

Agenda Item No. 16
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 2, 2020

SUBJECT: Authorization regarding granting easements from a portion of 889 Farmington Avenue to 861 and 873 Farmington Avenue

Summary of Agenda Item:

The Town of Berlin owns 861 and 889 Farmington Avenue and has a contract to sell these properties to Newport Realty Group LLC. Staff has been working with the 873 Farmington Avenue property owner and Newport Realty Group LLC to devise a combined 861, 873 Farmington Avenue site plan related to potential resolution of the zoning appeal related to the Steele Center @ Farmington Ave project at 861, 889, 903 and 913. At its special meeting held on May 28, 2020, the Planning and Zoning Commission approved a proposed Stipulation for Judgment to resolve the zoning appeal which contains terms and conditions pertaining to the full site plan to be submitted to the Commission, including shared access and parking, site improvement, and maintenance details. In order to increase the amount of available parking on the sites, 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 90-degree angle parking along the north property side of 861 and 873 Farmington Avenue thus increasing the number of spaces that can be created and supporting enhanced development of these sites. The Town Council referred 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 and the Planning and Zoning Commission gave a unanimous favorable report.

Action

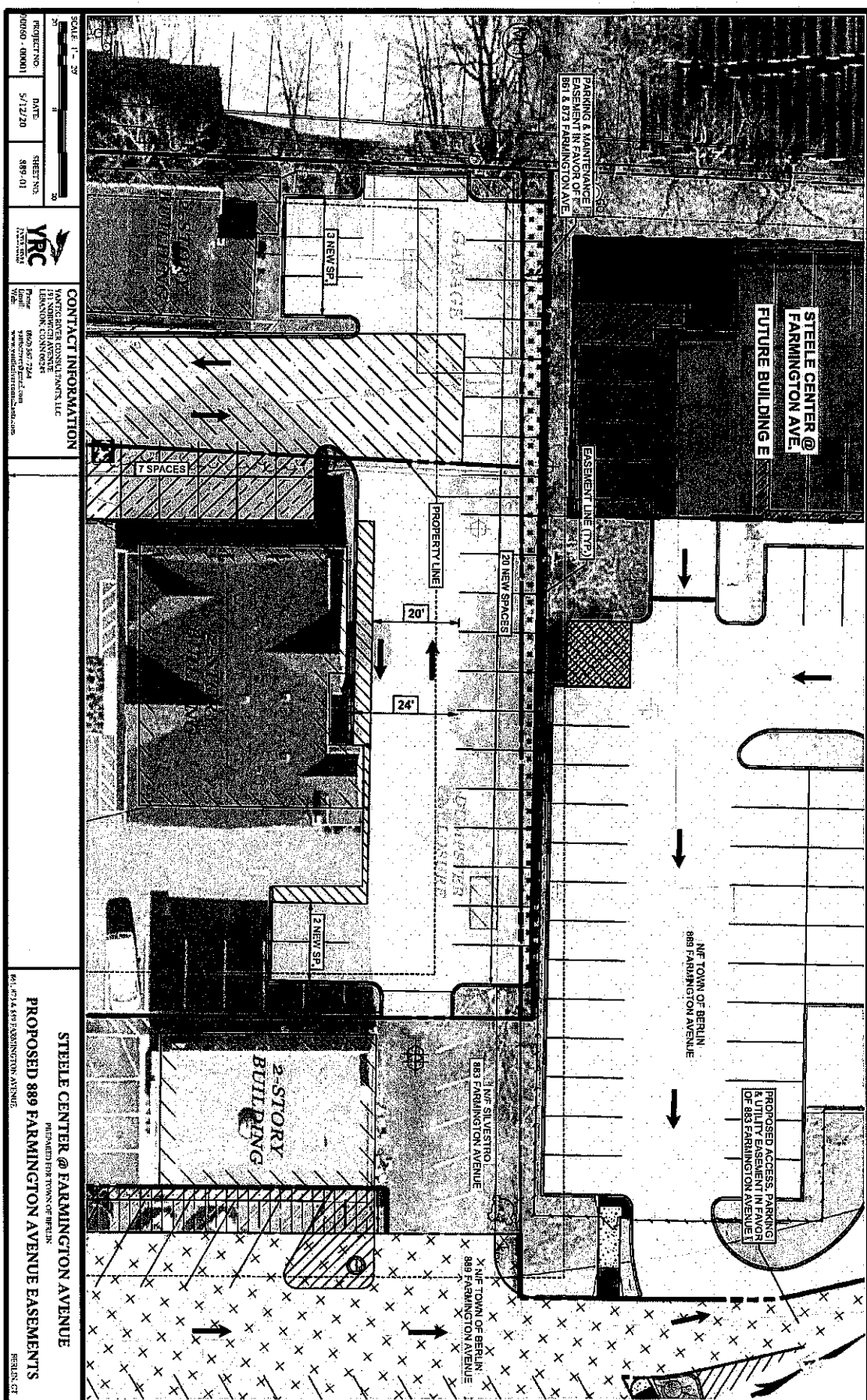
Move to authorize the Town Manager to enter into agreements to grant easements on a portion of 889 Farmington Avenue to the properties at 861 and 873 Farmington Avenue, subject to review and approval of Corporation Counsel.

Attachments:

1. Map showing easement area.
2. Report from Planning and Zoning Commission.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator





Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

June 2, 2020

NOTICE OF DECISION BERLIN PLANNING AND ZONING COMMISSION

SUBJECT: In accordance with Section 8-24 of the Connecticut General Statutes, review and recommendation of the granting of easements on a portion of 889 Farmington Avenue to 861 and 873 Farmington Avenue

At its Special Meeting of May 28, 2020, after review in accordance with Section 8-24 of the Connecticut General Statutes, the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for the granting of easements on a portion of 889 Farmington Avenue to 861 and 873 Farmington Avenue.

A handwritten signature in cursive script, appearing to read "M. Giusti", is written over a horizontal line.

Maureen Giusti, AICP, Acting Town Planner/Zoning Enforcement Officer

Agenda Item No. 17
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 10, 2020

SUBJECT: Award of Contract for Boulevard to the Berlin Train Station to Guerrera Construction Company and Increase of Construction Administration contract with WMC Consulting Engineers

Summary of Agenda Item:

The Town issued bid number 2020-05 concerning construction of a Boulevard from Farmington Avenue to the Berlin Train Station. Bids were opened on May 28 and eleven bids were received. The low bid was Guerrera Construction Company of Oxford, Connecticut with a bid of \$1,194,692.50. The award of the bid is based on the "Base Bid"; the bid alternate for the underground detention system will not be accepted. Staff and the Town's consultant WMC Engineers have reviewed the bids and recommend awarding the contract to Guerrera Construction of Oxford, Connecticut with a bid of \$1,194,692.50. Based on the budget now available a construction contingency of \$26,956.50 is requested but additional contingency authorization will be requested when a contract is finalized for additional State funding for the project.

The Town's consultant for the Boulevard Project is WMC Consulting Engineers and its contract has a budget of \$29,000 for construction administration services. The size and complexity of the Boulevard contract has increased significantly since the original engineering contract award for the project and staff recommends that the construction administration services for the project be increased from by \$71,000 to \$100,000.

The Boulevard to the Train Station Project is funded by a Small Town Economic Assistance Program (STEAP) grant and a Responsible Growth grant from the Connecticut Department of Economic and Community Development and by expected proceeds from the sale of 861, 903 and 913 Farmington Avenue to Newport Realty Group LLC that will include a payment to the Town of \$179,000 (the parties have agreed on \$269,000 as Newport's share of the cost of expected off-site improvements and it will receive a credit of \$90,000 for constructing an underground detention system that is part of the approach to not increase discharge into the CTDOT drainage system in Farmington Avenue so the shared costs cash from Newport that will be available for Boulevard construction is \$179,000). The sale of properties to Newport is expected to occur in late June. The construction project also requires the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) because Farmington Avenue is a State Road and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station

parking lot and is owned by CTDOT. Both of these required approvals are expected to be granted in the near future.

Funding for the Boulevard project will come from sale of 861, 903 and 913 Farmington Avenue (\$470,000), Newport net-shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account 504.10.1017.0.53460.00000 (\$389,000), TOD Property Acquisition account 504.10.1017.0.5400.01418 (\$245,397) and STEAP Downtown Sidewalks account 504.10.1017.0.53463.00000 (\$38,252).

The first requested Town Council action is to award the contract for construction of a Boulevard from Farmington Avenue to the Berlin Train Station to the low bidder, Guerrera Construction Company of Oxford, Connecticut in the amount of \$1,194,692.50 and to authorize the Town Manager to enter into a contract with Guerrera Construction Company to consummate the bid award and to enter into change orders not to exceed \$26,956.50, subject to review and approval of Corporation Counsel and to sale to Newport of 861, 903 and 913 Farmington Avenue for \$470,000 plus a shared cost contribution for off-site work of \$179,000, the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station parking lot and is owned by CTDOT said contract and change orders to be funded from the following accounts and sources, a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$399,000), Newport net shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account (\$360,000), TOD Property Acquisition account (\$245,397) and STEAP Downtown Sidewalks account (\$38,252). The contingency of \$26,956.50 for change orders is low, but the Town is in the process of completing the contracting for reprogramming of STEAP funds that were originally designated for the Berlin Train Station project. The amended Boulevard STEAP contract will provide an additional \$336,043.21 in funding for the project and is expected to be completed in 6-8 weeks. When the contract is finalized staff will ask the Town Council to increase the contingency funding authorization to 10% of the bid amount.

The second requested motion is to authorize the Town Manager to enter into amendment to the contract with WMC Consulting Engineers to increase the scope to add \$71,000 in additional construction administration services to be funded by a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$71,000).

Action

Move to award the contract for construction of a Boulevard from Farmington Avenue to the Berlin Train Station to the low bidder, Guerrera Construction Company of Oxford, Connecticut in the amount of \$1,194,692.50 and to authorize the Town Manager to enter into a contract with Guerrera Construction Company and to enter into change orders not to exceed \$26,956.50, subject to review and approval of Corporation Counsel and to sale to Newport of 861, 903 and 913 Farmington Avenue for \$470,000 plus a shared cost contribution for off-site work of \$179,000, the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station parking lot and is owned by CTDOT said contract and change orders to be funded from the

following accounts and sources, a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$399,000), Newport net shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account (\$360,000), TOD Property Acquisition account (\$245,397) and STEAP Downtown Sidewalks account (\$38,252).

Move to authorize the Town Manager to enter into an amendment to the contract with WMC Consulting Engineers to increase the scope to add \$71,000 in additional construction administration services to be funded by a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$71,000).

Attachments:

1. Bid tabulation.
2. Sources and uses of funds.
3. Proposal from WMC Consulting Engineers for additional construction administration services.

Prepared By:

Chris Edge, Economic Development Director *CE*
Jim Mahoney, Economic Development Coordinator

Bid #2020-05 Boulevard Project

May 28, 2020 2:00PM

	Company	Location	Total Base Bid	Total Alternate Bid Price
1	Guerrera Construction Company	Oxford, CT	\$1,194,692.50	\$160,000.00
2	Mather Corporation	Bloomfield, CT	\$1,448,000.00	\$150,000.00
3	DeRita and Sons Construction Co., Inc.	Middletown, CT	\$1,324,240.00	\$60,000.00
4	King Construction, Inc.	Bloomfield, CT	\$1,378,376.65	\$92,000.00
5	M & O Construction Co., Inc.	New Milford, CT	\$1,195,605.00	\$80,900.00
6	LaRosa Earth Group, LLC	Menden, CT	\$1,786,772.38	\$180,637.00
7	Mizzy Construction, Inc.	Plainville, CT	\$1,262,025.00	\$76,000.00
8	B&W Paving & Landscaping	Waterford, CT	\$1,361,735.00	\$95,000.00
9	Colossale Concrete, Inc.	Berlin, CT	\$1,433,836.25	\$70,000.00
10	D'Amato Construction Co., Inc.	Bristol, CT	\$1,452,348.00	\$247,390.00

Berlin Boulevard to the Train Station Project

<u>Sources</u>	<u>Total</u>	<u>Construction</u>	<u>Const. Admin.</u>
Original Boulevard STEAP	\$389,000.00	\$360,000.00	\$29,000.00
Supplemental Boulevard STEAP			
Responsible Growth Property Acq.	\$245,397.00	\$245,397.00	
Kensington Sidewalks	\$38,252.00	\$38,252.00	
Sale of 861 & 903 & 913 Farmington Avenue	\$470,000.00	\$399,000.00	\$71,000.00
Developer reimbursement for off-site costs	\$179,000.00	\$179,000.00	
Total Sources	\$1,321,649.00	\$1,221,649.00	\$100,000.00
<u>Uses</u>			
DECD Legal			
Engineering			
Construction	\$1,194,692.50	\$1,194,692.50	
Construction Administration	\$100,000.00		\$100,000.00
Subtotal			
Contingency	\$26,956.50	\$26,956.50	
Total	\$1,321,649.00	\$1,221,649.00	\$100,000.00

Developer reimbursement for off-site costs = \$269,000
less \$90,000 credit for future underground detention system



87 Holmes Road
Newington, CT 06111

June 9, 2020

Phone: (860) 667-9624
Fax: (860) 665-1551

Mr. Michael S. Ahern, P.E.,
Director of Public Works
Town of Berlin
Public Works Department
240 Kensington Road
Berlin, Connecticut 06037

Re: Train Station to Boulevard Project – Construction Administration and Inspection
Our Reference No. 14083

Dear Mr. Ahern:

WMC Consulting Engineers respectfully requests your consideration of this proposal for the above referenced services.

The following is our proposed scope of services and fee proposal.

Scope of Services

Task 1 – Shop Drawing Review

WMC will accept and recommend approval of all shop and working drawings submitted by the contractor.

Task 2 - Preconstruction Meeting

WMC will prepare for and attend a preconstruction meeting and will prepare and distribute minutes of the meeting.

Task 3 – Construction Oversight

WMC will provide full-time construction engineering, administration and inspection services in accordance with the tasks as requested by the Town. These services will include:

1. Meetings
2. Full-time Construction Observation
3. Construction Administration
4. Review of Payment Requests
5. Attend semi-final and final inspections of the project
6. Prepare As-built drawings of the completed project

Prior to installation and as needed for acceptance by the Town, WMC's staff will perform material sampling and arrange for laboratory testing of granular materials to be installed.



Mr. Ahern, P.E.

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June 9, 2020

WMC will retain the services of a certified laboratory to perform construction related laboratory testing (sieve analyses, maximum dry density etc.), as well as field density of in-place granular material and bituminous concrete).

Fee Proposal

WMC will perform the above noted services on an hourly rate and direct cost basis as indicated on the attached manhour matrix, with an overall budget of \$100,000. Deducting our proposed fee for part-time construction assistance previously approved by the Town in the amount of \$29,000 results in a request by WMC for an increase in our agreement in the amount of \$71,000.

We look forward to providing these professional engineering services and assisting you with this project. Should you have questions or comments on the proposal, please contact us at your convenience.

If this proposal meets with your approval, please advise us at your convenience.

Sincerely,

Wengell, McDonnell & Costello

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Stephen R. McDonnell, P.E.



Mr. Ahern, P.E.

Page 2

June 9, 2020

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If this proposal meets with your approval, please advise us at your convenience.

Sincerely,

Wengell, McDonnell & Costello

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Stephen R. McDonnell, P.E.

WMC Project No.: 14083

Date: 06/08/20

FEE SCHEDULE ESTIMATE

Task Description	Administrator	Chief Inspector	Senior Engineer	CADD	Clerical	TOTAL HOURS
Hourly Rate:	\$52.00	\$47.00	\$50.00	\$33.00	\$21.00	
Pre-Construction Mtg.	8	8				16
Initiate Proj. & Review P/S	4	8				12
Inspection		640				640
Technical Support	30				8	38
Project Close-out			10			10
Shop Drawing Review			20			20
Field Survey						0
As-Built Plans				24		24
Total	42	656	30	24	8	760
Payroll Total	\$ 2,184.00	\$ 30,832.00	\$ 1,500.00	\$ 792.00	\$ 168.00	\$ 35,476.00

140 Calendar Days

Field Payroll	\$	35,476.00
Field BFO (overhead) 1.4	\$	49,888.40
Project Payroll + BFO	\$	85,142.40
Field Fixed Fee (20.45% of Payroll)	\$	7,255.45
Direct Costs	\$	3,000.00
Fee Sub Total	\$	95,397.85
Extra Work Budget	\$	4,602.15
TOTAL FEE	\$	100,000.00

Agenda Item No. 18
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 8, 2020
SUBJECT: Amendments to Contract with Alta Environmental concerning 1567 Berlin Turnpike

Summary of Agenda Item:

Alta Environmental is the Town's consultant for the property at 1567 Berlin Turnpike. The Town has been doing post remediation monitoring with a goal of demonstrating compliance with State standards to close out the project. Our environmental insurer for the property, AIG, in part funds this work. Alta has submitted two proposals, one proposal for \$5,300 for additional groundwater testing and reports and the second for \$12,500 for work on preparation of a verification report. The verification report is needed to demonstrate compliance to the Connecticut Department of Energy and Environmental Protection (DEEP). AIG has agreed to pay for the cost of the verification report work. The action needed is to authorize the Town Manager to enter into contract amendments with Alta Environmental for groundwater testing and reports in the amount of \$5,300 and for work on the verification report in the amount of \$12,500. Funding for the amendments will be from account 450.05.0507.0.5370.00000 insurance, \$12,500 and from 001.20.2036.0.53838.00000 Monitoring – Newman Property, \$5,300.

Action

Move to authorize the Town Manager to enter into two contract amendments with Alta Environmental one in the amount of \$12,500 for work on a verification report to be funded by AIG and paid from the insurance account and the second in the amount of \$5,300 for groundwater monitoring and reports to be funded from the Monitoring – Newman Property account.

Attachments:

1. Proposal from Alta for groundwater monitoring and reports.
2. Proposal from Alta for work on a verification report.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator
Mike Ahern, Public Works Director



ALTA Environmental Corp.
121 Broadway, Colchester, Connecticut 06415
Phone: (860) 537-2582, Fax: (860) 537-8374

11 May 2020
File No. 1466-03

Town of Berlin, Connecticut
Department of Development Services
240 Kensington Road
Berlin, Connecticut

Attention: James T. Mahoney
Economic Development Director

Subject: Proposal for Groundwater Monitoring – Contract Amendment #15
1567 Berlin Turnpike
Berlin, Connecticut

Gentlemen:

This is a proposal for ALTA Environmental Corporation (ALTA) to provide continued environmental consulting services to the Town of Berlin (Town) in connection with the property at 1567 Berlin Turnpike (the "site"). The proposed work pertains to compliance monitoring (CM), post-remediation monitoring (PRM) and/or natural attenuation monitoring (NAM) of groundwater required to meet the Connecticut Department of Energy & Environmental Protection (DEEP) Remediation Standard Regulations (RSRs), and preparation of an annual status report due to the DEEP on 25 July 2020. We understand that the Town's insurance company is not responsible for CM, PRM or NAM.

SYNOPSIS OF PREVIOUS GROUNDWATER MONITORING FINDINGS

The objectives of the groundwater monitoring program are as follows:

1. Demonstrate the absence of a plume with a minimum of two sampling rounds indicating that the monitoring well does not intercept groundwater contamination;
2. Where contamination has been encountered and/or remediation has been completed (other than to solely meet to the direct exposure criteria (DEC), demonstrate that plume constituents meet the applicable groundwater remediation standards for four seasonal monitoring events completed within a two year period; and
3. Where the first two objectives cannot be attained in the short term, monitor natural attenuation groundwater remediation for plume constituents, until the second objective can be reasonably pursued.

The applicable groundwater remediation standards for this site include the "background concentration for groundwater", residential volatilization criteria for groundwater (RVC_{gw}) and surface-water protection criteria (SWPC). The SWPC may be met at downgradient positions on the site; however the background concentration for groundwater must separately be met for all locations at the site. The monitoring objectives and the groundwater remediation standards are applied on a well-by-well and analyte-by-analyte basis. Hence, once the objectives have been

met for a particular analyte, monitoring may cease with respect to that objective and analyte. The groundwater monitoring findings from the previous several events, particularly through the most recent Winter (March) 2020 monitoring event are summarized below.

- MW-21R was monitored on an annual basis during the June (Spring) 2019 event for volatile organic compounds (VOCs) and polynuclear aromatic hydrocarbons (PAHs) to evaluate the progress of natural attenuation until the second objective can be reasonably pursued for these analytes. VOCs and PAHs were sought and not detected during the Spring 2019 event, marking two consecutive Spring events where VOCs and PAHs have not been detected, and quarterly monitoring was initiated toward meeting the second objective (4 quarterly events within 2 years with contamination not detected). VOCs and PAHs were not detected in Spring 2019, Summer 2019, Fall 2019 and Winter 2020, demonstrating attainment of the second objective. Additional monitoring of this well is not planned.
- MW-22 and MW-14A are being monitored annually (natural attenuation monitoring), beginning Summer (September) 2019. In September 2019, MW-22 was monitored for VOCs [ND] and metals (arsenic, barium, cadmium, chromium, copper, lead, nickel and zinc) [ND and natural background]. MW-14A is being monitored for barium, cadmium and lead, and was dry in September (Summer) 2019, and was monitored in December (Fall) 2019, with the metals sought not detected or detected within the natural background range. Continued natural attenuation monitoring for at least one more round is planned (September 2020, water table permitting) prior to initiating quarterly monitoring.
- B110-BRMW was monitored for natural attenuation of arsenic in June (Spring) 2019. Arsenic was detected consistent with previous results, indicating likely contamination. This well is planned to be monitored for natural attenuation of arsenic in June (Spring) 2020.
- B112-BRMW was activated for annual natural attenuation monitoring for arsenic, using the low-flow sampling method if possible, beginning Summer 2019. Low-flow sampling was not possible; arsenic was detected above natural background in field filtered and field filtered X3 samples. This well is next planned for annual natural attenuation monitoring in Summer (September) 2020.
- B117-BRMW was last monitored for arsenic in June (Spring) 2019. Arsenic was detected at a near-background concentration (i.e., 0.0061 milligrams per liter (mg/l)), consistent with previous results. We will request the laboratory to report out arsenic data for four seasonal events from GP117R-MW (see below), which may indicate compliance. This well is planned to be monitored for natural attenuation of arsenic on an annual basis next monitoring in Spring 2020, and such monitoring may be considered investigative based on the report out data.

- GP117R-MW was monitored for ETPH and lead as follows. A trace concentration of ETPH (0.25 mg/l) was detected in June (Spring) 2017, which may represent a natural background condition and/or laboratory "noise". There was insufficient water in the well to collect an ETPH sample during the September 2018 (Summer) event. ETPH was not sought and not detected in June (Spring) 2018, December 9 (Fall) 2018 and March (Spring) 2019. The well was dry and could not be sampled during the September (Summer) 2019 event. This well is planned to be monitored for ETPH in Spring (June) 2020 hopefully toward demonstrating that the Spring 2017 result is anomalous (combined with ETPH not detected in B117-BRMW for four seasonal events. The combined data from these wells may demonstrate attainment of the first and/or second objective for ETPH. Both of these objectives have already been met for lead for both this well and B117-BRMW.
- GP132R-MW was monitored for arsenic in March (Winter), June (Spring), September (Summer) and December (Fall) 2018. Arsenic was not detected, except for a concentration of 0.004 mg/l detected during the winter event, which we conclude is a natural background concentration. Based on the absence of other contaminants in this well, the data as summarized above and three previous monitoring rounds with arsenic not detected, we conclude that the first or second objective has been met for arsenic and additional monitoring of this well is not planned.
- GP139R-MW was monitored for arsenic in March (Winter) and June (Spring) and December (Fall) 2018, and September (Summer) of 2019, with arsenic not detected, demonstrating attainment of the second objective for arsenic. Extractable Petroleum Hydrocarbons (EPH) was sought and not detected in June (Spring), September (Summer) and December (Fall) 2018, but ETH was detected in March (Winter) 2018, and ETPH was detected in June (Spring) 2019. EPH was sought for this well in March (Winter) of 2020 to assess whether the Winter 2019 detection was anomalous, and EPH was not detected indicating that the one time EPH detection was anomalous. Additional monitoring of this well is not planned. _
- B405-BRMW was monitored for EPH, which was generally not detected, and specifically not detected in June (Spring) 2019, September (Summer) 2019, December (Fall) 2019 and March (Winter) 2020, demonstrating attainment of the second objective for EPH. Additional monitoring of this well is not planned. _
- GP407-MW was monitored for zinc in September (Summer) 2018 using the bailer/field-filtered method, December (Fall) 2018 using the bailer/field-filtered and bailer/double field-filtered methods, and March (Winter) 2019 using the low-flow method. Natural background concentrations up to 0.75 mg/l were detected for the Summer and Winter events, with the low-flow method yielding the lowest

concentrations, and elevated concentrations of 0.16 mg/l were detected using both bailer/field-filtered methods for the Fall event. This well was last monitored during Fall 2019 event and elevated concentrations of zinc were detected (0.15 to 0.16 mg/l for single and triple field-filtered samples. Overall, this well is un-impacted by contaminants, with the possible exception of zinc. This well is planned to be monitored for zinc during the June (Spring) 2020 event using the low-flow sampling method (well recharge permitting) toward meeting the first or second objective.

If warranted by the data for wells where attainment of the second objective is currently being sought, seasonal monitoring may be curtailed and replaced by less expensive annual natural attenuation monitoring until such time the second objective can be reasonably pursued again.

PROPOSED WORK SCOPE

The proposed work entails monitoring selected wells for two seasonal events as follows: Spring and Summer 2020, with no monitoring planned for the following Fall or Winter.

In summary the work proposed herein includes the following:

1. Review the existing data set and develop the scope for the next anticipated groundwater monitoring rounds in Town Fiscal Year 2021 (i.e., Spring and Summer 2020, with no monitoring planned for the following Fall or Winter) [completed];
2. Collect and test groundwater samples for the Spring (June) 2020 and Summer (September) 2020 rounds as indicated on the attached table;
3. Review the data as they are obtained to assess whether seasonal versus annual monitoring should be continued and/or whether additional monitoring may be warranted; and
4. Prepare and transmit the annual status report due to the DEEP on 25 July 2020.

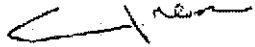
We estimate that the cost for the work outlined above will be approximately \$5,300, including approximately \$200 for subcontracted laboratory testing using Department of Administrative Services (DAS) rates. We will let you know if supplemental budget is needed to cover additional sampling and testing, and/or communications with the Town that may prove beneficial to the Town based on the data obtained as the monitoring progresses (e.g., to avoid "timing out" existing data that could be used to demonstrate attainment of groundwater remediation standards (e.g., background concentrations for groundwater) for four quarterly monitoring events completed within a two-year period).

ALTA will perform the work described above, and any additional related work that may be warranted for this project, on a time and materials basis as an extension to our existing Agreement with the Town for this site. If these arrangements are acceptable, please indicate your authorization by prepare Contract Amendment #15 to increase the project budget by \$5,300 and that references this proposal.

Thank you and we look forward to our continued work with you on this project.

Town of Berlin
11 May 2020
Page 5

Sincerely,
ALTA Environmental Corporation

A handwritten signature in black ink, appearing to read "E. Glass", written over a horizontal line.

Evan J. Glass
President

Attachment: Anticipated Seasonal Groundwater Monitoring by Town -
Spring and Summer 2020

May 2020 Town Proposal



ALTA Environmental Corp.

121 Broadway, Colchester, Connecticut 06415
Phone: (860) 537-2582, Fax: (860) 537-8374

26 May 2020
File No. 1466-02

Town of Berlin, Connecticut
Department of Development Services
240 Kensington Road
Berlin, Connecticut

Attention: Mr. James T. Mahoney
Economic Development Director

Subject: Proposal for Preparing Draft Verification Report and Form
Contract Amendment #16 for 1567 Berlin Turnpike
Berlin, Connecticut

Gentlemen:

This is a proposal for ALTA Environmental Corporation (ALTA) to provide continued environmental consulting services to the Town of Berlin (Town) in connection with the property at 1567 Berlin Turnpike. This proposal covers costs to prepare the draft Licensed Environmental Professional (LEP) Verification Report and the required accompanying comprehensive Department of Energy & Environmental Protection (DEEP) Form, and evaluating whether regulatory exceptions can be used to attain compliance with and/or demonstrate non-applicability of, the groundwater remediation standards for the few on-site groundwater monitoring wells where background concentrations have not yet been met.

As you know, the Town has been paying for the ongoing groundwater monitoring and associated DEEP reporting for the past several years, and we understand that the Town's insurer is responsible for the remainder of the work such as proposed here and as required for the final LEP Verification under the Connecticut Property Transfer Act. We estimate the cost for the work proposed here will be approximately \$12,500.

ALTA has and will perform the work described above, and any additional related work that may be warranted for this project, on a time and materials basis as an extension to our existing Agreement with the Town for this site dated 27 January 2006. If these arrangements are acceptable, please indicate your authorization and prepare a Contract Amendment to increase the project budget by \$12,500.

We look forward to our continued work with you on this project.

Sincerely,
ALTA Environmental Corporation

Evan J. Glass
President

May 2020 Insurance Proposal

Agenda Item No. 19
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 2, 2020

SUBJECT: Neighborhood Assistance Act (NAA) Tax Credit Program

SUMMARY:

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

This year, there were two proposals submitted both from the Prudence Crandall Center. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools and community groups. They wish to submit proposals for the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The first proposal for energy efficiency would be used to benefit the Center's Rose Hill Energy Conservation Program. The program includes conservation repairs and improvements to the Rose Hill facility. The program addresses ongoing needs to conserve energy, and reduce operating costs associated with the facilities energy consuming systems and appliances. The initiatives planned for FY 2020/2021 will be comprehensive LED lighting retrofitted throughout the facility. As a result of energy conservation upgrades such as the LED lighting, the Center expects to greatly reduce energy consumption and expenses. The savings will increase funding available to help with the critical services and programs. The Prudence Crandall Center is requesting \$30,931 from the Neighborhood Assistance Act Tax Credit Program.

The second proposal is for programs serving low-income people. The funds would be part of the Center's Annual Appeal and would support emergency shelter, supportive housing, counseling and advocacy services for victims of domestic violence and their families. It would also support community education and prevention services which help to educate the public, professionals and youth regarding the warning signs and risk factors. Domestic violence is a serious and pervasive social problem with devastating physical, psychological, and economic consequences

for victims. The Prudence Crandall Center is requesting \$150,000 from the Neighborhood Assistance Tax Credit Program.

ACTION NEEDED:

Move to affirm prior support proposals from the Prudence Crandall Center for the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

ATTACHMENTS:

Proposal from the Prudence Crandall Center; Energy Efficiency
Proposal from the Prudence Crandall Center; Annual Appeal
Public Hearing Notice

PREPARED BY:

Arosha Jayawickrema, Town Manager



April 23, 2020

Christi Sullivan
Berlin Town Manager's Office
One Central Square
Plainville, CT 06062

Dear Ms. Sullivan:

Enclosed please find Prudence Crandall Center's 2020 Neighborhood Assistance Act Program proposals and attachments, which includes a proposal for the 60% credit percentage for programs serving low income persons, as well as a proposal for the 100% credit percentage for energy conservation initiatives. We are grateful for the opportunity to submit a proposal in support of vital funding for our comprehensive array of services offered to victim of domestic violence, residents, schools, and community groups from Berlin and surrounding communities.

Thank you, in advance, for your review and consideration. If you have any questions or require anything further, please contact me at (860)259-3816.

Sincerely,

Barbara Damon
Executive Director



Municipality: Berlin

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Prudence Crandall Center, Inc.

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Energy Efficiency

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

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

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

The Rose Hill Energy Conservation Program includes energy conservation repairs and improvements to Prudence Crandall Center's Rose Hill Facility. The energy efficiency initiatives planned for FY 2020/2021 will be a comprehensive LED lighting retrofit throughout the facility. Rose Hill is a historically significant brick masonry structure which was renovated in 2009 to facilitate Prudence Crandall Center's housing programs, administrative and counseling offices, and storage space. (Continued, attachment 1)

Need for program: _____

The Rose Hill Energy Conservation Program addresses ongoing needs to conserve energy, and reduce operating costs associated with Rose Hill's energy consuming systems and appliances. We anticipate up to a 30% savings in overall utility costs following the installation of energy efficient appliances in all of our supportive housing apartments. The LED lighting retrofit work, recommended through a 2018 energy systems analysis through JK Energy Solutions, (Continued, attachment 1)

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville Plymouth, Southington, and Terryville, Connecticut.
(Continued, attachment 1)

Plan to implement the program: _____

The LED lighting retrofit will be completed by JK Energy Solutions in conjunction with Eversource Energy.
(Continued, attachment 1)

Timetable:Program start date: 07/01/2020Program completion date: 6/30/2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$30,931.00

Other funding sources - itemized sources:

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

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

Direct operating expenses - itemized description:

- a) LED Retrofit \$19,631.00
b) Cooling Coil - HVAC Repair \$10,800.00
c) Executive Director Time, Project Management \$500.00
d) _____

Administrative expenses - itemized description:

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

Total Proposed Expenditures:\$30,931.00

Part IV — Municipal Information

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

Name of municipal agency overseeing implementation of the program: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____ Date</p>
--

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I — General Information

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

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

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

Part II — Program Information

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

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

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

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

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

Part III — Financial Information

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

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

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

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

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

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

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

Part IV — Municipal Information

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

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

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

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

Form NAA-01 Program Proposal 2020
Prudence Crandall Center, Inc.
Rose Hill Energy Conservation Program
Attachment 1

Part II, Program Information
Description of Program, Continued:

The facility has four floors totaling approximately 45,000 square feet and includes: 18 apartments for transitional and permanent supportive housing equipped with 1-3 bedrooms, communal spaces, kitchen, full bathroom, and dining areas; functional space for counseling, support groups, health services, and laundry facilities; and administrative offices, conference rooms, and storage space.

The Rose Hill Energy Conservation Program initiatives planned for FY 2019/2020 involved (1) installation of energy efficient refrigerators, stovetops, and convection ovens to all 18 supportive housing apartments located at Rose Hill to improve performance, increase energy efficiency, and decrease costs; and (2) LED lighting retrofit throughout the facility, including upgrading, replacement, and/or modification of all lighting fixtures, to conserve energy, increase efficiencies, improve lighting quality, and lower costs. \$19,914 was received through our 19/20 application of which \$10,167 is being used to purchase energy efficient appliances. This means we will have \$9,747 of the funds received in 19/20 to put toward the lighting retrofit project. The estimate we have for the total retrofit project is \$29,378. Therefore, our current NAA request is for the remaining \$19,631 to accomplish the lighting retrofit. In addition, we will also be replacing our current HVAC chiller coil. Our current coil creates airflow problems that wastes energy, reduces cooling efficiencies, reduces area ventilation effectiveness, compromises comfort levels, and generates staff and resident complaints. A proper functioning coil will significantly increase energy efficiency and comfort by up to 30%. The estimate is \$10,800 to accomplish this critical HVAC repair.

As a result of these energy conservation upgrades, Prudence Crandall Center expects to considerably reduce energy consumption and related expenses, realizing significant savings in operating costs. With this savings, Prudence Crandall Center will have additional funding available to increase and enhance our critical services and programs, for the benefit of the community as a whole. Thus, the energy conservation savings realized will improve our ability to meet the growing needs of individuals and families impacted by domestic violence and further our efforts to reduce, and ultimately eliminate, domestic violence in our communities.

Prudence Crandall Center is a nonprofit organization which provides comprehensive services to individuals affected by domestic violence, as well as prevention education and outreach to the community at large. We are the only domestic violence agency in Connecticut to offer a full spectrum of services designed to meet the complex needs of victims of domestic violence, in order to promote safe, self-sufficient, and independent lives. Our services include: a 24-hour emergency hotline; emergency safe shelter;

advocacy, information, and referrals; individual and group counseling; children's advocacy programs; court-based services; case management; transitional and permanent supportive housing; and community education and prevention.

Prudence Crandall Center serves approximately 8,000 individuals annually through all of our programs and services. We are the only domestic violence agency serving the communities of Bristol, Plainville, New Britain, Berlin, Burlington, Kensington, Plymouth, Southington and Terryville. The impact of our services is measured through client intake, staff notes, and statistics compiled using the Efforts To Outcomes (ETO) database system, specifically designed for use by domestic violence agencies in accordance with best practices established by the Connecticut Coalition Against Domestic Violence.

Part II, Program Information

Need for Program, Continued:

Through these energy conservation efforts, we expect to see considerable savings in operating costs over time, which will increase funding available for critical services, enabling us to better meet the needs of individuals and families impacted by domestic violence.

The Centers for Disease Control (CDC) recognizes domestic violence as a serious public health threat with lasting effects on individuals, families, and communities. National statistics are compelling: 1 in 4 women and 1 in 7 men report experiencing severe physical violence by an intimate partner in their lifetime. Physical violence is typically accompanied by emotional or psychological abuse and can lead to a wide range of chronic physical and mental health problems. Making the courageous decision to leave an abusive situation presents its own physical, financial, and emotional risks.

Victims of domestic violence are at 75% greater risk of death when they attempt to leave an abusive relationship. Beyond the threat of escalating violence, domestic violence victims cite lack of income, employment, and financial stability as the strongest, most immediate deterrents to leaving an abusive situation (Allstate Foundation). In addition, abusers often isolate victims, further restricting their financial means and leaving them without a support network, making it even tougher to leave.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g. counseling, housing, and legal assistance) address significant needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivor's Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing

programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve an average of 2,500 or more victims of family violence crimes each year.

Plan to Implement Program, Continued:

Prudence Crandall Center's services and related capital projects are overseen by the Executive Director, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. Ms. Damon holds a bachelor's degree in Sociology and is ultimately responsible for all project decisions, receiving guidance and advice, as needed, from the Facilities Committee of the Board of Directors. Brian Hall, Prudence Crandall Center's Director of Facilities, is responsible for Rose Hill facility's systems, maintenance, and security. Mr. Hall serves as the central point of contact and project manager for all activities related to the repair and improvement of our Rose Hill facility. Mr. Hall holds a bachelor's degree in Facilities Management and has 20 years of physical plant, safety, and security management experience including department head positions in residential, nursing home facilities, hospital settings, as well as general contractor and project management experience.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

A For the 2018 calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite

594 BURRITT STREET

City or town, state or province, country, and ZIP or foreign postal code

NEW BRITAIN, CT 06053**F** Name and address of principal officer: **BARBARA DAMON****SAME AS C ABOVE****D** Employer identification number**06-0968557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,302,393.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.PRUDENCECRANDALL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: **1973** **M** State of legal domicile: **CT****Part I Summary**

Activities & Governance		Prior Year	Current Year
1	Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE		
2	Check this box <input type="checkbox"/> If the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	14
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	14
5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	46
6	Total number of volunteers (estimate if necessary)	6	30
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, line 38	7b	0.
Revenue			
8	Contributions and grants (Part VIII, line 1h)	2,288,500.	3,253,882.
9	Program service revenue (Part VIII, line 2g)	43,395.	38,771.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,391.	2,642.
11	Other revenue (Part VIII, column (A), lines 5, 8d, 8c, 9c, 10c, and 11e)	15,562.	-136.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,350,848.	3,295,159.
Expenses			
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,348,853.	1,444,602.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25)	145,947.	
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,128,695.	1,143,956.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,477,548.	2,588,558.
19	Revenue less expenses. Subtract line 18 from line 12	-126,700.	706,601.
Net Assets or Fund Balances			
20	Total assets (Part X, line 16)	Beginning of Current Year 10,719,286.	End of Year 11,532,566.
21	Total liabilities (Part X, line 26)	3,386,861.	3,492,759.
22	Net assets or fund balances. Subtract line 21 from line 20	7,332,425.	8,039,807.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	BARBARA DAMON, EXECUTIVE DIRECTOR	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON
	Firm's name	Firm's EIN
	MARCUM LLP	11-1986323
	Firm's address	Phone no. (617) 807-5000
	53 STATE STREET	
	BOSTON, MA 02109	

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

832001 12-31-18

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

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATIONForm **990** (2018)

April 23, 2020

Christi Sullivan
Berlin Town Manager's Office
One Central Square
Plainville, CT 06062

Dear Ms. Sullivan:

Enclosed please find Prudence Crandall Center's 2020 Neighborhood Assistance Act Program proposals and attachments, which includes a proposal for the 60% credit percentage for programs serving low income persons, as well as a proposal for the 100% credit percentage for energy conservation initiatives. We are grateful for the opportunity to submit a proposal in support of vital funding for our comprehensive array of services offered to victim of domestic violence, residents, schools, and community groups from Berlin and surrounding communities.

Thank you, in advance, for your review and consideration. If you have any questions or require anything further, please contact me at (860)259-3816.

Sincerely,

Barbara Damon
Executive Director



Municipality: Berlin

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Prudence Crandall Center, Inc.

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Annual Appeal

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☒ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

Prudence Crandall Center's (PCC) Annual Appeal directly supports our emergency shelter, supportive housing, counseling, and advocacy services for victims of domestic violence and their families. This funding also supports our community education and prevention services, vital to our mission to raise awareness and reduce domestic violence in our communities. Through these services, we educate the public, professionals, and youth regarding the warning signs and risk factors for domestic and teen dating violence, to raise awareness, connect victims to services, and prevent future abuse. (Continued, attachment 1)

Need for program: _____

Domestic violence (DV) is a serious and pervasive social problem with devastating physical, psychological, and economic consequences for victims. Over one-third of women, and one in four men, in the United States have been physically assaulted, sexually assaulted, and/or stalked by an intimate partner. (Centers for Disease Control and Prevention; 2011). DV often includes economic abuse, including preventing survivors from working or going to school, sabotaging their employment or housing, or ruining their credit. These tactics can lead to job loss, homelessness, and financial ruin. (Continued, attachment 1)

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville Plymouth, Southington, and Terryville, Connecticut.

Plan to implement the program: _____

Prudence Crandall Center's service model is based upon 47 years of experience in the field of domestic violence, and is in accordance with current best practices established by the Connecticut Coalition Against Domestic Violence (CCADV). PCC is managed by an experienced, accomplished leadership team, coordinating the efforts of 40 highly skilled full and part-time staff committed to service excellence. PCC's services are overseen by Executive Director, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. (Continued, attachment 1)

Timetable:Program start date: 07/01/2020Program completion date: 6/30/2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) <u>Corporate & Foundation Contributions</u>	<u>\$50,000.00</u>
b) <u>Individual Contributions</u>	<u>\$130,000.00</u>
c) _____	_____
d) _____	_____

Total Funding:	<u>\$330,000.00</u>
-----------------------	---------------------

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Salaries & Fringe</u>	<u>\$220,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:	
a) <u>General Administration</u>	<u>\$18,000.00</u>
b) <u>Insurance</u>	<u>\$9,500.00</u>
c) <u>Deposit to reserves</u>	<u>\$75,000.00</u>
d) <u>legal</u>	<u>\$7,500.00</u>

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

Part IV — Municipal Information

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

Name of municipal agency overseeing implementation of the program:	_____

Mailing address:	_____

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

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

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

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

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

Part II – Program Information

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

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

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

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

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

Part III – Financial Information

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

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

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

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

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

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

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

Part IV – Municipal Information

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

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

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

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

**2020 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1**

Part II, Program Information

Description of Program, Continued:

PCC is a nonprofit organization dedicated to providing comprehensive shelter, housing, and support services to individuals and families affected by domestic violence, as well as prevention education and outreach to the community at large. Our goal is to provide victims and their families with the support, services, and resources they need to heal and move forward from the physical, emotional, and financial impacts of domestic abuse. Through our education and prevention efforts, our goal is to engage the entire community in our efforts to better identify and respond to domestic and teen dating violence, to stop the violence before it begins, promote healthy relationships, and make our communities safer for all.

Our broad array of services is designed to address the immediate and long-term needs of victims of domestic violence and their children include: a crisis counseling and safety planning; 22 bed emergency safe shelter with 24/7 staffing; advocacy, information, and referrals; individual and group counseling; children's services; court-based victim advocates; case management; 28 units of transitional and permanent supportive housing; and community education and prevention services.

PCC is the only domestic violence agency serving the communities of New Britain, Berlin, Bristol, Burlington, Kensington, Plainville, Plymouth, Southington and Terryville. While domestic violence impacts all socio-economic groups, the great majority of our direct service clients are low-income. PCC is held to a rigorous set of 82 standards and monitored biannually by the Connecticut Coalition Against Domestic Violence (CCADV). The impact of our services is measured through client surveys, staff notes, and statistics (as appropriate) compiled using the Efforts to Outcome (ETO) database system, specifically designed by CCADV for use by domestic violence agencies.

Need for Program, Continued:

Making the courageous decision to leave an abusive situation presents its own physical, financial and emotional risks. Victims of domestic violence are at a 75% greater risk of death when they attempt to leave an abusive relationship. Beyond the threat of escalating violence, domestic violence victims cite lack of income, employment, and financial stability as the strongest, most immediate deterrents to leaving an abusive situation (Allstate Foundation). In addition, abusers often isolate victims, further restricting their financial means and leaving them without a support network, making it even tougher to leave.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g., counseling, housing, and legal assistance) address compelling needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivors' Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve on average 2,500 or more victims of family violence crimes every year.

Program Implementation continued:

PCC is supported by a dedicated, 13-member board of directors reflecting leadership, professional, and industry experience critical to the effective management and oversight of the organization. Other employees involved in implementation of services are:

- Beth Ann Morhardt, Associate Director: responsible for directing domestic violence services and program management;
- Carolyn Jasper, Director of Development: responsible for agency's communications, outreach, and fund-raising efforts;
- Danielle DeRosier, Manager of Counseling Services: responsible for providing direct services and supervising counseling staff;
- Sarah Barry, Director of Residential Services: responsible for emergency shelter and supportive housing programs and staff;
- Jazmynn Jakubczyk, Director of Advocacy & Community Engagement: responsible for training programs, community outreach, awareness raising, education, and prevention programs, and events.

We are fortunate to have a long history of collaboration with the local governments, police, courts, schools, social service agencies, healthcare and other service providers with whom we work daily to meet the complex needs of our clients. At all times, we leverage community resources to improve outcomes for our clients and avoid duplication of services.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018Open to Public
Inspection**A** For the 2018 calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite

594 BURRITT STREET

City or town, state or province, country, and ZIP or foreign postal code

NEW BRITAIN, CT 06053**F** Name and address of principal officer: **BARBARA DAMON****SAME AS C ABOVE****D** Employer identification number**06-0968557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,302,393.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.PRUDENCECRANDALL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1973** **M** State of legal domicile: **CT****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	14	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	14	
	5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	46	
	6	Total number of volunteers (estimate if necessary)	30	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0.	
7b	Net unrelated business taxable income from Form 990-T, line 38	0.		
Revenue	8	Contributions and grants (Part VIII, line 1h)	2,288,500.	3,253,882.
	9	Program service revenue (Part VIII, line 2g)	43,395.	38,771.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,391.	2,642.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	15,562.	-136.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,350,848.	3,295,159.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,348,853.	1,444,602.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 145,947.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,128,695.	1,143,956.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,477,548.	2,588,558.
19	Revenue less expenses. Subtract line 18 from line 12	-126,700.	706,601.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	10,719,286.	11,532,566.
	21	Total liabilities (Part X, line 26)	3,386,861.	3,492,759.
	22	Net assets or fund balances. Subtract line 21 from line 20	7,332,425.	8,039,807.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	BARBARA DAMON, EXECUTIVE DIRECTOR				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON	03/25/20		P00370668
	Firm's name ▶ MARCUM LLP	Firm's EIN ▶ 11-1986323			
	Firm's address ▶ 53 STATE STREET BOSTON, MA 02109	Phone no. (617) 807-5000			

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

832001 12-31-18 LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2018)**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**

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 71.



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. Library Board

2. _____

Name: Karen A. Pagliaro

Telephone No.: 860.878.5708 Cell

Home Address: 221 Still Meadow, Kensington CT 06037
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 34 years

Email Address: kpagliaro8@gmail.com

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

Party Affiliation: Democrat ✓

BSN, UConn

Educational Background (optional)

Hartford HealthCare

Present Employment (company/position)

181 Patricia M. Genova Dr, Newington CT 06111

Business Address

Current and Past Civic/Community Involvement: member of the Conservation Commission, past Town Councilwoman

Community UpBeat, Volunteer at HOCC, Arbor Rose, Jerome Home, UConn Medical and Dental Schools

and Miller Memorial iwth my therapy dog, Jr Womans Club of Berlin 20 years (1991-2011),

Tell us why you feel qualified for this appointment: Frequent library patron, volunteers at library during BHS final weeks

with my therapy dog, did a program for the library on how to become a pet therapy team

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

Signature: Karen A. Pagliaro (electronically signed)

Date: 05/27/2020

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 and will be allowed to address the Town Council during “Audience of Citizens” or during the “Public Hearing” portion of the meeting. 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.

To Join via WebEx, click on the link below:

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mb1f69428a103fe224bfddf7284a6fa d7>

To Join by phone:

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

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, June 2, 2020
Remote
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:07 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: 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. – Berlin-Peck Memorial Library**
2. **Topic re: 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. – Parks and Recreation**
3. **Topic re: 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. – Parks and Recreation**
4. **Topic re: Accept Suspense List as presented. – Revenue Collector**
5. **Topic re: 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. – Senior Center**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. **PUBLIC HEARING**

Information is listed at the top of the agenda to join the meeting.

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 2, 2020 at 7:00 p.m. 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 Arosha Jayawickrema, Town Manager, 240 Kensington Road, Berlin, CT 06037, or you may telephone 860-828-7003. Additional information may be obtained at the above address between the hours of 8:30 a.m. to 4:30 p.m. Monday through Wednesday, 8:30 a.m. to 7:00 p.m. Thursday and 8:30 a.m. to 1:00 p.m. Friday.

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

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

Equal Opportunity/Affirmative Action

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

Mayor Kaczynski convened the Public Hearing at 7:10 p.m. to discuss the 2020 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and to solicit citizen input.

No public comments were made.

Mayor Kaczynski closed the Public Hearing at 7:12 p.m.

H. NEW BUSINESS:

- 1. Topic re: 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. – Police Department**

Deputy Police Chief Chris Ciuci stated that renovations of two Police Department interview rooms were needed. Bismark Construction recently completed the renovation of jail cells within the department so this would be an amendment to that contract.

Councilor Paonessa moved 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.

Seconded by Councilor Rosso.

Vote being 5-0-2 with Councilors Luddy and Veach Abstaining (MOTION CARRIED)

- 2. Topic re: Approve a non-budgeted appropriation of General Fund Unassigned Fund Balance of \$255,000 to the Pension/Actuarial Funding account in the General Fund. – Finance**

Town Manager Jayawickrema introduced the item for the non-budgeted appropriation of unassigned fund balance for pension payout.

Finance Director Kevin Delaney explained that when the pension payouts exceed the assets that exist at Prudential for the closed defined benefit a non-budgeted appropriation is needed. The Town has implemented a pay-as-you-go funding strategy. When we started this program, we had seventeen active members. This will bring us down to ten active members and the town expects another retirement in July. This will bring us down to nine members. The seventh retirement payout will be greater than the pension fund balance needed at Prudential. The town's obligation to maintain the

required \$300,000 balance at Prudential. With this transfer, our balance will be about \$400,000. After we make our monthly payments and fees this fund will drop down to \$380,000.

During FY21, an additional non-budget appropriation will be made to honor future payouts.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Transfer \$34,500, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance

Town Manager Jayawickrema introduced this item to clear overbudgeted accounts.

Councilor Angelico-Stetson questioned the purchase of the fireproof cabinets for payroll and wondered if the information can be moved to the cloud. Finance Director Delaney responded that they are paper documents needed to be retained for many, many years.

Councilor Luddy moved to transfer \$34,500, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: 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. – Parks and Recreation

Town Manager Jayawickrema introduced the item to accept the donation of five scoreboards.

Jen Ochoa, Director of Community, Recreation and Parks Services, stated that Bill Petit from the Berlin Little League would like to donate the five scoreboards. They are getting them from a company called NEVCO and will be great with tech support if needed. The company is located nearby in Connecticut or New York and will be available to be on site very quickly if needed. Installation will be assisted by the Facilities Department and the Parks and Grounds Department.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: 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. – Public Grounds

Town Manager introduced the item to waive the sealed bid requirements and awarding the contract for the purchase of an Aera-Vator. The current equipment is fifty years old.

Steve Wood, Superintendent of Parks and Grounds, stated that the department tried out different equipment and liked the Aera-Vator the best. It will be used for aerating, slicing and seeding athletic fields and other areas as needed. It will put about 200 pounds of seed down an acre compared to the current one that puts down 25 pounds.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: 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. – Public Grounds

Town Manager Jayawickrema introduced the item to waive the bid for Creative Recreation for the replacement of playground equipment.

Steven Wood, Superintendent of Parks and Grounds, stated most of the playground equipment is purchased through Creative Recreation. This will give the department the ability to replace broken equipment or purchase new equipment for children with disabilities.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: 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. – Water Control

Town Manager Jayawickrema introduced the item for bid waiver for electric services at the water and sewer pumping stations.

Michael Ahern, Public Works Director, stated that they are usually under the \$10,000 amount for Bigelow Electric Services. Due in part to the removal of flushables, Water Control will go over \$2,000 on the water side and \$2,000 on the sewer side.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: 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". – Public Works

Town Manager Jayawickrema introduced the need to adopt a resolution for the execution of Bristol Resources Recovery Facilities agreement.

Michael Ahern, Public Works Director, stated that this is a partnership of fourteen communities to administer a recycling and solid waste disposal program. The BRRFOC Executive Committee revised the original 1985 agreement to update portions of the agreement.

Councilor Luddy moved 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".

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: 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. – Town Manager

Town Manager Jayawickrema introduced the item that is being recommended to the Council from the Ordinance Committee concerning the Mooreland Hill School that closed August 2019. Their attorney reached out to the Town and requested a tax exemption to a charitable, religious, or non-profit organization that is leasing their property. The Council needs to set a Public Hearing.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. APPOINTMENTS:

1. Berlin-Peck Memorial Library Board – Vacancy – Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
2. Board of Ethics – Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
3. Board of Ethics – Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
4. Board of Ethics – Alternate – Vacancy - New term would be until January 31, 2022. Can be filled with a D, R or U.
5. Board of Ethics – Alternate – Vacancy - New term would be until January 31, 2023. Can only be filled with depends on what party affiliation is filled on the above alternate appointment
6. Central Connecticut Health District – Ray Jarema’s term expires on June 30, 2020. Reappointment or replacement term would be until June 30, 2023.

Councilor Luddy placed in nomination the name of Ray Jarema of Wildermere Road for appointment to the Central Connecticut Health District.

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

Vote being 7-0 in favor of Ray Jarema to serve on the Central Connecticut Health District. Term ending June 30, 2023.

7. Central Connecticut Health District – Patricia Checko’s term expires on June 30, 2020. Reappointment or replacement term would be until June 30, 2023.

Councilor Luddy placed in nomination the name of Patricia Checko of Worthington Ridge for appointment to the Central Connecticut Health District.

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

Vote being 7-0 in favor of Patricia Checko to serve on the Central Connecticut Health District. Term ending June 30, 2023.

8. Commission for Persons with Disabilities – Vacancy - New term would be until January 31, 2023. Can only be filled with an R or U.

Councilor Luddy placed in nomination the name of Salvatore Calafiore of Warner Road for appointment to the Commission for Persons with Disabilities.

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

Vote being 7-0 in favor of Salvatore Calafiore to serve on the Commission for Persons with Disabilities. Term ending January 31, 2023.

9. Constables – Seven Constables are to be appointed, not more than four of whom shall be of the same political party. Their term expires when a new Town Council is elected, and new appointments were made at the Council's second regularly scheduled meeting. The current Constables are as follows: John Baccaro (D), Paul N. Eshoo (R), John Kozak (R). Bob Zipadelli (D) and three (3) vacancies.
10. Inland Wetlands & Water Courses Commission – Alternate - Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
11. Inland Wetlands & Water Courses Commission – Alternate – Vacancy – New term would be until January 31, 2023. Can be filled with depends on the above Alternate appointment.
12. Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy – New term would expire on June 30, 2021. Can be filled with a D, R or U.
13. Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
14. Planning & Zoning Commission – Alternate – Vacancy – Replacement term would be until January 31, 2021. Can be filled with a D, R or U.
15. Planning & Zoning Commission – Alternate – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
16. Public Building Commission – Vacancy - New term would be until January 31, 2025. Can be filled with a D, R or U.
17. VNA – Vacancy - Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

18. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
19. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
20. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
21. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
22. Water Control Commission – Alternate – Vacancy -New term would be until January 31, 2023. Can only be filled with a D or U.
23. Youth Services Advisory Board – Vacancy - Service Consumer – New term would be until January 31, 2023.

J. TOWN MANAGER'S REPORT:

- Town Hall has opened officially by appointment only. No complaints. The Library will open June 20th. Currently, will do curbside pick up of books. It is working out well.
- The town received great news with the bond sale today. Finance Director Delaney explained the town secured an exceptional rate all in of .91% it is unheard of to be under one percent for a ten-year bond. The town was looking to borrow \$4.50 million total. The town was able secure \$200,000 towards Percival Field for improvements and \$200,000 for bridges without having to bond further. The bond sale was resized to 4.2 million in principal and resulting in \$75,000 principal savings alone per year for the next ten years. Town Manager Jayawickrema explained we had a savings of 6.5 million last year, so the borrowing continues to go down. Mayor Kaczynski and Town Council all congratulated everyone involved and thanked everyone.

Mayor Kaczynski asked about having the next council meeting in person and using the Board of Education Conference Room for the meeting. After some discussion it was decided that the Town Manager and Town Clerk would investigate the possibility of meeting in person, look at different locations and make some recommendations on future meetings.

Mayor Kaczynski received a call regarding opening baseball fields for about 15 kids in the Legion league to practice., as other local towns are doing. Town Manager Jayawickrema had a conversation with Councilor Rosso earlier in the day about this matter and also discussed the idea with Jen Ochoa. The current Executive Order prohibits this because of contact and shared equipment.

K. SPECIAL COMMITTEE REPORTS:

Mayor Kaczynski stated that the Ordinance Committee had met and recommended that the Council set a Public Hearing on an Ordinance concerning the tax exemption discussed in agenda item #9. Nothing has been done on the leash law yet.

L. COUNCILORS' COMMUNICATION:

None

M. ACCEPTANCE OF MINUTES:

**May 19, 2020 Special Meeting
May 19, 2020 Regular Meeting**

Councilor Luddy moved to approve the May 19, 2020 Special Meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to approve the May 19, 2020 Regular Meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

N. EXECUTIVE SESSION:

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

No executive session was needed.

O. ADJOURNMENT

Councilor Rosso moved to adjourn at 8:05 p.m.

Seconded by Councilor Luddy.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Fee Waivers and Donations Approved by Council
Fiscal Year 2019/20

<u>Date</u>	<u>Value</u>
7/9/2019 Donation of 4 rounds golf and 2 carts - Ryan Lee Memorial Golf Tourn.	\$239.00
7/9/2019 Waive greens fees - New England Public Links Championship	\$2,934.00
9/3/2019 Waive Police fees for Berlin Fair	\$29,235.73
9/3/2019 Donation of 4 rounds golf and 2 carts - Booshay-Pelsoi Charity Tourn.	\$239.00
9/3/2019 Donation of 4 rounds golf and 2 carts - St. Paul School Charity Open	\$239.00
9/17/2019 Waive Special Event fee - St. Paul Church Annual Picnic	\$150.00
10/1/2019 Waive Police fees for Hungerford's Pumpkin Palooza	\$864.00
10/29/2019 Waive Police fees for Christmas tree lighting	\$864.00
10/29/2019 Waive cost of Public Grounds employees to clean up after tree lighting	\$292.20
10/29/2019 Free greens fees for veterans and active military on Veterans Day	\$465.00
11/26/2019 Waive Police fees for Willard pasta dinner	\$365.00
11/26/2019 Waive Police fees for Powder Puff Football fundraiser	\$500.00
12/10/2019 Waive building permit fees - St Gabriel's Church	\$615.00
12/10/2019 Donation of 4 rounds golf and 2 carts - Willard pasta dinner	\$242.00
1/7/2020 Waive Police Fees - Minutemen Wrestling Tournament	\$1,523.00
1/7/2020 Waive building permit fees - Berlin Congregational Church	\$120.00
1/21/2020 Waive field usage fees - Nutmeg State Games	\$6,600.00
2/4/2020 Waive greens fees - PGA of Conn. Pro Amateur event	\$1,875.00
2/4/2020 Donation of 4 rounds golf and 2 carts - Griswold Pasta dinner raffle	\$242.00
3/3/2020 Donation of 4 rounds golf and 2 carts - BHS Band Parents Jazz with Pizzazz raffle	\$238.00
3/3/2020 Donation of 4 rounds golf and 2 carts - Berlin Friends of Softball raffle	\$238.00
3/3/2020 Waive Timberlin tent usage fee - BOE appreciation luncheon	\$100.00
3/3/2020 Donation of 4 rounds golf and 2 carts - St. Paul Auction	\$238.00
3/3/2020 Donation of a credit towards a Parks and Recreation program - Willard raffle	\$50.00
3/17/2020 Waive building permit fees - East Berlin United Methodist	\$240.00
3/17/2020 Waive Police fees - BHS Cycling Club bike race	\$965.00
4/7/2020 Waive field usage fees - St. Paul School	\$630.00
4/21/2020 Waive building permit fees - Berlin Free Library	\$570.00
5/19/2020 Waive building permit fees - St Paul Church	\$3,920.00
	<hr/>
	\$54,792.93

2019-2020

Boldface items approved by Bd. of Finance and Town Council.

All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
20-001	Town Clerk			\$542.00		Overtime (from Prof. Devel.)
20-002	Economic Devel.			\$532.00		Prof. Devel. (from Promotion)
20-003	Economic Devel.			\$2,300.00		Contrac. Services (from Land Appraisal)
20-004	Town Manager	\$79,250.00				Town Manager wages & benefits
20-005	Golf Course	\$12,460.00				Golf Pro contract increase
20-006	Police			\$2,330.00		Defensive Equipment - Tasers (from Misc. Equip.)
20-007	Golf Course			\$880.00		Blue Collar (from Unemployment Comp.)
20-008	Golf Course			\$110.00		Pension (from Unemployment Comp.)
20-009	Assessor			\$1.00		Health Ins. (from Workers Comp.)
20-010	Public Works			\$0.50		Health Ins. (from Life Ins.)
20-011	Public Building Maint.			\$0.11		Dept. Head (from Clerical)
20-012	Munic. Garage			\$75.00		Pension (from Workers Comp.)
20-013	Munic. Garage			\$725.00		Clerical (from Workers Comp.)
20-014	Technology Dept.			\$580.00		Health Ins. (from Soc. Secur.)
20-015	Inland Wetlands			\$65.00		Org. Fees (from Prof. Devel.)
20-016	Senior Services			\$0.65		Mid Management (from Life Ins.)
20-017	Nursing			\$2,500.00		In Lieu of Health Ins. (from Pension)
20-018	Library			\$2,479.00		Audio/Video Materials (from Books)
20-019	Fire Dept.			\$200.00		Foam (from Firefighting Equip.)
20-020	Fire Dept.			\$500.00		Rescue Equip. (from Firefighting Equip.)
20-021	Town Manager			\$2,500.00		In Lieu of Health Ins. (from Health Ins.)
20-022	Assessor			\$50.00		Clerical (from Mid Manager)
20-023	Public Building Maint.			\$997.00		Blue Collar (from Social Security)
20-024	Assessor			\$2,000.00		Contrac. Services (from Mid Manager)
20-025	Veterans Comm.			\$80.00		Supplies (from Flags, Wreaths, Flowers)
20-026	Highway			\$1,875.00		In Lieu of Health Ins. (from Health Ins.)
20-027	Information Tech.			\$742.03		Training (from Maint. & Repair)
20-028	Public Grounds			\$2,000.00		Vehicle Parts (from Labor Services, Pools, Cemeteries)
20-029	Library			\$3,700.00		Health Insurance (from Pension)
20-030	Finance			\$2,500.00		Supplies (from Part time Help)

2019-2020

Boldface items approved by Bd. of Finance and Town Council.

All others approved by Town Manager.

Bud.Chg.	#	Department	Contingency	Fund Bal.	Other		Comments
					General Fd.	Other Fund	
	20-031	Townwide			\$9,850.00		Prof. Serv. (from Salary Contin. and Wage Neg.)
	20-032	Economic Devel.	\$26,585.52				Transfers to Other Funds (for closeout of Train Station Ren. P
	20-033	Town Clerk			\$90.00		Computer Support (from Supplies)
	20-034	Golf Course			\$1.00		Leased Equipment 2016 (from Unemployment Compensation)
	20-035	Development Serv.			\$3,000.00		Clerical Personnel (from Mid Manager Personnel)
	20-036	Revenue Collector			\$1,500.00		Supplies (from Part Time Help)
	20-037	Economic Devel.			\$349.00		Professional Devel. (from Promotion)
	20-038	Public Grounds			\$44,300.00		Mid Manager Personnel (from Blue Collar Personnel)
	20-039	Golf Course			\$1,450.00		Internet Service (from Unemployment Compensation)
	20-040	Highway			\$1,200.00		In Lieu of Health Ins. (from Health Ins.)
	20-041	Finance			\$444.00		Computer Support (from Training)
	20-042	Veterans Comm.			\$80.00		Supplies (from Flags, Wreaths, Flowers)
	20-043	Rec./Soc.Serv./Senior Ctr.			\$1,250.00		In Lieu of Health Ins. (from Health Ins.)
	20-044	School Expenses			\$5,000.00		Sidewalk Maint. (from Crack Filling Parking Lots)
	20-045	Golf Course			\$235.00		Training (from Chemicals and Org. Fees)
	20-046	Economic Devel.			\$1,200.00		Contrac. Services (from Land Appraisal Services)
	20-047	Economic Devel.			\$150.00		Org. Fees (from Promotion)
	20-048	Munic. Garage			\$4,900.00		Tires (from Maint. & Repair)
	20-049	Public Grounds			\$2,500.00		Equipment (from Playing Field Improvements)
	20-050	Recreation Dept.			\$205.00		Computer Support (from Supplies)
	20-051	Library			\$400.00		Supplies (from Equipment)
	20-052	Private Schools			\$1,250.00		In Lieu of Health Ins. (from Health Ins.)
	20-053	Highway			\$4,000.00		Operating Materials (from Snow & Ice Mater.)
	20-054	Library			\$150.00		Copiers (from Maint. & Repair)
	20-055	Economic Devel.	\$6,209.72				Final pymt. to State for Train Stn. Renovation project
	20-056	Town Clerk			\$650.00		Contrac. Services (from Supplies)
	20-057	Finance			\$835.00		Computer Support (from Training)
	20-058	Assessor	\$3,500.00				Payment of Tax Management Assoc. invoices
	20-059	Public Grounds	\$60,000.00				Sage I Improvements
	20-060	Fire Dept.			\$4,900.00		Training (from Monitors, Radios, Communication)

2019-2020

Boldface items approved by Bd. of Finance and Town Council.
All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
20-061	Town Manager			\$5,000.00		Town Mgr. salary (from Health Ins.)
20-062	Planning Dept.			\$3,500.00		Clerical (from Mtd Manager)
20-063	Public Works	\$5,900.00				Workers Compensation
20-064	Public Building Maint.			\$8,350.00		Health Ins. (from Planning Dept. Hlth. Ins.)
20-065	Revenue Collector	\$45,000.00				Tax Refunds
20-066	Public Grounds	\$4,500.00				Water & Sewer
20-067	Fire Dept.			\$26,726.00		Robert Wolf Plan (from Principle and Interest)
20-068	Police			\$38,555.49		Defibrillators (from Health Ins. & Pension)
20-069	Public Building Maint.			\$24,185.00		Senior Ctr. repairs (from Sr.Ctr. HVAC & ADA Improv.)
20-070	Animal Control			\$225.00		Telephone (from Maint. & Repair)
20-071	Police			\$2,360.04		Prof. Devel. (from Accreditation)
20-072	Munic. Garage			\$4,999.00		Auto Parts (from Storm Related OT)
20-073	Technology Dept.			\$60.00		Computer Support (from Contrac. Serv.)
20-074	Munic. Garage			\$5,100.00		Tires (from Vehicle Fuel)
20-075	Nursing			\$4,900.00		Medical Supplies (from Medical Services)
20-076	Police			\$3,000.00		Misc. Equipment (from Telecomm Statewide Info)
20-077	Golf Course			\$1,500.00		Vehicle Parts (from Vehicle Fuel)
20-078	Public Building Maint.			\$5,000.00		Custodial Supplies (from Overtime)
20-079	Townwide			\$4,950.00		Supplies (from Pension and Social Security)
20-080	Technology Dept.			\$1,770.00		Mtd Mgr. Salary and fringes (from Salary Continuation)
20-081	Social Services			\$600.00		Youth Grant (from Youth Services Secretary)
20-082	Library			\$1,138.00		Audio/Video Materials (from Books)
20-083	Various Depts.			\$287.76		Life Insurance (from Storm Rel. OT and Social Security)
20-084	Technology Dept.			\$4,763.63		Computer Support (from Comp. Equip. and Maint. & Repair)
20-085	Town Clerk			\$175.00		Contrac. Services (from Prof. Devel.)
20-086	Fire Dept.			\$400.00		Haz. Mater. Supplies (from Operating Mater.)

\$243,405.24
\$0.00**\$267,698.21****\$0.00**

2019-2020

Boldface items approved by Bd. of Finance and Town Council.
All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other General Fd.	Other Fund	Comments
Cumulative Appropriations			\$1,857,015.00			
Bal. of Contingency Account				\$56,594.76		