

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING  
OCTOBER 19, 2023  
Engineering Conference Room or Remote Meeting  
7:00 P.M.

**<https://berlinct-gov.zoom.us/j/82838578761?pwd=UwxKBaKrgngD3ZZxZOe9xCpXi0UEmw.1>**

Call-in Option:	1 929 205 6099 United States Toll
Meeting ID:	828 3857 8761
Passcode:	511509

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

E. APPROVAL OF PRIOR MINUTES

September 12, 2023, Regular Meeting  
September 25, 2023, Special Joint Meeting

F. NEW BUSINESS

1. Move to appropriate \$280,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund a Track Snow Machine (\$80,000) and to Replace equipment at Little People's Playground (\$200,000).
2. Move to approve the transfer of \$2,102.60 from the Passenger Cars account in the Capital Non-Recurring Fund, \$21,687.60 from the Highway Trucks account in the Vehicle Purchase Fund and \$10,000.00 from the Senior Trips account in the Senior Center Activities Fund to the Senior Center Van account in the Capital Non-Recurring Fund, pending approval by the Town Council.
3. Discuss Board of Education van purchase.
4. To consider and act upon the following Ordinance:

AN ORDINANCE APPROPRIATING \$3,700,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION (2023), AND AUTHORIZING THE ISSUE OF \$3,700,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

5. Move to approve a non-budgeted appropriation of \$1,000,000 from the FY24 General Fund Unassigned Fund Balance to the Buildings & Renovations account in the Police Station Construction Fund.
6. Move to approve the Berlin Peck Memorial Library to enter into a four-year lease with The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing.
7. Move to appropriate the FY24 Legislative Grant awarded to the Town of Berlin by the Connecticut General Assembly in the amount of \$254,000 to the FY24 Legislative Grant expenditure account in the Public Buildings Department (\$185,000), Police Department (\$44,000) and Schools Department (\$25,000) all in the Capital Non-Recurring fund.
8. Discuss rescheduling November Board of Finance meeting from November 14<sup>th</sup> to November 21<sup>st</sup> after the swearing in ceremony.
9. Finance Director update.

G. ADJOURNMENT

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING  
SEPTEMBER 12, 2023  
John “Doc” McIntosh Conference Room or Remote Meeting  
7:00 P.M.

<https://berlincgov.zoom.us/j/81867741980?pwd=SFYvWUZnNW1VZHF1dGIHOTZXN2JYdz09>

Call-in Option: 1 929 205 6099 United States Toll  
Meeting ID: 818 6774 1980  
Passcode: 892914

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

Members Absent: None

Staff Present:

Kevin Delaney – Finance Director  
Arosha Jayawickrema – Town Manager  
Alea Piatek – VNA Director

D. PUBLIC COMMENTS

None.

E. APPROVAL OF PRIOR MINUTES

July 11, 2023, Regular Meeting  
August 15, 2023, Email Vote

Mr. Millerd moved to approve the July 11, 2023 Regular Meeting Minutes.

Seconded by Mr. Fernandes.

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

Vote being 6-0. (MOTION CARRIED)

Mr. Millerd moved to approve the August 15, 2023 Email Vote.

Seconded by Mr. Fernandes.

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

Vote being 6-0. (MOTION CARRIED)

F. NEW BUSINESS

1. Discuss VNA reporting.

Mr. Millerd asked why you would not admit someone. There are 82 referrals and 31 were not admitted. VNA Director Piatek said some are out of our service area and there are some insurances that we don't accept. Some referrals are blast referrals and they go out to a multitude of agencies. It is first come, first serve for accepting it. Some need social work, but we don't have a social worker on board and would refuse that referral.

Mr. Paradis said the number of new episodes needed to meet goals is 388. If you meet your goal of 388, where does that put your department budget revenue wise? VNA Director Piatek said that would put the VNA on budget for the 906 annual goal. Mr. Paradis said that is just to hit what you had budgeted and not to eat into any of the deficits. VNA Director Piatek said yes.

Mr. Paradis said we talk about reducing deficits over time and if all we are doing is meeting goals, we are not going to be reducing the budgeted amounts over time. Town Manager Jayawickrema said in 2019 the VNA closed at a \$907k deficit, 2022 it was \$776k and 2023, \$731k. We would like to get the number below \$700k. Where would the Board of Finance like to land in the next few years? Mr. Paradis said revenue in FY23 was down \$400k from 2019. We would be reducing the deficit by \$400k at 2019 levels. Town Manager Jayawickrema said the net cost has been going down to the town.

Chairman Bordonaro asked why not be more aggressive and target something higher than 75 to try to reduce the deficit more? Town Manager Jayawickrema said that is the goal. They are trying for a higher number, but we were asked what the number should be to make the budget. VNA Director Piatek said we are trying to identify the minimum to meet the revenue goal. The goal is to exceed the 25 or 26 per month

Chairman Bordonaro said next year strive for a \$500k loss instead of a \$770k loss. Town Manager Jayawickrema said it is an unrealistic plan to get to \$500k in one year. Perhaps we can put a plan together for \$600k to \$500k. I want to set realistic targets and goals and set the budget accordingly and try to reduce the net cost to the town.

Mr. Millerd said he is trying to understand the cost of service, I'd like to know what part of this \$1.45M is not related to the VNA in terms of work that brings in revenue. How much of it is the social aspect of having the VNA, things like having blood pressure checks at the senior center, etc. Are there any mandatory State of Connecticut functions that you have to do for the town under the VNA?

Town Manager Jayawickrema said it is negligible.

Mr. Grady said we went through this before and I asked why we are not looking at Westbrook VNA as an example. I was told by VNA Director Piatek that she wasn't even interested in looking at their model. This was a successful model that wasn't losing hundreds of thousands of dollars, but they staff it differently.

Mr. Paradis asked if we hit 75 new episodes do you have staff to handle that. VNA Director Piatek said yes. Mr. Paradis asked if you have more than enough staff to handle that. VNA Director Piatek said we have a good staff of per diem nurses that I have grown since I've been here.

2. Move to appropriate \$920,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund Police Computer Equipment (\$50,000), Police Vehicles (\$200,000), Dump Truck Body Replacements (\$275,000), a Pickup Truck (\$65,000), School Vans (\$125,000), School Cameras (\$195,000), and Bridge Replacements at Timberlin Golf Course (\$10,000).

Mr. Paradis moved to appropriate \$920,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund Police Computer Equipment (\$50,000), Police Vehicles (\$200,000), Dump Truck Body Replacements (\$275,000), a Pickup Truck (\$65,000), School Vans (\$125,000), School Cameras (\$195,000), and Bridge Replacements at Timberlin Golf Course (\$10,000).

Seconded by Mr. Fernandes.

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

Vote being 6-0. (MOTION CARRIED)

Mr. Paradis asked if all of these things were on the list of what we had originally left in the original budget. Finance Director Delaney said yes. Mr. Paradis asked for the list of what didn't make the Town Council cut. Finance Director Delaney said nothing was rejected, but they tabled a number of items. School vans was reduced from \$140k to \$125k, to cover the cost of the two vans that they already have on order. The block slab on ground water moisture issue at the high school, \$200k was tabled pending PBC work. The PBC will be hiring a consultant for \$15k to identify a cause and solution. The Willard ballast blocks was held off (\$50k).

3. Move to appoint \_\_\_\_\_ *(one member of the Board of Finance)* as a representative to the Plan of Conservation and Development Implementation Committee that would also monitor implementation of the Affordable Housing Plan.

Mr. Fernandes said I thought that we couldn't join boards or commissions. Mr. Millerd added that after he served on the Affordable Housing Commission, he learned that he was not supposed to be on it. It is official now that we can't join and we should get some clarification on it. It also came up with the Charter Revision. Mr. Grady said it is not a committee that has any power, it is strictly advisory. Mr. Fernandes said there is language in the Charter Revision. Finance Director Delaney said that he will confirm with the town's attorney. The Board of Finance agreed that they would have Mr. Millerd volunteer if members are allowed to serve on other boards.

*(Following the meeting, Finance Director Delaney confirmed with the Town Attorney that, under the Town Charter, Board of Finance members are not permitted to serve on the POCD Implementation Committee. No name of a Board of Finance member was submitted to the Town Planner for this role.)*

4. Discuss State reimbursement for Berlin High School Project.

Finance Director Delaney said the net amount is just over \$2.9M. It historically takes years to close these out and I would not bank on getting that money soon.

5. Discuss format/timing/participation of capital planning committee.

Finance Director Delaney said the Town Manager's directive went out on September 5. It lays out the whole budget process through March 1 when the budget is submitted. Now with the list of capital items set we can move forward from there. The existing capital plan with these updates will be going out by September 30. Departments need to reply back by October 13. The Capital Committee will meet in late October or early November to go through the plan. If items are submitted and they don't have some sort of reasonable cost estimate such as quotes, or bids, then the item will be pushed to FY26 or later. It must have something of substance. Chairman Bordonaro asked if another Board of Finance member could join the committee. Currently it is only Mr. Grady. Finance Director Delaney said yes, two would be okay but any more members would be considered a public meeting. Mr. Millerd said he would attend the meetings.

6. Review Chairman's 8/23/2023 letter to the Board of Education.

Chairman Bordonaro said every year the Board of Education comes in with a proposed budget request and we end up negotiating something considerably less. I have decided rather than wait until the end of the fiscal year, I want to get some information now on how we are going to come out with the Board of Education. If they wanted 5.8% and we gave them 3.6% as a budget, then did they cut anything to get to the 3.6%. Board of Education President Dennis responded via email that the Board of Finance has no authority to dictate how the Board of Education spends the appropriation. I'm not telling the Board of Education how to spend or appropriate their money. I'm asking what you cut to get to the 3.6%. If they didn't make cuts, how are they absorbing those costs? Their response was that we are not going to respond to you. In 2023 they asked for 4.7% and we gave them 2.5%. The end result of their FY23 shows surplus of \$443k, plus \$675k of unexpended Open Choice grant money. I'm asking them to tell me what you did. I asked for the final close out report for FY23 and only received the first page, the expenditure page and not the second page which is the grant money. It is a standard report, but I was told that I have to go through Board of Education President Dennis with the request. Mr. Paradis said I think it is a work load issue too. Because if we went to Finance Director Delaney and said the year is over, tell me how things changed from what you had originally asked for to what we originally gave you. There is a lot of detail that goes into coming up with something like that. There should be at some level a push the bottom report that has more detail than this and if they don't want to share it that could be a problem.

Mr. Paradis asked if we get a year end variance report? Finance Director Delaney said we share with you the budget actual detail for the town side, but I don't access the Board of Education system. Chairman Bordonaro said the bottom line is communication and transparency. Mr. Holmes added that for years both Mr. Paradis and I went to the BOE offices and sat with them and looked at all of their detail. You can do that any year and I know they have invited you to do so. I think it is very reasonable for both sides to expect. I think they have some statute behind them in terms of how much detail they can give you. When the budget process starts go in and sit with Ashley and whomever else works on the numbers for firsthand vision of what they have.

Chairman Bordonaro asked Mr. Homes if he has any issues with the questions he is asking in the letter. Mr. Holmes said no, but as we are going through the budget I think you guys get a little excessive and maybe workloads are an issue. Mr. Paradis said sometimes I think they take offense when we ask questions, but we are just trying to get more information. It doesn't have to become an adversarial

process. Mr. Holmes said I would not get hung up on the chain of command thing. Mr. Fernandes said I would like to bring back the meetings with the BOE in December or January. Chairman Bordonaro said they are too top level where you don't get anything done. Mr. Paradis said to discuss a 5% budget, where do you start. Mr. Holmes said I think you need to get your side in much better order. The Superintendent comes in with a number and the BOE gives us a number and then you have parents running around looking for a different number. Then we talk about a what can we afford number. You have people all over the map arguing for different numbers and you look ridiculous. Parents were arguing for 5.8% last year and how we need that. Then the Superintendent is saying no we can do 3%. You have to get your act together on that side. Mr. Fernandes said it was the Superintendent going to PTO meetings saying it. Mr. Holmes said you have to get everybody on the same page. Chairman Bordonaro said it is not so much the parents as what is being communicated by the Board of Education to the parents. They say we are starting at 5.8% and that we are going to make cuts, the parents react. Mr. Fernandes said the document with the proposed cuts came out 4 days before the referendum. It came out on a Friday and the vote was on a Tuesday. Mr. Holmes said that everyone had a number, but none of them met anywhere. Mr. Fernandes said the parent's number is the number that was communicated to them. Chairman Bordonaro said the purpose of my letter is that I want a formal response to my letter so there is clarity and transparency of what they proposed and what we ended up giving them and what did they do with it.

#### 7. Finance Director update.

Finance Director Delaney said the year is starting out solid. Expenditures are starting out in line with the prior year. Receipts are solid and reserves continue to be in good shape. Health insurance and general insurance and pension continue to be in good shape. The major projects continue to move along.

Mr. Paradis asked have you been asked to lay out different projections of different projects (HVAC, police department, etc.) with the effect on fund balance? Finance Director Delaney said no. Mr. Paradis asked to reinstitute something where we have 6/30 numbers and looking to appropriate \$920k of that. I'd like to see something come back to us. There are other people talking about big stuff. We had a problem at the golf course with the bunkers and it's unclear if the insurance money will be enough to cover it, or if we will have to bond something to fix those up.

Chairman Bordonaro said he received a letter from the Government Finance Officers Association that says that the annual comprehensive financial report for FY ending June 2023-2022 qualifies for the GFOA Certificate of Achievement for Excellence in financial reporting. Congratulations to Finance Director Delaney and his team.

#### G. ADJOURNMENT

Mr. Millerd moved to adjourn at 8:35 p.m.

Seconded by Mr. Fernandes.

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

Vote being 6-0

Submitted by,  
Alina Brown



<https://berlinc-tov.zoom.us/j/89513172967?pwd=pgoC2vtA5u7hUJ1AnMM6imLa6dHn8q.1>  
Meeting ID: 895 1317 2967  
Passcode: 675821  
+1-929-205-6099 (New York)

TOWN OF BERLIN  
SPECIAL JOINT MEETING  
TOWN COUNCIL AND BOARD OF FINANCE  
Monday, September 25, 2023  
Board of Education Conference Room (in person)  
Remote Meeting  
6:00 P.M.

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Town Council Members Present: Councilor Sandra Coppola (arrived at 6:12 p.m.), Councilor Casey Foster, Mayor Mark Kaczynski, Councilor Charles Paonessa, Councilor Donna Risolo (arrived at 6:10 p.m.), Councilor Peter Rosso

Town Council Members Absent: Councilor Donna Veach

Board of Finance Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, George Millerd, Gerald Paradis

Members Absent: Mark Holmes

Also in attendance:

Town Manager Arosha Jayawickrema

Finance Director Kevin Delaney

Town Clerk Kate Wall

Deputy Chief Drew Gallupe

Board of Education Finance Director Ashley Dorsey

D. NEW BUSINESS:

1. Topic re: Discussion on a plan for funding capital items for FY25.

Finance Director Delaney provided a high-level review of the current capital plan by detailing items that fall into the four main strategic categories – Education, Public Safety, Infrastructure and Civic/Recreational. The total of all capital items for the next five years is just under \$89 million from all

funding sources. Finance Director Delaney reviewed the unaudited FY23 results and projected 6/30/2023 General Fund Unassigned Fund Balance. Finally, Finance Director Delaney the bond history and future debt levels based on existing debt only.

After talking with a member of the Public Building Department, the Mayor questioned the amounts in the capital plan. These are all estimates and the prices we throw out tend to be higher than what it is. Finance Director Delaney said a forward-looking capital plan use assumptions based on current expenses and assumed inflation for planning purposes. The amounts in any multi-year plan are not intended for approval but guidance on future expected budgetary needs.

Finance Director Delaney said the balance sheet has improved substantially, but infrastructure needs some attention. There is \$3.7M listed for the police station bonding. The actual amount borrowed may be lower or even zero depending on the bids and other funding sources. In 2025, the major capital items (before the capital committee meets) are an estimated \$1.5M for the police transmission locations, the Glen St. bridge needs a permanent replacement, the town hall roof needs to be replaced and a new HVAC system for Griswold school.

Mr. Millerd asked if is the plan assumes \$8M per school? Finance Director Delaney said that is the assumption. Willard is costing between \$5M-\$5.5M. The estimate for the other schools is on the high end because it assumes that the boilers would be added. Mayor Kaczynski added that the boilers we looked at would not work at the schools. Finance Director Delaney said could the replacement could be with traditional boilers, or high efficiency boilers. Mayor Kaczynski said a traditional boiler lasts 20 to 25 years, but I'm told that the efficient ones won't work in the schools. Finance Director Delaney said the high efficiency boilers work best in new schools. This is the initial plan of how to finance some of the bigger items and to give you a feel for where those numbers are coming from. It highlights the magnitude of the number of projects.

Mr. Millerd asked how many police officers did we take out of the budget that would need to be funded through fund balance if they were hired now? What happens if we get all 5 of them? Finance Director Delaney said they will not get all of them, 3 was the cap for the budget that was unfunded and that is about \$550k. It will be between \$200k-\$300k if they get there by January. Mayor Kaczynski said we hired two new Police Officers last week and we are at 43 Police Officers now.

Finance Director Delaney said he will send out the preliminary plan to all of the department heads and request their feedback by mid-October. Then the Capital Committee will meet by mid-November.

Councilor Rosso asked if Eversource still has a lighting program available. Finance Director said we used one of their programs and it was zero percent interest to redo all of the lights and controls at the high school. The idea was to do the same upgrades at the Town Hall and the library. The program does not cover athletic fields. Councilor Paonessa said he did not see the report on what the savings were from the streetlight project. Finance Director Delaney said there is a 50-60 page yearly report. Councilor Paonessa said the sales pitch was that the savings would pay for the upgrade. .

Chairman Bordonaro said the timing of the police station renovation came up at the Board of Finance meeting. The recommendation was to take \$1M out of fund balance. Where do we stand on the proposal? Finance Director Delaney said the bids are due on October 26<sup>th</sup>. Mr. Paradis said the only authorization on that project is the original \$300k. Mayor Kaczynski said the finished project aggressive estimate is around \$4M and includes a 15% contingency. Why are we at over \$5M for what it is going to

cost? Why not wait for the bonding until we know what the bids are. Finance Director Delaney said it has to do with the timing of the bonding and its requirements. This is just for a bond authorization and not actual bonding. Bonding requires at least two of three signatories – the Mayor, Town Manager and Finance Director – to issue bonds. If the Town Council and/or Board of Finance do not want to bond or keep the bonding at a lower level than \$3.7 million, then the actual bonding will follow that direction.

Mr. Paradis said if the bids come in \$1M higher, some people might not want to go ahead with that project as is. I like waiting to know what is in the bid. Finance Director Delaney said if the bids come in very high and you say I don't want the authorization, a motion can be made to de-authorize the bonding. Mr. Paradis said once we have the authorization in place, if the bids came in at \$5.5M, the money is already authorized. Finance Director Delaney said if it breaks \$5M, the project would have to go back to referendum. Mr. Millerd said that bond authorizations over \$5M by an ordinance to the Town Council have to go to referendum. Mayor Kaczynski said we are only planning to borrow \$3.7M. Mr. Grady said we will need a referendum for the HVAC work at the schools. Finance Director Delaney said it is very likely that will be over \$5M. The state wants to see adequate funding to be confident that the Town has funding lined up.

Chairman Bordonaro said we could borrow more from fund balance. Town Manager Jayawickrema said it would keep our options open. Chairman Bordonaro said we have been talking about the police station renovation and it is a town priority. The female officers do not have enough lockers. Mr. Paradis said I think we need to do something, but not at any cost. Mr. Fernandes said we were supposed to have an answer on grant money in September. Mayor Kaczynski said we are still working on it with Councilor Veach, Senator Lopes and State Representative Fazzino. Any state grant money will be set against the bond authorization amount. Mr. Fernandes said he is okay with that, but if it is too high, we should go back to the drawing board and figure out a lower cost. Finance Director Delaney said the project doesn't go forward unless the Town Council accepts it. Mr. Fernandes asked if the phase one project is still coming in at \$3.9M? Mayor Kaczynski said the Public Building Commission had a discussion with the construction professionals and \$4M is the high end with contingency estimated cost. They think it is less than \$4M. Town Manager Jayawickrema said you are trying to have everything ready for the bid which has a 60-day window. Mayor Kaczynski said to leave it at \$3.7M and take the \$1M out of fund balance. We are at \$5M with the appropriated \$300k. That was our plan. Mr. Paradis said we usually do an authorization and appropriation from fund balance at the same time. Finance Director Delaney said both items are on the Town Council agenda and Board of Finance draft agenda for October 19. It will be two separate votes.

Deputy Chief Gallupe said we had upgraded our systems to a digital system, but we still have dead spots that have never been addressed. Our radio service company should have identified that and it should have been taken care of back then. Our Police Department transmits from one location only and that transmitter is at the Police Department, it transmits off that tower. We have several other antennae's in town, but they are receive only, not transmit. The problem we are having is that the signal does not reach the entire town and we have dead spots in which officers can't contact Dispatch. Those dead spots have been there since I started 30 years ago. They are becoming more of a problem because we are answering a lot more calls and are busier than we used to be. The dead spots are becoming more of an issue. We don't need to completely replace our system. We need to update it to include a simulcast system. The other transmitters that we have in town that will receive a signal should receive and transmit both. That would handle the dead spots that we have in town.

We have a new radio services company now that came and did an assessment and has come up with a plan to fix those deficiencies. I had that plan reviewed by an individual that works in Emergency Services radios for the state. They came in and did an assessment and verified everything that we got from our new company. I agree that when they did that project several years ago, this should have been included, but it wasn't because those problems were never really brought forward. The radio system functions, but we still have dead spots and that is causing us some safety concerns particularly when you have a situation where the officer may not be able to reach Dispatch at all. Mayor Kaczynski said that is not acceptable and it raises to the top of the list.

Deputy Chief Gallupe said the fire department went to a simulcast system when they re-did their system and that is the addition, we need in our radio system as well. Mr. Millerd asked if cellular is being used as back-up? Deputy Chief Gallupe said we don't always know when it is happening, but the Officers are not issued cellphones, only the command staff and Supervisors. Everyone has a cellphone and if they needed to they could do that. The problem is in an emergency you may not have that option to be able to get to your cellphone. I don't think that is something that we can really rely on.

Mayor Kaczynski asked what is the cost? Finance Director Delaney said the initial estimate is \$1.5M. Deputy Chief Gallupe said the \$1.5M covers the addition of our system and expanding it into a simulcast system, as well as updating some of the hardware and software in our dispatch system that is currently falling behind. It would be a complete upgrade of our entire system.

Finance Director Delaney said, like all capital requests, a more formal proposal will come forward to the Town Council. Mayor Kaczynski asked how long would that take once we get the actual number from the vendor? Deputy Chief Gallupe said he does not know how long it would take to perform the work, we would have to look into that. We would be piggy backing on some of the antennae's that already exist in town. Some of the infrastructure for that has already been done by the fire department and we would be piggy backing onto some of their equipment. Fleet Manager/Fire Administrator Simons said I think they are heading in the right direction. I don't know where they are going to put their simulcast sites. We have some structures in that area that we would be happy to have them look at. Even if you did appropriate the money, you still have lead times to work on and build out times. Mayor Kaczynski said we need to get the cost and start ordering the parts that we need. Deputy Chief Gallupe added that there would be two transmission sites, one in East Berlin and one in South Kensington. I can get some better information about the logistics of getting it done and how soon we can move forward with the project.

Mr. Fernandes asked if there is another opening from the state to re-apply for HVAC money? Finance Director Delaney said yes, it has to be in by December 31. We need direction from the PBC and facilities group. We still qualify for state money or federal grant programs. The Board of Education is pursuing every possibility to secure grants. By going with the traditional boilers, it puts the town out of the running for the federal grant money.

Board of Education Director of Finance Dorsey said most of the federal grants are through the Department of Energy and focus on energy efficiency. The reason why we didn't get the federal grant is the equipment that we designed for the Willard HVAC project and what was also the design for the Griswold and Hubbard projects are not energy efficient to the level in which the federal government requires. Mayor Kaczynski said the PBC analysis is if we are going to buy the high efficiency units, they will not work in those old buildings. Finance Director Delaney said there would need to be a bond ordinance as we go for a grant because the state requires that the town make the funding commitment for

the entire project. It would likely be referendum level. The plan is to circle back with the PBC and get their direction on what we should do. We would update the plans and cost estimates to apply for the grant.

Board of Education Finance Director Dorsey added that when we got guidance back from the Department of Administrative Services for why we weren't approved for the first round of funding. Our level of funding was one of the reasons why we didn't get it. I reached out to them to get some further clarification on that because we did have the bond ordinance and we were planning to use some ARPA funds to offset that cost. It would have covered the cost of all three projects at that time based on what we were given as professional cost estimates. I'm still waiting on further guidance. It is based on the cost of the Willard HVAC systems. We know that the \$4.9M isn't going to cover one school. We need to increase that ordinance and go out to referendum for a higher amount. Mayor Kaczynski said we don't know why we didn't make the last cut. Board of Education Finance Director Dorsey said that funding was one and the educational specifications was a reason and something about the minutes not being signed off, but it did not say that it needed to be signed off. I'm actively working on this and you will see some motions coming in the next couple of months. The Board of Education is re-submitting the educational specs. The ones that we submitted were from 2020 and they needed to be within one full calendar year. We are re-submitting that to the Town Council and to the PBC for technicality. The motions will have to come through again to allow us to apply for this grant. I think we are in a good spot to get approved for round two of funding. I can't promise that we will get both schools, but I think we will get something for at least one.

Mayor Kaczynski asked about the minutes not being signed off on. Board of Education Finance Director Dorsey said it was the way that our educational specifications were written. They were expired and not signed off by the BOE's recording secretary. In the application guidance it did not specify that those minutes had to be certified or signed off on, whereas all of the other minutes that came from the Town Council had to be certified and they were uploaded. They decided that they should also be signed off on by the Recording Secretary, or by the Superintendent. That is an easy fix for round two. Mayor Kaczynski said he blames that on the state for not replying to send that in. Board of Education Director Dorsey added that with the educational specs, the way that we had them written, we had them written for all three elementary schools and the state said it has to be separate motions, separate educational specifications for each project. You will see identical language and the only thing that will change is the two schools' names. It is specific to the language of the grant.

Mayor Kaczynski asked when the Willard project will be done. Board of Education Finance Director Dorsey said they seem to still be on track, but it will be fall of 2024 provided everything comes in when it is supposed to. The schedule is what they originally anticipated and there are no major delays.

Mr. Fernandes asked if we could get some of that money for the windows and LED lighting? Finance Director Delaney said when Board of Education Finance Director Dorsey applied for the federal grant it was for the boiler and everything else. The grants are designed to take care of as much as possible. Board of Education Finance Director Dorsey said the grant that I wrote in the spring through the Department of Energy was for \$10M for all three HVAC school projects to include the high efficiency gas boilers. At the time that was essentially what we were looking for. One of the reasons that we didn't qualify was because we didn't pair it with the windows. Even though the windows are on the capital plan for FY25 or FY26. Because we didn't package it all together. If you include your HVAC, gas boilers and windows it is a substantial project and quite frankly not something we would be able to afford at this time for all three elementary schools. Federal grants look for very specific things and they

try to see where you could pair multiple projects together to award a larger project. It also comes down to the availability of funding at the local level. We don't have that available to us for three projects of that magnitude.

Mr. Paradis said we have to keep in mind that we have a lot of projects to do and the numbers may not be what they will be. This is talking about doing \$4.8M a year, built into our tax base which based on last year is about 2 mills. The plan that we are talking about has 50% of it in part of the budget that we never attacked. Mayor Kaczynski said we have done sidewalks, local road paving, we buy vehicles. Mr. Millerd said we are talking about what will not be funded by surplus.

Mr. Grady asked what happened to the reimbursement money for the high school? Finance Director Delaney said it is still going through the process. Mayor Kaczynski asked what were we supposed to get back? Finance Director Delaney said the request was a little over \$2.9M.

Finance Director Delaney said the Town Clerk has vital records that need to be in a fireproof vault. There is a request to do architectural work to reorganize the accessor's office and create a space. Mayor Kaczynski asked if it is a vault expansion? Town Clerk Wall said yes, we are running out of room for the vital records (birth, death, marriages, military discharges, contracts and the minutes and election supplies). Land records are also located to the left and that is where we are running into an issue. We have used up as much space as we can and could run out of space in the next two years. In 10 to 15 years you are looking at another expansion. The vitals are also getting tight. We would like to bring in an architect to figure out what to do. In December of 2022 there was a computer virus and we could not operate the register. We keep paper records which not all towns do. I went back to the handwritten book that we keep by statute. Those are the things that you need to have for continuity.

We think that we can take the metal cage down and do the expansion that way. Mr. Paradis asked if you looked into outside storage? Town Clerk Wall said we could do that, but the problem is if we do not have computers and our system is down, then we have to look at how far back do we go. That is an issue. The newer stuff that they need has multiplied so much more. Mr. Fernandes said between the Police Department and issues like this, maybe the town hall needs an expansion in the next 5 years. Mayor Kaczynski said a vault is not that expensive to extend out.

Councilor Coppola asked with the changes that we are going to have in voting and early voting, is that accounted for in the budget? Finance Director Delaney said in the capital plan there is something called the gray box for the bigger unknown items. Voting machine changeout has been on for the last couple of years. We are not sure when or what the technology will be. We listed \$150k as an estimate.

Town Clerk Wall said that the changes will not happen for the presidential preference primary. There are a lot of different factors for the tabulators. The registrars will have to figure out how to man the early registration. Councilor Coppola said what does that means for expenses, do we need to use the schools, or do we go somewhere else. Finance Director Delaney said a lot of that will be in the operational budget. Town Clerk Wall said the Presidential Preference will probably be at the Town Hall. They don't have to open all three polling places.

Mayor Kaczynski asked if we have a camera on the box. Town Clerk Wall said yes, we have a camera. Mayor Kaczynski asked if it shows the faces of whomever goes up to the box. Town Clerk Wall said she is working with IT on that. Mayor Kaczynski asked Deputy Chief Gallupe if it would be possible to run the new camera on our absentee ballot box in Dispatch? Deputy Chief Gallupe asked for the timeframe on that? Town Clerk Wall said the absentee ballots would be issued Friday, October 6 for the

current election. We open the box in advance for people to put the applications in there if they want to. The election is November 7 at 8 p.m. There are a lot of different ways to monitor how it is coming in and whose bringing them in, but I'm concerned for next year. Also, there needs to be 24-hour access to the box, it can't be inside Town Hall. Deputy Chief Gallupe said we can monitor it and put another screen in Dispatch.

E. ADJOURNMENT

Mayor Kaczynski motioned to adjourn at 7:59 p.m.

Seconded by Mr. Fernandes.

Those voting in favor: Chairman Bordonaro, Councilor Coppola, Mr. Fernandes, Councilor Foster, Mr. Grady, Mayor Kaczynski, Mr. Millerd, Councilor Paonessa, Mr. Paradis, Councilor Risolo, Councilor Rosso

Vote being 11-0 (MOTION CARRIED)

Submitted by,

Alina Brown  
Recording Secretary

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

**TO:** The Board of Finance

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** September 6, 2023

**SUBJECT:** Fiscal Year 2024 Non-Budgeted Appropriation to Fund Capital

**Summary of Agenda Item:**

During the fiscal year 2024 budget process, staff submitted a capital budget request of \$2,686,000. After carefully considering the items on the list and considering staff prioritization of the list, the Board of Finance included \$1,070,000 (the first tier) in the budget they submitted to the Town Council. In advance of the second referendum, the Town Council removed all proposed capital funding from the budget. As a result, the adopted General Fund FY24 budget did not include any capital expenditures.

This proposal is to appropriate \$280,000 of General Fund Unassigned Fund Balance in fiscal year 2024, in anticipation of the fiscal year 2023 General Fund surplus, to fund:

- \$80,000 for track snow machine
- \$200,000 to replace equipment at Little People's Playground

**Action Needed:**

Move to appropriate \$280,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund a Track Snow Machine (\$80,000) and to Replace equipment at Little People's Playground (\$200,000).

**Attachments:**

None

**Prepared By:**

Kevin Delaney, Finance Director



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

**TO:** The Board of Finance

**FROM:** Aroscha Jayawickrema, Town Manager

**DATE:** October 9, 2023

**SUBJECT:** Approve the transfer of funds to purchase a new senior bus.

**Summary of Agenda Item:**

The Town of Berlin, Senior Center operates two 2008 Ford Ecocline/Thomas busses, one van and an older car for the transportation of our seniors to various locations for a variety of reasons. Within that fleet of vehicles is Bus #2, town motor pool # 0368, a 2008 Ford/Thomas bus with 158,550 miles on it. This bus was purchased from the Red Cross in 2011.

Over the past few years, repair frequency and cost have risen to a level that makes the continual operation of the bus not practical or financially responsible. Funding was provided for the match portion of a grant, but that grant did get awarded to the Town of Berlin.

Jim Simons, Fleet Manager, is requesting the transfer of funds and awarding of a purchase order for a new bus. The order bank opens on October 16<sup>th</sup> 2023; that bank is for the purchase of a 2025 model year. If the Town of Berlin misses this opportunity the next order bank opens, fall of 2024 and that will be for model year 2026. Mr. Simons believes it's in the town's best interest to order the bus this year.

**Funding:**

Funding is located within the Municipal Garage budget under the following accounts:

- \$65,000.00 From, 500.05.0507.0.54000.00012 CNR Vehicle Reserve
- \$53,790.20 From, 500.30.3055.0.54000.00001 CNR Senior Center Van
- \$ 4,000.00 From, 357.30.3055.0.53925.00000 Myrna Pauloz Senior Center Fund  
Transportation

**Action Needed:**

Move to approve the transfer of \$2,102.60 from the Passenger Cars account in the Capital Non-Recurring Fund, \$21,687.60 from the Highway Trucks account in the Vehicle Purchase Fund and \$10,000.00 from the Senior Trips account in the Senior Center Activities Fund to the Senior Center Van account in the Capital Non-Recurring Fund, pending approval by the Town Council.

**Attachments:**

None

**Prepared By:**

Jim Simons, Fleet Manager

**FIRST PERSON VERSION**

**BOARD OF FINANCE**

The Board of Finance will now consider and take action with respect to the \$3,700,000 Police Station Renovations Project (2023) appropriation and bond ordinance as adopted by the Town Council. A copy of the ordinance is available from the Town Clerk.

Is there a motion and a second that the ordinance entitled:

“AN ORDINANCE APPROPRIATING \$3,700,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION (2023), AND AUTHORIZING THE ISSUE OF \$3,700,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE”, be approved?

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

[Discussion]

Those in favor?

Those opposed?

I declare the ordinance approved.

AN ORDINANCE APPROPRIATING \$3,700,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION (2023), AND AUTHORIZING THE ISSUE OF \$3,700,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$3,700,000 for the Police Station Renovations Project (2023), comprised of additions and renovations to the exterior and interior of the police station located within the Town, and including, but not limited to, the costs of planning and design, consultants, construction and program managers, temporary relocation, storage and moving, remediation, site preparation, demolition, furniture, fixtures and equipment, technology and communication systems, HVAC systems and other utilities, insurance, architectural, engineering, surveying, testing and inspections, construction, and all work related and appurtenant thereto, and the costs of administrative, advertising, printing, legal and financing, and capitalized interest related thereto (the "Project").

Section 2. To meet said appropriation, \$3,700,000 bonds of the Town or so much thereof as may be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or later date as may be allowed by the Connecticut General Statutes, Revision of 1958, as amended (the "Statutes") or other applicable law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, the Town Manager and the Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in the amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing, financing and legal costs of issuing the bonds, and capitalized interest thereon. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Pullman & Comley, LLC or such other nationally recognized bond counsel ("Bond Counsel"). Such bonds shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the

extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the Statutes. In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale may be published (including electronically) in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds from the sale of bonds, notes or obligations, or the receipt of grants for the Project. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes. Such notes shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Treasury Regulations"), to reimburse expenditures paid sixty days prior

to and any time after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the original expenditure or the substantial completion of the Project, or such later date the Treasury Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay Project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration. The Town Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations authorized by this resolution, if issued on a tax-exempt basis.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law, including but not limited to any "tax credit bond" or "tax-advantaged bond," including direct payment and tax credit versions of such bonds.

Section 8. The Mayor, Town Manager and Director of Finance, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.

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

**TO:** The Board of Finance

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** September 25, 2023

**SUBJECT:** An FY24 Non-Budgeted Appropriation of \$1 million for addition and renovations to the Police Station.

**SUMMARY:**

The Public Building Commission (PBC) engaged Jacunski Humes Architects, LLC to design plans for the “Addition and Renovations to Berlin Police Station” project. The most recent cost projection is \$3.0 - \$4.0 million. This ordinance provides authorization if the bids are higher than projected and for contingency if issues arise during construction. The actual amount bonded will be determined after the project is awarded.

The current plan is to award bids in October 2023. To award the entire contract, the Town must have funding appropriated at the time the bid is awarded. Section 6-10-6 of the Town Charter reads, “Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon.” At the proposed funding level, the ordinance would not require an automatic referendum.

FY23 Unassigned Fund Balance Appropriated:	\$ 300,000 (10/4/22 TC; 10/11/22 BOF)
FY24 Unassigned Fund Balance Proposed:	\$1,000,000 (Mayor proposal at 9/5/22 TC)
FY24 Bond Ordinance:	<u>\$3,700,000</u> (proposed agenda item)
TOTAL Police Station Renovation Funding:	<u>\$5,000,000</u>

**ACTION NEEDED:**

Move to approve a non-budgeted appropriation of \$1,000,000 from the FY24 General Fund Unassigned Fund Balance to the Buildings & Renovations account in the Police Station Construction Fund.

**ATTACHMENTS:**

None

**PREPARED BY:**

Kevin Delaney, Finance Director

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

**TO:** The Board of Finance

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 25, 2023

**SUBJECT:** Four-year lease contract for two printers with Office Works, Inc.

**Summary of Agenda Item:**

The Berlin Peck Memorial Library would like permission to enter into a four-year lease with The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing. The library would own the printers at the end of four years and have the choice to keep them or lease new printers. The library has been having issues with our public printers for several years and spent an abundance of time troubleshooting and disappointing patrons by having the printers out of service frequently. The advantage of the lease for us will be the service and maintenance agreement. The total cost for both printers per month is \$137.90 (68.95 ea.) and that includes 1,500 black and white prints and 500 color prints each. The overage rate is .0138 for black and white prints and .062 for color prints. If there is no overage, the total cost per year will be \$1,654.80. Thus far in 2023 we spent \$912.99 in toner alone for one printer. The library has \$3,600 of uncommitted funds in the Copier account 001.25.2544.0.53903.00000 to fund this request.

**Funding:**

The library has \$3,600 of uncommitted funds in the Copier account number 001.25.2544.0.53903.00000 to fund this request.

**Action Needed:**

Move to approve the Berlin Peck Memorial Library to enter into a four-year lease with The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing.

**Attachments:**

Lease Agreement

**Prepared By:**

Kimberly McNally, Library Director



## MASTER MAINTENANCE AGREEMENT

The Office Works, Inc.  
Farmington Valley Corporate Park  
45 Corporate Avenue  
Plainville, CT 06062  
800-634-4810  
P: 860-793-9994 F: 860-793-9954  
www.theofficeworksinc.com

### BILLING INFORMATION

BILL TO Town of Berlin  
Address 240 Kensington Road  
City Berlin State CT Zip 06037  
Billing Contact Maryssa Tsolis  
Billing E-mail mtsolis@berlinct.gov  
Billing Phone 860-828-7048  
Billing Fax \_\_\_\_\_

### EQUIPMENT LOCATION

SHIP TO Berlin Peck Memorial Library  
Address 234 Kensington Rd.  
City Berlin State CT Zip 06037  
Meter Contact Kimberly McNally  
Meter E-mail kmcnally@berlinpeck.org  
Meter Phone \_\_\_\_\_  
Meter Fax \_\_\_\_\_

## COVERAGE

ALL INCLUSIVE SERVICE MAINTENANCE AGREEMENT ☒ Includes labor, travel, parts & supplies. Excludes paper, staples and freight.

FULL SERVICE MAINTENANCE AGREEMENT ☐ Includes labor, travel and parts. Excludes supplies and freight.

Base Charge \$ 137.90

Billing Frequency M

\* A= annually, S= Semi-annually, Q= Quarterly, M= Monthly

Contract Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

2 Kyocera 6330cdw

### CPC FOR MFP COPIERS

Black Allowance \_\_\_\_\_  
Black Overage Rate \$ \_\_\_\_\_  
Color Allowance \_\_\_\_\_  
Color Overage Rate \$ \_\_\_\_\_

### CPC FOR PRINTERS

Black Allowance 1,500  
Black Overage Rate \$ .0138  
Color Allowance 500  
Color Overage Rate \$ .062

Please note, state sales tax will be applied when applicable.

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT THE OFFICE WORKS, INC'S FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION. CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS; AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY THE OFFICE WORKS, INC.

### CUSTOMER AUTHORIZATION

Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

Title \_\_\_\_\_  
Date \_\_\_\_\_

At this time I decline Maintenance Agreement Coverage \_\_\_\_\_ Initials \_\_\_\_\_

### THE OFFICE WORKS, INC AUTHORIZATION

Authorized Signature \_\_\_\_\_  
Print Name Jon Centracchio

Title Sales Manager  
Date 8/22/2023





**The OfficeWorks**  
WE MAKE DOCUMENT MANAGEMENT EASY.

**Agenda Item No. F-7**  
**Request for Board of Finance Action**

**TO:** The Board of Finance

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** September 14, 2023

**SUBJECT:** Acceptance of FY24 Legislative Grant Award

**Summary of Agenda Item:**

The Town's State Representatives submitted a grant request to the Connecticut General in the spring of 2023. The FY24 Legislative Grant was awarded to the Town of Berlin by the Connecticut General Assembly in the amount of \$254,000. The grant will be administered by the Department of Economic and Community Development (DECD).

**\$254,000** will be used for the following projects:

\$100,000 - Berlin Senior Center Roof Replacement

\$75,000 - South Kensington Fire Department Fire Station Improvements

\$44,000 - Berlin Police Department Supervisor SUV

\$25,000 - McGee Middle School Band Room Renovation

\$10,000 - Berlin Historical Society Worthington Meeting House Cupola Restoration Project (GF Surplus)

**Funding:**

Grant Funding

**Action Needed:**

Move to appropriate the FY24 Legislative Grant awarded to the Town of Berlin by the Connecticut General Assembly in the amount of \$254,000 to the FY24 Legislative Grant expenditure account in the Public Buildings Department (\$185,000), Police Department (\$44,000) and Schools Department (\$25,000) all in the Capital Non-Recurring fund.

**Attachments:**

None

**Prepared By:**

Arosha Jayawickrema, Town Manager

**GENERAL FUND**

(budgeted amount excludes assigned fund balance)

**Receipts**

Actual Receipts	\$56,405,826		
Budgeted Receipts	\$98,269,696		
% to Budget	57.4%		

Current Year Tax Receipts	\$53,744,133		
Current Tax Budget	\$84,507,963		
Current Tax Levy (99.3%/99.3% collection rates)	\$85,103,689		

% to Current Budget	63.6%		
% to Current Levy	63.2%		
Adopted budget target %	99.3%		

**Expenditures** (excludes capital expenditures)

Actual Expenditures	\$25,701,466		
Budgeted Expenditures	\$99,612,696		
% to Budget	25.8%		

Storm-related Overtime (51445)			
Electricity (53102)	\$230,045		
Refuse Disposal (53823)	\$206,388		
Legal (53828)	\$37,730		
Tax Refunds (53924)	\$39,182		

<b>Actual</b>	<b>Encumbered</b>	<b>Budget</b>	<b>Var to Budget</b>
\$0	\$0	\$147,435	\$147,435
\$230,045	\$1,130,962	\$1,531,245	\$170,238
\$206,388	\$1,533,403	\$1,922,120	\$182,329
\$37,730	\$312,247	\$355,000	\$5,023
\$39,182	\$0	\$215,000	\$175,818

**Target Floor Fd Bal. Actual Fund Bal.**

**INSURANCE FUNDS**

**Health Insurance Fund**

\$2,327,226	\$3,534,426
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The Health Insurance Fund balance is 33.0% of full year projected expenses - target floor reserve is 25%.

**General Insurance Fund**

\$1,000,000	\$2,515,623
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The fund is used to pay Liability & Worker's Compensation insurance premiums for both the Town and BOE, on-going heart & hypertension claims from police officers, window/widower heart & hypertension claims, "fronting" reimbursable environmental remediation costs, small equipment claims where Town elects to self-insure and deductibles. Town policy is a \$1 million floor and ceiling at 5% of General Fund budget (or \$4,980,635 for FY24). Displayed fund balance is net of H&H reserve and encumbrances for self-insured claims.

**TOTAL INSURANCE FUNDS**

\$3,327,226	\$6,050,049
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**Notes**

**Notes**

**Town of Berlin**  
**Financial Status Report**  
**Board of Finance Meeting of October 19, 2023**

**F-9**

**PENSION FUND**

**Notes**

Total Liability (as of 7/1/2022)

\$4,729,382

Cash Balances:

Prudential

\$2,325,262

ICMA Plus

\$2,098,526

\$4,423,788

Currently, the Town is executing a pay-as-you-go program to manage new retirements. The plan includes 3 active participants, 1 inactive but eligible participant and 15 annuitants.

Funding % - Total

93.5%

Funding % - DB

49.2%

**Unfunded Liability**

**(\$305,594)**

Anticipated retirements:

FY24: 3 active participants remain and all are eligible to retire.

Annual annuity payments & total monthly fees: \$172,000

**ACTIVE CAPITAL PROJECTS**

	<b><u>% Complete*</u></b>	<b><u>Project Balance**</u></b>	<b><u>PBC Managed</u></b>	<b><u>Department</u></b>	<b><u>Notes</u></b>
<b>4-Bridge Rehabilitation</b>	91%	\$0		Public Works	Current Phase: close out with the State of CT
<b>Highway Wash Bay</b>	TBD	TBD		Facilities	TC awarded bid - begin construction in spring
<b>55 Steele Boulevard</b>	8%	\$0		Economic Dev.	Building 3 of 3 from Newport's original Farmington Ave plans
<b>Sidewalk Upgrades</b>	86%	\$0		Public Works	Current Phase: construction/finalize
<b>3-Road Project (CRCOG Pre-Funded Construction)</b>	70%	\$0		Public Works	Current Phase: construction/finalize
<b>Kensington Road Bridge - Design Phase</b>	40%	\$0		Public Works	Current Phase: design (local funded); once project is approved by DOT, CRCOG grant will pre-fund for bid amount + contingency & incidentals
<b>Percival Soccer Field</b>	28%	\$0		Public Grounds	Current Phase: construction
<b>Biscoglio Field Turf (DEEP Grant)</b>	54%	\$0		Public Grounds	Current Phase: construction
<b>HVAC Upgrades (ARPA Funds)</b>	14%	\$0	PBC	Facilities	Current Phase: construction
<b>HVAC Upgrades (Local Funds)</b>	0%	\$0	PBC	Facilities	Current Phase: construction
<b>Police Station Renovation</b>	TBD	TBD	PBC	Facilities	Current Phase: bids to be opened 10/26

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

\*\* Capital projects fund balance includes encumbrances.

**Risks**

Description	Projected - Low	Projected - High	Probability
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RECEIPTS

Interest			
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EXPENDITURES

EXPENDITURES

Vacant positions (net of new, non-budgeted Police Officers)

Electricity

**TOTAL**

Total excluding Pension payouts

\$0  
\$0

\$0  
\$0

**Opportunities**

Description	Projected - Low	Projected - High	Probability
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RECEIPTS

Interest	\$0	\$500,000	Medium
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EXPENDITURES

Vacant positions (net of new, non-budgeted Police Officers)

Electricity

Vacant positions (net of new, non-budgeted Police Officers)	\$50,000	\$100,000	Medium/High
Electricity	\$0	\$125,000	Medium/High

**TOTAL**

Budgeted use of fund balance (excludes \$300k of contingency)

\$50,000

\$725,000  
(\$3,243,000)

Net Projection

(\$3,193,000)

(\$2,518,000)



Financial Status Report

Board of Finance Meeting of October 19, 2023

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>	<u>YTD</u>
FY2019	55,212	74,521	82,025	142,845	81,705	58,331	97,213	71,442	119,187	72,239	90,498	100,562	1,045,780	211,758
FY2020	47,155	82,851	58,019	85,737	58,047	51,550	62,354	63,243	62,270	99,186	51,272	76,057	797,741	188,025
FY2021	48,132	56,105	61,099	53,775	54,553	64,397	66,910	57,967	78,281	82,029	27,123	107,013	757,385	165,335
FY2022	51,814	67,134	56,464	49,192	39,038	32,530	43,379	48,339	70,744	45,424	48,569	61,528	614,156	175,413
FY2023	43,842	57,446	67,243	57,167	52,526	61,072	45,590	26,033	53,655	60,131	55,054	54,550	634,309	168,531
FY2024	37,692	53,924	36,570										128,186	128,186
CY vs. PY	(6,150)	(3,522)	(30,673)	(57,167)	(52,526)	(61,072)	(45,590)	(26,033)	(53,655)	(60,131)	(55,054)	(54,550)		



**VNA Financial Results**  
**YTD SEPTEMBER**  
**FY 2023-24**

	FY 2024			FY 2023			FY24 to FY23
	<u>Budget</u>	<u>YTD Act</u>	<u>% of Budget</u>	<u>Budget</u>	<u>YTD Act</u>	<u>% of Budget</u>	<u>Variance to Budget</u>
Revenue:							
Public Health Nursing	\$700,000	\$128,186	18.3%	\$900,000	\$168,531	18.7%	-0.4pp
Summer/Field Trips	\$12,000	\$13,557	113.0%	\$6,000	\$3,387	56.4%	56.5pp
	<u>\$712,000</u>	<u>\$141,743</u>	<u>19.9%</u>	<u>\$906,000</u>	<u>\$171,918</u>	<u>19.0%</u>	<u>0.9pp</u>
Expenditure:							
Wages/Salaries	\$850,780	\$177,383	20.8%	\$950,453	\$192,600	20.3%	-0.6pp
Fringe Benefits	\$355,761	\$215,811	60.7%	\$370,816	\$211,203	57.0%	-3.7pp
53201 - Supplies	\$7,700	\$382	5.0%	\$7,700	\$495	6.4%	1.5pp
53208 - Equipment (New)	\$0	\$0	N/A	\$12,000	\$0	0.0%	N/A
53276 - Medical Supplies	\$6,510	\$467	7.2%	\$7,360	\$1,200	16.3%	9.1pp
53440 - Public Education	\$3,000	\$637	21.2%	\$3,000	\$0	0.0%	-21.2pp
53606 - Telemonitor Lease	\$6,000	\$720	12.0%	\$6,000	\$0	0.0%	-12.0pp
53810 - Background checks	\$1,000	\$0	0.0%	\$1,000	\$213	21.3%	21.3pp
53813 - Computer Support	\$42,640	\$27,464	64.4%	\$42,640	\$185	0.4%	-64.0pp
53819 - Medical Services	\$102,000	\$5,463	5.4%	\$97,550	\$8,217	8.4%	3.1pp
53902 - Telephone	\$9,000	\$889	9.9%	\$9,000	\$1,270	14.1%	4.2pp
53903 - Copiers	\$3,650	\$398	10.9%	\$3,650	\$429	11.7%	0.8pp
53916 - Professional Development	\$2,850	\$0	0.0%	\$2,850	\$0	0.0%	0.0pp
53920 - Professional Services	\$21,300	\$2,233	10.5%	\$21,300	\$2,182	10.2%	-0.2pp
53940 - Advertising	\$6,000	\$640	10.7%	\$9,600	\$788	8.2%	-2.5pp
53943 - Mileage	\$6,000	\$305	5.1%	\$6,000	\$302	5.0%	0.0pp
53944 - Organizational Fees	\$18,170	\$8,221	45.2%	\$18,170	\$7,688	42.3%	-2.9pp
53945 - Training	\$10,000	\$1,466	14.7%	\$10,000	\$239	2.4%	-12.3pp
	<u>\$1,452,361</u>	<u>\$442,479</u>	<u>30.5%</u>	<u>\$1,579,089</u>	<u>\$427,009</u>	<u>27.0%</u>	<u>-3.4pp</u>
NET INCOME	<u>(\$740,361)</u>	<u>(\$300,735)</u>	<u>40.6%</u>	<u>(\$673,089)</u>	<u>(\$255,091)</u>	<u>37.9%</u>	<u>2.7pp</u>