

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING  
MAY 10, 2022

John “Doc” McIntosh Conference Room or Remote Option  
7:00 P.M.

**<https://berlinct-gov.zoom.us/j/81751137495?pwd=dXZBYnh5NytEVmhRNTBwWGloQXRhdz09>**

Call-in Option:	1 929 205 6099 United States Toll
Meeting ID:	817 5113 7495
Passcode:	310155

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

E. APPROVAL OF PRIOR MINUTES

April 19, 2022, Regular Meeting  
April 28, 2022, Special Meeting

F. NEW BUSINESS

1. Move to adopt “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”.
2. Move to transfer \$109,437, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.
3. Move to transfer \$2,700 from Storm Related Overtime to Charter Revision Commission Secretaries (\$2,000); Worker’s compensation (\$47.00); Social Security (\$153.00) and Supplies Accounts (\$500.00) to fund a charter review.
4. Finance Director update.

G. ADJOURNMENT

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING MINUTES  
APRIL 19, 2022  
John “Doc” McIntosh Conference Room or Remote Option  
7:00 P.M.

**<https://berlinc-t-gov.zoom.us/j/85998064862?pwd=cnFkU05WKzVZNGtlaG8xbk1QWkdIZz09>**

Call-in Option:	1 929 205 6099 United States Toll
Meeting ID:	859 9806 4862
Passcode:	265723

A. CALL TO ORDER

Director Delaney called the meeting to order at 6:59 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

ATTENDANCE:

Members Present: Sal Bordonaro, Tim Grady, Mark Holmes, George Millerd, Gerald Paradis

Members Absent: Raul Fernandes

Staff Present:

Kevin Delaney – Finance Director

Chris Edge – Economic Development Director

D. PUBLIC COMMENTS

E. APPROVAL OF PRIOR MINUTES

March 8, 2022, Special Meeting  
March 8, 2022, Special Joint Meeting  
March 9, 2022, Budget Meeting  
March 16, 2022, Budget Meeting  
March 29, 2022, Budget Forum  
March 29, 2022, Budget Hearing  
March 29, 2022, Special Meeting

Mr. Paradis moved to approve the March 8, 2022 Special Meeting minutes, March 8, 2022 Special Joint Meeting minutes, March 9, 2022 Budget Meeting minutes, March 16, 2022 Budget Meeting minutes, March 29 2022 Budget Forum minutes, March 29, 2022 Budget Hearing minutes and the March 29, 2022 Special Meeting minutes.

Seconded by Mr. Millerd.

Those voting in favor: Mr. Bordonaro, Mr. Holmes, Mr. Grady, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

## F. NEW BUSINESS

### 1. Discuss Economic Development branding awareness campaign – Chris Edge

Economic Development Director Edge provided an update on the branding awareness campaign. There is a lot going on in Berlin right now. There were 45 ribbon cuttings / ground breakings since COVID began. We have no choice but to launch this effort. Whether it is Cornerstone, Provision State Coffee, or The Truck Bar, getting the word out to people is important. The plan is to promote inside and outside of town. People on the outside need to know that is a great place to live, work, or have your business. It is also a great place to raise your family.

Economic Development Director Edge said Berlin will now have a brand, logo and tagline:

- Webpage [www.itsallinberlin.com](http://www.itsallinberlin.com)
- Hashtag for all things Berlin. #itsallinBerlin
- Facebook page. [www.com/itsallaboutberlin](http://www.com/itsallaboutberlin)

Mr. Paradis asked to clarify that Economic Development Director Edge will not be competing with other towns. Economic Development Director Edge said there is an unwritten rule that you are not going to knock on doors in Newington, or New Britain, just like they would not knock on doors in Berlin, even though we are in competition with each other. We can't solicit.

Economic Development Director Edge said the Town of Berlin website is good for information. You can get information about trash pick-up, but this new effort will focus on promoting the community and getting people to think about Berlin and tourism. We can do tourism more than just 3 days a year for the Berlin Fair. We have the Timberlin Golf Course, restaurants, the brewery, The Truck Bar, etc. There is a lot of stuff that is cooking right now and over the next 24 months we are going to get 300 housing units which are going to bring in more people and money. It will work in tandem with the town website, but also to help people share what they are doing on Instagram. A lot of the links are going to go back to the town website. It will help get to what you need on the website much easier. Economic Development Director Edge shared the Town of Guilford model, [www.guilfordct.com](http://www.guilfordct.com). It is relatively straight forward and simple, you click on it and it will take you from there. Economic Development Director Edge said I see us doing the same thing with our website. The goal is to have a website that you click on and then go to different places. It may not look exactly the same, but a lot of it hits what we are taking about and we could include Sage Park, which I believe has rental fees associated.

Economic Development Director Edge said Step 1 is having an Instagram hash tag, #itsallinberlin. There is no Berlin centric hash tag right now. West Hartford has #weha, but nothing for Berlin, #itsallinBerlin will be a central spot where people can put all their information. Whether it's good news about sports, a great day at Timberlin, or I bought something at a shop, or my hair looks

terrific. It is how some of these businesses have survived. Joey B's had grown through social media during COVID. So, when someone takes a picture, they can add it to #itsallinberlin. Step 2 is using [www.facebook.com/itsallinberlin](https://www.facebook.com/itsallinberlin). Economic Development Director Edge said he sees it as being a place for information on events, such as if The Truck Bar is doing concerts, or people are doing things at the Italian Club. It really gives people content on what is happening. The good news such as ribbon cutting, because sometimes the good news doesn't get out there. The goal is to use the website, Instagram and Facebook. Initially, Facebook and Instagram to start with. It is to help build a brand and let people know it is all in Berlin.

Mr. Millerd asked if Facebook will be self-feeding, or will you have somebody? Economic Development Director Edge said he will have someone working with him on social media for content. Economic Development Director Edge said he is looking at doing both regional and local media outlets, the Berlin Citizen, Hartford Business Journal and RJ Media Group (Record Journal). We are working with bringing on partners (paid) to help with the branding/launch, social media expertise, video expertise (30 second videos) and website creator. We would pay for this with funding in place from the 2021-2022 budget to set up the website and launch the campaign, including social media. There was \$30k requested for the 2022-2023 budget and if we find there is another need, we will come back with specific requests for funding. The money should be coming as of July 1.

Economic Development Director Edge said I don't know exactly how social media works, but have been talking with a couple of people on that. The brewery is almost 2 years in now and doesn't have a sign, but is very successful. We have businesses that are very social media oriented. We will get out there and as opportunities present themselves and take those next steps. The website would be about tourism, live here and work here.

Mr. Paradis asked if Economic Development Director Edge is familiar with the person who is doing the Timberlin Golf Course social media? Economic Development Director Edge said he had a couple of discussions with her. Mr. Paradis asked if there is a website design person in mind? Economic Development Director Edge said he doesn't have one at this point, but has been talking with some people and the plan is to bring in experts who can guide me and kind of get me on my way.

Chairman Bordonaro added that the website will be important, as the town website is not very user friendly, so for you to establish something specifically for what is in Berlin is great. Mr. Millerd added that the town website is not very mobile friendly. Economic Development Director Edge said yes, that is foremost on my mind to make the website mobile friendly. We are also currently doing 45-minute windshield tours. Economic Development Director Edge said he will email the Board of Finance members when there are new ribbon cutting ceremonies.

2. Move to appropriate \$25,000 Justice Assistance Grant (JAG) to the Police Miscellaneous Equipment account in the Special Grants & Donations Fund.

Mr. Paradis moved to appropriate \$25,000 Justice Assistance Grant (JAG) to the Police Miscellaneous Equipment account in the Special Grants & Donations Fund.

Seconded by Mr. Grady.

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis.

Vote being: 5-0 (MOTION CARRIED)

3. Move to approve the resolution making certain findings with respect to completed capital projects and repealing remaining authorized but unissued debt and expenditure authority for such projects totaling \$979,352.

Mr. Paradis moved to approve the resolution making certain findings with respect to completed capital projects and repealing remaining authorized but unissued debt and expenditure authority for such projects totaling \$979,352.

Seconded by Mr. Millerd.

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis.

Vote being: 5-0 (MOTION CARRIED)

Finance Director Delaney said several years ago the town approved to acquire land for and design a police station, to be located at 903 and 913 Farmington Ave. As written, 903 and 913 Farmington Ave. do not exist anymore as they were rebranded as Steel Blvd. Even if we didn't rebrand those addresses, there is now one building on 903, which is almost completed. Mr. Millerd said there is nothing covered in the budget anywhere. Finance Director Delaney said this is just a legal authorization and you are de-authorizing. There is \$979,352 unused for this ordinance. Millerd asked if this is the only item that sits out there like this? Finance Director Delaney said yes, but we have two old open space obligations that I intentionally left out there in the event the town would like to pursue an opportunity, we could do it. The town purchased the Chotkowski property several years ago and there was some bonded money that was left. So, there was outstanding money for that one and that is how we purchased the 1 acre strip of land on Reservoir Rd. We want to leave open space out there if there is a purchase we want funded. Other than that, we have the fire radio, wash bay, and the High School Renovation project.

4. Discuss April 27th or 28th meeting for budget revision or to set the mill rate(s).

Finance Director Delaney said the charter requires that if the budget passes within 2 days, the Board of Finance must set the mill rate. We could do the 28<sup>th</sup>, so that we will know how the vote goes in the event that the vote is in favor and both budgets pass. The decision was made to hold a meeting on Thursday, April 28 at 7:00 p.m. via Zoom.

5. Finance Director update.

Finance Director Delaney said we continue to be in good shape, receipts are in-line with prior years. Taxes continue to remain strong. Expenditures are a little bit ahead as a percent of budget. This was an unusual year because of the substantial pension payouts at the beginning of the year, as well as the non-budgeted purchase of the fire vehicles. Both were budgeted and expended. Storm related, there was some risk this year, but unless we have a problem from this point on, we should be okay with the budget. Electricity, I still see some opportunities. Legal, we are still at some risk, but will finish okay. Health insurance and general insurance funds both remain solid. We continue to work on the health insurance fund to try to bring down our stop loss premium increase and are working with Anthem. Our broker received some competing bids for stop-loss insurance, so there is some opportunity there. General insurance, we did settle for an extended payout to another police officer. Probably the biggest risk with general insurance relates to heart & hypertension claims. The other part is self-insured liability, we have vehicle accidents and damage claims.

Mr. Paradis said when we had everybody establish their budgets, you have a certain percentage increase for health insurance. As you continue through this negotiation, things like stop loss and other stuff, you now have revised estimates in terms of reducing that percentage. Do you then apply the lower percentage for the actual going forward, even though you planned on the higher when you put the budget in? Finance Director Delaney said we would if that occurred.

Mr. Paradis asked if we are seeing any results from the VNA billing, or is that sort of a dead issue? Finance Director Delaney said the new VNA Director is there and settling in. She wants to understand the budget process and is very proactive with that. We are seeing some of the collections come through. The biggest challenge for us is to keep skilled nurses to see the patients. Mr. Paradis said he would like to see it just to see whether we are making improvements.

Chairman Bordonaro asked if there will be a pie chart sent out with the taxes again this year? Finance Director Delaney said we can do that, but the cost is close to \$2k. Many residents returned the handout and said why did I get this, but we can certainly do it. Chairman Bordonaro said he received positive feedback on the pie chart because it shows how we spent our money.

#### G. ADJOURNMENT

Mr. Paradis moved to adjourn at 7:41 p.m.

Seconded by Mr. Grady.

Those voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

Vote being 5-0

Submitted by,  
Alina Brown

TOWN OF BERLIN  
SPECIAL BOARD OF FINANCE MEETING  
APRIL 28, 2022  
REMOTE MEETING MINUTES  
7:00 P.M.

<https://berlinc-t-gov.zoom.us/j/84405851154?pwd=eWY1K1Z0cVJyZVl1NDdJeDBaekFaUT09>

Call-in Option: 1 929 205 6099  
Meeting ID: 844 0585 1154  
Passcode: 141482

A. CALL TO ORDER

Mr. Bordonaro called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

ATTENDANCE:

Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, Mark Holmes,  
George Millerd, Gerald Paradis

Members Absent: None.

Staff Present:

Arosha Jayawickrema – Town Manager  
Kevin Delaney – Finance Director

D. PUBLIC COMMENTS

None.

E. NEW BUSINESS

1. Discuss Fiscal Year 2023 Proposed Budget (*If one or both budgets fail on April 26<sup>th</sup>*):

Finance Director Delaney said he will share the latest report from last night. A couple of reporters shared that the Governor and the legislature did come to an agreement and they plan to vote next Monday and Tuesday on the budget. Amongst other things, they are going to go with the 32.46 mill rate cap. At least that is what they reported. Nothing has been voted on. I did give you the no state grant, so you could see the impact, but the reporting also indicated that they plan to include \$100M in the budget. So, they plan to continue to offer a grant. Obviously it will be less money because of the cap, it is 32.46 vs. 29, but continue to offer. I estimated, certainly that estimate could be off a little bit, but an estimated amount, if you were to leave the mill rate at 34.31 regardless of the motor vehicle cap. I'd estimate an impact in the neighborhood of \$40,000. That would be a shortfall revenue. We would have to make it up either through savings on the expense side, or revenues coming in better than budget. If neither of those happen, there is a low probability of that, but it is possible neither of those happen. The default would be money would come from fund balance.

Chairman Bordonaro said so based on our discussion at the last meeting, we all agreed to hold the mill rate and not worry about the remaining that may hit the town after this is resolved.

- a. Move to send the Board of Education budget of \$ \_\_\_\_\_ to the Town Council.

Mr. Paradis moved to send the Board of Education budget of \$ \_\_\_\_\_ to the Town Council.

- b. Move to send the General Government budget of \$ \_\_\_\_\_ to the Town Council.

- c. Mr. Paradis moved to send the General Government budget of \$ \_\_\_\_\_ to the Town Council

2. Move to set the fiscal year 2023 mill rate for the Town of Berlin at 34.31 and maintain this mill rate for all properties not identified in any mill rate cap established by the State of Connecticut. *(If both budgets pass on April 26<sup>th</sup>)*

Mr. Paradis moved to set the fiscal year 2023 mill rate for the Town of Berlin at 34.31 and maintain this mill rate for all properties not identified in



any mill rate cap established by the State of Connecticut. *(If both budgets pass on April 26<sup>th</sup>)*

Seconded by Mr. Millerd

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

Vote being 6-0. (MOTION CARRIED)

#### F. ADJOURNMENT

Mr. Paradis moved to adjourn at 7:03 p.m.

Seconded by Mr. Fernandes.

Those voting in favor: Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

Vote being 6-0

Submitted by,  
Alina Brown

**Agenda Item No. F-1  
Request for Board of Finance Action**

**TO: The Board of Finance**

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: April 6, 2022**

**SUBJECT: “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”.**

**Summary of Agenda Item:**

Our Bond Counsel, Attorney Joseph P. Fasi, has prepared the attached bonding authorization 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”.

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

“Section 1. The Town of Berlin, Connecticut (the “Town”) appropriates the sum of \$2,800,000 for the planning, design, acquisition and construction of a water line replacement on the Berlin Turnpike with a new 16-inch ductile iron water main, or so much thereof as may be accomplished within said appropriation and bond authorization provided herein, including acquisition of easements and other interests in property, associated utility, street and drainage improvements, remediation, repair and relocation, appurtenances related thereto, licenses and permits, blasting, if and as necessary, and for testing, surveying, paving, engineering, administration, advertising, printing, legal, net temporary interest and other financing costs, and other expenses related to the project and its financing (the “Project”). Said appropriation shall be inclusive of all state and federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. The estimated useful life of the project exceeds twenty years. The total estimated cost of the project is \$2,800,000. The Project will be submitted to the Department of Public Health and/or the State of Connecticut Department of Energy and Environmental Protection for funding from the State of Connecticut Clean Water Fund loan program as hereinafter described, and more particularly under the State’s Drinking Water State Resolving Fund incorporated therein. The Project is a general benefit to the Town and its general governmental purposes.”

As a reminder, our Charter states that:

“Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk’s certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval.”

**Action Needed:**

1. Move to adopt “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”.

**Attachments:**

Proceedings from Bond Counsel, Joseph P. Fasi.  
Ordinance

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

**FIRST PERSON VERSION**

**BOARD OF FINANCE**

The Board of Finance will now consider and take action with respect to the \$2,800,000 Water Line Replacement on the Berlin Turnpike appropriation and bond ordinance as adopted by the Town Council. A copy of the ordinance is available from the Town Clerk.

Is there a motion and a second that the 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 BORROWINGS FOR SUCH PURPOSE”,  
be approved?

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

[Discussion]

Those in favor?

Those opposed?

I declare the ordinance approved.

EXCERPT FOR MINUTES OF THE MEETING OF THE  
BOARD OF FINANCE  
HELD \_\_\_\_\_, «Year»

A meeting of the Board of Finance of the Town of Berlin was held  
\_\_\_\_\_ on \_\_\_\_\_, «Year», at \_\_:\_\_ p.m..

Members present and absent were as follows:

<u>Present</u>	<u>Absent</u>
(List names)	

\_\_\_\_\_ convened the meeting on the following ordinance as adopted by the  
Town Council which is the subject of this meeting and is available to the public and may be  
obtained at this meeting from the Town Clerk.

\_\_\_\_\_ moved seconded by \_\_\_\_\_, to read the title of the  
following proposed ordinance and to waive the reading of the remainder of the ordinance,  
incorporating its full text into the minutes of this meeting.

Upon vote the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
(List Names)	

\_\_\_\_\_ thereupon declared the motion carried.

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  
BORROWINGS FOR SUCH PURPOSE

[Insert Summary of Discussion]

Upon vote the ayes and nays were as follows:

AYES

NAYS

(List Names)

\_\_\_\_\_ thereupon declared the motion carried.

There being no further comment, \_\_\_\_\_ adjourned the meeting.

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  
BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$2,800,000 for the planning, design, acquisition and construction of a water line replacement on the Berlin Turnpike with a new 16-inch ductile iron water main, or so much thereof as may be accomplished within said appropriation and bond authorization provided herein, including acquisition of easements and other interests in property, associated utility, street and drainage improvements, remediation, repair and relocation, appurtenances related thereto, licenses and permits, blasting, if and as necessary, and for testing, surveying, paving, engineering, administration, advertising, printing, legal, net temporary interest and other financing costs, and other expenses related to the project and its financing (the "Project"). Said appropriation shall be inclusive of all state and federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. The estimated useful life of the project exceeds twenty years. The total estimated cost of the project is \$2,800,000. The Project will be submitted to the Department of Public Health and/or the State of Connecticut Department of Energy and Environmental Protection for funding from the State of Connecticut Clean Water Fund loan program as hereinafter described, and more particularly under the State's Drinking Water State Resolving Fund incorporated therein. The Project is a general benefit to the Town and its general governmental purposes.

Section 3. To meet said appropriation:

(i) bonds of the Town may be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as shall be determined by the a majority of the Mayor, Treasurer, Town Manager and Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law, of Hartford, Connecticut. Such bonds shall bear such rate or rates of interest as shall be

determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The aggregate principal amount of the bonds, annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials in accordance with the requirements of the General Statutes of Connecticut, Revision of 1958, as amended (the "Statutes"). In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. In order to meet the capital cash flow expenditure needs of the Town, the Town Officials are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes and Project herein authorized; or

(ii) temporary notes of the Town may be issued pursuant to Sections 7-264, 7-264a or 7-378 of the Statutes. The amount of such notes to be issued, if any, shall be determined by the Town Officials and they are hereby authorized to determine the date, maturity, interest rate, form and other details and particulars of such notes, and to sell, execute and deliver the same. Said notes shall be secured by the full faith and credit of the Town and may be further secured in any other manner set forth in the Statutes, as determined by the Town Council; or

(iii) State of Connecticut ("State") or federal loans as set forth in Section 7 hereof; or

(iv) any combination of bonds or temporary notes or State and federal loans may be issued, provided that the total, aggregate principal amount thereof outstanding at any time shall not exceed \$2,800,000.

Section 4. The issue of the bonds aforesaid and of all other bonds or notes of the Town heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the Town to exceed any debt limit calculated in accordance with law. The principal and interest on the proposed issue are to be paid from property taxation to the extent not paid from other funds available for the payment thereof and the full faith and credit of the Town are pledged to such payment.

Section 5. Said bonds shall be sold by the Town Officials at public or private sale in a competitive offering or by negotiation, in their discretion, as allowed by law. If sold at competitive offering, the bonds shall be sold upon sealed proposals, or at auction, at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town, or comparable method. With respect to the receipt of original issuance premium or bid premium upon the sale of the bonds or notes herein authorized, the Director of Finance is authorized, but not required, to apply original issuance premium and bid premium, if applicable, to fund any purpose for which bonds of the Town are authorized to be issued, and such application shall



reduce the amount of authorized and unissued bonds of the purpose to which the premium was applied, in the amount so applied.

Section 6. The Town Officials are authorized to issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of any series of the bonds, notes or obligations or the receipt of grants for the Project. Notes evidencing such borrowings shall be signed by the manual or facsimile signatures of the Town Officials, have the seal of the Town or a facsimile thereof affixed, be payable at a bank or trust company designated by the Town Officials, be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law, of Hartford, Connecticut. Such notes shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such temporary borrowings then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 7. The Town Manager, or designee, is authorized in the name and on behalf of the Town to apply for and accept any and all federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith to contract in the name of the Town with engineers, contractors and others. To meet any portion of the costs of the Project determined by the State of Connecticut Department of Public Health and/or the State of Connecticut Department of Energy and Environmental Protection, as applicable, to be eligible for funding under Sections 22a-475 et seq. of the Statutes, as may be amended, including Section 22a-483f with respect to the Drinking Water State Resolving Fund (collectively, the "Clean Water Fund Program"), the Town is authorized and may issue interim funding obligations in anticipation of project loan obligations and project loan obligations (collectively, "Drinking Water Fund Obligations") in such denominations as the Officials shall. Drinking Water Fund Obligations and Project Loan and Grant Agreements under the Clean Water Fund Program, and any other instruments, agreements or certificates required under the Clean Water Fund Program shall be executed in the name and on behalf of the Town by the manual or facsimile signature of the Town Manager, or designee, and bear the seal of the Town or a facsimile of the seal. The aggregate principal amount of the Drinking Water Fund Obligations to be issued, the dated date, the final maturity, the interest rates, maturities, the date, time of issue and sale and all other terms, details and particulars of such Drinking Water Fund Obligations, subject to the provisions of the Clean Water Fund Program, shall be determined by the Town Officials. Such Drinking Water Fund Obligations may be secured as to both principal and interest by (a) the full faith and credit of the Town, (b) a pledge of revenues to be derived from the Project (the "Revenues"), or (c) a pledge of a combination of the Revenues and the full faith and credit of the Town. Each of the Drinking

Water Fund Obligations shall recite that every requirement of law relating to its issue has been duly complied with, that such obligation is within every debt and other limit prescribed by law, and that either (a) the full faith and credit of the Town, or (b) a pledge of the Revenues, or (c) a combination of a pledge of the Revenues and the full faith and credit of the Town, are pledged to the payment of the principal thereof and the interest thereon.

Section 8. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this Ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 9. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this Ordinance.

Section 10. The Town Officials are authorized, upon a determination that such action is in the public interest, to issue any bonds, notes, obligations, temporary notes or interim funding obligations authorized by this Ordinance in such form and manner that the interest on such bonds, notes, temporary notes, or other obligations may be includable under the Internal Revenue Code of 1986, or any subsequent corresponding Internal Revenue Code of the United States, as from time to time amended, in the gross income of the holder or holders of such obligations or as qualified private activity bonds.

Section 11. The Project may be jointly used among the Town and the fire/taxing districts ("districts") within the town, and in such case the bonds or temporary notes or State and federal loans issued to finance it may be issued by the town for the total of the Project costs. The districts shall each pay its proportionate debt service as determined pursuant to agreements entered into between or among the town and one or more districts. Nothing in this section nor any agreement entered into shall affect the pledge of the town's full faith and credit to pay the total debt service on bonds or temporary notes or State and federal loans issued to finance the project notwithstanding such agreements nor the payment or failure to pay by the districts pursuant to them.

Section 12. The Town Officials, Town Manager, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable

to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.

**Agenda Item No. F-2**  
**Request for Board of Finance Action**

**TO:** The Board of Finance

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** April 25, 2022

**SUBJECT:** Budget Transfers to Clear Overbudget Accounts

**Summary of Agenda Item:**

Over the course of the fiscal year some accounts exceed budget for different reasons. All the higher than budgeted costs are offset in other parts of the budget or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

**Action Needed:**

Move to transfer \$109,437, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

**Attachments:**

Budget Adjustments spreadsheet

**Prepared By:**

Kevin Delaney, Finance Director

**Budget Adjustments  
May 3, 2022**

**F-2**

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Technology	001.05.0503.0.51125.00000		\$3,380.00	The new IT manager for the Police Department was hired at a pay rate higher than budgeted.
	001.30.3053.0.52200.00000	\$3,380.00		
Police				
	001.15.1532.0.51100.00000		\$22,845.00	The Town increased the Police Chief salary when the Commission backfilled the retired former Police Chief. When the former Chief retired, the Town paid unused vacation.
	001.15.1532.0.51120.00000	\$22,845.00		
VNA				
	001.30.3053.0.51125.00000		\$8,500.00	The Town paid out unused vacation to the former VNA Administrator.
	001.30.3053.0.52200.00000	\$8,500.00		
VNA				
	001.30.3053.0.51130.00000		\$1,362.00	The Town is paying a stipend to a clerical employee in the VNA for added job responsibilities.
	001.30.3053.0.52200.00000	\$1,362.00		
VNA				
	001.30.3053.0.51820.00000		\$1,350.00	Health insurance costs are determined during the budget process based on existing employee elections. New employees and existing employees who change their election during open enrollment may affect the in lieu of health insurance expense line.
	001.30.3053.0.52200.00000	\$1,350.00		
Facilities/School				
	001.20.2038.0.51125.00000		\$12,100.00	
	001.35.3561.0.51125.00000		\$10,400.00	The Town created and filled a new Facilities Superintendent role.
	001.30.3053.0.52200.00000	\$22,500.00		
Private Schools				
	001.35.3559.0.52200.00000		\$1,500.00	Due to changes in employee pension election, the Private Schools Pension account was overbudget.
	001.30.3053.0.51100.00000	\$1,500.00		
Schools				
	001.35.3561.0.51145.00000		\$48,000.00	Due to continued COVID tracing and overtime costs, the School Nurses account exceeded budget.
	001.30.3053.0.51100.00000	\$48,000.00		
Water Control				
<b>GENERAL FUND TOTAL</b>		<u>\$109,437.00</u>	<u>\$109,437.00</u>	
<b>WATER CONTROL TOTAL</b>		<u>\$0.00</u>	<u>\$0.00</u>	
<b>GRAND TOTAL</b>		<u>\$109,437.00</u>	<u>\$109,437.00</u>	

**Agenda Item No. F-3**  
**Request for Board of Finance Action**

**TO: The Board of Finance**

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: April 25, 2022**

**SUBJECT: Formation of Charter Revision Commission**

**Summary of Agenda Item:**

At the Town Council meeting of April 19, 2022, the council discussed the formation of a Charter Revision Commission.

To form this commission, the Town Council will need to approve the resolution by at least a two-third vote. The commission must have not more than one-third of whom may hold any other public office in town. Also, only a bare majority of members shall be members of any one political party.

The Town Council may make recommendations to the commission on amendments to the Charter. The Town Council shall specify by resolution when the commission shall submit its draft report back to the council.

Funds will be needed for fiscal year 2021-2022. It is suggested that \$2,700.00 be transferred from Storm Related Overtime Account #001.20.2037.0.51445.00000 and \$2,000.00 appropriated to Commission Secretaries Account 001.10.1025.0.51305.00000; \$47.00 appropriated to Worker's Compensation Account 001.10.1025.0.52010.00000; \$153.00 appropriated to Social Security Account 001.10.1025.0.52100.00000 and \$500.00 appropriated to Supplies Account 001.10.1025.0.53201.00000

**Action Needed:**

Move to approve a transfer of \$2,700 from Storm Related Overtime and appropriate \$2,000 into Commission Secretaries; \$47.00 into Worker's compensation; \$153.00 into Social Security and \$500.00 into Supplies Accounts, all within the General Fund.

**Attachments:**

None

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

**Town of Berlin**  
**Financial Status Report**  
**Board of Finance Meeting of May 10, 2022**

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**GENERAL FUND**

	<u>FY 2022</u>	<u>FY 2021</u>	<u>Notes</u>	
<i>(budgeted amount excludes assigned fund balance)</i>				
<b>Receipts</b>				
Actual Receipts	\$93,609,131	\$90,812,191		
Budgeted Receipts	\$93,513,047	\$91,066,644		
% to Budget	100.1%	99.7%		
Current Year Tax Receipts	\$79,914,335	\$78,696,733		
Current Tax Budget	\$79,861,907	\$78,789,139		
Current Tax Levy <i>(99.3%/99.3% collection rates)</i>	\$80,424,881	\$79,504,681		
% to Current Budget	100.1%	99.9%		
% to Current Levy	99.4%	99.0%		
Adopted budget target %	99.3%	99.3%		
<b>Expenditures</b> <i>(excludes capital expenditures)</i>				
Actual Expenditures	\$80,713,638	\$72,049,013	FY22 includes \$5,310,640 non-budgeted pension appropriation/expenditure from unassigned fund balance and \$2,200,000 non-budgeted appropriation for the purchase of two (2) new fire vehicles	
Budgeted Expenditures	\$101,131,847	\$93,491,644		
% to Budget	79.8%	77.1%		
	<u>Actual</u>	<u>Encumbered</u>	<u>Budget</u>	<u>Var to Budget</u>
Storm-related Overtime (51445)	\$109,787	\$0	\$141,738	\$31,951
Electricity (53102)	\$885,868	\$505,736	\$1,487,760	\$96,156
Refuse Disposal (53823)	\$1,296,790	\$596,397	\$1,917,489	\$24,301
Legal (53828)	\$254,138	\$45,862	\$300,000	\$0
Tax Refunds (53924)	\$208,921	\$998	\$215,000	\$5,081

	<u>Target Floor Fd Bal.</u>	<u>Actual Fund Bal.</u>	<u>Notes</u>
<b>INSURANCE FUNDS</b>			
Health Insurance Fund	\$2,302,598	\$2,619,633	The Health Insurance Fund balance is 28.4% of full year projected expenses - against a target reserve of 25%. Although the fund balance is below the floor, the cash balance is \$3,055,142.
General Insurance Fund	\$1,000,000	\$1,608,001	The fund is used to pay Liability & Worker's Compensation insurance premiums for both the Town and BOE, on-going heart & hypertension claims from police officers, window/widower heart & hypertension claims, "fronting" reimbursable environmental remediation costs, small equipment claims where Town elects to self-insure and deductibles. Town policy is a \$1 million floor and ceiling at 5% of General Fund budget (or \$4,697,952 for FY22). Displayed fund balance is net of H&H reserve and encumbrances for self-insured claims.
<b>TOTAL INSURANCE FUNDS</b>	<u>\$3,302,598</u>	<u>\$4,227,634</u>	

**PENSION FUND**

		<u>Notes</u>
Total Liability ( as of 7/1/2021) <i>(actuarial valuation liability was adjusted to remove FY21/FY22 retiree payouts)</i>	\$8,032,875	The Town of Berlin Retirement Income (Defined Benefit) Plan was amended for the last time effective July 1, 2000. As a result of this final amendment no new Town employees (excludes BOE employees covered by the Teacher's Retirement Fund) were eligible to participate in the plan. As part of the amendment, participants in the DB Plan have the option to be paid out with an annuity or a lump sum. In recent years, all retiring participants have elected the lump sum payout.
Cash Balances:		
Prudential	\$3,266,739	
ICMA Plus	<u>\$2,986,186</u>	Currently, the Town is executing a pay-as -you-go program to manage new retirements. The plan includes 5 active participants , 1 inactive but eligible participant and 15 annuitants.
	<u>\$6,252,925</u>	
Funding % - Total	77.8%	
Funding % - DB	40.7%	
Unfunded Liability	(\$1,779,950)	<u>Anticipated retirements:</u> FY22: 5 active participants remain and all are eligible to retire. Annual annuity payments & total monthly fees: \$185,000

Town of Berlin  
Financial Status Report  
Board of Finance Meeting of May 10, 2022

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**ACTIVE CAPITAL PROJECTS**

	<u>% Complete*</u>	<u>Project Balance**</u>	<u>Notes</u>
4-Bridge Rehabilitation	89%	\$0	Closeout work continues. Invoicing trails actual construction, so the construction % complete is higher than the amount presented on this exhibit.
BHS Rooftop Ductwork	95%	\$0	Awaiting final paperwork to closeout project & pay retainage

\* % complete represents invoices received versus total expected project cost - this metric will lag actual construction completion

\*\* Capital projects fund balance includes encumbrances.

**Unexpended Education (2%) Account Tracking:**

500.35.3561.0.54000.01733

	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Uncommitted Balance</u>	
Hubbard Fire Alarm Upgrades*	\$165,500.00	\$164,675.80	\$824.20	\$0.00	Complete
McGee HVAC Unit #1	\$225,000.00	\$225,000.00	\$0.00	\$0.00	Complete
<b>TOTAL FY2020 CARRYOVER</b>	<b>\$390,500.00</b>	<b>\$389,675.80</b>	<b>\$824.20</b>	<b>\$0.00</b>	
Lighting upgrades in McGee Library/Media Center	\$150,000.00	\$36,012.60	\$113,987.40	\$0.00	\$150,000 from 2% Fund; Remaining \$38,400 from CNR Fund (Schools capital projects account)
Paving of Willard playground area & sidewalks**	\$146,137.34	\$146,137.34		\$0.00	Complete
Classroom storage (cubbies) at Hubbard	\$59,488.19	\$4,750.00	\$45,250.00	\$9,488.19	Using \$16,000 from GF Capital (001.3561) to cover higher bid
Removal of retaining walls at McGee entrance	\$25,500.00	\$25,500.00		\$0.00	Complete
Balance of rooftop units at McGee	\$25,000.00	\$20,363.34	\$4,636.66	\$0.00	Using \$7,193.34 from Schools CNR funds to cover portion of contingency
<b>TOTAL FY2021 CARRYOVER</b>	<b>\$406,125.53</b>	<b>\$232,763.28</b>	<b>\$163,874.06</b>	<b>\$9,488.19</b>	
<b>TOTAL 2% FUND BALANCE</b>	<b>\$796,625.53</b>	<b>\$622,439.08</b>	<b>\$164,698.26</b>	<b>\$9,488.19</b>	

\* The remaining FY2019 balance (\$21,557) after completing all identified projects and the balance remaining before FY2019 (\$69) were added to the initial (\$150,000) Hubbard Fire Alarm carryover budget. The remaining balance (\$6,125.53) was moved to the Classroom storage at Hubbard and to clear the \$500 overage in the Removal of retaining wall at McGee.

\*\* The remaining FY21 balance (\$3,862.66) was moved to the Classroom storage at Hubbard.



Risks

Description	Projected - Low	Projected - High	Probability
Transfers from Other Funds (from BHS project fund)	(\$261,939)	(\$261,939)	High
VNA receipts	(\$150,000)	(\$250,000)	High
School Nurses (responding to COVID)	\$0	(\$50,000)	Medium/High
Legal Fees	\$0	(\$100,000)	Medium
<b>TOTAL</b>	<b>\$411,939</b>	<b>\$661,939</b>	
<i>Total excluding Pension payouts</i>	<i>\$411,939</i>	<i>\$661,939</i>	
Anticipated American Recoveries Act Grants (50% in FY21 & 50% in FY22):			
Town (FY21 - 50% payment)	\$1,039,296.37		
County (FY21 - 50% payment)	\$1,984,726.71		
	<u>\$3,024,023.08</u>		
FY21 & FY22 Anticipated amount			
FY22 Budgeted Revenue	\$6,048,046.16		
FY23 Budgeted Revenue	<b>(\$700,000.00)</b>		
NET American Recoveries Act Available Revenue	<u><b>(\$300,000.00)</b></u>		
	<u>\$5,048,046.16</u>		

Opportunities

Description	Projected - Low	Projected - High	Probability
Supplemental Motor Vehicle Taxes	\$400,000	\$500,000	High
Tax sale early payments	\$0	\$250,000	Medium
Prior year payments	\$0	\$200,000	Medium/High
Favorable court settlements	\$0	\$200,000	Medium/High
Town clerk fees	\$0	\$250,000	Medium/High
Building permit fees	\$0	\$250,000	Medium/High
Wages/Fringes (vacancies) - projected based on current headcount/vacancies	\$500,000	\$1,250,000	Medium/High
Utilities - large range because of unknown impact of inflation	\$50,000	\$300,000	Medium
<b>TOTAL</b>	<b>\$950,000</b>	<b>\$3,200,000</b>	
Net Projection	\$538,062	\$2,538,062	
Net Projection (ex Pension Payouts)	\$538,062	\$2,538,062	

Financial Status Report - VNA Revenue  
Board of Finance Meeting of May 10, 2022

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY2019	55,212	74,521	82,025	142,845	81,705	58,331	97,213	71,442	119,187	72,239	90,498	100,562	1,045,780
FY2020	47,155	82,851	58,019	85,737	58,047	51,550	62,354	63,243	62,270	99,186	51,272	76,057	797,741
FY2021	48,132	56,105	61,099	53,775	54,553	64,397	66,910	57,967	78,281	82,029	27,123	107,013	757,385
FY2022	51,814	46,339	56,464	49,192	39,038	32,530	40,154	48,339	70,744	0	0	0	434,614
CY vs. PY	3,683	(9,766)	(4,635)	(4,584)	(15,515)	(31,868)	(26,756)	(9,629)	(7,537)				

