

The Town Council will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Town Council invites the public to join the meeting by clicking on the following link or by phone. Please see the following information:

Meeting Link:

[Join meeting](#)

Meeting Number: 132 088 9840
Password: Council (2686245 from phones and video systems)

Join by video system
Dial 1320889840@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 132 088 9840
Password: Council (2686245 from phones and video systems)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 15, 2020
Town Council Chambers
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MEETING AGENDA – Immediately Following the Audience of Citizens
- F. CONSENT AGENDA:
 - 1. Topic re: Approve the request of Berlin Lions Agricultural Fair Inc. to waive Building permit fees for replacing the roofing on various fairground buildings. The total amount of the fee to be waived is approximately \$735.00. – Building Department
 - 2. Topic re: Approve Mickey Finn stores – Douglas Cohen representative, permission to serve alcoholic beverages – beer on Saturday, September 26, 2020 from 1 p.m. to 6 p.m. at Timberlin park Picnic Pavilion. – Parks and Recreation

3. Topic re: Accept monetary donations totaling \$624.77 for the Berlin Peck Memorial Library and deposit \$1.00 into the library agency account and deposit \$585.00 into the friends of the library miscellaneous account for programs, program supplies and a museum pass renewal and deposit \$38.77 into the friends of the library credit card account to pay for children's program supplies and a summer reading prize and move to accept the donation of books and DVDs with an estimated value of \$309.93 to be added to the appropriate department collections. – Berlin-Peck Memorial Library
4. Topic re: Accept the donations of \$125.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department

G. NEW BUSINESS:

1. Topic re: Discussion concerning the SRO at McGee Middle School. – Town Council
2. Topic re: Update on the Housing Authority – Housing Authority
3. Topic re: Create a charge for the Golf Commission Subcommittee. – Town Council
4. Topic re: Waive the Town's Bidding Procedure and approve issuing a Purchase Order in an amount not to exceed \$14,925.60 in FY 20-21 for Jurek Brothers Inc. for the purchase of firearms, as this is in the best interest of the town. – Police Department
5. Topic re: Approve an additional School Health Aide position of 15 hours per week to provide adequate health coverage in Hubbard Elementary School. The cost of the additional position would be \$15,062.00. – VNA
6. Topic re: Waive the Town's bidding procedure and renew a three-year contact with DeVero in amount not to exceed \$28,140.00 per year for the Electronic Medical Record system for the VNA, since this is in the best interest of the town. – VNA
7. Topic re: Increase by \$92,512.50 the authorization for the Town Manager to enter into change orders with Guerrera Construction Company pertaining to the Boulevard to the Berlin Train Station Project to be funded from the STEAP Blvd at the Berlin Train Station. – Economic Development
8. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide general consulting services related to the Boulevard project not to exceed \$5,000 that will be paid from the Farmington Ave. Development (non-grant) account as this is in the best interest of the Town. – Economic Development
9. Topic re: Authorize the Town Manager to enter into a contract amendment with Newport Realty Group LLC to change the closing date for the sale of 913 Farmington Avenue to October 31, 2020. – Economic Development
10. Topic re: Award Contract #2021-03 (Scrap Metal Disposal), to Calamari Recycling Company, Inc. of Essex, CT for the period of October 1, 2020 through December 31, 2022. - Public Works
11. Topic re: Discuss potential new Police Officer Defined Benefit pension plan. – Finance

12. Topic re: Authorize the Town Attorney and Town Assessor to prepare, execute and file a stipulated judgment in the Rocky River Realty Company real estate tax appeal on the terms discussed in executive session on 9/1/2020 on behalf of the Town of Berlin in New Britain Superior Court as this is in the best interest of the Town and approve the transfer of \$385,000 from the Issue of June 2020 account to the Tax Refunds account, both in the General Fund, effective April 1, 2021, pending approval by the Board of Finance. – Finance

13. Topic re: Discuss June 2021 Bond Plan Recommendation. - Finance

H. TOWN MANAGER’S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS’ COMMUNICATION:

K. <u>ACCEPTANCE OF MINUTES:</u>	September 1, 2020	Special Meeting
	September 1, 2020	Regular Meeting

L. EXECUTIVE SESSION:

1. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee – Police Chief

M. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: August 31, 2020

SUBJECT: Request for Fee Waiver/ Berlin Lions Agricultural Fair Inc.

Summary of Agenda Item:

Berlin Lions Agricultural Fair Inc. is a Non-Profit fundraising arm of the Berlin Lions Club and Berlin Lions Charity. Both raise and donate proceeds to the local school youth programs, Veterans as well as Seniors events and causes.

A Building Permit application for the replacement of roofing on several of the fairgrounds buildings has been submitted with a fee of approximately \$735.00 due. Berlin Lion Agricultural Fair Inc. is requesting this fee be waived.

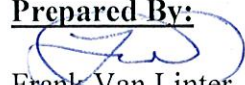
Action Needed:

Move to approve the request of Berlin Lions Agricultural Fair Inc. to waive Building permit fees for replacing the roofing on various fairground buildings. The total amount of the fee to be waived is approximately \$735.00.

Attachments:

- Request for Fee Waiver Form(s)
- Copy of letter requesting the fee waiver from the representative of Berlin Lions Agricultural Fair Inc.
- Copy of the Building Department Application
-

Prepared By:


Frank Van Linter
Building Official

Permit #:

Date: 08/18/2020

App #: BA-2020-0495

Town of Berlin Building Permit Application

Permit Application Type: Roofing

Address where work is being done:
410 BECKLEY RD

Description of work being done:
STRIP AND REROOF APPROX. 7 FAIR GROUND BUILDINGS,
APPLICATION FOR STATE MODIFICATION TO CODE R905.1.1
SENT TO STATE ON 8/17/2020 APPLYING FOR FEE WAIVER
ALSO

Account #: 1101920

Owner: Berlin Lions Agricultural Fair

Fee Type	Amount
Building Permit Fees	\$735.00

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
Owner		Berlin Lions Agricultural Fair		410 BECKLEY RD	BERLIN	CT	06037
Contractor		JD'S HOME IMPROVEMENT	860-614-2568	1427 CHAMBERLA IN HWY	KENSIN GTON	CT	06037

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: **(Mandatory in Bold)**

	Initial/Date for Approval	Notes:
Building Department		

File Scanned on _____ by _____



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Berlin Lions Agricultural Fair, Inc	Date: Aug. 20, 2020
Contact Name: Richard Yale, Supt. of Const.	
Phone Number: 860-828-0232	
Event: Berlin Fair Upgrades	Date of Event: Sept/Oct. 2020
Location of the Event: 410 Beckley Rd	
What fee do you want waived: Building Permit for re-roofing (7) Seven buildings 24 yrs old or older. <i>ESTIMATED PERMIT FEE TO BE WAIVED IS \$735.00</i>	
Identify the hardship incurred: Berlin Fair is the fundraising arm of the Berlin Lions Club + Berlin Lions Charity. Both donate proceeds of the fair to support school programs youth center, Veterans, Seniors.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: See above.	

Town Manager review:

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

Yes No

If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Lions Agricultural Fair, Inc

Comments: The Berlin Lions would appreciate the fee waiver in order to keep this very expensive project as low as possible. We have gone to suppliers + contractors to get the lowest prices possible. Thank You R. Yule

Richard S Yule Supt. of Const.
Signature

8-20-2020
Date

[Signature]
Town Manager Signature

8/21/2020
Date

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

1. Fee Waiver Policy

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

August 12, 2020

Berlin Town Manager

Berlin Town Council

240 Kensington Road

Berlin, Ct. 06037

The Berlin Lions Agricultural Fair Inc. request that Council waive the building permit fee for replacing asphalt shingle roofs at the Berlin Lions Fairgrounds at 410 Beckley Road, Berlin. We plan to replace roofing that is 24 years old or older on seven buildings. The estimated permit value at \$325.00 per square of strip and re-roof is \$ 735.00. The Lions Club is a civic organization that raises money from the Berlin Fair and passes It back to the Town though the Berlins Lions Charities. The new shingles would be architectural style in an off white blend that will complement our red and yellow sided buildings.

Thank you for your consideration of our request

Sincerely,



Richard S. Yale

Supt. of Construction

Berlin Lions Agricultural Fair, Inc.

129 Brandegee lane

Berlin, Ct. 06037

860-828-0232

Kbcincl@comcast.net

Consent

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 11, 2020
SUBJECT: Permission to consume alcoholic beverages (Open bar- beer) at Timberlin Park Picnic Pavilion for a retirement party (Mickey Finns Stores)

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, September 10, 2020 recommended permission for consumption of alcoholic beverages - beer for Mickey Finn Stores, (Douglas Cohen representative). Mickey Finns stores will hold a retirement party at Timberlin Park Picnic Pavilion, Saturday, September 26, 2020 from 1 p.m.to 6 p.m. where they will have an open bar serving beer, buffet dinner with no entertainment for 25 people between the ages of 21 to 65 years old. TULIP insurance will be obtained if approved.

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

ACTION NEEDED:

Move to approve Mickey Finn stores – Douglas Cohen representative, permission to serve alcoholic beverages – beer on Saturday, September 26, 2020 from 1 p.m. to 6 p.m at Timberlin Park Picnic Pavilion.

ATTACHMENTS:

Permission For Use of Alcoholic Beverages

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

TOWN OF BERLIN
Community, Recreation and Park Services
DIVISION OF PARKS & RECREATION

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: MICKEY FINN STORES FACILITY REQUESTED TIMBERLIN PAVILION

CONTACT PERSON: DOUGLAS COHEN PHONE: 860-987-7753

STREET: 874 BERLIN TPKE. CITY: BERLIN ZIP: 06037

RENTAL DATE: 09/26/20 START TIME: 1PM FINISH TIME: 6PM

NATURE OF ACTIVITY: RETIREMENT PARTY

AGE GROUP: 21-65 TOTAL ATTENDANCE: ~25 MINORS: YES: NO: X

TYPE OF ALCOHOL: BEER: X WINE: OTHER (EXPLAIN):

HOW DISPENSED: CASH BAR: OPEN BAR: X BYOB:

FOOD: YES: X NO: HOW SERVED: SIT DOWN BUFFET X OTHER

ENTERTAINMENT: YES NO X TYPE:

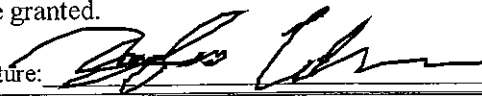
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES NO X EXPLAIN:

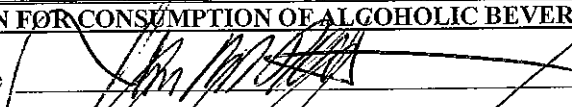

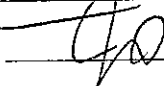
SECURITY DEPOSIT: The use of alcoholic beverages in/around the premises is prohibited unless expressly authorized by proper permits. A Security Deposit is required.

DAMAGE FEES: Any cost resulting from damage to the premises occurring as a result of the lessee's use of the facility will be borne by the lessee.

INSURANCE, (TULIP): Insurance is required by all groups requesting the use of alcoholic beverages.

I certify that the information given above is true and correct under the penalty of law. I understand that refusal to abide by the rules and privileges granted by the permit will lead to revocation, and that a refund of fees and security deposit will not be granted.

Date: 08/24/20 Signature: 

<u>PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:</u>	<u>Approved</u>	<u>Denied</u>
Chief of Police 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Manager 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community, Recreation and Park Services Rep. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Commission	<u>9/10/2020</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Council	<input type="checkbox"/>	<input type="checkbox"/>

Reason for Denial:

State Liquor License required: Yes No ✓

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 8, 2020
SUBJECT: Accept Library Donations



SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	1.00	Lib. Agency Acct.	small donation	Donor
	585.00	FOL Misc. Acct.	programs, program supplies and museum pass renewal	Friends of the Library
	38.77	FOL CC Acct.	children's program supplies and summer reading prize	Friends of the Library
	624.77			
Equip/Merch	56.94	Books	add to collection	Various
	252.99	DVDs	add to collection	Various
	309.93			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$624.77 for the Berlin Peck Memorial Library and deposit \$1.00 into the library agency account and deposit \$585.00 into the friends of the library miscellaneous account for programs, program supplies and a museum pass renewal and deposit \$38.77 into the friends of the library credit card account to pay for children's program supplies and a summer reading prize and move to accept the donation of books and DVDs with an estimated value of \$309.93 to be added to the appropriate department collections.

ATTACHMENTS:


None

PREPARED BY:

Helen Malinka, Library Director



Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: September 3, 2020
SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received \$125.00 in donations to the Police Peer Support Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Peer Support Program Expenditure Account # 100.15.1532.0.53465.00000.

Action Needed:

Move to accept the donations of \$125.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 2, 2020

SUBJECT: Report from Chief Klett concerning SRO at McGee Middle School

Summary of Agenda Item:

The Mayor as asked that Chief Klett discuss with the Town Council the SRO at McGee Middle School

Action Needed:

Discussion concerning the SRO at McGee Middle School.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 2, 2020
SUBJECT: Housing Authority Update

Summary of Agenda Item:

Joseph Bajorski, Housing Authority Chairman, will attend the meeting to provide updates on the Housing Authority.

Action Needed:

Update on the Housing Authority

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 2, 2020
SUBJECT: Create Charge for Golf Commission Subcommittee

Summary of Agenda Item:

At the Town Council meeting on July 21st, the Public Golf Commission presented ideas for cost savings at Timberlin Golf Course. Councilor Rosso suggested that a small committee be formed to explore some ideas. The first step to form this committee is for the Town Council to develop a charge for the committee.

Action Needed:

Move to create a charge for the Golf Commission Subcommittee.

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 26, 2020
SUBJECT: Purchase of Firearms

Summary of Agenda Item:

Jurek Brothers Inc. is the primary law enforcement distributor of Smith & Wesson firearms in our region. Our officers currently carry Smith & Wesson firearms and we have obtained a quote from Jurek Brothers to replace them. The quote includes a credit for the trade-in of our old firearms. Funding for the replacement cost is available as it was approved in the FY21 budget. Marty Driggs is the regional sales manager for Smith & Wesson. Driggs advised that the pricing we obtained from Jurek Brothers is the lowest we will find as they are a sole source provider in this area.

Action Needed:

Move to waive the Town's Bidding Procedure and approve issuing a Purchase Order in an amount not to exceed \$14,925.60 in FY 20-21 for Jurek Brothers Inc. for the purchase of firearms, as this is in the best interest of the town.

Attachments:

Jurek Brothers Inc. Quote

Prepared By:

Deputy Chief Chris Ciuci

JUREK BROTHERS INC.

EST. 1928

59 SCHOOL STREET – P.O. BOX 408

GREENFIELD, MA 01301

LAW ENFORCEMENT DISTRIBUTORS
OF QUALITY POLICE EQUIPMENT

PHONE: (800) 628-8498
(413) 774-2783

FAX: (413) 772-2988

E-MAIL: info@jurekbrothers.com

WEB: www.jurekbrothers.com

JUNE 5, 2020

QUOTE

BERLIN POLICE DEPT.
ATTN: SGT. GOULD
rgould@berlinpd.org

ITEM 1 – SMITH & WESSON #12106 PRICE EACH \$359.00 48 = \$17,232.00
DESCRIPTION: M&P45 M2.0 COMPACT PISTOL, 45 AUTO, 4" BBL., WHITE DOT
SIGHTS, NO MAG SAFETY, (2) 10 RD MAGS, (4) PALMSWELLS.

ITEM 2 – SMITH & WESSON #19469 PRICE EACH \$21.95 48 = \$1,053.60
DESCRIPTION: 10 RD MAGAZINE FOR M&P45 M2.0 COMPACT.

ITEM 3 – TRUGLO #TG13MP1A PRICE EACH \$105.00 48 = \$5,040.00
DESCRIPTION: TFX SIGHTS FOR M&P PISTOLS, GREEN FIBER OPTIC/TRITIUM. -----

TOTAL: \$23,325.60

ITEM 4 – TRADE-IN FIREARMS NET TRADE VALUE \$8,400.00 1 = \$8,400.00-
DESCRIPTION: (48) M&P45 PISTOL W/ NIGHT SIGHTS & 3 MAGS EACH. -----

TOTAL LESS TRADE: \$14,925.60

NOTE: JUREK BROTHERS WILL ONLY ACCEPT FUNCTIONING PISTOLS IN TRADE.
EACH PISTOL MUST BE TRADED IN WITH (3) MAGS EACH.
DEDUCT \$18.00 FROM TRADE VALUE PER MISSING MAGAZINE.

THANK YOU FOR YOUR INTEREST IN OUR PRODUCTS. IF WE CAN BE OF FURTHER
ASSISTANCE PLEASE DON'T HESITATE TO CONTACT US. (800-628-8498).

SINCERELY,

NICK JUREK

JUREK BROTHERS INC.

EST. 1928

59 SCHOOL STREET – P.O. BOX 408

GREENFIELD, MA 01301

LAW ENFORCEMENT DISTRIBUTORS
OF QUALITY POLICE EQUIPMENT

PHONE: (800) 628-8498
(413) 774-2783

FAX: (413) 772-2988

E-MAIL: info@jurekbrothers.com

WEB: www.jurekbrothers.com

JULY 9, 2020

QUOTE

BERLIN POLICE DEPT.
ATTN: SGT. GOULD
rgould@berlinpd.org

ITEM 1 – TRUGLO #TG13MP1A

PRICE EACH \$105.00

48 = \$5,040.00

DESCRIPTION: TFX SIGHTS FOR M&P PISTOLS, GREEN FIBER OPTIC/TRITIUM.

THANK YOU FOR YOUR INTEREST IN OUR PRODUCTS. IF WE CAN BE OF FURTHER
ASSISTANCE PLEASE DON'T HESITATE TO CONTACT US. (800-628-8498).

SINCERELY,

NICK JUREK

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 1, 2020
SUBJECT: Request for additional 15 hour per week School Health Aide position to cover Hubbard Elementary School Health Room.

Summary of Agenda Item:

School Health Room activity measured by volume of students indicates the need for more than 1 staff member to adequately care for the needs of our students. The current number of hours available for Health Aide coverage at Hubbard School is 15 hours per week. An additional Health Aide position of 15 hours per week would adequately cover the student health needs and provide needed support to the School RN. With the recent COVID 19 pandemic, the need to staff school health areas with at least 2 staff members is required. This level of staffing will provide the ability to isolate students as needed, treat all students in need of nursing care, and always provide supervision of all nursing areas. The cost to the town for an additional 15 hour per week position would be calculated at \$17.49 per hour. Total cost annually including Social Security and Workers Compensation Insurance would be \$15,062.00. The increase in school health coverage would be in the best interest of the town.

Action Needed:

Move to approve an additional School Health Aide position of 15 hours per week to provide adequate health coverage in Hubbard Elementary School. The cost of the additional position would be \$15,062.00.

Attachments:

None

Prepared by:

Wendy Russo RN, Administrator Berlin VNA

Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 1, 2020
SUBJECT: Waive the bidding requirement for Electronic Medical Record System, DeVero by Netsmart, to allow for contract renewal and continuity of Electronic Medical Documentation.

Summary of Agenda Item:

DeVero by Netsmart is the Electronic Medical Record System used by the Berlin VNA. The transition to this system was made in 2017. The system was customized for the agency and all programming and training was completed. The 3-year contract was signed at that time. The contract is due for renewal this year and should not be put out for bid as this system meets the requirements of medical documentation for home care, all staff are trained, and the system is integrated with the tracking and billing processes. Changing the system is a large undertaking for an agency which would require customization of forms and documents, formal training of all staff, and changes and integration of the current billing process. All of this would be at a cost in addition to the contract. Transition to a new system would also disrupt continuity of existing documentation for patients. Continuing with the current medical record system would be in the town's best interest.

Action Needed:

Move to waive the town's bidding procedures and renew a three-year contract with DeVero in an amount not to exceed \$28,140.00 per year for the electronic medical record system for the Nursing Department, since this is in the best interest of the town.

Attachments:

None

Prepared by:

Wendy Russo RN, Administrator Berlin VNA



Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 27, 2020
SUBJECT: Increase in Authorization for Change Orders to the Contract for the Boulevard to the Berlin Train Station with Guerrara Construction Company

Summary of Agenda Item:

In June the Town Council authorized awarding the contract for the Boulevard to the Berlin Train Station to Guerrera Construction of Oxford, Connecticut for the bid amount of \$1,194,692.50 and authorized change orders of \$26,956.50. At the time of the award staff advised that additional change order authorization would be requested when the contract was finalized for additional State Small Town Economic Assistance Program (STEAP) funding for the project. The Town now has an executed contract with the State for \$336,043 in additional STEAP funding so staff requests that the change order authorization be increased by \$92,512.50 to bring the change order authorization to \$119,469, 10% of the bid amount. Funding for the additional change order authorization will come from the STEAP Blvd at the Berlin Train Station account 504.10.1017.0.53460.00000.

Action

Move to increase by \$92,512.50 the authorization for the Town Manager to enter into change orders with Guerrera Construction Company pertaining to the Boulevard to the Berlin Train Station Project to be funded from the STEAP Blvd at the Berlin Train Station account.

Attachments:

1. Sufficiency of funds.

Prepared By:

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

CE



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	2-Sep-20
------	----------

Purchase Item or Contract: Public Works/Economic Development		Requested by: J. Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Increase contingency on the Farmington Ave Boulevard construction phase	\$92,512.50	\$92,512.50
			-
			-
			-
			-
			-
TOTAL			\$92,512.50

Account No. 504.10.1017.0.54000.01624

Budgeted Amount.....	<u>\$447,000.00</u>	Available balance.....	<u>\$92,512.50</u>
Encumbrances to Date.....	<u>\$347,487.50</u>	Amount Needed for This Package.....	<u>\$92,512.50</u>
Expenditures to Date.....	<u>\$7,000.00</u>	Available Balance After Purchase.....	<u>\$0.00</u>

Is a budget change needed? Yes No

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

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


 Finance Director or Town Accountant

or:

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

 Finance Director or Town Accountant

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Aroscha Jayawickrema, Town Manager 
DATE: September 3, 2020
SUBJECT: Authorization for the Town Manager a Contract Amendment with Loureiro Engineering for General Consulting Services Related to the Boulevard Project

Summary of Agenda Item:

The Boulevard project and the investigation and remediation of 889 Farmington Avenue are separate but related projects. The Town's environmental consultant for these projects is Loureiro Engineering. The Boulevard project requires environmental consulting services for certain tasks including the handling of contaminated soils on the property owned by the Connecticut Department of Transportation that will connect the Boulevard into the Train Station parking lot. In order to segregate costs related to Boulevard project environmental consulting that will likely be needed during the Boulevard construction process, staff proposes that a separate general environmental consulting task be established for the Boulevard project. Staff proposes that the Town Manager be authorized to enter into an amendment to its contract with Loureiro Engineering to provide \$5,000 for general consulting services related to the Boulevard project that will be paid from the Farmington Ave. Development (non grant) account number, 504.10.1017.0.54000.01624.

Action

Move to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide general consulting services related to the Boulevard project not to exceed \$5,000 that will be paid from the Farmington Ave. Development (non grant) account as this is in the best interest of the Town.

Attachments:

1. Sufficiency of funds.

Prepared By:

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	3-Sep-20
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Purchase Item or Contract: Contract amend. with Loureiro - Blvd. project		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Contract amendment with Loureiro - Boulevard project	\$5,000.00	\$5,000.00
			-
			-
			-
			-
TOTAL			\$5,000.00

Account No. 504.10.1017.0.54000.01624 Farmington Ave. Development (non grant)

Budgeted Amount.....	\$447,000.00	Available balance.....	\$5,000.00
Encumbrances to Date.....	\$435,000.00	Amount Needed for This Package.....	\$5,000.00
Expenditures to Date.....	\$7,000.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? Yes No

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

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


J. O'Neil
Finance Director or Assist. Finance Director

or:

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

Finance Director or Assist. Finance Director

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: September 11, 2020
SUBJECT: Modification of Town Contract with Newport Realty Concerning Closing Date

Summary of Agenda Item:

The Town previously entered into an agreement, as amended, with the Newport Realty Group pertaining to the sale and redevelopment of Town owned parcels at 861, 889, 903 and 913 Farmington Avenue in the vicinity of the Berlin Train Station (“Agreement”). The Town Council approved three amendments to the Agreement, the most recent of which amendment was approved in July 2020. One aspect of the amendment approved in July was to change the closing dates. The Town and Newport closed on the sale of 861 and 903 Farmington Avenue July 30. The amendment established a closing date of September 15 for the sale of 913 Farmington Avenue. Newport has experienced delays in securing approval of the financing for the purchase of 913 Farmington Avenue and the development of 903 Farmington Avenue as required in the Agreement, as amended, and therefore Newport has requested an extension of the closing date for the purchase of 913 Farmington Avenue to October 31, 2020. All other terms of the Agreement as amended will remain the same.

Action

Move to authorize the Town Manager to enter into a contract amendment with Newport Realty Group LLC to change the closing date for the sale of 913 Farmington Avenue to October 31, 2020.

Attachments:

None

Prepared By:

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

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 4, 2020

SUBJECT: Scrap Metal Disposal Award of Contract # 2021-03

SUMMARY:

Bids for “Scrap Metal Disposal” were received and opened by the Public Works Department on Tuesday, September 8, 2020. The bid was solicited for the disposal of light iron/mixed materials on a per ton basis through December 31, 2022. The materials to be disposed of are generated from the Town refuse contractor’s weekly curbside collection, and the Town’s Transfer Station collection of non-combustible items. Pricing for the scrap disposal shall be established on the 1st day of each month, and will be used for the entire month based upon that value. Vendors are required to establish the percentage of value of the #2 bundle, export yard buying price in the American Metal Market Publication (Boston), that they will reimburse the Town for each and every ton of light iron/white goods removed from the Town’s Transfer Station. Tonnage/Weight records and market pricing will be required with all invoices. Bids were received from two vendors: Continental Scrap Metal of Wolcott (85.25%), and Calamari Recycling Company, Inc. of Essex (105.00%). Based upon past experience with both accountability and responsiveness, Staff is recommending the contract be awarded to Calamari Recycling Company, Inc. Depending upon the fluctuating market value, the service has the potential to generate revenue of approximately \$20,000 to \$30,000 per year.

ACTION NEEDED:

Move to award Contract #2021-03 (Scrap Metal Disposal), to Calamari Recycling Company, Inc. of Essex, CT for the period of October 1, 2020 through December 31, 2022.

PREPARED BY:

James P. Horbal, Deputy Director of Public Works



Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 8, 2020

SUBJECT: Discuss potential new Police Officer Defined Benefit pension plan

Summary of Agenda Item:

Background

All new Police Officers (all ranks, including the Chief) hired after June 30, 2000 participate in the Town's defined contribution retirement plan. Prior to July 1, 2000, Police Officers participated in the defined benefit plan. The defined contribution plan requires a contribution from the Officers (6% or 4%) and the Town matches 2-for-1 (12% or 8%).

Since making this change, the Berlin Police Department has faced turnover, in part, because some other towns throughout Connecticut continued to offer a defined benefit plan. Some of the employee advantages of the defined benefit plan (compared to the defined contribution plan) are:

- Monthly annuity check - no risk of retired officer outliving his/her assets,
- Investment risk rests with the employer – earned benefit must be funded by the Town regardless of the performance of underlying investments,
- Many include a disability benefit – a disability retirement benefit may be worth more to the retiree than a normal retirement,
- Many State's offer a tax break on pension income but not 401 plan income.

From an employer standpoint, the defined contribution plan has several advantages, including:

- No obligation beyond the pay period contribution,
- Vesting schedule may cause an employee to forfeit (return) the employer match in the event he/she leaves before vesting – Berlin is 5-year cliff vesting (100% at 5-years, all forfeited if an employee terminates before his/her fifth anniversary),
- Employer match can be budgeted because it's a known amount – 8% of an Officers gross income (overtime and extra duty work are excluded).

The key action for any employer offering a defined benefit plan is funding the future liability each year. A defined benefit plan will hire an actuary to perform a valuation of the plan annually. This valuation will look at available assets and projected liabilities and determine a required contribution. This "required" contribution is not legally required, but rather what is

required to fund future payouts given a series of assumptions. However, since there is not an immediate need to payout the entire liability, it can be tempting for employers to fund less than the actuarially required contribution. Failing to adequately fund a defined benefit plan in a given year places a larger burden on future years – and failing to fund adequately for many years may leave such a large burden on future years that it drives tax increases, impairs the Town’s ability to fund needed capital projects/acquisitions and/or delays funding desirable programs.

Internal Investigative Work

To address the benefits of the Town switching Police Officers to a defined benefit plan, the Police union assembled a BPD Union CMERS Committee to work with Town management (Town Manager, HR Director, Police Chief and Finance Director). Representatives of the Committee met with management to have initial discussions about the CMERS (Connecticut Municipal Employees Retirement System) plan. Based on the benefits and challenges discussed during that initial meeting, the Town agreed to research the CMERS option.

Kevin Delaney contacted the State Retirement Division to learn more about the plan and spoke with John Herrington (Retirement Services Division Director). CMERS is a State-run plan offered to all Connecticut municipalities by Statute. The requirements to join are:

- The Town must supply a roster of employees and 10 years of monthly pay history.
- The State’s actuary will review the information and determine the Town’s unfunded accrued liability contribution (for a fee that is paid by the Town). This process may take 6-12 months to complete.
- The Town Council must adopt a resolution authorizing participation in CMERS. It’s critical that this resolution identify what group(s) will participate in CMERS. Any change in the future may be very difficult and expensive.

If the Town agrees to join CMERS, there are three cost components:

1. **Service Contribution**: varies from year-to-year depending upon actuarial and financial experiences or changes in benefit provisions.
 - a. Employee portion of this contribution is determined by the State and is 2.25% for social security participants and 5.00% for non-social security participants
 - b. Employer contribution is based on gross monthly payroll, paid monthly and subject to change July 1st each year.
2. **Unfunded accrued liability**: contributions due for service prior to participating in CMERS; this may be amortized over up to 30 years and is paid on an annual basis
3. **Administrative fee**: annual fee for all participants and retirees; bill is sent in June for July payment

In considering whether to join CMERS, the Town Council should weigh key benefits and challenges, including:

- Benefits:
 - Recruiting and retention improvement – portable benefits between CMERS towns
 - Administrative ease

- Challenges:
 - Town loses control - there is no State “formula” per se – every year CMERS determines the appropriate service contribution and the Town must pay
 - Compensation included in the calculation is broader than the defined contribution compensation (i.e., overtime, longevity)
 - Benefits are portable – “One of the advantages of having a uniform retirement system for most municipal employees is that retirement credit is portable from one municipality to another and from one system to another.

If a member leaves employment with one town and begins employment with another participating municipality, there is no break in their membership with the retirement system as long as they have not withdrawn their membership from the CMERS during the interim.”

- Once a municipality joins, all current and future members of **the group that joins** must participate:
 - No freezing and future Officers participate in the defined contribution plan as occurred in 2000 – buying out of CMERS is only option to leave
 - In August 2017, the State Employees Retirement Commission issued a declaratory ruling in a case brought by the Town of Thompson that read, in part, “Conn. Gen. Stat. § 7-444 provides: A municipality may withdraw one or more departments from the retirement system established by this part by the procedure provided in section 7-427 for acceptance of this part; **provided such withdrawal shall not relieve the municipality from liability arising from retirement allowances already granted.** The employees of the department or departments shall be entitled to the return of their contributions, plus interest as provided in section 7-440, and the same shall be paid to the municipality for that purpose. In addition, the municipality shall be entitled to receive any balance from the sums contributed by it for such department or departments after deducting any payments already made or then due on account of administrative expenses and retirement allowances, with a sum sufficient, as determined by the commission on sound actuarial principles, to provide for the payment of all future retirement allowances and refunds already vested by the retirement of members from the municipality. For this purpose, such retirement allowances and future retirement allowances shall exclude an amount equal to the total contributions, plus interest as provided in section 7-440, of members previously retired under this part. **If there is a deficit in such sum, it shall be paid in full into the fund by the municipality seeking to withdraw and its liability in this regard shall be enforceable as provided in section 7-445.”**

Recommendation

After considering all the requirements of the CMERS plan and the Town’s current liabilities (existing defined benefit plan, high debt load), it is recommended that Berlin not to join CMERS. Following are the reasons for this recommendation:

- The Town has a historically low funding level in the existing defined benefit plan. Funding CMERS is not optional. The Town loses all control and must fund whatever amount is indicated by the CMERS – including any potential funding shortfall from service before Berlin joins the plan.
- The portable nature of the CMERS program means an Officer may gain experience in Berlin and still move to another participating CMERS municipality – the balance will transfer so the defined benefit is not an impediment to leaving.
- Current cost (pension + social security + disability) to Berlin is 16.8% for new Officers (19.5% for experienced Officers) and the projected cost for CMERS is

FY2021: 21.92%
 FY2022: 23.60%
 FY2023: 25.27%
 FY2024: 26.95%
 FY2025: 26.46%.

Source: June 20, 2019 CMERS Actuarial Valuation Report

Alternatives

Kevin Delaney discussed Berlin’s situation with the Finance Director of another town that faced a similar recruiting/retention challenge. Based on that discussion, I had a meeting with Berlin’s pension actuary to determine if the other town’s approach is an option for Berlin. There are two alternatives the Council should consider:

1. Create an alternative (second tier) to the Town’s existing defined benefit plan. The Town’s actuary could take the existing Officer’s demographics and defined contribution values and calculate a defined benefit value that would be **start-up** cost neutral; or
2. Increase the employer match in the existing defined contribution plan. The current 2-to-1 match might be increased to 3-to-1. This would help address the financial differences between the defined benefit and defined contribution plans without placing new long-term liabilities on the Berlin balance sheet. This higher than normal match should be combined with a longer than normal vesting period.


Action Needed:

None

Attachments:

Police Department CMERS Committee email

Prepared By:

Kevin Delaney, Finance Director 

From: Colin F. Gaffey <CGaffey@berlinpd.org>

Sent: Friday, August 28, 2020 12:11 PM

To: Denise Parsons <dparsons@berlinschools.org>; Mark Kaczynski <mkaczynski@town.berlin.ct.us>; Arosha Jayawickrema <ajayawickrema@town.berlin.ct.us>

Cc: Tyler J. Cyr <TCyr@berlinpd.org>; Robert A. Martin <RMartin@berlinpd.org>; Catherine Griffin <CGriffin@berlinpd.org>; Shawn Solek <SSolek@berlinpd.org>

Subject: BPD Union CMERS Committee

An Argument for a Defined Benefit

The intention of this email is to outline the perspective of the BPD Union CMERS Committee in respect to the prospect of establishing a Defined Benefit Contribution Plan for its members. The video conference earlier this year served to outline certain hurdles that both the Town of Berlin, herein referred to as the Town, and the BPD Union, herein referred to as the Union, need to find a mutual ground for in order to move forward. In addition, there were aspects that were overlooked or downplayed, which the Union feels should be more forcefully argued, primarily retention and training costs for new officers.

An analysis of the retention rate for the Police Department from 1995-2014 shows a general retention of 26%, with the Department still employing 10 out of 38 hired Officers in that time span. 50% of those Officers left Berlin in good standing for an opportunity with another Law Enforcement Agency. 25% left the police

department on their own accord in order to pursue other opportunities in the private sector. This translates to 21 Officer departures which were premature by industry standards. It is impossible to calculate a hypothetical, but it is not unrealistic to imagine a vast majority of the 21 departures could have been prevented if the Officers were offered a defined benefit with a 25 year commitment.

The training cost, inclusive of salary, benefits and equipment, from swearing in to certification is upwards of six figures. The tangible number falls somewhere in the \$50,000-70,000 range depending on what elements of the expenditure are included in the calculation. This number can sky rocket when accounting for the overtime and other, less tangible, investments that are made for a two-five year employee. Regardless of the precise figure, any level of retention of the 21 officers would have netted the town hundreds of thousands of dollars.

In addition to the aspects of training and retention, critiques of the structure of CMERS Fund were brought to the attention of the Union. Included in these issues were CMERS funding liability, the Town's funding liability, and issues with other municipalities. While informative, the lawsuit involving CMERS and the Town of Thompson does not address any issues that the Town of Berlin has in regards to becoming a CMERS member. Rather, the Town of Thompson was neglecting their contributions in an attempt to separate from the plan, while attempting to maintain the benefit for their employees. It was determined that the Town of Thompson was deviating from the established policies regarding separation from the plan, and a judgment was found against them for that reason. It has little correlation with our attempt to organize a defined benefit for the Union.

One objection raised was the Town's obligation to contribute based on overtime and private duty. While cumbersome due to the Town's current standard of only contributing on base salary, the CMERS contribution schedule is an industry standard. The deviation from best practices in regards to retirement is the reason the Union is combating a retention issue. In addition, the private duty jobs offered to BPD Union Members have an attached surcharge. The "cruiser use fee," in addition to the 25% Town surcharge will cover the additional liability of included overtime and private duty.

Another issue raised is the concern over the projected funding schedule released by CMERS. While a funding downgrade is not ideal, it is not projected to dip below the industry standard of 85%. In addition, there is law concerning minimum funding liabilities, and this question should be investigated further.

The nuances and issues regarding migrating the Union to a Defined Benefit will take considerable effort and input from all involved parties. It is the opinion of this Committee that the objections outlined above should not serve to stop further discussion.

Respectfully,
BPD Union CMERS Committee

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 24, 2020



SUBJECT: Rocky River (Eversource) Property Tax Lawsuit Settlement

SUMMARY:

In response to the 2017 revaluation of the property at 107 Selden Street, Rocky River Realty (Real Estate Holding Company owned by Eversource) appealed the assessed value of the property as of the 10/1/17 Grand List. Their appeal was denied by the Board of Assessment Appeals. As available under Connecticut General Statutes, Rocky River Realty filed a lawsuit against the Town appealing the decision of the Board of Assessment Appeals and asking the Court to reduce the assessed value of the Selden Street property.

The Town and Rocky River Realty obtained appraisals, attempted to settle the claim a couple of times and were unsuccessful in resolving the appeal. The plaintiff's appraisal is \$62 million, and the Town's appraisal is \$100 million. As a result, both sides continued preparing for a trial in late March 2020. A week before the trial date, the Court was closed in response to the COVID-19 pandemic.

Both sides used this protracted break to meet again and work on a settlement. On July 28, 2020, three representatives from Eversource, the Town Manager, Town Attorney, Assessor and Finance Director met. As a result of that meeting, both sides agreed to a settlement that results in the Town of Berlin lowering the assessed value of the Selden Street property and refunding \$1,839,096.82 to Rocky River Realty for overpayment of taxes on the 2017, 2018 and 2019 (first half) Grand Lists. While this is a substantial reduction for the Town's Grand List to absorb, everyone involved representing the Town of Berlin believes approving the settlement is fair and equitable.

Settlement Terms:

Below is the revised valuation for each year of the settlement. Please note, the last two years of the modified valuations represent FY22 and FY23 budget years (future periods).

<u>GL</u>	<u>Fiscal Year</u>	<u>Value</u>	<u>Adj Value</u>	<u>Value Reduction</u>	<u>Mill Rate</u>	<u>Tax Impact</u>
2017	2019	\$120,887,571	\$100,000,000	(\$20,887,571)	32.50	(\$475,192.25)
2018	2020	\$122,462,571	\$95,000,000	(\$27,462,571)	33.93	(\$652,263.53)
2019	2021	\$122,462,571	\$92,500,000	(\$29,962,571)	33.93	(\$711,641.03)
2020	2022	\$122,462,571	\$90,000,000	(\$32,462,571)	TBD	
2021	2023	\$122,462,571	\$90,000,000	(\$32,462,571)	TBD	
						<u>(\$1,839,096.82)</u>

Method to Refund Rocky River:

To execute the settlement, the Town will adjust the January 2021 property tax bill for Selden Street to \$0. This will refund \$1,454,304.27 of the overpayment of taxes on the 2017, 2018 and 2019 (first half) resulting from the settlement. The balance of the overpayment due as part of the settlement will be paid in a check to Rocky River during the first calendar quarter of 2021.

The cash refund amount of \$384,792.55 (\$1,839,096.82 - \$1,454,304.27) will be funded by a transfer from the Issue of June 2020 account (001.40.4063.0.59500.02052) to the Tax Refund account (001.05.0504.0.53924.00000), both in the General Fund. The Issue of June 2020 account has funds available because the first principal payment on the bonds issued in June 2020 is scheduled for December 2021 instead of December 2020.


ACTION NEEDED:

Move to authorize the Town Attorney and Town Assessor to prepare, execute and file a stipulated judgment in the Rocky River Realty Company real estate tax appeal on the terms discussed in executive session on 9/1/2020 on behalf of the Town of Berlin in New Britain Superior Court as this is in the best interest of the Town and approve the transfer of \$385,000 from the Issue of June 2020 account to the Tax Refunds account, both in the General Fund, effective April 1, 2021, pending approval by the Board of Finance.

ATTACHMENTS:

Budget Transfer Form

PREPARED BY:

Kevin Delaney, Finance Director 
Joe Ferraro, Assessor




TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: **Finance** Fiscal Year: **FY2021** Date: **4/1/21**

To Acct #: 001.05.0504.0.53924.00000	Description: Tax Refunds	Amount: \$385,000.00	Requested by: K. Delaney
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Are there funds from another account which can be requested: Yes No Partially Don't Know

From Acct #: 001.40.4063.0.59500.02052	Description: Issue of June 2020	Amount: \$385,000.00	Approved by: 
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Contingency Balance (If applicable):

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

In response to the 2017 revaluation of the property at 107 Selden Street, Rocky River Realty (Real Estate Holding Company owned by Eversource) appealed the assessed value of the property. Their appeal was denied by the Board of Assessment Appeals. As available under Connecticut General Statutes, Rocky River Realty filed a lawsuit against the Town asking the Court to modify the assessed value of the Selden Street property.

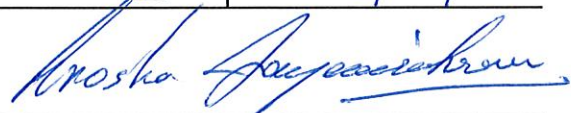
After several attempts to negotiate a settlement, the Town and Rocky River (Eversource) settled on a revised assessment schedule. As a result of this settlement, the Town will forego taxes in January 2021 and pay the remaining refund amount in a check to Rocky River. The value of this cash payment is \$384,792.55.

Funds are available in the Issue of June 2020 account because the first principal payment for the June bonds was scheduled for December 2021 instead of December 2020.

Section 2: To be completed by Town Manager:

Request approved Disapproved Partially Approved Date: **8/21/2020**

Comments:



Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 8, 2020

SUBJECT: Discuss June 2021 Bond Plan Recommendation

Summary of Agenda Item:

In May/June of each year, the Town of Berlin has historically issued General Obligation (GO) bonds. In advance of the issuance, the Town Council and Board of Finance must approve bond ordinances and agree on the annual bond size. Each project/acquisition utilizing bond proceeds must have an approved ordinance that is drafted by bond counsel. The ordinance requires credible cost estimates and a project scope that will be defined in the ordinance. Funds must be spent in accordance with the ordinance scope unless reallocated by the Town Council and Board of Finance later.

Since the bonding process takes a fair amount of time (including project scoping and costing), the bond plan is reviewed and approved between September and November each year. Bond ordinances are approved by the Town Council and Board of Finance over a four-meeting timeframe. Once the bond issuance is sized and ordinances are approved, the Town's credit rating is obtained from S&P and an official statement is drafted to market the bonds. In addition to taking a few months to complete, each bond issuance normally costs the Town \$20,000 (short-term notes only) - \$75,000 (large GO bond).

This agenda item is to initiate the June 2021 bond planning process. Given the local and state economic uncertainty, and with the number and cost of projects in progress or funded but not started, the recommendation is for Berlin not to issue any General Obligation bonds in calendar year 2021.


Action Needed:

No action needed

Attachments:

June 2021 bond plan presentation

Prepared By:

Kevin Delaney, Finance Director 

Town of Berlin
FY2022 Budget
June 2021 Bond Plan Recommendation

September 15, 2020 Town Council Meeting

Background: Multi –Year Debt Reduction Strategy

- Beginning in FY2017, Town employed a “borrow less than repaying” strategy
- Goal is to bring debt service down to 3-5% of General Fund budget (from 10-12%)
- Town also put surplus funds (operating & project) to use for needed capital spending
- In FY2019 (May/June 2018 borrowing cycle), the Town elected not to issue GO bond
 - issued BANs instead
 - Reduced debt issuance costs (no S&P rating, easier marketing/sale process)
 - Lowered outstanding debt level
 - Focused on existing, funded capital projects before borrowing more money
- Result: total debt load down from \$107.7 million (6/30/16) to \$90.4 million (6/30/20)

Target debt load: up to \$20 million

Ceiling debt load: \$40 million

Recommendation:

FY2022 (June 2021 borrowing cycle) – No new borrowing

Basis for Recommendation...Open Capital Projects With Identified Funding

- Berlin has already committed to over \$17 million in capital spending
- Should these projects be completed before bonding for new projects?
- Does Berlin have the human resources to maintain existing and do more?

<u>Project</u>	<u>Department</u>	<u>Budgeted Funds*</u>	<u>Source</u>
BHS jacketing of ductwork	BOE	\$1,810,882	Project
Unexpended Education Funds (2% Fund)	BOE	\$437,950	FY20 surplus BOE funds (Hubbard Fire Alarm system, McGee Rooftop HVAC unit #1)
Senior/Community Center Study	Senior Center/P&R	\$721,969	Reimbursable State grant
Percival Soccer Field	P&R/BOE	\$200,000	Bonding
Sage Park Restroom (Scalise Field)	P&R/BOE	\$90,000	Bonding
Fire Truck	Fire Dept.	\$400,000	Bonding (need to bond for final payment when received)
4-Bridge Renovation	Public Works	\$3,224,668	Bonding (80% federal reimbursement)
Glen Street Bridge	Public Works	\$500,000	Bonding
Kensington Rd Bridge (Design)	Public Works	\$450,000	Bonding (Town funds design, CRCOG funds construction)
Edgewood Rd Bridge (Design)	Public Works	\$3,000,000	CRCOG Grant (prefunded) -estimated
Masserio/Porters Pass/Deming Rd Reconstruction	Public Works	\$91,045	Local funds
Recycling Center Renovations (State requirement)	Public Works	\$550,000	Bonding (Design)
Highway Wash Bay	Highway Dept	\$3,600,000	CRCOG Grant (prefunded) - estimated
Kensington Sidewalks II/Main Street Redo	Economic Development	\$515,943	BRRFOC refund at dissolution, rollover funds
Community Connectivity Grant	Economic Development	\$493,925	Bond Premium
889 Brownfield Remediation	Economic Development	\$442,130	Reimbursable State grant
		\$387,000	Reimbursable State grant
		\$641,888	Reimbursable State grant
		\$197,300	Reimbursable EPA grant
		\$100,000	Local funds
		<u>\$17,854,700</u>	

Already Funded “Major” Capital Projects – Other Considerations

- Bonded projects require funds to be spent or reapplied within 18 months
- Reimbursable grants – Berlin “fronts” the money...cashflow pressure
- Projects already in the pipeline for 2021:
 - Jacketing the ductwork → close BHS project → audit → State reimbursement
 - State reimbursement approximately \$3 million
 - reimbursement may be spent on other projects (HVAC at elementary schools?)
 - No reimbursement until the audit is complete – not in the audit pipeline until BOE approves the project
 - Four (4) active bridge projects & Farmington Ave still not closed
 - 4-bridge rehabilitation (construction)
 - Glen Street (engineering)
 - Kensington Rd (engineering)
 - Edgewood Rd (engineering)
 - Reimbursement from 4-bridge & Farmington Ave over \$2.9 million – when complete or settled
 - Masserio/Porter’s Pass/Deming road reconstruction – town funds planning (\$550,000)/CROG funds construction (est. \$3.6 million)

Capital Projects In Progress...Expect to Complete in FY2021

- Sage I - \$500,000 bonded; expect to open the field for softball season spring 2021
- Fire Radio Upgrade - \$1,145,000 bonded; expect to complete in calendar 2020
- Farmington Ave Boulevard - \$1,629,000 Reimbursable State Grant/Sale Proceeds/Developer Funds
 - grant deadlines are 12/31/2020
 - move to 889 remediation/construction in calendar 2021?

Smaller Projects...Expect to Complete in Calendar 2020

- Town Hall/Community Center Doors
- Police Station Interview Rooms
- Tiling of Senior Center offices

New project planning and approvals will take focus off completing active projects and approved/funded but not started projects.

Proposed Bond Plan and Two Alternatives For Consideration

Recommended Bond Plan

- No bond or BAN issue in calendar 2021
- Fund \$400k final fire truck payment in capital plan
- Delay elementary schools HVAC project, Spruce Brook Bridge and new Fire Trucks until 2022
- Roads funded with State grants
- Reduces outstanding debt by more than \$8.8 million

Alternative #1

- Issue \$4.5 million BAN in Sep 2022
- BAN would cover:
 - \$1.2 million for Fire Trucks
 - \$2.8 million for Willard HVAC
 - \$500k for Willard parking lot/loading dock/sidewalks
- Delay Spruce Brook Bridge until FY2022
- Roads funded with State grants
- Reduces outstanding debt by \$3.1 million

Alternative #2

- Issue \$3.3 million BAN in Sep 2022
- Fund \$400k fire truck payment in capital plan
- BAN would cover:
 - \$2.8 million for Willard HVAC
 - \$500k for Willard parking lot/loading dock/sidewalks
- Delay Spruce Brook Bridge and new Fire Trucks until FY2022
- Roads funded with State grants
- Reduces outstanding debt by \$4.6 million

Implications of Proposed Plan

- Relief for local taxpayers during period of economic uncertainty
- **State funding uncertainty** - Governor asked department heads to prepare for deep cuts (10%, ECS/Public Works grants?) in FY22-24 biennial budget
- Deploy limited human resources to complete previously funded projects
- Relief against cashflow pressure from pension payouts
- Delays HVAC project at all three elementary schools:
 - Do you want contractors in schools during pandemic?
 - Ordinance: PBC has value by end of calendar year 2020 → ordinance approved by TC/BOF → April 2021 referendum
 - Does April 2021 referendum approval leave enough time to hire contractor(s) for summer 2021 work?
 - If move forward with alternative #1 or #2, BAN provides more timing flexibility to secure cashflow for the project
- **Benefit: enhanced debt paydown schedule → savings in FY2022 & future years**

Town of Berlin
Historical Total Debt Schedule
FY2022 Budget

June 30,	Outstanding GO Bonds		Outstanding BANKS	CDA Loan ¹	Capital Leases ^{2,3}		GO (P&I) Change	BAN Change	CDA Loan Change	Capital Leases Change	Total Debt Change
	Principal	Interest			Principal	Interest					
2010	\$13,260,000	\$2,122,379	\$9,970,000	\$532,477	\$0	\$0	\$21,228,884	(\$3,653,000)	(\$40,054)	\$396,213	\$17,932,043
2011	\$28,835,000	\$7,776,263	\$6,317,000	\$492,423	\$388,800	\$396,213	(\$2,632,100)	\$3,109,000	(\$42,257)	(\$13,312)	\$421,331
2012	\$27,215,000	\$6,764,163	\$9,426,000	\$450,166	\$368,238	\$382,901	\$8,352,022	(\$8,101,000)	(\$44,582)	\$88,778	\$295,218
2013	\$34,020,000	\$8,311,185	\$1,325,000	\$405,584	\$457,141	\$471,679	\$20,029,492	(\$66,000)	(\$47,034)	\$14,668	\$19,891,126
2014	\$49,450,000	\$12,910,677	\$1,259,000	\$358,550	\$468,168	\$486,347	\$16,012,853	(\$79,000)	(\$49,620)	(\$21,476)	\$15,862,757
2015	\$60,905,000	\$17,468,530	\$1,180,000	\$308,930	\$447,429	\$464,871	\$13,904,217	(\$280,000)	(\$52,350)	\$13,830,538	\$27,402,405
2016	\$73,340,000	\$18,937,747	\$900,000	\$256,580	\$10,584,544	\$1,429,409	(\$1,366,149)	\$555,000	(\$55,228)	(\$755,466)	(\$1,621,843)
2017	\$73,645,000	\$17,266,598	\$1,455,000	\$201,352	\$10,234,306	\$13,539,943	(\$7,812,340)	\$573,000	(\$58,266)	(\$773,416)	(\$8,071,022)
2018	\$68,300,000	\$14,799,258	\$2,028,000	\$143,086	\$9,754,432	\$12,766,527	(\$8,480,655)	(\$524,000)	(\$119,737)	(\$1,359,726)	(\$10,484,118)
2019	\$68,935,000	\$13,495,943	\$931,000	\$81,615	\$9,451,657	\$12,180,217	(\$3,575,561)	(\$931,000)	(\$64,852)	(\$602,707)	(\$5,174,120)
2020	\$66,535,000	\$12,320,382	\$0	\$16,763	\$9,123,589	\$11,577,510					

Total Debt & Debt-Like Balance
\$25,884,856
\$43,816,899
\$44,238,230
\$44,533,448
\$64,464,574
\$80,327,331
\$107,729,736
\$106,107,893
\$98,056,871
\$95,623,775
\$90,449,655

Outstanding BANKS	CDA Loan ¹	Principal	Interest	Total
\$9,970,000	\$532,477	\$0	\$0	\$0
\$6,317,000	\$492,423	\$388,800	\$7,413	\$396,213
\$9,426,000	\$450,166	\$368,238	\$14,663	\$382,901
\$1,325,000	\$405,584	\$457,141	\$14,538	\$471,679
\$1,259,000	\$358,550	\$468,168	\$18,179	\$486,347
\$1,180,000	\$308,930	\$447,429	\$17,442	\$464,871
\$900,000	\$256,580	\$10,584,544	\$3,710,865	\$14,295,409
\$1,455,000	\$201,352	\$10,234,306	\$3,305,637	\$13,539,943
\$2,028,000	\$143,086	\$9,754,432	\$3,012,095	\$12,766,527
\$931,000	\$81,615	\$9,451,657	\$2,728,560	\$12,180,217
\$0	\$16,763	\$9,123,589	\$2,453,921	\$11,577,510

¹ Principal payments only displayed. Proceeds from CDA loan were used to remediate Legions Square property. Final debt payment is due in Fiscal Year 2021.

² Balance represents the net present value of future minimum lease payments.

³ In February 2016, the Town entered into a 20-year energy lease program. The savings from the program is intended to repay the capital lease obligations. Final payment is due in December 2035.

Source: Comprehensive Annual Financial Reports (2020 is unaudited)

Town of Berlin
Total Debt Schedule - Existing Debt ONLY
FY2022 Budget

Targeted total debt ceiling of \$40,000,000 is projected to be attained by June 30, 2026 with no new borrowing in FY22-26

June 30,	Outstanding GO Bonds			CDA Loan ¹	Capital Leases ^{2,3}			GO (P&I) Change	BAN Change	CDA Loan Change	Capital Leases Change	Total Debt Change
	Principal	Interest	Total		Principal	Interest	Total					
2010	\$13,260,000	\$2,122,379	\$15,382,379	\$532,477	\$0	\$0	\$21,228,884	(\$3,653,000)	(\$40,054)	\$396,213	\$17,932,043	
2011	\$28,835,000	\$7,776,263	\$36,611,263	\$492,423	\$388,800	\$7,413	(\$2,632,100)	\$3,109,000	(\$42,257)	(\$13,312)	\$423,331	
2012	\$27,215,000	\$6,764,163	\$33,979,163	\$450,166	\$368,238	\$14,663	\$8,352,022	(\$8,101,000)	(\$44,582)	\$88,778	\$295,218	
2013	\$34,020,000	\$8,311,185	\$42,331,185	\$405,584	\$457,141	\$14,538	\$20,029,492	(\$66,000)	(\$47,034)	\$14,668	\$19,931,126	
2014	\$49,450,000	\$12,910,677	\$62,360,677	\$358,550	\$468,168	\$18,179	\$16,012,853	(\$79,000)	(\$49,620)	(\$21,476)	\$15,862,757	
2015	\$60,905,000	\$17,468,530	\$78,373,530	\$308,930	\$447,429	\$17,442	\$13,904,217	(\$280,000)	(\$52,350)	\$13,830,538	\$27,402,405	
2016	\$73,340,000	\$18,937,747	\$92,277,747	\$256,580	\$10,584,544	\$3,710,865	\$16,012,853	(\$555,000)	(\$55,228)	(\$775,466)	(\$1,621,843)	
2017	\$73,645,000	\$17,266,598	\$90,911,598	\$201,352	\$10,234,306	\$3,305,637	(\$1,366,149)	(\$555,000)	(\$55,228)	(\$775,466)	(\$1,621,843)	
2018	\$68,300,000	\$14,799,258	\$83,099,258	\$143,086	\$9,754,432	\$3,012,095	(\$7,812,340)	(\$280,000)	(\$58,266)	(\$773,416)	(\$8,071,022)	
2019	\$68,935,000	\$13,495,943	\$82,430,943	\$81,615	\$9,451,657	\$2,728,560	(\$668,315)	(\$1,097,000)	(\$61,471)	(\$586,310)	(\$2,413,096)	
2020	\$66,535,000	\$12,320,382	\$78,855,382	\$16,763	\$9,123,589	\$2,453,921	(\$3,575,561)	(\$931,000)	(\$64,852)	(\$602,707)	(\$5,174,120)	
Projected (assuming no additional bonding...)												
2021	\$60,425,000	\$10,201,207	\$76,363,000	\$0	\$8,774,978	\$2,188,934	(\$2,492,382)	\$0	(\$16,763)	(\$613,598)	(\$3,122,743)	
2022	\$54,145,000	\$8,356,819	\$62,501,819	\$0	\$8,398,463	\$1,934,371	(\$13,861,181)	\$0	\$0	(\$631,078)	(\$14,492,259)	
2023	\$47,825,000	\$6,774,869	\$54,599,869	\$0	\$7,992,653	\$1,691,053	(\$7,901,950)	\$0	\$0	(\$649,128)	(\$8,551,078)	
2024	\$41,465,000	\$5,434,944	\$46,899,944	\$0	\$7,555,701	\$1,459,856	(\$7,699,925)	\$0	\$0	(\$668,149)	(\$8,368,074)	
2025	\$35,080,000	\$4,297,082	\$39,377,082	\$0	\$7,086,452	\$1,241,704	(\$7,522,862)	\$0	\$0	(\$687,401)	(\$8,210,263)	
2026	\$28,970,000	\$3,357,016	\$32,327,016	\$0	\$6,586,138	\$1,037,550	(\$7,050,066)	\$0	\$0	(\$704,469)	(\$7,754,535)	
2027	\$24,525,000	\$2,579,413	\$27,104,413	\$0	\$6,052,948	\$848,279	(\$5,222,603)	\$0	\$0	(\$722,461)	(\$5,945,064)	
2028	\$20,090,000	\$1,924,944	\$22,014,944	\$0	\$5,482,870	\$674,908	(\$5,489,469)	\$0	\$0	(\$743,450)	(\$5,832,919)	
2029	\$16,135,000	\$1,385,081	\$17,520,081	\$0	\$4,874,121	\$518,524	(\$4,494,863)	\$0	\$0	(\$765,132)	(\$5,259,995)	
2030	\$12,860,000	\$9,435,757	\$22,295,757	\$0	\$4,224,450	\$380,281	\$4,775,676	\$0	\$0	(\$787,914)	\$3,987,762	
2031	\$9,665,000	\$594,475	\$10,259,475	\$0	\$3,532,279	\$261,392	(\$12,036,282)	\$0	\$0	(\$811,059)	(\$12,847,341)	
2032	\$7,005,000	\$332,666	\$7,337,666	\$0	\$2,795,583	\$163,113	(\$2,921,809)	\$0	\$0	(\$834,975)	(\$3,756,784)	
2033	\$4,350,000	\$153,547	\$4,503,547	\$0	\$2,011,856	\$86,770	(\$2,834,119)	\$0	\$0	(\$860,070)	(\$3,694,189)	
2034	\$2,085,000	\$52,719	\$2,137,719	\$0	\$1,179,259	\$33,756	(\$2,365,828)	\$0	\$0	(\$885,610)	(\$3,251,438)	
2035	\$685,000	\$10,275	\$695,275	\$0	\$376,390	\$5,517	(\$1,442,444)	\$0	\$0	(\$831,108)	(\$2,273,552)	
2036	\$0	\$0	\$0	\$0	\$0	\$0	(\$695,275)	\$0	\$0	(\$381,907)	(\$1,077,182)	

¹ Principal payments only displayed. Proceeds from CDA loan were used to remediate Legions Square property. Final debt payment is due in Fiscal Year 2021.

² Balance represents the net present value of future minimum lease payments.

³ In February 2016, the Town entered into a 20-year energy lease program. The savings from the program is intended to repay the capital lease obligations. Final payment is due in December 2035.

Source: Comprehensive Annual Financial Reports (2020 is unaudited)

Town Council Members will meet in person or use the Free Conference phone number previously given to you for Executive Session

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, September 1, 2020
Board of Education
6:30 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

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

Absent:

Councilor Charles Paonessa

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. EXECUTIVE SESSION:

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

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Rocky River (Eversource) at 6:30 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio and Finance Director Kevin Delaney.

Seconded by Councilor Rosso.

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

2020-09-01 Town Council Special Meeting Minutes

Executive session ended at 7:00 p.m.

E. ADJOURNMENT

Meeting adjourned at 7:00 p.m.

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

The Town Council will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Town Council invites the public to join the meeting by clicking on the following link or by phone. Please see the following information:

Meeting Link:

Join meeting

Meeting Number: 132 421 7683
Password: Council (2686245 from phones and video systems)

Join by video system
Dial 1324217683@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 132 421 7683
Password: Council (2686245 from phones and video systems)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 1, 2020
Board of Education
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:10 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were: Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Absent: Councilor Charles Paonessa

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. NEW BUSINESS:

- 1. Topic re: Accept monetary donations totaling \$319.63 for the Berlin Peck Memorial Library and deposit \$125.00 into the library agency account for the purchase of teen books in memory of Noah Paul Bourdon and deposit \$194.63 into the friends of the library miscellaneous account for programs and program supplies and move to accept the donation of a Berlin High School yearbook with a value of \$65.00 to be added to the adult department collection. – Berlin Peck Memorial Library**

Councilor Luddy moved to accept monetary donations totaling \$319.63 for the Berlin Peck Memorial Library and deposit \$125.00 into the library agency account for the purchase of teen books in memory of Noah Paul Bourdon and deposit \$194.63 into the friends of the library miscellaneous account for programs and program supplies and move to accept the donation of a Berlin High School yearbook with a value of \$65.00 to be added to the adult department collection.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

- 2. Topic re: Senior/Community Center Update – Public Works**

Public Works Director Mike Ahern explained that the Public Building Commission retained the architectural services of Quisenberry Arcari Malik, LLC (QA+M) to conduct community outreach and prepare a schematic design for the proposed Senior/Community center. Due to COVID-19 the public outreach had been delayed but is now moving forward via smaller presentations. QA+M is here tonight to present conceptual plans and receive feedback from Town Council and the community.

Present tonight from QA+M are Tom Arcari and Victoria Fagan. Mr. Arcari explained that three public information meetings were planned with the first being tonight. The next two will be to Senior Services and Parks and Recreation. After these presentations small public outreach meetings will be held, limiting the number of participants due to COVID-19 restrictions.

Mr. Arcari stated that Statements of Need from the Commission of Aging and the Parks and Recreation Commission were reviewed. Both Statements requested rooms similar to what the Senior

and Community Centers currently have but the Parks and Recreation Statement requested a Community Center with a gymnasium, locker rooms and an aquatic center. A combined space of 70,000 square feet was developed.

The next step for QA+M was to evaluate the needs the center will require such as parking, dumpsters, outdoor space, etc. The four town-owned sites that met the requirements were then evaluated for available space, water and sewer connection, any impediments to building, etc. It was determined that the Patterson Way site was the most advantageous. QA+M made the site recommendation to the Public Building Commission who agreed with the recommendation and voted to move forward with the study.

Due to an approximate 20-foot grade difference from the front to the back of the property a two-story scheme was developed. The two-story design will allow for recreation center features such as the gymnasium and pool to be placed in the lower level of the building buried into the grade, and much of the senior programming in the upper level. Each level would have direct access from grade and be joined by a central corridor. The Public Building Commission liked the scheme and directed QA+M to continue with their schematic design exploration including placement of the building on the site.

Mr. Arcari then pointed out the interior layout of rooms and stated that by setting the building into the grade the view of the structure from Patterson Way is only one-story. The height of surrounding two story homes will be slightly higher than the front of the new building. Trees will separate the building from houses on Lower Lane. Large mechanical units will be set into a well in the roof of the gymnasium to prevent them from being seen by neighbors.

The next step in the process for QA+M is to obtain public input on the project.

NO ACTION NEEDED

- 3. Topic re: 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, pending approval of the Board of Finance. This transfer replaces the transfer approved by the Town Council on July 21, 2020. – Public Works**

Public Works Director Mike Ahern stated that this item was approved by the Town Council on July 21, 2020 but the accounts being used for the transfer have been adjusted by the Finance department.

Councilor Luddy moved 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, pending approval of the Board of Finance. This transfer replaces the transfer approved by the Town Council on July 21, 2020.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

4. Topic re: Utilize the Connecticut DAS Contract #17PSX0009 to purchase the necessary concrete catch basin materials from Cromwell Concrete Products of Cromwell, CT or United Concrete Products of Yalesville, CT through December 31, 2020. – Public Works

Public Works Director Ahern stated that this is an existing State contract that has been extended through December 21, 2020. Sufficiency of funds in the Road & Bridge Improvement account has been obtained.

Councilor Luddy moved to utilize the Connecticut DAS Contract #17PSX0009 to purchase the necessary concrete catch basin materials from Cromwell Concrete Products of Cromwell, CT or United Concrete Products of Yalesville, CT through December 31, 2020.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

5. Topic re: Authorize the Town Attorney and Town Assessor to prepare, execute and file a stipulated judgment on the foregoing terms on behalf of the Town of Berlin in New Britain Superior Court as this is in the best interest of the Town and approve the transfer of \$385,000 from the Issue of June 2020 account to the Tax Refunds account, both in the General Fund, effective April 1, 2021, pending approval by the Board of Finance.- Finance

Town Manager Jayawickrema explained that this item was discussed during tonight's Executive Session. It was decided that this item will be tabled to the September 15, 2020 Town Council meeting.

TABLED

6. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to work on an ELUR for 861 Farmington Avenue for a fee of \$5,000 that will be paid from the Demolition & Envir. Remed. Account as this is in the best interest of the Town. – Economic Development

Economic Development Director Chris Edge stated that as part of the agreement related to the sale of 861 Farmington Avenue the Town has the right to file an Economic Land Use Restriction (ELUR) on that property. The filing of the ELUR will support the Town's effort to avoid the need to implement an active groundwater remediation system related to the 889 Farmington Avenue

property which is environmentally contaminated. Loureiro Engineering is the Town's environmental consultant for the 889 Farmington Avenue project.

Councilor Luddy moved to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to work on an ELUR for 861 Farmington Avenue for a fee of \$5,000 that will be paid from the Demolition & Envir. Remed. Account as this is in the best interest of the Town.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

G. TOWN MANAGER'S REPORT:

- Tax collection is ahead of schedule.
- The TOD Project has begun on Farmington Avenue.
- November Presidential Election – The State of Connecticut will be mailing absentee ballot applications to all voters in September. Applications are to be returned to the Town Clerk's office with ballots then being mailed to voters on October 2nd. There is a ballot drop box located outside of Town Hall for those who prefer not to mail their application or ballot.

The volume of requests for absentee ballots is expected to be unprecedented and the Town Clerk's office will most likely be overwhelmed. The Town Manager has been discussing plans with the Town Clerk.

Town Clerk Kate Wall added that she will most likely be receiving assistance from the Deputy Registrar of Voters as they are familiar with the election process. The biggest issue at this time is not knowing how many applications are going to be received. Her suggestion to voters is to get their applications in as soon as possible.

The Town Manager wants to make sure that information regarding the election is widely broadcast to Berlin residents via Facebook, the Town website, newspapers, etc. Especially regarding the availability of the ballot drop box outside of town hall.

- Creation of Town Council Golf Committee – The Town Manager offered his suggestions for members of this new committee: Golf Course Commission Chairman Peter DeFazio, Councilor Rosso, Golf Course Commission member Gail Lemieux, Board of Finance member Sal Bordonaro or Gerry Paradise, Finance Director Kevin Delaney and Human Resources Director Denise Parsons.

He also recommends giving them direction and focus as to what their mission is. Ideas and suggestions can be emailed to the Town Manager.

- The Town Manager has been in touch with Joe Bajorski of the Housing Authority. The deadline for the CHFA application is approaching. He has asked Mr. Bajorski to speak at the September 15, 2020 Town Council meeting.
- The State has provided guidelines for reopening the Senior Center which are very strict. Basically, those rules don't allow for activities, only the ability to enter the building with social distancing. Neighboring towns don't plan on opening until January 1, 2021 at the earliest.
- There was discussion regarding the timeline for the placement of political signs on private property. The Town Clerk will look into it, discuss with Corporation Counsel, and email Town Council with their findings.
- There was discussion regarding the School Resource Officers at McGee and Berlin High School.

H. SPECIAL COMMITTEE REPORTS:

None

I. COUNCILORS' COMMUNICATION:

None

J. ACCEPTANCE OF MINUTES:

**July 21, 2020
August 25, 2020**

Councilor Veach moved to accept the July 21, 2020 Town Council Minutes.

Seconded by Councilor Rosso

Those voting in favor: Councilor Angelico-Stetson, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Abstained: Councilor Luddy

Vote being 5-0-1 (MOTION CARRIED)

Councilor Luddy moved to accept the August 25, 2020 Special Town Council Minutes.

Seconded by Councilor Veach.

Those voting in favor: Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Abstained: Councilor Angelico-Stetson

Vote being 5-0-1 (MOTION CARRIED)

K. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:57 p.m.

Seconded by Councilor Rosso

Those voting in favor: Councilor Angelico-Stetson, Councilor Luddy, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0. (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

2020-2021

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	
21-001	Recreation			\$248.00		Computer Support (from Supplies)
21-002	Recreation			\$248.00		Computer Support (from Supplies)
21-003	Fire Dept.			\$450.00		Foam (from Firehoses, Nozzles, and Tools)
21-004	Revenue Collector			\$100.00		Rev. Collection Surcharge (from Computer Support)
21-005	Town Clerk			\$950.00		Supplies (from Prof. Devel.)
		\$0.00	\$0.00	\$1,996.00		\$0.00

Cumulative Appropriations

Bal. of Contingency Account \$100,000.00