

The Town Council will meet remotely. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no one 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:

Join meeting

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m2557a9a06b1619130ef13537e27f3e40>

Join by meeting number

Meeting number (access code): 132 826 9798

Meeting password: Council (2686245 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-408-418-9388,1328269798#2686245# United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

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Global call-in numbers

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 16, 2021
Remote Meeting
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: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department

2. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 70.00 and items valued at \$ 85.00. – Animal Control
3. Topic re: Accept monetary donations totaling \$150.00 for the Berlin Peck Memorial Library and deposit \$150.00 into the library agency account to purchase children's board books in memory of Charlie McCourt. – Berlin-Peck Memorial Library
4. Topic re: Authorize Berlin Social & Youth Services to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account and appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance. – Social Services

G. NEW BUSINESS:

1. Topic re: Update on the Senior Housing Project – Housing Authority
2. Topic re: Authorize the Town Manager to enter into the Medical Insurance Coalition Bargaining Agreement for the period from July 1, 2021 through June 30, 2026. – Human Resources
3. Topic re: Approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and off "Brand" tires for an amount not to exceed \$25,000. – Municipal Garage
4. Topic re: Amend the Berlin Tax Abatement Policy to delete the abatement for the residential portion of mixed-use projects, to reduce the amount and percentage of annual abatements on the 10-year tax abatement schedule for projects with real property improvements greater than \$12.5 million, to add a paragraph that will allow projects that have applied for Planning and Zoning Commission approval to be eligible to apply abatement pursuant to the tax abatement policy that exists prior to the changes proposed herein and to add language to clarify that the granting of each tax abatement is at the discretion of the Town Council if it is in the best interest of the Town . - Economic Development
5. Topic re: Revised the approved schedule for a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project 861 Farmington Avenue and 9, 10, 29 and 55 Steele Boulevard such that: Phase 1 including 9 Steele Boulevard and 861 Farmington Avenue will begin on the 7-year tax abatement schedule of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6, 10% in year 7. The project will remain on the 7-year tax abatement schedule until the \$12.5 million investment threshold is met at which time the project will be moved to the appropriate year in a 10-year schedule for the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 and a 5-year schedule for residential uses of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The 5-year tax abatement for the 60-unit residential building at 55 Steele Boulevard will not commence until the commercial building at 10 Steele Boulevard is developed. As stated in a previous Town Council action, the tax abatement agreement shall be subject to Newport not receiving housing tax credits for the project from other State or federal sources. - Economic Development

H. APPOINTMENTS:

1. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
2. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
4. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with a D, R or U.
5. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
6. **Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
7. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
8. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
9. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
10. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
11. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
12. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
13. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
14. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2026. Can only be filled with a D or U.

15. Youth Services Advisory Board – Vacancy - Service Consumer – New term would be until January 31, 2023.

16. Youth Services Advisory Board – Service Consumer- Vacancy – New term would be until January 31, 2024.

I. TOWN MANAGER'S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES: February 2, 2021

M. EXECUTIVE SESSION:

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

N. ADJOURNMENT

Agenda Item No. 1 ^{Consent}
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 3, 2021

SUBJECT: Donation for K9 Program

Summary of Agenda Item:

The Police Department has received a \$200 donation to the K9 Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the K9 Program Expenditure Account # 100.15.1532.0.53225.00000.

Action Needed:

Move to accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 10, 2021
SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

Period	Amount	Purpose	Donor*
January 22, 2021 to February XX, 2021	\$ 50.00 Walmart G.C. \$ 60.00 (Value) \$ 25.00 (value) \$ 20.00 (cash)	Animal Care or food can dog/dry dog cat food / litter Animal care	Judy Early Berlin Anonymous Berlin Cathy Griffin Berlin Anonymous

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 70.00 and items valued at \$ 85.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer

January 20, 2021

Judy Early
94 Misty Mountain Rd.
Berlin, CT. 06037

Dear Judy,
Thank you for the donation of a \$50 gift card to Walmart.
for Animal Care at the shelter.
We truly appreciate your generosity and for thinking about us
and the animals we care for.
All donations are used to vaccinate and neuter prior to adopting
and medical care if needed. The gift card will be used to purchase
pet food and litter for the shelter.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



TOWN OF BERLIN
Animal Control Department

January 29, 2021

The Griffins
200 Beckley Rd.
Berlin, CT. 06037

Dear Cathy and Chris Griffin,
Thank you very much for the donation of cat litter, food and shampoo!
We truly appreciate your generosity and for thinking about us
and the animals in our care. We are very sorry to hear about the loss of your cat Popeye.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 8, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	150.00	Lib. Agency Acct.	in memory of Charlie McCourt	Rebecca Bowman on behalf of Charlie's Angels
	150.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$150.00 for the Berlin Peck Memorial Library and deposit \$150.00 into the library agency account to purchase children's board books in memory of Charlie McCourt.

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: February 5, 2021

SUBJECT: Connecticut State Opioid Response Initiative Grant Application

Summary of Agenda Item:

Berlin Social & Youth Services has the opportunity to partner with Wethersfield Social & Youth Services to apply for Connecticut State Opioid Response Initiative funding that would be used to provide opioid abuse education and prevention services for our two towns. Funds would be used to increase public awareness of Opioid Use Disorder and available treatment, provide Narcan training for community members, QPR Gatekeeper suicide prevention training, and other related activities as allowed under the terms of the grant.

The Berlin Department of Social & Youth Services will submit a grant request of \$5,000 to Amplify, Inc., our Regional Behavioral Health Action Organization as designated by the State of Connecticut Department of Mental Health and Addiction Services. Funds will be deposited in the State Opioid Response Grant revenue account 100.30.3054.2.44808.00000, and appropriated to the State Opioid Response Grant expense account 100.30.3054.0.53449.00000 to be used according to the terms of the grant.

Action Needed:

Move to authorize Berlin Social & Youth Services to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account.

Move to appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance.

Attachments:

Prepared By:

Doug Truitt, Director of Social & Youth Services



Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 9, 2021
SUBJECT: Housing Authority Update

A

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

KW

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 8, 2021

SUBJECT: Medical Insurance Coalition Agreement

Summary of Agenda Item:

The Benefits Committee was established in 2009, in an effort to consolidate health insurance and implement cost saving strategies associated with plan design and management. Each collective bargaining unit is represented on this committee along with top management, finance, HR and the Town Manager. There have been three successful medical insurance coalition agreements since the committee was formed.

This unique group works collaboratively to identify cost saving initiatives through plan design changes and updates with health benefits while also ensuring that we are providing a comprehensive health plan for our employees and their families. Utilizing the union leadership in this role allows for transparency in the expense as well as education in the management of health insurance costs.

This past fall, the Committee met regularly with our broker, Chris Monroe from USI Insurance Services, LLC, focusing on developing the successor Healthcare Coalition agreement as the current arrangement expires on June 30, 2021. We reviewed various plan design features available with an eye towards slowing the ever increasing cost of health care.

The existing plan design offers the employee a choice in plan design. Option one is the standard PPO (Network driven co-pay plan). Option two is a high deductible health insurance with a Health Savings Account. Option one is considered the “Cadillac plan” and as a result the employee premium cost shares have increased exponentially over the last four years of the existing agreement. The PPO premium share now rests 10% more than the H.S.A. premium cost share.

After reviewing the existing plan design and researching cost savings initiatives, the Committee tentatively agreed to the following plan design changes over the next five years:

- Increase employee premium cost share 0.5% in years 2021, 2022, 2023, & 2024;
- Increase H.S.A. Deductible from 2,000 / \$4,000 to 2,250 / \$4,500 in year 2022;
- Increase H.S.A. Deductible from 2,250 / \$4,500 to \$2,500 / \$5,000 in year 2025;
- Remove the Waiver of Insurance Premium for singles and duplicates (employees with spouses working for the Town or BOE who waive employee coverage, but are enrolled as a dependent on their spouse’s plan with Town); and
- Remove dependent children from physical requirement in the Wellness Program.

This agreement is the result of hard work, research and negotiation by the Committee and our Broker, Chris Monroe. The new proposed agreement incorporates comprehensive benefit options for all town employees while also including cost savings mechanisms for the future.

Action Needed:

Move to authorize the Town Manager to enter into the Medical Insurance Coalition Bargaining Agreement for the period from July 1, 2021 through June 30, 2026.

Attachments:

Coalition Agreement
Town of Berlin Medical Program

Prepared By:

Denise Parsons, Director of Human Resources

A handwritten signature in black ink that reads "Denise Parsons". The signature is written in a cursive, flowing style.

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2021 - June 30, 2026

OPTION 1: Century Preferred PPO:

NO CHANGE IN CURRENT PLAN DESIGN

In-Network: Hospital Co-pay Outpatient Surgery Co-pay Emergency Room Co-pay Urgent Care Office Co-pay (Prev/Sick/Specialist) Maximum	Employee Cost \$100 Co-pay \$100 Co-pay \$100 Co-pay \$25 Co-pay \$0 / \$20 / \$20 Co-pay unlimited
Out-of-Network: Deductible (Ee/Ee+Sp/Family) 80% Coins to OOP Lifetime Maximum Dependent Child Age	\$200 / \$400 / \$500 Deductible \$1000 / \$2000 / \$2500 OOP \$1,000,000 To age 26
Prescription Drug: Retail Co-pay Mail Order Co-pay Maximum Formulary	Managed Drug Plan \$10 / \$25 / \$40 Co-pay \$20 / \$50 / \$80 for 90 days No annual maximum 3 Tier Formulary Plan

RIDERS INCLUDED WITH MEDICAL PLAN OPTIONS:

Vision:	Blue View Vision Plan BVMO
Dental: Rider A, B, C & D Dependent Child Coverage	Full Yes To age 26

EMPLOYEE PREMIUM COST SHARES

Century Preferred PPO

Plan Year 2021-2022	27.5% Employee Cost Share 72.5% Employer Cost Share
Plan Year 2022-2023	28% Employee Cost Share 72% Employer Cost Share
Plan Year 2023-2024	28.5% Employee Cost Share 71.5% Employer Cost Share
Plan Year 2024-2025	29% Employee Cost Share 71% Employer Cost Share
Plan Year 2025-2026	29% Employee Cost Share 71% Employer Cost Share

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2021 - June 30, 2026

OPTION 2: High Deductible Plan & HSA:

July 1, 2021 - June 30, 2022 - \$2,000/\$4,000 High Deductible plan with HSA
 July 1, 2022 - June 30, 2025 - \$2,250/\$4,500 High Deductible plan with HSA
 July 1, 2025 - June 30, 2026 - \$2,500/\$5,000 High Deductible plan with HSA
 All Well Visits provided at no cost to the participant without impact on deductible.
 Managed Rx with co-pays after deductible is met (\$10 / \$25 / \$40)

Health Savings Account Funding:

Plan Year 2021-2022	Town Funds 50% of Deductible Deposited with the first pay in July
Plan Year 2022-2023	Town Funds 50% of Deductible Deposited with the first pay in July
Plan Year 2023-2024	Town Funds 50% of Deductible Deposited with the first pay in July
Plan Year 2024-2025	Town Funds 50% of Deductible Deposited with the first pay in July
Plan Year 2025-2026	Town Funds 50% of Deductible Deposited with the first pay in July

RIDERS INCLUDED WITH MEDICAL PLAN OPTIONS:

Vision:	Blue View Vision Plan BVMO
Dental:	Full
Rider A, B, C & D	Yes
Dependent Child Coverage	To age 26

EMPLOYEE PREMIUM COST SHARES

High Deductible with H.S.A.

Plan Year 2021-2022	17.5% Employee Cost Share 82.5% Employer Cost Share
Plan Year 2022-2023	18% Employee Cost Share 82% Employer Cost Share
Plan Year 2023-2024	18.5% Employee Cost Share 81.5% Employer Cost Share
Plan Year 2024-2025	19% Employee Cost Share 81% Employer Cost Share
Plan Year 2025-2026	19% Employee Cost Share 81% Employer Cost Share

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2021 - June 30, 2026

WELLNESS INCENTIVE

The Town will continue to offer a Wellness Incentive that provides a monetary incentive to employees who participate in the program. In order to be eligible, employees and their spouses must have completed all of their age appropriate screenings and have their physician certify completion of those screenings. *Dependent children are no longer required to submit wellness paperwork.* All Wellness forms are due to HR by June 30th of the plan year.

Plan Year 2021-2022	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2022-2023	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2023-2024	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2024-2025	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2025-2026	\$200 Single Option \$300 Employee plus One Option \$500 Family Option

Employees participating in the High Deductible/H.S.A. plan can elect to have their wellness incentive benefit deposited directly into their Health Savings Account

INSURANCE WAIVER BENEFIT

In recognition of the significant cost impact health insurance can have on an employer, the Town pays a premium to staff who waive coverage (*not applicable to single coverage*). Upon presentation of documentation that an employee is covered under a health insurance policy existing elsewhere (not with the Town of Berlin nor with the Berlin Public Schools), an employee may elect to waive, in writing, all health and dental insurance coverage. In lieu of coverage these employee will receive on an annual basis, the following amounts (paid quarterly): Employee Plus One: \$1,800, Family: \$2,500

** Employees who elect to waive coverage and receive the In Lieu of Premium will not be eligible to enroll in benefits (or the Wellness Incentive) until open enrollment unless he/she has a qualifying event as defined in the federal regulations and which allows for changes midyear. At which point, the Waiver would discontinue.*

If in any year of this agreement, the insurance premium increases more than 10%, the Coalition Agreement may be opened to re-evaluate premium cost shares.

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 9, 2021
SUBJECT: Purchase Tires Connecticut Tire, partially utilizing the State of Connecticut, Department of Administrative Services Contract #18PSX00022 for the fiscal year 2020/2021.

Summary of Agenda Item:

Over the course of the fiscal year 2020/2021, the Fleet Garage is anticipating spending approximately \$25,000 on Tires. This amount would be broken out into 2 types: "Goodyear" and "Off Brand" Tires. Goodyear tires are used on our Police Fleet and are "Pursuit" rated, while off brand tires are used on Administration vehicle, Vans and dump trucks etc.

The Fleet Garage utilizes Connecticut Tire Inc., which is a local vendor and will honor the State Connecticut, Department of Administrative Services Contract# 18PSX00022.

James Simons, Fleet Manager would like to utilize CT Tire as in the past for the following reasons:

1. Service - the personnel at CT Tire, have always gone out of their way to take care of the Town, whether it be a strange tire or midnight road service on a class 8 truck, they have not let us down.
2. Convenience - having a good tire store close to the shop allows us to better use our funds by having CT Tire stock our tires, thus saving us time, space and funds.
3. They are a local tax payer/business.

Currently the Fleet Garage has already spent a combined figure of \$9184 with Connecticut Tire Inc. on both Goodyear and Off Brands.

Action Needed:

Move to approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and off "Brand" tires for an amount not to exceed \$25,000.

Attachments:

Certification of Sufficiency of Funds

Prepared By:

James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 9-Feb-21

Purchase Item or Contract: Purchase of Tires		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Purchase of vehicle tires (not to exceed \$25,000)	\$15,816.00	\$15,816.00
	Already spent \$9,184. Certification is for the difference.		
			-
			-
			-
			-
TOTAL			\$15,816.00

Account No. 001.20.2035.0.53220.00000 Tires

Budgeted Amount.....	\$46,000.00	Available balance.....	\$18,586.92
Encumbrances to Date.....	\$4,174.96	Amount Needed for This Package.....	\$15,816.00
Expenditures to Date.....	\$23,238.12	Available Balance After Purchase.....	\$2,770.92

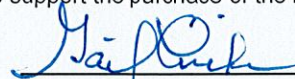
Is a budget change needed? ☐ Yes ☒ No

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

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

or:

☐ 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

Finance Director or Assist.Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 9, 2021

SUBJECT: Modification of the Town of Berlin Tax Abatement Policy

Summary of Agenda Item:

The Town previously added a 10-year tax abatement option to the Town's Tax Abatement policy if a firm or developer spent at least \$12,500,000 on a project. This change also added mixed-use developments as eligible for tax abatements with an additional 5-year tax abatement schedule for the residential portion of a mixed-use project with at least \$12,500,000 in real property improvements.

These changes have helped to attract two projects to Berlin, one of these projects is now under construction and the other expects to break ground soon. Both projects provide a great benefit to the Town due to their mix of residential and commercial space. With this recent change to the tax abatement policy and changes to our zoning regulations, there are additional proposed mixed-use projects on the horizon on the Berlin Turnpike that are primarily multi-family residential, with lower levels of proposed commercial uses. In addition, the Planning and Zoning Commission has approved a multi-family residential project on Deming Road that is not eligible for tax abatements. Based on this experience, at this time there is a significant demand for multi-family residential development in Berlin and therefore, tax abatement for the residential portions of multi-use projects may not be necessary, especially if the percentage of commercial use in such projects is low. The need for tax abatement for mixed-use projects can be reevaluated in the future including whether it may be needed to induce future development in the TOD area around the Berlin Train Station. When reviewing the recently created 10-year abatement schedule for projects greater than \$12,500,000, we also think that reducing the abatement schedule may be prudent.

Therefore, the Town Manager recommends changes to the Tax Abatement policy which would reduce the amount and percentage of annual abatements on the 10-year tax abatement schedule for projects with real property improvements greater than \$12.5 million, take out the abatement for the residential portion of mixed-use projects and clarify that the Town Council has discretion in determining whether granting a tax abatement is in the best interest of the Town of Berlin with respect to each project. The final change is a paragraph that will allow projects that are now in the process of applying for Planning and Zoning Commission approval to be eligible to apply for abatements pursuant to the tax abatement policy that exists prior to the changes proposed herein.

The Economic Development Commission supports these changes and recommends the Town Council take action to modify the Tax Abatement policy

Action

Move to amend the Berlin Tax Abatement Policy to delete the abatement for the residential portion of mixed-use projects, to reduce the amount and percentage of annual abatements on the 10-year tax abatement schedule for projects with real property improvements greater than \$12.5 million, to add a paragraph that will allow projects that have applied for Planning and Zoning Commission approval to be eligible to apply abatement pursuant to the tax abatement policy that exists prior to the changes proposed herein and to add language to clarify that the granting of each tax abatement is at the discretion of the Town Council if it is in the best interest of the Town .

Attachments:

Tax Abatement Policy Approved July 2020
Proposed Tax Abatement Policy

Prepared By: Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator

CE

Town of Berlin Tax Abatement Program Approved July 21, 2020

The Town of Berlin, Connecticut recognizes the importance of continued economic growth in our community and has adopted the following tax abatement framework. Projects must be consistent with State Statutes. The Town policy is that projects must involve real property improvements for at least one of the following: (1) for office use; (2) for manufacturing use; (3) for warehouse, storage or distribution use; (4) for information technology; or (5) for restaurants, (6) new retail developments or redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping including automotive dealerships selling new vehicles, (7) recreation facilities or (8) mixed use developments, as defined in Section 8-13 of the Connecticut General Statutes. The following abatement schedule will be used by the Town Council as a guideline based upon the investment made on each project. The Town Council must act to approve each project and its specific abatement schedule.

For real property improvements of greater than \$150,000 if the project is for office use, for manufacturing use, for warehouse, storage or distribution use, recreation facilities, newly developed for restaurants, retail use or information technology the Town may offer:

<u>Abatement Schedule:</u>		
Year 1 50%	Year 2 40%	Year 3 30%

For real property improvements of greater than \$50,000 if the project is for redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping the Town may offer:

<u>Abatement Schedule:</u>		
Year 1 50%	Year 2 40%	Year 3 30%

For real property improvements of greater than \$1,000,000 (One Million Dollars) for any type of eligible use above, the Town may offer:

<u>Abatement Schedule:</u>				
Year 1 50%	Year 2 40%	Year 3 30%	Year 4 20%	Year 5 10%

For real property improvements of greater than \$3,000,000 (Three Million Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>						
Year 1 50%	Year 2 50%	Year 3 40%	Year 4 40%	Year 5 30%	Year 6 20%	Year 7 10%

For real property improvements of greater than \$12,500,000 (Twelve Million Five-Hundred Thousand Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>									
Commercial									
Year 1 70%	Year 2 70%	Year 3 60%	Year 4 60%	Year 5 60%	Year 6 60%	Year 7			
	60%	Year 8 60%	Year 9 50%	Year 10	50%				
<u>Residential (If Within A Mixed-Use Project)</u>									
Year 1 80%	Year 2 70%	Year 3 60%	Year 4 50%	Year 5 40%					

Application Procedure

The tax abatement program application should be submitted to the Economic Development Director for consideration for a recommendation by the Economic Development Commission to the Town Council. If approved by the Economic Development Commission, then property owners within 500 feet of the proposed development site will be notified 7 days in advance of the meeting where the Town Council will consider a tax partnership application.

Town of Berlin Tax Abatement Program Proposed February 9, 2021

The Town of Berlin, Connecticut recognizes the importance of continued economic growth in our community and has adopted the following tax abatement framework. Projects must be consistent with State Statutes. The Town policy is that projects must involve real property improvements for at least one of the following: (1) for office use; (2) for manufacturing use; (3) for warehouse, storage or distribution use; (4) for information technology; or (5) for restaurants, (6) new retail developments or redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping including automotive dealerships selling new vehicles or (7) recreation facilities, as defined in Section 8-13 of the Connecticut General Statutes. The following abatement schedule will be used by the Town Council as a guideline based upon factors including the investment made and other considerations concerning the quality of the project and its consistency with the Town's Plan of Conservation and Development. The Town Council must act to approve each project and its specific abatement schedule.

For real property improvements of greater than \$150,000 if the project is for office use, for manufacturing use, for warehouse, storage or distribution use, recreation facilities, newly developed for restaurants, retail use or information technology the Town may offer:

<u>Abatement Schedule:</u>		
Year 1 50%	Year 2 40%	Year 3 30%

For real property improvements of greater than \$50,000 if the project is for redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping the Town may offer:

<u>Abatement Schedule:</u>		
Year 1 50%	Year 2 40%	Year 3 30%

For real property improvements of greater than \$1,000,000 (One Million Dollars) for any type of eligible use above, the Town may offer:

<u>Abatement Schedule:</u>					
Year 1 50%	Year 2 40%	Year 3 30%	Year 4 20%	Year 5 10%	

For real property improvements of greater than \$3,000,000 (Three Million Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>						
Year 1 50%	Year 2 50%	Year 3 40%	Year 4 40%	Year 5 30%	Year 6 20%	Year 7 10%

For real property improvements of greater than \$12,500,000 (Twelve Million Five-Hundred Thousand Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>									
Commercial									
Year 1 70%	Year 2 70%	Year 3 60%	Year 4 60%	Year 5 50%	Year 6 50%	Year 7			
		50%	Year 8 40%	Year 9 30%	Year 10 20%				

Application Procedure

The tax abatement program application should be submitted to the Economic Development Director for consideration for a recommendation by the Economic Development Commission to the Town Council. If approved by the Economic Development Commission, then property owners within 500 feet of the proposed development site will be notified 7 days in advance of the meeting where the Town Council will consider a tax partnership application.

Applications will be accepted and considered under the tax abatement policy pertaining to mixed use projects in effect prior to the effective date of this amendment provided that any such projects will be required to have submitted an

application for project approval to the Berlin Planning and Zoning Commission prior to the effective date of the amendment. To be eligible, a minimum of at least 10% of the total new building square footage of the project must be for commercial use, the project must obtain and maintain all required Building Permits within 1 year of the effective date of this amendment, begin construction of the structure i.e.: footings, foundation and or physical structure of both the commercial and residential portions of the project prior to two years from the effective date of this amendment, submit an application for tax abatement within 60 days of securing Planning and Zoning Commission approval for the project and complete construction of the commercial portion of the project within three years of the effective date of this amendment.

Amendment effective date: _Two weeks from date of Town Council passage

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 9, 2021
SUBJECT: Tax Abatement for Newport 903-913 Farmington Ave LLC
(Steele Center @ Farmington Ave)

Summary of Agenda Item:

In January, the Town Council approved a tax abatement for Newport 903-913 Farmington Ave LLC related to the construction of a mixed-use project at 861 Farmington Avenue and 9, 10, 29 and 55 Steele Boulevard that will include 76 market rate apartments and 19,000 square feet of commercial and medical office space. The Town Council approved a 5-year tax abatement for the residential portion of the project of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5 and a 10-year tax abatement on the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10. Newport 903-913 Farmington Ave LLC plans to phase the construction of the project. Staff and Corporation Counsel identified that the approved abatement schedule was not consistent with the Town's tax abatement policy because phase 1, construction of a mixed use building at 9 Steele Boulevard and renovation of a mixed use building at 861 Farmington Avenue, is expected to cost greater than \$3 million but less than the \$12.5 million investment that is required for granting of the 10-year abatement schedule. Therefore, staff and Corporation Counsel propose that the project tax abatement start on the 7-year abatement schedule of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6, 10% in year 7 (for projects greater than \$3 million) for phase 1 and then move to the 10-year schedule for commercial and 5 year schedule for residential uses when the \$12.5 million project investment threshold is met. Portions of the project that are completed prior to the time that the \$12.5 million threshold is met will start on the 7 year schedule and then move to the next year on the 10 year schedule. For example, if taxes on 9 Steele Boulevard and 861 Farmington Avenue are abated for two years on the seven-year schedule and then the overall project reaches the \$12.5 million investment threshold in year 3, then in year 3 the commercial portions of the 9 Steele Boulevard and 861 Farmington Avenue will move to the third year of the 10-year abatement schedule and the residential portions of the first phase of the project properties will move to the 3rd year of the 5 year schedule for the residential portion of projects greater than \$12.5 million.

Another issue related to the tax abatement agreement with the Newport project is that it must be a mixed-use project because the Town does not offer tax abatement for residential only projects. Newport's overall project met the mixed-use objective because approximately 20% of its floor area is devoted to commercial use. However, the percentage of commercial use in the project may fall well below 20% if the 60-unit apartment buildings at 55 Steele Boulevard are constructed as the 2nd phase of the project, rather than the commercial building planned for 10 Steele Boulevard.

To address this issue staff and Corporation Counsel recommend that if 55 Steele Boulevard is constructed, as phase 2 of the development then the tax abatement for 55 Steele Boulevard will not commence until the building at 10 Steele Boulevard is developed.


Actions Needed:

Move to revised the approved schedule for a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project 861 Farmington Avenue and 9, 10, 29 and 55 Steele Boulevard such that:

- Phase 1 including 9 Steele Boulevard and 861 Farmington Avenue will begin on the 7-year tax abatement schedule of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6, 10% in year 7.
- The project will remain on the 7-year tax abatement schedule until the \$12.5 million investment threshold is met at which time the project will be moved to the appropriate year in a 10-year schedule for the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 and a 5-year schedule for residential uses of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5.
- The 5-year tax abatement for the 60-unit residential building at 55 Steele Boulevard will not commence until the commercial building at 10 Steele Boulevard is developed.
- As stated in a previous Town Council action, the tax abatement agreement shall be subject to Newport not receiving housing tax credits for the project from other State or federal sources.

Attachments:

- 1) Tax Abatement Application
- 2) Project Details Provided by Newport Realty Group

Prepared By: Christopher Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator 

November 23, 2020

Mr. Chris Edge, Director Economic Development
Town of Berlin
240 Kensington Road
Berlin, CT 06237

RE: Revised and Amended - Tax Abatement Application – Steele Center @ Farmington Ave., Berlin, CT – Transit Oriented Development.

Dear Chris:

We are pleased that the Steele Center boulevard is completed, and we remain excited to commence vertical construction of Building B within the next thirty days. Building B shall be the first new building as part of the Steele Center @ Farmington Avenue Transit Oriented Development (TOD). However, we continue our renovation of the exiting building and site located at 861 Farmington Avenue. As we have stated many times, Mark and I remain proud and anxious to proceed and diligently work toward the phasing and eventual completion of this development.

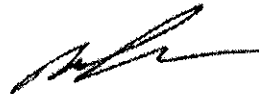
As we prepare to launch construction of the mixed-use building located at 903 Farmington Avenue, and continued renovation of 861 Farmington Avenue, Newport is interested in pursuing a tax abatement for the Steele Center at Farmington Avenue development. If granted, this abatement will help us off-set a portion of the increase in construction related building products we are experiencing and cushion the time horizon necessary to stabilize occupancy of the multi-family and commercial spaces.

As you will find on the Tax Abatement Application and Addendum, we thought it would be helpful to provide you a brief recap of each building component of the Steele Center development. This Addendum describes key information necessary for you and your team's evaluation and consideration.

Please do not hesitate to contact us should you have questions or need any additional information from us.



Tony Valenti
Newport Report Group, LLC



Mark Lovley
Newport Realty Group, LLC

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: Newport Realty Group, LLC

Name of Parent Company (If applicable): N/A

Name of Entity that will own the real estate: _____

Mailing Address: 710 Main Street, Suite 11, Plainville, CT 06069

Project Address (If applicable): See Addendum

Company Number: 85-1600458

Phone Number: (860) 276-8068 Email: Town@LWDevelopment.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

Five buildings included in the Steele Center & Farmington Avenue
Transit Oriented Development

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

See Addendum

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: See Addendum

Estimated Value of Additional Personal Property: N/A

Number of Jobs to be Retained in Berlin: N/A

Number of Jobs to be Created: Approximately 50 Construction related jobs

Additional Details (If needed):

Date

Anthony M. Valente
Signature of Company Representative

Steele Center @ Farmington Avenue
Tax Abatement Application - Addendum
Submission Date: November 23, 2020

<u>Location</u>	<u>Building Description</u>	<u>Square Feet</u>	<u>Cost Per Square Foot</u>	<u>Estimated Costs / Value</u>
Building A - New Construction #10 Steele Boulevard	Office / Medical Office	13,300	\$160.00	\$ 2,128,000
Building B - New Construction #9 Steele Boulevard	Mixed-Use - Commercial and Multi-Family	22,000	\$216.00	\$ 4,750,000
Building C - New Construction #29 Steele Boulevard	Retail	1,600	\$200.00	\$ 320,000
Building D/E - New Construction # 35 Steele Boulevard	Multi-Family	60,000	\$165.00	\$ 9,900,000
861 Farmington Avenue - Renovation	Mixed-Use - Commercial and Multi-Family	2,500	\$100.00	\$ 250,000
Total:		99,400		\$ 17,348,000



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

TOWN OF BERLIN
21 FEB 8 AM 9:24

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth board

2. _____

Name: Donald Beschimsky

Telephone No.: 860 2292356

Home Address: 173 Grandview Ave, Kew
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 55

Email Address: dbesch@yaho.com

Party Affiliation: Republican ✓

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

BA + Assoc in Law Enforcement
Educational Background (optional)

Retired Board member State Police Credit Union
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Lion member - involved in
programs for community and senior dinner, programs

Tell us why you feel qualified for this appointment: Former State Trooper + Dad

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

Signature: _____

Date: _____

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

February 10, 2021

Dear Council members:

At the January 26, 2021 Town Council meeting, Councilor Luddy asked if the Town is realizing any savings from the investments that were made a few years ago on energy saving initiatives.

The attached report from NORESO shows that the Town realized \$259,221 in year one and \$269,939 in year two. I have attached annual reports as well as the two summary pages for your reference,

Thank you,

Respectfully,

Arosha Jayawickrema
Town Manager

Table 0-2 lists the Verified Year One savings per ECM based on the as-built conditions and the post-installation M&V activities.

TABLE 0-2: VERIFIED SAVINGS - YEAR ONE

ECM No.	ECM Name	Electricity (kWh)	Natural Gas (CCF)	Utility Savings (\$)	Total Savings (\$)
-01	Lighting Improvements & Controls	663,312	(763)	\$124,074	\$124,074
-03	Variable Frequency Drives and Premium Efficiency Motors	51,918	---	\$8,430	\$8,430
-05	Plug Load Controls	---	---	\$---	\$---
-07	Building Weatherization	7,702	3,565	\$4,028	\$4,028
-09	New Fan Coil and Air Handling Units	3,766	3,990	\$3,100	\$3,100
-11	LED Streetlights	---	---	(\$74,008)	(\$74,008)
Total		1,751,978	25,655	\$259,221	\$259,221

*Numbers across columns or rows may appear to have small discrepancies when summed due to rounding.
PV Saving's degradation by 0.5% applied annually*

Based on the as-built documentation and results of the M&V process, the verified savings for the First Guarantee Period is \$259,221. This exceeds the Revised Guaranteed Savings of \$256,920 by \$2,301.

Table 0-2 lists the Verified Year Two savings per ECM based on the as-built conditions and the post-installation M&V activities.

TABLE 0-2: VERIFIED SAVINGS - YEAR TWO

ECM No.	ECM Name	Electricity (kWh)	Natural Gas (CCF)	Utility Savings (\$)	Total Savings (\$)
-1	Lighting Improvements & Controls	663,312	(763)	\$129,042	\$129,042
-3	Variable Frequency Drives and Premium Efficiency Motors	51,919	---	\$8,768	\$8,768
-5	Plug Load Controls	---	---	\$---	\$---
-7	Building Weatherization	7,356	3,455	\$4,083	\$4,083
-9	New Fan Coil and Air Handling Units	3,766	3,990	\$3,224	\$3,224
-11	LED Streetlights	---	---	(\$75,270)	(\$75,270)
Total		1,701,672	23,682	\$269,766	\$269,939

*Numbers across columns or rows may appear to have small discrepancies when summed due to rounding.
PV Saving's degradation by 0.5% applied annually*

Based on the as-built documentation and results of the M&V process, the verified savings for the Year Two Guarantee Period is \$269,939. This exceeds the Revised Guaranteed Savings of \$267,971 by \$1,969.

The Town Council will meet remotely. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no one 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:

Join meeting

More ways to join:

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m60c63eefc04b36cf92b125b003889f5f>

Join by meeting number

Meeting number (access code): 132 852 5107

Meeting password: Council (2686245 from phones and video systems)

Join by phone

+1-408-418-9388 United States Toll

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 2, 2021
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson – *arrived at 7:38 p.m.*
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$470.00 and items valued at \$359.00. – Animal Control**
2. **Topic re: Accept the donation of \$33.00 and appropriate the funds to the DARE Operating Materials Expenditure Account. – Police**
3. **Topic re: Accept the donation of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. - Police**
4. **Topic re: Accept the donation of \$225.00 and appropriate the funds to the Supplies Expenditure Account. – Police**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa

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

Vote being 6-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. **Topic re: Approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$31,562.51. – Police**

Deputy Police Chief Chris Ciuci stated that MHQ Inc of Middletown, CT has been awarded State Contract #16PSX0033 for equipment and installation services. The four new vehicles in need of outfitting are due to arrive this month.

Councilor Luddy moved to approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$31,562.51.

Seconded by Councilor Paonessa

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

Vote being 6-0 (MOTION CARRIED)

2. **Topic re: Approve a bid waiver for Innovative Construction and Design Solutions, LLC of Guilford, CT for the amount of \$18,695 which includes a 10% project contingency and authorize the Town Manager to enter into the phase 2 agreement for design, bidding and construction administration services related to insulation and jacketing on the Berlin High School exterior ductwork, as this is in the best interest of the Town. – Facilities**

Director of Facilities Doug Solek explained that in October 2020 Innovative Construction and Design Solutions, LLC (IDS, LLC) was awarded the bid for consulting and evaluation of the exterior ductwork at Berlin High School. After their review and upon discussion with the Board of Education, Public Building Commission, Town Manager and Town Attorney it was decided to proceed with the recommendations for design and bidding of the additional insulation and jacketing of the ductwork.

IDS, LLC provided a quote of \$16,995 for phase two which includes design, bidding, and construction administration. A bid waiver is requested to maintain project continuity.

Councilor Luddy moved to approve a bid waiver for Innovative Construction and Design Solutions, LLC of Guilford, CT for the amount of \$18,695 which includes a 10% project contingency and authorize the Town Manager to enter into the phase 2 agreement for design, bidding and construction administration services related to insulation and jacketing on the Berlin High School exterior ductwork, as this is in the best interest of the Town.

Seconded by Councilor Paonessa

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

Vote being 6-0 (MOTION CARRIED)

3. **Topic re: Approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 29, 2021, with the conditions that the applicant works with Town staff regarding logistical and safety measures. – Conservation Commission**

Race director Stacey Clark stated that the “Run Ragged” event was first held in 2019 but not held in 2020 due to Covid-19. This year’s race will be held on Saturday May 29, 2021 and is limited to 50 participants. No pets will be allowed, parking will be in the Bella Pizza parking lot with shuttles provided for the runners to the trail head, porta potties will be available, and the race is cup-less but any trash left behind will be collected by race directors.

Acting Town Planner Maureen Giusti added that the Conservation Commission endorsed and approved of the event at their December 2020 meeting.

Councilor Luddy moved to approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 29, 2021, with the conditions that the applicant works with Town staff regarding logistical and safety measures.

Seconded by Councilor Paonessa

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

Vote being 6-0 (MOTION CARRIED)

4. Topic re: Approve the 2021 Timberlin Golf Course Rates. – Golf Course

Acting Director of Golf Jerry Salvio stated that the golf course is tasked with matching revenues to expenses. In working with the Town Manager and Finance Director Kevin Delaney the Rates Schedule was restructured to eliminate numerous “Specials” that ran throughout the year which they felt defeated the purpose of having regular rates. With the new rates they strive to remain competitive with surrounding courses while protecting resident rates and encouraging non-resident play.

In reviewing some of the new rates, Mr. Salvio explained that the Resident Greens Fees Weekday 18 went up \$1, the Non-Resident Season Unlimited and Senior Unlimited were each reduced by \$200 as those rates were not in line with other courses and he hopes that will encourage non-resident play. He added that the rates shown are actual revenue figures for the Town and do not include CIP and sales tax. In figuring projected revenue for the year versus expenses he foresees a revenue cushion of approximately \$14,182.

Mr. Salvio added that he used a three-year average but still used a conservative approach considering the increase in play in 2020 was due to the pandemic and there is still uncertainty as to where 2021 will stand in that regard. He stated that expenses could also be looked at to determine if any cuts can be made on that side.

Councilor Rosso asked Mr. Salvio how confident he was about revenue meeting expenses. Mr. Salvio stated he is fairly confident; however, he can't control the weather and the golf course is very reliant upon that. He reiterated needing to look at the expense side and that at this time they are fulfilling the Town's ordinance of matching revenue to expenses.

Town Manager Jayawickrema confirmed that Mr. Salvio has taken a conservative approach and a new Director of Golf won't be added this year, but an additional grounds maintenance person will be hired therefore reducing expenses in that area. He added that he would like to plan a meeting between the Golf Commission and the Town Council to further discuss future plans for the golf course.

Councilor Veach asked Mr. Salvio if he felt that the rates were competitive to neighboring courses. Mr. Salvio stated that he felt they were as most courses do not have resident rates.

Golf Commission Chairman Peter DeFazio added that because of the ordinance they had no choice but to meet expenses with revenues. He stated that he feels that they are taking a major risk because

with the other golf courses the “experience” starts as soon as you enter the property whereas Timberlin’s club house is sub-par and parking lots are not in good shape. These new rates do not include any specials, however in 2020 the \$40 weekday special brought large numbers of customers. That same customer will now pay over \$58 so that’s a risk. The Golf Commission and Golf Pro are both hesitant about these proposed rates. He doesn’t want the Golf Commission to be held responsible if this plan fails.

Councilor Luddy expressed difficulty with getting tee times last year and also inquired if Outings were included in the figures. Mr. Salvio stated that they were taken into account.

Mr. Salvio added that we all know that this is something new and he’s looking long term. He feels if they continued to do what they were doing the course would not be able to support itself. He added that they could continue to run specials and they do have the ability to back off on the rates.

Mr. DeFazio added that he feels the course will get less traffic with these rates which will affect the restaurant that had already felt the affects of Covid-19 last year and has had a rent increase this year.

Mayor Kaczynski reiterated that the purpose of the ordinance is to try and cover the expenses and be as fiscally responsible as they can. There is also the ability to make adjustments to the rates if need be. He reminded everyone that all involved are working together to do what’s best for the golf course and the Town.

Councilor Angelico-Stetson arrived at 7:38 p.m.

Councilor Luddy moved to approve the 2021 Timberlin Golf Course Rates.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Adopt the 2021 fee schedule and allow amendments to the 2021 fee schedule to include updated Regional Health District fees, if necessary. – Finance

Finance Director Kevin Delaney stated that the 2021 fee schedule was developed from feedback from department heads and consulting with other towns. There is only one new fee added to the schedule this year and that is a 50-cent copy charge for Animal Control putting them in line with other departments and other towns.

There are four main fee changes, other than those mentioned in agenda item #4 for the golf course. Last year the Library eliminated overdue fees for seniors and children, and after consulting with the library consortium the Library Director has requested to eliminate all late fees. Although those fees were not a huge revenue generator for the Town the Library Director feels this is an opportunity to encourage library use.

The next area for fee changes is with Parks and Recreation mainly to cover the rising cost of minimum wage employees. The modest increases in fees are meant to not put the entire burden on all taxpayers.

The third area is a proposed increase to the Blighted Building fee from \$100 to \$150.

The last area is within the Central Connecticut Health District (CCHD). The fees are published and run by the CCHD with the revenue going to them. Each year the schedule is updated based on what they publish, and Mr. Delaney asks to be allowed to make amendments to those fees if necessary.

Councilor Luddy moved to adopt the 2021 fee schedule and allow amendments to the 2021 fee schedule to include updated Regional Health District fees, if necessary.

Seconded by Councilor Urrunaga.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Authorize the Town Manager to apply for a grant of \$20,000 and enter into agreements related to the Department of Energy and Environmental Protection's Aquatic Invasive Species Control Grant program for the purpose of aquatic invasive species control at Paper Goods Pond and Railroad Pond. – Parks and Grounds

Superintendent of Parks and Grounds Steve Wood explained that the Department of Energy and Environmental Protection (DEEP) has funds available for municipalities to apply for grants to treat invasive species in waterways. The grant requires a 25% (\$5000) local match that would be taken from the Waterway Treatments portion of the Public Grounds budget.

Working with Economic Development Coordinator Jim Mahoney, they would like to interview two companies and whichever company is chosen would come before the Council to ensure that what happened last summer with fish die-off at Paper Goods Pond won't happen again.

Councilor Luddy moved to authorize the Town Manager to apply for a grant of \$20,000 and enter into agreements related to the Department of Energy and Environmental Protection's Aquatic Invasive Species Control Grant program for the purpose of aquatic invasive species control at Paper Goods Pond and Railroad Pond.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Authorize the Town Manager to utilize the attached bid results for the Equipment Rental Contract (#2021-11) utilizing the services of JV III Construction, Earth Contractors, Staxx Construction Services, Butler Construction Co., LLC, and Martin Laverio Contractor, Inc. when issuing future purchase orders to one or more Firms, depending on the availability, and which one results in the lowest cost to the Town. – Public Works

Public Works Director Mike Ahern stated that Equipment Rental bids were received from seven contractors for heavy equipment and labor to be utilized to assist the Highway and Public Works departments on an as-needed basis. Out of the seven bids Public Works is requesting to use five of the firms and will direct staff to utilize the most efficient and responsive contractor available to perform the required work.

Councilor Luddy moved to authorize the Town Manager to utilize the attached bid results for the Equipment Rental Contract (#2021-11) utilizing the services of JV III Construction, Earth Contractors, Staxx Construction Services, Butler Construction Co., LLC, and Martin Laverio Contractor, Inc. when issuing future purchase orders to one or more Firms, depending on the availability, and which one results in the lowest cost to the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: Revise the current Town Council Policy entitled "Mailbox Damage by Town Snowplows" established December 16, 1997 to provide monetary reimbursement of \$35.00 per mailbox and/or \$40 per post which must be reported within 45 days of the damage being inflicted. – Public Works

Director of Public Works Ahern stated that the current policy established in 1997 reimburses \$15.00 for a mailbox and/or \$25 for a mailbox post that has been damaged because of the Town's snow removal operations. Following a review of current costs, staff is recommending an increase to \$35.00 per mailbox and/or \$40 per post with request for reimbursement submitted within 45 days of the damage being inflicted. Mr. Ahearn added that there is an average of 50 mailbox claims per year.

Councilor Luddy moved to revise the current Town Council Policy entitled "Mailbox Damage by Town Snowplows" established December 16, 1997 to provide monetary reimbursement of \$35.00 per mailbox and/or \$40 per post which must be reported within 45 days of the damage being inflicted.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. APPOINTMENTS:

- 1. Board of Ethics** – Alternate – Vacancy - New term would be until January 31, 2023. Can only be filled with an R or U.
- 2. Cemetery Committee** – Alternate – Vacancy -Term would be until January 31, 2027. Can be filled with a D, R or U.
- 3. Golf Commission** – Richard Nappi (R) resigned on January 21, 2021. Reappointment or replacement term would be until January 31, 2023. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of James Green (D) of 29 Bannan Lane for appointment to the Golf Commission.

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

Vote being 7-0 in favor of James Green (D) to serve on the Golf Commission. Term ending January 31, 2023.

4. **Historic District Commission** – Alternate - Vacancy - Term would be until January 31, 2022. Can be filled with a D or U.

Councilor Luddy placed in nomination the name of Amy Prescher (D) of 850 Worthington Ridge for appointment to the Historic District Commission as an Alternate.

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

Vote being 7-0 in favor of Amy Prescher (D) to serve as an Alternate on the Historic District Commission. Term ending January 31, 2022.

5. **Inland Wetlands & Water Courses Commission** – Vacancy - Term would be until January 31, 2024. Can only be filled with a D or U.

Councilor Luddy placed in nomination the name of Robert Izzo (D) of 301 New Britain Road for appointment to the Inland Wetlands & Water Courses Commission.

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

Vote being 7-0 in favor of Robert Izzo (D) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2024.

6. **Inland Wetlands & Water Courses Commission** – Alternate – Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
7. **Plainville Area Cable Television Advisory Council (PACTAC)** – Vacancy – New term would expire on June 30, 2021. Can be filled with a D, R or U.
8. **Plainville Area Cable Television Advisory Council (PACTAC)** – Vacancy – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
9. **Planning & Zoning Commission** – Alternate – Vacancy -Term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Andrew Legnani (D) of 32 Overhill Drive for appointment to the Planning & Zoning Commission as an Alternate.

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

Vote being 7-0 in favor of Andrew Legnani (D) to serve as an Alternate on the Planning & Zoning Commission. Term ending January 31, 2024.

10. Public Building Commission – Vacancy - New term would be until January 31, 2025. Can be filled with a D, R or U.

11. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Fran Geschimsky (R) of 173 Grandview Avenue for appointment to the VNA.

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

Vote being 7-0 in favor of Fran Geschimsky (R) to serve on the VNA. Term ending January 31, 2023.

12. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

13. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

14. VNA – Vacancy - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

15. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

16. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

17. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

18. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

19. Water Control Commission – Alternate – Vacancy -New term would be until January 31, 2026. Can only be filled with a D or U.

20. Youth Services Advisory Board – Vacancy - Service Consumer – New term would be until January 31, 2023.

21. Youth Services Advisory Board – Service Consumer- Vacancy – New term would be until January 31, 2024.

I. TOWN MANAGER’S REPORT:

As the Town Council had met just last week the Town Manager did not have anything to report. However, he used this time to recap three meetings that need to be scheduled.

The first being the Energy Payback program that Councilor Luddy inquired about at the last meeting. The Town Manager suggested that he along with the Facilities Director and Finance Director would present the information at the next meeting.

The second is the meeting regarding Timberlin Golf Course in order to answer the fundamental questions about what the Town would like to do to move forward with club operations. There are other public golf courses in the state that are run like a private enterprise by an individual and they make money, managing it like an enterprise fund. The Town Manager will look into scheduling this joint meeting with the Golf Commission for a Thursday in February.

The final is regarding the Ordinance committee’s standing on the leash law and leash-free area. Discussions regarding these issues have been going on since 2012 and he feels there needs to be a conversation to move it forward.

Councilor Angelico-Stetson requested a summarization of the options regarding a leash-free area. The Town Manager stated he will provide a recap to the Council.

Mayor Kaczynski inquired about a request for an insert to be included with the July tax bills that would provide information to residents on where tax money comes from and where it is spent. He stated the latest audit report includes two pie charts depicting that information that could be used. The Town Manager confirmed those inserts will be included with the July tax bills.

The Town Manager stated that the Comprehensive Annual Financial Report which includes the pie charts is normally distributed to Council members during a Town Council meeting but since meetings have been remote, he will get those reports to Council members a different way. Those charts show the total revenue components and total expenditure components, not specifically what is paid from taxes as only about 75% of revenue comes from taxes. He suggested that Council members review the charts and then a conversation can be had on how the information should be presented on the tax insert.

Mayor Kaczynski stated that a meeting was held with Berlin's State Legislators and State Senator last week. Questions were asked about anticipated budget related items and if there would be any "surprises" for the Town. Councilor Veach, who represents the 30th Assembly District which includes Berlin, stated that she did not foresee any issues.

Items included "shovel-ready" Town projects and whether they might qualify for State bonding, and if there was any leeway with the 10% requirement for affordable housing given that the Town is at 9.5% and there are multiple projects lined up. Representative Veach stated that the 10% is a minimum and Senator Lopes was really pushing for number.

The Town Manager stated that the Town should strive for the 10% requirement and feels it should be able to get there with the different projects in the works.

Another topic of discussion was the Resolution sent to Berlin's Representatives by the Town regarding car break-ins and thefts in Berlin. There was conversation regarding actions taken in the General Assembly in recent years and the correlation with what is currently happening in town. Mayor Kaczynski added that they are hoping to schedule a meeting between the Governor and the affected towns to have a conversation.

The Mayor stated that during the meeting concern was expressed by the Town regarding the difficulty to obtain financing for senior housing which seems to have to do with the tax credits.

Concern was expressed by the Town about the 1mil statewide property tax proposal. The Representatives did not feel that would pass.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

Councilor Rosso inquired about the blighted property at 77 Elton Road and if there had been any progress with the property.

Town Manager Jayawickrema stated that it has been a frustrating process as the owner is still paying property taxes. Attorney Jennifer Coppola had received a court order for the Town to clear the property, which was done, but it has fallen into disrepair again and the Town would need another court order to go back in. The Building and Health Departments have viewed the property to find a reason to allow the Town to remedy the issues but that was unsuccessful. Attorney Coppola has tried to contact the owner and if that is not successful would need to go back to court to obtain permission for the Town to enter the property again.

Corporation Counsel Donofrio explained it is a due-process issue, the inability to locate and serve the property owner. And with the courts not processing non-priority civil matters it's difficult to get any kind of action out of the court.

L. ACCEPTANCE OF MINUTES:

January 26, 2021

Councilor Luddy moved to approve the Minutes of the January 26, 2021 Town Council meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. ADJOURNMENT:

Councilor Luddy moved to adjourn at 8:40 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (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.)
	21-006	Nursing			\$11,365.00		Dept. Head & related fringes (from Prof. Serv.)
	21-007	Fire Marshal			\$1,000.00		Professional Personnel & related fringes (from Contrac. Serv.)
	21-008	Town Clerk & Registrar			\$15,722.00		State Election Grant
	21-009	Revenue Collector			\$385,000.00		Tax Refunds (from Issue of June 202) dated 4/1/21
	21-010	Police Dept.		\$252,992.00			Body Cameras
	21-011	Development Services			\$3,900.00		Dept. Head, In Lieu of Ins., Workers Comp. (from Part Time)
	21-012	Public Works			\$970.00		Dept. Head, Work. Comp., Pension (from Salary Contin.)
	21-013	Public Grounds			\$1,000.00		Prof. Devel. (from Aeration, Overseeding)
	21-014	Technology			\$1,000.00		Misc. Equipment (from Computer Equipment)
	21-015	Golf			\$4,999.00		Vehicle Parts (from Maint. & Repair)
	21-016	Golf			\$1,358.00		Fertilizer/Chemicals (from Vehicle Fuel)
	21-017	Townwide			\$3,500.00		Physicals (from Contrac. Serv.)
	21-018	Building Dept.			\$5,000.00		Clerical (from Dept.Head, Part Time)
	21-019	Police Dept.			\$750.00		Clerical (from Dispatchers)
	21-020	Town Clerk			\$27.00		Part Time, Workers Comp. (from Supplies)
	21-021	Fire Dept.			\$1,290.00		Foam (from Fire Fighting Equip.)
		Townwide		\$2,000,000.00			Pension Actuarial Funding (from Unassigned Fund Bal.)
	21-022	Assessor			\$4,950.00		Contrac. Serv. (from Clerical)
	21-023	Assessor			\$50.00		Contrac. Serv. (from Clerical)
	21-024	Golf				\$4,000.00	Return funds to Cap.Reserve - used for Timberlin 50th anniv.
	21-025	Highway				\$5,000.00	Excavator (from Wood Chipper)
	21-026	Town Clerk			\$10.00		Organizational Fees (from Prof. Devel.)
				\$0.00	\$2,252,992.00	\$443,887.00	\$9,000.00

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	
Cumulative Appropriations			\$2,268,714.00			
Bal. of Contingency Account			\$100,000.00			

RECEIVED FOR RECORD
BENLH TOWN CLERK

2021 FEB -4 PM 2:22

Kathy W. O'Neil
TOWN CLERK

Fee Waivers and Donations Approved by Council
Fiscal Year 2020/21

<u>Date</u>	<u>Value</u>
9/15/2020 Waive Building permit fees - Berlin Lions Agricultural Fair Inc.	\$735.00
10/6/2020 Waive Police traffic control fees - Berlin Lions Club	\$375.00
10/20/2020 Waive Building permit fees - VFW	\$285.00
11/24/2020 Waive field usage fees - Nutmeg State Games (July 2021)	\$5,980.00

\$7,375.00

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2021 FEB -4 PM 2: 22

Kathy J. W.

BERLIN, CT.