

Join Zoom Meeting

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Meeting ID: 996 9468 4844

Passcode: 672353

One tap mobile

+19292056099,,99694684844#,,,*,672353# US (New York)

TOWN MEETINGS – 6:45 PM

Berlin Town Hall

Council Chambers

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday June 1, 2021 at 6:45 p.m. for the following purposes:

To obtain approval of a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Police Officer account, both in the General Fund.

To obtain approval to appropriate \$24,881 of incremental taxes to the Contractual Services account in the Assessor's Department to pay TMA's fee. The accounts from which the revenue will be appropriated are:

Personal Property Taxes FY16-17	\$8,795.00
Personal Property Taxes FY17-18	\$9,661.00
Personal Property Taxes FY18-19	\$2,853.00
Personal Property Taxes FY19-20	\$3,572.00
	\$24,881.00

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, June 1, 2021
Town Council Chambers
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 monetary donations totaling \$132.26 for the Berlin Peck Memorial Library and deposit \$132.26 into the digital media lab account and move to accept the donation of three plastic totes with an estimated value of \$30.00 to be used as storage for crafts and program snacks. – Berlin-Peck Memorial Library
2. Topic re: Approve permission for consumption of alcoholic beverages (BYOB – beer and wine) at Timberlin Park Pavilion for Carlo's Ruscito's family reunion for approximately 40 people Saturday, July 31, 2021 from 9:00 AM to 7:00 PM. Food will be served buffet style and there will be no entertainment. Tulip Insurance will be obtained if permission is granted. – Parks and Recreation
3. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of \$250 for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
4. Topic re: Accept the donation of \$100 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
5. Topic re: Approve the request by Gwen McCann of the Kensington Congregational Church to waive the Planning and Zoning Application Special Event fee of \$150.00 and \$879.90 Law Enforcement Attendance fee for the "Festival on the Hill" event. – Planning and Zoning
6. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$255.00 and items valued at \$200. – Animal Control
7. Topic re: Approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund, pending approval by the Board of Finance. – Finance
8. Topic re: Approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department, pending approval by the Board of Finance. – Finance
9. Topic re: Call a Town Meeting at 6:45 p.m. on June 15, 2021, to approve a FY22 non-budgeted appropriation of \$2,210,640 from the General Fund Unassigned Fund Balance to the Pension/Actuarial account, both in the General Fund. – Finance
10. Topic re: Call a Town Meeting on June 15, 2021 for the purpose of voting to accept the non-budgeted appropriation of the State of Connecticut Youth Services grant in the amount of \$189 for deposit in the Child & Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance. – Youth Services
11. Topic re: Authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way that is appropriate for farm use. – Town Manager

G. NEW BUSINESS:

1. Topic re: Resolve that the Public Building Commission be requested to conduct a feasibility and cost assessment pursuant to the Statement of Need. – Police Department
2. Topic re: Authorize the Town Manager to execute the attached subordination agreement concerning the Town's right of first refusal to purchase 921 Farmington Avenue, recorded in Volume 697, page 1136 of the Berlin Land Records, to allow AMCO Machine and its related entities to modify their loans, subject to the review and approval of Corporation Counsel. – Economic Development
3. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract amendment with Loureiro Engineering of \$13,225 to provide for additional environmental consulting services related to removal of the ACM contaminated fill piles on 889 Farmington Avenue and that \$6,612.50 of the cost be charged to the Demolition & Envir. Remed. account number, and \$6,612.50 to the Farmington Ave Development (non-grant) account number as this is in the best interest of the Town. – Economic Development
4. Topic re: Award Contract No. 2021-20 for final design services of the Kensington Road Bridge Replacement to Weston and Sampson Engineers, Inc. of Rocky Hill, CT in the amount of \$161,100.00, and to authorize the Town Manager to execute change orders (when required) in an amount not to exceed \$194,000.00. – Public Works
5. Topic re: Support proposals from the Prudence Crandall Center for the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 15, 2021 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center for the 2021 CT NAA Tax Credit Program and to solicit citizen input and to designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters. – Town Manager

H. TOWN MANAGER'S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS' COMMUNICATION:

K. ACCEPTANCE OF MINUTES:

May 18, 2021

L. ADJOURNMENT

**LEGAL NOTICE
TOWN OF BERLIN
SPECIAL TOWN MEETING**

June 1, 2021

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday June 1, 2021 at 6:45 p.m. for the following purposes:

To obtain approval of a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Police Officer account, both in the General Fund.

To obtain approval to appropriate \$24,881 of incremental taxes to the Contractual Services account in the Assessor's Department to pay TMA's fee. The accounts from which the revenue will be appropriated are:

Personal Property Taxes FY16-17	\$8,795.00
Personal Property Taxes FY17-18	\$9,661.00
Personal Property Taxes FY18-19	\$2,853.00
Personal Property Taxes FY19-20	\$3,572.00
	\$24,881.00

Dated at Berlin, Connecticut this 24th day of May 2021.

BERLIN TOWN COUNCIL

ATTEST: Kathryn J. Wall

Publish Date:
May 26, 2021

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 24, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	132.26	Library Agency Acct	media lab donation	various donors
	132.26			
Equip/Merch	30.00	(3) Plastic Totes	store crafts/snacks	anonymous donor
	30.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$132.26 for the Berlin Peck Memorial Library and deposit \$132.26 into the digital media lab account and move to accept the donation of three plastic totes with an estimated value of \$30.00 to be used as storage for crafts and program snacks.

ATTACHMENTS:

None

PREPARED BY:

Carrie Tyszka, Acting Library Director

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 14, 2021

SUBJECT: Permission to consume alcoholic beverages (BYOB beer and wine) at Timberlin Park Pavilion for Carlo Ruscito's family reunion

SUMMARY:

The Berlin Parks and Recreation Commission at a meeting on Thursday, May 13, 2021 recommended permission to consume alcoholic beverages (BYOB - beer and wine) at Timberlin Park Pavilion for Carlo Ruscito's family reunion on Saturday, July 31, 2021 from 9:00 AM to 7:00 PM. There will be about 40 guests with ages ranging from 10 to 80 years old. Food will be served buffet style with no entertainment. Tulip Insurance will be obtained if alcohol permit is granted.

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

ACTION NEEDED:

Move to approve permission for consumption of alcoholic beverages (BYOB – beer and wine) at Timberlin Park Pavilion for Carlo's Ruscito's family reunion for approximately 40 people Saturday, July 31, 2021 from 9:00 AM to 7:00 PM. Food will be served buffet style and there will be no entertainment. Tulip Insurance will be obtained if permission is granted

ATTACHMENTS:

Permission for the use of alcoholic beverages

PREPARED BY:

Jennifer Ochoa, Director Community, Recreation and Park Services

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

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: _____ FACILITY REQUESTED: Timberlin Park Picnic Pavilion
CONTACT PERSON: Carlo Ruscito PHONE: 860-883-8625
STREET: 41 Garden Drive CITY: Berlin ZIP: 06037
RENTAL DATE: 7/31/21 START TIME: 9am FINISH TIME: 7pm
NATURE OF ACTIVITY: Family Reunion
AGE GROUP: 10-80 TOTAL ATTENDANCE: 30-40 MINORS: YES: ☒ NO: ☐
TYPE OF ALCOHOL: BEER: ☒ WINE: ☒ OTHER (EXPLAIN): _____
HOW DISPENSED: CASH BAR: _____ OPEN BAR: _____ BYOB: ☒
FOOD: YES: ☒ NO: ☐ HOW SERVED: SIT DOWN _____ BUFFET ☒ OTHER _____
ENTERTAINMENT: YES _____ NO ☒ TYPE: _____
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES _____ NO ☒ 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: 4/28/21 Signature: Carlo Ruscito

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:	Approved	Denied
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Council	<input type="checkbox"/>	<input type="checkbox"/>
Reason for Denial:	_____	

State Liquor License required: Yes _____ No _____

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 14, 2021

SUBJECT: Fishing Derby Donations

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 13, 2021 recommended the acceptance of a \$50 donation from the Berlin Polish Political Club Inc. and a \$200 donation from the Berlin Kiwanis Club for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM.

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

ACTION:

Move to approve acceptance of the donations to the fishing derbies in the amount of \$250 for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation

DD

Consent

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 25, 2021

SUBJECT: Donation for K9 Program

Summary of Agenda Item:

The Police Department has received a \$100 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 donation of \$100 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent
5

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 25, 2021

SUBJECT: Fee Waiver – Kensington Congregational Church Festival

Summary of Agenda Item:

Gwen McCann of the Kensington Congregational Church is requesting a waiver of the Planning and Zoning Commission's Special Event application fee and the Law Enforcement attendance fee. This Annual Festival on the Hill (Lobster Roll and Strawberry Shortcake Festival) on the church grounds at 312 Percival Avenue will be held on Saturday, June 12th, from 11:00 a.m. to 3:00 p.m. The Planning and Zoning Commission has approved the special events application at a public meeting at its meeting on May 20, 2021.

The Special Event application fee is \$150.00 plus the \$60.00 State fee (\$58.00 going to the State and \$2.00 retained by the Town). The \$60.00 State fee cannot be waived. Therefore, the amount requested to be waived is \$150.00. The Law Enforcement Attendance Fee is \$879.90 for total fee waivers of \$1029.90.

The Church promotes its event as a community outreach event which will encourage families to get out and about in town. There is no entry fee. There is minimal review time for staff, and the event is consistent with the goals of the Plan of Conservation and Development. This is a fundraising event for youth mission work and the fees represent a large percent of the estimated profit from the event.

Action Needed:

Move to approve the request by Gwen McCann of the Kensington Congregational Church to waive the Planning and Zoning Application Special Event fee of \$150.00 and \$879.90 Law Enforcement Attendance fee for the "Festival on the Hill" event.

Attachment:

1. Planning and Zoning Fee Waiver Request by Gwen McCann
2. Law Enforcement Attendance Fee Waiver Request by Gwen McCann
3. List of Community Outreach Programs Done or Sponsored by the Church

Prepared By:

Maureen K. Giusti, Acting Town Planner

mkg



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Kensington Congregational Church	Date: 4-12-21
Contact Name: Gwen McCann	
Phone Number: 860.707.0070	
Event: Festival on the Hill	Date of Event: June 12, 2021
Location of the Event: 312 Percival Ave. Kensington, CT - grounds of KCC	
What fee do you want waived: Law enforcement attendance fee (if needed)	
Identify the hardship incurred: As a church fundraiser to support youth mission work the fee would represent a large percent of our estimated profit	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: See attached sheet	

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.

1902 21118

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Kensington Congregational Church

Comments:

Funds from this event will support local and global mission work.

Shirley McCarra
Signature

4-12-21
Date

Town Manager Signature

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.



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Kensington Congregational Church	Date: 4-12-21
Contact Name: Gwen McCann	
Phone Number: 860.707.0070	
Event: Festival on the Hill	Date of Event: June 12, 2021
Location of the Event: 312 Percival Ave. Kensington, CT - grounds of KCC	
What fee do you want waived: Law enforcement attendance fee \$879.90 per traffic officer Tom Bobok,	
Identify the hardship incurred: As a church fundraiser to support youth mission work the fee would represent a large percent of our estimated profit	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: See attached sheet	

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: Kensington Congregational Church

Comments:

Funds from this event will support local and global mission work.

Shawn McCarra
Signature

4-12-21
Date

Town Manager Signature

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

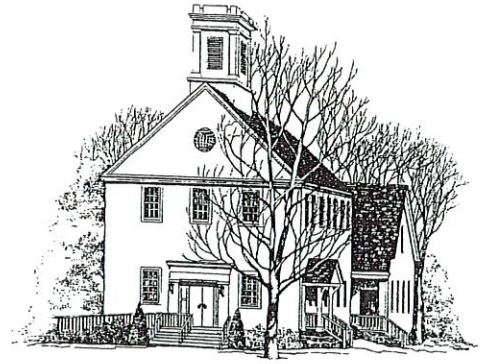
1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will 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.

Kensington Congregational Church

United Church of Christ

312 Percival Avenue (Route 71)
Kensington, Connecticut 06037-2098

Telephone/Fax: (860) 828-4511



Kensington Congregational Church Community Outreach

- Consistently provides food to supplement the Berlin Food Pantry by holding weekly/ongoing collections
- Provides monetary donations to the Berlin Food Pantry
- Have a committed relationship with Covenant to Care for Children and the New Britain DCF to provide basic necessities to area families in need, including those living in Berlin
- Provides volunteers and food baskets to the annual Holiday Food Drives as well as making monetary donations
- Provides a gratis location for town Boy & Girl Scout troops to hold weekly meetings
- Makes annual donations to the Berlin Children's Fund which provides scholarships to town children for Summer Camp attendance
- Provides volunteers for the AARP tax program to assist Berlin senior citizens
- Sponsors community Red Cross Blood Drives annually
- Provides and serve meals at the Salvation Army in New Britain during their "Out of the Cold" program
- Hosting church in the Family Promise program, helping homeless families from the area stay together and get back on their feet by providing housing and meals
- Supports area shelters by providing bedding, hygiene items, winter essentials, etc.
- Free community outreach events including:
 - Night in Bethlehem, a hands on experience of what Bethlehem was like the night Jesus was born
 - Festival on the Hill, a free admission street fair that highlights the Berlin community

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 26, 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*
May 10, 2021 to May 25, 2021	\$ 100.00 (ck # 8440)	Animal Care	Beverly Peters East Berlin
	\$ 150.00 (value)	Dry Dog food	Susan Kwasniewski Kensington
	\$ 155.00 (ck # 4207)	Animal Care	Danielle Salina McGee School (QUEST)
	\$ 50.00 (value)	dry cat food	FOBAC Kensington

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 255.00 and items valued at \$200.

ATTACHMENTS:

Thank you note

PREPARED BY:

Janice Lund, Animal Control Officer

TOWN OF BERLIN

Department of Finance

REPORT OF RECEIPTS

For Department
Of Finance

RR #

0

Date 5/14/2021

Batch or

Dept. Number

0

Page

1

of

1

DEPARTMENT Animal Control Donation Fund

PREPARED BY Janice Lund, ACO / Kate Matson, AACO

FROM

Period Covered

5/5/21

TO

5/14/21

ACCOUNT NUMBER	DESCRIPTION	\$ AMOUNT
001.00.0000.0.20020.0000	Beverly Peters Animal Care ck # 8440	\$ 100.00
	B.O.E. (McGee Quest Class) ck# 4207	155.00
Coin	0.00	
CASH >	0.00	
CHECKS>	255.00	
TOTAL	255.00	

DEPT HEAD OR
AUTH. SIGNATURE

DATE _____

TOTAL
DEPOSIT

\$255.00

FOR FINANCE DEPT. AND TREASURER USE ONLY

RECEIVED BY

DATE _____

POSTED BY

DATE _____

TREASURER OR AUTHORIZED SIGNATURE

DATE _____

RR APPROVED BY _____

DATE _____

FINANCE DEPT

May 10, 2021

Danielle Salina
C/O McGee Middle School
899 Norton Rd
Berlin, CT. 06037

Dear Danielle & Quest Students,
Thank you for the donation of \$155.

We appreciate you thinking of us and the animals we care for. All donations are used for Vet care of the animals we take in for medical issues, injuries, vaccines and neutering prior to adoption. We are grateful for people like you that share our passion. Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

April 27, 2021

Susan Kwasniewski
Heidi Perks
1111 Kensington Rd
Kensington, CT. 06037

Dear Susan & Heidi,
Thank you for the large donation of dry dog food. .
We appreciate you thinking of us and the animals we care for. All donations
are used for Vet care of the animals we take in for medical issues, injuries,
vaccines and neutering prior to adoption. We are grateful for people like you
that share our passion. Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

Jan Lund



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



TOWN OF BERLIN
Animal Control Department

May 7, 2021

Beverly Peters
45 Stonymill lane
East Berlin, CT. 06023

Dear Beverly,

Thank you for the donation of \$100.

We appreciate you thinking of us and the animals we care for. All donations are used for vet care of the animals we take in for medical issues, injuries, vaccines and neutering prior to adoption. We are grateful for people like you that share our passion. Thanks again.

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: May 24, 2021

SUBJECT: Town Meeting to Appropriate \$92,605 of Outside Police Services Receipts

Summary of Agenda Item:

The Berlin Police Department provides public safety support to many private projects throughout Berlin. The outside organizations who request this support pay the Town for the officer's time and wear-and-tear on police vehicles. This revenue, and related expense, is budgeted annual in the adopted General Fund budget.

During FY21, the amount of outside police service requests exceeded what was anticipated in the FY21 General Fund budget. As a result, the expenditure account (001.15.1532.0.51440.00000 Extra Duty Police Officer) for these services is higher than budgeted and the related revenue account (001.15.1532.1.42303.00000 Outside Police Services) is higher than budgeted. This motion is to appropriate the additional revenue to the related expenditure account.

Action Needed:

Move to approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund, pending approval by the Board of Finance.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director 

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 24, 2021

SUBJECT: Appropriate \$24,881 of Personal Property Tax Receipts

Summary of Agenda Item:

On March 6, 2018, the Town Council authorized the Town Manager to enter into an agreement with Tax Management Associates, Inc. (TMA) of Charlotte, North Carolina. TMA is a national firm that conducts personal property tax audits for municipalities on a contingent basis. TMA is paid 30% of the incremental tax (including penalties and fees) on property they identify as previously not taxed by the municipality. The municipality only pays the TMA fee once the municipality collects payment.

This motion is to call a Town Meeting to appropriate \$24,881 of incremental taxes (beyond what was assumed in the FY21 General Fund budget) to the Contractual Services account (001.05.0509.0.53814.00000) in the Assessor's Department to pay TMA's fee. The accounts from which the revenue will be appropriated are:

001.00.0000.5.41006.11617	Personal Property Taxes FY16-17	\$8,795.00
001.00.0000.5.41006.11718	Personal Property Taxes FY17-18	\$9,661.00
001.00.0000.5.41006.11819	Personal Property Taxes-FY18-19	\$2,853.00
001.00.0000.5.41006.11920	Personal Property Taxes-FY19-20	\$3,572.00
		\$24,881.00

Action Needed:

Move to approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department, pending approval by the Board of Finance.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 24, 2021

SUBJECT: Town Meeting to Appropriate \$2,210,640 of FY22 General Fund Unassigned Fund Balance to Fund Anticipated DB Pension Payouts

Summary of Agenda Item:

The FY22 adopted General Fund budget included DB pension funding to cover only monthly annuity payments and service fees. Recently, five of the remaining eight active participants have requested payout calculations. The existing DB balance on deposit at Prudential is only sufficient to cover the payout of one participant.

There is typically 4-6 weeks between the time a participant files retirement paperwork and the time the Town must fund the retirement payout. Since the Town Charter requires a four-step process for non-budgeted appropriations over \$25,000, and the Town Council and Board of Finance do not meet in August, this transfer is requested now to increase the likelihood the Town will have sufficient funds on deposit at Prudential to meet payout requirements.

Action Needed:

Move to call a Town Meeting at 6:45 p.m. on June 15, 2021, to approve a FY22 non-budgeted appropriation of \$2,210,640 from the General Fund Unassigned Fund Balance to the Pension/Actuarial account, both in the General Fund.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director 

Consent
Agenda Item 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 25, 2021

SUBJECT: Youth Services Grant Adjustment

Summary of Agenda Item:

The State of Connecticut has awarded the Town an additional \$189 for the Youth Services Grant. This agenda item is to appropriate the additional funds to revenue account:

001.30.3055.2.44701.00000 (Child & Youth Services)	\$189
--	-------

And expenditure accounts:

001.30.3054.0.53462.00000 (Youth Grant)	\$189
---	-------

Action Needed:

Move to call a Town Meeting on June 15, 2021 for the purpose of voting to accept the non-budgeted appropriation of the State of Connecticut Youth Services grant in the amount of \$189 for deposit in the Child & Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance.

Attachments:

None

Prepared By:

Doug Truitt, Social & Youth Services Director

Consent

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 24, 2021

SUBJECT: Approval of Licenses for Haying/Farm Use of portion of property across from Berlin High School on Patterson Way

Summary of Agenda Item:

The Town of Berlin owns the field across from Berlin High School on Patterson way. The Public Grounds crew is responsible for the mowing and care of the field if it is not used for haying. In past years, a local farmer, Ryan Matson, of Savage Hill Road proposed that he be allowed to utilize the field as a hay field and keep it neat and maintained. He has done this and is willing to continue to maintain and hay this field. It is recommended that the Town Council authorize the Town Manager to enter into a farm use Agreement with Ryan Matson for the portion of the property that is appropriate for haying.

Action Needed:

Move to authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way that is appropriate for farm use.

Attachments:

License Agreement

Prepared By: Arosha Jayawickrema, Town Manager

LICENSE AGREEMENT

This AGREEMENT (the "Agreement") made effective this ____ day of _____, 2021, by and between the **TOWN OF BERLIN**, a municipal corporation with a principle office located at 240 Kensington Road, Berlin, County of Hartford, State of Connecticut (hereinafter referred to as "The Town"), and Ryan Matson, with principle office located at 369 Savage Hill Road, Berlin, County of Hartford and State of Connecticut (hereinafter referred to as "Licensee").

WITNESSETH:

WHEREAS, the Town is the owner of certain real property located at Patterson Way and off Orchard Road (known as the Scheer Property) in Berlin, Connecticut (hereinafter referred to as the "Premises"); and

WHEREAS, the Licensee needs hay for farming purposes; and

WHEREAS, portions of the property on Patterson Way and off Orchard Road (as generally defined on Field Cards, Map ID: 15-2 and 9-4, Block 99 Lots 9 & 9A, and Map ID: 20-3, Block 71, and Lot 26, attached hereto as Exhibit A) are deemed suitable by the Licensee for haying; and

WHEREAS, although the Town is not currently using the Premises, future use may include recreational activities; and

WHEREAS, the Town would benefit from having the Premises mowed periodically.

NOW, THEREFORE, in consideration of the mutual promises and undertakings contained herein, the parties agree, as follows:

1. For One (\$1.00) Dollar and other valuable consideration, the Town agrees to allow the Licensee to periodically mow and bale hay on both Premises commencing immediately upon execution of the Agreement for the Patterson Way property and after August 1, 2021 for the property off Orchard Road, until December 31, 2021.
2. The Licensee shall have access to the Premises to mow and take unlimited quantities of hay during the license period. In exchange for the right to obtain hay from the Premises, the Licensee agrees to the following:
 - A. At all times during the term of this Agreement the Licensee, its employees or agents and all motor vehicles shall be covered by commercial general liability, commercial automobile and, where applicable, Workers' Compensation insurance. The general liability insurance shall be in a minimum amount of at least \$1,000,000.00 per occurrence. The Licensee shall cause the Town

to be named as an additional insured on the general liability policy, shall maintain all insurances in active standing during the term of this agreement and shall give certificates and proof of said insurance to the Town prior to the execution of this Agreement and shall maintain said policies of insurance in full force and effect during the entire term of this Agreement;

- B. The Licensee shall not use pesticides or herbicides in the conduct of its haying operation;
 - C. The Licensee shall wash its equipment prior to haying on the Premises so as to minimize the risk of pesticide and herbicide contamination and the spread of invasive plants;
 - D. The Licensee shall indemnify, defend and hold the Town harmless from and against any and all claims, actions, losses or damage arising out of the Licensee's mowing and haying operations. The Town makes no representations as to the quality or quantity of hay and the Licensee accepts all hay "as is" and without representation by the Town as to the suitability of such hay for any particular purpose;
 - E. The Licensee shall not cause any damage to the Premises or leave behind any litter or debris from its mowing/haying operations;
 - F. The Licensee recognizes that there may be recreational use of the Premises in the future and will conduct its activities in such a way as to minimize disruption to such use;
 - G. The Licensee shall provide the Town with reasonable amounts of hay, upon request, for its occasional use at Town sponsored functions or events;
3. Either party may terminate this Agreement upon thirty (30) days written notice without any further liability or obligations to the other party.

Dated this _____ day of _____, 2021.

TOWN OF BERLIN


By: _____
Arosha Jayawickrema, Town Manager

LICENSEE

By: _____
Ryan Matson

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema Town Manager 

DATE: June 1, 2021

SUBJECT: Feasibility and Cost Assessment
Expansion and Renovation Police Locker Room Facilities

Summary of Agenda Item:

On Wednesday evening, May, 19, 2021, the Board of Police Commissioners discussed the need to determine the feasibility and cost of renovating the existing space of the Police Department locker room facilities. The Board submits a Statement of Need for the Public Building Commission be requested to conduct a study to determine the cost and feasibility of expansion and renovation of the Police locker room facilities

Action Needed:

Move to resolve that the Public Building Commission be requested to conduct a feasibility and cost assessment pursuant to the Statement of Need.

Attachments:

Statement of Need for New Police Department Locker Room Facilities, 2021

Prepared By:

Chief John M. Klett



**STATEMENT OF NEED FOR POLICE DEPARTMENT
2021
(MOST PRESSING NEEDs OF THE PD)**

Locker Room and Toilet Area:

With the hiring of female Officers and Dispatchers the designated work room had to be moved and that room converted into a female locker room which is now also too small. We have run out of lockers in the men's locker room. The lockers are too small to hold all the Officers' equipment. They must be stored outside the lockers. The toilet area in the women's locker room is too small. It only accommodates one person at a time and should have more capacity. Lockers should have electrical outlets as all Officers have rechargeable flashlights and portable radio chargers.

This is the department's most pressing need. The lockers are too small for the equipment carried by current day police officers. The result is equipment stored on top of lockers or under the benches in front of their lockers. There are no electrical outlets in the lockers so Officers are unable to charge radios and flashlights. They cannot hang their body armor to dry inside a locker. The room is insufficient for the needs of the department. It is injurious to morale to show so little regard for the employees as to do nothing about this situation. The female locker room is marginally better as there are fewer female employees and their lockers are bigger. This is because the female locker room was added in the early 1990's by converting a workroom as noted above.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 19, 2021

SUBJECT: Authorization for the Town Manager to Subordinate the Town's Right of First Refusal with Respect to 921 Farmington Avenue

Summary of Agenda Item:

AMCO Machine and its related entities, FAV Realty LLC and FAVTO Realty LLC, are in the process of modifying loans with Peoples United Bank, National Association. The Bank is requesting subordination by the Town of an interest held by Town as filed in the Berlin Land Records: the Town's right of first refusal to purchase 921 Farmington Avenue recorded in Volume 697, page 1136 of the Berlin Land Records. In 2018, 2019 and 2020 the Town Council authorized similar subordination related to earlier loan agreements between FAV Realty LLC and FAVTO Realty LLC and its Bank that are now being modified.

Action:

Move to authorize the Town Manager to execute the attached subordination agreement concerning the Town's right of first refusal to purchase 921 Farmington Avenue, recorded in Volume 697, page 1136 of the Berlin Land Records, to allow AMCO Machine and its related entities to modify their loans, subject to the review and approval of Corporation Counsel.

Attachments:

Proposed subordination agreement

Prepared By:

Chris Edge, Economic Development Director

Jim Mahoney, Economic Development Coordinator

CE

SUBORDINATION AGREEMENT

WHEREAS, **THE TOWN OF BERLIN** ("Town of Berlin"), is the holder of a certain Agreement containing a Right of First Refusal to Purchase recorded on April 25, 2014 in Volume 697 at Page 1136 of the Berlin Land Records (collectively "Agreement") in connection with certain real property known as 921 Farmington Avenue, Berlin, Connecticut (the "Premises") and owned by **FAV REALTY LLC**, a Connecticut limited liability company having its chief executive office and principal place of business at 921 Farmington Avenue, Berlin, Connecticut 06037 ("Borrower"); and

WHEREAS, in June 2017 Borrower granted to **UNITED BANK**, having an address of 45 Glastonbury Boulevard, Glastonbury, Connecticut 06033 ("Bank"), an Open-End Mortgage Deed, Security Agreement, Assignment of Rents and Fixture Filing in the original principal amount of Three Million Six Hundred Fifty Thousand and 00/100 Dollars (\$3,650,000.00) dated June 16, 2017 and recorded in the Berlin Land Records in Volume 737 at Page 471 ("Mortgage"), given in connection with the Mortgage in connection with the Premises; and

WHEREAS, Borrower and Bank modified said Mortgage by First Mortgage Modification Agreement dated March 29, 2018 which increased the indebtedness by \$375,000.00 which was recorded in the Berlin Land Records in connection with the Premises ("Modification"); and

WHEREAS, Borrower and Bank further modified the Mortgage by Second Mortgage Modification Agreement to increase the principal amount of the loan secured by the Mortgage to One Million Two Hundred Thousand and 00/100 Dollars (\$1,200,000.00) and to extend the Maturity Date to May 31, 2020 ("Second Modification"); and

WHEREAS, **PEOPLE'S UNITED BANK, NATIONAL ASSOCIATION** is successor in interest to Bank by merger; and

WHEREAS, Borrower and Bank further modified the Mortgage by Third Mortgage Modification Agreement ("Third Modification") pursuant to which Bank agreed to extend the Revolving Loan Termination date to May 31, 2021 by amending the Second Amended and Restated Revolving Credit Note of May 31, 2019 by Allonge dated as of May 31, 2020 by Borrower and Bank ("Allonge"); and

WHEREAS, Borrower and Bank have further modified the Mortgage by Fourth Mortgage Modification Agreement ("Fourth Modification") pursuant to which Bank has agreed to extend the Revolving Loan Termination date to May 31, 2022, to reduce the maximum availability under such revolving loan from One Million Two Hundred Thousand and 00/100 Dollars (\$1,200,000.00) to Eight Hundred Thousand and 00/100 Dollars (\$800,000.00) and to make available a Four Hundred Thousand and 00/100 Dollars (\$400,000.00) capex term loan; and

WHEREAS, Bank desires that the Mortgage as modified by said Fourth Modification be fully superior in priority to the Agreement.

NOW, THEREFORE, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, the Town of Berlin does hereby agree for itself and its successors and assigns, that the Mortgage as modified by said Fourth Modification shall be and hereby is made superior and prior in lien and effect to the Agreement, and hereby covenants and agrees with respect to the Premises that the Mortgage as modified by said Fourth Modification shall be entitled to the same rights and privileges, both in law and equity, as they would have had if the same had been executed, delivered and recorded prior to the Agreement.

Approved to Form

Corporation Counsel

IN WITNESS WHEREOF, this Subordination is made effective as of the __ of _____, 2021.

TOWN OF BERLIN

By: _____
Town Manager Arosha Jayawickrema
Duly Authorized

STATE OF CONNECTICUT)

: ss

COUNTY OF HARTFORD)

_____, 2021

Personally appeared Arosha Jayawickrema, Town Manager of **THE TOWN OF BERLIN**, as aforesaid, signer of the foregoing instrument, and acknowledged the same to be her free act and deed as such Town Manager and the free act and deed of said municipality, before me.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Commissioner of Superior Court
Notary Public
My Commission Expires:

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: May 24, 2020

SUBJECT: Authorization for the Town Manager a Contract Amendment with Loureiro Engineering for Services Related to Fill Piles from the Boulevard Project

Summary of Agenda Item:

When Town staff were considering covering the fill piles from the Boulevard project that are stored on 889 Farmington Avenue they identified that two of the piles may contain asbestos containing material (ACM). One of the two fill piles, the south pile, contains 430 cubic yards of material and was removed from the portion of the Boulevard on 889 Farmington Avenue. The second fill pile, the north pile, contains 610 cubic yards of material and was removed from the portion of the Boulevard that is owned by Connecticut Department of transportation and licensed to the Town for use for the Boulevard. Subsequently, Loureiro Engineering tested the material at the request of the Town and confirmed ACM were present so special handling and disposal of the piles will be required. The material piles were covered by a licensed contractor and staff is working with Loureiro Engineering to evaluate options for disposal of the material. The ACM is regulated by the Connecticut Department of Energy and Environmental Protection (DEEP) and the Connecticut Department of Public Health (DPH) Staff. Loureiro has proposed to place some of the material under the future engineered control (liner) at 889 Farmington Avenue. The Town is also working with Newport Realty Group and its consultant to determine how much of the material might be able to be retained on-site under the liner. At this point, it is likely that about half of the fill material could remain on site under the liner and half will need to be removed from the site. In order to determine the most cost-effective approach to the disposal of the ACM contaminated fill piles and to manage the process of material removal and close out, the Town will need additional environmental consulting services as described below:

1. Discussions with DPH and DEEP concerning ACM waste reuse/disposal options
2. Obtain, review, and summarize updated contractor bids for offsite disposal of the ACM soil piles
3. Development of a DPH Alternative Work Practices Application and Associated Fees
4. Preparation of bid specifications and contract documents
5. Final close-out reporting
6. Miscellaneous information requests and project management
7. Project monitoring as required by DPH during any disturbances to the asbestos soil piles. The costs for oversight will be based on the contractors proposed schedule and will be provided separately when DPH and DEEP approve a plan in concept and therefore are not included in this proposed contract amendment.

Staff asks that the Town Manager be authorized to enter into an amendment to its contract with Loureiro Engineering to provide \$13,225 for additional environmental consulting services related to removal of the ACM contaminated fill piles on 889 Farmington Avenue as described in items 1-6 above and that \$6,612.50 of the cost be charged to the Demolition & Envir. Remed. account number 540.10.1017.0.53957.00000 and \$6,612.50 to 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 amendment with Loureiro Engineering of \$13,225 to provide for additional environmental consulting services related to removal of the ACM contaminated fill piles on 889 Farmington Avenue and that \$6,612.50 of the cost be charged to the Demolition & Envir. Remed. account number, and \$6,612.50 to the Farmington Ave Development (non-grant) account number 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 25-May-21

Purchase Item or Contract: Loureiro contract amend. related to fill piles		Requested by: James Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Loureiro contract amendment related to fill piles for Blvd. project	\$6,612.50	\$6,612.50
			-
			-
			-
			-
			-
TOTAL			\$6,612.50

Account No. 540.10.1017.0.53957.00000 Demolition & Envir. Remed.

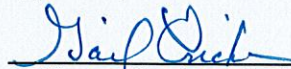
Budgeted Amount.....	\$229,826.02	Available balance.....	\$84,303.43
Encumbrances to Date.....	\$97,310.89	Amount Needed for This Package.....	\$6,612.50
Expenditures to Date.....	\$48,211.70	Available Balance After Purchase.....	\$77,690.93

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-May-21

Purchase Item or Contract: Loureiro contract amend. related to fill piles		Requested by: James Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Loureiro contract amendment related to fill piles for Blvd. project	\$6,612.50	\$6,612.50
			-
			-
			-
			-
TOTAL			\$6,612.50

Account No. 504.10.1017.0.54000.01624 Farm. Ave. Devel. (non grant)

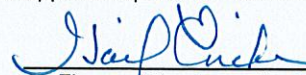
Budgeted Amount.....	\$630,533.04	Available balance.....	\$123,405.04
Encumbrances to Date.....	\$68,438.73	Amount Needed for This Package.....	\$6,612.50
Expenditures to Date.....	\$438,689.27	Available Balance After Purchase.....	\$116,792.54

Is a budget change needed? ☐ Yes ☒ No

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

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

or:



Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 25, 2021

SUBJECT: Final Design Contract - Kensington Road Bridge Replacement

SUMMARY:

Staff initiated a process in late 2017 to seek funding for rehabilitation of the bridge and replacement of the sidewalk on Kensington Road just south of Brook Street (Bridge No. 03657) because the bridge is functionally obsolete. The Town applied to the Capitol Region Council of Governments (CRCOG) for consideration of the project. In order to be eligible to submit a formal Local Transportation Capital Improvement Program (LOTICIP) grant application to the Connecticut Department of Transportation (DOT), the project needed to be ranked and approved by CRCOG. The initial CRCOG application involved re-lining the five (5) circular culverts along with other rehabilitation measures and associated improvements. At that time, total replacement was not proposed.

During subsequent review by CRCOG and DOT, the project scope was revised into a total bridge replacement, and the Town received a LOTICIP Commitment to Fund for construction for \$1,959,000. The Town must participate by funding the design, permitting, preparation of construction documents/bid package, and bid process. This project received a favorable recommendation after Planning and Zoning Commission review under Section 8-24 of the Connecticut General Statutes (C.G.S.) (see attached memo).

The Public Works Department issued a Request for Proposals (RFP) for CRCOG Pre-Qualified Design Firms (see attached RFP Introduction), and received three (3) bids for final bridge design on April 29, 2021. Bids ranged from \$160,000 to \$274,000, as shown on the enclosed bid summary. After bid analysis and requesting follow-up information from the two apparent lowest bidders (BL Companies and Weston & Sampson), the BL Companies indicated that its total proposed fee should be adjusted to \$198,000 to incorporate completion of an A-2 / T-2 survey, more detailed (HEC-RAS) hydraulic analyses, and wetland delineation and reporting. Weston and Sampson had these services in their proposed fee of \$161,100. Staff recommends awarding this contract to Weston and Sampson with a 20% contingency, to be funded from the Kensington Rd Bridge Account # 140.20.2037.0.54000.00541.

ACTION NEEDED:

Move to award Contract No. 2021-20 for final design services of the Kensington Road Bridge Replacement to Weston and Sampson Engineers, Inc. of Rocky Hill, CT in the amount of \$161,100.00, and to authorize the Town Manager to execute change orders (when required) in an amount not to exceed \$194,000.00.

ATTACHMENTS:

1. 2021-20 Bid Summary
2. 2020-21 RFP Introduction
3. P & Z Notice of Decision dated 1/27/22
4. Sufficiency of Funds

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works



[illegible]

Introduction

The Town submitted a revised application for Local Transportation Capital Improvement Program (LOTICIP) funding for the replacement of the Kensington Road Bridge (No. 03675) in June 2020. This application included a Structure Type Study completed by Cardinal Engineering as requested by the Connecticut Department of Transportation (DOT); this revised the prior approach to reline the existing circular culverts after discussions with DOT. After the Capital Region Council of Governments (CRCOG) endorsed the final proposed project, DOT reviewed the project and issued a Commitment to Fund for \$1,959,000. This full replacement project now consists of a multi-cell precast concrete box culvert consisting of the following:

- One (1) 15' x 8' precast concrete box culvert with a depressed invert set at 12" below the existing streambed. Twelve inches of natural streambed material will be placed in the bottom of this low-flow box culvert to facilitate fish passage.
- Three (3) additional 15' x 7' precast concrete box culverts with the invert elevations set higher will have flow only during higher flows. These are also proposed to have 12" of natural streambed material placed in the culvert bottom.
- Flared wing walls and cut-off walls will be installed at the upstream and downstream ends of the culvert sections, and the deck will be improved with a full bituminous pavement section over a waterproofing system, new concrete sidewalk on its west side, and a new code-compliant open bridge rail system. Approach roadways will be improved to transition to the new bridge geometry, elevation, and rail systems.

The Town is seeking a CRCOG pre-qualified engineering firm (presently included on the current On-Call List 1) to review all available information and the current bridge and approach conditions, fully design the appropriate bridge replacement (factoring in a full road closure during construction and an alternative to maintain one lane of traffic with limited duration full closures), obtain all required permits, coordinate with involved utilities and DOT's Rights-of-Way Division (related to the adjacent rail line), prepare a bid package and assist the Town in selecting a contractor. The design activities must comply with DOT's LOTICIP guidelines dated March 2019, the CRCOG LOTICIP guidelines dated November 2018, and the most current AASHTO and other relevant DOT standards. In addition, the design firm may be selected to provide construction administration services. The Town intends on initiating this bridge replacement in 2022 or as soon as all permits have been obtained. The revised LOTICIP Application referenced above, which includes the Structure Type Study and associated cost estimates, is available to those firms prequalified by the CRCOG and listed on the current On-Call List 1 for Municipal Engineering Design Phase Assistance - please contact the Town Purchasing Agent to download this document as well as other reference information.



Town of Berlin

Planning and Zoning Department

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

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

January 27, 2021

TOWN OF BERLIN

NOTICE OF DECISION

SUBJECT: In Accordance with Section 8-24 of the Connecticut General Statutes, Review and Recommendation of the Matter of Replacing the Kensington Road Bridge (No. 03657)

At its Regular Meeting of January 21, 2021, the Berlin Planning and Zoning Commission, after review in accordance with Section 8-24 of the Connecticut General Statutes, voted unanimously to forward a favorable recommendation to the Town Council of the matter of replacing the Kensington Road Bridge (No. 03657), noting that the additional cost of maintaining one-way through traffic during the construction period (approximately nine months) should be considered in lieu of a complete closure.

Maureen Giusti, AICP

Acting Town Planner/Zoning Enforcement Officer

Maureen K. Giusti, AICP, Acting Town Planner/ZEO. 860-828-7060. mgiusti@town.berlin.ct.us
Adam D. Levitus, PE, Zoning Enforcement Officer. 860-828-7008. alevitus@town.berlin.ct.us
Frances Semnoski, Land Use Administrator. 860-828-7066. fsemnoski@town.berlin.ct.us



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 19-May-21

Purchase Item or Contract: Public Works		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Kensington Rd Bridge Design	\$194,000.00	\$194,000.00
			-
			-
			-
			-
Account No. 140.20.2037.0.54000.00541			TOTAL \$194,000.00

Budgeted Amount.....	\$449,999.80	Available balance.....	\$449,999.80
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$194,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$255,999.80

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. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 30, 2021

SUBJECT: Neighborhood Assistance Act (NAA) Tax Credit Program

SUMMARY:

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

This year, there were two proposals submitted both from the Prudence Crandall Center. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools and community groups. They wish to submit proposals for the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The first proposal for energy efficiency would be used to benefit the Center's Rose Hill Energy Conservation Program. The energy efficiency initiatives planned include replacement and installation of energy efficient appliances in the supportive housing units as well as a renovation to the building's HVAC system's outdated controllers. Rose Hill anticipates as much as 30% increase in overall utility cost savings following the replacement of appliances and the upgrading of 73 of controllers to programable Honeywell controllers. The renovation would include installing wires, programming software and training building operators on how to use the interface for best energy efficiency. The savings will increase funding available to help with the critical services and programs. The Prudence Crandall Center is requesting \$89,281 from the Neighborhood Assistance Act Tax Credit Program.

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

pervasive social problem with devastating physical, psychological, and economic consequences for victims. The Prudence Crandall Center is requesting \$150,000 from the Neighborhood Assistance Tax Credit Program.

ACTION NEEDED:

Move to support proposals from the Prudence Crandall Center for the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 15, 2021 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center for the 2021 CT NAA Tax Credit Program and to solicit citizen input.

Move to designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters.

ATTACHMENTS:

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

PREPARED BY:

Arosha Jayawickrema, Town Manager



Municipality: Berlin

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

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

Part I — General Information

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

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Energy Efficiency

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 89,281.00

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

☒ Yes ☐ No

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

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

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

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

60% credit percentage

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

Description of program: _____

The Rose Hill Energy Conservation Program includes energy conservation repairs and improvements to Prudence Crandall Center's Rose Hill Facility. The energy efficiency initiatives planned for FY 2021/2022 include replacement and installation of energy efficient appliances in our supportive housing units, as well as a renovation to the building's HVAC system's outdated controllers. This renovation involves replacing all 73 building controllers with new programmable Honeywell controllers, installing wiring, programing software, and training building operators on how to use the interface for best energy efficiency. (see attachment)

Need for program: _____

The Rose Hill Energy Conservation Program addresses ongoing needs to conserve energy, and reduce operating costs associated with Rose Hill's energy consuming systems and appliances. We anticipate a significant savings (as much as 30%) in overall utility costs following the replacement of 7 appliances in our supportive housing apartments and the upgrading of the HVAC system controllers. These renovations are based on a systems review by B&D Controlled Air Corp. (Continued, see attachment)

Neighborhood area to be served: _____

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

Plan to implement the program: _____

Energy efficient appliances will be purchased to replace the outdated equipment in the apartments. The renovation to the HVAC system controllers will be completed after additional bids are obtained and a contractor is selected, based on our Purchasing and Procurement Policies. (Continued, see attachment)

Timetable:Program start date: 07/01/2021Program completion date: 06/30/2022

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

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

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

Sources of Revenue:NAA funds requested \$89,281.00

Other funding sources - itemized sources:

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

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

Direct operating expenses - itemized description:

a) Complete HVAC operating system renovation \$75,576.00
b) 7 Energy Efficient Refrigerators \$6,160.00
c) 7 Energy Efficient Oven & Stovetop Units \$6,545.00
d) Executive Director time, project management \$1,000.00

Administrative expenses - itemized description:

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

Total Proposed Expenditures: \$89,281.00

Part IV — Municipal Information

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

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Review

Is a post-project review required for this proposal?

☐ Yes

☐ No

If **Yes**, date post-project review due:

Date

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I — General Information

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

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

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

Part II — Program Information

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

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

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

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

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

Part III — Financial Information

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

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

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

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

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

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

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

Part IV — Municipal Information

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

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

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

Contact Information

Direct inquiries to:

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

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

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

Form NAA-01 Program Proposal 2021
Prudence Crandall Center, Inc.
Rose Hill Energy Conservation Program
Attachment 1

Part II, Program Information
Description of Program, Continued:

Rose Hill is a historically significant brick masonry structure which was renovated in 2009 to facilitate Prudence Crandall Center's housing programs, administrative and counseling offices, and storage space. The facility has four floors totaling approximately 45,000 square feet and includes: 18 apartments for transitional and permanent supportive housing equipped with 1-3 bedrooms, communal spaces, kitchen, full bathroom, and dining areas; functional space for counseling, support groups, health services, and laundry facilities; and administrative offices, conference rooms, and storage space.

The Rose Hill Energy Conservation Program initiatives planned for FY 2021/2022 include replacing 7 older appliances with newer, more energy efficient appliances in our supportive housing units— plus, a renovation to our building's HVAC system controllers. The HVAC project will eliminate all outdated and/or unsupported controllers in the building. All the new controllers will communicate to the Tridium Jace that was installed four years ago. These upgrades will eliminate proprietary type unit controllers and replace them with non-proprietary controls; therefore, our building operators will be able to directly control, change, and tailor the heating and cooling set up of individual units in the building, allowing all functions of the HVAC unit to be monitored more closely. The new controllers will allow for greater energy savings

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

Prudence Crandall Center is a nonprofit organization which provides comprehensive services to individuals affected by domestic violence, as well as prevention education and outreach to the community at large. We are the only domestic violence agency in Connecticut to offer a full spectrum of services designed to meet the complex needs of victims of domestic violence, in order to promote safe, self-sufficient, and independent lives. Our services include: a 24-hour emergency hotline; emergency safe shelter; advocacy, information, and referrals; individual and group counseling; children's advocacy programs; court-based services; case management; transitional and permanent supportive housing; and community education and prevention.

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

Part II, Program Information

Need for Program, Continued:

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

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

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

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

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

Plan to Implement Program, Continued:

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

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

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

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

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

OMB No. 1545-0047

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

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

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

Doing business as

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

594 BURRITT STREET

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

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

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

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

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

Part II Signature Block

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

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

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



Municipality: Berlin

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

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

Part I — General Information

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

Address: 594 Burritt Street, New Britain, CT 06053

Federal Employer Identification Number: 06-0698557

Program title: Annual Appeal

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: bdamon@prudencecrandall.org

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

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

☒ Yes

☐ No

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

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

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

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

60% credit percentage

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

Description of program: _____

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

Need for program: _____

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

Neighborhood area to be served: _____

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

Plan to implement the program: _____

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

Timetable:Program start date: 07/01/2021Program completion date: 06/30/2022

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

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

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

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) <u>Corporate & Foundation Contributions</u>	<u>\$50,000.00</u>
b) <u>Individual Contributions</u>	<u>\$130,000.00</u>
c) _____	_____
d) _____	_____
Total Funding:	<u>\$330,000.00</u>

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Salaries & Fringe</u>	<u>\$227,500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>General Administration</u>	<u>\$18,000.00</u>
b) <u>Insurance</u>	<u>\$9,500.00</u>
c) <u>Deposit to reserves</u>	<u>\$75,000.00</u>
d) _____	_____
Total Proposed Expenditures:	<u>\$330,000.00</u>

Part IV — Municipal Information

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

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

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

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

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Part II – Program Information

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

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

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

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

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

Part III – Financial Information

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

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

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

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

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

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

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Attn: Research Unit
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or call **860-297-5687**.

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2021 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1

Part II, Program Information

Description of Program, Continued:

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

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

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

Need for Program, Continued:

During the COVID-19 pandemic, it has been more critical than ever before that PCC remain fully operational 24/7, as victims, who were isolated at home with abusers, began to seek help after stay-at-home restrictions lifted. As the pandemic continues, stressors such as financial hardship, remote schooling, and health challenges can compound abusive situations making families more vulnerable to abuse and in need of safety and support.

This past year and continuing, we are experiencing an emergency shelter need never seen before, often referred to as the "shadow pandemic". As recently as March 3, 2021, we were

sheltering 55 individuals, including 26 children, in a program staffed for a 22-bed facility (250% capacity)—with the use of hotel rooms and meal delivery being the only alternative to keeping ALL of our clients safe.

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

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

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

Program Implementation continued:

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

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

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

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

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

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

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

OMB No. 1545-0047

2018Open to Public
Inspection**A** For the **2018** calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019****B** Check if applicable:Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending**C** Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

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

594 BURRITT STREET

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

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

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

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

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

Part II Signature Block

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

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

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 15, 2021 at 7:00 p.m. to discuss the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and to solicit citizen input. The meeting can also be accessed via Zoom. Please refer to the Town of Berlin Website at www.town.berlin.ct.us for more information regarding the meeting link.

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

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

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

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

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

Equal Opportunity/Affirmative Action

The Town Council will meet in the Town Council Chambers. 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 the Zoom videoconference Meeting:

<https://us02web.zoom.us/j/86230165017?pwd=cDc4M0JmREExRnVxTkhtbDVhVkxXZz09>

DIAL IN using your telephone:

(929) 205-6099

Meeting ID: 862 3016 5017

Passcode: 692922

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 18, 2021
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:06 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

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

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Donna Bovee, 85 Steepleview Drive – Ms. Bovee, Chair of the Parks and Recreation Commission stated that both her commission and the Commission on Aging have met with representatives from QA+M, the architects hired by the Public Building Commission to design the Community/Senior

Center. QA+M is currently updating plans and a schedule for community outreach with the goal being to share conceptual designs with the public and obtain feedback. Due to the pandemic this process had only been available by sharing plans and information via social media and the Town website.

Ms. Bovee also recommends that the Town Council create a sub-committee to gather information, recommendations and factual data that can be brought to the Council and residents for them to make an informed decision in an eventual referendum vote. She suggested that this sub-committee could be a cross section of Town staff and commission members who have been involved in the project thus far and added that she brought up the sub-committee idea to the Public Building Commission, but they are concerned that having a member on that committee could be considered a conflict of interest.

Ms. Bovee stated that the sub-committee could also visit other towns with Community/Senior Centers to obtain information on how they funded their projects, how they operate (outsource or in-house staff), cost of operation, and hear of lessons learned during the process. She added that an April date for the referendum would give the sub-committee enough time to obtain and share the information they collect.

Mayor Kaczynski thanked Ms. Bovee for the suggestion and added that Covid did delay the public input part of the project which is a very important component.

Barbara Gombotz, 24 Sterling Drive – Ms. Gombotz, speaking as Chair of the Commission for the Aging, stated that the commission met with the architects for the Community/Senior Center last night and gave their go ahead to the project with a few changes recommended.

Ms. Gombotz added that she agrees with Ms. Bovee that a sub-committee should be created for the project. She asked the Town Council to appoint that sub-committee and to set up Public Hearing dates to provide information on the project and stated that she believes that an April referendum date would be ideal. She also stated that the members of the sub-committee should not only be knowledgeable about that type of project but should also be enthusiastic about it and have a vision for the future of Berlin.

Ms. Gombotz added that she is very excited for this project as it will serve not only the seniors with a location for them to gather and have activities, but the entire community with its' indoor pool and track along with a weight room all available right across from the high school. She asked for the Town Council's vote and their voice in support of the project.

Julia Dennis, 115 Norton Road – Ms. Dennis, speaking as Board of Education President, stated that on May 10th the Board of Education (BOE) unanimously voted to close out the Berlin High School project. She added that she understands it was important to the Town for the project to officially close and with the duct work wrapping project underway the BOE was more than happy to close it.

Ms. Dennis added that she also wished to address the Budget Pie Chart that is on tonight's agenda. She asked the Council to include the appropriate people in future pie chart creation and added everyone's intentions were good to provide the most accurate information this time around.

John Newman, 108 Misty Mountain Road – Mr. Newman stated that he is currently working on an Eagle Scout project for Troop 44 which would involve revitalizing an unused lot behind the Berlin Police Department. He has been working with Officer Aimee Krzykowski and Parks and Grounds Superintendent Steve Wood and stated that his plan is to install a patio and trees in the area to make it a useable space.

Mr. Newman added that the cost of the project would be approximately \$3,000 to \$4,000 and he plans on fundraising with the help of Officer Krzykowski with work on the project beginning in August.

Mayor Kaczynski thanked Mr. Newman for offering his services for this project and noted that so many great projects have been done in Berlin by Eagle Scouts.

Joan Veley, 1424 Orchard Road – Ms. Veley stated that she had been attempting to find information on the water districts' meetings on the Town website and had been unable to locate any meeting schedules or agendas. She added that she believes it is important that that information be available to residents.

Mayor Kaczynski explained that the Town has three water districts: Worthington, Town of Berlin and Kensington. The Worthington and Kensington districts were created by the State in 1929 and are completely separate entities from the Town of Berlin. Town Clerk Kate Wall stated that those districts' agendas are not posted on the Town website because they are not a Town entity, but they are sent to the Town Clerk's office and posted on the meeting agenda bulletin board in that office. The Mayor added that the Berlin Water Control Commission meeting information is posted on the Town website.

Mayor Kaczynski suggested residents in the Worthington and Kensington districts contact those districts directly for information on where to obtain meeting agendas.

Ms. Veley asked if those districts could be included in posting to the Town website. Mayor Kaczynski stated that since they are their own entities the Town has no control over them.

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 \$ 100.00. – Animal Control**
- 2. Topic re: Accept monetary donations totaling \$450.93 for the Berlin Peck Memorial Library and deposit \$384.71 into the friends of the library miscellaneous account to be used to purchase programs and supplies and deposit \$66.22 into the friends of the library credit card account to be used for program and supply purchases and move to accept the donation of a book with an estimated value of \$16.95 to be added to the appropriate department collection. – Berlin-Peck Memorial Library**

3. **Topic re: Allow the Chief of Police to apply for the FY21 Comprehensive DUI Enforcement Program in the amount of \$19,217.41. – Police Department**
4. **Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. **Topic re: Update the Police have taken to combat motor vehicle thefts and larcenies from motor vehicles. – Police Department**

Deputy Police Chief Chris Ciuci stated that for the second month in a row things are trending in the right direction. So far in the month of May there have been two car break ins compared to thirteen in the month of April, and down 15% in total compared to this time last year.

There has been a shift from residential areas to commercial areas with the increase in catalytic convertor thefts and automobile thefts, which included a break in at a car dealer where four cars were stolen. Officers have been visiting car dealerships, repair shops and used car establishments in Town to discuss ways of preventing those kinds of thefts which occur when keys are taken from inside the businesses in order to steal cars.

Mayor Kaczynski thanked Deputy Chief Ciuci for the report and is grateful to hear of the downward trend in residential area thefts. Deputy Chief Ciuci added that with the warmer weather residents are tending to leave their garage doors open and officers have been doing their best to notify homeowners of this to prevent any thefts.

NO ACTION NEEDED

2. **Topic re: Approve and accept a donation of the installation of a patio and trees at Berlin Police Department by Scout John Newman with a value between \$3,000.00 and \$4,000.00. – Public Grounds**

Parks and Grounds Superintendent Steve Wood stated that he has been working with Officer Aimee Krzykowski and Scout John Newman on plans that Mr. Newman has for his Eagle Scout project which involves renovating the area located behind the Police Department in order to provide an outdoor break area for officers.

Resources the Grounds Department is willing to provide is the excavation of the area as well as assist with tree planting and pick up and delivery of materials to the site in order to keep costs of the project down.

Councilor Luddy moved to approve and accept a donation of the installation of a patio and trees at Berlin Police Department by Scout John Newman with a value between \$3,000.00 and \$4,000.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Authorize the Town Manager to amend the Retirement Income (Defined Benefit) plan document to include necessary legal updates, as well as language that authorizes the distribution of funds from the Police Post-Retirement Medical Fund to a Trust, established with ICMA-RC. – Human Resources**

Human Resources Director Denise Parsons explained that in 2000, the Police Union voted to add a Post-Retirement Health requirement to their contract which meant that the defined benefit plan at that time was amended to allow the Town to take the required 3% pre-tax contributions out of the officers' paychecks and contribute it into a fund held by the Town. Those contributions would be used to fund police retirement health insurance costs from time of retirement until they became eligible for Medicare. Currently the annual amount contributed is approximately \$2,600 per officer.

It was determined that many officers were unable to reap the benefits of this plan because they did not retire before age 65, moved onto another job with reasonable health insurance coverage, or they had a spouse that continued to be employed and the officer went on that plan.

In 2018 the Town and the Police Union worked with ICMA-RC, the Town's retirement plan provider, who set up individual Retirement Health Savings (RHS) accounts for officers. These accounts included investment options along with broader distribution options for members that would be similar to a Health Savings Account. All contributions to the Post-Retirement Medical Fund were stopped and contributions were made to the individual accounts with ICMA-RC.

In 2019 the Town, Police Union, and legal counsel began conversations on how to transfer the remaining pool of police officer contributions into the newly created RHS plans. What is being presented to the Town Council tonight is an amendment to the July 1, 2000 plan document which includes required legal updates along with language that provides for the distribution of the existing balance over time.

The plan amendment identifies those that are currently eligible under the old plan to remain eligible under that plan. It also identifies 41 officers who are either active or have left within the eligibility window to recoup some of the existing plan balance. The plan is for the police department to identify how those contributions will be distributed based on date of hire and notify the Town on an annual basis. Lump sum transfers will be made into the new individual ICMA-RC accounts and each year as more officers fall off of the currently active plan, the extra funds will be rolled over until the fund is depleted.

Councilor Luddy moved to authorize the Town Manager to amend the Retirement Income (Defined Benefit) plan document to include necessary legal updates, as well as language that authorizes the distribution of funds from the Police Post-Retirement Medical Fund to a Trust, established with ICMA-RC.

Seconded by Councilor Paonessa.

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

Abstain: Councilor Veach

Vote being 6-0-1 (MOTION CARRIED)

4. **Topic re: Pass the attached resolution to authorize the Town Manager to submit a Connecticut Small Cities Program Community Development Block Grant application requesting \$1,000,000 to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property at 143 Percival Avenue. – Economic Development**

Economic Development Coordinator Jim Mahoney stated that a Public Hearing was held at 6:30 p.m. this evening to discuss the Fiscal Year 2021 \$1 million Community Development Block Grant application for public infrastructure related to the former Knights of Columbus property located at 143 Percival Avenue. The project is sponsored by the Berlin Housing Authority on land that is under option for acquisition from the Town.

Councilor Luddy moved to pass the attached resolution to authorize the Town Manager to submit a Connecticut Small Cities Program Community Development Block Grant application requesting \$1,000,000 to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property at 143 Percival Avenue.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Pavement Conditions Evaluation – Discussion only – Public Works**

Public Works Director Mike Ahern stated that the most recent comprehensive evaluation of pavement conditions for the Town was completed in 2011. The Public Works Department feels that an overall Town road evaluation is needed at this time.

New inspection technology is available that involves 360-degree photography and Artificial Intelligence to assess pavement conditions. StreetScan of Wakefield, MA is one company that provides this service and they have completed multiple assessments for Connecticut municipalities.

A brief overview was then presented by StreetScan representatives Stan Karlin and Rob Craig. Mr. Karlin stated that the company is currently working with over 200 municipalities throughout North America including a number in Connecticut.

Their StreetScan product includes data collection and Artificial Intelligence data processing. The data collection involves 360-degree and 3D cameras mounted to a vehicle and driven on all town

roads. The 3D camera will pick up cracks and bumps in a road while the 360-degree camera notes right-of-way assets such as traffic signs, catch basins, manholes, etc.

Streetlogix is their asset management module which allows for managing, planning and updating street condition information. This module can be used not only by Public Works, but by the Assessor and Police Department or any other department that may find it useful. The system also provides a "Story Map" which provides a more public-facing version of the collected data and provides information on the Town's plan is for road management.

Councilor Luddy inquired about turn around time to provide information to the Town after scanning is complete. Mr. Craig stated that it is about two to three months to provide that data but during that time conversations occur between the vendor and the Public Works Department.

Mr. Ahern stated that he likes this program because it is completely objective and analyzes more data than a human ever could. He is aware of a number of Connecticut municipalities that have used StreetScan and they have complimented the entire process. StreetScan is also a partner with the Connecticut Conference of Municipalities.

Town Manager Jayawickrema added that he believes it is a great planning tool for Public Works and also from a Public Relations standpoint it will allow residents to see the condition of their road and where it stands in the relation to other roads in Town.

NO ACTION NEEDED

6. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide \$6,430 for additional PFAS testing services related to the groundwater plume from 889 Farmington Avenue that will be charged to the Demolition & Envir. Remed. account as this is in the best interest of the Town. – Economic Development

Economic Development Director Chris Edge stated that PFAS is a relatively new contaminant that must be tested for. Loureiro Engineering did one round of testing in March 2021 and based on the results PFAS contamination was not ruled out. Therefore, a second round of sampling is recommended. Loureiro submitted a proposal to provide that sampling at a cost of \$6,430.

Staff has also submitted an insurance claim to Chubb related to the potential for PFAS contamination and has requested that Chubb pay for the additional testing services. If Chubb approves the claim the source account for the funds will be changed.

Councilor Luddy moved to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide \$6,430 for additional PFAS testing services related to the groundwater plume from 889 Farmington Avenue that will be charged to the Demolition & Envir. Remed. account as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Discussion and possible action on Pie Chart to be distributed with Taxpayers Tax Bills. – Mayor

Town Manager Jayawickrema stated that the Pie Chart will be distributed with taxpayers' tax bills. Regarding how Debt Service is represented on the chart, the Town Manager stated that he reached out to neighboring Town Managers and heard back from Rocky Hill's Manager who stated they do not add Debt Service to the Board of Education costs, it is included in the Town budget.

Mayor Kaczynski added that with the Board of Education and the Town working together next year both will come to a consensus as to how to present the budget information so there are not competing pie charts in town.

NO ACTION NEEDED

8. Topic re: Transfer \$144,300, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance

Finance Director Kevin Delaney explained that over the course of the fiscal year some accounts exceeded budget for various reasons. All the higher than budgeted costs are offset in other parts of the budget or contingency therefore no new money is being appropriated with this request.

This transfer request involves three areas: tax refunds came in a little higher than anticipated, credit card fees at the golf course were higher which is driven by volume and the method of payment, and two personnel actions which required payout of vacation time.

Councilor Luddy moved to transfer \$144,300, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund. – Finance

Finance Director Delaney explained that in the Town Charter it states that when there are non-budgeted appropriations a Town Meeting must be called. With this item in particular, police officers are contracted for various construction projects that happen throughout the year and the contractors then pay the Town for the officers' time and wear-and-tear on police vehicles. This revenue, and related expense, is budgeted in the adopted General Fund budget.

In fiscal year 2021 the amount of outside police service requests exceeded what was anticipated due to an increase in volume.

Councilor Luddy moved to call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. **Topic re: Call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department. – Finance**

Finance Director Delaney explained that Tax Management Associates, Inc (TMA) conducts personal property tax audits for municipalities on a contingent basis. TMA is paid 30% of the incremental tax on property they identify as previously not taxed by the municipality. TMA is only paid when the municipality collects payment.

In FY 2021 the Town received a couple substantial payments for outstanding taxes which created higher than budgeted expenditures. Mr. Delaney is asking to appropriate the additional revenue received in order to pay the audit firm.

Councilor Luddy moved to call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. **Topic re: Discussion on the recommendation from the Public Building Commission on the HVAC systems throughout the school district. – Town Manager**

Town Manager Jayawickrema introduced this item by explaining that the Board of Education retained SES to provide facility reopening services due to the Covid-19 pandemic. SES helped the Town assess and adjust the various HVAC systems throughout the school district based on the requirements defined in two guidance memos issued by the State of Connecticut. The completed report which includes the results of the tests performed at all five public school buildings was sent to the Public Building Commission (PBC) for their review.

The PBC's response to the report is attached to these minutes. Mr. Jayawickrema stated that, in short, the recommendation is to stay the course and get the big projects done. There is no reason to do anything on a temporary basis.

NO ACTION NEEDED

12. **Topic re: Authorize the Town Manager to increase Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias to \$32,000.00. – Public Works**

Public Works Director Mike Ahern stated that the Town contracted with Staxx Construction in the amount of \$29,700 to grind and dispose of over 8,200 cubic yards of debris collected after the August 2020 tropical storm.

After the contract award additional debris from Timberlin Golf Course along with Parks and Grounds and the Highway department was brought to the two debris management sites which increased the cost to \$32,000. Reimbursement requests to FEMA are being prepared for Town expenses related to Tropical Storm Isaias and this additional cost is included in that package.

Councilor Luddy moved to authorize the Town Manager to increase Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias to \$32,000.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

13. **Topic re: Utilize State of Connecticut DAS Contract No. 18PSX0104 and authorize Automated Building Systems, of Glastonbury, CT. to perform Tier 2, enhanced performance lighting retrofit and upgrades per the Eversource Energy incentive program in the amount of \$498,120 and authorize the Town Manager to sign the letter of agreement with Eversource Energy upon their review and approval of the submitted project, and apply for a 48-month, zero percent financing with the incentives to be paid to the installation contractor Automated Building Systems. – Facilities**

Town Manager Jayawickrema introduced this item explaining that a Public Hearing was held on April 6, 2021 for a bond ordinance related to the Eversource Energy program offering energy incentives for LED lighting and control upgrades. Enhanced performance lighting upgrades are planned at Berlin High School.

Four pre-approved State & Eversource Energy Contractors were contacted to provide pricing. All four firms provided proposals on Tier 2 enhanced performance lighting which were reviewed by town staff. Based on the proposals received and review of the project scope and products, approval is requested to utilize Automated Building Systems (ABS) of Glastonbury, CT.

The Town Manager explained that the next step is for Eversource to validate that retrofitting the planned lights and controls will actually provide the intended savings and qualify for the incentives. The way the project works is the contractor will do the work, get the incentives upfront, and then they are paid back by the savings with an estimated two-year payback period. The Town does not commit to any cash outlay for the work but has received the necessary debt ordinance bonding approval.

Director of Facilities Doug Solek stated that there are different alternatives for controls and fixtures and those were discussed with the Board of Education IT Director. When the high school reconstruction was done the LED technology wasn't as readily available or as cost-effective as it is now, and as the high school is the Town's largest consumer of electricity this is a wonderful incentive program.

Mr. Solek added that the project is a little time sensitive since the work is planned for this summer and Eversource has extended the incentives in conjunction with the State through the grant process knowing it is challenging to get everything completed in two months. He stated that the bids received were all very competitive, and it worked out that one of the Town's current vendors was

able to provide aggressive pricing and wants to continue the strong work relationship they have with the Town.

Councilor Rosso inquired about including any of the Town's fields in the project. Mr. Solek stated that the current program caters more towards buildings as the fields do not consume as much electricity with their seasonal use. Fields will be considered for a separate project as the bonding authorization that was approved allowed for the incentive program to continue.

Councilor Luddy moved to utilize State of Connecticut DAS Contract No. 18PSX0104 and authorize Automated Building Systems, of Glastonbury, CT. to perform Tier 2, enhanced performance lighting retrofit and upgrades per the Eversource Energy incentive program in the amount of \$498,120 and authorize the Town Manager to sign the letter of agreement with Eversource Energy upon their review and approval of the submitted project, and apply for a 48-month, zero percent financing with the incentives to be paid to the installation contractor Automated Building Systems.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

14. **Topic re: Award bid no. 2021-21 to Mazzarella Builders, Inc. of Berlin, CT. in the amount of \$144, 378.00 which includes a 20% project contingency for the renovation of the Sage Park Concession Building restrooms. – Facilities**

Facilities Director Solek stated that this building has been renovated over the years in phases. In fiscal year 2021 funding was allocated for the Sage Park Concession Building restrooms which will include new fixtures, plumbing enhancements for drainage issues and an overall face lift. Nine bids were received and Mazzarella Builders, Inc was the low bidder.

Councilor Luddy moved to award bid no. 2021-21 to Mazzarella Builders, Inc. of Berlin, CT. in the amount of \$144, 378.00 which includes a 20% project contingency for the renovation of the Sage Park Concession Building restrooms.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

15. **Topic re: Award bid No. 2021-19 to KMK Insulation, of North Haven, CT in the amount of \$794,925.00 for insulation and jacketing on the Berlin High School exterior ductwork, which includes Alternate No.1 & No.3 from the revised proposal provided by KMK Insulation and value engineering report reviewed and approved by ICDS,LLC. – Facilities**

Town Manager Jayawickrema introduced this item by providing background on the high school ductwork project. An outside party was hired to provide an independent review of the ductwork and provide an assessment of the work needed to correct the issues. Independent Construction and Design Solutions, LLC (ICDS, LLC) was hired to complete design, bidding and construction administration services related to the insulation and jacketing of the ductwork.

Plans and specifications were completed by ICDS, LLC and the project was put out for bid with KMK Insulation (KMK) being the low bidder. Value Engineering options were discussed as cost saving measures while still meeting the design criteria and specifications.

Mr. Jayawickrema stated that Don Lombardo of the Public Building Commission suggested that the project be put out to bid again but the Town Manager is recommended moving forward with KMK for the following reasons: he would like to see this project completed this summer and by going out to bid again that most likely won't be possible, most contractors are booked for summer projects by this time of year, bids may come in higher, and the current low bidder may not rebid. There is also the concern that the \$1.2 million savings from the high school project has already been budgeted into FY 2022 and that amount could be reduced to \$1 million.

Facilities Director Solek stated that the Town is approaching the ten-year mark with the high school renovation. Going back to 2016 bids for over \$1 million were received for the deduct alternate and now we are at a lower cost for the same product giving some added value to the building. The product comes with a 10-year warranty, but the Town can expect twenty to thirty years which would put it in conjunction with the roof and mechanical equipment replacement.

He agreed with the Town Manager that there are risks involved with putting this project out to bid again and added that the Board of Education closed this project in good faith and the Town should do their part by moving forward with this project and vendor.

Mayor Kaczynski stated that he agrees that the Town does need to move forward with this project and that value will be added to the building.

Councilor Luddy moved to award bid No. 2021-19 to KMK Insulation, of North Haven, CT in the amount of \$794, 925.00 for insulation and jacketing on the Berlin High School exterior ductwork, which includes Alternate No.1 & No.3 from the revised proposal provided by KMK Insulation and value engineering report reviewed and approved by ICDS,LLC.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 16. Topic re: Reject all bids received from Bid No. 2021-13 and utilize State of CT. DAS contract No. 18PSX0005, and authorize Integrated Technical Systems, Inc. of Wallingford, CT. to replace and upgrade the fire alarm system at Hubbard School in the amount of \$146,700. – Facilities**

Facilities Director Solek stated that in fiscal year 2021 funding was provided for the replacement and upgrade of the fire alarm system at Hubbard School. The project was publicly bid, and four bids were received. A scope review was conducted with the two low bidders, the project engineer, and town staff. Due to some concerns and variations in the bids received, and after consultation with Corporation Counsel, it has been decided to reject all bids.

In order to best accommodate the necessary completion of the project during the summer recess of 2021 this request is to utilize the State of Connecticut contract with Integrated Technical Systems, Inc.

Councilor Luddy moved to reject all bids received from Bid No. 2021-13.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to utilize State of CT. DAS contract No. 18PSX0005, and authorize Integrated Technical Systems, Inc. of Wallingford, CT. to replace and upgrade the fire alarm system at Hubbard School in the amount of \$146,700.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. TOWN MANAGER'S REPORT:

- The Town contacted the State of Connecticut Department of Public Health, the licensing agency for the VNA, to obtain their definition of a licensed VNA. Their response was "The Agency shall provide professional nursing services and at least one additional service directly and all others directly or through contract."

Corporation Counsel Jeff Donofrio added that the crux of the issue is the definition of a home healthcare agency and can the Berlin VNA, which was established to provide public nursing services under the Town Charter, maintain its' license if it is not directly providing nursing and one other service and the answer is no. Therefore, the Berlin VNA indirectly providing those services by contracting with a third-party licensed home healthcare agency would not be allowable and would cause them to lose their license. And as they would not be a VNA any longer this would violate the Charter.

Mayor Kaczynski acknowledged that the Town would need to continue looking at options in order to provide the best nursing care to residents in a more economical way. The Town Manager added that a frontline staff position will be eliminated to reduce some expenses, but the key is to get the census up to 70 or higher.

- The next joint meeting of the Golf Commission and Town Council will be held on Thursday June 3rd at 6:00 p.m. at the Berlin High School auditorium. The President of the Connecticut Public Golf Association has offered to speak.
- The Town Manager would like to have the Ordinance Committee meet again to discuss the Leash Law and put something in place.
- Town Hall will be reopening to the public tomorrow, May 19th. There will be no mask mandate, but CDC guidelines will be followed. However, the Town Manager will be requesting that masks be worn in the Library and Community Center as young children who are not vaccinated are present in both locations.

I. SPECIAL COMMITTEE REPORTS:

None

J. COUNCILORS' COMMUNICATION:

Councilor Rosso shared that Bob Ward passed away last week. Mr. Ward served as a Legislator and Minority Leader for many years and had been appointed as Commissioner of the Department of Motor Vehicles by Governor Jodi Rell.

K. ACCEPTANCE OF MINUTES:

May 4, 2021

Councilor Luddy moved to accept the Minutes of the May 4, 2021 Town Council meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

L. ADJOURNMENT

Councilor Luddy moved to adjourn at 9:06 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn Wall
Clerk of the Meeting