | 111,300 | 111,300 |
| 001.40.4065.0.59500.02053  | Issue of June 2023  | 0       | 155,000 |  | 155,000 | 0       | 0       | 0       |
| 001.40.4065.0.59500.02055  | Issue of June 2024  | 0       | 0       |  | 0       | 80,200  | 80,200  | 80,200  |
| Principal & Interest Total |                     | 530,444 | 592,529 |  | 592,529 | 435,576 | 435,576 | 435,576 |
| Interest - Town Total      |                     | 530,444 | 592,529 |  | 592,529 | 435,576 | 435,576 | 435,576 |



**GENERAL FUND BUDGET FY2024/25  
EXPENSE**

| Account                            | Description         | FY23      | FY24    |         | Department Requested | Manager Approved | Brd of Fin Approved |
|------------------------------------|---------------------|-----------|---------|---------|----------------------|------------------|---------------------|
|                                    |                     | Actual    | Adopted | Amended |                      |                  |                     |
| 4066 - Interest Payments - Schools |                     |           |         |         |                      |                  |                     |
| 59 Principal & Interest            |                     |           |         |         |                      |                  |                     |
| 001.40.4066.0.59500.02030          | Issue of 2013       | 85,597    | 75,750  |         | 67,133               | 67,133           | 67,133              |
| 001.40.4066.0.59500.02035          | Issue of 2014       | 314,565   | 271,065 |         | 236,331              | 236,331          | 236,331             |
| 001.40.4066.0.59500.02038          | Issue of 2015       | 249,286   | 228,732 |         | 214,173              | 214,173          | 214,173             |
| 001.40.4066.0.59500.02039          | Issue of 2016       | 243,657   | 211,522 |         | 179,386              | 179,386          | 179,386             |
| 001.40.4066.0.59500.02042          | June 2016 Refunding | 101,291   | 69,235  |         | 50,386               | 50,386           | 50,386              |
| 001.40.4066.0.59500.02043          | Issue of May 2017   | 57,110    | 46,097  |         | 35,083               | 35,083           | 35,083              |
| 001.40.4066.0.59500.02055          | Issue of June 2024  | 0         | 0       |         | 133,800              | 133,800          | 133,800             |
| Principal & Interest Total         |                     | 1,051,506 | 902,401 | 902,401 | 916,292              | 916,292          | 916,292             |
| Interest - Schools Total           |                     |           |         |         |                      |                  |                     |
|                                    |                     | 1,051,506 | 902,401 | 902,401 | 916,292              | 916,292          | 916,292             |

**4567 - Transfers - Town**

|                           |   |            |            |             |             |             |             |
|---------------------------|---|------------|------------|-------------|-------------|-------------|-------------|
| 59 Transfers              |   |            |            |             |             |             |             |
| 001.45.4567.0.59615.00000 | Trans - Cap Non-Recurring               | 115,083    | 0          | 0           | 0           | 0           | 0           |
| 001.45.4567.0.59622.00000 | Trans.- Other Funds                     | 65,000     | 65,000     | 65,000      | 65,000      | 75,000      | 75,000      |
| 001.45.4567.0.59622.00000 | Trans - Land Acq & Dev Fund             | 0          | 25,000     | 25,000      | 25,000      | 25,000      | 25,000      |
| 001.45.4567.0.59622.00000 | Trans - Local Match for Grants          | 0          | 0          | 0           | 0           | 400,000     | 0           |
| 001.45.4567.0.59622.00000 | Trans - Cap Non-Recurring               | 1,726,000  | 0          | 0           | 1,000,000   | 0           | 0           |
| 001.45.4567.0.59622.00000 | Trans.- Energy & Streetlight Lease Fund | 719,500    | 719,500    | 719,500     | 719,500     | 660,000     | 660,000     |
| 001.45.4567.0.59622.00000 | Trans. - Business Continuity Fund       | 50,000     | 50,000     | 50,000      | 50,000      | 50,000      | 50,000      |
| 001.45.4567.0.59622.00000 | Trans. - Plan of Conser. & Dev.         | 35,120     | 25,000     | 25,000      | 25,000      | 25,000      | 25,000      |
| 001.45.4567.0.59624.00000 | Transfer to Revaluation Fund            | 72,500     | 72,500     | 72,500      | 72,500      | 72,500      | 72,500      |
| Transfers Total           |   | 2,783,203  | 957,000    | 1,957,000   | 1,957,000   | 1,307,500   | 907,500     |
| Transfers - Town Total    |   |            |            |             |             |             |             |
|                           |   | 2,783,203  | 957,000    | 1,957,000   | 1,957,000   | 1,307,500   | 907,500     |
| General Fund Total        |   |            |            |             |             |             |             |
|                           |   | 95,970,025 | 99,612,696 | 102,396,696 | 102,396,696 | 108,092,917 | 102,951,134 |

Agenda Item No. 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** April 23, 2024

**SUBJECT:** Two new fountains for Veterans Park and waive bidding requirements

**Summary of Agenda Item:**

The Parks and Grounds Department has been working with the Veterans Commission for years trying to come up with a way to replace the underperforming problematic fountains at Veterans Park. The current fountains have given us nothing but problems for the last 15 years either by motor failure, defective parts, electrical panels or components catching on fire, or replacement parts being discontinued. The lighting package that was purchased with the units is no longer offered with no possible way of retrofitting them with new ones. The Grounds Department with the approval of the Veterans Commission would like to purchase two new complete fountain sets from Water & Wetland that come with a five-year warranty. The fountains would be 5hp Kasco J-Series with RGBW lighting and a much-needed improvement for Veterans Park.

The funds for the project would be coming from two accounts Veterans Memorial Park and the Storm-Related Overtime Account.

The Parks and Grounds Department would like to hire Water and Wetland for the amazing response and success we have had with them over the last several years regarding the invasive species at several properties throughout the Town Of Berlin. Water & Wetland truly understands the Veterans Memorial Park Pond, as they manage the weeds and algae; therefore they understand the benefits of the fountains and have spec'd the appropriate systems/replacement fountains for both the health of the pond, and the necessary aesthetic benefits.

**Funding:**

Funds are located in Accounts

- 524.10.1017.0.54000.01403 Veterans Memorial Park \$26,571.21
- 001.25.2545.0.54000.01403 Veterans Memorial Park \$14,000.00

**Action Needed:**

Move to approve the transfer of \$14,000 from the Storm-Related Overtime account to the Veterans Memorial Park account in the Public Grounds Department, both in the General Fund, to fund the replacement of the fountains at Veterans Memorial Park, pending approval by the Board of Finance.

Move to waive the Town of Berlin purchasing requirements and authorize the Town Manager to enter into a contract with Water and Wetland for the purchase of two new fountains and controllers not to exceed \$40,000, pending approval of the budget transfer above by the Board of Finance, as this is in the best interest of the Town

**Attachments:**

Budget Transfer Form  
Sufficiency of Funds

**Prepared By:**

Steven T. Wood, Superintendent of Parks and Grounds Department

SW



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1:** To be completed by Department:

Department: **Grounds** Fiscal Year: **FY2024** Date: **4/22/24**

|  |   |                               |                                 |
|--|---|-------------------------------|---------------------------------|
| To Acct #:<br><b>001.25.2545.0.54000.01403</b> | Description:<br><b>Veterans Memorial Park</b> | Amount:<br><b>\$14,000.00</b> | Requested by:<br><b>S. Wood</b> |
|--|---|-------------------------------|---------------------------------|

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

|  |   |                               |   |
|--|---|-------------------------------|---|
| From Acct #:<br><b>001.20.2036.0.51445.00000</b> | Description:<br><b>Storm-Related Overtime</b> | Amount:<br><b>\$14,000.00</b> | Approved by:<br> |
|--|---|-------------------------------|---|

**Contingency Balance (If applicable):**

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

The fountains at Veterans Memorial Park are not functioning properly and need to be replaced. An option has been identified that will provide enhanced functionality for a cost of \$40,000. There is \$26,571.21 available in the Farmington Ave Development Fund (fund created for the remediation and development of what is now Veterans Memorial Park and the adjacent commercial property) to help fund this effort. This transfer supplements the Farmington Ave Development Fund money to complete the requested project.

Funds remain in the Storm-Related Overtime account because of the mild winter.

Request approved ☒ Disapproved ☐ Partially Approved ☐

Date: **4/22/2024**

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: |
|-------------------|-----|--------------------------|----------------|



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-Apr-24

| Purchase Item or Contract: Grounds |   | Requested by: S. Wood |             |
|------------------------------------|---|-----------------------|-------------|
| QUANTITY                           | DESCRIPTION   | PRICE PER UNIT        | \$ AMOUNT   |
| 1.00                               | Replace two (2) fountains at Veterans Memorial Park | \$26,571.21           | \$26,571.21 |
|                                    |   |                       |             |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
| TOTAL                              |   |                       | \$26,571.21 |

Account No. 524.10.1017.0.54000.01403

Budgeted Amount..... \$26,571.21

Available balance..... \$26,571.21

Encumbrances to Date..... \$0.00

Amount Needed for This Package..... \$26,571.21

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$0.00

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





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-Apr-24

| Purchase Item or Contract: Grounds |   | Requested by: S. Wood |             |
|------------------------------------|---|-----------------------|-------------|
| QUANTITY                           | DESCRIPTION   | PRICE PER UNIT        | \$ AMOUNT   |
| 1.00                               | Replace two (2) fountains at Veterans Memorial Park | \$14,000.00           | \$14,000.00 |
|                                    |   |                       |             |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
|                                    |   |                       | -           |
| TOTAL                              |   |                       | \$14,000.00 |

Account No. 001.25.2545.0.54000.01403

Budgeted Amount..... \$14,000.00

Available balance..... \$14,000.00

Encumbrances to Date..... \$0.00

Amount Needed for This Package..... \$14,000.00

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$0.00

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 \$ 14,000 must be processed concurrently with this certification to support this commitment.

  
\_\_\_\_\_  
Finance Director or Assist.Finance Director

Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** April 29, 2024

**SUBJECT:** Approve the purchase of Holmatro rescue tools from Municipal Equipment Specialist utilizing NPPGov contract # PS20035.

**Summary of Agenda Item:**

The Fire Department is requesting to purchase one hydraulic rescue tool ("Jaws of Life") for the Kensington Fire Company (KFD). A Holmatro PCT50 Combi will be the first battery powered tool at the KFD station. The transition to battery operated systems allows the quicker deployment of these lifesaving tools. It also helps avoid the use of power hydraulic tools within poorly ventilated areas such as inside buildings and confined spaces.

Items being purchased:

|                                |                 |
|--------------------------------|-----------------|
| Holmatro PCT50 Combi Tool      | \$12,600.00     |
| Holmatro Battery Charger       | \$543.46        |
| Holmatro PBPA287 Batteries (2) | \$1,640.76      |
| Shipping                       | <u>\$100.00</u> |
| Total                          | \$14,884.22     |

The new tool will be deployed on Squad 4, which is the primary apparatus that responds to motor vehicle accidents in town and on Routes 9 and 571.

**Funding:**

Funding for this purchase is being provided by payments from the State Fire Prevention and Control's Highway Reimbursement Program. This program provides a \$500 payment for each of the Fire Department's responses to incidents on a "divided highway."

Account # 134.15.1531.0.54000.00012 Vehicle Reserve with the Fire Department

**Action Needed:**

Move to approve the purchase of Holmatro rescue tools from Municipal Equipment Specialists utilizing NPPGov contract # PS20035 for an amount not to exceed \$15,628.43 which includes a 5% contingency.

**Attachments:**

Sufficiency of Funds

**Prepared By:**

James C. Simons, Fire Chief





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 29-Apr-24

| Purchase Item or Contract: Fire Department |   | Requested by: J. Simons |             |
|--|---|-------------------------|-------------|
| QUANTITY                                   | DESCRIPTION   | PRICE PER UNIT          | \$ AMOUNT   |
| 1.00                                       | Purchase one (1) hydraulic rescue tool ("Jaws of Life") | \$15,628.43             | \$15,628.43 |
|  |   |                         |             |
|  |   |                         | -           |
|  |   |                         | -           |
|  |   |                         | -           |
|  |   |                         | -           |
| TOTAL                                      |   |                         | \$15,628.43 |

Account No. 134.15.1531.0.54000.00012

|                           |              |                                       |             |
|---------------------------|--------------|---------------------------------------|-------------|
| Budgeted Amount.....      | \$208,746.30 | Available balance.....                | \$70,945.40 |
| Encumbrances to Date..... | \$58,892.87  | Amount Needed for This Package.....   | \$15,628.43 |
| Expenditures to Date..... | \$78,908.03  | Available Balance After Purchase..... | \$55,316.97 |

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:

☐ 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

\_\_\_\_\_  
Finance Director or Assist. Finance Director



**Agenda Item No. 6**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** April 25, 2024

**SUBJECT:** Request to Waive the Bidding Process for Haley Ward for Design and Oversight Services for a New Water Main Connection to the Meriden Water Department

**SUMMARY:**

Historically it has been identified in several Consultant Reports that Berlin Water Control should have a water connection with the Meriden Water Department along the Berlin Turnpike. This connection has become more important because of corrosion in our Lamentation Tank. An additional water source is necessary to allow this tank to be taken out of service during its repair. Two individual companies (CorrTech and Underwater Solutions) have confirmed corrosion in the Lamentation Tank.

Haley Ward (formerly Lenard Engineering) bid for the main replacement on the Berlin Turnpike in 2022 and 2023. Berlin Water Control went through a Quality-Based Selection (QBS) process for this project. Haley Ward was selected out of three other companies that bid the project. They have proven themselves in the design and oversight of the recent main installation on the Berlin Turnpike and are well-versed in the Department of Public Health's Drinking Water States Fund (DWSRF) program application process. Staff is therefore recommending the Haley Ward be awarded this project to connect to the Meriden Water Department.

**FUNDING:**

843.50.5088.0.58109.00000 Meriden Potable Water Interconnection Account

**ACTION NEEDED:**

Move to approve the transfer of \$150,000 from the Water Main Relining account to the Meriden Potable Water Interconnection account, both in the Berlin Water Control Water Department, pending approval by the Board of Finance.

Move to waive the bidding requirements for Haley Ward for designing the 12" water main connection to the Meriden Water Department, as this is in the best interest of the Town, pending approval of the related budget transfer by the Board of Finance.

**ATTACHMENTS:**

- 1) Haley Ward Quote
- 2) Sufficiency of Funds
- 3) Budget Transfer Form

**PREPARED BY:**

Ray Jarema, P.E., Water Control Commission





HALEY WARD®

ENGINEERING | ENVIRONMENTAL | SURVEYING

April 23, 2024

Mr. Raymond Jarema, PE  
Town of Berlin Water Control Commission  
240 Kensington Road  
Berlin, CT 06037

**RE: *Proposal for Professional Services, Design and Permitting for a 2,400 foot Water Main Project and Interconnection to City of Meriden***

Dear Mr. Jarema:

As requested, Haley Ward, Inc. is pleased to submit the following proposal for your review and approval. The proposed 2400-foot water main would begin at the end of the existing Meriden distribution system on North Colony Road, and connect to Berlin's existing 12" water main at the intersection of Berlin Turnpike and Worthington Point Road. A new below-grade combination meter pit and pressure reducing valve vault is required near the Meriden connection point. Please refer to the attached map for the approximate project limits.

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#### SCOPE OF SERVICES

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- 1) Kickoff Meeting- Haley Ward will attend a kickoff meeting with both of our staff, to discuss project scope, Town concerns and procedures used throughout the project.
- 2) Mapping Research – Haley Ward will conduct a Town and DOT record search for available mapping, deeds, utility mapping, town right-of-way mapping, and other applicable mapping for the route of the water main.
- 3) Call Before You Dig Mark out- Haley Ward will mark the locations of test borings along the proposed water main route. We will contact CBYD, and have utilities marked in these areas, prior to surveying and conducting the test borings.

Mr. Ray Jarema | 4-23-24 | JN | Page 1

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2210 Main Street, P.O. Box 1088, Glastonbury, CT 06033  
T: 860.659.3100 | [HALEYWARD.COM](http://HALEYWARD.COM)





- 4) Test Borings – Haley Ward will retain the services of a qualified test boring contractor and supervise their activities. We will conduct and supervise up to two days of test borings along the route of the water main. If possible, borings will be conducted outside of the traveled paved surface. We have included up to one day of traffic control for test boring work within the DOT right-of-way.

Test borings will be conducted to a depth of approximately 10' along the route of the proposed water main.

Included in this item is completion of a DOT Encroachment Permit application to conduct test borings in the DOT right-of-way.

- 5) Wetland Delineation– No wetlands or watercourses were identified along the proposed pipeline route; therefore, wetlands delineation and permitting is excluded from the scope.
- 6) Detailed Topographic and Utility Location Survey – Haley Ward will conduct a ground survey along the route of the proposed water mains and meter pit location. We will locate visible property and right-of-way markers, edges of pavement, marked underground utilities, marked and visible drainage structures, utility poles, driveway and sidewalks, test boring locations and corners of structures along the proposed water route. We will supplement this survey information with available aerial and record mapping for the area. Haley will utilize NAD 1983 Horizontal and NAVD 1988 vertical datum for our work.
- 7) Meter Pit Easement Mapping- Haley Ward will select several potential locations for the meter pit, and assuming these are located on private property, we will prepared draft easement mapping showing the proposed meter pit, connecting piping and limits of land to be obtained.
- 8) Meter Pit / Pressure Reducing Valve Vault Design- Haley Ward will provide design plans for the meter pit / pressure reducing pit, showing the structure, internal piping and valves, and other appurtenances.

Valves and tees will be designed on either side of the vault, to allow for a future potential pumping station to be added.
- 9) Water Main Design Plans – Haley Ward will provide water main design plans along the project route, showing both plan and profile views. We anticipate designing new water services between the main and the property lines on the west side of the Berlin Turnpike, as well as new hydrants. We will



incorporate changes as requested by the Town and other reviewers into a final set of design plans.

10) Technical Specifications- We will provide a set of technical specifications, for the water main construction, meter pit / PRV valve vault and related work.

11) Assist Town with Permitting - We have included assisting the Town with the following permit applications:

a) Town Wetlands Permitting – Not applicable.

b) DOT Encroachment Permitting – Haley Ward will prepare a DOT encroachment permit, for conducting work within the DOT right-of-way. This will be done for the test boring work, as well as for the final water main design plans. We will submit this application and design plans and specifications to the DOT for review and comment. We will meet on up to two occasions with the DOT, to answer any questions. If approved, we will incorporate their conditions of approval into the final plans.

c) DPH Drinking Water Section – Haley Ward will submit DPH applications, design plans, and technical specifications to the DPH for their review and approval. We will answer any questions or comments, and incorporate any conditions of approval into our final documents.

In addition, anticipating this project will be DWSRF funding, we will also prepare a set of Contract Documents which include DWSRF forms, language and attachments required to be included for bidding and construction. We will answer any questions or comments and incorporate any conditions of approval into our final documents.

d) City of Meriden Purchased Water Permits- We will assist the Town of Berlin, and the City of Meriden, as joint-applicants, in completing the following:

i) DPH Sale of Excess Water Permit- Based on information provided by the City of Meriden, we will prepare a Sale of Excess Water permit for both entities to review and sign. We have included one revision in our scope.



- ii) DEEP General Diversion Permit for Interconnections less than 1,000,000 gallons per day - Similarly, we will prepare this document based on information provided by both systems, and submit this to the DEEP. We have included one revision in our scope.

- 12) Cost Estimate – Haley Ward will prepare construction quantity take-offs and prepare a cost estimate, based on past bid prices for recent water main projects, CONNDOT unit prices and other sources.
- 13) Final Contract Document Preparation – Haley Ward will work closely with the Town of Berlin Water Control Commission, in preparing a front end set of contract documents suitable for advertising and bidding this project. If specific forms or documents are required by any party, these should be provided to Haley Ward in advance, so that these documents could be incorporated.

As noted above, we will consult with the DPH Drinking Water Section, and include applicable contract language, forms and attachments required to utilize DWSRF funds to construct the project.

- 14) Final Contract Documents Review and Preparation – Haley Ward will submit draft copies of these contract documents to the Town of Berlin Water Control Commission for internal Town review. We will make one revision to these contract documents, based on written comments received by those parties. Our final deliverables will be a set of contract documents, technical specifications, and design plans, ready for Berlin's use in advertising for competitive bids.

- 14) Services During Bidding – Haley Ward will assist the Town of Berlin Water Control Commission and interested parties during the bidding process. We will provide the Town with one bound set of documents and one PDF set of documents, for your files.

We have assumed that the water main work bid package will be advertised for a single, maximum 45 day period. Haley Ward will provide the following services during bidding:

- Answering bidders emailed questions during the bid period,
- Answering Contractor written requests for information (RFI's),
- Attending the project pre-bid meeting
- Issuing addenda for the contract documents as required,

Mr. Roy Jarema | 4-23-24 | JN | Page 4



- Attending the project bid opening,
- Reviewing the qualifications of the three lowest bidders, and
- Recommending the lowest bid price, qualified contractor to the Town of Berlin Water Control Commission for contract award.

Once bids are obtained, Haley Ward will provide the Town of Berlin Water Control Commission with separate proposals to provide contract administration and inspection on this project.

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### PROPOSED FEES

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We propose to complete this work for a lump sum fee of \$ 138,000, broken down as follows:

|  |                  |
|--|------------------|
| 1) Kickoff Meeting                     | 1,000            |
| 2) Mapping Research                    | 2,000            |
| 3) CBYD Markout,                       | 1,000            |
| 4) Test Borings and Supervision        | 12,000           |
| 5) Wetland Delineation and Reporting   | \$ 0             |
| 6) Topographic Survey and Base Mapping | \$ 20,000        |
| 7) Meter Pit Easement Mapping          | \$ 10,000        |
| 8) Meter Pit/ PRV Design               | \$ 10,000        |
| 9) Water Main Design Plans             | \$ 20,000        |
| 10) Technical Specifications           | \$ 5,000         |
| 11) Permitting                         | \$ 30,000        |
| 12) Cost Estimate                      | \$ 5,000         |
| 13) Final Contract Documents           | \$ 10,000        |
| 14) Services During Bidding            | \$ <u>12,000</u> |

**\$ 138,000**

Note that agency permit fees are not included, and will be the responsibility of the Town.

I hope that you find this proposal acceptable and look forward to continuing our work for the Town of Berlin Water Control Commission. By reference, the attached Professional Services Terms and Conditions are part of this proposal. The attached 2024 Schedule of Charges will be used for any additional work not specifically covered by the Scope of Services.



If you or other commission members have any questions or comments regarding this proposal, I am at your service.

Very truly yours,  
**Haley Ward, Inc.**

James E. Ericson, P.E.  
Regional Manager | Vice President

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Enclosure- Project Location Map  
Professional Services Terms and Conditions  
2024 Schedule of Charges



# HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

## SCHEDULE OF CHARGES (Effective November 27, 2023)

| Title   | Rate Per Hour |
|---|---------------|
| Principal   | \$265         |
| Senior Project Manager IV   | \$260         |
| Senior Project Manager III  | \$240         |
| Senior Project Manager II   | \$225         |
| Senior Project Manager I  | \$220         |
| Project Manager III   | \$205         |
| Project Manager II  | \$195         |
| Project Manager I   | \$185         |
| Senior Project Engineer/Architect/Surveyor/Scientist/Geologist/Professional IV  | \$260         |
| Senior Project Engineer/Architect/Surveyor/Scientist/Geologist/Professional III | \$240         |
| Senior Project Engineer/Architect/Surveyor/Scientist/Geologist/Professional II  | \$225         |
| Senior Project Engineer/Architect/Surveyor/Scientist/Geologist/Professional I   | \$220         |
| Project Engineer/Architect/Scientist/Geologist/Professional III                 | \$205         |
| Project Engineer/Architect/Scientist/Geologist/Professional II                  | \$195         |
| Project Engineer/Architect/Scientist/Geologist/Professional I                   | \$185         |
| Engineer/Geologist/Scientist/Architect/Professional                             | \$155         |
| Senior Land Surveyor  | \$185         |
| Land Surveyor   | \$155         |
| Senior Designer II  | \$175         |
| Senior Designer I   | \$160         |
| Designer  | \$155         |
| Senior Technician   | \$190         |
| Technician  | \$140         |
| Technical Aide  | \$110         |
| Senior Project Assistant  | \$140         |
| Project Assistant   | \$115         |
| One Person Robotic Survey Crew  | \$225         |

**LITIGATION/COURT RELATED MATTERS:** When serving as consultants to members of the legal profession and as expert witnesses in courts of law, arbitration proceedings, and administrative adjudication proceedings, hourly fees for personnel will be invoiced at 1½ (one and one-half) times the standard hourly rate. This rate is also applicable to time associated with preparation for these services.

**EXPENSES:** Subconsultant's fees processed through Haley Ward will be marked up 15% to cover our direct costs associated with retaining these services. Mileage will be billed at the rate of \$.85 (eighty-five cents) per mile. Photocopies, blueprints, and other project related reimbursable expenses will be billed at cost.

**INVOICES:** Invoices for personnel time and expenses will be submitted on a monthly basis and will be due when rendered. Interest at a rate of 1½% per month will be assessed where allowed under applicable law, to bills remaining due and not paid within 30 (thirty) days.





# TOWN OF BERLIN

## BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

|                           |                                       |              |               |       |         |
|---------------------------|---------------------------------------|--------------|---------------|-------|---------|
| Department:               | Water Control                         | Fiscal Year: | FY2024        | Date: | 4/25/24 |
| To Acct #:                | Description:                          | Amount:      | Requested by: |       |         |
| 843.50.5088.0.58109.00000 | Meriden Potable Water Interconnection | \$150,000.00 | R Jarema      |       |         |
| From Acct #:              | Description:                          | Amount:      | Approved by:  |       |         |
| 843.50.5088.0.58105.00000 | Water Main Re-lining                  | \$150,000.00 |               |       |         |

Contingency Balance (If applicable):

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

Historically it has been identified in several Consultant Reports that Berlin Water Control should have a water connection with the Meriden Water Department along the Berlin Turnpike. This connection has become more important because of corrosion in our Lamentation Tank. An additional water source is necessary to allow this tank to be taken out of service during its repair. Two individual companies (CorrTech and Underwater Solutions) have confirmed corrosion in the Lamentation Tank.

Haley Ward (formerly Lenard Engineering) bid for the main replacement on the Berlin Turnpike in 2022 and 2023. Berlin Water Control went through a Quality-Based Selection (QBS) process for this project. Haley Ward was selected out of three other companies that bid the project. They have proven themselves in the design and oversight of the recent main installation on the Berlin Turnpike and are well-versed in the Department of Public Health's Drinking Water States Fund (DWSRF) program application process.

**Section 2: To be completed by Town Manager:**

|  |                                      |   |         |
|--|--------------------------------------|---|---------|
| Request approved <input checked="" type="checkbox"/> | Disapproved <input type="checkbox"/> | Partially Approved <input type="checkbox"/> | Date:   |
|  |                                      |   | 4/25/24 |
| Comments:  |                                      |   |         |

**Section 3: Town Council action:****Section 4: To be completed by Finance Department:**

|                   |             |                          |                |
|-------------------|-------------|--------------------------|----------------|
| Budget Change # : | Budget Adj# | Approved by Town Meeting | Date approved: |
|-------------------|-------------|--------------------------|----------------|

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 29-Apr-24

| Purchase Item or Contract: Berlin Water Control |  | Requested by: R. Jarema |              |
|---|--|-------------------------|--------------|
| QUANTITY  | DESCRIPTION                                      | PRICE PER UNIT          | \$ AMOUNT    |
| 1.00  | Design of new water main connection with Meriden | \$150,000.00            | \$150,000.00 |
|   |  |                         |              |
|   |  |                         | -            |
|   |  |                         | -            |
|   |  |                         | -            |
|   |  |                         | -            |
| TOTAL   |  |                         | \$150,000.00 |

Account No. 843.50.5088.0.58109.00000

|                           |              |                                       |              |
|---------------------------|--------------|---------------------------------------|--------------|
| Budgeted Amount.....      | \$150,000.00 | Available balance.....                | \$150,000.00 |
| Encumbrances to Date..... | \$0.00       | Amount Needed for This Package.....   | \$150,000.00 |
| Expenditures to Date..... | \$0.00       | Available Balance After Purchase..... | \$0.00       |

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 \$ 150,000 must be processed concurrently with this certification to support this commitment.

\_\_\_\_\_  
Finance Director or Assist.Finance Director



**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** April 30, 2024

**SUBJECT:** Authorization for the Town Manager to Apply for a Transportation Alternatives Grant for Sidewalks and to Schedule a Town Meeting to Appropriate Funds as a Grant Match

**Summary of Agenda Item:**

The Capitol Region Council of Governments (CRCOG) issued a Request for Proposals (RFP) Solicitation for the Transportation Alternatives Program (TAP). Eligible projects include on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, multi-use trail projects, and safe routes to school projects. The Town has been working on integrating its sidewalk network to provide safe walking routes, including particularly for journeys to school. The Transportation Alternatives Program provides an opportunity for the Town to secure funds to advance its sidewalk plan and to make crosswalks and bike routes safer. The minimum project size for TAP is \$500,000 (federal share of \$400,000). All projects that meet or exceed this threshold will be considered up to a maximum project size of \$4.0 million (federal share of \$3.2 million). A 20% local match is required. Funds may be used for design, construction administration, and construction of sidewalks and related safety improvements. CRCOG anticipates selecting between three and six projects during this solicitation, but the final number of projects that will be advanced to the Connecticut Department of Transportation (CTDOT) will be based upon project costs and available funding allocations.

With the help of consultants FHI and WMC, staff has analyzed the sidewalk network and developed four priority groups for sidewalk extensions. The cost (inclusive of some intersection improvements) was estimated for each priority group. Maps and spreadsheets showing these proposed sidewalk additions are included as attachments. The first priority group (\$2,611,967) is sidewalks in the vicinity of the three-school cluster (Berlin High School, McGee Middle School and Willard Elementary School). The second priority group (\$1,205,172) is sidewalks in the vicinity of the other two elementary schools (Griswold and Hubbard). The third priority group (\$1,057,394) is sidewalks that connect Town Hall, the Senior Center, and Percival Field. The fourth priority group (\$1,349,444) is sidewalks in the southern part of town along Toll Gate and Spruce Brook Roads. The grant RFP is oriented toward applications for larger more comprehensive projects that can't be done with other grant programs with a lower maximum grant amount (for example, the Connectivity Grant Program). Therefore, it is appropriate to apply for a \$4 million grant for a large-scale project. This approach will also be more efficient use of Town staff resources for the sidewalk projects because it will require less staff time to do one large project rather than many small sidewalk projects. Based on the maximum grant amount, with match, of \$4,000,000, and the preliminary cost estimates that have been prepared, staff recommends that the Town apply a \$3.2 million grant for funding to complete all sidewalks

in priority groups 1 & 2 (all the schools) and some of priority group 3, the Town Hall, Senior Center, Percival Field area.

It is recommended that the required \$800,000 match be a non-budgeted appropriation of General Fund Unassigned Fund Balance. This amount can be "replaced" with FY24 surplus once the books are closed, and the audit is complete.

In addition, this sidewalk project would be subject to the Section 8-24 review process, so it is recommended that the sidewalks project, priority groups 1-3, be referred to the Planning and Zoning Commission for a Section 8-24 report.

**Funding:**

It is recommended that the required \$800,000 match be a non-budgeted appropriation of General Fund Unassigned Fund Balance. This amount can be "replaced" with FY24 surplus once the books are closed, and the audit is complete.

**Actions Needed:**

Move to authorize the Town Manager to apply for a Transportation Alternatives Grant in an amount of up to \$3,200,000 for sidewalk extensions in the vicinity of the schools to make it safer for nearby students to walk to all Town schools, and to schedule a Town Meeting for 6:45 PM on May 21, 2024 to vote on the approval of a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account.

**Attachments:**

1. Maps showing the location of proposed sidewalk improvements in 4 priority areas.
2. Cost estimates for priority grouping.

**Prepared By:**

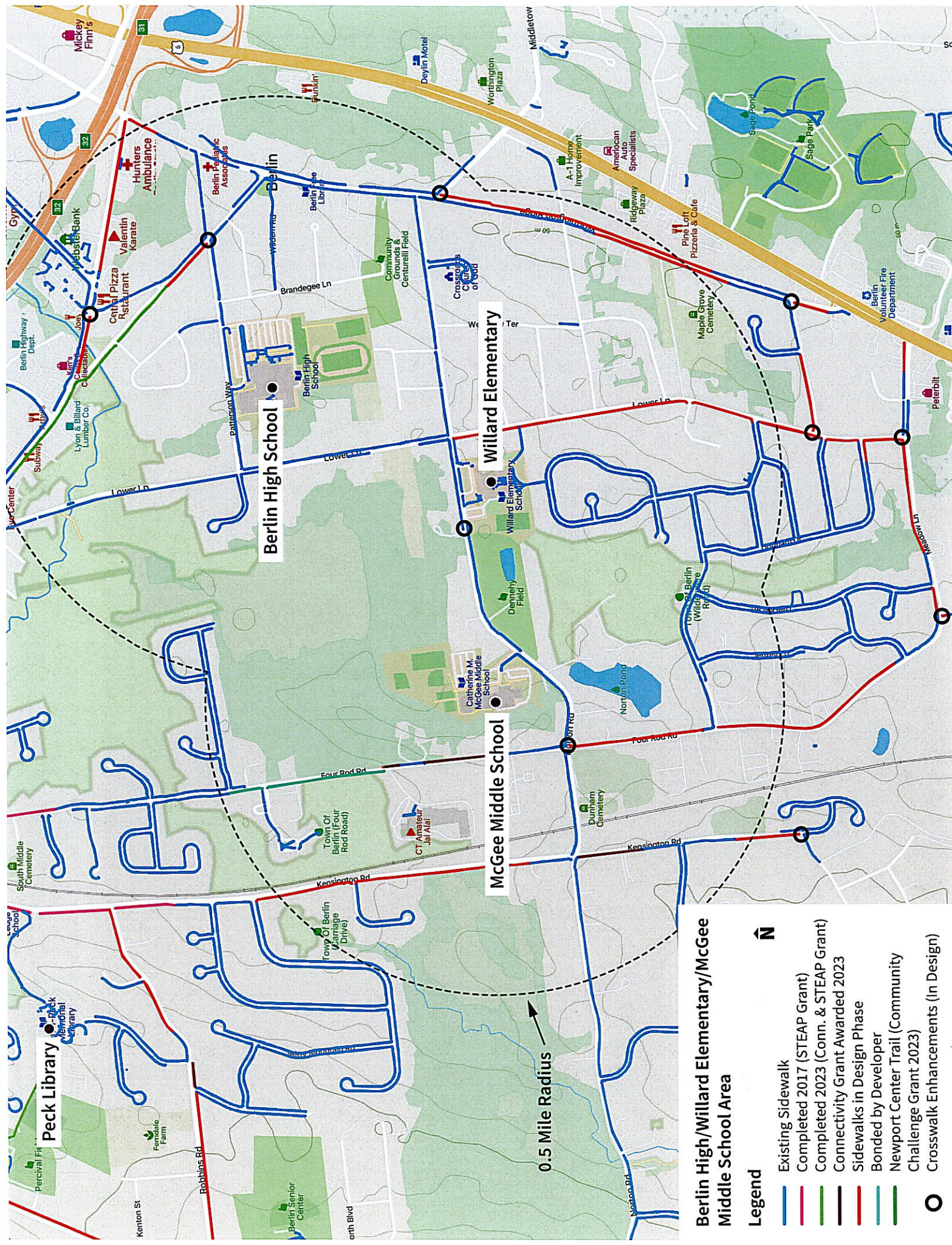
Jim Mahoney, Economic Development Coordinator

Mike Ahern, Public Works Director

Chris Edge, Economic Development Director

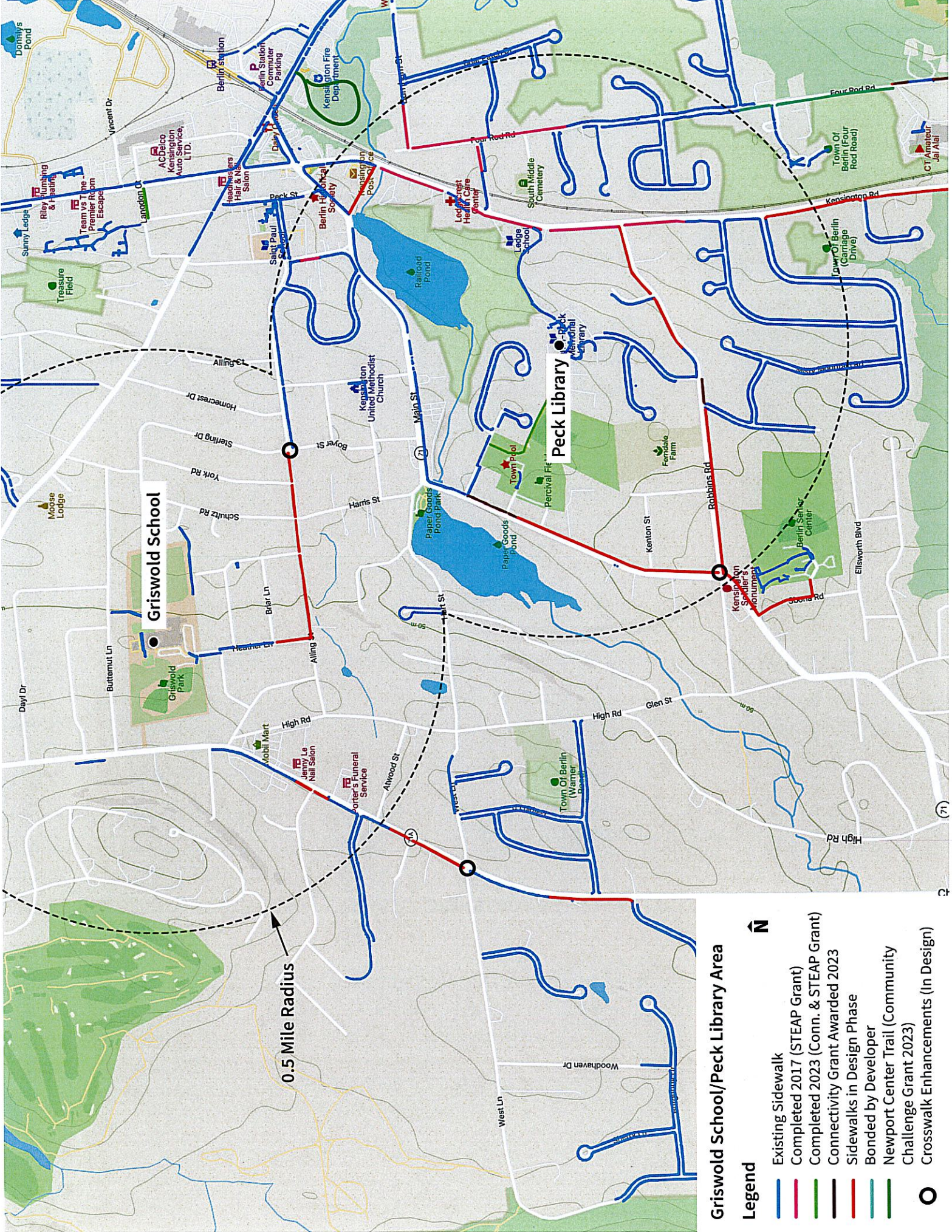






**Berlin High/Willard Elementary/McGee Middle School Area**





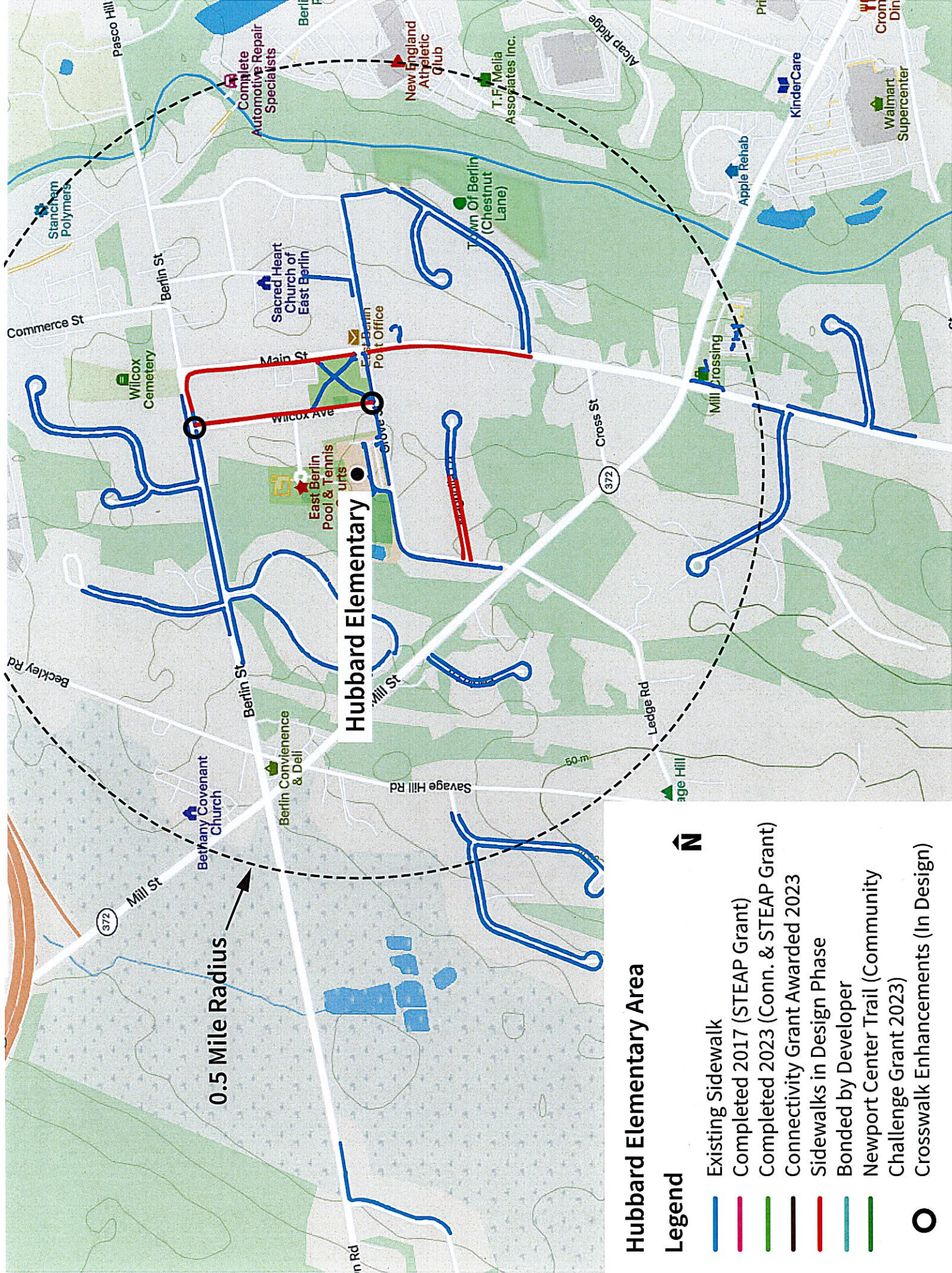
# Griswold School/Peck Library Area

## Legend

- Existing Sidewalk
- Completed 2017 (STEAP Grant)
- Completed 2023 (Conn. & STEAP Grant)
- Connectivity Grant Awarded 2023
- Sidewalks in Design Phase
- Bonded by Developer
- Newport Center Trail (Community Challenge Grant 2023)
- Crosswalk Enhancements (In Design)







0.5 Mile Radius

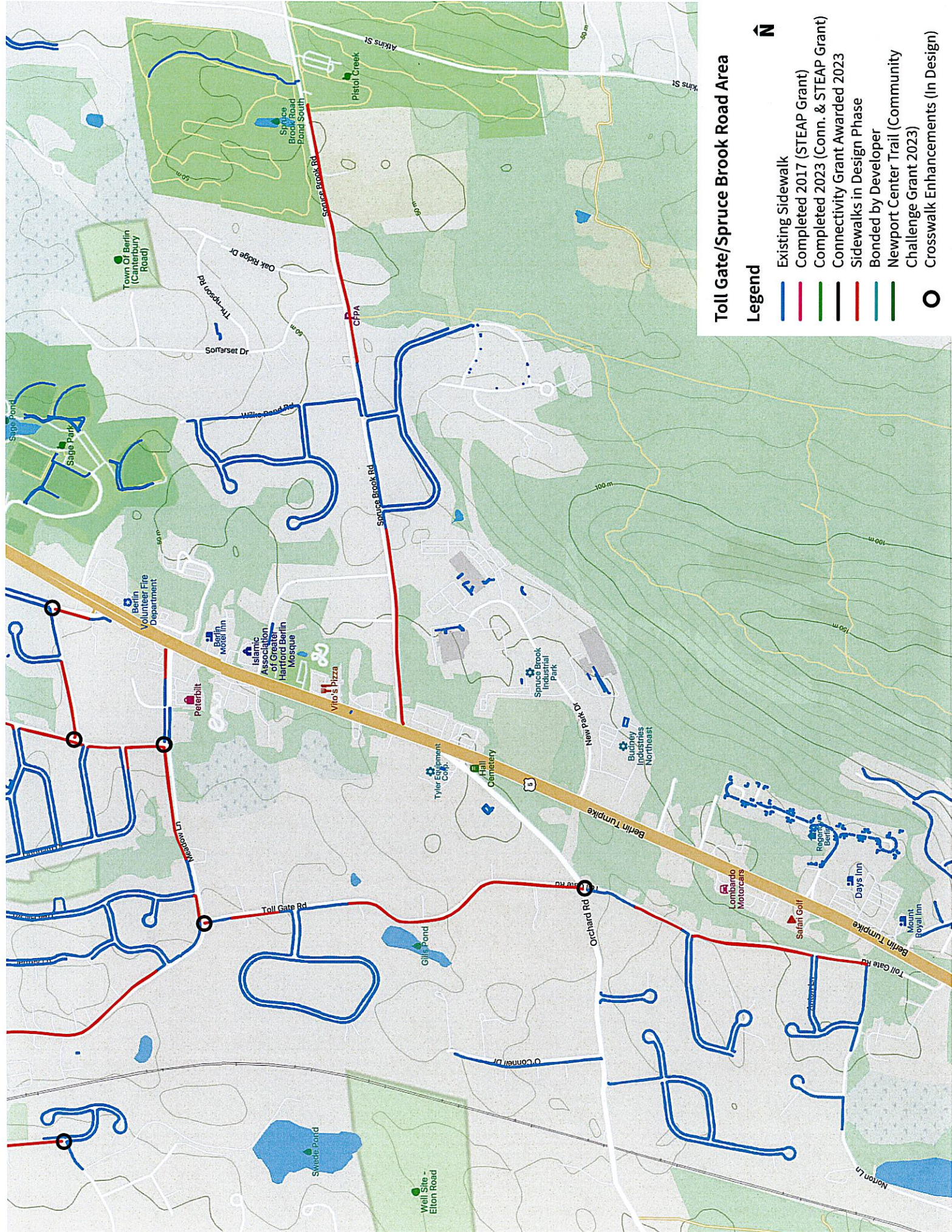
Hubbard Elementary

### Hubbard Elementary Area

#### Legend

- Existing Sidewalk
- Completed 2017 (STEAP Grant)
- Completed 2023 (Conn. & STEAP Grant)
- Connectivity Grant Awarded 2023
- Sidewalks in Design Phase
- Bonded by Developer
- Newport Center Trail (Community Challenge Grant 2023)
- Crosswalk Enhancements (In Design)





# Toll Gate/Spruce Brook Road Area

## Legend

- Existing Sidewalk
- Completed 2017 (STEAP Grant)
- Completed 2023 (STEAP Grant)
- Completed 2023 (Conn. & STEAP Grant)
- Connectivity Grant Awarded 2023
- Sidewalks in Design Phase
- Bonded by Developer
- Newport Center Trail (Community Challenge Grant 2023)
- Crosswalk Enhancements (In Design)



| Cost Summary for Sidewalk Projects, All Priority Groups |              |             |             |                               |                                   |                                    |             |
|---|--------------|-------------|-------------|-------------------------------|-----------------------------------|------------------------------------|-------------|
| Priority  | Length in LF | Cost per LF | cost        | 33% contingency + CA + Design | Inflation factor (2 yrs at %5/yr) | Intersection Improvements Lump Sum | Total       |
| 1   | 16015        | 110         | \$1,826,550 | \$602,762                     | \$182,655                         | \$20,000                           | \$2,631,967 |
| 2   | 7538         | 110         | \$829,180   | \$273,629                     | \$82,918                          | \$20,000                           | \$1,205,727 |
| 3   | 7331         | 110         | \$725,450   | \$239,399                     | \$72,545                          | \$20,000                           | \$1,057,394 |
| 4   | 9250         | 110         | \$1,017,500 | \$239,399                     | \$72,545                          | \$20,000                           | \$1,349,444 |
| All   | 40134        | 110         | \$3,381,180 | \$1,355,188                   | \$338,118                         | \$80,000                           | \$5,154,486 |
| Priorities 1 & 2  |              |             |             |                               |                                   |                                    | \$3,837,694 |

| Sidewalk Sections 3 School Cluster |  | Location   | Side | Length in LF | Cost per LF | Cost    | 33% contingency + CA + Design | Inflation factor (2 yrs at %5/yr) | Total     |
|------------------------------------|--|--|------|--------------|-------------|---------|-------------------------------|-----------------------------------|-----------|
| Street                             |  | Peter Parley Row to Middletown Road              | E    | 2,575        |             |         |                               |                                   |           |
| Worthington Ridge                  |  | Peter Parley Row to Middletown Road              | W    | 880          |             |         |                               |                                   |           |
| Worthington Ridge                  |  | 684 Worthington to Mill Street                   | W    | 280          |             |         |                               |                                   |           |
| Peter Parley Row                   |  | #11 -67  | N    | 725          |             |         |                               |                                   |           |
| Lower Lane                         |  | Norton to Meadow                                 | E    | 3,370        |             |         |                               |                                   |           |
| Meadow Lane                        |  | 875 Lower Lane to 53 Meadow & Turnpike connector | N    | 1,330        |             |         |                               |                                   |           |
| Toll Gate Road                     |  | Meadow Ln to Olisky Blvd                         | W    | 470          |             |         |                               |                                   |           |
| Kensington Road                    |  | Carriage Drive to Norton                         | W    | 2585         |             |         |                               |                                   |           |
| Four Rod Road                      |  | Wildemere to Norton                              | E    | 1300         |             |         |                               |                                   |           |
|                                    |  | Wildemere to 975 Four Rod                        | E    | 1900         |             |         |                               |                                   |           |
| Kensington Road                    |  | North of Arbor Common                            |      | 600          |             |         |                               |                                   |           |
| Farmington Ave,                    |  | Seymour to Patterson Way                         | SW   | 590          |             |         |                               |                                   |           |
|                                    |  |  |      | 16,605       | 110         | 1826550 | 602761.5                      | 182655                            | 2611966.5 |

| Sidewalk Sections<br>Griswold & Hubbard |  | Location                    | Side | Length in LF | Cost per LF | cost   | 33%<br>contingency<br>+ CA +<br>Design | Inflation<br>factor (2 yrs<br>at %5/yr) | Total     |
|---|--|-----------------------------|------|--------------|-------------|--------|--|---|-----------|
| Street                                  |  |                             |      |              |             |        |  |   |           |
| Alling Street                           |  | Sterling Dr to Heather Lane | N    | 1,635        |             |        |  |   |           |
| Heather Lane                            |  | Alling Street to Briar Lane | E    | 330          |             |        |  |   |           |
| Chamberlain Highway                     |  | Vineyard to High Road       | W    | 780          |             |        |  |   |           |
| Wilcox Avenue                           |  |                             |      | 1177         |             |        |  |   |           |
| Magnolia La                             |  | north side                  |      | 538          |             |        |  |   | E Berlin  |
| Magnolia La                             |  | south side                  |      | 573          |             |        |  |   | E Berlin  |
| Main Street                             |  | Chestnut to Grove           | W    | 1,080        |             |        |  |   | E Berlin  |
| Main Street                             |  | Grove to Berlin St          | W    | 1,200        |             |        |  |   | E Berlin  |
|   |  | Connector                   |      | 225          |             |        |  |   | E Berlin  |
|   |  |                             |      | 7,538        | 110         | 829180 | 273629.4                               | 82918                                   | 1185727.4 |

| Sidewalk Sections Town Hall Cluster |  | Location                      |  | Side | Length in LF | Cost per LF | 33% contingency + CA + Design | Inflation factor (2 yrs at %5/yr) | Total     |
|-------------------------------------|--|-------------------------------|--|------|--------------|-------------|-------------------------------|-----------------------------------|-----------|
| Street                              |  |                               |  |      |              |             |                               |                                   |           |
| Robbins Road                        |  | Town Hall Dr to Kensington Rd |  | N    | 1,235        |             |                               |                                   |           |
| Percival Avenue                     |  | Percival Field to Robbins Rd  |  |      | 2200         |             |                               |                                   |           |
|                                     |  | Robbins Road to Sbona         |  |      | 490          |             |                               |                                   |           |
| Sbona Road                          |  | Percival Ave to Senior Center |  |      | 560          |             |                               |                                   |           |
| Robbins Road                        |  | Percival Ave to Timberwood    |  |      | 1560         |             |                               |                                   |           |
| Brook Street                        |  |                               |  |      | 550          |             |                               |                                   |           |
|                                     |  |                               |  |      | 6,595        | 110         | 239398.5                      | 72545                             | 1037393.5 |

| Other Sidewalk Sections<br>for consideration |  |      |              | Prio        | cost    | 33% contingency +<br>CA + Design | Inflation factor (2<br>yrs at %5/yr) | Total   |
|--|--|------|--------------|-------------|---------|----------------------------------|--------------------------------------|---------|
| Street                                       | Location                                   | Side | Length in LF | Cost per LF |         |                                  |                                      |         |
| Mill Street<br>Spruce Brook Road             | Farmington Ave to Seymour Rd               | S    | 550          |             |         | 0                                |                                      |         |
|  | Berlin Tpke to Lamentation Dr              | S    | 1,800        |             |         | 0                                |                                      |         |
|  | 332 Spruce Brook to ( to Pistol<br>Creek)  | S    | 2,420        |             |         | 0                                |                                      |         |
| Toll Gate Road                               | 140 Toll Gate Rd to Orchard Rd             | W    | 2,355        |             |         | 0                                |                                      |         |
|  | 432 Toll Gate Rd to Norton La              | W    | 465          |             |         | 0                                |                                      |         |
| Mill Street                                  | Webster Square Road to<br>Worthington Rdge | S    | 1660         |             |         | 0                                |                                      |         |
|  |  |      | 9,250        | 110         | 1017500 | 335775                           | 101750                               | 1455025 |

**Agenda Item No. 8**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Aroscha Jayawickrema, Town Manager

**DATE:** May 1, 2024

**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 1<sup>st</sup> 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 CCARC, Inc. and one from the Community Outreach & Optimum Performance (Co-Op). The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. CCARC, Inc. is a private provider for people in Berlin and surrounding communities with intellectual and developmental disabilities. They offer a continuum of services designed to meet the needs of individuals while helping them to participate in their community through work, social activities, and community-based housing options. The Community Outreach & Optimum Performance (Co-Op) offers all-encompassing programs in Berlin and the greater Hartford area. The programs provide students, sport and non-sport, a chance to advance socially, emotionally, and physically through various opportunities. All three groups wish to submit proposals for the 2024 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 \$42,060 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 CCARC, Inc. is for energy efficient exterior parking lot lighting at 1103 Chamberlain Highway. The project includes installing new conduit, post bases and poles, fixtures, and lighting in the exterior parking lot so that evening programs may be added. This is crucial so that visitors will feel safe being that the parking lot is hidden from the main street and is a prime spot for unlawful activities. CCARC, Inc. is requesting \$16,268.21 from the Neighborhood Assistance Act Tax Credit Program.

The fourth proposal is from the Community Outreach & Optimum Performance (Co-Op) and will be used for the recreation facility and programs where a team of local STEM and computer science experts will lead the youth during an 8-week program. It will be used for the facility, equipment, and curriculum costs to run the annual program. The Community Outreach & Optimum Performance (CO-OP) is requesting \$23,299.85 from the Neighborhood Assistance Tax Credit Program.

#### **ACTION NEEDED:**

Move to support proposals from the Prudence Crandall Center, CCARC, Inc., and The Community Outreach & Optimum Performance (Co-Op) for the 2024 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 4, 2024 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center, CCARC, Inc., and The Community Outreach & Optimum Performance (Co-Op) for the 2024 CT NAA Tax Credit Program and to solicit citizen input.

Move to designate Aroscha 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 CCARC, Inc; Energy Conservation

Proposal from the Community Outreach & Optimum Performance (Co-Op); Other: Community Recreation Facility

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: \_\_\_\_\_  
CCARC, Inc.

Address: \_\_\_\_\_  
950 Slater Rd, New Britain, CT 06053

Federal Employer Identification Number: 06-6011543

Program title: Energy Efficient Exterior Parking Lot Lighting for CCARC

Name of contact person: Marcy Goodman

Telephone number: (860) 229-6665

Email address: mgoodman@ccarc.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 16,268.21

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: \_\_\_\_\_

CCARC is a well-established and respected private provider of services for people with intellectual and developmental disabilities (I/DD). We offer a continuum of services including residential, day services, employment, advocacy, and more. Our services are designed to meet the needs of individuals with enhanced cognitive and physical impairments, behavioral challenges, and greater medical demands. Our priority is to give people with I/DD opportunities to participate in their community through work, social activities, and community-based housing options. Continued on attached.

Need for program: \_\_\_\_\_

CCARC respectfully requests funding assistance to upgrade the exterior parking lot lighting at 1103 Chamberlain Highway. The project includes installing new conduit, post bases and poles, fixtures and lighting in the exterior parking lot. The previous usage of this property was the Prince of Peace Church. Although we don't know the age of the current lighting (the building was built in 1969), it is clearly very old, in disrepair, not very bright, and not energy efficient. Continued on attached.

Neighborhood area to be served: \_\_\_\_\_

CCARC provides services to Central CT and the Greater New Britain Area. Participants currently reside in the following towns (majority in New Britain), however, are services are not limited to these towns: Berlin, Bristol, Farmington, Glastonbury, Hartford, Kensington, New Britain, Newington, Plainville, Portland, Rocky Hill, Simsbury, Southington, West Hartford, Wethersfield, Windsor Locks.

Plan to implement the program: \_\_\_\_\_

CCARC will work with Efficient Lighting Consultants (ELC) who will contract the trenching and post bases. ELC provide the materials and labor to install the conduit, poles, fixtures and lighting. Once approved, Marcy Goodman, our Sr. VP of Operations and Strategies will work with ELC and CCARC's management team to assist in coordinating the schedule to ensure the least amount of disruption to the programs. From start to finish, the project will take approximately 2-3 weeks.

**Timetable:**

Program start date: 12/02/2024  
MM - DD - YYYY  
Program completion date: 12/27/2024  
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>\$16,268.21</u> |
| Other funding sources - itemized sources: |                    |
| a) <u>Fundraising</u>                     | <u>\$1,964.55</u>  |
| b) _____                                  | _____              |
| c) _____                                  | _____              |
| d) _____                                  | _____              |

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

Direct operating expenses - itemized description:

|   |                   |
|---|-------------------|
| a) <u>Qty (4) – 15ft Steel Straight Poles (RAB PS4-11-15D2)</u>       | <u>\$2,810.00</u> |
| b) <u>Qty (7) - 150w Area Lights (including slip or arm mount) (N</u> | <u>\$1,964.55</u> |
| c) <u>) Qty (3)- Two Fixture Bullhorns</u>                            | <u>\$443.88</u>   |
| d) <u>Continued on attached.</u>                                      | _____             |

Administrative expenses - itemized description:

|          |       |
|----------|-------|
| a) _____ | _____ |
| b) _____ | _____ |
| c) _____ | _____ |
| d) _____ | _____ |

**Total Proposed Expenditures:**

\$18,232.76

## 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: | _____          |
| Mailing address:   | _____<br>_____ |
| Name of municipal liaison:   | _____          |
| Telephone number:  | _____          |
| Fax number:  | _____          |
| Email address:   | _____          |

|   |
|---|
| <p style="text-align: center;"><b>Post-Project Audit</b></p> <p>Is a post-project audit required for this proposal?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If <b>Yes</b>, date post-project audit due:</p> <p style="text-align: center;">_____<br/>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](http://portal.ct.gov/DRS). E-mail any questions to [NAAProgram@ct.gov](mailto:NAAProgram@ct.gov) or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

## **DESCRIPTION OF PROGRAM**

*Continued from application:*

CCARC is committed to creating a sustainable, energy-efficient, and eco-friendly work environment. In 2021, we contracted with Greenleaf Energy Solutions on a comprehensive energy efficiency project involving LED lighting, unitary rooftop HVAC replacements, and controls upgrades at our main facility at 950 Slater Rd, New Britain. The project included replacing inefficient fluorescent lighting with LED lighting and sensors, new rooftop HVAC units with high dosage UV-C germicidal lights. These lights kill micro-organisms (bacteria, viruses, molds, mildew, spores, etc.) in the air stream and in the unit, as well as lowering the cost of future lamp replacements. The HVAC system also included demand control ventilation (DCV controls) to reduce annual heating and cooling energy. To fund this project, CCARC received incentives from Eversource and a Small Business Energy Advantage (SBEA) loan. The projected total annual savings from these upgrades were over \$17,000.

CCARC is doing a similar project on a smaller scale at our newest facility – 1103 Chamberlain Highway in Berlin. We are installing new efficient HVAC outdoor heat pump units, all new duct work, and thermostats. As the building currently stands, it does not have central air conditioning. Additionally, working with Efficient Lighting Consultants (ELC), we are upgrading all the lighting inside the building, on the exterior of the building and walkways. Combined, the two projects are eligible for over \$33,000 in Eversource incentives. We also qualified for Eversource's Small Business Energy Advantage (SBEA) loan for the lighting, and we were awarded \$120,000 from the American Savings Foundation to help fund the \$350,000 HVAC project. The last piece of the lighting project is to upgrade the exterior parking lot lighting.

CCARC purchased 1103 Chamberlain Highway to support our growing day services program and the expansion of our employment program. Over the last year we added Project SEARCH and Customized Employment to our service offerings. Project SEARCH is a nationally recognized comprehensive rotating internship program that has a high success rate of long-term, competitive employment for people with I/DD. Customized Employment further ensures successful employment by matching individuals with work that fits their skill level and career aspirations, as well as meeting the needs of the business. CCARC has also added a Transition program for individuals transitioning from school to our program like CCARC's. The school systems are limited in what they can offer as far as employment opportunities and job training. CCARC can provide group or individual supported employment, internships, social enterprise opportunities and more.

## **NEED OF PROGRAM**

*Continued from application:*

While CCARC's programs operate from 8 am to 3 pm, the new facility, with its open areas, allows us to incorporate community-based programs and events in the evenings and on the weekends. CCARC has a partnership with the Newington Children's Theatre Company – they work with our participants in different arenas of performing arts – culminating in a performance hosted at 1103 Chamberlain. We anticipate further evening and weekend activities as the programs grow, and, when the building was purchased, we envisioned offering the space to other community organizations throughout the year. Sufficient and brighter lighting, specifically in the lower parking lot is crucial for visitors to feel safe. The lower parking lot is hidden from the main street, and a prime spot for unlawful activities to take place. With our fleet of vehicles, CCARC has been a target for catalytic converter theft. Reliable, efficient lighting will help to deter these activities and reduce our energy bills. Furthermore, it may help prevent unexpected expenses that hinder CCARC from providing quality programs and fulfill its mission.

### **Proposed Program Expenditures:**

#### **Direct operating expenses - itemized description:**

*Continued from application:*

- d)** (1) additional 6" recessed can installed in lobby of Berlin facility, also controlled by the sensor system installed with the other (9) recessed cans - \$96.33
- e)** 1200 feet – 8THHNSTR Conduit – \$700.00
- f)** 300 feet – conduit, 90s, couplings, connectors etc. Additional
- g)** Additional Labor to pull wire - \$500.00
- h)** Trenching and post bases for new electric light post service - \$10,218.00



Municipality: Berlin

## Form NAA-01

TOWN OF BERLIN  
24 APR 26 AM 11:12

### 2024 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: \_\_\_\_\_  
Community Outreach & Optimum Performance (Vale-Berlin)

Address: 510 Four Rod Road, Berlin, CT 06037

Federal Employer Identification Number: 88-3598486

Program title: Executive Director

Name of contact person: Ed Battle

Telephone number: (860) 930-8893

Email address: ed@valesc.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 23,299.85

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): Community Recreation Facility

Description of program: \_\_\_\_\_

We offer all encompassing programs which provide students, sport and non-sport, a chance to advance socially, emotionally and physically through opportunities such as educational enrichment & youth risk reduction initiatives, performance enhancement, & preventative maintenance using community resources as a foundation for learning and maximizing potential. Activities will include Basketball, Volleyball, Camps Clinics, Afterschool programming, mental skills training, soft skills education, financial literacy, self-advocacy and more.

Need for program: \_\_\_\_\_

A robust STEM education is becoming more and more important to our economy. Employment in STEM occupations is projected to grow 8.8% by 2028, and healthcare occupations, which generally require a strong STEM background, are projected to grow even more. Meanwhile, non-STEM occupations will only grow 5%. STEM Teaches Critical Thinking and Innovation. However, STEM education doesn't only help students who plan to go into STEM careers. The focus on logical thought processes and problem-solving allows students to develop mental habits that will help them succeed in any field.

Neighborhood area to be served: \_\_\_\_\_

CO-OP will serve Berlin and Greater Hartford areas.

Plan to implement the program: \_\_\_\_\_

CO-OP has a team of local STEM & Computer Science experts who are eager to lead the youth during this eight week experience. The resources allocated to this project will be greatly reduced following our initial rollout as the equipment cost to run the program will no longer be an added line item to the budget. To sustain this program CO-OP has allocated an 1100 sq foot space to serve as the home of our Esports & STEM program which will run annually. Once the financial resources are secured, the Esports & STEM curriculum can be purchased from EliteGaming LIVE (EGL). CO-OP has an infrastructure established through League Apps where all of our registrations and communication tools are housed, making it easy to communicate with



COMMUNITY OUTREACH & OPTIMUM PERFORMANCE (CO-OP)  
510 FOUR ROD ROAD  
BERLIN, CT 06037  
WWW.COOPVALE.IO

### **NEED FOR PROGRAM ADDENDUM:**

STEM coursework challenges students to think critically and come up with their own solutions. As a result, students who receive a quality STEM education are primed to become the next generation of innovators.

STEM courses, especially technology and engineering courses, often involve hands-on projects. Building a simple robot, engine, or computer program often involves multiple steps that are completed over several days.

In the process of STEM education, students learn how to manage their time and break larger projects into smaller steps. That's a skill that will help them throughout their lives, whether they are working on an office project or doing a home remodel.

### **STEM Classes Provide Unique Opportunities for Teamwork**

Teamwork is one of the most underrated and important drivers of success. Living and working in the modern world usually requires some degree of collaboration, often with a large and diverse group of people.

STEM classes often involve more team activities than other coursework. Whether students are working together on a lab investigation or collaborating on an engineering challenge, they are actively developing the interpersonal and collaboration skills they will need later on.



**COMMUNITY OUTREACH & OPTIMUM PERFORMANCE (CO-OP)**  
**510 FOUR ROD ROAD**  
**BERLIN, CT 06037**  
**WWW.COOPVALE.IO**

Focus is geared towards youth that were set back by the pandemic and how their overall performance in all domains have been compromised.

1. Confidence has dissipated leading to youth falling short of their academic and performance goals.
2. Pandemic stripped our youth of social emotional refinement opportunities that are learned through mainstream school supports and sports teams. As a result, self-worth is questioned leading to depression and suicidal ideations. These emotional challenges have interfered with school attendance and performance. \*Athletic identity has a significant relationship with psychological distress.
3. Students are feeling disconnected from their peers that have not been impacted by the pandemic and are struggling emotionally to find their way back to baseline and to fit in with friends that were around pre-pandemic.
4. This is also very prevalent at the collegiate and professional levels.
5. Learning strategies to self-regulate is critical to a life of longevity. Teaching the student athletes to be comfortable within themselves and how to process their feelings will manifest in healthier lifestyles.
6. Socially economically suppressed communities are limited in their access to therapeutic interventions or mental health treatment leading to increased risk factors such as illicit activity and fragile mental health.

**Timetable:**

Program start date: 08/01/2024  
MM - DD - YYYY  
Program completion date: 10/01/2024  
MM - DD - YYYY  
Post-project audit due date: 01/01/2025  
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                       | <u>\$23,299.85</u> |
| Other funding sources - itemized sources: |                    |
| a) _____                                  | _____              |
| b) _____                                  | _____              |
| c) _____                                  | _____              |
| d) _____                                  | _____              |

**Total Funding:**

\_\_\_\_\_

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

|   |                   |
|---|-------------------|
| a) <u>EliteGaming Live STEM Curriculum</u>    | <u>\$8,000.00</u> |
| b) <u>Tables (10) @ \$50 each</u>             | <u>\$500.00</u>   |
| c) <u>Gaming Lap Tops (15) @ \$400 each</u>   | <u>\$6,000.00</u> |
| d) <u>Gaming Headsets (15) &amp; TV's (4)</u> | <u>\$1,941.85</u> |

Administrative expenses - itemized description:

|   |                   |
|---|-------------------|
| a) <u>Staffing (9 Hours Weekly/8 weeks) @ \$20 Hourly</u> | <u>\$2,880.00</u> |
| b) <u>Rental Space Cost</u>                               | <u>\$3,600.00</u> |
| c) _____  | _____             |
| d) _____  | _____             |

**Total Proposed Expenditures:**

\$23,299.85

## 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: | _____          |
| Mailing address:   | _____<br>_____ |
| Name of municipal liaison:   | _____          |
| Telephone number:  | _____          |
| Fax number:  | _____          |
| Email address:   | _____          |

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

# **2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions**

Complete all items on **Form NAA-01, 2024 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](http://portal.ct.gov/DRS). E-mail any questions to [NAAProgram@ct.gov](mailto:NAAProgram@ct.gov) or call 860-297-5687, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

# Short Form Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2022

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/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.Open to Public  
InspectionDepartment of the Treasury  
Internal Revenue Service

|  |  |
|--|--|
| <b>A</b> For the 2022 calendar year, or tax year beginning , and ending  |  |
| <b>B</b> Check if applicable:  | <b>C</b> Name of organization  |
| <input type="checkbox"/> Address change  | COMMUNITY OUTREACH & OPTIMUM PERFOR  |
| <input type="checkbox"/> Name change   | Number and street (or P.O. box if mail is not delivered to street address) Room/suite                        |
| <input checked="" type="checkbox"/> Initial return   | 1280 NEWFIELD STREET   |
| <input type="checkbox"/> Final return/terminated   | City or town State ZIP code  |
| <input type="checkbox"/> Amended return  | MIDDLETOWN CT 06457-   |
| <input type="checkbox"/> Application pending   | Foreign country name Foreign province/state/county Foreign postal code                                       |
|  | <b>D</b> Employer identification number  |
|  | 88-3598486   |
|  | <b>E</b> Telephone number  |
|  | 860-930-8893   |
|  | <b>F</b> Group Exemption Number  |
|  |  |
| <b>G</b> Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____  | <b>H</b> Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990). |
| <b>I</b> Website: _____  |  |
| <b>J</b> Tax-exempt status (check only one) — <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                           |  |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____  |  |
| <b>L</b> Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ . . . . . \$ 33,754 |  |

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

|            |  |  |        |        |
|------------|--|--|--------|--------|
| Revenue    | 1  | Contributions, gifts, grants, and similar amounts received . . . . .   | 1      |        |
|            | 2  | Program service revenue including government fees and contracts . . . . .  | 2      | 21,310 |
|            | 3  | Membership dues and assessments . . . . .  | 3      | 12,444 |
|            | 4  | Investment income . . . . .  | 4      |        |
|            | 5a   | Gross amount from sale of assets other than inventory . . . . .  | 5a     |        |
|            | 5b   | Less: cost or other basis and sales expenses . . . . .   | 5b     |        |
|            | 5c   | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) . . . . .  | 5c     |        |
|            | 6  | Gaming and fundraising events:   |        |        |
|            | a  | Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .  | 6a     |        |
| b          | Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . . | 6b   |        |        |
| c          | Less: direct expenses from gaming and fundraising events . . . . .   | 6c   |        |        |
| d          | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .   | 6d   |        |        |
| 7a         | Gross sales of inventory, less returns and allowances . . . . .  | 7a   |        |        |
| b          | Less: cost of goods sold . . . . .   | 7b   |        |        |
| c          | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) . . . . .   | 7c   |        |        |
| 8          | Other revenue (describe in Schedule O) . . . . .   | 8  |        |        |
| 9          | <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . .  | 9  | 33,754 |        |
| Expenses   | 10   | Grants and similar amounts paid (list in Schedule O) . . . . .   | 10     | 2,350  |
|            | 11   | Benefits paid to or for members . . . . .  | 11     |        |
|            | 12   | Salaries, other compensation, and employee benefits . . . . .  | 12     |        |
|            | 13   | Professional fees and other payments to independent contractors . . . . .  | 13     | 2,720  |
|            | 14   | Occupancy, rent, utilities, and maintenance . . . . .  | 14     | 6,390  |
|            | 15   | Printing, publications, postage, and shipping . . . . .  | 15     | 3,678  |
|            | 16   | Other expenses (describe in Schedule O) . . . . .  | 16     |        |
|            | 17   | <b>Total expenses.</b> Add lines 10 through 16 . . . . .   | 17     | 15,138 |
| Net Assets | 18   | Excess or (deficit) for the year (subtract line 17 from line 9) . . . . .  | 18     | 18,616 |
|            | 19   | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . . | 19     |        |
|            | 20   | Other changes in net assets or fund balances (explain in Schedule O) . . . . .   | 20     |        |
|            | 21   | <b>Net assets or fund balances at end of year.</b> Combine lines 18 through 20 . . . . .   | 21     | 18,616 |

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2022)



**Municipality:** Berlin

## Form NAA-01

### 2024 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 the 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 the 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 40+ 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 the attachment.).

**Timetable:**

Program start date: 07/01/2024  
MM - DD - YYYY

Program completion date: 06/30/2025  
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 and 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 and 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) _____  | _____               |

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Total Proposed Expenditures:</b> | <u>\$330,000.00</u> |
|-------------------------------------|---------------------|

## 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: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of municipal liaison: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Post-Project Audit

Is a post-project audit required for this proposal?

☐

Yes

☐

No

If **Yes**, date post-project audit due:

\_\_\_\_\_

Date

**NAA Program Proposal FY 2024-2025**  
**Prudence Crandall Center's Annual Appeal**  
**Attachment 1**

**Part II, Program Information**

**Description of Program (Continued from the Application Form)**

Prudence Crandall Center (PCC) is a nonprofit organization dedicated to providing comprehensive shelter, housing, and support services to individuals and families affected by domestic violence (DV), 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 socioeconomic 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 from the Application Form)**

The CDC has declared domestic violence a public health crisis. It 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 are disproportionately impacted. Our emergency shelter is LIFESAVING. We serve those who are in grave and immediate danger, and at risk of becoming homeless, due to domestic abuse. However, it has been a challenge keeping pace with the significant number of shelter requests. Since 2020, PCC has experienced an unprecedented demand for shelter services, a level of need unseen in our 50 years of service. Our emergency shelter has been consistently operating over-capacity and we have had to use overflow spaces and hotel rooms to accommodate those in need.

For victims of DV, 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 DV at home. Victims and their 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

Prudence Crandall Center, Inc.

NAA Annual Appeal Program Proposal FY 2024-2025

needs upon entering DV shelters. The study found that DV 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).

While our shelter is vital and lifesaving, it is also temporary. Our goal is to increase options for shelter residents to move forward into long-term, stable, and affordable homes of their own, either within our housing programs or in the community. However, the current lack of affordable housing in our state has created an obstacle in transitioning residents from the shelter into homes of their own. While 6 out of 7 affordable homes in Connecticut are reserved for single individuals (CT Insider, 2023), most DV survivors are women ages 18-34 with children. In addition, there are only 45 units in the ENTIRE STATE reserved for use by DV providers. Housing options for DV victims are extremely limited. Therefore, many times, they cycle back and forth between shelters, their violent homes, staying with friends or family, and life on the streets. According to National Network to End Domestic Violence, DV is the leading cause of homelessness for women and their children.

In response to the needs of victims, recently we have 1) implemented a pilot program combining transitional and rapid re-housing services, the only such program in the state to be awarded funding from HUD, and 2) opened a new satellite office Bristol Outreach Office to improve access to counseling, housing placement, DV education, and children's services for all residents within our 9-town catchment area. In addition, our court-based victim advocates continue to serve an average 4,000+ victims of family violence crimes annually.

#### **Program Implementation (Continued from the Application Form)**

PCC is supported by a dedicated, 13-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 fundraising efforts;
- Bari Ritter, Counseling Services Manager: Responsible for providing direct services and supervising counseling staff;
- Alys Caouette, Director of Residential Services: Responsible for emergency shelter and supportive housing programs and staff; and
- 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.

Prudence Crandall Center, Inc.

NAA Annual Appeal Program Proposal FY 2024-2025

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

**2022**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

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](http://www.irs.gov/Form990) for instructions and the latest information.A For the 2022 calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023**

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) Room/suite

**594 BURRITT STREET**

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

**\*\*-\*\*\*8557**

E Telephone number

**860-225-5187**G Gross receipts \$ **3,555,931.**

H(a) Is this a group return

for subordinates? ☐ Yes ☒ NoH(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 ☐ 527J Website: **WWW.PRUDENCECRANDALL.ORG**K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ OtherL 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: <b>PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE</b> |                    |                    |
|                             | 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)   | <b>13</b>          |                    |
|                             | 4  | Number of independent voting members of the governing body (Part VI, line 1b)   | <b>13</b>          |                    |
|                             | 5  | Total number of individuals employed in calendar year 2022 (Part V, line 2a)  | <b>57</b>          |                    |
|                             | 6  | Total number of volunteers (estimate if necessary)  | <b>30</b>          |                    |
|                             | 7a   | Total unrelated business revenue from Part VIII, column (C), line 12  | <b>0.</b>          |                    |
|                             | b Net unrelated business taxable income from Form 990-T, Part I, line 11 | <b>0.</b>   |                    |                    |
| Revenue                     | 8  | Contributions and grants (Part VIII, line 1h)   | <b>3,286,359.</b>  | <b>3,462,031.</b>  |
|                             | 9  | Program service revenue (Part VIII, line 2g)  | <b>20,076.</b>     | <b>34,126.</b>     |
|                             | 10   | Investment income (Part VIII, column (A), lines 3, 4, and 7d)   | <b>2,318.</b>      | <b>3,362.</b>      |
|                             | 11   | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)  | <b>14,711.</b>     | <b>31,094.</b>     |
|                             | 12   | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)  | <b>3,323,464.</b>  | <b>3,530,613.</b>  |
|                             | 13   | Grants and similar amounts paid (Part IX, column (A), lines 1-3)  | <b>0.</b>          | <b>0.</b>          |
|                             | 14   | Benefits paid to or for members (Part IX, column (A), line 4)   | <b>0.</b>          | <b>0.</b>          |
|                             | 15   | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)   | <b>1,740,852.</b>  | <b>1,878,641.</b>  |
|                             | 16a  | Professional fundraising fees (Part IX, column (A), line 11e)   | <b>0.</b>          | <b>0.</b>          |
|                             | b  | Total fundraising expenses (Part IX, column (D), line 25)   | <b>142,916.</b>    |                    |
| Expenses                    | 17   | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)  | <b>1,381,587.</b>  | <b>1,501,044.</b>  |
|                             | 18   | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)   | <b>3,122,439.</b>  | <b>3,379,685.</b>  |
|                             | 19   | Revenue less expenses. Subtract line 18 from line 12  | <b>201,025.</b>    | <b>150,928.</b>    |
|                             | 20   | Total assets (Part X, line 16)  | <b>11,494,832.</b> | <b>11,751,382.</b> |
|                             | 21   | Total liabilities (Part X, line 26)   | <b>3,741,438.</b>  | <b>3,844,430.</b>  |
| Net Assets or Fund Balances | 22   | Net assets or fund balances. Subtract line 21 from line 20  | <b>7,753,394.</b>  | <b>7,906,952.</b>  |

**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                 |                  |
|                        | <b>BARBARA DAMON, PRESIDENT &amp; CEO</b>             |  |                      |                  |
| Paid Preparer Use Only | Print/Type preparer's name                            |  | Preparer's signature | Date             |
|                        | <b>LISA WILLS</b>                                     |  |                      |                  |
| Preparer Use Only      | Firm's name   |  | Firm's EIN           | PTIN             |
|                        | <b>WHITTLESEY PC</b>                                  |  | <b>**-***3326</b>    | <b>P01828548</b> |
| Preparer Use Only      | Firm's address  |  | Phone no.            |                  |
|                        | <b>280 TRUMBULL ST 24TH FL<br/>HARTFORD, CT 06103</b> |  | <b>860.522.3111</b>  |                  |

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

☒ Yes ☐ No

Form **8879-TE****IRS e-file Signature Authorization  
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2022, or fiscal year beginning JUL 1, 2022, and ending JUN 30, 2023**2022**Department of the Treasury  
Internal Revenue Service**Do not send to the IRS. Keep for your records.****Go to [www.irs.gov/Form8879TE](http://www.irs.gov/Form8879TE) for the latest information.**

Name of filer

**PRUDENCE CRANDALL CENTER, INC.**

EIN or SSN

**\*\* - \*\*\*8557**Name and title of officer or person subject to tax **BARBARA DAMON  
PRESIDENT & CEO****Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a 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, 7b, 8b, 9b, or 10b, 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.**

|   |   |                             |
|---|---|-----------------------------|
| <b>1a</b> Form 990 check here <input checked="" type="checkbox"/> | <b>b</b> Total revenue, if any (Form 990, Part VIII, column (A), line 12)     | <b>1b</b> <b>3,530,613.</b> |
| <b>2a</b> Form 990-EZ check here <input type="checkbox"/>         | <b>b</b> Total revenue, if any (Form 990-EZ, line 9)                          | <b>2b</b>                   |
| <b>3a</b> Form 1120-POL check here <input type="checkbox"/>       | <b>b</b> Total tax (Form 1120-POL, line 22)                                   | <b>3b</b>                   |
| <b>4a</b> Form 990-PF check here <input type="checkbox"/>         | <b>b</b> Tax based on investment income (Form 990-PF, Part V, line 5)         | <b>4b</b>                   |
| <b>5a</b> Form 8868 check here <input type="checkbox"/>           | <b>b</b> Balance due (Form 8868, line 3c)                                     | <b>5b</b>                   |
| <b>6a</b> Form 990-T check here <input type="checkbox"/>          | <b>b</b> Total tax (Form 990-T, Part III, line 4)                             | <b>6b</b>                   |
| <b>7a</b> Form 4720 check here <input type="checkbox"/>           | <b>b</b> Total tax (Form 4720, Part III, line 1)                              | <b>7b</b>                   |
| <b>8a</b> Form 5227 check here <input type="checkbox"/>           | <b>b</b> FMV of assets at end of tax year (Form 5227, Item D)                 | <b>8b</b>                   |
| <b>9a</b> Form 5330 check here <input type="checkbox"/>           | <b>b</b> Tax due (Form 5330, Part II, line 19)                                | <b>9b</b>                   |
| <b>10a</b> Form 8038-CP check here <input type="checkbox"/>       | <b>b</b> Amount of credit payment requested (Form 8038-CP, Part III, line 22) | <b>10b</b>                  |

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2022 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 **WHITTLESEY PC**

ERO firm name

to enter my PIN **68557**Enter five numbers, but  
do not enter all zeros

as my signature on the tax year 2022 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 entity, I will enter my PIN as my signature on the tax year 2022 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.

**06298812345**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 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

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

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2022)



Municipality: Berlin

## Form NAA-01

### 2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

FORM NAA-01  
2024 APR 25 AM 11:12

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): \$ 42,060.00

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 Conservation Program includes conservation repairs and improvements to Prudence Crandall Center's Rose Hill facility. The energy efficiency initiatives planned for FY 2024-2025 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. (Please see the 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 the 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 to be purchased to replace the outdated equipment in the apartments and for the ongoing renovation to the HVAC system. (Continued, see the attachment)

**Timetable:**

Program start date: 07/01/2024  
MM - DD - YYYY  
Program completion date: 06/30/2025  
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>\$42,060.00</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>\$75,000.00</u> |
| b) <u>(7) Energy-efficient refrigerators</u>              | <u>\$6,160.00</u>  |
| c) <u>(7) Energy-efficient convection microwave ovens</u> | <u>\$4,900.00</u>  |
| d) <u>President and CEO time, project management</u>      | <u>\$1,000.00</u>  |

Administrative expenses - itemized description:

|          |       |
|----------|-------|
| a) _____ | _____ |
| b) _____ | _____ |
| c) _____ | _____ |
| d) _____ | _____ |

**Total Proposed Expenditures:**

\$87,060.00

## 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: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of municipal liaison: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Post-Project Audit

Is a post-project audit required for this proposal?

☐ Yes

☐ No

If **Yes**, date post-project audit due:

\_\_\_\_\_  
Date

**Form NAA-01 Program Proposal FY 2024-2025**  
**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 2024-2025 to 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 efficiency 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, in order 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 and Prevention (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 4,000+ victims of family violence crimes each 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****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

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](http://www.irs.gov/Form990) for instructions and the latest information.**2022**Open to Public  
Inspection**A** For the 2022 calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023****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**\*\* - \*\*\*8557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,555,931.****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: <b>PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE</b> |                           |              |
|                             | 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                         | 13           |
|                             | 4  | Number of independent voting members of the governing body (Part VI, line 1b)   | 4                         | 13           |
|                             | 5  | Total number of individuals employed in calendar year 2022 (Part V, line 2a)  | 5                         | 57           |
|                             | 6  | Total number of volunteers (estimate if necessary)  | 6                         | 30           |
|                             | 7a   | Total unrelated business revenue from Part VIII, column (C), line 12  | 7a                        | 0.           |
| 7b                          | 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                | Current Year |
|                             | 9  | Program service revenue (Part VIII, line 2g)  | 3,286,359.                | 3,462,031.   |
|                             | 10   | Investment income (Part VIII, column (A), lines 3, 4, and 7d)   | 20,076.                   | 34,126.      |
|                             | 11   | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)  | 2,318.                    | 3,362.       |
|                             | 12   | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)  | 14,711.                   | 31,094.      |
| Expenses                    | 13   | Grants and similar amounts paid (Part IX, column (A), lines 1-3)  | 3,323,464.                | 3,530,613.   |
|                             | 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.           |
|                             | 16a  | Professional fundraising fees (Part IX, column (A), line 11e)   | 1,740,852.                | 1,878,641.   |
|                             | 17   | b Total fundraising expenses (Part IX, column (D), line 25)   | 0.                        | 0.           |
|                             | 18   | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)  | 142,916.                  |              |
|                             | 19   | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)   | 1,381,587.                | 1,501,044.   |
|                             | 20   | Revenue less expenses. Subtract line 18 from line 12  | 3,122,439.                | 3,379,685.   |
| Net Assets or Fund Balances | 21   | Total assets (Part X, line 16)  | 201,025.                  | 150,928.     |
|                             | 22   | Total liabilities (Part X, line 26)   | Beginning of Current Year | End of Year  |
|                             | 23   | Net assets or fund balances. Subtract line 21 from line 20  | 11,494,832.               | 11,751,382.  |
|                             |  |   | 3,741,438.                | 3,844,430.   |
|                             |  |   | 7,753,394.                | 7,906,952.   |

**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                 |                  |
|                        | <b>BARBARA DAMON, PRESIDENT &amp; CEO</b>   |                               |                      |                  |
| Paid Preparer Use Only | Print/Type preparer's name  |                               | Preparer's signature | Date             |
|                        | <b>LISA WILLS</b>   |                               |                      |                  |
| Firm's name            | Firm's address  |                               | Firm's EIN           | PTIN             |
|                        | <b>WHITTLESEY PC</b><br><b>280 TRUMBULL ST 24TH FL</b><br><b>HARTFORD, CT 06103</b> |                               | <b>** - ***3326</b>  | <b>P01828548</b> |
|                        |   | Phone no. <b>860.522.3111</b> |                      |                  |

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

☒ Yes ☐ No

## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 4, 2024 at 7:00 p.m. to discuss the 2024 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](http://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 CCARC, Inc., and one from the Community Outreach & Optimum Performance (Co-Op). The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. CCARC, Inc. provides services for people with intellectual and developmental disabilities through a continuum of services and the Community Outreach & Optimum Performance (Co-Op) provides students, sport and non-sport, chances to advance socially, emotionally, and physically through various sports programs as well as literacy, self-advocacy, and mental skills training. All three groups service the Berlin community and surrounding towns and wish to submit proposals for the 2024 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

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Agenda Item No. 9  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** May 2, 2024  
**SUBJECT:** Town Manager Search

**Summary of Agenda Item:**

Town Manager, Arosha Jayawickrema, has announced that he will retire on July 26, 2024 from the town. The Town Manager is a direct report to the Town Council. The Town Council can have a discussion of possible action concerning the appointment of a new Town Manager.

**Funding:**

None needed at this time.

**Action Needed:**

Discussion on possible action concerning the search for a new Town Manager.

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk



Please return application to:

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

Commission for  
the Aging

## 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. Commission for the Aging 2. \_\_\_\_\_

**NOTE** If applying for the GOLF COURSE COMMISSION, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Geraldine M. Russell

Telephone No.: 860 682-4229

Home Address: 96 Ellwood Rd Berlin

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

Number of years in Berlin: 56 yrs +

Email Address: GRUSS 96@AOL.COM

Are you a Registered Voter? YES

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

Party Affiliation: DEMOCRAT ✓

High School  
Educational Background (optional)

Retired → Position

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: NONE

Tell us why you feel qualified for this appointment: Interested in Commission  
For the Aging.

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

NONE

Signature: Geraldine M. Russell

Date: 3-28-24

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 FOR RECORD  
BERLIN TOWN CLERK  
2024 MAR 28 PM 12:43

Kathryn G. Wall  
BERLIN, CT.

## **Attachment to Geraldine Russell Application for Commission on Aging Open Position**

I have attended many Commission on Aging meetings, voiced my opinions and have even attended the joint Commission on Aging and Parks and Recreations Commission meetings on the Community and Senior Center Statement of Need.

### **Personal History**

- Graduated from Berlin High School early 60's
- Married, recently widowed, raised two sons, 3 grandchildren all in Berlin and they continue to live in town – over 56 years in Berlin
- Parent volunteer as children grew up (little league, football, etc.)

### **Work History**

- Initially worked nights to help support growing family at Travelers and New Britain Bank and Trust in the computer areas (key punching) and payroll
- New Britain Bank & Trust – Personnel Dept. (Currently known as Human Resources)
  - Worked up to Asst. Vice President
- Continued as Asst. Vice President through 7 mergers retiring from Bank of America
  - Worked with various level of managers and handled employee issues

### **Current and Past Civic/Community Involvement**

With my employment in Human Resources, I became aware of volunteer needs and never hesitated to volunteer:

- Past Committee Member for New Britain YMCA to select Executive Directors (2 hires)
- Past Volunteer for Hartford Foodshare, including Turkey Tuesday
- Day of Caring - various projects and day support at homeless shelters, such as Friendship Center and daycare facilities
- Various other volunteer efforts

### **Current Volunteer Activities**

- Continue to be on the Committee for our graduation class from Berlin High School
- Currently volunteer at Berlin Senior Center, including leading the walking senior group, driven seniors to scheduled activities such as bingo, etc. and always available to volunteer when needed.
- Provide rides to senior neighbors for cancer treatments, shopping, etc. "If there is a need, I'm doing it"
- Not afraid to provide comments to senior staff to protect seniors, such as arm bars in each of the bathroom stalls.
- Believe in supporting our community, helping not only seniors that come to the senior center, but others in the community that are homebound and understanding more of Berlin senior's housing needs. Always encourage others to continue to be active.

Commission for the Aging



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. Commission for the Aging

2. \_\_\_\_\_

**\*\*NOTE:** If applying for the GOLF COURSE COMMISSION, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Arlene Greco

Telephone No.: 203 906-3736

Home Address: 100 Spring Valley Drive, Berlin, CT 06037  
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 1 yr 8 mos.

Email Address: grecoarlene@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)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Current Member of Berlin Republican Town Committee

See Attached: \_\_\_\_\_

Tell us why you feel qualified for this appointment: I have 24 years of experience in Executive Management,

Strategic Planning and Fundraising for non-profit organizations, volunteer experience and a desire to make a difference for aging adults in my home town.

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

Signature: Arlene Greco

Date: 4/16/24

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 FOR RECORD  
BERLIN, CT

2024 APR 16 PM 12:56

Kathy Hall  
BERLIN, CT

Application for Town of Berlin Commission for the Aging  
Arlene Greco, 100 Spring Valley Drive, Berlin, CT 06037

Dear Berlin Town Council Members,

Please accept the attached Application for Appointment to the Town of Berlin Commission for the Aging. While I have lived in Berlin a short period of time (since August 2022), I have a desire to be engaged within the community and to help make a difference in the lives of its senior citizens.

I have gained strong transferable skills through my extensive experience at an Executive Management level, in Strategic Planning, and in volunteerism. I believe these skills and experiences, as well as my communication skills, can be an asset to the Commission.

Reviewing Commission for the Aging meeting minutes from 2023/24 and the Community/Senior Center Space Needs Assessment, and following the updates, has given me a great understanding and overview of the Commission and its objectives and goals.

I feel I can have a positive impact in the Berlin community by being a part of this vital Commission as it studies the condition and needs of elderly persons and helps to bring them into their best future.

Below is a list of my current and past Civic/Community Involvement as well as highlights of some of successes while working as part of a team with shared and focused goals.

***Current Civic/Community Involvement:***

9 Months **Berlin Republican Town Committee – BRTC Outreach Committee**  
8 Years **Master's Table**, Volunteer serving community meals and assisting Board of Directors with strategic planning and board development in the Lower Naugatuck Valley  
**Chairman of the Board of Directors – 2 years**

***Past Community Involvement:***

14 Years **Derby/Shelton Rotary - 2016-17 President**  
5 Years **Treasured Time** – As part of the Family Relations team, have worked to create memories for over 20 families with a parent with a life-threatening illness  
5 Years **Valley Philanthropy Council**, member – **Chairman 3 years**  
A highlight to my successful interaction and collaboration with non-profits is the five years I served as a member of the Valley Philanthropy Council, a council of highly effective organizational leaders and fundraising professionals representing 11 non-profit organizations that worked together to raise awareness and the culture of philanthropy in the Lower Naugatuck Valley.

Under my direction as the Council chair, we developed a community art show, The Art of Giving, created and presented an annual Distinguished Leader of the Year Award, and nominated two winning Valley leaders for the CT Chapter of the Association of Fundraising Professionals Volunteer Fundraiser of the Year and Philanthropist of Year.

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***Other:***

24 years of Executive Management experience  
Recipient of Women Making a Difference in the (Lower Naugatuck) Valley Award  
Participant in Leadership Greater Hartford Executive Orientation Program  
Completed the Women's Business Development Council Passion to Profit Entrepreneurial Training Program  
Completed Creating a Successful Business Plan Course through Ed-2-Go

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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 WATER COMMISSION 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the GOLF COURSE COMMISSION, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: DAVID A. DORAU Telephone No.: CELL 860 888-8252  
HOME 860 829-0667

Home Address: 84 CHURCH ST Number of years in Berlin: 31  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: DADORAU@AOL.COM

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

Educational Background (optional) HIGH SCHOOL NBSH COLLEGE UNIVERSITY OF NORTH DAKOTA

Present Employment (company/position/address) RETIRED

Current and Past Civic/Community Involvement: N/A

Tell us why you feel qualified for this appointment: HIGH SCHOOL 4 YRS AIR FORCE  
BS IN HTR (COLLEGE)

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

Signature: David A. Dorau Date: 4-9-24

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  
TOWN CLERK'S OFFICE  
2024 APR -9 PM 1:48  
Kathy G...  
BERLIN, CT.



Please return application to:

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

## TOWN OF BERLIN

### 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. Water Control Commission

2. \_\_\_\_\_

Name: Nicholas Stevens

Telephone No.: 860-462-8255

Home Address: 148 Hartland Ter. Berlin/Kensington

Number of years in Berlin: 2

(Note: To apply, you must be a resident of Berlin)

Email Address: Stevensnib@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

B.S. Civil Engineering Technology (CCSU), M.S. Engineering and Operations Management (University of New Haven)

Educational Background (optional)

The Greater New Haven Water Pollution Control Authority

Present Employment (company/position)

260 East Street New Haven, CT 06511

Business Address

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2024 APR 24 AM 10:48

Katrina Gleason

BERLIN, CT.

Current and Past Civic/Community Involvement: 1 year - Engineers Without Borders CT Professional Chapter

Tell us why you feel qualified for this appointment: I am a licensed Professional Engineer with 12 years of experience in the wastewater industry providing engineering consulting services for clients around the northeast US. I recently began working for the GNHWPCA managing treatment plant and pump station upgrades as well as sewer rehab and separation projects in the heart of downtown New Haven.

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

Signature: \_\_\_\_\_

Date: April 24th, 2024

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.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/84947479413?pwd=matgD7FTEDsrlD9K8jp5ZJt8ohuUUO.1>

Meeting ID: 849 4747 9413

Passcode: 004180

+1-312-626-6799,, # US (Chicago)

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, April 23, 2024  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.**

**A. CALL TO ORDER:**

Mayor Kaczynski called the Town Council meeting to order at 7:01 p.m.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL:**

Those in attendance were:

Councilor Kate Atkinson  
Councilor Sandra Coppola  
Mayor Mark Kaczynski  
Councilor Charles Paonessa  
Councilor Mark Pruzin  
Councilor Peter Rosso  
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS:**

***Rich Gagliardi, 1278 High Road*** – Mr. Gagliardi stated that he is Vice President of the Berlin Land Trust which learned last week that four State Legislators proposed the sale of 2.7 acres of Lamentation State Park to a neighboring property owner which would include the public access to the park. The Berlin Land Trust opposes this sale and asks the Town Council to pass a resolution opposing House Bill 5520, “An Act Concerning the Conveyance of a Parcel of State Land in the Town of Berlin”. The Berlin Land Trust hopes that passing this resolution will make the Town of Berlin’s opposition known to all State Legislators.

***David Vogt, 14 Canoe Birch Court*** – Mr. Vogt stated that he lives across from the Lamentation State Park access road located in Berlin. The neighboring property owner in question has posted No Trespassing and Private Property signs at that access road and Mr. Vogt has contacted the DEEP



about this matter. Mr. Vogt added that allowing the neighboring property owner to purchase the property would be an easy solution for the property owner, but that purchase would block the access to the State property. That neighbor has been encroaching on State land for several years, more recently erecting buildings and a basketball court, adding drainage, and clearing trees.

Councilor Rosso stated that the State Representative from Berlin went to the chairman to explain the situation. The property owner will be investigated to determine how they were able to build what they have on State property.

Councilor Veach stated that she has been informed by one of the four State Legislators that proposed the bill that it was dead, but she has not been officially informed of that. She stated that she is opposed to the sale adding that residents of Berlin love their open space.

**Barbara Gombotz, 24 Sterling Drive** - Ms. Gombotz stated that she is Chair of the Commission for the Aging. There is a vacancy on the Commission, and she would like to see Geraldine Russell appointed this evening. Ms. Gombotz added that Ms. Russell has volunteered at the Senior Center, attends Commission meetings, is concerned about the issues of seniors, and has been a Berlin resident for 50 years.

**Cornel Boudria, 115 Skinner Road** – Mr. Boudria stated that the proposed Board of Education (BOE) budget is a bad budget for the schools and deserves a “No. Too low” vote. Cuts approved by the BOE include the elimination of ESS mental health services at McGee Middle School and Berlin High School, as well as the proposed elimination of sports at McGee.

The BOE budget does not even meet the rate of inflation and does not meet the BOE’s requested budget halfway. You can only cut so much before you are going to lose staff and programs.

**Alda Mongillo, 86 Devonshire Way** – Ms. Mongillo stated that she was disappointed to see that the proposed BOE budget was severely underfunded. She hopes that parents will come out to vote next week to show support that the BOE budget is too low, and she hopes at that point the Town Council will realize that residents don’t want a school system that can just make do.

**George Millerd, 1231 Orchard Road** - Mr. Millerd stated that he is a member of the Board of Finance (BOF) and this conversation about the BOE budget happens every year with the BOE claiming they are underfunded but coming in under budget while still meeting contractual obligations.

One of the issues the BOF has with the BOE is that certain information, such as what cuts were made, is requested and the BOE does not provide that to the BOF. Therefore, the BOF only has statistical data of other schools to use and find they are more than adequately funding Berlin schools. Any cuts the BOE makes in their \$50 million budget, plus the \$10 million provided by the school, says those are the lowest priority things they have in their budget.

#### **E. MAYOR’S UPDATE:**

None

**F. MEETING AGENDA – Immediately Following the Mayor’s Update**

**G. CONSENT AGENDA:**

1. Topic re: Transfer \$109,600.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover higher than budgeted expenditures in identified accounts. -Finance
2. Topic re: Accept monetary donations totaling \$260.00 and deposit \$30.00 into the unrestricted donations account to be used for the library’s greatest need and deposit \$230.00 into the library agency account to be used for the acquisition of books. Move to accept the donation of a used little tikes country kitchen to be added to the children’s department toy collection. – Berlin-Peck Memorial Library
3. Topic re: Approve waiving the Police fees in the approximate amount of \$ 990.00 for the All-Night Grad Party to be held on June 7/8, 2024. – Police
4. Topic re: Approve waiving the Police fees in the approximate amount of \$990.00 for the BVFD Auto Rama Car show to be held on May 25, 2024. - Police
5. Topic re: Approve waiving the Police fees in the approximate amount of \$2392.00 for the Festival on the Hill to be held on June 8, 2024. - Police
6. Topic re: Accept the donation of \$100 and appropriate the funds to the Police K9 Program Expenditure Account. - Police
7. Topic re: Accept the donation of \$175 and appropriate the funds to the Supplies Expenditure Account. – Police
8. Topic re: Approve Berlin Dolphin Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2024. – Parks and Recreation
9. Topic re: Approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2024 baseball season at the following locations: Garrity and Pulcini fields. – Parks and Recreation
10. Topic re: Approve accepting a 6’ Sterling Bench from Barco Products \$1,250 with a 3” X 10” plaque to be placed at Sage Park in memory of Frank Marturano. – Parks and Recreation
11. Topic re: Approve Berlin High School Class of 2025 to sell food and beverages at Berlin High School events during the 2024 – 2025 school year. – Parks and Recreation
12. Topic re: Authorize Town Manager, Aroscha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2025 Targeted Grant in the amount of \$7,500.00. Upon receipt grant funds are to be deposited into the Special Grant Fund account. – Town Clerk

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**H. NEW BUSINESS:**

**Add Agenda Item #7**

Councilor Paonessa moved to add New Business Item #7 – Discussion on one polling place for early voting.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**Add Agenda Item #1a**

Councilor Paonessa moved to add New Business Item #1a – Discussion on a possible resolution regarding the sale of State property on the Berlin Turnpike.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**1a. Topic re: Discussion on a possible resolution regarding the sale of State property on the Berlin Turnpike.**

Mayor Kaczynski stated that after discussion regarding the proposed sale of State property to a neighboring landowner during tonight's Audience of Citizens the Council would now like to discuss a possible resolution on the matter.

Councilor Veach stated that letters of opposition to House Bill 5520 from various land agencies are available to view on the Connecticut General Assembly website. State DEEP Commissioner Dykes is opposed and believes the neighboring property owner should be fined as his encroachment onto State land sets a horrible precedent. The sale of State land to the neighbor would not only block access to the park but would give that property owner extra frontage on the Berlin Turnpike which is premium property.

The Bill did move out of Committee with a vote of 12-7 but as far as Councilor Veach is concerned nothing is dead until representatives leave session on May 8<sup>th</sup>.

Councilor Rosso stated that in his experience as a State Representative the bill is dead and not going anywhere. He believes that the Town Council's responsibility is to do the Town's business and he does not understand why this needs to be discussed tonight.

Councilor Paonessa stated that the Town Council represents the people of Berlin and the sale of the property, which would block access to State land, would not be equitable to the public. He would like the Town Council to go on record with a resolution opposing this bill.

Councilor Coppola stated that this sale does affect the citizens of Berlin and she thinks a resolution of opposition is worthy of the Town Council's time.

Mayor Kaczynski questioned how the outbuildings and other structures were even allowed to be built on the State land. Councilor Rosso stated that State Representative Jack Fazzino explained that now that that has been discovered it will be investigated and those structures may be removed.

Councilor Paonessa moved that the Berlin Town Council formally resolves that it is opposed to House Bill 5520.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

There was discussion regarding delivery of the resolution. Corporation Counsel Donofrio suggested that Town Clerk Kate Wall send it to Councilor Veach in her role as State Representative and Representative Veach would circulate it at the Capitol.

**1. Topic re: Discussion on Animal Control - Animal Control**

Town Manager Jayawickrema introduced this item stating that at a previous meeting the Town Council had questions about Animal Control. After information was provided by Director of Community, Recreation, and Parks Services Jen Ochoa to the Town Manager and forwarded to Town Council further discussion with the Council was requested.

Ms. Ochoa stated that the two-page email she sent was intended to provide the Council with a full scope of what the Animal Control department does. She is present this evening, along with Animal Control Officers (ACO) Jan Lund and Kate Matson, to answer any questions or discuss any concerns.

Mayor Kaczynski stated that he understands that the Animal Control staff is busy, but he has heard from residents that live near the dog park at Pistol Creek that there has been an increase in use, and they would like to see the ACO patrolling more often. Ms. Ochoa stated that once the leash ordinance was put in place ACO patrols increased substantially with Pistol Creek and Bicentennial being the two main areas. However, patrols may not occur every day due to reports, incidents, animal care, and adoptions that take priority. The ACOs keep logs of their patrols indicating where they are patrolling and what they are seeing. Lately they have noted that they have been seeing dogs on leash. Ms. Ochoa added that patrols can be stepped up in the areas where the Mayor has been getting complaints especially now that the weather is getting nicer.

Mayor Kaczynski stated that he has also seen dog waste bags disposed of improperly, including thrown into trees. Ms. Ochoa stated that infractions could be given but an ACO would need to see the incidents occur.

Ms. Ochoa stated that radios for the ACOs are already in place and on a channel that is always monitored but does not conflict with emergency dispatch calls. GPS has been installed in their vehicles which can be monitored by the police and Ms. Ochoa.

Ms. Ochoa suggested that if Council members are receiving complaints, they can send the calls to her. She added that we tend to hear about the complaints, especially in town government, but she has received three compliments on the ACOs in just the past month.

NO ACTION NEEDED

2. **Topic re: Authorize the Town Manager to enter a contract with WMC Consulting Engineers of \$41,800 and change orders up to \$8,360 for a total contract not to exceed amount of \$50,160 for the Community Connectivity Construction sidewalk project. This contract is to be funded from the Grant Road Improvement account. Also authorize the Town Manager to enter a contract with WMC Consulting Engineers of \$38,000 and change orders up to \$7,600 for a total contract not to exceed contract amount of \$45,600 for the Community Connectivity sidewalk design project. This contract is to be funded from the Community Connectivity grant account. – Economic Development**

Town Manager Jayawickrema stated that a replacement agenda item #2 was provided to the Town Council this evening which included some additional language.

Economic Development Coordinator Jim Mahoney stated that the Town Council authorized funds for consulting services related to two town sidewalk projects. The first in relation to a \$780,000 Connecticut Connectivity Grant Program (CCGP) which required construction administration and bidding assistance services. The second was to prepare plans for another project which would be the subject of the Town's next CCGP application as having plans already in place puts the Town in a more competitive position to receive the grant.

A joint RFQ was done for both projects at the same time and a consultant selection committee was formed. RFQ responses were received from WMC Consulting Engineers and Cardinal Engineering. After review and interviews the selection committee recommends WMC Consulting Engineers (WMC) for both projects.

In addition, staff proposes \$10,000 in added authorization for WMC to prepare concept plans and cost estimates for other missing sidewalk areas to provide information that will support future grant applications, including the planned Transportation Alternatives Grant proposal to CRCOG that is due May 13<sup>th</sup>. The Transportation Alternatives grant application will focus on sidewalks and pedestrian safety in the area of the three-school cluster of Berlin High School, McGee Middle School, and Willard Elementary School.

Mr. Mahoney added that the Transportation Alternatives Grant is a much larger grant program with a 20% match required from the Town and he asked the Council if they had any thoughts on applying for that.

Councilor Coppola stated that she is in support of sidewalks around the school but inquired if Mr. Mahoney had heard from seniors, for example, that might be looking for improved sidewalk connectivity in certain areas. Mr. Mahoney stated that they have focused on the school areas, but the project does not need to be exclusive to them. He added that subdivisions have been required to have sidewalks but those do not connect to other sidewalks which leads to a disconnect and that is something that can also be looked into.

Town Manager Jayawickrema stated that he supports the request for the additional \$10,000 for concept plans and designs adding that if the Council decides that they do not want to apply for the larger Transportation Alternatives Grant that needs to be a conversation. Making an appropriation would not be money wasted as those funds could be used in the future for additional connectivity projects and Mr. Mahoney would have that as a tool to work with.

Councilor Paonessa moved to authorize the Town Manager to enter a contract with WMC Consulting Engineers of \$41,800 and change orders up to \$8,360 for a total contract not to exceed amount of \$50,160 for the Community Connectivity Construction sidewalk project. This contract is to be funded from the Grant Road Improvement account.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Town Manager to enter a contract with WMC Consulting Engineers of \$38,000 and change orders up to \$7,600 plus \$10,000 for additional sidewalk project concept plans and cost estimates for a total contract not to exceed contract amount of \$55,600 for the Community Connectivity sidewalk design project and for additional sidewalk concept plans and cost estimates. This contract is to be funded from the Community Connectivity grant account.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Approve the Budget Transfer of \$16,000.00, to the Maintenance & Repair account, \$6,100.00 from Computer Support account, \$2,900.00 from Internet Services account, \$7,000.00 from Vehicle Fuel account. – Golf Course**

Director of Golf Sol Guerrero stated that due to the department needing to send out their Toro equipment for maintenance and repair services the Maintenance and Repair account is short of funds. This request is to transfer funds from the noted accounts to cover this shortage. Mr. Guerrero added that due diligence was done to confirm that the funds remaining in the transfer accounts will be sufficient to cover expenses to year end.

Town Manager Jayawickrema stated that the Town's internet provider was changed resulting in a large savings and added that equipment is breaking more often now as the fleet is aging.

Councilor Paonessa moved to approve the Budget Transfer of \$16,000.00, to the Maintenance & Repair account, \$6,100.00 from Computer Support account, \$2,900.00 from Internet Services account, \$7,000.00 from Vehicle Fuel account.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 4. Topic re: Waive the town's bidding procedure for Turf Products Corp., as they are the sole source provider for Toro parts and service in an amount not to exceed \$42,000.00 as this is in the best interest for the town. – Golf Course**

Director of Golf Guerrero stated that Turf Products Corp is the Golf Course's main provider for Toro Equipment and 90% of the course's maintenance fleet is made up of Toro equipment. Due to the age of the equipment, they are spending more money to maintain and repair the existing fleet. As a sole source provider, the Golf Course has reached the \$25,000 threshold with Turf Products.

Councilor Paonessa moved to waive the town's bidding procedure for Turf Products Corp., as they are the sole source provider for Toro parts and service in an amount not to exceed \$42,000.00 as this is in the best interest for the town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 5. Topic re: Increase the authorization to purchase a used John Deere mower from \$35,000 to \$40,000. - Golf Course**

Town Manager Jayawickrema stated that the Town Council previously authorized the purchase a used John Deere mower, but that deal fell through. Therefore, this request is to increase the previous authorization to \$40,000.

Councilor Paonessa moved to increase the authorization to purchase a used John Deere mower from \$35,000 to \$40,000.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 6. Topic re: Approve a resolution to adopt the revised Voya 457 adoption agreement plan document. Also approve a resolution to adopt the revised Voya 401 (Town) adoption agreement plan document and approve a resolution to adopt the revised Voya Town Manager 401(a) adoption agreement plan document. – Human Resources**

Town Manager Jayawickrema stated that the Town was no longer pleased with Mission Square as the overseer of the Town's retirement plans. After the RFP process Voya Financial was selected to replace Mission Square.

Human Resources Director Paula Carabetta stated that the current Mission Square documents are being transitioned to Voya. Two significant changes in the transition include allowing the withdrawal of funds by employees at the age of 59 ½, and the ability to receive loans for hardship cases such as domestic violence or natural disasters. The current plan does not allow either of those options.

Councilor Paonessa moved to approve a resolution to adopt the revised Voya 457 adoption agreement plan document.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve a resolution to adopt the revised Voya 401 (Town) adoption agreement plan document.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve a resolution to adopt the revised Voya Town Manager 401(a) adoption agreement plan document.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 7. Topic re: Discussion on one polling place to conduct Early Voting in person for the 2024 August Primaries at the Berlin Town Hall. Early Voting will take place on Monday August 5th through and including Sunday August 11th. All three polling places will be open for regular voting during the Primaries on Tuesday, August 13th. – Registrar of Voters & Town Clerk**

Town Clerk Kate Wall stated that it is a requirement for towns with populations over 20,000 to receive approval from their governing body to hold early voting at only one location. This request is for early voting at one polling location if an August 13, 2024 Primary is held. Ms. Wall added that one polling location was used for the Presidential Preference Primary earlier this month and it worked out well.

Councilor Paonessa moved to have one polling place to conduct Early Voting in person for the 2024 August Primaries at the Berlin Town Hall.

Seconded by Councilor Veach.



Vote being 7-0 (MOTION CARRIED)

**I. APPOINTMENTS:**

1. **Cemetery Committee – Vacancy – Alternate** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Commission for the Aging – Vacancy** – Frank Slogeris has resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
3. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Jason Pelletier (R) of 25 Pleasant Avenue for appointment to the Conservation Commission - Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Jason Pelletier (R) to serve on the Conservation Commission - Alternate. Term ending January 31, 2026.

4. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U (Depending on the above appointment).
5. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
6. **Golf Course Commission – Non-Golfer Vacancy** – Term would be until January 31, 2027. Can be filled with a D, R or U and must be a non-golfer (per ordinance).

Councilor Paonessa placed in nomination the name of Lucas Van Zandt (R) of 52 Skyview Drive for appointment to the Golf Course Commission – Non-Golfer.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Lucas Van Zandt (R) to serve on the Golf Course Commission – Non-Golfer. Term ending January 31, 2027.

7. **Housing Authority** – Santana Turner's term expired March 31, 2024. She does not wish to serve another term. She has served as the Resident/Commissioner. Replacement would be until March 31, 2029. Can be filled with a D or U.

8. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
9. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above appointment).
10. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
11. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
12. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
13. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
14. **VNA – Vacancy** – Replacement would be until January 31, 2027. Can be filled with a D, R or U.
15. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
16. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
17. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
18. **Water Control Commission – Vacancy** -Term would be until January 31, 2029. 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.
20. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.
21. **Water Control Commission – Alternate – Vacancy** –Term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above two appointments).

The Town Council discussed the two applications received for the Commission for the Aging and requested that Town Clerk Kate Wall obtain further information from one of the applicants to make a more informed decision.

**J. TOWN MANAGER'S REPORT:**

- The State has pushed their decision regarding the HVAC grant for the high school to May.
- Bright Feeds has established a hotline for residents to call into when smells are detected in town. The company will dispatch someone immediately to the location and record it to better determine if the smells are coming from their facility. The Town Manager stated that he has called that hotline on two occasions.
- The Town has a court date on Thursday April 25<sup>th</sup> regarding the Elton Road blighted property. Based on inappropriate language and threats by the property owner's attorney the Judge and Corporation Counsel Jennifer Coppola have agreed to make it a remote hearing.
- RFQs for 143 Percival Avenue are coming due. The Town Manager hopes to have more information at the next Town Council meeting.
- RFPs for the Senior Center Generator are due April 29<sup>th</sup>. The Town Manager will have more information at the next Town Council meeting.
- The Town Clerk's office will be initiating a new service through their land record vendor that will allow residents to sign up for notifications when documents are recorded in their name on the land records. Staff will have training on the system next week and more information will be posted on the Town's website and through social media to inform residents how to register for the service which goes into effect on May 1<sup>st</sup>.
- Town Clerk Kate Wall stated that Mayor Kaczynski will be honored for his contributions at the State Capitol on May 3<sup>rd</sup> in celebration of Polish Day.

**K. SPECIAL COMMITTEE REPORTS:**

None

**L. COUNCILORS' COMMUNICATION:**

Councilor Coppola stated that she participated in the Berlin Land Trust's community cleanup event on Saturday. She hopes that more people will be able to participate next year.

Councilor Veach wished a Happy Passover to those that celebrate.

The Tyler Cop Memorial Bocce Tournament will be held on Saturday. Teams are set but volunteers are always welcome.

**M. ACCEPTANCE OF MINUTES:**

April 9, 2024

Councilor Paonessa moved to accept the Town Council Meeting Minutes of April 9, 2024 as presented.

Seconded by Councilor Veach.

Those voting in favor: Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Veach, Mayor Kaczynski.

Abstain: Councilor Atkinson, Councilor Rosso

Vote being 5-0-2 (MOTION CARRIED)

**N. EXECUTIVE SESSION:**

1. **Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Eversource**
2. **Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager**

Councilor Paonessa moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Eversource; and Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager at 8:44 p.m. Invited in: Town Manager Jayawickrema and Corporation Counsel Donofrio.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 9:30 p.m.

**O. ADJOURNMENT:**

Councilor Paonessa moved to adjourn at 9:30 p.m.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting

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BERLIN TOWN CLERK



4/29/2024 ,10:53:24 AM