

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
JUNE 14, 2022

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

<https://berlinct-gov.zoom.us/j/81385927067?pwd=ZVhrcDErWERITVYyd1M5ZG50U1lZZz09>

Call-in Option:	1 929 205 6099 United States Toll
Meeting ID:	813 8592 7067
Passcode:	304945

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

E. APPROVAL OF PRIOR MINUTES

May 10, 2022, Regular Meeting

F. NEW BUSINESS

1. Move to approve the transfer of funds from Townwide Professional Services (\$12,250), Development Services Mid-Manager’s Personnel (\$18,500), Development Services Pension (\$9,000), Building Maintenance & Repair (\$4,000), Animal Control Part-time & Summer Help (\$5,000), Emergency Management Dam EAPs (\$10,000), Health Department Regional Health Services (\$17,250), VNA Department Head (\$13,000) and VNA Pension (\$5,000) to the Schools Capital Equipment account, all in the General Fund.
2. Move to approve a transfer from the Waterways Treatment account (\$10,000.37) and the Storm-related overtime account (\$2,889.00), both in the General Fund, and from the Flat Bed Truck account (\$14,846.34), the Wood Chipper account (\$15,281.91), the Bobcat Accessories account (\$511.11), the Excavator account (\$343.75), the Pick Up Truck account (\$150.00), the Timberlin Clubhouse Roof Replacement account (\$400.20), the Lightning Detection account (\$140.00), the Rack Body (\$8.80), the Trailer (\$284.02) and the Storage Unit account (\$625.50), all from the Capital Non-Recurring Fund to the Skid Steer account in the Capital Non-Recurring Fund.
3. Move to approve a transfer of \$60,000 from the School Worker’s Compensation account and \$65,000 from the School Contractual Services account to the Hubbard Playground account, all in the General Fund.

4. Move to appropriate \$5,048,046.16 of America Rescue Plan (ARPA) grant funds to the HVAC Upgrades account in the American Rescue Plan fund.
5. Move to transfer \$188,000, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.
6. Move to appropriate the \$4,000 Juvenile Review Board Grant to the Part Time Help, Worker's Comp., and Social Security expense accounts, all in the General Fund.
7. Move to approve the non-budgeted appropriation of the State of Connecticut Local Prevention Council grant in the amount of \$2,950 to the Local Prevention Council expenditure account, both in the General Fund.
8. Move to accept the Suspense List of \$144,846.27 as presented.
9. Discuss FY23 & Major Capital Projects Strategy
10. Update on the Community/Senior Center forums and submission of the report to the Board of Finance for their review.
11. Discuss proposal to pay for paving the Kensington Volunteer Fire Department (non-Town entity) parking lot with Town of Berlin funds and recommend a funding option to the Town Council.
12. Finance Director update.

G. ADJOURNMENT

TOWN OF BERLIN
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MAY 10, 2022
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<https://berlingov.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

Chairman Bordonaro called the meeting to order at 6:59 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:

Kevin Delaney – Finance Director

D. PUBLIC COMMENTS

Peter Zarabozo, 158 Elwood Rd.

Mr. Zarabozo said he reached out to Finance Director Delaney about revenue that we are getting from the state program regarding alcohol nip bottles. According to the results, we have approximately \$9,100 coming in over a 6 month period. You can extrapolate and say \$18k a year depending on how much our town's people drink. I know there are stipulations around the usage of the money. It is supposed to be used for environmental uses and conservation efforts on the reduction of solid waste matter and so on. I didn't know if this commission was aware of that new revenue stream. Secondly, I was hoping to advocate that perhaps not the entirety of that sum, but a good portion of that sum, could go towards funding some initiatives and go towards the Conservation Commission. Some of them simple and not that costly, but some primarily being signage issues for public access trails and potential uses for the community garden and reduction of solid waste through some type of prototype of a composting program and something to that degree. I'm here to advocate that some of that

might be siphoned directly to some of those intentions that the Conservation Commission would like to use it for. I don't think it is a very expensive expenditure to fund those types of things. I think we have a new revenue source and I think it is for the greater good of the public. That money could also be put into the open land acquisition fund that we have.

Finance Director Delaney said back in budget year 2021, the legislature passed the public act which accesses 5 cents per nip, the small alcohol nip bottles. It is accessing at wholesale, so based on the volume, wholesalers sell to retailers in each town. That town has committed the money and it is remitted every 6 months by the public act. The money has to be remitted by April 26. That is the first 6-month period since the first time we received the money. We received it, deposited it and created a new account, Public Act 91, Nips Environmental Fund. There are very specific provisions, one of the areas is to prevent these nips from entering the water stream. So, putting things like screens over or under catch basins to prevent nips from getting into the water. Also, brushes and vacuums to pick these items up. It is very specific for what the money can be used. That is why we put it into that separate account, so nothing needs to be done with it until we can identify some potential uses for the money. Because it is the first time, we had to reach out to the town attorney just to make sure that some of the areas we propose to use are acceptable and we plan to leave it in that account and spend out of that account. If the state comes back, we don't need to report back to them, but like all other sources the state has the right to audit us. It would be a whole lot easier to comply with that request and show them what you spent that money on. That is why we have intended to do that. I think those are all good ideas and we need to make sure that we are compliant with that law.

Mr. Paradis asked what fund is that? Finance Director Delaney said we put it into capital non-return. It is seven separate accounts specifically for the biggest environmental thing, so that the money is prorated to that account and you will spend from that account. Mr. Paradis asked who is the right person to provide suggestions? Because it is not us. Finance Director Delaney said the Conservation Commission works with Maureen and I would probably bring it up there and then she and I could certainly talk.

E. APPROVAL OF PRIOR MINUTES April 19, 2022, Regular Meeting
April 28, 2022, Special Meeting

Mr. Paradis moved to approve the April 19, 2022 Regular Meeting minutes and the April 28, 2022 Special Meeting minutes.

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. 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".

Mr. Paradis moved 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".

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)

Finance Director Delaney said this is \$2.8M in the Enterprise Fund just for current Berlin Water Control customers to replace a section of pipe on the Berlin Turnpike. You may be familiar with Mr. D'Addadio's development he is putting in on the Berlin Turnpike. It is an old style concrete pipe that is being replaced with ductile piping that is better material. The bids actually came in much lower than expected in the \$1.5M-\$2M range. I would come back to you and ask to de-authorize the money. Mr. Millerd said there was some talk about state funding, is that a probability? Finance Director Delaney said there is always a possibility to try to use grants, but they were not included in this past budget. I hope that this particular project is for lower probability. We pursue state grants through DEEP every time.

Mr. Millerd said the project will be scheduled with the Department of Public Health and State of Connecticut under Section 2. Finance Director Delaney said we pursue grants each time. Mr. Millerd asked if there is a probability that is going to happen, or do we pursue? Finance Director Delaney said we pursue every time and I think it is lower on this one. The Deming Rd. pump station is a much higher probability. That one was included in the budget last year as part of our general funding. This one is not. Mr. Paradis asked even if we don't get grants, do we have to get in line for 2% grants? Finance Director Delaney said no, this one we are going to still go through the approval process, but we have been assured by folks from Department of Public Health that this qualifies. It is just a lot of red tape to go through.

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

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

Seconded by Mr. Fernandes.

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

Vote being 6-0. (MOTION CARRIED)

Finance Director Delaney said they are all personnel related activities. Most of these are items that you have been aware of. It is clean up funding for the new Police Chief position, as well as paying unused vacation time. Also, it is funding the new Superintendent of Facilities and the VNA movement of leadership. They end up with unused vacation time in some areas. There is also the top manager position within the VNA and the Town Manager approved the modest increase for mid-manager to cover both positions. So it is really moving within the budget to fund a higher mid-manager, which was in that substantial debt savings.

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.

Mr. Paradis moved 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.

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)

4. Finance Director update.

Finance Director Delaney said we continue to be in a good position with receipts overall 100%. I did transfer the balance from the high school project in, so the final shortfall vs. the \$1.2M we originally expected was \$261,939, but as you can see, we are already 100%. There is two more months of money to come in. Although I don't expect substantial money, we did receive this third and final tranche of ECS from the state department of education. We will collect some more back taxes at this point, potentially some additional money in advance of the tax sale that

takes place in August and September. Some folks pay earlier to avoid rolling into that sale, but other than that, I don't expect a dramatic increase in the general fund. We are in good shape from a tax collection standpoint. The pension liability sits where it was last evaluation. We are up substantially in interest rate, it was 2.16 in the last evaluation and we are heading up to 3%. That is about \$300-\$400 less in liability just from interest rate growth.

The BHS rooftop ductwork project is completed, what remains in there is to fund State audit support. We are moving forward with the lighting upgrade as well as a little bit of work for classroom storage cubbies at Hubbard. We continue to be in the \$2.5M range. We met today to talk about capital in the areas we want to come back and ask for money. That would be the first Town Council meeting in June and your meeting in June. These are the main public safety items such as the fire alarm upgrade at Willard and school vans that will actually catch us up to where we should be. Also, servers for the town hall and police department. Then some additional work at Hubbard playground to address the tripping hazards. Those are going to be the first areas we are trying to focus on.

At the last meeting, Mr. Paradis had asked for the VNA revenues. The last page is an attempt at that. I went back 3 years and through March, at the time this was published April revenue was still not closed for the VNA, but it gives you a picture. From my perspective, the area where we see the most dramatic challenge is the December/January timeframe. If you go back to FY19, we had over \$1M for full year revenue. FY21, we are all familiar with what happened with that period of time. This year we are going to be in the worst position in FY22. That is driven in two parts, one would be the staffing level. We had a lot of turnover of jobs and resetting the leadership, but also just turnover of nurses to provide the service. The other part is really getting an understanding of the Medicare reimbursement program. For probably the last 3 years, we have had a lot of talk about census. The challenge with the Medicare reimbursement model is it is based on the ideas of outcomes, not volume. So, it is not the number of visits that we do and amount of time and effort they put in, rather the outcome of patients. If you have a patient that is diagnosed, after 30-60 days, as the patient stays on, we are actually getting reimbursed the lower rate. While the census number may appear positive, the revenue numbers and therefore the net income for the VNA is not as strong. I don't know if that wasn't understood. I think Barbara did a great job of understanding that and Aleah who is the new VNA Director, is on the same page. We met a couple of times and she has dug into the budget and done some numbers and has really grasped about how you have a serious revenue problem. We keep looking at the costs and frankly there is not much that we can do unless we want to change the sampling model. There is a different model that Westbrook VNA uses which is very hyperbolic, they have two full time nurses, a full time physical therapist, an administrator and clerical person. They use a lot of per diems and are really hyper focused on Westbrook. So they don't go out to other towns. Their budget is around \$6k-\$7k per year. The VNA budget this year is positioned at \$1.5k and historically the last two years we were at \$1.7k and have strict substantial costs. I think there is a real understanding that the approach the VNA had been taking is not going to work with Medicare. The composition of CCCI, Medicaid and other low reimbursement insurers that represents a small piece of the puzzle. Health aides are a group that has many times rallied at the state capital because they want more

reimbursement pay. Often times they work minimum wage, or just above. We are paying municipal salaries and municipal benefits. The reimbursement rate from insurance companies is below the cost. There is no way you can ever have a business model where your variable margin is negative. So those are the areas of focus. As you look at the charter, they do a great job, but we've looked at these numbers and you can see it here, the approach is being taken. I'm not sure how we dig out of the several hundred thousand dollar loss a year. That is nothing to do with the people, I think the last leader could have been more candid or transparent, but at the end of the day I am not sure this model is something that the town is willing to supplement a few hundred thousand dollars.

Mr. Millerd asked if anyone has looked at just servicing Berlin? Not sure if there is anything in the charter that says we have to service other communities. Mr. Paradis added that it was told to us many times that it wasn't enough. That in order to get their census up and to get more treatments out, that they had to work outside of the town. Mr. Millerd asked if that was predicated on keeping the staff the size that they wanted to keep it vs. you have 10 people doing it? Finance Director Delaney said that is the Westbrook model. Mr. Paradis asked about VNA Westbrook being \$6k, but how much revenue do they take in? Finance Director Delaney said they are typically at ground breaking. I describe them as a VNA model sort of similar to Timberlin Golf Course, which is they might lose a little, but they might make a little. They are a service to the community. They are not trying to make money, but also not trying to lose money. Her goal is to serve those residents who want that service. Mr. Millerd said it would be interesting to understand what their services are. If you go to Hartford Hospital and get admitted, you get a care manager assigned and their job is getting you these services. Maybe Westbrook is providing care management services. Finance Director Delaney said they have two full time nurses who serve as case managers and then hire per diems who do a lot of the hands on work for folks. They use more per diem help. It is not a primary focus for them. They have a physical therapist on staff, which is critical. It is a tough business to be in. Westbrook is typically ranging from 30 to 35 census and they will never go above. If you have that type of census, you can handle two, or three out of town and manage that. I had a conversation with her and she said I never want to be in a position where I have to decline a Westbrook resident in the name of servicing someone from out of town. This is what they are paying for, they should be able to get that service. It is almost the equivalent of turning away people who live in Berlin because somebody from New Britain is coming in and wants a service in there.

Mr. Paradis said when you talk about revenues being lower, you mentioned something about turnover and other staffing issues. Does that mean that we will be seeing expenditure positive variances? Finance Director Delaney said our monthly PLM would show that we are using some of that to cover other items such as the Police Chief and Superintendent costs. In terms of what is really happening there, the net income is smaller than last year. Chairman Bordonaro said he is surprised that Westbrook never came up in conversation before. Finance Director Delaney said there was a period of time when it was brought up internally. I initiated the conversation to understand and I pulled up their financials from their town website and looked at their results. I want to understand better how they are a third of the size of us and offering this service. Westbrook is not that much smaller.

Mr. Fernandes asked if they keep service past a certain point, does another town have to pay for these services? Finance Director Delaney said I would say go back a year or more. The intent was to keep the census number up. We need to be moving towards that. One of the things that Hartford Healthcare does well from a business standpoint is recognizing the lifecycle of a patient. The margin will allow you that this patient deteriorates over time from a reimbursement perspective. We want to do more, but there is a point where you have to cut it off. It is a very different model. We are still talking about metrics. Census really isn't a great indicator of the performance that we are waiting to achieve there. Census remains at a level where it has to be through new patients, so you almost have to take census combined with turnover. You need a higher turnover rate if you are going to look at the two. Mr. Paradis said at one point they were giving us reports that broke down payer type, so you know whose reimbursement you are dealing with, which was a little more helpful. Finance Director Delaney said I think prior to January 2020 when Medicare switched their reimbursement law, that was their approach. We continue to focus on the census number and that is actually hurting us.

Mr. Millerd asked what ended up with the state motor vehicle tax? Finance Director Delaney said they approved the 32.46 rate. The grant numbers were less than projected by about \$80k less. I'm confident we can make that up. If you want to adjust the mill rate, you certainly could. The directive from OPM is that communities have until June 15 to make that adjustment, if towns have chosen to revisit their mill rate and adjust. Some chose not to. Those who haven't could come back and do so. It is really up to you guys. OPM is good at reimbursing. It will be closer to \$120k short.

G. ADJOURNMENT

Mr. Paradis moved to adjourn at 7:32 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

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 Mr. Paradis, seconded by Mr. Millerd.

[Discussion]

Finance Director Delaney said this is \$2.8M in the Enterprise Fund just for current Berlin Water Control customers to replace a section of pipe on the Berlin Turnpike. You may be familiar with Mr. D’Addadio’s development he is putting in on the Berlin Turnpike. It is an old style concrete pipe that is being replaced with ductile piping that is better material. The bids actually came in much lower than expected in the \$1.5M-\$2M range. I would come back to you and ask to de-authorize the money. Mr. Millerd said there was some talk about state funding, is that a probability? Finance Director Delaney said there is always a possibility to try to use grants, but they were not included in this past budget. I hope that this particular project is for lower probability. We pursue state grants through DEEP every time.

Mr. Millerd said the project will be scheduled with the Department of Public Health and State of Connecticut under Section 2. Finance Director Delaney said we pursue grants each time. Mr. Millerd asked if there is a probability that is going to happen, or do we pursue? Finance Director Delaney said we pursue every time and I think it is lower on this one. The Deming Rd. pump station is a much higher probability. That one was included in the budget last year as part of our general funding. This one is not. Mr. Paradis asked even if we don’t get grants, do we have to get in line for 2% grants? Finance Director Delaney said no, this one we are going to still go through the approval process, but we have been assured by folks from Department of Public Health that this qualifies. It is just a lot of red tape to go through.

Those in favor?

Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

Those opposed?

None.

I declare the ordinance approved.

EXCERPT FOR MINUTES OF THE MEETING OF THE
BOARD OF FINANCE HELD May 10, 2022

A meeting of the Board of Finance of the Town of Berlin was held at the Town Hall on May 10, 2022, at 7:00 p.m.

Members present and absent were as follows:

Present

Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

Absent

None.

Chairman Bordonaro 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.

Mr. Paradis moved seconded by Mr. Millerd, 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:

AYES

Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

NAYS

None.

Chairman Bordonaro 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]

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Mr. Millerd said the project will be scheduled with the Department of Public Health and State of Connecticut under Section 2. Finance Director Delaney said we pursue grants each time. Mr. Millerd asked if there is a probability that is going to happen, or do we pursue? Finance Director Delaney said we pursue every time and I think it is lower on this one. The Deming Rd. pump station is a much higher probability. That one was included in the budget last year as part of our general funding. This one is not. Mr. Paradis asked even if we don't get grants, do we have to get in line for 2% grants? Finance Director Delaney said no, this one we are going to still go through the approval process, but we have been assured by folks from Department of Public Health that this qualifies. It is just a lot of red tape to go through.

Upon vote the ayes and nays were as follows:

AYES

Mr. Bordonaro, Mr. Fernandes, Mr. Grady, Mr. Holmes, Mr. Millerd, Mr. Paradis

NAYS

None.

Chairman Bordonaro thereupon declared the motion carried.

There being no further comment, Chairman Bordonaro adjourned the meeting.

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

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 26, 2022

SUBJECT: Purchase of three (3) vans to be used for Student Transportation by the Berlin Public Schools and the New Britain Transportation Company (NBTC).

Summary of Agenda Item:

The Berlin Public Schools transports students every school day to and from various facilities inside and outside of the District. Pursuant to the Agreement with the Berlin Board of Education, NBTC provides all the drivers and buses; while the BOE and Town provide the necessary vans. The fleet of vans provided includes approximately 30+/- vans of varying size. Each year we need to replace vans that have logged excessive miles and/or need expensive repairs in order to continue to provide efficient, economical and safe transportation for the students. This fiscal year we plan to purchase three (3) passenger wagons at the State Contract price from Gengras Ford.

Funds are available in various accounts (listed below) within the fiscal year 2022 General Fund budget.

FROM:

<u>Account</u>	<u>Name</u>	<u>Amount</u>
001.05.0507.0.53920.00000	Professional Services	\$12,250
001.10.1014.0.51125.00000	Mid-Manager's Personnel	\$18,500
001.10.1014.0.52200.00000	Pension	\$ 9,000
001.10.1029.0.53245.00000	Maintenance & Repairs	\$ 4,000
001.15.1530.0.51100.00000	Part-time & Summer Help	\$ 5,000
001.15.1533.0.53837.00000	Dam EAPs	\$10,000
001.30.3052.0.53824.00000	Regional Health Services	\$17,250
001.30.3053.0.51100.00000	Department Head	\$13,000
001.30.3053.0.52200.00000	Pension	\$ 5,000

TO:

<u>Account</u>	<u>Name</u>	<u>Amount</u>
001.35.3561.0.54000.01729	Capital Equipment	\$94,000

Action Needed:

Move to approve the transfer of funds from Townwide Professional Services (\$12,250), Development Services Mid-Manager's Personnel (\$18,500), Development Services Pension (\$9,000), Building Maintenance & Repair (\$4,000), Animal Control Part-time & Summer Help (\$5,000), Emergency Management Dam EAPs (\$10,000), Health Department Regional Health Services (\$17,250), VNA Department Head (\$13,000) and VNA Pension (\$5,000) to the Schools Capital Equipment account, all in the General Fund.

Attachments:

None

Prepared By:

Jeffrey P. Cugno, Director of Operations, Berlin Public Schools

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 26, 2022

SUBJECT: Approve the transfer of funds and the purchase of a new Skid Steer

Summary of Agenda Item:

The Town's existing skid steer was purchased in 2007. The piece of equipment is utilized by several departments including Grounds, Highway, and other Town Departments. The existing skid steer is used on a daily basis for loading trucks with mulch, infield material, playground safety surfacing and other types of aggregates. It is also used during winter months for snow removal at Town buildings and cleaning up Main Street after large storms. We also assist the Conservation Commission with clearing recently purchased open space, fallen trees, and mowing and widening walking paths with our brush mower attachment. The primary function of this piece of equipment is field renovation, installing wooden guardrails, and grading and removing of curbs in preparation of paving. With its age, the machine is routinely in the garage for repairs and parts have become difficult to locate.

Public Grounds solicited quotes for a replacement skid steer. Based on the quotes, this request is to purchase a new Caterpillar 259D3 HF Compact Track Loader and approve the transfer of existing Town funds to complete the purchase. The cost of the new machine is net of a 31.94% State discount and a trade-in credit of \$18,000 offered by H.O. Penn for the Town's existing skid steer.

Funds are available in several accounts to make this purchase. To enable the expenditure, this request includes a second motion to transfer excess funds from various projects into the Public Grounds Skid Steer account. Specifically,

FROM:

<u>Account</u>	<u>Name</u>	<u>Amount</u>
001.25.2545.0.53932.00000	Waterways Treatment	\$10,000.37
001.25.2545.0.51445.00000	Storm Related Overtime	\$2,889.00
500.20.2037.0.54000.00024	Flat Bed Truck	\$14,846.34
500.20.2037.0.54000.00138	Wood Chipper	\$15,281.91
500.20.2037.0.54000.00142	Bobcat Accessories	\$511.11
500.20.2037.0.54000.00172	Excavator	\$343.75
500.20.2038.0.54000.00015	Pick Up Truck	\$150.00
500.20.2038.0.54000.00336	Timberlin Clubhouse Roof Replacement	\$400.20
500.25.2543.0.54000.00701	Lightning Detection	\$140.00
500.25.2545.0.54000.00017	Rack Body	\$8.80
500.25.2545.0.54000.00100	Trailer	\$284.02
500.25.2545.0.54000.00322	Storage Unit	\$625.50

TO:

500.25.2545.0.54000.00175 Skid Steer \$45,481.

Action Needed:

Move to approve a transfer from the Waterways Treatment account (\$10,000.37) and the Storm-related overtime account (\$2,889.00), both in the General Fund, and from the Flat Bed Truck account (\$14,846.34), the Wood Chipper account (\$15,281.91), the Bobcat Accessories account (\$511.11), the Excavator account (\$343.75), the Pick Up Truck account (\$150.00), the Timberlin Clubhouse Roof Replacement account (\$400.20), the Lightning Detection account (\$140.00), the Rack Body (\$8.80), the Trailer (\$284.02) and the Storage Unit account (\$625.50), all from the Capital Non-Recurring Fund to the Skid Steer account in the Capital Non-Recurring Fund.

Attachments:

None

Prepared By:

Steve Wood, Public Grounds Superintendent

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 26, 2022

SUBJECT: Approve a budget transfer to fund upgrades at Hubbard Playground

Summary of Agenda Item:

The playground and stairs at Hubbard Playground need an upgrade to remain safe for the children. The Town can purchase the materials in June 2022 and hire a contractor to complete the work before the 2022-23 school year begins using the approved on-call list. This motion is to approve the transfer of surplus funds to cover the cost of the project.

Funds are available in the School Worker's Compensation account because the Town's final renewal rate was lower than expected in the FY22 budget. Funds are also proposed to come from the School Contractual Services account since this project is considered a high priority for the Board of Education. The requested transfer is to move \$60,000 from the School Worker's Compensation account (001.35.3561.0.52010.00000) and \$65,000 from the School Contractual Services account (001.35.3561.0.53814.00000) to the Hubbard Playground account (001.35.3561.0.54000.00773), all in the General Fund.

Action Needed:

Move to approve a transfer of \$60,000 from the School Worker's Compensation account and \$65,000 from the School Contractual Services account to the Hubbard Playground account, all in the General Fund.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

Agenda Item No. F-4
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 24, 2022

SUBJECT: Appropriation of \$5,048,046.16 in American Rescue Plan (ARPA) grant funds for HVAC Upgrades at the three elementary schools

Summary of Agenda Item:

Under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, the Town of Berlin was awarded \$6,048,046.16. The distribution of these funds was scheduled to occur in two installments – June 2021 and June 2022. The Town received the first installment (\$3,024,023.08 or 50% of the total grant) on 6/22/2021. The second installment is scheduled for approximately twelve months after the first installment.

In May 2021, The US Treasury published the Interim final rule (IFR) describing eligible uses of the SLFRF. Since that time, Treasury has received feedback on the IFR. Based on that feedback, Treasury issued the final rule in January 2022. The final rule delivers broader flexibility and greater simplicity.

Among the changes, the final rule offers a standard allowance for revenue loss of up to \$10 million, not to exceed the total award amount, and streamlined reporting requirements. The final rule takes effect April 1, 2022. However, “recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the Interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used.” (p.5, Overview of the Final Rule)

Based on the IFR (and reinforced by the final rule), the Town appropriated \$1,000,000 to the State & Federal Grants revenue account between fiscal years 2022 & 2023. As a result, the Town has \$5,048,046.16 remaining.

Original ARPA Grant – Berlin	\$6,048,046.16
Fiscal Year 2022 adopted GF budget	(\$ 700,000.00)
Fiscal Year 2023 adopted GF budget	(\$ 300,000.00)
Available ARPA Grant – Berlin	\$5,048,046.16

Although there are many uses of the remaining ARPA funds that would benefit Berlin, this motion is requesting to appropriate the remaining ARPA grant balance (\$5,048,046.16) to the HVAC Upgrade account (545.35.3561.0.54000.00341) in the American Rescue Plan Fund. This appropriation may be used to purchase equipment, pay construction contractors, and pay a

construction manager. The first school HVAC project is expected to be bid in 2022, and construction is projected to start at the first school during the summer of 2023.

Action Needed:

Move to appropriate \$5,048,046.16 of America Rescue Plan (ARPA) grant funds to the HVAC Upgrades account in the American Rescue Plan fund.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

Agenda Item No. F-5
Request for Board of Finance Action

TO: **The Board of Finance**

FROM: **Arosha Jayawickrema, Town Manager**

DATE: **May 26, 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 \$188,000, 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
June 7, 2022

F-5

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Golf Course	001.25.2543.0.51135.00000	Blue Collar Personnel		\$30,000.00	The Town and the Blue Collar union agreed to establish a new position at the Golf Course. The new position is a 9-month, non-benefits eligible position (9BCS) that replaces the part-time position in prior years. The Golf Course has five 9BCS positions. This transfer moves funding from the Part-time account to the Blue Collar (union labor) account to fund the change.
	001.25.2543.0.52200.00000	Pension		\$2,500.00	
	001.25.2543.0.52010.00000	Worker's Compensation		\$2,250.00	
	001.25.2543.0.51510.00000	Part-time & Summer Help	\$34,750.00		
Golf Course	001.25.2543.0.53105.00000	Natural Gas		\$8,250.00	
	001.25.2543.0.51510.00000	Part-time & Summer Help	\$8,250.00		Due to inflation, the cost of Natural Gas is higher than budgeted.
Police	001.15.1532.0.51400.00000	Overtime		\$100,000.00	
	001.15.1532.0.51140.00000	Police Personnel	\$85,000.00		At the request of the Police Commission, the Department has deployed an extra officer per shift and paying with overtime. The FY23 budget request included two additional officers that were expected to reduce overtime costs while enhancing public safety.
	001.15.1532.0.52200.00000	Pension	\$15,000.00		
	001.15.1532.0.52010.00000	Worker's Compensation		\$25,000.00	The Department has experienced higher worker's compensation costs because of increased overtime.
Police	001.15.1532.0.51811.00000	In Lieu of Sick Pay (retiree)	\$25,000.00		
	001.15.1532.0.53916.00000	Professional Development		\$8,500.00	Significant reduction in sign purchases resulted in excess funds in the traffic account, which are needed to cover expenses related to background investigation costs, additional training classes, and POSTC tuition for a 43rd officer.
Human Resources	001.15.1532.0.53238.00000	Traffic	\$8,500.00		
	001.05.0514.0.51100.00000	Department Head		\$10,000.00	
	001.05.0514.0.52100.00000	Social Security		\$1,000.00	
	001.05.0514.0.52010.00000	Worker's Compensation		\$500.00	
Water Control	001.30.3053.0.52200.00000	Pension	\$11,500.00		
		GENERAL FUND TOTAL	<u>\$188,000.00</u>	<u>\$188,000.00</u>	
		WATER CONTROL TOTAL	<u>\$0.00</u>	<u>\$0.00</u>	
		GRAND TOTAL	<u>\$188,000.00</u>	<u>\$188,000.00</u>	

Agenda Item No. F-6
Request for Board of Finance Action

TO: The Board of Finance

FROM: Aroscha Jayawickrema, Town Manager

DATE: May 26 2022

SUBJECT: Juvenile Review Board Grant

Summary of Agenda Item:

Berlin Social & Youth Services is applying to renew the \$4,000 Juvenile Review Board Grant we receive from the Connecticut Department of Children and Families and the Connecticut Youth Services Association for fiscal 2022-23. The grant supports providing case management services to JRB clients.

Funds will be deposited in the revenue account 001.00.0000.8.45301.00000, appropriated to the Part Time Help 001.30.3054.0.51510.00000, Worker's Comp. 001.30.3054.0.52010.00000, and Social Security 001.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant.

Action Needed:

Move to appropriate the \$4,000 Juvenile Review Board Grant to the Part Time Help, Worker's Comp., and Social Security expense accounts, all in the General Fund.

Attachments:

None

Prepared By:

Doug Truitt, Director of Social & Youth Services

Agenda Item F-7
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 31, 2022

SUBJECT: Local Prevention Council Grant Adjustment

Summary of Agenda Item:

The State of Connecticut has awarded the Town an additional \$2,950 for the Local Prevention Council Grant. This agenda item is to appropriate the additional funds to revenue account:

001.00.0000.6.44551.00000 (Local Prev. Council Grant)	\$2,950
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And expenditure account:

001.30.3054.0.53437.00000 (Local Prev. Council Grant)	\$2,950
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Action Needed:

Move to approve the non-budgeted appropriation of the State of Connecticut Local Prevention Council grant in the amount of \$2,950 to the Local Prevention Council expenditure account, both in the General Fund.

Attachments:

None

Prepared By:

Doug Truitt, Social & Youth Services Director

Agenda Item No. F-8
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: June 6, 2022

SUBJECT: Suspense List of \$144,846.27

Summary of Agenda Item:

Pursuant to C.G.S. §12-165, tax collectors must annually deliver a list of those taxes deemed uncollectible. That list is called a Suspense List. The taxes may be uncollectible for several reasons: deceased, bankruptcy, cannot locate, constable is unable to collect, out of business, etc. Even though these accounts are transferred to the Suspense List, the tax office can still attempt to collect and will receive payment on some of the accounts.

Action Needed:

Move to accept the Suspense List of \$144,846.27 as presented.

Attachments:

Suspense List

Prepared By: Debbie Swan, Revenue Collector

LIST OF TAXES TRANSFERRED TO SUSPENSE LIST
FISCAL YEAR ENDING JUNE 30, 2022

Motor Vehicle

Grand List of October 1, 2019 due July 1, 2020	\$70,893.91
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Supplemental Motor Vehicle

Grand List of October 1, 2019 due July 1, 2020	\$16,640.84
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Personal Property

Grand List of October 1, 2019 due July 1, 2020	\$57,311.52
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Grand Total

\$144,846.27

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:09:00
 Condition (s): Year: 2020, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Due/Susp	Total
2019-03-0050051	ABRAHAMSON CHRISTIAN			06/06/2022			1.33	
2019-03-0050161	ACCARPIO ANTHONY R			06/06/2022			184.24	
2019-03-0050284	AHERN ROBERT F 3RD			06/06/2022			11.54	
2019-03-0050285	AHERN ROBERT F 3RD			06/06/2022			263.64	
2019-03-0050346	ALBERTI ROSE			06/06/2022			5.18	
2019-03-0050426	ALLISON AMBER C			06/06/2022			444.82	
2019-03-0050451	ALSTON DAMON D 3RD			06/06/2022			438.71	
2019-03-0050464	AMENTA JOHN P			06/06/2022			87.20	
2019-03-0050465	AMENTA JOHN P			06/06/2022			60.06	
2019-03-0050487	AMODIO JOHN P			06/06/2022			774.28	
2019-03-0050776	ATKINS JONATHAN M			06/06/2022			106.88	
2019-03-0050912	BACH CHARLES E JR			06/06/2022			170.33	
2019-03-0050913	BACH CHARLES E JR			06/06/2022			60.73	
2019-03-0050968	BAJORSKI JOSEPH A			06/06/2022			683.01	
2019-03-0051202	BARRINGER JOSEPH D			06/06/2022			154.38	
2019-03-0051203	BARRINGER JOSEPH D			06/06/2022			368.14	
2019-03-0051328	BECHARD TATJANA C			06/06/2022			111.63	
2019-03-0051402	BELLIU PHILIP J			06/06/2022			16.97	
2019-03-0051403	BELLIU PHILIP J			06/06/2022			474.34	
2019-03-0051404	BELLIU PHILIP J			06/06/2022			155.74	
2019-03-0051406	BELOW JUSTIN J			06/06/2022			578.85	
2019-03-0051407	BELOW JUSTIN J			06/06/2022			1,119.35	
2019-03-0051592	BERNARD VANBUSKIRK JR			06/06/2022			513.70	
2019-03-0051669	BIANCA JUSTIN P			06/06/2022			74.31	
2019-03-0051670	BIANCA JUSTIN P			06/06/2022			220.88	
2019-03-0051687	BIDWELL TYLER D			06/06/2022			64.13	
2019-03-0051760	BIONDI KIMBERLY M			06/06/2022			535.75	
2019-03-0051809	BLACK ALICIA M			06/06/2022			208.33	
2019-03-0051936	BOGUSLAWSKI THADDEUS 3RD			06/06/2022			150.31	
2019-03-0051937	BOGUSLAWSKI THADDEUS 3RD			06/06/2022			144.20	
2019-03-0052008	BORDIERE BLDG REALTY LLC			06/06/2022			133.00	
2019-03-0052009	BORDIERE MICHAEL J			06/06/2022			6.79	
2019-03-0052010	BORDIERE MICHAEL J			06/06/2022			52.25	
2019-03-0052011	BORDIERE MICHAEL J			06/06/2022			131.31	
2019-03-0052044	BOSCO IRENE B			06/06/2022			57.68	
2019-03-0052045	BOSCO IRENE B			06/06/2022			52.59	
2019-03-0052046	BOSCO IRENE B			06/06/2022			394.95	
2019-03-0052310	BRIX NICHOLAS E			06/06/2022			6.79	
2019-03-0052374	BROWN DANIEL J			06/06/2022			305.71	
2019-03-0052394	BROWN RICHARD E			06/06/2022			185.94	
2019-03-0052540	BULLDOG LANDSCAPE AND TRUCKING			06/06/2022			64.81	
2019-03-0052609	BUSHEY RICHARD J JR			06/06/2022			436.00	
2019-03-0052610	BUSHEY RICHARD J JR			06/06/2022			482.15	
2019-03-0052616	BUTEAU RUSSELL D			06/06/2022			39.70	
2019-03-0052966	CARLONE CINDY E			06/06/2022			16.97	
2019-03-0052967	CARLONE CINDY E			06/06/2022			137.08	
2019-03-0052968	CARLONE CINDY E			06/06/2022			219.19	
2019-03-0053119	CARROLL-FISCHER JENNIFER L			06/06/2022			197.13	
2019-03-0053159	CASELLA ISAIAH J			06/06/2022			166.26	
2019-03-0053475	CHANDLER ROBERT K			06/06/2022			253.46	
2019-03-0053513	CHARIOTT KYLE A			06/06/2022			148.95	
2019-03-0053764	CIOLI GERALD			06/06/2022			485.20	
2019-03-0053820	CLEGG FRANK A SR			06/06/2022			152.69	
2019-03-0053832	CLEMENT YORK A			06/06/2022			51.23	
2019-03-0053847	CLINES KENNETH L			06/06/2022			56.32	
2019-03-0053974	COLON-CASTRO ADAN			06/06/2022			127.58	

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:09:00
 Condition (s): Year: 2020, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town	Due/Susp	Dist	Due/Susp	Due/Susp	Total
2019-03-0055297		CONNELLY KEVIN M			06/06/2022		360.00				
2019-03-0055412		CORTE ANTHONY I			06/06/2022		200.19				
2019-03-0055462		COTE RICHARD JR			06/06/2022		141.83				
2019-03-0055506		COX TAYLOR D			06/06/2022		75.32				
2019-03-0055522		CRENSHAW ASHLEY J			06/06/2022		96.36				
2019-03-0055616		CUNNINGHAM KEVIN M			06/06/2022		78.38				
2019-03-0055630		CURRAO DOROTHY A			06/06/2022		498.77				
2019-03-0055665		CWIEKA KAMIL B			06/06/2022		92.92				
2019-03-0056140		DAUBERMAN DEBRA K			06/06/2022		140.13				
2019-03-0056207		DAVIS SASHA A			06/06/2022		134.36				
2019-03-0056208		DAVIS SASHA A			06/06/2022		83.13				
2019-03-0056227		DDB PLUMBING			06/06/2022		232.08				
2019-03-0056228		DDB PLUMBING			06/06/2022		259.56				
2019-03-0056283		DEFORGE THOMAS J			06/06/2022		445.50				
2019-03-0056347		DELGADO ALEXANDER JR			06/06/2022		93.31				
2019-03-0056348		DELGADO ALEXANDER JR			06/06/2022		98.74				
2019-03-0056365		DELLAVECCHIA ANTHONY D			06/06/2022		71.25				
2019-03-0056369		DELMARTINO-SARGIS CHRISTOPHER M			06/06/2022		464.84				
2019-03-0056389		DELVALLE JUSTIN P			06/06/2022		178.13				
2019-03-0056438		DENALL DENAMARIE			06/06/2022		395.62				
2019-03-0056468		DEPREY CHRISTY M			06/06/2022		106.88				
2019-03-0056484		DEROSIER ROBERT L JR			06/06/2022		188.99				
2019-03-0056485		DEROSIER ROBERT L JR			06/06/2022		937.15				
2019-03-0056486		DEROSIER ROBERT L JR			06/06/2022		353.89				
2019-03-0056579		DEVLIN KARINA			06/06/2022		6.01				
2019-03-0056811		DONEJCZYK RICHARD T			06/06/2022		153.36				
2019-03-0056826		DONCANTAMESSA GIANNA A			06/06/2022		163.88				
2019-03-0056849		DONOVAN REBECCA L OR			06/06/2022		6.61				
2019-03-0057063		DUNHAM RONALD J			06/06/2022		95.07				
2019-03-0057270		ELDAH DAMON W			06/06/2022		235.13				
2019-03-0057278		ELIAS-FERRARI RONALDO			06/06/2022		73.63				
2019-03-0057279		ELIAS-FERRARI RONALDO			06/06/2022		394.95				
2019-03-0057628		FAUST ALAN T			06/06/2022		52.59				
2019-03-0057667		FELLOWS JANE U			06/06/2022		136.06				
2019-03-0057692		FERGUSON TYLER W			06/06/2022		101.79				
2019-03-0057693		FERGUSON TYLER W			06/06/2022		366.78				
2019-03-0057694		FERGUSON TYLER W			06/06/2022		550.34				
2019-03-0057814		FISCHER CHRISTIAN J			06/06/2022		16.99				
2019-03-0057815		FISCHER CHRISTIAN J			06/06/2022		622.28				
2019-03-0057816		FISCHER CHRISTIAN J			06/06/2022		578.85				
2019-03-0057818		FISCHER EDWARD			06/06/2022		126.90				
2019-03-0057828		FISHER JONATHAN D			06/06/2022		62.77				
2019-03-0057829		FISHER JONATHAN D			06/06/2022		474.34				
2019-03-0057830		FISHER JONATHAN D			06/06/2022		38.00				
2019-03-0057860		FLORIDIA ANTHONY S			06/06/2022		105.18				
2019-03-0057873		FLYNN SUSAN D			06/06/2022		250.06				
2019-03-0058088		FRANK BARBARA A			06/06/2022		52.93				
2019-03-0058156		FRIGERI ANN M			06/06/2022		451.27				
2019-03-0058282		GAGLIARDI LISA M			06/06/2022		16.97				
2019-03-0058283		GAGLIARDI LISA M			06/06/2022		253.12				
2019-03-0058382		GALVAN RENE R			06/06/2022		136.06				
2019-03-0058391		GARCIA CARLOS T JR			06/06/2022		37.66				
2019-03-0058407		GARDNER CHRISTOPHER J			06/06/2022		13.91				
2019-03-0058408		GARDNER CHRISTOPHER J			06/06/2022		592.76				
2019-03-0058435		GARRISON SCOTT P			06/06/2022		228.01				
2019-03-0058492		GEAGEA NANCY A			06/06/2022		96.70				

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:09:00
 Condition (s): Year: 2020, Type: 03 - MV, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town	Due/Susp	Dist	Due/SuspSewer	Due/Susp	Total
2019-03-0058786	GLIDDEN RICHARD A			06/06/2022		6.79				
2019-03-0058788	GLOVER KERRY M			06/06/2022		144.20				
2019-03-0058789	GLOVER KERRY M			06/06/2022		119.43				
2019-03-0059106	GREENOUGH DANIELLE M			06/06/2022		319.96				
2019-03-0059120	GREGORY ALFRED A			06/06/2022		1.85				
2019-03-0059366	HALJOJO TRANSPORT LLC			06/06/2022		881.16				
2019-03-0059465	HARCHERIK KENNETH A			06/06/2022		80.75				
2019-03-0059468	HARE ROBERT A			06/06/2022		142.51				
2019-03-0059482	HAROUTUNIAN SEBASTIAN M			06/06/2022		295.87				
2019-03-0059542	HASKELL CHRISTOPHER J			06/06/2022		65.82				
2019-03-0059543	HASSAN AHMAD H			06/06/2022		186.95				
2019-03-0059546	HASSAN HASSAN J			06/06/2022		314.87				
2019-03-0059737	HIDALGO STEPHANIE			06/06/2022		91.61				
2019-03-0059801	HOFFMANN KEENAN M			06/06/2022		220.21				
2019-03-0059810	HOGG DAVID M			06/06/2022		82.45				
2019-03-0059836	HOLMES NOEL A			06/06/2022		42.75				
2019-03-0059841	HOLSTEIN JONATHAN D			06/06/2022		433.96				
2019-03-0060528	JEFFERSON MICHELLE M			06/06/2022		182.88				
2019-03-0060566	JESUDOWICH GERALDINE A			06/06/2022		3.31				
2019-03-0060597	JOHNSON COLE R			06/06/2022		64.13				
2019-03-0060647	JOHNSON RANDY L			06/06/2022		256.51				
2019-03-0060672	JONES ARTHUR W JR			06/06/2022		2.00				
2019-03-0060717	JOSEFFY CHERYL A			06/06/2022		646.03				
2019-03-0060729	JP & SON LANDSCAPING			06/06/2022		189.33				
2019-03-0060956	K & S LAWN SNOW SERVICE LLC			06/06/2022		667.40				
2019-03-0061242	KELLER ROBERT P			06/06/2022		96.36				
2019-03-0061243	KELLER ROBERT P			06/06/2022		136.74				
2019-03-0061296	KELLY STEPHEN T			06/06/2022		54.97				
2019-03-0061450	KIM MACHINE INC			06/06/2022		321.32				
2019-03-0061819	KREMSKI JHO N			06/06/2022		108.24				
2019-03-0061839	KROMIDAS KELLY R			06/06/2022		139.45				
2019-03-0061915	KUMM SHERRY A			06/06/2022		61.75				
2019-03-0062036	LADAS PETER A			06/06/2022		19.34				
2019-03-0062088	LAMB MICHAEL J			06/06/2022		212.74				
2019-03-0062207	LAPOSTA CONNIE M			06/06/2022		276.19				
2019-03-0062306	LAVALLEE MAUREEN G			06/06/2022		93.04				
2019-03-0062329	LAVIANA STEVEN E			06/06/2022		175.76				
2019-03-0062440	LEBRON JOSHUA			06/06/2022		248.37				
2019-03-0062526	LENARCHYK AGNIESHKA			06/06/2022		640.26				
2019-03-0062527	LENARCHYK AGNIESHKA			06/06/2022		411.57				
2019-03-0062556	LEONARD MICHAEL J			06/06/2022		124.86				
2019-03-0062586	LETENDRE KRISTINE C			06/06/2022		210.37				
2019-03-0062587	LETENDRE KRISTINE C			06/06/2022		339.64				
2019-03-0062775	LLOYD DENNY E			06/06/2022		110.61				
2019-03-0062873	LORD TIMOTHY M			06/06/2022		68.20				
2019-03-0062908	LOYOLA BRITTANY M			06/06/2022		470.95				
2019-03-0063045	LYTTON TAHLOR M			06/06/2022		3.40				
2019-03-0063056	MACDONALD PAULA C			06/06/2022		106.20				
2019-03-0063141	MAGLIO RALPH N			06/06/2022		36.31				
2019-03-0063165	MAHONEY MEGHAN J			06/06/2022		100.43				
2019-03-0063303	MANIUDAKIS VASILIKI			06/06/2022		148.70				
2019-03-0063339	MANZI MARYANN J			06/06/2022		34.61				
2019-03-0063432	MARINO PHILLIP L			06/06/2022		239.89				
2019-03-0063433	MARINO PHILLIP L			06/06/2022		26.80				
2019-03-0063434	MARINO PHILLIP L			06/06/2022		79.06				
2019-03-0063960	MCKINLEY PATRICK W			06/06/2022		113.67				

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2019-03-0064002		M'CLOUGHLIN CARA N			06/06/2022			69.56	
2019-03-0064058		MEASE JASON E			06/06/2022			482.15	
2019-03-0064070		MEEKS ROCHELLE M			06/06/2022			165.58	
2019-03-0064118		MENGUAL JOHN J			06/06/2022			54.36	
2019-03-0064222		MICHAUD LUCILLE S			06/06/2022			61.07	
2019-03-0064223		MICHAUD LUCILLE S			06/06/2022			93.31	
2019-03-0064332		MILES WELDING LLC			06/06/2022			1,110.53	
2019-03-0064335		MILEWSKI ELIZABETH M			06/06/2022			253.46	
2019-03-0064369		MILLER JACQUE C			06/06/2022			139.45	
2019-03-0064370		MILLER JACQUE C			06/06/2022			146.58	
2019-03-0064375		MILLER JEANNIE M			06/06/2022			210.37	
2019-03-0064471		MISKOLCZI ELIZABETH A			06/06/2022			59.38	
2019-03-0064472		MISKOLCZI ELIZABETH A			06/06/2022			55.98	
2019-03-0064507		MLG HOME IMPROVEMENT LLC			06/06/2022			257.87	
2019-03-0064527		MOGIELNICK KETHLEEN E			06/06/2022			305.37	
2019-03-0064588		MONTANEZ YESSEYLA B			06/06/2022			148.95	
2019-03-0064655		MORLEY FREDERICK S JR			06/06/2022			302.99	
2019-03-0064685		MORRIS THOMAS F			06/06/2022			324.71	
2019-03-0064686		MORRIS THOMAS F			06/06/2022			262.62	
2019-03-0064713		MOSES WILBEN F			06/06/2022			258.21	
2019-03-0064822		MULLER ERWIN A JR			06/06/2022			67.18	
2019-03-0064854		MURPHY BENJAMIN D			06/06/2022			61.07	
2019-03-0064905		MUTE-PAEZ JOANN C			06/06/2022			0.01	
2019-03-0065024		NAPOLITANO JOHN			06/06/2022			714.94	
2019-03-0065029		NAPPI DEBORAH P			06/06/2022			169.31	
2019-03-0065117		NAZZARO EDWARD			06/06/2022			428.20	
2019-03-0065119		NAZZARO EDWARD C			06/06/2022			655.53	
2019-03-0065120		NAZZARO EDWARD C			06/06/2022			388.84	
2019-03-0065282		NICHOLAS TRICIA K			06/06/2022			363.39	
2019-03-0065283		NICHOLAS TRICIA K			06/06/2022			115.36	
2019-03-0065631		NICHOLAS TRICIA K			06/06/2022			95.68	
2019-03-0065631		NORTON RYAN R			06/06/2022			144.88	
2019-03-0065697		O HALA GROUNDS MANAGEMENT LLC			06/06/2022			10.86	
2019-03-0065783		OLEARY KYLE J			06/06/2022			214.44	
2019-03-0065784		OLEARY KYLE J			06/06/2022			17.30	
2019-03-0065982		ORSHAK VOLODYMYR			06/06/2022			38.34	
2019-03-0065983		ORSHAK VOLODYMYR			06/06/2022			117.74	
2019-03-0065914		ORTIZ ANGEL J			06/06/2022			76.68	
2019-03-0066029		PAEZ LEONARDO D			06/06/2022			0.01	
2019-03-0066092		PALMESE DENISE			06/06/2022			91.61	
2019-03-0066093		PALMESE DENISE			06/06/2022			150.31	
2019-03-0066094		PALMESE DENISE			06/06/2022			121.81	
2019-03-0066095		PALMESE DENISE			06/06/2022			276.19	
2019-03-0066111		PALUMBO JAMES J JR			06/06/2022			146.58	
2019-03-0066112		PALUMBO JAMES J JR			06/06/2022			92.63	
2019-03-0066237		PARMELEE RICHARD C			06/06/2022			2.61	
2019-03-0066244		PARSONS AARON T			06/06/2022			67.18	
2019-03-0066259		PASCAL ALYCIA M			06/06/2022			406.82	
2019-03-0066702		PERRETTA BRANDON J			06/06/2022			5.13	
2019-03-0066955		PICK ERIC			06/06/2022			50.30	
2019-03-0066973		PIERCE GREGORY K			06/06/2022			86.86	
2019-03-0066978		PIETRANTONIO MAUREEN M			06/06/2022			0.01	
2019-03-0067037		PIPKIN NED S			06/06/2022			8.48	
2019-03-0067072		PLATA LIMARIS			06/06/2022			63.45	
2019-03-0067097		PLUFF KERRI A			06/06/2022			98.06	
2019-03-0067104		PODERMANSKI MARTIN L			06/06/2022			284.33	

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2019-03-0067115		POLAK SUZANNE M			06/06/2022		99.08				
2019-03-0067278		PREMIER LEASING LLC			06/06/2022		172.36				
2019-03-0067279		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067280		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067281		PREMIER LEASING LLC			06/06/2022		523.20				
2019-03-0067282		PREMIER LEASING LLC			06/06/2022		164.90				
2019-03-0067283		PREMIER LEASING LLC			06/06/2022		164.90				
2019-03-0067284		PREMIER LEASING LLC			06/06/2022		266.01				
2019-03-0067285		PREMIER LEASING LLC			06/06/2022		423.11				
2019-03-0067286		PREMIER LEASING LLC			06/06/2022		356.27				
2019-03-0067287		PREMIER LEASING LLC			06/06/2022		356.27				
2019-03-0067288		PREMIER LEASING LLC			06/06/2022		386.80				
2019-03-0067289		PREMIER LEASING LLC			06/06/2022		386.80				
2019-03-0067290		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067291		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067292		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067293		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067294		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067295		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067296		PREMIER LEASING LLC			06/06/2022		194.76				
2019-03-0067297		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067298		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067299		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067300		PREMIER LEASING LLC			06/06/2022		130.97				
2019-03-0067301		PRENDERGAST JEFFREY J			06/06/2022		229.37				
2019-03-0067303		PRENDERGAST LINDSAY V			06/06/2022		2.99				
2019-03-0067321		PREVITI ALESSANDRA F			06/06/2022		9.18				
2019-03-0067385		PRIORITY LANDSCAPING LLC			06/06/2022		318.26				
2019-03-0067442		PSILLAS LISA O			06/06/2022		104.50				
2019-03-0067502		PUTNAM WILLIAM F JR			06/06/2022		117.06				
2019-03-0067507		PUZIO STACY A			06/06/2022		54.97				
2019-03-0067604		RAMINENI VENKATARATHNAM			06/06/2022		570.02				
2019-03-0067692		RECK SHIRLEY B			06/06/2022		467.89				
2019-03-0067987		RIVERA ORLANDO R			06/06/2022		13.57				
2019-03-0068116		RODNEY SOMALI E			06/06/2022		82.45				
2019-03-0068121		RODRIGUEZ EDUARDO			06/06/2022		58.70				
2019-03-0068175		ROHENA JOSE A			06/06/2022		6.79				
2019-03-0068183		ROLLI RACHEL E			06/06/2022		147.26				
2019-03-0068254		ROSKI LEE A			06/06/2022		341.70				
2019-03-0068255		ROSKI LEE A			06/06/2022		246.33				
2019-03-0068256		ROSKI SANDRA L			06/06/2022		86.86				
2019-03-0068309		ROTHERY JANICE A			06/06/2022		236.83				
2019-03-0068511		RYAN DYLAN M			06/06/2022		322.00				
2019-03-0068554		SABIO PAUL J			06/06/2022		67.86				
2019-03-0068587		SAEZ-FIGUEROA MARIA			06/06/2022		98.79				
2019-03-0068695		SAMUELS FELICIA J			06/06/2022		183.56				
2019-03-0068756		SANTOS CARLOS J			06/06/2022		92.63				
2019-03-0068767		SARACENO KATHERINE			06/06/2022		94.33				
2019-03-0068768		SARACENO KATHERINE			06/06/2022		76.68				
2019-03-0068772		SARKISIAN TIMOTHY L			06/06/2022		315.21				
2019-03-0068848		SCACCA ANTHONY M			06/06/2022		409.87				
2019-03-0068884		SCANLON CRAIG S			06/06/2022		48.52				
2019-03-0069038		SCHROEDER JANET J			06/06/2022		65.82				
2019-03-0069103		SCUDDER LUGENE I			06/06/2022		24.77				
2019-03-0069396		SIMONE ANDREW G			06/06/2022		563.58				
2019-03-0069397		SIMONE ANDREW G			06/06/2022		16.97				
					06/06/2022		185.22				

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2019-03-0069398	SIMONE ANDREW G			06/06/2022		131.44		
2019-03-0069402	SIMONE KIMBERLY L			06/06/2022		152.69		
2019-03-0069529	SILIE JAMES R JR			06/06/2022		250.74		
2019-03-0069785	SPADA SHEILA M			06/06/2022		91.95		
2019-03-0069993	STARK WOODROW			06/06/2022		220.21		
2019-03-0070201	STRAZZULLA NICOLE L			06/06/2022		379.34		
2019-03-0070314	SUPRYNOWICZ KAYLA E			06/06/2022		470.95		
2019-03-0070554	TARASCHUK THEODORE N 3RD			06/06/2022		51.91		
2019-03-0070555	TARBAY CHRISTINA A			06/06/2022		553.40		
2019-03-0070602	TAYLOR NICHOLAS R			06/06/2022		16.97		
2019-03-0070647	TEREDA ANDRZEJ F			06/06/2022		45.47		
2019-03-0070680	THE BAKERY LLC			06/06/2022		209.01		
2019-03-0070946	THIBEAULT TREY J			06/06/2022		186.95		
2019-03-0070980	THOMPSON VERNON I			06/06/2022		409.20		
2019-03-0070991	THURSON ROBERT W JR			06/06/2022		286.71		
2019-03-0071026	TIRINZONI MARIE P			06/06/2022		254.14		
2019-03-0071151	TORRES ANGEL L			06/06/2022		109.25		
2019-03-0071386	TROIAN JOHN M			06/06/2022		210.37		
2019-03-0071436	TUCKER MICHAEL A			06/06/2022		166.26		
2019-03-0071722	VALLE TATIANA S			06/06/2022		111.63		
2019-03-0071732	VANBUSKIRK BERNARD			06/06/2022		123.51		
2019-03-0071733	VANBUSKIRK BERNARD 3RD			06/06/2022		93.99		
2019-03-0071734	VANBUSKIRK BERNARD 3RD			06/06/2022		137.08		
2019-03-0071735	VANBUSKIRK MARIA			06/06/2022		163.20		
2019-03-0071851	VAZQUEZ VIVIAN			06/06/2022		89.24		
2019-03-0071875	VEGA FRANCESKA I			06/06/2022		338.96		
2019-03-0071876	VEGA FRANCESKA I			06/06/2022		39.02		
2019-03-0072210	WALSH KEVIN F			06/06/2022		71.93		
2019-03-0072238	WARBECK STEVEN M			06/06/2022		58.02		
2019-03-0072239	WARBECK STEVEN M			06/06/2022		144.20		
2019-03-0072242	WARD JACKIE L			06/06/2022		113.16		
2019-03-0072363	WELCH MICHAEL W			06/06/2022		16.97		
2019-03-0072364	WELCH MICHAEL W			06/06/2022		16.97		
2019-03-0072365	WELCH MICHAEL W			06/06/2022		163.20		
2019-03-0072366	WELCH MICHAEL W			06/06/2022		202.56		
2019-03-0072613	WILLIAMS DOROTHY			06/06/2022		383.75		
2019-03-0072707	WNUK JENNIFER K			06/06/2022		82.45		
2019-03-0072826	WOYASZ THERESA A			06/06/2022		448.89		
2019-03-0072839	WPRX ELEVEN TWENTY			06/06/2022		78.38		
2019-03-0073119	YESTER MICHAEL T			06/06/2022		77.36		
2019-03-0073194	ZABRENSKY MICHAEL E			06/06/2022		61.07		
2019-03-0073248	ZAPALA-BATAGIN ERIC			06/06/2022		81.43		
2019-03-0073300	ZAWALSKI KRISTINA U			06/06/2022		293.49		
2019-03-0073405	ZIPADELLI SHIRLEY S			06/06/2022		39.02		
2019-03-0073558	MCKENZIE LISA M			06/06/2022		671.47		
2019-03-0073610	MAHERAS EMILY C			06/06/2022		137.08		
2019-03-0073616	DONOVAN PATRICK B			06/06/2022		131.99		
2019-03-0073619	SCHMITT BRENDAN M			06/06/2022		348.12		
2019-03-0073628	GIROUARD PAUL J			06/06/2022		98.74		
2019-03-0073630	DUHAIME DOUGLAS			06/06/2022		345.75		
2019-03-0073632	GOMES NINA L			06/06/2022		283.32		
2019-03-0073633	GOMES NINA L			06/06/2022		84.83		
2019-03-0073635	FELIX GARVIN			06/06/2022		570.02		
2019-03-0073636	FLYNN JOHN F			06/06/2022		13.23		
2019-03-0073640	LEASE PLAN U S A INC			06/06/2022		505.22		
2019-03-0073641	THE FEB COMPANIES LLC			06/06/2022		148.95		

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2019-03-0073642	VARRICCHIO PAUL F JR			06/06/2022	80.07		
2019-03-0073643	SANSEVERINO PASQUALE J			06/06/2022	182.20		
2019-03-0073644	SILVA JORGE M			06/06/2022	109.25		
2019-03-0073645	GIANOTTI MICHELLE C			06/06/2022	364.75		
2019-03-0073648	JOHNSON TIMOTHY A			06/06/2022	99.75		
2019-03-0073649	PATEL BHAVESH P			06/06/2022	16.97		
2019-03-0073650	MEMERY DAVID J			06/06/2022	36.98		
2019-03-0073652	TILKI ELLA			06/06/2022	85.50		
2019-03-0073654	DIVICINO ANDREW T			06/06/2022	114.68		
2019-03-0073656	RICE SAMUEL S			06/06/2022	202.56		
2019-03-0073658	GAFFNEY JAMES D			06/06/2022	6.79		
2019-03-0073659	DAMILER TRUST			06/06/2022	1,009.42		
2019-03-0073662	ZK BUILDERS LLC			06/06/2022	50.56		
2019-03-0073665	KONECRANES INC			06/06/2022	35.63		
2019-03-0073666	PISKO DENNIS J			06/06/2022	151.67		
2019-03-0073667	MICHONSKI BRIAN S			06/06/2022	236.83		
2019-03-0073669	BRAHIMI JIMI X			06/06/2022	242.94		
2019-03-0073670	ZBROZEK TANYA C			06/06/2022	496.40		
# Of Acct: 354					70,893.91		
MOTOR VEHICLE							

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Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Due/Susp	Total
2019-04-0080009		ABED CAROLINA V			06/06/2022			1.25	
2019-04-0080065		ALVES ROBERT J			06/06/2022			161.57	
2019-04-0080082		ANJUM NAZIA			06/06/2022			265.43	
2019-04-0080172		BELLU PHILIP J			06/06/2022			90.39	
2019-04-0080188		BETTERSON ANN M			06/06/2022			127.75	
2019-04-0080190		BIANCA JUSTIN P			06/06/2022			71.93	
2019-04-0080209		BIZIER TONY D			06/06/2022			51.23	
2019-04-0080213		BLANCHETTE KEVIN D			06/06/2022			89.81	
2019-04-0080271		BROWN KIMBERLY A			06/06/2022			61.58	
2019-04-0080305		BYCZYNSKI EDWARD M			06/06/2022			130.47	
2019-04-0080366		CASNER MICHAEL J			06/06/2022			9.65	
2019-04-0080418		CHABOT SARAH D			06/06/2022			119.33	
2019-04-0080421		CHANDLER KATHLEEN L			06/06/2022			284.71	
2019-04-0080427		CHARETTE ASHLEY M			06/06/2022			76.00	
2019-04-0080440		CHISOLM KAMIE B			06/06/2022			300.62	
2019-04-0080491		COMMERCIAL ROOFING SYSTEMS LLC			06/06/2022			2.22	
2019-04-0080492		COMMERCIAL ROOFING SYSTEMS LLC			06/06/2022			1.69	
2019-04-0080560		CONNORS MARY G			06/06/2022			137.08	
2019-04-0080561		CONNORS MARY G			06/06/2022			131.31	
2019-04-0080577		COTE RICHARD JR			06/06/2022			299.26	
2019-04-0080578		COTE RICHARD JR			06/06/2022			394.27	
2019-04-0080582		COTTO DANIEL R			06/06/2022			0.01	
2019-04-0080596		CROWLEY ALEXA R			06/06/2022			30.71	
2019-04-0080597		CROWLEY EVAN P			06/06/2022			0.01	
2019-04-0080721		DHONDT LINDA E			06/06/2022			123.95	
2019-04-0080778		DOYLE KATIE M			06/06/2022			157.27	
2019-04-0080796		DUMOND HEATHER A			06/06/2022			234.02	
2019-04-0080821		ELIADES AMY Y			06/06/2022			272.12	
2019-04-0080822		ELIADES AMY Y			06/06/2022			178.13	
2019-04-0081045		FELLOWS JANE U			06/06/2022			74.37	
2019-04-0081122		FRIES MICHAEL J			06/06/2022			114.68	
2019-04-0081146		GALVAN RENE R			06/06/2022			178.40	
2019-04-0081149		GARCIA CARLOS T JR			06/06/2022			11.30	
2019-04-0081163		GELAZIN KYLE J			06/06/2022			32.98	
2019-04-0081208		GODIN MATTHEW W			06/06/2022			84.01	
2019-04-0081217		GOMES NINA L			06/06/2022			158.76	
2019-04-0081218		GOMES NINA L			06/06/2022			172.50	
2019-04-0081279		HARE ROBERT A			06/06/2022			60.77	
2019-04-0081280		HARE ROBERT A			06/06/2022			167.92	
2019-04-0081289		HASKELL CHRISTOPHER J			06/06/2022			45.70	
2019-04-0081295		HAYNES LINDA L			06/06/2022			9.87	
2019-04-0081296		HAYNES LINDA L			06/06/2022			41.16	
2019-04-0081298		HAZEN DEBRA A			06/06/2022			1.66	
2019-04-0081327		HOLMES NOEL A			06/06/2022			9.87	
2019-04-0081328		HOLMES NOEL A			06/06/2022			9.87	
2019-04-0081329		HOLMES NOEL A			06/06/2022			26.26	
2019-04-0081330		HOLMES NOEL A			06/06/2022			9.50	
2019-04-0081449		JEFFERSON CRAIG W			06/06/2022			137.04	
2019-04-0081475		JOSEPH DYLAN K			06/06/2022			31.22	
2019-04-0081609		KROMIDAS MICHAEL R			06/06/2022			93.00	
2019-04-0081610		KROMIDAS MICHAEL R			06/06/2022			131.28	
2019-04-0081631		LABOULIERE MICHAEL H			06/06/2022			292.14	
2019-04-0081649		LANTHIER DREW A			06/06/2022			3.52	
2019-04-0081693		LEBRUN ELAINE M			06/06/2022			55.31	
2019-04-0081710		LEWICKI KAYLA M			06/06/2022			51.81	
2019-04-0081829		MACDANIEL HAROLD G			06/06/2022			16.97	

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:10:37

Page: 2

Condition (s): Year: 2020, Type: 04 - MVS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Due/Susp	Total
2019-04-0081830	MACDANIEL HAROLD G			06/06/2022			18.32	
2019-04-0081841	MAFKO KATHERINE B			06/06/2022			0.86	
2019-04-0081897	MARTINEZ-PEREZ SAMUEL			06/06/2022			95.95	
2019-04-0081922	MAXFIELD-LONGLEY PEGGY A			06/06/2022			187.94	
2019-04-0081956	MCKENZIE LISA M			06/06/2022			191.09	
2019-04-0081962	MCLOUGHLIN CARA N			06/06/2022			210.47	
2019-04-0081983	MENGUAL JOHN J			06/06/2022			226.21	
2019-04-0081998	MILEWSKI ELIZABETH M			06/06/2022			274.05	
2019-04-0082003	MILLER RACHEL E			06/06/2022			241.58	
2019-04-0082009	MLG HOME IMPROVEMENT LLC			06/06/2022			95.68	
2019-04-0082011	MODIFICA THOMAS J			06/06/2022			77.36	
2019-04-0082055	MURPHY BENJAMIN D			06/06/2022			309.17	
2019-04-0082285	PATEL BHAVINI A			06/06/2022			177.66	
2019-04-0082297	PATRAW JOHN N			06/06/2022			24.67	
2019-04-0082346	PERRY DEAN D			06/06/2022			62.47	
2019-04-0082392	PLATA LIMARIS			06/06/2022			72.27	
2019-04-0082393	PLATA LIMARIS			06/06/2022			47.50	
2019-04-0082396	PODERMANSKI LARISSA E			06/06/2022			997.54	
2019-04-0082411	POWERS MASON D			06/06/2022			122.89	
2019-04-0082427	PREVITI ALESSANDRA F			06/06/2022			38.34	
2019-04-0082439	PULASKI BRIAN E			06/06/2022			225.87	
2019-04-0082445	PUTNAM WILLIAM F JR			06/06/2022			12.72	
2019-04-0082447	PUZIO STACY A			06/06/2022			36.41	
2019-04-0082534	ROLLI RACHEL E			06/06/2022			85.16	
2019-04-0082546	ROSKI SANDRA L			06/06/2022			65.86	
2019-04-0082597	SAKOWICZ ROBERT W			06/06/2022			12.72	
2019-04-0082598	SAKOWICZ ROBERT W			06/06/2022			114.75	
2019-04-0082613	SANDERS JAMES R 4TH			06/06/2022			214.81	
2019-04-0082626	SAUNDERS RAYMOND R			06/06/2022			38.34	
2019-04-0082638	SCANLON CRAIG S			06/06/2022			17.95	
2019-04-0082697	SCHULER JUDITH A			06/06/2022			109.39	
2019-04-0082698	SCHULER JUDITH A			06/06/2022			181.56	
2019-04-0082708	SEIBERT STEVEN L			06/06/2022			60.36	
2019-04-0082741	SILVA KAREN A			06/06/2022			48.45	
2019-04-0082793	SPADA ALEXANDRA E			06/06/2022			87.17	
2019-04-0082817	STEFANKO MICHAEL R			06/06/2022			65.48	
2019-04-0082823	STERLING LOUINEL J			06/06/2022			117.09	
2019-04-0082837	STPETER KEITH P			06/06/2022			412.59	
2019-04-0082838	STPETER KEITH P			06/06/2022			30.27	
2019-04-0082858	SWAIN LERONA B			06/06/2022			97.07	
2019-04-0082859	SWAIN LERONA B			06/06/2022			110.44	
2019-04-0082861	SWANSON WILLIAM R			06/06/2022			343.10	
2019-04-0082891	TARASCHUK THEODORE N 3RD			06/06/2022			80.75	
2019-04-0082901	TAYLOR NICHOLAS R			06/06/2022			48.42	
2019-04-0082910	TETI MONTANEZ ROBIN L			06/06/2022			0.01	
2019-04-0082933	THIBEAULT TREY J			06/06/2022			127.75	
2019-04-0082938	THURSON ROBERT W JR			06/06/2022			186.99	
2019-04-0082948	TOCE DAWN M			06/06/2022			858.09	
2019-04-0082955	TONER PETER F			06/06/2022			364.75	
2019-04-0083030	ULTIMATE SPORTS LLC			06/06/2022			492.32	
2019-04-0083056	VALLE TATIANA S			06/06/2022			230.62	
2019-04-0083057	VALLE TATIANA S			06/06/2022			122.83	
2019-04-0083081	VASSAR MATTHEW L			06/06/2022			71.83	
2019-04-0083135	WACKER DONNA L			06/06/2022			160.92	
2019-04-0083155	WEBB KRISTEN M			06/06/2022			220.21	
2019-04-0083186	WIGGINS TALAYAH S			06/06/2022			337.94	

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:10:37

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Condition (s): Year: 2020, Type: 04 - MVS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2019-04-0083194	WILLIAMS DOROTHY			06/06/2022	507.59			
2019-04-0083195	WILLIAMS DOROTHY			06/06/2022	585.63			
2019-04-0083205	WIRTH HAYLIE E			06/06/2022	68.03			
2019-04-0083219	WOLLSCHLAGER MATTHEW J			06/06/2022	64.09			
2019-04-0083316	MAHERAS ARISTOMENE G			06/06/2022	203.07			
2019-04-0083325	GIROUARD PAUL J			06/06/2022	123.78			
MOTOR VEHICLE SUPP	# Of Acct: 118				16,640.84			

YR : 2019 TOTAL : 118

Grand Total: 118

Process Suspense Report

TOWN OF BERLIN Date: 06/06/2022 Time: 13:06:13

Condition (s): Year: 2020, Type: 02 - PP, Order: Bill Number, Total Only: No, Recap by Dist: No

Page: 1

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2019-02-0040066	7	ALIGN TRANSPORT LLC			06/06/2022	365.09			
2019-02-0040090	4	ANGELIC INNER LIGHT THERAPY			06/06/2022	47.16			
2019-02-0040101	4	ART OF AESTHETICS			06/06/2022	1,388.75			
2019-02-0040106	4	ASTROLOGY TAROT CARD READING			06/06/2022	74.65			
2019-02-0040156	1	BERLANDY R A & SONS INC			06/06/2022	158.45			
2019-02-0040163	1	BERLIN DRIVING SCHOOL LLC			06/06/2022	203.58			
2019-02-0040256	1	CENTRAL BIG & SMALL LANDSCAPING INC			06/06/2022	629.74			
2019-02-0040289	1	COLLEGE FUNDING STRATEGIES			06/06/2022	67.86			
2019-02-0040290	1	COLLIN MARRERO RECORDS			06/06/2022	49.20			
2019-02-0040415	4	DUMP STAR			06/06/2022	423.79			
2019-02-0040446		ENVOY MORTGAGE LTD			06/06/2022	208.79			
2019-02-0040468	1	FERNDALDE MARKET FRESH			06/06/2022	11,049.30			
2019-02-0040527	4	GRADY MECHANICAL LLC			06/06/2022	248.71			
2019-02-0040572	4	GRANDE KATHY			06/06/2022	46.82			
2019-02-0040529	4	HIMALAYA RESTAURANT			06/06/2022	782.39			
2019-02-0040598	7	I A NUTRITION INC			06/06/2022	1,938.03			
2019-02-0040617	1	J L TEA HOME IMPROVEMENT			06/06/2022	76.68			
2019-02-0040640		JP AND SON LAWN AND YARD SERVICES			06/06/2022	318.26			
2019-02-0040673	7	KLEX ART LLC			06/06/2022	198.15			
2019-02-0040674	1	KLX			06/06/2022	152.69			
2019-02-0040692	7	LAUREL TOOL			06/06/2022	275.85			
2019-02-0040695	1	LAW OFFICE OF JILL K LEVIN LLC			06/06/2022	72.61			
2019-02-0040732	4	MADAME BROW & LASH			06/06/2022	67.86			
2019-02-0040734	1	MAKAS TRUCKING LLC			06/06/2022	52.25			
2019-02-0040744	4	MASSAGE BY JORDAN ASHLEY			06/06/2022	12.21			
2019-02-0040758	1	MCCOLL JOHN III			06/06/2022	432.27			
2019-02-0040818	1	NIRO COMPANY LLC THE			06/06/2022	19,377.76			
2019-02-0040847	1	OVL MANUFACTURING CO			06/06/2022	767.16			
2019-02-0040857	1	PARTSBROTHERSONLINE			06/06/2022	221.56			
2019-02-0040910	7	PRECISION MILL LLC			06/06/2022	2,833.49			
2019-02-0040969	1	RICHS CITGO III (A92)			06/06/2022	173.38			
2019-02-0041002	4	SALDANA LYNSEY			06/06/2022	111.97			
2019-02-0041024	4	SERENITY SOLUTIONS			06/06/2022	178.13			
2019-02-0041037	4	SIGN BOSS			06/06/2022	283.65			
2019-02-0041042	1	SIMPLY ORGANIZED			06/06/2022	84.15			
2019-02-0041077	4	STARLIGHT DINER			06/06/2022	540.50			
2019-02-0041088	4	STROMTEC LLC			06/06/2022	179.49			
2019-02-0041130	4	THE BAKERY ON THE AVENUE			06/06/2022	384.77			
2019-02-0041133	7	THOMSON JOHN L LS			06/06/2022	301.30			
2019-02-0041201	4	VAUGHAN AMY J			06/06/2022	2.04			
2019-02-0041244		WOODWARD GOVERNOR COMPANY			06/06/2022	739.67			
2019-02-0041268	7	ZARRELLA DEMOLITION LLC			06/06/2022	11,678.71			
2019-02-0041321	1	PROMEIN STEEL ERECTING LLC			06/06/2022	112.65			
# Of Acct: 43									57,311.52
TOTAL : 43									57,311.52

YR : 2019

Grand Total: 43

Agenda Item No. F-9
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 31, 2022

SUBJECT: Discussion of FY23 Capital and Major Capital Projects/Purchases

Summary of Agenda Item:

In the Fiscal Year 2023 General Fund budget development, the Board of Finance removed all capital requested by the Town Manager and directed him to use fiscal year 2022 General Fund operating surplus funds to make the requested purchases and complete the requested projects.

FISCAL YEAR 2023 REQUESTED GENERAL FUND CAPITAL (removed from FY23 adopted budget)				
Project	Tier	Funding Source	Amount	Tier Total
School Vans	1a	FY22 Surplus	\$95,000	
Hubbard School Playground Paving & Stairs	1a	FY22 Surplus	\$125,000	
Town Hall Server Replacement	1b	FY22 Surplus	\$162,500	
Police Server Maintenance	1b	FY22 Surplus	\$28,930	
		FY22 Capital	\$9,070	
Fire Alarm Upgrades - Willard	1b	FY22 Surplus	\$150,000	\$570,500
Demore, Dinda, Bittner Jr. Memorial Pool Repairs	2	FY22 Surplus	\$200,000	
New carpeting (replace original now 32 yrs old)	2	FY22 Surplus	\$144,824	
	2	CNR Capital	\$5,176	
12 Passenger Van (20% TOB/80% Fed DOT)	2	FY22 Surplus	\$17,000	\$367,000
Toro Tri-Plex Greensmower	3	FY22 Surplus	\$40,000	
On-course bridge replacement (assumes \$35k/bridge)	3	FY22 Surplus	\$35,000	
Small used Kubota tractor	3	FY22 Surplus	\$35,000	\$110,000
Vehicle - Patrol Units - (5% incr. in out yrs)	4	FY22 Surplus	\$165,375	
Vehicle - Unmarked/Admin	4	FY22 Surplus	\$35,000	\$200,375
Basement Storage (Griswold)	5	FY22 Surplus	\$40,000	
Auditorium & Stage Renovation (McGee)	5	FY22 Surplus	\$250,000	
Lavatory Upgrades (Griswold, Hubbard, Willard)	5	FY22 Surplus	\$350,000	
Sage Park Parking Lot	5	FY22 Surplus	\$300,000	\$940,000
Paper Goods Pond Dam (consulting)	6	FY22 Surplus	\$65,000	
Deming Road House (Mobile Home caretakers house)	6	FY22 Surplus	\$50,000	\$115,000
Pool Cars (incl Assessor, Bldg Insp, DPW, Nursing)	7	FY22 Surplus	\$28,350	
Large dump truck	7	FY22 Surplus	\$220,000	
Pickup Truck	7	FY22 Surplus	\$45,000	
Facilities - Truck	7	FY22 Surplus	\$38,000	
Used 1 Ton 4x4 dump truck w/ plow	7	FY22 Surplus	\$30,000	
Dump Truck (with plow & sander)	7	FY22 Surplus	\$110,000	\$471,350
Exterior repairs to Art League Building	8	FY22 Surplus	\$50,000	
Hubbard Library Media Center and Courtyard	8	FY22 Surplus	\$300,000	
Floor Tiles (Griswold, Hubbard, Willard)	8	FY22 Surplus	\$75,000	
Band Room Renovation (McGee)	8	FY22 Surplus	\$50,000	\$475,000
McGee Generator	HOLD		\$500,000	\$500,000
			\$3,749,225	\$3,749,225
Tier 1 -3 Total			\$1,047,500	\$1,047,500
Tier 1 -4 Total			\$1,247,875	\$1,247,875

Based on the projected fiscal year 2022 surplus, a cross-functional team of Town and BOE department heads prioritized the requested purchases/projects (see above). Based on the current projected fiscal year 2022 surplus, the items highlighted in green expect to be funded with the final fiscal year 2022 surplus. Once final invoices are paid in July, agenda items will be developed to fund as many of the green highlighted items as possible.

In addition to the fiscal year 2023 budget items, major capital projects and proposed funding are listed below. These projects/purchases have been proposed previously. The goal of this discussion is to determine if the proposed strategy should be implemented if projected funding materializes.

CAPITAL PROJECTS CAPITAL			
<u>Project</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Expected Timing</u>
<u>Police Station Renovation</u>			
Design/Bidding work (Jakunski & Humes)	Fund Balance	\$300,000	Summer 2022
Relocate BOE Storage (rough estimate)	Fund Balance	\$500,000	Fall/Winter 2022
Relocate Food Pantry/Storage (rough estimate)	Fund Balance	\$500,000	Fall/Winter 2022
Construction (Phases 1-3)	June 2023 Bond	\$4,624,250	Summer 2023
<u>HVAC</u>			
Construction Manager - estimate	ARPA	\$500,000	Summer 2022
Willard	ARPA	\$4,548,046	Summer 2023
	Fund Balance	TBD	Contingency
Griswold	June 2024 Bonding	TBD	Summer 2024
Hubbard	June 2024 Bonding	TBD	Summer 2024
Percival Soccer Field	Fund Balance	\$225,000	Summer 2022
Highway Wash Bay	FEMA	\$264,212	Summer 2022
	Fund Balance	\$250,000	Summer 2022
Fire Vehicle (#4 of 4 in Fire Dept Strategic Plan)	FY22 or FY23 Surplus	\$1,050,000	TBD
Willard School Parking Lot	LOCIP	\$258,000	Summer 2023

The most recent projected 6/30/2022 fund balance is:

		<u>As a % of FY22 budget</u>	<u>Source/Notes</u>
6/30/2021 GF Unassigned Fund Balance	\$18,300,008	19.5%	from audited Annual Comprehensive Financial Report
Non-budgeted appropriation	(\$7,510,640)	-8.0%	FY22 DB pension payouts & new fire vehicle purchases
Projected FY22 Year-end GF surplus/(deficit)	\$2,250,000	2.4%	on-going operations only
Surplus used for removed FY23 capital requests	(\$1,233,629)	-1.3%	from proposed capital projects/purchases spreadsheet
Assigned fund balance in FY23 budget	(\$380,000)	-0.4%	increase in use of fund balance in FY23 adopted GF budget
Proposed Use of Fund Balance	(\$775,000)	-0.8%	from proposed capital projects/purchases spreadsheet
Projected 6/30/2022 GF Unassigned Fund Balance	\$10,650,739	11.3%	
<u>Other items:</u>			
Net DB Pension Liability	(\$1,779,950)		Unfunded liability as of 1/31/2022
Fire vehicles	(\$1,050,000)		Replacing fourth 20-year old fire vehicle

Unassigned fund balance is projected to be sufficient to cover the proposal above.

Action Needed:

None

Attachments:

Capital Spreadsheet

Prepared By:

Kevin Delaney, Finance Director

Town of Berlin
Short-Term Capital Spending & Funding Plan
Fiscal Years 2023 & 2024

FISCAL YEAR 2023 REQUESTED GENERAL FUND CAPITAL (removed from FY23 adopted budget)						
Project	Tier	Funding		Amount	Tier	Total
		Source	Amount			
School Vans	1a	FY22 Surplus	\$95,000			
Hubbard School Playground Paving & Stairs	1a	FY22 Surplus	\$125,000			
Town Hall Server Replacement	1b	FY22 Surplus	\$162,500			
Police Server Maintenance	1b	FY22 Surplus	\$28,930			
Fire Alarm Upgrades - Willard	1b	FY22 Capital	\$9,070			
	1b	FY22 Surplus	\$150,000			\$570,500
Demore, Dinda, Bittner Jr. Memorial Pool Repairs	2	FY22 Surplus	\$200,000			
New carpeting (replace original now 32 yrs old)	2	FY22 Surplus	\$144,824			
	2	CNR Capital	\$5,176			
12 Passenger Van (20% TOB/80% Fed DOT)	2	FY22 Surplus	\$17,000			\$367,000
Toro Tri-Plex Greensmower	3	FY22 Surplus	\$40,000			
On-course bridge replacement (assumes \$35k/bridge)	3	FY22 Surplus	\$35,000			
Small used Kubota tractor	3	FY22 Surplus	\$35,000			\$110,000
Vehicle - Patrol Units - 15% incr. in out yrs)	4	FY22 Surplus	\$165,375			
Vehicle - Unmarked/Admin	4	FY22 Surplus	\$35,000			\$200,375
Basement Storage (Griswold)	5	FY22 Surplus	\$40,000			
Auditorium & Stage Renovation (McGee)	5	FY22 Surplus	\$250,000			
Lavatory Upgrades (Griswold, Hubbard, Willard)	5	FY22 Surplus	\$350,000			
Sage Park Parking Lot	5	FY22 Surplus	\$300,000			\$940,000
Paper Goods Pond Dam (consulting)	6	FY22 Surplus	\$65,000			
Dominy Road House (Mobile Home caretakers house)	6	FY22 Surplus	\$50,000			\$115,000
Pool Cars (incl Assessor, Bldg Insp, DPW, Nursing)	7	FY22 Surplus	\$28,350			
Large dump truck	7	FY22 Surplus	\$220,000			
Pickup Truck	7	FY22 Surplus	\$45,000			
Facilities - Truck	7	FY22 Surplus	\$38,000			
Used 1 Ton 4x4 dump truck w/ plow	7	FY22 Surplus	\$30,000			
Dump Truck (with plow & sander)	7	FY22 Surplus	\$110,000			\$471,350
Exterior repairs to Art League Building	8	FY22 Surplus	\$50,000			
Hubbard Library Media Center and Courtyard	8	FY22 Surplus	\$300,000			
Floor Tiles (Griswold, Hubbard, Willard)	8	FY22 Surplus	\$75,000			
Band Room Renovation (McGee)	8	FY22 Surplus	\$50,000			\$475,000
McGee Generator	HOLD		\$500,000			\$500,000
			\$3,749,225			\$3,749,225
Tier 1 - 3 Total			\$1,047,500			\$1,047,500
Tier 1 - 4 Total			\$1,247,875			\$1,247,875

CAPITAL PROJECTS CAPITAL						
Project	Funding Source	Amount	Expected Timing	Project	Funding Source	Amount
Police Station Renovation						
Design/Bidding work (Jakunski & Humes)	Fund Balance	\$300,000	Summer 2022	Library Roof	Bond	\$1,200,000
Relocate BOC Storage (rough estimate)	Fund Balance	\$500,000	Fall/Winter 2022	HVAC - Griswold or Hubbard	Bond	\$4,000,000
Relocate Food Pantry/Storage (rough estimate)	Fund Balance	\$500,000	Fall/Winter 2022	Pumpers	Bond	\$1,050,000
Construction (Phases 1-3)	June 2023 Bond	\$4,624,250	Summer 2023			
				Police Vehicles	GF	\$287,644
				Animal Control Van	GF	\$45,000
				Gantry Crane	GF	\$100,000
				4 Post Vehicle Lift	GF	\$12,500
				Service Truck	GF	\$80,000
				Pool Cars	GF	\$25,768
				Timberlin Parking Lot	GF	\$275,000
				Town Hall Parking Lot	GF	\$330,000
				Small dump truck	GF	\$90,000
				Flatbed Truck with power lift tailgate	GF	\$60,000
				Pickup Truck	GF	\$65,000
				Guardrail Mower Attachments	GF	\$120,000
				ADA Upgrades	GF	\$25,000
				Timberlin Clubhouse Floor	GF	\$50,000
				Timberlin Clubhouse Bathroom	GF	\$80,000
				Timberlin Boiler Replacement	GF	\$25,000
				TH Electrical Panel Upgrades	GF	\$100,000
				Facilities Van	GF	\$35,000
				Timberlin Bridges	GF	\$35,000
				Used Mini Excavator	GF	\$50,000
				Dump Truck (w/ Plow & Sander)	GF	\$110,000
				Griswold Fire Alarm Upgrade	GF	\$150,000
				School Vans	GF	\$110,000
				Willard School Playgrounds	GF	\$150,000
TOTAL	GF	\$2,417,911				
TOTAL	Bond	\$6,250,000				

Funding Requirements	
FY22 Surplus (Tier 1-4)	\$1,233,629
FY22/CNR Capital	\$14,246
ARPA	\$5,048,046
FEMA	\$264,212
Fund Balance (ex PD Rebo, HVAC)	\$775,000
TOTAL Identified Items	\$7,335,133

Agenda Item No. F-10
Request for Board of Finance Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 2, 2022

SUBJECT: Community/Senior Center Update

Summary of Agenda Item:

The town held two forums on Thursday, June 2, 2022, at the Berlin Senior Center to inform the public on the report from the Community/Senior Center Advisory Committee. Chairman Luddy presented the attached power point presentation.

At this time, the Town Council should forward the report to the Board of Finance for their review of the Committee's findings.

Action Needed:

Update on the Community/Senior Center forums and submission of the report to the Board of Finance for their review.

Attachments:

Forum Presentation

Prepared By: Kate Wall, Town Clerk

Berlin Community & Senior Center

(Sub-Committee Factual Analysis, Assessment & Evaluation thereof)

COMMITTEE MEMBERS

Brenden Luddy-Chair (Deputy Mayor-Town Council)

Donna Bovee-Vice Chair (Chair, Parks & Recreation Commission)

Michael Urrunaga (Town Council)

Tim Grady (Board of Finance)

Barbara Gombotz (Chair, Commission on Aging)

Dave Cyr (Chair, Economic Development Commission)

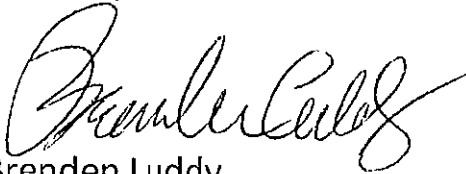
&

Jennifer Ochoa (Director of Community, Recreation and Park Services
(acting Town Hall liaison to this sub-committee))

Under a \$750,000 grant Berlin received in 2018 from the State of Connecticut, and outgoing Democrat Majority Leader Joe Aresimowicz, to specifically study the potential for a new, and/or combined Community and Senior Center, a fact gathering sub-committee was established by the Berlin Town Council on July 20, 2021. This sub-committee was sourced to investigate and research the potential of building a new Community and Senior Center in Berlin. The committee is composed of six members as listed above and their report was delivered to Town Council on April 7, 2022. Enclosed for your review is the culmination of their work and efforts.

We thank all members of this sub-committee for their hard work and efforts on behalf of Berlin, and all its residents.

Sincerely,



Brenden Luddy

Deputy Mayor

Chair, Community & Senior Center Sub-Committee

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APPENDIXES OF SUPPORTING MATERIALS

- Appendix A---Statement of Needs from Commission on Aging
- Appendix B---Statements of Needs from Parks & Recreation Commission
- Appendix C---Sub-Committee Tasks as per Town Council
- Appendix D---Notes created from this Sub-Committee members visits of toured facilities
- Appendix E---Financial information provided to this Sub-Committee from toured and existing facilities
- Appendix F---Per capita bonded debt for all 169 CT towns
- Appendix G---Meriden YMCA Director John Benigni responses to Sub-Committee questions submitted
- Appendix H---Financial information regarding potential closing of Berlins two outdoor pools
- Appendix I---Conceptual Programming Ideas

The \$750,000 Grant:

(a) Description:

The Town secured a grant in the amount of \$750,000 from the State of Connecticut to do a comprehensive study and to prepare preliminary design plans for a new Community/Senior Center.

(b) Funds used to date, and purpose (as of 3-3-2022):

<u>Costs</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbered</u>	<u>Balance</u>	<u>Reimbursed</u>	<u>Receivable</u>
Appraisals	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Engineering/Architectural	\$520,000.00	\$175,965.30	\$169,034.70	\$175,000.00	\$145,910.02	\$30,055.28
Environmental Feasibility	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00
Contingency	\$85,000.00	\$0.00	\$0.00	\$85,000.00	\$0.00	\$0.00
Consulting Services	\$70,000.00	\$621.10	\$0.00	\$69,378.90	\$0.00	\$621.10
TOTAL	\$750,000.00	\$176,586.40	\$169,034.70	\$404,378.90	\$145,910.02	\$30,676.38
<u>Engineering/Architectural</u>						
QA&M		\$175,965.30	\$169,034.70		\$145,910.02	\$30,055.28
<u>Consulting Services</u>						
Commission Secretary		\$621.10	\$0.00		\$0.00	\$621.10

(c) Grant dollars spent to date, encumbered, & remaining balance:

--\$176,586.40 has been spent to date, and \$169,034.70 is encumbered/intended for preparing a Design/Build Package after a voter approved referendum.

--The current remaining balance is \$404,378.90. This money was intended to be used for debt issuance costs, marketing, plan revisions (if needed), and administrative costs.

(d) Grant Term:

--Term is 7-15-18 to 6-30-20 (Berlin applied for an extension and the request was approved—Grant now expires 12-31-22)

--Additionally, if funds are still remaining as it gets closer to 12/31/22, the Town can ask for another extension.

Options explored by this sub-committee:

(a) Berlin builds & runs a new 72,000 square foot facility as depicted in the conceptual design

(b) YMCA builds & runs their own facility

****Note:** Please see Page 34h for additional comments on options.

Toured facilities list:

	<u>One adult membership cost</u>	
	<u>resident</u>	<u>non-resident</u>
(a) <u>Bloomfield Com. & Senior Center (tour 10-12-21):</u> <u>(Alvin & Beatrice Wood Human Services Center)</u> (pay only for specific programs, outdoor pool only)	no fee	no fee
(b) <u>Mansfield Community Center (tour 10-26-21):</u> (2 pools--25 yard lap pool & therapy pool) (plus \$35 join fee)	\$401/yr \$134/3mos	\$432/yr \$146/3mos
(c) <u>Glastonbury Riverfront Com&Senior Ctr (tour 10-26-21):</u> (pay only for specific programs, no pool)	no fee	no fee
(d) <u>Newtown Com. & Senior Center (tour 10-27-21):</u> (2 pool—6 lane lap pool & therapy pool)	\$20/mos	\$40/mos
(e) <u>Branford Com. House & Senior Center (tour 12-1-21):</u> (pay only for specific programs, no pool, Senior Center -\$8/yr to join)	no fee	n/a
(f) <u>Windham Com. & Senior Center (tour 12-9-21):</u> (1 pool—recreation)	\$10/mos \$50/6mos	\$20/mos \$60/6mos
(g) <u>Rocky Hill Senior/Community Center (tour 12-16-21):</u> (pay only for specific programs, no pool)	no fee	\$20/yr
(h) <u>Meriden YMCA (tour 1-14-22):</u> (1 pool--lanes & recreation, plus \$36 join fee)	\$47/mos	\$47/mos
(i) <u>Hale-Putnam YMCA (tour 1-28-22):</u> (2 pools—lap pool & recreation pool, plus jacuzzi, sauna & steam rooms) (plus \$25 join fee)	\$64/mos	\$64/mos

**Note: Rates above are per one adult. Discounts for youths, seniors, families exist for some facilities.

**Note: Please see Appendix D for Sub-Committee notes from toured facilities

Site selection & analysis (Patterson Way):

(a) Traffic concerns & current congestion on Patterson Way:

--not studied or evaluated

(b) Lower Lane access road (possible now, or in the future):

--As depicted in the 72,000 square foot conceptual design the architect estimated a total cost of \$37,000,000 which does not include the cost to build this access road. In addition, the land for the proposed Lower Lane access road is not owned by the Town of Berlin, but by a private person. Discussions as to whether the owners are even interested in selling, and the actual purchase price, have not been discussed, evaluated, or pursued (see Pg 9 Site Plan).

(c) 10.84 acres (7.81 & 3.03) of land owned by Berlin and use by YMCA:

--not studied or evaluated, but;

1) Possible 50-99 year lease, at \$1.00 per year

2) Sale of land to YMCA

(d) Cost & value of land:

--Berlin purchased & assembled four parcels of land on Patterson Way

(a) Two parcels from Cieniewicz on 8-29-03 for \$630,000 (see V51/P528)

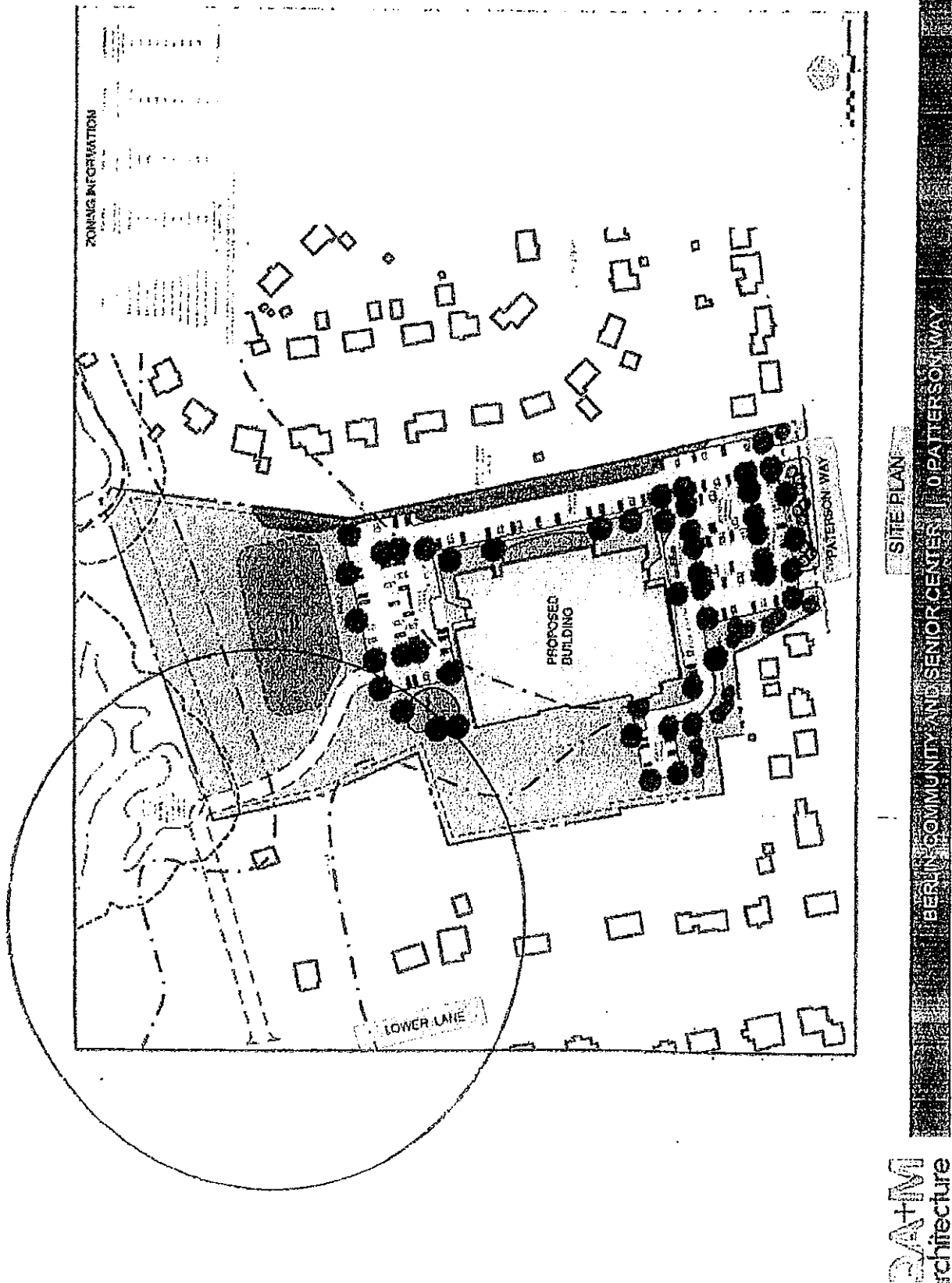
(b) One parcel from Dao on 5-2-08 for \$35,000 (V603/P002-0003)

(c) One parcel from Forsyth on 11-7-08 for \$35,000 (V610/P518-519)

(d) Total cost that Berlin spent for all four parcels above was \$700,000

Site selection & analysis (Patterson Way):

- (a) Site Plan showing Lower Lane access road:



Senior Center Usage Numbers-current:

Berlin Senior Center Data As of March 28, 2022

The Berlin Senior Center is for individuals 60 years of age or older and is open approx. 260 days per year, 5 days per week from 8:30 am - 4 pm. Per the latest census, Berlin's population is 20,460 and 29.4% of the population is 60 yrs. or older (6,022 individuals). It is expected that the senior population will grow in the foreseeable future, given the aging baby boomer population. Seniors are living longer and are more physically and socially active than ever before. As from the table below, the Senior Center membership has grown dramatically (2.1 times since 2017) with currently 919 members or 15% of the town's senior population. This growth rate can be tied to the amount of outreach that happened during the pandemic by the Senior Center. New ways of communication were introduced and more virtual programs were offered. The table below provides statistical information from the Senior Center's badge system. Key points are summarized below the table.

Year	A Berlin Senior Population 60+ (1)	B Berlin Senior Center Members	C=B/A Members as a % of Senior Population	D Active Members	E=D/B % of Members that are Active	F Annual Participation by Active Members	G=F/D Avg. Activities Per Active Member Per Year
2017	6,022	441	7%	441	100%	12,998	29
2018	6,022	482	8%	456	95%	12,910	28
2019	6,022	596	10%	471	79%	12,583	27
Pre-Pandemic Averages		506	8%	456	90%	12,830	28
2020 COVID Pandemic	6,022	639	11%	491	77%	2,957	6
2021 COVID Pandemic	6,022	846	14%	492	58%	7,961	16
Members as of 3/28/22		919	15%				

Key Facts: *Even in the last two years of the COVID Pandemic with the Senior Center closed a good portion of the years and not running all programs:*

- 1 58% of the membership visited the Senior Center (active member) in 2021; pre pandemic was 90%
- 2 Active members participated and visited the center 16 days in 2021; pre-pandemic was 28 days
- 3 15% of the senior population in Berlin are members of the Berlin Senior Center
- 4 Per the Berlin Director of Senior Services, towns with newer Senior & Community facilities have usually doubled active memberships with expanded program offerings meeting the needs of the growing physical and socially active seniors.

(1) Source: US Census 2020; applied to all years; not expected to have been significantly different

Community Center Usage Numbers--current:

COMMUNITY CENTER USAGE STATISTICS

Total number of visits

2017		
	Activity Room	1,491
	Exercise Room	9,354
	Groups & Classes	13,640
TOTAL		24,485

2018		
	Activity Room	1,119
	Exercise Room	8,318
	Groups & Classes	11,470
TOTAL		20,907

2019	Activity Room	1,296
	Exercise Room	7,400
	Groups & Classes	10,645
TOTAL		19,341

2020	Activity Room	278
	Exercise Room	1,976
	Groups & Classes	2,388
TOTAL		4,642

*Closed April to December COVID

2021	Activity Room	263
	Exercise Room	1,027
	Groups & Classes	4,208
TOTAL		5,498

*Closed January to September COVID

*These numbers are calculated by the number of people in the room based on an attendance sheet.
The same person may be counted more than once.

Financials:

(a) Projected cost to build Berlin's new 72,000 square foot facility:

--Projected cost varies depending on many factors and is estimated to be between \$36-44 million

(b) Projected annual operating costs to run Berlin's 72,000 square foot facility:

--Projected annual operating costs based on Town Staff calculations and analysis (see Page 13)

****Note:** For comparison, please see **Appendix E**---Financial information provided to this Sub-Committee from toured & existing facilities

(c) Projected FFE (Furniture, Fixtures, Equipment), expenses and start-ups costs for Berlin's new 72,000 square foot facility based on Town Hall staff analysis (see Page 14)

(d) Projected ways Berlin pays the annual operating costs to run Berlin's new 72,000 square foot facility:

- Increase in property taxes & mil rate increase
- Annual bonding
- Fundraising & donations--public and private
- Membership fees to join and use the new facility
- Or, a combination thereof

Financials:

(a) Projected annual operating budget for Berlin's new 72,000 square foot facility based on Town Hall staff analysis of costs and expenses:

PROJECTED ANNUAL OPERATING COSTS

ADDITIONAL STAFFING

Salary Budget Amount

Facility Manager	Full-Time (for entire building)	Professional	\$80,000	\$122,000
Aquatics Director	Difference in hiring FT Mid Manager B to replace summer part time		\$72,500	\$104,525
Lifeguards/WSI Instructors	Part-Time	Non-Union	Addtl. of current budget	\$41,852
Recreation Supervisor	Full-Time	Mid Manager Union B	\$72,500	\$113,375
Program Coordinator	Full-Time/Shared Position	White Collar Union	\$58,076	\$96,787
Administrative Secretary (Senior Center)	Part-Time	Non-Union	\$11,310	\$11,310
Community Center Supervisor	Part-Time (for when depts are closed)	Non-Union	Addtl. of current budget	\$7,042
Additional Parks and Grounds Staff	Full-Time	Blue Collar Union	\$52,271	\$90,112
Additional Facilities Staff (Custodians X 4)	Full-Time	Blue Collar Union	\$182,624	\$330,020
Additional Facilities Staff (Trades X2)	Full-Time	Blue Collar Union	\$111,822	\$188,596

Parks and Recreation

Maintenance	Exercise Room Equipment		10% Increase	\$275
Pool Supplies			20% Increase	\$1,180
Training	Line Item includes lifeguard training		10% Increase	\$286

Senior Services

Operating Materials			50% Increase	\$1,000
Programs and Activities			50% Increase	\$1,000
Bank Fees				\$25,000

Pool

Pool Maintenance (once a week maintenance)				\$6,000
Pool Contractual Services (repairs)				\$10,000

Utilities/Maintenance/Facilities

Water	Based on estimate from QA&M given Newtown expenses			\$40,000
Electricity	Based on estimate from QA&M given Newtown expenses			\$195,000
Natural Gas	Based on estimate from QA&M given Newtown expenses			\$80,000
Facilities Infrastructure (Custodial equipment, materials, supplies)				\$150,000
New additional operating costs for 72,000 square foot Community & Senior Center				\$1,615,360
Current annual operational budgets (Parks & Recreation, Senior Center, Social & Youth Services)				\$1,358,068
Projected Total Annual Operational Costs				\$2,973,428

Please note that the above calculations assume operating hours of:

Monday-Friday: 6am-10pm

Saturday & Sunday: 7am-5pm

Financials:

(a) Projected FFE (Furniture, Fixtures, Equipment) expenses, & startup costs for new 72,000 square foot facility based on Town Hall staff analysis of costs & expenses:

START UP ESTIMATED COSTS (in addition to the FFE in QA&M budget)

Tables, Chairs, Smart Boards, Projectors, Storage Cabinets, Furniture, File Cabinets, Carts, Televisions			\$50,000
for Gymnasium			
Bleachers	includes installation		\$36,000
Scoreboard	includes installation		\$8,500
Volleyball Stanchions with Nets	quantity: 2		\$14,000
Pickleball Nets and Posts	quantity: 4		\$3,000
Mats for the Gym			\$9,000
for Pool Area			
Timing System			\$4,400
Starting System			\$1,275
Timing Cable Harness			\$800
Touchpads			\$9,000
Timing Buttons			\$1,000
Touchpad Storage Caddy			\$1,600
Life Guard Chairs		\$650 - \$3,000	\$10,000
Bleachers		\$575 - \$3,500	\$7,000
Life Saving Equipment	Shepherd's Crooks, Ring Buoys, Rescue Tubes, Backboards, AED		\$5,500
Swim Lesson Equipment	Dive sticks, Kick boards, Life vests, etc.		\$5,000
Portable Storage Carts		\$240 - \$3,000	\$5,000
Lane Lines			\$4,950
Lane Line Storage			\$2,200
Lackstroke Flags Stanchions			\$1,300
Lackstroke Flags			\$100
for the Exercise Room			
to outfit room	Number based on Rocky Hill cost to outfit 588 square foot room & buying new equipment		\$150,000
for the Café in Reception Area			
Refrigerator			\$1,500
for Kitchen			
Small appliances, not inc. in Tom's estimate			\$3,900
for Outdoor Patio			
Furniture, Outdoor Umbrellas			\$10,000
for Health Room (Senior Center)			
Specialty Furniture and Equipment			\$1,500
for a Game Room			
to Outfit Room			\$10,000
for Food Pantry			
Shelving/Portable Carts			\$1,600
Facilities Vehicles (custodial and trade)	\$50,000 per trades person		\$100,000
Facilities Infrastructure (custodial equipment, materials, supplies)			\$75,000
			\$532,525
QA&M budgeted amount for FFE			\$150,000
TOTAL			\$682,525

Bonding:

- (a) Best practices bonding levels as per Wall Street rating agencies:
 - 3-5% (maximum), of annual town budget
 - Berlin current bonding/debt level is \$81,456,013 as of 4-1-22 which under Best Practices should be no more than \$41,000,000. At the end of FY2017 Berlin bonded debt was at a high of \$107,729,736., which includes the energy lease but excludes the unfunded DB pension liability.
 - Under the Best Practices formula, the current Berlin bonded debt percentage is **8.0% versus the 3-5% range** advocated under Best Practices by rating agencies
- (b) Bonding costs, and mil rate increase for 72,000 square foot project:
 - \$36,000,000 @10-15-20 year charts & resulting mil rate increase (see Pg 16)
 - \$40,000,000 @10-15-20 year charts & resulting mil rate increase (see Pg 17)
 - \$44,000,000 @10-15-20 year charts & resulting mil rate increase (see Pg 18)
- (c) Dates and timelines for bonding & referendum for (b) above (see Pg 19):
- (d) Other upcoming bonding projects on the horizon for Berlin (see Pg 20):
- (e) Per capita bonding level FY2019 of 22 towns in Central Connecticut (see Pg 21):
- (f) Berlin bond rating impact from (b) above (see Pg 22):

Bonding: \$36million bond chart @ 10-15-20 year increments with mil rate impact:

Town of Berlin

Projected Mill Rate Impact of Community/Senior Center

March 2022

KEY ASSUMPTIONS

Projected total cost \$36,000,000
Value of mill 2,348,139

* Projected mil rate displayed only considers additional debt service from the Community/Senior Center project. Any other debt service payments and operational changes are not included in the mil rate displayed.

10-YEAR DEBT SCHEDULE

10 4.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$1,440,000	\$1,440,000	0.61	\$120.20	\$193.17
1	\$3,600,000	\$1,296,000	\$4,896,000	2.09	\$408.67	\$656.79
2	\$3,600,000	\$1,152,000	\$4,752,000	2.02	\$396.65	\$637.48
3	\$3,600,000	\$1,008,000	\$4,608,000	1.96	\$384.63	\$618.16
4	\$3,600,000	\$864,000	\$4,454,000	1.90	\$372.61	\$598.84
5	\$3,600,000	\$720,000	\$4,320,000	1.84	\$360.59	\$579.52
6	\$3,600,000	\$576,000	\$4,176,000	1.78	\$348.57	\$560.21
7	\$3,600,000	\$432,000	\$4,032,000	1.72	\$336.55	\$540.89
8	\$3,600,000	\$288,000	\$3,888,000	1.66	\$324.53	\$521.57
9	\$3,600,000	\$144,000	\$3,744,000	1.59	\$312.51	\$502.25
10	\$3,600,000	\$0	\$3,600,000	1.53	\$300.49	\$482.94
	\$36,000,000	\$7,920,000	\$43,920,000			

15-YEAR DEBT SCHEDULE

15 5.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$1,800,000	\$1,800,000	0.77	\$150.25	\$241.47
1	\$2,400,000	\$1,680,000	\$4,080,000	1.74	\$340.56	\$547.33
2	\$2,400,000	\$1,680,000	\$4,080,000	1.74	\$340.56	\$547.33
3	\$2,400,000	\$1,560,000	\$3,960,000	1.69	\$330.54	\$531.23
4	\$2,400,000	\$1,440,000	\$3,840,000	1.64	\$320.53	\$515.13
5	\$2,400,000	\$1,320,000	\$3,720,000	1.58	\$310.51	\$499.03
6	\$2,400,000	\$1,200,000	\$3,600,000	1.53	\$300.49	\$482.94
7	\$2,400,000	\$1,080,000	\$3,480,000	1.48	\$290.48	\$466.84
8	\$2,400,000	\$960,000	\$3,360,000	1.43	\$280.45	\$450.74
9	\$2,400,000	\$840,000	\$3,240,000	1.38	\$270.44	\$434.64
10	\$2,400,000	\$720,000	\$3,120,000	1.33	\$260.43	\$418.54
11	\$2,400,000	\$600,000	\$3,000,000	1.28	\$250.41	\$402.45
12	\$2,400,000	\$480,000	\$2,880,000	1.23	\$240.39	\$386.35
13	\$2,400,000	\$360,000	\$2,760,000	1.18	\$230.38	\$370.25
14	\$2,400,000	\$240,000	\$2,640,000	1.12	\$220.36	\$354.15
15	\$2,400,000	\$0	\$2,400,000	1.02	\$200.33	\$321.96
	\$36,000,000	\$15,960,000	\$51,960,000			

20-YEAR DEBT SCHEDULE

20 6.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$1,800,000	\$1,800,000	0.77	\$150.25	\$241.47
1	\$1,800,000	\$2,052,000	\$3,852,000	1.64	\$321.53	\$516.74
2	\$1,800,000	\$1,944,000	\$3,744,000	1.59	\$312.51	\$502.25
3	\$1,800,000	\$1,836,000	\$3,636,000	1.55	\$303.50	\$487.76
4	\$1,800,000	\$1,728,000	\$3,528,000	1.50	\$294.48	\$473.28
5	\$1,800,000	\$1,620,000	\$3,420,000	1.45	\$285.47	\$458.79
6	\$1,800,000	\$1,512,000	\$3,312,000	1.41	\$276.45	\$444.30
7	\$1,800,000	\$1,404,000	\$3,204,000	1.36	\$267.44	\$429.81
8	\$1,800,000	\$1,296,000	\$3,096,000	1.32	\$258.42	\$415.32
9	\$1,800,000	\$1,188,000	\$2,988,000	1.27	\$249.41	\$400.84
10	\$1,800,000	\$1,080,000	\$2,880,000	1.23	\$240.39	\$386.35
11	\$1,800,000	\$972,000	\$2,772,000	1.18	\$231.38	\$371.86
12	\$1,800,000	\$864,000	\$2,664,000	1.13	\$222.37	\$357.37
13	\$1,800,000	\$756,000	\$2,556,000	1.09	\$213.35	\$342.88
14	\$1,800,000	\$648,000	\$2,448,000	1.04	\$204.34	\$328.40
15	\$1,800,000	\$540,000	\$2,340,000	1.00	\$195.32	\$313.91
16	\$1,800,000	\$432,000	\$2,232,000	0.95	\$186.31	\$299.42
17	\$1,800,000	\$324,000	\$2,124,000	0.90	\$177.29	\$284.93
18	\$1,800,000	\$216,000	\$2,016,000	0.86	\$168.28	\$270.44
19	\$1,800,000	\$108,000	\$1,908,000	0.81	\$159.26	\$255.96
20	\$1,800,000	\$0	\$1,800,000	0.77	\$150.25	\$241.47
	\$36,000,000	\$22,320,000	\$58,320,000			

Bonding: \$40million bond chart @ 10-15-20 year increments with mil rate impact:

Town of Berlin

Projected Mill Rate Impact of Community/Senior Center

March 2022

KEY ASSUMPTIONS

Projected total cost \$40,000,000
Value of mill 2,348,139

* Projected mil rate displayed only considers additional debt service from the Community/Senior Center project. Any other debt service payments and operational changes are not included in the mil rate displayed.

10-YEAR DEBT SCHEDULE

10 4.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$1,600,000	\$1,500,000	0.68	\$133.55	\$214.64
1	\$4,000,000	\$1,440,000	\$5,440,000	2.32	\$454.08	\$729.77
2	\$4,000,000	\$1,280,000	\$5,280,000	2.23	\$440.72	\$708.31
3	\$4,000,000	\$1,120,000	\$5,120,000	2.18	\$427.37	\$686.84
4	\$4,000,000	\$960,000	\$4,960,000	2.11	\$414.01	\$665.38
5	\$4,000,000	\$800,000	\$4,800,000	2.04	\$400.66	\$643.91
6	\$4,000,000	\$640,000	\$4,640,000	1.98	\$387.30	\$622.45
7	\$4,000,000	\$480,000	\$4,480,000	1.91	\$373.95	\$600.99
8	\$4,000,000	\$320,000	\$4,320,000	1.84	\$360.59	\$579.52
9	\$4,000,000	\$160,000	\$4,160,000	1.77	\$347.24	\$558.06
10	\$4,000,000	\$0	\$4,000,000	1.70	\$333.88	\$536.60
	\$40,000,000	\$8,800,000	\$48,800,000			

15-YEAR DEBT SCHEDULE

15 5.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$2,000,000	\$2,000,000	0.85	\$166.94	\$268.30
1	\$2,666,667	\$1,866,667	\$4,533,333	1.93	\$378.40	\$608.14
2	\$2,666,667	\$1,866,667	\$4,533,333	1.93	\$378.40	\$608.14
3	\$2,666,667	\$1,733,333	\$4,400,000	1.87	\$367.27	\$590.25
4	\$2,666,667	\$1,600,000	\$4,266,667	1.82	\$356.14	\$572.37
5	\$2,666,667	\$1,466,667	\$4,133,333	1.76	\$345.01	\$554.48
6	\$2,666,667	\$1,333,333	\$4,000,000	1.70	\$333.88	\$536.60
7	\$2,666,667	\$1,200,000	\$3,866,667	1.65	\$322.75	\$518.71
8	\$2,666,667	\$1,066,667	\$3,733,333	1.59	\$311.62	\$500.82
9	\$2,666,667	\$933,333	\$3,600,000	1.53	\$300.49	\$482.94
10	\$2,666,667	\$800,000	\$3,466,667	1.48	\$289.36	\$465.05
11	\$2,666,667	\$666,667	\$3,333,333	1.42	\$278.23	\$447.16
12	\$2,666,667	\$533,333	\$3,200,000	1.36	\$267.11	\$429.28
13	\$2,666,667	\$400,000	\$3,066,667	1.31	\$255.98	\$411.39
14	\$2,666,667	\$266,667	\$2,933,333	1.25	\$244.85	\$393.50
15	\$2,666,667	\$0	\$2,666,667	1.14	\$222.59	\$357.73
	\$40,000,000	\$17,733,333	\$57,733,333			

20-YEAR DEBT SCHEDULE

20 6.0%	Principal	Interest	Total Debt Service	Mil Rate Impact	Incremental Tax Impact	
					\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$2,000,000	\$2,000,000	0.85	\$166.94	\$268.30
1	\$2,000,000	\$2,280,000	\$4,280,000	1.82	\$357.25	\$574.16
2	\$2,000,000	\$2,160,000	\$4,160,000	1.77	\$347.24	\$558.06
3	\$2,000,000	\$2,040,000	\$4,040,000	1.72	\$337.22	\$541.96
4	\$2,000,000	\$1,920,000	\$3,920,000	1.67	\$327.20	\$525.86
5	\$2,000,000	\$1,800,000	\$3,800,000	1.62	\$317.19	\$509.77
6	\$2,000,000	\$1,680,000	\$3,680,000	1.57	\$307.17	\$493.67
7	\$2,000,000	\$1,560,000	\$3,560,000	1.52	\$297.15	\$477.57
8	\$2,000,000	\$1,440,000	\$3,440,000	1.46	\$287.14	\$461.47
9	\$2,000,000	\$1,320,000	\$3,320,000	1.41	\$277.12	\$445.37
10	\$2,000,000	\$1,200,000	\$3,200,000	1.36	\$267.11	\$429.28
11	\$2,000,000	\$1,080,000	\$3,080,000	1.31	\$257.09	\$413.18
12	\$2,000,000	\$960,000	\$2,960,000	1.26	\$247.07	\$397.08
13	\$2,000,000	\$840,000	\$2,840,000	1.21	\$237.06	\$380.98
14	\$2,000,000	\$720,000	\$2,720,000	1.16	\$227.04	\$364.88
15	\$2,000,000	\$600,000	\$2,600,000	1.11	\$217.02	\$348.79
16	\$2,000,000	\$480,000	\$2,480,000	1.06	\$207.01	\$332.69
17	\$2,000,000	\$360,000	\$2,360,000	1.01	\$196.99	\$316.59
18	\$2,000,000	\$240,000	\$2,240,000	0.95	\$186.97	\$300.49
19	\$2,000,000	\$120,000	\$2,120,000	0.90	\$176.96	\$284.40
20	\$2,000,000	\$0	\$2,000,000	0.85	\$166.94	\$268.30
	\$40,000,000	\$24,800,000	\$64,800,000			

Bonding: \$44million bond chart @ 10-15-20 year increments with mil rate impact:

Town of Berlin

Projected Mill Rate Impact of Community/Senior Center

March 2022

KEY ASSUMPTIONS

Projected total cost \$44,000,000 * Projected mil rate displayed only considers additional debt service from the Community/Senior Center project. Any other debt service payments and operational changes are not included in the mil rate displayed.

Value of mill 2,348,139

10-YEAR DEBT SCHEDULE

10 4.0%				Mill Rate Impact	Incremental Tax Impact	
	Principal	Interest	Total Debt Service		\$280,000 Home 70% of value	\$450,000 home 70% of value
0		\$1,760,000	\$1,760,000	0.75	\$146.91	\$236.10
1	\$4,400,000	\$1,584,000	\$5,984,000	2.55	\$499.49	\$802.75
2	\$4,400,000	\$1,408,000	\$5,808,000	2.47	\$484.80	\$779.14
3	\$4,400,000	\$1,232,000	\$5,632,000	2.40	\$470.11	\$755.53
4	\$4,400,000	\$1,056,000	\$5,456,000	2.32	\$455.41	\$731.92
5	\$4,400,000	\$880,000	\$5,280,000	2.25	\$440.72	\$708.31
6	\$4,400,000	\$704,000	\$5,104,000	2.17	\$426.03	\$684.70
7	\$4,400,000	\$528,000	\$4,928,000	2.10	\$411.34	\$661.09
8	\$4,400,000	\$352,000	\$4,752,000	2.02	\$396.65	\$637.48
9	\$4,400,000	\$176,000	\$4,576,000	1.95	\$381.96	\$613.86
10	\$4,400,000	\$0	\$4,400,000	1.87	\$367.27	\$590.25
	\$44,000,000	\$9,680,000	\$53,680,000			

15-YEAR DEBT SCHEDULE

15 5.0%				Mill Rate Impact		
	Principal	Interest	Total Debt Service			
0		\$2,200,000	\$2,200,000	0.94	\$183.63	\$295.13
1	\$2,933,333	\$2,053,333	\$4,986,667	2.12	\$416.24	\$668.96
2	\$2,933,333	\$2,053,333	\$4,986,667	2.12	\$416.24	\$668.96
3	\$2,933,333	\$1,905,667	\$4,840,000	2.06	\$404.00	\$649.28
4	\$2,933,333	\$1,760,000	\$4,693,333	2.00	\$391.75	\$629.60
5	\$2,933,333	\$1,613,333	\$4,546,667	1.94	\$379.51	\$609.93
6	\$2,933,333	\$1,465,667	\$4,400,000	1.87	\$367.27	\$590.25
7	\$2,933,333	\$1,320,000	\$4,253,333	1.81	\$355.03	\$570.58
8	\$2,933,333	\$1,173,333	\$4,106,667	1.75	\$342.78	\$550.90
9	\$2,933,333	\$1,026,667	\$3,960,000	1.69	\$330.54	\$531.23
10	\$2,933,333	\$880,000	\$3,813,333	1.62	\$318.30	\$511.55
11	\$2,933,333	\$733,333	\$3,666,667	1.56	\$306.06	\$491.88
12	\$2,933,333	\$586,667	\$3,520,000	1.50	\$293.82	\$472.20
13	\$2,933,333	\$440,000	\$3,373,333	1.44	\$281.57	\$452.53
14	\$2,933,333	\$293,333	\$3,226,667	1.37	\$269.33	\$432.85
15	\$2,933,333	\$0	\$2,933,333	1.25	\$244.85	\$393.50
	\$44,000,000	\$19,506,667	\$63,506,667			

20-YEAR DEBT SCHEDULE

20 6.0%				Mill Rate Impact		
	Principal	Interest	Total Debt Service			
0		\$2,200,000	\$2,200,000	0.94	\$183.63	\$295.13
1	\$2,200,000	\$2,508,000	\$4,708,000	2.00	\$392.98	\$631.57
2	\$2,200,000	\$2,376,000	\$4,576,000	1.95	\$381.96	\$613.86
3	\$2,200,000	\$2,244,000	\$4,444,000	1.89	\$370.94	\$596.16
4	\$2,200,000	\$2,112,000	\$4,312,000	1.84	\$359.92	\$578.45
5	\$2,200,000	\$1,980,000	\$4,180,000	1.78	\$348.91	\$560.74
6	\$2,200,000	\$1,848,000	\$4,048,000	1.72	\$337.89	\$543.03
7	\$2,200,000	\$1,716,000	\$3,916,000	1.67	\$326.87	\$525.33
8	\$2,200,000	\$1,584,000	\$3,784,000	1.61	\$315.85	\$507.62
9	\$2,200,000	\$1,452,000	\$3,652,000	1.55	\$304.83	\$489.91
10	\$2,200,000	\$1,320,000	\$3,520,000	1.50	\$293.82	\$472.20
11	\$2,200,000	\$1,188,000	\$3,388,000	1.44	\$282.80	\$454.50
12	\$2,200,000	\$1,056,000	\$3,256,000	1.39	\$271.78	\$436.79
13	\$2,200,000	\$924,000	\$3,124,000	1.33	\$260.76	\$419.08
14	\$2,200,000	\$792,000	\$2,992,000	1.27	\$249.74	\$401.37
15	\$2,200,000	\$660,000	\$2,860,000	1.22	\$238.73	\$383.67
16	\$2,200,000	\$528,000	\$2,728,000	1.16	\$227.71	\$365.96
17	\$2,200,000	\$396,000	\$2,596,000	1.11	\$216.69	\$348.25
18	\$2,200,000	\$264,000	\$2,464,000	1.05	\$205.67	\$330.54
19	\$2,200,000	\$132,000	\$2,332,000	0.99	\$194.65	\$312.83
20	\$2,200,000	\$0	\$2,200,000	0.94	\$183.63	\$295.13
	\$44,000,000	\$27,280,000	\$71,280,000			

Bonding:

- (a) Suggested dates for Community/Senior Center bonding & referendum:
(per Finance Director Kevin Delaney)

May 17 Town Council Meeting to set the Public Hearing and authorized
the preparation of bond documents

June 7 Town Council Public Hearing

June 21 Town Council adopts the ordinance

July 12 Board of Finance approves the ordinance

July 26 Town Council sends the ordinance to referendum and approves
the question for the ballot

Note: Town Council will also meet September 6th and September 20th

Note: Board of Finance will also meet August 12th and September 13th

Bonding: Other proposed bonding—Next 10 years:

Town of Berlin

Other Proposed Bonding - Next 10 years

February 2022

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28+</u>
<u>Existing</u>					
Town Hall Roof		\$1,200,000			
Library Roof	\$1,200,000				
Library/CC Chiller Replacement			\$2,100,000		
Fire Vehicles	\$850,000				\$3,200,000
Rescue Trucks					\$1,000,000
Paper Goods Pond Dam			\$450,000		
Pool Building - Percival			\$750,000		
Pool Building - East Berlin				\$750,000	
Replace Turf @ Scalise					\$1,000,000
Senior Center Roof				\$750,000	
HVAC - Griswold/Hubbard	\$5,000,000				
HVAC - Griswold/Hubbard		\$5,000,000			
Boiler - Hubbard			\$500,000	\$500,000	
Boiler - Willard			\$500,000	\$500,000	
Boiler - Griswold			\$500,000	\$500,000	
Window Replacement - McGee				\$2,100,000	
Window Replacement - Willard					\$1,500,000
Window Replacement - Hubbard					\$1,200,000
Window Replacement - Griswold					\$1,300,000
TOTAL EXISTING	\$7,050,000	\$6,200,000	\$4,800,000	\$5,100,000	\$9,200,000
Existing bond principal payments	\$6,360,000	\$6,385,000	\$6,110,000	\$4,445,000	
Comply with borrowing strategy?	N	Y	Y	N	
<u>Potential New</u>					
Police Station Renovations	\$5,000,000				
Community/Senior Center	\$18,000,000	\$18,000,000			
Clubhouse @ Timberlin					
TOTAL POTENTIAL NEW	\$23,000,000	\$18,000,000	\$0	\$0	\$0
GRAND TOTAL	\$30,050,000	\$24,200,000	\$4,800,000	\$5,100,000	\$9,200,000

Note: There is now a current discussion of a Police Department remodel and some of the ARPA funds identified for the HVAC system are proposed to offset the mill rate in FY23 (\$300k).

Bonding:

(a) Per capita bonding rates Central CT (22 towns per CT OPM office—FY2019):

<u>Rank</u> (high to low)	<u>Town</u>	<u>Per capita debt</u>
1.....	Hartford.....	\$4,475.62
2.....	New Britain.....	\$4,126.05
3.....	Berlin.....	\$3,835.71
4.....	Cheshire.....	\$3,549.63
5.....	Farmington.....	\$2,742.88
6.....	Southington.....	\$2,498.68
7.....	Rocky Hill.....	\$2,386.40
8.....	Middletown.....	\$2,332.70
9.....	Meriden.....	\$2,307.86
10.....	Wolcott.....	\$2,289.05
11.....	Plainville.....	\$2,245.88
12.....	West Hartford.....	\$2,218.30
13.....	Wethersfield.....	\$2,067.43
14.....	Portland.....	\$1,892.78
15.....	Cromwell.....	\$1,776.81
16.....	Bristol.....	\$1,585.67
17.....	Glastonbury.....	\$1,531.58
18.....	Avon.....	\$1,076.19
19.....	Wallingford.....	\$915.72
20.....	Newington.....	\$442.96
21.....	Middlefield.....	\$203.31
22.....	Durham.....	\$5.82

Note: In addition, when you use the Regional Planning Authority (RPA) Identifier that the OPM uses for 38 towns in the “**Capital Region—CRCOG**”, which Berlin falls into, Berlin ranks 3rd highest out of the 38 towns in the “**Capital Region**” area with respect to per capita debt. Also, when Berlin is compared to **all 169 towns in CT**, they rank 15th highest with respect to per capita debt. To see the list of per capita bonded debt for all 169 CT towns go to Appendix F.

Bonding:

- (a) Bond rating downgrade potential if Berlin bonds \$36-44 million for new Senior/Community Center: (Information per Finance Director Kevin Delaney)

--In isolation, all of the borrowing levels result in a 0% increase in the likelihood of a bond rating downgrade. The fundamental question for the rating agency reports is whether the Town of Berlin is willing to adjust finances (raise taxes and/or cut expenses) to fund the increased debt service. Rating agency reports are assessing the likelihood that an entity will make its required payments. Buyers of bonds use this to apply a risk premium. As long as the Town has the ability (and it does) and willingness to increase taxes to service the debt, then the rating agency will continue to rate Berlin high.

--The committee should be careful not to draw (or infer) a direct line Between borrowing \$40 million and a rating downgrade. As long as the taxpayers agree to increase the mill rate/grow the grand list (net of abatements), to fund the project and the related operating cost increases, then the rating agencies are likely not to look unfavorably on the project. The risk is approving the project without the intent to fund the debt service costs.

--Probability of down grade on Bond Rating, as a percentage:

--For a \$36,000,000 project: 00%

--For a \$40,000,000 project: 00%

--For a \$44,000,000 project: 00%

The YMCA Option:

(Comments below from Meriden YMCA Director John Benigni 2-24-22 presentation)

- (a) Our biggest program at the Meriden YMCA is daycare, and I suspect the same in Berlin.
- (b) The earliest and most optimistic date to have a shovel in the ground for a new Berlin YMCA project is 1 ½ years.
- (c) A new YMCA in Berlin will not be a replacement to the existing Berlin Senior Center, but will act as a supplement to it.
- (d) A new Berlin YMCA would be part of a three YMCA consortium (Meriden, New Britain, Berlin). Operating funds and revenues from Berlin could be taken and used to fund Meriden or New Britain YMCA operations if needed, and funds from Meriden & New Britain YMCA's could be used to support the Berlin YMCA if needed.
- (e) We would like to have playing fields, a running track, and a playscape area at a new Berlin YMCA, and we may also move the Willard School Summer Camp there.
- (f) The Meriden & New Britain YMCA's will remain open and functioning even if we build a new YMCA in Berlin.
- (g) A feasibility study could take up to one year to complete, but a short-term study of 4-5 months would know if Berlin can support a YMCA.
- (h) A new YMCA will not meet the Statement of Needs.
- (i) Please see Appendix G for responses to questions submitted to Meriden YMCA Director John Benigni.

Financials (for new YMCA facility):

(a) Projected cost to build YMCA facility:

--Entire cost bore by YMCA

(b) Projected annual operating costs to run YMCA:

--Entire operating budget bore by YMCA

(c) Land use on Patterson Way by YMCA:

--See Page 8c

(d) Possible financial assistance from the Town of Berlin is not yet determined

(e) Any excess fundraising including grants would remain with the Berlin YMCA facility and not be used for other YMCA's

Fund raising & grants:

(a) New 72,000 square foot Town of Berlin owned & run facility:

- State of CT grants: For the most part, none are available for consideration until you have a referendum approved project
- Federal grants: For the most part, none are available for consideration until you have a referendum approved project
- Private grants: For the most part, none are available for consideration until you have a referendum approved project
- Fundraising & Donations: Berlin can attempt this on their own, or hire professional fundraising consultants

(b) YMCA facility:

- State of Connecticut grants:
 - YMCA handles and applies themselves as and when they see fit.
- Federal grants:
 - YMCA handles and applies themselves as and when they see fit.
- Private grants:
 - YMCA handles and applies themselves as and when they see fit.
- Fundraising & Donations:
 - YMCA handles as and when they see fit.

Central CT facilities with pools:

	<u>Annual membership cost</u>	
	<u>individual</u>	<u>family</u>
(a) <u>Hospital for Special Care New Britain, CT:</u>	\$37/mos	\$47/mos
(2150 Corbin Ave New Britain—5.4 miles)	(\$35/join fee)	(\$35/join fee)
--Pool #1-Fitness/Lap Pool, 60' x 45'		
--Pool #2-Recreation pool, 43' x 45' (no sauna, no hot tub)		
(b) <u>LA Fitness Newington, CT:</u>	\$34/mos	\$68/mos
(3563 Berlin Tnpk Newington—3.4 miles)	(\$99/join fee)	(\$99/join fee)
--Pool #1-Lap Pool, 4 lanes @ 25 yards (yes sauna, yes hot tub)		
(c) <u>Cornerstone Aquatics Center: (non-resident rates)</u>	\$63/mos	\$78/mos
(55 Buena Vista Rd. West Hartford—10.9 miles)	(no join fee)	(no join fee)
--Pool #1-Lap Pool, 11 lanes @ 25 yards		
--Pool #2-Recreation Pool, 3 lanes + open space (no sauna, yes hot tub)		
(e) <u>New Britain YMCA:</u>	\$52/mos	\$72/mos
(50 High St. New Britain—4.7 miles)	(\$36/join fee)	(\$36/join fee)
--Pool #1-one pool & one hot tub (no sauna)		
(f) <u>Meriden YMCA:</u>	\$47/mos	\$69/mos
(110 West Main St. Meriden—8.2 miles)	(\$36/join fee)	(\$36/join fee)
--Pool #1-one pool & one sauna (no hot tub)		
(g) <u>Wheeler Plainville YMCA:</u>	\$43/\$64/mos	\$99/mos
(149 Farmington Ave. Plainville—7.4 miles)	(\$25/join fee)	(\$50/join fee)
--Pool #1-Lap Pool, 4 lanes @ 25 yards		
--Pool #2-Multi-purpose pool (yes sauna, yes hot tub)		
(h) <u>Southington YMCA:</u>	\$56/mos	\$83/mos
(29 High St. Southington—7.8 miles)	(\$50/join fee)	(\$80/join fee)
--Pool #1-Lap Pool, 6 lanes @ 25 yards (no sauna, no hot tub)		

Note: Rates above are per one adult & families. Discounts for youths, seniors, and veterans exist at some facilities, but not enough room to print and list all.

Note: Miles listed above are starting from Berlin Town Hall 240 Kensington Rd.

Berlin High School Swim & Dive Team:

(a) BHS Swim & Dive Team participants/members Winter 2022 & Fall 2021:

Boys Swim Team (winter 2022): 23 boys

Boys Dive Team (winter 2022): 1 boy

Girls Swim Team (Fall 2021): 24 girls

Girls Dive Team (Fall 2021): 2 girls

(b) BHS Swim & Dive Team participants/members Winter 2021 & Fall 2020:

Boys Swim Team (winter 2021): 25 boys

Boys Dive Team (winter 2021): 3 boys

Girls Swim Team (Fall 2020): 25 girls

Girls Dive Team (Fall 2020): 3 girls

(c) BHS Swim & Dive Team participants/members Winter 2020 & Fall 2019:

Boys Swim Team (winter 2020): 34 boys

Boys Dive Team (winter 2020): 3 boys

Girls Swim Team (Fall 2019): 30 girls

Girls Dive Team (Fall 2019): 5 girls

****Note:** BHS only offers Varsity Swim & Dive teams, no freshman or JV teams, and no McGee teams either.

=====

****Please also note,** in addition to the BHS Swim & Dive Team members, pool usage can and will include Berlin Seniors, Berlin residents, and the entire Berlin Community.

Current abnormal conditions locally (USA), & globally, with the potential and/or likelihood to impact/elevate project costs:

--Global pandemic/Coronavirus

--Inflation (currently at 40 year high)

--Supply chain disruptions/issues

--Construction delays

--The Great Resignation (labor shortages)

--Ukraine-Russia War

--Rising & increasing interest rates and bonding impact

Unanswered Questions:

- (a) Economic Impact to existing Berlin businesses: not evaluated
- (b) Renovate existing Community and/or Senior Center: not evaluated
- (c) What to do with old Senior Center & resulting costs: not evaluated

- (d) What to do with old Community Center & resulting costs: not evaluated

*****Note: And with respect to libraries as a whole, are they expanding or contracting given the internet and the digital information age?***

- (e) Traffic on Patterson Way: not evaluated
- (f) Lower Lane access road: not evaluated
- (g) Closing of any outdoor pools: Please see **Appendix H** for costs and Capital Improvement Plan
- (h) Neighbors & abutting property owners input: not evaluated

Pros—new Berlin Community & Senior Center:

- 1) Berlin controls use and operations of facility
- 2) Pool would be close to BHS & residents need not leave town for pool usage
- 3) Berlin gets brand new/combined Community & Senior Center-one stop shopping
- 4) New and additional programming opportunities offered
- 5) Peck Memorial Library may expand its use in abandoned Community Center space
- 6) Possibility of more senior housing at old Senior Center
- 7) Mental Health & wellness benefits for users, and youth development
- 8) Near center of town and walking distance to three Berlin schools
- 9) Provides expanded & year-round activities for children/families/teens/seniors
- 10) Includes indoor competitive and diving pool, as well as a recreational pool and a therapy pool
- 11) Meets Parks & Recreation Commission & Commission on Aging Statement of Needs
- 12) Elimination of two separate facilities and duplicate space
- 13) Eliminates parking challenges/safety concerns at current Senior Center
- 14) Intergenerational, flexible facility to adapt and change programs/activities as community changes

Cons—new Berlin Community & Senior Center:

- 1) Any shortfall in design, construction, and annual operating costs will be taxpayer funded
- 2) Berlin taxes will increase via 10-15-20 year bonds
- 3) Bonding levels for Berlin will remain high
- 4) Other bondable projects will have to wait or not get done
- 5) Increased town staff/employees to be hired (salaries & benefits), and annual operating & maintenance costs required which increases the town budget & taxes
- 6) "Opportunity Cost" of 10.84-acre land use
- 7) Over & above the costs to build a new facility, FFE (Furniture, Fixtures, Equipment), expenses are required
- 8) Membership costs will exist where none exist now for our current Senior Center & Community Center
- 9) Town must decide what to do with old Community Center, and at what cost
- 10) Possible traffic issues
- 11) Potential issues with neighbors and property owners
- 12) Town may need to spend additional money on Lower Lane access road entrance/exit.
- 13) Fundraising & grants are applied for and handled by town staff (resources used)
- 14) Seniors who live at the current Berlin Senior Center property/Percival Heights will have to travel for services and functions
- 15) Construction of this facility exposes Berlin to "Abnormal Conditions" listed on Page 28
- 16) Current QA&M Conceptual Design is beyond the Statement of Needs.

Pros—new YMCA:

- 1) Berlin does not bond any money or pay to build a facility
- 2) Berlin taxes do not increase
- 3) Not a taxpayer funded project
- 4) YMCA builds & runs the facility with their own people
- 5) Pool would be close to BHS & residents need not leave town for pool usage
- 6) Includes indoor competitive and diving pool
- 7) Berlin gets a new facility for seniors and residents to use
- 8) Other bondable projects do not have to wait or not get done
- 9) Other non-bondable projects do not have to wait or not get done
- 10) No need to hire additional town staff/employees to run a facility (i.e. salaries & benefits)
- 11) High bond levels continue to drop
- 12) No need to spend for FFE (Furniture, Fixtures, Equipment), expenses
- 13) Will not turn away anyone who cannot afford membership fees
- 14) State Representative Cathy Abercrombie & State Senator Rick Lopes are on the Boards of Directors of YMCA
- 15) "Abnormal Conditions" listed on Page 28 are not as much of a concern as as if we built our own facility
- 16) Fundraising & grants are applied for and handled by YMCA staff
- 17) New and additional programming opportunities offered
- 18) Remaining \$750,000 Grant funds may possibly be repurposed within Berlin
- 19) Berlin may not need to spend funds to re-purpose current Community Center
- 20) Town staff resources not required to prepare bonding package documents
- 21) No need to consider a reduced size Berlin built & run facility to lower costs
- 22) Mental Health & wellness benefits for users, and youth development
- 23) Near center of town and walking distance to three Berlin schools
- 24) Provides expanded & year-round activities for children/families/teens/seniors

Cons—new YMCA:

- 1) Berlin does not control use and operations of facility and pool
- 2) Possible traffic issues
- 3) "Opportunity Cost" of 10.84-acre land use & possible Berlin financial contribution
- 4) Membership costs will exist where none exist now for our current Senior Center & Community Center & town would not control these fees
- 5) Potential issues with neighbors and property owners
- 6) Berlin does not get a brand-new Community & Senior Center combo
- 7) A feasibility study could take up to one year to complete with no guarantees
- 8) The earliest and most optimistic date to have a shovel in the ground for a new Berlin YMCA project is 1 ½ years
- 9) A new Berlin YMCA will not be a replacement to the existing Berlin Senior Center, but will only act as a supplement to it.
- 10) Does not meet the Commission on Aging Statement of Needs
- 11) Does not meet the Parks & Recreation Commission Statement of Needs
- 12) Usage not limited to only Berlin residents
- 13) Specific and detailed plans were not available for this sub-committee to review
- 14) Seniors who live at the current Berlin Senior Center property/Percival Heights will have to travel for some services and functions
- 15) Construction of this facility exposes the YMCA, and as a result Berlin, to "Abnormal Conditions" listed on Page 28
- 16) The YMCA would not pay property taxes due to tax-exempt status
- 17) Does not eliminate parking challenges/safety concerns at current Senior Center

Conclusion & Observations:

- (a) Bonding commencement process deadlines are weeks away (see Page 19)
- (b) Future/additional analysis regarding 72,000 square foot design:
 - Consider reduced facility size to lower project cost. For example, possibly eliminate the third pool, the Social & Youth Services Department, the Food Pantry, and have an April 2023 Referendum, as the QA&M Conceptual Design exceeds the Statement of Needs.
- (c) Give consideration & review to "Unanswered Questions" (see Page 29)
- (d) Consider "Abnormal Conditions", listed on Page 28 when evaluating and making decisions
- (e) Recommend traffic analysis/study on Patterson Way
- (f) Recommend further evaluation and probability of Lower Lane access road
- (g) Even if a new YMCA is built in Berlin, or a new Berlin Community & Senior Center is built, it will not be free to use. Berlin residents would have to pay a monthly or annual membership fee to join with either option. This should be explained. See Page 26 for current Private & Public options nearby.
- (h) Page 6 indicates what options were explored by this committee, but we did not evaluate additional options such as "renovating the existing Senior Center and parking lot", and/or "renovating the existing Community Center", or the additional option to "do nothing" at this time.
- (i) Consider "Opportunity Cost" of using this town owned 10.84 acre parcel of land on Patterson Way for these aforementioned options.

Agenda Item No. F-11
Request for Board of Finance Action

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: May 12, 2022

SUBJECT: Discussion of Kensington Volunteer Fire Department – Parking Lot

SUMMARY:

At the request of the Town Council, the Public Works Department obtained the attached quote for paving the parking lot at the firehouse/headquarters located at 880 Farmington Ave. This property is owned by the Kensington Volunteer Firemen's Association. The three options presented by Galasso Materials of East Granby, CT incorporate unit pricing under DAS Contract No. 22PSX0008, and are summarized as follows:

- **\$74,675** – Total New Pavement Depth of 4 inches (2" Binder + 2" Surface with 100 tons of processed aggregate to regrade)
- **\$52,804** - Total New Pavement Depth of 2.5 inches (½" Leveling Course + 2" Surface)
- **\$78,949** - Total New Pavement Depth of 4.25 inches (3" Binder + 1.25" Surface with 100 tons of processed aggregate to regrade)

All three options include milling/pavement removal, tack coat, and new curbing. Adding in the current asphalt escalation charge would increase these costs by an estimated \$4,000 to \$6,000, depending on the option. Due to current inflation trends, Staff recommend applying a 20% contingency on any final quote, if requested by the Town Council. The current paving funds used by the Town are from sources (State grants and Town bonding) that are restricted to Town-owned roads and property, so (unless otherwise indicated by the Finance Department and/or Corporation Counsel), another funding source would be required if the Town elects to proceed.

With a projected cost, including contingency, of \$100,000, there are three funding sources for consideration. Other sources may be considered by the Board of Finance.

1. Include the project in the FY24 capital budget and fund through the mil rate.
2. Propose a non-budgeted appropriation of General Fund Unassigned Fund Balance – requires approval at a Town Meeting and approval by the Town Council and Board of Finance.
3. Utilize FY22 General Fund operating surplus. An amount, if available, could be identified in July 2022. This option should be considered with all the purchases/projects identified on the FY23 & Major Capital Projects Strategy list presented earlier in this meeting.

ACTION NEEDED:

Discuss proposal to pay for paving the Kensington Volunteer Fire Department (non-Town entity) parking lot with Town of Berlin funds and recommend a funding option to the Town Council.

ATTACHMENT:

None

PREPARED BY:

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

Kevin Delaney

From: Jeffrey Donofrio <JDonofrio@cd-llp.com>
Sent: Friday, May 20, 2022 9:54 AM
To: Kevin Delaney
Subject: Kensington Fire Department Parking Lot

Follow Up Flag: Follow up
Flag Status: Flagged

Kevin – per our conversation this morning, pursuant to the Municipal Powers Act (C.G.S. §7-148), the Town can appropriate funds to pave the parking lot at Kensington Fire Department because (1) the Kensington Fire Department is performing a public function; (2) Town assets (apparatus) are located on the property; and (3) the work is necessary to support the fire protection effort. More specifically, per C.G.S. 7-148(c)(2)(E), the Town has the power to make appropriations to a “private organization performing a public function.” Further, under 7-148(c)(4), the Town has the power to “(B) Provide for fire protection, organize, maintain and regulate the persons providing fire protection, provide the necessary apparatus for extinguishing fires and do all other things necessary or desirable for the protection of the municipality from fire.”

Thanks.

Jeffrey M. Donofrio, Esq.
 Ciulla & Donofrio, LLP
 127 Washington Avenue
 North Haven, CT 06473
 Tel.: (203) 239-9828
JDonofrio@cd-llp.com
www.cd-llp.com

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Town of Berlin
Financial Status Report
Board of Finance Meeting of June 14, 2022

F-12

GENERAL FUND

	<u>FY 2022</u>	<u>FY 2021</u>	<u>Notes</u>
<i>(budgeted amount excludes assigned fund balance)</i>			
Receipts			
Actual Receipts	\$94,438,884	\$91,395,503	
Budgeted Receipts	\$93,513,047	\$91,241,044	
% to Budget	101.0%	100.2%	
Current Year Tax Receipts	\$80,017,583	\$78,797,976	
Current Tax Budget	\$79,861,907	\$78,789,139	
Current Tax Levy (99.3%/99.3% collection rates)	\$80,424,881	\$79,504,681	
% to Current Budget	100.2%	100.0%	
% to Current Levy	99.5%	99.1%	
Adopted budget target %	99.3%	99.3%	
Expenditures (excludes capital expenditures)			
Actual Expenditures	\$87,360,982	\$79,342,971	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	\$101,138,687	\$93,507,044	
% to Budget	86.4%	84.9%	
	<u>Actual</u>	<u>Encumbered</u>	<u>Budget</u> <u>Var to Budget</u>
Storm-related Overtime (51445)	\$109,787	\$3,173	\$135,038 \$22,078
Electricity (53102)	\$1,001,177	\$415,474	\$1,487,760 \$71,109
Refuse Disposal (53823)	\$1,422,820	\$494,368	\$1,917,489 \$301
Legal (53828)	\$267,913	\$32,087	\$300,000 \$1
Tax Refunds (53924)	\$209,919	\$0	\$215,000 \$5,081

	<u>Target Floor Fd Bal.</u>	<u>Actual Fund Bal.</u>	<u>Notes</u>
INSURANCE FUNDS			
Health Insurance Fund	\$2,302,598	\$2,925,210	The Health Insurance Fund balance is 25.0% of full year projected expenses - against a target reserve of 25%. Although the fund balance is below the floor, the cash balance is \$3,127,995.
General Insurance Fund	\$1,000,000	\$1,561,681	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, widow/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.
TOTAL INSURANCE FUNDS	<u>\$3,302,598</u>	<u>\$4,486,891</u>	

PENSION FUND

		<u>Notes</u>
Total Liability (as of 7/1/2021) (actuarial valuation liability was adjusted to remove FY21/FY22 retiree payouts)	\$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	\$3,256,415	
ICMA Plus	<u>\$2,996,198</u>	
	<u>\$6,252,613</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.
Funding % - Total	77.8%	
Funding % - DB	40.5%	
Unfunded Liability	(\$1,780,262)	<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 June 14, 2022

F-12

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
TOTAL FY2020 CARRYOVER	\$390,500.00	\$389,675.80	\$824.20	\$0.00	
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
TOTAL FY2021 CARRYOVER	\$406,125.53	\$232,763.28	\$163,874.06	\$9,488.19	
TOTAL 2% FUND BALANCE	\$796,625.53	\$622,439.08	\$164,698.26	\$9,488.19	

* The remaining FY2019 balance (\$21,557) after completing all identified projects and the balance remaining before FY2019 (\$59) 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

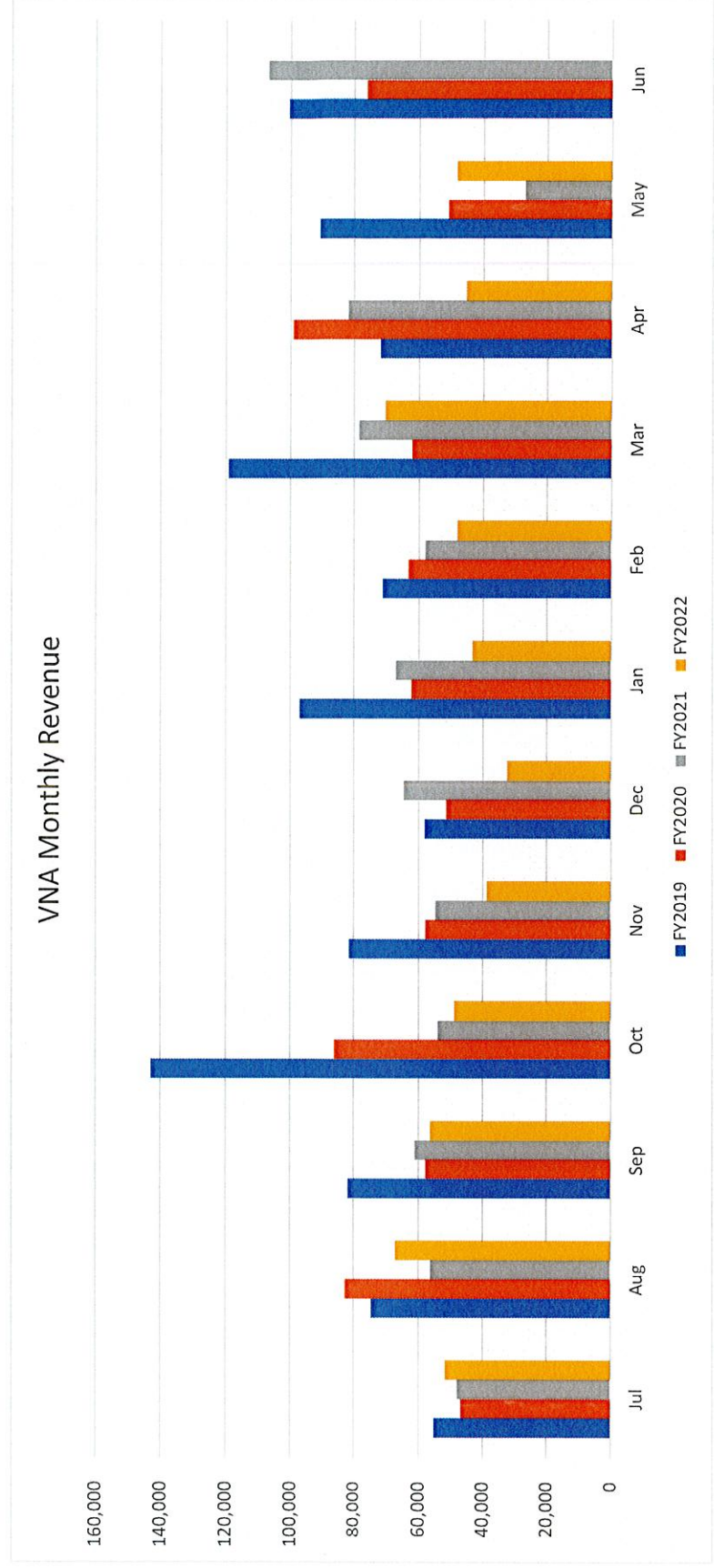
Description	Projected - Low	Projected - High	Probability
Transfers from Other Funds (from BHS project fund)	(\$261,939)	(\$261,939)	High
VNA receipts	(\$150,000)	(\$250,000)	High
School Nurses (responding to COVID)	\$0	(\$50,000)	Medium/High
Legal Fees	\$0	(\$100,000)	Medium
TOTAL	\$411,939	\$661,939	
Total excluding Pension payouts	\$411,939	\$661,939	
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	\$6,048,046.16		
FY22 Budgeted Revenue	(\$700,000.00)		
FY23 Budgeted Revenue	(\$300,000.00)		
NET American Recoveries Act Available Revenue	<u>\$5,048,046.16</u>		

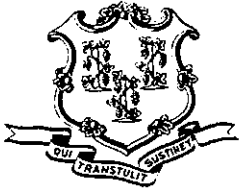
Opportunities

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
TOTAL	\$950,000	\$3,200,000	
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 June 14, 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	67,134	56,464	49,192	39,038	32,530	43,379	48,339	70,744	45,424	48,569	0	552,628
CY vs. PY	3,683	11,029	(4,635)	(4,584)	(15,515)	(31,868)	(23,531)	(9,629)	(7,537)	(36,605)	21,446		





STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO Municipal Chief Executive Officers and Chief Fiscal Officers
 Municipal Accountability Review Board
 Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
 Executive Financial Officer

DATE: June 6, 2022

SUBJECT: Public Act 22-35

We are pleased to announce the recent passage of Substitute House Bill No. 5427. The Bill has been enacted as Public Act 22-35, "An Act Concerning the Recommendations of the Office of Finance Within the Office of Policy and Management", effective as of October 1, 2022. In proposing the legislation, the Office of Finance met with representatives of the Connecticut Council of Municipalities (CCM), the Council of Small Towns (COST), the Municipal Accountability Review Board (MARB), the Municipal Finance Advisory Commission (MFAC) and several State legislative bodies. We appreciate their perspectives and thoughtful comments that ultimately assisted in the passage of the proposed legislation.

The two most significant changes resulting from the legislation were to chapters 111 and 117 of the General Statutes. The Act makes changes to several of the criteria in chapter 111 for referral to the Municipal Finance Advisory Commission (MFAC). These changes provide a more accurate measure of fiscal health. The Act also makes changes to chapter 117 of the General Statutes for designations to the Municipal Accountability Review Board (MARB). Designations will now be based upon a progressive system of oversight beginning with technical assistance and support for municipalities showing early signs of financial problems, while providing more oversight with the possibility of financial assistance if warranted for those municipalities undergoing fiscal distress. This new approach will integrate the work and oversight of the two boards.

If you have any questions regarding Public Act 22-35, please contact Bill Plummer at bill.plummer@ct.gov and me at kimberly.kennison@ct.gov.

Cc: Connecticut Council of Municipalities
 Council of Small Towns
 Julian Freund, OPM

Attachments (2)

Summary of Criteria Changes for MFAC Referrals - 7-395(d)

No.	Current Criteria	New Criteria P.A. 22-35
(1)	A negative fund balance percentage	<i>No change</i>
(2)	Reported a fund balance percentage of less than 5% cent in the three immediately preceding fiscal years	<i>No change</i>
(3)	Reported a declining fund balance trend in the two immediately preceding fiscal years	<p>Reported an operating deficit the two immediately preceding fiscal years and reported a fund balance percentage of less than five percent for the immediately preceding fiscal year.</p> <p>The Statement of Revenues, Expenditures and Changes in Fund Balance of the general fund of the audited financial statements shall be used to determine an operating deficit</p>
(4)	Issued tax or bond anticipation notes in the three immediately preceding fiscal years to meet cash liquidity	Issued tax or revenue anticipation notes in the three immediately preceding fiscal years to meet cash liquidity
(5)	Had a general fund annual operating budget deficit of one and one half percent or more of such municipality's general fund revenues in the immediately preceding fiscal year	The municipality has not filed its annual audit report within twelve months of the fiscal year end
(6)	Had a general fund annual operating budget deficit of two percent or more of such municipality's average general fund revenues in the two immediately preceding fiscal years	The current annual audit includes one or more material or significant audit findings that were reported in the annual audits of the two previous fiscal years
(7)	Received a bond rating below A from a bond rating agency	<i>No change</i>

The financial condition of municipalities that meet the new criteria are evaluated by the MFAC for designation to the MARB

A Summary of the key provisions of Public Act 22-35 are as follows

Section 1. Subsection (c) of Section 7-374c – Municipal pension deficit bonds

- Current statute requires that municipalities planning to issue pension deficit bonds must submit a 3-year financial plan as part of the filing for review by OPM and the State Treasurer. The new legislation will require a 5-year plan.

Section 2. Subsection (e) of section 7-392 – Filing of financial information by municipal entities

- Municipal reporting agencies, such as fire districts, special districts, etc., with annual receipts less than \$1 million are not currently required to submit financial statements to OPM. The Public Act will require such entities to submit to OPM the same financial information they are currently required to file with their Town Clerks.

Section 3. Section 7-393 – Secretary options regarding late submittal of municipal audits

- When a municipality is excessively late in submitting its financial audit, the current statute only provides the Secretary the option of assessing a fine. The legislation will provide the Secretary with the additional option of referring the municipality to the MFAC.

Section 4. Subsection (d) of section 7-395. Criteria for referral of municipalities to MFAC

(See Table on page 2)

- Modifies the current criteria for referral of municipalities to the MFAC. The criteria changes are as follows:
 - Criterion #3 – Will require a municipality with a declining fund balance over two consecutive years, resulting in a fund balance below 5% to be referred to the MFAC. This modification also specifies that the municipality's Statement of Revenues, Expenditures and Changes in Fund Balance will be used for calculating this criterion
 - Criterion #4 - The current criterion identifies three-years of repeated issuance of tax anticipation notes or bond anticipation notes as an indication of liquidity issues. The Act modifies the criterion to three-years of repeated issuance of tax anticipation notes or revenue anticipation notes.
 - Criterion #5 – Replaces the existing criterion with a new criterion related to municipal audits. This criterion requires a municipality that issues its annual financial audit more than twelve months after the end of its fiscal year to be referred to the MFAC.
 - Criterion #6 – Requires a municipality that has material or significant findings in its annual financial audit repeated for three years to be referred to the MFAC.

Section 5. Section 7-406c. Electronic filing of municipal financial data

- Requires municipalities to enter audited financial data into OPM's Fiscal Health Monitoring System not later than January 31, 2023, and annually thereafter.

Section 6. Section 7-560. Definition of municipal restructuring fund loan

- Defines a municipal restructuring fund loan.
- In conjunction with Section 14 of the Act, clarifies that municipal restructuring funds may be provided to municipalities in the form of a loan.

Section 7. Section 7-576a. Designation of municipalities at Tier I

- Replaces existing sets of criteria for Tier I designation eligibility with the criteria delineated in Section 7-395(d) of the general statutes.
- For municipalities meeting any of conditions in Section 7-395(d), referral to MFAC at Tier I is made automatic.
- Provides voluntary option for any municipality to request designation and referral at Tier I if municipality anticipates meeting any of the conditions in Section 7-395(d) within twenty-four months.
- Requires Tier I municipalities to prepare a 5-year financial plan instead of the currently required 3-year financial plan.

Section 8. Section 7-576b. Designation of municipalities at Tier II

- Removes existing sets of criteria for Tier II designation eligibility.
- Establishes process for MFAC to make recommendation that a Tier I municipality be designated at Tier II based on an evaluation of its fiscal condition.
- Provides OPM Secretary with discretion to designate at Tier II and refer to MARB based on MFAC recommendation.
- Provides voluntary option for any municipality designated as a Tier I municipality to request designation at Tier II if municipality's equalized mill rate is thirty mills or more or the municipality receives thirty percent or more of its revenue in the form of municipal aid from the state.
- Requires Tier II municipalities to prepare a 5-year financial plan instead of the currently required 3-year financial plan.

Section 9. Section 7-576c. Designation of municipalities at Tier III

- Removes existing sets of criteria for Tier III designation eligibility.
- Establishes process for MFAC to make recommendation that a Tier I municipality be designated at Tier III based on an evaluation of its fiscal condition.
- Provides OPM Secretary with discretion to designate at Tier III and refer to MARB based on MFAC recommendation.

- Provides voluntary option for any municipality designated as a Tier I municipality to request designation at Tier III if municipality's equalized mill rate is thirty mills or more or the municipality receives thirty percent or more of its revenue in the form of municipal aid from the state.
- Establishes automatic referral to MARB at Tier III if municipality receives a bond rating below investment grade. The existing automatic referrals for issuance of deficit bonds or issuance of certain refunding bonds are preserved in the proposal.
- Requires Tier II municipalities to prepare a 5-year financial plan instead of the currently required 3-year financial plan.

Section 10. Subdivision (6) of subsection (b) of section 7-576d. Time requirement for MARB action on certain labor contracts

- Provides for consistency in the required timelines for MARB consideration of all labor contracts.

Section 11. Subdivision (8) of subsection (b) of section 7-576d. MARB monitoring of 5-year plan

- Amends 3-year plan reference to 5-year plan.

Section 12. Subsection (a) of section 7-576e.

- Amends 3-year plan reference to 5-year plan.

Section 13. Section 7-576f. Conditions for ending designation.

- Enables the MFAC to end a municipality's designation at Tier I based on an evaluation of its financial condition
- Provides for consistency in the conditions that are to be met in order for a municipality to end designation at any tier

Section 14. Section 7-576i. Municipal Restructuring Funds loan

- In conjunction with Section 6 of the Act, clarifies that municipal restructuring funds may be provided to municipalities in the form of a loan