

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
November 18, 2025
“Doc” McIntosh Conference Room or Remote
7:00 P.M.

<https://berlinct-gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhUT09&omn=87169103490&from=addon>

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

E. APPROVAL OF PRIOR MINUTES October 14, 2025, Regular Meeting

F. NEW BUSINESS

1. Nomination(s) for selection of Chairman.
2. Nomination(s) for selection of Vice-Chairman.
3. Review Berlin High School Renovate-as-New final audit report and reimbursement.
4. Discuss draft 2026 Board of Finance meeting schedule.
5. Discuss draft Fiscal Year 2027 budget schedule.
6. Move to approve the Project Manager position within the Public Works Department.
7. Finance Director update.

G. ADJOURNMENT

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
October 14, 2025
“Doc” McIntosh Conference Room or Remote
7:00 P.M.

<https://berlincat.gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhlUT09&omn=87169103490&from=addon>

Call-in Option: 1 929 205 6099
Meeting ID: 414 872 4481
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A. CALL TO ORDER

Chairman Bordonaro called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, Denise McNair, George Millerd, Gerald Paradis

Members Absent: None

Staff Present:
Kevin Delaney – Finance Director

D. PUBLIC COMMENTS

None.

E. APPROVAL OF PRIOR MINUTES July 29, 2025, Regular Meeting

Mr. Paradis moved to approve the July 29, 2025, Regular Meeting.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

F. NEW BUSINESS

1. Discussion of recent Standard & Poor’s AAA rating and general obligation bond issue.

Finance Director Delaney said we hired Standard & Poor’s. They gave us a AAA stable bond rating which applies to all outstanding bonds. We issued the bonds two weeks later with a 2.52% net interest rate and a \$335k bond premium. The goal is to apply the bond premium to the second payment due on the pumper firetruck, the amount due is \$400k.

The bonding took place October 9 due to delays, but we had intended to start in July. I will ask the Town Council to supplement the \$65k difference to make the second payment on the Pumper Fire Truck.

Finance Director Delaney said there is an opportunity to consider purchasing police vehicles and school vans with capital next year instead of putting them into the budget.

Mr. Paradis said the report was complimentary of management, good budget control and that we have long term planning. The hope is to stay at the AAA rating for a long time. Chairman Bordonaro asked how much we went out to bond for. Finance Director Delaney said just over \$3.5M. There is opportunity to look at some of the items on the bond list and remove them from capital.

2. Move to appropriate a \$12,086.25 early voting grant to the Early Voting Grant Account in the Special Grants and Donations Fund once all documents have been executed.

Mr. Paradis moved to appropriate a \$12,086.25 early voting grant to the Early Voting Grant Account in the Special Grants and Donations Fund once all documents have been executed.

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Mr. Paradis moved to appropriate a \$12,086.25 early voting grant to the Early Voting Grant Account in the Special Grants and Donations Fund once all documents have been executed.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

3. Move to appropriate \$2,184,128.48 in 4-Bridge project reimbursements to the Glen Street Bridge account.

Mr. Paradis moved to appropriate \$2,184,128.48 in 4-Bridge project reimbursements to the Glen Street Bridge account.

Seconded by Ms. McNair.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

Chairman Bordonaro asked where the \$2,184,128.48 is coming from. Finance Director Delaney said there was bonding done many years ago to undergo four bridges as part of a federal rehab. This is the reimbursement money that the town received for the money it put forward. We are recycling it into the public bridge projects.

Move to transfer \$390,000 from the Edgewood Road Bridge project account to the Glen Street Bridge project account.

Mr. Paradis moved to transfer \$390,000 from the Edgewood Road Bridge project account to the Glen Street Bridge project account.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

Move to obligate \$893,000 in the Municipal Projects account to the Glen Street Bridge project.

Mr. Paradis moved to obligate \$893,000 in the Municipal Projects account to the Glen Street Bridge project.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

Mr. Paradis asked to clarify the term obligate. Finance Director Delaney said this item is pending Board of Finance approval to be used for local roads.

4. Move to approve the transfer of \$14,999 from the Leaf Collector account to the Rotary Mower, both in the Capital Non-Recurring Fund, to purchase a new rotary mower.

Mr. Paradis moved to approve the transfer of \$14,999 from the Leaf Collector account to the Rotary Mower, both in the Capital Non-Recurring Fund, to purchase a new rotary mower.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

Finance Director Delaney said the town secured a leaf blower for less money than intended.

5. Finance Director update.

Finance Director Delaney said that we are in good shape with tax collection and expenses a little bit ahead of last year. The health insurance and general insurance fund continue to be strong, and pensions also are strong. The VNA nurses continue to work hard to get revenue up and manage expenses.

Chairman Bordonaro asked if there will be a finalized FY25 Closeout Report. Finance Director Delaney said we have to wait for the audit to get a final report.

Finance Director Delaney said Town Manager Curley will be asking the Town Council for approval of a new headcount. The Public Works Director is seeking to hire a full time Project Manager. The salary range is in the \$80k to \$100k range and that equals \$100k to \$125k with benefits. It is a unionized, mid-manager position.

Finance Director Delaney said the Board of Finance Committee is invited to attend a daytime meeting at the Town Hall via Zoom to discuss capital in November. The Board of Finance requested that it be recorded for play back later.

Chairman Bordonaro said the VNA is down about 15% in revenue for the first quarter. Finance Director Delaney said they are short by one nurse who is out on workers compensation. There are only two nurses actively working. Mr. Paradis asked about using part time per diem. Finance Director Delaney said yes, the VNA can use per diem staff.

Mr. Fernandes said I have asked for the number of customers because this is a business. Also, are they in Berlin or in other towns. Finance Director Delaney said the VNA provided metrics and 98% of their clients are Berlin residents. The average cost per patient is \$100 per visit. Mr. Millerd added that the utilization rate should be public information.

Finance Director Delaney said the VNA Director should be done with her training to become the Administrator by the end of the year. Also, the VNA monthly P&L numbers can be shared with the Board of Finance.

Mr. Paradis asked what the bottom-line projection is. Finance Director Delaney said they lost \$500k last year, but that amount is less than in years past.

Mr. Paradis asked to meet with the new VNA Director at some point. Mr. Fernandes said they should come in to meet with us before the budget season to understand the expectations.

Mr. Millerd said we need the metrics to show that this isn't working and there is a better use of the \$1M. It does not mean get rid of the VNA but have them focus on different things.

Finance Director Delaney added that the Lamentation Mountain Fire reimbursements were submitted to the state and we are seeking \$239k back in personnel and equipment costs.

G. ADJOURNMENT

Mr. Millerd moved to adjourn at 7:46 p.m.

Seconded by Mr. Paradis

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 6-0.

Submitted by,
Alina Brown



CONNECTICUT

Administrative Services

Internal Audit Division/School Construction Unit

COMPLIANCE AUDIT OF BONDED PUBLIC - SCHOOL BUILDING PROJECTS

Berlin

Berlin High School

Project Number: 007-0065 RNVE

School Construction Audit Unit

Final Report

Prepared By: Frederick Bruce

Date: 10/14/2025

PURPOSE AND SCOPE OF AUDIT

Background

The Department of Administrative Services (DAS) awards grants for Public School Building Projects. Those projects are funded with state bond funds; therefore, they are subject to state laws, rules and regulations including, but not limited to audit requirements, record retention mandates and the requirement to utilize adequate accounting systems and internal controls.

The Office of School Construction and Grant Review (OGA) is responsible for the implementation of the provisions of C.G.S. Chapter 173. This role, which includes the Plan Review section within the division of Real Estate and Construction Services (RECS) housed within DAS, incorporates reviewing architectural plans to ensure compliance with applicable codes, determining general eligibility of costs, assisting districts in the grant application process, reviewing project data, budget projections, etc.

Purpose of Audit

The School Construction Unit's objective is to determine compliance with all laws, rules, and regulations governing the grant, (grant funding and grant covenant), Verify grant funds are being expended in accordance with the approved budget and in furtherance of the grant's goals and objectives, verify expenditures submitted for reimbursement are fully supported by appropriate documentation and ensure that items charged to the grant are allowable and allocable to the grant, reasonable and necessary in accordance with the grant. Ensure that the costs are allowable pursuant to the laws, rules, and regulations governing the grant program including any guidance set forth in the grant solicitation.

Scope of Audit

We have conducted an audit of project expenditures and other data used in the grant calculation (as transmitted from the Office of Grants Administration (OGA) dated 01/30/2025 and the General Assembly Effective Authorization Date of 06/15/2012. Our review included analyzing, on a test basis, records and documentation maintained at the local education agency (LEA) to support the grant calculation. We reconciled project costs reported on Form DAS-1049F (formally ED-049F) to the general ledger, and/or subsidiary ledgers. This review included an analysis of ineligible/limited eligible items as warranted.

This review was performed in accordance with the construction grant funds as described in Chapter 173 “*Public School Building Projects*” of the Connecticut General Statutes (CGS), which provides the authority under which school construction grants are governed. This chapter also defines the roles of the State Department of Administrative Services, (DAS) and the State Department of Education (SDE).

LEA Responsibility

The LEA is responsible for adhering to the grant statutory requirements as described in CGS Chapter 173 “Public School Building Projects, and in accordance with Form SCG-3075 (*Audit Requirements for School Construction Project Grant*). The responsibilities include adopting sound accounting policies and practices, and establishing and maintaining internal controls that will, among other things, initiate, record, process, and report transactions (as well as events and conditions) consistent with the LEA’s assertions.

AUDIT FINDINGS

FINDING NUMBER 1 – Overstated Total Project Costs

The LEA reported total project costs of \$83,464,987. Our audit determined that this amount was overstated, as it included unused contingency funds of \$1,725,667 reported as ineligible costs by LEA. Accordingly, the examiner finds that the total project costs should be reduced by \$1,725,667, decreasing the reported total project amount from \$83,464,987 to \$81,739,320.

SUMMARY OF TOTAL COSTS

ITEM DESCRIPTION	PER LEA	PER AUDIT	DETERMINED AUDIT ADJUSTMENT
Ineligible Costs	\$4,238,962	\$3,751,835	\$487,127
Architect Cost	\$3,316,397	\$3,316,397	\$0.00
Other Professional Cost	\$2,664,894	\$2,664,894	\$0.00
Construction Cost	\$69,208,933	\$67,970,393	\$1,238,540
Equipment (FFE)	\$4,035,801	\$4,035,801	\$0.00
Total Cost	\$83,464,987	\$81,739,320	\$1,725,667

FINDING NUMBER 2 – Ineligible Costs

The LEA reported **ineligible costs of \$4,238,962**, which included **unused contingency funds of \$1,725,667**. Our audit confirmed the ineligible costs as detailed below. The contingency amount was excluded from total project costs as it represented funds not expended on the project.

SUMMARY OF INELIGIBLE COSTS AND OTHER AUDIT ADJUSTMENTS

ITEM DESCRIPTION	PER LEA (DAS-1049F)	PER AUDIT	DETERMINED AUDIT ADJUSTMENT	EXPLANATORY NOTE
Ineligible Costs	\$4,238,962	\$3,599,613	(\$639,349)	A-E
Ineligible A/E	\$0	\$152,223	\$152,223	F
Total	\$4,238,962	\$3,751,835	(\$487,127)	

Explanatory Notes

- A. The following are out of scope and are ineligible for grant reimbursement
1. Drain Doctor-repairs-\$15,848
 2. D & S Sewer Contractors -repairs-\$5,579
 3. Pull Commercial Moving Service-moving-\$272,687
 4. Northeast Towers, Inc -reinstall radio station-\$5,600
 5. Offshore Construction Co - Canopy Roof Modification -\$5,250
 6. Miga, Henry M - BHS Renovation - Local review -\$2,400
 7. Simplex Grinnell LP-School Expenses - P/A/ System Integration & Repair-\$2,313
 8. M & S Audio, Inc-Replace P/A system – BHS-\$1,540
 9. Green Turf Irrigation Inc- BHS irrigation repair-\$1,365
 10. Distinctive Gardens & Tree Care, LLC- Tree pruning in BHS parking- \$1,265
 11. Hinckley, Allen, Snyder LLP - legal services-\$760
 12. Total Tree Care, Inc- Branch removal-\$705
 13. Ray-Jurgen, Inc.- Lift Inspection-BHS-\$594
 14. Qscend Technologies, Inc- website software development-\$220
 15. N.A.P.A. Of New Britain- Generator battery BHS-\$208
- B. The following are ineligible for lack of bidding documentation.
1. Richard John M-\$47,097
 2. Automated Building Systems-\$30,425
 3. Construction Services of Branford-\$25,359
 4. Johnson Controls Inc-\$20,500

5. Landry Communications LLC-\$19,911
 6. Coastland Enterprises, LLC-\$17,322
 7. Broadcasters General Store, Inc-\$17,057
 8. Earth Contractors-\$16,657
 9. Drain Doctor, Inc.-\$15,848
 10. CDW Government Inc-\$13,491
 11. CL&P Clearing Desk-\$12,660
 12. Pepin Corporation-\$11,965
 13. Infra-red Analyzers, Inc-\$11,850
- C. The LEA reported ineligible change order costs of \$1,549,431. Our audit revealed total determined ineligible change order costs of \$1,555,457, identifying an additional \$6,026 in ineligible change order costs.
- D. The audit identified a duplicate amount of \$150,940 recorded on the project ledger submitted by the LEA
- E. The audit identified ineligible off-site improvement costs of \$352,876, as reported by the Office of Grants Administration (OGA) in prior correspondence.
- F. The audit identified \$152,223 of prorated ineligible architectural and engineer fees.

FINDING NUMBER 3 – SCHOOL CHOICE ENROLLMENT

The LEA reported no school choice enrollment at the start of the project. Our audit confirmed school choice enrollment as 35, being the average open choice enrollment between 2010/2011 and 2020/2021.

FINDING NUMBER 4 – OPEN CHOICE BONUS

The LEA reported no open choice bonus. Our audit calculated open choice bonus as 3.486 based on the finding no. 3.

FINDING NUMBER 5 – REIMBURSEMENT RATES

The LEA reported reimbursement rates of 47.14. Our audit calculated the reimbursement rates as 50.626 based on findings no. 3 and 4.

CONCLUDING STATEMENT

Audit Results

The project was paid under the “Progress Payment System” and, as noted above, the LEA received total grant payments in the amount of **\$35,337,124**. Based on our audit, the estimated grant amount for this project is **\$39,319,833**. As a result, the OGA owes the LEA a balance of approximately **\$3,982,709**.

Please note that the Estimated Balance Due (LEA or State) is an estimate based upon the information transmitted to the School Construction Audit Division at the beginning of the audit.

SUMMARY OF GRANT PAYMENTS ESTIMATED BALANCE DUE LEA/OGA

ITEM DESCRIPTION	PER AUDIT
Estimated Grant Calculation	\$39,319,833
Progress Payments to Date (Per OGA)	\$35,337,124
Estimated Balance Due to LEA	\$3,982,709

Other Audit Disclosures

N/A

We would like to thank Mr. Kevin Delaney and Ashley Dorsey for their assistance and for the courtesies shown to our team during this audit.

X 15 OCT 2025

Date

Approval of Final Audit Report

X 

Brian Green

Director of Internal Audit

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DAS Chief Fiscal Officer (Erika.D'Aquila@ct.gov)

Office of Grants Administration (michelle.dixon@ct.gov)

Director of Grants Administration (Yadira.Gonzalez@ct.gov)

Berlin Board of Finance 2026 Meeting Dates

(All meetings will begin at 7pm in the John "Doc" McIntosh room at Town hall, unless otherwise noted on the agenda)

January 13, 2026

February 10, 2026

March 10, 2026

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

July 28, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

January 12, 2027

FISCAL YEAR 2027 BUDGET CALENDAR

February 27, 2026: Town Manager's Budget emailed to the Board of Finance & Town Council

March 2, 2026: Budget Meeting #1

(Revenue, Capital/Debt/Transfers, Board of Education & Town Operations)

7:00-9:00 pm; Town Council Chambers (if available)

March 4, 2026: Budget Meeting #2

7:00-9:00 pm; Town Council Chambers (if available)

March 9, 2026: Budget Meeting #3

7:00-9:00 pm; Town Council Chambers (if available)

March 10, 2026: Regular Board of Finance Meeting (budget will be on agenda)

March 11, 2026: Budget Meeting #4 (possible vote to send budget to Budget Hearing)

7:00-9:00 pm; Town Council Chambers (if available)

March 16, 2026: Budget Meeting #5 (if needed - vote to send budget to Budget Hearing)

7:00-9:00 pm; Town Council Chambers (if available)

March 31, 2026: Annual Budget Hearing

6:00-8:00 pm; Berlin High School Auditorium

Board of Finance votes to send budget to the Town Council

Immediately following the Annual Budget Hearing; Berlin High School Auditorium

April 7, 2026: Town Council votes on budget (Regular Town Council Meeting)

7:00-9:00 pm; Town Council Chambers

A Town Council/Board of Finance Meeting will be scheduled if the Town Council rejects the budget.

April 28, 2026: Budget Referendum

6:00 am – 8:00 pm; Voting Locations

April 29, 2026: Board of Finance sets FY27 mill rate (if budget passes)
Board of Finance votes to send revised budget to the Town Council (if needed)
Time and site TBD

May 5, 2026: Town Council votes on revised budget (Regular Town Council Meeting)
7:00-9:00 pm; Town Council Chambers

A Town Council/Board of Finance Meeting will be scheduled if the Town Council rejects the budget.

May 26, 2026: Second Budget Referendum (if needed)
6:00 am – 8:00 pm; Voting Locations

May 27, 2026: Board of Finance sets FY27 mill rate (if budget passes)
Board of Finance votes to send revised budget to the Town Council (if needed)
Time and site TBD

June 2, 2026: Town Council adopts FY27 budget (if needed) (Regular Town Council Meeting)
7:00-9:00 pm; Town Council Chambers

Agenda Item No. F-6
Request for Board of Finance Action

TO: The Board of Finance

FROM: Ryan Curley, Town Manager

DATE: October 21, 2025

SUBJECT: Project Manager Position

SUMMARY:

The Town of Berlin previously maintained a Project Manager position within the Public Works Department to assist with oversight and coordination of municipal construction and improvement projects. This position played a key role in ensuring that Town projects were delivered on schedule, within budget, and in compliance with all applicable standards.

In recent years, the Town has taken on a significantly greater number of infrastructure and capital improvement projects. Many of these projects require coordination between the Public Works Department, the Public Building Commission, outside contractors, and other Town departments. Upcoming and ongoing projects include numerous sidewalk projects, bridge replacements, as well as upgrading the Demore, Dinda, Bittner Jr. Memorial Pool Complex, Part II of the Police Station renovations, and exploration of a potential YMCA/Community Center project among others referred to the Public Building Commission.

In addition to the increased capital workload, there is additional need for assistance with the preparation and administration of various grant programs, including compliance documentation and post-award reporting. The Town continues to actively pursue and manage numerous state and federal grants that require detailed fiscal tracking, progress reports, and coordination with funding agencies. A dedicated Project Manager will strengthen the Town's ability to manage these programs effectively and ensure continued success in securing and utilizing external funding.

The Project Manager will report directly to the Director of Public Works and will be responsible for coordinating and administering Town and Public Building Commission projects involving construction, repair, and maintenance of Town assets, including roadways, buildings, recreational facilities, and other infrastructure. The position will also prepare bid documents, assist with project budgeting, oversee vendor payments, and communicate project progress to Town staff, officials, and the public.

FUNDING:

Funding for this position is available under Economic Development – Professional Services, as well as within Townwide accounts as needed. The position is a regular salary (exempt) position, in Group B of the Middle Management Association Salary Schedule.

Action Needed:

Move to approve the Project Manager position within the Public Works Department.

Attachments:

Project Manager Job Description

Prepared By:

Ryan Curley, Town Manager



TOWN OF BERLIN

240 KENSINGTON ROAD, BERLIN, CONNECTICUT 06037-2648

JOB TITLE: Project Manager (Department of Public Works)

Function:

Under the direction of the Director of Public Works, administers and coordinates projects for the Public Works Department and Public Building Commission, involving maintenance, construction, and repair of Town assets, including buildings, roadways, paths/trails, recreational facilities, and infrastructure. Prepares bid documents and requests for professional services (RFP/RFQ's, ITBs), reviews project budgets and payments to vendors and contractors. Communicates status of Department projects and programs with building users, Town staff/officials, and the public. *This position is a regular salary (exempt) position, in Group B of the Middle Management Association Salary Schedule.*

Typical Duties, Responsibilities, Tasks & Assignments:

- Receives oral instructions or work orders from the Director of Public Works or his designee.
- Monitor building, roadway or utility projects to ensure that work is being performed as expected, including work quality, cost and schedule.
- Communicates project status to supervisors and project stakeholders, verbally, in writing and in reports.
- Assist with the preparation of Requests for Proposals/Qualifications for professional services.
- Prepares and administers various grant programs, including proper reporting and documentation after the grant is awarded.
- Prepare Bid documents for materials and services (Including but not limited to: Requests for Qualifications/Proposals, Invitations to Bid, legal notices, specifications, plans, change orders) for Town of Berlin projects.
- Coordinate and conduct (with the design team if relevant) pre-bid walk-throughs.
- Assist in reviewing and evaluating proposals/bids, and in related due diligence, scope reviews, and final selection.
- Monitor project budgets, reviews invoices and recommends payments.
- Serves as liaison to the Public Building Commission on projects determined by the Director of Public Works.
- Attend Public Building Commission meetings and carry out assignments from them including but not limited to: preparing requests for qualifications/proposals, legal notices, technical specifications (with assistance from outside consulting firms), contracts, review invoices, prepare purchase orders, etc. for construction contracts, consultants, construction managers, etc.
- Assists in the preparation/review of design plans, cost estimates, and inspects public works projects, such as roads, bridges, dams, drainage, storm sewers, and sidewalks.
- Investigates complaints from the public regarding roadways, drainage, storm sewers, bridges, dams, and sidewalks.
- Compute basic engineering and surveying calculations with assistance from Town Engineer.
- Schedules, identifies and prepares a scope of work items for outside contractors and town forces to perform on various Public Works projects.
- Manage and oversee (with assistance from Construction Management Firms and consultants on larger projects) capital improvement projects undertaken by the Public Works Department and/or the Public Building Commission.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Created 10/2025

Additional Duties:

- Assists with the preparation of annual and capital budgets.
- Coordinate construction activities with public utilities.
- Run Project Meetings including both internal and external stakeholders. Prepares agendas and minutes.
- Review site plan drawings and details from developers for conformance to standards.
- Perform inspections on the following but not limited to these areas:
 - Drainage problems
 - Property, Street line, and Right of Way determination
 - Snowplow damage to mailboxes, curbing, roadway and snow shelf (grass areas)
 - Town of Berlin Building and School projects that involve site, civil, landscaping, Mechanical, Electrical, Plumbing, Architectural, etc. work
 - Town of Berlin civil construction projects (i.e., roads, drainage, parks, running tracks, fields, etc.)
 - Town Sidewalk repairs and new construction (work performed by Construction contractors).
- Assist in compliance, reporting and related activities for the Town's MS4 Stormwater Permit, the Industrial Stormwater Discharge Permit, and environmental and post-closure monitoring (groundwater and soil testing) for various Town-owned sites.
- Operate Engineering Department vehicles. May be required to operate private vehicle when Town vehicles are not available.
- Perform other miscellaneous duties as necessary and when requested.

Special Skills & Requirements:

- Associate degree in civil/environmental/mechanical engineering, business administration and/or several years of practical experience with a municipality/contractor/construction management firm and four years of increasingly responsible engineering assistance work, including construction experience.
- Excellent communication skills in working with the public, Town staff/officials, and contractors.
- Computer usage proficient skills including but not limited to Microsoft® Word, Excel, Outlook, PowerPoint (basic skills), AutoCAD, Microsoft Project and/or other Construction Management Tracking software
- Must hold a valid Connecticut Motor Vehicle License.

Physical Requirements:

Minimum physical effort generally required in performing duties under typical office conditions. The work requires some physical exertion such as long periods of standing; walking over rough or difficult terrain; recurring sitting, standing, stooping, climbing or walking, working in limited access areas, walking on building roofs, lifting of moderately heavy items weighing (25) pounds, and may require the occasional lifting of objects weighing in excess of (25) pounds. The work may require specific physical characteristics and abilities such as, heightened strength, mobility, and dexterity.

Town of Berlin
Financial Status Report
Board of Finance Meeting of November 18, 2025

F-7

GENERAL FUND				
	FY2026	FY2025	Notes	
(budgeted amount excludes assigned fund balance)				
Receipts				
Actual Receipts	\$64,346,019	\$61,898,447		
Budgeted Receipts	\$106,547,355	\$101,885,192		
% to Budget	60.4%	60.8%		
Current Year Tax Receipts	\$59,447,371	\$57,073,706		
Current Tax Budget	\$90,764,079	\$87,899,741		
Current Tax Levy (99.3%/99.3% collection rates)	\$91,403,906	\$88,519,377		
% to Current Budget	65.5%	64.9%		
% to Current Levy	65.0%	64.5%		
Adopted budget target %	99.3%	99.3%		
Expenditures (excludes capital expenditures)				
Actual Expenditures	\$37,547,494	\$36,166,228		
Budgeted Expenditures	\$106,547,355	\$103,205,521		
% to Budget	35.2%	35.0%		
	Actual	Encumbered	Budget	Var to Budget
Storm-related Overtime (51445)	\$593	\$0	\$102,451	\$101,858
Electricity (53102)	\$502,993	\$871,278	\$1,520,040	\$145,769
Refuse Disposal (53823)	\$364,141	\$1,462,030	\$1,884,277	\$58,106
Legal (53828)	\$151,851	\$258,124	\$410,000	\$25
Tax Refunds (53924)	\$83,571	\$0	\$215,000	\$131,429
	Target Floor Fd Bal.	Actual Fund Bal.	Notes	
INSURANCE FUNDS				
Health Insurance Fund	\$3,221,582	\$4,050,138	The Health Insurance Fund balance is 31.4% of full year projected expenses - target floor reserve is 25%.	
General Insurance Fund	\$1,000,000	\$2,063,679	The fund is used to pay Liability & Worker's Compensation insurance premiums for both the Town and BOE, on-going heart & hypertension claims from police officers, window/widower heart & hypertension claims, "fronting" reimbursable environmental remediation costs, small equipment claims where Town elects to self-insure and deductibles. Town policy is a \$1 million floor and ceiling at 5% of General Fund budget (or \$4,980,635 for FY25). Displayed fund balance is net of H&H reserve and encumbrances for self-insured claims.	
TOTAL INSURANCE FUNDS	\$4,221,582	\$6,113,817		

Town of Berlin
Financial Status Report
Board of Finance Meeting of November 18, 2025

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<u>PENSION FUND</u>			
	<u>Closed Plan</u>	<u>Police Plan</u>	<u>Notes</u>
Total Liability (as of 7/1/2024)	\$4,622,155	\$8,405,533	The Closed Town of Berlin Retirement Income (Defined Benefit) Plan was amended for the last time effective July 1, 2000. As a result of this final amendment no new Town employees were eligible to participate in the plan. As of July 1, 2023, the Town of Berlin approved a new Defined Benefit Plan for Police Officer's only. Existing officers were given the option to remain in the Defined Contribution Plan or use their DC assets to "buy in" to the new Police DB Plan. All but two existing officers elected to "buy in" to the new Police DB Plan.
<u>Cash Balances:</u>			
Empower	\$5,176,784	\$0	
Webster	\$0	\$9,352,769	
	<u>\$5,176,784</u>	<u>\$9,352,769</u>	
Funding %	112.0%	111.3%	
Net Pension Asset/(Liability)	\$554,629	\$947,236	

ACTIVE CAPITAL PROJECTS

	<u>% Complete*</u>	<u>Project Balance**</u>	<u>Managed By</u>	<u>Department</u>	<u>Notes</u>
55 Steele Boulevard	54%	\$0	Economic Dev	Economic Dev.	Building 3 of 3 from Newport's original Farmington Ave plans
Kensington Road Bridge - Design Phase	42%	\$0	Public Works	Public Works	Current Phase: design (local funded); once project is approved by DOT, CRCOG grant will pre-funded for bid amount + contingency & incidentals
Hubbard HVAC Upgrades	4%	\$0	PBC	Facilities	Current Phase: construction
Griswold HVAC Upgrades	7%	\$0	PBC	Facilities	Current Phase: construction
Timberlin Bunkers (Local Insurance funds)	100%	\$0	PBC	Timberlin	Current Phase: construction
Timberlin Bunkers (CIRMA Insurance funds)	31%	\$0	PBC	Timberlin	Current Phase: construction
Timberlin Bunkers (Local Bond funds)	0%	\$0	PBC	Timberlin	Current Phase: construction

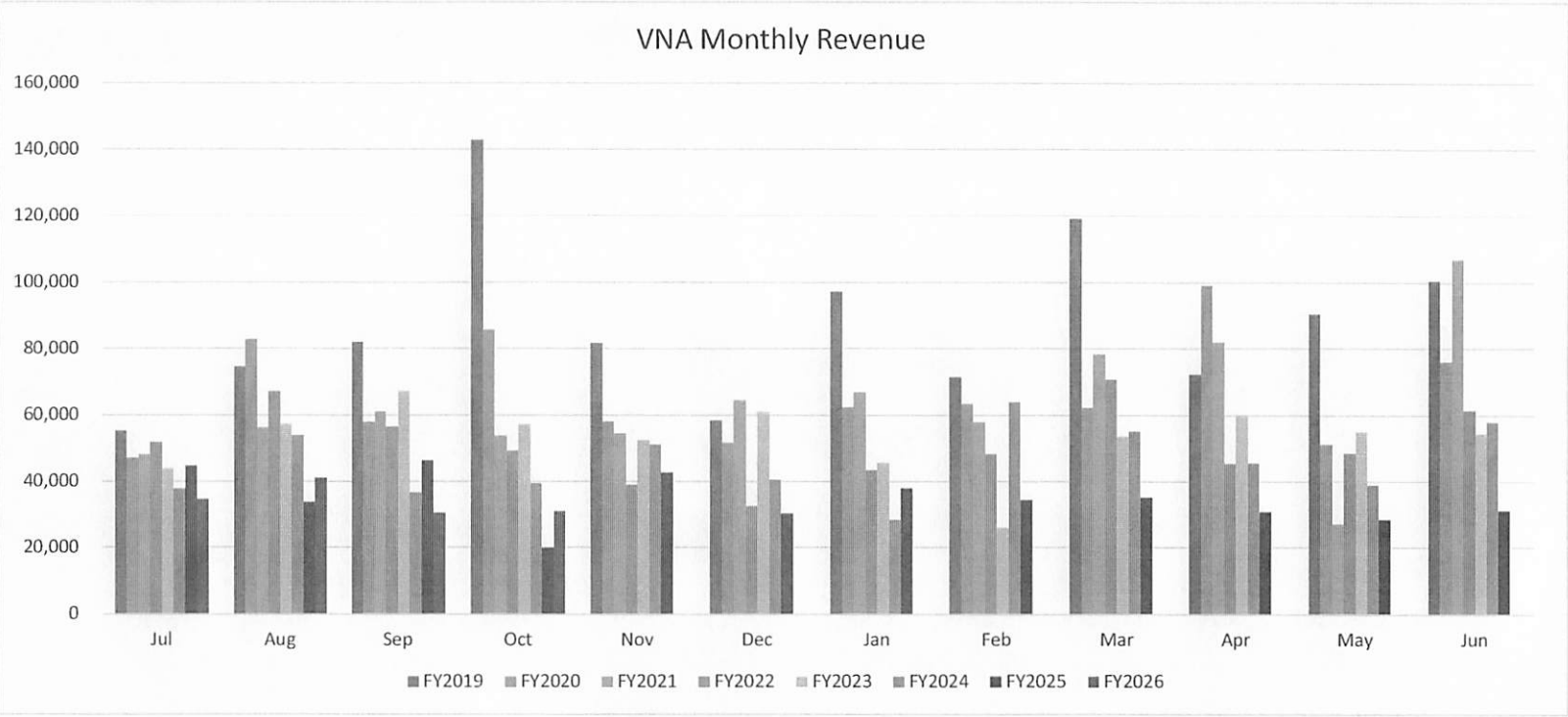
* % complete represents invoices received versus total expected project cost - this metric will lag actual construction completion

** Capital projects fund balance includes encumbrances.

Opportunities			
Description	Projected - Low	Projected - High	Probability
RECEIPTS			
EXPENDITURES			
Principal debt payments	\$458,917	\$458,917	High
TOTAL	\$458,917	\$458,917	
NET RISKS/OPPORTUNITIES	\$458,917	\$458,917	
6/30/2025 General Fund Unassigned Fund Balance (Unaudited)	\$17,267,699	\$17,417,699	
<u>Non-Budgeted Appropriation of FY25 General Fund Unassigned Fund Balance:</u>			
FY26 ADEC of closed defined benefit pension plan (based on 7/1/2024 valuation)	(\$295,617)	(\$295,617)	
BHS moisture remediation (estimate)	(\$1,000,000)	(\$1,500,000)	
Carbon Reduction Grant (assumed 20% local share of \$3,778,740 cost estimate)	(\$755,748)	(\$755,748)	
Additional town contribution for 55 Steele Blvd remediation	(\$400,000)	(\$400,000)	
Projected 6/30/2025 General Fund Unassigned Fund Balance	\$15,275,251	\$14,925,251	
Projected 6/30/2025 GF Unassigned FB as a % of FY25 GF Budget	14.9%	14.5%	

Town of Berlin
Financial Status Report
Board of Finance Meeting of November 18, 2025

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>	<u>YTD</u>
FY2019	55,212	74,521	82,025	142,845	81,705	58,331	97,213	71,442	119,187	72,239	90,498	100,562	1,045,780	354,603
FY2020	47,155	82,851	58,019	85,737	58,047	51,550	62,354	63,243	62,270	99,186	51,272	76,057	797,741	273,762
FY2021	48,132	56,105	61,099	53,775	54,553	64,397	66,910	57,967	78,281	82,029	27,123	107,013	757,385	219,110
FY2022	51,814	67,134	56,464	49,192	39,038	32,530	43,379	48,339	70,744	45,424	48,569	61,528	614,156	224,604
FY2023	43,842	57,446	67,243	57,167	52,526	61,072	45,590	26,033	53,655	60,131	55,054	54,550	634,309	225,698
FY2024	37,692	53,924	36,570	39,543	51,115	40,460	28,414	63,876	55,144	45,533	38,973	58,014	549,258	167,729
FY2025	44,725	33,730	46,286	19,917	42,715	30,298	37,848	34,361	35,086	30,865	28,465	31,193	415,489	144,658
FY2026	34,530	41,098	30,459	30,935									137,022	137,022
CY vs. PY	(10,195)	7,368	(15,827)	11,018										(7,636)



VNA Financial Results
YTD OCTOBER
FY 2025-26

	FY 2026			FY 2025			FY26 to FY25
	<u>Budget</u>	<u>YTD Act</u>	<u>% of Budget</u>	<u>Budget</u>	<u>YTD Act</u>	<u>% of Budget</u>	<u>Var to Budget</u>
Revenue:							
Public Health Nursing	\$450,000	\$137,022	30.4%	\$450,000	\$144,658	32.1%	-1.7pp
Summer/Field Trips	\$12,000	\$20,908	174.2%	\$12,000	\$14,519	121.0%	53.2pp
	<u>\$462,000</u>	<u>\$157,930</u>	<u>34.2%</u>	<u>\$462,000</u>	<u>\$159,177</u>	<u>34.5%</u>	<u>-0.3pp</u>
Expenditure:							
Wages/Salaries	\$557,305	\$174,098	31.2%	\$557,051	\$176,962	31.8%	0.5pp
Fringe Benefits	\$218,158	\$141,841	65.0%	\$238,264	\$159,394	66.9%	1.9pp
53201 - Supplies	\$3,000	\$509	17.0%	\$5,500	\$378	6.9%	-10.1pp
53276 - Medical Supplies	\$4,500	\$68	1.5%	\$6,510	\$142	2.2%	0.7pp
53440 - Public Education	\$3,000	\$0	0.0%	\$3,000	\$0	0.0%	0.0pp
53730 - Insurance	\$490	\$445	90.8%	\$540	\$0	0.0%	-90.8pp
53810 - Background checks	\$500	\$106	21.3%	\$2,000	\$106	5.3%	-16.0pp
53813 - Computer Support	\$44,740	\$29,820	66.7%	\$44,740	\$30,854	69.0%	2.3pp
53819 - Medical Services	\$40,000	\$12,330	30.8%	\$70,000	\$7,987	11.4%	-19.4pp
53902 - Telephone	\$5,000	\$1,245	24.9%	\$7,000	\$1,545	22.1%	-2.8pp
53903 - Copiers	\$2,500	\$522	20.9%	\$2,500	\$397	15.9%	-5.0pp
53916 - Professional Development	\$0	\$0	N/A	\$0	\$0	N/A	N/A
53920 - Professional Services	\$51,900	\$16,878	32.5%	\$57,000	\$21,304	37.4%	4.9pp
53940 - Advertising	\$3,000	\$1,097	36.6%	\$8,100	\$676	8.3%	-28.2pp
53943 - Mileage	\$2,000	\$631	31.5%	\$3,000	\$747	24.9%	-6.7pp
53944 - Organizational Fees	\$0	\$0	N/A	\$17,500	\$6,071	34.7%	N/A
53945 - Training	\$22,000	\$7,781	35.4%	\$10,000	\$679	6.8%	-28.6pp
	<u>\$958,093</u>	<u>\$387,370</u>	<u>40.4%</u>	<u>\$1,032,705</u>	<u>\$407,242</u>	<u>39.4%</u>	<u>-1.0pp</u>
NET INCOME	<u>(\$496,093)</u>	<u>(\$229,440)</u>	<u>46.2%</u>	<u>(\$570,705)</u>	<u>(\$248,065)</u>	<u>43.5%</u>	<u>2.8pp</u>

Timberlin Golf Course Financial Results

YTD OCTOBER

FY 2025-26

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

	FY 2026			FY 2025			FY26 to FY25	NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget	Variance to Budget	
Revenue:								
Daily Passes (Greens Fees)	\$1,018,269	\$501,946	49.3%	\$914,655	\$504,331	55.1%	-5.8pp	
Season Passes	\$204,333	\$0	0.0%	\$199,545	\$0	0.0%	0.0pp	
Golf Carts	\$438,239	\$309,197	70.6%	\$476,405	\$287,541	60.4%	10.2pp	
Driving Range	\$31,750	\$14,082	44.4%	\$28,000	\$14,686	52.4%	N/A	
Restaurant Rent	\$49,749	\$31,342	63.0%	\$49,749	\$19,900	40.0%	23.0pp	
	<u>\$1,742,340</u>	<u>\$856,568</u>	<u>49.2%</u>	<u>\$1,668,354</u>	<u>\$826,457</u>	<u>49.5%</u>	<u>-0.4pp</u>	
Expenditure:								
Wages/Salaries	\$663,877	\$285,074	42.9%	\$651,280	\$236,007	36.2%	-6.7pp	
Fringe Benefits	\$229,519	\$152,977	66.7%	\$212,079	\$137,545	64.9%	-1.8pp	
53102 - Electricity	\$70,350	\$28,231	40.1%	\$67,400	\$24,958	37.0%	-3.1pp	
53105 - Natural Gas	\$24,107	\$2,589	10.7%	\$24,107	\$4,520	18.8%	8.0pp	
53106 - Vehicle Fuel	\$49,750	\$8,446	17.0%	\$30,775	\$7,333	23.8%	6.9pp	
53201 - Supplies	\$6,500	\$3,226	49.6%	\$5,500	\$1,744	31.7%	-17.9pp	
53202 - Irrigation Materials	\$38,000	\$30,901	81.3%	\$30,000	\$13,908	46.4%	-35.0pp	
53208 - Equipment (New)	\$37,000	\$2,262	6.1%	\$22,975	\$858	3.7%	-2.4pp	
53219 - Operating Materials	\$27,500	\$4,288	15.6%	\$12,500	\$1,004	8.0%	-7.6pp	
53233 - Auto Parts	\$35,500	\$5,656	15.9%	\$35,500	\$8,292	23.4%	7.4pp	
53241 - Sand & Stone	\$17,500	\$6,258	35.8%	\$17,500	\$3,978	22.7%	-13.0pp	
53243 - Fertilizer, Seed, Chem.	\$160,000	\$152,196	95.1%	\$145,000	\$138,808	95.7%	0.6pp	
53245 - Maintenance & Repair	\$45,000	\$9,509	21.1%	\$40,000	\$11,858	29.6%	8.5pp	
53510 - Golf Pro Contr. Serv.	\$90,000	\$45,000	50.0%	\$90,000	\$45,000	50.0%	0.0pp	
53513 - Green, Trap, Tee, Cart Paths	\$7,500	\$274	3.7%	\$5,000	\$0	0.0%	-3.7pp	
53603 - Golf Cart Lease	\$80,087	\$73,207	91.4%	\$80,087	\$80,077	100.0%	8.6pp	
53730 - Insurance	\$31,656	\$31,656	100.0%	\$28,778	\$28,778	100.0%	0.0pp	
53813 - Computer Support	\$16,000	\$2,680	16.8%	\$14,250	\$2,680	18.8%	2.1pp	
53814 - Contractual Services	\$35,000	\$0	0.0%	\$0	\$0	N/A	N/A	
53823 - Refuse Disposal	\$9,547	\$1,520	15.9%	\$8,679	\$2,170	25.0%	9.1pp	
53902 - Telephone	\$2,000	\$668	33.4%	\$2,950	\$565	19.2%	-14.2pp	
53917 - Water & Sewer	\$17,500	\$2,453	14.0%	\$4,200	(\$4,964)	-118.2%	-132.2pp	
53932 - Waterways Treatment	\$7,500	\$2,250	30.0%	\$8,300	\$4,175	50.3%	20.3pp	
53940 - Advertising	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	0.0pp	
53941 - Bank charges	\$39,388	\$15,481	39.3%	\$29,741	\$13,596	45.7%	6.4pp	
53944 - Organizational Fees	\$0	\$0	N/A	\$1,385	\$240	17.3%	N/A	
53945 - Training	\$3,000	\$750	25.0%	\$615	\$400	65.0%	40.1pp	
53950 - Internet Service	\$3,200	\$698	21.8%	\$3,950	\$1,028	26.0%	4.2pp	
	<u>\$1,756,981</u>	<u>\$868,248</u>	<u>49.4%</u>	<u>\$1,582,551</u>	<u>\$764,558</u>	<u>48.3%</u>	<u>-1.1pp</u>	
OPERATING INCOME	<u>(\$14,641)</u>	<u>(\$11,680)</u>	<u>79.8%</u>	<u>\$85,803</u>	<u>\$61,899</u>	<u>72.1%</u>	<u>7.6pp</u>	
CHECK		(\$0)			\$0			
Index:		4						
Capital Items	\$0	\$0	N/A	\$97,359	\$0	0.0%	N/A	