

The public can call into this meeting and will be allowed to address the Town Council during “Audience of Citizens” or during the “Public Hearing” portion of the meeting. If you would like to listen in on the meeting or would like to address the Town Council please call 1-563-999-2090 at 7:00 p.m., you will be asked to punch in the access code followed by the pound sign – 269573#. The Mayor will ask for public comment. Once recognized by the Mayor, you will need to clearly state your name and address before speaking and may only speak during the audience of citizens and public hearing.

TOWN OF BERLIN
TOWN COUNCIL MEETING (VIA CONFERENCE CALL)
Tuesday April 7, 2020
Town Council Chambers
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MEETING AGENDA – Immediately Following the Audience of Citizens
- F. CONSENT AGENDA:
 - 1. Topic re: Approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2020 season. – Parks and Recreation
 - 2. Topic re: Approve Debra Tubbs, Ice Queen food truck to sell ice cream, snacks and beverages at the following parks, playgrounds and event: Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol Creek on Wednesday afternoons from 1 p.m. to 3 p.m., Sage Park, Little Peoples Playground, Friendship Place at Willard School and Timberlin 50th Anniversary Celebration in July 2020. – Parks and Recreation
 - 3. Topic re: Approve acceptance of the donations in the amount of \$300 for the Berlin Parks and Recreation Department youth fishing derbies to be held on Saturday, April 18 and Saturday, April 25, 2020 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
 - 4. Topic re: Approve the waiving of all field fees not to exceed \$630 for St. Paul School, Kensington soccer team for the use of Percival soccer field for a number of dates in April, May and June. – Parks and Recreation

5. Topic re: Accept monetary donations totaling \$33.90 for the Berlin Peck Memorial Library and deposit \$8.00 into the friends of the library miscellaneous account and deposit \$25.90 into the library agency account. – Berlin-Peck Memorial Library

G. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet remotely on Tuesday, April 7, 2020, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Copies of said proposed ordinance are available on the town's website www.town.berlin.ct.us under events – Town Council Meeting - April 7, 2020.

The public can call into this meeting and will be allowed to address the Town Council during “Audience of Citizens” or during the “Public Hearing” portion of the meeting. If you would like to listen in on the meeting or would like to address the Town Council please call 1-563-999-2090, you will be asked to punch in the access code followed by the pound sign – 269573#.

H. NEW BUSINESS:

1. Topic re: Waive Rule 7 of the Town Council Rules and Procedures to allow the Town Council to vote on the proposed bond ordinance at tonight's meeting and that “AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” be adopted. – Town Clerk
2. Topic re: Discussion and possible action on the Board of Education and Town budgets. - Town Clerk
3. Topic re: Authorize the Town Manager and the Mayor to execute the declaration of emergency in the form attached. – Town Manager
4. Topic re: Approve the transfer of \$10,000 from the Health Insurance account and \$28,555.49 from the Pension account to the Defibrillators account pending approval of the Board of Finance and authorize the police department to utilize McKesson Medical-Surgical, State of CT Contract #16PSX0247, to purchase 14 AED and associated training and equipment for an amount not to exceed \$38,555.49, pending approval of the previous transfer. – Police Department
5. Topic re: Adopt the attached resolution making certain findings with respect to unexpended bond proceeds of the Town and appropriating said proceeds for capital purposes as outlined in the

attached resolution, pending approval of the Athletic Field Improvements bond ordinance and approval of the Board of Finance. - Finance

6. Topic re: Transfer \$98,976, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance
7. Topic re: Waive the bidding requirement and approve the purchase of eight Dell laptops from Imperium Technology Group of Brookfield for \$18,054.16 using the State contract, as this is in the best interest of the Town. - Finance
8. Topic re: Authorize the Town Manager, Aroscha Jayawickrema, to enter into a contract with Kaestle Boos Associates, Inc. for Design and Construction Administration Services for Sage 1 Softball Field at Sage Park in an amount not to exceed \$49,550 which includes 10% contingency. – Parks and Recreation
9. Topic re: Approve the transfer of \$16,376 from the Senior Center HVAC account in the General Fund and \$7,809 from the ADA Improvements account in the General Fund to the Senior Center Repairs account in the General Fund and utilize the CRCOG EZ IQC job order contracting portal through the Gordian Group and enter into a contract with BMP Construction Inc. of Brookfield, CT. for an amount not to exceed \$99,185.00 which includes a 4% contingency for flooring, kitchen cabinets, countertops and other miscellaneous repairs at the Berlin Senior Center. – Facilities
10. Topic re: Approve the purchase of furniture for the McGee Blast Classroom from RED THREAD in the amount of \$14,238.20 utilizing State of Connecticut contracts No. 15PSX0041-Steelcase and No.16PSX0190-Fleetwood. – Facilities
11. Topic re: Award Bid 2020-7 for the McGee School Gym and Wellness Center Painting project to Scholar Painting of Seymour, CT for an amount not to exceed \$28,368.00 which includes a 20% project contingency. - Facilities
12. Topic re: Utilize State of CT. contract no.19PSX0088 and authorize Utility Communications of Hamden, CT to install a Motorola districtwide school security radio system at the 5 Berlin Public Schools, Board of Education Central Office and Berlin Police Department for an amount not to exceed \$170,721.10 which includes a 10% project contingency. - Facilities
13. Topic re: Approve an increase to Purchase Order 200-446 for Daikin Applied up to \$30,000 for additional maintenance, testing, cleaning and repairs of the Berlin High School Chillers utilizing OMNIA partners contract R150505. - Facilities
14. Topic re: Approve utilizing the State of Connecticut Department of Administrative Services Contracts #18PSX0309 and #19PSX0261 for the 2020 Construction Season for the purpose of reconstructing and paving roadways. – Public Works
15. Topic re: Refer the demolition of 861 Farmington Avenue to the Planning Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes. – Economic Development

16. Topic re: Authorized the Town Manager to apply for an AARP Community Challenge Grant in the amount of \$75,000 to create a recreation and fitness trail at Pistol Creek that will be accessible to people of a range of ages and abilities. – Economic Development
17. Topic re: Approve the proposal from Cardinal Engineering for additional services in the amount of \$22,000, to increase the maximum contract sum to \$79,200 and to authorize the Town Manager to enter into a contract amendment with Cardinal Engineering for \$22,000 to be funded from accounts, Grant Road Improvement and STEAP Main Street Streetscape Improvements, Phase II. – Economic Development

I. TOWN MANAGER'S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES: March 17, 2020

M. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Coccomo Brothers Assoc LLC

N. ADJOURNMENT

Consent
Agenda Item No. #1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 13, 2020

SUBJECT: Berlin Youth Football and Cheerleading approval to sell food and beverages

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 12, 2020 recommended approval for Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2020 season.

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


Action Needed:

Move to approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2020 season.

Attachments:


None

Prepared By:

Jennifer Ochoa, Director of Community, Recreation and Parks Services 

Consent
Agenda Item No. #2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: March 13, 2020

SUBJECT: Approval to sell ice cream, snacks and beverages in Town parks – Debra Tubbs, Ice Queen

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 12, 2020 recommended that Debra Tubbs, Ice Queen food truck be authorized to sell ice cream, snacks and beverages from her ice cream truck at Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol Creek on Wednesday afternoons from 1 p.m. to 3 p.m., Sage Park, Little Peoples Playground, Friendship Place at Willard School and Timberlin 50th Anniversary Celebration in July 2020.

Debra Tubbs is aware that as a vendor she is not to be present at a park or field when other concessions are in operation. She is aware there is no exclusivity applied and that the Berlin Parks and Recreation Commission could recommend other vendor approvals in the future.

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


Action Needed:

Move to approve Debra Tubbs, Ice Queen food truck to sell ice cream, snacks and beverages at the following parks, playgrounds and event: Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol Creek on Wednesday afternoons from 1 p.m. to 3 p.m., Sage Park, Little Peoples Playground, Friendship Place at Willard School and Timberlin 50th Anniversary Celebration in July 2020.

Attachments:

None

Prepared By:

Jennifer Ochoa, Director, Community Recreation and Parks Services 

Consent
Agenda Item No. #3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 13, 2020

SUBJECT: Donations for the Youth Fishing Derbies

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 12, 2020, recommended the acceptance of the following donations for the Berlin Parks and Recreation Department's youth fishing derbies to be held on Saturday, April 18 and Saturday, April 25, 2020 at Sage Park Pond from 8 AM to 10 AM. The donations are from the Berlin VFW for \$50, Berlin Polish Political Club for \$50 and Kiwanis Club of Berlin for \$200.

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

Action Needed:

Move to approve acceptance of the donations in the amount of \$300 for the Berlin Parks and Recreation Department youth fishing derbies to be held on Saturday, April 18 and Saturday, April 25, 2020 at Sage Park Pond from 8 AM to 10 AM.

Attachments:

None

Prepared By:

Debbie Dennis, Superintendent of Recreation 

Consent
Agenda Item No. #4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 13, 2020

SUBJECT: Waive field fees at Percival Soccer Field for St. Paul School

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 12, 2020 recommended that all field fees not to exceed \$630 be waived for St. Paul School, Kensington soccer team practices at Percival soccer field for a number of dates in April, May and June.

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


Action Needed:

Move to approve the waiving of all field fees not to exceed \$630 for St. Paul School, Kensington soccer team for the use of Percival soccer field for a number of dates in April, May and June.

Attachments:

Fee waiver and letter

Prepared By:

Jennifer Ochoa, Director of Community Recreation and Parks Services 



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Saint Paul School		Date: 3/4/2020
Contact Name: Diane Funk		
Phone Number: 860-828-4343		
Event: Soccer Team Practices	Date of Event: multiple	
Location of the Event: Percival Soccer Field		
What fee do you want waived: waiver of fees for field usage		
Identify the hardship incurred: Our students are assessed a fee to participate in soccer. We would have to pass along the field usage fees		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: resulting in a greater financial burden.		
* See attached		

Town Manager review:

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

Yes ☐

No ☐

If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Saint Paul School

Comments:

Thank you for considering our request.

Fr. Joseph Benicewicz, P.M.
Signature

3/4/2020
Date

Town Manager Signature

Date

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

1. Fee Waiver Policy

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



Saint Paul Church

467 Alling Street
Kensington CT 06037
(860) 828-0331 • Fax (860) 828-7620

March 4, 2020

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

Dear Recreation Commission:

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

As you know, Saint Paul School is a non-profit organization that has had a strong presence in the Berlin community for over 56 years. Our school and parish consistently contribute to the greater Berlin community (by way of yearly food drives, clothing drives, community giving during the holidays, etc.). We believe in giving back.

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

I thank you for your consideration of a waiver of fees for use of Percival Field.

Sincerely,

Fr Joseph Benicewicz, OFM, Conv
Pastor

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 30, 2020
SUBJECT: Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	8.00	FOL Misc.	jewelry sale proceeds	Various
	25.00	Lib. Agency acct.	proctor exam donation	Donor
	0.90	Lib. Agency acct.	small donation	Donor
	33.90			

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

Action Needed:

Move to accept monetary donations totaling \$33.90 for the Berlin Peck Memorial Library and deposit \$8.00 into the friends of the library miscellaneous account and deposit \$25.90 into the library agency account.

Attachments:

None

Prepared By:

Helen Malinka, Library Director



NOTICE OF PUBLIC HEARING
THE TOWN OF BERLIN
April 7, 2020
Call in phone number 1-563-999-2090 access code 269573#

The Town Council of the Town of Berlin will meet remotely on Tuesday, April 7, 2020, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

AN ORDINANCE APPROPRIATING \$1,000,000 FOR
ATHLETIC FACILITY IMPROVEMENTS (2020) AND
AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE
TOWN TO MEET SAID APPROPRIATION, AND PENDING
THE ISSUANCE THEREOF THE MAKING OF TEMPORARY
BORROWINGS FOR SUCH PURPOSE

Copies of said proposed ordinance are available on the town's website www.town.berlin.ct.us under events – Town Council Meeting - April 7, 2020.

The public can call into this meeting and will be allowed to address the Town Council during “Audience of Citizens” or during the “Public Hearing” portion of the meeting. If you would like to listen in on the meeting or would like to address the Town Council please call 1-563-999-2090, you will be asked to punch in the access code followed by the pound sign – 269573#.

The agenda for the Council Meeting at which the public hearing will be held, the notice for this public hearing, and material for which it is known will be submitted to the Council in connection with agenda items and public hearing, are posted on the town's website www.town.berlin.ct.us and will be available for viewing during and after the meeting.

Following the public hearing, the Town Council will consider and act upon the bond ordinance.

Dated at Berlin, Connecticut this 27th day of March 2020.

Kathryn J. Wall
Town Clerk

[Seal]

Publish Date
April 2, 2020

FIRST PERSON VERSION

TOWN COUNCIL

PUBLIC HEARING

THE TOWN OF BERLIN

HELD _____, 2020

I hereby convene the public hearing for the \$1,000,000 Athletic Facility Improvements (2020) appropriation and bond ordinance. The ordinance which is the subject of this public hearing is available to the public and may be obtained at this meeting from the Town Clerk.

Is there a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Moved by _____, seconded by _____.

Those in favor, those opposed?

The motion passes.

AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Are there any comments from the public?

[Public Comments]

I call the public hearing on the \$1,000,000 Athletic Facilities Improvements (2020) bond ordinance closed.

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 30, 2020

SUBJECT: AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 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:

Our Bond Counsel, Attorney Joseph P. Fasi, has prepared the attached bonding authorization entitled "AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

Section 1. The sum of \$1,000,000 is appropriated for the planning, acquisition and construction of Athletic Facility Improvements (2020) the ("Project"). The Project shall consist of Sage I Softball Field, Percival Soccer Field and Scalise Rest Rooms, and such other facilities and locations as determined by the Town Council, and including: sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or Town Manager may allocate funding among the projects as needed from time to time.

Section 2. The Town's share of the Project cost is estimated to be \$1,000,000 and is expected to be paid from the proceeds of bonds authorized herein.

As a reminder, our Charter states that:

"Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an

ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval."

Action Needed:

1. Move to Waive Rule 7 of the Town Council Rules and Procedures to allow the Town Council to vote on the proposed bond ordinance at tonight's meeting.
2. Move that "AN ORDINANCE APPROPRIATING \$1,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2020) AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." be adopted.

Attachments:

Proceedings from Bond Counsel, Joseph P. Fasi.
Ordinance

Prepared By: Kate Wall, Town Clerk



FIRST PERSON VERSION

TOWN COUNCIL MEETING

_____, 2020

TOWN COUNCIL - ORDINANCE ACTION

The Town Council will now consider and take action with respect to the Athletic Facility Improvements (2020) appropriation and bond ordinance. A copy of the ordinance is available at from the Town Clerk.

Is there a motion to waive Rule 7?

Moved by _____, seconded by _____.

Those in favor?

Those opposed?

The motion passes.

Is there a motion and a second that the Athletic Facility Improvements (2020) ordinance be adopted.

Moved by _____, seconded by _____.

[Council Discussion]

Will the Clerk call the roll call vote.

I declare the ordinance adopted.

AN ORDINANCE APPROPRIATING \$1,000,000 FOR
ATHLETIC FACILITY IMPROVEMENTS (2020) AND
AUTHORIZING THE ISSUE OF \$1,000,000 BONDS OF THE
TOWN TO MEET SAID APPROPRIATION, AND PENDING
THE ISSUANCE THEREOF THE MAKING OF TEMPORARY
BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BERLIN:

Section 1. The sum of \$1,000,000 is appropriated for the planning, acquisition and construction of Athletic Facility Improvements (2020) the ("Project"). The Project shall consist of Sage I Softball Field, Percival Soccer Field and Scalise Rest Rooms, and such other facilities and locations as determined by the Town Council, and including: sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or Town Manager may allocate funding among the projects as needed from time to time.

Section 2. The Town's share of the Project cost is estimated to be \$1,000,000 and is expected to be paid from the proceeds of bonds authorized herein.

Section 3. To meet said appropriation \$1,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Treasurer, Town Manager and Director of Finance (such majority hereafter, the "Town Officials") and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination

per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon, and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended. In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 4. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 5. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating

to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this resolution in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 7. The Town Officials are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to Repositories made prior hereto are hereby confirmed, ratified and approved.

Section 8. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 30, 2020

SUBJECT: 2020/2021 Budget

Summary of Agenda Item:

The Council should discuss and act on the budget tonight.

The budget making process is impacted by Governor Lamont's Executive order 7I. As stated in the Charter "**Section 7-5. Town Council Approval. Joint Board.** "Within five (5) days of receipt of the town budget as recommended by the Board of Finance, the Council shall meet to approve the budget as presented, reduce the budget by line item, or reject the budget. If the Council approves the budget, with or without reductions, the budget shall automatically be sent to referendum as set forth in Section 7-6 of this chapter. If the Council rejects the budget, immediately following such rejection said budget shall be considered at a joint meeting of the Council and the Board of Finance, at which meeting the budget may only be revised with the approval of at least nine (9) members of the joint board. Unless so revised, said budget shall be considered approved by the joint board. In either event, the budget shall automatically be sent to referendum as set forth in Section 7-6 of this chapter. The Mayor shall be the chairman of the joint board and seven (7) members shall constitute a quorum."

If the Town Council approves the budget(s) as presented, the Town Council must then authorize the Board of Finance to adopt the budget and in a separate motion authorize the Board of Finance to set the mill rate.

If the Council reduces or rejects the budget(s), the Town Council and Board of Finance will need to proceed to a joint meeting. There is no referendum for the FY '21 budget, as per Executive Order 7I.

The attached letter from Attorney Donofrio explains that the Governor's Executive Order 7I eliminates all in-person voting by the public, thus superseding (for FY '21) the charter requirements for a referendum.

Action Needed:

Discussion and possible action on the Board of Education and Town budgets.

Attachments:

Letter from Corporation Counsel dated March 24, 2020.
Budget Information

Prepared By: Kate Wall, Town Clerk



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OF COUNSEL

March 24, 2020

Arosha Jayawickrema
Town Manager
Town of Berlin
240 Kensington Road
Berlin, CT 06037

Re: Adoption of FY'21 Budget

Dear Arosha:

On March 10, 2020, Governor Lamont issued declarations of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the state of Connecticut as a result of the COVID-19 pandemic.

On March 14, 2020, Governor Lamont issued Executive Order 7B (*PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE-FURTHER SUSPENSION OR MODIFICATION OF STATUTES*). Paragraph 1 of Executive Order 7B suspends the in-person open meeting requirements of the Connecticut Freedom of Information Act. Subject to the five (5) requirements enumerated in paragraph 1 of Executive Order 7B, municipalities may conduct meetings of public agencies without permitting in-person access to such meetings.

On March 15, 2020, Governor Lamont issued Executive Order 7C (*PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE - FURTHER SUSPENSION OR MODIFICATION OF STATUTES*). Paragraph 5 of Executive Order 7C extended all municipal budget deadlines for the preparation of the FY'21 budget that fall on any date prior to and including May 15, 2020 by thirty (30) days.

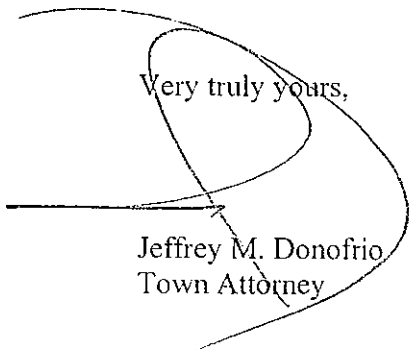
On March 21, 2020, Governor Lamont issued Executive Order 7I (*Protection of Public Health and Safety During COVID-19 Pandemic and Response – Municipal Operations and Availability of Assistance and Healthcare*). Paragraph 13 of Executive

Order 7I suspends in-person budget adoption requirements for municipalities. Specifically, municipalities are expressly required to adopt budgets for FY'21 without holding votes required by charter and without complying with any in-person budget adoption requirements, including but not limited to annual town meetings requiring votes, referenda, and special town meetings. In adopting a budget, the "budget-making authority" is required to comply with the public meeting requirements as modified by Executive Order 7B(1) and "shall thereby take all reasonable steps to publicize the draft municipal budget" and "receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the budget." The clear intent of Executive Order 7I (13), especially in light of the circumstances under which it was issued, is to eliminate all in-person voting by the public.

As you know, pursuant to Section 7-5 of the Town Charter, within five days of receipt of the recommended budget from the Board of Finance, the Town Council shall meet to approve the budget as presented, reduce the budget by line items or reject the budget. Per Section 7-5 of the Town Charter, if the Town Council approves the budget as presented or approves a budget with reductions, the budget proceeds to referendum. If the Town Council rejects the budget as presented, a joint meeting of the Board of Finance and Town Council occurs as per Section 7-5. Paragraph 13 of Executive Order 7I expressly requires municipalities to adopt a budget for FY'21 without any in-person budget adoption process, including referenda. Thus, if the Town Council approves the budget as presented, the budget is approved, and the Board of Finance shall proceed to set the mill rate. In light of the fact that there can be no referendum on the budget, if the Town Council approves the budget with reductions, my opinion is that the Town Council's action (*i.e.*, reductions to the budget presented by the Board of Finance) should be deemed a rejection of the budget as presented and the Board of Finance and Town Council should immediately proceed to a joint meeting in the manner described in Section 7-5 of the Town Charter.

Thank you and please contact me with any questions.

Very truly yours,



Jeffrey M. Donofrio
Town Attorney

kwall

From: Kevin Delaney
Sent: Tuesday, March 31, 2020 3:57 PM
To: Mark Kaczynski; Brenden Luddy; Charles Paonessa; Donna Veach; Peter Rosso; Joann Angelico-Stetson; Mike Urrunaga
Cc: Arosha Jayawickrema; kwall; Gail Erickson; Izielinski; Gerald Paradis; John Richards; Mark Holmes; Sal Bordonaro; Sam Lomaglio; Timothy Grady
Subject: Board of Finance Recommended Budget
Attachments: FY21 BoF Submission 3-18-20.pdf; FY21 Budget Dashboard as of 3-18-2020 (sent to the Annual Budget Hearing).xlsx

Town Council,

This afternoon, the Board of Finance voted to submit the attached fiscal year 2020-21 budget to the Town Council. The budget is the same as approved for the annual budget hearing and includes:

Total: \$91,475,922 (+\$1,284,008 or +1.4% vs prior year)
BOE: \$46,416,504 (+\$1,438,660 or +3.2% vs prior year)
Gen Gov't: \$45,059,418 (-\$154,652 or -0.3% vs prior year)

Attached is the detailed budget document and the dashboard with all changes detailed. The Town Clerk will include a hard copy of each document in you meeting packet for the April 7th Council meeting.

I will continue to monitor the townbudget@town.berlin.ct.us mailbox and forward any new emails to everyone on this email. Finally, the Board of Finance has scheduled a meeting for next Thursday, April 9th at 7pm to adopt the budget and set the mill rate – assuming the Council passes both resolutions next Tuesday.

Thanks,

Kevin Delaney
Finance Director
Town of Berlin
240 Kensington Road
Berlin, CT 06037
860-828-7044
kdelaney@town.berlin.ct.us
www.facebook.com/TownBerlinCT

BUDGET DASHBOARD AS OF MARCH 18th

	GEN GOV'T	BOE	TOTAL
ORIGINAL SUBMISSION	\$49,946,745	\$47,887,504	\$97,834,249
Expenditure Revisions:			
Town Mgr/BOE Submission	(1,797,175)	(500,000)	(2,297,175)
BOF - 1st Ref	(3,090,152)	(971,000)	(4,061,152)
TC - 1st Ref	0	0	0
BOF - 2nd Ref	0	0	0
TC - 2nd Ref	0	0	0
BOF - Final Submission	0	0	0
TC - Adopted Budget	0	0	0
TOTAL EXPENDITURE REVISIONS	(4,887,327)	(1,471,000)	(6,358,327)
PROPOSED/ADOPTED BUDGET	\$45,059,418	\$46,416,504	\$91,475,922
FY20 ADOPTED BUDGET	\$45,214,070	\$44,977,844	\$90,191,914
YOY BUDGET CHANGE	(\$154,652)	\$1,438,660	\$1,284,008
	-0.3%	3.2%	1.4%
Revenue Revisions:			
BOF - 1st Ref			(1,555,733)
TC - 1st Ref			0
BOF - 2nd Ref			0
TC - 2nd Ref			0
BOF - Final Submission			0
TC - Adopted Budget			0
TOTAL REVENUE REVISIONS			(\$1,555,733)

FY 2021 Estimated Mill Rate Calculation as of ...

	3/1/2020 Original Submission	Revisions	3/18/2020 Revised Submission
Total Budgeted General Fund expenditures:	\$97,834,249	(\$6,358,327)	\$91,475,922
Less: Budgeted revenues other than current levy	(\$14,242,516)	\$1,555,733	(\$12,686,783)
Amount needed to be generated from current levy	\$83,591,733	(\$4,802,594)	\$78,789,139
Factor in 99.3% collection rate	\$84,181,000	(\$4,836,449)	\$79,344,551
Net taxable grand list	\$2,338,595,685	\$0	\$2,338,595,685

<u>Actual Mill Rates:</u>			<u>YOY MILL RATE CHG</u>
	36.00	33.93	0.00
Percentage Mill Rate Change	6.10%	0.00%	

Impact on a home worth: \$280,000

Taxes at Current Mill Rate:	\$6,650	\$6,650
Taxes at Revised Mill Rate:	\$7,056	\$6,650
Increase/(Decrease) in Taxes:	\$406	\$0

EXPENDITURE REVISIONS:

TOWN MANAGER REVISIONS:

	DATE OF REVISION	GENERAL GOV'T	BOARD OF EDUCATION	Proposed/Approved
Remove Police Chief/Deputy Salary Adj - in wage negotiations within Townwide Dept.		(\$9,308)	\$0	
Remove part-time to full-time request in Assessors Office		(\$41,198)	\$0	
Remove additional comp & certification comp in Registrars Office		(\$22,650)	\$0	
Remove promotions (2), PT ABO & Add top manager Planner allocation in Building Dept.		(\$23,299)	\$0	
Add top manager Planner allocation in Economic Development		\$42,658	\$0	
Add top manager Planner Change in Fire Marshal		\$14,388	\$0	
Move Planner from mid-manager to top manager and spread the cost to othe covered departments in		(\$30,423)	\$0	
Remove new Foreman position in Facilities		(\$106,542)	\$0	
Remove Glen St bridge from General Fd - bonding the project		(\$500,000)	\$0	
Remove Kensington Rd bidge from General Fd - bonding the project		(\$440,400)	\$0	
Remove road paving from General Fd - bonding the project		(\$414,000)	\$0	
Remove truck from Building Office (fund with FY20 surplus if possible)		(\$20,000)	\$0	
Debt service adjustment based on new debt plan		(\$99,700)	\$0	
Grounds - Maintainer (remove FT replace with PT)		(\$71,701)	\$0	
Reduce electricity budget in Dept. 61		(\$75,000)	\$0	
		(\$1,797,175)	\$0	

BOE REVISIONS:

BOE reductions to Superintendent's submission	\$0	(\$500,000)
	\$0	(\$500,000)

BOE REVISIONS - FIRST REFERENDUM:

Worker's Compensation renewal lower than projected (3% assumed but ac	3/18/2020	(\$62,730)	\$0
Reduce School Nurses compensation (historical vacation payouts lower th	3/18/2020	(\$43,060)	\$0
Reduce health insurance (Town only) based on Anthem rate recommendat	3/18/2020	(\$96,165)	\$0
BOE reduction	3/18/2020	\$0	(\$971,000)
Remove DB Pension Funding (except for monthly chks & svc chg - \$185k	3/18/2020	(\$1,577,733)	\$0
Remove Charter Revision Commission	3/18/2020	(\$4,701)	\$0
Remove McGee HVAC System (capital)	3/18/2020	(\$225,000)	\$0
Remove Police Vehicles (capital)	3/18/2020	(\$200,000)	\$0

Remove Police AEDs (capital)	3/18/2020	(\$25,000)	\$0
Remove Fire Alarm Upgrade at Hubbard (capital)	3/18/2020	(\$150,000)	\$0
Remove School Security Vehicle Modifications (capital)	3/18/2020	(\$10,000)	\$0
Remove School Vans (capital)	3/18/2020	(\$110,000)	\$0
Remove Timberlin Maintenance Building (capital)	3/18/2020	(\$50,000)	\$0
Remove Rebuild Front Loader (capital)	3/18/2020	(\$50,000)	\$0
Remove Wood Chipper (capital)	3/18/2020	(\$75,000)	\$0
Reduce Transfer for School Security (Office Reconfig.)	3/18/2020	(\$100,000)	\$0
Add Field Debt (Sage I, Percival & Scalise Rest Rooms)	3/18/2020	\$140,000	\$0
Lower contingency	3/18/2020	(\$200,000)	\$0
Remove all new headcount (FT & PT, incl fringes & benefits)	3/18/2020	(\$250,763)	\$0
		(\$3,090,152)	(\$971,000)

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

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

BOF REVISIONS - SECOND REFERENDUM:

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

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

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

BOF REVISIONS - FINAL BUDGET SUBMISSION:

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

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

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

Total Expenditure Revisions

(\$4,887,327)	(\$1,471,000)
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RECEIPTS REVISIONS:

BOF REVISIONS - FIRST REFERENDUM:

Remove Assigned Fund Balance for DB Pension	(\$1,577,733)	\$0
Assign Fund Balance for Field debt service (Sage I, Percival & Sage Rest Rooms)	\$140,000	\$0
Lower assignment for contingency	(\$200,000)	\$0
Interest income	(\$200,000)	\$0
Bond premium (June 2020 issue)	\$250,000	\$0
Increase golf greens fees	\$25,000	\$0
Increase cart rentals	\$7,000	\$0
	(\$1,555,733)	\$0

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

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

BOF REVISIONS - SECOND REFERENDUM:

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

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

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

BOF REVISIONS - FINAL BUDGET SUBMISSION:

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

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

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

Total Revenue Revisions

(\$1,555,733)	\$0
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TOWN OF BERLIN



BOARD OF FINANCE PROPOSED BUDGET

2020/21
REVISED March 18, 2020

GENERAL FUND REVENUES FY2019/20

Account	Description	2019 Actual Revenue	2020		2021		
			Adopted Budget	Amended Budget	Department Requested	Town Mgr Approved	Brd of Fin Proposed
41 - Taxes:							
001.00.0000.5.41002.00000	Current Levy	73,796,439	77,159,891	77,159,891	83,591,733	81,294,558	\$78,789,139
001.00.0000.5.41010.00000	Motor Vehicle Supplement	893,042	650,000	650,000	700,000	700,000	700,000
Various	Back Taxes/Int/Suspense Taxes et al	1,813,587	475,000	475,000	692,000	692,000	692,000
001.00.0000.6.41601.00000	Elderly Housing	51,099	49,309	49,309	51,813	51,813	51,813
	Total Taxes	76,554,167	78,334,200	78,334,200	85,035,546	82,738,371	80,232,952
42 - Licenses, Permits, & Other:							
001.05.0511.1.42151.00000	Town Clerk Fees	347,800	330,000	330,000	330,000	330,000	330,000
001.05.0511.1.42152.00000	Town Clerk Dog License Fees	9,651	11,000	11,000	11,000	11,000	11,000
001.05.0505.1.42153.00000	Passport Fee	16,990	10,900	10,900	16,000	16,000	16,000
001.10.1014.1.42201.00000	Building Inspection Fees	462,047	375,000	375,000	375,000	375,000	375,000
001.10.1014.1.42202.00000	Planning Fees (New acct)	24,002	18,000	18,000	18,000	18,000	18,000
001.10.1016.1.42251.00000	Zoning Board of Appeals	3,525	3,000	3,000	3,000	3,000	3,000
001.15.1530.1.42271.00000	Animal Control Fees	1,303	1,000	1,000	1,000	1,000	1,000
001.15.1530.1.42272.00000	Animal Control Rent	5,820	5,820	5,820	5,820	5,820	5,820
001.15.1531.1.42304.00000	Outside Fire Services	0	0	0	8,000	8,000	8,000
001.15.1532.1.42301.00000	Police Services	42,511	40,000	40,000	40,000	40,000	40,000
001.15.1532.1.42302.00000	Police Services to Other Agencies	17,648	25,000	25,000	20,000	20,000	20,000
001.15.1532.1.42303.00000	Outside Police Services	343,778	347,500	347,500	346,800	346,800	346,800
001.20.2036.1.42351.00000	Engineering and Public Works	37,622	38,000	38,000	11,000	11,000	11,000
001.20.2036.1.42352.00000	Scrap Metal	23,388	15,000	15,000	15,000	15,000	15,000
001.25.2542.1.42401.00000	Park and Recreation	143,765	135,000	135,000	145,000	145,000	145,000
001.25.2543.1.42451.00000	Golf Course Revenue	550,371	675,679	675,679	587,221	587,221	587,221
001.25.2543.1.42453.00000	Golf Restaurant Rent	13,742	27,005	27,005	26,197	26,197	26,197
001.25.2543.1.42454.00000	Golf Season Pass Revenue	126,445	143,537	143,537	132,722	132,722	157,722
001.25.2543.1.42455.00000	Golf Pro Rent	2,770	2,770	2,770	2,770	2,770	2,770
001.25.2543.1.42501.00000	Golf Cart Revenue	382,556	423,562	423,562	393,012	393,012	400,012
001.25.2544.1.42601.00000	Berlin-Peck Memorial Library	8,737	9,700	9,700	8,100	8,100	8,100
001.25.2544.1.42602.00000	Library Copy Fees	1,028	0	0	0	0	0
001.30.3053.1.42651.00000	Nursing-Summer/FieldTrips	20,007	12,102	12,102	12,102	12,102	12,102
001.30.3055.1.42902.00000	Senior Center	6,878	6,250	6,250	6,250	6,250	6,250
001.30.3053.1.42907.00000	Berlin Public Health Nursing	1,045,780	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000
	Total Licenses, Permits, etc.	3,638,164	3,667,825	3,667,825	3,525,994	3,525,994	3,557,994
43 - School Grants:							
001.35.3560.2.43101.00000	Private Schools	21,576	0	0	0	0	0
001.35.3560.2.43501.00000	Education Equalization	6,070,026	5,671,560	5,671,560	5,870,600	5,870,600	5,870,600
	Total School Grants	6,091,602	5,671,560	5,671,560	5,870,600	5,870,600	5,870,600

Account	Description	Actual Revenue	Adopted Budget	Amended Budget	Department Requested	Town Mgr Approved	Brd of Fin Proposed
44 - Other State Grants:							
001.00.0000.6.44151.00000	In Lieu of Taxes	6,108	6,108	6,108	6,108	6,108	6,108
001.00.0000.6.44201.00000	PILOT-New Britain Stadium	25,000	25,000	25,000	25,000	25,000	25,000
001.00.0000.2.44355.00000	Municipal Stabilization Grant	258,989	258,989	258,989	258,989	258,989	258,989
001.00.0000.2.44451.00000	Additional Veteran Exemption	9,862	9,500	9,500	9,800	9,800	9,800
001.00.0000.6.44551.00000	Friends Against Drugs	4,153	3,300	3,300	3,300	3,300	3,300
001.30.3055.2.44701.00000	Child and Youth Services	19,753	14,000	14,000	24,734	24,734	24,734
001.05.0505.2.44801.00000	State & Federal Grants	25,879	358,367	358,367	25,000	25,000	25,000
001.15.1532.2.44851.00000	Police Overtime Grant	48,331	74,800	74,800	50,000	50,000	50,000
001.05.0507.2.45502.00000	Disability Social Security	3,052	2,500	2,500	3,000	3,000	3,000
	Total Other State Grants	401,128	752,564	752,564	405,931	405,931	405,931
45 - Other Services & Earnings on Invest.:							
001.00.0000.7.45101.00000	Interest on Investments	982,225	300,000	300,000	700,000	700,000	500,000
001.00.0000.8.45201.00000	Refund of Expenditures	7,940	10,000	10,000	10,000	10,000	10,000
001.00.0000.8.45301.00000	Sale of Land, Labor, Materials	17,142	7,500	7,500	7,500	7,500	7,500
001.25.2541.6.45302.00000	Mobile Home Rent	57,600	57,600	57,600	57,600	57,600	57,600
001.00.0000.6.45401.00000	Cell Phone Tower Rent	119,919	118,600	118,600	106,845	106,845	106,845
001.00.0000.6.45501.00000	Other Receipts	76,305	35,000	35,000	10,000	10,000	10,000
001.00.0000.6.45601.00000	Telephone Access Line Share	47,525	42,000	42,000	37,000	37,000	37,000
001.00.0000.8.45603.00000	Bond premium increase		0	0	0	0	250,000
	Total Other Serv. & Earnings	1,308,655	570,700	570,700	928,945	928,945	978,945
46 - Transfers from Other Funds:							
001.00.0000.9.46001.00000	Transfer from Other Funds	13,519	0	0	0	0	0
001.00.0000.9.46110.00000	WCC - Other	4,500	4,500	4,500	4,500	4,500	4,500
	Total Transfers	18,019	4,500	4,500	4,500	4,500	4,500
49 - Fund Balance Activity:							
	Total Revenues excluding Fund Bal.	88,011,735	89,001,349	89,001,349	95,771,516	93,474,341	91,050,922
001.00.0000.8.49202.00000	Fund Bal Designated for future years	0	190,565	1,577,231	300,000	300,000	100,000
001.00.0000.8.49202.00000	Fund Balance Designated for debt service	0	1,190,565	3,021,231	0	0	140,000
001.00.0000.8.49203.00000	Fund Bal Designated for Pension Funding	0	1,381,130	4,598,462	1,762,733	1,762,733	185,000
	Total Revenues incl. Fund Balance	88,011,735	90,382,479	93,599,811	97,834,249	95,537,074	91,475,922

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
0501 - Town Managers Office							
51 Wages-Salaries							
001.05.0501.0.51100.00000	Department Head	146,757	75,919	130,000	145,000	145,000	145,000
001.05.0501.0.51125.00000	Mid-Managers Personnel	47,364	49,139	49,139	51,519	51,519	51,519
001.05.0501.0.51510.00000	Part time & Summer Help	0	0	0	11,770	11,770	4,462
001.05.0501.0.51820.00000	In Lieu of Health Insurance	0	0	2,500	2,500	2,500	2,500
Wages-Salaries Total		194,121	125,058	181,639	210,789	210,789	203,481
52 Fringe Benefits							
001.05.0501.0.52010.00000	Worker's Compensation	7,166	4,471	7,494	8,744	8,744	8,306
001.05.0501.0.52100.00000	Social Security	12,971	9,567	13,705	16,126	16,126	15,567
001.05.0501.0.52200.00000	Pension	14,544	10,541	15,949	17,860	17,860	17,860
001.05.0501.0.52220.00000	Insurance, Life, Disability	1,503	926	1,423	1,661	1,661	1,661
001.05.0501.0.52235.00000	Health Insurance	45,331	31,880	42,734	24,799	24,799	23,317
Fringe Benefits Total		81,515	57,385	81,305	69,190	69,190	66,711
53 Professional/Technical							
001.05.0501.0.53201.00000	Supplies	870	1,200	1,200	2,000	2,000	2,000
001.05.0501.0.53916.00000	Professional Development	390	750	2,000	5,000	5,000	5,000
001.05.0501.0.53943.00000	Mileage	12	0	0	500	500	500
001.05.0501.0.53944.00000	Organizational Fees	196	500	500	500	500	500
001.05.0501.0.53960.00000	Interview Panels/Arbitration	0	100	100	100	100	100
Professional/Technical Total		1,468	2,550	3,800	8,100	8,100	8,100
Town Manager Total		277,104	184,993	266,744	288,079	288,079	278,292

0502 - Finance Department

51 Wages-Salaries							
001.05.0502.0.51100.00000	Department Head	125,051	125,453	125,453	125,453	125,453	125,453
001.05.0502.0.51120.00000	Professional Personnel	64,928	67,850	67,850	69,377	69,377	69,377
001.05.0502.0.51125.00000	Mid-Managers Personnel	228,948	240,371	240,371	248,388	248,388	248,388
001.05.0502.0.51130.00000	Clerical Personnel	55,910	58,964	58,964	58,739	58,739	58,739
001.05.0502.0.51510.00000	Part time & Summer Help	2,342	8,700	8,700	8,700	8,700	8,700
001.05.0502.0.51805.00000	Longevity	4,250	4,250	4,250	4,250	4,250	4,250
001.05.0502.0.51820.00000	In lieu of Health Insurance	2,500	2,500	2,500	2,500	2,500	2,500
Wages-Salaries Total		483,929	508,088	508,088	517,407	517,407	517,407
52 Fringe Benefits							
001.05.0502.0.52010.00000	Worker's Compensation	1,707	1,933	1,933	2,021	2,021	1,919
001.05.0502.0.52100.00000	Social Security	35,232	38,869	38,869	39,582	39,582	39,582
001.05.0502.0.52200.00000	Pension	39,834	41,940	41,940	42,751	42,751	42,751
001.05.0502.0.52220.00000	Insurance, Life, Disability	2,193	2,293	2,293	2,475	2,475	2,475
001.05.0502.0.52235.00000	Health Insurance	84,992	92,306	92,306	95,186	95,186	92,185
Fringe Benefits Total		163,958	177,341	177,341	182,015	182,015	178,912

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
53 Professional/Technical							
001.05.0502.0.53201.00000	Supplies	2,319	3,500	3,500	3,500	3,500	3,500
001.05.0502.0.53813.00000	Computer Support	37,379	43,165	43,165	47,323	47,323	47,323
001.05.0502.0.53825.00000	Budgets	0	750	750	750	750	750
001.05.0502.0.53916.00000	Professional Development	810	1,655	1,655	1,900	1,900	1,900
001.05.0502.0.53920.00000	Professional Services	26,430	27,300	27,300	27,900	27,900	27,900
001.05.0502.0.53944.00000	Organizational Fees	420	445	445	445	445	445
001.05.0502.0.53945.00000	Training	234	4,000	4,000	5,360	5,360	5,360
Professional/Technical Total		67,592	80,815	80,815	87,178	87,178	87,178
Financial Department Total		715,479	766,244	766,244	786,600	786,600	783,497

0503 - Technology Department

51 Wages-Salaries						
001.05.0503.0.51125.00000	Mid-Managers Personnel	180,950	185,847	185,847	190,028	190,028
001.05.0503.0.51805.00000	Longevity	2,600	2,600	2,600	2,600	2,600
Wages-Salaries Total		183,550	188,447	188,447	192,628	192,628
52 Fringe Benefits						
001.05.0503.0.52010.00000	Worker's Compensation	652	717	717	753	714
001.05.0503.0.52100.00000	Social Security	13,496	14,417	13,837	14,737	14,737
001.05.0503.0.52200.00000	Pension	8,357	8,628	8,628	8,822	8,822
001.05.0503.0.52220.00000	Insurance, Life, Disability	834	857	857	926	926
001.05.0503.0.52235.00000	Health Insurance	25,802	26,915	27,495	29,804	28,658
Fringe Benefits Total		49,140	51,534	51,534	55,042	53,857

53 Professional/Technical						
001.05.0503.0.53201.00000	Supplies	49	50	50	50	50
001.05.0503.0.53208.00000	Computer Equipment	85,179	46,559	46,559	20,400	20,400
001.05.0503.0.53211.00000	Computer Materials	974	800	800	800	800
001.05.0503.0.53245.00000	Maintenance & Repair	7,902	8,000	8,000	8,000	8,000
001.05.0503.0.53813.00000	Computer Support	33,300	33,300	33,300	33,360	33,360
001.05.0503.0.53814.00000	Contractual Services	39,098	49,710	49,710	54,549	54,549
001.05.0503.0.53945.00000	Training	0	0	742	0	0
Professional/Technical Total		166,502	138,419	139,161	117,159	117,159
Technology Total		399,191	378,400	379,142	364,829	363,644

0504 - Collector of Revenue

51 Wages-Salaries						
001.05.0504.0.51125.00000	Mid-Managers Personnel	70,253	73,849	73,849	77,577	77,577
001.05.0504.0.51130.00000	Clerical Personnel	83,012	106,850	106,850	107,392	107,392
001.05.0504.0.51400.00000	Overtime	36	0	0	150	150
001.05.0504.0.51510.00000	Part time & Summer Help	0	2,200	2,200	2,200	2,200

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
001.05.0504.0.51805.00000	Longevity	1,020	1,334	1,334	850	850	850
001.05.0504.0.51820.00000	In lieu of Health Insurance	375	0	0	0	0	0
Wages-Salaries Total		154,697	184,233	184,233	188,169	188,169	188,169
52 Fringe Benefits							
001.05.0504.0.52010.00000	Worker's Compensation	544	702	702	736	736	700
001.05.0504.0.52100.00000	Social Security	11,455	14,094	14,094	14,395	14,395	14,395
001.05.0504.0.52200.00000	Pension	9,697	15,117	15,117	15,395	15,395	15,395
001.05.0504.0.52220.00000	Insurance, Life, Disability	779	834	834	904	904	904
001.05.0504.0.52235.00000	Health Insurance	19,908	36,073	36,073	39,292	39,292	37,791
Fringe Benefits Total		42,385	66,820	66,820	70,722	70,722	69,185
53 Professional/Technical							
001.05.0504.0.53201.00000	Supplies	8,777	16,000	16,000	22,000	22,000	22,000
001.05.0504.0.53813.00000	Computer Support	6,459	10,272	10,272	10,272	10,272	10,272
001.05.0504.0.53916.00000	Professional Development	702	1,500	1,500	1,900	1,900	1,900
001.05.0504.0.53924.00000	Tax Refunds	161,994	175,000	175,000	175,000	175,000	175,000
001.05.0504.0.53944.00000	Organizational Fees	235	250	250	275	275	275
Professional/Technical Total		178,167	203,022	203,022	209,447	209,447	209,447
Collector of Revenue Total		375,248	454,075	454,075	468,338	468,338	468,338

0505 - Treasurers Office

51 Wages-Salaries							
001.05.0505.0.51125.00000	Mid-Managers Personnel	54,244	55,842	55,842	57,099	57,099	57,099
001.05.0505.0.51805.00000	Longevity	1,300	1,300	1,300	1,300	1,300	1,300
Wages-Salaries Total		55,544	57,142	57,142	58,399	58,399	58,399
52 Fringe Benefits							
001.05.0505.0.52010.00000	Worker's Compensation	197	218	218	228	228	217
001.05.0505.0.52100.00000	Social Security	4,152	4,372	4,372	4,468	4,468	4,468
001.05.0505.0.52200.00000	Pension	5,424	5,585	5,585	5,710	5,710	5,710
001.05.0505.0.52220.00000	Insurance, Life, Disability	251	257	257	280	280	280
001.05.0505.0.52235.00000	Health Insurance	7,024	8,582	8,582	9,488	9,488	9,133
Fringe Benefits Total		17,049	19,014	19,014	20,174	20,174	19,808
53 Professional/Technical							
001.05.0505.0.53201.00000	Supplies	57	665	665	665	665	665
001.05.0505.0.53944.00000	Organizational Fees	65	65	65	65	65	65
Professional/Technical Total		122	730	730	730	730	730
Treasurer Total		72,715	76,886	76,886	79,303	79,303	78,937

0506 - Corporation Counsel

53 Professional/Technical							
001.05.0506.0.53828.00000	Outside Legal/Expert	180,080	215,250	215,250	257,750	257,750	257,750

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		FY21		
			Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.05.0506.0.53835.00000	Transcription	168	1,000	1,000	1,000	1,000	1,000
001.05.0506.0.53915.00000	Probate Court	54,282	64,000	64,000	62,000	62,000	62,000
001.05.0506.0.53944.00000	Organizational Fees	0	1,385	1,385	1,385	1,385	1,385
Professional/Technical Total		234,530	281,635	281,635	322,135	322,135	322,135
Corporation Counsel Total		234,530	281,635	281,635	322,135	322,135	322,135
0507 - Townwide Expenses							
51 Wages-Salaries							
001.05.0507.0.51305.00000	Commission Secretaries	100	0	0	100	100	100
001.05.0507.0.51810.00000	Salary in lieu of vacation	0	10,000	10,000	10,000	10,000	10,000
001.05.0507.0.51815.00000	Salary Continuation	0	10,000	9,635	10,000	10,000	10,000
001.05.0507.0.51900.00000	Wage Negotiations	0	10,473	7,973	191,215	191,215	112,622
Wages-Salaries Total		100	30,473	27,608	211,315	211,315	132,722
52 Fringe Benefits							
001.05.0507.0.52010.00000	Worker's Compensation	0	4,117	4,117	7,748	7,748	2,444
001.05.0507.0.52100.00000	Social Security	7	4,221	4,221	16,666	16,666	9,479
001.05.0507.0.52110.00000	Unemployment Compensation	31,857	40,000	40,000	40,000	40,000	40,000
001.05.0507.0.52200.00000	Pension	0	3,524	3,524	17,879	17,879	8,221
001.05.0507.0.52202.00000	Pension/Actuarial Funding	1,606,701	190,565	1,574,231	1,762,733	1,762,733	185,000
001.05.0507.0.52220.00000	Insurance, Life, Disability	0	119	119	931	931	474
001.05.0507.0.52225.00000	Physicals	12,124	13,400	13,400	13,400	13,400	13,400
001.05.0507.0.52400.00000	Employee Assistance Program	5,695	7,955	7,955	8,450	8,450	8,450
001.05.0507.0.52440.00000	Tuition Reimbursement	2,000	5,000	5,000	12,000	12,000	12,000
Fringe Benefits Total		1,658,385	268,901	1,652,567	1,879,807	1,879,807	279,468
53 Professional/Technical							
001.05.0507.0.53108.00000	Computer Communications	12,600	12,600	12,600	12,600	12,600	12,600
001.05.0507.0.53201.00000	Supplies	362	1,500	1,500	3,000	3,000	3,000
001.05.0507.0.53245.00000	Maintenance & Repair	428	2,500	2,500	2,500	2,500	2,500
001.05.0507.0.53730.00000	Insurance	97,136	493,772	493,772	513,689	513,689	513,689
001.05.0507.0.53809.00000	Annual Reports	0	500	500	500	500	500
001.05.0507.0.53813.00000	Computer Support	10,462	18,050	18,050	18,950	18,950	18,950
001.05.0507.0.53814.00000	Contractual Services	77,524	80,311	80,311	83,278	83,278	83,278
001.05.0507.0.53818.00000	Land Appraisal Services	3,400	0	0	0	0	0
001.05.0507.0.53900.00000	Miscellaneous	1,222	3,500	3,500	4,000	4,000	4,000
001.05.0507.0.53903.00000	Copiers	23,108	36,019	36,019	38,500	38,500	38,500
001.05.0507.0.53913.00000	Postage & Electronic Transfers	42,276	50,000	50,000	53,750	53,750	53,750
001.05.0507.0.53916.00000	Professional Development	155	1,000	1,000	1,000	1,000	1,000
001.05.0507.0.53920.00000	Professional Services	0	10,000	10,000	80,000	80,000	80,000
001.05.0507.0.53927.00000	Contingency	0	300,000	181,704	300,000	300,000	100,000
001.05.0507.0.53938.00000	Storm Meal Reimbursement	2,314	4,000	4,000	4,000	4,000	4,000
001.05.0507.0.53940.00000	Advertising	29,355	38,000	38,000	38,000	38,000	38,000
001.05.0507.0.53943.00000	Mileage	1,799	3,800	3,800	4,000	4,000	4,000
001.05.0507.0.53944.00000	Organizational Fees	29,909	30,191	30,191	30,672	30,672	30,672

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
			Adopted	Amended			
001.05.0507.0.53948.00000	Televised Meetings	4,253	5,000	5,000	5,000	5,000	5,000
Professional/Technical Total		336,303	1,090,743	972,447	1,193,439	1,193,439	993,439
Townwide Total		1,994,787	1,390,117	2,652,622	3,284,561	3,284,561	1,405,629
0508 - Board of Finance							
51 Wages-Salaries							
001.05.0508.0.51305.00000	Commission Secretaries	2,350	4,425	4,425	4,425	4,425	4,425
Wages-Salaries Total		2,350	4,425	4,425	4,425	4,425	4,425
52 Fringe Benefits							
001.05.0508.0.52010.00000	Worker's Compensation	9	17	17	18	18	17
001.05.0508.0.52100.00000	Social Security	180	339	339	339	339	339
Fringe Benefits Total		188	356	356	357	357	356
53 Professional/Technical							
001.05.0508.0.53201.00000	Supplies	32	500	500	500	500	500
Professional/Technical Total		32	500	500	500	500	500
Brd of Finance Total		2,570	5,281	5,281	5,282	5,282	5,281
0509 - Assessors Office							
51 Wages-Salaries							
001.05.0509.0.51125.00000	Mid-Managers Personnel	166,743	174,277	174,277	179,609	179,609	179,609
001.05.0509.0.51130.00000	Clerical Personnel	121,606	130,470	130,470	143,314	130,703	130,703
001.05.0509.0.51400.00000	Overtime	12	250	250	250	250	250
001.05.0509.0.51805.00000	Longevity	1,650	1,900	1,900	2,700	2,700	2,700
001.05.0509.0.51820.00000	In lieu of Health Insurance	1,800	1,800	1,800	1,800	1,800	1,800
Wages-Salaries Total		291,812	308,697	308,697	327,673	315,062	315,062
52 Fringe Benefits							
001.05.0509.0.52010.00000	Worker's Compensation	9,171	10,316	10,315	11,001	10,951	10,437
001.05.0509.0.52100.00000	Social Security	21,252	23,616	23,616	25,067	24,103	24,103
001.05.0509.0.52200.00000	Pension	15,590	27,617	27,617	28,912	28,155	28,155
001.05.0509.0.52220.00000	Insurance, Life, Disability	1,321	1,403	1,403	1,574	1,512	1,512
001.05.0509.0.52235.00000	Health Insurance	54,366	58,155	58,156	89,937	63,183	61,438
Fringe Benefits Total		101,700	121,107	121,107	156,491	127,904	125,645
53 Professional/Technical							
001.05.0509.0.53201.00000	Supplies	3,675	4,600	4,600	4,600	4,600	4,600
001.05.0509.0.53813.00000	Computer Support	34,029	40,950	40,950	32,350	32,350	32,350
001.05.0509.0.53814.00000	Contractual Services	0	1,500	1,500	52,000	52,000	52,000
001.05.0509.0.53916.00000	Professional Development	130	900	900	1,000	1,000	1,000
001.05.0509.0.53943.00000	Mileage	1,796	2,000	2,000	2,000	2,000	2,000
001.05.0509.0.53944.00000	Organizational Fees	245	400	400	400	400	400

Expense

7/35

3/18/20

GENERAL FUND BUDGET FY2020/21
EXPENSE

Account	Description	FY19 Actual	FY20		FY21		
			Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.05.0509.0.53945.00000	Training	1,968	2,807	2,807	3,000	3,000	3,000
Professional/Technical Total		41,843	53,157	53,157	95,350	95,350	95,350
Assessor Total		435,355	482,961	482,961	579,514	538,316	536,057
0510 - Registrars of Voters							
51 Wages-Salaries							
001.05.0510.0.51115.00000	Elected Personnel	65,127	68,000	68,000	91,000	70,000	70,000
001.05.0510.0.51540.00000	Election Workers	2,780	4,000	4,000	11,380	11,380	8,000
Wages-Salaries Total		67,907	72,000	72,000	102,380	81,380	78,000
52 Fringe Benefits							
001.05.0510.0.52010.00000	Worker's Compensation	453	510	510	846	804	750
001.05.0510.0.52100.00000	Social Security	5,135	5,508	5,508	7,836	6,228	5,968
001.05.0510.0.52235.00000	Health Insurance	4,097	0	0	0	0	0
Fringe Benefits Total		9,686	6,018	6,018	8,682	7,032	6,718
53 Professional/Technical							
001.05.0510.0.53201.00000	Supplies	19,789	29,500	29,500	30,000	30,000	30,000
001.05.0510.0.53234.00000	Food	1,653	1,500	1,500	1,800	1,800	1,800
001.05.0510.0.53245.00000	Maintenance & Repair	2,400	2,800	2,800	2,800	2,800	2,800
001.05.0510.0.53600.00000	Rent	1,500	1,200	1,200	1,500	1,500	1,500
001.05.0510.0.53604.00000	Truck Rental	848	750	750	300	300	300
001.05.0510.0.53814.00000	Contractual Services	0	150	150	150	150	150
001.05.0510.0.53815.00000	Non Tax Election Workers	30,064	33,000	33,000	34,000	34,000	34,000
001.05.0510.0.53902.00000	Telephone	1,405	2,350	2,350	2,000	2,000	2,000
001.05.0510.0.53944.00000	Organizational Fees	136	150	150	150	150	150
001.05.0510.0.53945.00000	Training	2,476	5,210	5,210	5,210	5,210	5,210
Professional/Technical Total		60,270	76,610	76,610	77,910	77,910	77,910
Registrar of Voters Total		137,863	154,628	154,628	188,972	166,322	162,628
0511 - Town Clerks Office							
51 Wages-Salaries							
001.05.0511.0.51100.00000	Department Head	84,981	86,894	86,894	86,894	86,894	86,894
001.05.0511.0.51125.00000	Mid-Managers Personnel	62,622	65,751	65,751	68,994	68,994	68,994
001.05.0511.0.51130.00000	Clerical Personnel	120,065	120,934	120,934	117,130	117,130	117,130
001.05.0511.0.51400.00000	Overtime	0	0	542	600	600	600
001.05.0511.0.51805.00000	Longevity	2,775	2,250	2,250	2,250	2,250	2,250
Wages-Salaries Total		270,443	275,829	276,371	275,868	275,868	275,868
52 Fringe Benefits							
001.05.0511.0.52010.00000	Worker's Compensation	917	1,050	1,050	1,078	1,078	1,023
001.05.0511.0.52100.00000	Social Security	19,278	21,101	21,101	21,104	21,104	21,104
001.05.0511.0.52200.00000	Pension	17,591	24,731	24,731	24,543	24,543	24,543

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
001.05.0511.0.52220.00000	Insurance, Life, Disability	1,178	1,260	1,260	1,329	1,329	1,329
001.05.0511.0.52235.00000	Health Insurance	50,403	57,892	57,892	63,638	63,638	63,760
Fringe Benefits Total		89,367	106,034	106,034	111,692	111,692	111,759
53 Professional/Technical							
001.05.0511.0.53201.00000	Supplies	2,393	3,000	3,000	2,800	2,800	2,800
001.05.0511.0.53737.00000	Microfilming, Records Repair	4,221	4,500	4,500	4,500	4,500	4,500
001.05.0511.0.53743.00000	Records Management Program	2,000	0	0	2,000	2,000	2,000
001.05.0511.0.53813.00000	Computer Support	9,275	9,275	9,275	11,075	11,075	11,075
001.05.0511.0.53814.00000	Contractual Services	1,305	1,600	1,600	1,600	1,600	1,600
001.05.0511.0.53916.00000	Professional Development	1,750	2,945	2,403	2,970	2,970	2,970
001.05.0511.0.53944.00000	Organizational Fees	665	670	670	610	610	610
001.05.0511.0.53947.00000	Vital Statistics	1,085	1,000	1,000	1,100	1,100	1,100
Professional/Technical Total		22,693	22,990	22,448	26,655	26,655	26,655
Town Clerk Total		382,503	404,853	404,853	414,215	414,215	414,282

0512 - Board of Assessment Appeals

51 Wages-Salaries							
001.05.0512.0.51305.00000	Commission Secretaries	1,325	1,200	1,200	1,500	1,500	1,500
Wages-Salaries Total		1,325	1,200	1,200	1,500	1,500	1,500
52 Fringe Benefits							
001.05.0512.0.52010.00000	Worker's Compensation	5	5	5	6	6	6
001.05.0512.0.52100.00000	Social Security	98	92	92	115	115	115
Fringe Benefits Total		103	97	97	121	121	121
53 Professional/Technical							
001.05.0512.0.53916.00000	Professional Development	0	225	225	225	225	225
Professional/Technical Total		0	225	225	225	225	225
Board of Assessment Appeals Total		1,428	1,522	1,522	1,846	1,846	1,846

0513 - Town Council

51 Wages-Salaries							
001.05.0513.0.51305.00000	Commission Secretaries	2,975	3,975	3,975	3,975	3,975	3,975
Wages-Salaries Total		2,975	3,975	3,975	3,975	3,975	3,975
52 Fringe Benefits							
001.05.0513.0.52010.00000	Worker's Compensation	9	16	16	16	16	15
001.05.0513.0.52100.00000	Social Security	195	305	305	305	305	305
Fringe Benefits Total		204	321	321	321	321	320
53 Professional/Technical							
001.05.0513.0.53904.00000	Mayor's Account	100	200	200	200	200	200

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
Professional/Technical Total		100	200	200	200	200	200
Town Council Total							
1013 - Cemetery Committee							
51 Wages-Salaries							
001.10.1013.0.51305.00000	Committee Secretaries	500	925	925	1,050	1,050	1,050
Wages-Salaries Total		500	925	925	1,050	1,050	1,050
52 Fringe Benefits							
001.10.1013.0.52010.00000	Worker's Compensation	4	4	4	5	5	4
001.10.1013.0.52100.00000	Social Security	71	71	71	81	81	81
Fringe Benefits Total		74	75	75	86	86	85
53 Professional/Technical							
001.10.1013.0.53201.00000	Supplies	0	100	100	100	100	100
001.10.1013.0.53204.00000	Labor Services, Pool, Cemeteries	2,500	0	0	0	0	0
001.10.1013.0.53219.00000	Operating Materials	0	0	0	2,500	2,500	2,500
001.10.1013.0.53245.00000	Maintenance & Repair	0	0	0	5,000	5,000	5,000
001.10.1013.0.53814.00000	Contractual Services	5,500	5,000	5,000	20,000	20,000	20,000
Professional/Technical Total		8,000	5,100	5,100	27,600	27,600	27,600
Cemetery Committee Total		8,574	6,100	6,100	28,736	28,736	28,735
1014 - Development Services							
51 Wages-Salaries							
001.10.1014.0.51100.00000	Department Head	0	0	0	0	60,000	60,000
001.10.1014.0.51125.00000	Mid-Managers Personnel	166,517	173,944	174,291	229,415	139,415	87,896
001.10.1014.0.51130.00000	Clerical Personnel	61,665	63,402	63,402	63,160	63,160	63,160
001.10.1014.0.51510.00000	Part time & Summer Help	0	0	0	15,029	15,029	15,029
001.10.1014.0.51805.00000	Longevity	1,200	1,200	1,200	1,200	1,200	1,200
Wages-Salaries Total		229,383	238,546	238,893	308,804	278,804	227,285
52 Fringe Benefits							
001.10.1014.0.52010.00000	Worker's Compensation	8,869	9,970	9,988	13,526	11,798	8,415
001.10.1014.0.52100.00000	Social Security	16,182	18,249	18,249	23,624	21,329	17,389
001.10.1014.0.52200.00000	Pension	8,536	20,136	20,136	15,106	18,706	18,706
001.10.1014.0.52220.00000	Insurance, Life, Disability	1,051	1,093	1,093	1,280	1,280	1,028
001.10.1014.0.52235.00000	Health Insurance	61,847	65,673	65,673	87,017	87,017	58,700
Fringe Benefits Total		96,486	115,121	115,139	140,553	140,130	104,238
53 Professional/Technical							
001.10.1014.0.53201.00000	Supplies	988	2,000	2,000	2,000	2,000	2,000
001.10.1014.0.53916.00000	Professional Development	1,260	1,945	1,945	1,995	1,995	1,995

**GENERAL FUND BUDGET FY2020/21
EXPENSE**

Account	Description	FY19 Actual	FY20		FY21		
			Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.10.1014.0.53944.00000	Organizational Fees	1,180	1,205	1,205	1,380	1,380	1,380
Professional/Technical Total		3,428	5,150	5,150	5,375	5,375	5,375
Development Services Total		329,296	358,817	359,182	454,732	424,309	336,898
1015 - Planning & Zoning Commission							
53 Professional/Technical							
001.10.1015.0.53916.00000	Professional Development	121	250	250	250	250	250
001.10.1015.0.53944.00000	Organizational Fees	110	125	125	125	125	125
Professional/Technical Total		231	375	375	375	375	375
Planning & Zoning Total		231	375	375	375	375	375
1016 - Zoning Board of Appeals							
51 Wages-Salaries							
001.10.1016.0.51305.00000	Commission Secretaries	700	1,175	1,175	1,175	1,175	1,175
Wages-Salaries Total		700	1,175	1,175	1,175	1,175	1,175
52 Fringe Benefits							
001.10.1016.0.52010.00000	Worker's Compensation	3	5	5	5	5	5
001.10.1016.0.52100.00000	Social Security	53	90	90	90	90	90
Fringe Benefits Total		55	95	95	95	95	95
53 Professional/Technical							
001.10.1016.0.53916.00000	Professional Development	174	400	400	400	400	400
001.10.1016.0.53944.00000	Organizational Fees	0	125	125	125	125	125
Professional/Technical Total		174	525	525	525	525	525
ZBA Total		929	1,795	1,795	1,795	1,795	1,795
1017 - Economic Development							
51 Wages-Salaries							
001.10.1017.0.51100.00000	Department Head	0	0	0	0	30,000	30,000
001.10.1017.0.51120.00000	Professional Personnel	39,936	45,101	45,101	45,101	45,101	45,101
001.10.1017.0.51125.00000	Mid-Managers Personnel	74,200	77,888	77,888	81,703	81,703	81,703
001.10.1017.0.51305.00000	Commission Secretaries	1,250	1,200	1,200	1,200	1,200	1,200
001.10.1017.0.51510.00000	Part time & Summer Help	2,648	7,515	7,515	0	0	0
Wages-Salaries Total		118,033	131,704	131,704	128,004	158,004	158,004
52 Fringe Benefits							
001.10.1017.0.52010.00000	Worker's Compensation	420	502	502	500	2,228	2,122
001.10.1017.0.52100.00000	Social Security	8,343	10,076	10,076	9,793	12,088	12,088
001.10.1017.0.52200.00000	Pension	4,452	4,674	4,674	4,903	6,703	6,703
001.10.1017.0.52220.00000	Insurance, Life, Disability	342	359	359	398	544	544
001.10.1017.0.52235.00000	Health Insurance	20,955	22,430	22,430	24,799	31,488	29,851

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
Fringe Benefits Total		34,512	38,041	38,041	40,393	53,051	51,308
53 Professional/Technical							
001.10.1017.0.53201.00000	Supplies	372	500	500	500	500	500
001.10.1017.0.53814.00000	Contractual Services	2,514	2,500	4,800	4,800	4,800	4,800
001.10.1017.0.53818.00000	Land Appraisal Services	0	10,000	7,700	5,000	5,000	5,000
001.10.1017.0.53916.00000	Professional Development	500	500	1,032	1,235	1,235	1,235
001.10.1017.0.53921.00000	Promotion	8,949	10,000	9,468	11,000	11,000	11,000
001.10.1017.0.53943.00000	Mileage	2,046	2,500	2,500	2,500	2,500	2,500
001.10.1017.0.53944.00000	Organizational Fees	1,325	1,360	1,360	2,325	2,325	2,325
Professional/Technical Total		15,706	27,360	27,360	27,360	27,360	27,360
Economic Development Total		168,251	197,105	197,105	195,757	238,415	236,672
1018 - Conservation Commission							
51 Wages-Salaries							
001.10.1018.0.51305.00000	Commission Secretaries	1,000	1,300	1,300	1,300	1,300	1,300
Wages-Salaries Total		1,000	1,300	1,300	1,300	1,300	1,300
52 Fringe Benefits							
001.10.1018.0.52010.00000	Worker's Compensation	4	5	5	6	6	5
001.10.1018.0.52100.00000	Social Security	72	100	100	100	100	100
Fringe Benefits Total		75	105	105	106	106	105
53 Professional/Technical							
001.10.1018.0.53201.00000	Supplies	0	55	55	55	55	55
001.10.1018.0.53440.00000	Public Education	2,526	2,550	2,550	2,550	2,550	2,550
001.10.1018.0.53916.00000	Professional Development	65	75	75	75	75	75
001.10.1018.0.53944.00000	Organizational Fees	75	155	155	155	155	155
Professional/Technical Total		2,666	2,835	2,835	2,835	2,835	2,835
Conservation Commission Total		3,741	4,240	4,240	4,241	4,241	4,240
1019 - Inland Wetlands Commission							
51 Wages-Salaries							
001.10.1019.0.51305.00000	Commission Secretaries	1,100	1,400	1,400	1,400	1,400	1,400
Wages-Salaries Total		1,100	1,400	1,400	1,400	1,400	1,400
52 Fringe Benefits							
001.10.1019.0.52010.00000	Worker's Compensation	4	6	6	6	6	6
001.10.1019.0.52100.00000	Social Security	72	108	108	108	108	108
Fringe Benefits Total		76	114	114	114	114	114
53 Professional/Technical							
001.10.1019.0.53814.00000	Contractual Services	2,211	2,250	2,250	2,250	2,250	2,250

GENERAL FUND BUDGET FY2020/21

EXPENSE

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
001.10.1019.0.53916.00000	Professional Development	80	200	135	200	200	200
001.10.1019.0.53944.00000	Organizational Fees	65	0	65	65	65	65
Professional/Technical Total		2,356	2,450	2,450	2,515	2,515	2,515
Inland-Wetlands Total		3,532	3,964	3,964	4,029	4,029	4,029

1020 - Ethics Commission

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

1021 - Veterans Commission

53 Professional/Technical							
001.10.1021.0.53201.00000	Supplies	118	100	100	100	100	100
001.10.1021.0.53226.00000	Flags, Wreaths, Flowers	3,203	3,000	3,000	3,000	3,000	3,000
001.10.1021.0.53234.00000	Food	326	300	300	300	300	300
001.10.1021.0.53805.00000	Bands	0	350	350	350	350	350
001.10.1021.0.53939.00000	Veterans Support	500	500	500	500	500	500
Professional/Technical Total		4,147	4,250	4,250	4,250	4,250	4,250
Veterans Commission Total		4,147	4,250	4,250	4,250	4,250	4,250

1023 - Aquifer Protection Commission

51 Wages-Salaries							
001.10.1023.0.51305.00000	Commission Secretaries	0	300	300	300	300	300
Wages-Salaries Total		0	300	300	300	300	300
52 Fringe Benefits							
001.10.1023.0.52010.00000	Worker's Compensation	0	2	2	2	2	2
001.10.1023.0.52100.00000	Social Security	0	23	23	23	23	23
Fringe Benefits Total		0	25	25	25	25	25

Expense

13/35

3/18/20

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		FY21	
			Adopted	Amended	Department Requested	Manager Approved
53 Professional/Technical						
001.10.1023.0.53201.00000	Supplies	0	50	50	50	50
001.10.1023.0.53916.00000	Professional Development	0	100	100	100	100
Professional/Technical Total		0	150	150	150	150
Aquifer Protection Total						
		0	475	475	475	475
1024 - Berlin Historic District						
51 Wages-Salaries						
001.10.1024.0.51305.00000	Commission Secretaries	800	1,250	1,250	1,250	1,250
Wages-Salaries Total		800	1,250	1,250	1,250	1,250
52 Fringe Benefits						
001.10.1024.0.52010.00000	Worker's Compensation	3	5	5	5	5
001.10.1024.0.52100.00000	Social Security	57	96	96	96	96
Fringe Benefits Total		60	101	101	101	101
53 Professional/Technical						
001.10.1024.0.53201.00000	Supplies	50	50	50	50	50
001.10.1024.0.53916.00000	Professional Development	0	50	50	50	50
001.10.1024.0.53921.00000	Promotion	50	50	50	50	50
001.10.1024.0.53944.00000	Organizational Fees	0	100	100	100	100
Professional/Technical Total		100	250	250	250	250
Historic District Total		960	1,601	1,601	1,601	1,601
1025 - Charter Revision Commission						
51 Wages-Salaries						
001.10.1025.0.51305.00000	Commission Secretaries	0	0	0	1,250	1,250
Wages-Salaries Total		0	0	0	1,250	1,250
52 Fringe Benefits						
001.10.1025.0.52010.00000	Worker's Compensation	0	0	0	5	5
001.10.1025.0.52100.00000	Social Security	0	0	0	96	96
Fringe Benefits Total		0	0	0	101	101
53 Professional/Technical						
001.10.1025.0.53201.00000	Supplies	0	0	0	250	250
001.10.1025.0.53814.00000	Contractual Services	0	0	0	100	100
001.10.1025.0.53940.00000	Advertising	0	0	0	3,000	3,000
Professional/Technical Total		0	0	0	3,350	3,350
Charter Revision Total		0	0	0	4,701	4,701

**GENERAL FUND BUDGET FY2020/21
EXPENSE**

Account	Description	FY19 Actual	FY20		FY21	
			Adopted	Amended	Manager Approved	Brd of Fin Proposed

1026 - Commission for the Disabled

51 Wages-Salaries						
001.10.1026.0.51305.00000	Commission Secretaries	500	600	600	600	600
Wages-Salaries Total		500	600	600	600	600
52 Fringe Benefits						
001.10.1026.0.52010.00000	Worker's Compensation	2	3	3	3	3
001.10.1026.0.52100.00000	Social Security	36	46	46	46	46
Fringe Benefits Total		38	49	49	49	49
Commission for Disabled Total		538	649	649	649	649

1027 - Public Building Commission

51 Wages-Salaries						
001.10.1027.0.51305.00000	Commission Secretaries	1,200	1,400	1,400	1,400	1,400
Wages-Salaries Total		1,200	1,400	1,400	1,400	1,400
52 Fringe Benefits						
001.10.1027.0.52010.00000	Worker's Compensation	4	6	6	6	6
001.10.1027.0.52100.00000	Social Security	80	108	108	108	108
Fringe Benefits Total		84	114	114	114	114
53 Professional/Technical						
001.10.1027.0.53814.00000	Contractual Services	0	400	400	400	400
Professional/Technical Total		0	400	400	400	400
Public Building Commission Total		1,284	1,914	1,914	1,914	1,914

1029 - Bldg Inspec & Permitting

51 Wages-Salaries						
001.10.1029.0.51100.00000	Department Head	0	0	0	18,000	18,000
001.10.1029.0.51125.00000	Mid-Managers Personnel	144,719	151,713	151,713	158,958	158,958
001.10.1029.0.51130.00000	Clerical Personnel	58,495	60,266	60,266	60,036	60,036
001.10.1029.0.51510.00000	Part time & Summer Help	0	0	0	2,000	2,000
001.10.1029.0.51805.00000	Longevity	1,200	1,200	1,200	1,200	1,200
Wages-Salaries Total		204,413	213,179	213,179	240,194	240,194
52 Fringe Benefits						
001.10.1029.0.52010.00000	Worker's Compensation	7,760	8,716	8,716	10,441	9,952
001.10.1029.0.52100.00000	Social Security	14,617	16,309	16,309	18,375	18,375
001.10.1029.0.52200.00000	Pension	19,262	18,570	18,570	20,221	20,221
001.10.1029.0.52220.00000	Insurance, Life, Disability	937	977	977	1,154	1,154

GENERAL FUND BUDGET FY2020/21

EXPENSE

Account	Description	FY19 Actual	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
			Adopted	Amended			
001.10.1029.0.52235.00000	Health Insurance	47,602	49,655	49,655	58,305	58,305	57,400
001.10.1029.0.52300.00000	Uniforms/safety equipment	338	500	500	525	525	525
Fringe Benefits Total		90,516	94,727	94,727	110,718	109,021	107,627
53 Professional/Technical							
001.10.1029.0.53201.00000	Supplies	1,322	2,400	2,400	2,800	2,800	2,800
001.10.1029.0.53208.00000	Equipment	0	0	0	20,000	0	0
001.10.1029.0.53245.00000	Maintenance	3,690	4,000	4,000	14,000	14,000	14,000
001.10.1029.0.53916.00000	Professional Development	723	1,250	1,250	1,250	1,250	1,250
001.10.1029.0.53944.00000	Organizational Fees	225	290	290	290	290	290
Professional/Technical Total		5,959	7,940	7,940	38,340	18,340	18,340
Building Inspection & Permitting Total		300,888	315,846	315,846	410,854	367,555	366,161
1528 - Ambulance Service							
53 Professional/Technical							
001.15.1528.0.53405.00000	Communications Systems	18,349	19,000	19,000	18,290	18,290	18,290
001.15.1528.0.53735.00000	Medical Waste Disposal	74	1,500	1,500	1,500	1,500	1,500
001.15.1528.0.53808.00000	Ambulance Services	338,917	338,917	338,917	349,085	349,085	349,085
Professional/Technical Total		357,341	359,417	359,417	368,875	368,875	368,875
Ambulance Total		357,341	359,417	359,417	368,875	368,875	368,875
1530 - Animal Control							
51 Wages-Salaries							
001.15.1530.0.51135.00000	Blue Collar Personnel	100,878	99,150	99,150	102,043	102,043	102,043
001.15.1530.0.51400.00000	Overtime	8,895	10,500	10,500	10,500	10,500	10,500
001.15.1530.0.51510.00000	Part time	0	0	0	6,000	6,000	0
001.15.1530.0.51805.00000	Longevity	1,250	1,250	1,250	1,250	1,250	1,250
001.15.1530.0.51806.00000	ACO Redemption/ Adoption	0	150	150	150	150	150
Wages-Salaries Total		111,023	111,050	111,050	119,943	119,943	113,943
52 Fringe Benefits							
001.15.1530.0.52010.00000	Worker's Compensation	3,044	3,316	3,316	3,703	3,703	3,357
001.15.1530.0.52100.00000	Social Security	8,310	8,504	8,504	9,184	9,184	8,725
001.15.1530.0.52200.00000	Pension	10,062	9,917	9,917	10,206	10,206	10,206
001.15.1530.0.52220.00000	Insurance, Life, Disability	288	297	297	456	456	456
001.15.1530.0.52235.00000	Health Insurance	8,332	8,884	8,884	9,674	9,674	9,164
001.15.1530.0.52300.00000	Uniforms	325	893	893	938	938	938
Fringe Benefits Total		30,362	31,811	31,811	34,161	34,161	32,846
53 Professional/Technical							
001.15.1530.0.53201.00000	Supplies	879	1,000	1,000	1,000	1,000	1,000
001.15.1530.0.53245.00000	Maintenance & Repair	671	1,700	1,700	1,700	1,700	1,700

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		FY21	
			Adopted	Amended	Department Requested	Manager Approved Brd of Fin Proposed
001.15.1530.0.53285.00000	Animal Food	705	1,700	1,700	1,700	1,700
001.15.1530.0.53827.00000	Veterinary Fees	3,300	3,500	3,500	3,500	3,500
001.15.1530.0.53902.00000	Telephone	815	612	612	815	815
001.15.1530.0.53916.00000	Professional Development	150	150	150	150	150
001.15.1530.0.53936.00000	License Fees, Due State	4,826	5,600	5,600	5,600	5,600
001.15.1530.0.53940.00000	Advertising	108	225	225	225	225
001.15.1530.0.53945.00000	Training	0	250	250	250	250
001.15.1530.0.53950.00000	Internet Service	1,031	1,050	1,050	1,090	1,090
Professional/Technical Total		12,485	15,787	15,787	16,030	16,030
Animal Control Total		153,869	158,648	158,648	170,134	162,819
1531 - Fire Departments						
51 Wages-Salaries						
001.15.1531.0.51121.00000	Fire Administrator	15,000	15,000	15,000	15,000	15,000
001.15.1531.0.51130.00000	Clerical Personnel (incl PT Req)	23,134	25,272	25,272	35,368	25,176
001.15.1531.0.51800.00000	Reward program	72,950	81,500	81,500	81,500	81,500
001.15.1531.0.51801.00000	Paid on call	114,500	139,152	139,152	246,152	246,152
001.15.1531.0.51801.00000	Compensation (Additional Duties)	4,500	5,000	5,000	8,000	8,000
001.15.1531.0.51805.00000	Longevity	257	258	258	258	258
Wages-Salaries Total		230,341	266,182	266,182	386,278	376,086
52 Fringe Benefits						
001.15.1531.0.52010.00000	Worker's Compensation	35,819	49,423	49,423	50,946	48,581
001.15.1531.0.52100.00000	Social Security	17,315	20,363	20,363	29,551	28,771
001.15.1531.0.52200.00000	Pension	2,313	2,528	2,528	2,518	2,518
001.15.1531.0.52220.00000	Insurance, Life, Disability	10,264	10,272	10,272	10,279	10,279
001.15.1531.0.52225.00000	Physicals	24,265	24,000	24,000	24,000	24,000
001.15.1531.0.52235.00000	Health Insurance	8,981	9,614	9,614	10,630	9,994
001.15.1531.0.52410.00000	Robert Wolf Incentive Plan	30,500	32,500	32,500	32,500	32,500
Fringe Benefits Total		129,458	148,700	148,700	160,424	156,643
53 Professional/Technical						
001.15.1531.0.53102.00000	Electricity	37,920	42,000	42,000	45,200	45,200
001.15.1531.0.53105.00000	Natural Gas	23,722	23,000	23,000	23,000	23,000
001.15.1531.0.53200.00000	Hazardous Material Supplies	0	750	750	750	750
001.15.1531.0.53201.00000	Supplies	1,170	1,000	1,000	1,000	1,000
001.15.1531.0.53210.00000	Fire Fighting Equipment	8,769	10,000	10,000	10,000	10,000
001.15.1531.0.53216.00000	Protective Clothing	64,294	60,000	60,000	55,000	55,000
001.15.1531.0.53219.00000	Operating Materials	28,010	30,000	30,000	30,000	30,000
001.15.1531.0.53229.00000	Rescue Equipment	12,380	10,000	10,000	19,240	19,240
001.15.1531.0.53236.00000	Fire hose, Nozzles, Tools	3,475	6,000	6,000	8,000	8,000
001.15.1531.0.53237.00000	Minitors, Radios, Communications	7,621	10,000	10,000	0	0
001.15.1531.0.53242.00000	Foam	1,584	1,500	1,500	1,700	1,700
001.15.1531.0.53245.00000	Maintenance	3,423	3,500	3,500	4,500	4,500
001.15.1531.0.53405.00000	Communications Systems	6,211	9,200	9,200	9,200	9,200

Expense

17/35

3/18/20

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19		FY20		FY21	
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.15.1531.0.53602.00000	Facility Rent-Newington	1,500	1,500	1,500	1,500	1,500	1,500
001.15.1531.0.53605.00000	Operating Expense Reimbursement	60,865	61,189	61,189	61,189	61,189	61,189
001.15.1531.0.53813.00000	Computer Support	6,199	12,000	12,000	15,000	15,000	15,000
001.15.1531.0.53816.00000	Equipment Testing	11,544	22,000	22,000	22,000	22,000	22,000
001.15.1531.0.53916.00000	Professional Development	0	2,500	2,500	2,500	2,500	2,500
001.15.1531.0.53917.00000	Water & Sewer	2,497	4,800	4,800	4,800	4,800	4,800
001.15.1531.0.53943.00000	Mileage	709	1,500	1,500	5,000	5,000	5,000
001.15.1531.0.53944.00000	Organizational Fees	569	1,500	1,500	1,500	1,500	1,500
001.15.1531.0.53945.00000	Training	28,811	30,002	30,002	30,002	30,002	30,002
Professional/Technical Total		311,273	343,941	343,941	351,081	351,081	351,081
Fire Department Total		671,072	758,823	758,823	897,783	897,783	883,810

1532 - Police Department

51 Wages-Salaries

001.15.1532.0.51100.00000	Department Head	126,196	129,036	129,036	132,908	129,036	129,036
001.15.1532.0.51120.00000	Professional Personnel	117,641	120,288	120,288	123,897	120,288	120,288
001.15.1532.0.51125.00000	Mid-Managers Personnel	80,122	83,944	83,944	87,896	87,896	87,896
001.15.1532.0.51130.00000	Clerical Personnel	143,747	158,569	158,569	154,748	154,748	154,748
001.15.1532.0.51140.00000	Police Personnel	3,345,954	3,577,736	3,577,736	3,561,291	3,561,291	3,642,085
001.15.1532.0.51185.00000	Dispatchers	543,964	589,198	589,198	581,678	581,678	581,678
001.15.1532.0.51305.00000	Commission Secretaries	1,300	1,700	1,700	1,700	1,700	1,700
001.15.1532.0.51400.00000	Overtime	552,946	488,395	488,395	500,605	500,605	500,605
001.15.1532.0.51420.00000	Grant Overtime	48,933	68,000	68,000	68,000	68,000	68,000
001.15.1532.0.51440.00000	Extra Duty Police Officer	313,422	300,000	300,000	300,000	300,000	300,000
001.15.1532.0.51805.00000	Longevity	22,621	25,497	25,497	25,058	25,058	25,058
001.15.1532.0.51811.00000	In lieu of Sick Pay (Retiree)	0	52,968	52,968	55,408	55,408	56,200
001.15.1532.0.51820.00000	In lieu of Health Insurance	18,175	18,300	18,300	15,300	15,300	15,300
Wages-Salaries Total		5,315,021	5,613,631	5,613,631	5,608,489	5,601,008	5,682,594

52 Fringe Benefits

001.15.1532.0.52010.00000	Worker's Compensation	174,153	209,850	209,850	216,007	215,649	209,449
001.15.1532.0.52100.00000	Social Security	389,564	430,132	430,132	429,739	429,167	435,408
001.15.1532.0.52200.00000	Pension	404,999	518,990	518,990	507,773	506,876	515,936
001.15.1532.0.52220.00000	Insurance, Life, Disability	50,716	52,589	52,589	53,644	53,644	53,897
001.15.1532.0.52225.00000	Physicals	1,968	4,300	4,300	4,300	4,300	4,300
001.15.1532.0.52235.00000	Health Insurance	707,488	795,181	795,181	895,411	895,411	842,945
001.15.1532.0.52300.00000	Uniforms	45,848	89,104	89,104	51,104	51,104	51,104
001.15.1532.0.52440.00000	Tuition Reimbursement	4,000	4,800	4,800	8,800	8,800	8,800
Fringe Benefits Total		1,778,735	2,104,946	2,104,946	2,166,778	2,164,951	2,121,839

53 Professional/Technical

001.15.1532.0.53101.00000	Telecommunications-Statewide Info	18,375	20,000	20,000	20,000	20,000	20,000
001.15.1532.0.53201.00000	Supplies	5,419	5,570	5,570	5,570	5,570	5,570
001.15.1532.0.53208.00000	Computer Equipment	0	16,500	16,500	5,355	5,355	5,355
001.15.1532.0.53209.00000	Equipment - Tasers	0	10,000	12,330	12,330	12,330	12,330

Expense

18/35

3/18/20

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19 Actual	FY20		Department Requested	FY21	
			Adopted	Amended		Manager Approved	Brd of Fin Proposed
001.15.1532.0.53211.00000	Computer Materials	298	300	300	300	300	300
001.15.1532.0.53212.00000	Photo Supplies	180	250	250	250	250	250
001.15.1532.0.53219.00000	Operating Materials	8,515	8,650	8,650	8,650	8,650	8,650
001.15.1532.0.53234.00000	Food	688	1,000	1,000	1,000	1,000	1,000
001.15.1532.0.53238.00000	Traffic Lights/Signals	9,213	14,650	14,650	14,650	14,650	14,650
001.15.1532.0.53245.00000	Maintenance	24,162	33,000	33,000	33,000	33,000	33,000
001.15.1532.0.53248.00000	Miscellaneous Equipment	11,808	7,000	4,670	7,000	7,000	7,000
001.15.1532.0.53256.00000	Firearms	0	0	0	15,000	15,000	15,000
001.15.1532.0.53401.00000	Accreditation	9,490	6,500	6,500	6,500	6,500	6,500
001.15.1532.0.53601.00000	Machine Rental	3,507	4,300	4,300	4,300	4,300	4,300
001.15.1532.0.53813.00000	Computer Support	67,000	67,000	67,000	62,000	62,000	62,000
001.15.1532.0.53814.00000	Contractual Services	4,254	5,000	5,000	5,000	5,000	5,000
001.15.1532.0.53826.00000	Towing	568	600	600	600	600	600
001.15.1532.0.53902.00000	Telephones	15,981	15,000	15,000	15,000	15,000	15,000
001.15.1532.0.53903.00000	Copiers	2,946	3,300	3,300	3,300	3,300	3,300
001.15.1532.0.53916.00000	Professional Development	40,292	40,000	40,000	45,000	45,000	45,000
001.15.1532.0.53944.00000	Organizational Fees	2,297	3,765	3,765	4,030	4,030	4,030
001.15.1532.0.53945.00000	Training	1,040	1,640	1,640	1,640	1,640	1,640
Professional/Technical Total		226,033	264,025	264,025	270,475	270,475	270,475
54 Capital Outlays							
001.15.1532.0.54000.01101	AED (Automatic External Defibrillator)	0	0	0	25,000	25,000	0
001.15.1532.0.54000.00004	Police Vehicles & Equipment	198,000	73,000	73,000	200,000	200,000	0
001.15.1532.0.54000.01000	Computer Equipment	152,900	0	0	0	0	0
Capital Outlays Total		350,900	73,000	73,000	225,000	225,000	0
Police Department Total		7,670,689	8,055,602	8,055,602	8,270,742	8,261,434	8,074,908
52 Fringe Benefits							
001.15.1533.0.52300.00000	Uniforms	0	250	250	300	300	300
Fringe Benefits Total		0	250	250	300	300	300
53 Professional/Technical							
001.15.1533.0.53201.00000	Supplies	1,118	2,000	2,000	2,000	2,000	2,000
001.15.1533.0.53208.00000	Equipment	692	3,000	3,000	3,000	3,000	3,000
001.15.1533.0.53759.00000	Everbridge Mass Notification	13,377	0	0	0	0	0
001.15.1533.0.53837.00000	Dam EAP Maint/Contractual Services	40,000	10,000	10,000	10,000	10,000	10,000
001.15.1533.0.53899.00000	EOC Phone System	6,244	7,000	7,000	7,000	7,000	7,000
001.15.1533.0.53944.00000	Organizational Fees	255	300	300	300	300	300
001.15.1533.0.53945.00000	Training	0	500	500	500	500	500
Professional/Technical Total		61,685	22,800	22,800	22,800	22,800	22,800
Emergency Management Total		61,685	23,050	23,050	23,100	23,100	23,100

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
1534 - Fire Marshal							
51 Wages-Salaries							
001.15.1534.0.51100.00000	Department Head	0	0	0			
001.15.1534.0.51125.00000	Mid-Managers Personnel	203,289	212,887	212,887	217,151	12,000	12,000
001.15.1534.0.51400.00000	Overtime	1,137	2,000	2,000	2,000	217,151	217,151
001.15.1534.0.51805.00000	Longevity	2,600	2,600	2,600	2,600	2,000	2,000
Wages-Salaries Total		207,026	217,487	217,487	221,751	233,751	233,751
52 Fringe Benefits							
001.15.1534.0.52010.00000	Worker's Compensation	18,630	20,968	20,968	22,022	22,714	21,686
001.15.1534.0.52100.00000	Social Security	15,167	16,690	16,690	17,016	17,934	17,934
001.15.1534.0.52200.00000	Pension	20,329	21,290	21,290	21,716	22,436	22,436
001.15.1534.0.52220.00000	Insurance, Life, Disability	936	981	981	1,058	1,116	1,116
001.15.1534.0.52235.00000	Health Insurance	36,358	38,866	38,866	42,849	42,849	41,526
001.15.1534.0.52300.00000	Uniforms	401	1,000	1,000	1,100	1,100	1,100
Fringe Benefits Total		91,820	99,795	99,795	105,761	108,149	105,798
53 Professional/Technical							
001.15.1534.0.53201.00000	Supplies	367	500	500	500	500	500
001.15.1534.0.53219.00000	Operating Materials	396	700	700	1,000	1,000	1,000
001.15.1534.0.53813.00000	Computer Support	552	1,000	1,000	1,000	1,000	1,000
001.15.1534.0.53814.00000	Contractual Services	925	1,000	1,000	1,000	1,000	1,000
001.15.1534.0.53916.00000	Professional Development	195	125	125	125	125	125
001.15.1534.0.53918.00000	Fire Prevention	469	500	500	500	500	500
001.15.1534.0.53944.00000	Organizational Fees	400	480	480	480	480	480
001.15.1534.0.53945.00000	Training	870	1,220	1,220	1,220	1,220	1,220
Professional/Technical Total		4,174	5,525	5,525	5,825	5,825	5,825
Fire Marshal Total		303,021	322,807	322,807	333,337	347,725	345,374
2035 - Municipal Garage							
51 Wages-Salaries							
001.20.2035.0.51125.00000	Mid-Managers Personnel	97,384	99,575	99,575	101,815	101,815	101,815
001.20.2035.0.51130.00000	Clerical Personnel (incl PT Req)	31,332	32,193	32,918	43,755	43,755	33,563
001.20.2035.0.51135.00000	Blue Collar Personnel	304,308	330,354	330,354	340,171	340,171	340,171
001.20.2035.0.51400.00000	Overtime	2,884	6,000	6,000	6,000	6,000	6,000
001.20.2035.0.51445.00000	Storm Related Overtime	17,270	21,000	21,000	19,008	19,008	19,008
001.20.2035.0.51805.00000	Longevity	3,943	4,127	4,127	4,143	4,143	4,143
001.20.2035.0.51820.00000	In lieu of Health Insurance	2,300	2,300	2,300	2,300	2,300	2,300
Wages-Salaries Total		459,420	495,549	496,274	517,192	517,192	507,000
52 Fringe Benefits							
001.20.2035.0.52010.00000	Worker's Compensation	23,871	28,418	27,618	30,020	30,020	28,580
001.20.2035.0.52100.00000	Social Security	34,107	37,969	37,969	38,845	38,845	38,845
001.20.2035.0.52200.00000	Pension	38,369	40,360	40,435	41,627	41,627	41,627
Expense							3/18/20
							20/35

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
001.20.2035.0.52220.00000	Insurance, Life, Disability	1,769	1,862	1,862	2,080	2,080	2,029
001.20.2035.0.52235.00000	Health Insurance	55,245	58,915	58,915	64,119	64,119	70,640
001.20.2035.0.52300.00000	Uniforms	3,535	5,600	5,600	5,900	5,900	5,900
Fringe Benefits Total		156,896	173,124	172,399	182,591	182,591	187,621
53 Professional/Technical							
001.20.2035.0.53106.00000	Vehicle Fuel	196,352	248,621	248,621	265,845	265,845	265,845
001.20.2035.0.53201.00000	Supplies	633	2,000	2,000	2,000	2,000	2,000
001.20.2035.0.53217.00000	Snow Equipment	2,808	3,500	3,500	5,000	5,000	5,000
001.20.2035.0.53218.00000	Tools	4,492	4,000	4,000	4,000	4,000	4,000
001.20.2035.0.53219.00000	Operating Materials	2,844	2,500	2,500	3,500	3,500	3,500
001.20.2035.0.53220.00000	Tires	26,081	28,000	28,000	46,000	46,000	46,000
001.20.2035.0.53233.00000	Vehicle Parts	118,476	125,000	125,000	125,000	125,000	125,000
001.20.2035.0.53245.00000	Maintenance	7,553	10,000	10,000	0	0	0
001.20.2035.0.53248.00000	Miscellaneous Equipment	4,401	5,000	5,000	5,000	5,000	5,000
001.20.2035.0.53813.00000	Computer Support	4,488	10,800	10,800	10,800	10,800	10,800
001.20.2035.0.53814.00000	Contractual Services	35,074	30,000	30,000	30,000	30,000	30,000
001.20.2035.0.53826.00000	Towing	2,014	3,000	3,000	3,000	3,000	3,000
001.20.2035.0.53839.00000	Contr. Serv. - Veh. Rebuild	0	13,525	13,525	13,525	13,525	13,525
001.20.2035.0.53916.00000	Professional Development	1,692	3,000	3,000	3,000	3,000	3,000
001.20.2035.0.53920.00000	Professional Services	7,928	8,000	8,000	10,000	10,000	10,000
001.20.2035.0.53944.00000	Organizational Fees	0	120	120	210	210	210
Professional/Technical Total		414,835	497,066	497,066	526,880	526,880	526,880
Municipal Garage Total		1,031,151	1,165,739	1,165,739	1,226,663	1,226,663	1,221,501

2036 - Public Works

51 Wages-Salaries							
001.20.2036.0.51100.00000	Department Head	45,192	90,108	90,108	90,108	90,108	90,108
001.20.2036.0.51125.00000	Mid-Managers Personnel	173,373	179,290	179,290	185,390	185,390	185,390
001.20.2036.0.51130.00000	Clerical Personnel	49,721	51,226	51,226	51,030	51,030	51,030
001.20.2036.0.51805.00000	Longevity	2,955	2,955	2,955	3,168	3,168	3,168
Wages-Salaries Total		271,241	323,579	323,579	329,696	329,696	329,696
52 Fringe Benefits							
001.20.2036.0.52010.00000	Worker's Compensation	3,199	5,927	5,927	16,204	16,204	15,443
001.20.2036.0.52100.00000	Social Security	19,375	24,823	24,823	25,291	25,291	25,291
001.20.2036.0.52200.00000	Pension	25,021	28,459	28,459	29,050	29,050	29,050
001.20.2036.0.52220.00000	Insurance, Life, Disability	1,325	1,479	1,479	1,595	1,595	1,595
001.20.2036.0.52235.00000	Health Insurance	51,703	63,356	63,357	69,170	69,170	67,080
001.20.2036.0.52300.00000	Uniforms	274	310	310	330	330	330
Fringe Benefits Total		100,896	124,354	124,354	141,640	141,640	138,789
53 Professional/Technical							
001.20.2036.0.53201.00000	Supplies	1,470	2,000	2,000	2,000	2,000	2,000
001.20.2036.0.53223.00000	Street Signs	3,622	4,500	4,500	4,500	4,500	4,500

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19		FY20		FY21	
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.20.2036.0.53813.00000	Computer Support	169	1,800	1,800	1,800	1,800	1,800
001.20.2036.0.53814.00000	Contractual Services	16,925	50,000	50,000	50,000	50,000	50,000
001.20.2036.0.53821.00000	GIS Programming	30,548	38,500	38,500	38,500	38,500	38,500
001.20.2036.0.53823.00000	Refuse Disposal	1,519,418	1,731,800	1,731,800	1,800,000	1,800,000	1,800,000
001.20.2036.0.53832.00000	Cont.Serv.- Monitoring Well Vet.Pk.	3,734	7,000	7,000	7,000	7,000	7,000
001.20.2036.0.53836.00000	Mater.Storage Yard Mon.Wells	4,600	8,000	8,000	8,000	8,000	8,000
001.20.2036.0.53838.00000	Monitoring - Newnan property	10,000	7,000	7,000	10,000	10,000	10,000
001.20.2036.0.53916.00000	Professional Development	1,000	715	715	715	715	715
001.20.2036.0.53935.00000	Street Lighting	164,895	200,000	200,000	200,000	200,000	200,000
001.20.2036.0.53944.00000	Organizational Fees	475	1,040	1,040	1,040	1,040	1,040
001.20.2036.0.53949.00000	Street Lining	8,000	8,000	8,000	10,000	10,000	10,000
001.20.2036.0.53970.00000	Flood Control Projects (Reclassified from Capital)	30,000	30,000	30,000	30,000	30,000	30,000
001.20.2036.0.53971.00000	Stormwater Drainage Analysis (Reclassified from Capital)	40,000	40,000	40,000	40,000	40,000	40,000
Professional/Technical Total		1,834,855	2,130,355	2,130,355	2,203,555	2,203,555	2,203,555
54 Capital Outlays							
001.20.2036.0.54000.00506	Recycling Center Improv.	50,000	0	0	0	0	0
Capital Outlays Total		50,000	0	0	0	0	0
Public Works Total		2,256,993	2,578,288	2,578,288	2,674,891	2,674,891	2,672,040

2037 - Highway Department

51 Wages-Salaries	Mid-Managers Personnel	180,993	161,141	163,541	165,690	165,690	165,690
001.20.2037.0.51125.00000	Blue Collar Personnel	761,569	827,697	827,697	819,064	819,064	819,064
001.20.2037.0.51400.00000	Overtime	16,178	13,500	13,500	13,500	13,500	13,500
001.20.2037.0.51435.00000	Recycling Center Overtime	4,806	7,600	7,600	7,600	7,600	7,600
001.20.2037.0.51440.00000	Extra Duty Police Officer	13,954	17,500	17,500	17,500	17,500	17,500
001.20.2037.0.51445.00000	Storm Related Overtime	77,753	80,000	80,000	80,000	80,000	80,000
001.20.2037.0.51805.00000	Longevity	13,193	12,570	12,570	12,075	12,075	12,075
001.20.2037.0.51820.00000	In lieu of Health Insurance	0	0	0	3,600	3,600	3,600
Wages-Salaries Total		1,068,445	1,120,008	1,122,408	1,119,029	1,119,029	1,119,029
52 Fringe Benefits	Worker's Compensation	122,858	147,840	148,170	152,119	152,119	145,229
001.20.2037.0.52010.00000	Social Security	75,738	85,930	86,114	85,855	85,855	85,855
001.20.2037.0.52100.00000	Pension	86,405	96,353	96,353	90,433	90,433	90,433
001.20.2037.0.52220.00000	Insurance, Life, Disability	4,286	4,561	4,561	4,804	4,804	4,804
001.20.2037.0.52235.00000	Health Insurance	242,166	270,517	270,517	227,575	227,575	244,869
001.20.2037.0.52300.00000	Uniforms	6,303	8,111	8,111	8,500	8,500	8,500
Fringe Benefits Total		537,756	613,312	613,826	569,286	569,286	579,690
53 Professional/Technical	Supplies	229	245	245	500	500	500
001.20.2037.0.53201.00000	Equipment	0	0	0	25,000	25,000	25,000
001.20.2037.0.53217.00000	Snow & Ice Materials	160,387	170,000	170,000	175,000	175,000	175,000

Expense

22/35

3/18/20

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19 Actual	FY20		FY21	
			Adopted	Amended	Department Requested	Manager Approved Brd of Fin Proposed
001.20.2037.0.53218.00000	Tools	3,940	3,500	3,500	3,500	3,500
001.20.2037.0.53219.00000	Operating Materials	10,324	14,000	14,000	14,000	14,000
001.20.2037.0.53231.00000	Safety Equipment	489	750	750	1,500	1,500
001.20.2037.0.53245.00000	Maintenance	0	250	250	250	250
001.20.2037.0.53604.00000	Truck Rental	26,855	40,000	40,000	40,000	40,000
001.20.2037.0.53807.00000	Tree Removal	27,000	30,000	27,086	42,000	42,000
001.20.2037.0.53812.00000	Catch Basin Cleaning	74,609	100,000	100,000	100,000	100,000
001.20.2037.0.53814.00000	Contractual Services	500	2,000	2,000	2,000	2,000
001.20.2037.0.53916.00000	Professional Development	210	400	400	400	400
001.20.2037.0.53944.00000	Organizational Fees	185	255	255	255	255
001.20.2037.0.53969.00000	MS4 Stormwater Monitoring	9,733	12,000	12,000	12,000	12,000
Professional/Technical Total		314,460	373,400	370,486	416,405	416,405
54 Capital Outlays						
001.20.2037.0.54000.00003	Dump Truck, Large-Leased to buy	200,000	0	0	0	0
001.20.2037.0.54000.00024	Flatbed Truck w/Power Lift Tailgate	0	45,000	45,000	0	0
001.20.2037.0.54000.00130	Bucket Loader	0	0	0	50,000	0
001.20.2037.0.54000.00138	Wood Chipper	0	0	0	75,000	0
Capital Outlays Total		200,000	45,000	45,000	125,000	0
Highway Total		2,120,661	2,151,720	2,151,720	2,229,720	2,115,124
2038 - Public Buildings						
51 Wages-Salaries						
001.20.2038.0.51100.00000	Department Head	38,851	39,725	39,725	39,726	39,726
001.20.2038.0.51125.00000	Mid-Managers Personnel	25,312	25,882	25,882	26,464	26,464
001.20.2038.0.51130.00000	Clerical Personnel	32,172	33,146	33,146	33,020	33,020
001.20.2038.0.51135.00000	Blue Collar Personnel	416,315	434,814	434,814	465,482	448,243
001.20.2038.0.51400.00000	Overtime	17,883	40,000	40,000	40,000	40,000
001.20.2038.0.51805.00000	Longevity	9,610	4,335	4,335	4,335	4,335
001.20.2038.0.51820.00000	In lieu of Health Insurance	4,650	2,000	2,000	1,790	1,790
Wages-Salaries Total		544,793	579,902	579,902	610,817	593,578
52 Fringe Benefits						
001.20.2038.0.52010.00000	Worker's Compensation	25,619	33,347	33,347	36,355	33,602
001.20.2038.0.52100.00000	Social Security	37,639	44,363	44,363	46,793	45,474
001.20.2038.0.52200.00000	Pension	43,505	47,645	47,645	51,932	50,208
001.20.2038.0.52220.00000	Insurance, Life, Disability	2,277	1,927	1,927	2,761	2,676
001.20.2038.0.52235.00000	Health Insurance	92,512	90,435	90,435	141,284	129,439
001.20.2038.0.52300.00000	Uniforms	7,636	10,500	10,500	11,000	11,000
Fringe Benefits Total		209,189	228,217	228,217	290,125	272,399
53 Professional/Technical						
001.20.2038.0.53102.00000	Electricity	242,519	264,000	264,000	280,000	280,000
001.20.2038.0.53103.00000	Fuel Oil, Heating	0	500	500	1,500	1,500

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19 Actual	FY20		FY21	
			Adopted	Amended	Department Requested	Manager Approved Brd of Fin Proposed
001.20.2038.0.53105.00000	Natural Gas	91,888	110,000	110,000	115,000	115,000
001.20.2038.0.53201.00000	Supplies	1,514	1,500	1,500	1,500	1,500
001.20.2038.0.53219.00000	Operating Materials	82,184	100,000	100,000	110,000	110,000
001.20.2038.0.53238.00000	Traffic Lights/Signals	0	15,000	15,000	15,000	15,000
001.20.2038.0.53244.00000	Custodial Supplies	29,707	30,000	30,000	35,000	35,000
001.20.2038.0.53245.00000	Maintenance & Repair	0	5,000	5,000	5,000	5,000
001.20.2038.0.53251.00000	Townwide Repairs	5,100	20,000	20,000	30,000	30,000
001.20.2038.0.53813.00000	Computer Support	3,150	5,000	5,000	15,000	15,000
001.20.2038.0.53814.00000	Contractual Services	173,960	220,000	220,000	225,000	225,000
001.20.2038.0.53902.00000	Telephone	93,357	125,000	125,000	135,000	135,000
001.20.2038.0.53916.00000	Professional Development	0	500	500	500	500
001.20.2038.0.53917.00000	Water & Sewer	14,601	20,250	20,250	25,000	25,000
001.20.2038.0.53943.00000	Mileage	0	1,500	1,500	1,000	1,000
001.20.2038.0.53944.00000	Organizational Fees	1,040	1,500	1,500	1,650	1,650
001.20.2038.0.53945.00000	Training	1,019	2,000	2,000	2,000	2,000
001.20.2038.0.53946.00000	Vandalism	165	1,000	1,000	1,000	1,000
Professional/Technical Total		740,204	922,750	922,750	999,150	999,150
54 Capital Outlays						
001.20.2038.0.54000.00001	Van	37,447	0	0	0	0
001.20.2038.0.54000.00012	Vehicles	7,500	0	0	0	0
001.20.2038.0.54000.00300	Timberlin Exterior Upgrades - Maint. Bldg.	0	0	0	0	0
001.20.2038.0.54000.00302	Contract Svcs & Proj - IT Switches	75,000	0	0	50,000	0
001.20.2038.0.54000.00315	ADA Improvements - Comm. Ctr. Doors	0	50,000	50,000	0	0
001.20.2038.0.54000.00340	Senior Center HVAC System	0	50,000	50,000	0	0
001.20.2038.0.54000.00352	Senior Center Repairs	25,000	50,000	50,000	0	0
Capital Outlays Total		144,947	150,000	150,000	50,000	0
Public Building Maintenance Total						
		1,639,133	1,880,869	1,880,869	1,982,054	1,865,127
2541 - Mobile Home Park						
53 Professional/Technical						
001.25.2541.0.53219.00000	Operating Materials	423	300	300	500	500
001.25.2541.0.53900.00000	Miscellaneous	0	550	550	250	250
001.25.2541.0.53917.00000	Water & Sewer	6,199	6,000	6,000	7,832	7,832
Professional/Technical Total		6,622	6,850	6,850	8,582	8,582
Mobile Home Park Total						
		6,622	6,850	6,850	8,582	8,582
2542 - Recreation Department						
51 Wages-Salaries						
001.25.2542.0.51100.00000	Department Head	46,002	47,038	47,038	47,039	47,039
001.25.2542.0.51125.00000	Mid-Managers Personnel	91,968	95,422	95,422	98,985	98,985
001.25.2542.0.51130.00000	Clerical Personnel	35,425	46,975	37,285	37,285	37,285
001.25.2542.0.51305.00000	Commission Secretaries	1,125	1,300	1,300	1,300	1,300
001.25.2542.0.51440.00000	Extra Duty Police Officer	515	3,504	3,504	3,504	3,504
Expense						3/18/20

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19		FY20		FY21	
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.25.2542.0.51510.00000	Part-time & Summer Help	0	0	0	14,616	14,616	0
001.25.2542.0.51520.00000	Life Guards/Pool Workers	64,660	77,498	77,498	92,968	92,968	92,968
001.25.2542.0.51530.00000	Rec & Instruct Prog Help, PT CommCtr Supvr, PT Rec Supvr	82,375	90,980	100,670	121,384	121,384	121,384
001.25.2542.0.51805.00000	Longevity	1,736	1,834	1,834	1,834	1,834	1,834
001.25.2542.0.51820.00000	In lieu of Health Insurance	0	0	0	1,250	1,250	1,250
Wages-Salaries Total		323,805	364,551	364,551	420,165	420,165	405,549
52 Fringe Benefits							
001.25.2542.0.52010.00000	Worker's Compensation	13,467	18,575	18,575	22,376	22,376	21,285
001.25.2542.0.52100.00000	Social Security	23,884	27,889	27,889	32,143	32,143	31,025
001.25.2542.0.52200.00000	Pension	14,997	16,095	16,095	16,451	16,451	16,451
001.25.2542.0.52220.00000	Insurance, Life, Disability	800	803	803	833	833	833
001.25.2542.0.52225.00000	Physicals	1,500	1,500	1,500	1,500	1,500	1,500
001.25.2542.0.52235.00000	Health Insurance	30,203	32,202	32,202	23,008	23,008	22,130
Fringe Benefits Total		84,851	97,064	97,064	96,311	96,311	93,224
53 Professional/Technical							
001.25.2542.0.53201.00000	Supplies	2,263	2,600	2,600	2,600	2,600	2,600
001.25.2542.0.53208.00000	Equipment	0	10,000	10,000	10,000	10,000	10,000
001.25.2542.0.53245.00000	Maintenance	2,325	2,750	2,750	2,750	2,750	2,750
001.25.2542.0.53281.00000	Pool Supplies	3,726	5,565	5,565	5,630	5,630	5,630
001.25.2542.0.53400.00000	Programs & Activities	13,660	14,187	14,187	14,990	14,990	14,990
001.25.2542.0.53600.00000	Rent	8,398	10,139	10,139	10,139	10,139	10,139
001.25.2542.0.53805.00000	Bands	350	350	350	350	350	350
001.25.2542.0.53810.00000	Background Checks	3,270	4,000	4,000	4,000	4,000	4,000
001.25.2542.0.53813.00000	Computer Support	3,912	13,341	13,341	12,172	12,172	12,172
001.25.2542.0.53902.00000	Telephone	463	625	625	625	625	625
001.25.2542.0.53916.00000	Professional Development	105	400	400	400	400	400
001.25.2542.0.53925.00000	Transportation	2,100	2,100	2,100	2,500	2,500	2,500
001.25.2542.0.53941.00000	Bank Fees for Credit Card Usage	3,532	3,500	3,500	3,600	3,600	3,600
001.25.2542.0.53943.00000	Mileage	955	1,900	1,900	1,750	1,750	1,750
001.25.2542.0.53944.00000	Organizational Fees	198	225	225	225	225	225
001.25.2542.0.53945.00000	Training	2,026	2,534	2,534	2,600	2,600	2,600
Professional/Technical Total		47,283	74,216	74,216	74,331	74,331	74,331
Recreation Department Total		455,940	535,831	535,831	590,807	590,807	573,104
2543 - Golf Course							
51 Wages-Salaries							
001.25.2543.0.51100.00000	Department Head	110,827	112,121	112,121	112,121	112,121	112,121
001.25.2543.0.51125.00000	Mid-Managers Personnel	84,070	87,984	87,984	92,025	92,025	92,025
001.25.2543.0.51135.00000	Blue Collar Personnel	122,221	125,908	126,788	128,204	128,204	128,204
001.25.2543.0.51160.00000	Starters, Rangers	19,931	38,939	38,939	42,479	42,479	42,479
001.25.2543.0.51305.00000	Commission Secretary	1,375	1,300	1,300	1,625	1,625	1,625
001.25.2543.0.51400.00000	Overtime	22,803	30,282	30,282	31,226	31,226	31,226
001.25.2543.0.51510.00000	Part time & Summer Help	69,888	71,140	71,140	75,135	75,135	75,135

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19		FY20		FY21	
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
001.25.2543.0.51805.00000	Longevity	4,167	4,250	4,250	4,600	4,600	4,600
Wages-Salaries Total		435,281	471,924	472,804	487,415	487,415	487,415
52 Fringe Benefits							
001.25.2543.0.52010.00000	Worker's Compensation	14,388	17,323	17,323	18,888	18,888	17,984
001.25.2543.0.52100.00000	Social Security	31,581	36,219	36,219	37,404	37,404	37,404
001.25.2543.0.52110.00000	Unemployment Compensation	5,125	9,394	9,394	9,394	9,394	9,394
001.25.2543.0.52200.00000	Pension	31,802	32,604	32,714	33,238	33,238	33,238
001.25.2543.0.52220.00000	Insurance, Life, Disability	1,468	1,503	1,503	1,622	1,622	1,622
001.25.2543.0.52235.00000	Health Insurance	70,890	75,870	75,870	83,885	83,885	79,083
001.25.2543.0.52300.00000	Uniforms	2,192	4,700	4,700	4,900	4,900	4,900
Fringe Benefits Total		157,446	177,613	176,733	189,331	189,331	183,625
53 Professional/Technical							
001.25.2543.0.53102.00000	Electricity	29,589	52,000	52,000	53,560	53,560	53,560
001.25.2543.0.53105.00000	Natural Gas	17,400	16,000	16,000	16,480	16,480	16,480
001.25.2543.0.53106.00000	Vehicle Fuel	17,894	26,000	26,000	26,000	26,000	26,000
001.25.2543.0.53201.00000	Supplies	2,730	3,000	3,000	3,000	3,000	3,000
001.25.2543.0.53208.00000	Equipment	0	0	0	20,000	20,000	20,000
001.25.2543.0.53219.00000	Operating Materials	0	2,500	2,500	2,500	2,500	2,500
001.25.2543.0.53233.00000	Vehicle Parts	19,446	17,000	17,000	17,000	17,000	17,000
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	82,940	90,000	90,000	90,000	90,000	90,000
001.25.2543.0.53245.00000	Maintenance & Repair	47,752	47,500	47,500	50,000	50,000	50,000
001.25.2543.0.53501.00000	Pro Share - Cart Revenue	22,961	24,420	24,420	27,783	27,783	27,783
001.25.2543.0.53510.00000	Golf Pro - Contractual Services	118,158	118,158	130,618	136,129	136,129	136,129
001.25.2543.0.53603.00000	Golf Cart Lease	53,421	52,741	52,741	52,741	52,741	52,741
001.25.2543.0.53730.00000	Insurance	28,260	27,716	27,716	28,044	28,044	28,044
001.25.2543.0.53813.00000	Computer Support	6,141	6,000	6,000	6,000	6,000	6,000
001.25.2543.0.53823.00000	Refuse Disposal	4,807	5,400	5,400	5,670	5,670	5,670
001.25.2543.0.53902.00000	Telephone	2,485	3,256	3,256	3,419	3,419	3,419
001.25.2543.0.53917.00000	Water & Sewer	6,181	8,500	8,500	8,500	8,500	8,500
001.25.2543.0.53940.00000	Advertising	5,558	8,000	8,000	8,000	8,000	8,000
001.25.2543.0.53941.00000	Bank Fees for Credit Card Usage	15,679	16,500	16,500	16,500	16,500	16,500
001.25.2543.0.53944.00000	Organizational Fees	1,025	1,115	1,115	1,250	1,250	1,250
001.25.2543.0.53945.00000	Training	100	280	280	280	280	280
001.25.2543.0.53950.00000	Internet Service	2,128	2,124	2,124	4,860	4,860	4,860
Professional/Technical Total		484,654	528,210	540,670	577,716	577,716	577,716
54 Capital Outlays							
001.25.2543.0.54000.00701	Lightning Detection	20,000	0	0	0	0	0
001.25.2543.0.54000.01511	Leased Equipment-2016 #5 (Mandatory)	6,419	6,419	6,419	0	0	0
001.25.2543.0.54000.01512	Leased Equipment-2018 (used to purchase instead of lease)	18,246	0	0	0	0	0
Capital Outlays Total		44,665	6,419	6,419	0	0	0
Golf Course Total		1,122,046	1,184,166	1,196,626	1,254,462	1,254,462	1,248,756

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
2544 - Libraries							
51 Wages-Salaries							
001.25.2544.0.51100.00000	Department Head	89,390	91,402	91,402	91,402	91,402	91,402
001.25.2544.0.51120.00000	Professional Personnel	45,246	60,868	60,868	71,961	71,961	59,918
001.25.2544.0.51125.00000	Mid-Managers Personnel	305,407	322,493	322,493	331,877	331,877	330,594
001.25.2544.0.51130.00000	Clerical Personnel	161,160	169,687	169,687	171,965	171,965	168,565
001.25.2544.0.51305.00000	Commission Secretaries	1,100	1,200	1,200	1,200	1,200	1,200
001.25.2544.0.51325.00000	Substitute	9,912	15,062	15,062	15,062	15,062	15,062
001.25.2544.0.51400.00000	Overtime	0	2,133	2,133	2,133	2,133	2,133
001.25.2544.0.51510.00000	Part time & Summer Help	12,233	17,100	17,100	17,100	17,100	17,100
001.25.2544.0.51805.00000	Longevity	3,900	4,550	4,550	5,459	5,459	5,459
001.25.2544.0.51820.00000	In Lieu of Health Insurance	3,125	2,500	2,500	2,500	2,500	2,500
Wages-Salaries Total		631,474	686,995	686,995	710,659	710,659	693,933
52 Fringe Benefits							
001.25.2544.0.52010.00000	Worker's Compensation	2,283	2,622	2,622	2,782	2,782	2,577
001.25.2544.0.52100.00000	Social Security	45,671	53,864	53,864	55,674	55,674	54,395
001.25.2544.0.52200.00000	Pension	42,714	52,035	52,035	50,083	50,083	50,083
001.25.2544.0.52220.00000	Insurance, Life, Disability	2,564	2,641	2,641	2,980	2,980	2,951
001.25.2544.0.52235.00000	Health Insurance	98,300	108,113	108,113	118,627	118,627	115,966
Fringe Benefits Total		191,530	219,275	219,275	230,146	230,146	225,972
53 Professional/Technical							
001.25.2544.0.53201.00000	Supplies	8,651	9,800	9,800	12,000	12,000	12,000
001.25.2544.0.53208.00000	Equipment	3,372	1,750	1,750	3,300	3,300	3,300
001.25.2544.0.53245.00000	Maintenance	1,356	3,500	3,500	4,000	4,000	4,000
001.25.2544.0.53300.00000	Books, Periodicals	85,617	88,500	88,500	88,500	88,500	88,500
001.25.2544.0.53301.00000	Audio/Video materials	14,502	15,000	15,000	25,000	25,000	25,000
001.25.2544.0.53302.00000	Databases	13,608	18,000	18,000	18,000	18,000	18,000
001.25.2544.0.53304.00000	Data Services	48,107	55,000	55,000	59,992	59,992	59,992
001.25.2544.0.53400.00000	Programs & Activities	1,485	2,500	2,500	5,000	5,000	5,000
001.25.2544.0.53420.00000	Grant to Berlin Library	3,000	3,000	3,000	3,000	3,000	3,000
001.25.2544.0.53421.00000	Grant to East Berlin	3,000	3,000	3,000	3,000	3,000	3,000
001.25.2544.0.53903.00000	Copiers	2,969	3,000	3,000	3,000	3,000	3,000
001.25.2544.0.53916.00000	Professional Development	1,267	1,800	1,800	1,800	1,800	1,800
001.25.2544.0.53943.00000	Mileage	1,457	1,300	1,300	1,300	1,300	1,300
001.25.2544.0.53944.00000	Organizational Fees	1,600	1,545	1,545	1,555	1,555	1,555
Professional/Technical Total		189,992	207,695	207,695	229,447	229,447	229,447
Library Total		1,012,996	1,113,965	1,113,965	1,170,252	1,170,252	1,149,352
2545 - Public Grounds							
51 Wages-Salaries							
001.25.2545.0.51125.00000	Mid-Managers Personnel	87,762	87,445	87,445	158,040	158,040	158,040
001.25.2545.0.51130.00000	Clerical Personnel	17,714	18,854	18,854	18,640	18,640	18,640

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

FY21

Account	Description	FY19 Actual	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
			Adopted	Amended			
001.25.2545.0.51135.00000	Blue Collar Personnel	488,509	513,317	513,317	582,097	535,242	535,242
001.25.2545.0.51400.00000	Overtime	11,551	12,000	12,000	15,000	15,000	15,000
001.25.2545.0.51445.00000	Storm Related Overtime	44,577	46,000	46,000	46,000	46,000	46,000
001.25.2545.0.51510.00000	Part time & Summer Help	24,634	32,000	32,000	35,000	45,000	45,000
001.25.2545.0.51805.00000	Longevity	4,880	5,072	5,072	5,334	5,334	5,334
001.25.2545.0.51820.00000	In Lieu of Health Insurance	4,300	4,300	4,300	4,300	4,300	4,300
Wages-Salaries Total		683,927	718,988	718,988	864,411	827,556	827,556
52 Fringe Benefits							
001.25.2545.0.52010.00000	Worker's Compensation	35,002	40,228	40,228	50,099	47,865	45,652
001.25.2545.0.52100.00000	Social Security	49,687	55,283	55,283	66,178	63,359	63,359
001.25.2545.0.52200.00000	Pension	52,532	55,746	55,746	62,608	59,797	59,797
001.25.2545.0.52220.00000	Insurance, Life, Disability	2,720	2,661	2,661	3,851	3,623	3,623
001.25.2545.0.52235.00000	Health Insurance	141,194	148,684	148,684	214,632	187,878	181,348
001.25.2545.0.52300.00000	Uniforms	4,597	5,500	5,500	5,800	5,800	5,800
Fringe Benefits Total		285,732	308,102	308,102	403,168	368,322	359,579
53 Professional/Technical							
001.25.2545.0.53102.00000	Electricity	65,292	75,000	75,000	80,600	80,600	80,600
001.25.2545.0.53103.00000	Fuel Oil/Gas, Heating	2,034	3,500	3,500	3,800	3,800	3,800
001.25.2545.0.53104.00000	Christmas Lighting	0	0	0	3,500	3,500	3,500
001.25.2545.0.53201.00000	Supplies	567	600	600	600	600	600
001.25.2545.0.53204.00000	Labor Svcs - Pools & Cemeteries	57,062	60,000	60,000	60,000	60,000	60,000
001.25.2545.0.53207.00000	Playground Safety Surfacing	11,494	13,500	13,500	13,500	13,500	13,500
001.25.2545.0.53208.00000	Equipment	0	0	0	25,000	25,000	25,000
001.25.2545.0.53213.00000	Sports Equipment	3,000	3,000	3,000	3,000	3,000	3,000
001.25.2545.0.53218.00000	Tools	472	2,000	2,000	2,000	2,000	2,000
001.25.2545.0.53219.00000	Operating Materials	30,811	40,000	40,000	40,000	40,000	40,000
001.25.2545.0.53221.00000	Fencing (Reclassified from Capital)	20,000	15,000	15,000	15,000	15,000	15,000
001.25.2545.0.53222.00000	Playground Equipment (Reclassified from Capital)	25,000	20,000	20,000	20,000	20,000	20,000
001.25.2545.0.53224.00000	Playing Field Improvements	9,110	10,500	10,500	10,500	10,500	10,500
001.25.2545.0.53233.00000	Vehicle Parts	5,059	13,000	13,000	13,000	13,000	13,000
001.25.2545.0.53243.00000	Fertilizer, Seed, Chemicals	29,763	30,000	30,000	32,500	32,500	32,500
001.25.2545.0.53245.00000	Maintenance & Repair	19,198	22,000	22,000	22,000	22,000	22,000
001.25.2545.0.53250.00000	Aeration, Slicing, Overseeding	11,452	11,500	11,500	11,500	11,500	11,500
001.25.2545.0.53601.00000	Equipment Rental	2,150	3,000	3,000	4,500	4,500	4,500
001.25.2545.0.53746.00000	Sanitation	6,219	9,390	9,390	9,390	9,390	9,390
001.25.2545.0.53916.00000	Professional Development	0	1,000	1,000	3,500	3,500	3,500
001.25.2545.0.53917.00000	Water & Sewer	24,232	31,800	31,800	34,200	34,200	34,200
001.25.2545.0.53933.00000	Sidewalk Maintenance & Repair	6,000	6,000	6,000	12,000	12,000	12,000
001.25.2545.0.53944.00000	Organizational Fees	0	30	30	210	210	210
Professional/Technical Total		328,914	370,820	370,820	420,300	420,300	420,300
54 Capital Outlays							
001.25.2545.0.54000.00100	Trailer - 20 footer	10,000	0	0	0	0	0
001.25.2545.0.54000.00124	Large Mower	103,295	0	0	0	0	0
Capital Outlays Total		113,295	0	0	0	0	0

Expense

28/35

3/18/20

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
Public Grounds Total							
3052 - Health Department							
53 Professional/Technical							
001.30.3052.0.53824.00000	Regional Health Service	122,994	134,500	134,500	139,694	139,694	139,694
001.30.3052.0.53944.00000	Organizational Fees	1,390	1,390	1,390	1,390	1,390	1,390
Professional/Technical Total		124,384	135,890	135,890	141,084	141,084	141,084
Health Department Total							
		124,384	135,890	135,890	141,084	141,084	141,084
3053 - Berlin VNA Department							
51 Wages-Salaries							
001.30.3053.0.51100.00000	Department Head	102,250	104,551	104,551	104,551	104,551	104,551
001.30.3053.0.51125.00000	Mid-Managers Personnel	89,009	92,021	92,021	95,122	95,122	95,122
001.30.3053.0.51130.00000	Clerical Personnel	192,816	200,705	200,705	194,604	194,604	194,604
001.30.3053.0.51145.00000	Nurses	384,023	401,284	401,284	411,968	411,968	411,968
001.30.3053.0.51186.00000	Speech Therapist	7,155	7,470	7,470	7,470	7,470	7,470
001.30.3053.0.51187.00000	Occupational Therapist	10,630	17,000	17,000	17,000	17,000	17,000
001.30.3053.0.51188.00000	Physical Therapist	116,508	157,175	157,175	157,175	157,175	157,175
001.30.3053.0.51190.00000	Social Worker	5,175	9,080	9,080	9,080	9,080	9,080
001.30.3053.0.51300.00000	Health Aides	179,403	195,987	195,987	199,818	199,818	199,818
001.30.3053.0.51305.00000	Commission Secretaries	800	1,000	1,000	1,000	1,000	1,000
001.30.3053.0.51400.00000	Overtime	6	1,000	1,000	1,000	1,000	1,000
001.30.3053.0.51805.00000	Longevity	6,700	6,700	6,700	6,292	6,292	6,292
001.30.3053.0.51820.00000	In lieu of Health Insurance	8,600	6,100	11,100	8,600	8,600	8,600
Wages-Salaries Total		1,103,074	1,200,073	1,205,073	1,213,680	1,213,680	1,213,680
52 Fringe Benefits							
001.30.3053.0.52010.00000	Worker's Compensation	50,768	60,097	60,097	63,957	63,957	61,007
001.30.3053.0.52100.00000	Social Security	81,703	91,810	91,810	92,851	92,851	92,851
001.30.3053.0.52200.00000	Pension	46,309	68,472	65,972	67,071	67,071	67,071
001.30.3053.0.52220.00000	Insurance, Life, Disability	3,864	4,102	4,102	4,376	4,376	4,376
001.30.3053.0.52225.00000	Physicals	2,394	3,800	3,800	3,800	3,800	3,800
001.30.3053.0.52235.00000	Health Insurance	159,944	176,586	176,586	198,217	198,217	189,357
001.30.3053.0.52300.00000	Uniforms	1,632	2,000	2,000	2,100	2,100	2,100
Fringe Benefits Total		346,615	406,867	404,367	432,372	432,372	420,562
53 Professional/Technical							
001.30.3053.0.53201.00000	Supplies	6,462	7,700	7,700	7,700	7,700	7,700
001.30.3053.0.53276.00000	Medical Supplies	3,497	6,510	6,510	6,510	6,510	6,510
001.30.3053.0.53440.00000	Public Education	1,280	2,100	2,100	2,100	2,100	2,100
001.30.3053.0.53606.00000	Telemonitor Lease	5,562	6,593	6,593	6,593	6,593	6,593
001.30.3053.0.53743.00000	Records management services	678	1,000	1,000	1,000	1,000	1,000
001.30.3053.0.53810.00000	Background Checks	529	1,000	1,000	1,000	1,000	1,000
001.30.3053.0.53813.00000	Computer Support	36,467	44,207	44,207	44,207	44,207	44,207

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19		FY20		FY21		
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed	
001.30.3053.0.53819.00000	Medical Services - Reimbursable	72,318	97,000	97,000	97,000	97,000	97,000	
001.30.3053.0.53902.00000	Telephone	10,736	10,620	10,620	9,190	9,190	9,190	
001.30.3053.0.53903.00000	Copiers	1,861	2,000	2,000	2,000	2,000	2,000	
001.30.3053.0.53916.00000	Professional Development	1,441	1,450	1,450	2,450	2,450	2,450	
001.30.3053.0.53920.00000	Professional Services	37,644	38,200	38,200	39,300	39,300	39,300	
001.30.3053.0.53940.00000	Advertising		1,767	5,000	6,000	6,000	6,000	
001.30.3053.0.53943.00000	Mileage	3,936	6,000	6,000	6,000	6,000	6,000	
001.30.3053.0.53944.00000	Organizational Fees	18,185	18,300	18,300	16,085	16,085	16,085	
001.30.3053.0.53945.00000	Training	2,112	2,415	2,415	2,415	2,415	2,415	
Professional/Technical Total		204,474	250,095	250,095	249,550	249,550	249,550	
Berlin VNA Department Total		1,654,164	1,857,035	1,859,535	1,895,602	1,895,602	1,883,792	
3054 - Social & Youth Services								
51 Wages-Salaries								
001.30.3054.0.51100.00000	Department Head	23,001	23,520	23,520	23,521	23,521	23,521	
001.30.3054.0.51125.00000	Mid-Managers Personnel	132,516	137,922	137,922	143,142	143,142	143,142	
001.30.3054.0.51155.00000	Secretary-Youth Services	700	1,000	1,000	1,000	1,000	1,000	
001.30.3054.0.51400.00000	Overtime	0	300	300	300	300	300	
001.30.3054.0.51510.00000	Part time & Summer Help	2,006	2,408	2,408	2,700	2,700	2,700	
001.30.3054.0.51805.00000	Longevity	1,300	1,300	1,300	1,300	1,300	1,300	
001.30.3054.0.51820.00000	In lieu of Health Insurance	0	0	0	625	625	625	
Wages-Salaries Total		159,524	166,450	166,450	172,588	172,588	172,588	
52 Fringe Benefits								
001.30.3054.0.52010.00000	Worker's Compensation	0	9,125	9,125	9,817	9,817	9,357	
001.30.3054.0.52100.00000	Social Security	12,204	12,734	12,734	13,203	13,203	13,203	
001.30.3054.0.52200.00000	Pension	14,632	15,205	15,205	15,727	15,727	15,727	
001.30.3054.0.52220.00000	Insurance, Life, Disability	721	745	745	813	813	813	
001.30.3054.0.52235.00000	Health Insurance	46,469	50,466	50,466	49,598	49,598	46,634	
Fringe Benefits Total		74,025	88,275	88,275	89,158	89,158	85,734	
53 Professional/Technical								
001.30.3054.0.53201.00000	Supplies	74	200	200	200	200	200	
001.30.3054.0.53412.00000	Welfare	897	2,000	2,000	2,000	2,000	2,000	
001.30.3054.0.53415.00000	Emerg Housing assistance	1,916	10,000	10,000	10,000	10,000	10,000	
001.30.3054.0.53437.00000	Local Prevention Council Grant	4,153	4,153	4,153	4,153	4,153	4,153	
001.30.3054.0.53462.00000	Youth Grant	19,053	13,000	13,000	23,734	23,734	23,734	
001.30.3054.0.53464.00000	Juvenile Review Board	0	1,000	1,000	1,000	1,000	1,000	
001.30.3054.0.53916.00000	Professional Development	0	195	195	410	410	410	
001.30.3054.0.53943.00000	Mileage	0	100	100	100	100	100	
001.30.3054.0.53944.00000	Organizational Fees	0	170	170	170	170	170	
Professional/Technical Total		26,093	30,818	30,818	41,767	41,767	41,767	
54 Capital Outlays								
001.30.3054.0.54000.00012	Youth Services Van	15,000	0	0	0	0	0	

GENERAL FUND BUDGET FY2020/21 **EXPENSE**

Account	Description	FY19		FY20		FY21	
		Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed
Capital Outlays Total		15,000	0	0	0	0	0
Social & Youth Services Total		274,642	285,543	285,543	303,513	303,513	300,089
3055 - Senior Services							
51 Wages-Salaries							
001.30.3055.0.51100.00000	Department Head	23,001	23,520	23,520	23,521	23,521	23,521
001.30.3055.0.51125.00000	Mid-Managers Personnel	136,811	141,375	141,376	146,072	146,072	146,072
001.30.3055.0.51135.00000	Blue Collar Personnel	73,307	81,586	81,586	82,568	82,568	82,568
001.30.3055.0.51150.00000	Instructors	6,285	8,500	8,500	7,020	7,020	7,020
001.30.3055.0.51305.00000	Commission Secretaries	600	600	600	600	600	600
001.30.3055.0.51400.00000	Overtime	443	500	500	500	500	500
001.30.3055.0.51510.00000	Part time & Summer Help	8,693	10,532	10,532	21,943	21,943	21,943
001.30.3055.0.51805.00000	Longevity	3,400	3,400	3,400	3,400	3,400	3,400
001.30.3055.0.51820.00000	In lieu of Health Insurance	0	0	0	625	625	625
Wages-Salaries Total		252,539	270,013	270,014	286,249	286,249	286,249
52 Fringe Benefits							
001.30.3055.0.52010.00000	Worker's Compensation	17,813	15,523	15,523	16,389	16,389	15,635
001.30.3055.0.52100.00000	Social Security	16,742	20,656	20,656	21,899	21,899	21,899
001.30.3055.0.52200.00000	Pension	16,905	20,803	20,803	21,370	21,370	21,370
001.30.3055.0.52220.00000	Insurance, Life, Disability	971	1,003	1,002	1,089	1,089	1,089
001.30.3055.0.52225.00000	Physicals	0	100	100	100	100	100
001.30.3055.0.52235.00000	Health Insurance	47,611	51,706	51,706	49,935	49,935	48,153
001.30.3055.0.52300.00000	Uniforms	435	480	480	500	500	500
Fringe Benefits Total		100,476	110,271	110,270	111,282	111,282	108,746
53 Professional/Technical							
001.30.3055.0.53201.00000	Supplies	74	700	700	700	700	700
001.30.3055.0.53219.00000	Operating Materials	1,222	2,000	2,000	2,000	2,000	2,000
001.30.3055.0.53400.00000	Programs & Activities	1,825	2,000	2,000	2,000	2,000	2,000
001.30.3055.0.53916.00000	Professional Development	350	660	660	1,225	1,225	1,225
001.30.3055.0.53942.00000	Cable Television	307	0	0	0	0	0
001.30.3055.0.53943.00000	Mileage	1,039	1,650	1,650	1,650	1,650	1,650
001.30.3055.0.53944.00000	Organizational Fees	349	434	434	434	434	434
001.30.3055.0.53945.00000	Training	118	200	200	200	200	200
001.30.3055.0.53952.00000	DSL Service	1,000	950	950	1,080	1,080	1,080
Professional/Technical Total		6,284	8,594	8,594	9,289	9,289	9,289
54 Capital Outlays							
001.30.3055.0.54000.00001	Senior Center Van (Town Share only 20%)	12,800	0	0	0	0	0
Capital Outlays Total		12,800	0	0	0	0	0
Senior Services Total		372,100	388,878	388,878	406,820	406,820	404,284

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
3559 - Private School Expenses							
51 Wages-Salaries							
001.35.3559.0.51145.00000	Nurses	66,003	80,173	80,173	68,220	68,220	68,220
001.35.3559.0.51300.00000	Health Aides	185	1,331	1,331	1,361	1,361	1,361
001.35.3559.0.51805.00000	Longevity	1,200	1,200	1,200	0	0	0
001.30.3054.0.51820.00000	In lieu of Health Insurance	0	0	0	2,500	2,500	2,500
Wages-Salaries Total		67,389	82,704	82,704	72,081	72,081	72,081
52 Fringe Benefits							
001.35.3559.0.52010.00000	Worker's Compensation	3,362	4,709	4,709	4,227	4,227	4,033
001.35.3559.0.52100.00000	Social Security	5,052	6,331	6,331	5,519	5,519	5,519
001.35.3559.0.52200.00000	Pension	5,908	7,113	7,113	2,437	2,437	2,437
001.35.3559.0.52220.00000	Insurance, Life, Disability	286	345	345	332	332	332
001.35.3559.0.52225.00000	Physicals	0	300	300	300	300	300
001.35.3559.0.52235.00000	Health Insurance	7,912	18,608	18,608	0	0	0
001.35.3559.0.52310.00000	Uniforms, School Nurses & Aides	200	350	350	400	400	400
Fringe Benefits Total		22,720	37,756	37,756	13,215	13,215	13,021
53 Professional/Technical							
001.35.3559.0.53810.00000	Background Checks	0	0	0	500	500	500
001.35.3559.0.53819.00000	Medical Services	900	900	900	900	900	900
001.35.3559.0.53944.00000	Organizational Fees	110	154	154	154	154	154
001.35.3559.0.53945.00000	Training	0	342	342	342	342	342
Professional/Technical Total		1,010	1,396	1,396	1,896	1,896	1,896
Private Schools Total		91,118	121,856	121,856	87,192	87,192	86,998
3560 - Board of Education							
51 Wages-Salaries							
001.35.3560.0.51000.00000	Education Payroll	30,352,767	30,479,019	30,479,019	31,535,762	31,535,762	31,535,762
Wages-Salaries Total		30,352,767	30,479,019	30,479,019	31,535,762	31,535,762	31,535,762
53 Professional/Technical							
001.35.3560.0.53930.00000	General Expenses-Board of Educ.	13,225,294	14,498,825	14,498,825	16,351,742	15,851,742	14,880,742
Professional/Technical Total		13,225,294	14,498,825	14,498,825	16,351,742	15,851,742	14,880,742
Board of Education Total		43,578,061	44,977,844	44,977,844	47,887,504	47,387,504	46,416,504
3561 - School Expenses							
51 Wages-Salaries							
001.35.3561.0.51100.00000	Department Head	58,276	59,589	59,589	59,589	59,589	59,589
001.35.3561.0.51125.00000	Mid-Mgrs Personnel (Foremen)	59,062	60,390	60,390	108,810	61,749	61,749
001.35.3561.0.51130.00000	Clerical Personnel	26,323	27,120	27,120	27,016	27,016	27,016
001.35.3561.0.51135.00000	Blue Collar Personnel*	410,704	428,954	428,954	479,846	479,846	439,623
Expense							3/18/20
		32/35					

GENERAL FUND BUDGET FY2020/21

EXPENSE

Account	Description	FY21			FY20			FY21		
		FY19 Actual	Adopted	Amended	Department Requested	Manager Approved	Brd of Fin Proposed	FY19 Actual	Adopted	Amended
001.35.3561.0.51145.00000	Nurses	390,442	469,577	469,577	488,811	488,811	448,811	390,442	469,577	469,577
001.35.3561.0.51300.00000	Health Aides	80,079	108,211	108,211	110,133	110,133	110,133	80,079	108,211	108,211
001.35.3561.0.51315.00000	Crossing Guards	17,168	17,760	17,760	17,760	17,760	17,760	17,168	17,760	17,760
001.35.3561.0.51400.00000	Overtime - Bldg Maintenance	24,408	45,000	45,000	50,000	50,000	50,000	24,408	45,000	45,000
001.35.3561.0.51400.00000	Overtime - Public Grounds *	2,692	3,000	3,000	3,000	3,000	3,000	2,692	3,000	3,000
001.35.3561.0.51400.00000	Overtime - Public Grounds *	17,436	20,000	20,000	20,000	20,000	20,000	17,436	20,000	20,000
001.35.3561.0.51500.00000	Summer Programs/Field Trips	5,190	11,965	11,965	12,265	12,265	12,265	5,190	11,965	11,965
001.35.3561.0.51805.00000	Longevity	1,800	5,300	5,300	4,810	4,810	4,810	1,800	5,300	5,300
001.35.3561.0.51820.00000	In lieu of Health Insurance									
	Wages-Salaries Total	1,093,579	1,256,866	1,256,866	1,382,040	1,334,979	1,254,756	1,093,579	1,256,866	1,256,866
52 Fringe Benefits										
001.35.3561.0.52010.00000	Worker's Compensation	443,605	482,271	482,271	523,519	520,497	490,847	443,605	482,271	482,271
001.35.3561.0.52100.00000	Social Security	80,771	96,022	96,022	105,827	102,226	96,090	80,771	96,022	96,022
001.35.3561.0.52200.00000	Pension - Town (Nurses, Clerical)	92,160	103,710	103,710	115,155	110,449	106,426	92,160	103,710	103,710
001.35.3561.0.52220.00000	Insurance, Life, Disability	4,984	5,623	5,623	3,761	3,530	3,334	4,984	5,623	5,623
001.35.3561.0.52225.00000	Physicals	157	500	500	500	500	500	157	500	500
001.35.3561.0.52235.00000	Health Insurance	276,654	331,628	331,628	352,197	336,238	306,118	276,654	331,628	331,628
001.35.3561.0.52300.00000	Uniforms, Crossing Guards	152	600	600	630	630	630	152	600	600
001.35.3561.0.52310.00000	Uniforms, School Nurses & Aides	2,079	2,675	2,675	2,810	2,810	2,810	2,079	2,675	2,675
	Fringe Benefits Total	900,563	1,023,029	1,023,029	1,104,399	1,076,880	1,006,755	900,563	1,023,029	1,023,029
53 Professional/Technical										
001.35.3561.0.53102.00000	Electricity	858,395	1,015,000	1,015,000	1,025,000	950,000	950,000	858,395	1,015,000	1,015,000
001.35.3561.0.53106.00000	Fuel	1,079	7,500	7,500	7,500	7,500	7,500	1,079	7,500	7,500
001.35.3561.0.53219.00000	Operating Materials	148,154	170,000	170,000	180,000	180,000	180,000	148,154	170,000	170,000
001.35.3561.0.53730.00000	Insurance	48,069	47,142	47,142	47,701	47,701	47,701	48,069	47,142	47,142
001.35.3561.0.53810.00000	Background Checks	0	300	300	300	300	300	0	300	300
001.35.3561.0.53813.00000	Computer Support	9,982	14,390	14,390	14,506	14,506	14,506	9,982	14,390	14,390
001.35.3561.0.53814.00000	Contractual Services	337,339	525,000	525,000	525,000	525,000	525,000	337,339	525,000	525,000
001.35.3561.0.53823.00000	Refuse Disposal	49,992	55,990	55,990	58,790	58,790	58,790	49,992	55,990	55,990
001.35.3561.0.53840.00000	School Security Guards	0	200,000	200,000	331,488	331,488	331,488	0	200,000	200,000
001.35.3561.0.53916.00000	Professional Development	174	319	319	319	319	319	174	319	319
001.35.3561.0.53920.00000	Professional Services	17,475	18,725	18,725	20,064	20,064	20,064	17,475	18,725	18,725
001.35.3561.0.53943.00000	Mileage	0	418	418	418	418	418	0	418	418
001.35.3561.0.53944.00000	Organizational Fees	550	911	911	911	911	911	550	911	911
001.35.3561.0.53945.00000	Training	274	1,364	1,364	1,388	1,388	1,388	274	1,364	1,364
001.35.3561.0.53946.00000	Vandalism	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Professional/Technical Total	1,472,483	2,058,059	2,058,059	2,214,385	2,139,385	2,139,385	1,472,483	2,058,059	2,058,059
54 Capital Outlays										
001.35.3561.0.54000.00302	Contractual Services & Projects	50,000	0	0	0	0	0	50,000	0	0
001.35.3561.0.54000.00347	Fire Alarm Upgrade - Hubbard	0	0	0	150,000	150,000	150,000	0	0	0
001.35.3561.0.54000.00363	McGee Rooftop Units	0	0	0	225,000	225,000	225,000	0	0	0
001.35.3561.0.54000.01729	Capital Equipment	185,631	0	0	120,000	120,000	120,000	185,631	0	0
001.35.3561.0.54000.01731	Site & Building (Cameras, McGee Lockers)	75,000	0	0	0	0	0	75,000	0	0
	Capital Outlays Total	310,631	0	0	495,000	495,000	495,000	310,631	0	0

GENERAL FUND BUDGET FY2020/21

EXPENSE

Account	Description	FY19	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
		Actual	Adopted	Amended			
School Expense Total							
		3,777,256	4,337,954	4,337,954	5,195,824	5,046,244	4,400,896
4063 - Principal Payments - Town							
59 Principal & Interest							
001.40.4063.0.59500.02001	CBRA	61,471	64,852	64,852	16,763	16,763	16,763
001.40.4063.0.59500.02027	Issue of 2011	660,566	680,566	680,566	687,500	687,500	687,500
001.40.4063.0.59500.02030	Issue of 2013	170,000	170,000	170,000	170,000	170,000	170,000
001.40.4063.0.59500.02035	Issue of 2014	135,000	135,000	135,000	135,000	135,000	135,000
001.40.4063.0.59500.02038	Issue of 2015	40,000	40,000	40,000	40,000	40,000	40,000
001.40.4063.0.59500.02039	Issue of 2016	345,000	345,000	345,000	345,000	345,000	345,000
001.40.4063.0.59500.02042	June 2016 Refunding	261,000	261,000	261,000	310,000	310,000	310,000
001.40.4063.0.59500.02043	Issue of May 2017	400,000	400,000	400,000	400,000	400,000	400,000
001.40.4063.0.59500.02049	Issue of June 2019	0	700,358	700,358	700,000	700,000	700,000
001.40.4063.0.59500.02052	Issue of June 2020	0	0	0	222,500	395,000	495,000
Principal & Interest Total		2,073,037	2,796,776	2,796,776	3,026,763	3,199,263	3,299,263
Principal-Town Total		2,073,037	2,796,776	2,796,776	3,026,763	3,199,263	3,299,263

4064 - Principal Payments - Schools

59 Principal & Interest						
001.40.4064.0.59500.02027	Issue of 2011	639,433	659,434	687,500	687,500	687,500
001.40.4064.0.59500.02030	Issue of 2013	340,000	340,000	335,000	335,000	335,000
001.40.4064.0.59500.02035	Issue of 2014	875,000	870,000	870,000	870,000	870,000
001.40.4064.0.59500.02038	Issue of 2015	685,000	685,000	685,000	685,000	685,000
001.40.4064.0.59500.02039	Issue of 2016	695,000	690,000	690,000	690,000	690,000
001.40.4064.0.59500.02042	June 2016 Refunding	564,000	569,000	0	0	0
001.40.4064.0.59500.02043	Issue of May 2017	55,000	55,000	55,000	55,000	55,000
001.40.4064.0.59500.02052	Issue of June 2020	0	0	255,000	0	0
Principal & Interest Total		3,853,433	3,868,434	3,577,500	3,322,500	3,322,500
Principal-Schools Total		3,853,433	3,868,434	3,577,500	3,322,500	3,322,500

4065 - Interest Payments - Town

59 Principal & Interest						
001.40.4065.0.59500.02001	CBRA	7,870	4,489	922	922	922
001.40.4065.0.59500.02027	Issue of 2011	102,021	68,946	34,375	34,375	34,375
001.40.4065.0.59500.02030	Issue of 2013	68,846	59,071	56,696	56,696	56,696
001.40.4065.0.59500.02035	Issue of 2014	75,215	68,803	60,053	60,053	60,053
001.40.4065.0.59500.02038	Issue of 2015	20,926	19,355	17,699	17,699	17,699
001.40.4065.0.59500.02039	Issue of 2016	99,749	141,978	85,736	85,736	85,736
001.40.4065.0.59500.02042	June 2016 Refunding	100,288	91,225	267,300	267,300	267,300
001.40.4065.0.59500.02043	Issue of May 2017	82,211	87,248	66,764	66,764	66,764
001.40.4065.0.59500.02047	Issue of May 2018 BANS	10,425	0	0	0	0
001.40.4065.0.59500.02048	Issue of Sept 2018 BANS	83,637	0	0	0	0

GENERAL FUND BUDGET FY2020/21 EXPENSE

Account	Description	FY19 Actual	FY20		Department Requested	Manager Approved	Brd of Fin Proposed
			Adopted	Amended			
001.40.4065.0.59500.02049	Issue of June 2019	0	328,750	328,750	185,000	185,000	185,000
001.40.4065.0.59500.02050	Issue of June 2019 BANS	0	0	23,762	0	0	0
001.40.4065.0.59500.02051	Issue of September 2019 BANS	0	13,363	13,363	0	0	0
001.40.4065.0.59500.02052	Issue of June 2020	0	0	0	89,770	173,800	213,800
Principal & Interest Total		651,187	906,990	906,990	864,315	948,345	988,345
Interest - Town Total							
		651,187	906,990	906,990	864,315	948,345	988,345

4066 - Interest Payments - Schools


59 Principal & Interest							
001.40.4066.0.59500.02027	Issue of 2011	98,730	66,805	66,805	34,375	34,375	34,375
001.40.4066.0.59500.02030	Issue of 2013	126,217	118,142	118,142	105,293	105,293	105,293
001.40.4066.0.59500.02035	Issue of 2014	487,354	443,392	443,392	401,892	401,892	401,892
001.40.4066.0.59500.02038	Issue of 2015	358,868	331,440	331,440	304,096	304,096	304,096
001.40.4066.0.59500.02039	Issue of 2016	362,482	283,955	283,955	303,972	303,972	303,972
001.40.4066.0.59500.02042	June 2016 Refunding	222,912	198,876	198,876	0	0	0
001.40.4066.0.59500.02043	Issue of May 2017	35,233	11,997	11,997	18,831	18,831	18,831
001.40.4066.0.59500.02044	Issue of May 2017 BANS	3,856	0	0	0	0	0
001.40.4066.0.59500.02050	Issue of June 2019 BANS	0	8,789	8,789	0	0	0
001.40.4066.0.59500.02051	Issue of September 2019 BANS	0	13,363	13,363	0	0	0
001.40.4066.0.59500.02052	Issue of June 2020	0	0	0	101,230	0	0
Principal & Interest Total		1,695,651	1,476,759	1,476,759	1,269,689	1,168,459	1,168,459
Interest - Schools Total							
		1,695,651	1,476,759	1,476,759	1,269,689	1,168,459	1,168,459

4567 - Transfers - Town

59 Transfers							
001.45.4567.0.59622.00000	Trans.- Other Funds	50,000	65,000	65,000	65,000	65,000	65,000
001.45.4567.0.59622.00000	Trans - BAN Interest Payments	407,000	487,000	931,000	0	0	0
001.45.4567.0.59622.00000	Trans.- Energy & Streetlight Lease Fund	719,500	719,500	719,500	719,500	719,500	719,500
001.45.4567.0.59622.00000	Trans. - Glen Street Bridge	0	0	0	500,000	0	0
001.45.4567.0.59622.00000	Trans. - Kensington Rd Bridge	0	0	0	440,400	0	0
001.45.4567.0.59622.00000	Trans. - Roads	0	0	0	414,000	0	0
001.45.4567.0.59622.00000	Trans. - Business Continuity	50,000	50,000	50,000	50,000	50,000	50,000
001.45.4567.0.59622.00000	Trans. - School Security Fund	237,000	539,000	539,000	100,000	100,000	0
001.45.4567.0.59622.00000	Trans. - Plan of Conser. & Dev.	0	0	0	25,000	25,000	25,000
001.45.4567.0.59622.00000	Trans. - Sage Park Improvement Fund (bleacher safety improv.)	97,920	0	0	0	0	0
001.45.4567.0.59622.00000	Trans. - Clear neg. bal. in Police Construction Fund	453,469	0	0	0	0	0
001.45.4567.0.59622.00000	Trans. - Close Train Station Redevelopment Fund	0	0	26,586	0	0	0
001.45.4567.0.59624.00000	Transfer to Revaluation Fund	0	0	0	72,500	72,500	72,500
Transfers Total		2,014,889	1,860,500	2,331,086	2,386,400	1,032,000	932,000
Transfers - Town Total							
		2,014,889	1,860,500	2,331,086	2,386,400	1,032,000	932,000
General Fund Total							
		86,289,434	90,191,849	92,022,758	97,834,249	95,537,074	91,475,922

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: March 31, 2020

SUBJECT: Declaration of State of Emergency for the Town of Berlin

Summary of Agenda Item:

On March 10, 2020, the Governor of the State of Connecticut declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 associated with a novel coronavirus that is currently affecting multiple countries and states, including Connecticut. On March 13, 2020, the President of the United States declared a national emergency to combat the COVID-19 coronavirus that is currently spreading amongst the population of the United States, including Connecticut.

Berlin is beginning to see an increase in the number of COVID-19 cases. In order to maximize the efforts to protect the public health and safety of Town residents, it is prudent to declare a State of emergency in the Town of Berlin. In addition, there are state and federal financial assistance programs for municipalities, individuals and residents. Declaration of an emergency is appropriate and allows us to maximize the eligibility of the Town, individuals and businesses for such programs.


Action Needed:

Authorize the Town Manager and the Mayor to execute the declaration of emergency in the form attached.

Attachments:

Declaration of State of Emergency for the Town of Berlin

Prepared By:

Arosha Jayawickrema, Town Manager 



TOWN OF BERLIN

DECLARATION OF STATE OF EMERGENCY FOR THE TOWN OF BERLIN

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 associated with a novel coronavirus that is currently affecting multiple countries and states, including Connecticut; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency to combat the COVID-19 coronavirus that is currently spreading amongst the population of the United States, including Connecticut; and

WHEREAS, the effects of the transmission of COVID-19 have resulted in the spread of the virus in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor of Connecticut, the Executive Orders issued by the Governor of Connecticut and a declaration of a national emergency by the President of the United States, and the spread of COVID-19 to multiple residents of the Town of Berlin, the Chief Executive of the Town of Berlin, its Town Manager Arosha Jayawickrema, and the Mayor of the Town of Berlin, Mark A. Kaczynski, hereby find that a state of emergency now exists in the Town of Berlin; and

WHEREAS, due to the significant danger to public health posed by the spread of COVID-19 and shortages of supplies and equipment necessary to protect the public health and safety, the Town Manager and Mayor must take action for the purpose of ensuring civil preparedness and mitigating the effects of this public health emergency situation upon the residents of the Town of Berlin.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED pursuant to Connecticut General Statutes Sections 28-8a(a), 28-1(8), and 28-22, that a state of emergency now exists in the Town of Berlin; and

IT IS FURTHER PROCLAIMED AND ORDERED that, during the existence of said emergency, the Chief Executive of the Town of Berlin, Connecticut, its Town Manager, Arosha Jayawickrema, shall assume the powers, functions and duties prescribed and provided by law, including but not limited to Connecticut General Statutes Sections 28-8a(a), 28-1(8), and 28-22, and may take such action as necessary to protect the public health and mitigate this emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED, that this state of emergency shall remain in effect until September 1, 2020 unless terminated sooner; and

IT IS FURTHER PROCLAIMED AND ORDERED, that this order shall be available for review and inspection in the Office of the Town Clerk of the Town of Berlin during regular business hours and shall be posted on the Town website.

Dated:_____

**BY AROSHA JAYAWICKREMA, TOWN MANAGER
TOWN OF BERLIN, CONNECTICUT**

By _____
Arosha Jayawickrema

**BY MARK A. KACZYNSKI, MAYOR
TOWN OF BERLIN, CONNECTICUT**

By _____
Mark A. Kaczynski

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 30, 2020
SUBJECT: Police Department AED Replacement

Summary of Agenda Item:

The department's AED are now over ten years old and are in need of replacement. In January the police department applied for and received a \$13,000 grant from the Marjorie Moore Charitable Foundation to partially fund the cost. The department needs to purchase the equipment first and the grant will reimburse \$13,000. The police department has received a \$38,555.49 quote from McKesson Medical-Surgical for 14 AED and associated training and equipment needs. McKesson is on State of CT Contract #16PSX0247.

Action Needed:

Move to approve the transfer of \$10,000 from the Health Insurance account and \$28,555.49 from the Pension account to the Defibrillators account pending approval of the Board of Finance.

Move to authorize the police department to utilize McKesson Medical-Surgical, State of CT Contract #16PSX0247, to purchase 14 AED and associated training and equipment for an amount not to exceed \$38,555.49, pending approval of the previous transfer.

Attachments:

Quote
Certificate of Sufficiency of Funds
Budget Transfer Form

Prepared By:

Deputy Chief Chris Ciuci



Quote Name: Quote Request - 03/25/20
Account #: 5856371 - BERLIN POLICE DEPARTMENT
Address:
Total Items: 5

Quote Number: CPQ-174317
Effective From: 03/25/2020
Expires On: 05/24/2020

Item #	Item Description	Vendor Name	Catalog Number	Qty	UOM	Case / Pack	Product Category	MCK Cross	Usage 3 Mo	Taxable	Final Price	Extended Price
636759	Defibrillator, Lifepak Kit 1 Mdtdef	Stryker Corp (physio)	99425-00002	14	EA	EA	Defibrillators		0		\$2,156.60	\$30,192.40
812229	Trainer System, Aed Lifepak 1000	Stryker Corp (physio)	99996-00011	1	EA	EA	Training Equipment & Supplies		0		\$1,138.15	\$1,138.15
549928	Electrode, Infant/child Starter Kit Physio	Stryker Corp (physio)	11101-00001	14	EA	EA	Defibrillators		0		\$153.75	\$2,152.50
635236	Replacement Kit, F.n/rechargeable Battery Assy Physio	Stryker Corp (physio)	11141-00010	6	EA	EA	Defibrillators		0		\$350.59	\$2,103.54
111172	Software, Data Review Code-stat 10	Stryker Corp (physio)	11600-00002	1	EA	EA	Patient Assessment/ Monitoring		0		\$2,968.90	\$2,968.90

Quote Sub Total: \$38,555.49
Additional Freight: \$0.00
Estimated Taxes: \$0.00
Quote Total: \$38,555.49

Important Notice:

- Unless otherwise specifically stated in this price quote or a contract, all prices shown are good for 60 days from the date of this price quote.
- Contracted pricing is subject to qualifications and/or approval from each manufacturer associated with the GPO, along with completion and approval of a Letter of Commitment, if applicable.
- In order to be eligible for pharmaceutical base costs, you must provide the DEA or HIN # for each ship-to with the GPO application.
- Applicable sales tax, freight, handling or any other customary charges will be calculated at time of invoice.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 31-Mar-20

Purchase Item or Contract: Police		Requested by: Chris Ciuci	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Replace all Police Dept. AEDs	\$38,555.49	\$38,555.49
Account No. 001.15.1532.0.54000.01101			TOTAL \$38,555.49

Budgeted Amount.....	<u>\$38,555</u>	Available balance.....	<u>\$38,555</u>
Encumbrances to Date.....	<u>\$0</u>	Amount Needed for This Package.....	<u>\$38,555</u>
Expenditures to Date.....	<u>\$0</u>	Available Balance After Purchase.....	<u>\$0</u>

Is a budget change needed? ☒ Yes ☐ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director




TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2020	Date:	3/31/20
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.54000.01101	Defibrillators	\$38,555.49	C. Ciuci		

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

From Acct #:	Description:	Amount:	Approved by:
001.15.1532.0.52235.00000 001.15.1532.0.52200.00000	Health Insurance Pension	\$10,000.00 \$28,555.49	

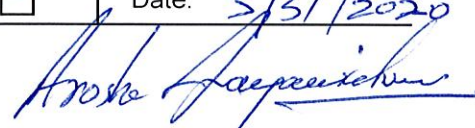
Contingency Balance (If applicable):

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

The department's AED are now over ten years old and are in need of replacement. In January the police department applied for and received a \$13,000 grant from the Marjorie Moore Charitable Foundation to partially fund the cost. The department needs to purchase the equipment first and the grant will reimburse \$13,000. The police department has received a \$38,555.49 quote from McKesson Medical-Surgical for 14 AED and associated training and equipment needs. McKesson is on State of CT Contract #16PSX0247.

Funds are available in the Health Insurance and Pension accounts because of position vacancies.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/31/2020
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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Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 30, 2020

SUBJECT: Reallocating Scalise Field Fund Balance

Summary of Agenda Item:

In 2019, the Town Council authorized the issuance of debt to pay the projected costs to replace the Scalise Field turf and fence surrounding the field. In June 2019, \$1 million was bonded to pay for the project costs. The project is complete and funds remain because the entire contingency was not required. This motion is to reallocate the \$46,535.19 remaining balance to Sage Park Restroom renovations. This reallocation requires the approval of the Athletic Field Improvement bond ordinance and will reduce the amount available for new bonding under the same ordinance.

Action Needed:

Move to adopt the attached resolution making certain findings with respect to unexpended bond proceeds of the Town and appropriating said proceeds for capital purposes as outlined in the attached resolution, pending approval of the Athletic Field Improvements bond ordinance and approval of the Board of Finance.

Attachments:

Scalise Field Reallocation Resolution

Prepared By:

Kevin Delaney, Finance Director 

RESOLUTION MAKING CERTAIN FINDINGS WITH
RESPECT TO UNEXPENDED BOND PROCEEDS OF THE
TOWN AND APPROPRIATING SAID PROCEEDS FOR
CAPITAL PURPOSES

Section 1. The Town Council hereby finds and determines that \$46,535.19 proceeds derived from the bonds issued for the Scalise Field Improvements Project on 6/26/2019 in the principal amount of \$1,000,000 remain unexpended and not required for the Scalise Field Improvements purpose at this time.

Section 2. Pursuant to Section 6-10-6 of the Town Charter the Council hereby reallocates and appropriates, subject to passage of the Athletic Fields Improvements bond ordinance and approval of the Board of Finance, the \$46,535.19 (net of expenses) above referenced unexpended bond proceeds for the following purposes:

Project	From Unexpended Proceeds	Reallocation To	Amount
Scalise Field Improvements	\$46,535.19	Sage Park Improvements Fund (Athletic Field Improvements - Sage Park Restrooms)	\$ 46,535.19

Any balance remaining in the Scalise Field Improvements account after payment of expenses is authorized to be reallocated to the above project as determined by the Finance Director.

As a result of the reallocation herein the appropriation and bond authorization to Scalise Field Improvements is restored \$146,535.19, and the appropriation and bond authorization for the Reallocation To Projects is reduced by the amount of reallocation herein.

The Director of Finance is authorized to finalize through adjustments amounts set forth in this resolution.

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 26, 2020
SUBJECT: Approve various budget transfers

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All of the higher than budgeted costs are being funded with savings in other areas 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 \$98,976, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments
April 7, 2020

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Town Manager	001.05.0501.0.51100.00000	Department Head		\$5,000.00	The Town Manager's contract included a higher wage than he was paid as Interim Town Manager. The Town Manager declined the Town's health insurance which leaves balance in that account. This transfer moves excess health insurance funds in the department to the Department Head account.
	001.05.0501.0.52235.00000	Health Insurance	\$5,000.00		
Planning & Zoning	001.10.1014.0.51130.00000	Clerical Personnel		\$3,500.00	With the departure of the Town Planner early in fiscal year 2020, a part-time resource shared between Assessor and Finance offered to work more hours to help cover the Planning & Zoning desk. This transfer funds the additional part-time wages from the salary savings of the vacant Town Planner position.
	001.10.1014.0.51125.00000	Mid-Managers Personnel	\$3,500.00		
Public Works	001.20.2036.0.52010.00000	Worker's Compensation		\$5,900.00	During the fiscal year 2020 worker's compensation audit the rate for the Asst. Public Works Director was identified as too low. Based on insurance standards, this rates was corrected in the middle of fiscal year 2020. Funding is not available in the department to cover this unbudgeted cost so contingency is being used to cover the cost.
	001.05.0507.0.53927.00000	Contingency	\$5,900.00		
Public Buildings	001.20.2038.0.52235.00000	Health Insurance		\$8,350.00	Two employees in the Public Building department changed their health insurance election mid-year due to status changes - marriage and birth of a child. The vacancy of the Town Planner creates a surplus in the health insurance account in the Planning & Zoning Department, and that surplus is being transferred to cover the additional health insurance cost in Public Buildings.
	001.10.1014.0.52235.00000	Health Insurance	\$8,350.00		
Revenue Collector	001.05.0504.0.53924.00000	Tax Refunds		\$45,000.00	Tax refunds are projected to exceed the FY20 budget in March based on a few large real estate tax stipulations. This transfer is to fund the account for future refunds based on FY19 actual results.
	001.05.0507.0.53927.00000	Contingency	\$45,000.00		
Public Grounds	001.25.2545.0.53917.00000	Water & Sewer		\$4,500.00	Based on usage and the timing of billing, the water & sewer account for Public Grounds (pools, fields) is forecasted to finish higher than budget. Remaining balances within Grounds are forecasted to be used before year-end, so the only funding source for this overage is Contingency.
	001.05.0507.0.53927.00000	Contingency	\$4,500.00		
Fire Department	001.15.1531.0.52410.00000	Robert Wolf		\$26,726.00	Volunteer firefighters who meet the established criteria receive a \$500/year contribution to the Robert Wolf retirement plan. The Town contributes these funds in July for the previous calendar year. This transfer would align the payments to January each year (immediately following the year when service was provided) by doubling up the contribution in FY20 - making the payment in April instead of July.
	001.40.4065.0.59500.02051	Sep BANs - Town	\$13,363.00		
	001.40.4066.0.59500.02051	Sep BANs - School	\$13,363.00		Funds remain in the BANs account because the Town paid off short-term notes in January 2020 instead of rolling the notes.
GENERAL FUND TOTAL			<u>\$98,976.00</u>	<u>\$98,976.00</u>	
Water Control					
WATER CONTROL TOTAL			<u>\$0.00</u>	<u>\$0.00</u>	
GRAND TOTAL			<u>\$98,976.00</u>	<u>\$98,976.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Town Manager	Fiscal Year:	FY2020	Date:	3/18/20
To Acct #:	Description:	Amount:	Requested by:		
001.05.0501.0.51100.00000	Department Head	\$5,000.00	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:		
001.05.0501.0.52235.00000	Health Insurance	\$5,000.00	<i>FD</i>		

Contingency Balance (If applicable):

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

The Town Manager's contract included a higher wage than he was paid as Interim Town Manager. The Town Manager declined the Town's health insurance which leaves balance in that account. This transfer moves excess health insurance funds in the department to the Department Head account.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	3/18/2020
Comments:				
<i>Aroshe Gajjarishin</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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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

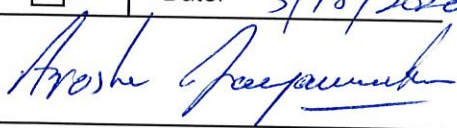
Department: Planning & Zoning		Fiscal Year: FY2020	Date: 3/18/20
To Acct #: 001.10.1014.0.51130.00000	Description: Clerical Personnel	Amount: \$3,500.00	Requested by: M. Giusti
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>			
From Acct #: 001.10.1014.0.51125.00000	Description: Mid-Managers Personnel	Amount: \$3,500.00	Approved by: 

Contingency Balance (If applicable):

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

With the departure of the Town Planner early in fiscal year 2020, a part-time resource shared between Assessor and Finance offered to work more hours to help cover the Planning & Zoning desk. This transfer funds the additional part-time wages from the salary savings of the vacant Town Planner position.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/18/2020
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:	Public Works	Fiscal Year:	FY2020	Date:	3/18/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2036.0.52010.00000	Worker's Compensation	\$5,900.00	M. Ahern		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0507.0.53927.00000	Contingency	\$5,900.00			

Contingency Balance (If applicable): \$111,994.76

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

During the fiscal year 2020 worker's compensation audit the rate for the Asst. Public Works Director was identified as too low. Based on insurance standards, this rates was corrected in the middle of fiscal year 2020. Funding is not available in the department to cover this unbudgeted cost so contingency is being used to cover the cost.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/18/2020
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:	Public Buildings	Fiscal Year:	FY2020	Date:	3/18/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2038.0.52235.00000	Health Insurance	\$8,350.00	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:		
001.10.1014.0.52235.00000	Health Insurance	\$8,350.00	KD		

Contingency Balance (If applicable):

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

Two employees in the Public Building department changed their health insurance election mid-year due to status changes - marriage and birth of a child. The vacancy of the Town Planner creates a surplus in the health insurance account in the Planning & Zoning Department, and that surplus is being transferred to cover the additional health insurance cost in Public Buildings.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	3/18/2020
Comments:				
<i>Aroshe Gayanish</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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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Revenue Collector	Fiscal Year:	FY2020	Date:	3/18/20
To Acct #:	Description:	Amount:	Requested by:		
001.05.0504.0.53924.00000	Tax Refunds	\$45,000.00	D. Swan		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0507.0.53927.00000	Contingency	\$45,000.00	KD		

Contingency Balance (If applicable):

106,094.76

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

Tax refunds are projected to exceed the FY20 budget in March based on a few large real estate tax stipulations. This transfer is to fund the account for future refunds based on FY19 actual results.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<i>3/18/2020</i>
Comments:				
<i>Aroska Jayaraman</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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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

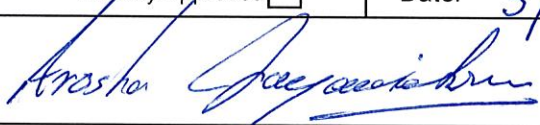
Department:	Public Grounds	Fiscal Year:	FY2020	Date:	3/18/20
To Acct #:	Description:	Amount:	Requested by:		
001.25.2545.0.53917.00000	Water & Sewer	\$4,500.00	S. Wood		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0507.0.53927.00000	Contingency	\$4,500.00			

Contingency Balance (If applicable): \$61,094.76

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

Based on usage and the timing of billing, the water & sewer account for Public Grounds (pools, fields) is forecasted to finish higher than budget. Remaining balances within Grounds are forecasted to be used before year-end, so the only funding source for this overage is Contingency.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			3/19/2020
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:



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Fire Department	Fiscal Year:	FY2020	Date:	3/26/20
To Acct #:	Description:	Amount:	Requested by:		
001.15.1531.0.52410.00000	Robert Wolf	\$26,726.00	J. Simons		
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:		
001.40.4065.0.59500.02051 001.40.4066.0.59500.02051	Sep BANS - Town Sep BANS - School	\$26,726.00			

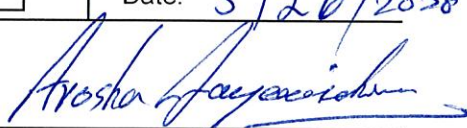
Contingency Balance (If applicable):

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

Volunteer firefighters who meet the established criteria receive a \$500/year contribution to the Robert Wolf retirement plan. The Town contributes these funds in July for the previous calendar year. This transfer would align the payments to January each year (immediately following the year when service was provided) by doubling up the contribution in FY20 - making the payment in April instead of July.

Funds remain in the BANS account because the Town paid off short-term notes in January 2020 instead of rolling the notes.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/26/2020
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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TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 27, 2020

SUBJECT: Purchase of Eight Laptops

Summary of Agenda Item:

Laptops are an important part of the Town's business continuity plans. With the COVID-19 virus, several associates were able to work from home using personal devices. However, this is not the proper solution (cyber security, software consistency, file access, etc.). In response to the immediate need, the Town Manager approved the emergency purchase of eight laptops covering several critical functions (Town Manager, Town Clerk, Revenue Collector, Payroll, A/P, Treasury and Finance).

The laptops were purchased through Imperium Technology Group (existing vendor computer purchases) using State contract #13PSX0280-MNWNC108AD. The total cost for the laptops, docking station and shipping is \$18,054.16. Funding will come from the Computer Upgrade Fund (\$17,953.60) (506.05.0503.0.54000.01000) and the General Fund Computer Equipment (\$100.56) (001.05.0503.0.53208.00000).

Action Needed:

Move to waive the bidding requirement and approve the purchase of eight Dell laptops from Imperium Technology Group of Brookfield for \$18,054.16 using the State contract, as this is in the best interest of the Town.

Attachments:

Laptop Quote

Prepared By:

Kevin Delaney, Finance Director



Imperium Technology Group

4 Laurel Drive
Brookfield, CT 06804

Estimate

Date	Estimate #
3/26/2020	QUO-1900345


Name / Address
Town of Berlin ATTN: Kevin Delaney 240 Kensington Road Berlin, CT 06037 860-828-7044 kdelaney@town.berlin.ct.us

Ship To
Town of Berlin ATTN: Kevin Delaney 240 Kensington Road Berlin, CT 06037 860-828-7044 kdelaney@town.berlin.ct.us

Account ID		Due Date	Project	Rep	Terms	
100184		4/7/2020	Laptops	MI	Net 45	
MPN	Item	Description	Qty	Rate	Total	
210-ARIO	Dell Dock- WD19 90w Power Deliv	EDD 5/1	8	179.99	1,439.92	
210-ASCK	Precision 5540 BTX Base	EDD 5/14	8	2,065.04	16,520.32	
	Shipping			93.92	93.92	
State Contract ID 13PSX0280-MNWNC108AD			Total		\$18,054.16	

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: March 18, 2020

SUBJECT: Architectural/Engineering Design and Construction Administration Services for Sage 1 Softball Field – Bid 2020-13

Summary of Agenda Item:

The Town of Berlin recently went out to bid for Design and Construction Administration Services for reconstruction of the Sage 1 Softball Field at Sage Park. Sage 1 is currently used as a multi-use field to nine different groups. Groups use this field due to its location, field size and the availability of lights. The reconstruction of the field will include, but not limited to;

- Remove all material from the infield and replace with new infill
- Remove lips along edge of infield/outfield
- Re-sod or seed entire outfield
- Upgrade/replace irrigation system
- Upgrade/replace drainage system
- Add/replace fencing
- Add backstop safety netting
- Add bullpens
- Replace scoreboard

Bid No. #2020-13 was advertised on February 3, 2020 and the public bid opening was held on February 25, 2020. Bids were received at the Town Manager's Office from three vendors. The committee, which consisted of representatives from Public Works, Parks and Grounds, Parks and Recreation and Finance then did a scope review and interview with each firm. After the committee analyzed the three bids and interviewed the three corresponding firms, the following became apparent:

- The lowest bid submitted by ToDesigns did not include any fees for electrical engineering/consulting (\$1,500) or for weekly project site meetings (\$4,000). When added to the base bid, the total fee increased to approximately \$40,500.
- The bid submitted by BSC did not include geotechnical work (\$7,000). When added to the base bid, the total fee increased to approximately \$44,000.
- The bid submitted by Kaestle Boos Associates, Inc. did not include cost of an on-site survey (if needed, \$5,000) and cost for additional meetings (if needed, \$3,000). When added to the base bid, the total fee increased to approximately \$45,500.

The committee felt that ToDesign's recent experience on these types of projects did not compare to BSC and Kaestle Boos Associates, Inc. Kaestle Boos Associates recently completed the Feasibility Study for Sage 1 which allows them to expedite the design schedule. We have also recently worked with Kaestle on the replacement of the synthetic turf surface at Scalise Field. Not only were they instrumental in the design, specs and bid preparation, but they were present as Project Managers

throughout the entire project and were extremely instrumental in maintaining the overall schedule with the contractor, even when troubleshooting occurred. Based on the previous relationship with the Town, the true costs, qualifications and recent related experience the committee feels it is in the best interest of the Town to award the bid to Kaestle Boos Associates, Inc. for an amount not to exceed \$49,550. This cost includes 10% contingency.

Action Needed:

Move to authorize the Town Manager, Arosha Jayawickrema, to enter into a contract with Kaestle Boos Associates, Inc. for Design and Construction Administration Services for Sage 1 Softball Field at Sage Park in an amount not to exceed \$49,550 which includes 10% contingency.

Attachments:

- Bid Results
- Sufficiency of Funds

Prepared By:

Jennifer Ochoa, Director of Community, Recreation and Parks Services *JO*
Steven Wood, Superintendent of Parks and Grounds

February 25, 2020 11:00AM

[illegible]



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 24-Mar-20

Purchase Item or Contract: Public Grounds		Requested by: Steve Wood	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Deisgn, Bid Development & Construction Mgmt - Sage I Renovations	\$49,550.00	\$49,550.00
TOTAL			\$49,550.00

Account No. **001.25.2545.0.54000.00771**

Budgeted Amount..... **\$60,000**

Available balance..... **\$60,000**

Encumbrances to Date..... **\$0**

Amount Needed for This Package..... **\$49,550**

Expenditures to Date..... **\$0**


Available Balance After Purchase..... **\$10,450**

Is a budget change needed? ☐ Yes ☒ No

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

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


or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: March 26, 2020

SUBJECT: Contract Award to BMP Construction utilizing the Gordian /CRCOG EZ IQC Job Order Contracting for Senior Center Repairs

Summary of Agenda Item:

In Fiscal Year 2020, funding was allocated for repairs at the Berlin Senior Center to address safety concerns related to the condition of the kitchen cabinetry, counters and floors throughout the building. In an effort save on design and bidding costs we are requesting to utilize the CRCOG EZ IQC job order contracting portal through the Gordian Group. The current contractor in our region is BMP Construction Inc. of Brookfield, CT. The sum of the 2 proposals is \$99,185.00 which includes a 4% contingency. Funding is available in the following accounts:

- Senior Center Repairs (\$50,000) 001.20.2038.0.54000.00352
- Senior Center Repairs (\$25,000) 500.20.2038.0.54000.000352
- Senior Center HVAC system (\$16,376) 001.20.2038.0.54000.00340, and
- ADA Improvements- Community Center Doors (\$7,809)
001.20.2038.0.54000.00315

Action Needed:

Move to approve the transfer of \$16,376 from the Senior Center HVAC account in the General Fund and \$7,809 from the ADA Improvements account in the General Fund to the Senior Center Repairs account in the General Fund.

Move to utilize the CRCOG EZ IQC job order contracting portal through the Gordian Group and enter into a contract with BMP Construction Inc. of Brookfield, CT. for an amount not to exceed \$99,185.00 which includes a 4% contingency for flooring, kitchen cabinets, countertops and other miscellaneous repairs at the Berlin Senior Center.

Attachments:

Certificate of Sufficiency of Funds
BMP Construction contract and rate schedule with CRCOG
BMP Proposals
Budget Transfer Form

Prepared By:

Douglas Solek, Director of Facilities





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 27-Mar-20

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Kitchen & Flooring repairs at the Sr Ctr	\$50,000.00	\$50,000.00
Account No. 001.20.2038.0.54000.00352			TOTAL \$50,000.00

Budgeted Amount.....	<u>\$50,000</u>	Available balance.....	<u>\$50,000</u>
Encumbrances to Date.....	<u>\$0</u>	Amount Needed for This Package.....	<u>\$50,000</u>
Expenditures to Date.....	<u>\$0</u>	Available Balance After Purchase.....	<u>\$0</u>

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

K. J. O. O.
Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 27-Mar-20

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Kitchen & Flooring repairs at the Sr Ctr	\$25,000.00	\$25,000.00
Account No. 500.20.2038.0.54000.00352			TOTAL \$25,000.00

Budgeted Amount.....	<u>\$25,000</u>	Available balance.....	<u>\$25,000</u>
Encumbrances to Date.....	<u>\$0</u>	Amount Needed for This Package.....	<u>\$25,000</u>
Expenditures to Date.....	<u>\$0</u>	Available Balance After Purchase.....	<u>\$0</u>

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 27-Mar-20

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Kitchen & Flooring repairs at the Sr Ctr	\$16,376.00	\$16,376.00
TOTAL			\$16,376.00

Account No. **001.20.2038.0.54000.00340**

Budgeted Amount..... **\$50,000**

Available balance..... **\$16,376**

Encumbrances to Date..... **\$0**

Amount Needed for This Package..... **\$16,376**

Expenditures to Date..... **\$33,624**

Available Balance After Purchase..... **\$0**

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 27-Mar-20

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Kitchen & Flooring repairs at the Sr Ctr	\$7,809.00	\$7,809.00
Account No. 001.20.2038.0.54000.00315			TOTAL \$7,809.00

Budgeted Amount.....	<u>\$50,000</u>	Available balance.....	<u>\$10,484</u>
Encumbrances to Date.....	<u>\$39,516</u>	Amount Needed for This Package.....	<u>\$7,809</u>
Expenditures to Date.....	<u>\$0</u>	Available Balance After Purchase.....	<u>\$2,675</u>

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

**SECTION 3: STANDARD FORM OF CONTRACT FOR
ezIQC CONTRACT
Fall 2018**

This CONTRACT, executed this 19th day of December, 2018, by and between the Capitol Region Council of Governments, hereinafter called "CRCOG" and BMP Construction, Inc. of Brookfield, CT, a corporation incorporated under the Laws of the State of Connecticut, its successors and assigns, hereinafter called "CONTRACTOR."

ARTICLE 1 - THE CONTRACT DOCUMENTS

The Contract Documents consist of this Contract, the Invitation to Bid documents, including the Information for Bidders, Scope of Work, General Conditions, Construction Task Catalog dated October 2018, Technical Specifications, Wage Rate Schedule and Requirements, the Contractor's response thereto and any addenda issued prior to execution of this Contract.

ARTICLE 2 – RELATIONSHIP BETWEEN PARTIES

The Contractor is an independent contractor and not an officer, employee or agent of CRCOG. Therefore, it is mutually agreed that this Agreement is a contract for services and not a contract of employment, and that, as such, the Contractor and any and all subcontractors shall not be entitled to any employment benefits of CRCOG such as, but not limited to: vacation, sick leave, insurance, worker's compensation, and pension and retirement benefits.

CRCOG enters into this Contract for and on behalf of the members (current and future) of the Capitol Region Purchasing Council that participate in the ezIQC program (hereinafter, the "Member or Members"). It is understood and agreed that CRCOG's participation in this contract and the ezIQC program is for the administrative convenience of the Members only and that CRCOG will not be party to any purchase order issued by a Member to the Contractor.

A Purchase Order entered into between a Member and the Contractor for a particular project shall be a separate, independent agreement. Neither CRCOG nor the Consultant shall be made or considered a party to such Purchase Order. Neither CRCOG nor the Consultant will have any obligations, duties, or rights with respect to such Purchase Order. Neither the Member nor the Contractor shall have any cause of action, rights, or claims against CRCOG or the Consultant arising out of such Purchase Order.

ARTICLE 3 – GENDER, NUMBER, TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

ARTICLE 4 - THE WORK

This is an indefinite quantity contract pursuant to which the CONTRACTOR will develop Proposals and perform a series of individual projects at different locations for various Members.

The CONTRACTOR shall perform all work and services described in the Scope of Work set forth in Attachment A, annexed hereto, and as required by this Contract.

The CONTRACTOR will develop each Proposal in accordance with the procedures for developing all Proposals and Purchase Orders.

All terms and conditions of this Contract will apply to each Purchase Order issued by a Member to the CONTRACTOR.

For each Purchase Order issued by a Member, the CONTRACTOR shall complete the Detailed Scope of Work within the Project Completion Time for the Purchase Order Price.

A Member may, before or after a Purchase Order is issued, change, delete from, or add to the Detailed Scope of Work. Changes, credits, deletions and added work will be contained in a Supplemental Purchase Order prepared in accordance with the procedures for developing all Proposals and Purchase Orders.

It is understood and agreed by the Contractor that CRCOG shall have no liability whatsoever to the Contractor for any work to be performed under a Purchase Order issued by a Member to the Contractor.

ARTICLE 5 - GEOGRAPHIC AREA

The CONTRACTOR shall perform work primarily in the following region, as defined in the Contract Documents: Northwest

Provided, however, that if a contractor assigned to a different region is unable or unwilling to perform work, a Member in that region may request the CONTRACTOR to perform work for such Member. If a member requests a CONTRACTOR to perform work for such member, it will be at the CONTRACTOR's competitively bid Adjustment Factors. The CONTRACTOR, however, may decline work outside its designated region.

ARTICLE 6 – TERM OF THE CONTRACT

The term of this Contract begins on the award date noted above and ends on December 31, 2020. All Purchase Orders issued during the term of this Contract shall be valid and in effect notwithstanding that the Detailed Scope of Work may be performed, payments may be made, Supplemental Purchase Orders may be issued, and the guarantee period may continue, after the term has expired.

ARTICLE 7 - ESTIMATED ANNUAL VALUE

The Estimated Annual Value for this Contract is: \$1,000,000.

This is an estimate of the value of Purchase Orders that could be available to the CONTRACTOR each year under this Contract. The CONTRACTOR is not guaranteed to receive Purchase Orders totaling this amount. The CONTRACTOR is not guaranteed to receive any Purchase Orders during the term of the Contract.

ARTICLE 8 – PURCHASE ORDER PRICE

The Purchase Order Price will be calculated in accordance with the procedures for developing all Proposals and Purchase Orders set forth in the Scope of Work- Attachment A, annexed hereto, and using the following Adjustment Factors:

1. Normal Working Hours on Non-Prevailing Wage Rate Projects: 7:00am to 4:00pm Monday to Friday.

1	.	1	7	5	0

(Specify to four decimal places)

2. Other Than Normal Working Hours on Non-Prevailing Wage Rate Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays.

1	.	1	7	5	0

(Specify to four decimal places)

3. Normal Working Hours on Prevailing Wage Rate Projects: 7:00am to 4:00pm Monday to Friday.

1	.	2	5	0	0

(Specify to four decimal places)

4. Other Than Normal Working Hours on Prevailing Wage Rate Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays.

1	.	2	5	0	0
---	---	---	---	---	---

(Specify to four decimal places)

The term Prevailing Wage Rate Projects only includes projects for which the CONTRACTOR is required by law to pay Prevailing Wage Rates in the following categories as defined by the Connecticut Department of Labor: Building Construction, Highway Construction and Heavy Construction, and projects for which the CONTRACTOR is required to pay Davis-Bacon Wages. Davis-Bacon wage determinations are published on the Wage Determinations On Line (WDOL) website at <http://www.wdol.gov/> for contracting agencies to incorporate into covered contracts.

The term Non-Prevailing Wage Rate Projects includes all projects for which the CONTRACTOR is not required by law to pay Prevailing Wage Rates, and projects defined by the Connecticut Department of Labor as Residential Construction for which the CONTRACTOR is required by law to pay Residential Construction Prevailing Wage Rates.

The Adjustment Factors shall be adjusted on each anniversary of the award date of the Contract to account for construction cost escalation or de-escalation according to the following:

A Base Year Index shall be calculated by averaging the 12 month Construction Cost Indices (CCI) for the 20 City Average published in the Engineering News Record (ENR) for the 12 months immediately prior to the month of the award date of the contract.

A Current Year Index shall be calculated by averaging the 12 month CCI for the 20 City Average published in ENR for the 12 months immediately prior to the month of the contract anniversary.

The Economic Price Adjustment shall be calculated by dividing the Current Year Index by the Base Year Index.

The original Adjustment Factors shall be multiplied by the Economic Price Adjustment to obtain the new Adjustment Factors effective for the next 12 months.

Averages shall be obtained by summing the 12 month indices and dividing by 12.

All calculations in this article shall be carried to the fifth decimal place and rounded to the fourth decimal place. The following rules shall be used for rounding:

The fourth decimal place shall be rounded up when the fifth decimal place is five (5) or greater.

The fourth decimal place shall remain unchanged when the fifth decimal place is less than five (5).

ENR occasionally revises indices. ENR CCIs used in the calculations described above shall be those currently published at the time the Economic Price Adjustment calculation

is performed. No retroactive adjustments will be made as a result of an ENR revision. Revised CCI indices, if any, shall be used in subsequent calculations.

ARTICLE 9 - PROGRESS PAYMENTS

Based upon applications for payment submitted to the Member by the CONTRACTOR, the Member will make monthly progress payments to the CONTRACTOR, as provided in the General Conditions of the Contract and in the individual Purchase Order.

The obligation to make progress payments arises solely from the issuance of a Purchase Order by a Member. No obligation to make payments to the Contractor can be implied or inferred from the execution of this Standard Form of Contract or the General Conditions.

ARTICLE 10 – BONDING

CONTRACTOR shall, when required by the Member, provide Payment and Performance Bonds in the amount of the Purchase Order Price. The surety and the form of the bonds must be acceptable to the Member.

CONTRACTOR shall also, when required by the Member, provide a Maintenance Bond following completion of a project in the amount of ten percent (10%) of the Purchase Order Price. Such bond shall be furnished to the Member before the final payment will be made and will act as a warranty for a period of twelve (12) months from date of final payment. The surety and the form of the bonds must be acceptable to the Member.

If the CONTRACTOR is required to submit Payment and Performance Bonds and/or a Maintenance Bond, the Member shall reimburse the Contractor the actual cost of such bonds not to exceed 2% of the Purchase Order Price. The Contractor shall provide such documents as the Member may require evidencing the actual cost of the bonds.

The CONTRACTOR shall comply with the requirements of Conn. Gen. Stat. § 12-430. If the CONTRACTOR is an unverified, non-resident contractor it must file a surety bond for projects over \$250,000 with DRS in an amount equal to 5% of the Purchase Order Price using **Form AU-964, Surety Bond and Release**. The CONTRACTOR must provide to the Member proof that the surety bond was posted. The CONTRACTOR whether resident, verified, or unverified, doing business with unverified subcontractors on projects over \$250,000 must hold back an amount equal to 5% of the payments required to be made to the subcontractor until the subcontractor provides a *Certificate of Compliance* authorizing full or partial release of the amount held back. The CONTRACTOR must provide notice of the requirement to hold back to the unverified subcontractor not later than the time of commencement of work under the contract by the subcontractor. The amount held back from unverified subcontractors is deemed to be held in a special fund in trust for the state.

ARTICLE 11 - FINAL PAYMENTS

Final payment, constituting the entire unpaid balance of the Purchase Order Price, will be paid by the Member to the CONTRACTOR within thirty (30) days after Final Inspection of the Detailed Scope of Work, if the Detailed Scope of Work has been fully performed, and a Final Application for Payment has been submitted, as provided in the General Conditions of the Contract and the individual Purchase Order.

The Member issuing the Purchase Order is solely responsible for paying the CONTRACTOR and the CONTRACTOR shall only seek payment from that Member. CRCOG, the Capitol Region Purchasing Council, and the Consultant have no obligation to make payments to the CONTRACTOR for work performed pursuant to any Purchase Order so issued.

ARTICLE 12 - INSURANCE

The CONTRACTOR shall be required to demonstrate the following insurance coverage prior to the execution of this Contract. Failure to maintain insurance coverage as required and to name the appropriate Member as the Additional Insured will be grounds for termination of the contract.

- A. Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance, as applicable, with limits not less than \$2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year and limits of \$1,000,000 for all property damage sustained by each person as a result of any one occurrence and \$1,000,000 property damage aggregate per policy year or a combined single limit of \$1,000,000. All, if any, deductibles are the sole responsibility of the Contractor to pay and/or indemnify.
- B. Automobile Liability Insurance including non-owned and hired vehicles in the same limits as indicated in Section A, above.
- C. Workers' Compensation Insurance at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
- D. Excess Liability Umbrella Form over sections A, B, and C-Employers' Liability with limits up to \$4,000,000.
- E. Before a Member will issue a Purchase Order to the Contractor, the Contractor shall deliver certificates of insurance evidencing the required insurance. The Member shall be named as an Additional Insured as its interest may appear on the appropriate coverage in sections A, B, C - Employers' Liability and D in the section reserved for comments on the ACORD Form insurance certificate.

In addition:

- (a) The insurance requirements shall apply to all subcontractors and/or Contractors.
- (b) All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG.
- (c) Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
- (d) All renewal certificates shall be furnished at least 10 days prior to policy expiration.

- (e) Each certificate shall contain a 30 day notice of cancellation.
- (f) Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-"VIII policy holders rating according to Best Publications latest edition Key Rating Guide.
- (g) If the Detailed Scope of Work involves abatement, removal, repair, replacement, enclosure, encapsulation and/or disposal of any hazardous material or substance, as defined by applicable State and federal laws and regulations, the Contractor, Subcontractor or party performing such work shall maintain in full force and effect Contractor's Pollution Coverage at \$3,000,000 per occurrence project specific limit / \$3,000,000 aggregate, dedicated to such work, unless otherwise approved. Policy must specifically include pollution coverage for bodily injury, property damage, cleanup costs, defense costs, contractual liability and completed operations for all work performed (including but not limited to asbestos and lead abatement, drum removal and disposal, demolition, excavation, off-site incineration of soils etc.) and shall continue to provide completed operations coverage for two (2) years after final completion of the work. Exclusions or limitations affecting work performed must be deleted. Policy form must be "pay on behalf of" rather than "indemnity" and insurance company must have the "right and duty" to defend. Any "insured vs. insured" language must be amended to "named insured vs. named insured" or not apply to "additional insureds". The policy shall not contain any provision or definition that would serve to eliminate third party action over claims for employees of the Contractor, Subcontractor, or party performing the work. Policy shall state that insolvency or bankruptcy of the insured or the insured's estate will not relieve the insurance company of its obligations. The cost of such insurance is included in the unit prices for such work and is not a reimburseable cost.

Contractor shall also adhere to Insurance requirements as stated in Article 11 of the General Conditions.

ARTICLE 13 – HOLD HARMLESS AND INDEMNIFICATION

In addition to its obligation to provide insurance as specified above, the CONTRACTOR, its subcontractors, agents and assigns shall defend, indemnify and hold harmless CRCOG, including, but not limited to, its elected officials, and its officers, the Member and/or the Design Professional, as defined in the General Conditions, from any and all claims made against CRCOG, the Member and/or the Design Professional, including but not limited to, damages, awards, costs and reasonable attorney fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in the performance of services by the CONTRACTOR during the CONTRACTOR'S performance of this Agreement or any other Agreements of the CONTRACTOR entered into by reason thereof. CRCOG, the Member and/or the Design Professional agree to give the CONTRACTOR prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

ARTICLE 14 - MODIFICATIONS

This Contract may be amended or modified only in writing signed by the parties.

ARTICLE 15 - TERMINATION/PERFORMANCE CLAUSE

CRCOG, by written notice, may terminate this Contract, in whole or in part, at any time, if CRCOG determines that such termination is in its best interest. All Purchase Orders issued by Members prior to such termination shall remain in full force and effect unless terminated by the issuing Member.

ARTICLE 16 - GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut and the by-laws, policies and procedures of the Capitol Region Council of Governments. The parties agree that the venue for any legal proceeding with respect to this Agreement shall be Connecticut Superior Court, Judicial District of Hartford at Hartford.

ARTICLE 17 - CONFLICT OF INTEREST

CRCOG and the CONTRACTOR hereby covenant and agree that no member of the governing body of CRCOG, or its designees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this program during the individual's tenure or for one (1) year thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with the program under this Agreement. The CONTRACTOR shall cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the provisions of this paragraph. The Contractor agrees to comply with any existing ethics ordinance, law or regulation of any Member executing a Purchase Order.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement effective the day and year first above written:

CRCOG

Witness:



Brian Luther

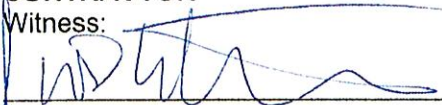
By:




Executive Director

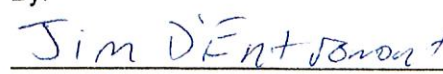
CONTRACTOR

Witness:





By:



Secretary
(Title)

ANNUAL RENEWAL AND MODIFICATION OF AGREEMENT

made by and between

BMP Construction Inc.
12 Maple Ln
Brookfield, CT 06804

and

Capital Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106

Whereas: "Vendor" and "Capital Region Council of Governments" have entered into 1) an "Acceptance of Bid and IFB NW - 19 EZIQC" with an effective date of January 1, 2019, a maturity date of December 31, 2020, and which are subject to annual renewals at the option of both parties.

MODIFICATION: FIRST RENEWAL OPTION PERIOD

Pursuant to the agreement between the parties, the following are the Adjustment Factors for the next option period:

Base Year		
	Date	Index
1	December 2017	10873.56
2	January 2018	10878.01
3	February 2018	10889.17
4	March 2018	10958.79
5	April 2018	10971.91
6	May 2018	11012.77
7	June 2018	11067.00
8	July 2018	11116.07
9	August 2018	11124.49
10	September 2018	11169.87
11	October 2018	11169.68
12	November 2018	11183.93

Base Average
11034.6041

Option Year		
	Date	Index
1	December 2018	11185.44
2	January 2019	11205.73
3	February 2019	11217.90
4	March 2019	11227.88
5	April 2019	11228.07
6	May 2019	11229.99
7	June 2019	11268.48
8	July 2019	11291.80
9	August 2019	11311.06
10	September 2019	11311.24
11	October 2019	11326.12
12	November 2019	11380.83

Option Average
11265.3783

Price Adjustment:
$$\frac{\text{First Year Index Average}}{\text{Base Year Index Average}} = \frac{11265.3783}{11034.6041} = 1.0209$$

AWARD MULTIPLIER		x	PRICE ADJUSTMENT	=	OPTION MULTIPLIER
# NW - 19 EZIQC					
Normal Working Hours on Non-Prevailing Wage Rate Projects		1.1750	1.0209		1.1996

Capital Region Council of Governments Contract Renewal

Normal Working Hours on Prevailing Wage Rate Projects	1.2500	1.0209	1.2761
Other Than Normal Working Hours on Non-Prevailing Wage Rate Projects	1.1750	1.0209	1.1996
Other Than Normal Working Hours on Prevailing Wage Rate Projects	1.2500	1.0209	1.2761

Now therefore:

"Vendor" and "Capital Region Council of Governments" hereby desire and agree to extend and renew the above defined contracts and with the above identified modifications for the period of January 1, 2020 through December 31, 2020.

Capital Region Council of Governments

By: [Signature], Its: Executive Director
Name printed or typed: Lyle Wray
Date: 12-18-2019

BMP Construction Inc. - #NW-19 EZIQC

By: [Signature], Its: Secretary
Name printed or typed: Jim D'Entremont
Date: 12/16/19

If you do not want to extend contract, please sign below and return this agreement.

Discontinue: We desire to discontinue the contract.

Signature: _____, Date: _____



Price Proposal Review Summary - Category



Date: March 13, 2020 **Job Order Contract**
Contract Number: NW - 19 EZIQC
Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior
Contractor: BMP Construction Inc.
Proposal Value: \$46,292.39
Proposal Submitted: 03/11/2020

Category - :	\$0.00
Category - Appliances:	\$1,382.01
Category - Cabinets:	\$21,507.42
Category - Ceiling:	\$3,764.71
Category - Electrical:	\$4,933.12
Category - Finishes:	\$3,256.60
Category - Fixtures:	\$5,338.98
Category - Floor:	\$3,944.22
Category - General Conditions:	\$1,601.47
Category - HVAC:	\$563.86
Proposal Total	\$46,292.39

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%

Date: March 13, 2020
Contract Number: NW - 19 EZIQC
Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior
Contractor: BMP Construction Inc.
Proposal Value: \$46,292.39
Proposal Submitted: 03/11/2020
AF(s) Used: 1.1996-Normal Working Hours on Non-Prevailing Wage Rate Projects, 1.0000-No Adjustment

Job Order Contract

Rec#	CSI Number	Mod.	UOM	Description					Line Total
Category - Appliances									
Category 1 - Appliances, Category 2 - Appliances									
1	11 30 13 13-0009		EA	30" Gas Range With Oven					\$442.58
	Excludes Material			Quantity	Unit Price	Factor	Total		
				Installation2.00x	122.98x	1.1996=	\$295.05		
				Demolition2.00x	61.49x	1.1996=	\$147.53		
	Contractors Note: Remove and Reinstall existing 60" stove								
2	11 MO D0 00-0019	Mod	EA	For Stainless Steel, Add					\$168.18
				Quantity	Unit Price	Factor	Total		
				Installation1.00x	140.20x	1.1996=	\$168.18		
	Contractors Note:								
3	11 30 13 13-0052		EA	>24 To 26 CF Side-By-Side Refrigerator					\$221.30
	Excludes Material			Quantity	Unit Price	Factor	Total		
				Installation2.00x	61.49x	1.1996=	\$147.53		
				Demolition2.00x	30.75x	1.1996=	\$73.78		
	Contractors Note: Remove and Replace existing 50+ CF commercial fridge								
4	11 MO D0 00-0020	Mod	EA	For Stainless Steel, Add					\$0.00
				Quantity	Unit Price	Factor	Total		
				Installation0.00x	187.35x	1.1996=	\$0.00		
	Contractors Note:								
5	11 30 13 13-0064		EA	>20 To 22 CF Upright Freezer					\$110.65
	Excludes Material			Quantity	Unit Price	Factor	Total		
				Installation1.00x	61.49x	1.1996=	\$73.76		
				Demolition1.00x	30.75x	1.1996=	\$36.89		
	Contractors Note: Remove and Replace existing								
6	11 MO D0 00-0020	Mod	EA	For Stainless Steel, Add					\$146.09
				Quantity	Unit Price	Factor	Total		
				Installation1.00x	121.78x	1.1996=	\$146.09		
	Contractors Note:								
7	11 30 13 13-0079		EA	24" Built-In Dishwasher					\$221.29
	Excludes Material			Quantity	Unit Price	Factor	Total		
				Installation1.00x	122.98x	1.1996=	\$147.53		
				Demolition1.00x	61.49x	1.1996=	\$73.76		
	Contractors Note: Remove and Replace existing								

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total		
Category - Appliances							
Category 1 - Appliances, Category 2 - Appliances							
8	11 MO D0 00-0020	Mod	EA	For Stainless Steel, Add	\$71.92		
				Quantity	Unit Price	Factor	Total
			Installation	1.00 x	59.95 x	1.1996 =	\$71.92
Contractors Note:							
Category 1 - Appliances, Category 2 - Appliances Total:					\$1,382.01		
Subtotal for Category - Appliances:					\$1,382.01		
Category - Cabinets							
Category 1 - Cabinets, Category 2 - Casework							
9	12 35 70 19-0004		EA	24" Width, 12" Height, 12" Depth, 2 Doors, Medical Exam Room Wall Cabinet (Clinton Industries® 8212)	\$1,134.63		
				Quantity	Unit Price	Factor	Total
			Installation	3.00 x	293.42 x	1.1996 =	\$1,055.96
			Demolition	3.00 x	21.86 x	1.1996 =	\$78.67
10	12 MO D0 00-0015	Mod	EA	For Additional Shelf, Add	\$186.85		
				Quantity	Unit Price	Factor	Total
			Installation	6.00 x	25.96 x	1.1996 =	\$186.85
Contractors Note:							
11	12 35 70 19-0006		EA	36" Width, 24" Height, 12" Depth, 2 Doors, Medical Exam Room Wall Cabinet (Clinton Industries® 8236)	\$3,279.41		
				Quantity	Unit Price	Factor	Total
			Installation	5.00 x	518.20 x	1.1996 =	\$3,108.16
			Demolition	5.00 x	28.55 x	1.1996 =	\$171.24
12	12 MO D0 00-0015	Mod	EA	For Additional Shelf, Add	\$311.42		
				Quantity	Unit Price	Factor	Total
			Installation	10.00 x	25.96 x	1.1996 =	\$311.42
Contractors Note:							
13	12 35 70 19-0022		EA	36" Width, 35" Height, 18" Depth, 2 Doors And 2 Drawers, Medical Exam Room Base Cabinet (Clinton Industries® 8036)	\$10,254.64		
				Quantity	Unit Price	Factor	Total
			Installation	8.00 x	992.76 x	1.1996 =	\$9,527.32
			Demolition	10.00 x	60.63 x	1.1996 =	\$727.32
Contractors Note: No cabinets under 3 bay sink							
14	12 MO D0 00-0015	Mod	EA	For Additional Shelf, Add	\$498.27		
				Quantity	Unit Price	Factor	Total
			Installation	16.00 x	25.96 x	1.1996 =	\$498.27
Contractors Note:							
15	12 35 70 19-0024		EA	48" Width, 35" Height, 18" Depth, 4 Doors And 2 Drawers, Medical Exam Room Base Cabinet (Clinton Industries® 8048)	\$2,991.47		
				Quantity	Unit Price	Factor	Total
			Installation	2.00 x	1,172.83 x	1.1996 =	\$2,813.85
			Demolition	2.00 x	74.03 x	1.1996 =	\$177.61

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total
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Category - Cabinets

Category 1 - Cabinets, Category 2 - Casework

16	12 MO D0 00-0015	Mod	EA	For Additional Shelf, Add	\$124.57
				Quantity	Unit Price
				Installation	Factor
				4.00 x	25.96 x
					1.1996 =
					Total
					\$124.57

Contractors Note:

17	12 36 23 13-0002		SF	Plastic Laminate Countertop Without Backsplash	\$2,285.92
				Quantity	Unit Price
				Installation	Factor
				93.00 x	13.44 x
					1.1996 =
					Total
					\$1,499.40
				Demolition	Factor
				93.00 x	7.05 x
					1.1996 =
					Total
					\$786.52

Category 1 - Cabinets, Category 2 - Casework Total:

\$21,067.17

18	01 22 20 00-0006		HR	Carpenter For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$419.26
				Quantity	Unit Price
				Installation	Factor
				5.00 x	69.90 x
					1.1996 =
					Total
					\$419.26

Contractors Note: Reinstall stainless top on center island

19	01 MO D0 00-0001	Mod	HR	For Foreman, Add	\$20.99
				Quantity	Unit Price
				Installation	Factor
				5.00 x	3.50 x
					1.1996 =
					Total
					\$20.99

Contractors Note:

Subtotal for Category - Cabinets:

\$21,507.42

Category - Ceiling

Category 1 - Ceiling, Category 2 - Ceiling

20	09 51 13 00-0025		SF	2' x 2' x 1/2", Vinyl Faced, Gypsum Core Ceiling Panel	\$1,925.08
				Quantity	Unit Price
				Installation	Factor
				419.00 x	3.48 x
					1.1996 =
					Total
					\$1,749.16
				Demolition	Factor
				419.00 x	0.35 x
					1.1996 =
					Total
					\$175.92

21	09 MO D0 00-0081	Mod	SF	For >200 To 500, Add	\$105.55
				Quantity	Unit Price
				Installation	Factor
				419.00 x	0.21 x
					1.1996 =
					Total
					\$105.55

Contractors Note:

22	09 MO D0 00-0308	Mod	SF	For Individual Room Quantities <495, Add For use with projects >500 SF	\$256.34
				Quantity	Unit Price
				Installation	Factor
				419.00 x	0.51 x
					1.1996 =
					Total
					\$256.34

Contractors Note:

23	09 53 23 00-0004		SF	2' x 2' Grid, 15/16" T Bar Ceiling Suspension System	\$1,377.21
				Quantity	Unit Price
				Installation	Factor
				419.00 x	2.39 x
					1.1996 =
					Total
					\$1,201.29
				Demolition	Factor
				419.00 x	0.35 x
					1.1996 =
					Total
					\$175.92

24	09 MO D0 00-0102	Mod	SF	For >200 To 500, Add	\$100.53
				Quantity	Unit Price
				Installation	Factor
				419.00 x	0.20 x
					1.1996 =
					Total
					\$100.53

Contractors Note:

Category 1 - Ceiling, Category 2 - Ceiling Total:

\$3,764.71

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total
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Subtotal for Category - Ceiling: **\$3,764.71**

Category - Electrical

Category 1 - Electrical, Category 2 - Lights

25	26 05 19 16-0198	MLF	#12 AWG Cable - Type MC, 3 Conductors, Solid Or Stranded, Galvanized Steel Armor		\$572.32
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Quantity	Unit Price	Factor	Total
Installation 0.15 x 3,180.60 x 1.1996 =			\$572.32

Contractors Note: Rewiring to relocate and change QTY of lights

26	26 51 13 00-0016	EA	2 T8 Lamps, 6" x 4', Surface Mounted, Wraparound Fluorescent Fixture		\$655.32
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Quantity	Unit Price	Factor	Total
Installation 4.00 x 113.69 x 1.1996 =			\$545.53
Demolition 4.00 x 22.88 x 1.1996 =			\$109.79

Contractors Note: Under cabinet lighting

27	26 51 13 00-0245	EA	3,300 Lumens, 2' x 2', Prismatic Lensed, Lay-In/Troffer LED Fixture (Lithonia 2TL2)		\$3,601.87
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Quantity	Unit Price	Factor	Total
Installation 8.00 x 340.22 x 1.1996 =			\$3,265.02
Demolition 10.00 x 28.08 x 1.1996 =			\$336.85

Contractors Note: Remove 8 install 10

Category 1 - Electrical, Category 2 - Lights Total: **\$4,829.51**

28	01 22 20 00-0010	HR	Electrician For tasks not included in the Construction Task Catalog® and as directed by owner only.		\$0.00
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Quantity	Unit Price	Factor	Total
Installation 0.00 x 76.49 x 1.1996 =			\$0.00

Contractors Note: Manage surface mounted electrical and fire devices

29	28 46 21 33-1501	EA	Ionization Smoke Detector (Silent Knight SK-ION)		\$103.61
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Quantity	Unit Price	Factor	Total
Installation 1.00 x 57.58 x 1.1996 =			\$69.07
Demolition 1.00 x 28.79 x 1.1996 =			\$34.54

Contractors Note: R+R Existing

Subtotal for Category - Electrical: **\$4,933.12**

Category - Finishes

Category 1 - Finishes, Category 2 - Walls

30	06 83 16 00-0002	SF	Fiberglass Reinforced Polyester (FRP) Paneling Including Adhesive And Trim		\$3,256.60
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Quantity	Unit Price	Factor	Total
Installation 666.00 x 3.89 x 1.1996 =			\$3,107.85
Demolition 100.00 x 1.24 x 1.1996 =			\$148.75

Contractors Note: Demo FRP on existing. Install on all

Category 1 - Finishes, Category 2 - Walls Total: **\$3,256.60**

Subtotal for Category - Finishes: **\$3,256.60**

Category - Fixtures

Category 1 - Fixtures, Category 2 - Casework

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total	
Category - Fixtures						
Category 1 - Fixtures, Category 2 - Casework						
31	12 36 23 13-0005	EA	Cutout For Sink And/Or Faucet In Plastic Laminate Countertop		\$70.48	
			Quantity	Unit Price	Factor	Total
		Installation	1.00 x	58.75 x	1.1996 =	\$70.48
Contractors Note: Handwash sink						
Category 1 - Fixtures, Category 2 - Casework Total:					\$70.48	
Category 1 - Fixtures, Category 2 - Plumbing / fixtures						
32	01 22 16 00-0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.		\$899.70	
			Quantity	Unit Price	Factor	Total
		Installation	750.00 x	1.00 x	1.1996 =	\$899.70
Contractors Note: T&S B-0133-adf12B Faucet w spray						
33	01 22 16 00-0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.		\$1,799.40	
			Quantity	Unit Price	Factor	Total
		Installation	1,500.00 x	1.00 x	1.1996 =	\$1,799.40
Contractors Note: Advance Tabco #bay sink						
34	22 01 40 81-0011	EA	3/8" Compression x 1/2" FIP, Braided Stainless Steel, Supply Lines To Sink/Lavatory Replacement		\$39.08	
			Quantity	Unit Price	Factor	Total
		Installation	2.00 x	16.29 x	1.1996 =	\$39.08
35	22 11 16 00-0617	EA	3/4" Threaded x 3/4" Threaded x 24" Long, Flexible Corrugated Copper Supply Line		\$153.91	
			Quantity	Unit Price	Factor	Total
		Installation	2.00 x	64.15 x	1.1996 =	\$153.91
36	22 42 16 16-0005	EA	15" x 17" x 7-1/4" Stainless Steel Kitchen Sink, Single Bowl, 20 Gauge (Elkay PSR1517)		\$441.79	
			Quantity	Unit Price	Factor	Total
		Installation	1.00 x	295.73 x	1.1996 =	\$354.76
		Demolition	1.00 x	72.55 x	1.1996 =	\$87.03
Contractors Note: Remove and relocate existing						
37	22 42 16 16-0046	EA	24" x 24" Stainless Steel Sink With One Compartment And Drainboard, 14 Gauge Stainless Steel With Tubular Adjustable Legs (Advance Tabco 94-41-24-24L)		\$1,655.51	
			Quantity	Unit Price	Factor	Total
		Installation	3.00 x	394.30 x	1.1996 =	\$1,419.01
		Demolition	1.00 x	197.15 x	1.1996 =	\$236.50
Contractors Note: Remove 1 bowl sink, Install 3 bowl sink with 3 drains.						

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total
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Category - Fixtures

Category 1 - Fixtures, Category 2 - Plumbing / fixtures

38	22 42 39 00-0011		EA	Bottom Mount Kitchen Faucet With Spray, Two Handle, Chrome Finish, Gooseneck Faucet, Lever Handles (Delta 2276-LHP+H24)	\$70.96
				Excludes Material	
			Installation	Quantity 1.00 x Unit Price 59.15 x Factor 1.1996 =	Total \$70.96
Contractors Note: 3 bay faucet install					

39	22 42 39 00-0023		EA	4" Classic Style Centerset Lavatory Faucet With Chrome Lever Handles (Delta 2523LF-MPU)	\$208.15
			Installation	Quantity 1.00 x Unit Price 145.13 x Factor 1.1996 =	Total \$174.10
			Demolition	Quantity 1.00 x Unit Price 28.39 x Factor 1.1996 =	\$34.06
Contractors Note: Handwash faucet					

Category 1 - Fixtures, Category 2 - Plumbing / fixtures Total: \$5,268.50

Subtotal for Category - Fixtures: \$5,338.98

Category - Floor

Category 1 - Floor, Category 2 - Floors

40	09 65 13 33-0002		SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers	\$302.30
			Installation	Quantity 210.00 x Unit Price 1.20 x Factor 1.1996 =	Total \$302.30
Contractors Note: 50% leveling					

41	09 65 19 19-0010		SF	1/8" Thick, Slip Retardant, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Safety Zone™)	\$2,744.37
			Installation	Quantity 419.00 x Unit Price 4.40 x Factor 1.1996 =	Total \$2,211.58
			Demolition	Quantity 419.00 x Unit Price 1.06 x Factor 1.1996 =	\$532.79

42	09 MO D0 00-0324	Mod	SF	For >1,000 To 3,000, Deduct	\$-45.24
			Installation	Quantity 419.00 x Unit Price -0.09 x Factor 1.1996 =	Total \$-45.24
Contractors Note:					

Category 1 - Floor, Category 2 - Floors Total: \$3,001.43

Category 1 - Floor, Category 2 - Walls

43	09 65 13 13-0004		LF	6" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors	\$1,009.97
			Installation	Quantity 224.00 x Unit Price 3.35 x Factor 1.1996 =	Total \$900.18
			Demolition	Quantity 104.00 x Unit Price 0.88 x Factor 1.1996 =	\$109.79

44	09 MO D0 00-0337	Mod	LF	For >240 To 960, Deduct	\$-67.18
			Installation	Quantity 224.00 x Unit Price -0.25 x Factor 1.1996 =	Total \$-67.18
Contractors Note:					

Category 1 - Floor, Category 2 - Walls Total: \$942.79

Subtotal for Category - Floor: \$3,944.22

Category - General Conditions

Category 1 - General Conditions, Category 2 - Plumbing / fixtures

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total
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Category - General Conditions

Category 1 - General Conditions, Category 2 - Plumbing / fixtures

45	01 22 16 00-0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.			\$899.70
			Quantity	Unit Price	Factor	Total
		Installation	750.00	x 1.00	x 1.1996	= \$899.70
Contractors Note: misc. hardware, gas line for R&R of existing appliances, fittings for plumbing						

Category 1 - General Conditions, Category 2 - Plumbing / fixtures Total: \$899.70

46	01 22 16 00-0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.			\$0.00
			Quantity	Unit Price	Factor	Total
		Installation	0.00	x 1.00	x 1.0000	= \$0.00
Contractors Note: State Education Fee						

47	01 74 19 00-0013	EA	30 CY Dumpster (4 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.			\$701.77
			Quantity	Unit Price	Factor	Total
		Installation	1.00	x 585.00	x 1.1996	= \$701.77

Subtotal for Category - General Conditions: \$1,601.47

Category - HVAC

48	23 37 13 00-0037	EA	24" x 24" Ceiling Diffuser, Louver Face, Adjustable Pattern, Surface Mounted, Aluminum Construction With Damper			\$563.86
			Quantity	Unit Price	Factor	Total
		Installation	2.00	x 190.27	x 1.1996	= \$456.50
		Demolition	2.00	x 44.75	x 1.1996	= \$107.36
Contractors Note: R+R existing						

Subtotal for Category - HVAC: \$563.86

Category - No Category Input

Category 1 - No Category Input, Category 2 - Plumbing / fixtures

49	01 22 20 00-0025	HR	Plumber For tasks not included in the Construction Task Catalog® and as directed by owner only.			\$0.00
			Quantity	Unit Price	Factor	Total
		Installation	0.00	x 85.02	x 1.1996	= \$0.00
Contractors Note: Rough in at wall replace single with 3 bay sink and labor for waste grinder.						

Category 1 - No Category Input, Category 2 - Plumbing / fixtures Total: \$0.00

Subtotal for Category - No Category Input: \$0.00

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Proposal Total	\$46,292.39
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This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%



Price Proposal Review Summary - Category



Date:	March 13, 2020	Job Order Contract
Contract Number:	NW - 19 EZIQC	
Job Order Number:	074867.00	
Job Order Title:	Berlin Senior Center Interior	
Contractor:	BMP Construction Inc.	
Proposal Value:	\$49,077.81	
Proposal Submitted:	03/11/2020	

Category - Classrooms:	\$12,530.02
Category - General Conditions:	\$6,183.53
Category - Hallways/Lobby:	\$8,760.92
Category - Multipurpose Room:	\$16,686.72
Category - Offices:	\$4,916.62
Proposal Total	\$49,077.81

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%



Price Proposal Review Detail - Category



Job Order Contract

Date: March 13, 2020
 Contract Number: NW - 19 EZIQC
 Job Order Number: 074867.00
 Job Order Title: Berlin Senior Center Interior
 Contractor: BMP Construction Inc.
 Proposal Value: \$49,077.81
 Proposal Submitted: 03/11/2020
 AF(s) Used: 1.1996-Normal Working Hours on Non-Prevailing Wage Rate Projects, 1.0000-No Adjustment

Rec#	CSI Number	Mod.	UOM	Description	Line Total	
Category - Classrooms						
Category 1 - Classrooms, Category 2 - Floors						
1	08 71 43 00-0015		LF	10" Width, 1/4" Height, Aluminum Saddle Threshold (Pemko 2750A)	\$3,521.14	
			Quantity	Unit Price	Factor	Total
			Installation	46.00 x 55.35 x 1.1996 =		\$3,054.30
			Demolition	46.00 x 8.46 x 1.1996 =		\$466.84
			Contractors Note: Floor Transition Defect			
2	09 65 13 13-0003		LF	4" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors	\$1,318.70	
			Quantity	Unit Price	Factor	Total
			Installation	302.00 x 2.76 x 1.1996 =		\$999.89
			Demolition	302.00 x 0.88 x 1.1996 =		\$318.81
3	09 MO D0 00-0337	Mod	LF	For >240 To 960, Deduct	\$-68.83	
			Quantity	Unit Price	Factor	Total
			Installation	302.00 x -0.19 x 1.1996 =		\$-68.83
			Contractors Note:			
4	09 65 13 33-0002		SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers	\$1,209.20	
			Quantity	Unit Price	Factor	Total
			Installation	840.00 x 1.20 x 1.1996 =		\$1,209.20
			Contractors Note: 50% leveling			
5	09 65 19 19-0002		SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Standard Excelon Imperial Texture®)	\$6,650.58	
			Quantity	Unit Price	Factor	Total
			Installation	1,680.00 x 2.24 x 1.1996 =		\$4,514.33
			Demolition	1,680.00 x 1.06 x 1.1996 =		\$2,136.25
6	09 MO D0 00-0324	Mod	SF	For >1,000 To 3,000, Deduct	\$-100.77	
			Quantity	Unit Price	Factor	Total
			Installation	1,680.00 x -0.05 x 1.1996 =		\$-100.77
			Contractors Note:			
Category 1 - Classrooms, Category 2 - Floors Total:					\$12,530.02	
Subtotal for Category - Classrooms:					\$12,530.02	
Category - General Conditions						

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total	
Category - General Conditions						
7	01 22 16 00-0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.	\$15.00	
			Quantity	Unit Price	Factor	Total
			Installation	15.00 x 1.00 x 1.0000 =		\$15.00
			Contractors Note: State Education Fee			
8	01 22 20 00-0020		HR	Painter, Ordinary For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$3,118.96	
			Quantity	Unit Price	Factor	Total
			Installation	40.00 x 65.00 x 1.1996 =		\$3,118.96
			Contractors Note: Wall touch up at base			
9	01 MO D0 00-0001	Mod	HR	For Foreman, Add	\$124.76	
			Quantity	Unit Price	Factor	Total
			Installation	32.00 x 3.25 x 1.1996 =		\$124.76
			Contractors Note:			
10	01 22 20 00-0024		HR	Plasterer For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$1,448.92	
			Quantity	Unit Price	Factor	Total
			Installation	16.00 x 75.49 x 1.1996 =		\$1,448.92
			Contractors Note: Wall touch up at base			
11	01 MO D0 00-0001	Mod	HR	For Foreman, Add	\$72.36	
			Quantity	Unit Price	Factor	Total
			Installation	16.00 x 3.77 x 1.1996 =		\$72.36
			Contractors Note:			
12	01 74 19 00-0013		EA	30 CY Dumpster (4 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$1,403.53	
			Quantity	Unit Price	Factor	Total
			Installation	2.00 x 585.00 x 1.1996 =		\$1,403.53
Subtotal for Category - General Conditions:					\$6,183.53	

Category - Hallways/Lobby									
Category 1 - Hallways/Lobby, Category 2 - Floors									
13	09 65 13 13-0003		LF	4" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors					\$2,152.71
				Quantity		Unit Price		Factor	Total
			Installation	493.00	x	2.76	x	1.1996 =	\$1,632.27
			Demolition	493.00	x	0.88	x	1.1996 =	\$520.43
14	09 MO D0 00-0337	Mod	LF	For >240 To 960, Deduct					\$-112.37
				Quantity		Unit Price		Factor	Total
			Installation	493.00	x	-0.19	x	1.1996 =	\$-112.37
Contractors Note:									

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description					Line Total
Category - Hallways/Lobby									
Category 1 - Hallways/Lobby, Category 2 - Floors									
15	09 65 13 33-0002		SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers					\$1,047.97
				Quantity	Unit Price	Factor		Total	
			Installation	728.00	x	1.20	x	1.1996 =	\$1,047.97
Contractors Note: 50% leveling									
16	09 65 19 19-0002		SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Standard Excelon Imperial Texture®)					\$5,759.88
				Quantity	Unit Price	Factor		Total	
			Installation	1,455.00	x	2.24	x	1.1996 =	\$3,909.74
			Demolition	1,455.00	x	1.06	x	1.1996 =	\$1,850.14
Contractors Note:									
17	09 MO D0 00-0324	Mod	SF	For >1,000 To 3,000, Deduct					\$-87.27
				Quantity	Unit Price	Factor		Total	
			Installation	1,455.00	x	-0.05	x	1.1996 =	\$-87.27
Contractors Note:									
Category 1 - Hallways/Lobby, Category 2 - Floors Total:									\$8,760.92
Subtotal for Category - Hallways/Lobby:									\$8,760.92
Category - Multipurpose Room									
Category 1 - Multipurpose Room, Category 2 - Floors									
18	09 65 13 13-0003		LF	4" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors					\$978.11
				Quantity	Unit Price	Factor		Total	
			Installation	224.00	x	2.76	x	1.1996 =	\$741.64
			Demolition	224.00	x	0.88	x	1.1996 =	\$236.47
19	09 MO D0 00-0337	Mod	LF	For >240 To 960, Deduct					\$-51.06
				Quantity	Unit Price	Factor		Total	
			Installation	224.00	x	-0.19	x	1.1996 =	\$-51.05
Contractors Note:									
20	09 65 13 33-0002		SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers					\$2,514.84
				Quantity	Unit Price	Factor		Total	
			Installation	1,747.00	x	1.20	x	1.1996 =	\$2,514.84
Contractors Note: 50% leveling									
21	09 65 19 19-0002		SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Standard Excelon Imperial Texture®)					\$13,831.63
				Quantity	Unit Price	Factor		Total	
			Installation	3,494.00	x	2.24	x	1.1996 =	\$9,388.74
			Demolition	3,494.00	x	1.06	x	1.1996 =	\$4,442.89
22	09 MO D0 00-0325	Mod	SF	For >3,000 To 6,000, Deduct					\$-586.80
				Quantity	Unit Price	Factor		Total	
			Installation	3,494.00	x	-0.14	x	1.1996 =	\$-586.80
Contractors Note:									
Category 1 - Multipurpose Room, Category 2 - Floors Total:									\$16,686.72
Subtotal for Category - Multipurpose Room:									\$16,686.72

Proposal Review Summary - Category Continues..

Job Order Number: 074867.00
Job Order Title: Berlin Senior Center Interior

Rec#	CSI Number	Mod.	UOM	Description	Line Total			
Category - Offices								
Category 1 - Offices, Category 2 - Floors								
23	09 65 13 13-0003		LF	4" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors				\$1,427.86
				Quantity	Unit Price	Factor		Total
			Installation	327.00 x	2.76 x	1.1996 =		\$1,082.66
			Demolition	327.00 x	0.88 x	1.1996 =		\$345.20
24	09 MO D0 00-0337	Mod	LF	For >240 To 960, Deduct				\$-74.53
				Quantity	Unit Price	Factor		Total
			Installation	327.00 x	-0.19 x	1.1996 =		\$-74.53
Contractors Note:								
25	09 65 13 33-0002		SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers				\$568.61
				Quantity	Unit Price	Factor		Total
			Installation	395.00 x	1.20 x	1.1996 =		\$568.61
Contractors Note: 50% Leveling								
26	09 65 19 19-0002		SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Standard Excelon Imperial Texture®)				\$3,127.36
				Quantity	Unit Price	Factor		Total
			Installation	790.00 x	2.24 x	1.1996 =		\$2,122.81
			Demolition	790.00 x	1.06 x	1.1996 =		\$1,004.55
27	09 MO D0 00-0325	Mod	SF	For >3,000 To 6,000, Deduct				\$-132.68
				Quantity	Unit Price	Factor		Total
			Installation	790.00 x	-0.14 x	1.1996 =		\$-132.68
Contractors Note:								
Category 1 - Offices, Category 2 - Floors Total:								\$4,916.62
Subtotal for Category - Offices:								\$4,916.62
Proposal Total								\$49,077.81


This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

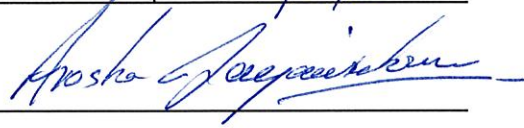
Department:	Public Buildings	Fiscal Year:	FY2020	Date:	3/27/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2038.0.54000.00352	Senior Center Repairs	\$24,185.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2038.0.54000.00340 001.20.2038.0.54000.00315	Senior Center HVAC System ADA Improvements	\$16,376.00 \$7,809.00			

Contingency Balance (If applicable):

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

The cost to complete health and safety improvements at the senior center are higher than the \$75,000 previously approved for the project. The senior center HVAC project finished underbudget and the contracted amount for the Community Center doors (ADA Improvements) is lower than budget. This request transfers most of the savings from the two projects into the senior center repairs project line to avoid requesting new money for the senior center project.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/30/2020
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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