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Meeting ID: 867 8913 2060

Passcode: 046179

1-929-205-6099 (New York)

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, April 5, 2022  
Town Council Chambers and  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION      National Public Health Week

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

G. MEETING AGENDA – Immediately Following the Mayor's Update

H. CONSENT AGENDA:

1. Topic re: Approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 28, 2022, from 8:00 AM to 4:00 PM. The rain date is Sunday, May 29, 2022. – Parks and Recreation
2. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of \$200 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022, at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
3. Topic re: Approve permission for consumption and serving of alcoholic beverages (open bar) at Pistol Creek for Amanda Haraghey's wedding reception for approximately 85 people on Saturday, September 24, 2022, from 8 AM to 7 PM. Food will be served and there will be radio music. Tulip Insurance will be obtained if permission is granted. – Parks and Recreation
4. Topic re: Approve the Friends of Berlin Animal Control to hold a giveaway event at the Berlin Animal Control Facility on Saturday, April 23, 2002 from 11:00AM to 2:00PM. – Animal Control

5. Topic re: Authorize Town Manager, Arosha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2023 Targeted Grant in the amount of \$7,500. Upon receipt grant funds are to be deposited into the Special Grant Fund account. – Town Clerk
6. Topic re: Authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way that is appropriate for farm use. – Town Manager
7. Topic re: Accept monetary donations totaling \$130.00 for the Berlin Peck Memorial Library and deposit \$130.00 into the library agency account to be used to purchase 2 books and a donation to the Wildlife Conservation Society in memory of Justin Good. – Berlin-Peck Memorial Library
8. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 55.00 and Pet food valued at \$85.00. – Animal Control
9. Topic re: Authorize the payment of \$1,350 toward the match for a brownfield assessment grant from the Naugatuck Valley Council of Governments (NVCOG) for properties at 1 Main Street and 0 Maple Street. – Economic Development
10. Topic re: Extend Contract #2020-21 with Laydon Construction, for an additional six months (through June 30, 2022), for miscellaneous concrete sidewalk services at the existing unit rates. Funding will be provided by established line-item accounts within the fiscal year 2021/2022 departmental budgets. – Public Works

I. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, Connecticut on Tuesday April 5, 2022, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance entitled:

**“AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN.”**

Copies of said proposed ordinance are on file and open to public inspection at the Office of the Town Clerk.

Following the public hearing, the Town Council is expected to consider and act upon the ordinance.

J. NEW BUSINESS:

1. Topic re: Approve Jameson Urrunaga’s Eagle Scout project to construct an information board at the Veterans Memorial Park and waive the building permit fee of \$30.00 and Planning and Zoning fee of \$50.00. – Veterans’ Commission
2. Topic re: Presentation of the 2022-2023 Mattabassett Sewer District Budget – Mattabassett Sewer District



3. Topic re: Adopt "AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN." – Registrars of Voters
4. Topic re: Accept the draft Berlin Affordable Housing Plan and schedule a public hearing on the Plan for 7:00 PM on May 17, 2022.- Economic Development
5. Topic re: Send a fiscal year 2023 Board of Education budget of \$49,082,596 and a General Government budget of \$47,543,182 to the Annual Budget Referendum on April 26, 2022. - Finance
6. Topic re: Approve the issuing of a Purchasing Order in the amount not to exceed \$30,000.00 for maintenance and replacement of playground equipment and approve hiring Creative Recreation utilizing the State of Connecticut Administrative Service Contract #17PSX0081 for fiscal year 2021/2022. – Parks and Grounds
7. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$2,800,000 for the planning, acquisition and construction of a new 16" ductile iron water main, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, April 19, 2022 at 7:00 p.m. on an ordinance entitled "AN ORDINANCE APPROPRIATING \$2,800,000 FOR WATER LINE REPLACEMENT ON THE BERLIN TURNPIKE AND AUTHORIZING THE ISSUE OF \$2,800,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". – Water Control
8. Topic re: Approve the revised Facilities Lease Agreements between the Town of Berlin, the Berlin Board of Education, and the Meriden-New Britain-Berlin YMCA for use of space at Richard D. Hubbard School, Catherine M. McGee Middle School, and the YMCA building on Main St. in Berlin. Receive the construction funds from the YMCA into Other Receipts and appropriate to School Modification-YMCA Daycare. Move to award bid no. 2022-14 to LINK General Contracting of Tariffville, CT in the amount of \$346,440.50 which includes a 10 percent base bid project contingency, temporary doors and PCO no. 2. – Board of Education/Facilities
9. Topic re: Move to award bid no. 2022-16 through 24 for On-Call Services and approve expenditures up to \$50,000 per bid no., per vendor for fiscal year 2022 and 2023, not to exceed the total contractual services approved budget in each fiscal year, to the following vendors as this is in the best interest of the Town: Silver Petrucelli & Associates of Hamden, CT; Jacunski Humes Architects of Berlin, CT; Friar Associates of Farmington, CT; Russell & Dawson, Inc. of East Hartford, CT; Antinozzi Associates, P.C of Bridgeport, CT; BMA Construction of Berlin, CT; Aresco Construction Company of Middletown, CT; ERC Locksmith of Waterbury, CT; Bigelow Electric of Berlin, CT; The Mercury Group of Stratford, CT; On Site Electric LLC of Wallingford, CT; T&T Electrical Contractors of Hartford, CT; Sustainable Engineering Solutions, LLC of Berlin, CT; Salamone & Associates, P.C. of Wallingford, CT; Cardinal Engineering Solutions of Middletown, CT; Consulting Engineering Services of Middletown, CT; Silver Petrucelli & Associates of Hamden, CT; Russell & Dawson, Inc. of East Hartford, CT; AI Engineers of Middletown, CT; Douglas Mechanical Services of Berlin, CT; Air Temp Mechanical Services, Inc. of Southington, CT; Francis J. Hubeny, Inc. of Plantsville, CT; Environmental Systems Corporation of West Hartford, CT; JMB Plumbing of Berlin, CT; Premier Building Associates of Branford, CT; Shoreline Restoration of East

Haven, CT; Offshore Construction of Manchester, CT; and Joseph D. Bombardier of Wallingford, CT.

10. Topic re: Waive the town's bidding procedures and authorize the Town Manager to enter a contract amendment with Alta Environmental in an amount not to exceed \$2,500 for assessment of groundwater standards alternatives for the property at 1567 Berlin Turnpike to be paid from the insurance account, since this in the best interest of the Town. – Economic Development
11. Topic re: Waive the town's bidding requirements and authorize the Town Manager to enter into a consulting contract with BETA Group, Inc. in an amount not to exceed \$12,500 to be paid from the Brownfields Assess.-CT Sand & Stone #2 account, since this in the best interest of the Town. – Economic Development
12. Topic re: Approve a tax abatement for KevKai Properties LLC for the construction of a 10,000 square foot building at 239 Christian Lane of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development
13. Topic re: Readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement. – Town Manager

K. APPOINTMENTS:

1. **Board of Ethics - Alternate – Vacancy** - Term would be until January 31, 2025. Can only be filled with a D or U.
2. **Cemetery Committee – Alternate – Vacancy** - Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Commission for Persons with Disabilities – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
4. **Conservation Commission – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
5. **Conservation Commission - Alternate – Vacancy** - Term would be until January 31, 2026. Can be filled with an R or U.
6. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
7. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
8. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).







# TOWN OF BERLIN

## *Office of the Mayor*

TOWN HALL • BERLIN, CT 06037

*Mayor*

**Mark H. Kaczynski**

*Deputy Mayor*

**Brenden T. Luddy**

## **PROCLAMATION**

**WHEREAS,** the American Public Health Association has proclaimed April 4 through April 12, 2022 as National Public Health Week;

**WHEREAS,** this year's theme "Public Health is Where You Are" concentrates on how the places we are physically, mentally, and societally impact our health and lives: and

**WHEREAS,** by building healthier, stronger, and safer places to live, the United States can be the healthiest nation in one generation: and

**WHEREAS,** for twenty-seven years the annual celebration of National Public Health Week reminds us of the fundamental role that our own state and local health departments play every day in the health of our communities: and

**WHEREAS,** the Health District, in partnership with the four towns, has been dedicated and driven to reduce morbidity and mortality from COVID-19 over the last two years: and

**WHEREAS,** the Town of Berlin, together with its neighboring towns of Rocky Hill, Newington, and Wethersfield, receives quality public health service through its regional health department, the Central Connecticut Health District, now in its twenty-sixth year of service.

**NOW, THEREFORE,** I, Mark H. Kaczynski, do hereby proclaim

**April 4 to April 12, 2022 as  
National Public Health Week**

In Berlin, Connecticut. I encourage all our citizens to join me in this celebration and in acknowledging the critical role of public health in prevention and in helping individuals and communities to achieve and maintain good health.

Signed this 4<sup>th</sup> day of April 2022

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Mark H. Kaczynski, Mayor



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 11, 2022

**SUBJECT:** Berlin Volunteer Fire Department to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck Event

**SUMMARY:**

The Berlin Parks and Recreation Commission at a meeting on Thursday, March 10, 2022, recommended that Berlin Volunteer Fire Department be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 28, 2022, from 8:00 AM to 4:00 PM. The rain date is Sunday, May 29, 2022. All proceeds raised will be donated to the local Veterans.

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

**ACTION NEEDED:**

Move to approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 28, 2022, from 8:00 AM to 4:00 PM. The rain date is Sunday, May 29, 2022.

**ATTACHMENTS:**

None

**PREPARED BY:**

Jennifer Ochoa, Director Community, Recreation and Park Services

Consent

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 11, 2022

**SUBJECT:** Donations to Fishing Derbies

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 10, 2022, recommended the acceptance of a \$50 donation from the Berlin Polish Political Club Inc., a \$50 donation from the Berlin VFW 10732, a \$100 donation from the Mattabasett Rifle & Pistol Club for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022, at Sage Park Pond from 8 AM to 10 AM.

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

**ACTION:**

Move to approve acceptance of the donations to the fishing derbies in the amount of \$200 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 23, and Saturday, April 30, 2022, at Sage Park Pond from 8 AM to 10 AM.

**ATTACHMENTS:**

None


**PREPARED BY:**

Debbie Dennis, Superintendent of Recreation



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

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

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** March 11, 2022

**SUBJECT:** Permission to consume and serve alcoholic beverages (open bar) at Pistol Creek for Amanda Haraghey

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, March 10, 2022, recommended permission for consumption and serving of alcoholic beverages (open bar) at Pistol Creek for Amanda Haraghey's wedding reception for approximately 85 people on Saturday, September 24, 2022, from 8 AM to 7 PM. Food will be served and there will be radio music. Tulip Insurance will be obtained if permission is granted.

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


**ACTION NEEDED:**

Move to approve permission for consumption and serving of alcoholic beverages (open bar) at Pistol Creek for Amanda Haraghey's wedding reception for approximately 85 people on Saturday, September 24, 2022, from 8 AM to 7 PM. Food will be served and there will be radio music. Tulip Insurance will be obtained if permission is granted.

**ATTACHMENTS:**

Permission for the use of alcoholic beverages

**PREPARED BY:**

Jennifer Ochoa, Director Community, Recreation and Park Services 

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

**PERMISSION FOR USE OF ALCOHOLIC BEVERAGES**

ORGANIZATION: \_\_\_\_\_ FACILITY REQUESTED Pistol Creek Clubhouse  
CONTACT PERSON: Amanda Haraghey PHONE: 860-428-6371 <sup>DOB</sup> 12/30/1993  
STREET: 5 Carriage Crossing Ln. CITY: Middletown ZIP: 06457  
RENTAL DATE: Sept. 24, 2022 START TIME: 8:00 AM FINISH TIME: 7:00 PM  
NATURE OF ACTIVITY: Wedding Reception  
AGE GROUP: 30-60 TOTAL ATTENDANCE: 85 MINORS: YES: ☒ NO: ☐  
TYPE OF ALCOHOL: BEER: ☒ WINE: ☒ OTHER (EXPLAIN): Signature Mix  
HOW DISPENSED: CASH BAR: \_\_\_\_\_ OPEN BAR: ☒ BYOB: \_\_\_\_\_  
FOOD: YES: ☒ NO: ☐ HOW SERVED: SIT DOWN \_\_\_\_\_ BUFFET \_\_\_\_\_ OTHER \_\_\_\_\_  
ENTERTAINMENT: YES ☒ NO ☐ TYPE: radio music  
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES \_\_\_\_\_ NO ☒ EXPLAIN: \_\_\_\_\_

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

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

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

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

Date: 10/12/2021 Signature: [Signature]

| PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:              | Approved                            | Denied                   |
|---|-------------------------------------|--------------------------|
| 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 checked="" 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 \_\_\_\_\_



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 23, 2022

**SUBJECT:** Friends of Berlin Animal Control to host an event at Berlin Animal Control facility

**SUMMARY:**

The Friends of Berlin Animal Control (FOBAC) would like to hold a giveaway event at the Berlin Animal Control Facility, 600 Christian Lane on Saturday, April 23, 2022 from 11:00AM to 2:00PM. It will be held outside. The event would be run by FOBAC volunteers, as well as the UpBeat students they are working with. FOBAC has a large supply of dog food, cat food and supplies for pets that they will be giving away to community members.

FOBAC has been a huge support system to the Town of Berlin since 2000. As an organization, they have supplied the Animal Control facility with supplemental dog/cat food as well as fund some vaccinations, spays and neuters, grooming needs and medical issues for the animals that have been in our control. FOBAC continues to manage the website for adoptable pets and works with our local Pet Smart to allow our cats to be shown there. From 2009 to 2021, FOBAC ran a Pet Food Pantry for Berlin families in need of pet food or other supplies and then run an annual Rabies Clinic. They have been a great partner to the Town's Berlin Animal Control.

**ACTION NEEDED:**

Move to approve the Friends of Berlin Animal Control to hold a giveaway event at the Berlin Animal Control Facility on Saturday, April 23, 2002 from 11:00AM to 2:00PM.

**ATTACHMENTS:**

None

**PREPARED BY:**

Jennifer Ochoa, Director Community, Recreation and Park Services

Consent  
Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** March 17, 2022  
**SUBJECT:** Application for Historic Documents Preservation Grant

**Summary of Agenda Item:**

The State has established a program whereby the Town Clerk's Office collects eleven dollars for each land record received for recording (except on MERS documents). Three dollars is retained by the Town Clerk for record management and preservation of their records. The other eight dollars is sent to the State with a monthly report. The State then issues this money back to the Towns in the form of target grants. The amount available usually depends on the population of the Town. This year Berlin can receive up to \$7,500.

In fiscal year 2020 the Town Clerk's Office partnered with Public Works to use these grant funds for the Conservation of the Town's aerial maps from the 1950s. The Town Clerk's Office is looking to partner with Public Works once again to conserve additional aerial maps from the 1970s and 1995s. The maps will be scanned and placed on the Town's GIS for use by Town staff. The ability to review the maps on the computers saves wear and tear on the originals and saves staff's time.

The price quote is \$7,511.00. The grant will cover \$7,500 and the \$11.00 will come from the Town Clerk's Preservation Fund.


Kate Wall, Town Clerk, is asking that the resolution authorizing the Town Manager to sign the application for the grant be approved at this time.

**Action Needed:**

Move to authorize Town Manager, Arosha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2023 Targeted Grant in the amount of \$7,500. Upon receipt grant funds are to be deposited into the Special Grant Fund account.

**Attachments:**

1. Copy of Historic Documents Preservation Grant Application

**Prepared by:** Kate Wall, Town Clerk 



**APPLICATION**  
**TARGETED GRANT FY 2023**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2022)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

*This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>*

**Name of Municipality:** **Town of Berlin**  
*Use full municipality name, ie 'Town of ' or 'City of '*

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**Name of Municipal CEO:** **Arosha Jayawickrema** **Title:** **Town Manager**

**Phone with Area Code:** 860-828-7003

**Email:** ajaywickrema@berlinct.gov

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**Name of Town Clerk:** **Kate Wall** **Title:** **Town Clerk**

**Phone with Area Code:** 860-828-7036

**Email:** kwall@berlinct.gov **Check if Designated Applicant:** ☐

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**TC Mailing Address:** 240 Kensington Road, Berlin, CT 06037

**MCEO Address if Different:**

**Grant Application Deadline:** ☒ Cycle 1: April 30, 2022 ☐ Cycle 2: September 30, 2022

**Grant Contract Period:** The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

**Maximum Grant Allowed:** \$5,500 Small Municipality Population less than 20,000  
 \$7,500 Medium Municipality Population between 20,000 and 69,999  
 \$10,500 Large Municipality Population of 70,000 or greater

**Amount Requested:** \$ 7,500

**Grant Category(ies):** ☐ Inventory and Planning ☐ Organization and Indexing  
☐ Program Development ☐ Storage and Facilities  
☒ Preservation/Conservation *See Page 6 of the Guidelines for Category descriptions.*

| Budget Summary  | Grant Funds (A) | Local Funds (B) | Total Funds (A+B) |
|---|-----------------|-----------------|-------------------|
| <b>1. Consultants/Vendors</b><br>(Total cost for all consultants and vendors) | \$ 7500         | \$ 11           | \$ 7511           |
| <b>2. Equipment</b><br>(Total cost for eligible items, i.e. shelving)         | \$              | \$              | \$                |
| <b>3. Supplies</b><br>(Total cost for eligible items, i.e. archival supplies) | \$              | \$              | \$                |
| <b>4. Town Personnel Costs</b><br>(Total cost for all town personnel)         | <sup>1</sup> \$ | <sup>2</sup> \$ | \$                |
| <b>5. Other</b><br>(Please specify on a separate sheet; rarely used)          | \$              | \$              | \$                |
| <b>6. TOTAL</b>   | \$ 7500         | \$ 11           | \$ 7511           |

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.  
<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only one project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, \_\_\_\_\_, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of MCEO

## Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date (*must be same as or later than above date*)

Aroscha Jayawickrema, Town Manager

Name and Title of Applicant

*For State Library Use Only*

Grant Disposition: ☐ Approved

☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

Berlin, CT – Cycle 1

Narrative Page – Targeted Grant FY 2023

1. Describe the project - The Town is seeking funding to scan additional Town Aerial Maps from the completion of the 1970s/1995s. The maps will be scanned and placed on Cd's as well as the Town's GIS for use by Town staff.
2. Identify the vendors or town personnel; and project timeframe - The Town will use Advanced Reprographics, 50 Corporate Avenue, Plainville, CT 06062. Work will start upon receipt of funding from the State.
3. State what the municipality hopes to accomplish - The Preservation of Historic Aerials & the ability to review the maps on the computer. The Town used funds from the "Targeted Grant FY 2021" grant to scan the 1950's/& start the 1970's of the Town's Aerial Maps, the attached quote will be to scan the additional original maps.



# Advanced Reprographics

50 Corporate Avenue  
Plainville, CT 06062

## Estimate

| Date      | Estimate # |
|-----------|------------|
| 3/23/2022 | QUOTE      |

| Name / Address   |
|--|
| Town of Berlin<br>David Thorn<br>240 Kensington Road<br>Berlin, CT 06037 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
|          |       |         |

| Item                   | Description                             | Qty | Rate  | Total    |
|------------------------|---|-----|-------|----------|
| Additional Information | High Resolution Scan                    |     |       |          |
| Aerial Maps            | Town of Berlin 1970's Aerial Maps       | 74  | 84.00 | 6,216.00 |
| Aerial Maps            | Town of Berlin 1995 - small Aerial Maps | 78  | 15.00 | 1,170.00 |
| cd/dvd creation        | cd/dvd creation                         | 5   | 20.00 | 100.00   |
| Pick Up & Deliver      | Pick Up & Deliver                       | 1   | 25.00 | 25.00    |

**Subtotal** \$7,511.00

**Sales Tax (0.0%)** \$0.00

**Total** \$7,511.00

*[www.AdvancedRepro.net](http://www.AdvancedRepro.net)*

Consent  
Agenda Item No. 6  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 10, 2022

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

**Summary of Agenda Item:**

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

**Action Needed:**

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

**Attachments:**

License Agreement

**Prepared By:**

Arosha Jayawickrema, Town Manager

## **LICENSE AGREEMENT**

This AGREEMENT (the "Agreement") made effective this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **TOWN OF BERLIN**, a municipal corporation with a principle office located at 240 Kensington Road, Berlin, County of Hartford, State of Connecticut (hereinafter referred to as "The Town"), and Ryan Matson, with principle office located at 369 Savage Hill Road, Berlin, County of Hartford and State of Connecticut (hereinafter referred to as "Licensee").

### **WITNESSETH:**

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

**WHEREAS**, the Licensee needs hay for farming purposes; and

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

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

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

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

1. For One (\$1.00) Dollar and other valuable consideration, the Town agrees to allow the Licensee to periodically mow and bale hay on both Premises commencing immediately upon execution of the Agreement for the Patterson Way property and after August 1, 2022 for the property off Orchard Road, until December 31, 2022.
2. The Licensee shall have access to the Premises to mow and take unlimited quantities of hay during the license period. In exchange for the right to obtain hay from the Premises, the Licensee agrees to the following:
  - A. At all times during the term of this Agreement the Licensee, its employees or agents and all motor vehicles shall be covered by commercial general liability, commercial automobile and, where applicable, Workers' Compensation insurance. The general liability insurance shall be in a minimum amount of at least \$1,000,000.00 per occurrence. The Licensee shall cause the Town



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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**TOWN OF BERLIN**

By: \_\_\_\_\_  
Arosha Jayawickrema, Town Manager

**LICENSEE**

By: \_\_\_\_\_  
Ryan Matson

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 25, 2022

**SUBJECT:** Accept Library Donations

**SUMMARY:**

Accept donations to the Berlin-Peck Memorial Library

| Category | Amount | Description         | Purpose  | Donor  |
|----------|--------|---------------------|--|--|
| Cash     | 130.00 | Library agency acct | 2 books and a donation to the Wildlife Conservation Society in memory of Justin Good | various Berlin-Peck Memorial Library employees |

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

**ACTION NEEDED:**

Move to accept monetary donations totaling \$130.00 for the Berlin Peck Memorial Library and deposit \$130.00 into the library agency account to be used to purchase 2 books and a donation to the Wildlife Conservation Society in memory of Justin Good.

**ATTACHMENTS:**

None

**PREPARED BY:**

Carrie Tyszka, Head of Adult Services

CT

Consent

Agenda Item No. 8  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 30, 2022

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

| Period                             | Amount                       | Purpose      | Donor*                            |
|------------------------------------|------------------------------|--------------|-----------------------------------|
| March 1, 2022 to<br>March 25, 2022 | \$ 5.00<br>( cash )          | Animal Care  | S. Newbury<br>Berlin              |
|                                    | \$ 25.00<br>( value )        | Dry cat food | FOBAC<br>Berlin                   |
|                                    | \$ 60.00<br>( value )        | Animal food  | Middlesex Vet Techs<br>Middletown |
|                                    | \$ 50.00<br>(ck# 2812786158) | Animal Care  | Thomas Ottman<br>Berlin           |

\* Unless a name is mentioned, donors requested anonymity

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 55.00 and Pet food valued at \$85.00

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:**

Janice Lund, Animal Control Officer







TOWN OF BERLIN  
*Animal Control Department*

March 8, 2022

Akum Bowman  
100 Training Hill Road  
Middletown, CT. 06457

Dear Akum and Middlesex Vet Tech Club,  
Thank you for the very generous donation of the large bag of dog food, two cases of can dog food, three boxes of milk bone treats, the three bags of cat treats and the cans of cat food. Your donations help the animals feel more at home here.  
We appreciate you thinking of us and the animals we care for.

Thanks again.

Sincerely,

Jan Lund, ACO  
Kate Matson, AACO



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



TOWN OF BERLIN  
*Animal Control Department*

March 15, 2022

Thomas Ottman  
53 Westview Terrace  
Berlin, CT. 06037

Dear Thomas,  
Thank you for the \$50 donation we received through Metavante Corp.  
It is so needed during this pandemic as we are unable to host any type  
of fundraiser at this time.  
We appreciate you thinking of us and the animals we care for.

Thanks again.

Sincerely,

Jan Lund, ACO  
Kate Matson, AACO

*Jan L*

*Thank you again  
for thinking of  
our shelter.  
Jan L.*



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

Consent

Agenda Item No. 9  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 28, 2022

**SUBJECT:** Authorization for a Match for a Brownfield Assessment Grant from Naugatuck Valley Council of Governments for 1 Main Street and 0 Maple Street

**Summary of Agenda Item:**

The Town Council previously authorized the Town Manager to apply for a brownfields grant from the Naugatuck Valley Council of Governments (NVCOG) related to tax delinquent properties at 1 Main Street and 0 Maple Street. These properties were formerly in industrial use, but the industrial buildings were demolished, and the property is vacant. The site was approved for residential condominium units as part of the Sherwood Tool redevelopment project. Better information on the environmental condition of the property may assist in its redevelopment. NVCOG has awarded the Town a \$40,500 grant for this project. The Town will not directly receive the funds and there will be no grant agreement between NVCOG and the Town. However, the Town is responsible for providing a 10% grant match of \$4,050. The homeowner's association and a prospective buyer have agreed to pay 2/3 of the match so the match contribution from Town funds will be \$1,350. To proceed with this project, the Town Council needs to authorize the matching funds contribution.

**Action Needed:**

Move to authorize the payment of \$1,350 toward the match for a brownfield assessment grant from the Naugatuck Valley Council of Governments (NVCOG) for properties at 1 Main Street and 0 Maple Street.

**Attachments:**

None

**Prepared By:**

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

CE



Consent  
**Agenda Item No. 10**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 29, 2022

**SUBJECT:** Contract Extension #2020-21 – Laydon Construction – Misc. Concrete Sidewalks

**SUMMARY:**

The Miscellaneous Concrete Sidewalks Contract (#2020-21) with William M. Laydon Construction, had an end date of December 31, 2021. That contract provides repair/replacement and/or new construction of concrete sidewalks and related work throughout Town. The vendor recently offered to extend its contracted rates under #2020-21 through June 30, 2022. This will allow several projects to be completed this spring before our department issues an invitation to bid for a new sidewalks contract. Funding will be provided from established line-item accounts within the fiscal year 2021/2022 departmental budgets. Any Town department and the Board of Education can utilize this contract.

**ACTION NEEDED:**

Move to extend Contract #2020-21 with Laydon Construction, for an additional six months (through June 30, 2022), for miscellaneous concrete sidewalk services at the existing unit rates. Funding will be provided by established line item accounts within the fiscal year 2021/2022 departmental budgets.

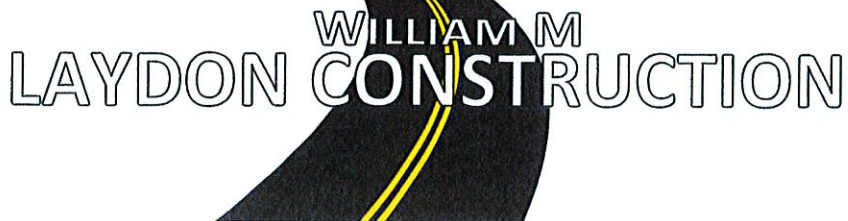
**ATTACHMENT:**

Extension Request Letter dated March 28, 2022 (from Laydon Construction)

**PREPARED BY:**

Michael S. Ahern, P.E., Public Works Director/Town Engineer

*MSA*

**GENERAL CONTRACTORS**

- ASPHALT PAVING
- PARKING AREAS
- CONCRETE
- ROAD CONSTRUCTION
- EXCAVATION
- EQUIPMENT RENTAL

March 28, 2022

Town of Belin Connecticut  
240 Kensington Road  
Berlin, Connecticut 06037  
Attention: Mr. Michael Ahern

Dear Michael:

We respectfully request to have our current paving contract (Public Bid No. 2020-21, Miscellaneous Concrete Sidewalks) extended until June 30, 2022. Our unit prices will not be increased.

Please let me know if this is acceptable. We appreciate your business and working in your town.

Yours truly,

Suzanne L. Hopkins  
Treasurer

cc: Mr. Steve Wood

*MBE/SBE Contractor  
Affirmative Action/Equal Opportunity Employer*

**NOTICE OF PUBLIC HEARING  
TOWN OF BERLIN**

**April 5, 2022**

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, Connecticut on Tuesday April 5, 2022, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance entitled:

**“AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN.”**

Copies of said proposed ordinance are on file and open to public inspection at the Office of the Town Clerk.

Following the public hearing, the Town Council is expected to consider and act upon the ordinance.

Dated at Berlin, Connecticut this 29<sup>th</sup> day of March 2022.

Attest: Kathryn J. Wall, Town Clerk

Publish Date:

March 29, 2022



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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** March 28, 2022  
**SUBJECT:** Eagle Scout project at Berlin Veterans Memorial Park

**Summary of Agenda Item:**

Jameson Urrunaga is seeking Town Council approval to erect an informational board at the Veterans Memorial Park in the vicinity of the Gold Star Families of Connecticut Memorial. The project will assist the Veterans' Commission with the dissemination of information on events and fundraisers. Mr. Urrunaga feels that it is necessary to provide aid for our nation's veterans as they have put their lives on the line to serve us and must serve them back in any way that we can.

Mr. Urrunaga presented his project to the Veterans' Commission and received their approval to proceed with his project.

**Action Needed:**

Move to approve Jameson Urrunaga, Eagle Scout project to construct an information board at the Veterans Memorial Park and waive the building permit fee of \$30.00 and Planning and Zoning fee of \$50.00.

**Attachments:**

Eagle Scout Service Project Proposal

**Prepared By:** Kate Wall, Town Clerk *KW*



# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Jameson Urrunaga

Please give a name to your project Veterans' Park Informational Board



# Instructions for Preparing Your Proposal

## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.



## Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

### Eagle Scout Candidate

|  |              |                                       |            |
|--|--------------|---------------------------------------|------------|
| Name: Jameson Urrunaga                 |              | Birth date: 03/23/2005                |            |
| Email Address: jrurunaga2501@gmail.com |              | BSA PID number: 126066815             |            |
| Address: 1075 Orchard Road             | City: Berlin | State: CT                             | Zip: 06037 |
| Preferred telephone(s): (860) 841-8905 |              | Life Board of Review date: 01/21/2021 |            |

### Current Unit Information

|   |                                     |
|---|-------------------------------------|
| Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship | Unit Number: 44                     |
| Name of District: Charter Oak   | Name of Council: Connecticut Rivers |

### Unit Leader Check One: ☒ Scoutmaster ☐ Crew Advisor ☐ Skipper

|                                   |              |  |            |
|-----------------------------------|--------------|--|------------|
| Name: Tony Derito                 |              | Preferred telephone(s): (860) 216-7424 |            |
| Address: 35 Vivian Drive          | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: tonyd433@gmail.com |              |  |            |

### Unit Committee Chair

|  |              |  |            |
|--|--------------|--|------------|
| Name: Kenneth Ross                     |              | Preferred telephone(s): (860) 712-7225 |            |
| Address: 21 Meadow Lane                | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: kennethross1@icloud.com |              |  |            |

### Unit Advancement Coordinator

(If your unit has one)

|                                       |              |  |            |
|---------------------------------------|--------------|--|------------|
| Name: Robert Bird                     |              | Preferred telephone(s): (203) 556 2370 |            |
| Address: 1270 Kensington Road         | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: birdrobert@hotmail.com |              |  |            |

### Project Beneficiary

(Name of religious institution, school or community)

|  |              |  |            |
|--|--------------|--|------------|
| Name: Berlin Veterans' Commission        |              | Preferred telephone(s): (860) 828 9102 |            |
| Address: 154 Porters Pass                | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: charles.colaresi@snet.net |              |  |            |

### Project Beneficiary Representative

(Name of contact person for the project beneficiary)

|  |              |  |            |
|--|--------------|--|------------|
| Name: Charles Colaresi                   |              | Preferred telephone(s): (860) 828-7000 |            |
| Address: 193 Carriage Drive              | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: charles.colaresi@snet.net |              |  |            |

### Your Council Service Center

|  |                     |  |            |
|--|---------------------|--|------------|
| Contact Name: Michele Soboslai               |                     | Preferred telephone(s): (860) 913-2700 |            |
| Address: 60 Darlin Street                    | City: East Hartford | State: CT                              | Zip: 06108 |
| Email Address: Michele.Soboslai@scouting.org |                     |  |            |

### Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

|                                       |                    |  |         |
|---------------------------------------|--------------------|--|---------|
| Name: Brian Heaven                    |                    | Preferred telephone(s): (860) 463-8443 |         |
| Address: 10 Barrington Drive - Unit B | City: Wethersfield | State: CT                              | Zip: 06 |
| Email Address: bheaven@gmail.com      |                    |  |         |

### Project Coach

(Your council or district project approval representative may help you learn who this will be.)

|                                   |              |  |            |
|-----------------------------------|--------------|--|------------|
| Name: Anthony deRito              |              | Preferred telephone(s): (860) 216 7424 |            |
| Address: 35 Vivian Drive          | City: Berlin | State: CT                              | Zip: 06037 |
| Email Address: tonyd433@gmail.com |              |  |            |



Project Description and Benefit

Briefly describe your project

My Eagle Scout project is to erect an informational board on behalf of the Berlin Veterans' Commission in the vicinity of the Gold Star Families of Connecticut memorial that is being built in Berlin, CT by the Woody Williams Foundation.

*Include images on an additional document.*

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project is going to be built in order to assist the Veterans' Commission with spreading information on events and fundraisers that can be used to help the veterans in our local area. It is necessary to provide aid for our nation's veterans as they have put their lives on the line to serve us, and so we must serve them back in any way that we can.

When do you plan to begin carrying out your project? The first weekend in April

When do you think your project will be completed? Prior to April 23



## Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

The volunteers will be recruited from scouts in my troop, my family members, friends that are interested in assisting in the project, members of my church, along with any fellow Berlin citizens that wish to help.

What do you think will be most difficult about leading them?

The most difficult part about leading will be keeping scouts on task, as they will be split up into smaller groups with individual parts of the project that they will be working on. Keeping these scouts on task and maintaining a steady progress will definitely be the most difficult aspect of working on a project with a group of this size. Another difficulty may come from effectively communicating my vision for the project. I believe that one way I can get around this is by talking with groups about what they believe I expect from them, and basing the way that I further communicate with them around those responses.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

For materials I will need concrete, two 6x6 planks of about 12 ft. in height to provide the support for the sign itself, a 3 foot by 3 foot sheet of plywood to serve as the backplate for the information, a corkboard for the information sheets and flyers to be tacked onto, two 2x6s of 3 feet in length to serve as the top and bottom of the sign and hold the plywood and corkboard in place, two 4ft by 1ft pieces of wood to serve as a roof for the information and to protect it from the elements, shingling to put on top of the wood to help seal the roofing, cement paper to lay under the shingles and keep them connected to the wood, several bags of cement to allow us to set the sign into the ground, screws so that we can connect all of the pieces of wood together, brackets that will help with binding the pieces of wood together, and two lockable sliding plexiglass doors to keep the flyers and information safe and discourage vandalism.

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.*

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

The most important things that will be needed are garbage bags to dispose of waste, a water station so that the volunteers have somewhere that they can stay hydrated, food that will be ordered or prepared in advance so that the volunteers have food and can keep their energy up, gloves and goggles to protect volunteers' fingers and hands while working with the wood, and a first aid kit so that we can address any injuries that may occur on the work site.



## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter your estimated expenses below  
(include sales tax if applicable)

|              |                      |       |
|--------------|----------------------|-------|
| Materials:   | <input type="text"/> | \$539 |
| Supplies:    | <input type="text"/> | \$241 |
| Tools:       | <input type="text"/> | \$0   |
| Other:       | <input type="text"/> | \$0   |
| Total Costs: | <input type="text"/> | \$780 |

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

My plan to raise the necessary amount of money is to petition my Town Council to provide funding for the project, if not the materials outright. If the Town is unable to provide funding, I intend to fund the project out of pocket.

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

|    |  |
|----|--|
| 1  | Finalizing building blueprints   |
| 2  | Contacting the Berlin Parks Department for a building permit                                   |
| 3  | Petitioning the Berlin Town Council for funding  |
| 4  | Setting a date to begin construction   |
| 5  | Search for volunteers  |
| 6  | Acquire the necessary materials for construction with the number of volunteers that can assist |
| 7  | Acquire the water and food for construction  |
| 8  | Begin Construction   |
| 9  | Complete Construction  |
| 10 | Create after action report   |

## Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I intend to purchase the materials, supplies (except for food), and tools in the days leading up to the work date, and will be transporting them to the worksite in my own personal vehicle. I am unable to transport others in my own vehicle until September, so I will assist in creating carpools so that the maximum amount of people can make it to the worksite with as little moving parts as possible.



## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "Age Guidelines for Tool Usage" at [Scouting.org](https://www.scouting.org)

Some of the safety issues that we should all be aware of are dehydration and exhaustion as they are a factor in every working project, frostbite as the work day will preferably be in early April, cuts and bruises as we will be working with saws and lumber, splinters as we will be carrying around and handling unsanded lumber, concussions as we will be dealing with tall pieces of lumber that may be too heavy for some of the scouts to carry, and animal bites as we will be working in an area with a sizeable and fairly territorial gaggle of geese. We will continue to refer to the BSA Age Appropriate Guidelines for Project Tool Use throughout the project.

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

I will begin by drawing up a set of blueprints so that every volunteer can see what the finished project is intended to look like and so that they can better understand how their task fits into the construction as a whole. I will continue to watch lumber sources so that I can try and find the best source of quality wood and the best prices. I will stay in contact with my town's Parks Department so that I can stay up to date on anything that I may need to know about the area like frost line, when the ground will thaw, what utilities are in the area, etc.



## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

We will need shovels or post hole diggers to make the holes that we will put the 6x6s and cement into, we will need screwdrivers to screw the screws into the wood, a saw to cut wood pieces down to the correct sizes, a measuring tape to measure the wood pieces so that they can be marked at the right lengths, pencils to mark the wood with, and staples with a staple gun to apply the cement paper under the shingles.

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..*

What other needs do you think you might encounter?

We would need someone with engraving experience to help create a plaque that says "Donated by Troop 441"

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

The only permit needed to build on the town's property (Veterans' Park) will be a Miscellaneous Building Permit from the Berlin Parks Department. It will take up to one week from submitting my building plans to get word that I have permission to build.



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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** March 2, 2022

**SUBJECT:** The 2022-2023 Mattabassett Sewer District Budget

**Summary of Agenda Item:**

The Chairman of the Board and the Executive Director would like to present to the Town Council the 2022-2023 Mattabassett Sewer District Budget. The annual budget has been approved by the Board of Directors for fiscal year 2023, which reflects a 5.65% increase over the previous fiscal year. The increase is driven by three major factors; electricity, pension retirement and capital projects.

The addition of Middletown to the District reflects positively on the Charter Member Towns due to a "buy-in" fee translated as credits to their assessments. This year, Berlin realized a credit of \$148,405 directly related from Middletown's addition. Berlin has received a total of \$1,807,000 in credits due to the addition of Middletown joining the District.

Berlin has benefited from the infiltration/inflow work performed in the past and should continue to pursue this construction work but should especially focus on flows to the Berlin Turnpike Pump Station, from other Districts served. Due to significant storms and higher I/I, Berlin's 5-year average flows increased from 14.90% to 15.42% over the past 2 years.

We have provided flow information to the Water Control Commission and their consultants to help further identify significant sources of high infiltration and inflow into your sewer system.

In addition, we are going to partner with our communities where needed to help them find ways to reduce infiltration and inflow along with providing data to CTDEEP. The new NPDES discharge permit is placing significant cost burdens on the District and communities for measuring flows and reducing wet weather bypass treatment events. The Mattabassett District needs each community served to prepare for more action on this matter and appropriately plan financially for future capital improvements.

**Action Needed:**

Discussion Only

**Attachments:**

- 1) Budget Notes, April 5, 2022
- 2) Budget Sheets and Assessments

**Prepared By:**

Arthur G. Simonian, P.E.  
Mattabassett District Executive Director

AGS

## LEGAL NOTICE

THE MATTABASSETT DISTRICT

**Budget January 14, 2022**

**Finance Committee Approved 2/1/2022**

Fiscal Year July 1, 2022 to June 30, 2023

### EXPENDITURES

|                                     |                      |
|-------------------------------------|----------------------|
| Liability Insurance                 | \$144,100.           |
| Engineering Services                | \$166,000.           |
| Legal & Accounting                  | \$113,500.           |
| Training, Travel, & Meetings        | \$52,000.            |
| Office/Bus Services & Supplies      | \$224,750.           |
| Permit Fees                         | \$27,500.            |
| Nitrogen Credits Purchase           | \$0.                 |
| Salaries                            | \$3,439,839.         |
| Employee Health Insurance           | \$693,420.           |
| Retirement                          | \$809,143.           |
| Workers Comp Insurance              | \$60,000.            |
| Misc Employee Services              | \$44,520.            |
| Operations Supplies                 | \$61,000.            |
| Sludge, Grit, Rags & Ash Disposal   | \$153,500.           |
| Outfall, Odor Towers, Incin. Carbon | \$252,000.           |
| Electricity                         | \$2,131,000.         |
| Natural Gas, Diesel & Gasoline      | \$182,700.           |
| Chemicals                           | \$459,500.           |
| Water                               | \$62,000.            |
| Bldgs, Grds & Equip Maintenance     | \$1,044,000.         |
| Laboratory                          | \$66,000.            |
| Contingencies                       | <u>\$120,000.</u>    |
| <b>Total Operations Budget</b>      | <b>\$10,306,472.</b> |
| Bonded Debt Payment                 | \$4,996,783.         |
| Capital Outlay Gen & Plant          | \$2,190,000.         |
| Capital Nitrogen                    | \$50,000.            |
| Legislative Payment Cromwell        | <u>\$100,000.</u>    |
| CREDITS to TOWNS                    | <u>\$15,000.</u>     |
| Operations, Debt & Capital Budgets  | \$17,658,255.        |

**Total Budget** **17,658,255**

### REVENUE

|  |             |
|--|-------------|
| New Britain                            | \$6,831,607 |
| Berlin                                 | \$2,270,424 |
| Cromwell                               | \$1,026,215 |
| Middletown                             | \$4,588,025 |
| Metropolitan District Commission       | \$707,790   |
| Farmington                             | \$11,228    |
| Interest Income                        | \$20,000    |
| Sludge Management                      | \$875,000   |
| Operating Fund Excess Income           | \$500,000   |
| New Britain, Berlin, Cromwell, Credits | \$777,966   |
| Reserve Fund Debt Transfer             | \$0         |
| Miscellaneous Income:                  | \$50,000    |

**Total Revenue** **\$17,658,255**

Approved by Board of Directors: 2/22/2022

## **Mattabassett Sewer District**

**FY2023**

**March 22, 2022 & April 5, 2022**

### **Budget Notes: Berlin**

- The FY2023 Budget increased 5.65%, which was driven primarily by high electricity, pension retirement and capital expenditures.
- Five Year average flows impact the operating budget and also the community with the largest flows (NB) the most significantly.
- The operating and debt budget increased 3.72% and the Capital budget realized an increase of 22% over last year's budget.
- Operating Budget assessment is impacted by credits from income and Middletown buy-in funds. Income credits impact all constituent members. Middletown's admission fee into the District benefits the Charter members only (NB, Berlin, Cromwell). This year, credits from Middletown's addition benefited Berlin \$148,405.
- Debt portion of assessment decreased this year because the District refinanced a portion of the Clean Water Fund Loan at a lower than 2% interest rate.
- Berlin is paying 11.4% of debt service as part of their assessment even though their reserve capacity is 14.35% due to admission fee credits from Middletown.
- NB is paying 30% of debt service as part of their assessment even though their reserve capacity is 40.89% due to admission fee credits from Middletown.
- This year we used \$500,000 of excess revenues from FY2022 to offset FY2023 budget assessments.



**THE MATTABASSETT DISTRICT**  
**FY 22-23 BUDGET**  
**Finance Committee - 2/1/2022**

| <u>ACCOUNT</u>                            | <u>FY 21-22 BUDGET</u> | <u>FY 22-23 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u>  |
|---|------------------------|------------------------|---------------|---|
| 51000 Liability Insurance                 | \$142,600.             | \$144,100.             | 1.05%         | Increase due to salaries and escalation                                       |
| 52100 Engineering Services                | \$166,000.             | \$166,000.             | 0.00%         |   |
| 52200 Legal                               | \$87,000.              | \$87,000.              | 0.00%         | Increase with contracts, license agreements,                                  |
| 52300 Accounting                          | \$24,000.              | \$26,500.              | 10.42%        |   |
| 52400 Training, Conf & Meetings           | \$49,500.              | \$52,000.              | 5.05%         | Training, Prof. Development, CEU's, Education Reimb                           |
| 52500 Board Meetings                      | \$27,250.              | \$27,250.              | 0.00%         |   |
| 53000 Business Services                   | \$148,000.             | \$166,000.             | 12.16%        |   |
| 53510 Permit Fees                         | \$25,500.              | \$27,500.              | 7.84%         |   |
| 53550 Nitrogen Credits Purchase           | \$0.                   | \$0.                   |               |   |
| 54000 Office Supplies                     | \$15,000.              | \$16,500.              | 10.00%        |   |
| 54500 Miscellaneous                       | \$15,000.              | \$15,000.              | 0.00%         |   |
| 56000 Salaries                            | \$3,139,112.           | \$3,296,057.           | 5.00%         | Step Increases, contract negotiations\  |
| 56600 Overtime & Meal Allowances          | \$99,818.              | \$100,576.             | 0.76%         |   |
| 56700 Shift Differential                  | \$43,206.              | \$43,206.              | 0.00%         |   |
| 57100 Worker's Compensation Insur.        | \$65,000.              | \$60,000.              | -7.69%        |   |
| 57200 Employee Health Insurance           | \$613,624.             | \$693,420.             | 13.00%        | Project increase in cost, however more opt outs and higher contribution to 6% |
| 57400 Unemployment Compensation           | \$8,000.               | \$8,000.               | 0.00%         |   |
| 58000 Retirement Benefits                 | \$673,697.             | \$809,143.             | 20.10%        | Budgeted 19% contribution due to Public Act                                   |
| 59000 Uniforms, Shoes, Physicals, EAP     | \$35,620.              | \$36,520.              | 2.53%         |   |
| 61100 Operations Supplies                 | \$33,000.              | \$36,000.              | 9.09%         |   |
| 61150 Cleaning Supplies                   | \$25,000.              | \$25,000.              | 0.00%         |   |
| 61200 Chemicals                           | \$417,500.             | \$459,500.             | 10.06%        | 8% increase due to Eversource Distr. Cost and Energy PERFORMANCE CONTRACT     |
| 61300 Electricity                         | \$2,030,000.           | \$2,131,000.           | 4.98%         |   |
| 61400 Fuel: Natural Gas & Fuel Oil        | \$152,000.             | \$175,000.             | 15.13%        | Fuel for Generator during Demand Response, natural gas increase               |
| 61500 Potable Water                       | \$60,000.              | \$62,000.              | 3.33%         |   |
| 61600 Gasoline & Diesel Fuel              | \$7,000.               | \$7,700.               | 10.00%        |   |
| 61700 Disposal - Sludge, Grit, Rags       | \$31,500.              | \$33,500.              | 6.35%         |   |
| 61800 Ash Handling                        | \$110,000.             | \$120,000.             |               |   |
| 61810 OUTFALL Cleaning and Jetting        | \$30,000.              | \$35,000.              |               |   |
| 61815 Odor Control Acid Cleaning (2/Yr)   | \$22,000.              | \$25,000.              |               |   |
| 61820 Odor Control CARBON CHANGEOUT       | \$100,000.             | \$110,000.             |               |   |
| 61825 Sludge Storage Tank Cleaning (1/Yr) | \$15,000.              | \$17,000.              |               |   |

| <u>ACCOUNT</u>                                   | <u>FY 21-22 BUDGET</u> | <u>FY 22-23 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u>  |
|--|------------------------|------------------------|---------------|---|
| 61830 IDI Carbon Change 1/ Yr                    | \$60,000.              | \$65,000.              |               |   |
| 62100 Plant Maintenance Supplies                 | \$291,500.             | \$319,500.             | 9.61%         | Increase Preventative Maint and less on Capital Expense |
| 62200 Lubricants                                 | \$35,000.              | \$35,000.              | 0.00%         | Increase due to maintenance and escalation              |
| 62300 Plant Maintenance Services                 | \$339,000.             | \$350,000.             | 3.24%         | Increase Preventative Maint and less on Capital Expense |
| 62400 Building & Grounds                         | \$309,500.             | \$339,500.             | 9.69%         | Increase Preventative Maint and less on Capital Expense |
| 63100 Laboratory Supplies                        | \$36,000.              | \$36,000.              | 0.00%         |   |
| 63200 Laboratory Services                        | \$30,000.              | \$30,000.              | 0.00%         |   |
| 69000 Contingency                                | <u>\$120,000.</u>      | <u>\$120,000.</u>      | <u>0.00%</u>  |   |
| <b>Total Ops Budget</b>                          | <b>\$9,631,927.</b>    | <b>\$10,306,472.</b>   | <b>7.00%</b>  |   |
| 64000 Bonded Debt Payment                        | \$5,122,257.           | \$4,996,783.           | -2.45%        |   |
| <b>Total Ops &amp; Debt Budget</b>               | <b>\$14,754,184.</b>   | <b>\$15,303,255.</b>   | <b>3.72%</b>  |   |
| 71000 Capital Gen & Plant                        | \$1,795,000.           | \$2,190,000.           | 22.01%        | Increased Capital Projects and Reserves See CIP List    |
| 71030 Capital Nitrogen                           | <u>\$50,000.</u>       | <u>\$50,000.</u>       | <u>0.00%</u>  |   |
| <b>Total Ops &amp; Cap Budgets</b>               | <b>\$16,599,184.</b>   | <b>\$17,543,255.</b>   | <b>5.69%</b>  |   |
| 73000 Nitrogen Upgrade & CA/OPM                  | \$0.                   | \$0.                   |               | Project closed  |
| 84000 Legislative Payment Cromwell               | <u>\$100,000.</u>      | <u>\$100,000.</u>      | 0.00%         |   |
| 91000 CREDITS TO TOWNS                           | <u>\$15,000.</u>       | <u>\$15,000.</u>       |               |   |
| <b>Total Budget</b>                              | <b>\$16,714,184.</b>   | <b>\$17,658,255.</b>   | <b>5.65%</b>  |   |
| <b>TOTAL Budget W/OUT Capital or Electricity</b> | <b>\$12,839,184.</b>   | <b>\$13,287,255.</b>   | <b>3.49%</b>  | <b>\$448,071.</b>                                       |

Fiscal Year 2022-2023 Flow Development Work Sheet  
and Other Income -

Notes

- 1 This spreadsheet is based on the FY2021 2022 Budget spreadsheet.
- 2 The same formulas have been used as in the previous budget preparation process.
- 3 Assumptions include: 2.5% Contract Salary increase plus steps, merit increase, 6% Medical costs increase over Current Costs, 21% MERF Contrib from Mattabassett, currently 19.1% , Electricity increase 5% over current budget
- 4 Sludge/Septage Income \$825,000  
Interest Income Projected \$20,000 - Actual FY21 is 31K W/O/U NB, B, C Reserve Interest.  
Misc Income \$50,000  
Excess Income Transfer \$0.00 - Need to buildup Reserves and CNR Accounts for future projects and emergencies.  
Reserve fund transfer \$0.00 already used funds in previous FY's to reduce debt service

REVISED 1.14.2022

5 Overall Budget Increase = 5.65% over FY22's budget  
6 Excluding Capital & Electricity the FY21 budget increased = 3.49% over FY22's budget  
7 UPDATED WITH 12.31.2021 FLOW Data

The Following input has been derived from the Flow Worksheet: FLOW UPDATE IS THROUGH DEC, 2021

|                            | 2019 Flows |         |           |            |            | 2020 Flows |         |           |            |  |
|----------------------------|------------|---------|-----------|------------|------------|------------|---------|-----------|------------|--|
|                            | Total      | Average | % Constll | % Tot Flow | % of Total | Total      | Average | % Constll | % Tot Flow |  |
|                            |            |         |           |            |            |            |         |           |            |  |
| Municipality               | 4053.14    | 11.10   | 51.79%    | 49.96%     |            | 3656.06    | 10.02   | 49.79%    | 47.88%     |  |
| New Britain (incl Farm)    | 1318.83    | 3.61    | 16.85%    | 16.26%     |            | 1223.20    | 3.35    | 16.66%    | 16.02%     |  |
| Berlin                     | 409.93     | 1.12    | 5.24%     | 5.05%      |            | 372.38     | 1.02    | 5.07%     | 4.88%      |  |
| Cromwell                   | 2044.50    | 5.60    | 25.12%    | 25.20%     |            | 2091.14    | 5.73    | 28.48%    | 27.39%     |  |
| Middletown WWWWTP          | 285.48     | 0.78    | N/A       | 3.52%      |            | 292.58     | 0.80    | N/A       | 3.83%      |  |
| MDC                        | 4.60       | 0.01    | N/A       | 0.06%      |            | 4.60       | N/A     | N/A       | 0.06%      |  |
| Farmingington (Not in Tot) | 8111.99    | 22.22   | 100.00%   | 100.00%    |            | 7635.36    | 20.92   | 100.00%   | 100.00%    |  |
| total                      |            |         |           |            |            |            |         |           |            |  |

|  | 2021 Flows               |         |         |            |       | Reserved Allocation 1986 |            |        | Peak Flow | Peak Through Secondary |
|--|--------------------------|---------|---------|------------|-------|--------------------------|------------|--------|-----------|------------------------|
|  | January through December |         |         |            | Flow  | % of Total               | % of Const |        |           |                        |
|  | Total                    | Average | % Const | % Tot Flow |       |                          |            |        |           |                        |
|  | 3831.82                  | 10.50   | 48.83%  | 46.99%     | 12.60 | 70.39%                   | 57.27%     |        | 45.82     | 20.04                  |
|  | 1306.39                  | 3.58    | 16.65%  | 16.02%     | 3.30  | 18.44%                   | 15.00%     | NB     | 12.00     | 5.25                   |
|  | 404.74                   | 1.11    | 4.56%   | 4.96%      | 2.00  | 11.17%                   | 9.09%      | BERLIN | 7.27      | 3.18                   |
|  | 2304.47                  | 6.31    | 29.37%  | 28.26%     | 2.50  | N/A                      | 11.37%     | CROM   | 9.10      | 3.98                   |
|  | 307.19                   | 0.84    | N/A     | 3.77%      | 1.60  | N/A                      | 7.27%      | MIDDLE | 5.82      | 2.54                   |
|  | 4.60                     | N/A     | N/A     | N/A        | N/A   | N/A                      | N/A        | MDC    |           |                        |
|  | 8154.61                  | 22.34   | 100.00% | 100.00%    | 22.00 | N/A                      | 100.00%    |        | 80.00     | 35.00                  |

| Municipality               | 2015-2019 Average Flows |         |           |            |         | 2016-2020 Average Flows |           |            |  |  |
|----------------------------|-------------------------|---------|-----------|------------|---------|-------------------------|-----------|------------|--|--|
|                            | Total                   | Average | % Constlt | % Tot Flow | Total   | Average                 | % Constlt | % Tot Flow |  |  |
|                            |                         |         |           |            |         |                         |           |            |  |  |
| New Britain (incl Farm)    | 3682.88                 | 10.09   | 51.89%    | 50.02%     | 3753.21 | 10.28                   | 51.77%    | 49.02%     |  |  |
| Berlin                     | 1097.45                 | 3.01    | 15.46%    | 14.90%     | 1132.28 | 3.10                    | 15.62%    | 15.03%     |  |  |
| Cromwell                   | 393.61                  | 1.08    | 5.55%     | 5.35%      | 391.19  | 1.07                    | 5.40%     | 5.19%      |  |  |
| Middletown WWWWTP          | 1923.19                 | 5.27    | 27.10%    | 26.12%     | 1973.76 | 5.41                    | 27.22%    | 26.20%     |  |  |
| MDC                        | 265.13                  | 0.73    | N/A       | 3.61%      | 263.82  | 0.78                    | N/A       | 3.77%      |  |  |
| Farmingington (Not in Tot) | 4.60                    | 0.01    | N/A       | 0.06%      | 4.60    | 0.01                    | N/A       | N/A        |  |  |
| Total                      | 7363.26                 | 20.17   | 100.00%   | 100.00%    | 7534.25 | 20.64                   | 100.00%   | 100.00%    |  |  |

|  | 2017-2021 Average Flows       |         |                 |          | Reserved Allocation |            |         |        | Primary | Peak Through Secondary |        |
|--|-------------------------------|---------|-----------------|----------|---------------------|------------|---------|--------|---------|------------------------|--------|
|  | January through December 2021 |         | % of Total Flow | % of MGD | % of Const          | % of Total |         |        |         |                        |        |
|  | Total                         | Average |                 |          |                     |            |         |        |         |                        |        |
|  | 3899.99                       | 10.68   | 51.42%          | 49.48%   | 14.25               | 42.86%     | 40.89%  | NB     | 45.82   | 22.49                  | 59.75% |
|  | 1215.42                       | 3.33    | 16.02%          | 15.42%   | 5.00                | 15.04%     | 14.35%  | BERLIN | 12.00   | 7.89                   | 20.96% |
|  | 401.40                        | 1.10    | 5.29%           | 5.09%    | 3.00                | 9.02%      | 8.61%   | CROM   | 7.27    | 4.73                   | 12.58% |
|  | 2068.21                       | 5.67    | 27.27%          | 26.24%   | 11.00               | 33.08%     | 31.56%  | MIDDLE | 39.10   | 17.36                  |        |
|  | 296.93                        | 0.81    | N/A             | 3.77%    | 1.60                | N/A        | 4.59%   | MDC    | 5.82    | 2.53                   | 6.71%  |
|  | 4.60                          | 0.01    | N/A             | N/A      | N/A                 | N/A        | N/A     |        |         |                        |        |
|  | 7881.96                       | 21.60   | 100.00%         | 100.00%  | 34.85               | 100.00%    | 100.00% |        | 110     | 55                     |        |

For the Assessment Worksheet Provide the following Projections

Estimate of Interest Income for the Budgeted Fiscal Year (Reduced due to COVID and low interest rates)

Estimate of Septage and Grease Income \$20,000

Estimate of Sledge Revenue \$125,000

Estimate of Miscellaneous Income with NITROGEN CREDIT \$50,000

Estimate of Misc, Nitrogen Loan/Bond Income \$0

Reserve Fund Transfer for Operations Expenses (Misc. Eversource Electricity Lower, Gas, Chemicals) \$500,000

Reserve Fund Transfer to reduce burden of First Yr Construction Loan payment, \$0

\$13,000,000 Res Fund Transfer for NB, B, C 2015-2016 Start, Aml. Reduced each Yr \$777,965.86

New Britain \$550,906

Berlin \$148,405

Cromwell \$99,293

Last FY Diff

Lower due to Scheduled shutdown for Major repairs

Increase from last year's budget but below actual Rev due to major repairs in FY2023

\$696,748 -\$145,842

\$187,779 -\$39,374

\$99,293 -\$20,638



**FIVE YEAR CAPITAL PLAN  
DEPARTMENT REQUESTS  
January XX, 2022**

**Priority Ratings:**

1. Essential for the operation of the facility
2. Required by State and Federal regulations.
3. Required to lower impact to community.
4. Funded by Nitrogen Project.
5. Enhance or make more efficient provision of current level of service.
6. Funded by energy performance contract.
7. Funded from CNR.

| DEPT.<br>#   | 19/20<br>Priority | 2022/23<br>DEPT. REQUESTS | 2023/24<br>PLAN | 2024/25<br>PLAN | 2025/26<br>PLAN | 2026/27<br>PLAN | TOTAL<br>REQUEST |
|--|-------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>01 LABORATORY</b>   |                   |                           |                 |                 |                 |                 |                  |
| Nutrient Analyzer Partial (2 of 2)   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Distilled Water System   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Refrigerator LAB Samples/Blanks  | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Muffle Furnace Volatiles   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Balance- Top Loading 25 Yrs Old  | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Atomic Analyzer  | 2,1               | 40,000                    | 40,000          |                 |                 |                 | \$0              |
| Fume Hoods (2 Total)   | 1                 |                           |                 |                 |                 |                 | \$0              |
| Dishwasher   |                   | \$40,000                  | \$40,000        | \$0             | \$0             | \$0             | \$80,000         |
| <b>02 MAINTENANCE</b>  |                   |                           |                 |                 |                 |                 |                  |
| Plant DUMP TRUCK with Plow   | 1                 |                           |                 |                 |                 |                 | \$0              |
| Plant CANYON PICKUP TRUCK  | 1                 |                           |                 |                 |                 |                 | \$0              |
| New HOLLAND TRACTOR REPL.  | 1                 |                           |                 |                 |                 |                 | \$0              |
| Gator Tractor  | 1,5               |                           |                 |                 |                 |                 | \$0              |
| Diesel Fuel Storage Tank (1000 gal Convault) DEFER   | 5                 |                           |                 |                 |                 |                 | \$0              |
| Cone Valves Rebuild/Replace (ENERGY PERF. CONTRACT)  |                   | 75,000                    | 75,000          | 75,000          | 75,000          |                 | \$300,000        |
| Raw Sewage Pump Rebuild (total of 6, Include CAPITAL for one Year, for ENERGY PERFORM. CONTRACT) | 1,6               |                           |                 |                 |                 |                 | \$0              |
| Windows Dewatering.  | 1,6               |                           |                 |                 |                 |                 | \$0              |
| Primary Tank Flight Drives   | 1                 |                           |                 |                 |                 |                 | \$0              |
| Wood Chipper   |                   |                           |                 |                 |                 |                 | \$0              |
| Brushhog Bobcat  | 1,5               |                           |                 |                 |                 |                 | \$0              |
| Roofing Replacement Various (Ops Locker)   | 1                 | 75,000                    |                 |                 |                 |                 | \$75,000         |
| HVAC Ductwork Replacement Various Control Room   | 1,6               |                           |                 |                 |                 |                 | \$0              |
| Watermain Rehab and Improvements   | 1                 | 250,000                   |                 |                 |                 |                 | \$250,000        |
| Generator 52GM Breaker Panel Upgrade   |                   |                           |                 |                 |                 |                 |                  |
|  |                   | \$400,000                 | \$75,000        | \$75,000        | \$75,000        | \$0             | \$625,000        |
| <b>03 OPERATIONS</b>   |                   |                           |                 |                 |                 |                 |                  |
| IDI Carbon Change (1 per year)   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| IDI Secondary Heat Exchanger   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Reline Clay Lagoon (Design)  | 1,2               |                           | 60,000          | 60,000          | 60,000          | 60,000          | \$240,000        |
| Reline Clay Lagoon (Constr) (DEFER)  | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Auto Degrit/Rag (Design)   | 5                 |                           |                 |                 |                 |                 | \$0              |
| Acid Cleaning Odor Control (2 per year)  | 1,3               |                           |                 |                 |                 |                 | \$0              |

| DEPT.<br>#   | 19/20<br>Priority | 2022/23<br>DEPT. REQUESTS | 2023/24<br>PLAN | 2024/25<br>PLAN | 2025/26<br>PLAN | 2026/27<br>PLAN | TOTAL<br>REQUEST |
|--|-------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Odor Control Carbon Changeout                                | 1,3               |                           |                 |                 |                 |                 | \$0              |
| Odor Control Dedicated Unit for Centrate and Sludge Unload   |                   | 25,000                    | 75,000          |                 |                 |                 |                  |
| Odor Control New Unit for Middletown Connection              |                   |                           | 50,000          |                 |                 |                 |                  |
| Odor Control New Bar Rack Building                           |                   |                           | 200,000         |                 |                 |                 |                  |
| Painting, Epoxy Wall and Column Repairs RSP Building         |                   | 75,000                    | 75,000          |                 |                 |                 |                  |
| Sludge Storage Tank Cleaning (1 per year)                    | 1,3               |                           |                 |                 |                 |                 | \$0              |
| Sludge Storage Tank DIFFUSERS                                | 1                 |                           |                 |                 |                 |                 | \$0              |
| Aeration Tank Diffusers (4 Total with SSR)                   | 1,2,5             |                           |                 |                 |                 |                 | \$0              |
| Aeration Tank DO Probes (Replacement 42/Yr)                  | 1,2,5             |                           |                 |                 |                 |                 | \$0              |
| Aeration Tank pH and ORP Sensors                             | 1,2,5             |                           |                 |                 |                 |                 | \$0              |
| WAS Pumps Rebuild ( 2)                                       | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Aeration Blowers Siemens Level 1 Service Fluidizing (2) (Ops | 1,5               |                           |                 |                 |                 |                 | \$0              |
| Sludge Storage Recirculation Pump Replacement                | 1                 |                           |                 |                 |                 |                 | \$0              |
| Sludge Unloading Pumps (2) replace every 3 years             | 1                 |                           |                 |                 |                 |                 | \$0              |
| CO Sensors for GAC Unit                                      |                   | 350,000                   | 375,000         |                 | 400,000         |                 | \$1,125,000      |
| Centrifuge REBUILD/REPLACE                                   | 1                 |                           |                 |                 |                 |                 | \$0              |
| TRUNK LINE VIDEO   | 1,2               |                           |                 |                 |                 |                 | \$0              |
| TRUNK LINE CLEANING/LINING                                   | 1,2               |                           | 250,000         |                 |                 |                 | \$250,000        |
| OUTFALL Cleaning and Jetting (Every 1 Yrs) Move to Maint     | 1,2,3             |                           |                 |                 |                 |                 | \$0              |
| Final Clarifier#1 Centerpost Squeegees and Seals             | 1,2               | 125,000                   |                 |                 |                 |                 | \$125,000        |
| Canopy for Switchgear and Transformer Downsized              | 1,2               |                           |                 |                 |                 |                 | \$0              |
| Putzmeister Pumps (Cake Feed to Incinerator                  |                   |                           | 100,000         |                 | 100,000         |                 | \$200,000        |
| GAC SYSTEM HEATER for Incinerator                            |                   |                           |                 |                 |                 |                 | \$0              |
| Raw Sewage Pumps Variable Drives and PLC Controller          |                   |                           |                 |                 |                 |                 | \$0              |
| Aeration Blower PLC Control (COMPLETE FY20)                  |                   |                           |                 |                 |                 |                 | \$0              |
| CEMS PLC for Incinerator                                     |                   |                           | 400,000         |                 |                 |                 | \$0              |
| Grease Skimmer System Primary Tanks (2 of 2)                 |                   | 150,000                   |                 |                 |                 |                 | \$0              |
| SCADA SYSTEM UPGRADE WONDERWARE                              |                   | 250,000                   |                 |                 |                 |                 | \$0              |
| Detritor Catwalks, Scrapers, Drivers (Replacement 1 of 2)    |                   | 0                         | 250,000         |                 |                 |                 | \$0              |
| Secondary Heat Exchanger SPARE                               |                   |                           | 300,000         |                 |                 |                 | \$0              |
|  |                   |                           |                 |                 |                 |                 |                  |
|  |                   | \$975,000                 | \$2,135,000     | \$60,000        | \$560,000       | \$60,000        | \$1,940,000      |
|  |                   |                           |                 |                 |                 |                 |                  |
|  |                   |                           | \$50,000        |                 |                 |                 |                  |
|  |                   | \$0                       | \$50,000        | \$500,000       | \$500,000       | \$0             | \$0              |
|  |                   |                           |                 |                 |                 |                 |                  |
|  |                   | 750,000                   | 750,000         | 750,000         | 750,000         | 750,000         | \$3,750,000      |
|  |                   | 50,000                    | 50,000          | 50,000          | 50,000          | 50,000          | \$250,000        |
|  |                   | 25,000                    | 25,000          | 25,000          | 25,000          | 25,000          | \$125,000        |
|  |                   |                           |                 |                 |                 |                 |                  |
|  |                   | \$2,240,000               | \$3,125,000     | \$1,460,000     | \$1,960,000     | \$885,000       | \$6,770,000      |
|  |                   |                           |                 |                 |                 |                 |                  |

04

**ADMINISTRATION**  
Office upgrades:Expansion of Reception Area Prelim Design  
Office upgrades:Expansion of Reception Area DESIGN/CONSTR

**CAPITAL GENERAL 71010**  
Nitrogen Treatment 71030  
Solids/Incinerator 71040

Total

EPOXY COATING REPAIRS TO COLUMNS, WALLS, DEWATERING, RSP, ETC.

VENTILATION RSP, DEWATERING

ODOR CONTROL IMPORVEMENTS, DEWATERING, MIDDLETOWN WETWELL, RSP, SLUDGE DROPOFF, CENTRATE

| DEPT.<br># | 19/20<br>Priority | 2022/23<br>DEPT. REQUESTS | 2023/24<br>PLAN | 2024/25<br>PLAN | 2025/26<br>PLAN | 2026/27<br>PLAN | TOTAL<br>REQUEST |
|------------|-------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
|------------|-------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|

CATWALK, SCRAPERS FOR DETRITOR TANKS #1, #2



PARTICIPANT

|  |                     |                     |               |   |
|--|---------------------|---------------------|---------------|---|
| New Britain (less Farmington): <b>Total:</b> | <b>FY 2021-2022</b> | <b>FY 2022-2023</b> | <b>CHANGE</b> |   |
| Operations (net minus debt & Cap)            | \$6,348,885.        | \$6,831,607.        | 7.60%         |   |
| Debt   | \$4,163,893.        | \$4,390,565.        | 5.44%         |   |
|  | \$1,397,719.        | \$1,492,255.        | 6.76%         | Increase is mostly due to credit for NB, B<br>Cromwell being reduced this year. Credit<br>was increased for 4 years Not a reflection to<br>budget increase. |
| Capital Gen & Admin                          | \$787,273.          | \$948,787.          | 20.52%        | 20.52%  |
| Capital Nitrogen                             | \$0.                | \$0.                |               |   |
| Berlin:                                      | \$2,078,380.        | \$2,270,424.        | 9.24%         |   |
| Operations (net minus debt & Cap)            | \$1,255,023.        | \$1,369,023.        | 9.08%         |   |
| Debt   | \$547,121.          | \$568,493.          | 3.91%         |   |
| Capital Gen & Admin                          | \$276,236.          | \$332,908.          | 20.52%        |   |
| Capital Nitrogen                             | \$0.                | \$0.                |               |   |
| Cromwell:                                    | \$964,701.          | \$1,026,215.        | 6.38%         |   |
| Operations (net minus debt & Cap)            | \$457,312.          | \$474,986.          | 3.86%         |   |
| Debt   | \$341,647.          | \$351,484.          | 2.88%         |   |
| Capital Gen & Admin                          | \$165,742.          | \$199,745.          | 20.52%        |   |
| Capital Nitrogen                             | \$0.                | \$0.                |               |   |
| Middletown:                                  | \$4,368,659.        | \$4,588,025.        | 5.02%         |   |
| Operations (net minus debt & Cap)            | \$2,224,525.        | \$2,358,818.        | 6.04%         |   |
| Debt   | \$1,616,781.        | \$1,577,177.        | -2.45%        |   |
| Capital Gen & Admin                          | \$527,353.          | \$652,030.          | 23.64%        |   |
| Capital Nitrogen                             | \$0.                | \$0.                |               |   |
| MDC:   | \$679,116.          | \$707,790.          | 4.22%         |   |
| Operations (net minus debt & Cap)            | \$355,552.          | \$371,852.          | 4.58%         |   |
| Debt   | \$235,168.          | \$229,408.          | -2.45%        |   |
| Capital Gen & Admin                          | \$88,396.           | \$106,530.          | 20.52%        |   |
| Capital Nitrogen                             | \$0.                | \$0.                |               |   |
| Farmington:                                  | \$10,623.           | \$11,228.           | 5.70%         |   |
| Sub Total                                    |                     |                     |               |   |
| Interest Income                              | \$30,000.           | \$20,000.           | -33.33%       |   |
| Sludge Management:                           | \$950,000.          | \$875,000.          | -7.89%        |   |
| Reserve Fund Transfer for Ops Bud            | \$250,000.          | \$500,000.          |               |   |
| \$13 Res Fund Trans NB, B, C Credit          | \$983,820.          | \$777,966.          | -20.92%       |   |
| Reserve Fund Transfer for CAPITAL Project    | \$0.                | \$0.                | 0.00%         |   |
| Miscellaneous Income:                        | \$50,000.           | \$50,000.           |               |   |
| Total Budget:                                | \$16,714,184.       | \$17,658,255.       | 5.65%         |   |
| Total Constituents'                          | \$13,760,625.       | \$14,716,271.       | 6.94%         |   |
| Total Contractuals'                          | \$689,739.          | \$719,018.          | 4.24%         | 1,068,159,183   |

PARTICIPANT

|                                |                                 |                     |
|--------------------------------|---------------------------------|---------------------|
|                                | <b>COST PER MILLION GALLONS</b> | <b>CHANGE</b>       |
|                                | <b>FY 2021-2022</b>             | <b>FY 2022-2023</b> |
| New Britain (less Farmington): | 1,737                           | 1,783               |
| Berlin:                        | 1,699                           | 1,738               |
| Cromwell:                      | 2,591                           | 2,535               |
| Middletown:                    | 2,089                           | 1,991               |

|                                |                   |                           |                 |
|--------------------------------|-------------------|---------------------------|-----------------|
| M.D.C.:<br>Farmington:         | 2,321<br>2,309    | 2,304<br>2,441            | -0.73%<br>5.70% |
| Constituent Average            | 1,321             | 1,331                     | 0.74%           |
|                                |                   |                           | \$4,301,804.    |
|                                | <u>Operations</u> | <u>Debt &amp; Capital</u> |                 |
|                                | \$7,139,517       | \$5,738,517               |                 |
| New Britain (less Farmington): |                   |                           |                 |
| Berlin:                        | 49.48%            | 40.89%                    | \$2,346,452     |
| Cromwell:                      | 15.42%            | 14.35%                    | \$823,317       |
| Middletown:                    | 5.09%             | 8.61%                     | \$493,990       |
| M.D.C.:                        | 26.24%            | 31.56%                    | \$1,811,297     |
|                                | 3.77%             | 4.59%                     | \$263,461       |

| Fiscal Year | New Britain |             |                 | Berlin             |                      |          | Cromwell    |             |                 |                    |                      |  |
|-------------|-------------|-------------|-----------------|--------------------|----------------------|----------|-------------|-------------|-----------------|--------------------|----------------------|--|
|             | OLD Credit  | NEW CREDIT  | INTEREST CREDIT | Total Credit w/INT | Balance (w/OUT Int.) | Year     | OLD Credit  | NEW CREDIT  | INTEREST CREDIT | Total Credit w/INT | Balance (w/OUT Int.) |  |
| 2014-2015   | \$0         | \$0         |                 | \$9,169,732        | \$0                  | 0        | \$0         | \$0         |                 | \$0                | \$0                  |  |
| 2015-2016   | \$735,000   | \$735,000   |                 | \$8,434,732        | \$205,000            | 1        | \$205,000   | \$205,000   |                 | \$90,000           | \$1,314,987          |  |
| 2016-2017   | \$701,842   | \$701,842   |                 | \$7,732,890        | \$195,000            | 2        | \$195,000   | \$195,000   |                 | \$87,544           | \$1,227,443          |  |
| 2017-2018   | \$673,185   | \$977,357   | \$124,169       | \$6,755,533        | \$186,317            | 3        | \$256,416   | \$256,416   | \$32,520        | \$154,194          | \$1,073,249          |  |
|             | \$644,529   | \$948,701   | \$106,572       | \$5,806,832        | \$177,635            | 4        | \$247,733   | \$247,733   | \$32,520        | \$152,157          | \$921,091            |  |
|             | \$615,872   | \$920,044   | \$106,572       | \$4,886,787        | \$168,952            | 5        | \$239,051   | \$239,051   | \$27,912        | \$150,120          | \$770,971            |  |
|             | \$587,216   | \$891,388   | \$141,524       | \$3,995,400        | \$160,270            | 6        | \$230,368   | \$230,368   | \$37,066        | \$148,083          | \$622,869            |  |
|             | \$558,559   | \$696,748   | \$138,189       | \$3,436,840        | \$151,587            | 7        | \$151,587   | \$151,587   | \$36,192        | \$77,358           | \$545,530            |  |
|             | \$529,903   | \$529,903   | \$21,003        | \$2,905,937        | \$142,905            | 8        | \$142,905   | \$142,905   | \$5,501         | \$75,321           | \$470,209            |  |
|             | \$501,246   | \$501,246   |                 | \$2,405,691        | \$134,222            | 9        | \$134,222   | \$134,222   |                 | \$73,284           | \$396,925            |  |
|             | \$472,590   | \$472,590   |                 | \$1,933,101        | \$125,539            | 10       | \$125,539   | \$125,539   |                 | \$71,247           | \$325,678            |  |
|             | \$443,933   | \$443,933   |                 | \$1,489,168        | \$116,857            | 11       | \$116,857   | \$116,857   |                 | \$69,210           | \$256,468            |  |
|             | \$415,277   | \$415,277   |                 | \$1,073,891        | \$108,174            | 12       | \$108,174   | \$108,174   |                 | \$67,173           | \$189,295            |  |
|             | \$386,620   | \$386,620   |                 | \$687,271          | \$99,492             | 13       | \$99,492    | \$99,492    |                 | \$65,136           | \$124,160            |  |
|             | \$357,964   | \$357,964   |                 | \$329,307          | \$90,009             | 14       | \$90,009    | \$90,009    |                 | \$63,088           | \$61,061             |  |
|             | \$329,307   | \$329,307   |                 | \$0                | \$82,127             | 15       | \$82,127    | \$82,127    |                 | \$61,061           | \$0                  |  |
|             | 2020-2031   | \$300,651   |                 |                    |                      | \$73,444 |             |             | \$59,024        |                    | \$56,987             |  |
|             | 2031-2032   | \$271,994   |                 |                    |                      | \$64,761 |             |             | \$54,950        |                    | \$52,913             |  |
| 2032-2033   | \$243,338   |             |                 |                    | \$56,079             |          |             | \$50,876    |                 |                    |                      |  |
| 2033-2034   | \$214,681   |             |                 |                    | \$47,396             |          |             |             |                 |                    |                      |  |
| 2034-2035   | \$186,024   |             |                 |                    | \$38,714             |          |             |             |                 |                    |                      |  |
| TOTAL       | \$9,169,732 | \$9,169,732 | \$531,457       | \$9,701,189        | \$2,425,281          |          | \$2,425,281 | \$2,564,472 | \$139,191       | \$1,404,987        | \$1,489,345          |  |
|             | 70.54%      |             |                 |                    | 18.66%               |          |             |             |                 | 10.81%             |                      |  |



OK AGS  
3/12/22

# Budget Comparison

|              | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020          | 2021          | 2022          | 2023          | Average Annual<br>Increase 2017-2023 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------------------------|
| Total Budget | \$ 65,221,361 | \$ 29,436,053 | \$ 25,366,432 | \$ 14,465,444 | \$ 15,416,086 | \$ 14,909,946 | \$ 16,165,222 | \$ 16,113,196 | \$ 16,714,184 | \$ 17,658,255 | 3.68%                                |
| New Britain  | \$ 4,145,937  | \$ 4,937,139  | \$ 5,137,548  | \$ 5,770,140  | \$ 5,794,805  | \$ 5,841,083  | \$ 6,123,969  | \$ 5,900,712  | \$ 6,348,885  | \$ 6,831,607  | 3.07%                                |
| Berlin       | \$ 1,252,920  | \$ 1,551,037  | \$ 1,704,358  | \$ 1,860,803  | \$ 1,862,451  | \$ 1,884,167  | \$ 1,960,833  | \$ 1,957,453  | \$ 2,078,380  | \$ 2,270,424  | 3.67%                                |
| Cromwell     | \$ 501,898    | \$ 663,429    | \$ 797,747    | \$ 917,890    | \$ 888,309    | \$ 885,555    | \$ 910,862    | \$ 898,887    | \$ 964,701    | \$ 1,026,215  | 1.97%                                |
| Middletown   | \$ 971,816    | \$ 1,551,998  | \$ 2,327,238  | \$ 2,759,965  | \$ 2,774,914  | \$ 2,832,985  | \$ 2,912,744  | \$ 4,335,752  | \$ 4,368,659  | \$ 4,588,025  | 11.04%                               |
| MDC          | \$ 273,312    | \$ 375,634    | \$ 427,543    | \$ 508,346    | \$ 618,113    | \$ 636,686    | \$ 667,881    | \$ 654,259    | \$ 679,116    | \$ 707,790    | 6.54%                                |

56 million of  
budget from  
Nitrogen  
Upgrade

21 million of  
budget from  
Nitrogen  
Upgrade & set  
aside

12.5 million  
from reserves  
& Bond/loan  
income

## Notes

## % of Budget

|            |       |        |        |        |        |        |        |        |        |        |  |
|------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| NB         | 6.36% | 16.77% | 20.25% | 39.89% | 37.59% | 39.18% | 37.88% | 36.62% | 37.99% | 38.69% |  |
| Berlin     | 1.92% | 5.27%  | 6.72%  | 12.86% | 12.08% | 12.64% | 12.13% | 12.15% | 12.43% | 12.86% |  |
| Cromwell   | 0.77% | 2.25%  | 3.14%  | 6.35%  | 5.76%  | 5.94%  | 5.63%  | 5.58%  | 5.77%  | 5.81%  |  |
| Middletown | 1.49% | 5.27%  | 9.17%  | 19.08% | 18.00% | 19.00% | 18.02% | 26.91% | 26.14% | 25.98% |  |
| mdc        | 0.42% | 1.28%  | 1.69%  | 3.51%  | 4.01%  | 4.27%  | 4.13%  | 4.06%  | 4.06%  | 4.01%  |  |

Agenda Item No. 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** April 5, 2022  
**SUBJECT:** "AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN"

**Summary of Agenda Item:**

Changes are made by the state every ten years to the Congressional, State Senate and State Representative Districts. The town voting districts were affected by these changes with the State Representative Districts.

A Public Hearing is scheduled to be held earlier this evening. The Town Council is being asked to adopt the recommendations of the Registrars of Voters.

**Action Needed:**

Move to adopt "AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN."

**Attachments:**

Ordinance  
Voting Districts Maps

**Prepared By:** Christy Miano and Joan Veley, Registrar of Voters

CM 

## Proposed Ordinance

### Sec. 2-2. Voting districts.

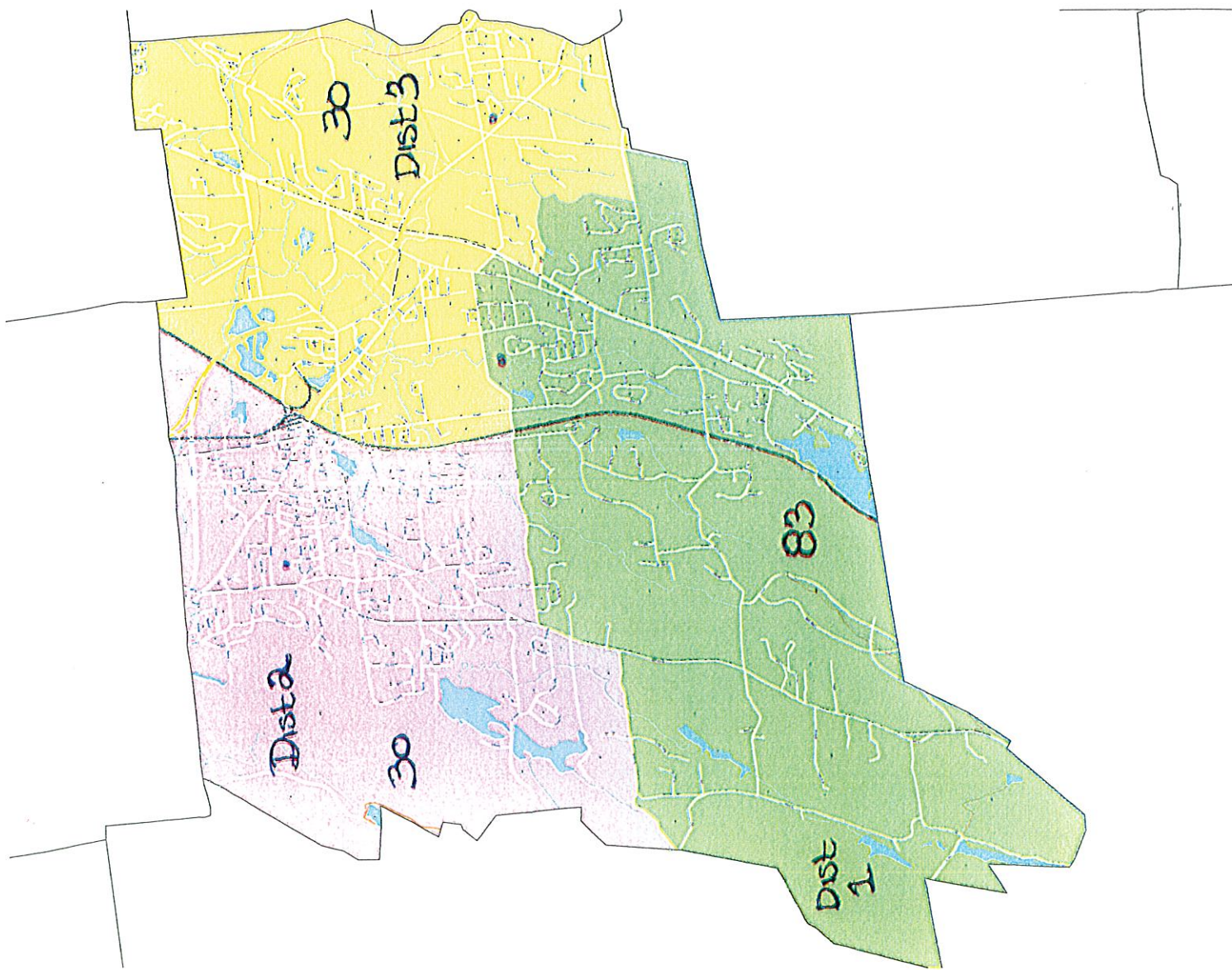
(a) *Establishment.* There is hereby established within the town ~~five (5)~~ **three (3)** voting districts that shall be used for all elections, including primaries and referenda. The geographical boundaries of such voting districts shall be as shown on a map entitled "Voting Districts – Town of Berlin" and dated ~~February 15, 2012~~ **March 2022** which is attached to this ordinance and is incorporated herein and made a part of this section.

(b) *Referenda.* The town council may reduce the number of voting districts for any referendum, up to and including having a single voting district in the town.

(Ord. No. 01-02, §§ 1, 2, 1-26-2002; Ord. No. 01-12 updates the geographical boundaries 03-06-2012)

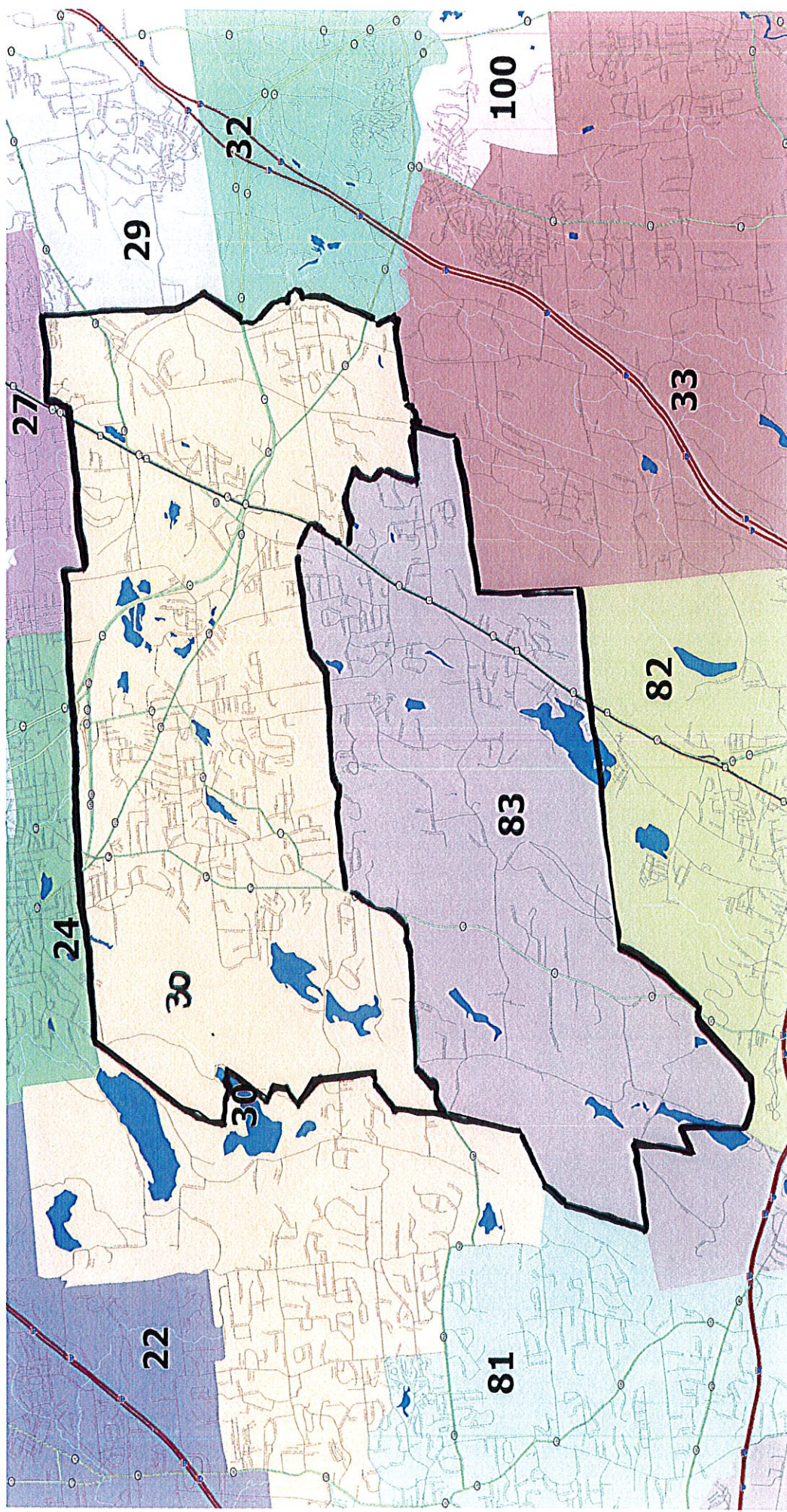
**Charter reference** — § 7-5 states that the Budget Referendum must be at the normal and usual polling places.







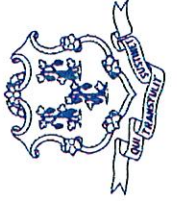
# State House of Representatives Redistricting Plan 2021 - Berlin House District(s)



## The Connecticut General Assembly Reapportionment Commission

### Senate

Senate Minority Leader Kevin Kelly  
Senate President Pro Tempore Martin Looney  
Senate Majority Leader Bob Duff  
Senator Paul Formica



### House

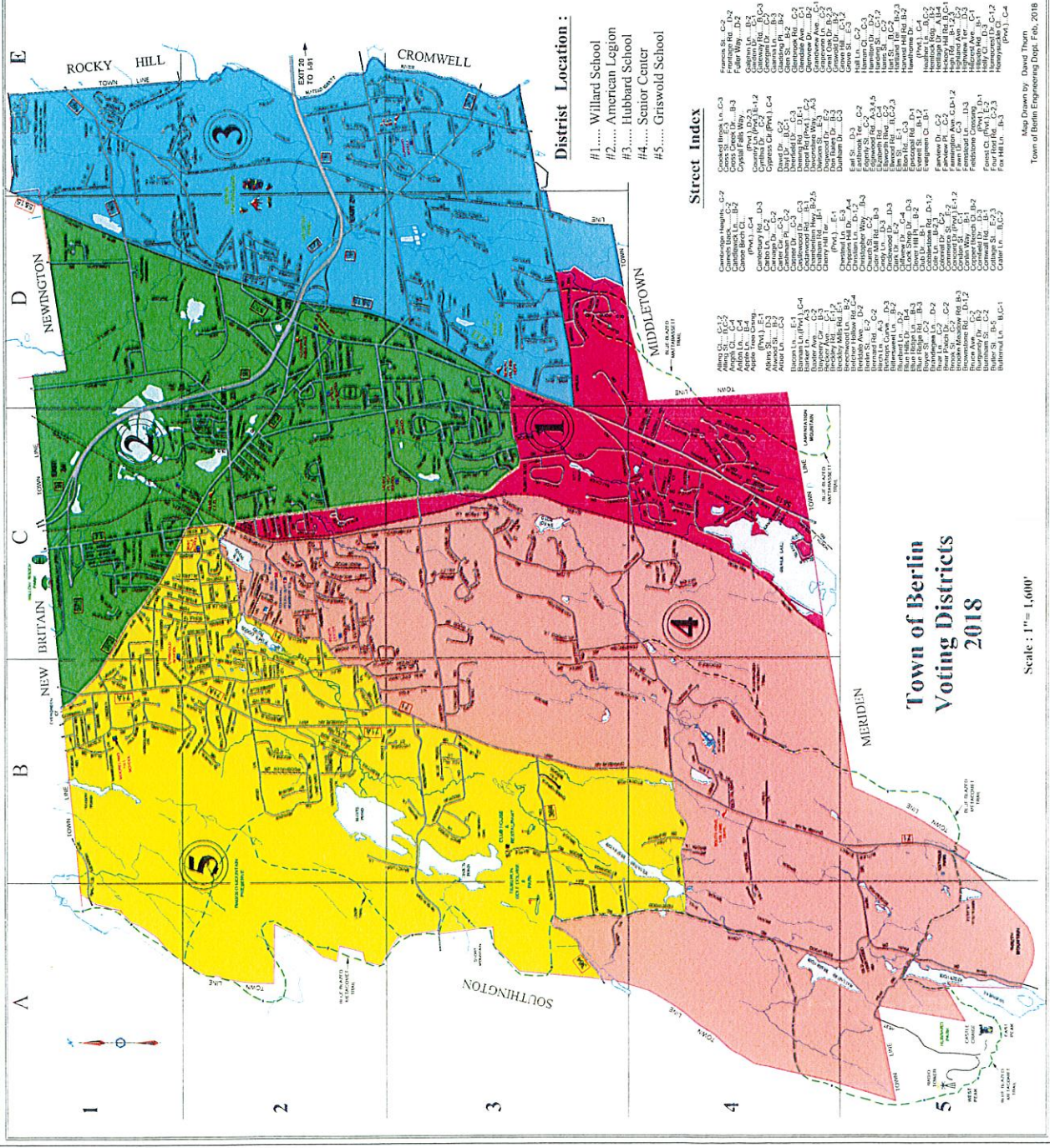
Speaker of the House Matt Ritter  
House Minority Leader Vincent Candelora  
House Majority Leader Jason Rojas  
Representative Jason Perillo

Honorable John P. McKinney  
Jim Tamburro, Project Coordinator





BERLIN CT 06037



**District Location :**

- #1..... Willard School
- #2..... American Legion
- #3..... Hubbard School
- #4..... Senior Center
- #5..... Griswold School

**Street Index**

- Adams St. C-2
- Adams St. E-1
- Adams St. E-2
- Adams St. E-3
- Adams St. E-4
- Adams St. E-5
- Adams St. E-6
- Adams St. E-7
- Adams St. E-8
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- Adams St. E-97
- Adams St. E-98
- Adams St. E-99
- Adams St. E-100

Map Drawn by: David Thom  
Town of Berlin Engineering Dept. Feb. 2018  
Scale : 1"= 1,600'