

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING  
JULY 9, 2024  
“Doc” McIntosh Conference Room or Remote Meeting  
7:00 P.M.

[https://berlinct-  
gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhhIUT09&omn=88447158271](https://berlinct.gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhhIUT09&omn=88447158271)

Call-in Option: 1 929 205 6099 United States Toll  
Meeting ID: 414 872 4481  
Passcode: 539615

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENTS

- E. APPROVAL OF PRIOR MINUTES      June 10, 2024, Special Joint Meeting  
June 10, 2024, Special Budget Meeting  
June 11, 2024, Regular Meeting  
June 24, 2024, Special Meeting

F. NEW BUSINESS

1. Move to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Move to approve, “AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE.”

2. Move to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Move to approve, “AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.”

3. Move to transfer \$316,000.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

4. Finance Director update.

G. ADJOURNMENT

Join Zoom Meeting  
<https://berlinct-gov.zoom.us/j/85768428275?pwd=hTgQwqEpNVtnoSjaubITOPimVEQ1i.1>  
Meeting ID: 857 6842 8275  
Passcode: 694661

+1-305-224-1968 # US

TOWN OF BERLIN  
SPECIAL JOINT MEETING  
TOWN COUNCIL AND BOARD OF FINANCE  
Monday, June 10, 2024  
Board of Education – Conference Room  
(In Person and Remote Meeting)  
6:00 P.M.

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

Board of Finance Members Absent: None

Town Council Members Present: Kate Atkinson, Mayor Kaczynski, Charles Paonessa, Mark Pruzin, Peter Rosso, Donna Veach,

Town Council Members Absent: None

Present Staff:

Arosha Jayawickrema – Town Manager  
Brian Benigni – Superintendent of Schools  
Kevin Delaney – Finance Director  
Ashley Dorsey – Board of Education Finance Director  
Kate Wall – Town Clerk  
Jeff Cugno – Board of Education Director of Operations

D. AUDIENCE OF CITIZENS

Karen Pagliaro, 221 Still Meadow Lane.

Ms. Pagliaro said I'm here to speak about how important Para's are to students. They would not get the experience they need to grow without them. You need to increase the budget and listen to voters.

Josh Travinski, 60 Hall Lane

Mr. Travinski said I support expanding the school budget. It is important to invest in the school system to bring in young families and grow our town. I'm urging you to continue that trend and invest in the community and schools.

Laura McCarthy, 258 Alling St.

Ms. McCarthy said I'm here to speak about the importance of sports for our young people. I see sports as a wonderful activity and it is community building. I'm disheartened to see sports regularly on the chopping block. When you don't invest in these activities then you are going to invest in your criminal justice system. Continuing to put sports on the chopping block is not the right move.

Kerin Heemsoth, 3 Watch Hill

Ms. Heemsoth said I'm here to talk about the importance of sports. They are a protective factor for our kids. We are coming out of COVID which caused school anxiety and mental health issues. To fit in and belong on a team socially is important. 60% of kids at McGee are participating in sports. People on Facebook are saying how kids are out on their bikes on Farmington Ave., but how are we going to engage these kids? Don't eliminate sports.

Imelda Mongillo, 86 Devonshire Way

Ms. Mongillo said I appreciate the Town Council recognizing the importance of the state of our schools this budget season. Superintendent Benigni specified the need to at least cover sports. The middle school mental health services program ESS was going to be covered through other means. I understand how hard it is to find money for all of the different needs, both for the school and town. I'd like you to consider as much as you can provide to help minimize these cuts. There are some items that can be covered with a surplus, if it exists, but not fixed positions. I ask you to dig deep so that positions that are highlighted don't have to be cut. I'm asking for a continued collaborative approach for working through the budget process. Move forward and towards productive working relationships.

Ann Zagorski, 63 Grandview Ave.

Ms. Zagorski said I understand that the Town Council does not have a say in the Board of Education budget and that might be why money isn't given at times. I hope that you trust the educators to do with the money what they think is most important. Extracurriculars are important for kids. Consider the voters that came out.

Marcie Valuk, 116 Robbins Rd.

Ms. Valuk said I'm both a concerned parent and town employee. I support the youngest learners by assisting with classroom management. My work lays the foundation for their educational journey that fosters a love of learning. The proposed cuts would eliminate my position. Losing support staff means larger class sizes and less individualized attention. The support we provide leads the foundation for future success. I urge our town leadership to consider the broader impact of these cuts.

Karen Sturtevant, 890 Norton Rd.

Ms. Sturtevant said I did not grow up in Berlin, but the one thing that keeps me here is the educational system. I substitute teach and see how influential the Para's are especially in kindergarten. The budget as a whole is very important. If we can work together to find a way to get what we all need, that is what our town wants. Education is the reason that I stay here in Berlin.

#### E. MEETING AGENDA

Mr. Millerd said we have some fundamental process issues. There are a lot of conversations that people come out to vote and we are not honoring the vote. Mr. Millerd shared a slide showing 3 years of referendum data. I was one of the principal architects of the 2016 Charter Revision, that is the situation that we find ourselves in currently. Prior to the 2016 Charter Revision there was one budget. We voted on that budget as a whole and it was a yes or no majority-based vote. If you did not pass the budget back then, there was no second referendum. It would go to the Town Council to look at it and the input came from town meetings, letters to the editor, etc. to get a sense of what was going on.

Over the last 3 years, the only budget that passed was in 2022 at 52.5% with no second referendum. We did not have the too low or too high numbers prior to 2016. In 2017, we decided to make two separate budgets, one for the town and one for the Board of Education. The majority of people have to vote yes for each part to pass, or it fails. The advisory questions are not considered votes themselves per the charter. You must have 50% of the vote for it to be accepted. I don't think we will have a vote pass at 50% anytime in the near future with the way that we do things. The Board of Education is firm on what they feel they need and the seniors vote another way because they are on fixed incomes, etc.

If the vote fails, the charter says it goes to the Board of Finance for their consideration and then they pass it on to the Town Council. There should be a majority vote in order to take into account the no too high or no too low questions. From my perspective we have been honoring the vote.

Another problem we have is that turnouts are abysmal. Are we getting a good representation? Do we want to base these decisions on 700 votes? What does honoring the vote mean. It is not a vote for 3 candidates. It is not a clear, simple thing. It is being subject to everyone's interpretation. Going into the 2<sup>nd</sup> referendum, we were told that sports may be on the cutting line. We did not know what the cuts were, or what the impact would be for a 3% increase.

Mayor Kaczynski said we should not ignore history. Over the last 5 years we have raised the school budget higher than any of the surrounding towns for per pupil spending. 15 years ago you did not see these kind of percentage increases. We had inflation and have taken that seriously. Last year, the 3.6% increase was the biggest increase in 20 years. To say that the town is failing, and no one is moving to town could not be further from the truth. It has been very positive in our school systems; test scores are up and we have great programs. Every town in the state is going through this right now, but we take very seriously how we fund our school system. We fund it very well and will continue to do that. This is the first year that the town budget came in a little bit higher on funding. We need bridges fixed and many other things. The town has always suffered on a percentage basis, but we have gotten a lot of infrastructure done. The school system is not going off a fiscal cliff by any means.

Mr. Fernandes said if the Board of Education comes to us at any point in the year asking for money we are chastising them. Ms. Valuk is at risk for losing her job. Mayor Kaczynski said we had a list last year showing positions to be cut, but they hired 3 more full time employees. One resigned and one retired. I did not see or hear about any cuts. Superintendent Benigni said the Board of Education has a fluid budget. There may be monies available. Saving staff that works with children is always our priority. We released a proposed cuts document. We need 4.2% to maintain the same people that we have this year for the 24-25 school year. You must make adjustments somewhere. We are going to do the best we can and don't want to impact students.

Mayor Kaczynski said the school system transfers money around. We want to do the best we can and I think we have done pretty well the last 4 or 5 years. I don't hear bad things about the Berlin school

system, it is all very positive. It is a great school system, and it continues to be. The funding now has been the highest it's ever been per the figures. Superintendent Benigni said we are at risk of losing high quality people if we cut staff. It is very competitive to get teachers today. Mr. Fernandes asked about the math position. Superintendent Benigni said we ended up recruiting a teacher to fill in, but we still need another math teacher. We pay for experience and we are getting seasoned teachers with 10 or 12 years of experience.

Mayor Kaczynski said our per pupil spending is up from \$15k to \$20k. We were not in a good place before and that is why we have done the funding that we have now over the last couple of years. Per pupil spending is a measure of how well we fund things. Superintendent Benigni said we had ESSER Funds then to help offset the cuts. Mr. Fernandes added that the 3.6% increase would cover everything including sports. Superintendent Benigni said yes. Mayor Kaczynski asked what is included in the \$120k for sports? Superintendent Benigni said coaching, referees and transportation.

Councilor Veach asked if the \$127k is what was discussed at Town Council and we want to add \$15k for freshman sports to make sure that all sports are included.

Mayor Kaczynski said we should wait until the end of the year to see what happens with extra funding and then see what positions are in danger. There are always transfers at the end of the year and we can do supplemental funding. It depends on how the year ends. There is no harm in asking us throughout the year for supplemental funding. Superintendent Benigni said most of the year end money is spend on technology, but it appears as equipment purchases. Mayor Kaczynski said some of the things should be in the capital budget, department 61, rather than spending it out of operational money.

Mr. Fernandes said the increase would mean \$24 more a year. Mayor Kaczynski said there are folks in this town that can't afford paying an increase every year. Mr. Fernandes said we are all struggling, but I'm still willing to pay \$24 more per year. Mayor Kaczynski said what about the people whose tax bill is too high and they can't afford that.

F. NEW BUSINESS:

1. Topic re: Adoption of the General Government and Board of Education budgets for fiscal year 2024/2025. – Town Clerk

Ms. McNair made a motion to increase the Board of Education budget to 3.6%.

Seconded by Mr. Fernandes.

Board of Finance:

Those voting in favor: Mr. Fernandes, Ms. McNair, Mr. Paradis

Those not voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Millerd

Board of Finance voted 3-3.

Town Council:

Those voting in favor: Councilor Atkinson, Councilor Pruzin, Councilor Rosso,

Those not voting in favor: Councilor Coppola, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Town Council voted 3-4.

Motion Failed.

Councilor Paonessa made a motion to increase the Board of Education budget by 3.27% to fund the sports at McGee Middle School.

Seconded by Commissioner Veach.

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

Those not voting in favor: Mr. Fernandes, Ms. McNair, Mr. Paradis

Board of Finance voted 3-3

Those voting in favor: Councilor Coppola, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Those not voting in favor: Ms. Atkinson, Councilor Pruzin, Councilor Rosso,

Town Council voted 4-3.

Motion Failed.

Councilor Atkinson made a motion to increase the Board of Education budget to 3.4%.

Those voting in favor: Mr. Fernandes, Ms. McNair, Mr. Pardis

Those not voting in favor: Mr. Bordonaro, Mr. Grady, Mr. Millerd

Board of Finance voted 3-3.

Those voting in favor: Councilor Atkinson, Councilor Pruzin, Councilor Rosso

Those not voting in favor: Councilor Coppola, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Town Council voted 4-3.

Motion Failed.

Mayor Kaczynski asked if there is still \$900k unencumbered in the Board of Education budget.

Superintendent Benigni said the money is there, but it needs to go towards supplies and equipment.

Mayor Kaczynski said the Board of Education can come to the Town Council at the first of the year if more money is needed. Councilor Veach asked to confirm what positions were you looking to save?

Mr. Fernandes said \$67k would save the two Para positions. Commissioner Veach said I came here to save the middle school sports.

Mr. Paradis made a motion to fund the middle school sports and high school freshman sports, plus add \$1 (\$136,527).

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

Board of Finance voted 6-0

Those voting in favor: Councilor Atkinson, Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Rosso, Councilor Veach, Mayor Kaczynski

Those not voting in favor: None

Town Council voted 7-0.

Motion Approved

Mayor Kaczynski said if you need something at the end of the fiscal year, a position, or an important program, we can give you a supplemental appropriation. Superintendent Benigni said I appreciate that, and you may see us again.

G. ADJOURNMENT

Mayor Kaczynski moved to adjourn at 7:39 p.m.

Seconded by Mr. Grady.

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

Vote being 6-0

Those voting in favor: Councilor Atkinson, Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Rosso, Councilor Veach, Mayor Kaczynski

Vote being: 7-0

Submitted by,  
Alina Brown

TOWN OF BERLIN  
SPECIAL BOARD OF FINANCE BUDGET MEETING  
JUNE 10, 2024

BOARD OF EDUCATION MEETING ROOM

Immediately Following Joint Town Council-Board of Finance Special Budget Meeting  
(Remote access will be provided with Joint Meeting Zoom link)

A. CALL TO ORDER

Chairman Bordonaro called the meeting to order at 7:45 p.m.

B. ROLL CALL

Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, Denise McNair, George Millerd,  
Gerald Paradis

Members Absent: None.

Staff Present:

Arosha Jayawickrema – Town Manager  
Kevin Delaney – Finance Director  
Town Clerk – Kate Wall

C. NEW BUSINESS

Move to set the Fiscal Year 2025 mil rate for the Town of Berlin at 30.21.

Mr. Paradis moved to set the Fiscal Year 2025 mil rate for the Town of Berlin at 30.21.

Seconded by Mr. Grady.

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

Vote being 6-0. Motion Approved

D. ADJOURNMENT

Mr. Paradis moved to adjourn at 7:47 p.m.

Seconded by Mr. Grady.

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

Vote being 6-0.



Submitted by,  
Alina Brown

TOWN OF BERLIN  
REGULAR BOARD OF FINANCE MEETING  
JUNE 11, 2024  
“Doc” McIntosh Conference Room or Remote Meeting  
7:00 P.M.

<https://berlingov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhiUT09&omn=83193296385>

Call-in Option: 1 929 205 6099  
Meeting ID: 414 872 4481  
Passcode: 539615

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, Tim Grady, Denise McNair, George Millerd, Gerald Paradis

Members Absent: Raul Fernandes

Staff Present:

Kevin Delaney – Finance Director  
Jim Mahoney – Economic Development Coordinator  
Matthew McNally Police Chief  
Doug Solek – Facilities Director  
Joan Veley – Registrar of Voters  
Christy Miano – Registrar of Voters

D. PUBLIC COMMENTS

None.

E. APPROVAL OF PRIOR MINUTES      May 14, 2024, Regular Meeting  
May 29, 2024, Special Budget Meeting

Mr. Paradis moved to approve the May 15, 2024 Regular Meeting minutes.

Seconded by Mr. Grady.

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

Abstain: Ms. McNair

Vote being 4-0-1. (MOTION CARRIED)

Mr. Paradis moved to approve the May 29, 2024 Special Budget Meeting minutes.

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

F. NEW BUSINESS

1. Move to Authorize a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account

Mr. Paradis moved to Authorize a non-budgeted appropriation of \$800,000 from General Fund Unassigned Fund Balance to the Transportation Alternatives Grant Match Account

Seconded by Ms. McNair.

Those voting in favor:

Those not voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 0-5. (MOTION DENIED)

Economic Development Coordinator Mahoney reviewed the sidewalks map. We have been working on this for quite a while. A lot of the work has been focused on Kensington Center near the train station and moving outwards from there. We have been doing it incrementally and received a \$860k grant from DOT last fall to do 5 additional sidewalk pieces. It is for the 2026-2030 fiscal year. The Town Council authorized the submission of the application. The focus of this sidewalk grant is providing safe routes to school. We decided to do the area between Willard, Berlin High School and McGee, plus additional sidewalks near Hubbard and Griswold. There are a lot of town facilities in these areas too. The sidewalks would allow families to walk to the facilities and provide walkability into other neighborhoods. This would expand the opportunities.

Mr. Paradis asked if it's appropriate to have the funding in place now even though it is not going to be until 2026? Director of Finance Delaney said yes, to avoid an undisclosed \$800k liability. Ms. McNair asked if it's possible to not get the grant? Finance Director Delaney said if we do not get the grant then this money would be appropriated to a different project/purchase or reversed and returned to the Unassigned Fund Balance.

Mr. Grady said the purpose of this project is to walk to schools, but I don't see any sidewalks anywhere near schools on the proposed map, or in the center of town where anybody is going to walk to school from those locations. A sidewalk that runs from Meadow Lane to Norton Rd., I don't see school children walking down that road. I would rather pass on this project because we have so many other projects coming down the road and have the \$800k available to use. I don't see this being a productive project. Mr. Millerd added that the walking to school guidelines are outdated because it says that a kindergartener can walk up to a mile. What parent in this

environment will allow their child to walk a mile to school. The high school guideline is 2.5 miles. Would the Board of Education eliminate bus routes if this happens? I don't see the big value unless there is some return for the town. It is mostly connecting dead end cul-de-sacs. Mr. Grady said it is not productive and not enough value even if we get the grant.

Mr. Paradis said with the way that we have not been funding our capital with the regular budget and relying on fund balance for it, we are reprioritizing this ahead of other projects that we have been talking about funding through capital. I don't know how that would jump ahead of other priorities.

Ms. McNair asked if this had already gone to the Town Council? Economic Development Coordinator Mahoney said yes, they had questions but they passed it. Chairman Bordonaro said he doesn't know how to make a decision based on the map itself. About 90%, or more, of kids are likely bussed or driven to school. Do we want to commit \$800k for sidewalks that we don't really use. Economic Development Coordinator Mahoney said the sidewalk benefits are beyond just walking to school. We are continuing to work on this. It is worthwhile for the town to have a sidewalk plan whether or not it is approved. I'm working on getting an interactive map for people to decide where they would like the sidewalks and post the map at places such as the library to receive input.

2. Approve a transfer of \$56,000 into the Public Buildings Generator account in the Capital Nonrecurring Fund from the DEEP Silver Lake account (\$25,000) in the Economic Development Fund, Community Connectivity Grant account (\$19,400) in the Economic Development Fund and Storm-Related Overtime (\$11,600) in the General Fund.

Mr. Paradis approved a transfer of \$56,000 into the Public Buildings Generator account in the Capital Nonrecurring Fund from the DEEP Silver Lake account (\$25,000) in the Economic Development Fund, Community Connectivity Grant account (\$19,400) in the Economic Development Fund and Storm-Related Overtime (\$11,600) in the General Fund

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

3. Move to approve a transfer from Non-Taxable Election Workers for \$4,400.00 and Supplies for \$3,000.00 to the Elected Personnel for \$6,800.00; Workers Compensation for \$75.00 and Social Security for \$525.00 for a total amount of \$7,400.00 to cover additional hours worked by the Registrars of Voters.

Mr. Paradis moved to approve a transfer from Non-Taxable Election Workers for \$4,400.00 and Supplies for \$3,000.00 to the Elected Personnel for \$6,800.00; Workers Compensation for \$75.00 and Social Security for \$525.00 for a total amount of \$7,400.00 to cover additional hours worked by the Registrars of Voters.

Seconded by Ms. McNair.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

Mr. Millerd said this item is getting kicked down the road, but it is a policy decision. I think this needs to go back to the Town Council to have them decide what they are going to do. The Registrars of Voters are salaried employees, but with the early voting change, their hours have increased and they want recognition. This is another expenditure that we need to figure out, what is the stipend, hourly rate, etc. Finance Director Delaney said the stipend has been paid, this is on top of the additional \$2,500 stipend.

Mr. Grady said it is a salaried position and we are allowing pay for extra hours. Where does that leave other salaried employees. This is a policy decision. Ms. McNair added that this is an elected position.

Finance Director Delaney said Town Manager Jayawickrema felt that the \$2,500 FY24 stipend was appropriate and did not agree with the extra amount. The Registrars did not think the Town Manager's decision was fair and brought it to the Town Council. Ms. McNair said I don't have a problem paying for hours actually worked, but are we setting a precedence that will come back to haunt us?

Registrar of Voters Miano said we told Town Manager Jayawickrema that this will almost become a full time salary. We were advised to keep track of the hours and submit them. The \$2500 was not going to cover it. Registrar of Voters Veley said we have been tracking the hours since January and have now submitted them. Registrar Miano added that it is not just a change in hours, it is a change in responsibilities. It was a big job change.

Mr. Paradis asked if the Registrar of Voters are paid as employees and subject to Social Security? Finance Director Delaney said yes

Chairman Bordonaro said we are being asked to pay them hourly for the rest of the year. Registrar of Voters Veley said we would prefer a salary increase without benefits and pension. Chairman Bordonaro said this is subject to review and a policy change. Mr. Paradis said we can do this but will pass on to Town Manager Jayawickrema that we want a process in place.

4. Move to transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

Mr. Paradis moved to transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

5. Move to transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

Mr. Paradis moved to transfer \$397,390.16, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

Mr. Millerd asked what type of things are causing the overruns? Finance Director Delaney said the biggest items are the facilities, both school and public buildings due to deferred maintenance. Facilities Director Solek said we are close to \$70k in expenditures for the high school. We are at that point in the 10-year cycle where things require major repairs outside of our normal preventative maintenance work. There is a lot of infrastructure to maintain.

6. Move to accept the Suspense List of \$226,217.24, as detailed on the accompanying reports.

Mr. Paradis moved to accept the Suspense List of \$226,217.24, as detailed on the accompanying reports.

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

7. Move to receive the Griswold HVAC grant in the amount of \$1,243,928.71 into the State & Federal Grants account and appropriate to the State HVAC Grant account in the Griswold HVAC Fund. Move to receive the Hubbard HVAC grant in the amount of \$1,895,589.06 into the State & Federal Grants account and appropriate to the State HVAC Grant account in the Hubbard HVAC Fund.

Mr. Paradis moved to receive the Griswold HVAC grant into the State & Federal Grants account and appropriate to the State HVAC Grant account in the Griswold HVAC Fund. Move to receive the Hubbard HVAC grant into the State & Federal Grants account and appropriate to the State HVAC Grant account in the Hubbard HVAC Fund

Seconded by Mr. Grady.

Those voting in favor: Chairman Bordonaro, Mr. Grady, Ms. McNair, Mr. Millerd, Mr. Paradis

Vote being 5-0. (MOTION CARRIED)

8. Finance Director update.

Finance Director Delaney said things are closing out well as expected. Both pension plans are in solid condition. The \$800k that we put in will come out.

Next Tuesday is a public hearing on one of the bond ordinances. There are three bond ordinances in total. The first item is re-doing the Berlin High School track. We are putting out a \$2M ordinance to cover multiple projects in multiple years. The second ordinance is \$1.1M for roof replacements, the town hall and the library and community center roof. The third is \$1.3M for police radios. We have a quote from Motorola and it will be going to the Town Council. The bond ordinance needs to be approved by June 25 to issue a purchase order. The Board of Finance agreed to meet on June 24 at 6:00 p.m.

G. ADJOURNMENT

Mr. Paradis moved to adjourn at 8:20 p.m.

Seconded by Mr. Grady.

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

Vote being 5-0

Submitted by,  
Alina Brown

TOWN OF BERLIN  
SPECIAL BOARD OF FINANCE MEETING  
JUNE 24, 2024  
Remote Meeting  
6:00 P.M.

<https://berlinct-gov.zoom.us/j/4148724481?pwd=SkpBQmdlU0NoNTF5U0dWTXZGVUhIUT09&omn=83098475757>

Call-in Option: 1 929 205 6099  
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A. CALL TO ORDER

Chairman Bordonaro called the meeting to order at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, Denise McNair, George Millerd, Gerald Paradis

Members Absent: None

Staff Present:

Kevin Delaney – Finance Director

D. NEW BUSINESS

1. Move to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Mr. Bordonaro moved to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Seconded by Mr. Paradis.

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

Vote being 6-0.

2. MOVE TO APPROVE, “AN ORDINANCE APPROPRIATING \$1,300,000 FOR POLICE RADIO SYSTEM UPGRADES (2024) AND AUTHORIZING THE ISSUE OF \$1,300,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE.”



MR. BORDONARO MOVED TO APPROVE, "AN ORDINANCE APPROPRIATING \$1,300,000 FOR POLICE RADIO SYSTEM UPGRADES (2024) AND AUTHORIZING THE ISSUE OF \$1,300,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE."

Seconded by Mr. Paradis.

Vote being 6-0.

E. ADJOURNMENT

Mr. Paradis moved to adjourn at 67:02 p.m.

Seconded by Mr. Millerd.

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

Vote being 6-0.

Submitted by,  
Alina Brown

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

**TO: The Board of Finance**

**FROM: Aroscha Jayawickrema, Town Manager**

**DATE: June 18, 2024**

**SUBJECT: AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE**

**Summary of Agenda Item:**

Our Bond Counsel, Attorney Jessica G. Kennedy, has prepared the attached bonding authorization entitled “AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE.”

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

As stated in the bond ordinance:

“Section 1. “The Town of Berlin, Connecticut (the “Town”) appropriates the sum of \$1,100,000 for the Town Roof Replacements Project (2024) for the replacement of roofs at Town Hall and Berlin Peck Memorial Center, such costs to include, but not limited to, bidding, planning, design, disposal, materials, site improvements, engineering services, architectural services and project management services related to the repair, improvement, restoration and replacement of the roofs, acquisition and construction, project inspection and oversight and installation of new roofs, as well as, building repairs needed as a result of damage, or any other work related to such roof and building improvements, and all work related and appurtenant thereto, and administrative, advertising, printing, legal and financing costs related thereto (the “Project”). The Town Council may reallocate the appropriation among the Project and reduce or modify the scope of the Project if funds are insufficient to complete the Project, so long as the aggregate amount of the appropriation is not increased.”

As a reminder, our Charter states that:

“Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be

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

**Action Needed:**

1. Move to approve, "AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE."

**Attachments:**

Ordinance

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

AN ORDINANCE APPROPRIATING \$1,100,000 FOR TOWN ROOF REPLACEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$1,100,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$1,100,000 for the Town Roof Replacements Project (2024) for the replacement of roofs at Town Hall and Berlin Peck Memorial Center, such costs to include, but not limited to, bidding, planning, design, disposal, materials, site improvements, engineering services, architectural services and project management services related to the repair, improvement, restoration and replacement of the roofs, acquisition and construction, project inspection and oversight and installation of new roofs, as well as, building repairs needed as a result of damage, or any other work related to such roof and building improvements, and all work related and appurtenant thereto, and administrative, advertising, printing, legal and financing costs related thereto (the "Project"). The Town Council may reallocate the appropriation among the Project and reduce or modify the scope of the Project if funds are insufficient to complete the Project, so long as the aggregate amount of the appropriation is not increased.

Section 2. To meet said appropriation, \$1,100,000 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-2  
Request for Board of Finance Action**

**TO: The Board of Finance**

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: June 18, 2024**

**SUBJECT: AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE**

**Summary of Agenda Item:**

Our Bond Counsel, Attorney Jessica G. Kennedy, has prepared the attached bonding authorization entitled “AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.”

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

As stated in the bond ordinance:

“Section 1. “The Town of Berlin, Connecticut (the “Town”) appropriates the sum of \$2,000,000 for the design, planning, acquisition and construction of Athletic Facility Improvements (2024) in the Town (the “Project”). The Project shall consist of such facilities and locations as determined by the Town Council, including, but not limited to Timberlin Golf Course, such improvements to include, but not be limited to, sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, and all work related and appurtenant thereto, and administrative, advertising, printing, legal and financing costs related thereto.”

As a reminder, our Charter states that:

“Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five

million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval."

**Action Needed:**

1. Move to approve, "AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

**Attachments:**

Ordinance

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



AN ORDINANCE APPROPRIATING \$2,000,000 FOR ATHLETIC FACILITY IMPROVEMENTS (2024) AND AUTHORIZING THE ISSUE OF \$2,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$2,000,000 for the design, planning, acquisition and construction of Athletic Facility Improvements (2024) in the Town (the "Project"). The Project shall consist of such facilities and locations as determined by the Town Council, including, but not limited to Timberlin Golf Course, such improvements to include, but not be limited to, sod and other field improvements, drainage installation, new or renovated athletic buildings or facilities associated with athletic fields, equipment, and all work related and appurtenant thereto, and administrative, advertising, printing, legal and financing costs related thereto.

Section 2. To meet said appropriation, \$2,000,000 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-3  
Request for Board of Finance Action**

**TO:** The Board of Finance  
**FROM:** Aroscha Jayawickrema, Town Manager  
**DATE:** July 1, 2024  
**SUBJECT:** Budget Transfers

**Summary of Agenda Item:**

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

**Action Needed:**

Move to transfer \$316,000, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

**Attachments:**

None

**Prepared By:**

Kevin Delaney, Finance Director

**Budget Adjustments  
July 9, 2024**

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Police	001.15.1532.0.51140.00000		\$110,000.00	
	001.15.1532.0.51185.00000	\$5,000.00		
	001.15.1532.0.52235.00000	\$5,000.00		
	001.15.1532.0.51811.00000	\$25,000.00		Due to staffing levels many officers were required to work on holidays throughout the year. The Police contract allows officers to be paid for the holiday time at year-end. The number of payout elections created a shortfall in the FY24 budget for the Police Personnel line.
	001.15.1532.0.51400.00000	\$20,000.00		
	001.15.1532.0.52220.00000	\$35,000.00		
	001.15.1532.0.53903.00000	\$5,000.00		
	001.35.3561.0.53102.00000	\$5,000.00		
	001.15.1532.0.51420.00000	\$10,000.00		
			\$35,000.00	\$35,000.00
Public Works	001.20.2036.0.53823.00000			
	001.25.2542.0.51530.00000	\$35,000.00		
Golf Course	001.25.2543.0.51160.00000		\$12,000.00	
	001.25.2543.0.51510.00000	\$6,000.00		Due to Course activity, the starters/rangers cart haulers account is higher than budgeted.
	001.25.2543.0.52110.00000	\$6,000.00		
VNA	001.30.3053.0.51145.00000		\$12,000.00	Due to overtime driven by lower staffing levels, the nurses budget line was higher than budgeted.
	001.30.3053.0.53819.00000	\$12,000.00		
VNA	001.30.3053.0.51145.00000		\$5,000.00	Due to vacation payouts and overtime driven by lower staffing levels, the Clerical budget line was higher than budgeted.
	001.30.3053.0.53819.00000	\$5,000.00		
<b>GENERAL FUND TOTAL</b>		<b>\$174,000.00</b>	<b>\$174,000.00</b>	
Mid-Managers Meters	843.50.5092.0.51125.00000		\$12,000.00	Due to issue-driven overtime throughout the fiscal year, the labor lines in Water are overbudget.
	843.50.5084.0.56803.00000	\$12,000.00		
Mid-Managers Seal Manholes	844.55.5592.0.51125.00000		\$10,000.00	Due to issue-driven overtime throughout the fiscal year, the labor lines in Sewer are overbudget.
	844.55.5588.0.58108.00000	\$10,000.00		
Purchased Water Water Main Relining	843.50.5081.0.56501.00000		\$85,000.00	Increased volume of purchased water from New Britain and Cromwell.
	843.50.5088.0.58105.00000	\$85,000.00		
Purchased Power - Pumping Update to Sewer Pump Station	844.55.5583.0.56709.00000		\$35,000.00	
	844.55.5588.0.58062.00000	\$35,000.00		
<b>WATER CONTROL TOTAL</b>		<b>\$142,000.00</b>	<b>\$142,000.00</b>	
<b>CAPITAL PROJECTS TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>GRAND TOTAL</b>		<b>\$316,000.00</b>	<b>\$316,000.00</b>	

**Town of Berlin  
Financial Status Report  
Board of Finance Meeting of July 9, 2024**

**GENERAL FUND**

*(budgeted amount excludes assigned fund balance)*

**Receipts**

	<u>FY 2024</u>	<u>FY 2023</u>	<u>Notes</u>
Actual Receipts	\$100,001,516	\$99,217,921	
Budgeted Receipts	\$98,782,146	\$96,311,498	FY23 experienced FYTS Mar favorable interest earnings \$1.5MM and FY24 experienced FYTD Mar favorable interest earnings of \$0.5MM -
% to Budget	101.2%	103.0%	FY24 budgeted interest was \$1.55MM vs. FY23 \$55k.
Current Year Tax Receipts	\$84,075,935	\$83,017,582	
Current Tax Budget	\$84,207,963	\$83,068,727	
Current Tax Levy (99.3%/99.3% collection rates)	\$84,801,574	\$83,654,307	

% to Current Budget	99.8%	99.9%
% to Current Levy	99.1%	99.2%
Adopted budget target %	99.3%	99.3%

**Expenditures** (excludes capital expenditures)

Actual Expenditures	\$96,376,240	\$93,130,433
Budgeted Expenditures	\$100,686,313	\$98,266,931
% to Budget	95.7%	94.8%

	<u>Actual</u>	<u>Encumbered</u>	<u>Budget</u>	<u>Var to Budget</u>
Storm-related Overtime (51445)	\$78,396	\$0	\$81,335	\$2,939
Electricity (53102)	\$1,074,086	\$114,909	\$1,264,005	\$75,010
Refuse Disposal (53823)	\$1,762,913	\$158,154	\$1,922,120	\$1,053
Legal (53828)	\$259,665	\$95,335	\$355,000	\$0
Tax Refunds (53924)	\$137,916	\$0	\$215,000	\$77,084

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

**INSURANCE FUNDS**

Health Insurance Fund	\$2,327,226	\$2,668,956	The Health Insurance Fund balance is 25.0% of full year projected expenses - target floor reserve is 25%.
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**General Insurance Fund**

	\$1,000,000	\$2,350,297	The fund is used to pay Liability & Worker's Compensation insurance premiums for both the Town and BOE, on-going heart & hypertension claims from police officers, widow/widower heart & hypertension claims, "fronting" reimbursable environmental remediation costs, small equipment claims where Town elects to self-insure and deductibles. Town policy is a \$1 million floor and ceiling at 5% of General Fund budget (or \$4,980,635 for FY24). Displayed fund balance is net of H&H reserve and encumbrances for self-insured claims.
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**TOTAL INSURANCE FUNDS**

	<u>\$3,327,226</u>	<u>\$5,019,253</u>
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**Town of Berlin  
Financial Status Report  
Board of Finance Meeting of July 9, 2024**

PENSION FUND

	<u>Closed Plan</u>	<u>Police Plan</u>	<u>Notes</u>
Total Liability (as of 7/1/2023)	\$4,726,976	\$7,289,488	The Closed Town of Berlin Retirement Income (Defined Benefit) Plan was amended for the last time effective July 1, 2000. As a result of this final amendment no new Town employees were eligible to participate in the plan.
<u>Cash Balances:</u>			
Prudential	\$2,024,868	\$0	
ICMA Plus	\$2,161,953	\$0	
Webster	\$0	\$6,316,442	
	<u>\$4,186,821</u>	<u>\$6,316,442</u>	
			<u>Closed DB Pension Plan Census</u>
			3 active participants all eligible to retire; 11 annuitants receiving monthly checks
			Annual annuity payments & total monthly fees: \$152,000

As of July 1, 2023, the Town of Berlin approved a new Defined Benefit Plan for Police Officer's only. Existing officers were given the option to remain in the Defined Contribution Plan or use their DC assets to "buy into" the new Police DB Plan. All but two existing officers elected to "buy into" the new Police DB Plan.

Funding % - Total	88.6%	86.7%
Funding % - DB	42.8%	0.0%
<b>Unfunded Liability</b>	<b>(\$540,155)</b>	<b>(\$973,046)</b>

ACTIVE CAPITAL PROJECTS

	<u>% Complete*</u>	<u>Project Balance**</u>	<u>PBC Managed</u>	<u>Department</u>	<u>Notes</u>
4-Bridge Rehabilitation	91%	\$0		Public Works	Current Phase: close out with the State of CT
Highway Wash Bay	97%	\$1,563		Facilities	Current Phase: construction
55 Steele Boulevard	38%	\$0		Economic Dev.	Building 3 of 3 from Newport's original Farmington Ave plans
Sidewalk Upgrades	100%	\$0		Public Works	Current Phase: final reporting to State of CT
3-Road Project (CRCOG Pre-Funded Construction)	78%	\$0		Public Works	Current Phase: finalize
Kensington Road Bridge - Design Phase	41%	\$0		Public Works	Current Phase: design (local funded); once project is approved by DOT, CRCOG grant will pre-funded for bid amount + contingency & incidentals
Percival Soccer Field	96%	\$77,350		Public Grounds	Current Phase: close out
Biscoglio Field Turf (DEEP Grant)	100%	\$0		Public Grounds	Current Phase: close out
Willard HVAC Upgrades (ARPA Funds)	67%	\$277,598	PBC	Facilities	Current Phase: construction; Balance is ARPA - need to reallocate by 12/31/2024
Willard HVAC Upgrades (Local Funds)	92%	\$0	PBC	Facilities	Current Phase: construction
Police Station Renovation	39%	\$0	PBC	Facilities	Current Phase: construction

\* % 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
<b>RECEIPTS</b>			
VNA	(\$150,000)	(\$150,000)	High
Town Clerk Fees	(\$90,000)	(\$90,000)	High

**EXPENDITURES**

Vacant positions (wages & benefits)	\$1,750,000	\$1,750,000	High
<b>TOTAL</b>	<b>(\$240,000)</b>	<b>(\$240,000)</b>	
<i>Total excluding Pension payouts</i>	<i>(\$240,000)</i>	<i>(\$240,000)</i>	

**Opportunities**

Description	Projected - Low	Projected - High	Probability
<b>RECEIPTS</b>			
Interest	\$950,000	\$950,000	High
Building Inspection	\$590,000	\$590,000	High

**EXPENDITURES**

Vacant positions (wages & benefits)	\$1,750,000	\$1,750,000	High
<b>TOTAL</b>	<b>\$3,290,000</b>	<b>\$3,290,000</b>	
<b>NET RISKS/OPPORTUNITIES</b>	<b>\$3,050,000</b>	<b>\$3,050,000</b>	
6/30/2023 General Fund Unassigned Fund Balance (audited)	\$16,436,763	\$16,436,763	

Non-Budgeted Appropriation of FY24 General Fund Unassigned Fund Balance:

Large dump truck body replacement (in lieu of vehicle replacements)	(\$275,000)	(\$275,000)
Vans (3 school vans)	(\$125,000)	(\$125,000)
Camera Upgrades (districtwide)	(\$195,000)	(\$195,000)
Timberlin on-course bridges	(\$10,000)	(\$10,000)
Pickup Truck (Highway)	(\$65,000)	(\$65,000)
Police Modems (and related hardware) (IT/Police)	(\$50,000)	(\$50,000)
Police Vehicles	(\$200,000)	(\$200,000)
Replace equipment at Little People's Playground	(\$200,000)	(\$200,000)
Track Snow Machine (Grounds)	(\$80,000)	(\$80,000)
Police Station	(\$1,000,000)	(\$1,000,000)
Resurface Basketball/Tennis Courts (assume yr 7) (BHS)	(\$75,000)	(\$75,000)
Non-Budgeted Appropriatio for Local Match of State Grants	(\$150,000)	(\$150,000)

FY25 Budgeted Appropriation of General Fund Unassigned Fund Balance:

ADEC of closed defined benefit pension plan	(\$652,688)	(\$652,688)
Requested capital removed from FY25 Town Manager's budget proposal	(\$1,251,320)	(\$1,251,320)
Request to the Town Council to fund a study of BWC/KFD/WFD	(\$140,000)	(\$140,000)
FY26 ADEC of closed defined benefit pension plan	(\$652,688)	(\$652,688)

Projected 6/30/2024 General Fund Unassigned Fund Balance	\$14,365,067	\$14,365,067
Projected 6/30/2024 GF Unassigned FB as a % of amended FY24 GF Budget	14.3%	14.3%
Projected 6/30/2024 GF Unassigned FB as a % of proposed FY25 GF Budget	14.0%	14.0%



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	YTD
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	1,045,780
FY2020	47,155	82,851	58,019	85,737	58,047	51,550	62,354	63,243	62,270	99,186	51,272	76,057	797,741	797,741
FY2021	48,132	56,105	61,099	53,775	54,553	64,397	66,910	57,967	78,281	82,029	27,123	107,013	757,385	757,385
FY2022	51,814	67,134	56,464	49,192	39,038	32,530	43,379	48,339	70,744	45,424	48,569	61,528	614,156	614,156
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	634,309
FY2024	37,692	53,924	36,570	39,543	51,115	40,460	28,414	63,876	55,144	45,533	38,973	58,014	549,258	549,258
CY vs. PY	(6,150)	(3,522)	(30,673)	(17,624)	(1,411)	(20,612)	(17,176)	37,843	1,489	(14,598)	(16,081)	3,464		

