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Passcode: 447360

Phone -

+1 929 205 6099 US (New York)

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

F. MEETING AGENDA – Immediately Following the Audience of Citizens

G. CONSENT AGENDA:

1. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize during Berlin Social & Youth Services Timber Cup Golf Tournament. Total value of the donation is \$244. – Golf Course
2. Topic re: Approve request by Master Sergeant, Jon Grady and the 439<sup>th</sup> Quartermaster Company U. S. Army Reserves to have the Pistol Creek deck fee of \$100 waived for their Company Organizational Day, Saturday, September 18, 2021. – Parks and Recreation
3. Topic re: Approve the request of the Wellspring Church to waive all fees associated with permitting of the temporary tent. Fee waiver not to exceed \$170.00. – Building Department
4. Topic re: Authorize the Town Manager to accept the \$4,000 Juvenile Review Board Grant on behalf of the Town, and to appropriate the funds to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance. – Youth Services

5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 81.48 and items valued at \$87.16. – Animal Control
6. Topic re: Accept monetary donations totaling \$1,362.44 for the Berlin Peck Memorial Library and deposit \$970.61 into the children's donation account for the purchase of books and programs and deposit \$391.83 into the friends of the library miscellaneous account for the purchase of programs, program supplies and a museum pass renewal and move to accept the donation of books with an estimated value of \$28.98 to be added to the appropriate collection and move to accept the donation of clasp envelopes with an estimated value of \$10.00 to be used as office supplies and move to accept the donation of 22 acrylic book holders with an estimated value of \$600.00 to be placed on the large print shelves. – Berlin-Peck Memorial Library
7. Topic re: Accept the donation of \$1050.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
8. Topic re: Approve the request by Gwen McCann of the Kensington Congregational Church to waive the additional \$79.90 Law Enforcement Attendance fee for the "Festival on the Hill" event. – Planning and Zoning

#### H. NEW BUSINESS:

1. Topic re: Waive the Town's bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,522.00, since this is in the best interest of the town. – Parks and Recreation
2. Topic re: Authorize the Town Manager to enter into a contract agreement #2022-01 with SemiTree Healthcare Consulting as the lowest responsive bidder for a Performance Review and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$25,000. - VNA
3. Topic re: Accept up to \$35,000.00 in Coronavirus Relief Funds from OPM, for reimbursement of allowable police department expenses associated with their efforts to combat crime challenges exacerbated by the pandemic. – Police Department
4. Topic re: Approve the purchase of thermal printers and associated components from Telrepco, utilizing GSA Schedule 70 Contract 47QTCA19D00MM, for an amount not to exceed \$15,280. – Police Department
5. Topic re: Approve the increase of purchase orders, if needed, in Fiscal Year 2022 to BELFOR Property Restoration of Wallingford, CT utilizing OMNIA Partners Contract R191601 for up to \$50,000 utilizing Department 61 School Expenses and up to \$25,000 in Department 38 Public Buildings, as this is in the best interest of the Town. – Facilities
6. Topic re: Transfer \$105,000 from the Police Personnel account and \$52,500 from the Police Pension account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.



Transfer \$125,000 from the Refuse Disposal account, \$45,000 from the Streetlighting account and \$5,000 from the Blue-Collar Personnel account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$100,000 from the Recreation Program Help account, \$25,000 from the Blue-Collar Personnel account and \$25,000 from the Lifeguards/Pool Worker account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Blue-Collar Personnel account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Telephone account, \$35,000 from the Electricity account and \$15,000 from the Natural Gas account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Vehicle Fuel account and \$50,000 from the Mid-Managers Personnel account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Contractual Services account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$45,000 from the Schools Worker's Compensation account, \$35,000 from the Issue of June 2020 account, \$35,000 from the Schools Overtime account, \$30,000 from the Schools Contractual Services account and \$5,000 from the Fire Department Worker's Compensation account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance. - Finance

7. Topic re: Authorize the Town Manager to approve Task Amendment No. 2 for the LOTCIP Road Project and to increase Contract #2021-01 with Fuss and O'Neill of Manchester, CT to an amount not to exceed \$144,000.00. – Public Works
8. Topic re: Authorize the use of Morton Salt for treated road salt utilizing the Capitol Region Council of Governments Contract #718 for snow and ice control through June 30, 2022. – Public Works
9. Topic re: Authorize the Town Manager to waive the bidding requirements and increase the purchase order to Pasquariello Electric Corporation by \$25,000 for Town streetlight maintenance, as this is in the best interest of the Town. – Public Works
10. Topic re: Authorize the Town Manager to sign the notice of grant award for a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant of \$15,000, to appropriate the grant funds to the Affordable Housing Plan Technical Assistance Grant account, and to refer the appropriation to the Board of Finance. - Planning and Zoning/Economic Development
11. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract amendment with Loureiro Engineering of \$12,000 to provide inspection services related to the removal of the ACM contaminated fill piles on 889 Farmington Avenue with the cost be charged to

the Municipal Brownfields Grant account, as this is in the best interest of the Town. – Economic Development

12. Topic re: Approve the attached resolution to authorize the Town Manager to execute a grant proposal, the grant agreement and other documents as necessary to secure and carry out the purposes of a Brownfields Assessment Grant in the amount of \$86,330 for the Connecticut Sand & Stone properties. – Economic Development
13. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager

I. 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. **Conservation Commission – Vacancy** -Term would be until January 31, 2024. Can be filled with a D, R or U.
4. **Constables – 5 Vacancies** -Terms would be until December 2021. Can be filled with D, R, or U.
5. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
6. **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.
7. **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.
8. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
9. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2026. Can only be filled with a D or U.
10. **Youth Services Advisory Board – Service Consumer- Vacancy** – New term would be until January 31, 2024.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:



L. COUNCILORS' COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

July 20, 2021

August 3, 2021 - Special Meeting

August 12, 2021- Special Meeting

N. EXECUTIVE SESSION:

1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Reservoir Road

O. ADJOURNMENT

Consent

Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 25, 2021

**SUBJECT:** Timberlin Golf Club Donation – Berlin Social & Youth Services

**Summary of Agenda Item:**

The Timberlin Golf Commission, voted via email and has recommended approval of a round of golf for four and two carts to be used as a raffle prize during Berlin Social & Youth Services Timber Cup Golf Tournament. The event will be held September 12, 2021. Total value of the donation is \$244.

**Action Needed:**

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize during Berlin Social & Youth Services Timber Cup Golf Tournament. Total value of the donation is \$244.

**Attachments:**

Donation request from Mr. Doug Truitt, Director.

**Prepared By:**

Jerry Salvio, Acting Director of Golf







**TOWN OF BERLIN**  
**SOCIAL & YOUTH SERVICES DEPARTMENT**  
240 KENSINGTON ROAD                      BERLIN, CT 06037

Director  
*Doug Truitt*  
Social Worker  
*Jaymee Miller*

August 12, 2021

Jerry Salvio  
Director of Golf Operations  
Timberlin Golf Club  
330 Southington Road  
Berlin, Connecticut 06037

Dear Jerry,

I am writing to request a donation of a golf pass for a foursome, including the use of 2 carts, to be offered as a prize at the Timber Cup Golf Tournament to be held on September 12, 2021 at the Timberlin Golf Club. The proceeds from this tournament go to benefit the Town of Berlin Social and Youth Services.

We're looking forward to a great day of golf, with fine food and good friends, all for a good cause.

Best regards,

Doug Truitt, MCW  
Director, Berlin Social & Youth Services

Consent

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 13, 2021

**SUBJECT:** Master Sergeant, Jon Grady and the 439<sup>th</sup> Quartermaster Company U. S. Army Reserves to have the Pistol Creek deck fee of \$100 waived for their Company Organizational Day, Saturday, September 18, 2021.

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, August 12, 2021 recommended that Master Sergeant, Jon Grady and the 439<sup>th</sup> Quartermaster Company U. S. Army Reserves have the Pistol Creek deck fee of \$100 waived for their Company Organizational Day, Saturday, September 18, 2021.

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

**ACTION:**

Move to approve request by Master Sergeant, Jon Grady and the 439<sup>th</sup> Quartermaster Company U. S. Army Reserves to have the Pistol Creek deck fee of \$100 waived for their Company Organizational Day, Saturday, September 18, 2021.

**ATTACHMENTS:**

Fee waiver

**PREPARED BY:**

Debbie Dennis, Superintendent of Recreation

DD





## TOWN OF BERLIN

### Request for Fee Waiver

Requesting Organization: 439th Quartermaster Company U.S. Army Reserves		Date: 28 July 2021
Contact Name: Master Sergeant Jon Grady		
Phone Number: 910-598-3239		
Event: Company Organizational Day		Date of Event: 18 Sept 2021
Location of the Event: Pistol Creek		
What fee do you want waived: Deck rental fee \$100		
Identify the hardship incurred: Family Readiness Group Funds		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Military		

#### Town Manager review:

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

Yes ☐ No ☐

If so, which criteria:

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

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: 439th Quartermaster Company, U.S. Army Reserve

Comments:

  
\_\_\_\_\_  
Signature

28 July 2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

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

1. Fee Waiver Policy

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



Consent  
Agenda Item No. 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** August 24, 2021  
**SUBJECT:** Request for Fee Waiver – Wellspring Church

**Summary of Agenda Item:**

Rev. Rick McKinniss representing the Wellspring Church is requesting a fee waiver in the amount not to exceed \$170.00 for Building Department and Zoning Department fees associated with a Temporary Tent Permit for an outdoor function. This is not a fundraising event. It is to host an event of many churches from across Connecticut to pray for the towns, state and nation as we come out of Covid.

**Action Needed:**

Move to approve the request of the Wellspring Church to waive all fees associated with permitting of the temporary tent. Fee waiver not to exceed \$170.00.

**Attachments:**

Request for Fee Waiver Form  
Town of Berlin Building Permit Application; Temp Tent  
Letter to Town Council requesting fee waiver

**Prepared By:**

Frank VanLinter, Building Official



Permit #:

Date: 06/23/2021

App #: BA-2021-0458

## Town of Berlin Building Permit Application

### Permit Application Type: Temp Tent

Address where work is being done:  
222 LINCOLN ST

Account #: 1101450

Owner: WELLSRING CHURCH

Description of work being done:

WELLSRING CHURCH DESIRES TO ERECT A TENT (SADDLE TYPE)  
THAT IS 60 FT X 40 FT AND 18 1/2 FT HIGH ON OUR PARKING  
LOT TO HOOST A SERIES OF PRAYER AND WORSHIP GATHERINGS  
FROM SEPT 7-16, 2021.

Estimated Cost of Construction \$

*4,200 Rental Fee \$170. total fee*

Fee Type	Amount	Paid Date
Building Permit Fee	\$0 <i>\$120.</i>	
Zoning Fee	\$50.00 <i>\$50.</i>	

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	WELLSRING CHURCH		860-225-0661 EXT 111	222 LINCOLN ST	KENSIN GTON	CT	06037
Contractor		EUPHORIA EVENT SOLUTIONS, LLC	(860)547-0773	102 Skitchewaug St	WINDS OR	CT	06095
Applicant	REV RICHARD	MCKINNISS	(860)225-0661				

Applicant Signature: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_

Internal Routing: (Mandatory in Bold)

	Initial/Date for Approval	Notes:
Building Department		
Zoning Department	mgjusti@town.berlin.ct.us	Event approved swith conditions by PZC 8-5-2021
Tax Department	ppoplawski@town.berlin.ct.us	

File Scanned on \_\_\_\_\_ by \_\_\_\_\_





**TOWN OF BERLIN**  
**Request for Fee Waiver**

**ORIGINAL**

Requesting Organization: <i>Wellspring Church</i>		Date: <i>July 6, 2021</i>
Contact Name: <i>Rev Rick McEinniss</i>		
Phone Number: <i>860-225-0661 x111</i>		
Event: <i>10 Days of Prayer</i>		Date of Event: <i>September 7-16, 2021</i>
Location of the Event: <i>Wellspring Church parking lot</i>		
What fee do you want waived: <i>Building permit(s) connected to the use of tent for the gathering</i>		
Identify the hardship incurred: <i>This is a gathering which is not a fundraiser, but has a budgeted cost of about \$5,000. Waiving the fee would be very helpful indeed.</i>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Many churches from across Connecticut will be participating in this event. The primary purpose is to pray for our towns, state and nation as we come out of Covid.</i>		

*Rick@wellspring.net*

**Town Manager review:**

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

Yes



No



If so, which criteria:

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

ORIGINAL

## TOWN OF BERLIN Request for Fee Waiver

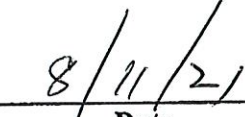
Name of Non-Profit or Political Organization: \_\_\_\_\_

Comments:

Signature

Date

  
Town Manager Signature

  
Date

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

### 1. Fee Waiver Policy

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

## Permit Application for tent on property of Wellspring Church

Rick McKinniss <rick@wellspring.net>

Tue 6/22/2021 12:58 PM

To: Brenda Richard <brichard@town.berlin.ct.us>

Cc: Rick McKinniss <rick@wellspring.net>

Dear Ms. Richard,

Per your suggestion I am writing to request a waiver for the permit fee(s) for the erection and use of a tent on the property of Wellspring Church on September 7-16 of this year.

This is the exact same type of tent that we used last year for the same event. Wellspring will be hosting a gathering called, "10 Days of Prayer" during that time frame. Worship and prayer will be held under the tent during those days. In part our focus will be focused prayer for the town, state and nation.

Last year we did not realize the need to apply for a permit for the tent, but the town officials were extremely helpful to us even though we had inadvertently circumvented the process.

Thank you for your help and for considering this request.

Sincerely, Rick McKinniss, Pastor Wellspring Church

--  
Rick McKinniss  
Wellspring Church 860-225-0661



Consent  
H

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

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: July 23, 2021**

**SUBJECT: Juvenile Review Board Grant**

**Summary of Agenda Item:**

The Connecticut Department of Children and Families and the Connecticut Youth Services Association have renewed our Juvenile Review Board Grant for fiscal 2021-22 in the amount of \$4,000. The grant supports providing case management services to JRB clients.

Funds will be deposited in the State Grants revenue account 100.05.0505.2.44801.00000, and appropriated to the Part Time Help 100.30.3054.0.51510.00000, Worker's Comp. 100.30.3054.0.52010.00000, and Social Security 100.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant.

**Action Needed:**

Move to authorize the Town Manager to accept the \$4,000 Juvenile Review Board Grant on behalf of the Town, and to appropriate the funds to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance.

**Attachments:**

None

**Prepared By:**

Doug Truitt, Director of Social & Youth Services



Consent  
5

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** September 1, 2021

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

Period	Amount	Purpose	Donor*
July 23, 2021 to Aug 30, 2021	\$ 75.48 ( cash)	Animal Care	Jortner Family Berlin
	\$ 6.00 ( cash )	Animal Care	Tyler Thames Berlin
	\$ 25.00 ( value )	Dog Food	Gayle Gwozdz Berlin
	\$ 62.16) ( value )	Animal food	FOBAC Berlin

\* Unless a name is mentioned, donors requested anonymity

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 81.48 and items valued at \$87.16

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:**

Janice Lund, Animal Control Officer





TOWN OF BERLIN  
*Animal Control Department*

August 2, 2021

Gayle Gwozdz  
161 Four Rod Road  
Berlin, CT. 06037

Dear Gayle Gwozdz,  
Thank you for the donation of two bags of dog food and four cans of wet dog food! We appreciate you thinking of us and the animals we care for.  
We are grateful for people like you that share our passion. Thank you for showing me those pictures of your beautiful unique dog!

Sincerely,

Jan Lund, ACO  
Kate Matson, AACO



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





TOWN OF BERLIN  
*Animal Control Department*

July 23, 2021

Cathy Jortner  
76 Shultz Road  
Berlin, CT. 06037

Dear Jack, Aiden and Cathy,  
Thank you for the donation of \$75.48. We appreciate you thinking of us and the animals we care for and for you taking the time to raise money for our Animal Control Facility! All money donations are used for vet care of the animals we take in for medical issues, injuries, vaccines and neutering prior to adoption. We are grateful for people like you that share our passion. Thanks again.

Sincerely,

Jan Lund, ACO  
Kate Matson, AACO



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 30, 2021

**SUBJECT:** Accept Library Donations

**SUMMARY:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	970.61	Children's Donations	children's books/programs	Bernard Stankevich
	391.83	FOL Misc. Acct.	program, program supplies and museum pass renewal	Friends of the Library
	1,362.44			
Equip/Merch	28.98	Books	add to collection	Various
	10.00	9" X 12" Clasp envelopes	office supplies	Barbara Ritchie
	600.00	(22) acrylic book holders	large print section	Hamden Library

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

**ACTION NEEDED:**

Move to accept monetary donations totaling \$1,362.44 for the Berlin Peck Memorial Library and deposit \$970.61 into the children's donation account for the purchase of books and programs and deposit \$391.83 into the friends of the library miscellaneous account for the purchase of programs, program supplies and a museum pass renewal and move to accept the donation of books with an estimated value of \$28.98 to be added to the appropriate collection and move to accept the donation of clasp envelopes with an estimated value of \$10.00 to be used as office supplies and move to accept the donation of 22 acrylic book holders with an estimated value of \$600.00 to be placed on the large print shelves.

**ATTACHMENTS:**

None

**PREPARED BY:**

Kim McNally, Library Director 

Consent

**Agenda Item No. 7**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 16, 2021

**SUBJECT:** Donation for supplies.

**Summary of Agenda Item:**

The Police Department has received \$1050.00 in donations for supplies.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Supplies Expenditure Account # 100.15.1532.0.53201.00000.

**Action Needed:**

Move to accept the donation of \$1050.00 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None

**Prepared By:**   
Acting Chief Chris Ciuci



Consent

Agenda Item No. 8  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 11, 2021

**SUBJECT:** Fee Waiver Adjustment – Kensington Congregational Church Festival

**Summary of Agenda Item:**

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

The Special Event application fee is \$150.00 plus the \$60.00 State fee (\$58.00 going to the State and \$2.00 retained by the Town). The \$60.00 State fee cannot be waived. Therefore, the amount requested to be waived is \$150.00. The Law Enforcement Attendance Fee was approved at \$879.90, but the actual fee was \$959.80. This request is to approve the additional fee waiver.

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

**Action Needed:**

Move to approve the request by Gwen McCann of the Kensington Congregational Church to waive the additional \$79.90 Law Enforcement Attendance fee for the "Festival on the Hill" event.

**Attachment:**

Berlin Police Department Extra Duty invoice (waived).

**Prepared By:**

Maureen K. Giusti, Acting Town Planner

**Berlin Police Department**  
**240 Kensington Road**  
**Berlin, CT 06037**

**Date: 6/18/2021**

**To: Kensington Congregational Church**  
312 Percival Ave  
Berlin, CT 06037

**Assignment Date:**  
6/12/2021

**Enclosed are copies of invoices for services rendered by officers of this department for the week ending:**

<b>Officers</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>	<b>Invoice No.</b>
Gaffey	4	\$95.98	\$383.92	2021-221
DePinto	4	\$95.98	\$383.92	
			\$0.00	
			\$0.00	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
		<b>Sub Total</b>	\$767.84	
		<b>Town Fee</b>	25%	
			\$191.96	
		<b>Cruiser Fee</b>	\$0.00	
		<b>Total</b>	\$959.80	

**Please make checks payable to the Berlin Police Department**  
**Term: Next 30 days**

**YOUR ACCOUNT  
IS PAST DUE**  
*We would appreciate your  
payment today!*

7/23/21

**Agenda Item No. 1**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** July 8, 2021

**SUBJECT:** Bid Waiver for Vermont Systems

**SUMMARY:**

The Berlin Parks and Recreation Department uses Vermont Systems as their Recreation Management software system for WebTrac and RecTrac. The software is used for the following, but not limited to, registrations (both online and in person), facility rentals (fields, courts, Community Center rooms), and scheduling.

The Parks and Recreation Department has been using this system for almost 20 years. It has previously been backed up on our servers, however in line with the Business Continuity Plan and the recommendation from our IT Department, moving into cloud-based software was our best option so we are now receiving hosting services from Vermont Systems for \$8,100 per year which has put the annual cost of Vermont Systems to \$12,522.00.

The Berlin Parks and Recreation Department is requesting Town Council waive the bidding procedures to allow the Department to continue to use Vermont Systems for the Recreation Management software.

**ACTION NEEDED:**

Move to waive the Town's bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,522.00, since this is in the best interest of the town.

**ATTACHMENTS:**

Invoice from Vermont Systems

**PREPARED BY:**

Debbie Dennis, Superintendent of Recreation *DD*



# Vermont Systems

## Recreation & Parks Software

Vermont Systems, Inc.  
12 Market Place  
Essex Junction, VT 05452  
(802) 879-6993

MAIL CHECKS TO LOCKBOX:  
Vermont Systems, Inc.  
PO Box 1377  
Williston, VT 05495-1377

# Invoice

Customer No.: CT-BERLIN  
Invoice No.: 70405

Bill To: **Berlin Parks & Rec Dept.**  
Debbie Dennis  
230 Kensington Road  
Berlin, CT 06037

Ship To: **Berlin Parks & Rec Dept.**  
230 Kensington Road  
Berlin, CT 06037

Date		Ship Via		F.O.B.		Terms	
07/01/21				Origin		Net 30	
Purchase Order Number			Order Date		Sales Person		Our Order Number
			10/27/20				57924
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
1.000	1.000		V-RT-MU-AR-M	Activity Reg-M/U Annual MA.	550.00	550.00	
1.000	1.000		V-RT-MU-FR-M	Facility Res-M/U Annual MA	550.00	550.00	
1.000	1.000		V-RT-MU-PM-M	Pass Mgmt Photo-M/U Annual Maintenance	550.00	550.00	
1.000	1.000		V-RT-MU-SA-M	RT SystemAdmin. M/U Annual Maintenance	400.00	400.00	
1.000	1.000		V-RT-MU-AU-M	RecTrac Add'l User Annual MA Over Two	60.00	60.00	
1.000	1.000		T-PG-M	Progress Annual Maintenance	422.00	422.00	
1.000	1.000		V-PT-IN-ERI-M	Credit Card Interface Annual maintenance	600.00	600.00	
1.000	1.000		V-WT-SU-IS-5-M	Web Internet Software, Incl:RT Integration s/w 1-5 Users, Annual MA, 25 Agents.	370.00	370.00	
1.000	1.000		V-WT-SU-AR-M	WebTrac Activity Reg Annual Maint, 1-15 Users	190.00	190.00	
1.000	1.000		V-WT-SU-MWT-M	Mobile WebTrac Basic Maint.	390.00	390.00	
1.000	1.000		V-WT-SU-AU-M	WebTrac Small Workgroup Usr Annual Maint for WebTrac 25 Agents	125.00	125.00	
1.000	1.000		T-PG-SU-WB-M	Progress Transact. Server, Annual MA	215.00	215.00	
12.000	12.000		V-HS-S1	VSI Hosting Service Silver 5 Users Monthly Fee	675.00	8100.00	

Invoice subtotal 12522.00

Invoice total 12522.00

### ACH Remittance Information:

Bank Name: TD Bank  
Account No. 73602342  
Routing No. 021052053

COVERS: 7/1/21-6/30/22

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** August 30, 2021  
**SUBJECT:** Performance Review for Contract 2022-01

**Summary of Agenda Item:**

The Berlin Visiting Nurse Association recently solicited proposals for a Performance Review that was requested by the Board of Finance. The Purchasing Agent conducted a Bid Opening on the above referenced project on August 19<sup>th</sup>, 2021. A total of two (2) consulting firms submitted bids for the project. Responsive bids ranged from \$12000-\$15000 to \$49,500. The lowest responsive bid of \$12,000-15,000 was submitted by SimiTree Healthcare Consulting.

We are requesting Town Council approval to award Contract # 2022-01 to SemiTree Healthcare Consulting with a contingency for an amount not to exceed \$25,000 to include coding audit and implementation of recommendations. Funding for Contract # 2022-01 will be provided from the VNA Account Number 001.05.0507.0.53920.00000.

**Actions Needed:**

Move to authorize the Town Manager to enter into a contract agreement #2022-01 with SemiTree Healthcare Consulting as the lowest responsive bidder for a Performance Review and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$25,000.

**Attachments:**

RFP Cover Sheet and Introduction  
Bid proposal  
Sufficiency of Funds

**Prepared by:**

Barbara Vujs, RN Administrator and Clinical Supervisor, Berlin VNA

BV



## **LEGAL NOTICE**

**Town of Berlin  
Request for Proposals  
Berlin Visiting Nurses Association Performance Review  
Bid # 2022-01**

The Town of Berlin is seeking proposals from qualified individuals and firms to conduct a review of and make recommendations to improve the operational and financial performance of the Berlin Visiting Nurses Association as well as to evaluate and make recommendations as to viable, feasible, lawfully compliant alternatives to the current manner in which the Town provides public nursing services. The anticipated contract start date is September 1, 2021, and the expected delivery date is October 29, 2021.

One (1) original and two (2) copies of sealed proposals must be received in the Town Manager's Office of the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037 by 2:00pm August 19, 2021. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Departments, Purchasing and Current Bids and RFPs," or from Maryssa Tsolis, Purchasing Agent, Berlin Town Hall, Room 110, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Maryssa Tsolis  
Purchasing Agent





**TOWN OF BERLIN, CONNECTICUT  
REQUEST FOR PROPOSALS FOR:  
Berlin Visiting Nurses Association Performance Review**

**RFP NUMBER: 2022-01**

**RFP OPENING DATE:** August 19, 2021

**RFP OPENING TIME:** 2pm

**RFP OPENING PLACE:** Berlin Town Hall, Town Manager's Office

.....

The Town of Berlin (hereinafter "Town"), is seeking proposals from qualified individuals and firms to conduct a review of and make recommendations to improve the operational and financial performance of the Berlin Visiting Nurses Association (hereinafter referred to as "VNA"), as well as to evaluate and make recommendations as to viable, feasible, lawfully compliant alternatives to the current manner in which the Town provides public nursing services. The anticipated contract start date is September 1, 2021, and the expected delivery date is October 29, 2021.

One (1) original and two (2) copies of sealed proposals must be received in the Town Manager's Office of the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Departments, Purchasing and Current Bids and RFPs," or from Maryssa Tsohis, Purchasing Agent, Berlin Town Hall, Room 110, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Performance review for Contract 2022-01

Name	Consulting fee	Implementation of recommendations	Coding Audit	Travel Expenses
SimiTree Healthcare Consulting	\$12,000-\$15,000	\$225 per hour	\$3000/\$100 per chart	
Celtic Consulting, LLC	\$49,500	Senior Lead: \$395/Hour Lead: \$315/hour		Pass-through*
		Associate: \$275/hour		
		Support staff: \$ 90/hour *hourly		

\* Billing increment chart-minutes to tenths of an hour

Minutes	Time
1-6 min	0.1
7-12 min	0.2
13-18 min	0.3
19-24 min	0.4
25-30 min	0.5
31-36 min	0.6
37-42 min	0.7
43-48 min	0.8
49-54 min	0.9
55-60 min	1



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Aug-21

Purchase Item or Contract: VNA		Requested by: Barbara Vujs	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	SimiTree VNA Consulting	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 001.05.0507.0.53920.00000

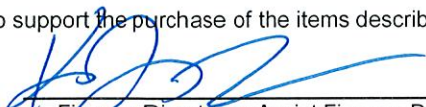
Budgeted Amount.....	\$80,000.00	Available balance.....	\$55,000.00
Encumbrances to Date.....	\$25,000.00	Amount Needed for This Package.....	\$25,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$30,000.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 30, 2021

**SUBJECT:** Coronavirus Relief Funds (CRF)

**Summary of Agenda Item:**

The police department was notified that they were eligible to apply for up to \$35,000.00 in federal Coronavirus Relief Funds (CRF). The funds are administered by the Connecticut Office of Policy and Management (OPM). They were selected for several reasons, including but not limited to the crime challenges the town is experiencing, which have been created or exacerbated by the pandemic and captured in data analysis, their department's participation in task forces and other coordinated efforts in the region to respond to pandemic-related public health and public safety needs. The funds may be used for payroll expenses for personnel substantially devoted to mitigating or responding to COVID-19. Fringe benefits are not included.

Written submissions indicating the police department's interest in applying for the funds were due on August 20, 2021. OPM approved the police department's submission and will reimburse the town for allowable expenditures up to \$35,000.

**Action Needed:**

Move to accept up to \$35,000.00 in Coronavirus Relief Funds from OPM, for reimbursement of allowable police department expenses associated with their efforts to combat crime challenges exacerbated by the pandemic.

**Attachments:**

None

**Prepared By:**   
Acting Chief Chris Ciuci

Agenda Item No. 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** August 30, 2021  
**SUBJECT:** Purchase of thermal printers for police cruisers

**Summary of Agenda Item:**

In the FY22 approved police department budget, \$16,000 was requested to purchase thermal printers and associated components for police cruisers. Utilizing GSA Schedule 70 Contract 47QTCA19D00MM, Telrepcos located in Wallingford, Connecticut has provided a quote for the equipment that totals \$15,280.

**Action Needed:**

Move to approve the purchase of thermal printers and associated components from Telrepcos, utilizing GSA Schedule 70 Contract 47QTCA19D00MM, for an amount not to exceed \$15,280.

**Attachments:**

Certificate of sufficiency of funds  
Quote

**Prepared By:**

Acting Chief Chris Ciuci

Foertsch Holdings Inc  
101 North Plains Industrial Rd  
Bldg 2  
Wallingford, CT 06492  
(203) 284-5200

EXPIRATION DATE: 9/27/2021

Order Number: 0103107  
Order Date: 8/30/2021  
Salesperson: 0048/ Roseann Mayo  
Salesperson Email: rmayo@telrepcO.com  
Customer Number: 0010930

Sold To:	Ship To:
----------	----------

Berlin Police Dept  
240 Kensington Rd.  
Kensington, CT 06037

Berlin Police Dept  
240 Kensington Rd.  
Kensington, CT 06037

Confirm To:  
Oscar Espinoza

Customer P.O.	Ship VIA	F.O.B.	Terms
ZQ521 budget quote for FY22	CUST PICKUP		Net 30 Days

Item Code	Unit	Ordered	Price	Amount
ZQ52-BUE0010-00	EA	16	650.00	10,400.00
Whse: 000	Zebra ZQ521 Direct Thermal Printer - Monochrome - Desktop - Label/Receipt Print - 39" Print Length - 4.09" Print Width - 5 in/s Mono - 203 dpi - Wireless LAN - Receipt, Label, Black Mark, Gap, RFID Label, Tag, Linerless - 4.45" Label Width 4.45 /113MM EN/LA FONTS			
	Note: No Battery (for use with battery eliminator or extended battery options). Replaces ZQ52-AUE0010-00 (ZQ520 model)			
	GSA Schedule 70 - Contract 47QTCA19D00MM			
P1063406-032	EA	16	85.00	1,360.00
Whse: 000	BATTERY ELIMINATOR ZEBRA ZQ520 / ZQ521 CABLE ONLY			
P1063406-146	EA	16	25.00	400.00
Whse: 000	PRINTER CABLE USB 3.5M ZEBRA ZQ520 / ZQ521 (11.5 Feet)			
P1050667-142	EA	16	115.00	1,840.00
Whse: 000	DC POWER ADAPTER - NEW ZEBRA ZQ520 / ZQ521 WHARD WIRE			
C-PM-118	EA	16	80.00	1,280.00
Whse: 040	Mount universal Havis for Zebra ZQ520 / ZQ521			
	GSA Schedule 70 - Contract 47QTCA19D00MM			

Net Order: 15,280.00

Freight: 0.00

Sales Tax: 0.00

Order Total 15,280.00

ACCEPTED BY & DATE

This Order/ Quote is subject to our durable Terms & Conditions, previously acknowledged by you.

0103107





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Aug-21

Purchase Item or Contract: Dell computer replacements		Requested by: Chris Ciuci	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
16.00	Thermal Printers and associated components	Varies	\$15,280.00
			-
			-
			-
			-
TOTAL			\$15,280.00

Account No. 001.15.1532.0.53208.00000 Computer Equipment

Budgeted Amount.....	\$33,000.00	Available balance.....	\$19,811.97
Encumbrances to Date.....	\$13,188.03	Amount Needed for This Package.....	\$15,280.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$4,531.97

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Town Accountant

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

\_\_\_\_\_  
Finance Director or Town Accountant

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: August 30, 2021**

**SUBJECT: BELFOR Property Restoration Purchase order approval**

**Summary of Agenda Item:**

BELFOR Property Restoration of Wallingford, CT is a nationally approved OMNIA Contract partner R191601, as well as an approved contractor through our insurance provider CIRMA. There are several instances where mitigation and remediation services are needed within Town and School Buildings related to water and IAQ issues that are below our insurance deductible but exceed our purchasing threshold during the fiscal year. There were services needed at one of the schools prior to opening. We are requesting approval to increase purchase orders, if necessary, up to \$50,000 utilizing the School Expenses Department No. 61 Contractual Services Account 001.35.3561.0.53814.00000 for School Building related work, and up to \$25,000, if necessary, utilizing the Public Buildings Department No. 38 Contractual Services Account 001.20.2038.0.53814.00000 for Town Building related work. Funding is available in the accounts listed above.

**Action Needed:**

Move to approve the increase of purchase orders, if needed, in Fiscal Year 2022 to BELFOR Property Restoration of Wallingford, CT utilizing OMNIA Partners Contract R191601 for up to \$50,000 utilizing Department 61 School Expenses and up to \$25,000 in Department 38 Public Buildings, as this is in the best interest of the Town.

**Attachments:**

Certificate of Sufficiency of Funds

**Prepared By:**

Douglas Solek, Director of Facilities





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Aug-21

Purchase Item or Contract: Schools		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Belfor Property Restoration	\$50,000.00	\$50,000.00
			-
			-
			-
			-
TOTAL			\$50,000.00

Account No. 001.35.3561.0.53814.00000

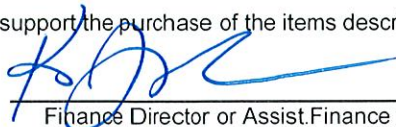
Budgeted Amount.....	\$525,000.00	Available balance.....	\$363,847.16
Encumbrances to Date.....	\$59,426.22	Amount Needed for This Package.....	\$50,000.00
Expenditures to Date.....	\$101,726.62	Available Balance After Purchase.....	\$313,847.16

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Aug-21

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Belfor Property Restoration	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 001.20.2038.0.53814.00000

Budgeted Amount.....	\$225,000.00	Available balance.....	\$144,200.00
Encumbrances to Date.....	\$55,031.16	Amount Needed for This Package.....	\$25,000.00
Expenditures to Date.....	\$25,768.84	Available Balance After Purchase.....	\$119,200.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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

  
Finance Director or Assist.Finance Director

\_\_\_\_\_  
Finance Director or Assist.Finance Director

Agenda Item No. 6  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 30, 2021

**SUBJECT:** Fiscal Year 2021 Budget Transfers to Fund Capital Items

**Summary of Agenda Item:**

During the FY22 budget process, the Board of Finance removed most capital requests and asked the Town Manager to request the items using any projected FY21 surplus. Based on the current (pre-audit) projection, the Town of Berlin (including the Board of Education) is projected to finish FY21 with a \$1.8 million surplus. Since this amount is subject to audit adjustments, and the Town Charter (Section 7-11) reads that the "Council, with approval of the Board of Finance, may transfer the whole or any part of the unencumbered balance of any appropriation, except for the Department of Education appropriations, to any department for which the Council may legally appropriate money", this motion requests to transfer \$932,500 of the projected surplus balance to support several capital needs.

The major drivers of the projected surplus were:

**Expenditures:**

Town personnel (incl. fringes) *	\$1,722k
Board of Education	\$ 408k
Contractual Services	\$ 132k
Utilities (incl Streetlighting)	\$ 121k
Vehicle Fuel/Natural Gas	\$ 116k

**Receipts:**

Taxes	\$ 655k
State & Federal Grants	\$ 272k
Proceeds from 913 Farm Ave sale	\$ 235k
Building Inspection	\$ 211k
Town Clerk	\$ 202k
Golf Course	\$ 146k
Additional DB Pension Funding	(\$2,250k)
Interest on Investments	(\$ 440k)
VNA	(\$ 254k)

\* Town Personnel savings was driven by partial-year vacancies in: Police personnel, Town Planner, Golf Course Director, IT Director, Library Director, Senior Center Assistant Director, Treasurer and Public Grounds Blue Collar. Also, COVID-driven closures/reductions of several Parks & Recreation programs resulted in favorable costs in Recreation Program Help and Lifeguards/Pool Workers.

The items listed below were identified based on input from department heads, estimates from outside parties and with public health/safety in mind. While this list represents a substantial investment in critical capital needs, the original budget request was \$1.5 million, including 50% funding for two fire vehicles, fire rescue equipment, upgrades to the Town Hall elevator and improvements to the Timberlin maintenance building roof. A combination of alternative funding, scaling back on the elevator upgrades plans and deferring the Timberlin building allowed the requested funds to be used for higher priority projects.

In addition, there were items identified during the FY22 budget to be funded with surplus funds that are not on the requested list. Unfortunately, the projected surplus is not sufficient to fund all the identified items, so pool cars, building work on the Art League building and the caretakers house at the mobile home park, a used pickup truck at Timberlin and lighting/tile improvements at the schools are not part of this request.

As department heads discussed various capital needs, the East Berlin pool was discussed. The Public Grounds Superintendent requested \$200,000 to re-line the pool. The Demore, Dinda, Bittner Memorial Pool was constructed in 1974. In 2012, the pool was replastered. It is now in need of some major repairs. The plaster has started to deteriorate, discolor, and crack. This has led to the pool losing around 3 inches of water a day. We are looking to install a pool liner that would have a warranty of 15 years and should last about 20 years. While re-lining the pool is not included in this transfer request, it is an important capital need of the Town and should be addressed within the annual capital funding plan.

The requested items are:

Surplus Uses			Surplus Sources			FY22 Capital Request
Police Vehicles	500.15.1532.0.54000.00004	\$157,500	Police Personnel	001.15.1532.0.51140.00000	\$105,000	YES
			Pension	001.15.1532.0.52200.00000	\$52,500	
Dump Truck, Large	500.20.2037.0.54000.00003	\$175,000	Refuse Disposal	001.20.2036.0.53823.00000	\$125,000	NO
			Streetlighting	001.20.2036.0.53935.00000	\$45,000	
			Blue Collar Personnel	001.25.2545.0.51135.00000	\$5,000	
Vehicle Reserve	500.05.0507.0.54000.00012	\$150,000	Recreation Program Help	001.25.2542.0.51530.00000	\$100,000	YES
			Blue Collar Personnel	001.25.2545.0.51135.00000	\$25,000	
			Life Guards/Pool Worker	001.25.2542.0.51520.00000	\$25,000	
ADA Improvements	500.20.2038.0.54000.00315	\$50,000	Blue Collar Personnel	001.25.2545.0.51135.00000	\$50,000	YES
Gutters, Roof Trace & Masonary Repairs	500.20.2038.0.54000.00354	\$100,000	Telephone	001.20.2038.0.53902.00000	\$50,000	YES
			Electricity	001.20.2038.0.53102.00000	\$35,000	
			Natural Gas	001.20.2038.0.53105.00000	\$15,000	
Fire Radio System Upgrade	134.15.1531.0.54000.01114	\$100,000	Vehicle Fuel	001.20.2035.0.53106.00000	\$50,000	NO
			Mid-Manager Personnel	001.05.0503.0.51125.00000	\$50,000	
McGee Air Quality (McGee Rooftop Units)	500.35.3561.0.54000.00320	\$50,000	Contractual Services	001.35.3561.0.53814.00000	\$50,000	YES
Buildings & Renovations (Roof Replacement (SKFD))	500.15.1531.0.54000.00300	\$150,000	Worker's compensation	001.35.3561.0.52010.00000	\$45,000	NO
			Issue of June 2020	001.40.4065.0.59500.02052	\$35,000	
			Overtime	001.35.3561.0.51400.00000	\$35,000	
			Contractual Services	001.35.3561.0.53814.00000	\$30,000	
			Worker's compensation	001.15.1531.0.52010.00000	\$5,000	
<b>TOTAL</b>		<b>\$932,500</b>			<b>\$932,500</b>	



**Action Needed:**

Move to transfer \$105,000 from the Police Personnel account and \$52,500 from the Police Pension account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$125,000 from the Refuse Disposal account, \$45,000 from the Streetlighting account and \$5,000 from the Blue-Collar Personnel account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$100,000 from the Recreation Program Help account, \$25,000 from the Blue-Collar Personnel account and \$25,000 from the Lifeguards/Pool Worker account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$50,000 from the Blue-Collar Personnel account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$50,000 from the Telephone account, \$35,000 from the Electricity account and \$15,000 from the Natural Gas account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$50,000 from the Vehicle Fuel account and \$50,000 from the Mid-Managers Personnel account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$50,000 from the Contractual Services account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Move to transfer \$45,000 from the Schools Worker's Compensation account, \$35,000 from the Issue of June 2020 account, \$35,000 from the Schools Overtime account, \$30,000 from the Schools Contractual Services account and \$5,000 from the Fire Department Worker's Compensation account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

**Attachments:**

Budget Change forms

**Prepared By:**

Kevin Delaney, Finance Director 



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Police</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$157,500.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51140.00000 001.15.1532.0.52200.00000	Police Personnel Pension	\$105,000 \$52,500	VTD		

**Contingency Balance (If applicable):**

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

Police vehicles were identified in the FY22 capital plan and funding was identified as "surplus". The Town experienced a surplus in FY21, and this transfer will fund the purchase of three (3) new Police vehicles. The funds will ultimately be transferred into the CNR Fund (500.15.1532.054000.00004) and be expended when the vehicles are received.

Funding remains in the Police Personnel and Pension accounts because of vacancies (including worker's compensation vacancies) during FY21. The savings from these vacancies was partially offset by higher overtime costs.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	8/27/21
Comments:				

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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# TOWN OF BERLIN

## BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Highway</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$175,000.00	S. Karp		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2036.0.53823.00000	Refuse Disposal	\$125,000	✓		
001.20.2036.0.53935.00000	Streetlighting	\$45,000			
001.25.2545.0.51135.00000	Blue Collar Personnel	\$5,000			

Contingency Balance (If applicable):

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

The Highway Department is in need of a new medium-sized truck. The truck that will be replaced with this new vehicle is being underutilized to ensure it's available during the critical snowplowing season. The new truck will allow the department to utilize the vehicle throughout the year. The transfer will ultimately be made into the Dump Truck, Large account (500.20.2037.0.54000.00003).

Funding is available in Refuse Disposal because of lower volumes and a slight improvement in recycling rates at year-end; Streetlighting because of lower repairs costs and Bleu Collar personnel because of vacancies caused by turnover.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			8/27/21
Comments:			

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:





# TOWN OF BERLIN

## BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Townwide</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$150,000.00	J. Simons		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2542.0.51530.00000	Recreation Program Help	\$100,000	FD		
001.25.2545.0.51135.00000	Blue Collar Personnel	\$25,000			
001.25.2542.0.51520.00000	Life Guards/Pool Workers	\$25,000			

Contingency Balance (If applicable):

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

This transfer will fund the replacement of two older vehicles - F550 truck for Public Grounds and a van for Facilities. Both of the existing vehicles are used daily, the Grounds vehicle is used for snow clearing, and both vehicles are close to 20 years old. The new vehicles will increase reliability for critical Grounds and Facilities services. The funds will ultimately be deposited in the Vehicle Reserve account (500.05.0507.0.54000.00012).

Funding is available in the Recreation (including Pools) budget because of staffing restrictions and only opening one pool in the summer of 2020 (July/August staff savings).

**Section 2: To be completed by Town Manager:**

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: 8/27/21

Comments:

**Section 3a: Town Council action:**

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

Comments:

**Section 3b: Board of Finance action:**

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

Comments:


**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Facilities</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$50,000.00	J. Ochoa		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2545.0.51135.00000	Blue Collar Personnel	\$50,000.00			

Contingency Balance (If applicable):

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

The Town conducted a study of American with Disabilities Act compliance. Based on that study, several initiatives were identified (bathroom upgrades, signage, railings in and around several buildings, etc.). This funding will allow the Town to prioritize smaller projects to address this list. The funding will ultimately be deposited into the ADA Improvements account (500.20.2038.0.54000.00315).

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			8/28/21
Comments:			

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Facilities</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$100,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2038.0.53902.00000	Telephone	\$50,000	✓		
001.20.2038.0.53102.00000	Electricity	\$35,000			
001.20.2038.0.53105.00000	Natural Gas	\$15,000			

Contingency Balance (If applicable):

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

The heating coils in the gutters at Town Hall have begun to fail over the last couple of winters. This item was included on the initial capital plan but removed due to funding constraints. When the coils fail, there are instances where ice dams form in the drains and flooding occurs in parts of the Police Department. This funding will ultimately be placed in the Gutters, Roof Trace & Masonry Repairs account (500.20.2038.0.54000.00354).

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	8/27/21
Comments:				

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Fire Department</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$100,000.00	J. Simons		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2035.0.53106.00000 001.05.0503.0.51125.00000	Vehicle Fuel Mid-Manager Personnel	\$50,000 \$50,000	[Signature]		

Contingency Balance (If applicable):

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

The Fire Radio Replacement project is nearly complete. The project utilized a portion of the identified contingency. The Town does not bond for contingency at the start of any project, so the additional costs need to be funded at the end of the project. Instead of borrowing for these additional costs, this transfer will finish off the project and continue the effort of lowering the Town's debt load. The funds will ultimately be deposited into the Fire Radio System Upgrade account (135.15.1531.0.54000.01114).

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
Comments:			8/27/21

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				


**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1:** To be completed by Department:

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$50,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.53814.00000	Contractual Services	\$50,000.00			


Contingency Balance (If applicable):

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

The Town purchased two new rooftop HVAC units for McGee using BOE carryover (2%) funds over the last two years. This additional funding will supplement Town staff installing the units. The funds will ultimately be deposited into the McGee Air Quality account (500.35.3561.0.54000.00320).

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	8/27/21
Comments:				



**Section 3a:** Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b:** Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				


**Section 4:** To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Fire Department</b>	Fiscal Year:	<b>FY2021</b>	Date:	<b>6/30/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$150,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.52010.00000	Worker's compensation	\$45,000			
001.40.4065.0.59500.02052	Issue of June 2020	\$35,000			
001.35.3561.0.51400.00000	Overtime	\$35,000			
001.35.3561.0.53814.00000	Contractual Services	\$30,000			
001.15.1531.0.52010.00000	Worker's compensation	\$5,000			

Contingency Balance (If applicable):

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

The South Kensington Fire Department roof is leaking. These funds will enable Facilities to replace the roof based on estimated costs (including contingency) provided by the architect. Once the funding is in place, Facilities will bid the project and return to the Town Council to award the bid. Funding will ultimately be deposited into The Building & Renovations account (500.15.1531.0.54000.00300).

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: <b>8/27/21</b>
Comments:			

**Section 3a: Town Council action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 3b: Board of Finance action:**

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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