

TOWN OF BERLIN
SPECIAL BOARD OF FINANCE MEETING
JULY 25, 2024
Remote Meeting
6:00 P.M.

[https://berlinct-
gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhiUT09&omn=89
958924487](https://berlinct.gov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhiUT09&omn=89958924487)

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

July 9, 2024, Regular Meeting

F. NEW BUSINESS

1. Move to approve a \$140,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to fund a study of the three water/sewer systems in Berlin (namely: Berlin Water Control, Kensington Fire District, and Worthington Fire District).
2. Move to appropriate an additional \$360,000 State of Connecticut Department of Economic and Community Development Municipal Brownfields grant for work at 55 Steele Boulevard (formerly known as 889 Farmington Avenue) to the Municipal Brownfields Grant account in the 889 Farmington Ave Remediation Fund, upon execution of the grant agreement.
3. Move to transfer \$71,500.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.
4. Move to rescind the Board of Finance vote on July 9, 2024, not approving, "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."

5. 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, and 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.”
6. Discuss changing the Board of Finance meeting night from the second Tuesday each month to the second Thursday each month starting in September 2024.

G. ADJOURNMENT

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

<https://berlingov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhIUT09&omn=88447158271>

Call-in Option: 1 929 205 6099 United States Toll
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, Gerald Paradis

Members Absent: Raul Fernandes, George Millerd

Staff Present:

Kevin Delaney – Finance Director

D. PUBLIC COMMENTS

None

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

Mr. Paradis moved to approve the June 10, 2024, Special Joint Meeting, June 10, 2024, Special Budget Meeting, June 11, 2024, Regular Meeting, June 24, 2024, Special Meeting.

Seconded by Mr. Grady.

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

Vote being 4-0. (MOTION CARRIED)

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.”

Mr. Paradis moved 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."

Seconded by Mr. Grady.

Those voting in favor: Ms. McNair

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

Vote being 1-3. (MOTION DENIED)

Mr. Grady asked if this went through the Public Building Commission? Finance Director Delaney said it will go through before it goes out to bid. This is just creating an ordinance to be able to bond. Mr. Grady said I would feel more comfortable if it went to the Public Building Commission first and if we have Town Council make a decision first. Finance Director Delaney said we have the advantage to spread some of the bonding out. If we borrow \$5M or less in a calendar year, we are considered a small issue and can space out the projects, but we need to have the ordinance approved.

Mr. Paradis asked what are the concerns? Mr. Grady said the cost, but it has not yet gone through the Town Council. Finance Director Delaney said the idea is to borrow for the Town Hall roof first and then do the library roof later. There is a risk of pushing out the bonding if we wait to approve this. Chairman Bordonaro said I recommend having a special meeting. Mr. Grady said to let Town Council do their thing and the Board of Finance can decide from there. If the Town Hall roof needs to be done right away the amount could be taken out of Fund Balance and then bond for it afterwards.

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."

Mr. Paradis moved 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."

Seconded by Mr. Grady.

Those voting in favor: None

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

Vote being 0-4. (MOTION DENIED)

Finance Director Delaney said Mayor Kaczynski requested that the Berlin High School track be sent to the Public Building Commission. Mr. Grady said that it does not say track resurfacing anywhere in the bond. Finance Director Delaney said it is written to allow enhancements of any athletic facility. The second half of the proposed bonding is to advance replacement of the bunkers at Timberlin Golf Course

and the potential removal of some bunkers. Also, to help with the bridge projects at Timberlin Golf Course. Mr. Grady asked if there is a set number to fix the golf course? Mr. Paradis said the bridges are \$700k and roughly \$600k for the bunkers. Finance Director Delaney added that there is insurance money available to put towards the bunkers. Mr. Paradis said the intent was to do the bunkers in the fall to avoid impacting the playing season and golf course revenue.

Finance Director Delaney said there is going to be a request at the next Town Council meeting on July 23 for a non-budgeted appropriation of \$140k to complete a study of consolidating the three water districts.

The Board of Finance agreed to hold a special meeting on July 25 at 6:00 p.m. to discuss and vote on all of the appropriations.

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.

Mr. Paradis moved 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.

Seconded by Mr. Grady.

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

Those not voting in favor: None

Vote being 4-0. (MOTION PASSED)

Finance Director Delaney said we will have to transfer \$60k to \$70k out of the golf course operating fund into capital non-reoccurring to buy capital items for the golf course.

1. Finance Director update.

Finance Director Delaney said the auditors are asking for feedback from anyone with concerns about fraud in Town of Berlin operations. We are ending in a good solid spot financially. Pensions remain funded strong. Expenditures are a little bit ahead of last year. There is a project to do improvements at Little People's Playground and HVAC work at the other two elementary schools. Chairman Bordonaro asked to keep a log on how the bonding is going.

G. ADJOURNMENT

Mr. Paradis moved to adjourn at 7:46 p.m.

Seconded by Mr. Grady.

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

Vote being 4-0.

Submitted by,
Alina Brown

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

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: July 16, 2024

SUBJECT: Appropriation and Approval of Fiscal Year 2025 General Fund (Unassigned Fund Balance) for a Town-wide Water/Sewer System Study

SUMMARY:

On July 9, 2024, Town Council approved to schedule and advertise a Special Town Meeting to be held on Tuesday, July 23, 2024 at 6:45 p.m., for the purpose of approving a Fiscal Year 2025 non-budgeted appropriation of \$140,000.00 from the General Fund for a Town-wide Water and Sewer System Study of Berlin Water Control, Kensington, and Worthington Fire Districts.

This will be the first formal report evaluating the three systems and evaluating their infrastructure needs and operation.

FUNDING:

Identify \$140,000.00 from the non-budgeted General Town Funds to cover the cost of the Consultant Study.

ACTION NEEDED:

Move to approve a \$140,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to fund a study of the three water/sewer systems in Berlin (namely: Berlin Water Control, Kensington Fire District, and Worthington Fire District).

PREPARED BY:

Ray Jarema, P.E., Water Control Manager



HALEY WARD,

ENGINEERING | ENVIRONMENTAL | SURVEYING

May 28, 2024

Mr. Ray Jarema, PE
Manager
Town of Berlin Water Control Commission
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

Re: UPDATED FEE PROPOSAL, RFP No. 2023-06 – Townwide Water & Sewer Service Utilities Study - Berlin, CT

Dear Mr. Jarema:

As requested, Haley Ward, Inc. is pleased to submit our updated fee proposal for this project. As billing rates at both Haley Ward and Raffelis have increased since our original submission in February 2023, the cost of completing the attached scope of work has increased as follows:

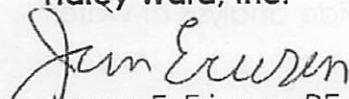
Original Submitted Fee:	\$ 122,000
<u>Fee Increase (5 %)</u>	<u>\$ 6,100</u>
New Proposed Fee	\$ 128,100

I have attached our original Scope of Work and Project Assumptions for ease of review.

If you or others in the Town of Berlin have any questions or comments, I am at your service.

Respectfully submitted,

Haley Ward, Inc.


James E. Ericson, PE
Regional Manager

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2210 Main Street, P.O. Box 1088, Glastonbury, CT 06033
T: 860.659.3100 | HALEYWARD.COM



Anticipated Project Approach

Townwide Water and Sewer System Evaluation

The goal of this project is to evaluate existing water supply and wastewater services provided by the three utilities within Berlin, analyze current and future customer needs and provide a Townwide Master Plan for water supply and wastewater collection and disposal.

Haley Ward has the unique perspective of having worked for the Town of Berlin Water Control Commission (Berlin), the Kensington Fire District (Kensington) and the Worthington Fire District (Worthington) on numerous projects over the past several decades. This perspective and experience will be extremely beneficial in developing a Townwide comprehensive water and wastewater master plan.

We will retain the nationwide expert Raffelis Financial Consultants, who will use the data provided by the Utilities and developed as part of this study, to complete an Independent Cost of Service Study, as detailed in Section 4 of our Anticipated Project Approach.

We have taken key elements from your request for proposal and re-organized them to a sequence that flows into the final, comprehensive report you desire. We broke these tasks into five steps:

- 1) General Meetings and Information Gathering
- 2) Water Supply Infrastructure Master Plan Update
- 3) Wastewater Collection System Master Plan Update
- 4) Organizations Evaluations, Rates and Cost of Service Study
- 5) Benefits and Drawbacks of Combining All Three Systems

1) GENERAL MEETINGS AND INFORMATION GATHERING

Gathering background information from the three utilities and evaluating existing conditions is the foundation of completing a thorough, Town-wide analysis of water and wastewater needs.

- A. Kickoff Meeting and Data Gathering- Haley Ward and Raffelis will meet with officials from Berlin, Kensington and Worthington to discuss project scope and



timing, overall goals, available information from each entity, etc.

Haley Ward will prepare an information requests relating to water and sewer mapping, studies, budgets, rates, flows and other information needed to produce this report.

- B. Field Inspections – Haley Ward will arrange field inspections of the major water and wastewater facilities for all three utilities, to re-familiarize ourselves with these systems, and meet with administrators and operators to obtain their input. We will inquire regarding existing conditions, need for upgrades or modernization, and obtain operator input as part of our work.

For Water System Infrastructure, facilities to be inspected include but are not limited to wells, pumping stations, treatment systems, water storage tanks, pressure reducing stations, interconnection meter pits, etc.

For Wastewater, facilities to be inspected include but are not limited to pumping stations, metering stations, and major interconnection locations between systems.

- C. Evaluate Past Reports and Studies – As stated above, Haley Ward is fortunate to have done work for the three systems over the years, and is familiar with the extent of available mapping, studies, design plans, flow records and other system data. This is especially true for the Water Supply System Evaluations.

Some of the past reports completed for the Town of Berlin have primarily focused on the wastewater system, and per our meeting have included:

- 1996 CDM System Study
- 1999 Fuss & O'Neill Study
- 2015-16 DPC Rate Study
- April and August 2020 DPC Studies on Sewer Flows, Inflow / Infiltration and Sewer Infrastructure
- 10-year Capital Improvement Plan

Haley Ward will also ask both Kensington and Worthington for copies of past system studies, as well as permission to utilize mapping and data from past studies completed by Haley Ward (previously Lenard Engineering, Inc.) as part of this study.

2) WATER SUPPLY INFRASTRUCTURE MASTER PLAN UPDATE

- A) Existing Water Infrastructure Descriptions - Haley Ward has significant



information on each utility's infrastructure, including past water supply master plans, distribution system maps, models, water production and consumption records, and other information. We will prepare sections for each utility on:

- Sources of Supply
- DPH and DEEP Withdrawal Permit Values
- Raw Water Quality
- Treatment Systems
- Treated Water Quality
- Pumping Stations
- Water Distribution System
- Water Storage
- Water Production, Consumption and Non-revenue water
- Fire Flow Test Results and Requirements
- Water Quality Violations
- Other Water Quality Issues- Chlorine residuals, lead /copper rule, DBP, etc.
- Current and Projected Water Rates

B) Updated Water System Mapping - Haley Ward will obtain copies of current water distribution system maps for each system and indicate areas of recent updates or improvements.

Assuming AutoCAD compatible mapping is available, we will generate several colorized versions of existing condition distribution maps, including:

- Map by pipe diameter
- Map by pipe age
- Map by pipe materials
- Map by C factor

These colorized maps will show each system at-a-glance where some of the smaller, older and lower flow value pipes are located.

C) Updated Water Distribution System Models- Independent and Combined Systems Haley Ward will input revised flow test and C factor calculations into each system hydraulic model, and balance the system until it is reasonably calibrated. We will then run the model under average day, peak day and peak hour demand conditions, to determine areas of excessively high or low pressures which may be require attention. We will also compare model predicted fireflows with ISO recommended values for typical areas in the system, to determine if fire flow improvements are



needed.

Once each system is modeled individually, we will combine the models and remove all isolation valves between systems, to see how the combined system is likely to operate. As all three of the systems operate at similar hydraulic gradients, combining the models should not be difficult.

We will identify high and low pressure areas, areas of sub-standard fireflows during the three demand conditions.

- D) Fire Flow and C Factor System Testing (optional)– If during modeling it is determined that additional flow testing is needed in one or more system to calibrate the model, , Haley Ward will provide personnel to oversee hydrant operation, and collect flow and residual pressure measurements.

As an optional item, Haley Ward has included three days of flow testing across the Berlin, Kensington and Worthington systems. We ask that each utility provide operators to open and close hydrants.

- E) Existing and Future Water Demand Projections – Haley Ward will refer to each each systems most recent Water Supply Master Plan (which we prepared), to generate initial water demand values by system, and Town-wide. We will reach out to each system to provide updated water demand values through 2022,

We will also ask each system about future connections and potential system expansion areas. Based on feedback, Haley Ward will develop short and long-term water demand projects, both by system and as a combined Town-wide value.

- E) Sources of Supply and Future Margins of Safety – The currently sources of supply for the three utilities are as follows:

Berlin- Elton Road wellfield, and interconnections with New Britain, Cromwell and the MDC.

Kensington- Interconnections with New Britain.

Worthington- Interconnections with Berlin.

Although these combined sources of supply currently provide adequate margins of safety, it is important to identify potential additional sources of supply to provide redundancy and increase overall system reliability.



Based on our decades of experience in Berlin, we will evaluate new groundwater sources of supply (Woodlawn Road inactive well, Bicentennial property, others), new interconnections with Meriden, Cromwell or Middletown and increased purchases from existing sources (New Britain, Cromwell, or MDC).

We will recommend a sequential source development plan for the Town to pursue to maintain a robust margin of safety and increase redundancy and reliability of the system.

E) Water System Evaluation Report and Updated Capital Improvement Plans-

Haley Ward will produce a comprehensive summary report including Items A – E above for each individual system, the impacts of a combined system, and recommendations for further study where required.

We will obtain copies of each utilities Capital Improvement Plan, and update it based on the findings of our study.

The costs of future system improvements will be utilized as part of the Cost of Service Study discussed in Section 4.

3) WASTEWATER INFRASTRUCTURE MASTER PLAN UPDATE

A) Existing Wastewater Infrastructure Descriptions- Haley Ward has recent experience in evaluating the Kensington and Worthington wastewater collection systems and has a basic understanding of the Berlin's wastewater collection system. Both Kensington and Worthington wastewater systems discharge into Berlin and the combined flow ultimately discharge into the Mattabessett District waterwater treatment plant.

We will include sections for each utility describing:

- o Sewer Collection Systems
- o Wastewater Pumping Stations and Force Mains
- o System Interconnection Locations and Metering Stations
- o Major sewershed divides
- o Pump station specific sewersheds
- o Historic Inflow and Infiltration Studies
- o Historic Lining, Sealing and Replacement projects.
- o CMOM and DEEP Reporting
- o History of Violations
- o Wastewater Quality and Odor Control Issues



- o Agreements between systems and Mattabessett District
- o Current and Proposed Sewer Rates

B) Updated Sewer System Mapping - Haley Ward will obtain copies of current sewer collection system maps for each system and indicate areas of recent updates or improvements.

If AutoCAD versions of these maps are available, we will generate several versions of existing condition distribution maps, including:

- o Map by pipe diameter
- o Map by pipe age
- o Map by pipe materials

These colorized maps will show each system at-a-glance where some of the smaller, older and older transite or cast iron mains, which are more likely to have I/I issues are located.

C) Inflow and Infiltration History – One common goal of all wastewater collection systems is to minimize inflow and infiltration, which in turn reduces the need for costly system upgrades and additional capacity purchases. Haley Ward will review past inflow / infiltration studies conducted on each of the three systems, as well as improvements conducted for inflow / infiltration reduction.

Based on past studies, and discussions with field personnel, we will develop a prioritized list of areas within each system where future I/I reduction projects are recommended, estimated costs and potential flow reductions.

D) Updated Wastewater Flow Projections – Similar to water demands, Haley Ward will factor in sewer service area expansion, inflow/ infiltration control measures, and other factors and calculate current and projected wastewater flows for 5, 10 and 20 year period. Projections will be done for each utility, as well as for a combined system.

E) Wastewater Pump Station Evaluations –Haley Ward will evaluate the existing wastewater pumping stations in both the Berlin and Kensington systems, to determine their current condition, capacity, useful lifetime, ability to keep up with projected flows and potential upgrades or replacements. We will update existing station evaluations where necessary, and outline the need, costs and timing of future upgrades.



- F) Wastewater Infrastructure Evaluation Report and Updated Capital Improvement Plan - Haley Ward will produce a comprehensive summary report including Items A – E above for each individual system. Unlike the water distribution systems, the existing wastewater collection systems are interconnected, and essentially function as a single system hydraulically.

We will obtain copies of each utilities Capital Improvement Plan, and update it based on the findings of our study. The costs of future system improvements will be utilized as part of the Cost of Service Study discussed in Section 4.

4) ORGANIZATION EVALUATIONS, RATES AND COST OF SERVICE STUDY

A) Existing Financial Evaluations-

As noted throughout our proposal, Raffelis Financial Consultants (Raffelis) will work closely with Haley Ward's engineers, and jointly utilize information gathered during the study to conduct an independent Cost of Service Study.

Raffelis will evaluate the existing financial conditions of the Town, Kensington, and Worthington. We will specifically review existing cost structures, and the makeup of annual costs, as well as existing customer bases, and current annual revenue streams. We will outline the existing financial conditions of each individual utility in both a Microsoft Excel spreadsheet, as well as a written report.

We will include sections for each utility on:

- o Existing operating expenses, including contractual obligations
- o Current debt service obligations
- o CIP and other renewal and replacement costs
- o Reserve fund balances
- o Customer and billing characteristics
- o Existing rate structures
- o Miscellaneous fees and other revenue sources
- o Revenues under existing rates and charges

In developing this scope of work, and corresponding price, we have assumed that each district will be able to provide Raffelis with the required data in order to perform these analyses. An example data request has been included as an appendix to our proposal.

- B) Future Financial Needs- Raffelis will work with each utility to forecast costs and revenues over a 10-year planning horizon. This process will indicate the need



for annual rate increases to ensure financial sufficiency and viability. We will work with each utility to develop assumptions for the financial forecast and provide individual financial planning models at the conclusion of this task.

- C) Evaluate Cost of Service with Alternative Organizational Structures- Rafftelis will develop alternative organizational structure options, such as potential consolidation or merging of utilities, and provide alternative financial forecasts and necessary rates to support each option. This task will identify the customer impacts associated with each alternative organizational structure as compared to the "status quo" rates and customer impacts developed in Task 4.B for each individual utility.
- D) Example Data Request for Cost of Service Study

PRELIMINARY DATA REQUEST EXAMPLE

1. Utility operating budgets, and actuals for completed years, for FY 2019, FY 2020, FY 2021, FY 2022, FY 2023, and FY 2024 (If available). Please provide both detailed and roll-up budgets. The detailed budgets need to show the major categories of cost for each budget center. Also, please identify any one-time expenses included in the current budget and forecast of any future extra-ordinary expenses, either one-time or ongoing.
2. A most recent multi-year capital improvement plan (CIP), including all potential projects, and any known sources of funding.
3. Debt service payment schedules (principal & interest) for outstanding debt.
4. Comprehensive Annual Financial Reports (CAFR), or other audited (or unaudited if audited are not available) financials, for FY 2019, FY 2020, FY 2021, and FY 2022.
5. Cash balances for all reserve funds for FY 2022 and FY 2023 projected end-of-year.
6. Raw customer consumption and billing data for FY 2019, FY 2020, FY 2021, FY 2022, and year-to-date FY 2023 (detailed specifications included below). Rafftelis can coordinate with the utility staff to facilitate the data export, as well as provide file transfer options as data may exceed email limits. We would like to request a history of every bill produced by each utility for the fiscal years identified above, with each entry including the following fields, along with a data dictionary:



- a. Customer ID #
 - b. Bill Date / Read Date
 - c. Parcel ID & Service Address
 - d. Customer Class / Type
 - e. Meter Size
 - f. Units Consumed (Ccf or Kgal)
 - g. Bill Amount in Dollars
7. Existing and historical (five years) rates and all other fees.
 8. Any manuals, procedures, or other relevant documentation being used to guide the utility's financial planning or policy decisions. This may include financial policies related to liquidity management (e.g. fund balance targets) and debt service coverage targets, policies and procedures, etc.
- 5.) BENEFITS AND DRAWBACKS OF MAINTAINING EXISTING THREE UTILITY SYSTEMS OR MERGING ALL THREE UTILITIES

Existing Financial Evaluations- Haley Ward and Raffelis will combine the information and analyses gathered in Tasks 2 through 4 to present the benefits and drawbacks associated with maintaining the existing three utility systems, as well as the options with regard to merging.

We will take the following into account:

- o Technical feasibility of operations under the existing separate utility framework, as well as consolidation options
- o Governance structures
- o The financial benefits, and costs, associated with each option
- o Customer bill impacts

Raffelis will provide the benefits and drawbacks utilizing both short- and long-term forecasts in order to evaluate the potential benefits over time, rather than relying on a current time period as the only basis of comparison.

Haley Ward and Ratelis will ultimately prepare a written report documenting Tasks 2 through 5 to provide a full picture of the assumptions, analyses, and benefits and drawbacks of alternatives, such that an informed policy decision can be made.



Exceptions and Alternatives

As requested in your RFQ, we are providing the following items of project assumptions, exceptions and alternatives:

- a. Project Assumptions – The project requires detailed evaluations of the three utilities in Berlin; the Berlin Water Control Commission, the Kensington Fire District, and the Worthington Fire District. We have assumed that all parties will provide Haley Ward with any requested information on background system studies, mapping, data, rates, budgets and all related information.

Haley Ward also assumes that the Kensington and Worthington Fire Districts will allow Haley Ward to utilize past data, reports, models, mapping, etc. to complete the work requested in your RFQ, and detailed in our project approach.

- b. Exceptions – None taken.

- c. Alternates – As given in our project approach, we have assumed the existing hydraulic modeling is adequate to evaluate each utility, as well as to determine general compliance with Fireflow requirements.

If additional hydrant flow testing is required to further calibrate the model, evaluate water main "C" flow factors, etc., it will be conducted at the Bid Alternate price given in our price proposal.



Proposed Fees (Updated 4-28-24)

Haley Ward, Inc. (Haley Ward) is pleased to submit the following lump sum bid for the Town of Berlin's "Townwide Water & Sewer Service Utilities Study", in accordance with your request for Proposals dated 2/20/2023, and inclusive of Addenda # 1 and # 2.

Our Scope of Work is further defined in our Proposed Project Approach, including any assumptions made in pricing this project. Note that costs for our Financial specialist - Raftelis Financial Consultants, are included in our lump sum fee.

BASE BID - Haley Ward's lump sum fee to complete this project as defined above is: **\$ 128,100.**

BID ALTERNATE # 1: As described in our Proposed Project Approach, if additional hydrant flow testing is required during modeling to further calibrate the models, determine pipeline C factors, etc. please add **\$6,000** for up to **three days** of additional flow testing.

CURRENT WATER DISTRICT RATES

	<u>Water</u>	<u>Sewer</u>	<u>Mill Rate</u>
Berlin Water Control Commission	\$ 4.57	\$ 6.52	N/A
Kensington Fire District	\$ 4.55	\$ 6.41	\$ 1.10
Worthington Fire District	\$ 4.67	\$ 5.81	\$ 1.90

INFRASTRUCTURE

Berlin Water Control Commission	10 Sewer Pump Stations 1 Water Booster Station 1 Water Treatment Station - 2 wells 1 Water Connections to New Britain/Cromwell/Metropolitan District Comm. 1 Two (2) Million Gallon Water Tank 2 Several Other Well Sites 10 Sewer Meter Sites
Kensington Fire District	1 Water Booster Station 3 Sewer Pump Stations 2 Water Connections to New Britain
Worthington Fire District	No Sewer Pump Stations 7 Water Meter Pits - connected to Berlin Water Control

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

TO: The Board of Finance

FROM: Arosha Jayawickrema, Town Manager

DATE: July 15, 2024

SUBJECT: Authorization for the Town Manager to Apply for and Enter Into Brownfields Grant Agreements Related to the 55 Steele Boulevard (formerly known as the 889 Farmington Avenue Property)

Summary of Agenda Item:

The Town Council authorized the Town Manager to apply for an additional State of Connecticut Department of Economic and Community Development Municipal Brownfields grant for the 55 Steele Boulevard Engineered Control Project and the State has offered a grant of \$360,000 (a \$50,000 local match was previously approved). The Town Council needs to authorize the Interim Town Manager, W. Lee Palmer, to enter into the grant agreement on behalf of the Town.

Funding:

The Town's \$50,000 match will be taken from the Farmington Ave Non-Grant account, as previously authorized. Newport Realty Group, LLC will contribute by agreeing to provide affordable housing units.

Action

Move to appropriate an additional \$360,000 State of Connecticut Department of Economic and Community Development Municipal Brownfields grant for work at 55 Steele Boulevard (formerly known as 889 Farmington Avenue) to the Municipal Brownfields Grant account in the 889 Farmington Ave Remediation Fund, upon execution of the grant agreement.

Attachments:

None

Prepared By:

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

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

TO: The Board of Finance
FROM: Arosha Jayawickrema, Town Manager
DATE: July 16, 2024
SUBJECT: Budget Transfers

Summary of Agenda Item:

Over the course of each fiscal year, funds within the adopted General Fund budget are transferred to account for needs that have changed or opportunities that have arisen since the budget was adopted. 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 \$71,500, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

Attachments:

Budget Adjustments spreadsheet

Prepared By:

Kevin Delaney, Finance Director

**Budget Adjustments
July 23, 2024**

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>		
Golf Course	001.45.4567.0.59622.00000	Transfer to Other Funds		\$70,000.00	Unaudited golf course expenditures finished FY24 underbudget. This transfer moves almost all of the favorability to the CNR fund for future capital purchases. A small amount of favorability remains in the golf course department to cover late invoices or audit adjustments.		
	001.25.2543.0.51135.00000	Blue Collar Personnel	\$ 2,500.00				
	001.25.2543.0.51160.00000	Strtrs, Rngrs, Golf Carts	\$ 5,500.00				
	001.25.2543.0.51400.00000	Overtime	\$ 7,500.00				
	001.25.2543.0.51510.00000	Part time & Summer Help	\$ 4,000.00				
	001.25.2543.0.52100.00000	Social Security	\$ 3,000.00				
	001.25.2543.0.52110.00000	Unemployment Compensation	\$ 5,500.00				
	001.25.2543.0.52200.00000	Pension	\$ 4,500.00				
	001.25.2543.0.52300.00000	Uniforms	\$ 2,000.00				
	001.25.2543.0.53102.00000	Electricity	\$14,500.00				
	001.25.2543.0.53106.00000	Vehicle Fuel	\$ 2,000.00				
	001.25.2543.0.53233.00000	Auto Parts	\$ 1,000.00				
	001.25.2543.0.53241.00000	Sand & Stone	\$ 1,000.00				
	001.25.2543.0.53245.00000	Maintenance & Repair	\$ 1,000.00				
	001.25.2543.0.53245.00000	Telephone	\$ 1,000.00				
	001.25.2543.0.53917.00000	Water & Sewer	\$ 4,000.00				
	001.25.2543.0.53941.00000	Bank charges	\$11,000.00				
	Schools	001.35.3561.0.51500.00000	Summer Programs/ Field Trips			\$1,500.00	Due to volume of field trips requiring nurses, the Summer Programs/Field Trips account was higher than budgeted.
		001.35.3561.0.51400.00000	Overtime	\$1,500.00			
	GENERAL FUND TOTAL			<u>\$71,500.00</u>		<u>\$71,500.00</u>	
WATER CONTROL TOTAL			<u>\$0.00</u>	<u>\$0.00</u>			
CAPITAL PROJECTS TOTAL			<u>\$0.00</u>	<u>\$0.00</u>			
GRAND TOTAL			<u>\$71,500.00</u>	<u>\$71,500.00</u>			

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

TO: The Board of Finance

FROM: Arosha 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:

None

Prepared By: Kate Wall, Town Clerk

Town of Berlin
Three year Debt Issue Plan
7/17/2024

	<u>Sep-24</u>	<u>Feb-25</u>	<u>Feb-26</u>	<u>Bond ordinance status</u>
Police Station Renovations	860,000			ordinance approved
Police Radio Upgrade	1,300,000			ordinance approved
HVAC - Hubbard	1,400,000			ordinance approved
HVAC - Griswold	1,000,000			ordinance approved
Roofs	400,000			ordinance approval in process
HVAC - Hubbard		1,600,000		ordinance approved
HVAC - Griswold		1,200,000		ordinance approved
BHS Track		1,000,000		ordinance approval in process
Timberlin Sand Traps (bond net of ins direct pmt)		500,000		ordinance approval in process
Timberlin Bridges		400,000		ordinance approval in process
Pumper (payment 2 of 2) - under construction			400,000	ordinance approved
McGee Science classroom (yr 1 of 3)			900,000	ordinance needed
Boiler Replacements (all elementary schools)			3,000,000	ordinance needed
Library Roof			700,000	ordinance approval in process
	<u>4,960,000</u>	<u>4,700,000</u>	<u>5,000,000</u>	