

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 19, 2022

SUBJECT: Report regarding 2022 Transit Oriented Development Grant related to Renovation of the former Ledge School and Authorization for Additional Architectural Funds and Services

Summary of Agenda Item:

At the previous Town Council meeting, Council authorized the Town Manager to apply for a 2022 Transit Oriented Development (TOD) grant for renovation of the former Ledge School Grant Program and to retain an architect from the Town's on-call bid list to prepare a feasibility study. Applications are due by September 1, 2022. Significant work needs to be done to determine the appropriate scope of the project and to estimate its cost. At the previous Town Council meeting the Council approved funding a feasibility study, not to exceed \$7,500 from the Townwide Professional Services account # 001.05.0507.0.53920.00000, with the provision that we would come back to the Town Council at this meeting to better define the scope of the project and to request additional funds. The Facilities Department contacted architects from the Town's on-call list and determined that Friar Associates would be able to provide architectural & consulting services for the project. Friar submitted the attached proposal that provides a scope of work that it will complete for this project before the application deadline. Based on this proposal, staff recommends that Friar complete the scope items described in the attached proposal including to prepare information for the grant application and to develop information that will assist in determining the future use of the building for a cost of \$17,000. Therefore, the previous funding authorization needs to be increased by \$9,500.

Action

Move to authorize the Town Manager to enter a contract with Friar Associates, an architect that is on the Town's on-call bid list, to prepare studies, conceptual plans and cost estimates related to the stabilization and reuse of the Ledge School, and to increase the authorized funding for this project to \$17,000, to be paid from the Townwide Professional Services account.

Attachments:

1. Sufficiency of funds.
2. Proposal from Friar Architects.

Prepared By:

Doug Solek, Facilities Director
Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 20-Jul-22

Purchase Item or Contract: Architect fees for Ledge School		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Architect fees for Ledge School	\$17,000.00	\$17,000.00
			-
			-
			-
			-
TOTAL			\$17,000.00

Account No. 001.05.0507.0.53920.00000 Professional Services

Budgeted Amount.....	\$80,000.00	Available balance.....	\$55,300.00
Encumbrances to Date.....	\$24,700.00	Amount Needed for This Package.....	\$17,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$38,300.00

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

July 19, 2022

Mr. James Mahoney
Economic Development Coordinator
Town of Berlin
240 Kensington Road
Berlin, CT 06037

Re: State TOD Grant Application
Ledge School / Community Art League
Friar Project #: 2022-080A

Dear James:

Per your request, Friar Architecture is pleased to submit this proposal for professional services to assist the Town of Berlin with a Transit-Oriented Development (TOD) Grant application for the Ledge School/Community Art League at 218 Kensington Road by September 1st. We understand it is your intent to repurpose the building to serve as a space for a Town services department.

Scope of Work

The proposed work involves the following:

- We will meet with you and the project stakeholders to confirm the above Scope of Work for the project and review initial conceptual design options
 - The Town will provide use alternatives for initial consideration: storage, community space, office, or a combination of these
- We will gather any available data and review the existing documentation to determine the general accuracy of the information provided
- We will field survey the building to determine the existing condition of the systems and finishes. This work will identify deferred maintenance, Code compliance issues, and the stabilization of historic facilities for rehabilitation. The purpose of this analysis will be to identify steps needed to stabilize the building for future use.
- We will prepare conceptual floor plans for the selected uses, and these will be provided for review and modified as required for final approval
- We will develop an opinion of probable construction and project costs with a breakdown for the first phase (stabilization) and the second phase (build out for future use)
 - The opinion of probable project costs will include a placeholder design fee for complete services through Contract Administration. Should the project move forward, and Friar be retained to continue with design services, the fee below for conceptual design would be credited against the entire project design fee.

Our services exclude the following:

- Environmental testing and associated estimating for removal/remediation
- Analysis of making a sewer connection to the building and abandoning the existing septic system
- Third-party cost estimation

Cost Proposal

We propose a fixed fee for the Scope of Work in the amount of **Seventeen Thousand Dollars (\$17,000)**, to be billed for services completed to date on a monthly basis inclusive of all non-labor supplies, meetings, travel, and communications expenses broken down as follows:

Existing Condition Assessment	\$ 8,000
Conceptual Design	\$ 4,000
Estimating	\$ 2,000
Printing Allowance	\$ 1,500
Project Contingency	<u>\$ 1,500</u>
	\$17,000

We have included allowances in our base fee in the amount of One Thousand Five Hundred Dollars (\$1,500) to be used for printing and presentations required by the Owner during the design of the project and One Thousand Five Hundred Dollars (\$1,500) as a project contingency for the Owner's use during the design of the project.

Owner to provide:

Available drawings of existing plans and utilities, and any additional existing documents as may be available.

This proposal includes the following consultants:

Structural Engineer: RZ Design Associates
Historic Consultant: Signal Works

Reimbursable expenses are in addition to compensation for Basic, Supplemental and Additional services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project. Reimbursable expenses shall be billed at 1.1 times the expense incurred and include the following:

- Printing, reproductions, plots and standard form documents. In-house prints will be charged based upon the attached schedule of reimbursable expenses.

We are available to start work as soon as we have entered into agreement with you. Upon acceptance of this proposal, Friar Architecture will provide services based on the terms and conditions included in AIA Document B104 Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope.

We look forward to working with you on this important project for the Town of Berlin. If this proposal is acceptable to you, please sign below and return one copy. If you have any questions, please do not hesitate to contact me.

Yours truly,



Robert W. Roach, AIA
Vice President
Friar Architecture Inc.

Accepted by,

Date:

RWR:rwr

Enc: 2022 Reimbursable Expense Rates

cc: Doug Solek

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2022 Reimbursable Expense Rates

Effective: 1/1/2022

In- House Printing Charges

Large Format

Black & White Prints

- 24"x36" Prints of Drawings \$1.20 / Sheet
- 30"x42" Prints of Drawings \$1.75 / Sheet

Color Prints

- 24 "x 36" Prints of Drawings \$3.00 / Sheet
- 30" x 42" Prints of Drawings \$3.50 / Sheet

Small Format

Black & White

- 8-1/2 x 11 copies (plain paper) \$0.10 / Sheet
- 11 x 17 copies (plain paper) \$0.20 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.15 / Sheet
- 11 x 17 copies (high quality paper) \$0.25 / Sheet

Color

- 8-1/2 x 11 copies (plain paper) \$0.30 / Sheet
- 11 x 17 copies (plain paper) \$1.00 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.55 / Sheet
- 11 x 17 copies (high quality paper) \$1.25 / Sheet

Scans & Presentation Boards

- Scans (Large Format) cost per sheet \$ 2.50 Each
- Foam presentation boards \$12.00 Each

Travel

- Mileage Not to exceed IRS Standard Mileage Rate
- Tolls, Meals, Lodging, Transportation Invoiced at cost plus 10% handling Charge

These rates cover in-house charges only. Expenses incurred for items reproduced outside the office shall be charged in the amount of invoices issued plus a 10 percent handling charge.

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 15, 2022
SUBJECT: Authorization for the Town Manager to Subordinate the Town's Façade Program Mortgage with Respect to 848 Farmington Avenue

Summary of Agenda Item:

848 Farmington Avenue LLC is in the process of obtaining financing from Thomaston Savings Bank for improvements done to its property at 848 Farmington Avenue and for improvements being done at the Steele Center project nearby. Thomaston Savings Bank is requesting subordination by the Town of its mortgage related to a façade program grant that is recorded at Volume 773, page 226 of the Berlin Land Records.

Action:

Move to authorize the Town Manager to execute subordination agreements with respect to the Town's mortgage related to a façade program grant that is recorded at Volume 773, page 226 of the Berlin Land Records, subject to the review and approval of Corporation Counsel.

Attachments:

Subordination request from 848 Farmington Avenue LLC.

Prepared By:

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



June 14, 2022

Berlin Town Council
240 Kensington Road
Berlin, CT 06237

RE: Subordination – 848 Farmington Avenue, Berlin, CT

Dear Sirs:

Newport 848 Farmington Ave, LLC has received a mortgage commitment to place a Line of Credit to the extent of \$600,000 on its property located at 848 Farmington Avenue, Berlin, CT in order to complete various improvements at the Steele Center Transit Oriented Development.

Currently, there is a first mortgage to Thomaston Savings Bank in the amount of \$1,680,000 on the 848 Farmington Avenue property, followed by a mortgage to the Town of Berlin which secures matching grant related improvements partially paid for by the Town. This lien be released as a matter of course without penalty after a five-year period.

Since the Town's mortgage is recorded on the land records, and would be prior to the Line of Credit, the lender (Thomaston Savings Bank) is requesting that it be subordinated to the new Line of Credit. According to the bank appraisal, there is adequate value to secure the Town's mortgage, as the property is appraised at \$3,400,000. The two mortgages would total \$2,280,000.

For your reference, attached find Schedule B from the title search, Statutory mortgage and Agreement with the Town of Berlin, and Appraisal Summary.

Please do not hesitate to contact me should you have questions or need any additional information. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Anthony M. Valenti".

Anthony M. Valenti, Principal
Newport Realty Group
Newport 848 Farmington Ave, LLC

cc: Richard Bailey, Esq.

Enclosure

**ALTA COMMITMENT FOR TITLE INSURANCE
ISSUED BY**

C A T I C[®]

Schedule B Part I Continuation Sheet

Schedule B Requirements are continued as follows:

5. Construction Mortgage from Newport 848 Farmington Ave, LLC to Thomaston Savings Bank in the original principal amount of \$1,680,000.00 dated January 24, 2020 and recorded January 27, 2020 in Volume 766 Page 373 of the Berlin Land Records. (Maturity Date: August 1, 2046)
6. Assignment of Rents from Newport 848 Farmington Ave, LLC to Thomaston Savings Bank dated January 24, 2020 and recorded January 27, 2020 in Volume 766 Page 389 of the Berlin Land Records.
7. UCC1 Financing Statement from Newport 848 Farmington Ave, LLC to Thomaston Savings Bank recorded January 27, 2020 in Volume 766 Page 401 of the Berlin Land Records.
8. Mortgage Deed from Newport 848 Farmington Ave, LLC to Town of Berlin in the original principal amount of \$36,068.00 dated July 21, 2020 and recorded July 21, 2020 in Volume 773 Page 226 of the Berlin Land Records.

This page is only a part of a 2016 ALTA[®] Commitment for Title Insurance issued by CATIC. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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After recording, please return to:
Christopher Edge
Economic Development Director
Town of Berlin
240 Kensington Road
Berlin, CT 06037

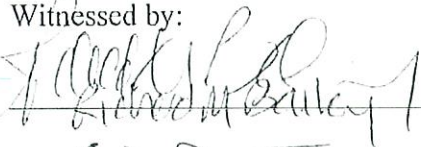
STATUTORY FORM MORTGAGE DEED

Newport 848 Farmington Ave, LLC, located in the Town of Plantsville, County of Hartford, and State of Connecticut ("Grantor"), to secure the compliance, or in the event of non-compliance, the repayment of those certain funds provided to Grantor in the amount of \$36,068.00 (Thirty-Six Thousand Sixty-Eight and 00/100 Dollars) or up to 50% of the documented project costs together with interest thereon, under the Town of Berlin Façade and Landscape Program Grant Agreement, dated July 21, 2020 a copy of which is attached hereto as *Exhibit B*, with final maturity on July 20, 2025, grants to the **Town of Berlin**, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut ("Grantee"), with MORTGAGE COVENANTS, that certain piece or parcel of land, with the buildings and improvements thereon and appurtenances thereto, situated in the Town of Berlin, County of Hartford and State of Connecticut, commonly known as 848 Farmington Avenue which property is more particularly described in *Schedule A* attached hereto and made a part hereof.

This mortgage is made upon the STATUTORY CONDITION.

Signed this the 21ST day of July 2020.

Witnessed by:



C D
CHRIS D. EDGE

STATE OF CONNECTICUT)

) ss: Berlin

COUNTY OF HARTFORD)

By:


Mark Lovley

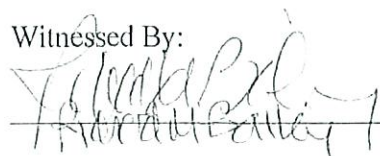
On this the 21ST day of July 2020, before me, the undersigned officer, personally appeared Mark Lovley, known to me (or satisfactorily proven to be) the person whose name is subscribed to the foregoing Instrument, and he/she executed the same for the purposes therein contained as his/her free act and deed.

RICHARD M. BAILEY
NOTARY PUBLIC
My Commission Expires June 30, 2024


Notary Public

Commissioner of the Superior Court

Witnessed By:



C D
CHRIS D. EDGE

By:

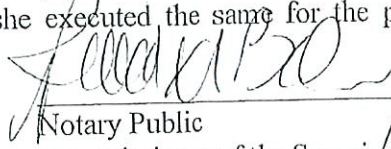

Anthony M. Valenti

STATE OF CONNECTICUT)

) ss: Berlin

COUNTY OF HARTFORD)

On this the 21st day of July 2020, before me, the undersigned officer, personally appeared Anthony M. Valenti, known to me (or satisfactorily proven to be) the person whose name is subscribed to the foregoing Instrument, and he/she executed the same for the purposes therein contained as his/her free act and deed.



Notary Public

Commissioner of the Superior Court

RICHARD M. BAILEY

NOTARY PUBLIC

My Commission Expires June 30, 2023

SCHEDULE

A certain piece or parcel of land with all the improvements thereon shown as "N/F CIAMMELLA ASSOCIATES, LLC Vol. 429 Pg. 936 Assessor Map 9-1 Block 80 Lots: 1, 1A, 1AA, 2 0 Farmington Ave. AREA = 149,844 S.F. or 3.439 Acres +/-" on map entitled "LAND OF CIAMMELLA ASSOCIATES, LLC. 0 FARMINGTON AVENUE, BOROUGH OF KENSINGTON, TOWN OF BERLIN COUNTY OF HARTFORD, STATE OF CONNECTICUT Drawn D.A.S. Checked J.M. Approved D.A.S. Project No. 06C1880 Date 5/17/07 CAD File EX06C188002 Title PROPERTY & TOPOGRAPHIC SURVEY Sheet No. EX-2 BL Companies 355 Research Parkway, Meriden, CT 06450 (203) 630-1406 (203) 630-2615 Fax" which map is on file in the office of the Berlin Town Clerk.

EXHIBIT B

AGREEMENT

THIS AGREEMENT, entered into this the 21st day of July 2020, by and between the Town of Berlin, a Connecticut municipal corporation with territorial limits within the County of Hartford, State of Connecticut (hereinafter "TOWN") and Newport 848 Farmington Ave, LLC with an address of 710 Main Street in Plantsville, Connecticut (hereinafter "Owner").

WITNESSETH:

WHEREAS, Newport 848 Farmington Ave, LLC is the Owner of a certain parcel of real property known as 848 Farmington Avenue in Berlin, Connecticut (hereinafter the "Premises") and;

WHEREAS, Applicant will make signage improvements to the Premises pursuant to its application and other documentation submitted to the Town for assistance from the Berlin Façade and Landscape Grant Program (hereinafter the "Project"); and

WHEREAS, the Project site was approved by the Planning & Zoning Commission on May 21, 2020; and

WHEREAS, Applicant has requested assistance from the Town to offset a portion of the costs of said Project.

NOW THEREFORE, in consideration of the mutual promises and covenants recited herein, the parties agree as follows:

1. The Town agrees to grant up to \$36,068.00 (Thirty-Six Thousand Sixty-Eight and 00/100 Dollars) or up to 50% of the documented project costs, whichever is less. Payment of the grant will be on a reimbursement basis after the Applicant has paid its contractors and supplied satisfactory evidence of payment to the Town of such payments.

2. The Applicant agrees to maintain the façade and landscape improvements (hereinafter the "improvements") in a good state of repair to the satisfaction of the Town, normal wear and tear and weathering excepted, for a period of five (5) years from the date of payment of the grant by the Town to the Applicant. If the Town determines through its Director of Economic Development (hereinafter the "Director") that the improvements are not being maintained in a good state of repair, he or she shall send notice by certified or registered mail to the Applicant and Owner of the subject property (if Owner is different than Applicant) detailing the conditions that need to be remedied to keep the improvements in a good state of repair and satisfactory to the Town. The Applicant shall have thirty (30) days to remedy the unsatisfactory conditions as set forth in the notice. If the Applicant fails to remedy the unsatisfactory conditions within said thirty (30) day period, he or she shall be deemed in default of its obligation under this Agreement. If the Applicant disagreed with any decision of the Director regarding the condition of the Applicant's

EXHIBIT B

improvements or the need for repairs, the Application may appeal the Director's decision or action to the Economic Development Commission (the "Commission") by sending to the Commission a certified or registered letter requesting a hearing within twenty (20) days of any decision or action of the Director.

3. The Applicant shall have no obligation to repay the grant money to the Town provided that the Applicant maintained the improvements in a good state of repair for the five (5) year period set forth above, and did not default on any other obligation under this agreement, including the obligation to remedy or repair any damage or unsatisfactory condition within thirty (30) days after notice from the Director. If the Applicant fails to maintain its improvements in a state of good repair for a period of five (5) years, or fails to remedy a default after proper notice, then said grant is to be repaid in full, including interest on the outstanding principal at the rate of four percent (4%) per annum from the date of payment of the grant. In the event of default by the Applicant and failure by the Applicant to remedy any default within the prescribed time, the Town shall make demand upon the Applicant to repay the grant money in full with interest due thereon. The Applicant shall repay the grant money in full with interest thereon to the Town within 90 days after demand is made by the Town.

4. The Town is relying that the information submitted in the Applicant's grant application is true, correct, and complete, including that all Town taxes and assessment are current. If the Town determines that the Applicant has not provided true, correct, and complete information in its Application, then said grant is to be repaid in full, including interest on the outstanding principal at the rate of four percent (4%) per annum from the date of payment of the grant.

5. The obligation to maintain the improvements in good condition for five (5) years shall be evidenced and secured by a lien in the amount of \$36,068.00 or up to fifty percent (50%) of the documented project costs from the Owner of the subject property to the Town ("Lien"). The Lien shall be in a form satisfactory to the Town. In the event that the Applicant fails to repay the Town said grant money after notice of default, the Town shall be authorized to maintain a foreclosure action against the subject property to foreclose the Lien and obtain the grant proceeds plus interest, as well as all costs of collection, including attorney's fees, caused by the Applicant's default.

At the end of the required five (5) year maintenance period, the Town shall release the Lien and release the Applicant of any further obligation to repay the grant, provided that the Applicant has maintained the façade and landscape improvements in good condition.

6. Applicant will have one hundred twenty (120) days from the date of the Agreement to begin work on the project. If work has not begun within one hundred twenty (120) days, the Commission may de-obligate the façade grant and return the grant money to the program fund balance.

EXHIBIT B

7. Applicant shall have two hundred ten (210) days from the date of the Agreement to complete work on the project. If work is not completed within two hundred ten (210) days, the Commission may de-obligate any unused portion of the façade grant and return the unused portion of the grant money to the program fund balance.

8. The Applicant agrees and warrants that in the performance of the Agreement, such Applicant:

- (a) will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Applicant that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut;
- (b) agrees to take affirmative action to ensure that Applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Applicant that such disability prevents performance of the work involved
- (c) agrees, in all solicitations or advertisements for employees placed by or on behalf of the Applicant, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission;
- (d) agrees to provide each labor union or representative of workers with which the Applicant has a collective bargaining agreement or other agreement or understanding, and each vendor with which the Applicant has an agreement or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Applicant's commitments under this Section and to post copies of the notice in conspicuous places available to employees and Applicants for employment;
- (e) agrees to comply with each provision of this Section and Connecticut General Statutes §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§46a-56, 46a-68e and 46a-68f; and
- (f) agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the

EXHIBIT B

Applicant as related to the provision of this Section and Connecticut General Statutes §46a-56. If the Agreement is a public works agreement, the Applicant agrees and warrants that he will make good faith efforts to employ minority business enterprises as sub-applicants and suppliers of materials on such public works projects.

9. The provisions hereof and all Applicant obligations shall inure to and bind the Applicant's heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day first written above.

Witness:

TOWN OF BERLIN

By: CE D. C
Christopher Edge

By: Arosha Jayawickrema
Arosha Jayawickrema
Town Manager

(as to both)
By: CE D. Edge
CHRIS D. Edge
(as to both)

NEWPORT 848 FARMINGTON AVE, LLC

By: Mark Lovley
Mark Lovley
Member

(as to both)
By: Anthony M. Valenti
Richard M. Drakley

NEWPORT 848 FARMINGTON AVE, LLC

By: Anthony M. Valenti
Anthony M. Valenti
Member



Valbridge
PROPERTY ADVISORS

Appraisal Report

Newport Center
848 Farmington Avenue
Berlin, Hartford County, Connecticut 06037

Report Date: May 19, 2022



FOR:

Thomaston Savings Bank
Mr. Michael R. Milo
Commercial Loan Admin
203 Main Street
Thomaston, CT 06787

**Valbridge Property Advisors |
Connecticut**

15 Concord Street
Glastonbury, CT 06033
860-246-4606 phone
860-430-2921 fax
valbridge.com

Valbridge File Number:
CT01-22-3304-000



15 Concord Street
Glastonbury, CT 06033
860-246-4606 phone
860-430-2921 fax
valbridge.com

May 19, 2022

Mr. Michael R. Milo
Commercial Loan Admin
Thomaston Savings Bank
203 Main Street
Thomaston, CT 06787

RE: Appraisal Report
Newport Center
848 Farmington Avenue
Berlin, Hartford County, Connecticut 06037

Dear Mr. Milo:

In accordance with your request, we have performed an appraisal of the above referenced property. This appraisal report sets forth the pertinent data gathered, the techniques employed, and the reasoning leading to our value opinions. This letter of transmittal does not constitute an appraisal report and the rationale behind the value opinion(s) reported cannot be adequately understood without the accompanying appraisal report.

The global outbreak of a "novel coronavirus" known as COVID-19 was officially declared a pandemic by the World Health Organization (WHO). It is currently unknown what effect this event may have on the national economy, the local economy, or the market in which the subject property is located. The reader is cautioned and reminded that the conclusions presented in this appraisal report apply only as of the effective date indicated. The appraiser makes no representation as to the effect on the subject property of this event, or any event, subsequent to the effective date of the appraisal.

The subject property as referenced above is located on the south side of Farmington Avenue, abutting the train tracks to the south and is further identified by the Assessor as Map 9-1, Block 80, Lot 1. The subject is a 4.00-acre site with level topography in the CCD-2 zone. The site is improved with a 3-story mixed use building constructed in 2014 that contains 21,576 square feet of gross building area. The building is divided by 21 apartment units over five retail spaces. On the date of inspection, the subject was 100% occupied.

The subject is an elevator serviced building with 12 one-bedroom units and 4 two-bedroom units.

The owner purchased the subject in January 2020 for \$1,250,000. The purchase price represents the risk incurred by the buyer and the building the retail space was 100% vacant after having been vacant since construction in 2014.

As a requirement of the original Planning & Zoning approval, two of the apartment units must be rented as affordable housing to people at or below 80% of the Area Median Income, which is included in this valuation.

The subject property is not for sale or under contract for sale. The owner explained there has been unsolicited interest in purchasing the property but no official offers.

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA); and the requirements of our client as we understand them.

The client in this assignment is Thomaston Savings Bank and the intended user of this report is Thomaston Savings Bank and no others. The sole intended use is for underwriting and/or credit decisions by the Bank and/or participants. The value opinions reported herein are subject to the definitions, assumptions, limiting conditions and certifications contained in this report.

The findings and conclusions are further contingent upon the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results.

Extraordinary Assumptions:

- This appraisal is predicated on the extraordinary assumption that hazardous substances do not exist at the subject property. The appraiser, however, is not qualified to detect such substances, including the existence of urea-formaldehyde insulation, radon gas, foam and asbestos insulation, lead paint or other potentially hazardous material that may affect the value of the property. Additionally, no soil survey has been furnished, and it is assumed that no surface or subsurface contaminants are present. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them.

Hypothetical Conditions:

- None

Based on the analysis contained in the following report, our value conclusions are summarized as follows:

Value Conclusion

Component	As Is
Value Type	Market Value
Property Rights Appraised	Leased Fee
Effective Date of Value	May 6, 2022
Value Conclusion	\$3,400,000
	\$157.58 psf


Respectfully submitted,
Valbridge Property Advisors | Connecticut



Kelsea B. Tomko
Certified General Real Estate Appraiser
CT License #RCG.0001568
ktomko@valbridge.com



Josephine C. A. Aberle, MAI
Certified General Real Estate Appraiser
CT License #RCG.0001049
jaberle@valbridge.com



Patrick A. Lemp, MAI
Certified General Real Estate Appraiser
CT License #RCG.0000367
plemp@valbridge.com

Agenda Item No. 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 14, 2022
SUBJECT: Authorization for the Town Manager to Submit a Small Town Economic Assistance Program Grant Application for Steele Boulevard Park and Section 8-24 Review

Summary of Agenda Item:

At a previous meeting, the Town Council authorized the hiring of Yantic River Consultants to prepare project plans and specifications for Steele Boulevard Park and to refer the project to the Planning and Zoning Commission for a section 8-24 review per the Connecticut General statutes. The intent is to submit a Small Town Economic Assistance Program (STEAP) Grant. The Planning and Zoning Commission did a section 8-24 review and unanimously endorsed the project. The park is proposed to include a small amphitheater like performance area. The location is ideal for small events and activities because a significant amount of public parking is available nearby. The Town previously applied for funding for this park as part of its unsuccessful Community Challenge Grant application.

The requested action is for the Town Council to accept the section 8-24 report from the Planning and Zoning Commission and to authorize the Town Manager to submit a Small Town Economic Assistance Program Grant Application for the project. Further, the Small Town Economic Assistance Program request for proposals suggests, but does not require, a Town match of 20% of the grant amount. The design and cost estimating for the project is in process, but the current cost estimate is \$600,000. Therefore, staff recommends that the Town apply for a \$500,000 grant and a \$100,000 (20%) match to meet the recommended match level in the request for applications. Town matching funding is proposed to come from the Farmington Avenue Development (non-grant) account # 504.10.1017.0.54000.01624 that was established for the Steele Center/Steele Boulevard project.

Action

Move to accept the section 8-24 report from the Planning and Zoning Commission and to authorize the Town Manager to submit a Small Town Economic Assistance Program Grant Application for the Steele Boulevard Park project and to authorize a \$100,000 match from the Farmington Avenue Development (non-grant) account.

Attachments:

1. Sufficiency of funds.
2. Concept plan for Steele Boulevard Park.

3. Section 8-24 report from the Planning and Zoning Commission.

Prepared By:

Chris Edge, Economic Development Director *CE*

Jim Mahoney, Economic Development Coordinator



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 18-Jul-22

Purchase Item or Contract: Steele Blvd. Park STEAP grt.-matching funds		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Matching funds for Steele Blvd. Park STEAP Grant	\$100,000.00	\$100,000.00
			-
			-
			-
			-
TOTAL			\$100,000.00

Account No. 504.10.1017.0.54000.01624 Farm. Ave. Devel. (non-grant)


Budgeted Amount.....	\$160,832.25	Available balance.....	\$149,143.05
Encumbrances to Date.....	\$11,689.20	Amount Needed for This Package.....	\$100,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$49,143.05

Is a budget change needed? ☐ Yes ☒ No

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

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

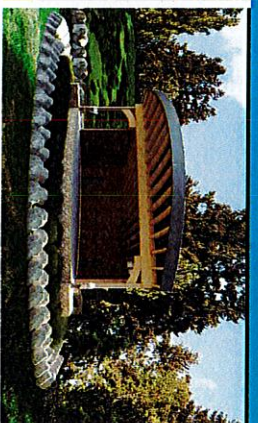
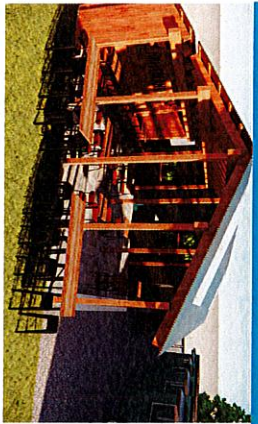
or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

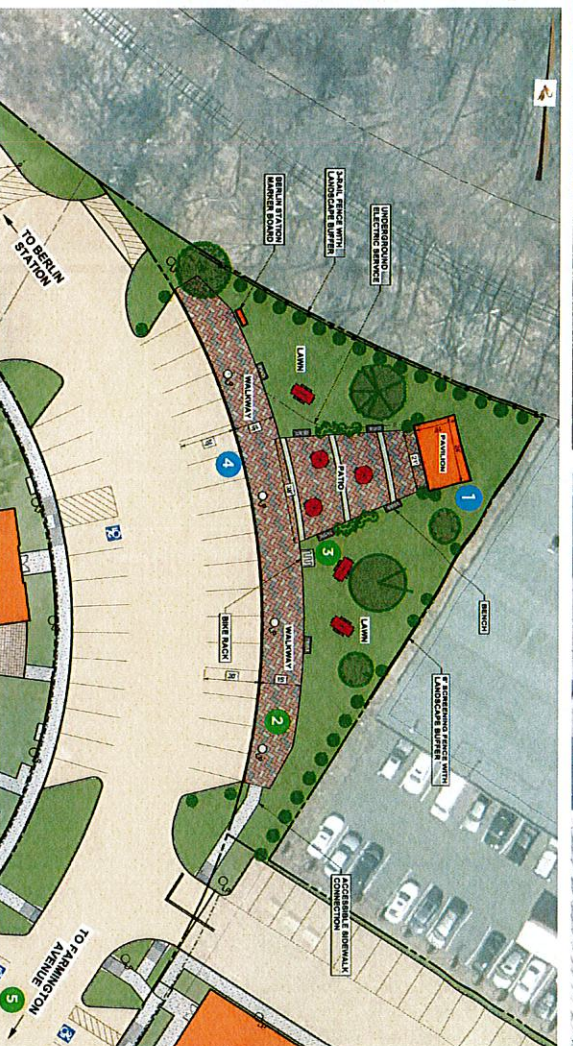
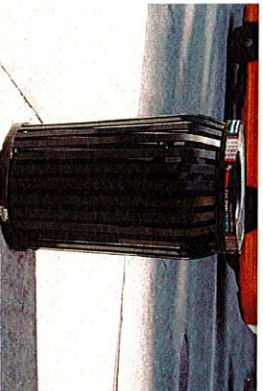
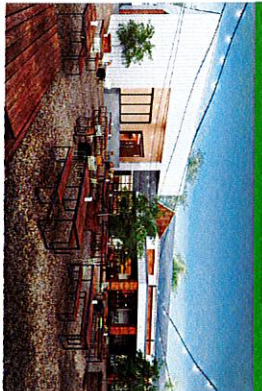
1 PROVIDE A COVERED SPACE FOR COMMUNITY GATHERINGS - A PAVED SHADE FROM A WOOD DECK OR AWNINGS, A PAVILION FOR HOSTING EVENTS, A PERGOLA FOR SEASONAL SEATING, OR A LOCATION FOR SECURELY STORING SEASONAL AMENITIES INCLUDING PARK FURNITURE.



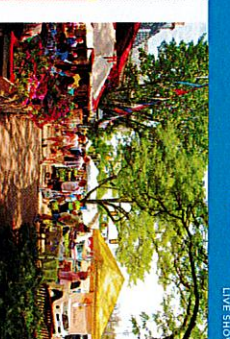
2 PROVIDE MULTI-COLORED PAVES WITH MODERN GEOMETRIC PATTERNS OR STYLES THAT MATCH OTHER TOWN PARKS TO PROMOTE CONTINUITY. SOURCE SUSTAINABLE MATERIALS SUCH AS CONCRETE CONTAINING RECYCLED RUBBER OR MODIFIED SAND REINFORCED CONCRETE TO MINIMIZE ENVIRONMENTAL IMPACT.



3 PROVIDE FURNITURE TO CREATE A VERSATILE SPACE THAT CAN SERVE A VARIETY OF PURPOSES. CONSIDER BOTH MODULAR AND FIXED SEATING.



4 PROVIDE THE COMMUNITY WITH A SPACE FOR OUTDOOR RECREATION, FARMERS MARKETS, LIVE SHOWS, FOOD TRUCKS, SEASONAL GATHERINGS.



5 EXISTING COMMUNITY SPACES. DENING PARK ON THE CORNER OF MAIN AND KENNINGTON. PARK OF THE FUTURE, NEW FARMERS MARKET.



PROJECT NUMBER: 00080 - 00001

CONTACT INFORMATION
YANKEE INTERIOR CONSULTANTS, LLC
1000 MAIN STREET
SUITE 200
BOSTON, MA 02111
Phone: (617) 339-2244
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www.bartellreguidice.com

STEELE CENTER @ FARMINGTON
TRANSIT ORIENTED DEVELOPMENT
COMMUNITY PARK STORY BOARD

REVISION SUMMARY

NO.	DESCRIPTION	SHEET
1	DATE: 10/20/21	1 OF 4
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.berlinct.gov

Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

July 8, 2022

TOWN OF BERLIN

NOTICE OF DECISION

SUBJECT: Connecticut General Statutes §8-24 Review and Recommendation to the Town Council of the Matter of Constructing a Park on the 0.29-acre Town Parcel Located on the Northeast Side of Steele Boulevard

At its meeting of July 7, 2022, after review in accordance with §8-24 of the Connecticut General Statutes, the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for the matter of constructing a park on the 0.29-acre Town parcel located on the northeast side of Steele Boulevard.


Maureen Giusti, AICP
Town Planner

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 JUL 15 PM 12:47

Maureen K. Giusti, AICP, Acting Town Planner/ZEO, 860-828-7060. mgiusti@berlinct.gov
Zoning Enforcement Officer, 860-828-7008.
Frances Semnoski, Land Use Administrator, 860-828-7066. fsemnoski@berlinct.gov

Agenda Item No. 15
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2022

SUBJECT: Authorization for the Town Manager to Apply for a Supporting Arts Grant

Summary of Agenda Item:

The State of Connecticut issued a request for applications for the 2022 Department of Economic and Community Development Supporting Arts Grant Program. The Supporting Arts grant program provides general operating support to help Connecticut's arts organizations and municipal arts departments cover programmatic costs associated with their mission-related work.

A few steps need to be taken in order to apply including designating the Economic Development Department as the coordinator of Arts & Culture Programming for the Town of Berlin. The second is for a line item to be "created" within the Economic Development FY22-23 budget for Arts & Culture. The funds will be moved from existing accounts, and no additional monies are being requested. Kim McNally, Director of the Library has offered to work with us on this effort.

A few events/ideas that we are looking at if we are approved for funding:

1. Sidewalk Chalk Day on Farmington Avenue – for the community and families,
2. Moving the Farmer's Market to Farmington Avenue and combining it with a Crafter's Market to bring individuals, families and more to the Kensington Village
3. Art shows/contests at the library (age specific so a few of them)
4. Set up a vacant Farmington Avenue space into a pop-up artist gallery
5. Get an author to come to town to discuss a specific book or topic.

Though this the first grant of this kind that we will be applying for, we believe that the arts are a very important part of the fabric of Berlin and just need an avenue for them to be showcased.

Action

Move to designate the Economic Development Department as the coordinator of Arts & Culture Programming and authorize the Town Manager to apply for a 2022 Department of Economic and Community Development Supporting Arts Grant Program.

Attachments:

1. Program Overview

Prepared By:

Chris Edge, Economic Development Director *CE*

Overview

The Supporting Arts grant program provides general operating support to help Connecticut's arts organizations and municipal arts departments cover programmatic costs associated with their mission-related work. This type of grant is flexible and gives the grantee the ability to use the funds where they are most needed.

Awards

The Connecticut Office of the Arts (COA) will provide \$1M in general operating support grants in FY23.

New for FY23: Grant awards will be proportional to organizational operating expenses for their last completed fiscal year and will be calculated based on a combination of operating expenses and available funds. The minimum grant award is \$1,000. The maximum grant award will be dependent on available funding and the number of eligible applicants. All eligible applicants will receive funding.

Note: This funding model is the same funding model that was used to determine awards for the FY22 CT Cultural Fund General Operating Support and the FY22 General Operating Support for Theaters and Performing Groups programs.

Agenda Item No. 16
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 19, 2022

SUBJECT: FY 2022 Surplus Appropriations

Summary of Agenda Item:

The Town of Berlin (including the Board of Education) is projected to end fiscal year 2022 with an operating surplus. Overall, the Town will see a net loss because of non-budgeted appropriations for defined benefit pension payouts and the purchase of two fire vehicles.

The operating surplus is projected to be \$3.4 million - \$2.3 million in favorable expenditures and \$1.1 million in favorable receipts. The major contributors to the favorable expenditures are refuse disposal, contractual services, utilities, and fuel costs. The favorable receipts activity was driven by higher than budgeted back tax and supplemental motor vehicle taxes, higher building permit and Town Clerk fees and higher interest revenue driven the recent Federal Reserve rate actions. Most of the favorable items were incorporated into the fiscal year 2023 budget.

During the fiscal year 2023 budget development process, the Board of Finance removed all capital requests and directed the Town Manager to use the projected fiscal year 2022 operating surplus to fund the capital requests. The items requested were the highest priorities identified by a cross-functional leadership team of heavy capital users.

<u>Project</u>	<u>Department</u>	<u>Tier</u>	<u>Amount</u>	
School Vans		1	\$ 95,000	<i>Previously approved</i>
Hubbard School Playground Paving & Stairs		1	\$ 125,000	<i>Previously approved</i>
Town Hall Server Replacement	Technology	1	\$ 165,000	
Police Server Maintenance	Police	1	\$ 30,341	<i>Plus balance of MDTs</i>
Fire Alarm Upgrades - Willard	Schools	1	\$ 150,000	
New carpeting (replace original now 32 yrs old)	Library	2	\$ 150,000	
12 Passenger Van (20% TOB/80% Fed DOT)	Senior Cente	2	\$ 20,000	
Demore, Dinda, Bittner Jr. Memorial Pool Repairs		2	\$ 200,000	<i>Defer pending P&R guidance</i>
Used Pickup Truck	Timberlin	3	\$ 35,000	
On-course bridge replacement	Timberlin	3	\$ 50,000	
Small used Kubota tractor	Timberlin	3	\$ 40,000	
Police Vehicle - Patrol Units (3)	Police	4	\$ 165,000	
Police Vehicle - Unmarked/Admin	Police	4	\$ 35,000	
Fire Alarm Upgrades - Griswold	Schools	5	\$ 150,000	
Contribution to vehicles reserve	Townwide	5	\$ 35,000	
Kensington Fire Station Parking Lot	Public Works	5	\$ 80,000	
Current funding request			\$ 1,105,341	

Town Hall Servers:

FROM	001.25.2543.0.51510.00000	Part time & Summer Help	\$36,140.00	
	001.25.2545.0.51135.00000	Blue Collar Personnel	\$28,156.00	
	001.20.2038.0.51135.00000	Blue Collar Personnel	\$25,004.00	
	001.20.2038.0.51400.00000	Overtime	\$15,351.00	
	001.30.3053.0.51188.00000	Physical Therapist	\$21,716.00	
	001.30.3053.0.52010.00000	Worker's Compensation	\$13,216.00	
	001.30.3053.0.51300.00000	Health Aides	\$12,377.00	
	001.30.3053.0.52100.00000	Social Security	\$11,629.00	
	001.30.3053.0.51187.00000	Occupational Therapist	\$1,411.00	
TO	001.05.0504.0.54000.00000	Computer Equipment		\$165,000.00

The Town's current system has not been upgraded since 2013. Normally this is done every 5 to 6 years. By the time this is implemented, almost a decade will have passed. The equipment is the very core of the Town's IT system. Without it, users would not be able to log in to access files and connect to critical software for public safety, GIS, tax, assessments, accounting, payroll, treasury, etc. The new system price includes warranty support on parts and labor, including tech support for 5 (five) years. All hardware is quoted on State Contract.

Police Servers:

FROM	001.15.1532.0.51185.00000	Dispatchers	\$30,341.00	
TO	001.15.1532.0.54000.01000	Computer Equipment		\$30,341.00

The Police Department server warranty needs to be updated. The total cost is projected to be \$40,000, and the remaining funding will come from excess funds for the MDT upgrade project in FY22. The MDT project used the same capital account, so transfer is needed.

Fire Alarm Upgrades – Willard:

FROM	001.35.3561.0.54000.01729	Capital Equipment	\$11,000.00	
	001.35.3561.0.51400.00000	Overtime	\$18,813.00	
	001.35.3561.0.51300.00000	Health Aides	\$17,007.00	
	001.35.3561.0.52010.00000	Worker's Compensation	\$15,775.00	
	001.35.3561.0.51135.00000	Blue Collar Personnel	\$11,070.00	
	001.35.3561.0.52100.00000	Social Security	\$7,931.00	
	001.35.3561.0.51145.00000	Nurses	\$15,155.00	
	001.35.3561.0.53814.00000	Contractual Services	\$33,540.00	
	001.35.3561.0.53219.00000	Operating Materials	\$19,709.00	
TO	001.35.3561.0.54000.00347	Fire Alarm Upgrade		\$150,000.00

Fire alarms throughout all buildings are a critical aspect of public safety. The Town is in the midst of a multi-year program to upgrade old fire alarm systems at each of the school. These funds will allow the system to be upgraded for better performance and to make repairs possible going forward.

Library Carpeting:

FROM	001.25.2544.0.52200.00000	Pension	\$13,611.00	
	001.25.2544.0.51125.00000	Mid-Managers Personnel	\$10,741.00	
	001.25.2544.0.52100.00000	Social Security	\$6,296.00	
	001.25.2544.0.53304.00000	Data Services	\$4,782.00	
	001.25.2544.0.53302.00000	Databases	\$3,657.00	
	001.25.2544.0.53201.00000	Supplies	\$3,042.00	
	001.25.2544.0.53208.00000	Equipment	\$2,717.00	
	001.25.2544.0.53300.00000	Books, Periodicals	\$2,500.00	
	001.25.2544.0.53301.00000	Audio/Video materials	\$2,224.00	
	001.20.2038.0.53814.00000	Contractual Services	\$29,146.00	
	001.05.0507.0.53913.00000	Postage & Electronic Transmissio	\$24,465.00	
	001.20.2038.0.53219.00000	Operating Materials	\$10,171.00	
	001.30.3053.0.53920.00000	Professional Services	\$19,389.00	
	001.05.0510.0.53815.00000	Non Taxable Election Workers	\$17,259.00	
TO	001.25.2544.0.54000.01315	Carpeting		\$150,000.00

The existing carpet was installed in 1989 when the library was built. Throughout the library the carpeting is worn and stained, especially in the children's area. The loose thread, holes, and discoloration from moving shelves over the years show the library's evolution as we have moved shelves and enlarged our collection. Considering the current pandemic and raised awareness of public health, the old carpet could become a health hazard to patrons and staff.

Senior Center Van:

FROM	001.30.3054.0.51510.00000	Part Time & Summer Help	\$9,148.00	
	001.30.3055.0.52010.00000	Worker's Compensation	\$8,812.00	
	001.30.3054.0.52100.00000	Social Security	\$2,040.00	
TO	001.30.3055.0.54000.00001	Van		\$20,000.00

The Town has utilized the DOT grant program in the past to purchase vans/busses at a small fraction of the total cost. This grant provides Federal funding for capital and operating expenses to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Under the grant provisions, the Town of Berlin pays 20% of the cost and DOT pays the remaining 80%.

Used Pickup Truck:

FROM	001.25.2543.0.53233.00000	Auto Parts	\$6,000.00	
	001.25.2543.0.53202.00000	Irrigation	\$5,900.00	
	001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	\$5,500.00	
	001.25.2543.0.53105.00000	Natural Gas	\$5,150.00	
	001.25.2543.0.53501.00000	Pro share of cart rev.	\$5,000.00	
	001.25.2543.0.53106.00000	Vehicle Fuel	\$4,600.00	
	001.25.2543.0.53917.00000	Water & Sewer	\$2,850.00	
TO	001.25.2543.0.54000.00015	Pickup Truck		\$35,000.00

The Golf Course currently utilizes a small cart to haul limbs, clippings, and other materials from the course. Often, this cart requires multiple trips that could be completed in one trip with a pickup truck. Because the truck will be used around the course, this request is to purchase a used truck to save the Town money.

On-Course Bridge Replacement:

FROM	001.30.3053.0.53819.00000	Medical Services	\$50,000.00	
TO	001.25.2543.0.54000.00516	Bridges		\$50,000.00

This request is to fund year 1 of 4 to replace two cart path bridges each year. The plan is to fund one bridge with the General Fund (in the mil rate) and one from the golf course CIP each year. The bridge replacements are necessary for safety of golfers and equipment that cross each bridge many times daily.

Used Kubota Tractor:

FROM	001.25.2543.0.53208.00000	Equipment	\$30,000.00	
	001.25.2543.0.53102.00000	Electricity	\$10,000.00	
TO	001.25.2543.0.54000.00135	Tractor		\$40,000.00

This tractor will be used to operate the Deep Tine Aerifier for putting greens. The machine will be replacing two Ryan walk behind aerifiers which are approximately 30+ years old. In addition, this will save the cost of having to outsource Deep Tine Aerification which should be done annually.

Police Vehicles – Patrol Unites (3):

FROM	001.15.1532.0.52010.00000	Worker's Compensation	\$30,198.00	
	001.15.1532.0.51400.00000	Overtime	\$21,925.00	
	001.15.1532.0.51440.00000	Extra Duty Police Officer	\$16,143.00	
	001.15.1532.0.52100.00000	Social Security	\$16,010.00	
	001.15.1532.0.51120.00000	Professional Personnel	\$10,049.00	
	001.15.1532.0.51140.00000	Police Personnel	\$10,430.00	
	001.15.1532.0.53208.00000	Computer Equipment	\$3,772.00	
	001.15.1532.0.53902.00000	Telephone	\$3,392.00	
	001.15.1532.0.53813.00000	Computer Support	\$2,928.00	
	001.15.1532.0.53944.00000	Organizational Fees	\$2,839.00	
	001.15.1532.0.53101.00000	Telecomm-Statewide Info	\$2,520.00	
	001.15.1532.0.53601.00000	Equipment Rental	\$2,326.00	
	001.20.2038.0.53902.00000	Telephone	\$31,491.00	
	001.20.2037.0.53217.00000	Snow & Ice Materials	\$10,977.00	
TO	001.15.1532.0.54000.00004	Police Vehicles		\$165,000.00

This request is to fund the annual replacement of three police vehicles. By maintaining the regular replacement cycle, all officers are driving newer, well-maintained vehicles. Maintaining the cycle also provides some leeway for supply chain issues like the nation is facing today.

Police Vehicle – Unmarked:

FROM	001.20.2037.0.53217.00000	Snow & Ice Materials	\$13,660.00	
	001.20.2036.0.53971.00000	Stormwater Drainage Analysis	\$21,340.00	
TO	001.15.1532.0.54000.00004	Police Vehicles		\$35,000.00

This vehicle is to maintain the normal replacement cycle of unmarked cars used by non-patrol officers.

Fire Alarm Upgrades – Griswold:

FROM	001.20.2036.0.53823.00000	Refuse Disposal	\$111,728.00	
	001.20.2035.0.53106.00000	Vehicle Fuel	\$20,000.00	
	001.20.2038.0.53238.00000	Traffic Lights/Signals	\$18,272.00	
TO	001.35.3561.0.54000.00347	Fire Alarm Upgrade		\$150,000.00

Fire alarms throughout all buildings are a critical aspect of public safety. The Town is in the midst of a multi-year program to upgrade old fire alarm systems at each of the school. These funds will allow the system to be upgraded for better performance and to make repairs possible going forward. Facilities has discussed potential savings from completing both Willard and Griswold upgrades at the same time with the contractor. This funding enables the Town to achieve potential savings, if available, executing a simultaneous upgrade.

Contribution to Vehicle Reserve:

FROM	001.25.2542.0.51530.00000	Recreation Program Help	\$25,000.00	
	001.25.2542.0.51520.00000	Life Guards/Pool Worker	\$10,000.00	
TO	001.05.0507.0.54000.00012	Vehicles		\$35,000.00

The Town utilizes a vehicle reserve account in the capital non-recurring fund to cover any shortfall in the purchase of vehicles. With inflation at a 40-year high, the Town Manager's car taken off the road for safety reasons and important vehicle replacements behind plan, it is important for the Town to have a small amount of money available to secure vehicles when they become available. The vehicle reserve account in the CNR fund has a current uncommitted balance of \$3,137.

Kensington Fire Station Parking Lot:

FROM	001.20.2037.0.52010.00000	Worker's Compensation	\$20,786.00	
	001.20.2037.0.51440.00000	Extra Duty Police Officer	\$17,500.00	
	001.15.1531.0.52010.00000	Worker's Compensation	\$14,747.00	
	001.15.1534.0.51120.00000	Professional Personnel	\$11,038.00	
	001.15.1531.0.51130.00000	Clerical Personnel	\$10,953.00	
	001.15.1531.0.53813.00000	Computer Support	\$2,754.00	
	001.15.1531.0.53245.00000	Maintenance & Repair	\$2,222.00	
TO	001.20.2036.0.54000.00517	Parking Lot Repaving		\$80,000.00

This request is to fund the projected cost of repaving the Kensington Fire Station parking lot. This fire station is not owned by the Town of Berlin, but the Town's fire equipment is stored at the facility and the volunteer firefighters use the facility in support of public safety efforts. The Kensington Volunteer Fire Association will fund any contingency costs needed to complete the project.

Action Needed:

Move to approve the expenditure transfer of \$165,000 from the Part-time & Summer Help, Blue Collar Personnel, Overtime, Physical Therapist, Worker's Compensation, Health Aides, Social Security and Occupational Therapist accounts to the Computer Equipment account in the Technology Department, all in the General Fund, to fund the Town Hall server upgrades, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$30,341 from the Dispatchers account to the Computer Equipment account in the Police Department, all in the General Fund, to fund the Police Department server upgrades, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$150,000 from the Capital Equipment, Overtime, Health Aides, Worker's Compensation, Blue Collar Personnel, Social Security, Nurses, Contractual Services and Operating Materials accounts to the Fire Alarm Upgrades account in the Schools Department, all in the General Fund, to fund upgrades to the Willard Elementary School fire alarm, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$150,000 from the Pension, Mid-Managers Personnel, Social Security, Data Services, Databases, Supplies, Equipment, Books, Audio/Video, Contractual Services, Postage, Operating Materials, Professional Services and Non-Taxable Election Workers accounts to the Carpeting account in the Library Department, all in the General Fund, to fund replacement of the Library carpeting, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$20,000 from the Part-time & Summer Help, Worker's Compensation, and Social Security accounts to the Vans account in the Senior Center Department, all in the General Fund, to fund the Town's share of a new Senior Center van, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$35,000 from the Auto Parts, Irrigation, Golf Pro Contr. Serv., Natural Gas, Pro Share of Cart Rev, Vehicle Fuel and Water & Sewer accounts to the Pickup Truck account in the Golf Course Department, all in the General Fund, to fund the purchase of a used pickup truck, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$50,000 from the Medical Services account to the Bridges account in the Golf Course Department, all in the General Fund, to fund the replacement of on-course bridges at Timberlin Golf Course, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$40,000 from the Equipment and Electricity accounts to the Tractor account in the Golf Course Department, all in the General Fund, to fund the purchase of a used Kubota Tractor at Timberlin Golf Course, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$165,000 from the Worker's Compensation, Overtime, Extra Duty Police Officer, Social Security, Professional Personnel, Police Personnel, Computer Equipment, Telephone, Computer Support, Organizational Fees, Telecomm-Statewide Info, Equipment Rental, Telephone and Snow and Ice Materials accounts to the Vehicles account in the Police Department, all in the General Fund, to fund the purchase of three (3) new police vehicles, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$35,000 from the Snow & Ice Materials and Stormwater Drainage Analysis accounts to the Vehicles account in the Police Department, all in the General Fund, to fund the purchase of a new unmarked police vehicle, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$150,000 from the Refuse Disposal, Vehicle Fuel and Traffic Lights/Signals accounts to the Fire Alarm Upgrades account in the Schools Department, all in the General Fund, to fund upgrades to the Griswold Elementary School fire alarm, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$35,000 from the Recreation Program Help and Lifeguards/Pool Worker accounts to the Vehicles account in the Townwide Department, all in the General Fund, to fund cost overages in the purchase of vehicles, pending approval by the Board of Finance.

Move to approve the expenditure transfer of \$80,000 from the Worker's Compensation, Extra Duty Police Officer, Professional Personnel, Clerical Personnel, Computer Support and Maintenance accounts to the Parking Lot Repaving account in the Public Works Department, all in the General Fund, to fund parking lot upgrades at the Kensington Fire Station, pending approval by the Board of Finance.

Attachments:

Budget Change forms

Prepared By:

Kevin Delaney, Finance Director





TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Technology	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.05.0504.0.54000.00000	Capital Items	\$165,000.00	B. Freeman		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2543.0.51510.00000	Part time & Summer Help	\$36,140.00	
001.25.2545.0.51135.00000	Blue Collar Personnel	\$28,156.00	
001.20.2038.0.51135.00000	Blue Collar Personnel	\$25,004.00	
001.20.2038.0.51400.00000	Overtime	\$15,351.00	
001.30.3053.0.51188.00000	Physical Therapist	\$21,716.00	
001.30.3053.0.52010.00000	Worker's Compensation	\$13,216.00	
001.30.3053.0.51300.00000	Health Aides	\$12,377.00	
001.30.3053.0.52100.00000	Social Security	\$11,629.00	
001.30.3053.0.51187.00000	Occupational Therapist	\$1,411.00	

Contingency Balance (If applicable):

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

The Town's current system hasn't been upgraded since 2013. Normally this is done every 5 to 6 years. By the time this is implemented, almost a decade will have passed. The equipment is the very core of the Town's IT system. Without it, users would not be able to log in to access files and connect to critical software for public safety, GIS, tax, assessments, accounting, payroll, treasury, etc. The new system price includes warranty support on parts and labor, including tech support for 5 (five) years. All hardware is quoted on State Contract.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
Comments:			7/18/22

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.54000.01000	Computer Equipment	\$30,341.00	B. Freeman		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.15.1532.0.51185.00000	Dispatchers	\$30,341.00	

Contingency Balance (If applicable):

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

The Police Department server warranty needs to be updated. The total cost is projected to be \$40,000, and the remaining funding will come from excess funds for the MDT upgrade project in FY22. The MDT project used the same capital account, so transfer is needed.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/18/22

Comments:

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.54000.00347	Fire Alarm Update	\$150,000.00	D. Solek		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.35.3561.0.54000.01729	Capital Equipment	\$11,000.00	KD
001.35.3561.0.51400.00000	Overtime	\$18,813.00	
001.35.3561.0.51300.00000	Health Aides	\$17,007.00	
001.35.3561.0.52010.00000	Worker's Compensation	\$15,775.00	
001.35.3561.0.51135.00000	Blue Collar Personnel	\$11,070.00	
001.35.3561.0.52100.00000	Social Security	\$7,931.00	
001.35.3561.0.51145.00000	Nurses	\$15,155.00	
001.35.3561.0.53814.00000	Contractual Services	\$33,540.00	
001.35.3561.0.53219.00000	Operating Materials	\$19,709.00	

Contingency Balance (If applicable):

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

Fire alarms throughout all buildings are a critical aspect of public safety. The Town is in the midst of a multi-year program to upgrade old fire alarm systems at each of the school. These funds will allow the system to be upgraded for better performance and to make repairs possible going forward.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	7/18/22
Comments:				

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Library	Fiscal Year:	FY2022	Date:	7/19/22
To Acct #:	Description:	Amount:	Requested by:		
001.25.2544.0.54000.01315	Carpeting	\$150,000.00	K. McNally		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2544.0.52200.00000	Pension	\$13,611.00	
001.25.2544.0.51125.00000	Mid-Managers Personnel	\$10,741.00	
001.25.2544.0.52100.00000	Social Security	\$6,296.00	
001.25.2544.0.53304.00000	Data Services	\$4,782.00	
001.25.2544.0.53302.00000	Databases	\$3,657.00	
001.25.2544.0.53201.00000	Supplies	\$3,042.00	
001.25.2544.0.53208.00000	Equipment	\$2,717.00	
001.25.2544.0.53300.00000	Books, Periodicals	\$2,500.00	
001.25.2544.0.53301.00000	Audio/Video materials	\$2,224.00	
001.20.2038.0.53814.00000	Contractual Services	\$29,146.00	
001.05.0507.0.53913.00000	Postage & Electronic Transmis	\$24,465.00	
001.20.2038.0.53219.00000	Operating Materials	\$10,171.00	
001.30.3053.0.53920.00000	Professional Services	\$19,389.00	
001.05.0510.0.53815.00000	Non Taxable Election Workers	\$17,259.00	

Contingency Balance (If applicable):

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

The existing carpet was installed in 1989 when the library was built. Throughout the library the carpeting is worn and stained, especially in the children's area. The loose thread, holes, and discoloration from moving shelves over the years show the library's evolution as we've moved shelves and enlarged our collection. Considering the current pandemic and raised awareness of public health, the old carpet could become a health hazard to patrons and staff.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **7/20/22**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Senior Center	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.30.3055.0.54000.00001	Van	\$20,000.00	T. Doyle		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.30.3054.0.51510.00000	Part Time & Summer Help	\$9,148.00	
001.30.3055.0.52010.00000	Worker's Compensation	\$8,812.00	
001.30.3054.0.52100.00000	Social Security	\$2,040.00	

Contingency Balance (If applicable):

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

The Town has utilized the DOT grant program in the past to purchase vans/busses at a small fraction of the total cost. This grant provides Federal funding for capital and operating expenses to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Under the grant provisions, the Town of Berlin pays 20% of the cost and DOT pays the remaining 80%.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **7/18/22**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Golf Course	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.54000.00015	Pickup Truck	\$35,000.00	J. Salvio		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2543.0.53233.00000	Auto Parts	\$6,000.00	
001.25.2543.0.53202.00000	Irrigation	\$5,900.00	
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	\$5,500.00	
001.25.2543.0.53105.00000	Natural Gas	\$5,150.00	
001.25.2543.0.53501.00000	Pro share of cart rev.	\$5,000.00	
001.25.2543.0.53106.00000	Vehicle Fuel	\$4,600.00	
001.25.2543.0.53917.00000	Water & Sewer	\$2,850.00	

Contingency Balance (If applicable):

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

The Golf Course currently utilizes a small cart to haul limbs, clippings and other materials from the course. Often, this cart requires multiple trips that could be completed in one trip with a pickup truck. Because the truck will be used around the course predominantly, this request is to purchase a used truck to save the Town money.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Golf Course	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.54000.00516	Bridges	\$50,000.00	J. Salvio		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.30.3053.0.53819.00000	Medical Services	\$50,000.00	JS

Contingency Balance (If applicable):

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

This request is to fund year 1 of 4 to replace 2 cart path bridges each year. The plan is to fund one bridge with the General Fund (in the mil rate) and one from the golf course CIP each year. The bridge replacements are necessary for safety of golfers and equipment that cross each bridge many times daily.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Golf Course	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.54000.00135	Tractor	\$40,000.00	J. Salvio		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2543.0.53208.00000	Equipment	\$30,000.00	
001.25.2543.0.53102.00000	Electricity	\$10,000.00	

Contingency Balance (If applicable):

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

This tractor will be used to operate the Deep Tine Aerifier for putting greens. The machine will be replacing two Ryan walk behind aerifiers which are approximately 30+ years old. In addition, this will save the cost of having to outsource Deep Tine Aerification which should be done annually.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.54000.00004	Police Vehicles	\$165,000.00	C. Ciuci		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.15.1532.0.52010.00000	Worker's Compensation	\$30,198.00	
001.15.1532.0.51400.00000	Overtime	\$21,925.00	
001.15.1532.0.51440.00000	Extra Duty Police Officer	\$16,143.00	
001.15.1532.0.52100.00000	Social Security	\$16,010.00	
001.15.1532.0.51120.00000	Professional Personnel	\$10,049.00	
001.15.1532.0.51140.00000	Police Personnel	\$10,430.00	
001.15.1532.0.53208.00000	Computer Equipment	\$3,772.00	
001.15.1532.0.53902.00000	Telephone	\$3,392.00	
001.15.1532.0.53813.00000	Computer Support	\$2,928.00	
001.15.1532.0.53944.00000	Organizational Fees	\$2,839.00	
001.15.1532.0.53101.00000	Telecomm-Statewide Info	\$2,520.00	
001.15.1532.0.53601.00000	Equipment Rental	\$2,326.00	
001.20.2038.0.53902.00000	Telephone	\$31,491.00	
001.20.2037.0.53217.00000	Snow & Ice Materials	\$10,977.00	

Contingency Balance (If applicable):

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

This request is to fund the annual replacement of three police vehicles. By maintaining the regular replacement cycle, all officers are driving newer, well maintained vehicles. Maintaining the cycle also provides some leeway for supply chain issues like the nation is facing today.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/18/22

Comments:

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.54000.00004	Police Vehicles	\$35,000.00	C. Ciuci		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.20.2037.0.53217.00000	Snow & Ice Materials	\$13,660.00	
001.20.2036.0.53971.00000	Stormwater Drainage Analysis	\$21,340.00	

Contingency Balance (If applicable):

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

This vehicle is to maintain the normal replacement cycle of unmarked cars used by non-patrol officers.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.54000.00347	Fire Alarm Update	\$150,000.00	D. Solek		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.20.2036.0.53823.00000	Refuse Disposal	\$111,728.00	
001.20.2035.0.53106.00000	Vehicle Fuel	\$20,000.00	
001.20.2038.0.53238.00000	Traffic Lights/Signals	\$18,272.00	

Contingency Balance (If applicable):

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

Fire alarms throughout all buildings are a critical aspect of public safety. The Town is in the midst of a multi-year program to upgrade old fire alarm systems at each of the school. These funds will allow the system to be upgraded for better performance and to make repairs possible going forward.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Townwide	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.05.0507.054000.00012	Vehicles	\$35,000.00	J. Simons		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2542.0.51530.00000	Recreation Program Help	\$25,000.00	KD
001.25.2542.0.51520.00000	Life Guards/Pool Worker	\$10,000.00	

Contingency Balance (If applicable):

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

The Town utilizes a vehicle reserve account in the capital non-recurring fund to cover any shortfall in the purchase of vehicles. With inflation at a 40-year high, the Town Manager's car taken off the road for safety reasons and important vehicle replacements behind plan, it's important for the Town to have a small amount of money available to secure vehicles when they become available. The vehicle reserve account in the CNR fund has a current uncommitted balance of \$3,137.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **7/18/22**

Comments:

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Public Works	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.20.2036.0.54000.00517	Parking Lot Repaving	\$80,000.00	M. Ahern		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.20.2037.0.52010.00000	Worker's Compensation	\$20,786.00	
001.20.2037.0.51440.00000	Extra Duty Police Officer	\$17,500.00	
001.15.1531.0.52010.00000	Worker's Compensation	\$14,747.00	
001.15.1534.0.51120.00000	Professional Personnel	\$11,038.00	
001.15.1531.0.51130.00000	Clerical Personnel	\$10,953.00	
001.15.1531.0.53813.00000	Computer Support	\$2,754.00	
001.15.1531.0.53245.00000	Maintenance & Repair	\$2,222.00	

Contingency Balance (If applicable):

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

This request is to fund the projected cost of repaving the Kensington Fire Station parking lot. This fire station is not owned by the Town of Berlin, but the Town's fire equipment is stored at the facility and the volunteer fire fighters use the facility in support of public safety efforts. The Kensington Volunteer Fire Association will fund any contingency costs needed to complete the project.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 17
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 20, 2022

SUBJECT: Appointment of Temporary Town Manager

Summary of Agenda Item:

Section 5-6 of the Town Charter gives the Town Manager the option to appoint a Temporary Town Manager, with Council approval, in the event of the Manager's absence for a period of less than thirty (30) consecutive days.

The Town Manager will be away from Wednesday, August 3, 2022, through Friday, August 12, 2022. The Town Manager is recommending the appointment of Mr. Mike Ahern, Public Works Director and Town Engineer, as the Temporary Town Manager for this period.

Action Needed:

Move to approve the appointment of Mr. Mike Ahern as the Temporary Town Manager during the absence of the Town Manager effective Wednesday, August 3, 2022, through Friday, August 12, 2022 until the Town Manager resumes managerial powers and duties.

Attachments:

None.

Prepared By: Arosha Jayawickrema, Town Manager



Please return application to:
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN
'22 JUL 13 AM 11:44

Please list your Board/Commission preference below:

1. MATTA BASSETT DISTRICT 2.

Name: ROBERT ARGAZZI

Telephone No.: 860-828-5673

Home Address: 100 SPIKEWOOD LANE
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 64

Email Address: PAUL ARGAZZI@SBCGLOBAL.NET

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

Party Affiliation: REPUBLICAN

YALE LAW SCHOOL
Educational Background (optional)

RETIRED
Present Employment (company/position)

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 JUL 13 AM 11:59
Kathy Quinn

BERLIN, CT.

Business Address

Current and Past Civic/Community Involvement:

NUMEROUS POSITIONS INCLUDING
STATE REP. & DEPUTY MAYOR

Tell us why you feel qualified for this appointment: EXPERIENCE, INTEREST,
PAST CONTRIBUTIONS TO DISTRICT

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Robert Argazzi

Date: 7-10-2022

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

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/83524143730?pwd=MC9yQTVBQ1lBMVlYczdyKy9Ja3RKdz09>

Meeting ID: 835 2414 3730

Passcode: 179878

Dial by your location +1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 12, 2022
Town Council Chambers
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the meeting to order at 8:02 p.m. following the 6:00 p.m. Public Hearing.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

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

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

Marie Maselli, 269 Circlewood Drive – Ms. Maselli stated that she does not support keeping the dog park at either Bicentennial Park or Pistol Creek. She believes it is the Town's responsibility to find an open space that is not in a neighborhood. If the Conservation Commission and Town Council are insistent that Pistol Creek be the preferred location than she prefers the club house side of Pistol Creek although she was informed today about the summer camp that is held there and livestock in the area.

Residents in the area do not want the dog park at Pistol Creek because it will disturb the natural habit of the area and she believes that dogs do not play quietly in a park causing a noise concern. Neighbors can attest that the yards on Circlewood Drive and the entire open area at Pistol Creek are

muddy in the spring. The proposed chain link fence will be esthetically unappealing and fencing in two or three acres will be expensive. Having the dog park at Pistol Creek can also affect children and families on the trails and cleanup of the area will become an issue and could become costly.

Ms. Maselli added that the Town should look at an area that is away from homes mentioning Chamberlain Highway and Orchard Road.

Judy Carlson, 173 Savage Hill Road – Marie Maselli read a statement from Ms. Carlson. “I feel the Pistol Creek location is not good due to wildlife, wetlands, and other activities such as cross-country meets as that is where the teams meet. The outlined area is very close to the walkway, and I feel that may be intimidating for skittish dogs like mine, elderly, handicapped, and young kids. Why is it so big? Why is it necessary for the Town to provide an off-leash area? Who will clean and care for the space? As it is Pistol Creek is poorly maintained for mowing and general care. I had thought the club house side might be more viable, but I have seen beavers multiple times and many bunnies, deer, and other wildlife that would be affected.”

Bob McGee, 140 Hart Street – Mr. McGee would like to know the criteria for naming something in Town after a resident or former employee. He stated that he would like to give recognition to John Pajor for his role in the community and his place on various boards. He was also a master craftsman and served the Town well for many years. Mr. McGee suggested naming the furnace after Mr. Pajor as he always took care of his employees making sure they were safe and warm. Mayor Kaczynski stated that he would have to look into this.

Mary Kathryn LaRose, 26 Woodruff Lane – Ms. LaRose stated that she has been involved in off-leash dog issues for many years. She understands the concerns of the neighbors near Bicentennial Park. Now there is a new leash ordinance so what do we do about people that enjoy allowing their dogs to play off leash with other dogs? She appreciates that the Town has tried very hard to find another location for residents for this reason.

As a member of the Conservation Commission, she confirmed that the Commission is adamant that they do not want any dogs to be off-leash on any properties that they oversee but a six-month moratorium allowed the off-leash area to continue at Bicentennial Park. She added that properties on Chamberlain Highway and Orchard Road were considered but there are reasons that these properties could not be used.

The area of Pistol Creek that is being considered is not located near any houses. Originally the area was not going to be fenced in but when it was determined that the handicap walkway was in the area, they realized a fence was going to be needed. The fencing to be installed is black and she believes it will blend in with the landscape. With a suggestion from the schools’ cross-country coaches the area being considered was reduced in size to provide more room for the teams to use.

Ms. LaRose stated that the Town should give this off-leash area a chance. Pistol Creek is a very popular area with people using it for various activities including visiting with their dogs.

Diane Napert-Houle, 438 Savage Hill Road – Ms. Napert-Houle stated that she walks her neighbor’s dog in that area of Pistol Creek every day. She does not believe that it makes financial

sense to add fencing along with the cost of garbage cans, waste bags and clean-up of the area. She believes it is a multi-use area for everyone and fencing on three sides may be an issue for wildlife in the area.

Ms. Napert-Houle is concerned about the increase in traffic in the area stating that her husband had an accident in the area, and she has had dogs run in front of her car while driving down Spruce Brook Road. She also does not believe that East Berlin is centrally located in the Town.

Louis Houle, 438 Savage Hill Road – Mr. Houle believes that there could be a better location for the dog park including across the street behind the club house. He added that people enjoy the park the way it is and in regard to finances if the Town has extra money to spend it should be used to repair the bridges in the park or pave additional trails.

Tim Oakes, 631 Spruce Brook Road – Mr. Oakes stated that he believes that Pistol Creek is not the place for the expansion of animal use as it is a pedestrian park. Children learn to ride their bikes there and elderly couples use the park to walk. He believes that introducing off-leash dogs in the park could be very dangerous opening the Town up for liability stating that owners will take liberties and go from the parking area to the off-leash area without leashing their dogs.

He added that currently dog owners are not always picking up after their dogs or throwing waste bags into the bushes. He questioned where funds were going to come from for Animal Control to enforce laws in the area as it is stated in the Town Charter. Mr. Oakes believes the dog park will make it more difficult for the Public Grounds department to maintain the area and questioned if more specialized equipment would need to be purchased for inside the fenced in area.

Mr. Oakes added that, regarding the VNA as discussed during tonight's Public Hearing on Charter Revision, there are plenty of departments within the Town that do not earn revenue such as the Police and Fire Departments, but they are vital services provided to the Town. If the VNA is operating at a loss, then the Town should look at funding it better so that it operates as close to net-zero as possible.

Dan Thurston, 16 Conlin Way – Mr. Thurston stated that regarding the Board of Finance (BOF)'s memo concerning the proposed Community/Senior Center on tonight's agenda. It was good to see that their conclusions were very closely related to things discussed by the Committee.

This project started with Statements of Needs from the Commission on Aging and the Parks and Recreation Commission, and the project is supposed to address those needs. He is concerned about some of the perception and media coverage of the project so far. It is important in getting information out to the public about the proposed Center.

The BOF memo addresses the possibility of looking at a smaller facility that would be more affordable to the Town. Mr. Thurston asks that the Town Council continue to consider that idea.

The YMCA option does not address the needs of the Town's seniors. However, if the Town decides to go with that option it needs to be transparent that there is going to be another project needed to improve the current Senior Center.

Mr. Thurston added that this in the closest the Town has gotten on the creation of a Community/Senior Center as this has been an ongoing discussion for many years. The Town has an idea of what residents want and need and he implores the Town Council to continue pushing it to a place where residents can have their voices heard.

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo thanked Councilors Fazzino, Veach, and Paonessa as well as Mayor Kaczynski for coming out to the Juneteenth event at the library. He also thanked the Berlin Historical Society and Library for hosting the event.

Regarding the Pistol Creek proposal, if the intent is to divert people from the Bicentennial Park location, he does not believe that is going to happen. But if the area at Pistol Creek is going to be fenced in it should be completely fenced in on all sides. However, he does not believe there is a great demand for this off-leash dog area and the Town is going to waste a lot of money creating it.

Mr. Zarabozo added that the 2-hour parking limit and No Parking signs on Winesap Road should now be removed if off-leash dogs are going to be enforced in Bicentennial Park.

Heather Wagner, 203 Circlewood Drive – Ms. Wagner stated that as someone who uses the trails at Pistol Creek it is quite common to find dogs off-leash at the park. She added that she is uncomfortable being approached by off-leash dogs even though she is able-bodied, but she does not believe that is the case for all people and it is not wise to put those people at risk. Ms. Wagner added that in making an area off-leash she questions whether people will leash their dogs on their way to that area. She believes the Town would be taking a resource like Pistol Creek that so many people have used for years and making it potentially unpleasant for many.

E. MAYOR'S UPDATE:

Mayor Kaczynski stated that Officer Peggy Kennedy was involved in a motor vehicle accident the other night and she is recovering. No one else was involved in the accident. He wished her a quick recovery.

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

G. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$1,881.05 for the Berlin Peck Memorial Library and deposit \$1,756.05 into the library agency account to purchase new books, adult fiction books, teen books in memory of Noah P. Bourden, gift cards for "Booking around Berlin" and the libraries greatest needs, and deposit \$125.00 into the John Day fund for the libraries greatest need. Also accept the donation of books and DVDs with a total approximate value of \$204.91 to be added to the appropriate department collections and move to accept the donation of birthday cards with an approximate value of \$25.00 to be used for patrons or employees. – Berlin-Peck Memorial Library

2. **Topic re: Approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2022 season. – Parks and Recreation**
3. **Topic re: Approve waiving the Police Security and Traffic Control fees in the amount of \$2071.00 for Boxes to Boots which takes place on Saturday, November 5, 2022. – Town Manager**
4. **Topic re: Transfer \$121,200, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance**
5. **Topic re: Accept the donation of \$50 from the Martinez family for the fire department's "Programs Account". – Fire Administration**
6. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$80.00 and supplies/Vet fees valued at \$1,688.19. – Animal Control**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. **Topic re: Approve waiving the Police Traffic Control fees for the Berlin Lions Club's 2022 Berlin Fair in the approximate amount of \$27,393 or the amount that is needed to cover the Police Traffic Control Fees for Friday through Sunday. – Town Manager**

Town Manager Jayawickrema stated that this is the annual fee waiver request from the Berlin Lions Club for Police Traffic Control fees for the Berlin Fair which is normally held Friday through Sunday. This year the Lions Club will be opening the fair on Thursday and requested that additional day be included in the fee waiver.

The Town Manager reached out to the Berlin Lions Club to explain that the additional day was not planned by the Town and due to the Police Contract and how officers are paid the Town would not be able to waive the fees for the additional day and the Lions were fine with that.

The Town Manager added that he requested a list of contributions made by the Berlin Lions Club to the Town. Over three years a total of \$123,731 was made by the organization to Town charities.

Councilor Luddy moved to waive the Police Traffic Control fees for the Berlin Lions Club's 2022 Berlin Fair in the approximate amount of \$27,393 or the amount that is needed to cover the Police Traffic Control Fees for Friday through Sunday.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Discussion and possible action concerning the proposed amendments by the Charter Revision Commission to the Town Charter. – Town Clerk

The Town Manager stated that the Town Council has 15 days from tonight's Public Hearing to submit their recommendations to the Charter Revision Commission (the Commission).

Mayor Kaczynski stated that after the comments received during tonight's Public Hearing the Town Council will take additional time to review the recommendations and place this item on the July 26th Town Council Agenda. After that time, the Charter will be sent back to the Commission who has full authority to proceed as they wish. They will also formulate the questions for the November ballot.

Town Clerk Kate Wall added that the Town Council will have to approve the questions by September 8th so they can be submitted to the Secretary of the State's office for final approval for the November ballot.

Councilor Paonessa asked if the Council does not approve the questions by September 8th what happens. Corporation Counsel Donofrio stated that by Statute the Commission decides what the questions will be. If the Town Council has an issue with the questions and wants to have a conversation with the Commission a joint meeting would need to be scheduled. He added that if there are concerns about the questions, they could also be addressed at the July 26th Town Council meeting.

Town Clerk Wall stated that the Council and the Commission should be cautious as far as the wording of the questions and how wordy they get. She reminded them that the State Constitutional question will come first on the ballot. Corporation Counsel added that explanatory text will be made available to voters that will contain more detailed information on the questions.

Councilor Fazzino asked if a special joint meeting with the Commission is called, what would the Town Council be trying to achieve in that meeting. Mayor Kaczynski stated that it could be related to the topics of the Charter or the questions.

NO ACTION TAKEN

3. Topic re: Discussion of proposed Leash Free area at Pistol Creek. – Town Manager

Town Manager Jayawickrema stated that the last time a leash free area at Pistol Creek was discussed the Town Council heard from the public and there were three areas of concern: the fencing, the handicap walkway, and the use of the area by the cross-country teams.

The new plan included proper fencing, excludes the handicap walkway from the fenced-in area, and expands the area to be used by the cross-country team.

About two weeks ago the Town Manager, Mayor Kaczynski, Parks and Recreation Commission Chair Donna Bovee, Conservation Commission member Mary Kathryn LaRose, the McGee Middle School cross-country coach, and Superintendent of Parks and Grounds Steve Wood walked around

Pistol Creek examining all the other areas residents recommended. The group collectively agreed on the proposed area of Pistol Creek.

Pistol Creek offers an existing parking area with handicap areas and additional crosswalks could be added if deemed necessary. The recommendation by some to continue to use Bicentennial Park was not accepted as the parking on Winesap Road affects the residents of the neighborhood, and that park does not provide easy handicap accessibility. In speaking with the Conservation Commission, none of the open space is available to accommodate a dog park.

The Town Manager reminded the Town Council that the moratorium that the Council granted for Bicentennial Park ends on July 31, 2022 and if no location is selected there will be no area in Town that is leash free and the ordinance will be enforced. He recommends at least trying Pistol Creek for year or two, and if it does not work out find another location.

Mayor Kaczynski stated that Bicentennial Park is under the purview of the Conservation Commission and the Town Council cannot overrule them. Other areas in town that were considered all had their own issues. Pistol Creek contains about 50 acres with the proposed leash free area encompassing about one acre of that. There have been many Ordinance Committee meetings on the matter and discussions were held with many people that use the park, including the cross-country track coaches. Revisions have been made to retain the handicap walkway and keep the leash free area away from nearby houses.

Councilor Veach inquired about the possibility of adding a stop sign or some additional safety measures in the area where park visitors must cross Spruce Brook Road from the parking lot. Mayor Kaczynski suggested asking the Police Commission and traffic officer to provide thoughts on this for the next meeting.

Councilor Fazzino inquired about the buffer zone between the houses on Spruce Brook Road and Pistol Creek. The Town Manager stated it was less than on Winesap. Also, regarding the suggestion made during the Audience of Citizens to place the dog park behind the Club House, he inquired if that area was considered. Superintendent Wood stated that area was ruled out because of the summer camp that is held there and they did not feel it was safe for the kids.

Mayor Kaczynski stated that they also looked across the street at property on Atkins Street, but it was a very challenging piece of property that would have been more expensive to renovate.

The proposed area has been marked out and the Mayor suggests that Council members and residents visit Pistol Creek and view the area. This item will be placed on the July 26th Town Council agenda.

NO ACTION TAKEN

4. Topic re: Memorandum from Board Of Finance Chair on the Berlin Community and Senior Center. – Town Manager

Town Manager Jayawickrema stated that Town Council forwarded the Community Senior Center Advisory Committee report on the Community/Senior Center to the Board of Finance (BOF) who discussed it at their June 14th meeting. Board of Finance Chair Sal Bordonaro is here this evening to share the BOF's input.

Mr. Bordonaro stated that after reviewing the report and viewing the public forum on the proposed Berlin Community/Senior Center the BOF put comments together in a letter to the Town Council, copied to the Town Manager and he will review those points this evening.

The BOF had previously determined that the Town should not take on anymore new debt as currently the Town's debt level of \$73 million is beyond what is average for a town our size. BOF members are not in favor of adding another \$40 to \$50 million of debt.

The Town currently has over \$300 million in gross capital assets and the BOF believes that these current assets need to be addressed before adding a major and costly new facility. Currently the roofs of Town Hall and the Library need to be replaced, as well as window and HVAC replacements at our schools. The Police Department is also in need of renovation. New debt may need to be used for these current assets.

Between construction and on-going operating costs, the Town's mil rate would need to increase 2 to 3 mils annually. With inflationary costs and a forecasted recession this is not a good time for a mil rate increase of this level.

The 72,000 sq ft proposed building is much larger than similar towns the Committee visited. Could the facility be downsized?

With these items discussed the BOF members agreed that the Town should not move forward with the town-funded proposed Community/Senior Center.

Mr. Bordonaro added that the BOF did not look at the YMCA option as more information would be required to offer an opinion.

Mayor Kaczynski thanked Mr. Bordonaro and the BOF for providing this information. He added that the Town Council now has the information provided by the Community/Senior Center Review Committee (the Committee) along with the opinion of the BOF and comments from the public. More information from the YMCA is needed to determine if that is an option, if they are still interested.

Councilor Urrunaga inquired about the possibility of reducing the size of the Center. Mr. Bordonaro stated that the BOF would certainly review a proposal but there are BOF members that are against adding any amount of large debt.

Councilor Fazzino inquired if the Finance Director had run any figures to determine the mil rate effect of a \$20 million facility versus a \$70 million facility. Mr. Bordonaro stated that the BOF's meeting was to review the proposal provided to them. Councilor Luddy added that that information was provided in the Committee's report.

Councilor Luddy, Chair of the Committee, stated that their purview was to study and obtain information based on what their charges were from the Town Council. If the Town Council wants to consider a smaller facility, then they need to send a request that the Parks and Recreation Commission and the Commission for the Aging revise and resubmit their Statements of Need to the architect and the Public Building Commission. He added that there were lessons learned while touring the various facilities.

NO ACTION NEEDED

**5. Topic re: Discussion concerning the asphalt millings and disposition on Chamberlin Highway.
– Town Manager**

Town Manager Jayawickrema stated that comments and concerns were shared with the Town Council at its' June 21st meeting during Audience of Citizens regarding asphalt millings and disposition at 2104 and 2215 Chamberlain Highway. Town Planner Maureen Giusti and Deputy Director of Public Works Jim Horbal provided a memo to the Town Council and Town Manager regarding the situation and Ms. Giusti is here this evening to discuss the matter.

Ms. Giusti stated that both property owners have been very responsive and understanding regarding the millings situation. The millings being used for the farm roads within the Rogan's Figo Farm at 2104 Chamberlain Highway are not an issue and all relevant Town departments have looked at the situation. They have stopped placing millings from the Rogan's property on to the former Sunny Borders Farm at 2215 Chamberlain Highway, and this has temporarily paused the removal of millings from the Rogan's farm. The Town is waiting to hear back from the State regarding the placement of the millings on to the gravel area of the former Sunny Borders Farm to make sure there is no issue with agricultural land having the millings placed on it. Ms. Giusti stated she does not believe there is an issue, but it is still being reviewed by the State at this time.

The new owners of 2215 Chamberlain Highway were under the impression that the conservation access easement had been relocated prior to their purchase of the property. Their attorney contacted Ms. Giusti and stated that he will be working on getting the easement moved and he understands that the gate access must not be locked.

Ms. Giusti added that she believes the owner has moved most of the tractor trailer trucks that had been parked on 2215 Chamberlain Highway and the owner is actively working to find new locations for the remaining trucks. The owner stated that they plan on reopening a nursery on the property and have begun cleanup of the area behind the greenhouses.

NO ACTION NEEDED

6. Topic re: Award RFP 2022-34 and authorize the Town Manager to enter into a contract with Halloran and Sage, LLP for labor counsel as the most qualified bidder. – Human Resources

Town Manager Jayawickrema introduced the Town's new Human Resources Director, Paula Carabetta, to the Town Council.

Ms. Carabetta stated that the Town recently went out to bid for labor counsel legal services and received bids from three firms. All three labor counsel firms were interviewed by a committee consisting of the Town Manager, Corporation Counsel Donofrio, Finance Director Kevin Delaney, former Town Human Resources Director Denise Parsons, and herself. It was a unanimous decision to move forward with Halloran and Sage LLP as the most qualified bidder.

Halloran and Sage LLP presented three partners that will be part of the Town of Berlin's labor counsel team and they bring a wealth of knowledge in regard to labor and disciplinary issues.

Councilor Luddy moved to award RFP 2022-34 and authorize the Town Manager to enter into a contract with Halloran and Sage, LLP for labor counsel as the most qualified bidder.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Award Contract No. 2022-35 for design and construction administration services for the Biscoglio Field Renovations at Berlin High School to Kaestle Boos Associates, Inc. of New Britain, CT in the amount of \$70,100.00, and to authorize the Town Manager to execute change orders (when required) in an amount not to exceed \$80,615.00 using our grant from the CT Department of Energy and Environmental Protection (DEEP). – Public Grounds/Parks and Recreation

Town Manager Jayawickrema introduced this item stating that the Town received a CT Department of Energy and Environmental Protection grant which will fund renovating Biscaglio Field with a new synthetic turf surface along with other improvements.

Superintendent of Parks and Grounds Steve Wood stated that five bids were received for design services and construction administration services for Biscaglio Field renovations at Berlin High School. The RFP package was a combined request for qualifications and proposals with the qualification component being quite specific due to the specialized nature and scope of the project.

After review by the selection committee the apparent low bidder was eliminated as it did not meet the required qualifications and did not have enough relevant experience. Staff also recommended eliminating the second apparent low bidder due to significant gaps in the requested qualifications as well as lack of relevant experience.

The committee also interviewed Clough, Harbor & Associates and Kaestle Boos Associates and both firms met all the qualifications and have extensive experience with synthetic turf fields. The fee difference between the two firms was \$150.

Having worked with Kaestle Boos Associates on several projects that have been successful, within budget, and on schedule staff recommends selecting Kaestle Boos for this project.

Councilor Luddy moved to award Contract No. 2022-35 for design and construction administration services for the Biscoglio Field Renovations at Berlin High School to Kaestle Boos Associates, Inc. of New Britain, CT in the amount of \$70,100.00, and to authorize the Town Manager to execute change orders (when required) in an amount not to exceed \$80,615.00 using our grant from the CT Department of Energy and Environmental Protection (DEEP).

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: Waive the Town's bidding procedure for Water & Wetland LLC, in the amount of \$20,000 for permitting, treatment and aeration of invasive species at several waterways throughout town as this is in the best interest for town. – Public Grounds

Town Manager Jayawickrema introduced this item by stating that conversations have occurred in the past regarding the invasive plants in Paper Goods Pond. Superintendent of Parks and Grounds Steve Wood has been in contact with the State of Connecticut Department of Energy and Environmental Protection (DEEP) to take a proactive approach to removing these plants.

Mr. Wood explained that over the past several years the Town has been trying to determine how to treat the invasive species particularly the water chestnut. His department has received calls from neighbors around Paper Goods Pond regarding the smell coming from the pond and wondering why nothing has been done about removing the invasive plants.

This past Monday Water & Wetland LLC treated the pond and there was negative feedback on social media. Mr. Wood was at Paper Goods Pond while it was being treated placing staked signs in the back yards of neighbors around the pond and he only heard positive comments about the treatment being done. He added that while he was at the pond, he witnessed a mother duck and her babies trying to paddle their way through the water chestnut and they could not make it through.

Mr. Wood stated that the waterways to be treated are the Veteran's Park Pond, Paper Goods Pond, and Lower Paper Goods Pond aka Railroad Pond. If the water is not treated the ponds will become unusable.

Joe Onorato of Water & Wetland added that it is even more than the recreational use of the ponds that is affected it's the impact on habitat. Water chestnut limits oxygen exchange and plant biodiversity, it reproduces through seeds with each plant dropping dozens of seeds each year. Those seeds can remain dormant and viable for 10 to 15 years therefore the goal of the treatment is to control the water chestnut prior to when it seeds in mid-August.

Councilor Veach confirmed from Mr. Onorato that there would be a second application. She also stated that she had heard from Berlin residents who were concerned about the safety of the product being used in the ponds. Mr. Onorato stated that his company received a permit from DEEP for the application adding that the product can be used in a drinking water reservoir up to a certain concentration. There is only a one-day restriction to keep people out of the way while treating.

Councilor Veach stated that she is adamant that in the future signage should be posted prior to application. Mr. Wood stated that in the future information would be published in the Berlin Citizen, signage would be posted at Paper Goods, and Mr. Wood would hand deliver flyers to all homes that abut the pond. Mr. Onorato added that the application process is highly weather dependent, with no precipitation or high winds, so the signage could only be posted a couple days in advance. He also stated that information had been placed in the Citizen prior to the first application on Monday.

Mayor Kaczynski stated that there is so much misinformation on social media, and there was an issue a few years ago with a fish die-off in the pond after treatment by another company, he requested that Mr. Onorato clarify that fish are not dying from the application of this product. Mr. Onorato explained that the other company did have a permit from DEEP to apply their product and

after the fish die-off DEEP requested the company check the dissolved oxygen level and it was very low which would cause the die-off, not any toxicity of the product used. Water & Wetland LLC checked the dissolved oxygen levels before treatment on Monday and they were low due to the water chestnut, so they took a cautious approach and only treated a portion of the pond at that time.

Mr. Onorato stated that an aeration system is desperately needed in Paper Goods Pond, and he highly recommends it, but he understands budget constraints. He added that the concentration of product used is in parts per billion which relates to about a half-gallon of product used per surface acre of water.

Councilor Fazzino asked what it is about the product that does not allow it to be applied during wind or rain. Mr. Onorato stated that water chestnut is a floating weed so you must wait until it surfaces during June or July to spray the leaves, then the product must dry for a few hours therefore rain would affect the process. As far as winds go, since the product is sprayed, they try to minimize any impact to non-targeted plants.

Councilor Luddy asked how long it would take to completely remove the water chestnut. Mr. Onorato stated that due to the seed viability those seeds that have fallen could germinate at any time but in a couple of years they expect to see reduction. The removal of current years' plants prevents those plants from dropping seeds so over time there will be the reduction of plants. Typically, you are managing water chestnut at some level for roughly a decade, however at the end of the cycle the plants can be hand-pulled from the pond. Mr. Wood stated that he was contacted by an agency that has offered to hand-pull them when it comes to that point. That group had tried to start that process recently but there was just too much to be removed in that manner.

Councilor Luddy moved to waive the Town's bidding procedure for Water & Wetland LLC, in the amount of \$20,000 for permitting, treatment and aeration of invasive species at several waterways throughout town as this is in the best interest for town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Award Contract #2022-37 Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer System to the lowest bidders: Butler Construction at \$160,360.00, and Earth Contractors at \$173,650.00, and to authorize the Town Manager to enter into agreements with the above parties. – Water Control

Water Control Manager Ray Jarema stated that annually the Town of Berlin requests outside services for a contractor to perform routine and emergency repairs and minor construction within the Water Control jurisdiction which the Town does not have the capacity to accomplish.

The low bidder for this work was Butler Construction of Portland, CT and the second lowest bidder was Earth Contractors. The contract was structured to award the bid to the lowest bidders to ensure that all emergency work will be performed in a timely manner.

The contract is effective for 2.5 years, July 1, 2022 to December 31, 2024.

Councilor Luddy moved to award Contract #2022-37 Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer System to the lowest bidders: Butler Construction at \$160,360.00, and Earth Contractors at \$173,650.00, and to authorize the Town Manager to enter into agreements with the above parties.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Award Contract # 2022-36 (Miscellaneous Concrete Sidewalks) to William Laydon Construction of North Haven, CT to allow for concrete sidewalk construction throughout the Town, by various Town departments (including the Board of Education), through established unit prices. Funding will come from established line-item accounts within the fiscal year 2022/2023 and 2023/2024 departmental budgets. The contract will involve work to be performed through December 31, 2023. – Public Works

Public Works Director Mike Ahern stated that a public bid opening was held for this contract which is structured to establish unit prices for activities associated with repair, replacement, or new construction of sidewalks throughout the Town. One bid was received from William Laydon Construction.

Mr. Ahern reviewed previous years' rates and found that Laydon's proposed unit prices are reasonable when compared with past bid results. Laydon has successfully completed multiple projects for Town departments and the Board of Education under the previous sidewalk contract, recently completing sidewalks and ramps on Berlin Street. Mr. Ahern added that other Town departments can also use this contract.

Councilor Paonessa inquired about the status of the State Christian Lane project. Mr. Ahern stated that the State Department of Transportation is about to release their Project Authorization Letter which states that they will be releasing funds for the project. His department will then need to go out to bid and obtain Town Council approval for the contract award.

Councilor Luddy moved to award Contract # 2022-36 (Miscellaneous Concrete Sidewalks) to William Laydon Construction of North Haven, CT to allow for concrete sidewalk construction throughout the Town, by various Town departments (including the Board of Education), through established unit prices. Funding will come from established line-item accounts within the fiscal year 2022/2023 and 2023/2024 departmental budgets. The contract will involve work to be performed through December 31, 2023.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Authorize the Town Manager to apply for a 2022 Transit Oriented Development (TOD) grant for renovation of the former Ledge School Grant Program and to retain an architect from the Town's on-call bid list to prepare a feasibility study for a cost not to exceed \$7,500 to be paid from the Townwide Professional Services account. – Economic Development/Facilities

Economic Development Coordinator Jim Mahoney stated that the State of Connecticut issued a request for applications for the 2022 Transit Oriented Development (TOD) Grant Program. The purpose of the grant program is to revitalize areas within a half mile of transit hubs. One of the eligible project categories is the stabilization or renovation of historic buildings and staff proposes that the Town apply for a grant to renovate the historic former Ledge School at the entrance to the town hall driveway.

Applications are due by September 1, 2022 and will be for either the stabilization of the Ledge School building or for stabilization and reuse if a reuse is determined based on consultation and initial study by the architect and approval of the reuse by Town Council. An architect for the project will be selected from the Town's on-call architects list. Staff will solicit proposals from our on-call consultants and select a firm to do an initial feasibility review with a goal of reporting back the results at the next Town Council meeting.

Councilor Luddy moved to authorize the Town Manager to apply for a 2022 Transit Oriented Development (TOD) grant for renovation of the former Ledge School Grant Program and to retain an architect from the Town's on-call bid list to prepare a feasibility study for a cost not to exceed \$7,500 to be paid from the Townwide Professional Services account.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Waive the Town's purchasing requirements for the purchase of 5 barrels (275 gallons) of diesel engine oil from Lubrication Engineering for an amount of \$7,821.93. – Municipal Garage

Fleet Manager Jim Simons stated that during mid-June he was made aware of possible supply chain problems with various products that are vital to the operation of the Town's fleet. These items include diesel exhaust fluid and engine oil for both gasoline and diesel engines.

These products were ordered with the expectation that they would be delivered sometime after July 1, 2022, putting the expenditure in the next fiscal year. The diesel oils became available and were delivered in late June, thus putting the cumulative amount at \$12,316.77 which is over the Town's \$10,000 threshold.

Councilor Luddy moved to waive the Town's purchasing requirements for the purchase of 5 barrels (275 gallons) of diesel engine oil from Lubrication Engineering for an amount of \$7,821.93.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Approve the purchase of auto parts and supplies using the Source Well Contract (032521-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$30,000.

Fleet Manager Simons stated that over the course of the fiscal year 2022/2023, the Fleet Garage is anticipating utilizing various vendors for auto parts and supplies for both cars and heavy-duty trucks.

The Garage will then purchase from the vendor that best suits the Town's operation at that point in time.

Councilor Luddy moved to approve the purchase of auto parts and supplies using the Source Well Contract (032521-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$30,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Approve the purchase of auto parts and supplies using the above U.S. Communities Contract from Advanced Auto for an amount not to exceed \$15,000.

Councilor Luddy moved to approve the purchase of auto parts and supplies using the above U.S. Communities Contract from Advanced Auto for an amount not to exceed \$15,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Fleet Pride for an amount not to exceed \$15,000, since this is in the best interest of the town.

Councilor Luddy moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Fleet Pride for an amount not to exceed \$15,000, since this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Approve the purchase of auto parts and supplies using the above State of Connecticut Department of Administrative Services Contract # 19PSX0189 from Tasca Ford for an amount not to exceed \$25,000.

Councilor Luddy moved to approve the purchase of auto parts and supplies using the above State of Connecticut Department of Administrative Services Contract # 19PSX0189 from Tasca Ford for an amount not to exceed \$25,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$25,000, since this is in the best interest of the town.

Councilor Luddy moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$25,000, since this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Rock Auto for an amount not to exceed \$10,000, since this is in the best interest of the town.

Councilor Luddy moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Rock Auto for an amount not to exceed \$10,000, since this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$15,000, since this is in the best interest of the town. – Municipal Garage

Councilor Luddy moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$15,000, since this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. TOWN MANAGER'S REPORT:

- The Town Manager received a request from the American Legion for assistance in regrading the neighboring Town owned property which is currently directing water onto the Legion property. Public Works stated that they could help by supplying labor and equipment. An agenda item will be presented at the next Town Council meeting.
- Streetscan will be digitizing, mapping, and providing a conditional analysis of Town roads. The vehicle will have Massachusetts plates and be equipped with lights, antennas, etc.
- Over the 4th of July weekend, the Civic Ready alert system was rolled out. Information is on the Town's website with a link to sign up for various alerts such as weather, public works activities, community-related services such as Parks and Recreation and the Senior Center, and Town news. The system uses geo-location which will allow it to target certain locations when necessary. Fliers advertising how to sign up for alerts will be placed in the Berlin Citizen over the course of two or three weeks and will also be available at the Senior Center,

Library, Community Center, Town Clerk's office, Public Works, Revenue Collector, and the Town Manager's office. Assistance for seniors with signing up for the system will be available from the Senior Center. Residents can sign up to receive texts, emails, or phone calls from the system.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

None

L. ACCEPTANCE OF MINUTES:

June 21, 2022

Councilor Luddy moved to accept the Town Council Meeting Minutes of June 21, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. ADJOURNMENT:

Councilor Luddy moved to adjourn at 10:30 p.m.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Respectfully Submitted,

Kathryn J. Wall

Clerk of the Meeting