

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 26, 2020

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	428.99	FOL Misc.	programs, supplies, museum pass	Friends of the Library
	589.00	FOL Credit Card	summer reading gift card prizes	Friends of the Library
	1,017.99			
Equip/Merch	25.00	Gift Card	summer reading gift card prize	Fitness by Design
	25.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$1,017.99 for the Berlin Peck Memorial Library and deposit \$428.99 into the friends of the library miscellaneous account to be used for programs, supplies and a museum pass renewal and deposit \$589.00 into the friends of the library credit card account to be used to purchase gift cards used as summer reading prizes and move to accept a \$25.00 gift card to be used as a summer reading prize.

ATTACHMENTS:

None

PREPARED BY:

Helen Malinka, Library Director

Consent

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 19, 2020

SUBJECT: Donation for the Youth Fishing Derbies

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 14, 2020 recommended acceptance of the donation of \$1,000 from the Berlin Lions Club towards the Berlin Parks and Recreation Youth Fishing Derbies. Due to the COVID-19 pandemic, fishing derbies were cancelled but donation funds were used to stock the Sage Park Pond for use by the community.

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

ACTION NEEDED:

Move to approve acceptance of the donation of \$1,000 from the Berlin Lions Club towards the Berlin Parks and Recreation Youth Fishing Derbies. Due to the COVID-19 pandemic, fishing derbies were cancelled but donation funds were used to stock the Sage Park Pond for use by the community.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation DD

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 19, 2020

SUBJECT: Acceptance of Berlin Lions Club donation for Berlin Dolphin Swim Team

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 14, 2020 recommended approval for the Berlin Parks and Recreation Department to accept a check for \$400.00 from the Berlin Lions Club on behalf of the Berlin Dolphin Swim Team.

The Berlin Parks and Recreation Department will accept the check and it will be deposited into the donation account for the purchase of equipment/supplies for the Dolphin Swim Team.

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

ACTION NEEDED:

Move to approve the Berlin Parks and Recreation Department to accept a \$400.00 donation from the Berlin Lions Club on behalf of the Berlin Dolphin Swim Team and to deposit the check into the donation account.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation DD

Consent

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 2, 2020

SUBJECT: Suspense List

Summary of Agenda Item:

Pursuant to C.G.S. §12-165, tax collectors must annually deliver a list of those taxes deemed uncollectible. That list is called a Suspense List. The taxes may be uncollectible for several reasons: deceased, bankruptcy, cannot locate, constable is unable to collect, out of business, etc. Even though these accounts are transferred to the Suspense List, the tax office can still attempt to collect and will receive payment on some of the accounts.

Action Needed:

Accept Suspense List as presented.

Attachments:

Suspense List

Prepared By: Debbie Swan, Revenue Collector

LIST OF TAXES TRANSFERRED TO SUSPENSE LIST
FISCAL YEAR ENDING JUNE 30, 2020

Motor Vehicle

List of October 1, 2017 due July 1, 2018	\$55,628.05
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Supplemental Motor Vehicle

List of October 1, 2017 due January 1, 2018	\$12,616.58
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Personal Property

List of October 1, 2017 due July 1, 2018	\$105,661.14
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Grand Total	\$173,905.77
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The Personal Property suspense figure is higher this year due to the audits being processed from October 2019-March 2020. These audits amounted to \$32,574.51.

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2017-02-0200016	1	A TO Z CHIMNEY SWEEP			05/26/2020	616.20			
2017-02-0200039	7	ADAMS HOME IMPROVEMENTS			05/26/2020	83.20			
2017-02-0200070	1	ALL MAIL DIRECT			05/26/2020	1,818.70			
2017-02-0200109	4	ASTROLOGY TAROT CARD READING			05/26/2020	58.83			
2017-02-0200159	1	BERLANDY R A & SONS INC			05/26/2020	151.13			
2017-02-0200227	7	BYE-BYE PEST LLC			05/26/2020	64.35			
2017-02-0200255	7	CASA MIA AT THE HAWTHORNE			05/26/2020	111.51			
2017-02-0200267	1	CENTRAL BIG & SMALL LANDSCAPING INC			05/26/2020	487.50			
2017-02-0200288	4	CIGAR WORLD			05/26/2020	522.93			
2017-02-0200307	1	COLLIN MARERO RECORDS			05/26/2020	38.68			
2017-02-0200319	1	CONFORTOS AUTO DETAIL LLC			05/26/2020	234.33			
2017-02-0200430	7	DICK WAYNE COMPANY			05/26/2020	250.58			
2017-02-0200447	4	DUMP STAR			05/26/2020	335.08			
2017-02-0200462	4	EASTERN BROACH INC			05/26/2020	3,218.48			
2017-02-0200466	7	EDRO CORPORATION			05/26/2020	785.13			
2017-02-0200499	1	FERNDAL MARKET FRESH			05/26/2020	11,171.88			
2017-02-0200547	4	GARRETT'S BARBER SHOP			05/26/2020	274.63			
2017-02-0200579	1	GRIFFIN LANDSCAPING			05/26/2020	4,330.30			
2017-02-0200632	1	HW MACHINE LLC			05/26/2020	23,450.05			
2017-02-0200682	1	JP AND SON LAWN AND YARD SERVICES			05/26/2020	1,462.50			
2017-02-0200684	1	JR WEATHERIZATION			05/26/2020	329.88			
2017-02-0200695	1	KELLY SEAN			05/26/2020	68.90			
2017-02-0200721	7	KLEY ART LLC			05/26/2020	157.30			
2017-02-0200764	4	LIBERTY TATTOO LLC			05/26/2020	612.30			
2017-02-0200766	7	LIGHTHOUSE HEALTH CLUB			05/26/2020	711.10			
2017-02-0200793	1	MAKAS TRUCKING LLC			05/26/2020	41.60			
2017-02-0200807	1	MASTROBATISTO INC			05/26/2020	1,767.68			
2017-02-0200818	1	MCCOLL JOHN III			05/26/2020	342.23			
2017-02-0200856	7	MOUNTAIN VIEW DRIVING RANGE			05/26/2020	2,146.95			
2017-02-0200876	7	NETCENTRIC AG			05/26/2020	358.80			
2017-02-0200896	7	OCEAN AUDIT INC			05/26/2020	40.95			
2017-02-0200900	1	OKAY INDUSTRIES			05/26/2020	4,456.01			
2017-02-0200908	1	ONE STOP FOOD STORES			05/26/2020	239.53			
2017-02-0200917	1	OVL MANUFACTURING CO			05/26/2020	607.75			
2017-02-0200926	1	PARTSBROTHERSONLINE			05/26/2020	175.50			
2017-02-0200983	7	PRECISION MILL LLC			05/26/2020	2,246.73			
2017-02-0201001	7	PROSPECT MORTGAGE LLC			05/26/2020	9.86			
2017-02-0201045	1	RICHIS CITGO III (A92)			05/26/2020	1,269.45			
2017-02-0201102	7	SEA SPEC			05/26/2020	67.93			
2017-02-0201108	7	SEVEN REASONS			05/26/2020	321.10			
2017-02-0201126	1	SIMPLY ORGANIZED			05/26/2020	66.30			
2017-02-0201146	7	SPORTKA EXPORT			05/26/2020	132.41			
2017-02-0201180	1	SULLIVAN LOGISTICS			05/26/2020	146.25			
2017-02-0201183	4	SUNNY BORDER NURSERIES INC			05/26/2020	517.40			
2017-02-0201234	4	TONYS BEAUTY SALON			05/26/2020	29.25			
2017-02-0201259	4	TRU AUTO MALL			05/26/2020	568.75			
2017-02-0201335	4	WOODWARD GOVERNOR COMPANY			05/26/2020	585.33			
2017-02-0201339	7	WYANT CONSTRUCTION			05/26/2020	2,389.73			
2017-02-0201355	7	ZARRILLA-IANNINI GENERAL CONTRACTORS LT.			05/26/2020	7,243.60			
2017-02-0201357	4	ZIEGLER + SON HOME IMPROVEMENT			05/26/2020	426.08			
2017-02-0201747	4	HUNTINGTON TECHNOLOGY FINANCE AND SUBS			05/26/2020	1,348.39			
2017-02-0201748	4	BIOPELLLET LLC			05/26/2020	1,211.05			
2017-02-0201752	4	DOMINOS			05/26/2020	4,292.96			
2017-02-0201753	4	GDS CONTRACTING CORP			05/26/2020	3,242.30			
2017-02-0201754	4	HOGUE ENTERPRISES LLC			05/26/2020	1,018.55			
2017-02-0201758	1	BTC LANDSCAPING LLC			05/26/2020	448.96			

Process Suspense Report

TOWN OF BERLIN Date: 05/26/2020 Time: 11:33:30
 Condition (s): Year: 2018, Type: 02 - PP, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist. Due/Susp	Sewer Due/Susp	Total
2017-02-0201760 7		HAWTHORNE INN			05/26/2020	887.02			
2017-02-0201762 1		BURGER KING			05/26/2020	2,376.82			
2017-02-0201766 7		MCKINNEY PRODUCTS			05/26/2020	77.95			
2017-02-0201768 1		PARKER HANNIFIN CORPORATION			05/26/2020	9,152.00			
2017-02-0201769 4		CPD PROPERTIES INC			05/26/2020	4,062.50			
PERSONAL PROPERTY		# Of Acct: 61				105,661.14			

YR : 2017 TOTAL : 61 105,661.14

Grand Total: 61 105,661.14

Process Suspense Report

TOWN OF BERLIN

Date: 05/26/2020 Time: 10:06:14

Condition (s): Year: 2018, Type: 03 - MW, Order: Bill Number,

Total Only: No, Recap by Dist: No

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Bill #	Dist	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Suspsewer	Due/Susp	Total
2017-03-0055572		COX TAYLOR D			05/26/2020	51.68			
2017-03-0055616		CROSBY TASHONDA S			05/26/2020	335.08			
2017-03-0055636		CROWLEY TIMOTHY M			05/26/2020	43.23			
2017-03-0056016		DALEO ALYSSA A			05/26/2020	37.38			
2017-03-0056099		DANGELO KAREN A			05/26/2020	125.13			
2017-03-0056109		DANIELS LISA K			05/26/2020	307.13			
2017-03-0056110		DANIELS LISA K			05/26/2020	91.65			
2017-03-0056129		DARLING ROCKIE L			05/26/2020	39.78			
2017-03-0056149		DAUPHIN CAROL W			05/26/2020	47.78			
2017-03-0056237		DDP PLUMBING & DRAIN CLEANING LLC			05/26/2020	179.08			
2017-03-0056238		DDP PLUMBING & DRAIN CLEANING LLC			05/26/2020	140.40			
2017-03-0056338		DEHM DOLORES P			05/26/2020	222.63			
2017-03-0056401		DELVALLE JUSTIN P			05/26/2020	90.35			
2017-03-0056402		DELVALLE JUSTIN P			05/26/2020	81.25			
2017-03-0056444		DEMORAIS SHARON P			05/26/2020	190.13			
2017-03-0056493		DEROSIER ROBERT L JR			05/26/2020	386.75			
2017-03-0056494		DEROSIER ROBERT L JR			05/26/2020	579.80			
2017-03-0056495		DEROSIER ROBERT L JR			05/26/2020	253.83			
2017-03-0056585		DEVIVO TIMOTHY S			05/26/2020	83.20			
2017-03-0056586		DEVLIN KARINA			05/26/2020	1.96			
2017-03-0056598		DIAS CLEANING SERVICES LLC			05/26/2020	90.35			
2017-03-0056621		DICKKEY MADELINE J			05/26/2020	59.15			
2017-03-0056702		DIMAURO SERGIO M			05/26/2020	131.30			
2017-03-0056772		DIVALENTINO DYLAN R			05/26/2020	144.95			
2017-03-0056902		DORSEY JODI A			05/26/2020	48.43			
2017-03-0057001		DRUMMOND JOHN A			05/26/2020	129.03			
2017-03-0057149		DURRANI NAEEM K			05/26/2020	414.05			
2017-03-0057221		DZIOB ALAN D			05/26/2020	50.70			
2017-03-0057392		ENVIRONMENTAL ASSOCIATES WATER SOLUTIONS			05/26/2020	0.01			
2017-03-0057534		FABIAN LESLIE B			05/26/2020	210.60			
2017-03-0057713		FERANSKI MELISSA A			05/26/2020	266.03			
2017-03-0057786		FIELD DANIEL J			05/26/2020	6.50			
2017-03-0057905		FLYNN ALEXANDER L			05/26/2020	272.03			
2017-03-0058111		FRANCE ARTHUR G			05/26/2020	113.10			
2017-03-0058197		FRIGERI JOHN V			05/26/2020	0.01			
2017-03-0058199		FRIGERI JOHN V			05/26/2020	64.35			
2017-03-0058224		FULLER JESSE A			05/26/2020	208.65			
2017-03-0058225		FULLER JESSE A			05/26/2020	55.25			
2017-03-0058268		FUSKA ROBERT A			05/26/2020	109.20			
2017-03-0058480		GARRISON WAYNE			05/26/2020	372.45			
2017-03-0058498		GATEWAY PLASTICS AND MOLDING INC			05/26/2020	76.70			
2017-03-0058545		GEAEGA NANCY A			05/26/2020	91.65			
2017-03-0058747		GIANNONE MARIENNA E			05/26/2020	184.28			
2017-03-0058748		GIANNONE MARIENNA E			05/26/2020	404.95			
2017-03-0058963		GOMES JEREMY C			05/26/2020	97.83			
2017-03-0058965		GOMEZ DAVID C			05/26/2020	340.28			
2017-03-0058970		GONZALEZ PEDRO I			05/26/2020	160.88			
2017-03-0058981		GONZALEZ PEDRO 3RD			05/26/2020	86.45			
2017-03-0059069		GRACA MARIA V			05/26/2020	87.75			
2017-03-0059092		GRADY MECHANICAL LLC			05/26/2020	130.33			
2017-03-0059093		GRADY MECHANICAL LLC			05/26/2020	89.38			
2017-03-0059195		GRENOUGH DANIELLE M			05/26/2020	372.45			
2017-03-0059197		GRENOUGH ROBERT H			05/26/2020	592.80			
2017-03-0059250		PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	24.70			
2017-03-0059251		PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	24.70			

Process Suspension Report

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TOWN OF BERLIN Date: 05/26/2020 Time: 10:06:14
 Condition (s): Year: 2018, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Suspsewer Due/Susp	Total
2017-03-0059252	PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	30.88		
2017-03-0059253	PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	47.13		
2017-03-0059254	PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	106.60		
2017-03-0059323	GUERRERO JONATHAN F			05/26/2020	113.75		
2017-03-0059530	HAMILTON JUDITH J			05/26/2020	63.05		
2017-03-0059550	HANS CHRISTOPHER R			05/26/2020	179.73		
2017-03-0059586	HARKNESS SCOTT D JR			05/26/2020	69.88		
2017-03-0059656	HASSAN HASSAN J			05/26/2020	396.50		
2017-03-0059678	HAWKINS CHARLES R			05/26/2020	220.68		
2017-03-0060145	HORBAL GEORGE J			05/26/2020	57.53		
2017-03-0060294	HUNTER JOHN T			05/26/2020	211.58		
2017-03-0060484	JACKSON JOSHUA M			05/26/2020	55.90		
2017-03-0060520	JAGANI PRATIKUMAR K			05/26/2020	93.28		
2017-03-0060578	JANOTA JOSHUA R			05/26/2020	63.38		
2017-03-0060624	JEFFERSON CRAIG W			05/26/2020	0.01		
2017-03-0060674	JOHANNIS BRIEL K			05/26/2020	130.33		
2017-03-0060752	JOHNSON ROBERT A			05/26/2020	156.33		
2017-03-0061302	KELLER LINA			05/26/2020	117.65		
2017-03-0061555	KINNEY PATRICK J			05/26/2020	83.20		
2017-03-0061701	KONIOR ENZI M			05/26/2020	417.63		
2017-03-0061702	KONIOR ENZI M			05/26/2020	272.35		
2017-03-0061789	KOWALEC JUSTIN A			05/26/2020	63.05		
2017-03-0062057	LABBE RICHARD V			05/26/2020	92.30		
2017-03-0062069	LABENIEC DANIEL			05/26/2020	75.73		
2017-03-0062094	IADAS PETER A			05/26/2020	83.53		
2017-03-0062129	IAGUNA ANNA L			05/26/2020	435.83		
2017-03-0062132	LAKE JEFFREY A			05/26/2020	96.85		
2017-03-0062145	LAMB JAMIE			05/26/2020	323.05		
2017-03-0062370	LAVALEE MAUREEN G			05/26/2020	105.95		
2017-03-0062410	LAVETTE CHRISTIN K			05/26/2020	222.30		
2017-03-0062600	LAVORONA VINCENT M			05/26/2020	137.15		
2017-03-0062607	LENDIRECT MORTGAGE INC			05/26/2020	509.60		
2017-03-0062639	LENNERAN DOUGLAS J			05/26/2020	70.66		
2017-03-0062683	LEONARD TREVELL M			05/26/2020	185.58		
2017-03-0062684	LEVASSEUR RYAN P			05/26/2020	502.78		
2017-03-0062736	LEVASSEUR RYAN P			05/26/2020	268.45		
2017-03-0062835	LEWIS RANDALL R			05/26/2020	472.55		
2017-03-0062843	LIPETZ MICHAEL H			05/26/2020	744.90		
2017-03-0062877	LIS MICHAEL S			05/26/2020	0.01		
2017-03-0062905	LJ HOME IMPROVEMENT AND RECYCLING LLP			05/26/2020	101.73		
2017-03-0062983	LOMBARDI CHRISTOPHER L			05/26/2020	85.80		
2017-03-0063013	LORENZEN ERIC D			05/26/2020	220.03		
2017-03-0063114	LOWE SHAUNNA C			05/26/2020	266.83		
2017-03-0063120	LUNETTI ALMA C			05/26/2020	0.01		
2017-03-0063121	LUONG HOA L			05/26/2020	67.28		
2017-03-0063217	LUONG HOA L			05/26/2020	6.50		
2017-03-0063218	MACIAG TARA T			05/26/2020	113.10		
2017-03-0063233	MACIAG TARA T			05/26/2020	106.93		
2017-03-0063370	MACNEIL TAMMY L			05/26/2020	271.38		
2017-03-0063371	MALLOY RYAN S			05/26/2020	127.40		
2017-03-0063487	MALLOY RYAN S			05/26/2020	82.55		
2017-03-0063545	MARC S LANDSCAPING LLC			05/26/2020	501.15		
2017-03-0063607	MARIN BEATA M			05/26/2020	10.79		
2017-03-0063650	MAROTTA CARLO			05/26/2020	194.68		
2017-03-0063849	MATRO KARI B			05/26/2020	55.25		
	MATULIS MARIA C			05/26/2020	0.01		

Process Suspense Report

TOWN OF BERLIN Date: 05/26/2020 Time: 10:06:15

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Condition (s): Year: 2018, Type: 03 - MW, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist	Due/Suspsewer	Due/Susp	Total
2017-03-0063927		MAZARELLA SARAH D			05/26/2020	2.78				
2017-03-0063942		MCBRIARTY JARED F			05/26/2020	174.53				
2017-03-0064022		MCCURDA ROBERT D			05/26/2020	64.35				
2017-03-0064104		MCKEON SEAN G			05/26/2020	0.01				
2017-03-0064186		MCNAMARA TESSMAN C			05/26/2020	7.48				
2017-03-0064222		MEDIA ONE OF MASSACHUSETTS			05/26/2020	75.73				
2017-03-0064266		MEMBRINO MARTIN J			05/26/2020	113.10				
2017-03-0064384		MICHAUD BRIAN G			05/26/2020	285.03				
2017-03-0064396		MICHAUD LEO L			05/26/2020	257.08				
2017-03-0064605		MISKOLCZI ELIZABETH A			05/26/2020	65.33				
2017-03-0064606		MISKOLCZI ELIZABETH A			05/26/2020	63.05				
2017-03-0064661		MOIN NASREEN			05/26/2020	118.95				
2017-03-0064735		MORALES ADRIANA			05/26/2020	36.08				
2017-03-0064736		MORALES ADRIANA			05/26/2020	119.60				
2017-03-0064737		MORALES TINAMARIE			05/26/2020	86.05				
2017-03-0064799		MORRIS AMANDA D			05/26/2020	385.13				
2017-03-0064863		MOTTA JOSEPH F JR			05/26/2020	155.35				
2017-03-0065002		MURRAY THOMAS F			05/26/2020	438.43				
2017-03-0065045		N AND I ROUTE RELIEF			05/26/2020	237.25				
2017-03-0065272		NELSON SUSAN M			05/26/2020	25.03				
2017-03-0065284		NERI JAMES			05/26/2020	197.28				
2017-03-0065285		NERI JAMES			05/26/2020	112.13				
2017-03-0065286		NERI JAMES			05/26/2020	243.10				
2017-03-0065382		NICKERSON W S JR			05/26/2020	0.01				
2017-03-0065703		NOEL DORIS J			05/26/2020	70.12				
2017-03-0065705		NOEL THOMAS R JR			05/26/2020	397.48				
2017-03-0065735		NORTON DONALD A			05/26/2020	0.01				
2017-03-0065746		NORTON RYAN R			05/26/2020	0.01				
2017-03-0065860		ODISHOO EDWARD G			05/26/2020	0.08				
2017-03-0065906		OLEARY KATHERINE A			05/26/2020	2.39				
2017-03-0065907		OLEARY KYLE J			05/26/2020	282.75				
2017-03-0065947		OLSZIEWSKI HENRY J 3RD			05/26/2020	0.01				
2017-03-0066009		ORTIZ JENNIFER R			05/26/2020	367.90				
2017-03-0066119		PAIT MATTHEW S			05/26/2020	81.25				
2017-03-0066340		PASCAL ALYCIA M			05/26/2020	383.50				
2017-03-0066341		PASCAL ALYCIA M			05/26/2020	144.95				
2017-03-0066498		PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	232.05				
2017-03-0066499		PATRICK J GRIFFIN LANDSCAPING INC			05/26/2020	153.73				
2017-03-0066754		PEREZ JOSE J			05/26/2020	0.01				
2017-03-0066969		PETOW DEAN A JR			05/26/2020	20.96				
2017-03-0066971		PETOW DEAN A JR			05/26/2020	31.30				
2017-03-0066976		PETRAITELLI SHAWN P			05/26/2020	81.93				
2017-03-0066990		PETUSKA FRED A			05/26/2020	0.01				
2017-03-0067022		PHILLIPS COLEEN M			05/26/2020	69.55				
2017-03-0067074		PIERCE GREGORY K			05/26/2020	109.85				
2017-03-0067174		PKON LLC			05/26/2020	0.01				
2017-03-0067226		POLAK SUZANNE M			05/26/2020	117.65				
2017-03-0067478		PRICE ZACHARY K			05/26/2020	390.65				
2017-03-0067582		PROCOM TELECOMMUNICATIONS CORPORATION			05/26/2020	101.73				
2017-03-0067583		PRUE DONALD J 2ND			05/26/2020	274.30				
2017-03-0067605		PSILLAS THOMAS G			05/26/2020	20.48				
2017-03-0067669		PUZIO CHRISTINA M			05/26/2020	221.33				
2017-03-0067674		PUZIO SPENCER M			05/26/2020	229.78				
2017-03-0068011		RICE JONATHAN P			05/26/2020	299.33				
2017-03-0068083		RILEY LISA M			05/26/2020	112.78				
					05/26/2020	97.18				

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TOWN OF BERLIN Date: 05/26/2020 Time: 10:06:15
Condition (s): Year: 2018, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Suspsewer Due/Susp	Total
2017-03-0068130		RITENOUR WILLIAM			05/26/2020	159.90		
2017-03-0068144		RIVERA BILLY K			05/26/2020	58.18		
2017-03-0068145		RIVERA BILLY K			05/26/2020	80.93		
2017-03-0068195		ROBERTS ARGYLE W			05/26/2020	5.25		
2017-03-0068258		ROCCO CARMINA			05/26/2020	111.48		
2017-03-0068312		RODRIGUEZ EDUARDO			05/26/2020	16.25		
2017-03-0068374		ROMAN NICHOLAS F			05/26/2020	415.68		
2017-03-0068396		ROMERO NAVARRO JORGE A			05/26/2020	564.20		
2017-03-0068398		ROMERO-TAVERAS OLGARINA M			05/26/2020	170.63		
2017-03-0068420		ROSARIO ISRAEL			05/26/2020	108.23		
2017-03-0068445		ROSS DAVID R			05/26/2020	126.75		
2017-03-0068446		ROSS DAVID R			05/26/2020	261.63		
2017-03-0068501		ROWE DAVID S			05/26/2020	25.03		
2017-03-0068515		ROY KYLE D			05/26/2020	108.23		
2017-03-0068637		RUSS TRAVIS L			05/26/2020	59.15		
2017-03-0068805		SAKATZKY ROY W			05/26/2020	0.01		
2017-03-0068894		SAMOLJA STEVEN E			05/26/2020	307.78		
2017-03-0068903		SAMUELS MARIAH M			05/26/2020	324.35		
2017-03-0068931		SANSEVERINO PASQUALE J			05/26/2020	243.43		
2017-03-0068938		SANTANA JONATHAN E			05/26/2020	2.66		
2017-03-0068978		SARACENO KATHERINE			05/26/2020	82.55		
2017-03-0068979		SARACENO KATHERINE			05/26/2020	183.63		
2017-03-0068980		SARACENO SEBASTIAN			05/26/2020	124.15		
2017-03-0068985		SARKISIAN TIMOTHY L			05/26/2020	486.85		
2017-03-0069176		SCHIMANSKI FRANK R			05/26/2020	721.18		
2017-03-0069233		SCHROEDER JANET J			05/26/2020	128.05		
2017-03-0069234		SCHROEDER JANET J			05/26/2020	29.25		
2017-03-0069235		SCHROEDER JANET J			05/26/2020	65.33		
2017-03-0069280		SCOTFIELD CHERYL Z			05/26/2020	273.00		
2017-03-0069281		SCOTFIELD CHERYL Z			05/26/2020	295.75		
2017-03-0069283		SCOTFIELD THOMAS E			05/26/2020	6.50		
2017-03-0069372		SEREDUCK MARY A			05/26/2020	0.01		
2017-03-0069483		SHEPARD RYAN E			05/26/2020	592.80		
2017-03-0069509		SHIPMAN TRACY A			05/26/2020	115.05		
2017-03-0069541		SHUART RODNEY A			05/26/2020	123.18		
2017-03-0069616		SIMARD SCOTT A			05/26/2020	0.01		
2017-03-0069813		SMITH BRETT M			05/26/2020	58.18		
2017-03-0069885		SNYDER JAMI M			05/26/2020	99.60		
2017-03-0070332		STEWART THOMAS R			05/26/2020	142.68		
2017-03-0070394		STREGOWSKI CHRISTOPHER J			05/26/2020	147.23		
2017-03-0070429		SUBURBAN WINDOWS INC			05/26/2020	125.13		
2017-03-0070452		SULLIVAN LORETTA A			05/26/2020	137.80		
2017-03-0070471		SUNNY BORDER NURSERTES INC.			05/26/2020	327.60		
2017-03-0070472		SUNNY BORDER NURSERTES INC.			05/26/2020	88.73		
2017-03-0070473		SUNNY BORDER NURSERTES INC.			05/26/2020	52.98		
2017-03-0070474		SUNNY BORDER NURSERTES INC.			05/26/2020	149.50		
2017-03-0070475		SUNNY BORDER NURSERTES INC.			05/26/2020	188.83		
2017-03-0070476		SUNNY BORDER NURSERTES INC.			05/26/2020	118.63		
2017-03-0070477		SUNNY BORDER NURSERTES I NC			05/26/2020	329.88		
2017-03-0070488		SOPREMANT DAWN M			05/26/2020	201.83		
2017-03-0070656		SZOSTER JASMINE J			05/26/2020	125.78		
2017-03-0070663		SZUFNAROWSKI JULIE B			05/26/2020	460.85		
2017-03-0070737		TAMISO ELIZABETH P			05/26/2020	5.86		
2017-03-0070738		TANASI DEBORAH A			05/26/2020	84.83		
2017-03-0070846		TENENBAUM AMY F			05/26/2020	112.13		
2017-03-0070852		TEODORO BRENDA A			05/26/2020	245.05		

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Condition (s): Year: 2018, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2017-03-0070856	TEREDA DAMIAN K		05/26/2020	240.18			
2017-03-0071089	THOMAS NAKHIA M		05/26/2020	158.60			
2017-03-0071090	THOMAS NAKHIA M		05/26/2020	251.55			
2017-03-0071091	THOMAS NAKHIA M		05/26/2020	98.48			
2017-03-0071102	THOMSON SCOTT A		05/26/2020	0.01			
2017-03-0071106	THOMSON STEPHEN J		05/26/2020	0.01			
2017-03-0071175	TOCE ALEX C		05/26/2020	20.48			
2017-03-0071176	TOCE ANTHONY M JR		05/26/2020	39.65			
2017-03-0071218	TOLPA CRYSTAL A		05/26/2020	298.68			
2017-03-0071260	TORRES ANGEL L		05/26/2020	118.95			
2017-03-0071261	TORRES ANGEL L		05/26/2020	46.15			
2017-03-0071264	TORRES LUIS A		05/26/2020	163.80			
2017-03-0071265	TORRES LUIS A		05/26/2020	399.43			
2017-03-0071705	UNITED COIN OF CENTRAL CONN LLC		05/26/2020	0.01			
2017-03-0071871	VARRICCHIO PAUL F JR		05/26/2020	124.15			
2017-03-0071872	VARRICCHIO PAUL F JR		05/26/2020	112.78			
2017-03-0072007	VENDOLA JAMES N		05/26/2020	328.25			
2017-03-0072039	VERNA BEVERLY A		05/26/2020	665.93			
2017-03-0072134	VIVEN GIOVANNI		05/26/2020	220.68			
2017-03-0072323	WALL NADIA N		05/26/2020	53.63			
2017-03-0072368	WAREBECK STEVEN M		05/26/2020	0.01			
2017-03-0072383	WARNER SHANE M		05/26/2020	37.00			
2017-03-0072449	WEARNE SEAN M		05/26/2020	0.01			
2017-03-0072649	WHITAKER CHRISTOPHER J		05/26/2020	385.78			
2017-03-0072762	WILLAMETZ KATHLYN M		05/26/2020	143.98			
2017-03-0072774	WILLIAMS CHRISTOPHER P		05/26/2020	308.43			
2017-03-0072800	WILSON EILEEN C		05/26/2020	448.83			
2017-03-0073054	WYSZYNSKI HENRYK		05/26/2020	127.40			
2017-03-0073237	YURNOT SARAH K		05/26/2020	0.01			
2017-03-0073493	ZOTTER ROBERT E		05/26/2020	68.25			
2017-03-0073494	ZOTTER ROBERT E		05/26/2020	287.30			
2017-03-0073495	ZOTTER ROBERT E		05/26/2020	50.70			
2017-03-0073552	SANTUCHI JAMIE L		05/26/2020	391.95			
2017-03-0073573	JORGE JASON D		05/26/2020	0.01			
2017-03-0073610	THOMPSON JAMES R		05/26/2020	120.58			
2017-03-0073618	MARSH SCOTT A		05/26/2020	226.53			
2017-03-0073638	MONROE AMBER C		05/26/2020	390.08			
2017-03-0073712	FISCHER EDWARD		05/26/2020	384.80			
2017-03-0073714	NIEVES JOSUE		05/26/2020	0.01			
2017-03-0073740	CHEERRY ANDI J		05/26/2020	175.18			
2017-03-0073741	MAROT ROBERT		05/26/2020	220.03			
MOTOR VEHICLE	# Of Acct: 321			55,628.05			

YR : 2017 TOTAL : 321

55,628.05

Grand Total: 321

55,628.05

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TOWN OF BERLIN Date: 05/26/2020 Time: 10:09:26
 Condition (s): Year: 2018, Type: 04 - MVS, Order: Bill Number, Total Only: No, Recap by Dist: No

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Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2017-04-0080010	AC CARRIER LLC			05/26/2020	834.57			
2017-04-0080073	AMBRISCOE KEITH M			05/26/2020	41.15			
2017-04-0080145	AUSTRIA DENNIS A			05/26/2020	12.87			
2017-04-0080147	AYALA RIBOT			05/26/2020	126.36			
2017-04-0080155	BAEZ CASSANDRA			05/26/2020	69.88			
2017-04-0080170	BANASIEWICZ KYLE S			05/26/2020	6.50			
2017-04-0080219	BENDAS GREGORY P			05/26/2020	48.43			
2017-04-0080300	BOGUSIAWSKI THADDEUS 3RD			05/26/2020	58.11			
2017-04-0080333	BOUTELL JOHN W			05/26/2020	174.04			
2017-04-0080366	BRUNELLE ELIZABETH L			05/26/2020	122.20			
2017-04-0080367	BRUNELLE ELIZABETH L			05/26/2020	59.31			
2017-04-0080435	CAMACHO KAREN M			05/26/2020	106.93			
2017-04-0080605	CINTRON EDWIN			05/26/2020	100.75			
2017-04-0080606	CIOLO GERALD			05/26/2020	0.01			
2017-04-0080768	COX TAYLOR D			05/26/2020	28.99			
2017-04-0080810	CYR KIMBERLY N			05/26/2020	0.01			
2017-04-0080857	DARLING ROCKIE L			05/26/2020	53.14			
2017-04-0080859	DAUBERMAN DEBRA K			05/26/2020	62.08			
2017-04-0080866	DBB PLUMBING & DRAIN CLEANING LLC			05/26/2020	712.73			
2017-04-0080886	DELMARTINO-SARGIS CHRISTOPHER M			05/26/2020	548.28			
2017-04-0080891	DELVALLE JUSTIN P			05/26/2020	98.28			
2017-04-0080915	DEVLIN KARINA			05/26/2020	28.44			
2017-04-0080929	DIMAURO SERGIO M			05/26/2020	169.65			
2017-04-0080975	DRIVEWAYS BY H&M LLC			05/26/2020	141.73			
2017-04-0081018	EDWARDS ZACHARY A			05/26/2020	38.74			
2017-04-0081021	ELECTRIC POWER RESEARCH INSTITUTE INC.			05/26/2020	189.48			
2017-04-0081023	ELIADES ELIAS G			05/26/2020	61.95			
2017-04-0081024	ELIADES ELIAS G			05/26/2020	13.52			
2017-04-0081096	FINLEY THOMAS M JR			05/26/2020	0.04			
2017-04-0081135	FORMICOLA JAMES M			05/26/2020	85.28			
2017-04-0081203	GALVAN RENE R			05/26/2020	38.45			
2017-04-0081231	GEAGEA NANCY A			05/26/2020	84.47			
2017-04-0081241	GET IT DONE LANDSCAPING LLC			05/26/2020	48.69			
2017-04-0081319	GUERRERO JONATHAN F			05/26/2020	233.64			
2017-04-0081385	HENDERSON ELIZABETH C			05/26/2020	0.01			
2017-04-0081390	HIDALGO STEPHANIE			05/26/2020	24.60			
2017-04-0081400	HOFFMANN KEENAN M			05/26/2020	186.23			
2017-04-0081742	KIOTER EMILYANN			05/26/2020	126.75			
2017-04-0081778	KOWALEC JUSTIN A			05/26/2020	121.65			
2017-04-0081797	KRETYEH WAIL			05/26/2020	13.74			
2017-04-0081807	LABARGE JOSHUA J			05/26/2020	357.92			
2017-04-0081809	LAKE JEFFREY A			05/26/2020	386.75			
2017-04-0081821	LAMB MICHAEL J			05/26/2020	107.19			
2017-04-0081864	LANDON SAMANTHA D			05/26/2020	235.46			
2017-04-0081912	LIRA-LEVINE ALEXZANDRIA H			05/26/2020	119.80			
2017-04-0081920	LOMBARDI CHRISTOPHER L			05/26/2020	26.75			
2017-04-0081982	MANGIOFICO JESSICA L			05/26/2020	84.83			
2017-04-0082071	MCKINLEY PATRICK W			05/26/2020	134.23			
2017-04-0082114	MILMSKI ELIZABETH M			05/26/2020	0.80			
2017-04-0082139	MITCHELL JOHN C			05/26/2020	90.03			
2017-04-0082149	MOLNAR MICHAEL L			05/26/2020	57.23			
2017-04-0082154	MONGILLO JEFFREY			05/26/2020	54.60			
2017-04-0082155	MONGILLO JEFFREY			05/26/2020	98.93			
2017-04-0082162	MORALES ADRIANA			05/26/2020	46.18			
2017-04-0082165	MORALES JAVIER			05/26/2020	273.00			

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Total

12,616.58

1.2, 616.5E

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 Condition (s): Year: 2018, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code Reason	Date	Town Due/Susp	Dist Due/Suspsewer Due/Susp	Total
2017-03-0050215	ADAMS GEORGE J		05/26/2020	457.93		
2017-03-0050452	ALMONTE LUIS V		05/26/2020	122.20		
2017-03-0050463	AMBER & WHITE SAFETY LIGHTS LLC		05/26/2020	427.70		
2017-03-0050620	ARAUO EVARISTO P		05/26/2020	68.90		
2017-03-0050621	ARAUO EVARISTO P		05/26/2020	208.65		
2017-03-0050844	AYALA RIBOT		05/26/2020	16.25		
2017-03-0050867	AYOTTE SARAH M		05/26/2020	341.25		
2017-03-0050949	BAUER-CORBIN JAMES M		05/26/2020	125.78		
2017-03-0051030	BALSER SUSAN A		05/26/2020	97.83		
2017-03-0051069	BARAGLIA CLAIRE G		05/26/2020	1,208.68		
2017-03-0051177	BARRINGER JOSEPH D		05/26/2020	106.28		
2017-03-0051178	BARRINGER JOSEPH D		05/26/2020	68.90		
2017-03-0051179	BARRINGER JOSEPH D		05/26/2020	467.35		
2017-03-0051180	BARRINGER JOSEPH D		05/26/2020	137.80		
2017-03-0051181	BARRINGER JOSEPH D		05/26/2020	165.10		
2017-03-0051207	BASHYAL BHIM L		05/26/2020	73.45		
2017-03-0051223	BATIH OLEKSANDR R		05/26/2020	40.06		
2017-03-0051253	BAYRAM KATRINA M		05/26/2020	88.73		
2017-03-0051391	BENDAS GREGORY P		05/26/2020	43.55		
2017-03-0051419	BENNARDO KEVIN J		05/26/2020	232.05		
2017-03-0051476	BERGEN THOMAS J		05/26/2020	170.63		
2017-03-0051640	BETZ DONNA L		05/26/2020	463.13		
2017-03-0051641	BETZ DONNA L		05/26/2020	134.23		
2017-03-0051733	BIKAKIS GEORGE J		05/26/2020	997.75		
2017-03-0051742	BILLINGS CHRISTINA S		05/26/2020	167.38		
2017-03-0051864	BLASI JOHN S		05/26/2020	256.10		
2017-03-0051917	BOGUSLAWSKI THADEUS 3RD		05/26/2020	194.68		
2017-03-0052111	BOUCHER SIERRA N		05/26/2020	6.50		
2017-03-0052112	BOUCHER SIERRA N		05/26/2020	200.85		
2017-03-0052113	BOUCHER SIERRA N		05/26/2020	599.63		
2017-03-0052213	BREAU EMERY A JR		05/26/2020	147.88		
2017-03-0052214	BREAU EMERY A JR		05/26/2020	16.25		
2017-03-0052331	BROOKS KIMBERLY E		05/26/2020	373.10		
2017-03-0052339	BROWN ALLISON C		05/26/2020	340.60		
2017-03-0052538	BUNNAMAN SANDRA M		05/26/2020	368.55		
2017-03-0052569	BURGOS JOSE		05/26/2020	39.00		
2017-03-0052753	CALAFIORE PAUL		05/26/2020	0.03		
2017-03-0052933	CARANGELO MARTIN D		05/26/2020	192.40		
2017-03-0052969	CARFI JEFFREY J		05/26/2020	360.75		
2017-03-0053006	CARLONE WARREN A		05/26/2020	442.65		
2017-03-0053148	CARRUBBA ANTHONY J		05/26/2020	114.40		
2017-03-0053426	CERNIGLA NICHOLAS R		05/26/2020	92.30		
2017-03-0053629	CHOINSKI CHRISTOPHER G		05/26/2020	384.48		
2017-03-0053765	CILLO ERIC G		05/26/2020	536.25		
2017-03-0053766	CILLO ERIC G		05/26/2020	247.00		
2017-03-0053767	CILLO ERIC G		05/26/2020	52.98		
2017-03-0053768	CINTRON EDWIN		05/26/2020	158.60		
2017-03-0053780	CIOLO SUMMER M		05/26/2020	75.08		
2017-03-0053896	COACH HARLEY D		05/26/2020	344.18		
2017-03-0053916	COCCOMO DANIELLE A		05/26/2020	120.58		
2017-03-0053951	COHAGAN GAY F		05/26/2020	3.56		
2017-03-0053953	COLBURN DAVID M		05/26/2020	169.98		
2017-03-0054674	COLBURN MARY-KATHERINE		05/26/2020	83.20		
2017-03-0055442	CONE GUY A JR		05/26/2020	0.01		
	CORCORAN GAIL D		05/26/2020	687.70		
				52.33		

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 22, 2020

SUBJECT: State Matching Grant Program SFY 2021 for Elderly and Disabled Demand Responsive Transportation.

Summary of Agenda Item:

The Senior Center has received the SFY 21/22 Management Plan for our State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation. This application is for our 16th year of funding in the amount of \$30,495. This amount has stayed the same from the previous years. This figure is based on 2010 Census figures for Berlin. The funds are used to expand our Municipal Funded Senior Center transportation services.

Action Needed:

Move to authorize and accept the Senior Center Director to apply for the 16th year of funding for the State Matching Grant Program SFY 21/22 for Elderly and Disabled Demand Responsive Transportation.

Attachments:

None

Prepared by:

Christine Doyle, Berlin Senior Center Director

To Join via WebEx, click on the link below:

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mb1f69428a103fe224bfddf7284a6fad7>

To Join by phone:

+1-408-418-9388 United States Toll
Access code: 132 795 3874

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 2, 2020 at 7:00 p.m. ~~via conference call at 1-563-999-2090; pin # 269573~~ to discuss the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and to solicit citizen input.

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

This year, The Prudence Crandall Center submitted two proposals. Prudence Crandall provides a comprehensive array of services in the Berlin community to victims of domestic violence. The first proposal is for energy efficiency. The funds would go towards conservation repairs and improvements which would ultimately save money on operating costs associated with the facility. The second one is to support their Annual Appeal. Funds from the Annual Appeal go towards aiding programs that serve low income people. It would help to provide for emergency housing, counseling and advocacy services for victims of domestic violence as well as support community education and prevention services.

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

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

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

Equal Opportunity/Affirmative Action

Will be published on the Town of Berlin Website at www.town.berlin.ct.us as per Governor's Executive Order 7I.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 20, 2020

SUBJECT: Fund Transfers & Contract Amendment for Police Station Interview Rooms

Summary of Agenda Item:

As part of on-going discussions for building renovations at the Police Department, number of immediate needs were identified. Amongst them were air conditioning in the men's locker room, replacement of the doors on our jail cells, and the construction of two interview rooms, one off the lobby and another inside the building. The air conditioning and jail cell projects have been completed leaving the interview rooms as the remaining open item. Improvements to the current facility have and will address the police department's operational needs, reduce liability, and will ensure the safety & confidentiality of citizens and staff at police headquarters. The current jail cell contractor Bismark Construction, has provided an estimate to complete the two interview rooms per the design developed with the Police Department. Funding for the two interview rooms is proposed to come from three current sources. First, \$22,981.85 from unused contingency funds for the completed Jail Cell Replacement project (538.00.0000.0.10002.00000). Second, \$14,834.31 from the remaining balance in the Griswold Portable Classroom Fund (556.45.4567.0.59623.00000). Third, \$16,183.84 from the In Lieu of Sick (retiree) account (001.15.1532.0.51811.00000) in the General Fund. These funds are available because sick balance payouts to retiring officers during fiscal year 2020 were lower than projected. All of these funds will be transferred into the Police Station Construction Fund and appropriated to the Buildings & Renovations account (538.15.1532.0.54000.00300) within the Police Station Construction Fund.

Action Needed:

Move to approve the transfer of \$22,981.85 from the Jail Cells account in the Police Station Construction Fund, \$14,834.31 from the Transfer to Other Funds account in the Griswold Portable Classroom Fund and \$16,183.84 from the In Lieu of Sick (retiree) account in the General Fund to the Police Station Construction Fund and appropriate to the Buildings & Renovations account within the Police Station Construction Fund, pending approval of the Board of Finance. Move to authorize a contract amendment with Bismark Construction of Milford, CT for an amount not to exceed \$54,000 which includes a 15% contingency, as this is in the best interest of the Town.

Attachments:


Proposed interview rooms design
Bismark Construction Estimate
Budget Transfer Forms

Prepared By: 
Deputy Chief Chris Ciuci



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2020	Date:	5/15/20
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$16,183.84	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51811.00000	In lieu of Sick (retiree)	\$16,183.84			

Contingency Balance (If applicable):

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

Building renovations to the Police Station are proposed that would add a soft interview room off the lobby and a proper hard interview room near the new jail cells. These modifications were proposed to take place once the jail cells were replaced. Funds are available in the In Lieu of Sick (retiree) account because sick time payouts to retiring officers were lower than projected during fiscal year 2020.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 5/15/2020
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:	Police	Fiscal Year:	FY2020	Date:	5/15/20
To Acct #:	Description:	Amount:	Requested by:		
538.15.1532.0.54000.00300	Buildings & Renovations	\$22,981.85	C. Ciuci		
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:		
538.15.1532.0.54000.00351	Jail Cells	\$22,981.85	KD		

Contingency Balance (If applicable):

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

Building renovations to the Police Station are proposed that would add a soft interview room off the lobby and a proper hard interview room near the new jail cells. These modifications were proposed to take place once the jail cells were replaced. With the jail cell project now complete, remaining contingency funds from the jail cell project are proposed to be transferred into the Buildings & Renovations account to fund a portion of the new interview rooms costs.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/15/2020**

Comments:

Proctor

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 22, 2020

SUBJECT: Non-Budgeted Appropriation of General Fund Unassigned Fund Balance for Defined Benefit Pension Payout

Summary of Agenda Item:

The Town has effectively implemented a pay-as-you-go funding strategy for the closed defined benefit pension plan. This method has utilized General Fund unassigned fund balance (either through a budgeted appropriation or a mid-year, non-budgeted appropriation) to fund payouts since FY2017. This method has allowed the Town to fund 6 payouts in the last three fiscal years. The Town Charter requires a public hearing for any non-budgeted appropriation over \$25,000; however, the Governor's Executive Order 7S, amended by 7CC, eliminated the public hearing requirement during the COVID-19 pandemic.

In June 2020, a seventh retirement payout will be greater than the pension fund balance at Prudential. In order to honor the Town's obligation to the retiree and maintain the required \$300,000 balance at Prudential, a \$255,000 non-budgeted appropriation is necessary during FY20.

With this transfer, the Town's projected pension fund balance at the end of July will be \$400,464. It should be noted that during FY21, an additional non-budgeted appropriation will be made to honor future payouts. However, the cash demand is not expected until April 2021, so the FY21 non-budgeted appropriation will be requested in January 2021, unless additional participants retire.

Action Needed:

Move to approve a non-budgeted appropriation of General Fund Unassigned Fund Balance of \$255,000 to the Pension/Actuarial Funding account in the General Fund.

Attachments:

None


Prepared By:

Kevin Delaney, Finance Director



Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 22, 2020

SUBJECT: Budget Transfers to Clear Overbudget Accounts

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All 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 \$34,500, 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
June 2, 2020

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Town Manager/IT	001.05.0503.0.53208.00000		\$8,500.00	The Town is in the process of replacing desktop computers with laptops in support of the Stay Home order from the Governor and to enhance the opportunity to work from home in the future. To accommodate this initiative, additional funds are needed in the Computer Equipment account. Funds are available in the Town Manager Health Insurance account due to a different benefits election than was included in the FY20 budget.
	001.05.0501.0.52235.00000	\$8,500.00		
Public Works				The international refuse and recycling issues were addressed in the FY20 budget submission. However, the tonnage of waste has increased during the COVID-19 pandemic. The Town's actual refuse disposal costs will be very close to the budgeted amount and may exceed the budget. This transfer provides a small offset to the risk of exceeding the original budget.
	001.20.2036.0.53823.00000		\$10,000.00	
	001.05.0507.0.53927.00000	\$10,000.00		
Legal				The Town has been engaged in several legal matters during FY20. As year-end approaches, the legal bills are projected to exceed the budget. This transfer mitigates the risk of exceeding the budget and allows for the timely payment of various legal bills.
	001.05.0506.0.53828.00000		\$10,000.00	
	001.05.0507.0.53927.00000	\$10,000.00		
Finance				
	001.05.0502.0.53201.00000		\$6,000.00	Payroll currently stores all files in a standard, locked filing cabinet. In the event of a fire, critical payroll files will likely be lost. The Finance Department made adjustments during FY20 to generate savings in training, part-time help and health insurance to purchase two fireproof/waterproof filing cabinets to store critical payroll files.
	001.05.0502.0.53945.00000	\$2,000.00		
	001.05.0502.0.51510.00000	\$2,500.00		
	001.05.0502.0.52235.00000	\$1,500.00		
GENERAL FUND TOTAL				
		<u>\$34,500.00</u>	<u>\$34,500.00</u>	
Water Control				
WATER CONTROL TOTAL		<u>\$0.00</u>	<u>\$0.00</u>	
GRAND TOTAL		<u>\$34,500.00</u>	<u>\$34,500.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

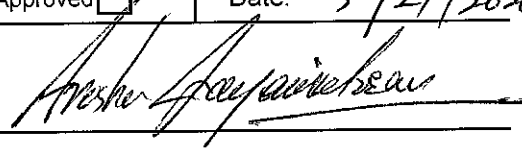
Department:	IT/Townwide	Fiscal Year:	FY2020	Date:	5/21/20
To Acct #:	Description:	Amount:	Requested by:		
001.05.0503.0.53208.00000	Computer Equipment	\$8,500.00	K. Delaney		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0501.0.52235.00000	Health Insurance	\$8,500.00	KD		

Contingency Balance (If applicable):

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

The Town is in the process of replacing desktop computers with laptops in support of the Stay Home order from the Governor and to enhance the opportunity to work from home in the future. To accommodate this initiative, additional funds are needed in the Computer Equipment account. Funds are available in the Town Manager Health Insurance account due to a different benefits election than was included in the FY20 budget.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	5/21/2020
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: **5/21/20**

To Acct #: 001.20.2036.0.53823.00000	Description: Refuse Disposal	Amount: \$10,000.00	Requested by: M. Ahern
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Are there funds from another account which can be requested: Yes ☐ No ☒ Partially ☐ Don't Know ☐

From Acct #: 001.05.0507.0.53927.00000	Description: Contingency	Amount: \$10,000.00	Approved by: 
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Contingency Balance (If applicable): **\$56,594.76**

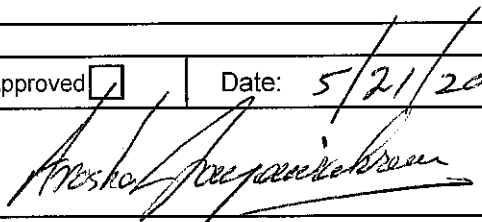
Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The international refuse and recycling issues were addressed in the FY20 budget submission. However, the tonage of waste has increased during the COVID-19 pandemic. The Town's actual refuse disposal costs will be very close to the budgeted amount and may exceed the budget. This transfer provides a small offset to the risk of exceeding the original budget.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/21/2020**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department: **Corporation Counsel** Fiscal Year: **FY2020** Date: **5/21/20**

To Acct #: 001.05.0506.0.53828.00000	Description: Outside Legal/Expert	Amount: \$10,000.00	Requested by: K. Delaney
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Are there funds from another account which can be requested: Yes ☐ No ☒ Partially ☐ Don't Know ☐

From Acct #: 001.05.0507.0.53927.00000	Description: Contingency	Amount: \$10,000.00	Approved by: KD
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Contingency Balance (If applicable): **\$46,594.76**

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

The Town has been engaged in several legal matters during FY20. As year-end approaches, the legal bills are projected to exceed the budget. This transfer mitigates the risk of exceeding the budget and allows for the timely payment of various legal bills.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/21/2020**

Comments:

Arshon Jayaraman

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

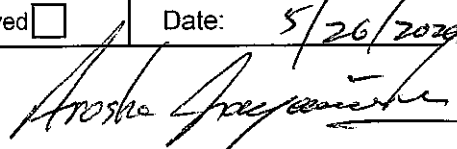
Department:	Finance	Fiscal Year:	FY2020	Date:	5/21/20
To Acct #:	Description:	Amount:	Requested by:		
001.05.0502.0.53201.00000	Supplies	\$6,000.00	K. Delaney		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0502.0.53945.00000	Training	\$2,000			
001.05.0502.0.51510.00000	Part-time/Summer Help	\$2,500			
001.05.0502.0.52235.00000	Health Insurance	\$1,500			

Contingency Balance (If applicable):

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

Payroll currently stores all files in a standard, locked filing cabinet. In the event of a fire, critical payroll files will likely be lost. The Finance Department made adjustments during FY20 to generate savings in training, part-time help and health insurance to purchase two fireproof/waterproof filing cabinets to store critical payroll files.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	5/26/2020
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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Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 21, 2020
SUBJECT: Donation of 5 Scoreboards from Berlin Little League

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 14, 2020, recommended the acceptance of five scoreboards to the Town of Berlin from Berlin Little League. The scoreboards would replace the current scoreboards at the following fields; Petit Field 1, Petit Field 2, Garrity Field, Pulcini Field and Centurelli Field. The scoreboards will be purchased by Berlin Little League from Nevco at a cost not to exceed \$18,349.11. Little League will work with Town of Berlin Facilities Department and the Parks and Grounds Department for installation.

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

ACTION NEEDED:

Move to approve acceptance of the donation of five scoreboards from Berlin Little League valued at \$18,349.11 to be installed at the following fields; Petit Field 1, Petit Field 2, Garrity Field, Pulcini Field and Centurelli Field.

ATTACHMENTS:

Quote from Nevco

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Parks Services

NEVCO

QUOTATION

Consent Agenda E

Account Name	Berlin Little League	Created Date	4/29/2020
Quote Number	00109630	Expiration Date	6/21/2020
Contact Name	Bill Petit	Prepared By	Michael Spiezio
Title	President	Title	Display and Scoring Consultant
Phone	(860) 543-9906	Phone	(618) 659-7507
Email Address	beau@llecabinets@secglobal.net	Fax	(618) 659-1821
		Email Address	mspiezio@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x W x H
4.00	1612-PC	Baseball/Softball LED Scoreboard with Pitch Counters (uses 1 MPCW-7 or 2 MPCX's... not included)	10'x5'x8"
1.00	1650	Baseball/Softball LED Scoreboard	8'x3'x8"
5.00	802-0300 - MPCX2 Baseball/Softball	Wireless Handheld Control	0.3'x0.5'x0.1'
4.00	802-0300 - MPCX2 (Pitch Count)	Wireless Handheld Control	0.3'x0.5'x0.1'
5.00	MPCX/MPCX2 Case	MPCX/MPCX2 Control Carrying Case (holds 2 controls)	12.4'x8'x4"
5.00	MPCX2 Rec - Outdoor xxx	In-board Wireless Receiver Kit	

Ttl Shipping Wt (lbs)	1,395	Subtotal	USD 17,208.84
County	Hartford	Freight	USD 1,140.27
		Total	USD 18,349.11

Additional Notes

Installation is not included
6-9 week turnaround time

Customers who purchased items in this quote also purchased the following:

Stadium Pro Sound Series



- Stadium Pro 1000 series and Stadium Pro 2000 series available
- Custom designed for the athletic market to provide complete coverage
- Single-point sound source system located at scoreboard
- Speakers and subwoofers will deliver clear, intelligible voice and concert quality music at high decibel levels throughout your facility
- 5 Year Warranty on loudspeakers and custom designed speaker cabinet

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 19, 2020
SUBJECT: Aera-Vator

SUMMARY:

The Berlin Parks and Grounds Department has obtained three written quotes and is requesting the Berlin Town Council to approve the waiving of the sealed bid requirements and award the contract for the purchasing of an Aera-Vator. The Aera-Vator will be used for aerating, slicing and seeding athletic fields and other areas as needed throughout town. This will help us start moving towards a sustainable turf program. The current over seeder and aerator the Grounds Department owns was purchased in 1970 and parts are not readily available.

We currently have funds available in the Equipment account 001.25.2545.0.53208.00000 to purchase this piece of equipment.

ACTION NEEDED:

Move to approve waiving the sealed bid requirements and awarding of contract to the lowest bidder Turf Products, for the purchase of an Aera-Vator not to exceed \$17,708.27. This is in the best interest of the Town.

ATTACHMENTS:

3 written quotes

PREPARED BY:

Steve Wood, Superintendent of Parks and Grounds SW



QUOTE

157 Moody Road • PO Box 1200 • Enfield, CT 06083
Main Office: (800) 243-4355 • FAX (860) 763-5550

Prepared For: **Steve Woods**
Town of Berlin

Ship To: Buildings & Grounds
Quote Number: 4720
Quoted Date: 04/07/20
Prepared By: Brian Pope
bpope@turfproductscorp.com
860-395-6936

Sourcewell Member ID # 129829

[illegible]



Count on it.

☒ 315 Commerce Blvd.
Liverpool, New York
Phone: 1-315-457-0181
Parts Fax: 1-800-950-4342
Office Fax: 1-315-457-0312

☐ 892-888 Troy Schenectady Rd Latham,
New York
Phone: 1-518-785-8841
Parts Fax: 1-800-950-4342
Office Fax: 1-518-785-5740

To: Customer Name: Town of Berlin
Address:
City State Zip
Attn:
Phone:

QMS Quote #	
Quote Date:	29-Apr-20
Inquiry Date:	
Prices Good Until:	28-Jul-20
Estimated Delivery:	
Terms:	
F.O.B.	Delivered
Shipped Via:	Truck
Height of Cut:	
Purchase Order # If Needed	
Ship to Zip Code	13346
Quoted By:	
Salesman	Roger Lind
Cell Phone	315-374-8441
Email	rlind@grasslandcorp.com

In Response to your inquiry, we submit the following Quotation

Qty	Model Number	Description	Sugg. Retail Price	Unit Price Quoted	Extension
1	UA82-222	FRAME,RAKE,ROLLER		\$7,632.00	\$7,632.00
2	UA82-018	SHAFTS		\$2,550.00	\$5,100.00
1	SB82-002	SEED BOX		\$4,550.00	\$4,550.00

NOTES		TOTALS	
Delivery Contact Name		Total	\$17,282.00
Delivery Contact Phone Number		Discount	
PO Needed <input type="checkbox"/>		Total	
		Toro Protection +	
		Trade Ins	\$ -
		Set Up	\$ 550.00
		Delivery Charges	\$ 650.00
		Fuel & Frt Surcharge	\$ -
		Subtotal	\$18,482.00
		Tax Rate	
Customer Acceptance	Date:	Sales Tax	
		Total with Tax	



164 Oakridge CH RD
Tifton, GA 31794
Wats: 800-363-8780
Phone: 229-382-4768
Fax: 229-382-0506

Quote

DATE 5/13/2020

Sold to:

Name
Company
Address
City, State Zip
Phone
Fax
Email

Steve Woods
Town of Berlin

Ship To:

SHIP DATE	P.O. NUMBER	SHIP VIA	F.O.B.	TERMS
		LTL Truck	Tifton, GA.	Pre-Pay

DESCRIPTION	WEIGHT	QTY	PART #		TOTAL
UA80 AERA-VATOR FRAME W/ RAKE & ROLLER	990	1	UA82-022	\$7,131.96	\$7,131.96
UA80 AERA-VATOR SHAFT (requires 2)	160	2	UA82-018	\$2,340.85	\$4,681.70
UA80 SEED BOX	380	1	SB82-002	\$4,197.44	\$4,197.44
Total Weight:		1,530		Subtotal	\$16,011.10

Comments or special instructions:

Setup \$250.00
Parts \$0.00

Total Cost \$16,261.10

EST Freight \$1,825.00

Single Shipment \$200.00

Quotation valid until: 6/12/2020

TOTAL \$18,536.10

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 22, 2020

SUBJECT: Request to Waive the Bidding Process for Creative Recreation

Summary of Agenda Item:

The Town of Berlin has 13 playgrounds. Throughout each year, funds are spent on maintaining these playgrounds, repairing equipment and/or adding more fiber to meet safety standards.

Currently, when an apparatus breaks it is either removed completely or deemed out of order and securely marked off until time the Parks and Grounds Department can obtain 3 written quotes to replace the broken equipment. For the past 25 years, the majority of playground equipment that has been purchased has been through Creative Recreation after coming in with the lowest quote.

In order to have the availability to maintain, repair and replace playground equipment in an efficient and swift manner, the Parks and Grounds Department is requesting to waive the bidding process for Creative Recreation for a total not to exceed \$20,000 from account number 001.25.2545.0.53222.00000 for the fiscal year 2020/2021.

Action Needed:

Move to waive the bidding requirement for maintenance and replacement of playground equipment and approve hiring Creative Recreation for a total amount not to exceed \$20,000 for fiscal year 2020/2021, since this is in the best interest of the town.

Attachments:

None

Prepared By:

Steven Wood, Parks and Grounds Superintendent SW

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 22, 2020
SUBJECT: Bid Waiver for Bigelow Electric Services at Water and Sewer Pumping Stations

SUMMARY:

The water and sewer pumping stations are in constant need of repairs and maintenance and Bigelow Electric Services knows the history and records better than any other local vendor. This year alone there have been several electrical emergencies which have caused the department to exceed the purchase order threshold of \$10,000 to one vendor.

An increase of \$2,000 from account 844.55.5583.0.56712.00000 (sewer electrical) and an equal increase of \$2,000 from account 843.50.5083.56712.00000 (water electrical) is requested to complete the fiscal year.

ACTION NEEDED:

Move to waive the bidding requirements for Bigelow Electric, Inc. to allow an additional \$ 4,000.00 for emergency electrical services for the water and sewer pump stations, as this is in the best interest of the Town.

ATTACHMENTS:

Sufficiency of Funds

PREPARED BY:

Ray Jarema, P.E., Water Control Manager





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 15-May-20

Purchase Item or Contract: Electrical services at pumping stations		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Electrical services at water and sewer pumping stations	\$4,000.00	\$4,000.00
	(Additional \$4,000 above the \$10,000 bid threshold)		
			-
			-
			-
			-
843.50.5083.0.56712.00000 Electrician			TOTAL
Account No. 844.55.5583.0.56712.00000 Electrician			\$4,000.00

Budgeted Amount.....	\$15,000.00	Available balance.....	\$6,000.00
Encumbrances to Date.....	\$5,229.50	Amount Needed for This Package.....	\$4,000.00
Expenditures to Date.....	\$3,770.50	Available Balance After Purchase.....	\$2,000.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:



Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 26, 2020

SUBJECT: BRRFOC- Bristol Facility Municipalities Partnership
Restated Inter-Community Agreement

SUMMARY:

The Town of Berlin has been a participating community of the Bristol Resources Recovery Facilities Operating Committee (BRRFOC) since 1985. Established in 1985 under the initial Inter-Community Agreement, BRRFOC administers an integrated solid waste disposal program for fourteen (14) Connecticut cities and towns with an estimated population of 310,000. The BRRFOC Executive Committee revised the original 1985 agreement to update portions that were obsolete. The final draft of this restated agreement is attached, along with a resolution authorizing the Town Manager to execute the agreement. Corporation Counsel has reviewed the Restated Agreement which runs through December 31, 2034 unless terminated pursuant to its terms or extended in accordance with an amendment approved by the Conn. Gen Stat. Sections 7-339a-7-3391 or other enabling legislation adopted by the General Assembly.

ACTION NEEDED:

Move to adopt the resolution authorizing the Town Manager to execute an agreement entitled "Inter-Community Agreement Between the Cities and Towns of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott".

ATTACHMENTS:

Resolution Authorizing the Execution of the Restated Inter-Community Agreement
Restated Inter-Community Agreement (Final Draft)

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director / Town Engineer



**RESOLUTION AUTHORIZING THE TOWN OF BERLIN TOWN MANAGER
TO ENTER INTO RESTATED INTER-COMMUNITY AGREEMENT
REGARDING THE BRRFOC**

WHEREAS, Conn. Gen. Stat. Section 22a-221 grants all municipalities of the State of Connecticut with the authority to enter into inter-community agreements to manage municipal solid waste; and

WHEREAS, in accordance with that statutory authority, the Resource Recovery Facility Operating Committee (the "BRRFOC") was formed pursuant to the 1985 Inter-Community Agreement between the municipalities of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott (the "Municipalities"),

WHEREAS, the 1985 Inter-Community Agreement has been amended from time to time,

WHEREAS, the Municipalities are currently jointly engaged in the disposing of solid waste and managing recyclables pursuant to the Municipal Solid Waste Disposal and Recycling Services Agreement ("MSW & Recycling Agreements") and dated December 21, 2012 as amended; and

WHEREAS, the Municipalities desire to continue contractual relationships to provide the residents and businesses of their municipalities with solid waste disposal services in their capacity as members of the BRRFOC by way of a newly restated inter-community agreement.

NOW THEREFORE BE IT RESOLVED, that the Town of Berlin having complied with all of its municipal and other applicable requirements to enter into the newly restated inter-community agreement, authorizes its Town Manager to execute the agreement and to do such other lawful things as are necessary to enter into the agreement on behalf of the Town of Berlin.

Dated in Berlin, CT this ____ day of June, 2020.

Mark H. Kaczynski,
Mayor

INTER-COMMUNITY AGREEMENT BETWEEN THE CITIES AND
TOWNS OF BERLIN, BRANFORD, BRISTOL, BURLINGTON,
HARTLAND, NEW BRITAIN, PLAINVILLE, PLYMOUTH, PROSPECT,
SEYMOUR, SOUTHTON, WARREN, WASHINGTON, AND
WOLCOTT, each a municipality and political subdivision of the State of
Connecticut ("Municipality" and, together, the "Municipalities")

This INTER-COMMUNITY AGREEMENT ("Agreement"), is a successor to, and replacement of the 1985 Inter-Community Agreement as amended, which established the Resource Recovery Operating Committee (a/k/a BRRFOC), and by and between the Municipalities after execution on behalf of the Municipality on or before _____, 2020.

WITNESSETH

WHEREAS, Conn. Gen. Stat. Sections 7-339a-1 et. seq. grant to BERLIN, BRANFORD, BRISTOL, BURLINGTON, HARTLAND, NEW BRITAIN, PLAINVILLE, PLYMOUTH, PROSPECT, SEYMOUR, SOUTHTON, WARREN, WASHINGTON, and WOLCOTT, the "Municipalities" the power and authority to establish by ordinance and regulation the means to carry out the duties, responsibilities and legal obligations of municipal government; and

WHEREAS, Conn. Gen. Stat. Section 22a-221 grants municipalities the authority to enter into inter-community agreements for purposes of establishing an Operating Committee; and

WHEREAS, in accordance with that statutory authority, the Resource Recovery Facility Operating Committee (the "BRRFOC") was formed pursuant to the 1985 Inter-Community Agreement, as subsequently amended from time to time and binding the respective Municipalities with respect to constructing and operating the Bristol Resource Recovery Facility under a service agreement which expired in June 2014; and

WHEREAS, the Municipalities desire to continue their participation in an inter-community agreement as members of the BRRFOC tasked by the State with the responsibility for managing solid waste generated within their respective Municipalities; and

WHEREAS, the Municipalities are jointly engaged in the disposing of solid waste and managing recyclables pursuant to the Municipal Solid Waste Disposal and Recycling Services Agreement ("MSW & Recycling Agreements") and dated December 21, 2012 as amended; and

WHEREAS, the Municipalities now comprise the Bristol Facility Policy Board pursuant to Section 1.7 of the MSW & Recycling Agreements; and

WHEREAS, the Municipalities desire to continue contractual relationships to provide the residents and businesses of their municipalities with solid waste disposal services in their capacity as members of the BRRFOC.

NOW THEREFORE, subject to the terms and conditions printed below, the Municipalities agree:

ARTICLE I: Authority for Agreement; Effective Date; Duration; Withdrawal

1-1. This Agreement is entered into pursuant to Conn. Gen. Stat. Sections 7-339a-7-339l inclusive, as amended.

1-2. The effective date of this Agreement shall coincide with that date on which the Agreement is ratified by five or more Municipalities pursuant to Conn. Gen. Stat. Section 7-339c.

1-3. The term of this Agreement shall be from the effective date to December 31, 2034, unless otherwise terminated pursuant to the terms of this agreement or extended in accordance with an amendment to this Agreement approved by Conn. Gen. Stat. Sections 7-339a-7-339l or such other enabling legislation adopted by the General Assembly after the effective date of this Agreement.

1-4. Any municipality that is a party to the Agreement may, by vote of its legislative body prior to June thirtieth in any year, elect to withdraw from this Agreement. The effective date of the withdrawal ("Effective Date") shall be the first day of the fiscal year (July first) that immediately follows the lapse of one year (365 days) from date of receipt of a notice of withdrawal from the withdrawing municipality. Such withdrawal shall not relieve the withdrawing municipality from any liability or obligation it incurred up to and through the Effective Date.

1-5. Unless two or more Municipalities opt to continue this Agreement in accordance with the provisions of this section, the withdrawal of five or more of the Municipalities shall terminate this Agreement as of the Effective Date of withdrawal, as defined in Section 1-4 above. Upon termination of this Agreement, any operating assets shall be distributed among the constituent municipalities in accordance with their proportionate shares for the year in which the agreement is terminated, as established by Article V hereof and any capital assets shall be distributed between the constituent municipalities in the same ratio in which they were purchased. If one or more of the Municipalities wishes to continue operations of the BRRFOC, it will compensate the other municipality for its share of the assets based on the depreciated values as determined by the most recent audit. The amount may be paid over the remaining years of the agreement, or as determined by a duly called vote approved by a majority of the Municipalities that are parties to the Agreement at the time of the of the termination, whichever occurs sooner. Termination of this Agreement shall not affect obligations of any Municipality established under the MSW & Recycling Agreements, including participation in the Bristol Facility Policy Board.

ARTICLE II: Powers of the BRRFOC

2-1. In order to furnish or provide for the joint use or benefit of the Municipalities services, personnel, facilities, equipment, or any other property or resources associated with management and disposal of solid waste generated by the municipalities, with the pledge of the full faith and credit of the Municipalities, the BRRFOC shall have the following powers and obligations:

- a. To provide for the residents and businesses of the Municipalities management and other services including but not limited to personnel, facilities, equipment

and any other property or resources needed to carry out collection and disposal of Mixed Municipal Solid Waste and Municipal Solid Waste, Household Hazardous Waste and recyclables subject to available appropriations authorized in the BRRFOC's annual operating budget.

- b. Ensure accurate reporting of deliveries of Acceptable Solid Waste, Acceptable Recyclables, Household Hazardous Waste, or other materials and provided by one of more of the Municipalities, a facility, or a contractor to the BRRFOC, subject to the reasonable accuracy of such information and in the possession of the BRRFOC in a timely fashion .
- c. In conjunction with reporting of deliveries noted above, confirm the proper amounts allocated to the Municipalities as the "Electrical Revenue Share" (Section 3.1 (d) of the MSW & Recycling Agreements as amended) conform with waste delivery receipts at one or more of the Designated Facilities utilized by Covanta Bristol, Inc. or its assignee.
- d. To perform calculations to establish the "Annual Reserved Capacity", the "Monthly Capacity Limit", and similar contractual parameters established within the MSW & Recycling Agreements.
- e. To act as agent on behalf of the Municipalities with respect to prescribed responsibilities of the Bristol Facility Policy Board, as stipulated in the Section 1.7 of the MSW & Recycling Agreements to the extent such activity conforms with applicable laws of the State of Connecticut.
- f. To undertake such obligations on its behalf or as agent on behalf of the Municipalities pursuant to any subsequent contract regarding the provision of solid waste disposal and recycling services when and if the Solid Waste Disposal and Recycling Agreement expires or is terminated.
- g. Adhere to and administer outstanding obligations of the BRRFOC, including but not limited to retaining staff employed as of the date of this Agreement, commitments for employee benefits, vacation, holiday and sick leave, and severance payments.
- h. Manage reserve funds, prepare and distribute financial reports as required by statute including those required by Conn. Gen. Stat. Sections 4-230 through 4-236 and Sections 7-391 through 7-397, and manage retention of documents in accordance with Conn. Gen. Stat. Section 11-8(a).
- i. To employ staff, fix their duties and determine their compensation within appropriations established in the annual operating budget.
- j. To retain by contract or employ counsel, auditors, engineers, private consultants, and advisers.
- k. To engage legal counsel for purposes of preserving contractual services and advocating for and defending the interests of the BRRFOC Municipalities.

- l. To purchase, lease or rent and hold in its name such real and personal property as it may deem necessary, convenient, or desirable.
- m. To contract with municipalities, municipal, state, and regional authorities, and state and federal agencies to provide and/or receive waste management services in accordance with the provisions of this Agreement.
- n. To accept gifts or grants of funds, property, or services from any source, public or private, subject to the provisions of this Agreement, with the terms and conditions thereof.
- o. To exercise any authority expressly granted to an operating committee by statute including those granted by Conn. Gen. Stat. Section 7-339l.

ARTICLE III: BRRFOC Governance

3-1. The policy-making legislative body of BRRFOC shall be its Policy Board.

3-2. Composition of the Policy Board. The Policy Board shall consist of one (1) representative from each of the Contracting Communities, which representative shall be, in the case of each Contracting Community, the chief executive officer or designee of the chief executive officer.

3-3. Term of Policy Board Members. Each member of the Policy Board shall serve until a successor is chosen by the legislative body the Municipality, and in the case of a member who is the designee of any chief executive officer, by the chief executive officer of the Municipality

3-4. Policy Board Meetings.

- a. Annual Meeting. An annual meeting shall be held during the month of November, or at the earliest time thereafter when a quorum is convened at a duly called meeting at which time it shall elect officers, adopt or ratify bylaws of the Policy Board, adopt a schedule of regular meetings until the next annual meeting and conduct such other business put before the Policy Board. The bylaws attached hereto and incorporated herein shall be the bylaws of the Policy Board and shall remain effective until the next annual meeting following the Effective Date of the Agreement.
- b. Regular meetings shall be held in accordance with the schedule of meetings adopted at the Annual Meeting.
- c. Special meetings may be called at any time by the President or by written petition signed by seven members of the Policy Board and filed with the Secretary.
- d. Notice of meetings shall be provided in accordance with the Connecticut Freedom of Information Act, Title 1, Chapter 14 of the Connecticut General Statutes ("FOIA"). Unless prohibited by the FOIA, in addition to any requirement of notice imposed by the FOIA, the Secretary shall notify members of meetings by mail or electronic mail notice thereof pursuant containing the date, time, and place thereof and a proposed agenda therefor. Except in the case of an emergency, the notice should be sent not more than twenty (20) nor less than seven (7) days before the meeting date. In the case of an emergency, notice of a meeting Policy Board shall be deemed adequate if given to each

member either orally or by electronic mail or physical delivery at least forty-eight (48) hours before said meeting.

- e. To the extent permitted by the law, the members of the Policy Board may participate in a meeting thereof by means of a conference telephone or similar communications equipment.
- f. Minutes of all meetings of the shall be taken and mailed by the Secretary or the Executive Director to all members not later than two (2) weeks after each meeting and filed in accordance with any requirements of the FOIA.

3-5. Quorum. At any meeting of the Policy Board a majority of the members will constitute a quorum for the transaction of business. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time.

3-6. Voting. Except as otherwise provided by the Bylaws, the vote of a majority of the members present is required to approve any motion.

ARTICLE IV: BRRFOC Executive Officer

4-1. Executive Director. The Executive Director engaged by the Policy Board shall be the chief executive officer of BRRFOC, and in his or her absence, the acting President shall fulfill that position.

4-2. The Executive Director shall represent the interests of the Participating Municipalities with regard to the Agreement. The Executive Director shall be responsible for preparing executing the day to day management of BRRFOC including the preparation of agendas and minutes of Policy Board meetings and related administrative duties, preparation and presentation of a proposed budget to the Policy Board, providing quarterly financial statements to the Policy Board, serving as liaison for the Municipalities and assist with matters of environmental compliance, solid waste management, advocacy, and related tasks supporting the efforts of chief executive officers of the Municipalities.

Article V: Budget, Revenues and Expenditures

5-1. The Policy Board shall adopt an annual operating budget prior to the start of the Fiscal Year which shall contain estimated expenditures and income for the next fiscal year and may include estimated surpluses and reserves for capital and nonrecurring expenditures.

5-2. The Municipalities shall pay their proportionate share of costs and current expenses necessary for the operation and management of the BRRFOC as delineated in the adopted Fiscal Year operating budget. The costs and expenses of furnishing and providing the services, personnel, facilities, equipment, other property or resources shall be prorated based upon the proportion of each town's residential municipal solid waste delivered in the immediately preceding calendar year for the subsequent Fiscal Year Annual Budget, or prorated as otherwise determined by the Policy Board, which shall fix the date or dates of payment of such costs and expenses during each fiscal year. The Policy Board may provide special, out of the ordinary services as requested by a constituent municipality, provided the cost of such services is borne entirely by said municipality.

5-3. Expenditures of the BRRFOC shall not exceed the funds allocated by the approved budget. The BRRFOC may receive funds from the Municipalities for necessary expenditures. The BRRFOC may transfer any unexpended balance of any line item or items included in the budget to any other line item or items.

5-4. The fiscal year of the BRRFOC shall begin on July 1, and end on June 30 of the following calendar year.

ARTICLE VI: Miscellaneous

6-1. Arbitration: All disputes between the parties to this Agreement shall be first mediated and if not resolved, arbitrated. Either party can ask for mediation in which case arbitration of the dispute shall be deferred until the mediator determines an impasse has been reached. Arbitration may be done under the auspices of a private alternative dispute resolution organization located within Middlesex or Hartford Counties and all costs and expenses of the arbitration shall be awarded by the arbitrator. All decisions of the arbitrator shall be binding and final and not subject to appeal to the courts of Connecticut. All expenses of mediation shall be borne equally by the parties.

6-2. Indemnification: Each constituent municipality shall obtain indemnification of itself and the officials, including any designee as defined by Section 3-2 of this Agreement, officers or employees hereunder, to the extent required by Conn. Gen. Stat. Sec. 7-101a by means of insurance or otherwise against any losses, damages, or liabilities arising out of the receiving, obtaining, furnishing, or providing of services, personnel, facilities, equipment, or any other property, or resources, pursuant to this Agreement.

6-3. Separability: If any provision, Section, Article or clause of this Agreement, or the application of any such provisions, Section, Article or clause, to any person, or circumstances, shall for any reason be held invalid, the remainder of this Agreement shall not be affected thereby and the application of such provision, Section, Article, or clause to persons, or circumstances, other than those as to which it shall have been held invalid, shall not be affected thereby.

Article VII: Definitions

As used in this Agreement, the following terms shall be given the meanings as defined herein:

“Acceptable Recyclables” means items designated as items required to be recycled under regulations adopted by the Commissioner of Energy and Environmental Protection pursuant to Conn. Gen. Stat §22a-241b or as otherwise required to be recycled by statute.

“Acceptable Solid Waste” means mixed household solid waste and commercial solid waste generated within the boundaries of one or more of the Municipalities (including trash, refuse and garbage), other than Recyclable Materials, which has the characteristics of Solid Waste and which is (i) normally collected or disposed of by householders or other residents and by churches, schools and other municipal buildings (which for purposes of this Agreement shall be deemed to be household waste) or by commercial businesses, and (ii) permitted under then Applicable Law

to be accepted at the Delivery Point, processed at the Designated Facility and/or disposed of at a Landfill, and which is not Unacceptable Waste or Recyclable Materials or Acceptable Bulky Waste.

"Agreement" means this restated inter-community agreement between the Municipalities.

"Bristol Resource Recovery Facility Operating Committee" or "BRRFOC" shall mean the political subdivision of the state of Connecticut formed by the Municipalities pursuant to this Agreement and Conn. Gen. Stat. Sections 7-339a-1 and 22a-221a.

"Conn. Gen. Stat." shall mean the Connecticut General Statutes.

"Costs" shall mean all costs, or expenses, which are, or shall be incurred by the BRRFOC, or its employees and agents, under this Agreement, in connection with the receiving, obtaining, providing, or furnishing of services, personnel, facilities, equipment, other property or resources, or the performance of any of the functions or activities contemplated by this Agreement.

"Inter-community agreement" means the agreement dated as of August 1, 1985, by and among the towns and cities of Bristol and New Britain and the towns of Berlin, Burlington, Plainville, Plymouth, Southington, and Washington, as such agreement has been amended to include the towns of Wolcott, Warren, Hartland, Branford, Seymour, and Prospect and subsequently amended from time to time.

"Hazardous Waste" means any waste which by reason of its quality, concentration, composition or physical, chemical or infectious characteristics is deemed to be a hazardous waste pursuant to Conn. G.S. § 22a-115 and Regulations of Connecticut State Agencies § 22a-449(c)-101. With regard to materials or substances which are not Hazardous Waste as of the Effective Date of this Agreement, if any law shall subsequently declare, or if any governmental agency or unit having appropriate jurisdiction shall thereafter determine, that such materials or substances are hazardous, then such materials or substances shall be considered Hazardous Waste for the purposes of this Agreement as of the effective date of such governmental determination.

"Mixed Municipal Solid Waste" means municipal solid waste that consists of mixtures of solid waste which have not been separated at the source of generation or processed into discrete homogeneous waste streams such as glass, paper, plastic, aluminum or tire waste streams provided such wastes shall not include any material required to be recycled pursuant to section 22a-241b of the Connecticut General Statutes.

"Municipalities" shall mean the Cities and Towns of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott.

"Municipality" shall mean any single one of the Municipalities.

"Municipal Solid Waste" means solid waste from residential, commercial, and industrial sources.

"Policy Board" means the legislative body of the BRRFOC constituted by the Municipalities to consider matters relating to this Agreement.

“Recycling” means the processing of solid waste to reclaim materials there from.

“Recycling facility” means land and appurtenances thereon and structures where recycling is conducted, including but not limited to, an intermediate processing center as defined in section 22a-260 Connecticut General Statutes.

“Solid Waste” means unwanted or discarded solid, liquid, or semisolid or contained gaseous material excluding solid waste consisting of incidental amounts of recyclable solid waste, significant quantities of hazardous waste as defined in section 22a-115 of the Connecticut General Statutes, land clearing debris, demolition debris, biomedical waste, sewage sludge and scrap metal.

[signature lines to be included]

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 27, 2020

SUBJECT: Exemption of Property from Taxation

Summary of Agenda Item:

Mooreland Hill School, Inc. closed its doors officially in August of 2020. The YMCA is interested in leasing some or all of the property from the former Moorland Hill School, Inc. State Statutes allows a town to adopt an ordinance to extend the tax exemption to a charitable, religious, or non-profit organization that is leasing property. The town must adopt an Ordinance for the exemption to be applied to a property. Richard H. Pentore, attorney for Mooreland Hill School, Inc. is requesting that the Town Council consider an Ordinance that would allow a tax exemption to a charitable, religious, or non-profit organization that is leasing property.

The Ordinance Committee held a Special Meeting on Tuesday, May 26th and voted in support of extending the tax exemption to a charitable, religious, or non-profit organization that is leasing property.

In order to move forward with this, the Town Council should set a Public Hearing for June 16, 2020 at 7:00 PM.

The following is the proposed ordinance:

TAXATION AND FINANCE

Exemption of Property Leased to Charitable, Religious or Nonprofit Organizations (a) Pursuant to and subject to the requirements and terms of Connecticut General Statutes Section 12-81(58), any real or personal property leased to a charitable, religious or nonprofit organization, exempt from taxation for federal income tax purposes, provided such property is used exclusively for the purposes of such charitable, religious or nonprofit organization, shall be exempt from taxation by the municipality. (b) The exemption set forth in (a) hereof shall apply to the Grand List of October 1, 2019, and each Grand List thereafter. (c) Upon the cessation of any factor serving as a basis for the exemption, as determined by the Tax Assessor, the property owner shall be liable for the payment of municipal taxes on that portion of the property that was exempt from the date of such cessation, including a prorated share of the taxes for the tax year in which such cessation took place. Such liability shall attach to the property as a charge thereon.

Action Needed:

Move to authorize the Town Manager to schedule and advertise for a Public Hearing to be held June 16, 2020 at 7:00 PM on an Ordinance extending a tax exemption to charitable, religious, or non-profit organization that is leasing property.

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Central Ct. Health District 2. _____

Name: RAY JAREMA Telephone No.: _____

Home Address: 56 Wildermere Rd. Number of years in Berlin: _____
(Note: To apply, you must be a resident of Berlin)

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

Educational Background (optional) BS, MS - Engn. TOWN OF BERLIN
20 MAY 12 PM 12:58

Present Employment (company/position) Berlin Water Control Com.

Business Address 240 Kensington Rd.

Current and Past Civic/Community Involvement: _____

Wetlands - Comm.

Central Ct. Health District

Tell us why you feel qualified for this appointment: very familiar w/ Health issues,
worked in the Ct. Dept. of Public Health - 40 years

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

Signature: Ray Jarema Date: 5/12/2020

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



Please return application to:

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

TOWN OF BERLIN
20 MAY 13 AM 8:45

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Central CT Health District

2. _____

Name: Patricia J. Chesko

Telephone No.: R 860-828-8445
C 860-221-8888

Home Address: 1276 Worthington Ridge
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 40+

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

Party Affiliation: Democrat ✓

Educational Background (optional): Master in Public Health (MPH) Doctor of Public Health (DrPH)

Present Employment (company/position): Retired

Business Address: _____

Current and Past Civic/Community Involvement:

① Have been a member of CCHD Board 2008-2012, reappointed 2014-2020

② Berlin Historic District Commission can't remember years!

Tell us why you feel qualified for this appointment: Retired public health official,

epidemiologist, (1969-96) Director of Health, Bristol - Burlington Health District 1996-2007

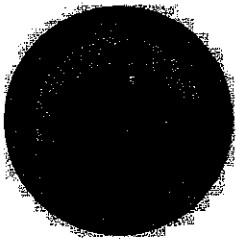
Can you think of any reason that a conflict of interest could arise if you were appointed? _____

No

Signature: Patricia J. Chesko

Date: 5/12/20

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



Please return application to:
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN
20 MAY 15 AM 8:50

TOWN OF BERLIN
Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Commission for Persons with Disabilities 2. _____

Name: Salvatore Calafiore Telephone No.: 860-604-6718

Home Address: 151 Warner Rd Number of years in Berlin: 5
(Note: To apply, you must be a resident of Berlin)

Email Address: sal@salcal.com

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

Educational Background (optional)

SalCal Real Estate Connections Broker/Owner

Present Employment (company/position)

488 New Britain Rd. Berlin CT 185 West Main St. New Britain, CT

Business Address

Current and Past Civic/Community Involvement: Former board member of midstate association of Realtors

Tell us why you feel qualified for this appointment: Being a parent of a child with disabilities i feel that i have made
some good contacts and gained experiance that would benefit the board and be able to advocate for people with disabilities

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

Signature:  Date: 5/14/2020

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

The public can call into this meeting by calling 1-563-999-2090 you will be asked to punch in the access code followed by the pound sign – 269573#. The public portion of the meeting will be limited since the main item is for Executive Session.

TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, May 19, 2020
Remote Meeting
6:30 P.M.

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 6:30 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. 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 – Cocomo Brothers Assoc LLC

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Cocomo Brothers Assoc LLC at 6:32 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, Attorney Jennifer Coppola, Economic Development Director Chris Edge, Economic Development Coordinator Jim Mahoney.

Seconded by Councilor Paonessa.

Vote being 7-0. (MOTION CARRIED)

Executive Session ended at 6:50 p.m.

E. ADJOURNMENT

Councilor Luddy moved to adjourn at 6:50 p.m.

Seconded by Councilor Paonessa.

Vote being 7-0. (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

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
Tuesday, May 19, 2020
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. Topic re: Approve the request of the St Paul Church to waive all fees associated with renovations to the school bathrooms. The total amount of the fees to be waived is estimated between \$3795-\$3920. - Building

2. **Topic re: Accept monetary donations totaling \$522.47 for the Berlin Peck Memorial Library and deposit \$50.00 into the library agency account for the purchase of adult books and deposit \$472.47 into the children's donation account for the purchase of items for summer reading. – Berlin-Peck Memorial Library**
3. **Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department**
4. **Topic re: Accept the donation of \$500.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department**
5. **Topic re: Accept donations to the Berlin Animal Control donation account for \$130.00 and items valued at \$93.00. – Animal Control**
6. **Topic re: Accept donations totaling \$5,350.00 for the Timberlin 50th Anniversary Celebration and appropriate funds to the Tee Sign Expenditure account. – Golf Course**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. **Topic re: Authorize the Town Manager to enter into Contract Agreement #2020-20 with AI Engineers, of Middletown, CT as the lowest responsive bidder for bridge engineering services for the Edgewood Road Bridge for the amount of \$21,445.50, and to increase the contract value through change orders to an amount not to exceed \$26,000.00. – Public Works**

Public Works Director Mike Ahern stated that the most recent inspection of this bridge found it to be in poor condition and the bridge engineer recommended replacement with a concrete box culvert. The project will be done in-house with some specialty contractors. Engineering drawings are needed for permitting so that was put out to bid with five bids submitted and AI Engineers being the lowest bidder.

The base fee is \$18,481.50 plus \$1,944.00 for two easement maps and a \$1,020.00 allowance for on-call inspections for a total of \$21,445.50.

Councilor Luddy moved to authorize the Town Manager to enter into Contract Agreement #2020-20 with AI Engineers, of Middletown, CT as the lowest responsive bidder for bridge engineering services for the Edgewood Road Bridge for the amount of \$21,445.50, and to increase the contract value through change orders to an amount not to exceed \$26,000.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 2. Topic re: Waive the purchasing requirements and allow the Fleet Department to explore possible savings in the fuel futures for Gasoline and Diesel for 2021. If this is agreed upon, (between the Town Manager and the Finance Director) this can be obtained and will allow the town to lock into future agreements for the 2021 contracts, this is in the best interest of the town. – Municipal Garage**

Fleet Manager Jim Simons stated that due to current economic conditions, the price war between Saudi Arabia and Russia, and the lack of consumption caused by the COVID-19 pandemic, there is a possibility for the Town to lock into favorable pricing on gasoline and diesel for 2021. Exact savings are not known at this time, but Mr. Simons recommends that the Town explore those savings and possibly purchase futures if research reveals a favorable savings.

Councilor Luddy moved to waive the purchasing requirements and allow the Fleet Department to explore possible savings in the fuel futures for Gasoline and Diesel for 2021. If this is agreed upon, (between the Town Manager and the Finance Director) this can be obtained and will allow the town to lock into future agreements for the 2021 contracts, this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 3. Topic re: Information on a Tax Increment Financing District – Economic Development**

Economic Development Director Chris Edge stated that the Tax Increment Financing District or “TIF” is an economic development policy created by State Statute in early 2016 to help spur economic growth. It does not require State approval and the structures and details are put into place by the individual towns. This program does not cover the entire town, but a certain section or sections of town. One benefit is that it allows for a tax-fixing agreement for developers that want to move into town but need to know what their taxes will be for several years down the road. TIF will enable the town to set a tax rate on the property. The second benefit is the program allows a town to invest in a project which would in turn provide tax revenue when completed. Another piece is a credit-enhancement agreement where 100% of the taxes are paid and then the Town would refund a portion to the developer. An additional benefit is the Town can take a portion of taxes from this district and set them aside for economic development programs.

The area currently being considered is from Rowley Street to Middletown Road and the Berlin Turnpike as this program would give the Town the tools to make projects happen in this underdeveloped area.

Mr. Edge stated the program would need approval from Town Council with the opportunity for public feedback and input from Economic Development.

NO ACTION NEEDED

- 4. Topic re: Approve a grant of \$60,000 to MRP Realty LLC through the Town of Berlin Façade and Landscape Matching Grant Program for the project at 806 Farmington Avenue which has a projected project cost of \$159,000. – Economic Development**

Economic Development Director Edge explained that MRP Realty LLC, owned by a local family, purchased the Dairy Queen on Farmington Avenue and is planning a renovation of the exterior as well as potentially creating an overhang for the window service area.

Councilor Luddy moved to approve a grant of \$60,000 to MRP Realty LLC through the Town of Berlin Façade and Landscape Matching Grant Program for the project at 806 Farmington Avenue which has a projected project cost of \$159,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Refer the granting of the easements on a portion of 889 Farmington Avenue to 861 and 873 Farmington Avenue for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes. – Economic Development

Economic Development Coordinator Jim Mahoney explained that parking and maintenance easements are proposed for a narrow strip of property along the south border of 889 Farmington Avenue. Granting these easements will allow perpendicular parking along the north side of 861 and 873 Farmington Avenue thus increasing the number of spaces that can be created and supporting enhanced development of these sites. Before Town Council can act on granting the easements the matter must be referred to the Planning and Zoning Commission for an 8-24 review.

Councilor Luddy moved to refer the granting of the easements on a portion of 889 Farmington Avenue to 861 and 873 Farmington Avenue for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Authorize the Town Manager to enter into a settlement agreement and stipulated judgment with Coccomo Brothers Associates LLC concerning its appeal of the Berlin PZC approval of the Newport Realty site plan and its claims of environmental damages to its property at 873 Farmington, consistent with the terms and conditions as discussed in executive session and subject to review and approval of Corporation Counsel. – Economic Development

Councilor Luddy moved to authorize the Town Manager to enter into a settlement agreement and stipulated judgment with Coccomo Brothers Associates LLC concerning its appeal of the Berlin PZC approval of the Newport Realty site plan and its claims of environmental damages to its property at 873 Farmington, consistent with the terms and conditions as discussed in executive session and subject to review and approval of Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 7. Topic re: Approve a tax abatement for Coccomo Brothers Associates LLC for the construction of a new 6,000 square foot addition of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4, and 10% in year 5 per the town's tax abatement policy. – Economic Development**

Economic Development Director Edge stated this request is in line with the Town's current tax abatement program. The 6,000 square foot addition would be to property located at 873 Farmington Avenue.

Councilor Luddy moved to approve a tax abatement for Coccomo Brothers Associates LLC for the construction of a new 6,000 square foot addition of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4, and 10% in year 5 per the town's tax abatement policy.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 8. Topic re: Update on the Boulevard Project and the Transit Oriented Development Project at 861, 889, 903 and 913 Farmington Avenue. – Economic Development**

Economic Development Coordinator Mahoney provided an update on the project. The settlement referred to in Item #6 will move the project forward. Bids for the Boulevard project are due on May 28th and award of the bid is expected in June. The cost estimate for the project has increase to \$1,645,000 from a previous estimate of \$1,400,000. The sale proceeds of 903 and 913 Farmington Avenue along with Newport's contribution toward off-site costs should provide adequate funding to cover the gap.

An easement must be obtained from Amtrak as they are the owners of Depot Road. If the easement is not granted by the time the Boulevard project is completed the Boulevard will be shortened and access will be provided through other areas until the easement is granted.

Easements for 883 and 921 Farmington Avenue are in the process of being finalized and as discussed this evening in Item #5, easements for 861 and 873 for a more efficient parking layout have been referred to the Planning and Zoning Commission.

NO ACTION NEEDED

- 9. Topic re: Waive the Town's bidding procedures to allow the Town Clerk's Office to continue to use Cott Systems, Inc. software for land records, increase the number of licenses for the dog program, provide maintenance, auditing services and supplies to the office for an amount not to exceed \$12,708 for fiscal year 2020. – Town Clerk**

Town Clerk Kate Wall explained that Cott Systems, Inc software has been used by the Town Clerk's office for several years. The current land record auditor has had health issues which caused her to fall behind and Cott Systems was hired to provide this service. With dog licensing beginning on June 1st, and with about 1500 licenses issued during that month, the Town Clerk's office is requesting that licensing be done through the mail as Town Hall access is restricted. Currently the dog licensing software is not available on all staff members' computers and the Town Clerk feels it is important that each staff member have the dog program on their computer in order to spread out

the workload and prevent sharing of computers. A one-time fee of \$1,005.00 along with a \$75.00 per month increase for maintenance is required. The increased costs for auditing and the dog licensing program have brought the fees paid to Cott Systems, Inc to over the \$10,000 threshold.

Councilor Luddy moved to waive the Town's bidding procedures to allow the Town Clerk's Office to continue to use Cott Systems, Inc. software for land records, increase the number of licenses for the dog program, provide maintenance, auditing services and supplies to the office for an amount not to exceed \$12,708 for fiscal year 2020.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Support proposals from the Prudence Crandall Center for the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 2, 2020 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center for the 2020 CT NAA Tax Credit Program and to solicit citizen input and designate Aroscha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters. – Town Manager

Town Manager Aroscha Jayawickrema explained that the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by the municipality and the Department of Revenue Services (DRS).

This year two proposals were submitted by the Prudence Crandall Center. The first proposal is for energy efficiency and the second proposal is for programs serving low-income people. As part of the process the municipality must hold a public hearing and the governing body of the town must vote to approve the programs and a liaison must be designated to handle all Neighborhood Assistance matters.

Councilor Angelico-Stetson expressed her support of the Prudence Crandall Center for the services they provide for the community.

Councilor Luddy moved to support proposals from the Prudence Crandall Center for the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 2, 2020 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center for the 2020 CT NAA Tax Credit Program and to solicit citizen input.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to designate Aroscha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. TOWN MANAGER'S REPORT:

- State Reopening May 20, 2020 – In anticipation of Phase I of the reopening of certain services in the State and Town the Interim Town Planner Maureen Giusti, Economic Development Director Chris Edge, the Building Department and Fire Marshall created a summary of what can and can't be done during this first phase. A simple application for businesses created by the State entitled "Temporary Certificate of Outdoor Activities" must be signed by the Fire Marshall, Zoning Officer and Building official.
- Town Services Reopening May 26, 2020 – At that time customers will be allowed into Town Hall by appointment only, but they will be encouraged to continue to obtain services via phone, email or electronic services.
 - The Berlin-Peck Memorial Library has been collecting, quarantining and sanitizing returned books. Beginning June 1st, they will begin curbside drop off and pick up of materials.
 - The Community Center will remain closed to the public, but the Parks and Recreation department is working with the Health District and neighboring towns to determine what will happen with summer programs. It may not be economically feasible to hire staff for programs that may be cut to 10-20% of their normal capacity.
 - The Senior Center will remain closed until further notice. The Director and her staff continue to work with area seniors to make sure their needs are being met.
 - Animal Control is closed to the public, but staff is working.
 - Directional signs regarding entrances, face masks and appointments will be posted on Town Hall doors. Signs will also be posted to prevent unnecessary wandering throughout the building.
- Various video conferencing capabilities have been reviewed for the continuation of Town meetings. Web Ex was chosen for its' functionality, security features and price. The Town Manager would like to run a test of the program and Mac Books can be borrowed from the Board of Education for board members that do not have devices with a microphone and camera. An Ordinance Committee meeting is planned for next week and could be an opportunity to try the Web Ex program.
- Discussion was held between Mayor Kaczynski, Corporation Counsel and the Town Manager regarding which businesses were part of the Phase I reopening plan, as well the day to day changes to COVID-19 protocol issued by the Governor. The Council asked the Town Manager to encourage staff to promptly assist businesses applying for outside seating to ease the burden the virus has caused to their livelihood; and residents applying for pool permits as those permits have increased this year due to the cancellation of family vacations.

I. SPECIAL COMMITTEE REPORTS:

None

J. COUNCILORS' COMMUNICATION:

None

K. ACCEPTANCE OF MINUTES: May 5, 2020

Councilor Luddy moved to accept the Town Council meeting minutes of May 5, 2020.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

L. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:26 p.m.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting