

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
September 8, 2020
Large Board of Education Meeting Room (BOF Only)
REMOTE
7:00 P.M.

Join meeting
Password: Sep2020BOFMtg

Call-in Option: 1-408-418-9388 United States Toll
Access Code: 132 484 2907
Passcode: 73720202

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS

D. APPROVAL OF PRIOR MINUTES

July 14, 2020 Regular Meeting
July 23, 2020 Special Meeting

E. OLD BUSINESS

1. Move to transfer \$11,365 from Nursing Department Professional Services account to Department Head account (\$10,000), Social Security account (\$765) and the Pension account (\$600) to in-source Quality Assurance processes in FY21.

F. NEW BUSINESS

1. Move to appropriate a \$4,220 Juvenile Review Board grant to the Part Time Help, Worker's Comp., and Social Security expense accounts within the Social & Youth Services department.
2. Move to create a professional position of Deputy Fire Marshal to serve in that capacity and provide department coverage in the absence of full-time staff.
3. Move to approve the transfer of \$18,500.00 from the In Lieu of Sick (retiree) account in the General Fund to the Transfer to Other Funds account in the General Fund and appropriate the funds to the Building & Renovations account in the Police Construction Fund.

4. Move to approve the transfer of \$120,000.00 from the Police Personnel account, \$35,000.00 from the Police Social Security account and \$45,000 from the Police Pension account, all in the General Fund, to the Police Vehicles account in the General Fund.
5. Move to approve the transfer of \$25,000.00 from the Non-Taxable Election Worker's account in the General Fund to the Golf Course Backhoe account in the General Fund.
6. Move to approve the transfer of \$4,500 from the Public Grounds Overtime account, \$2,000 from the Public Grounds Storm Related Overtime account, \$2,000 from the Highway Storm Related Overtime account, \$10,000 from the Public Grounds PT & Summer Help account, \$19,500 from the Public Grounds Electricity account, \$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account, \$2,000 from the Public Grounds Maintenance & Repair account, \$2,000 from the Public Grounds Fertilizer, Seed, Chem. Account and \$3,000 from the Public Grounds Sanitation account, all in the General Fund, to the Rack Body account in the General Fund.
7. Move to approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account, \$25,000 from the Stormwater Drainage Analysis account and \$35,000 from the Planning & Zoning Mid-Manager account, all in the General Fund, to the Excavator account in the General Fund.
8. Move to approve the transfer of \$40,000.00 from the Highway Storm Related Overtime account in the General Fund and \$20,000 from the Public Grounds Storm Related Overtime account in the General Fund to the Highway Front Loader account in the General Fund.
9. Move to approve the transfer of \$12,250.00 from the Highway Health Insurance account, \$12,750 from the Highway Blue Collar account and \$12,400 from the Stormwater Drainage Analysis account and \$37,600 from the School Electricity account, all in the General Fund, to the Woodchipper account in the General Fund.
10. Finance Director update.

G. ADJOURNMENT

**TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
July 14, 2020
BOARD OF EDUCATION LARGE MEETING ROOM (BOF ONLY)
7:00 P.M.**

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mba0fcbb00740b8c1bc3eb3d568b0a90b>

Password: July2020BOF

Call-in Option: 1-408-418-9388 United States Toll
Access Code: 132 629 6999
Passcode: 58592020

A. CALL TO ORDER

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

B. ROLL CALL

ATTENDANCE:

Members Present: Sal Bordonaro (arrived 7:14 p.m.), Tim Grady, Mark Holmes, Sam Lomaglio, Gerald Paradis, John Richards

Staff Present:

Arosha Jayawickrema – Town Manager (arrived 7:30 p.m.)
Kevin Delaney – Finance Director

C. PUBLIC COMMENTS

None.

D. APPROVAL OF PRIOR MINUTES

June 9, 2020 Regular Meeting

Mr. Richards moved to approve the June 9, 2020 meeting minutes.

Seconded by Mr. Grady.

Those voting in favor: Mr. Grady, Mr. Holmes, Mr. Lomaglio, Mr. Paradis, Mr. Richards

Vote being 5-0. (MOTION CARRIED)

E. NEW BUSINESS

1. Move to transfer \$1,000 from the Nursing Department Medical Services account to the Medical Supplies account.

Mr. Paradis moved to transfer \$1,000 from the Nursing Department Medical Services account to the Medical Supplies account.

Seconded by Mr. Holmes.

Finance Director Delaney reported that the proposed transfer would fund purchase of personal protective equipment. Mr. Richards asked why the request was dated June 3, and was not included at the previous BOF meeting. He noted that the expense report at June 30th, provided to the BOF, showed \$305 remained and questioned if the original request was still necessary. Finance Director Delaney stated that the June 30th report was preliminary and that the original request had to be made to the Town Council before this action. As there will likely be additional action similar to E3 tonight at the next BOF meeting, Mr. Richards said he would prefer to adjust balances when they were shown as a negative in the expense report.

(Mr. Bordonaro arrived by this point.)

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Holmes, Mr. Lomaglio, Mr. Paradis

Those voting against: Mr. Richards

Vote being 5-1. (MOTION CARRIED)

- 2. Move to transfer \$11,365 from Nursing Department Professional Services account to Department Head account (\$10,000), Social Security account (\$765) and the Pension account (\$600) to in-source Quality Assurance processes in FY21.**

Mr. Paradis moved to transfer \$11,365 from Nursing Department Professional Services account to Department Head account (\$10,000), Social Security account (\$765) and the Pension account (\$600) to in-source Quality Assurance processes in FY21.

Seconded by Mr. Holmes.

Finance Director Delaney explained that the Town Manager and Town Council have approved the proposed transfer. The current contract for Quality Assurance has expired and Town Manager Jayawickrema felt this would be a better short-term solution than going out to bid for another contractor at this time. Board of Finance asked if the Quality Assurance should be performed by an independent observer rather than VNA Administrator. It also asked if paying the VNA Administrator extra was necessary to perform the work (assuming it would be appropriate for the Administrator to perform the work) since census is down and there should be time available. Finance Director Delaney will ask the Town Manager or Department Head to discuss further with Board of Finance.

Vote being 0-6. (MOTION DEFEATED)

- 3. Move to transfer \$44,808, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.**

Mr. Paradis moved to transfer \$44,808, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Seconded by Mr. Richards.

Finance Director Delaney explained that each account is expected to be over budget at year-end and per Town Charter need to be brought even. This is based on actions that have been taken as recently as this week, noting in particular the Police overtime for the pay period that included June 28-30.

Vote being 6-0. (MOTION CARRIED)

4. Move to approve the Board of Education FY2020 2% Carryover Request.

Board of Education proposes that \$375,000 be carried over to fund fire suppression equipment at Hubbard Elementary and an HVAC roof top unit at McGee Middle School. Finance Director Delaney pointed out that if the motion is approved and the funds are placed in the non-lapsing account, approval of vendors goes through the Town process and Mr. Delaney would continue to track each project monthly (cost and progress), funded through the non-lapsing account located in the non-recurring Capital budget. Mr. Richards noted that the two items were estimated at \$150,000 and \$225,000, respectively, by the Board of Education.

Mr. Paradis moved that the Board of Finance deposit an amount not to exceed \$375,000 from account 001-35-3560-0-51000-00000 Board of Education Program 60 into account 500-35-3561-0-54000-01733 Unexpended Education Funds for the fiscal year ending June 30, 2020.

Seconded by Mr. Holmes.

It was noted that both projects may be met with delays, as rewiring will be required for the Hubbard fire system equipment and there may be lead-time to procure the HVAC unit.

Board of Finance was concerned about the Town's overall financial situation, as well as potential exposure for Covid-19 related expenses. Finance Director Delaney noted that he is pursuing FEMA reimbursement for Coronavirus related expenditures to date and the Board of Education will pursue Elementary and Secondary School Emergency Relief Funding ("ESSERF") for expenditures at the schools. There is also reimbursement available for the food distribution programs taking place at Berlin schools. After all of these have completed, the Town may seek remedy under the CARES act provisions.

Finance Director Delaney also stated that there is a projected surplus which can help to address capital needs or Coronavirus related expenditures.

Mr. Holmes noted his exception to a remark made by Board of Education Member Tencza during the July 13, 2020 Board of Education virtual meeting. Mr. Tencza stated for the record that Board of Education requested the remaining \$400,000 of surplus money to be set aside to fund for Covid-19 related expenditures within the non-lapsing account (instead of returning such surplus to the General Fund), but Board of Finance refused that request. Mr. Holmes took exception to that remark, since Mr. Tencza did not disclose to meeting attendees that Board of Education has approximately \$1,000,000 remaining in Choice grant funds (which do not lapse) that could be used at any time to pay for such expenditures.

Mr. Richards pointed out that the Board of Finance Chairman had spoken with Mr. Tencza and specifically directed the return of \$400,000 surplus to the General Fund, but the matter had not been discussed by the full Board of Finance. Chairman Lomaglio confirmed that he and Mayor Kaczynski spoke with Mr. Tencza and Board of Education President Aroian, in late April, and indicated that they wanted the \$400,000 returned to the General Fund and would consider transferring / redistributing if need is demonstrated after the \$1,000,000 remaining CHOICE grant funds are expended. Mr. Richards asked for discussion, and the other Board of Finance members were aligned with the action the Chairman had taken. It was Mr. Richards' position that funding may well be needed for the Board of Education's response to the Covid-19 response to re-opening schools in the fall, and that having funds in the non-lapsing account would make the Board of Education's ability to respond easier.

Mr. Bordonaro noted his continued requests for information from the Board of Education go unanswered and feels that the Board of Education should be held more accountable. Mr. Grady agreed, stating that his specific request for more information regarding special education costs / reimbursements for Choice students also went unanswered.

Vote being 6-0. (MOTION CARRIED)

5. Discuss and possibly approve the use of a 2% carryover agreement.

The group discussed the possibility of formalizing the carryover process. Finance Director Delaney said that this was in response to Mr. Richards comments at the last meeting. Mr. Richards said his concerns were for an outline of actions and timing for the non-lapsing transfer request to be processed, and less on a specific detailed document relating to the details of the proposed usage. Mr. Paradis indicated that since Board of Finance approved funds for specific capital projects, the Town essentially controls the funds in the non-lapsing account. Board of Finance concluded that the current monitoring of the use of the funds in the Finance Director's monthly report was sufficient.

6. Discuss reopening schools.

Board of Education is required to provide three reopening plans to the State, on or about July 24, 2020: one plan for in-person session; one-plan for distance learning; and one plan for hybrid in-person / distance learning. No formal requirements have been announced yet and costs to implement any / all plans are still unknown. Mr. Holmes noted that the Board of Education will be holding meetings with the staff and parents from each school next week, to gather feedback and to move to finalizing their response to the State. The group discussed the probable increase in transportation costs and the likely need to significantly increase bandwidth to accommodate for teachers / students "remoting" into a classroom. Finance Director Delaney indicated that a meeting is scheduled with the Town Manager, Board of Education, Facilities Director and him to discuss reopening scenarios and possible costs. Finance Director Delaney indicated that any significant cost (over \$100,000) will need to be presented to Town Council and Board of Finance before moving forward.

Mr. Richards noted that in normal circumstances if parents choose to home-school their children, it is at their sole cost. If the Governor declares schools open for in-person learning, is the Board of Education / Town responsible to fund home-schooling?

7. Finance Director update.

Overall, the Town is above budget in receipts and below budget in expenditures.

- Revenue:
 - Tax collection is strong to date (about equal year-over-year two weeks into collection);
 - Golf and VNA are short vs. budget;
 - Interest income strong.
- Expenses:
 - Retirement in June, 2020 - \$1,400,000 payout by end of July, 2020.
 - Retirement last year, employee reaches 20-year threshold in April 2021 and will take payout (over \$1,000,000) at that time.

Members discussed remaining members in the Defined Benefit Pension Plan (9), year-end capital requests (items on the 7/21/20 Town Council Agenda; will be presented to Board of Finance members by Department staff if approved by Council) and whether or not to revert project surplus funds from the Board of Education non-lapsing account to the General Fund.

Finance Director Delaney will schedule a meeting / call on Wednesday, July 22, 2020 at 7:00 p.m. to discuss the year-end capital requests (if approved by Town Council on 7/21/20) as well as year-end transfers.

Mr. Richards moved to add an item to the Agenda: missing minute documents.

Seconded by Mr. Paradis.

Vote being 6-0. (MOTION CARRIED)

(NEW ITEM)

8. Missing Minutes

Mr. Richards noted that he was searching for minutes from a 2020 budget meeting and noticed five sets of minutes that were missing from the Town website for the current year, and three sets appear to be missing from 2018. Finance Director Delaney replied that he would follow up with the Clerk's office. Mr. Richards will review the 2019 minutes, and the missing sets appear to be related to budget hearings that were approved in early April each year.

F. ADJOURNMENT

Mr. Holmes moved to adjourn at 8:42 p.m.

Seconded by Mr. Paradis.

Vote being 6-0. (MOTION CARRIED)

Submitted by,

Dana Borges

**TOWN OF BERLIN
SPECIAL BOARD OF FINANCE MEETING
July 23, 2020
REMOTE
7:00 P.M.**

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m6957c8ed85590b8f9b62e646bbcd2a58>
Password: BOFSpecialMtg

Call-in Option: 1-408-418-9388 United States Toll
Access Code: 132 946 0379
Passcode: 26377324

A. CALL TO ORDER

Chairman Lomaglio called the meeting to order at 6:30 pm.

B. ROLL CALL

ATTENDANCE:

Members Present: Sal Bordonaro, Tim Grady, Sam Lomaglio, Gerald Paradis, John Richards

Members absent: Mr. Holmes

Staff Present:

Arosha Jayawickrema – Town Manager
Kevin Delaney – Finance Director

C. PUBLIC COMMENTS

None.

D. NEW BUSINESS

- 1. Move to transfer \$125,000 from the Schools Electricity account and \$110,000 from the Issue of June 2019 account to the Transfer to Other Funds account, all in the General Fund, and appropriate the transferred funds to the Farmington Ave Development (non-grant) account in the Economic Development Fund.**

Mr. Paradis moved to transfer \$125,000 from the Schools Electricity account and \$110,000 from the Issue of June 2019 account to the Transfer to Other Funds account, all in the General Fund, and appropriate the transferred funds to the Farmington Ave Development (non-grant) account in the Economic Development Fund.

Seconded by Mr. Bordonaro.

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Lomaglio, Mr. Paradis, Mr. Richards

Vote being 5-0. (MOTION CARRIED)

2. Move to transfer \$3,855, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Mr. Paradis moved to transfer \$3,855, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Seconded by Mr. Bordonaro.

Director Delaney explained that the requested transfers would cover extra duty police pay (for the GHO and construction work) and higher than expected water/sewer charges at the mobile home park. The extra duty police transfer will draw from the Police personnel account and the mobile home water/sewer transfer will draw from the Town electricity account.

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Lomaglio, Mr. Paradis, Mr. Richards

Vote being 5-0. (MOTION CARRIED)

E. ADJOURNMENT

Mr. Paradis moved to adjourn at 6:34 p.m.

Seconded by Mr. Bordonaro.

Those voting in favor: Mr. Grady, Mr. Holmes, Mr. Lomaglio, Mr. Paradis, Mr. Richards

Vote being 5-0. (MOTION CARRIED)

Submitted by,

Dana Borges

Agenda Item No. E-1
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: June 25, 2020

SUBJECT: Transfer funds to perform the Quality Assurance processes including quarterly auditing, quarterly reporting, and annual reporting

Summary of Agenda Item:

The Nursing Department currently outsources required documentation auditing and reporting to an external Quality consulting firm. The current contract with Qualidigm Consulting is due for renewal. The contract is for 3 years with 2 option years after 3 years. The cost for the service is \$28,000 – \$29,000 for the first 3 years and \$29,500 - \$30,000 for the 2 option years. During the COVID-19 Pandemic the patient census has decreased and the process of quarterly audits and reporting can be accomplished internally by the Nursing Department. This can be done at a significant cost savings to the department and the Town.

Funds are available in the Professional Services Account. The total transfer of funds should not exceed \$11,365 for fiscal year 2021. This approach for one year allows us to go out to bid for the following year.

Action Needed:

Move to approve the transfer of \$11,365 from Nursing Department Professional Services account to Department Head account (\$10,000), Social Security account (\$765) and the Pension account (\$600) to perform the Quality Assurance processes.

Attachments:

None

Prepared By:

Wendy Russo RN, Administrator

Agenda Item for Berlin Board of Finance Meeting

Tuesday August 4, 2020

Berlin Visiting Nurse Association

Request to transfer money (as per previous request) to allow the agency to complete quarterly documentation audits / quarterly reports / annual report internally by the Director of Nursing.

This process is to replace the outsourcing of documentation audits and reporting which is at a cost of \$30,000.00 annually. The cost of the internal process will be \$10,000.00 annually which is a significant savings to the town.

Quarterly documentation audits and reporting are required by the State and Federal Governments in order to continue with Medicare and Medicaid licensing. Documentation audits are done to assure compliance with all documentation requirements and Medicare Conditions of Participation. The following are some of the areas that are audited quarterly as well as at the time of State and Medicare licensing surveys:

- Skilled Comprehensive Assessments
- Skilled Visit Notes
- Individualized Patient Plans of Care
- Status of Patient Goals
- Compliance with Physician Orders (orders are current, signed by MD within required time frame, all components of orders are complete)
- Compliance with patient visit frequency for all disciplines
- Compliance with HHA documentation including documentation of RN supervision of HHAs and LPNs.
- All required forms and notifications are completed and signed/dated by clinician and patient
- All documentation is present in the format required by law.

Agenda Item No. F-1
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: June 30, 2020

SUBJECT: Juvenile Review Board Grant

Summary of Agenda Item:

Through DCF and the Connecticut Youth Services Association, the State is providing a grant funding opportunity for Juvenile Review Boards to help with increased caseloads due to recent changes in the juvenile justice system. Berlin Social & Youth Services is seeking authorization to apply for a grant to fund a part-time JRB Case Manager position. It's anticipated that this entirely grant funded position would provide between 10 and 15 hours per month of case management services, working with youth and families referred by the Police, Berlin Schools, and Juvenile Court

The Berlin Department of Social & Youth Services will submit a grant request of \$4,220 to CYSA for a DCF funded Juvenile Review Board grant. Funds will be deposited in the State Grants revenue account 100.05.0505.2.44801.00000, and appropriated to the Part Time Help 100.30.3054.0.51510.00000, Worker's Comp. 100.30.3054.0.52010.00000, and Social Security 100.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant.

Action Needed:

Move to appropriate the \$4,220 grant to the Part Time Help, Worker's Comp., and Social Security expense accounts.

Attachments:

None

Prepared By:

Doug Truitt, Director of Social & Youth Services

Agenda Item No. F-2
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2020

SUBJECT: Part-Time Deputy Fire Marshal

SUMMARY:

Currently, an appointed position of Deputy Fire Marshal exists as a contractual service to provide coverage when the full-time staff are unavailable to staff the department or respond to investigations. To be in compliance with applicable labor laws and insurance regulations, this position should be included in regular payroll. There will be no change to the budgeted amount of \$1000.00 to cover this classification change to the position.

ACTION NEEDED:

Move to create a professional position of Deputy Fire Marshal to serve in that capacity and provide department coverage in the absence of full-time staff.

ATTACHMENT:

PREPARED BY:

Steven Waznia, Fire Marshal

TO: The Board of Finance

FROM: Aroscha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$18,500 budget transfer to fund the installation of air conditioning in the center rooms at the Police Station

Summary of Agenda Item:

Air conditioning in the police department training room and detective bureau does not adequately meet demand especially during the summer months. It has been a known problem for many years. When the air conditioning is not functioning correctly it makes working conditions for staff and visitors extremely uncomfortable. The detective bureau is staffed with four detectives Monday through Friday. At times the indoor temperature readings in this space has reached 80°. The training room is primarily used for daily roll-call briefings, training classes, citizen police academy presentations, and other community related events. When the room is at or near capacity it gets extremely warm, which is it not conducive to learning. The lack of adequate air flow and additional heat from computers and an overhead projector in the room contribute to the uncomfortable temperatures.

\$18,500 of funding for the air conditioning is proposed to come from the In Lieu of Sick (retiree) account in the General Fund (001.15.1532.0.51811.00000). These funds will be transferred into the Building & Renovations account in the Police Construction Fund (538.15.1532.0.54000.00300).

Action Needed:

Move to approve the transfer of \$18,500.00 from the In Lieu of Sick (retiree) account in the General Fund to the Transfer to Other Funds account in the General Fund and appropriate the funds to the Building & Renovations account in the Police Construction Fund.

Attachments:

None

Prepared By:

Chris Ciuci, Deputy Police Chief

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$200,000 budget transfer to fund the purchase of four (4) Police vehicles

Summary of Agenda Item:

Vehicles assigned to the police department patrol fleet are driven an estimated 25,000-30,000 miles a year and idle for many more hours. Mechanical repairs go up quite substantially after a vehicle reaches an average of 70,000 to 75,000 miles. The Town of Berlin replacement plan for these vehicles is 3 years or 75,000 miles. When patrol vehicles reach this point they are either moved to another department or sent to auction. It is taking approximately nine months to get a police cruiser ordered and equipped for use on the road. As of June 29, 2020 six patrol vehicles are three or more years old and have at least 71,000 road miles accumulated. Some have mileage as high as 92,000 miles. The cost of each patrol vehicle is estimated at \$40,000. The cost to outfit and equip each vehicle is estimated at \$10,000.

Funding for the new vehicles is proposed to come from three FY20 unexpended balances. First, \$120,000.00 is proposed to come from the Police Personnel account in the General Fund (001.15.1532.0.51140.00000). Second, \$35,000.00 is proposed to come from the Police Social Security account in the General Fund (001.15.1532.0.52100.00000). Third, \$45,000 is proposed to come from the Police Pension account in the General Fund (001.15.1532.0.52200.00000). *Please note, the Pension account referenced is for officers covered under the 401 (DC) plan and not for officers covered under the closed DB pension plan; DB pension funding is included in a separate account outside of the Police Department budget.* These funds will be transferred into the Police Vehicles account in the General Fund (001.15.1532.0.54000.00004).

Action Needed:

Move to approve the transfer of \$120,000.00 from the Police Personnel account, \$35,000.00 from the Police Social Security account and \$45,000 from the Police Pension account, all in the General Fund, to the Police Vehicles account in the General Fund.

Attachments:

None

Prepared By:

Chris Ciuci, Deputy Police Chief

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$25,000 budget transfer to fund the purchase of a used backhoe at the Golf Course

Summary of Agenda Item:

In 2010, the Golf course was assigned a backhoe that had been previously used in the Public Grounds department. The backhoe was 18 years old at that time. The machine is now 28 years old and is beginning to fail. The the main hydraulic pump recently went down. The cost to replace the pump is approximately \$5,000. Along with hydraulic pump issue, the low range gear in the transmission is no longer usable.

The backhoe is a primary piece of equipment and is used daily for excavating and removal of tree stumps; loading equipment with sand, topsoil and mulch; as well as for shaping and building of tees and bunkers. The backhoe is also used seasonally to push leaves from the course and remove snow from the parking lots.

Funding for the purchase of a replacement backhoe is proposed to come from the Non-Taxable Election Worker's account (001.05.0505.0.53815.00000) in the General Fund. The funds will be transferred into the Backhoe account in the General Fund (001.25.2543.0.54000.00135).

Action Needed:

Move to approve the transfer of \$25,000.00 from the Non-Taxable Election Worker's account in the General Fund to the Golf Course Backhoe account in the General Fund.

Attachments:

None

Prepared By:

Jon Zuk, Golf Course Director

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$50,000 Budget Transfer to Fund a Rack Body with Plow for Public Grounds

SUMMARY:

The Parks and Grounds Department currently has ten full time and five seasonal employees operating their day to day schedules with 8 vehicles. The Department frequently needs to borrow multiple vehicles from other Departments such as the Highway Department, Municipal Garage and Facilities Department in order to meet the needs of the daily operations and workload. Currently, Parks and Grounds' goal is to try to maintain one person per vehicle when possible due to the ongoing pandemic.

The request is to purchase a flatbed vehicle with an electric dump body and plow. This would allow the Department the opportunity to transport sod, fertilizer, lime, cement, Bobcat attachments, Turface park benches and parts, playground equipment/components, flowers, ice melt, etc. to job sites while not impacting another Department by having to borrow other departmental vehicles. The flatbed truck provides flexibility as it can be outfitted with removable sideboards; this allows operation similar to a standard dump body or be used as a flatbed. This purchase would also provide an additional plow truck for the Department for snow removal during the winter season. Available funds from the 2019/2020 fiscal year from the accounts listed further below would be used to purchase this vehicle. These funds are available largely due to the lighter than normal winter and to the COVID-19 pandemic and the resulting cancellation of all athletic events, summer programs and specific pool openings, as well as delaying the hiring the seasonal employees.

The estimated cost for the cab, chassis and plow are from the attached quotes and a similar purchase made last year by the Highway Department using the State of Ct DAS Contracted prices, Tasca Ford DAS #19PSX0161 ---- and from Hartford Truck DAS#17PSX0118 , summarized below (also see attached photo of the truck for reference):

1. Ford F-450 cab and chassis	\$36,000.00
2. Flatbed body with Plow	<u>\$13,195.00</u>
a. Total	\$49,195.00

Funding for the rack body is proposed to come from nine accounts, all in the General Fund, as detailed below:

\$4,500 from the Public Grounds Overtime account (001.25.2545.0.51400.00000)
\$2,000 from the Public Grounds Storm Related Overtime account (001.25.2545.0.51445.00000)
\$2,000 from the Highway Storm Related Overtime account (001.20.2037.0.51445.00000)
\$10,000 from the Public Grounds PT & Summer Help account (001.25.2545.0.51510.00000)
\$19,500 from the Public Grounds Electricity account (001.25.2545.0.53102.00000)
\$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account (001.25.2545.0.53204.00000)
\$2,000 from the Public Grounds Maintenance & Repair account (001.25.2545.0.53245.00000)
\$2,000 from the Public Grounds Fertilizer, Seed, Chem. account (001.25.2545.0.53243.00000)
\$3,000 from the Public Grounds Sanitation account (001.25.2545.0.53746.00000)

These funds will be transferred into the Rack Body account in the General Fund
(001.25.2545.0.54000.00017).

ACTION NEEDED:

Move to approve the transfer of \$4,500 from the Public Grounds Overtime account, \$2,000 from the Public Grounds Storm Related Overtime account, \$2,000 from the Highway Storm Related Overtime account, \$10,000 from the Public Grounds PT & Summer Help account, \$19,500 from the Public Grounds Electricity account, \$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account, \$2,000 from the Public Grounds Maintenance & Repair account, \$2,000 from the Public Grounds Fertilizer, Seed, Chem. Account and \$3,000 from the Public Grounds Sanitation account, all in the General Fund, to the Rack Body account in the General Fund.

ATTACHMENTS:

None

PREPARED BY:

Mike Ahern, Public Works Director
Steve Wood, Public Grounds Superintendent

TO: The Board of Finance

FROM: Aroscha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$110,000 Budget Transfer to Fund an Excavator

SUMMARY:

The Highway Department's current (and only) front-line machine for drainage projects and road prep before paving is a 2011 John Deere 410J backhoe with over 7,000 operating hours. It has recently experienced increased repair and maintenance associated with its hydraulic systems, during two road paving projects. While this is a versatile machine, its maximum lift capacity with the backhoe arm ranges from 3,000 to 3,400 pounds depending on the situation. This backhoe cannot lift standard precast concrete catchbasin sumps (these weigh 4,300 pounds and up), double catchbasin tops, and 3-foot or more concrete riser sections (5,100 pounds and up); this is a limiting factor as crews then need to request the loader to place these drainage structures. In short, this machine is a bit undersized to do all of the drainage work required, and is beginning to show its age and operating history.

Staff is requesting the purchase of a compact excavator that can lift these standard components in drainage work as well as to perform heavier work in other projects. Attached is a quote from W.I. Clark for a John Deere 75J, as well as manufacturer information showing its features. This rubber-tracked excavator's lift capacity ranges from 6,000 to over 7,700 pounds when the bucket is directly in front, and from 5,700 to over 6,100 pounds with the bucket to the side for the load heights and distances typical for Town drainage work. The additional lifting capacity would allow this type of excavator to do all of the standard drainage work without requiring the loader or rental of a larger machine. The attached quote from W.I. Clarke totals \$110,208 (with accessories) delivered to the Highway Department – as shown, discounts are available via the Sourcewell Contract No. 032119-JDC. The existing 410J backhoe would be retained as a second line unit as long as it can be maintained without major expense, and would be used by a second crew doing road prep involving mainly catch basin tops as well as providing a second machine for storm cleanup, loading trucks, and managing stockpiled material.

Funding for the excavator is proposed to come from four accounts, all in the General Fund, as detailed below:

- \$25,000 from the Highway Health Insurance account (001.20.2037.0.52235.00000)
- \$25,000 from the Highway Blue Collar account (001.25.2545.0.51135.00000)
- \$25,000 from the Stormwater Drainage Analysis account (001.20.2036.0.53971.00000), and
- \$35,000 from the Planning & Zoning Mid-Manager account (001.10.1014.0.51125.00000).

These funds will be transferred into the Excavator account in the General Fund (001.20.2037.0.54000.00172).

ACTION NEEDED:

Move to approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account, \$25,000 from the Stormwater Drainage Analysis account and \$35,000 from the Planning & Zoning Mid-Manager account, all in the General Fund, to the Excavator account in the General Fund.

ATTACHMENTS:

None

PREPARED BY:

Michael S. Ahern, Public Works Director
Steve Karp, Highway Superintendent

TO: The Board of Finance

FROM: Aroscha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$60,000 Budget Transfer to Fund Repairs to the Highway Department Front Loader

SUMMARY:

The Highway Department's front loader is a 2006 John Deere 544J High Lift Wheel Loader that is used almost constantly at the Physical Services Complex on Town Farm Lane, and throughout town as needed. Despite its age, the Fleet Manager (Jim Simons) and Highway Superintendent (Steve Karp) both consider this a solid, dependable machine that is a workhorse for the Highway Department as well as for other departments including: Parks and Grounds, Timberlin Golf Course, Facilities, and Water Control. During and after winter storms, this machine loads salt on all of the plow trucks as well as removing stockpiled snow from specific areas of Town. Through-out the year, it is used to:

- Offload/manage heavy deliveries with either its standard bucket or the accessory forklifts. This includes pipe, catch basin sumps and tops, topsoil, processed aggregate, and gravel (Physical Services complex)
- Loads woodchips and grass clippings into transfer trucks, and loads scrap metal and other materials into roll-off containers (Transfer Station)
- Manages and loads stockpiled material at the Physical Services complex and at the department's storage yard on Christian Lane
- Installs catch basin sumps and double tops during drainage projects and for paving road prep (these items are too heavy for the department's backhoe)
- Screens fill and topsoil in conjunction with the department's screening plant
- Removes asphalt pavement and curbing during road prep for paving, and completes mass excavation for road reconstruction
- Pushes downed trees/limbs/debris off roadways after significant storm events

As this is a 14-year-old machine with approximately 11,000 operating hours, the Fleet Manager and W.I. Clarke thoroughly evaluated the loader to determine what systems and components need replacement to extend its service life. This evaluation included the laboratory analysis of the engine oil, hydraulic fluid, brake fluid, transmission fluid, and coolant. The overhaul items and associated costs are shown on the attached repair estimate, and total an estimated \$50,750. The request for \$60,000 includes a contingency to cover freight charges and additional items, as needed. It should be noted that the cost of a new loader is approximately \$200,000. Staff estimates that this intensive overhaul will extend the service life by another 8 years.

Funding for the front loader repairs is proposed to come from the following accounts: \$40,000 from the Highway Storm Related Overtime account (001.20.2037.0.51445.00000) and \$20,000 from the Public Grounds Storm Related Overtime account (001.25.2545.0.51445.00000), both in the General Fund. These funds will be transferred into the Front Loader account in the General Fund (001.20.2037.0.54000.00130).

ACTION NEEDED:

Move to approve the transfer of \$40,000.00 from the Highway Storm Related Overtime account in the General Fund and \$20,000 from the Public Grounds Storm Related Overtime account in the General Fund to the Highway Front Loader account in the General Fund.

ATTACHMENTS:

None

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works
Steve Karp, Highway Superintendent

TO: The Board of Finance
FROM: Aroscha Jayawickrema, Town Manager
DATE: July 27, 2020
SUBJECT: \$75,000 Budget Transfer to Fund a Woodchipper

SUMMARY:

The Highway Department's woodchipper is 15 years old and has required increasing maintenance and repairs over the past few years. Failures have been to the main drive, clutch assembly, and the chipper discs. This chipper is a "disc-type" machine that is sized for smaller diameter branches and brush; in the past, the Town did not do as much tree work and only chipped brush. Due in part to Emerald Ash Borer activity and Dutch Elm disease, both the Highway and Parks and Grounds Departments have been dealing with increased tree removals and cleanups along roadways and on Town properties. This activity has put further stress on the only chipper used by multiple departments. This request is to purchase a new "drum" chipper sized to handle larger diameter tree branches and logs. The drum chipper that staff is recommending can handle up to a minimum of 15-inch diameter wood through its infeed system, which exceeds the size that Town crews can safely process with the existing chipper (about 6-inch diameter). The request for \$75,000 is based on research by the Highway Department and the Municipal Garage as well as the attached quote for a Brush Bandit Intimidator 18XP (which can handle wood up to 18 inches in diameter). The brands that staff has evaluated include Brush Bandit and Morbark. The existing chipper would be retained as a second line unit as long as it can be maintained without major expense and would be useful for pruned limbs and brush processing.

Funding for the woodchipper is proposed to come from four accounts, all in the General Fund, as detailed below:

- \$37,600 from the Schools Electricity account (001.35.3561.0.53102.00000)
- \$12,250 from the Highway Health Insurance account (001.20.2037.0.52235.00000)
- \$12,750 from the Highway Blue Collar account (001.25.2545.0.51135.00000), and
- \$12,400 from the Stormwater Drainage Analysis account (001.20.2036.0.53971.00000).

These funds will be transferred into the Woodchipper account in the General Fund (001.20.2037.0.54000.00138).

ACTION NEEDED:

Move to approve the transfer of \$12,250.00 from the Highway Health Insurance account, \$12,750 from the Highway Blue Collar account and \$12,400 from the Stormwater Drainage Analysis account and \$37,600 from the School Electricity account, all in the General Fund, to the Woodchipper account in the General Fund.

ATTACHMENTS:

None

PREPARED BY:

Michael S. Ahem, P.E., Director of Public Works
Steven Karp, Highway Superintendent

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GENERAL FUND

	<u>FY 2021</u>	<u>FY 2020</u>	<u>Notes</u>
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(budgeted amount excludes assigned fund balance)

Receipts

Actual Receipts	\$52,500,170	\$50,762,242	
Budgeted Receipts	\$91,050,922	\$89,001,349	
% to Budget	57.7%	57.0%	

Current Year Tax Receipts (as of August 28th)	\$50,993,846	\$49,997,318	
Current Tax Budget	\$78,789,139	\$78,284,891	
Current Tax Levy (99.1%/99.1% collection rates)	\$79,504,681	\$78,995,854	

% to Current Budget	64.7%	63.9%	
% to Current Levy	64.1%	63.3%	
Adopted budget target %	99.1%	99.1%	

Expenditures (excludes capital expenditures)

Actual Expenditures	\$15,227,379	\$11,578,463	
Budgeted Expenditures	\$91,475,922	\$89,917,495	
% to Budget	16.6%	12.9%	

Storm-related Overtime (51445)	\$8,577	\$0	
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Legal (53828)

	<u>Encumbered</u>	<u>Actual</u>	
Ciulla & Donofrio	\$131,000	\$19,000	Monthly retainer (\$9,500) plus extra charges (e.g., time in court, mediation)
Shipman & Goodwin	\$21,981	\$1,519	Labor attorney
Barclay Daman	\$23,694	\$1,307	Planning & Zoning (Atkins St.) expert attorney for Town Council
Joseph Fasi	\$19,458	\$543	Bond counsel
Phoenix Advisors	\$20,000	\$0	Bond advisor
US Bank	\$2,750	\$0	Bond clearing
Source Media	\$1,250	\$0	Bond advertising
Standard & Poor's	\$15,000	\$0	Bond rating
Michael Delorenzo	\$250	\$0	Marshal services
Total	<u>\$235,382</u>	<u>\$22,368</u>	

Budget	\$257,750
Budget Balance	\$0

	<u>Target Floor Fd Bal.</u>	<u>Actual Fund Bal.</u>	<u>Notes</u>
INSURANCE FUNDS			
Health Insurance Fund	\$2,262,384	\$1,148,126	The Health Insurance Fund balance is 11.2% of full year projected expenses - against a target reserve range of 25-50%. Although the fund balance is well below the floor, the cash balance is \$1,803,730.
General Insurance Fund	\$1,000,000	\$1,159,016	The fund is used to pay Liability & Worker's Compensation insurance premiums for both the Town and BOE, on-going heart & hypertension claims from police officers, widow/widower heart & hypertension claims, "fronting" reimbursable environmental remediation costs, small equipment claims where Town elects to self-insure and deductibles. Town policy is \$1 million floor and ceiling at 5% of General Fund budget (or \$4,573,796 for FY21). Displayed fund balance is net of H&H reserve and encumbrances for self-insured claims.
TOTAL INSURANCE FUNDS	<u>\$3,262,384</u>	<u>\$2,307,142</u>	

PENSION FUND

		<u>Notes</u>
Total Liability (as of 7/1/2019) (Adjusted for retirement payouts since 7/1/2019)	\$12,643,699	The Town of Berlin Retirement Income (Defined Benefit) Plan was amended for the last time effective July 1, 2000. As a result of this final amendment no new Town employees (excludes BOE employees covered by the Teacher's Retirement Fund) were eligible to participate in the plan. As part of the amendment, participants in the DB Plan have the option to be paid out with an annuity or a lump sum. In recent years, all retiring participants have elected the lump sum payout.
Cash Balances:		
Prudential (as of 8/31/2020)	\$667,927	
ICMA Plus (as of 8/31/2020)	<u>\$4,874,626</u> <u>\$5,542,553</u>	Currently, the Town is executing a pay-as-you-go program to manage new retirements. The plan includes 9 active participants, 3 inactive but eligible participants and 18 annuitants.
Funding % - Total	43.8%	
Funding % - DB	7.1%	
Unfunded Liability	(\$7,101,146)	<u>Anticipated retirements:</u> FY21: 1 inactive w/ approx. \$1.2 million payout in April 2021; 3 additional retirements being considered w/ approx. \$4.8 million payout Annual annuity payments & total monthly fees: \$185,000

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ACTIVE CAPITAL PROJECTS

	<u>% Complete*</u>	<u>Project Balance**</u>	<u>Notes</u>
High Road Bridge	100%	\$0	Project is complete. Contractor has been paid. Awaiting final engineering invoice and State audit. After the State audit the Town will reimburse the State for excess amount advanced for the project - actual project cost was less than original estimate. Town has been advised that the State audit may take up to 10 years once the project is closed. Town has reserved for excess funds.
Town Hall Doors/Storefronts	83%	\$7,606	Town is working through a few scope changes utilizing project contingency. Once complete, the Town will seek reimbursement from OPM under the LoCIP program for the remaining receivable.
Security Vestibules	100%	\$0	Board of Education approved the project; Finance is working with BOE management to secure signoffs and file reimbursement request. Superintendent and Business Manager are only positions permitted to file BOE Construction Project reimbursement request.

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

** Capital projects fund balance includes encumbrances.

2% Account Tracking:

	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Uncommitted Balance</u>	
BLAST Classroom	\$200,000	\$187,070	\$14,238	(\$1,308)	Encumbrance is for classroom furniture from Red Thread...invoice outstanding
Gym Floors	\$117,775	\$117,775	\$0	\$0	Complete - all POs closed
McGee Gym Painting	\$37,225	\$26,650	\$0	\$10,575	Bid came in lower than expected; portion of savings is being applied to BLAST Classroom furniture
Security Guard Equipment	\$25,000	\$12,661	\$0	\$12,339	BOE Business Manager approved using balance for required modifications to former Police cruiser that will be used by School Security to move between schools. Entire balance may not be necessary.
TOTAL FY2019	\$380,000	\$344,156	\$14,238	\$21,606	
Hubbard Fire Alarm Upgrades	\$150,000	\$0	\$0	\$150,000	
McGee HVAC Unit #1	\$225,000	\$0	\$0	\$225,000	
TOTAL FY2020	\$375,000	\$0	\$0	\$375,000	
TOTAL 2% FUND BALANCE	\$755,000	\$344,156	\$14,238	\$396,606	

Risks				Opportunities		
Description	Projected Amt.	Probability		Description	Projected Amt.	Probability
Interest revenue	\$450,000	High		Debt service costs - deferred December 2020 principal *	\$110,000	High
Pension payouts	\$6,000,000	Medium/High		Position vacancies - Town Planner, IT Director, Police	TBD	Medium/High
Parks & Recreation revenue	\$100,000	Medium/High		Utility savings - COVID-19 (closed Town and/or BOE buildings)	TBD	Medium
Fall/Winter Storms	\$50,000	Medium				
State budget	\$600,000	Low				
TOTAL	\$7,200,000			TOTAL	\$110,000	

* Net of transfer to cover Eversource tax lawsuit settlement.