

Town Meeting and Town Council Meeting in person and/or by Zoom

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/97255642188?pwd=VzdQWlNWQko1RXRPcDZRMVlpVS9HQT09>

Meeting ID: 972 5564 2188

Passcode: 034731

Call In Option -

+1 929 205 6099 US (New York)

**Town Meeting 6:45 PM** - 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 15, 2021 at 6:45 p.m. for the following purposes:

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.

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.

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, June 15, 2021  
Town Council Chambers  
Remote Meeting  
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PRESENTATION OF PROCLAMATION      25<sup>th</sup> Anniversary of the Central CT Health District
- E. AUDIENCE OF CITIZENS
- F. MEETING AGENDA – Immediately Following the Audience of Citizens
- G. CONSENT AGENDA:
  - 1. Topic re: 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

2. Topic re: Accept monetary donations totaling \$305.43 for the Berlin Peck Memorial Library and deposit \$305.43 into the friends of the library miscellaneous account and move to accept the donation of a knitted shawl with an estimated value of \$30.00 to be used as a summer reading prize and move to accept the donation of felt material with an estimated value of \$20.00 to be used for crafts. – Berlin-Peck Memorial Library
3. Topic re: Approve permission for consumption of alcoholic beverages (BYOB - beer and wine) and to charge a fee at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 80 people of all ages on Sunday, July 4 with a rain date of Monday July 8, 2021 from 9:00AM – 8:30PM. A buffet meal will be served with music and games for entertainment. Tulip Insurance will be obtained. – Parks and Recreation

#### H. PUBLIC HEARINGS

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](http://www.town.berlin.ct.us) for more information regarding the 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.

#### I. Equal Opportunity/Affirmative Action

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#### J. NEW BUSINESS:

1. Topic re: Appropriate \$2,210,640 of FY22 General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund anticipated DB pension payout, pending approval of the Board of Finance. – Finance
2. Topic re: Affirm prior support proposals from the Prudence Crandall Center for the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program. – Town Manager
3. Topic re: Approve Eagle Scout Project to improve cooking station and elements at Sage Park Pavilion by constructing brick cooking structure and three wooden tables. – Parks and Recreation
4. Topic re: Approve the Berlin Peck Memorial Library applying for a grant through the American Rescue Plan Act to fund an outdoor extension of our library consisting of shading, tables and chairs for children and adults, portable fencing, and a storage solution. The total dollar amount of the grant is \$18,002.00 and appropriate the \$18,002.00 grant, if received, to the American Rescue Plan Act revenue account and the American Rescue Plan Act expense account in the Special Grants and Donations Fund. – Berlin-Peck Memorial Library
5. Topic re: Approve the contract between the Town of Berlin and the Connecticut Association of Labor Unions #52 (Blue Collar Employees) for the period of July 1, 2021 through June 30, 2024. – Human Resources
6. Topic re: Award contract for the 2022 property revaluation to lowest qualified bidder Municipal Valuation Services, LLC for a total cost of \$189,900.00. – Assessor
7. Topic re: Authorize the Town Manager to sign a grant application and to administer a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant in the amount of up to \$15,000. – Economic Development
8. Topic re: Authorize the purchase of one Dodge Charger from Gengras CJD, LLC of East Hartford, CT for an amount not to exceed of \$27,400.80 utilizing State of CT DAS contract # 19PSX0161. – Municipal Garage

9. Topic re: Waive the bidding procedure and award a contract for GIS annual maintenance and departmental services to New England Geo-Systems of Middletown, CT for an amount not to exceed \$30,000.00, as this is in the best interest of the Town. – Public Works

K. APPOINTMENTS:

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



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

L. TOWN MANAGER’S REPORT:

M. SPECIAL COMMITTEE REPORTS:

N. COUNCILORS’ COMMUNICATION:

O. ACCEPTANCE OF MINUTES: June 1, 2021

P. ADJOURNMENT

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

**June 15, 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 15, 2021 at 6:45 p.m. for the following purposes:

1. 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.
2. 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.

Dated at Berlin, Connecticut this 8th day of June 2021.

BERLIN TOWN COUNCIL

ATTEST: Kathryn J. Wall

**Publish Date:**  
**June 10, 2021**





# TOWN OF BERLIN

*Office of the Mayor*

TOWN HALL • BERLIN, CT 06037

*Mayor*

Mark H. Kaczynski

*Deputy Mayor*

Brenden T. Luddy

## **A PROCLAMATION RECOGNIZING THE 25<sup>TH</sup> ANNIVERSARY OF THE CENTRAL CONNECTICUT HEALTH DISTRICT**

**WHEREAS**, this month the Central Connecticut Health District marks 25 years of service to its Member Towns as a regional local health department.

**WHEREAS**, in 1996 the Towns of Rocky Hill and Wethersfield voted to form the “Wethersfield-Rocky Hill Health District” to provide public health and environmental health services to its communities; and

**WHEREAS**, the Town of Berlin joined the Health District in 1998, at which time, its name was changed to the “Central Connecticut Health District”; and later the Town of Newington, in 2006.

**WHEREAS**, the Central Connecticut Health District has provided high quality public health service to its member towns throughout its 25-year history; and

**WHEREAS**, this anniversary gives the Town of Berlin an opportunity to recognize the Central Connecticut Health District – its Board, Director, staff and volunteers -for their service, in making our community safer and healthier, be it through tracking infectious disease outbreaks, providing mass vaccinations, preparing for and responding to natural disasters, or assuring safe food and drinking water.

**NOW, THEREFORE**, I encourage all our citizens to join me in this celebration and in acknowledging the critical role the Central Connecticut Health District has played over the last 25 years in helping our communities to achieve and maintain good health.

Signed this 15<sup>th</sup> day of June, 2021

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Mark Kaczynski, Mayor

Consent  
#1  
**Agenda Item**  
**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 \$189 more than anticipated 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
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And expenditure account:

001.30.3054.0.53462.00000 (Youth Grant)	\$189
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**Action Needed:**

Move 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



**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 7, 2021

**SUBJECT:** Accept Library Donations

**SUMMARY:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	305.43	FOL Misc. Acct.	donation for programs & supplies	Friends of the Library
	305.43			
Equip/Merch	30.00	Knitted shawl	summer reading prize	Maureen Williams
	20.00	Felt material	for crafts	Melinda Sexton
	50.00			

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

**ACTION NEEDED:**

Move to accept monetary donations totaling \$305.43 for the Berlin Peck Memorial Library and deposit \$305.43 into the friends of the library miscellaneous account and move to accept the donation of a knitted shawl with an estimated value of \$30.00 to be used as a summer reading prize and move to accept the donation of felt material with an estimated value of \$20.00 to be used for crafts.

**ATTACHMENTS:**

None

**PREPARED BY:**

Carrie Tyszka, Acting Library Director

CT

Consent

**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 4, 2021

**SUBJECT:** Permission to consume alcoholic beverages (BYOB -beer and wine) and charge a fee at Sage Park Pavilion for the Ektamandal-Patel family picnic

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended permission for consumption of alcoholic beverages (BYOB -beer and wine) at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 80 people of all ages on Sunday, July 4 with a rain date of Monday, July 5, 2021 from 9:00AM to 8:30PM. A buffet meal will be served with music and games for entertainment. Tulip Insurance will be obtained. The Commission also approves the group to charge a fee of \$10 per person to go towards the cost of food.

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) and to charge a fee at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 80 people of all ages on Sunday, July 4 with a rain date of Monday July 5, 2021 from 9:00AM – 8:30PM. A buffet meal will be served with music and games for entertainment. Tulip Insurance will be obtained.

**ATTACHMENTS:**

Alcohol Request Form

**PREPARED BY:**

Jennifer Ochoa, Director of Community, Recreation and Park Services

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

**PERMISSION FOR USE OF ALCOHOLIC BEVERAGES**

ORGANIZATION: Ektamandal FACILITY REQUESTED Sage Picnic Pavilion Area  
CONTACT PERSON: Dinesh M. Patel PHONE: (860) 518 9056  
STREET: 66 Deerfield Drive CITY: Berlin ZIP: 06037  
RENTAL DATE: July 4th, 2021 (Rain 7/5/21) START TIME: 9:00AM FINISH TIME: 8:30PM  
NATURE OF ACTIVITY: Family picnic  
AGE GROUP: 5 to 80 TOTAL ATTENDANCE: Approx. 80 MINORS: YES: ☒ NO: ☐  
TYPE OF ALCOHOL: BEER: ☒ WINE: ☒ OTHER (EXPLAIN): \_\_\_\_\_  
HOW DISPENSED: CASH BAR: No OPEN BAR: No BYOB: ☒  
FOOD: YES: ☒ NO: ☐ HOW SERVED: SIT DOWN \_\_\_\_\_ BUFFET ☒ OTHER \_\_\_\_\_  
ENTERTAINMENT: YES ☒ NO ☐ TYPE: Kids games, Frisbee, volleyball, No loud music  
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES ☒ NO ☐ EXPLAIN: \$10/adult for food

**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: May 26, 2021 Signature: Dinesh M. Patel

<u>PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:</u>	<u>Approved</u>	<u>Denied</u>
Chief of Police <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Manager <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community, Recreation and Park Services Rep. <u>[Signature]</u>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Commission	<input type="checkbox"/>	<input type="checkbox"/>
Town Council	<input type="checkbox"/>	<input type="checkbox"/>
Reason for Denial: _____		

State Liquor License required: 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](http://www.town.berlin.ct.us) for more information regarding the 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

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**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 7, 2020

**SUBJECT:** 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 appropriate \$2,210,640 of FY22 General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund anticipated DB pension payout, pending approval of the Board of Finance.

**Attachments:**

None

**Prepared By:**

Kevin Delaney, Finance Director

**Agenda Item No. 2**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 2 , 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 1<sup>st</sup> 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 affirm prior support proposals from the Prudence Crandall Center for the 2021 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

**ATTACHMENTS:**

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

**PREPARED BY:**

Aroscha Jayawickrema, Town Manager

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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	<u>\$89,281.00</u>
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

<b>Total Funding:</b>	<u>_____</u>
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**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) Complete HVAC operating system renovation	<u>\$75,576.00</u>
b) 7 Energy Efficient Refrigerators	<u>\$6,160.00</u>
c) 7 Energy Efficient Oven & Stovetop Units	<u>\$6,545.00</u>
d) Executive Director time, project management	<u>\$1,000.00</u>
Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

<b>Total Proposed Expenditures:</b>	<u>\$89,281.00</u>
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## 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](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

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

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

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

Doing business as

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

**594 BURRITT STREET**

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

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

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

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

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

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

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

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

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





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 \$150,000.00

Other funding sources - itemized sources:

a) Corporate & Foundation Contributions \$50,000.00b) Individual Contributions \$130,000.00

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Funding:**\$330,000.00**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Salaries & Fringe \$227,500.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

Administrative expenses - itemized description:

a) General Administration \$18,000.00b) Insurance \$9,500.00c) Deposit to reserves \$75,000.00

d) \_\_\_\_\_

**Total Proposed Expenditures:**\$330,000.00



## 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.

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## **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.



**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](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

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

<b>B</b> Check if applicable:  Address change Name change Initial return Final return/terminated Amended return Application pending	<b>C</b> Name of organization <b>PRUDENCE CRANDALL CENTER, INC.</b>		<b>D</b> Employer identification number <b>06-0968557</b>
	Doing business as		
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<b>E</b> Telephone number <b>860-225-5187</b>
	<b>594 BURRITT STREET</b>		
	City or town, state or province, country, and ZIP or foreign postal code <b>NEW BRITAIN, CT 06053</b>		<b>G</b> Gross receipts \$ <b>3,302,393.</b>
F Name and address of principal officer: <b>BARBARA DAMON</b> <b>SAME AS C ABOVE</b>			<b>H(a)</b> Is this a group return for subordinates? ..... Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? ..... Yes No If "No," attach a list. (see instructions) <b>H(c)</b> Group exemption number ▶
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) 501(c) ( ) ◀ (insert no.) 4947(a)(1) or 527			
<b>J</b> Website: ▶ <b>WWW.PRUDENCECRANDALL.ORG</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation Trust Association Other ▶			<b>L</b> Year of formation: <b>1973</b> <b>M</b> State of legal domicile: <b>CT</b>

**Part I Summary**

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

**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.

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

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

832001 12-31-18

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

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



## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 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](http://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

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Please publish twice in The Herald on the following days:

1<sup>st</sup> publication; Tuesday, 6/8/2021

2<sup>nd</sup> publication; Wednesday, 6/9/2021

Please invoice:       Town of Berlin  
                              Attn: Christi Sullivan  
                              240 Kensington Road  
                              Berlin, CT. 06037


**AN AFFIDAVIT OF PUBLICATION IS REQUIRED (WITH TEAR SHEETS). PLEASE  
FORWARD TO:**

Town of Berlin  
Attn: Christi Sullivan  
240 Kensington Road  
Berlin, CT 06037

If you have any questions, please contact Christi at (860) 828-7003, as soon as possible.

**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** June 7, 2021

**SUBJECT:** Approval of Eagle Scout Project to improve cooking station and elements at Sage Park Pavilion

**SUMMARY:**

Matthew Ross has proposed improving the cooking area at the Sage Park Pavilion. This project would entail constructing a brick cooking structure with an optional grate for cooking. The dimensions would be 11' X 4 X 2'. He will also be building 3 wooden tables with a galvanized steel top making it easy to clean. The tables will be 1 8' table and 2 7' tables. This improvement at the pavilion will be able to be utilized by anyone who rents the pavilion and will provide easy to use cooking area. The brick structure will be placed in the southwest corner of the pavilion along the south wall and will require a small excavation to ensure that the foundation and structure will be strong. This project has been approved by the Central CT Health Department, the Fire Marshall and the Parks and Recreation Commission. The estimated cost of the project is \$3,050.

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


**ACTION NEEDED:**

Move to approve Eagle Scout Project to improve cooking station and elements at Sage Park Pavilion by constructing brick cooking structure and three wooden tables.

**ATTACHMENTS:**

Matthew Ross Presentation

**PREPARED BY:**

Jennifer Ochoa, Director of Community, Recreation and Parks Services 



# Sage Park Pavilion Eagle Project Proposal

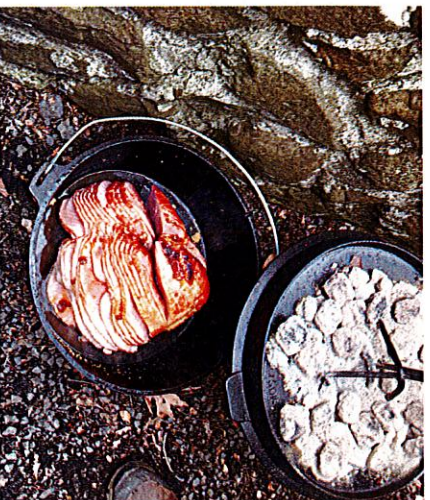
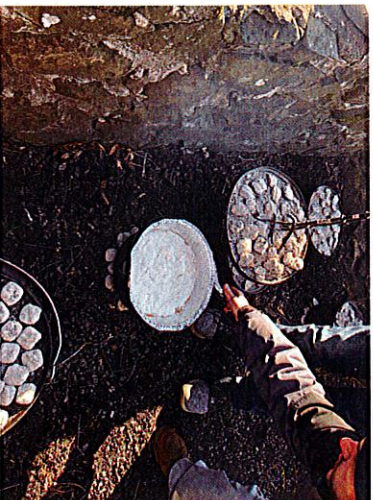


# About Me

- Life scout with Troop 44 (Eagle Candidate)
- Age 16
- Grade 10 at Berlin High School
- Been a scout since 2015
- Held several leadership positions in the troop
- Enjoy cooking, camping and other outdoor activities



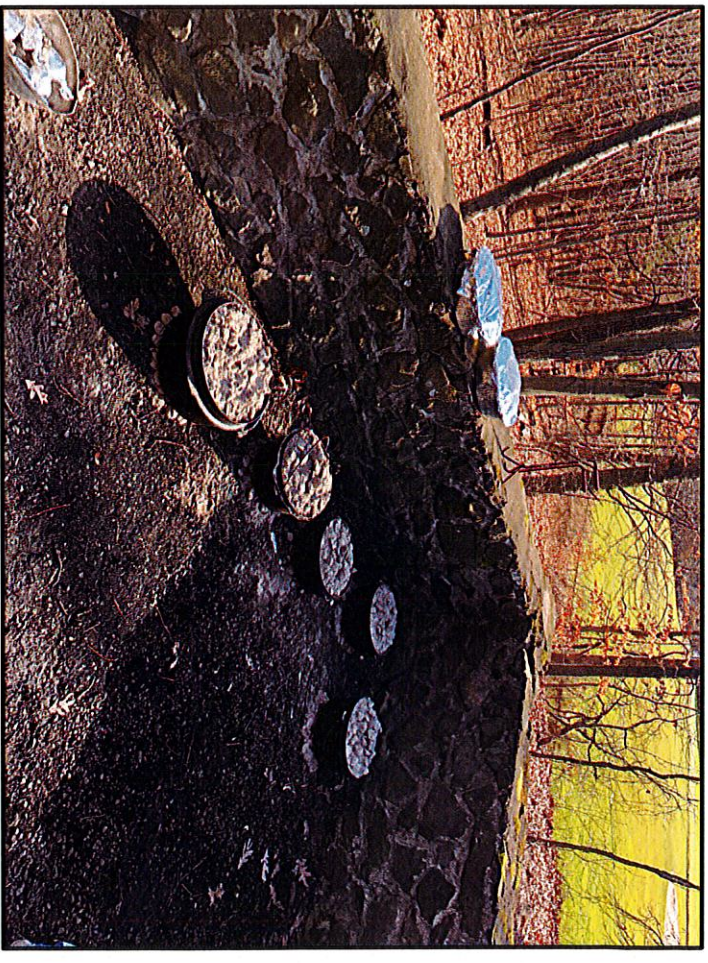
# Sage Park Thanksgiving Feast Campout





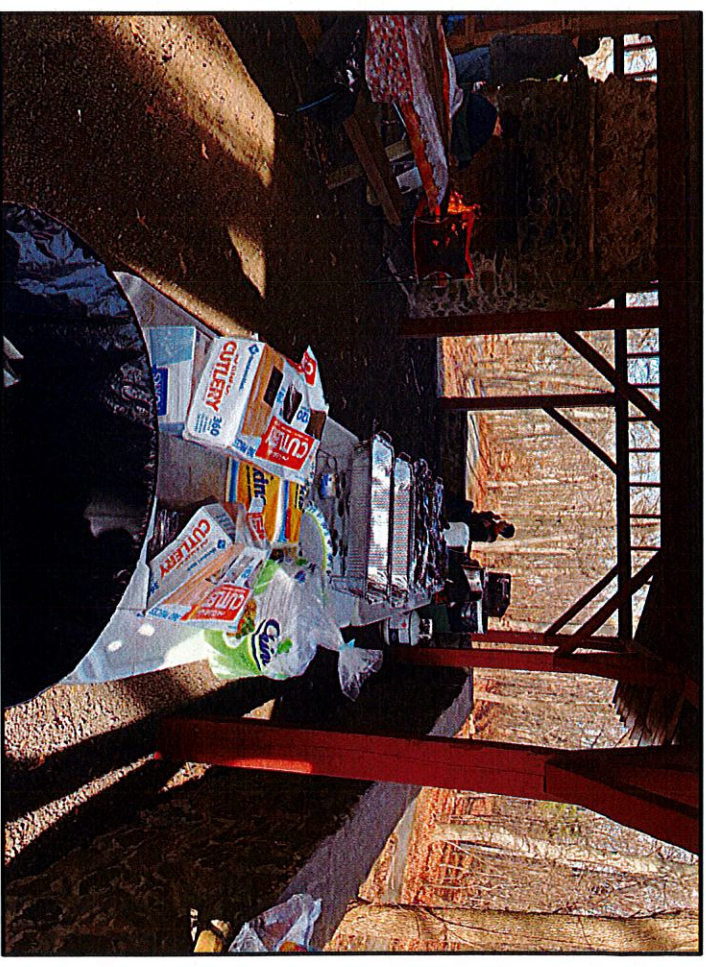
# Cooking Area

- Use of coals for Dutch Oven cooking
- Types of foods: Ham, pies & cornbread



# Serving Area

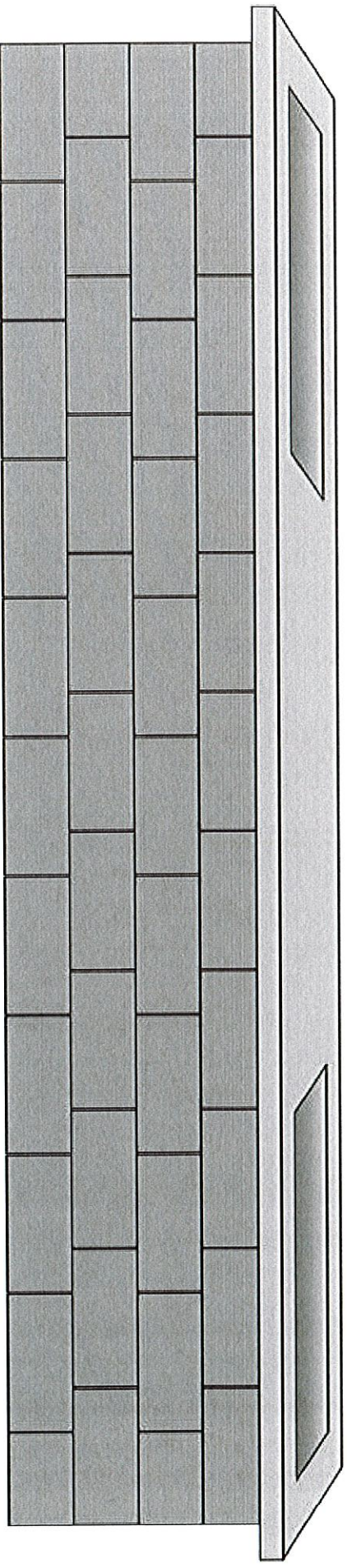
- Place for plates, napkins, etc.
- Lots of space for food





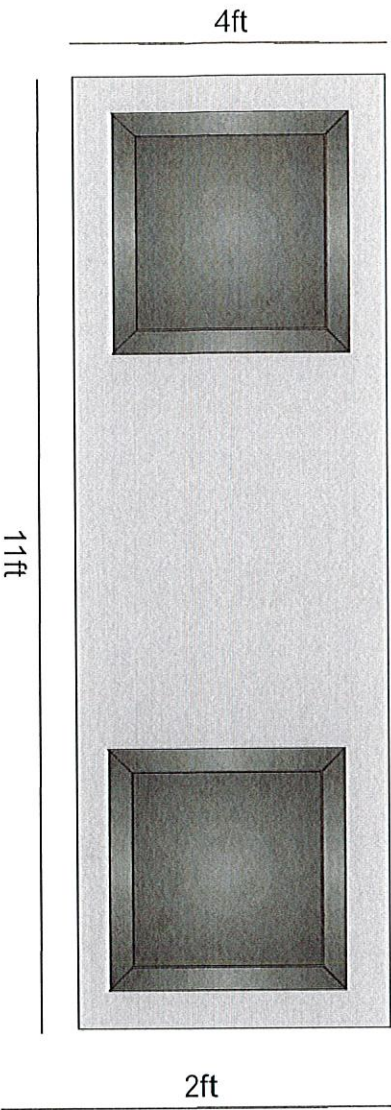
# Brick Cooking Structure

- Dimensions: 11ft x 4ft x 2ft
- Estimated Cost: \$2,500
- Optional Grate for Cooking

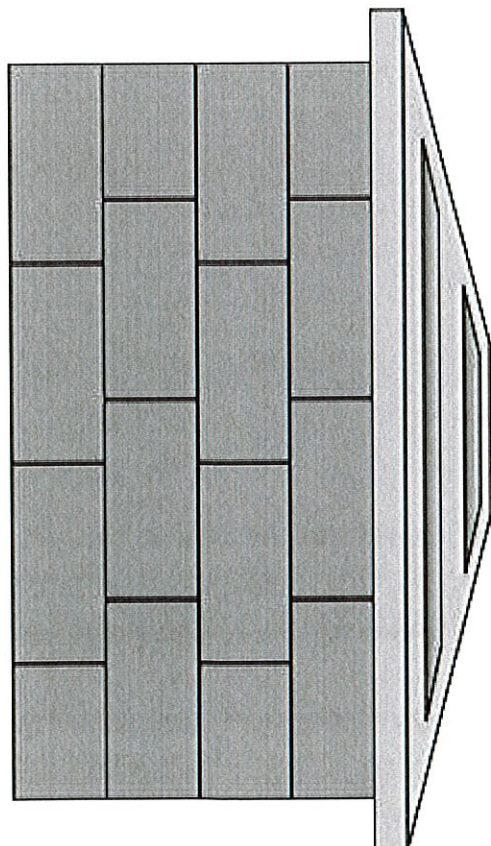




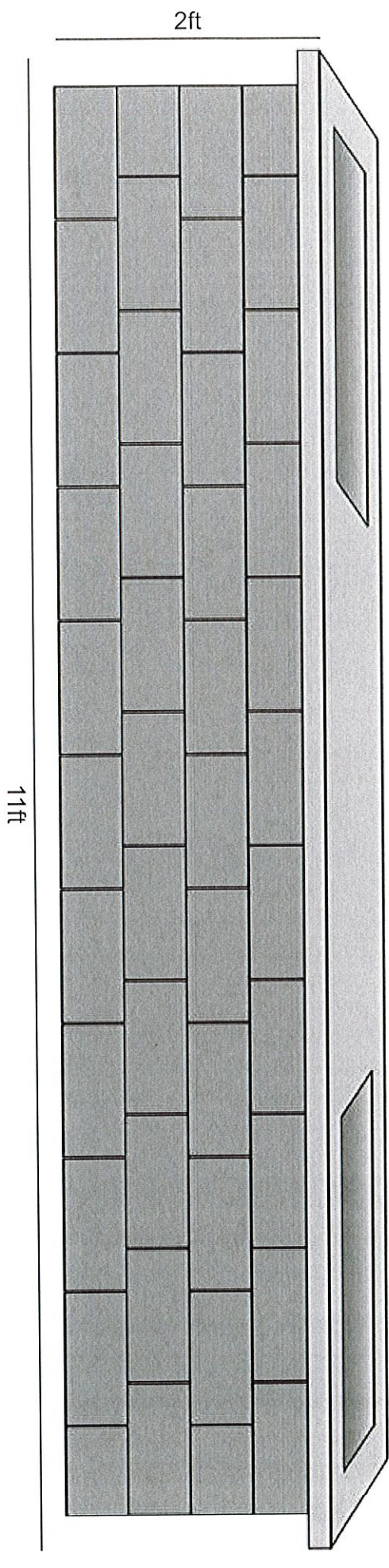
Top View



Side View

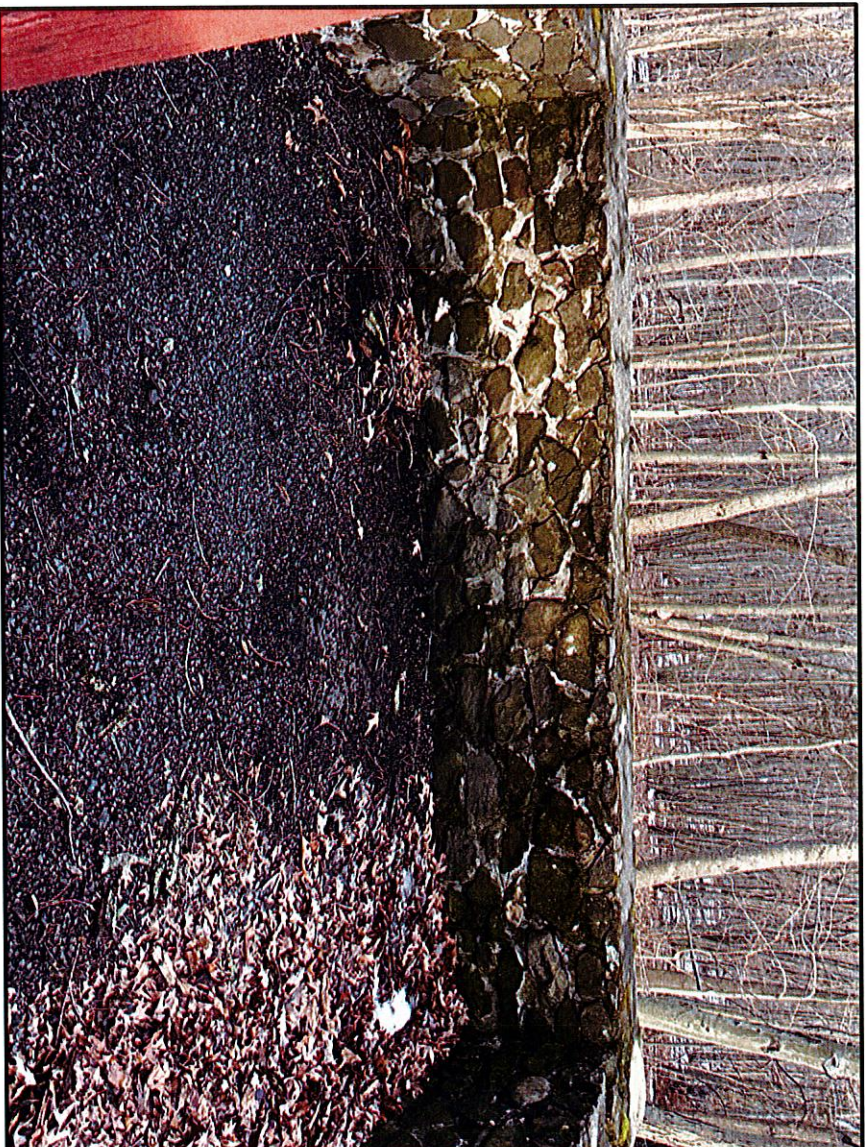


Front View



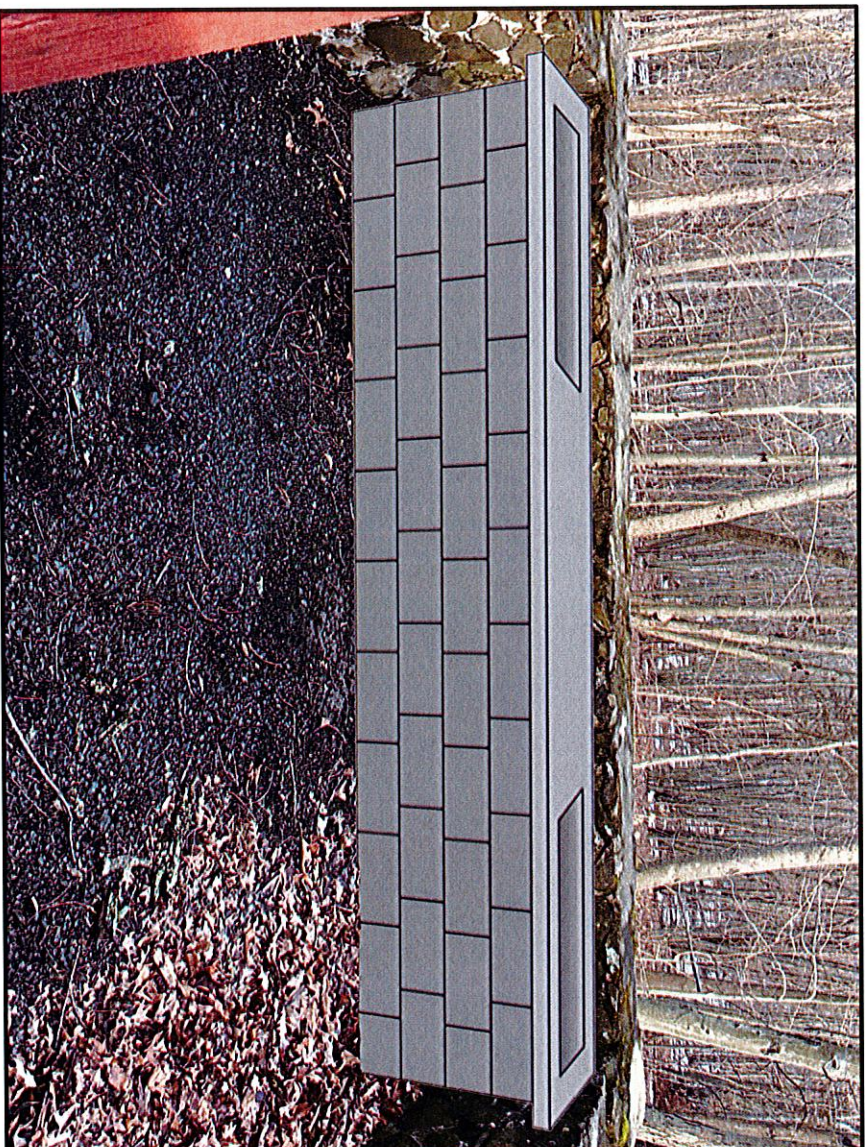


## Current View of Cooking Area





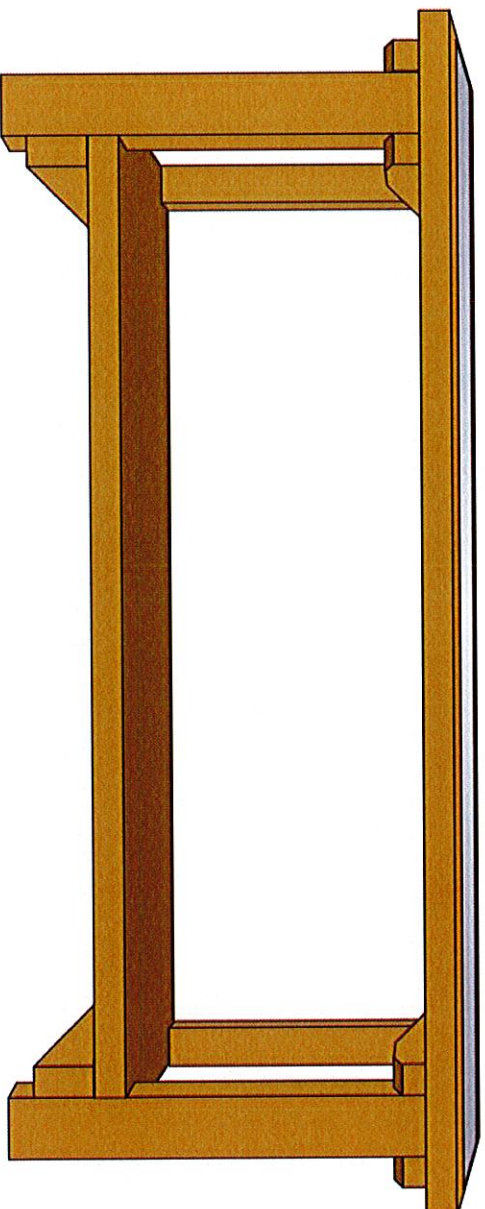
## Proposed View of Cooking Area

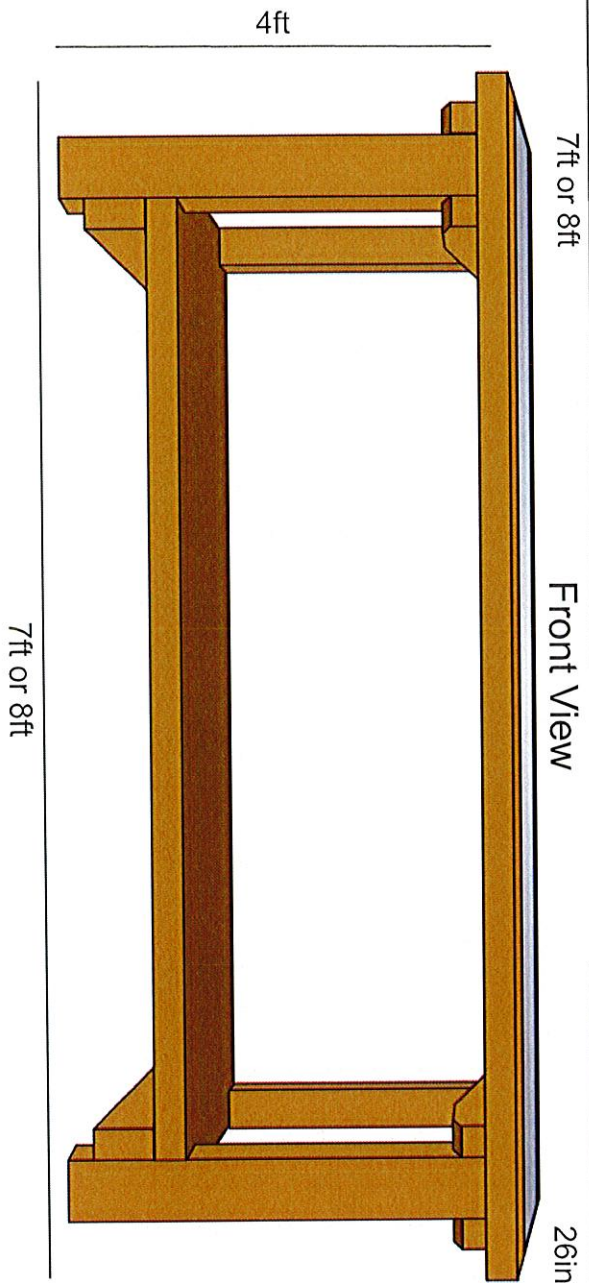
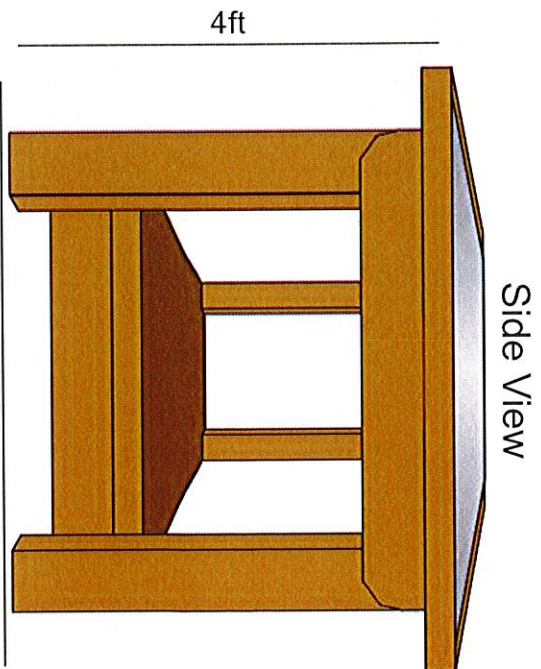
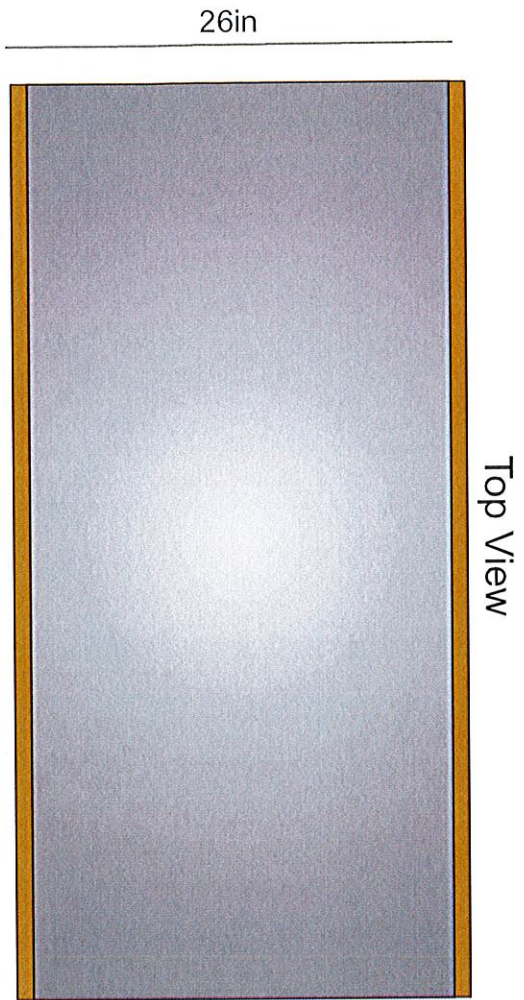




# Wood Table Structure

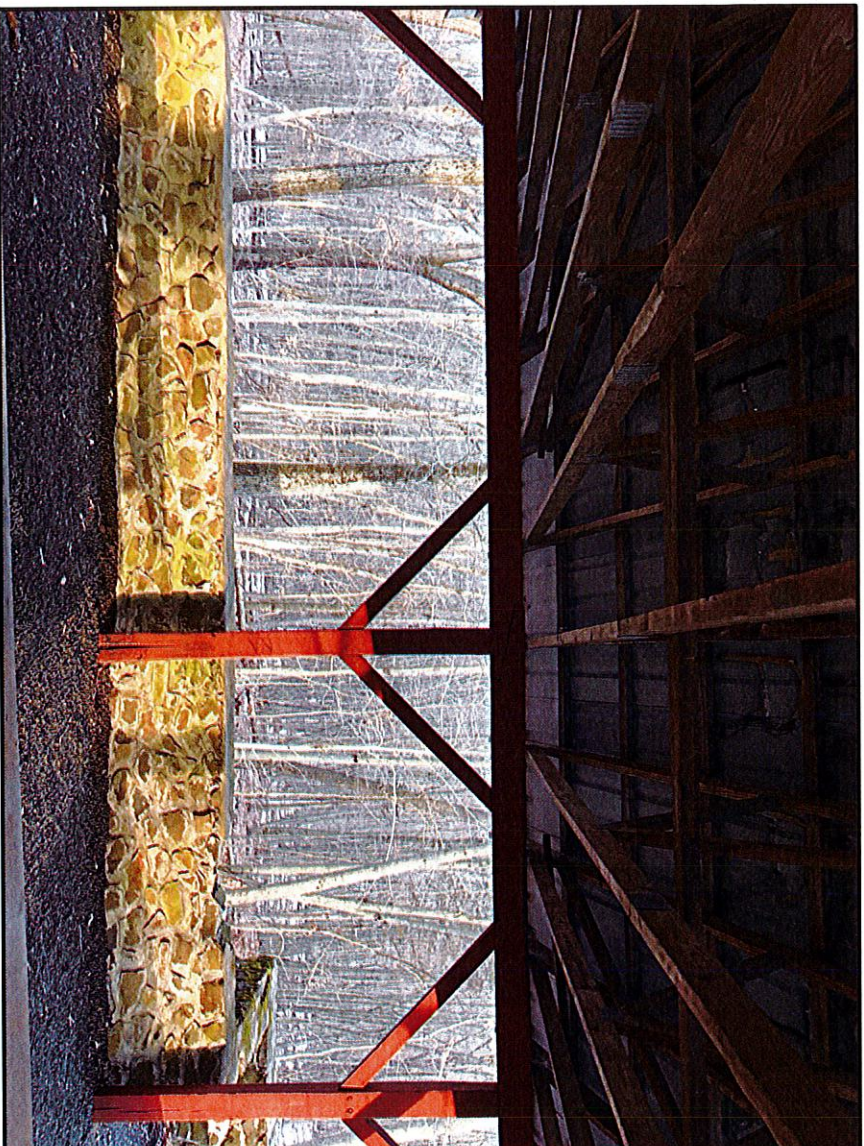
- 7ft Table (x2)
  - Dimensions: 7ft x 26in x 4ft
  - Galvanized Steel Top
  - Estimated Cost: \$3325
- 8ft Table
  - Dimensions: 8ft x 26in x 4ft
  - Galvanized Steel Top
  - Estimated Cost: \$2225







## Current View of Serving Area





## Proposed View of Serving Area





Actual Photo of Fire Pit with Grate





## Estimated Costs

Approximate cost of table materials (7ft): \$325

Approximate cost of table materials (8ft): \$225

Approximate cost of brick cooking area: \$2,500

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**Total estimated cost: \$3,050**

**Agenda Item No. 4/**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 7, 2021

**SUBJECT:** Apply for a grant from American Rescue Plan Act

**Summary of Agenda Item:**

The Berlin Peck Memorial Library would like authorization to apply for a grant through the American Rescue Plan Act (ARPA) to help the Berlin community respond directly to the pandemic as well as to related economic and community needs. The Berlin Peck Memorial Library has been allotted \$18,002.00 through this grant (every library in the state has received an allotment based on a formula for state aid grants.) There are strict parameters for what can be purchased with these funds. Keeping these parameters in mind, we would like to use our allocation to fund an outdoor extension of the library to enable community members who are not comfortable being inside the library to access some services outside. Our vision for the annex includes shading the grassy area near the patio and outfitting it with tables for children and adults where patrons can sit socially distanced and access our Wi-Fi, borrow from the library of things, or simply read the newspaper. Additional items to be purchased with ARPA grant money include some portable fencing to keep accompanying children from the parking lot along with a storage solution for the aforementioned. There is no cost to receive this grant. If the grant is awarded \$18,002.00 will be deposited into the American Rescue Plan Act grant revenue account number 100.25.2544.2.44002.00000 and related expenses to be paid out of expenditure account number 100.25.2544.0.53308.00000.

**Action Needed:**

Move to approve the Berlin Peck Memorial Library applying for a grant through the American Rescue Plan Act to fund an outdoor extension of our library consisting of shading, tables and chairs for children and adults, portable fencing, and a storage solution. The total dollar amount of the grant is \$18,002.00.

Move to appropriate the \$18,002.00 grant, if received, to the American Rescue Plan Act revenue account and the American Rescue Plan Act expense account in the Special Grants and Donations Fund.

**Attachments:**

None

**Prepared By:**

Carrie Tyszka, Acting Library Director

CT



**Agenda Item No. 5**  
**Request for Town Council Action**

**TO: The Honorable Mayor and Town Council**

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: June 7, 2021**

**SUBJECT: Berlin Blue Collar Contract**

**Summary of Agenda Item:**

The agreement between the Town of Berlin and the UE Local 222, CILU/CIPU, CILU #52 (Blue Collar Employees) will expire on June 30, 2021. In January 2021, the Town was notified that the union body had petitioned for a change in union representation. A vote took place in February and we were notified shortly thereafter that Connecticut Association of Labor Unions (CALU) had been elected the new representation.

In April the Union President approached HR requesting off the record conversation related to the successor agreement. The cost savings of avoiding the negotiation process was good reason to engage in these conversations which began in late April. The Director of Human Resources and the President of the Blue Collar Union met several times to review the contract and agreed to minor language changes to reflect current practice, incorporate existing MOUs and to mirror other Town contract language. Subsequently, the HR Director met with the Town Manager and the Director of Finance to review the final draft contract.

The following outlines the changes within the successor agreement:

- Added language that would allow for modified work schedules with the approval of the department head;
- Adjusted the new hire vacation language and removed accrual payouts going forward;
- Pro-rated personal and floating holidays for new hires;
- Increased meal allowance for breakfast & lunch to \$10 each;
- Updated seasonal employee language to comply with statutory regulations;
- Added a \$0.75 shift differential for employees who hold the class A CDL license;
- Wages: 2.25% each year of the contract (July 1, 2021; July 1, 2022; July 1, 2023)

The Union membership voted to approve the new three (3) year contract with the Town of Berlin on June 7, 2021. The contract is ready for ratification by the Town Council. The successor agreement is in the best interest of the Town of Berlin and, as such, the Town Manager and Director of Human Resources recommend the approval of this new contract.

**Action Needed:**

Move to approve the contract between the Town of Berlin and the Connecticut Association of Labor Unions #52 (Blue Collar Employees) for the period of July 1, 2021 through June 30, 2024.

**Attachments:** None

Prepared By: **Denise Parsons, Director of Human Resources**

*Denise Parsons*



**Agenda Item No. 6**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 7, 2021

**SUBJECT:** Revaluation Bid Award

**SUMMARY:**

The Town's last statutorily required real property revaluation was done effective October 1, 2017. State law requires that towns have a revaluation done every 5 years; the penalty for not following the statute is a reduction of 10% of total annual grants received from the State of Connecticut.

To meet the state's requirement, the Town must engage a revaluation company to commence work in August 2021 for the October 1, 2022 revaluation. Accordingly, the Town issued an RFP for revaluation services in mid-May. Three bids were received and reviewed by the Assessor. The results are presented on the attached "Summary of Revaluation Proposals" document. Based upon this analysis, Municipal Valuation Services LLC is the recommended vendor. Although their bid is not the lowest, their bid complied with and was responsive to the RFP. MVS's bid (unlike the other bidders) correctly includes charges for litigation /consulting and all pre-trials (such fees related to the 2017 revaluation amount to \$48,150 to date and still not complete, the estimated total is \$52,650). The Assessor has deemed MVS the lowest qualified and responsible bidder.

In addition to the cost consideration, significant consideration has been given to the qualifications and experience of the principals of MVS. Typically, appraisers holding the MAI designation are more highly regarded and deemed more reliable and credible by the courts. Of the 3 bidders, Municipal Valuation Services LLC will assign the staff with the MAI designation. In staff's opinion, Municipal Valuation Services possess the best credentials/qualifications, especially with commercial properties. This is critical in the current economy and with more anticipated litigation due to COVID -19.

Staff recommends Municipal Valuation Services LLC be awarded the contract as this is in the best interest of the Town. Funding is currently available in the Revaluation Fund for work to be billed in FY22, and the additional annual funding that will be requested in the FY23 budget will provide the remaining contract balance.

**ACTION NEEDED:**

Move to award contract for the 2022 property revaluation to lowest qualified bidder Municipal Valuation Services, LLC for a total cost of \$189,900.00

**ATTACHMENTS:**

Summary of Revaluation Proposal

**PREPARED BY:** Joseph Ferraro, Assessor



CLT	
\$289,000.00	
not Review High Bid	
\$289,000.00	

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Appraisal Institute, This  
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Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 7, 2021

**SUBJECT:** Authorization for Town Manager to Submit a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant Application

**Summary of Agenda Item:**

The Connecticut Department of Housing has invited towns of less than 50,000 population to submit an application for an Affordable Housing Plan Technical Assistance Grant in the amount of up to \$15,000. This grant opportunity is intended to enable eligible municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. In accordance with section 8-30j of the Connecticut General Statutes, Affordable Housing Plans are required to be done by July of 2022. The Town has issued a request for proposals for consultants to prepare an Affordable Housing Plan in conjunction with the process to update the Town's Plan of Conservation and Development. In order for the Town to submit an Affordable Housing Plan Technical Assistance Grant application to request \$15,000 to assist with the preparation of an Affordable Housing Plan, the Town Council needs to authorize the Town Manager to sign the application and administer the grant on behalf of the Town.

**Action Needed:**

Move to authorize the Town Manager to sign a grant application and to administer a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant in the amount of up to \$15,000.

**Attachments:**

None

**Prepared By:**

Jim Mahoney, Economic Development Coordinator  
Chris Edge, Economic Development Director *CE*  
Maureen Giusti, Acting Town Planner

Agenda Item No.: 8  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** June 8, 2021  
**SUBJECT:** Purchase one Dodge Charger from Gengras CJD, LLC of East Hartford CT. utilizing State of CT DAS contract # 19PSX0161.

**Summary of Agenda Item:**

On May 27, 2021 one of our Detective cars was involved in an accident. The accident resulted in the vehicle being totaled. Jim Simons, Fleet Manager utilizing the State of Connecticut DAS contract # 19PSX0161 priced out a replacement vehicle. The proposed new vehicle is a Dodge Charger from Gengras CJD, LLC of East Hartford CT. This is a little change from the usual for the Town of Berlin's fleet, but the change will bring a little diversity to the Unmarked Police Fleet.

The cost of the vehicle is \$27,400.80. This doesn't include the outfitting the vehicle with warning and communication systems. We are expecting the insurance to payout at least \$6,155.

Funding for the replacement vehicle is located in the General insurance "Police Cruisers".

**Action Needed:**

Move to authorize the purchase of one Dodge Charger from Gengras CJD, LLC of East Hartford, CT for an amount not to exceed of \$27,400.80 utilizing State of CT DAS contract # 19PSX0161.

**Attachments:**

None

**Prepared By:**

James C. Simons, Fleet Manager



Agenda Item No. 9  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** June 8, 2021

**SUBJECT:** Bid Waiver for GIS Annual Maintenance Contract- Public Works

**SUMMARY:**

New England Geo-Systems (NEGEO) maintains the Town's Geographic Information System (GIS) used by various departments and the public. NEGEO was selected a number of years ago and has invested equipment and software to maintain our GIS system both in-house and on the website (www.berlingis.com). Their services include support for various departments, training, map printing, map updates, software support and host fees. In an effort to increase services that enhance and complement our engineering department, we have requested continued programming from NEGEO. With the use of in-house Staff providing more map updates, we will continue to work towards providing more information on-line to better serve the public. In the past twelve (12) months, over 12,000 customers have used the public GIS site.

Since NEGEO already maintains our GIS network and database off site, we are requesting a bid waiver to utilize them for services throughout the fiscal year. Their services (for departments town-wide) are shown on the attached budget proposal totaling \$30,000. Funding is available from 001.20.2036.0.53821.00000 GIS Programming.

**ACTION NEEDED:**

Move to waive the bidding procedure and award a contract for GIS annual maintenance and departmental services to New England Geo-Systems of Middletown, CT for an amount not to exceed \$30,000.00, as this is in the best interest of the Town.

**ATTACHMENTS:**

Proposal from NEGEO (dated June 7, 2021)

**PREPARED BY:**

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



6/7/2021

#22-043

## Statement of Services

Berlin, CT

### FY22 General GIS Consulting Support

#### Overview

New England Geosystems (NEGEO) is pleased to present this Statement of Work to the Town of Berlin for FY22 support of the Town's GIS program. Each fiscal year allocates budget to specific departments, however, budget is generally utilized on a case-by-case basis and to support annual tasks. NEGEO recommends no increase for FY22. NEGEO is happy to provide estimates for specific tasks within this budget throughout the year upon request from the town.

#### Description

##### **1.1. Annual Tasks**

###### **1.1.1. Parcel Updates and Map Printing (Assessing)**

*1.1.1.1. NEGEO will undertake two parcel updates iterations as part of maintaining the town's parcel base to current conditions. Each will include parcel and related layers editing, map production, and refresh of the data on the town's mapping applications. Any additional updated data (planimetrics, streets, etc.) should also be submitted at this time, but may require additional budget from general services for processing or for reconciliation with the town's main database.*

###### **1.1.2. MapXpress Public and Internal Hosting**

*1.1.2.1. NEGEO will host, maintain, and troubleshoot the town's two mapping applications, MapXpress and MapXpress Advanced for the period of July 1, 2021 to June 30, 2022.*

##### **1.2. General Services**

*1.2.1. This task includes any additional projects, data development, technical and software support, and custom cartography for the town's Assessing, Engineering, Economic Development, Planning and Zoning, Water, and Sanitary Departments over the course of the fiscal year. All projects and tasks will be completed on a time and materials basis. Task estimates are available upon request.*

This project will cover the time period from July 1, 2021 to June 30, 2022.

Costs for this project are provided below.



<i>TASK 1.1 ANNUAL TASKS</i>	
<i>1.1.1 PARCEL UPDATES</i>	<b>\$ 7,000.00</b>
<i>1.1.2 MAPXPRESS (PUBLIC AND ADVANCED) HOSTING</i>	<b>\$ 6,000.00</b>
<i>TASK 1.2 GENERAL SERVICES</i>	<b>\$ 17,000.00</b>
	<b>\$ 30,000.00</b>

Tasks 1.1.1 and 1.2 will be completed on a **time and materials** basis based on NEGEO standard hourly rates not to exceed the amounts listed above. If actual costs have the potential to exceed these estimates, NEGEO will notify the town before exceeding budget limits and work to develop an agreeable solution to completing the project.

Task 1.1.2 will be invoiced as a **firm, fixed price** during the month of July, 2021.

Invoices will be sent monthly and include all hours incurred during the billing period. Payment is due within 30 days of receipt.

NEGEO will proceed with this work immediately upon receiving authorization from the client.

Again we appreciate your continued trust in New England GeoSystems and we always look forward to being of service. If you have any questions, concerns or comments, please contact me any time via phone or email.

Very Truly Yours,



Kristen LaBrie  
Project Manager  
New England GeoSystems



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN  
JUN 7 PM 12:19

Please list your Board/Commission preference below:

1. Public Building Commission

2. \_\_\_\_\_

Name: Rocco Buccesi

Telephone No.: 860 558 7303

Home Address: 11 Peter Valley Row  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 20

Email Address: rbuccesi@yahoo.com

Are you a Registered Voter? yes

Party Affiliation: R

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

Master's in Business Admin (MBA) Bachelors in Marketing  
Educational Background (optional)

Newfield Construction Business Service Manager  
Present Employment (company/position)

275 Newfield Ave Hartford CT 06106  
Business Address

Current and Past Civic/Community Involvement: Treasurer of the Testicular Cancer  
Society (PAST) Berlin Little League Farm head coach

Tell us why you feel qualified for this appointment: 14 years of Business background  
& The Hartford and newly appointed Business consultant for Newfie

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

Signature: [Handwritten Signature]

Date: 6/3/2021

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



2020-2021

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

All others approved by Town Manager.

<b>Bud.Chg.</b>	<b>Department</b>	<b>Contingency</b>	<b>Fund Bal.</b>	<b>Other</b>	<b>Other Fund</b>	<b>Comments</b>
<b>#</b>				<b>General Fd.</b>		
21-001	Recreation			\$248.00		Computer Support (from Supplies)
21-002	Recreation			\$248.00		Computer Support (from Supplies)
21-003	Fire Dept.			\$450.00		Foam (from Firehoses, Nozzles, and Tools)
21-004	Revenue Collector			\$100.00		Rev. Collection Surcharge (from Computer Support)
21-005	Town Clerk			\$950.00		Supplies (from Prof. Devel.)
21-006	Nursing			\$11,365.00		Dept. Head & related fringes (from Prof. Serv.)
21-007	Fire Marshal			\$1,000.00		Professional Personnel & related fringes (from Contrac. Serv.)
21-008	Town Clerk & Registrar			\$15,722.00		State Election Grant
21-009	Revenue Collector			\$385,000.00		Tax Refunds (from Issue of June 202) dated 4/1/21
21-010	Police Dept.		\$252,992.00			Body Cameras
21-011	Development Services			\$3,900.00		Dept. Head, In Lieu of Ins., Workers Comp. (from Part Time)
21-012	Public Works			\$970.00		Dept. Head, Work. Comp., Pension (from Salary Contin.)
21-013	Public Grounds			\$1,000.00		Prof. Devel. (from Aeration, Overseeding)
21-014	Technology			\$1,000.00		Misc. Equipment (from Computer Equipment)
21-015	Golf			\$4,999.00		Vehicle Parts (from Maint. & Repair)
21-016	Golf			\$1,358.00		Fertilizer/Chemicals (from Vehicle Fuel)
21-017	Townwide			\$3,500.00		Physicals (from Contrac. Serv.)
21-018	Building Dept.			\$5,000.00		Clerical (from Dept.Head, Part Time)
21-019	Police Dept.			\$750.00		Clerical (from Dispatchers)
21-020	Town Clerk			\$27.00		Part Time, Workers Comp. (from Supplies)
21-021	Fire Dept.			\$1,290.00		Foam (from Fire Fighting Equip.)
	<b>Townwide</b>		<b>\$2,000,000.00</b>			<b>Pension Actuarial Funding (from Unassigned Fund Bal.)</b>
21-022	Assessor			\$4,950.00		Contrac. Serv. (from Clerical)
21-023	Assessor			\$50.00		Contrac. Serv. (from Clerical)
21-024	Golf				\$4,000.00	Return funds to Cap.Reserve - used for Timberlin 50th anniv.
21-025	Highway				\$5,000.00	Excavator (from Wood Chipper)
21-026	Town Clerk			\$10.00		Organizational Fees (from Prof. Devel.)
21-027	Police Dept.			\$2,000.00		Maint. & Repair (from Equip. Rental)
21-028	Golf			\$420.00		Computer Support (from Org. Fees)
21-029	Town Clerk			\$92.50		Computer Support (from Supplies)
21-030	Revenue Collector			\$6.11		Workers Comp. (from Soc. Security)
21-031	Development Services			\$65.85		Workers Comp. (from Part time help)
21-032	Public Buildings			\$125.00		Longevity (from Pension)

2020-2021

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

All others approved by Town Manager.

<b>Bud.Chg.</b>	<b>Department</b>	<b>Contingency</b>	<b>Fund Bal.</b>	<b>Other</b>	<b>Other Fund</b>	<b>Comments</b>
<b>#</b>				<b>General Fd.</b>		
21-033	Recreation			\$5.00		Longevity (from Pension)
21-034	Library			\$25.00		Workers Comp. (from Pension)
21-035	School Expenses			\$0.50		Mid Managers Personnel (from Dept. Head)
21-036	Nursing			\$4,129.75		Dept. Head (from In Lieu of Vacation)
21-037	Town Clerk			\$138.75		Computer Support (from Office Supplies)
21-038	Town Clerk			\$500.00		Contrac. Serv. (from Prof. Devel.)
21-039	Town Clerk			\$1,400.00		Microfilming/Records Repair (from Records Management)
21-040	Police Dept.			\$800.00		Supplies (from Tuition Reimbursement)
21-041	Golf			\$652.50		Computer Support (from Vehicle Fuel, Training)
21-042	Finance			\$4,500.00		Supplies (from Part time help)
<b>21-043</b>	<b>Police Dept.</b>			<b>\$5,000.00</b>		<b>Prof. Devel. (from Telecomm. Statewide)</b>
<b>21-044</b>	<b>Finance</b>			<b>\$41,500.00</b>		<b>Clerical &amp; fringes (from Treasurer salary &amp; fringes)</b>
<b>21-045</b>	<b>Technology</b>			<b>\$89,550.00</b>		<b>Dept. Head &amp; fringes (from Mid Manager &amp; various Police accts.)</b>
<b>21-046</b>	<b>Various</b>			<b>\$2,816.65</b>		<b>Various In Lieu of Hlth.Ins. accts (from Police Hlth.Ins.)</b>
<b>21-047</b>	<b>Water Control</b>				<b>\$107,000.00</b>	<b>Contrac. Serv. (from Water Main Relining)</b>
21-048	Public Grounds			\$4,500.00		Sanitation (from Fencing; Aeration, Slicing, & Overseeding)
21-049	Municipal Garage			\$4,500.00		Tires (from Vehicle Fuel)
21-050	Police Dept.			\$1,500.00		Operating Materials (from Accreditation)
21-051	Building Dept.			\$1,250.00		Supplies (from Prof. Devel.)
21-052	Technology			\$25.00		Workers Comp. (from Dept. Head)
21-053	Assessor			\$250.00		Workers Comp. (from Clerical Personnel)
21-054	Development Services			\$20.00		Workers Comp. (from Dept. Head)
21-055	Police Dept.			\$4,750.00		Workers Comp. (from Social Security)
21-056	Fire Marshal			\$425.00		In Lieu of Health Ins. (from Mid Manager)
21-057	Senior Center			\$1,500.00		Overtime (from Mid Manager)
	<b>School Expenses</b>			<b>\$159,000.00</b>		<b>Elementary School HVAC</b>
	<b>Education</b>			<b>\$400,000.00</b>		<b>BOE 2% carryover</b>
21-058	Townwide			\$2,650.00		Computer Support (from Professional Services)
21-059	Golf				\$15,000.00	Parts (from Backhoe) CNR Fund
<b>21-060</b>	<b>Transfers</b>			<b>\$21,000.00</b>		<b>Scalise Fld. restroom repairs (from Townwide Repairs, Dam EAPs)</b>
21-061	Technology			\$5,000.00		Computer Equipment (from Contractual Services)
21-062	Golf			\$1,500.00		Natural Gas (from Electricity)
21-063	Golf			\$2,750.00		Unemployment (from Dept. Head)



2020-2021

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

<b>Bud.Chg.</b>	<b>Department</b>	<b>Contingency</b>	<b>Fund Bal.</b>	<b>Other</b>		<b>Comments</b>
<b>#</b>				<b>General Fd.</b>	<b>Other Fund</b>	
21-064	Townwide			\$450.00		Storm Meal Reimb. (from Copiers)
21-065	Townwide			\$500.00		Physicals (from Copiers)
21-066	School Expenses			\$1,800.00		Life Insurance (from Overtime)
21-067	Public Grounds			\$4,950.00		Water (from Blue Collar)
21-068	Nursing			\$3,500.00		Overtime (from Physical Therapist)
21-069	Fire Dept.			\$2,200.00		Foam (from Mileage)
21-070	Municipal Garage			\$1,000.00		Computer Support (from Professional Devel.)
21-071	Social Services			\$1,000.00		Youth Grant (from Secretary, Youth Services)
21-072	Municipal Garage			\$1.00		Misc. Equipment (from Tools)
21-073	Revenue Collector			\$1.00		Workers Comp. (from Overtime)
21-074	Various			\$1,040.00		Various Life Ins. (from various salary, fringe and operational accts.)
		<b>\$0.00</b>	<b>\$2,252,992.00</b>	<b>\$1,224,676.61</b>	<b>\$131,000.00</b>	

**Cumulative Appropriations**

\$2,268,714.00

**Bal. of Contingency Account**

\$100,000.00

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

<u>Date</u>	<u>Value</u>
9/15/2020 Waive Building permit fees - Berlin Lions Agricultural Fair Inc.	\$735.00
10/6/2020 Waive Police traffic control fees - Berlin Lions Club	\$375.00
10/20/2020 Waive Building permit fees - VFW	\$285.00
11/24/2020 Waive field usage fees - Nutmeg State Games (July 2021)	\$5,980.00
3/16/2021 Waive Police Fees - BHS Cycling Club bike race at Hatchery Brook	\$1,200.00
4/6/2021 Donation of four rounds golf and two carts - St. Paul School Auction	\$244.00
4/6/2021 Waive greens fees - Conn. Amateur Qualifier	\$3,120.00
4/6/2021 Waive field usage fees - St. Paul School soccer team	\$660.00
5/4/2021 Donation of four rounds golf and two carts - Greater NB Chamber golf outing	\$244.00
5/4/2021 Donation of four rounds golf and two carts - Hungerford auction	\$244.00
5/4/2021 Waive a portion of Mobile Home Rent for 6 months	\$270.00
6/1/2021 Waive Special Event fee - Festival on the Hill	\$150.00
6/1/2021 Waive Police Fees - Festival on the Hill	\$879.90



\$14,386.90

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/99694684844?pwd=SVZzVDlIMzVDVEl1cTBsQ21VbjZ2dz09>

Meeting ID: 996 9468 4844

Passcode: 672353

One tap mobile

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

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, June 1, 2021  
Town Council Chambers  
Remote Meeting  
7:00 P.M.**

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Those in attendance were:

Mayor Mark Kaczynski  
Councilor Brenden Luddy  
Councilor Charles Paonessa  
Councilor Peter Rosso  
Councilor Mike Urrunaga  
Councilor Donna Veach

Those absent were:

Councilor JoAnn Angelico-Stetson

Also in attendance:

Town Manager Aroscha Jayawickrema  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS**

None

**E. MEETING AGENDA – Immediately Following the Audience of Citizens**

**F. CONSENT AGENDA:**



Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

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

Vote being 6-0. (MOTION CARRIED)

**G. NEW BUSINESS:**

**1. Topic re: Resolve that the Public Building Commission be requested to conduct a feasibility and cost assessment pursuant to the Statement of Need. – Police Department**

Police Chief John Klett explained that the police station has undergone a number of updates to its' current facility. The last item that needs to be addressed in the officers' locker room. The Board of Police Commissioners is requesting that the Public Building Commission conduct a feasibility and cost assessment study pursuant to the Statement of Need to determine what would be necessary to bring the locker rooms to an acceptable level.

The Chief added that the facility was constructed with the anticipation that the force would grow but did not foresee the amount of equipment the officers would need to store in the locker room. Currently locker overflow is stored on top of lockers and on the floor.

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

Seconded by Councilor Paonessa.

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

Vote being 6-0. (MOTION CARRIED)

**2. Topic re: 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**

Economic Development Coordinator Jim Mahoney stated that AMCO Machine is in the process of modifying loans with Peoples United Bank. The bank has requested that the Town subordinate its' Right of First Refusal to purchase 921 Farmington Avenue to accommodate the new financing.

Councilor Luddy moved to authorize the Town Manager to execute the attached subordination agreement concerning the Town's right of first refusal to purchase 921 Farmington Avenue,

- 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**

Public Works Director Mike Ahern stated that the Town received a Local Transportation Capital Improvement Program (LOTICIP) Commitment to Fund for \$1,959,000 for replacement of the Kensington Road Bridge. The Town must participate by funding the design, permitting, preparation of construction documents/bid package, and bid process.

The Public Works department issued Request for Proposals for final bridge design and received three bids ranging from \$160,000 to \$274,000. After bid analysis and requesting follow-up information from the two apparent low bidders (BL Companies and Weston & Sampson) it was determined that BL Companies' fee would need to be adjusted to incorporate additional services and that would increase their bid to \$198,000, while Weston & Sampson's bid included these services in their proposed fee of \$161,100.

Mr. Ahern is requesting to add a 20% contingency as the bridge is located adjacent to the railroad line and there are also water and sewer lines running upstream and downstream from the bridge so unexpected fees may be incurred. He added that there will be further discussion regarding whether Kensington Road will be closed completely or if one lane will remain open during construction.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 6-0. (MOTION CARRIED)

- 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**

Town Manager Jayawickrema explained that the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

This year two proposals have been received from the Prudence Crandall Center. The first proposal for energy efficiency would be used to benefit the Center's Rose Hill Energy Conservation Program. The second proposal is for programs serving low-income people. The funds would be part of the



An additional Ordinance Committee meeting was planned for June 10, 2021 at 6:00 p.m. to review the information requested from Corporation Counsel and to clarify areas available for an off-leash area.

Regarding the possibility of an off-leash area in an open space area under the jurisdiction of the Conservation Commission, Corporation Counsel Jeff Donofrio stated that the Town would need to look at the Conservation Commission's Plan of Conservation and Development to determine if there is any guidance in that plan regarding restricting conservation areas as pure open space.

**J. COUNCILORS' COMMUNICATION:**

Councilor Luddy stated that the Memorial Day Parade had a great turn out and it was nice to see residents recognizing those in the armed forces that gave their lives for this country.

**K. ACCEPTANCE OF MINUTES:**

**May 18, 2021**

Councilor Luddy moved to accept the Town Council Meeting Minutes of May 18, 2021.

Seconded by Councilor Paonessa.

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

Vote being 6-0. (MOTION CARRIED)

**L. ADJOURNMENT**

Councilor Luddy moved to adjourn at 7:37 p.m.

Seconded by Councilor Rosso.

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

Vote being 6-0. (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting