

Berlin Town Council Chambers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/84197293085?pwd=uaLasygDJMqCspmLNloqyCEDnST8pg.1>

Meeting ID: 841 9729 3085

Passcode: 266234

+1-305-224-1968

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, June 4, 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. CONSENT AGENDA:
 - 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 125.00 and supplies valued at \$ 263.52. - Animal Control
 - 2. Topic re: Authorize the Town Manager to approve the request of the Berlin Lions Club to waive the \$60. Building Permit Fee for the temporary tent at the Wine Tasting Event on May 18, 2024. – Building Department
 - 3. Topic re: Transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts. - Finance
 - 4. Topic re: Approve waiving the Police fees in the estimated amount of \$2,416.47 for St. Paul Parish summer concert that will take place on Friday July 18, 2024. – Police Department
 - 5. Topic re: Accept the donations of \$3,597 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police Department

6. Topic re: Accept the donations of \$1,300 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department

H. 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 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

I. NEW BUSINESS:

1. Topic re: Presentation by Brian Humes of Jacunski Humes Architects, LLC regarding the Space Needs Assessment for the Community Senior Center. – Parks and Recreation
2. Topic re: Approve the request by Kerin Heemsoth to move forward with her video proposal for the Berlin Community Center and Senior Center. – Parks and Recreation
3. Topic re: Approve waiving the Town's bidding requirements for New England Uniforms to pay current and future invoices up to \$45,000 for uniforms and equipment using funds as are available in the Police Uniform account for the remainder of this fiscal year since this is in the best interest of the Town. – Police Department
4. Topic re: Discussion and possible action concerning the budgets. – Town Clerk
5. Topic re: Authorize the Town Manager to retain the services of Pulman & Comley to prepare bond authorization documents for athletic facility improvements, and authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled "An Ordinance Appropriating \$2,000,000 for Athletic Facility Improvements (2024) and Authorizing the Issue of \$2,000,000 Bonds of the Town to Meet Said Appropriation, and Pending the Issuance thereof, the Making of Temporary Borrowings for such Purpose". - Finance
6. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$1,300,000 for Police Radio System Upgrades, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,300,000 FOR POLICE RADIO SYSTEM UPGRADES (2024) AND AUTHORIZING THE ISSUE OF \$1,300,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". - Finance
7. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$1,100,000 for Town roof replacements, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,100,000 FOR

TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". - Finance

8. Topic re: Approve a transfer from Non-Taxable Election Workers for \$4,400.00 and Supplies for \$3,000.00 to the Elected Personnel for \$6,800.00; Workers Compensation for \$75.00 and Social Security for \$525.00 for a total amount of \$7,400.00 to cover additional hours worked by the Registrars of Voters pending approval by the Board of Finance. - Registrars of Voters
9. Topic re: Authorize the Town Manager to accept the Grant Commitment Notification for Mary E. Griswold Elementary School, project # 007-001 HVACN (HVAC Indoor Air Quality Grant Program for Public Schools) in the amount of \$1,243,928.71. Also receive the Griswold HVAC grant into the State & Federal Grants account and appropriated to the State HVAC Grant account in the Griswold HVAC Fund. – Board of Education
10. Topic re: Approve the Town Manager to accept the Grant Commitment Notification for Richard D. Hubbard Elementary School, project # 007-002 HVACN (HVAC Indoor Air Quality Grant Program for Public Schools) in the amount of \$1,895,589.46. Also receive the Hubbard HVAC grant into the State & Federal Grants account and appropriated to the State HVAC Grant account in the Hubbard HVAC Fund. – Board of Education
11. Topic re: Affirm prior support for 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. – Town Manager
12. Topic re: Discussion and possible action concerning the search for a new Town Manager. – Town Clerk

J. APPOINTMENTS:

1. **Cemetery Committee – Vacancy – Alternate** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D or U.
3. **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).
4. **Housing Authority – Vacancy** (Resident/Commissioner) Term would be until March 31, 2029. Can be filled with a D or U.
5. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R 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. (Depending on the above appointment).
7. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
8. **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.
9. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
10. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
11. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
12. **VNA – Vacancy** - Replacement term 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.

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS’ COMMUNICATION:

N. ACCEPTANCE OF MINUTES: May 21, 2024

O. ADJOURNMENT

Consent
Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 29, 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*
May 1, 2024 to May 24, 2024	\$ 25.00 Ck# 1686	Animal Care	Mihn Duong Kensington
	\$ 100.00 Ck# 63333764 & 63614007	Animal Care	Thomas Ottman Berlin
	\$53.52 (value)	Vaccines/deworming FELV/Test	FOBAC Berlin
	\$ 210.00 (value)	vaccines/ neuters two Cats	FOBAC Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 125.00 and supplies valued at \$ 263.52

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer

JP



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

April 28, 2024

Minh Duong
36 Vineyard dr.
Kensington, CT. 06037

Dear Mr. Duong,

We want to thank you for the memorial gift of \$25 in memory of Laura Guanla.
We are sorry for your loss.

All donations are used for vaccinations, neutering or any medical care
that may be needed prior to adopting.

Thanks again for thinking of our animals.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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 28, 2024

Thomas Ottman
53 Westview Terrace.
Berlin, CT. 06037

Dear Thomas,

We want to thank you for the monthly gifts of \$50 for the animals at Berlin Animal Control. We appreciate your generous donations very much.

All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting.

Thanks again for thinking of our animals.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

Animal Hospital Of Berlin

369 New Britain Rd
Kensington, CT 06037
860-828-1770



FOR: Animal Control Friends Of Berlin
P.O. Box 1
Kensington, CT 06037
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Printed: 05-13-24 at 2:45p
Date: 05-13-24
Account: 2403
Invoice: 53713

Date	For	Qty	Description	Net Price
05-13-24	Eclipse	1	DISCOUNT RESCUE GROUP	-7.92
05-13-24		0.50	Drontal for Cat Deworming	26.44
05-13-24		1	DISCOUNT RESCUE GROUP	-182.40
05-13-24		1	Complimentary Nail Clipping	0.00
05-13-24		1	Rabies 1yr Vaccine Feline	54.50
05-13-24		1	Distemper Booster Vaccine	49.50
05-13-24		1	Medical Waste Disposal Fee	13.90
05-13-24		1	Annual Wellness Physical Examination	99.50
05-13-24		1	Feline Leukemia +FIV Test	0.00
	negative			

Old balance	Charges	Payments	New balance
119.25	53.52	0.00	172.77

Patient	Total charges
Eclipse	53.52

Reminders for: Eclipse (Weight: 8.8 lbs - 5y)	Last done
05-13-25 Annual Physical Examination	05-13-24
05-13-25 Rabies 1 Year Vaccine	05-13-24
06-03-24 Distemper Booster Vaccine	05-13-24

Eclipse's weight history (in lbs)

05-13-24	8.81
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THANK YOU FOR CHOOSING OUR PRACTICE !!

OUR GOAL IS TO:

- ~Treat each client's pet as if it were our own.
- ~Treat all patients with respect and dignity.

Windsor Animal Clinic

46 Poquonock Avenue
Windsor, CT 06095
(860) 688-4969
windsoranimalclinic@hotmail.com

Town Of Berlin (# 11015)

600 Christian Lane Home Phone: 538-4719 (860)
Berlin, CT 06037 Work Phone: - () ext:
Email Address: jlund@berlincat.gov

May 14, 2024

Invoice Number
223634

Benny (# G)

Case # 24-00066

Species: Feline
Sex: Male Neutered
Age:
Breed: DMH
Coat Color: Black/Wht
Rabies Tag Number: 0355

Annual Exam:
Cat Dist. Resp: 05/13/2025
Dental:
Fecal Exam:
Fecal Ova & Giardia Test:
Feline Leukemia:

Date	Code Description	Qty	Price
05/13/2024	1615 Feline Castration - Mature	1	\$ 85.00
	262 Feline Dist/Resp - yearly	1	\$ 20.00
	250 Rabies - 1 year	1	\$ 20.00

Total for Benny: \$ 125.00

Cleopatra (# E)

Species: Feline
Sex: Female Spayed
Age:
Breed: DSH
Coat Color: (None)
Rabies Tag Number: 0487

Annual Exam:
Cat Dist. Resp: 05/13/2025
Dental:
Fecal Exam:
Fecal Ova & Giardia Test:
Feline Leukemia:

Date	Code Description	Qty	Price
05/13/2024	1732 Feline Spay - Mature/In Heat	1	\$ 100.00
	262 Feline Dist/Resp - yearly	1	\$ 20.00
	250 Rabies - 1 year	1	\$ 20.00
	SA260 Feline Leukemia/FIV Combo Test	1	\$ 35.00

Total for Cleopatra: \$ 175.00

Oreo (# F)

Case # 24-0027

Species: Feline
Sex: Male Neutered
Age: 8 months old
Breed: DSH
Coat Color: (None)
Rabies Tag Number:

Annual Exam:
Cat Dist. Resp:
Dental:
Fecal Exam:
Fecal Ova & Giardia Test:
Feline Leukemia:

Date	Code Description	Qty	Price
05/13/2024	1615 Feline Castration - Mature	1	\$ 85.00

Total for Oreo: \$ 85.00

Dr. Larry Pennington

Total Invoice: \$ 385.00
Previous Balance: \$ 0.00
Total Amount Due: \$ 385.00
4. Visa \$ 385.00
Total Payments - Thank you: \$ 385.00

Agenda Item No. Consent
2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 15, 2024
SUBJECT: Fee Waiver

Summary of Agenda Item:

The Lions Club, represented by Ron Bosco is requesting a Building Permit Fee Waiver of \$60. for an event tent at the Berlin Fair Grounds – Wine Tasting Event on May 18, 2024. The Lions Club is a non-profit located in Berlin @410 Beckley Road.

Actions Needed:

Move to authorize the Town Manager to approve the request of the Berlin Lions Club to waive the \$60. Building Permit Fee for the temporary tent at the Wine Tasting Event on May 18, 2024.

Attachments:

- Request for Fee Waiver Form
- Copy of Building Permit Application

Prepared By:

Frank Van Linter
Building Official



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: <i>Berlin Lions Charities</i>	Date: <i>5/7/24</i>
Contact Name: <i>Ron Bono</i>	
Phone Number: <i>508-266-2444</i>	
Event:	Date of Event: <i>5/18/24</i>
Location of the Event: <i>Berlin Lions Fairgrounds</i>	
What fee do you want waived: <i>Fee waiver for event tent \$30.00</i>	
Identify the hardship incurred: <i>This is a charity event, we are working to maximize all proceeds to support our ongoing charity groups, we are looking to manage all expenses.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Berlin Lions Charities support various youth groups and programs in town, including, youth, Police, Fire Dept, youth exchanges, provide at no cost to police, fire dept and youth group use of our fairgrounds</i>	

Town Manager review:

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

Yes



No



If so, which criteria:

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

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Lions charities

Comments:

David Boon

Signature

5/9/24

Date

Arsha Rajan

Town Manager Signature

5/20/24

Date

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

1. Fee Waiver Policy

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

Permit #:

Date: 05/06/2024

App #: BA-2024-0284

Town of Berlin Building Permit Application

Permit Application Type: Temporary Tent

Address where work is being done:
410 BECKLEY RD

Account #: 1101920

Owner: BERLIN LIONS AGRICULTURAL FAIR INC

Estimated Cost of Construction \$

Description of work being done:

TEMPORARY TENT FOR WINE TASTING EVENT - APPROX 40' X 60'
- NEXT TO COMMERCIAL BUILDING - EVENT ON MAY 18, 2024 -
SET UP ON MAY 17. EVENT RUNS FROM 7:00 PM TO 10:00 PM.
ANNUAL EVENT DOES NOT REQUIRE ZONING COMMISSION
APPROVAL. - ON APPROVED LIST OF EVENTS. TENT PROVIDED BY
JUST TENTS - FIRE RETARDANT PAPERWORK REQUIRED.

Fee Type	Amount	Paid Date
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Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	BERLIN LIONS AGRICULTURAL FAIR INC		860-622-1505	410 BECKLEY RD	BERLIN	CT	06037

Applicant Signature: _____

Building Official Signature: _____

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

	Initial/Date for Approval	Notes:
Building Department		
Tax Department		
Fire Marshall		
Zoning	<i>PR</i> 5/6/24	

File Scanned on _____ by _____

Town of Berlin
Building Permit Application

Permit Type:

Residential ☐ Commercial ☐ New ☐ Existing ☐

Building ☐ Plumbing ☐ Electrical ☒ NEC/IRC ☐

Solar ☐ Sign ☐ Mechanical ☐ Other TENT

Tank ☐ Type: _____ UST ☐ AST ☐

Address of Project:

Berlin Lions Fairgrounds

Owner of Property:

Berlin Lions Club

Phone: 860-306-0744 (cell)

Contractor Name:

Phone: _____

Contractor Lic #

Est Cost Mat/Labor: 1400

feet \$60.

Primary Contact

Ron Bosco

Email: rbosco76@aol.com

Description of Work:

Berlin Lions Wine Tasting 5/18/24 set up
40'x100' Tent from Just Pents LLC. Same
Tent as used for our 2023 event.

City Water ☐ City Sewer ☐ Well ☐ Septic ☐
Historical ☐

Applicant Name:

Berlin Lions Club

Applicant Signature:

Ronald Bosco

Date: 5/2/24

Office Use Only

Permit Description:

Determined Cost of Construction:

Permit Fee:

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 28, 2024

SUBJECT: Budget Transfers

Summary of Agenda Item:

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

Action Needed:

Move to transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments June 24, 2024

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Finance	001.05.0502.0.51125.00000		\$14,000.00	The current Assistant Finance Director is retiring in August. The Town was able to hire her replacement before this retirement to provide cross-training at the year-end close/new year opening. Funds are available in the Clerical Personnel account because existing staff took on additional work to free up funds for this temporary overlap.
	001.05.0502.0.51130.00000	\$14,000.00		
Registrar of Voters	001.05.0510.0.51115.00000		\$250.00	
	001.05.0510.0.52100.00000		\$200.00	The Registrars were reimbursed for a training session in accordance with State statutes.
	001.05.0510.0.53201.00000	\$450.00		
Police	001.15.1532.0.52010.00000		\$30,000.00	Due to higher than budgeted overtime and staffing levels, the Police Department Worker's Compensation expense is higher than budget.
	001.35.3561.0.52010.00000	\$30,000.00		
Police	001.15.1532.0.51440.00000		\$35,000.00	
	001.15.1532.0.51140.00000	\$25,000.00		The Town Council waives Police Extra Duty fees throughout the fiscal year. These costs exceeded the budgeted amount.
	001.15.1532.0.51811.00000	\$5,000.00		
	001.15.1532.0.51185.00000	\$5,000.00		
Fire Marshal	001.15.1534.0.52010.00000		\$2,500.00	Additional hours for the part-time fire marshal generated higher than budgeted worker's compensation expenses.
	001.05.0507.0.52010.00000	\$2,500.00		
Golf Course	001.25.2534.0.52010.00000		\$2,500.00	A higher than budgeted worker's compensation rate resulted in higher than budgeted costs.
	001.05.0507.0.52010.00000	\$2,500.00		
Library	001.25.2544.0.51325.00000		\$17,500.00	Due to turnover and related internal promotions, the Library utilized substitutes more than budgeted.
	001.05.0507.0.51510.00000	\$6,000.00		
	001.20.2036.0.51445.00000	\$11,500.00		
Library	001.25.2544.0.51130.00000		\$6,000.00	Due to turnover and related internal promotions, the clerical staff incurred overtime during the fiscal year. White Collar overtime is paid at straight-time so it appears on the White Collar GL line.
	001.25.2544.0.51125.00000	\$6,000.00		
Schools	001.35.3561.0.51500.00000		\$10,000.00	Due to the volume of trips and nurses requested by the BOE resulted in higher expenses than budgeted.
	001.35.3561.0.51135.00000	\$10,000.00		
Economic Development	001.10.1017.0.51820.00000		\$2,500.00	An employee opted out of the Town of Berlin health insurance plan during open enrollment. Because open enrollment is after the budget is adopted, the in lieu of payment is higher than budgeted.
	001.15.1532.0.52235.00000	\$2,500.00		

Schools	001.35.3561.0.53814.00000	Contractual Services		\$60,000.00	Due to the volume and magnitude of unplanned breaks at the schools, both contractual services and operating materials will exceed the adopted budgeted amounts.
	001.35.3561.0.53219.00000	Operating Materials		\$40,000.00	
	001.35.3561.0.52010.00000	Worker's Compensation	\$60,000.00		
	001.20.2038.0.53102.00000	Electricity	\$40,000.00		
Public Buildings	001.20.2038.0.53814.00000	Contractual Services		\$60,000.00	Due to the volume and magnitude of unplanned breaks at various Town buildings, both contractual services and operating materials will exceed the adopted budgeted amounts.
	001.20.2038.0.53219.00000	Operating Materials		\$40,000.00	
	001.35.3561.0.53102.00000	Electricity	\$60,000.00		
	001.35.3561.0.52010.00000	Worker's Compensation	\$40,000.00		
Library	500.25.2544.0.54000.01313	Shelving		\$41,940.16	The Library ordered shelving for the Children's section. The order was scheduled to arrive in FY24, but delays have pushed the scheduled delivery date to August 2024. This transfer will maintain the funding in the new fiscal year.
	001.25.2544.0.53208.00000	Equipment	\$41,940.16		
Public Works	500.35.3561.0.54000.00376	BHS Moisture		\$35,000.00	The PBC is working through options for testing the moisture issue at BHS. To preserve funding for the consultant selected by the PBC in FY25, this transfer will move funds into the CNR Fund.
	001.05.0507.0.53920.00000	Professional Services	\$35,000.00		
		GENERAL FUND TOTAL		<u>\$397,390.16</u>	
				<u>\$397,390.16</u>	
WATER CONTROL TOTAL			<u>\$0.00</u>	<u>\$0.00</u>	
CAPITAL PROJECTS TOTAL			<u>\$0.00</u>	<u>\$0.00</u>	
GRAND TOTAL			<u>\$397,390.16</u>	<u>\$397,390.16</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Finance	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.05.0502.0.51125.00000	Mid-Manager Personnel	\$14,000.00	K. Delaney		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0502.0.51130.00000	Clerical Personnel	\$14,000.00	K.D.		

Contingency Balance (If applicable):

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

The current Assistant Finance Director is retiring in August. The Town was able to hire her replacement before this retirement to provide cross-training at the year-end close/new year opening. Funds are available in the Clerical Personnel account because existing staff took on additional work to free up funds for this temporary overlap.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Registrar of Voters	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.05.0510.0.51115.00000	Elected Personnel	\$250.00			
001.05.0510.0.52100.00000	Social Security	\$200.00	C. Miano/J. Veley		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0510.0.53201.00000	Supplies	\$450.00			

Contingency Balance (If applicable):

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

The Registrars were reimbursed for a training session in accordance with State statutes.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department: **Police** Fiscal Year: **FY2024** Date: **5/15/24**

To Acct #: 001.15.1532.0.52010.00000	Description: Worker's Compensation	Amount: \$30,000.00	Requested by: D. Gallupe
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.35.3561.0.52010.00000	Description: Worker's Compensation	Amount: \$30,000.00	Approved by: 
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Contingency Balance (If applicable):

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

Due to higher than budgeted overtime and staffing levels, the Police Department Worker's Compensation expense is higher than budget.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51440.00000	Extra Duty Police Officer	\$35,000.00	D. Gallupe		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51140.00000	Police Personnel	\$25,000.00			
001.15.1532.0.51811.00000	In Lieu of Sick Pay (Retiree)	\$5,000.00			
001.15.1532.0.51185.00000	Dispatchers	\$5,000.00			

Contingency Balance (If applicable):

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

The Town Council waives Police Extra Duty fees throughout the fiscal year. These costs exceeded the budgeted amount.

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 5/15/24
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department: **Fire Marshall** Fiscal Year: **FY2024** Date: **5/15/24**

To Acct #: 001.15.1534.0.52010.00000	Description: Worker's Compensation	Amount: \$2,500.00	Requested by: S. Waznia
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.05.0507.0.52010.00000	Description: Worker's Compensation	Amount: \$2,500.00	Approved by: 
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Contingency Balance (If applicable):

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

Additional hours for the part-time fire marshal generated higher than budgeted worker's compensation expenses.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department: **Golf Course** Fiscal Year: **FY2024** Date: **5/15/24**

To Acct #: 001.25.2534.0.52010.00000	Description: Worker's Compensation	Amount: \$2,500.00	Requested by: S. Guerrero
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.05.0507.0.52010.00000	Description: Worker's Compensation	Amount: \$2,500.00	Approved by:
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Contingency Balance (If applicable):

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

A higher than budgeted worker's compensation rate resulted in higher than budgeted costs.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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


BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: **Library** Fiscal Year: **FY2024** Date: **5/15/24**

To Acct #: 001.25.2544.0.51325.00000	Description: Substitute	Amount: \$17,500.00	Requested by: C. Tyszka
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.05.0507.0.51510.00000	Description: Part-time & Summer Help	Amount: \$6,000.00	Approved by:
001.20.2036.0.51445.00000	Storm-related Overtime	\$11,500.00	

Contingency Balance (If applicable):

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

Due to turnover and related internal promotions, the Library utilized substitutes more than budgeted.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Library	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.25.2544.0.51130.00000	Clerical Personnel	\$6,000.00	C. Tyszka		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2544.0.51125.00000	Mid-Manager Personnel	\$6,000.00			

Contingency Balance (If applicable):

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

Due to turnover and related internal promotions, the clerical staff incurred overtime during the fiscal year. White Collar overtime is paid at stright-time so it appears on the White Collar GL line.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.51500.00000	Summer Programs/Fld.Trips	\$10,000.00	E. Halas		

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

From Acct #:	Description:	Amount:	Approved by:
001.35.3561.0.51135.00000	Blue Collar Personnel	\$10,000.00	<i>[Signature]</i>

Contingency Balance (If applicable):

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

Due to the volume of trips and nurses requested by the BOE resulted in higher expenses than budgeted.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department: **Economic Development** Fiscal Year: **FY2024** Date: **5/15/24**

To Acct #: 001.10.1017.0.51820.00000	Description: In lieu of Health Insurance	Amount: \$2,500.00	Requested by: C. Edge
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.15.1532.0.52235.00000	Description: Health Insurance	Amount: \$2,500.00	Approved by: 
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Contingency Balance (If applicable):

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

An employee opted out of the Town of Berlin health insurance plan during open enrollment. Because open enrollment is after the budget is adopted, the in lieu of payment is higher than budgeted.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.53814.00000	Contractual Services	\$60,000.00			
001.35.3561.0.53219.00000	Operating Materials	\$40,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.52010.00000	Worker's Compensation	\$60,000.00			
001.20.2038.0.53102.00000	Electricity	\$40,000.00			

Contingency Balance (If applicable):

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

Due to the volume and magnitude of unplanned breaks at the schools, both contractual services and operating materials will exceed the adopted budgeted amounts.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Public Buildings	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
001.20.2038.0.53814.00000	Contractual Services	\$60,000.00			
001.20.2038.0.53219.00000	Operating Materials	\$40,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.53102.00000	Electricity	\$60,000.00			
001.35.3561.0.52010.00000	Worker's Compensation	\$40,000.00			

Contingency Balance (If applicable):

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

Due to the volume and magnitude of unplanned breaks at various Town buildings, both contractual services and operating materials will exceed the adopted budgeted amounts.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Library	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
500.25.2544.0.54000.01313	Shelving	\$41,940.16	C. Tyszka		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2544.0.53208.00000	Equipment	\$41,940.16			

Contingency Balance (If applicable):

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

The Library ordered shelving for the Children's section. The order was scheduled to arrive in FY24, but delays have pushed the scheduled delivery date to August 2024. This transfer will maintain the funding in the new fiscal year.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/8/24**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Public Works	Fiscal Year:	FY2024	Date:	5/15/24
To Acct #:	Description:	Amount:	Requested by:		
500.35.3561.0.54000.00376	BHS Moisture	\$35,000.00	M. Ahern		

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

From Acct #:	Description:	Amount:	Approved by:
001.05.0507.0.53920.00000	Professional Services	\$35,000.00	

Contingency Balance (If applicable):

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

The PBC is working through options for testing the moisture issue at BHS. To preserve funding for the consultant selected by the PBC in FY25, this transfer will move funds into the CNR Fund.

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/24**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 16, 2024
SUBJECT: Request for Fee Waiver – Concert on the Green

Summary of Agenda Item:

St Paul Parish is holding a summer concert at their Parish Green on July 18, 2024 with a rain date of August 1, 2024. According to the application the concert is in collaboration with the town and is intended to promote the Town of Berlin.

Funding:

Officers assigned to this event would be paid from the extra duty account #001.15.1532.0.51440.00000.

Action Needed:

Move to approve waiving the Police fees in the estimated amount of \$2,416.47 for the St. Paul's Parish Concert on the Green that will take place on Friday July 18, 2024.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: <i>St. Paul Parish</i>		Date: <i>MAY 10, 2024</i>
Contact Name: <i>Fr. Joseph Benicewicz</i>		
Phone Number: <i>860-828-0331</i>		
Event: <i>Summer Concert</i>	Date of Event: <i>July 18, 2024 / Rain Date Aug. 1, 2024</i>	
Location of the Event: <i>St. Paul Parish Green</i>		
What fee do you want waived: <i>Police Services</i>		
Identify the hardship incurred: <i>Concert is being held in collaboration with the Town & is also intended to promote the Town</i>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:		

Town Manager review:

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

Yes



No



If so, which criteria:



Raises funds to supplement Town budgeted services.



Raises funds for programs normally funded by the Town.



Raises funds for Non-Profit groups, which have contributed substantially to the community.



Nationally or State affiliated program which provide programs for local youth.



Raises funds for scholarships of Berlin students.



Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: St. Paul Parish

Comments:

Mr. Joseph DeCewicz & Mon
Signature

May 10, 2024
Date

[Signature]
Town Manager Signature

5/28/24
Date

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

1. Fee Waiver Policy

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

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Aroscha Jayawickrema, Town Manager
DATE: May 21, 2024
SUBJECT: Donations for Police Cadet Program

Summary of Agenda Item:

The Police Department has received \$ 3,597 in donations from Atrinity Home Health LLC (\$ 2,100) Kensington Berlin Rotary (\$ 700) and various cash donors (\$ 797) to the Police Cadet Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Cadet Program Expenditure Account # 100.15.1532.0.53472.00000.

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$3,597 and appropriate the funds to the Police Cadet Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DA

consent
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 21, 2024
SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received \$1,300 in donations from Keith Morton (\$ 1,000) Richard Brown (\$ 100) and John Drost (\$ 200) to the K9 Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the K9 Program Expenditure Account # 100.15.1532.0.53225.00000.

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$1,300 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DC

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 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

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 30, 2024

SUBJECT: Presentation by Brian Humes of Jacunski Humes Architects, LLC regarding the Space Needs Assessment for the Community Senior Center

SUMMARY:

In January 2024, the Town entered into contract with Jacunski Humes Architects, LLC and created a scope of work for Brian Humes. The Berlin Parks and Recreation Commission, the Commission for the Aging and staff have been working with Mr. Humes on a revised Space Needs Assessment for a Community Senior Center.

As a group, the previously submitted Statement of Needs were reviewed, as well as Mr. Humes' scope of work. The committee also went on some site visits to view other locations for similar areas. The Space Needs Assessment attached began to form as the committee went through the specific needs and Mr. Humes assigned a square footage to them.

On March 14, 2024 the Parks and Recreation Commission and the Commission for the Aging held a Joint Commission meeting where Mr. Humes presented the Space Needs Assessment created and answered any questions Commission members had. Feedback was also received by the public during Audience of Citizens.

On April 11, 2024, the two commissions met again in a joint meeting to vote on their acceptance on the draft space needs assessment. The vote was unanimous. Final revisions were made and the Space Needs Assessment was finalized.

The final Space Needs Assessment, as well as the scope of work for Jacunski Humes Architects, LLC is attached.

FUNDING:

Funding not needed.

ACTION NEEDED:

No action needed at this time.

ATTACHMENTS:

Scope of work for Jacunski Humes Architects, LLC for Community Senior Center
Space Needs Assessment for Community Senior Center

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation & Parks Services

AGREEMENT
COMMUNITY / SENIOR CENTER STUDY
for the
TOWN OF BERLIN
BERLIN, CT

The following provisions shall constitute an Agreement between the Town of Berlin, 240 Kensington Road, Berlin, CT 06037, acting by and through its Town Manager, hereinafter referred to as "Owner", and Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT 06037, hereinafter referred to as "Consultant", effective as of the 10th day of January 2024. In consideration of the mutual covenants contained herein, the parties agree as follows:

Article 1: Scope of Work:

The Consultant shall furnish all equipment, labor and materials necessary to fulfill tasks as outlined within Article 1. Overall project objective is to explore and determine a reduced Statement of Need for the Berlin Senior / Community Center Project compared to previous efforts. The Consultant shall perform in full the following services:

Description of Tasks to be Performed:

Project Research and Analysis

1. Review existing documentation made available by the Owner related to former deliverables that have been produced related to the development of a concept for a new Community Center / Senior Center for the Town of Berlin.
2. It is understood that a Statement of Need for a new Community / Senior Center was previously prepared by representatives of the Parks and Recreation Commission and the Commission on Aging.
3. It is further understood that QA+M Architects produced schematic design documents and cost estimates based upon the Owner's Statement of Needs.
4. It is further understood that the Town Council appointed a Community & Senior Center Sub-Committee in July 2021, to investigate and research the potential of building a new Community and Senior Center in Berlin. Their report of findings was presented to the Town Council in April 2022.

Program Space Needs and Site Needs of the facility

1. Working with representatives from the Parks and Recreation Commission and the Commission on Aging (i.e. Community Center Advisory Committee), inquire and determine as to any revisions to the present and future space needs for a new Community / Senior Center as compared to the previous efforts with a goal of reducing the project scope. Also, identify priorities within the Statement of Need and highlight any identified needs that could not be accommodated within the existing Senior Center and Community Center.
 - a. Anticipate 20-year growth potential for your departments
 - b. Indicate desired adjacencies of functions/departments
 - c. Communication equipment needs
 - d. Community outreach requirements
 - e. Personnel growth potential and equipment anticipated
 - f. ADA requirements for departments
 - g. Security requirements within facility for each department
 - h. Shared facilities within departments
2. Inquire as to present and future site requirements for the facility
 - a. Parking demand - public and staff
 - b. Security
 - c. Refuse collection
 - d. Line of sight / site egress / traffic control

Establish Space Parameters for Identified Needs

1. Give square foot dimensions to identified areas of each space
 - a. Indicate hierarchy of spaces
 - b. Indicate furniture/equipment requirements of spaces
 - c. Indicate desired capacity of assembly spaces / locker rooms
2. Calculate acreage required for site needs
 - a. Landscaping desired
 - b. Required setback requirements
 - c. Impact on abutters
 - d. Line of site/ egress availability
 - e. Site circulation

3. Prepare a comparison chart to identify all deviations from the previous Statement of Need to the newly proposed Statement of Need as developed through this study.

Owner Review and Critique

1. Comparison between proposed Statement of Need and existing facility program spaces. Further identify which programmatic needs exist and which are proposed.
2. Present conceptual budget estimates based upon anticipated square footage and site needs as further described within the Statement of Need, including alternatives to repurposing or retaining uses within existing facilities.
3. Indicate size, general characteristics, and potential uses for any existing facility spaces that would be made available if a new Senior / Community Center is constructed.

Determination of Owner's Options to support a revised Statement of Need

1. Assist the Owner to determine alternative approaches to meeting the new Statement of Need.
2. Alternative approaches may include the potential for project "phasing" to obtain the overall objectives of the Statement of Need over time and / or addressing the Statement of Need at multiple sites.
3. If requested, provide the Owner with construction timelines to meet alternative approaches that may be in the best interest of the Owner.

Final Report and Presentation

A Final Report of all work will be compiled and presented to the Owner and will include:

1. Space Needs Assessment for a new Community Center / Senior Center based upon revisions to previously prepared documentation.
2. Other documentation as requested by the Owner during the duration of services.

The Consultant shall assist in preparing necessary information in a form acceptable to the Owner. The Consultant shall be available, as far as able, to attend meetings and prepare presentations as deemed necessary by the Owner.

Article 2: Time of Performance:

The Consultant shall carry out the project as specified in Article 1 above beginning on the date of the Owner's written Notice to Proceed and shall complete all items as listed above according to the schedule of the Owner.

It is anticipated that the entire project will take approximately four (4) months to complete the final report and presentation as set forth in Article 1. However, the Consultant and Owner acknowledge and understand that time is of the essence in regard to receiving the final report.

Article 3: Compensation

The Owner shall pay the Consultant for the performance of the work outlined in Article 1 above according to the published, hourly rates of the Consultant, with a not-to-exceed amount of Thirty Thousand Dollars and no cents (\$30,000.00). Billing to the Owner will be monthly based on time completed by presentation of the monthly invoice to the Owner for their review and recommendation for payment. As of the date of this agreement, there is zero dollars (\$0.00) due to the Consultant.

Final payment shall be due upon thirty (30) days of submission of invoice following Owner's receipt of all deliverables, specifically final report and/or oral presentation to Owner as described in Article 1.

Article 4: Contract Documents:

The following documents form the Contract and all are as fully a part of the Contract as if attached to the Agreement or repeated herein:

1. This Agreement.
2. Amendments, changes, or other revisions mutually agreed upon between the parties.

Article 5: Availability of Funds:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The Consultant shall not commence work until the Owner notifies Consultant in writing to proceed with the project.

Article 6: Assignment:

The Consultant shall not make any assignment nor subcontract any portion of this agreement without the prior approval of the Owner.

Article 7: Contract Termination:

The Owner may suspend or terminate this Agreement by providing the Consultant with ten (10) days written notice for reasons outlined as follows:

1. Failure of the Consultant, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Consultant.
3. A determination by the Owner that the Consultant has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity regarding the implementation of the Agreement.

4. Termination for the Owner's convenience without cause. Owner shall be responsible for all costs incurred by the Consultant up to the notice of termination for the purposes of this Agreement only. No additional termination compensation will be paid for by the Owner.

Article 8: Applicable Law:

The Consultant agrees to comply with all applicable laws, regulations, or ordinances of the State of Connecticut effecting the successful completion of this Agreement. The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, persons, and employees.

Article 9: Indemnification:

The Consultant shall comply with the regulations of all applicable laws, rules, and regulations in connection with the services of the Consultant, and shall defend, exonerate, indemnify and hold harmless the Owner's officers, agents, boards, commissions, committees, public agencies, elected and appointed officials, and all employees (1) from and against any damages, expenses, or claims arising from any alleged violations of said laws, rules and regulations by the Consultant, and (2) from and against any local taxes or contributions imposed or required under the Social Security, Worker's Compensation, and Income Tax Laws, including reasonable attorney's fee and cost. Further, the Consultant shall defend, exonerate, indemnify and hold harmless the Owner with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement, including reasonable attorney's fee and cost. This shall not be construed as a limitation of the Consultant's liability under the Contract or as otherwise provided by law.

Article 10: Amendments:

All amendments, change orders, or any changes to the provisions specified in this Agreement can only occur when mutually agreed upon by the Owner and Consultant. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the Owner and Consultant. Additionally, all amendments, change orders and changes shall be approved by the Owner's funding source prior to execution by the Owner and Consultant. No amendment, change order, or change to the Agreement provisions shall be made until after the written execution of the amendment, change order, or change to the Agreement by both parties.

Article 11: Insurance:

The Consultant shall be responsible to and shall indemnify (pursuant to Article 9) the Owner for any property damage or bodily injury caused by it, any of its subcontractors, employees, representatives, or agents in the performance of, or as a result of, the work under this Agreement, including reasonable attorney's fee and cost. The Consultant hereby certifies that they are insured for workers compensation, property damage, personal and product liability including professional liability, errors and omissions comprehensive general liability, and motor vehicle liability, and shall maintain in full force and effect all insurance for the duration of this Agreement. Prior to the commencement of any work under this Agreement, the Consultant shall name the Owner as an additional insured in the Consultant's comprehensive general liability and motor vehicle liability coverage. The Consultant shall provide the Owner with Certificates of Insurance for coverage as stated in amounts of coverage that is acceptable to the Owner in its sole discretion, prior to commencement of Consultant's obligations herein.

Article 12: Miscellaneous

Compliance with Laws, Regulations, Rules, and Executive Orders and other State Grant Requirements.

- a. The CONSULTANT agrees and warrants that in the performance of this Agreement: (a) the CONSULTANT will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such CONSULTANT that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the CONSULTANT further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the CONSULTANT that such disability prevents performance of the work involved; (b) the CONSULTANT agrees, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission on Human Rights and Opportunities (the "Commission"); (c) the CONSULTANT agrees to provide each labor union or representative of workers with which the CONSULTANT has a collective bargaining Agreement or other Agreement or understanding and each vendor with which the CONSULTANT has a Agreement or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the CONSULTANT's commitments under this section and to post copies of the

notice in conspicuous places available to employees and applicants for employment; (d) the CONSULTANT agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (e) the CONSULTANT agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the CONSULTANT as relate to the provisions of this Section and Connecticut General Statutes § 46a- 56. If the Agreement is a public works Agreement, the CONSULTANT agrees and warrants that it will make good faith efforts to employ minority business enterprises as subconsultants and suppliers of materials on such public works projects.

- b. The CONSULTANT shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of this Agreement and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The CONSULTANT shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the CONSULTANT may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Agreement

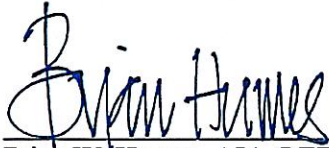
Town of Berlin / Jacunski Humes Architects, LLC

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- c. This contract is also subject to the applicable terms and conditions of the contract between the State of Department of Mental Health and Addiction Services and the Town of Berlin concerning the planning and design of a new Community, Senior Center, dated May 2023, that is attached hereto.

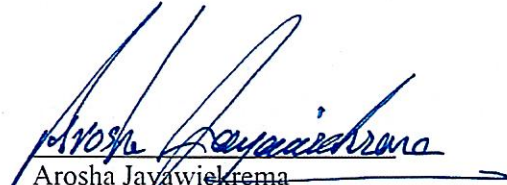
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037



Brian W. Humes, AIA, LEED AP
Member, Jacunski Humes Architects, LLC

Town of Berlin
240 Kensington Road
Berlin, CT 06037



Arosha Jayawickrema
Town Manager, Town of Berlin

ATTACHMENTS:

EXHIBIT A – SCHEDULE OF HOURLY RATES / PROFESSIONAL FEES, JANUARY 2024

EXHIBIT B - Contract between the State of Department of Mental Health and Addiction Services and the Town of Berlin concerning the planning and design of a new Community, Senior Center, dated May 2023

END OF AGREEMENT

Schedule of Hourly Rates / Professional Fees **January 2024**

Jacunski Humes Architects, LLC

Principal Architect

W. Albert Jacunski, AIA	\$190.00/hour
Brian W. Humes, AIA	\$190.00/hour

Senior Project Architect

Mark E. Allen	\$165.00/hour
Andrew G. Whitehouse	\$165.00/hour

Project Architect

Job Captain

Michael J. Rinaldi	\$140.00/hour
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Draftsperson

Benjamin F. Kelly	\$125.00/hour
Wendy Smith	\$125.00/hour

Clerical

\$60.00/hour

Intern

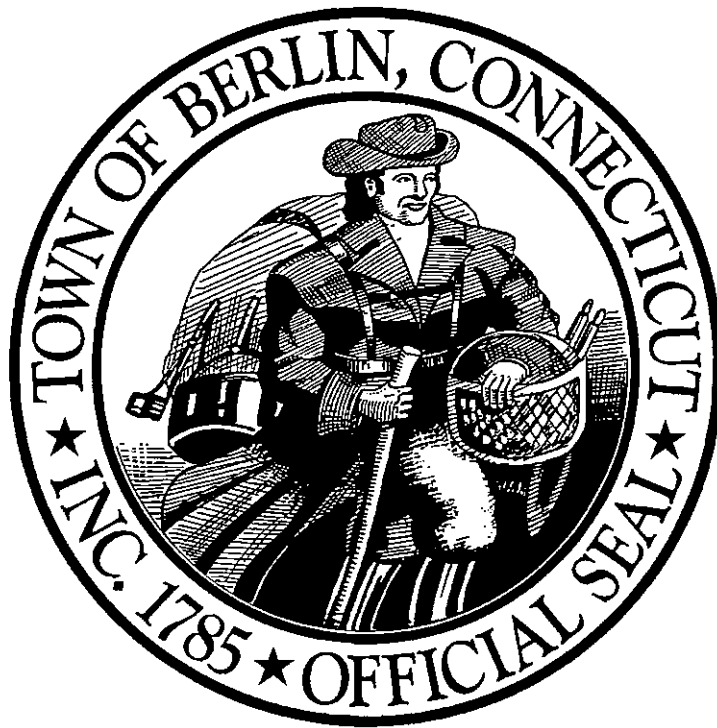
\$60.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.65.5/mile (or current federal rate)
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

WAJ JH HOURLY RATE 24

Space Needs Assessment
for a new
Community & Senior Center
Berlin, CT



April 2024

Prepared By:

J H
JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223

Space Needs Assessment for a new Community & Senior Center Berlin, CT

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GENERAL INFORMATION

Date: April 2024

Department: Berlin Community Center

Address: 230 Kensington Road
Berlin, CT 06037

Department: Berlin Senior Center

Address: 33 Colonial Drive
Berlin, CT 06037

Primary Contact: Jennifer Ochoa, Director of Community,
Recreation and Park Services
(860) 828-7010 (T)
(860) 828-1627 (F)
jochoa@berlinct.gov

Subcommittee: Jennifer Ochoa, Director of Community,
Recreation and Park Services
Tina Doyle, Director, Senior Center
Debbie Dennis, Superintendent of Recreation
Donna Bovee, Parks & Recreation Commission
Barbara Gombotz, Commission for the Aging

Community Area: 26.0 square miles total
(25.3 square miles of land)
(0.7 square miles of water)

Population: Total Population = 20,107
Total Households = 8,105
Age 50 to 59 = 18%
Age 60 and over = 28%

SPACE NEEDS ASSESSMENT

BERLIN COMMUNITY & SENIOR CENTER

***Square Footage
(Net)***

1. Public

a.	<u>Vestibule</u>	<u>100</u>
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Automatic opening doors	
b.	<u>Public Lobby / Waiting</u>	<u>400</u>
	1. Waiting area for four (4), minimum	
	2. Public reception counter area with two (2) registers, handicap accessible	
	3. Public computer workstation (kiosk) for member registration upon entering / exiting, (MySeniorCenter)	
	4. Poster cases for public displays and events	
	5. Wall mounted monitor for public information / events / wayfinding	
	6. Adjacent to Administrative Secretary / Front Desk Reception, Public Restrooms	
c.	<u>Café / Coffee Station</u>	<u>400</u>
	1. Staffed by Volunteers on an as needed basis	
	2. Cashier's station	
	3. Countertop seating area for 6-8	
	4. Rear countertop with storage cabinets	
	5. Wall mounted monitor	
	6. Sink	
	7. Water fill to coffee makers	
	8. Refrigerator / freezer	
	9. Trash / recycling containers	
	10. Ability to secure area to restrict access after hours	

2. *Administrative Offices (Parks and Recreation, Senior Services)*

- a. Administrative Secretary / Front Desk Receptionist 250
 - 1. Workstations for two (2)
 - 2. Registration computer workstation (1)
 - 3. Lockable cash drawers
 - 4. Duress alarm near cash drawers
 - 5. File storage
 - 6. Bookshelving
 - 7. Vision panel to Director, Central Office
 - 8. Adjacent to Public Reception, Director of Community, Recreation, Parks
- b. Director of Community, Recreation, Park Services 200
 - 1. Workstation for one (1)
 - 2. Conference table seating for four (4)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Administrative Staff
- c. Superintendent of Recreation 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Administrative Secretary, Recreation Supervisor, Program Coordinator
- d. Recreation Supervisor 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Superintendent of Recreation
- e. Senior Center Director 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Senior Center Assistant Director, Administrative Secretary, Senior Center Drivers, Program Coordinator
- f. Senior Center Assistant Director 160
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Senior Center Director, Senior Center Drivers, Program Coordinator

- g. Central Work Office 250
1. Workstations for three (3): Senior Drivers (1), Program Coordinator (1), Seasonal Employees (1)
 2. Coat storage closet
 3. File storage
 4. Bookshelving
 5. Storage cabinets for office supplies, safe
 6. Open office plan
 7. Area for drivers to log in / log out
 8. Adjacent to Public Reception, Superintendent of Recreation, Senior Center Director
- h. Storage Room 150
1. Storage of supplies / inventory / archive files
 2. Lockable
 3. Adjacent to Central Work Office
- i. Conference Room 375
1. Conference table seating for up to twelve to fourteen (12-14)
 2. Adjacent to Administrative Secretary / Front Desk Reception
- j. Copy / Workroom 100
1. High speed copy, scanner, printer
 2. Office supplies storage cabinets
 3. Laminating equipment
 4. Bulk paper storage
 5. Paper shredder
 6. Sink
 7. Adjacent to Central Work Office
- k. Department General Storage 300
1. Storage of department supplies and equipment to support programmatic functions
 2. Arts & Craft supplies and equipment
 3. Adjustable shelving
 4. Mobile cart storage for distribution of supplies throughout facility
 5. Adjacent to Administrative Offices

3. **Break Room**

- a. Break Room 250
1. Table seating for eight (8)
 2. Kitchenette with microwave, sink, refrigerator/freezer, storage cabinets
 3. Bottled water dispenser, bottle storage casework
 4. Tackboard
 5. Trash / recycling containers
 6. Natural light
 7. Adjacent to Administrative Offices

4. *Central Meeting Room*

- | | | |
|----|--|------|
| a. | Central Meeting Room | 3000 |
| | 1. Seating capacity for 150, minimum, at dining tables / chairs | |
| | 2. Ability to partition into two (2) smaller Meeting Rooms (60:40 split) | |
| | 3. Hard surface flooring | |
| | 4. Electrically operated, acoustic folding partitions | |
| | 5. Audio visual presentation equipment | |
| | 6. Projection screen | |
| | 7. Independent sound system with speakers, volume control, wireless microphones. | |
| | 8. Lighting on dimmers, varied lighting levels | |
| | 9. Wall mounted display monitors | |
| | 10. Movable tables and chairs | |
| | 11. Coat storage | |
| | 12. Bingo / Setback capability | |
| | 13. Sink, storage cabinets, countertop area to the rear of the room | |
| | 14. Adjacent to Public Lobby, Furniture Storage, Equipment Storage, Kitchen | |
| b. | Fixed Platform | 450 |
| | 1. Elevated floor area for presentations, small band, bingo caller, etc. | |
| | 2. Stage lighting with dimming capabilities | |
| | 3. Sound system input jacks to rack mounted sound system | |
| | 4. Handicap accessible | |
| | 5. Adjacent to Central Meeting Room oriented as focal point | |
| c. | Furniture Storage | 300 |
| | 1. Storage of portable tables and chairs | |
| | 2. Double door access to Central Meeting Room | |
| | 3. Directly adjacent to Central Meeting Room | |
| d. | A/V and Equipment Storage | 100 |
| | 1. Secure storage of audio / visual head-end equipment | |
| | 2. Adjustable shelving for equipment and program support materials (games, activities) | |
| | 3. Directly adjacent to Central Meeting Room | |

5. *Kitchen*

- | | | |
|----|--|------------|
| a. | <u>Kitchen</u> | <u>500</u> |
| | 1. Commercial kitchen (Health Department compliant) with storage cabinets | |
| | 2. Stainless steel countertops and work surfaces | |
| | 3. Central work island for meal preparation and 4-5 workers | |
| | 4. Microwave (1) | |
| | 5. Refrigerators (2) | |
| | 6. Freezer (1) | |
| | 7. Warming ovens (2) | |
| | 8. Serving counter with roll-up doors to Central Meeting Room | |
| | 9. Handwashing sink (1) | |
| | 10. Triple bay wash sink with disposal at first bay (1) | |
| | 11. Range / Griddle (1) | |
| | 12. Overhead exhaust hood, makeup air, and fire suppression above heating elements | |
| | 13. Dish sanitizing equipment, undercounter (1) | |
| | 14. Trash containers (2) | |
| | 15. Seamless or tiled flooring | |
| | 16. FRP wall paneled surfaces | |
| | 17. Direct, grade level access to exterior for deliveries / loading | |
| | 18. Suitable for use by Cooking Classes, Caterers, Congregate Meals Program | |
| | 19. Adjacent to Central Meeting Room, Congregate Meals Dining Room, Exterior. | |
| b. | <u>Pantry</u> | <u>250</u> |
| | 1. Commercial storage racks for equipment and food storage | |
| | 2. Adjacent to Kitchen, Exterior | |

6. *Congregate Meals Dining Room*

- | | | |
|----|---|--------------|
| a. | <u>Congregate Meals Dining Room</u> | <u>1,000</u> |
| | 1. Dining table seating for fifty (50), minimum, at dining tables / chairs | |
| | 2. Counter / cabinet area for food supplies and food distribution | |
| | 3. Sink | |
| | 4. Utilize for Congregate Meals Dining, Cooking Classes, Cooking Demonstrations, Small Group Meetings, etc. | |
| | 5. Adjacent to Kitchen | |

7. *General Purpose Meeting Room - Large*

a.	<u>Large General Purpose Meeting Room</u>	<u>1,200</u>
1.	Seating for sixty (60), minimum, at training tables / chairs	
2.	Coat storage	
3.	Hard surface flooring	
4.	TV / Display monitor	
5.	Markerboard	
6.	Independent sound system	
7.	Sink, countertop, cabinet storage	
8.	Adjacent to General Purpose Meeting Rooms (small)	

8. *General Purpose Meeting Rooms - Small*

a.	<u>General Purpose Meeting Rooms Potential Use / Function</u>	
1.	Arts & Crafts programs	
2.	Community / Senior Center functions (i.e. card playing, poker games, Mahjong groups, knitting groups, Swedish weavers, etc.)	
3.	Local for-profit groups and organizations (i.e. Taxpayers Assoc., Condo Assoc., etc.))	
4.	Local non-profit groups and organizations (i.e. Boy Scouts / Girl Scouts, etc.)	
5.	Town of Berlin groups and organizations (i.e. BOE pre-school screenings, staff training, Youth Soccer, Police Training, etc.)	
6.	Santa's Workshop	
7.	Disaster Recovery	
b.	<u>Small General Purpose Meeting Rooms Two (2) @ 880</u>	<u>1,760</u>
1.	Seating for thirty (30), minimum, at training tables / chairs	
2.	Coat storage	
3.	Hard surface flooring	
4.	TV / Display monitor	
5.	Markerboard	
6.	Sink, countertop, cabinet storage	
7.	Adjacent to General Purpose Meeting Rooms (large)	
c.	<u>Furniture Storage</u>	<u>400</u>
1.	Storage of movable tables / chairs for General Purpose Meeting Rooms	
2.	AV equipment racks, wall mounted, for sound system(s)	
3.	Equipment and supplies storage for meeting rooms use	
4.	Adjacent to Small General Purpose Meeting Rooms	

9. *Game Room*

- | | | |
|----|---|-----|
| a. | <u>Game Room</u> | 800 |
| 1. | Billiards (1) | |
| 2. | Ping Pong (2) | |
| 3. | Air hockey (1) | |
| 4. | Game storage cabinets | |
| 5. | Adjacent to Community / Senior Center functions | |

10. *Living Room / Reading Room / Library*

- | | | |
|----|--|-----|
| a. | <u>Living Room / Reading Room / Library</u> | 400 |
| 1. | Comfortable seating areas for conversation / reading / quiet study | |
| 2. | Bookshelving | |
| 3. | Puzzle table / puzzle counter area for multiple puzzles | |
| 4. | Natural light | |
| 5. | Adjacent to Community / Senior Center Functions | |

11. *Health Room*

- | | | |
|----|---|-----|
| a. | <u>Health Room</u> | 150 |
| 1. | Confidential room for in-person mental health counseling, medical exams, foot care, dental cleanings, manicures, etc. | |
| 2. | Sink for handwashing | |
| 3. | Countertop and cabinet storage | |
| 4. | Acoustic separation from adjacent spaces | |
| 5. | Direct access to Restroom | |
| b. | <u>Restroom</u> | 70 |
| 1. | Handicap accessible, single use restroom | |
| 2. | Sink, toilet | |
| 3. | Call-for-aid system | |
| 4. | Grab bars | |
| 5. | Tiled wall and floor surfaces | |
| 6. | Floor drain | |
| 7. | Direct access from Health Room | |

12. *Medical Supply Storage*

- | | | |
|----|--|-----|
| a. | <u>Medical Supply Storage</u> | 125 |
| 1. | Storage of medical equipment and supplies (first aid kits, defibrillators, medical training aids, PPE's, etc.) | |
| 2. | Adjustable storage shelving | |
| 3. | Adjacent to Administrative Offices | |

13. *Gymnasium*

- | | | |
|----|--|-------|
| a. | Gymnasium | 8,500 |
| | 1. Main basketball court, sized to High School use standards (84'x50') | |
| | 2. Two (2) practice courts perpendicular to main court | |
| | 3. Mesh divider screen between practice courts | |
| | 4. Suspended basketball equipment to support all court configurations | |
| | 5. Wood gym flooring with game lines (pickleball, basketball, volleyball) | |
| | 6. Wall padding at perimeters | |
| | 7. Bottle filler, accessible | |
| | 8. Floor inserts for recreational equipment | |
| | 9. Electronic scoreboard | |
| | 10. Bleacher seating for spectator use during activities on main court, accessible, one-side of Gym only | |
| | 11. Adjacent to Public Entry / Lobby, Low Impact Exercise Classroom, Restrooms | |
| b. | Gym Equipment Storage | 600 |
| | 1. Storage of department gym equipment and supplies | |
| | 2. Storage of bulk supplies and recreational equipment | |
| | 3. Seasonal storage equipment | |
| | 4. Storage of all recreation equipment, balls, uniforms, nets, etc. | |
| | 5. Adjustable storage shelving | |
| | 6. Adjacent to Exterior Entrance, Gymnasium | |

14. *Vending Area*

- | | | |
|----|--|-----|
| a. | Vending Area | 200 |
| | 1. Vending machines for drink / snacks / waters / etc. | |
| | 2. Storage cabinets, lockable, for inventory | |
| | 3. Adjacent to Gymnasium, Public Lobby | |

15. *Low Impact Exercise Classroom*

- | | | |
|----|--|-----|
| a. | Low Impact Exercise Classroom | 625 |
| | 1. Utilize for instructional yoga, dance, low impact exercise instruction, class sizes of twenty-five (25), max. | |
| | 2. Wood flooring suitable for dance / low impact exercising | |
| | 3. Sound system for instructional purposes | |
| | 4. Mirrored wall surface | |
| | 5. Dance bar along one (1) wall | |
| | 6. Coat storage | |
| | 7. Wall mounted display monitor for distance learning | |
| | 8. Adjacent to Fitness Center, Equipment Storage | |
| b. | Equipment Storage | 120 |
| | 1. Storage of mobile fitness equipment (therapy balls, chairs, mats, etc.) | |
| | 2. Adjacent to Low Impact Exercise Classroom | |

16. *Fitness Room*

a.	<u>Fitness Room</u>	<u>1.500</u>
1.	Stationary cardio exercise machines	
2.	Smaller free weights	
3.	Multi-station fitness equipment	
4.	Bottle filler	
5.	Mirrored wall surface	
6.	Wall mounted monitor(s)	
7.	Rubber sports flooring	
8.	Coat storage	
9.	Box lockers for personnel items (shoes/keys/valuables), total of fifteen (15), minimum	
10.	CCTV surveillance monitored by Administration	
11.	Adjacent to Gymnasium, Toilet Rooms	

17. *Pool*

a.	<u>Pool</u>	<u>8.250</u>
1.	Utilize for swimming lessons, recreational swim times, rental use (parties / events), water therapy / aerobics, competition events, etc.	
2.	Sized for 25-yard competitions: 75'-1-3/16" in length, 6 lanes, 7' wide per lane with additional width outside lanes 1 and 6	
3.	Pool depth: 4' minimum to 13' maximum (diving)	
4.	Diving board, total of one (1)	
5.	Pool water temperature: 81 degrees	
5.	Pool deck area surrounding all sides of pool	
6.	Ramped access for accessibility to shallow end	
7.	Overhead lighting designed for service and maintenance	
8.	Access control to locker / shower area	
9.	Operable windows / openings to the exterior for seasonal use	
10.	Adjacent to Locker Rooms, Pool Viewing Area, Pool Equipment, Aquatic Staff Office	
b.	<u>Pool Viewing Area</u>	<u>3.000</u>
1.	Permanent bleacher style seating area for pool viewing	
2.	Handicap accessible seating areas	
3.	Elevated from Pool Deck to enhance viewing angles to water surface	
c.	<u>Pool Equipment</u>	<u>250</u>
1.	Pool filters and pumps	
2.	Pool supplies and equipment storage area	
3.	Adjacent to exterior, Pool	

18. *Aquatic Staff Office*

a.	<u>Aquatic Staff Office</u>	<u>150</u>
1.	Workstation for one (1)	
2.	File storage	
3.	Lifeguard supplies / equipment storage	
4.	Refrigerator / freezer	
5.	Microwave	
6.	Vision panels to pool water surface and pool deck area	
7.	Adjacent to pool deck	

19. *Locker Rooms*

a.	<u>Male Toilets / Lockers / Showers</u>	<u>1,000</u>	
1.	Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts		
2.	Locker bench seating		
3.	Toilet / sink area (3 each, minimum)		
4.	Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area		
5.	Access control to locker / shower area		
6.	Adjacent to Pool, Gymnasium / Recreational uses		
b.	<u>Female Toilets / Lockers / Showers</u>	<u>1,000</u>	
1.	Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts		
2.	Locker bench seating		
3.	Toilet / sink area (3 each, minimum)		
4.	Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area.		
5.	Access control to locker / shower area		
6.	Adjacent to Pool, Gymnasium / Recreational uses		
c.	<u>Family Toilets / Lockers / Showers</u>	<u>Two (2) @ 350</u>	<u>700</u>
1.	Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts		
2.	Locker bench seating		
3.	Toilet / sink area		
4.	Showers, individual stall / changing areas, one (1) total, one (1) accessible along route to Pool Area.		
5.	Access control to locker / shower area		
6.	Adjacent to Pool, Gymnasium / Recreational uses		

20. *Department Seasonal Storage*

a.	<u>Department Seasonal Storage</u>	<u>600</u>
1.	General storage for seasonal equipment, decorations, and supplies	
2.	General storage for equipment to be distributed to parks / recreation	
3.	Adjustable shelving	
4.	Access controlled	

21. *Toilets and Custodial Services*

a.	<u>Custodial Office</u>		200
	1.	Workstations for three (3)	
	2.	Manual storage / Bookshelving	
	3.	File storage	
	4.	Adjacent to Custodial Equipment / Supplies Storage Room	
b.	<u>Custodial Equipment / Supplies Storage Room</u>		400
	1.	Industrial adjustable shelving for supplies and equipment	
	2.	Floor drain	
	3.	Equipment storage area	
	4.	Adjacent to Custodial Office	
c.	<u>Custodial Closets</u>		100
	1.	One per floor (minimum)	
	2.	Floor sink	
	3.	Custodial supply storage	
	4.	Cart storage	
d.	<u>Toilet Facilities</u>		
	1.	Public use facilities to be provided per code/occupancy, handicap accessible	
	2.	<u>Public facilities adjacent to Public Lobby</u>	2 @ 300 600
	3.	<u>Public facilities adjacent to Recreational Uses</u>	See Locker Rooms
	4.	<u>Family Toilet Room with changing stations</u>	1 @ 80 80
	5.	<u>Administrative facilities adjacent to Administrative Offices</u>	2 @ 70 140
	6.	<u>Health Restroom with Health Office</u>	See Health Office
	7.	Call-for-aid stations in single use toilet rooms	
	8.	Handicap accessible designs	

22. *Circulation*

a.	<u>Corridors / Stairs</u>	w/in net to gross
	1.	Single-story facility preferred (no stairs)
	2.	48" clear width (code min.), 60" minimum clear width preferred
	3.	Circulatory walking path established throughout facility corridor design
	4.	CCTV surveillance of interior corridors, Fitness Room, Points of Entry, Game Room, Central Meeting Room, Pool, Gymnasium

23. *Mechanical*

- | | | |
|----|---|-----|
| a. | <u>Boiler Room</u> | 300 |
| | <ol style="list-style-type: none"> 1. Two boilers (min), preferred 2. High efficiency, full condensing boilers preferred 3. Condensate filter with PH meter 4. Hot water storage 5. Floor drains | |
| b. | <u>HVAC Equipment</u> | 300 |
| | <ol style="list-style-type: none"> 1. Ducted supply and returns 2. High efficiency filters, pumps, and motors 3. VAV boxes with DDC controls 4. Zoned systems throughout facility 5. Host computer for monitoring and diagnosis of temperature control systems | |
| c. | <u>Electrical Room</u> | 180 |
| | <ol style="list-style-type: none"> 1. Main switchgear equipment for service entrance 2. Panelboards, sub-panels, and circuits | |
| d. | <u>Emergency Electrical Room</u> | 120 |
| | <ol style="list-style-type: none"> 1. Automatic transfer switch 2. Emergency power panels and circuits 3. Diesel fired generator on exterior pad mount (see site needs) | |
| e. | <u>Fire Suppression</u> | 120 |
| | <ol style="list-style-type: none"> 1. Fully sprinkled facility according to NFPA 13 standards 2. FM 200 fire suppression within data rooms 3. Sprinkler control valve assembly and backflow preventer 4. Fire Department Siamese connection at designated location | |

SPACE NEEDS SUMMARY

Summary Sheet

Square Ft.
required

Berlin Community / Senior Center	
Public	900
Administrative Offices	2,325
Break Room	250
Central Meeting Room	3,850
Kitchen	750
Congregate Meals Dining Room	1,000
General Purpose Meeting Room - Large	1,200
General Purpose Meeting Rooms - Small	2,160
Game Room	800
Living Room / Reading Room / Library	400
Health Room	220
Medical Supply Storage	125
Gymnasium	9,100
Vending Area	200
Low Impact Exercise Classroom	745
Fitness Room	1,500
Pool	11,500
Aquatic Staff Office	150
Locker Rooms	2,700
Department Seasonal Storage	600
Toilets and Custodial Services	1,520
Circulation	w/in net to gross
Mechanical	1,020
Total Net Square Footage	43,015
Net to Gross Factor for Gymnasium / Pool (x +/-1.10)	2,000
Net to Gross Factor for all other spaces (x +/-1.35)	7,790
Total Gross Square Footage Required	52,805

EXTERIOR CONSIDERATIONS

- a. Building Orientation / Sustainability
 - 1. Main Entrance to be South / Southeast facing to take advantage of solar gain / minimize icing conditions in winter
 - 2. Take advantage of sustainable solutions for rainwater runoff, solar gain, power generation, etc.
 - 3. Roadway connection to adjacent roadway network
 - 4. Roof structure(s) to support PV panels (future)

- b. Public Parking 64,000
 - 1. Total number of spaces preferred = Two Hundred (200), minimum, preferred to support building occupancy
 - 2. Handicap parking spaces = Twelve (12), minimum, and van accessible
 - 3. Covered vehicle drop off area at Main Entrance for bus loading / unloading (14' clearance)

- c. Staff Parking 4,500
 - 1. Total number of spaces required = Ten (10), minimum

- d. Fleet Vehicle Parking (enclosed) 2,400
 - 1. Designated parking for Fleet buses and vans, four (4) total
 - 2. Electric charging capabilities
 - 3. Floor drains to grease / oil separator
 - 4. Heated and ventilated only
 - 5. Access controlled

- e. Flagpoles
 - 1. USA
 - 2. State
 - 3. Internal halyard
 - 4. Ground mounted lighting

- f. Signs
 - 1. Building identification at roadway and on building
 - 2. Illuminated
 - 3. Conforms to Local Zoning regulations

- g. Lighting
1. Lighting in public areas, roadways, parking areas, and sidewalks
 2. Illuminated entry locations
 3. Lighting coordinated with CCTV locations
 4. Night sky compliant
 5. Energy Star compliant, LED fixtures
- h. Handicap accessibility
1. Entire facility / parking / site amenities to be handicap accessible
 2. Handicap accessibility to all points of public entry
- i. CCTV Cameras
1. Color, multi-sensor cameras preferred to monitor site and points of entry
 2. Weatherproof housings
 3. Pole mounted away from structure to control points of entry
 4. Recording equipment within facility and monitored at Administrative Offices
- j. Plant Material
1. Minimize grass areas and required lawn maintenance
 2. Low ground cover preferred
 3. Decorative trees not to conflict with snow storage locations
 4. Low water usage plantings preferred
- k. Dumpster Enclosure / Trash Collection 500
1. Number of dumpsters required = One (1) general trash, one (1) recycling container, minimum
 2. Fenced enclosure with gate
 3. Concrete pad for rodent control
- l. Snow Storage Lawn Areas
1. Provide snow storage capacity adjacent to paved areas
- m. Exterior Hose Bibb Locations
1. Provide varied locations around building
 2. Exterior locations at Fleet Vehicle Parking
- n. Emergency Generator 250
1. Diesel fueled generator preferred
 2. 72-hour day tank, minimum
 3. Automatic transfer switch in Emergency Electrical Room
 4. Weatherproof enclosure on concrete pad
 5. Sized for 100% load of facility

SITE NEEDS SUMMARY

Site Requirements	Area Estimate (square feet)
Public Parking	64,000
Staff Parking	4,500
Fleet Vehicles Carport Shelter	2,400
Dumpster Enclosure	500
Emergency Generator	250
SUBTOTAL	71,650
Building Footprint (one story assumed)	52,805
Landscaped Setbacks / Zoning Setbacks	50,000
Future Expansion Potential	25,000
TOTAL SITE AREA	199,455


**DIVIDED BY 43,560 = +/- 4.5 ACRES (MINIMUM BUILDABLE
AREA, RECOMMENDED)**

J H I
JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 23, 2024

SUBJECT: Proposal from Kerin Heemsoth, Dan Thurston, Crystal Vangorder, Tim Thurston to create videos showing resources at Berlin Community Center and Berlin Senior Center

SUMMARY:

At the May 9th Parks and Recreation Commission meeting and the May 20th Commission for the Aging meeting, Kerin Heemsoth presented a video proposal for the Berlin Community Center and the Berlin Senior Center. With three other residents, they would like to have a collaborative effort with the Parks and Recreation Department, Senior Services and Berlin High School to create one walkthrough video of the Community Center and one walkthrough video of the Senior Center to show residents visually what is available to them. Students at Berlin High School would be involved in the audio visual portion of this project and are excited about it. The intention is to be factual and informative with the production of these videos. Permission would be asked of anyone being recorded and waivers would be signed. Once the videos are created, they would be shown to staff and Commissions before being granted approval to post on social media and possibly the Town website.

The Berlin Parks and Recreation Commission and the Commission for the Aging is requesting Berlin Town Council approve this proposal.

FUNDING:

No funding needed.

ACTION NEEDED:

Move to approve the request by Kerin Heemsoth to move forward with her video proposal for the Berlin Community Center and Senior Center.

ATTACHMENTS:

Video Proposal for Berlin Community Center and Senior Center

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services 40

Video Proposal for Berlin Community Center & Senior Center

Proposal Date: 3/6/2024

Proposal Writers: Kerin Heemsoth, Dan Thurston, Crystal Vangorder & Tim Thurston

Locations: 230 Kensington Road (Berlin Community Center)
33 Colonial Drive (Senior Center)

Objective: Every town has services to offer residents and it's important that people are aware of the resources that are available. The Community Center and Senior Center are two buildings in Berlin that we'd like residents to learn more about.

We are proposing a collaborative effort between the Parks & Recreation Department, the Senior Services Department, Berlin High School, and the above proposal writers. Our goal is to create one walkthrough video of the Community Center and one walkthrough video of Senior Center to show residents visually what is available to them. We have already been in touch with a Technology Integration Specialist at Berlin High School to gauge student interest in completing this project. Ms. Niro has indicated that students are excited about the prospect of becoming involved in this production.

Our intentions are to be factual and informative with the production of these videos. These videos will NOT include praise, criticism, or input about what should/should not be present in the buildings. We are anticipating these videos to be about 4 to 5 minutes long each. We would like to work with directors to determine when is the best time for the recordings to take place and obtain written consent from anyone using the space that is being recorded. Information we would like to include in these videos includes: when were each of the spaces opened, what services are housed in each of the respective buildings (i.e., Bingo, lunches, fitness equipment access, youth programs, ect), the lease situation with the Senior Center, and hours of operation.

Once drafts of the videos have been created, we are envisioning them being sent to the department that is approving this proposal for their review. Our ultimate

goal is for these videos to be posted online so anyone with the link can watch them. This committee plans on posting the videos on Facebook and would encourage the town to also consider posting them on their website.

Additionally, we would like to propose blocks of time be made available for public walkthroughs of the Senior Center and Community Center. This will allow people who would prefer in-person experiences and people with limited technology access/comfort to both of these sites.

Thank you for taking the time to review and consider this proposal. If you have any questions or require additional information, please do not hesitate to reach out to this group.

Best regards,

Kerin Heemsoth - kerinjones@gmail.com
Dan Thurston - dthurston@berlinschools.org
Crystal Vangorder - crystylevango@yahoo.com
Tim Thurston - tim.thurston@thurstonfoods.com

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 21, 2024
SUBJECT: Bid Waiver request for New England Uniforms

Summary of Agenda Item:

During this fiscal year we have increased staffing and hired more officers than normal which has inflated the invoices from New England Uniforms (NEU) to pay for the initial allotment of uniforms for new officers. As a result, we are exceeding the \$25,000 threshold and are requesting a bid waiver to continue to pay current and future invoices resulting from uniform and equipment purchases. Currently officers can choose from several equipment vendors, but NEU is the only vendor to produce our uniform patches, so all uniform shirts are purchased there.

Funding:

The funding to pay the current and future invoices from NEU is available in the Uniform Account 001.15.1532.0.52300.00000.

Action Needed:

Move to approve waiving the Town's bidding requirements for New England Uniforms to pay current and future invoices up to \$45,000 for uniforms and equipment using funds as are available in the Police Uniform account for the remainder of this fiscal year since this is in the best interest of the Town.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe 

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 29, 2024
SUBJECT: 2024/2025 Town Budget and Board of Education Budgets

Summary of Agenda Item:

The Budget Referendum was held on May 28, 2024.

The results are:

Number of Eligible Voters:	15,689
Number of Property Owner/Taxpayers (who voted)	1
Number of Votes Cast:	754
Percentage that Voted:	4.81% (not including taxpayers)

The following questions were presented:

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

Results:	Yes	239	No	499
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Advisory Question 1 “If you voted no on the general government budget, is the budget...”

Too High	326	Too Low	197
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“Shall the proposed Board of Education budget for the 2024/2025 fiscal year be adopted?”

Results	Yes	151	No	595
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Advisory Question 2 “If you voted no on the Board of Education Budget, is the budget...”

Too High	276	Too Low	332
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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 budgets.

Attachments:

Actions of Board of Finance – 2024-05-29

Prepared By: Kate Wall, Town Clerk 

TOWN OF BERLIN
SPECIAL BOARD OF FINANCE BUDGET MEETING
MAY 29, 2024
REMOTE MEETING
6:00 P.M.

[https://berlinct-
gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhUT09&omn=87975744961](https://berlinct.gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhUT09&omn=87975744961)

Call-in Option: 1 929 205 6099
Meeting ID: 414 872 4481
Passcode: 539615

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

E. NEW BUSINESS

1. Discuss Fiscal Year 2025 Proposed Budget *(If one or both budgets fail on May 28th):*

- a. Move to send the Board of Education budget of \$ 52,380,392 _____ to the Town Council.
No change from referendum budget.
- b. Move to send the General Government budget of \$ 50,320,442 _____ to the Town Council.
No change from referendum budget.
- c. Move to send the Berlin Water Control budget of \$ 8,287,469 _____ to the Town Council.
No change from referendum budget.

2. Move to set the Fiscal Year 2025 mill rate for the Town of Berlin at _____ and maintain this mill rate for all properties not identified in any mill rate cap established by the State of Connecticut. *(If both budgets pass on May 28th)* No Action Needed

F. ADJOURNMENT

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 28, 2024

SUBJECT: "AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE".

SUMMARY OF AGENDA ITEM:

The current capital plan includes funding to replace the Biscoglio Field track at Berlin High School, replace bridges at Timberlin Golf Course and, based on recent storm damage for a second time this decade, renovate the bunkers at Timberlin. This ordinance will provide the Town with the means to fund these and, if funding is available, other capital projects by matching long-term borrowing with the long-term benefits of the projects.

FUNDING:

N/A – this measure is intended to generate the funding for future capital projects.

ACTION NEEDED:

Move to authorize the Town Manager to retain the services of Pulman & Comley to prepare bond authorization documents for athletic facility improvements, and authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled "AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE".

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: May 28, 2024

SUBJECT: Set Public Hearing on "AN ORDINANCE APPROPRIATING \$1,300,000 FOR POLICE RADIO SYSTEM UPGRADES (2024) AND AUTHORIZING THE ISSUE OF \$1,300,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

SUMMARY:

There are locations in different parts of town where the current Police radios lose connection to a tower and are unable to communicate with dispatch. Due to the public safety concerns from these communication gaps, the Police Department approached the State of Connecticut about using State communication towers to eliminate the gaps. The State reviewed the Town of Berlin needs and delivered (verbally) a proposal for \$1.3 million to move the Police Radios to the State system. The Berlin Police Department continues to work with the State to finalize the proposal and possibly reduce the cost without sacrificing the public safety goals.

This ordinance allows the Town to borrow up to the full cost of the project. However, efforts will be made to keep the borrowing below \$1.3 million potentially by using savings for a portion of the project cost and by eliminating unnecessary items in the proposal.

FUNDING:

N/A – this measure is intended to generate the funding for future capital projects.

ACTION NEEDED:

Move to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$1,300,000 for Police Radio System Upgrades, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,300,000 FOR POLICE RADIO SYSTEM UPGRADES (2024) AND AUTHORIZING THE ISSUE OF \$1,300,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 28, 2024

SUBJECT: Set Public Hearing on "AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

SUMMARY:

The Town Facilities Department has been repairing issues with the roof on the Town Hall and the Library/Community Center for several years. Based on the condition of both roofs, the plan is to replace the Town Hall roof in the first year (2025) and the Library/Community Center in the second year (2026). The Town secured conceptual budgets from Jacunski & Humes Architects based on construction in the summer 2024 (see below).

Berlin Town Hall:

Estimate: \$338,325
5% escalator: \$16,916
2025 Estimate: 355,241

Berlin Peck Memorial Library:

Estimate: \$596,550
10% escalator: \$ 59,655
2026 Estimate: \$656,205

Total Project Request:

Town Hall:	\$355,241
Library:	\$656,205
Miscellaneous:	\$ 88,554
Total Request	\$1,100,000

FUNDING: N/A – this measure is intended to generate the funding for future capital projects.

ACTION NEEDED:

Move to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$1,100,000 for Town roof replacements, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, June 18, 2024, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

ATTACHMENTS: None

PREPARED BY:

Kevin Delaney, Finance Director

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 28, 2024

SUBJECT: Fiscal Year End Balance Due for Registrars' hours worked

Summary of Agenda Item:

The Registrars of Voters are seeking pay for additional hours worked from January 2024 up through May 31, 2024. The registrars are salaried for part-time -20 hours per week. Early voting, adopted for January 2024 placed additional demands. Town Council required Registrars to track and submit additional hours for the fiscal year ending June 2024.

Total additional unpaid hours per Registrar are 161 hours at \$36.55 per hour = \$5,884.55 subtotal. From that, deduct \$2500.00 (stipend installment paid) and the balance due, per registrar, is \$3,384.55.

Funding:

From Account: #001.05.0510.0.53815.00000 Non-Taxable Election Worker \$4,400.00
#001.05.0510.0.53201.00000 Supplies \$3,000.00

To Accounts #001.05.0510.0.51115.00000	Elected Personnel	\$6,800.00
#001.05.0510.0.52010.00000	Workers Compensation	\$75.00
#001.05.0510.0.52100.00000	Social Security	\$525.00

Action Needed:

Move to approve a transfer from Non-Taxable Election Workers for \$4,400.00 and Supplies for \$3,000.00 to the Elected Personnel for \$6,800.00; Workers Compensation for \$75.00 and Social Security for \$525.00 for a total amount of \$7,400.00 to cover additional hours worked by the Registrars of Voters pending approval by the Board of Finance.

Attachments:

Budget Change Form


Prepared By: Christy Miano and Joan Veley, Registrars of Voters

CM 



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Registrar of Voters	Fiscal Year:	FY2024	Date:	5/29/24
To Acct #:	Description:	Amount:	Requested by:		
001.05.0510.0.51115.00000	Elected Personnel	\$6,800.00	C. Miano/J. Veley		
001.05.0510.0.52100.00000	Social Security	\$525.00			
001.05.0510.0.52010.00000	Worker's Compensation	\$75.00			
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0510.0.53201.00000	Supplies	\$3,000.00			
001.05.0510.0.53815.00000	Non-Taxable Election Worker's	\$4,400.00			

Contingency Balance (If applicable):

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

The Registrars were required to work additional hours for the State-mandated early voting. The Town of Berlin paid each Registrar \$2,500 in FY24 as a stipend for additional early voting hours, but the hours worked are more than the amount covered by the \$2,500 stipend. This transfer funds an additional FY24 stipend to cover the additional hours.

161 hours X \$36.55/hour = \$5,884.55/registrar X 2 registrars = \$11,769.10
\$11,769.10 - \$5,000 (previous stipend already paid) = \$6,769.10

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 5/29/24
Comments: <i>Only the transfer is approved. Need TCR BOF to approve payment.</i>			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: 5/28/2024
SUBJECT: Acceptance of the HVAC Grant award for Mary E. Griswold Elementary School

Summary of Agenda Item:

On May 13, 2024 the Berlin Public Schools was notified by the Department of Administrative Services that Mary E. Griswold Elementary School was a recipient of the HVAC Indoor Air Quality Grant Program for Public Schools. The grant amount for is \$1,243,928.71. The estimated cost of the project is \$3,002,483.00. The grant is a reimbursement rate of 41.43%.

The Department of Administrative Services requires a signature of an authorized official to sign and accept the Grant Commitment Notification form.

Funding:

State grant and future bonding.

Griswold HVAC:

Received into 567.35.3561.3.44801.00000 State & Federal Grants

Appropriated into 567.35.3561.0.54000.00377 State HVAC Grant

Action Needed:

Move to authorize the Town Manager to accept the Grant Commitment Notification for Mary E. Griswold Elementary School, project # 007-001 HVACN (HVAC Indoor Air Quality Grant Program for Public Schools) in the amount of \$1,243,928.71.

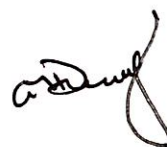
Move to receive the Griswold HVAC grant into the State & Federal Grants account and appropriated to the State HVAC Grant account in the Griswold HVAC Fund.

Attachments:

[Berlin Mary E. Griswold Elementary School 007-001 HVACN](#)

Prepared By:

Ashley L. Dorsey, Director of Finance, Berlin Public Schools





GRANT COMMITMENT NOTIFICATION
HVAC Indoor Air Quality Grant Program for Public Schools

Grant Recipient:	TOWN OF BERLIN	Effective Date:	5/13/2024
Statutory Reference:	C.G.S. § 10-265r	Reimbursement Rate:	41.43%
School Name:	Mary E. Griswold Elementary School	Project Cost:	\$3,002,483.00
Project No.:	007-001 HVACN	Grant Amount:	\$1,243,928.71
Funding Opportunity:	FY 24, Second Round	Funding Source:	State Bond Funds C.G.S. § 10-265t

The State of Connecticut has approved a grant to your school district not to exceed the grant amount listed above for a project involving the installation, replacement or upgrading of heating, ventilation and air conditioning systems or other improvements to indoor air quality in school buildings pursuant to § 10-265r of the Connecticut General Statutes.

This authorization for grant commitment and payment is contingent upon compliance with all applicable laws, regulations and the policies and procedures of the DAS Office of Grants Administration. See Exhibit A for grant guidelines.

If you wish to accept this grant, an authorized official must sign and date the Acceptance on the following page and return by email to: DAS.GrantsAdministration@ct.gov.

FOR THE OFFICE OF GRANTS ADMINISTRATION:

BY:

A handwritten signature in blue ink that reads 'Ella Sun'.

Ella Sun, Director of Office Grants Administration

5/13/2024

Date

cc: Michelle H. Gilman, Commissioner

GRANT ACCEPTANCE

Grant Recipient:	TOWN OF BERLIN
Project No.:	007-001 HVACN

My signature below, for and on behalf of the above named Grant Recipient, indicates acceptance of the above referenced grant commitment and further certifies that: (1) I have the authority to accept this commitment on behalf of the Grant Recipient; (2) the Grant Recipient will use the grant funds for the express purposes listed in the recipient's grant application; (3) the Grant Recipient will comply with all applicable laws, regulations and school construction policies and procedures; and (4) the Grant Recipient has reviewed and will comply with the grant guidelines in Exhibit A.

BY:

Signature of Authorized Official

Date

Name:

Title:

EXHIBIT A

HVAC Grant Guidelines

This Grant Commitment Notification is issued based on the application and supporting materials submitted by the Grant Recipient to the Department of Administrative Services and as authorized by the Connecticut General Assembly and pursuant to § 10-265r of the Connecticut General Statutes. Failure to follow the requirements and procedures outlined in these Guidelines may result in delayed reimbursements.

Grant Payments

Allowable Costs

The State will pay its share of eligible project expenses (bid amount/cost estimate) as submitted in your application and based on a review of your invoices. The State share will be the reimbursement rate specified in the Grant Commitment Notification multiplied by project expenses adjusted for ineligible components.

Ineligible expenses include:

1. Routine maintenance and cleaning of the heating, ventilation and air conditioning system;
2. Work that is otherwise eligible for a school building project grant under chapter 173; and
3. Work performed at or on a public school administrative or service facility that is not located or housed within a public-school building.

Grant Recipient shall submit invoices not more often than quarterly for eligible costs incurred. Upon the receipt of proper invoices, proof of payment and a completed [DAS-1046S form](#), DAS will process payments in accordance with this Grant Commitment Notification. All payment requests should be submitted via Core-CT.

Districts may be expected to report on performance and outcome measurements upon request.

Closeout Requirements and Final Payment Terms

A final payment request must be submitted in Core-CT no later than 90 days after the project completion date of December 31, 2025. A five percent (5%) retainage will be withheld from the interim and final payments. The retainage will be released after the audit report is issued.

Maintenance

Grant recipients are responsible for the routine maintenance and cleaning of the heating, ventilation and air conditioning system, and must provide training to school personnel and building maintenance staff concerning the proper use and maintenance of the heating, ventilation and air conditioning system.

Completion of Project

This project must be completed by **December 31, 2025**, pursuant to § 10-265r.

Access and Retention of Records

Grant Recipient shall maintain financial books and records sufficient to evidence compliance with the grant guidelines and § 10-265r for five (5) years after completion of internal audit of the project and shall be made available to DAS as needed to address any audit or other concerns that may arise.

Reporting

DAS may request that the Grant Recipient submit quarterly reports of financial expenditures and program activities. DAS will provide reasonable notice to collect such reports.

Audit Requirements

See [Form SCG-3075](#).

Additional Resources

[HVAC Indoor Air Quality Grant Program Guidance](#)

Questions

If you have any questions, please contact the **Office of Grants Administration** via email to: DAS.GrantsAdministration@ct.gov and include your Project Number in the email.

Please use the Project Number assigned in your Grant Commitment Notification on all communications

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: 5/28/2024
SUBJECT: Acceptance of the HVAC Grant award for Richard D. Hubbard Elementary School

Summary of Agenda Item:

On May 13, 2024 the Berlin Public Schools was notified by the Department of Administrative Services that Richard D. Hubbard Elementary School was a recipient of the HVAC Indoor Air Quality Grant Program for Public Schools. The grant award is \$1,895,589.46. The estimated cost of the project is \$4,575,403.00. The grant is a reimbursement rate of 41.43%.

The Department of Administrative Services requires a signature of an authorized official to sign and accept the Grant Commitment Notification form.

Funding:

State grant and future bonding.

Hubbard HVAC:

Received into 568.35.3561.3.44801.00000 State & Federal Grants

Appropriated into 568.35.3561.0.54000.00377 State HVAC Grant

Action Needed:

Move to approve the Town Manager to accept the Grant Commitment Notification for Richard D. Hubbard Elementary School, project # 007-002 HVACN (HVAC Indoor Air Quality Grant Program for Public Schools) in the amount of \$1,895,589.46.

Move to receive the Hubbard HVAC grant into the State & Federal Grants account and appropriated to the State HVAC Grant account in the Hubbard HVAC Fund.

Attachments:

[Berlin Richard D. Hubbard Elementary School 007-002 HVACN](#)

Prepared By:

Ashley L. Dorsey, Director of Finance, Berlin Public Schools





GRANT COMMITMENT NOTIFICATION
HVAC Indoor Air Quality Grant Program for Public Schools

Grant Recipient:	TOWN OF BERLIN	Effective Date:	5/13/2024
Statutory Reference:	C.G.S. § 10-265r	Reimbursement Rate:	41.43%
School Name:	Richard D. Hubbard Elementary School	Project Cost:	\$4,575,403.00
Project No.:	007-002 HVACN	Grant Amount:	\$1,895,589.46
Funding Opportunity:	FY 24, Second Round	Funding Source:	State Bond Funds C.G.S. § 10-265t

The State of Connecticut has approved a grant to your school district not to exceed the grant amount listed above for a project involving the installation, replacement or upgrading of heating, ventilation and air conditioning systems or other improvements to indoor air quality in school buildings pursuant to § 10-265r of the Connecticut General Statutes.

This authorization for grant commitment and payment is contingent upon compliance with all applicable laws, regulations and the policies and procedures of the DAS Office of Grants Administration. See Exhibit A for grant guidelines.

If you wish to accept this grant, an authorized official must sign and date the Acceptance on the following page and return by email to: DAS.GrantsAdministration@ct.gov.

FOR THE OFFICE OF GRANTS ADMINISTRATION:

BY:

A handwritten signature in blue ink that reads 'Ella Sun'.

Ella Sun, Director of Office Grants Administration

5/13/2024

Date

cc: Michelle H. Gilman, Commissioner

GRANT ACCEPTANCE

Grant Recipient:	TOWN OF BERLIN
Project No.:	007-002 HVACN

My signature below, for and on behalf of the above named Grant Recipient, indicates acceptance of the above referenced grant commitment and further certifies that: (1) I have the authority to accept this commitment on behalf of the Grant Recipient; (2) the Grant Recipient will use the grant funds for the express purposes listed in the recipient's grant application; (3) the Grant Recipient will comply with all applicable laws, regulations and school construction policies and procedures; and (4) the Grant Recipient has reviewed and will comply with the grant guidelines in Exhibit A.

BY:

Signature of Authorized Official

Date

Name:

Title:

EXHIBIT A

HVAC Grant Guidelines

This Grant Commitment Notification is issued based on the application and supporting materials submitted by the Grant Recipient to the Department of Administrative Services and as authorized by the Connecticut General Assembly and pursuant to § 10-265r of the Connecticut General Statutes. Failure to follow the requirements and procedures outlined in these Guidelines may result in delayed reimbursements.

Grant Payments

Allowable Costs

The State will pay its share of eligible project expenses (bid amount/cost estimate) as submitted in your application and based on a review of your invoices. The State share will be the reimbursement rate specified in the Grant Commitment Notification multiplied by project expenses adjusted for ineligible components.

Ineligible expenses include:

1. Routine maintenance and cleaning of the heating, ventilation and air conditioning system;
2. Work that is otherwise eligible for a school building project grant under chapter 173; and
3. Work performed at or on a public school administrative or service facility that is not located or housed within a public-school building.

Grant Recipient shall submit invoices not more often than quarterly for eligible costs incurred. Upon the receipt of proper invoices, proof of payment and a completed [DAS-1046S form](#), DAS will process payments in accordance with this Grant Commitment Notification. All payment requests should be submitted via Core-CT.

Districts may be expected to report on performance and outcome measurements upon request.

Closeout Requirements and Final Payment Terms

A final payment request must be submitted in Core-CT no later than 90 days after the project completion date of December 31, 2025. A five percent (5%) retainage will be withheld from the interim and final payments. The retainage will be released after the audit report is issued.

Maintenance

Grant recipients are responsible for the routine maintenance and cleaning of the heating, ventilation and air conditioning system, and must provide training to school personnel and building maintenance staff concerning the proper use and maintenance of the heating, ventilation and air conditioning system.

Completion of Project

This project must be completed by **December 31, 2025**, pursuant to § 10-265r.

Access and Retention of Records

Grant Recipient shall maintain financial books and records sufficient to evidence compliance with the grant guidelines and § 10-265r for five (5) years after completion of internal audit of the project and shall be made available to DAS as needed to address any audit or other concerns that may arise.

Reporting

DAS may request that the Grant Recipient submit quarterly reports of financial expenditures and program activities. DAS will provide reasonable notice to collect such reports.

Audit Requirements

See [Form SCG-3075](#).

Additional Resources


[HVAC Indoor Air Quality Grant Program Guidance](#)

Questions

If you have any questions, please contact the **Office of Grants Administration** via email to: DAS.GrantsAdministration@ct.gov and include your Project Number in the email.

Please use the Project Number assigned in your Grant Commitment Notification on all communications

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: May 28, 2024
SUBJECT: Town Manager Search

Summary of Agenda Item:

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 and possible action concerning the search for a new Town Manager.

Attachments:

None

Prepared By: Kate Wall, Town Clerk 

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 27, 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 1st of each year. Prior to submitting the application to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. A liaison must also be designated to handle all Neighborhood Assistance matters.

This year, there were two proposals submitted from the Prudence Crandall Center, one from 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 affirm prior support for 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.

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

PREPARED BY:

Arosha Jayawickrema, Town Manager



Municipality: Berlin

Form NAA-01

2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

RECEIVED
CT APR 28 4 51 PM '24

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 \$42,060.00

Other funding sources - itemized sources:

a) American Savings Foundation \$45,000.00

b) _____

c) _____

d) _____

Total Funding:**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Completion of HVAC renovation \$75,000.00

b) (7) Energy-efficient refrigerators \$6,160.00

c) (7) Energy-efficient convection microwave ovens \$4,900.00

d) President and CEO time, project management \$1,000.00

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.

EXTENDED TO MAY 15, 2024

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 for instructions and the latest information.**2022**Open to Public
InspectionA 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 06053F 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 ☒ 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 ☐ 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: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE	
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3	Number of voting members of the governing body (Part VI, line 1a)	13
	4	Number of independent voting members of the governing body (Part VI, line 1b)	13
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	57
	6	Total number of volunteers (estimate if necessary)	30
	Revenue	7a	Total unrelated business revenue from Part VIII, column (C), line 12
7b		Net unrelated business taxable income from Form 990-T, Part I, line 11	0.
Expenses	8	Contributions and grants (Part VIII, line 1h)	3,286,359.
	9	Program service revenue (Part VIII, line 2g)	20,076.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,318.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	14,711.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,323,464.
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,740,852.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.
	16b	Total fundraising expenses (Part IX, column (D), line 25)	142,916.
Net Assets or Fund Balances	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,381,587.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	3,122,439.
	19	Revenue less expenses. Subtract line 18 from line 12	201,025.
	20	Total assets (Part X, line 16)	11,494,832.
Net Assets or Fund Balances	21	Total liabilities (Part X, line 26)	3,741,438.
	22	Net assets or fund balances. Subtract line 21 from line 20	7,753,394.
	23	Beginning of Current Year	11,751,382.
24	End of Year	3,844,430.	
25	Net assets or fund balances. Subtract line 21 from line 20	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	
	BARBARA DAMON, PRESIDENT & CEO			
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	Date
	LISA WILLS			
Firm's name	Firm's address		Firm's EIN	PTIN
	WHITTLESEY PC 280 TRUMBULL ST 24TH FL HARTFORD, CT 06103		**-***3326	P01828548
Phone no.		860.522.3111		

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

☒ Yes ☐ No

232001 12-13-22

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

Form **990** (2022)**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**



Municipality: Berlin

Form NAA-01

2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

725/1078-1400
725/1078-1400

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) _____	_____

Total Proposed Expenditures:

\$330,000.00

Part IV — Municipal Information

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

Name of municipal agency overseeing implementation of the program: _____

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;
- Alysa 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.

EXTENDED TO MAY 15, 2024

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 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: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	13	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	13	
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	57	
	6	Total number of volunteers (estimate if necessary)	30	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0.	
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	0.		
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 3,286,359.	Current Year 3,462,031.
	9	Program service revenue (Part VIII, line 2g)	20,076.	34,126.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,318.	3,362.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	14,711.	31,094.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,323,464.	3,530,613.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,740,852.	1,878,641.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25)	142,916.	
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,381,587.	1,501,044.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	3,122,439.	3,379,685.
	19	Revenue less expenses. Subtract line 18 from line 12	201,025.	150,928.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 11,494,832.	End of Year 11,751,382.
	21	Total liabilities (Part X, line 26)	3,741,438.	3,844,430.
	22	Net assets or fund balances. Subtract line 21 from line 20	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	
	BARBARA DAMON, PRESIDENT & CEO			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/> PTIN
	LISA WILLS			P01828548
	Firm's name WHITTLESEY PC	Firm's EIN ** - ***3326		
	Firm's address 280 TRUMBULL ST 24TH FL HARTFORD, CT 06103		Phone no. 860.522.3111	

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

☒ Yes ☐ No

232001 12-13-22 LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2022)**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**

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 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.

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

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**to enter my PIN **68557**

ERO firm name

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)

202521 12-16-22

09261130 756208 20588.001

2022.05000 PRUDENCE CRANDALL CENTER, 20588.01



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: _____

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

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

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

Part I — General Information

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

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

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

Part II — Program Information

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

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

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

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

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

Part III — Financial Information

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

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

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

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

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

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures.

Expenditures must equal or exceed total funding.

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

Part IV — Municipal Information

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

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

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

Additional Information

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

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

TOWN OF BERLIN
24 APR 26 AM 11:12

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: _____
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 members.

Form NAA-01 (Rev. 01/24)

Visit us at portal.ct.gov/DRS for more information.

Page 2 of 5



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) & 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:	_____ _____
Name of municipal liaison:	_____
Telephone number:	_____
Fax number:	_____
Email address:	_____

<p style="text-align: center;">Post-Project Audit</p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-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. E-mail any questions to NAAProgram@ct.gov or call 860-297-5687, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2022Open to Public
InspectionDepartment 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/Form990EZ for instructions and the latest information.

A For the 2022 calendar year, or tax year beginning , and ending	
B Check if applicable:	C 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
D Employer identification number	
88-3598486	
E Telephone number	
860-930-8893	
F Group Exemption Number	
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____	
I Website: _____	
J 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	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____	
L 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:		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
Expenses	6b	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	
	6c	Less: direct expenses from gaming and fundraising events	6c	
	6d	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	
	7b	Less: cost of goods sold	7b	
	7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	33,754
	10	Grants and similar amounts paid (list in Schedule O)	10	2,350
	Net Assets	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		Total expenses. Add lines 10 through 16	17	15,138
18		Excess or (deficit) for the year (subtract line 17 from line 9)	18	18,616
Net Assets	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	Net assets or fund balances at end of year. Combine lines 18 through 20	21	18,616

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2022)

BCA

Brandon Thomas Peate

Town of Berlin | Generated 5/30/2024 @ 1:26 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Brandon Thomas Peate
Application Date 5/30/2024
Expiration Date 5/30/2123
Status Received

Board (Rank)	Vacancies	Status
Conservation Commission (1)	1	Pending
Inland Wetlands and Water Courses Commission (2)	2	Pending

Basic Information

Name
Brandon Thomas Peate

Contact Information

Address
336 Alling St
Berlin, CT 06037

Yes, I am a resident
Yes

Email
brandonpeate@gmail.com

Phone
860-841-5556

Occupation

Employer
Town of Newtown

Job Title
Land Use Enforcement Officer

What is your political party affiliation?
Unaffiliated

Number of years in Berlin
18

Educational Background (optional)
Bachelors of Arts in Urban Studies; Geographic Information Systems (GIS) second major

Current and Past Civic/Community Involvement

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 MAY 30 AM 9:27
Kathryn Gueall
BERLIN, CT.

Berlin Upbeat, Troop 41 Eagle Scout

Tell us why you feel qualified for this appointment

I have past and present experience in several planning/zoning offices interpreting regulations and comprehensive plans.

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

No

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

Yes

Generated 5/30/2024, 9:26:15 AM

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/89825337187?pwd=ihAdATquXJymKC96rK2tRanmfABGdH.1>

Meeting ID: 898 2533 7187

Passcode: 652781

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 21, 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 7:19 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Kate Atkinson – *via Zoom**
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

** Councilor Atkinson joined via Zoom and there were occasions where her votes were not heard.*

D. AUDIENCE OF CITIZENS:

Jonathan Fife, Bright Feeds CEO, 76 Fuller Way – Mr. Fife stated he wished to speak on the odor complaints received about the Bright Feeds facility. Towards the end of last year, the facility began running over night and complaints about a high frequency noise were brought to the company which they addressed with a custom-made solution by late February.

Around the time the sound containing system was installed odor complaints increased and the company turned their attention to addressing those issues. On the procedure side an odor hotline was established which would dispatch someone at the time of an odor complaint to better understand the smell and where it may be coming from. They also had their office manager walking the street around the facility to determine patterns with the odors.

Six systems were evaluated to help address the odor issue and one will be fully installed in about two months. Bright Feeds is confident that this will address the issue. As odors are tricky the company put a lot of research into choosing the right system as it is very important to Bright Feeds to fix the issue and the company is very committed to being a good neighbor in Berlin.

Mr. Fife stated that he will remain in contact with the Town Manager regarding the installation.

Toby Sznaj, 120 Winesap Road – Ms. Sznaj stated that she is a sponsored professional disc golf player, works in the Special Education department at Berlin High School, and runs the unified programs as well. She believes the addition of a disc golf course at Pistol Creek would be an amazing opportunity to bring a new sport to the high school.

Ms. Sznaj added that disc golf is a sport for all ages and abilities. Having the ADA walking paths available at Pistol Creek brings another level of accessibility.

Steve Allen, 23 Crater Lane – Mr. Allen stated that he has been playing disc golf for over 15 years and he supports the installation of a course at Pistol Creek. The existing infrastructure of the park makes it accessible for all ages and abilities, and the cost of playing is the price of a disc. A disc golf course in Berlin would also bring people into the town of Berlin.

Mr. Allen added that regarding the set up of a course, it could be constructed in a manner that the trajectory of a disc would not affect others using the park.

E. MAYOR'S UPDATE:

The Memorial Day parade, organized by the Town's Veterans' Commission, will be held on Monday May 27th starting at 9:00 a.m. from the St. Paul's parking lot. A short ceremony will be held following the parade at the VFW.

The Berlin Historical Society will be showing the Connecticut Freedom Trail award winning documentary on Monday May 27th starting at 12:00 p.m. The Historical Society is located at 305 Main Street in Kensington.

An awards ceremony will be held on Thursday May 30th at 4:00 p.m. at the Berlin Police Department honoring Berlin officers.

Sunday June 2nd is "Wear Orange Day" to show awareness of gun violence.

On Thursday July 17th at 6:00 p.m. a concert will be held outside at St. Paul's Church featuring the band Locomotion. This is a Town coordinated event.

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

G. CONSENT AGENDA:

- 1. Topic re: Accept a donation of \$9,830 and to deposit these funds in to the Myrna Pauloz Senior Center Donation Account and appropriate said funds to Senior Center Budget, Furniture Account, Computer Account, and Programs and Activities Account. – Senior Center**
- 2. Topic re: Approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on a date in June 2024 at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00. – Parks and Recreation**
- 3. Topic re: Approve donating one meeting room table to The Lion's Club and move to donate up to eighteen meeting room tables to a neighboring library if the purchasing department is unable to sell them in one weeks' time. Approximate value of nineteen tables is \$380.00. – Berlin-Peck Memorial Library**
- 4. Topic re: Accept monetary donations totaling \$182.03 and deposit \$16.91 into the friends of the library miscellaneous account to be used for program supplies and deposit \$165.12 into the friends of the library credit card account for the purchase of summer reading prizes and program supplies. Move to accept the donation of books with an approximate value of \$22.95 to be added to the appropriate department collection. – Berlin-Peck Memorial Library**
- 5. Topic re: Approve the request of Linda Iovanna, Chief Executive Officer of CCARC to waive the Building Permit Fee for replacement of the Heating System at 1103 Chamberlain Highway with a new Heat Pump System. The total amount of the fee to be waived is \$5,865.00. – Building Department**
- 6. Topic re: Approve the request of CCARC for return of Electrical Permit Fees for work completed at their building on 1103 Chamberlain Highway. The total amount of the fee return is \$270.00. – Building Department**
- 7. Topic re: Approve the request of CCARC for return of a Building Permit Fee for construction of an ADA Handicap Ramp. Total fee \$2,160.00. – Building Department**
- 8. Topic re: Accept the donations of \$12,800 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department**
- 9. Topic re: Accept the donation of \$650 and appropriate the funds to the Supplies Expenditure Account. – Police Department**
- 10. Topic re: Approve permission for consumption of alcoholic beverages (BYOB) at Timberlin Park Pavilion for the Vincent Carbonell - SACC (Spanish American Cultural Club) annual picnic for approximately 45 people on Saturday, June 8, 2024, 9:00 a.m. to 6 p.m. A buffet style meal will be served. Insurance will be obtained. – Parks and Recreation**
- 11. Topic re: Approve Valerie Zimmer of Mama Mia's Ice Cream Truck to be authorized to sell ice cream, snacks and beverages at the following parks and playgrounds: Clark's Grove, Percival Pool and Sage Park. – Parks and Recreation**

- 12. Topic re: Approve permission for consumption and serving of alcoholic beverages (open bar of beer, wine, hard seltzer) at Pistol Creek for Kristen Bryant for a Bridal Shower for approximately 40 adults on Saturday, September 14, 2024, from 11 AM to 5 PM. Food will be served buffet style. Insurance will be obtained if permission is granted. – Parks and Recreation**

Councilor Paonessa moved to approve the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

- 1. Topic re: Authorize a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account and to refer this matter to the Board of Finance. Also refer the proposed sidewalks project to the Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes. – Economic Development**

Town Manager Jayawickrema stated that this item was the subject of tonight's Special Town Meeting.

Mayor Kaczynski stated that the project may need some adjustments and added that the Board of Education will be providing information regarding the use of sidewalks by school walkers. He added that the appropriation also needs to go before the Board of Finance and the project will need to go before the Planning and Zoning Commission for an 8-24 review.

Councilor Rosso stated that this item should be advanced.

Councilor Coppola asked if there was potential if the Town would receive just a portion of the grant. Mr. Mahoney stated at this time it could be a portion up to the full amount. A lower amount would require a lower contribution from the Town and the project would be adjusted accordingly.

Town Manager Jayawickrema added that these sidewalks are not just for students but for residents to take advantage of safer walking areas and providing for a healthy community.

Councilor Paonessa moved to authorize a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account and to refer this matter to the Board of Finance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to refer the proposed sidewalks project to the Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Report from the Plan of Conservation and Development Implementation Committee – Economic Development/Planning and Zoning

Town Manager Jayawickrema stated that the Plan of Conservation and Development Implementation Committee was formed in October 2023. Town Planner Maureen Giusti will present the first report from the Committee.

Ms. Giusti stated that she, along with Economic Development Coordinator Jim Mahoney, will be updating the Town Council tonight on the activities of the Plan of Conservation and Development (POCD) Implementation Committee. Ms. Giusti and Mr. Mahoney are the staff members that support the Committee's efforts.

In October 2023 the Council appointed nine residents, members of town boards and commissions, to serve on the POCD Implementation Committee with the charge to facilitate the goals of the plan over the next ten years.

The Committee is scheduled to meet quarterly over the 10 years of the 2023-2033 plan, and so far has had three meetings. The first was held in November and was a start-up meeting, familiarizing everyone with the adopted implementation plan, and how it was prioritized with lead agencies to take action to progress through the goals. In the months since, it has been the expectation that each liaison has connected with their board and begun to set their action plans. At the second meeting in January, progress was discussed, and a plan was established for the committee to focus on areas at each of their upcoming meetings.

The most recent meeting was at the end of April with the focus on some Economic Development Commission actions and discussion of the cultural section, specifically supporting farming endeavors and a plan to foster success to keep the agricultural nature of Berlin alive.

Environmental highlights include: prioritizing acquisition and linkage of open space and interconnections by acquiring Reservoir Road property at Southington line and relocating Wigwam Road ROW to create potential new trail connection between Timberlin and Ragged Mountain, improving the town's trail systems which includes the relocation of the Metacomet Trail in the Blue Hills Conservation Area, improving connections at Pistol Creek with Middletown and Lamentation Mountain through trails, a Recreational Trails grant application was submitted in cooperation with Middletown for the Pistol Creek/Lamentation Mountain area, acknowledging the Town's partner of CT Trails and Parks Association that works to maintain trails that go through the town and helps relocate trails off private lands onto adjacent public parcels, and the Conservation Commission's efforts to install signage to mark access points and add Trail Map QR codes and website information.

In regard to Housing, the State annually publishes an Affordable Housing Appeals List to indicate which Towns have at least 10% of the housing stock as affordable and are therefore exempt communities with respect to section 8-30g of the Connecticut General Statutes. The Flats at Little

Brook project was completed in December of 2023 and added 88 qualified units to the Town's affordable units count for the June 30, 2024 Appeals List. This will leave the Town about 45 units short of the new 10% goal. For the first time, the Town will have the potential to achieve the 10% goal by June 30, 2025, if enough of the projects in process are completed by that date.

In regard to Economic Development, several actions are affected by the Economic Development Commission engaging the consultant that worked on the POCD to continue analysis of the zoning regulation to foster modern, viable economic growth. Progress is continuing at Steele Center with all commercial spaces leased at 9 & 10 Steele Boulevard, and construction started at 29 Steele Boulevard. Remediation of 55 Steele Boulevard is paused with construction restart expected in 2024 but the Town is waiting for an answer on a pending Brownfields grant application that will help address structurally unsuitable soils.

In regard to Transportation, the Christian Lane, Porters Pass, Deming Road Reconstruction was completed, 6.86 miles of local roads were repaved, a \$780,000 sidewalk grant was secured and an application for a \$3.2 million sidewalk grant was submitted, a RAISE grant application was submitted by CRCOG with the participation of Berlin, Newington, and Wethersfield to plan for pedestrian and safety improvements on the Berlin Turnpike, and public bus transportation routes have been added which includes new service onto New Park Drive.

In regard to Facilities and Services, the Police Station renovation is underway and funded in part by a State grant, an HVAC system upgrade is underway at Willard School, and bonding was approved for HVAC projects at Griswold & Hubbard Schools, the Town applied for grants to offset some of the cost. The Town is purchasing vehicles and equipment using Town fund balance and State Municipal Revenue Sharing funds. Funds were approved to replace playground equipment at Little People's Playground and to fund a study for redevelopment of the East Berlin Pool complex, and the Wash Bay Project was completed.

In regard to Cultural Resources, the Historic District Commission is exploring programs to enhance the Worthington Ridge area by replacing canopy trees that have been removed over time, the Town Council created the Ad Hoc Arts and Culture Committee, and the Implementation Committee is seeking ideas to support farming.

NO ACTION NEEDED

3. Topic re: Discussion on Disc Golf Proposal. – Parks and Recreation

Superintendent of Parks and Grounds Steve Wood stated that the Parks and Recreation Commission and the Conservation Commission were approached by a group proposing the town create a disc golf course inside the trails of Pistol Creek. Disc golf is a variant of ball golf, but with special Frisbees or flying discs. Instead of hitting a ball off a tee and aiming at getting it into a hole in as few strokes as possible, disc golf involves throwing a disc from the tee and hitting an above ground target in as few throws as possible.

The Athletic Director at Berlin High School as well as the Cross-Country Coach have been contacted to ensure this plan does not affect their route, and the area would be closed during cross country events. The entire course would also be on the opposite side of Sprucebrook Road than the

clubhouse so as not to interfere with all the activities, programs and rentals run at the Pistol Creek Clubhouse.

This could be a great new amenity and asset to the Town of Berlin, and they are looking to roll this out in three phases. The first phase would be the Parks and Grounds Department purchasing and installing the baskets, determining the interest level, and looking into constructing tee pads over the course of the next year. These would be constructed by a group of volunteers who builds them throughout the state of Connecticut. By prolonging the installation of the tee pads, the Town can assess the impact of disturbance to the neighbors, as well as the location of the baskets per each individual hole. The final phase would be hosting tournaments at Pistol Creek.

The estimated cost for the baskets and wood is approximately \$15,000 to \$20,000. Mr. Wood would like to be able to start installation this summer.

Mr. Wood added that he met with one Pistol Creek neighbor whose property is close to one of the proposed baskets and he was excited about the concept.

Councilor Pruzin inquired about the cost to play disc golf. Steve Allen of 23 Crater Lane stated that a number of courses are free, but there are courses that do charge a fee of about \$10 to \$15 per round.

Councilor Coppola stated that she likes the idea and is pleased to hear a course can be ADA compliant as mentioned during the Audience of Citizens.

Mayor Kaczynski inquired about the number of discs that get lost like golf balls. Toby Sznaj of 120 Winesap Road stated that the disc golf community is very good about returning lost discs.

Councilor Veach inquired about the installation of flashing light for pedestrian crossing on Sprucebrook Road. Mr. Wood stated that he believes Public Works Director Mike Ahern was looking into that. Councilor Veach added that she thinks this is a great opportunity for the Town and the schools.

NO ACTION NEEDED

4. Topic re: Authorize the Town Manager to award bid # 2024-12 to the lowest bidder, Country Disposal Services, LLC of North Haven for the testing, transport, and disposal of various environmentally regulated materials at a rate of \$110.00 per ton through June 30, 2026. – Public Works

Public Works Director Mike Ahern stated that bids were solicited for the testing, transporting, and disposal of materials collected throughout the year from the Town's 2500 catch basin cleanings and street sweeping programs. Two bids were received and staff recommends awarding the bid to the lowest bidder, Country Disposal Services, Inc.

Councilor Paonessa moved to authorize the Town Manager to award bid # 2024-12 to the lowest bidder, Country Disposal Services, LLC of North Haven for the testing, transport, and disposal of various environmentally regulated materials at a rate of \$110.00 per ton through June 30, 2026.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

5. Topic re: Authorize the Town Manager to execute an agreement entitled "Acceptable Recyclables Processing Agreement" between Bristol Resource Recovery Facility Operating Committee and the Town of Berlin and Murphy Road Recycling, LLC. – Public Works

Director of Public Works Ahern stated that Berlin has been part of the Bristol Resource Recovery Facility Operating Committee (BRRFOC) for many years. The existing BRRFOC Service Agreement with Murphy Road Recycling will expire on June 30, 2024. BRRFOC negotiated a five-year contract extension with Murphy Road Recycling which has been reviewed by Berlin's Corporation Counsel.

Councilor Paonessa moved to authorize the Town Manager to execute an agreement entitled "Acceptable Recyclables Processing Agreement" between Bristol Resource Recovery Facility Operating Committee and the Town of Berlin and Murphy Road Recycling, LLC.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Approve the proposal from current on-call mechanical contractor F.J. Hubeny of Plainville, CT in the amount of \$46,500 for the design, engineering, and installation of air conditioning equipment to service the second floor of the South Kensington Fire House as this is in the best interest of the Town. – Facilities

Prior to the discussion of this agenda item Mayor Kaczynski inquired about the lights at the baseball field and about money set aside for LED lighting. Facilities Director Doug Solek stated that it was identified in the last grant for the fields but was moved down in priority to accommodate for turf at the high school, but it is a plan to retrofit to LED in the future.

Bulb replacement for burned out lights at the baseball field is tentatively scheduled for Thursday. Typically, they wait for a number of bulbs to need replacing as it is costly to bring in a crane for that purpose. Mayor Kaczynski inquired about the use of a Fire Department ladder truck to assist with bulb replacement, possibly as a form of training for fire fighters. Mr. Solek added that they would now be working toward a planned maintenance schedule for the fall going forward as wet conditions in the spring make egress difficult and they need to be cautious of damaging the fields.

Facilities Director Doug Solek stated that the Town of Berlin was awarded a State of Connecticut Legislative Grant for some of the capital projects identified in the Town's Capital Plan. One item was to install central air conditioning to service the second floor of the South Kensington Fire House at a cost of \$75,000. A proposal was received from F.J. Hubeny for design, engineering, and installation of the system in the amount of \$46,500. The remainder of the funds will be used to

purchase the air conditioning equipment, hire an electrical contractor to install the system and upgrade the fire alarm and suppression system.

Councilor Paonessa moved to approve the proposal from current on-call mechanical contractor F.J. Hubeny of Plainville, CT in the amount of \$46,500 for the design, engineering, and installation of air conditioning equipment to service the second floor of the South Kensington Fire House as this is in the best interest of the Town.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

7. **Topic re: Approve a transfer of \$56,000 into the Public Buildings Generator account in the Capital Nonrecurring Fund from the DEEP Silver Lake account (\$25,000) in the Economic Development Fund, Community Connectivity Grant account (\$19,400) in the Economic Development Fund and Storm-Related Overtime (\$11,600) in the General Fund, pending approval by the Board of Finance. Move to award bid no. 2024-11 to Northeast Generator of Bridgeport, CT in the amount of \$56,000 which includes a 30 percent project contingency pending approval of transfers by the Board of Finance. – Facilities**

Town Manager Jayawickrema introduced this item stating that it relates to the donation of a used generator from the Town to the Berlin Housing Authority.

Facilities Director Solek stated that bids were received for a design build generator project with many electrical designs and verifications needed along with shutdown coordination with the Housing Authority and Eversource. There are deficiencies noted that will require possible excavation and switchgear component repairs due to water and rodent issues. Having the building on a backup generator will allow for the coordination of repairs with less impact to the building and occupants.

Follow up conversations were held with the two lowest bidders with the lowest bidder preferring not to bid on the base work requested, therefore staff recommends awarding the bid to Northeast Generator and feels confident that they understand the scope of the project and will do all that is asked with what we have.

Councilor Paonessa moved to approve a transfer of \$56,000 into the Public Buildings Generator account in the Capital Nonrecurring Fund from the DEEP Silver Lake account (\$25,000) in the Economic Development Fund, Community Connectivity Grant account (\$19,400) in the Economic Development Fund and Storm-Related Overtime (\$11,600) in the General Fund, pending approval by the Board of Finance. And to award bid no. 2024-11 to Northeast Generator of Bridgeport, CT in the amount of \$56,000 which includes a 30 percent project contingency pending approval of transfers by the Board of Finance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Approve an estimate from on-call contractor BMA Construction of Berlin, CT in the amount of \$29,970 which includes a 30 percent project contingency for re-roofing and related carpentry work at the Berlin Senior Center portion of no. 31 Colonial Drive as this is in the best interest of the Town. – Facilities**

Facilities Director Solek stated that the Town was awarded a State of Connecticut Legislative Grant for some of the capital projects identified in the Town's Capital Plan. One item was for the reroofing of the Town's portion of the Housing Authority's building on Colonial Drive which houses the Berlin Senior Center.

The Town has had to reroof sections of their portion of the building over the past few years using BMA Construction and they have provided an estimate of \$22,900 to reroof the remaining portion. The additional funds will be used to replace the rooftop kitchen hood and makeup air system which have deteriorated.

Councilor Paonessa moved to approve an estimate from on-call contractor BMA Construction of Berlin, CT in the amount of \$29,970 which includes a 30 percent project contingency for re-roofing and related carpentry work at the Berlin Senior Center portion of no. 31 Colonial Drive as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

9. **Topic re: Award bid no. 2024-13 through 23 for On-Call Services and approve expenditures both cumulatively and single encumbrances over \$25,000 and up to \$50,000 per bid no., per vendor for fiscal years 2024-2026, while not exceeding the total contractual services approved budget in each department per fiscal year, to the following vendors as this is in the best interest of the Town:**

Jacunski Humes Architects of Berlin, CT
Friar Associates of Farmington, CT
Russell & Dawson, Inc. of East Hartford, CT
Antinozzi Associates, P.C. of Bridgeport, CT
BOTTEGA + Architecture of Mansfield, CT
EDM Architecture & Engineering of Unionville, CT
General Builders, LLC of Wethersfield, CT
Aresco Construction Company of Middletown, CT
ERC Locksmith of Waterbury, CT
Calvert Safe & Lock of Derby, CT
Accurate Commercial Doors and Hardware Services, of Bristol, CT
Bigelow Electric, Inc. of Berlin, CT
Priority 1 Electric LLC of Berlin, CT
T&T Electrical Contractors, Inc. of Hartford, CT
Sustainable Engineering Solutions LLC of Rocky Hill, CT
Salamone & Associates, P.C. of Wallingford, CT
Cardinal Engineering Services of Meriden, CT

Silver Petrucelli & Associates of Hamden, CT
Loureiro Engineering Associates, Inc of Plainville, CT
BETA Group, Inc. of Hartford, CT
SLR International Corporation of Chesire, CT
Douglas Mechanical Services of Berlin, CT
Air Temp Mechanical Services of Berlin, CT
Francis J. Hubeny, Inc. of Plantsville, CT
Central Mechanical Services of Cromwell, CT
PM & C of Hingham, MA
JMB Plumbing of Berlin, CT
Greenwood Industries, Inc. of Glastonbury, CT
Offshore Construction of Manchester, CT
BMA Construction of Berlin, CT
Architectural Glass & Storefront of Berlin, CT
Mirek Masonry of Newington, CT
EnviroMed Services, Inc. of Meriden, CT
EnviroPlan LLC of West Hartford, CT
John Turner Consulting of Wethersfield, CT
Mystic Air Quality Consultants of Groton, CT - Facilities

Facilities Director Solek stated that various Town departments and the Board of Education utilize contractual services for projects, maintenance, and repairs. During the upcoming fiscal year expenditures may exceed the \$25,000 purchasing threshold either cumulatively or with a single encumbrance. Vendors will be chosen based on availability, ability to support, or qualifications related to the scope of work.

Councilor Coppola questioned some bids coming in with mileage rates above the IRS Federal rate. Mr. Solek stated that can be vetted out when selecting vendors for projects and the Town is not obligated to call on every vendor.

Councilor Paonessa moved to award bid no. 2024-13 through 23 for On-Call Services and approve expenditures both cumulatively and single encumbrances over \$25,000 and up to \$50,000 per bid no., per vendor for fiscal years 2024-2026, while not exceeding the total contractual services approved budget in each department per fiscal year, to the following vendors as this is in the best interest of the Town:

Jacunski Humes Architects of Berlin, CT
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BOTTEGA + Architecture of Mansfield, CT
EDM Architecture & Engineering of Unionville, CT
General Builders, LLC of Wethersfield, CT
Aresco Construction Company of Middletown, CT
ERC Locksmith of Waterbury, CT
Calvert Safe & Lock of Derby, CT
Accurate Commercial Doors and Hardware Services, of Bristol, CT

Bigelow Electric, Inc. of Berlin, CT
Priority 1 Electric LLC of Berlin, CT
T&T Electrical Contractors, Inc. of Hartford, CT
Sustainable Engineering Solutions LLC of Rocky Hill, CT
Salamone & Associates, P.C. of Wallingford, CT
Cardinal Engineering Services of Meriden, CT
Silver Petrucelli & Associates of Hamden, CT
Loureiro Engineering Associates, Inc of Plainville, CT
BETA Group, Inc. of Hartford, CT
SLR International Corporation of Chesire, CT
Douglas Mechanical Services of Berlin, CT
Air Temp Mechanical Services of Berlin, CT
Francis J. Hubeny, Inc. of Plantsville, CT
Central Mechanical Services of Cromwell, CT
PM & C of Hingham, MA
JMB Plumbing of Berlin, CT
Greenwood Industries, Inc. of Glastonbury, CT
Offshore Construction of Manchester, CT
BMA Construction of Berlin, CT
Architectural Glass & Storefront of Berlin, CT
Mirek Masonry of Newington, CT
EnviroMed Services, Inc. of Meriden, CT
EnviroPlan LLC of West Hartford, CT
John Turner Consulting of Wethersfield, CT
Mystic Air Quality Consultants of Groton, CT

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Discussion and possible action concerning the search for a new Town Manager. – Town Clerk

Town Manager Jayawickrema stated that after discussion on this matter at the last Town Council meeting, he reached out to five search firms using resources available from the Connecticut Conference of Municipalities and the International City Managers' Association. Two firms responded, Gov HR and Randi Frank Consulting, and their information was forwarded to the Town Council.

Town Manager Jayawickrema stated that he looked for firms that have done Town Manager searches in Connecticut and requested that the Council review the firms' references. He suggested that a couple Town Council members work with him to select a firm adding that the rates are coming in at around \$25,000 which is consistent with what they are charging other towns.

As the firms propose a timeframe of at least 120 days from the time the contract is signed to bringing in candidates, Town Manager Jayawickrema suggests that by the end of June or beginning of July the Town Council begin interviewing candidates for the interim position.

Corporation Counsel Donofrio suggested that the Council have three members, or a non-quorum, interview search firms.

NO ACTION NEEDED

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. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D or U.
3. **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).
4. **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.
5. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** – Replacement would be until January 31, 2026. Can be filled with a D, R 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. (Depending on the above appointment).
7. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
8. **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.
9. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
10. **Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
11. **VNA – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Russell Marth (D) of 88 Concord Drive for appointment to the VNA.

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

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

Vote being 6-0 in favor of Russell Marth (D) to serve on the VNA. Term ending January 31, 2027.

12. **VNA – Vacancy** – Replacement term 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. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.
16. **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).

J. TOWN MANAGER’S REPORT:

- The Town Manager sent information to the Town Council regarding the PBS series *Viewpoint hosted by Dennis Quaid* which is an educational documentary style program that runs on PBS. The producers of the series are interested in showcasing Berlin. The concept is five- or six-minute videos which would highlight any message the town wants such as employment recruiting for industry, bringing families to Berlin, or education for example.

There is a cost associated with the concept which the Town Manager has further questions about but requested feedback from the Town Council about the idea in general. The Town Manager suggested that if local industries were interested in the employment recruiting idea that they could possibly contribute to the cost. He has asked Economic Development Director Chris Edge to join him on a call with the producers.

Councilor Rosso suggested that the Berlin Historical Society could be interested in using the format as a fund-raising tool for the Meeting House.

- The Town Manager has been working with Corporation Counsel Jennifer Coppola and the State regarding deed restrictions at the Deming Road mobile home park. New leases begin on July 1st and there is the opportunity for residents to meet with the Town Manager before then to understand what the deed restriction means.

- The Town telephone system has been updated and mirrored so that there are two independent systems that are running. Telephone numbers can also be diverted to cell phones in the unlikely event of both phone systems failing.
- An Ordinance Committee meeting will be held at 6:00 p.m. on Tuesday June 4th to discuss the modified draft of the noise ordinance that was sent to Zoning and the Police. Their comments will be incorporated, and the proposed ordinance will be brought back to Town Council for comments.

The Ordinance Committee also gave a one-year reprieve to the Golf Course Commission in February of 2020 as they were concerned they would not be able to make their budget. The Town Manager would like to revisit this item and recommends language that would require the Golf Course to spend less than what they bring in but make it based on a three-year rolling average.

- The second annual staff recognition luncheon will be held at the VFW on Thursday June 6th at 12:00 p.m.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Pruzin inquired about the Town Council's participation in the Memorial Day parade. Mayor Kaczynski stated that they normally gather between 8:00 and 8:30 a.m. on Peck Street near St. Paul's church and typically ride not walk.

M. ACCEPTANCE OF MINUTES:

May 7, 2024

Councilor Paonessa moved to accept the Town Council Meeting Minutes of May 7, 2024 as presented.

Seconded by Councilor Coppola.

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

Abstain: Councilor Veach

Vote being 6-0-1 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Veach moved to adjourn at 9:22 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting