

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
JANUARY 14, 2025
“Doc” McIntosh Conference Room or Remote Meeting
7:00 P.M.

<https://berlingov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhlUT09&omn=83549659053>

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

December 10, 2024, Regular Meeting

F. NEW BUSINESS

1. Discuss Berlin VNA.
2. Move to approve a fiscal year 2025 non-budgeted appropriation of FEMA storm reimbursement funds in the amount of \$40,000 to the alternative fuel site account in the Capital Non-Recurring Fund for the installation of an alternative fuel site at Timberlin Golf Course and \$224,212.46 to the Disaster Recovery Initiatives account in the Disaster Recovery Fund for costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain.
3. Move to approve a fiscal year 2025 non-budgeted appropriation of \$445,000 in General Fund Unassigned Fund Balance for upgrades to the IT closets at BHS to mitigate damage in the event of a fire (\$50,000), new school vans (\$150,000), the purchase of a new truck for Facilities (\$55,000), the purchase of a new large rotary mower for Grounds (\$160,000), and hiring an engineer for the proposed repair/renovation of sand traps at Timberlin Golf Course (\$30,000).
4. Move to transfer \$120,600, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts.

5. Move to transfer \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund for the purchase of new Police vehicles.
6. Move to appoint PKF O'Connor Davies as the Town's auditor for fiscal years ending June 30, 2025-27 in accordance with Section 7-14 of the Town Charter.
7. Finance Director update.

G. ADJOURNMENT

TOWN OF BERLIN
REGULAR BOARD OF FINANCE MEETING
DECEMBER 10, 2024
“Doc” McIntosh Conference Room or Remote Meeting
7:00 P.M.

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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

Lee Palmer – Interim Town Manager

D. PUBLIC COMMENTS

None.

E. APPROVAL OF PRIOR MINUTES

November 12, 2024, Regular Meeting

Mr. Paradis moved to approve the November 12, 2024, Regular Board of Finance Meeting minutes.

Seconded by Mr. Millerd.

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

Vote being 5-0. (MOTION CARRIED)

F. NEW BUSINESS

1. Discuss Berlin VNA operations and financials – Interim Town Manager.

Finance Director Delaney said the Board of Finance approved a transfer at the last meeting to fund for VNA oversight which is a requirement by the Department of Public Health. Chairman Bordonaro said last month’s discussion was also about seeking how to get legal guidance. Mr. Millerd said there may be other options. The charter bylaws only state that the town needs to provide services. It does not state that it must be staffed by Town of Berlin employees.

Interim Town Manager Palmer said we are staying within the mandates given and have to meet the provisions of that charter, plus any state or federal mandates.

Mr. Grady asked to confirm what the staffing is. Finance Director Delaney said we have an Acting Administrator/Supervisor Nurse, a clerical person and 2 full time nurses. The balance is all per diem. We eliminated the Home Health Aide positions but provide the service on a per diem basis. I will ask the town attorney to join a future meeting to provide input.

Mr. Millerd added that the VNA is governed by the VNA Board of Directors bylaws. Interim Town Manager Palmer said when you read the language it is clear what is needed. We are down to two people in the office. Unless the charter and the state and federal requirements go away, then we need to fund this in a way to meet those legal requirements. Mr. Millerd asked to see the specific language in the charter that outlines they need to be town employees vs. providing the services to the town.

Mr. Paradis said we are looking for budgetary restraint. Is there some responsibility at the agency level to limit the number of people they can take in. Interim Town Manager Palmer said the letter from Shipman and Goodwin states the Administrator, Clinical Supervisor and Primary Care Nurse must be a full-time employee. Mr. Paradis added that you can only bring in as many people as that one nurse can handle. Interim Town Manager Palmer said a per diem would be used to supplement those mandated services.

Mr. Millerd said we are at the minimum needed to make this function, what is the maximum patient mixes that you can handle? Finance Director Delaney said they have made an effort to only focus in the areas where they have an opportunity to generate variable margin and focus on patients in the area. Interim Town Manager Palmer said that 20 years ago there were a lot of VNA's run by municipalities and now there are not.

Mr. Grady asked if we can mitigate the losses this year. Finance Director Delaney said the revenue is projected on budget but with a \$500k-\$600k loss. Chairman Bordonaro said that the actual number appears to be \$683k. Finance Director Delaney pointed out that one position that was filled in the first half of FY25 is now vacant and will not be backfilled. This is projected to mitigate some of the run rate loss.

2. Move to approve the 2025 Board of Finance meeting calendar.

Ms. McNair moved to approve the 2025 Board of Finance meeting calendar.

Seconded by Mr. Millerd.

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

Vote being 5-0. (MOTION CARRIED)

3. Move to approve the FY26 General Fund budget calendar.

Finance Director Delaney said the budget calendar is similar to last year.

Ms. McNair moved to approve the FY26 General Fund budget calendar.

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

Vote being 5-0. (MOTION CARRIED)

4. Finance Director update.

Finance Director Delaney said the audit report has been completed and is published on the website. The Board of Finance agreed that they would like to renew the contract of the existing auditor that the Town of Berlin uses and directed Finance Director to return at a future meeting with the auditor's proposal for the Board to vote on the contract. Finance Director Delaney added that the motor vehicle supplement bills will be going out by the Friday following the meeting. Expenditures are up a little bit and the health insurance general fund and pension funds remain solid.

G. ADJOURNMENT

Ms. McNair moved to adjourn at 8:06 p.m.

Seconded by Mr. Millerd.

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

Vote being 5-0.

Submitted by,
Alina Brown

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

TO: The Boards of Finance

FROM: Ryan Curley, Town Manager

DATE: December 30, 2024

SUBJECT: Move to approve a fiscal year 2025 non-budgeted appropriation of \$264,212.46 worth of FEMA storm reimbursement funds

SUMMARY OF AGENDA ITEM:

In response to a windstorm in August 2020, the President declared a state of emergency that opened the Town of Berlin to FEMA reimbursement for damages. Recently, the State of Connecticut and FEMA finalized the reimbursement audit. This request is to appropriate this reimbursement (\$264,212.46) to two projects related to resiliency and disaster mitigation efforts.

Alternative Fuel Site

The Town of Berlin has considered an alternative fuel site for several years. Funding was earmarked for this project in the Capital Non-Recurring Fund (\$72,051 in 500.20.2035.0.54000.01734). This motion requests to appropriate \$40,000 of FEMA reimbursement funds to the existing alternative fuel site account. While the Town intends to bid the project, the Fleet Manager secured a quote for the excavation project and a quote for the installation project at Timberlin Golf Course totaling \$105,843. The balance of the funds would be available for a 6% contingency.

Lamentation Mountain Fire

The Town of Berlin incurred unplanned labor and operating expenses putting out the fire on Lamentation Mountain. While costs continue to be submitted, the current total is over \$188,000. The total is expected to exceed \$200,000 when volunteer firefighter and additional Police hours are included. This motion requests to appropriate the balance of the FEMA reimbursement (\$224,212.46) to the Disaster Recovery Initiatives account in the Disaster Recovery Fund (196.05.0507.0.54000.00166) to cover these unplanned costs. The Town of Berlin has completed the initial stage of recovering these costs from FEMA through the Fire Management Assistance Grant.

FUNDING:

The funds were deposited into the Capital Non-Recurring Fund pending completion of the FEMA audit. Since the audit continued beyond the fiscal year when the funds were received, the money is currently in the Fund Balance account (500.00.0000.0.39408.00000).

ACTION NEEDED:

Move to approve a fiscal year 2025 non-budgeted appropriation of FEMA storm reimbursement funds in the amount of \$40,000 to the alternative fuel site account in the Capital Non-Recurring Fund for the installation of an alternative fuel site at Timberlin Golf Course and \$224,212.46 to the Disaster Recovery Initiatives account in the Disaster Recovery Fund for costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain.

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director

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

TO: The Board of Finance

FROM: Ryan Curley, Town Manager

DATE: January 7, 2025

SUBJECT: Move to approve a fiscal year 2025 non-budgeted appropriation of \$445,000 in General Fund Unassigned Fund Balance to fund capital purchases and projects

SUMMARY OF AGENDA ITEM:

During the fiscal year 2025 budget process, staff submitted a total capital budget request of \$1,318,679. After carefully considering the items on the list and considering staff prioritization of the list, the Board of Finance included \$67,359 in the budget they submitted to the Town Council, and the Town Council approved the final budget that included only this amount. This proposal is a request to appropriate FY25 General Fund unassigned fund balance to advance several critical projects and purchases. Specifically,

<u>Project/Purchase</u>	<u>FY25 CIP</u>	<u>Amount</u>	<u>Town</u>
	<u>Priority</u>	<u>Requested</u>	<u>Meeting/Town</u>
			<u>Council Approved</u>
Sage Park Parking Lot	1	\$400,000	\$0
Install fire suppression units in 7 network closets (BHS)	1	166,320	\$50,000
Vans	1	150,000	\$150,000
Sidewalks - McGee	1	150,000	\$0
IAQ (Community Center)	1	150,000	\$0
Animal Control Van	2	70,000	\$0
Facilities - Truck	2	55,000	\$55,000
Large rotary mower (Public Grounds)	New	160,000	\$160,000
Timberlin sand trap engineering	New-PBC request	30,000	\$30,000
		<u>\$1,331,320</u>	<u>\$445,000</u>

This motion will fund all the open priority one items from the original FY25 CIP request. Further, two vehicle requests that have been deferred for a couple of cycles are included. A large mower for Public Grounds is requested to avoid the need to borrow a mower from a neighboring community again in calendar 2025. Finally, the PBC has requested the Golf Course secure an architectural design for the proposed sand trap renovations, and this request will allow the previously approved Golf Course CIP funds to be used for needed course repairs while advancing the sand trap project.

FUNDING:

Funding will be provided from the General Fund Unassigned Fund Balance. This balance was increased with a FY24 General Fund budget surplus of \$614,000. The balance of the request will be taken from the existing fund balance.

6/30/2024 General Fund Unassigned Fund Balance (audited)	\$17,437,699
Previously approved non-budgeted appropriations (Water study, 55 Steele Blvd, KFD grant)	(\$575,000)
Current request	(\$445,000)
FY26 ADEC - closed DB pension plan	(\$295,617)
Projected 6/30/2025 General Fund Unassigned Fund Balance	<u>\$16,122,082</u>
Projected 6/30/2025 GF Unassigned FB as a % of FY25 GF Budget	15.8%

ACTION NEEDED:

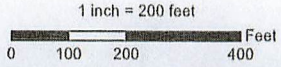
Move to approve a fiscal year 2025 non-budgeted appropriation of \$445,000 in General Fund Unassigned Fund Balance for upgrades to the IT closets at BHS to mitigate damage in the event of a fire (\$50,000), new school vans (\$150,000), the purchase of a new truck for Facilities (\$55,000), the purchase of a new large rotary mower for Grounds (\$160,000), and hiring an engineer for the proposed repair/renovation of sand traps at Timberlin Golf Course (\$30,000).

ATTACHMENTS:

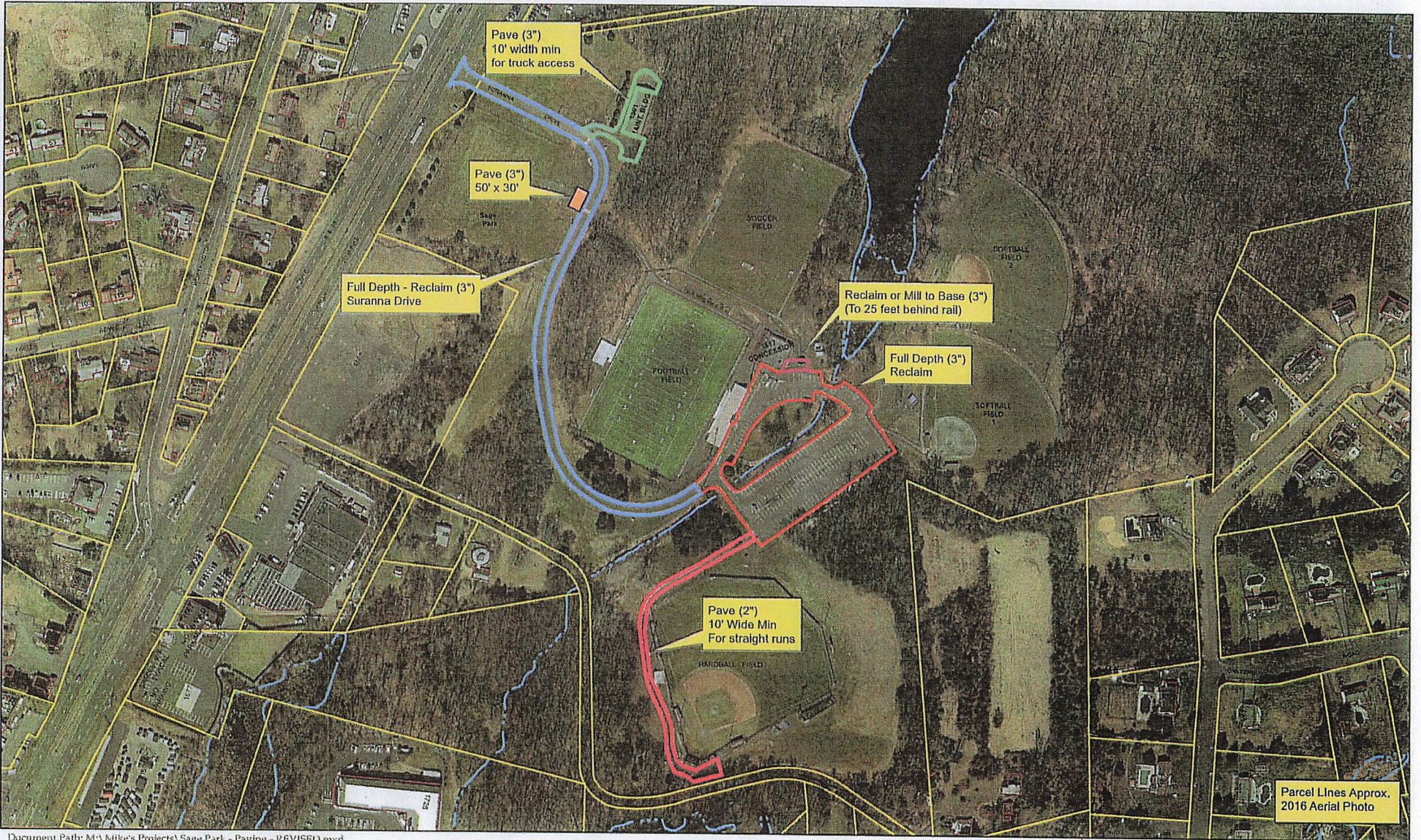
Capital requests supporting documentation

PREPARED BY:

Kevin Delaney, Finance Director



Sage Park - Paving Scope (1517 Berlin Tpke, Berlin CT)





March 19, 2024
 Mike Ahern
 240 Kensington Road
 Berlin, CT 06037

Prices Based on State Bid 22PSX0196
 Liquid Base \$587.50
 Current Liquid as of 3/19/2024 - \$585.00

All work performed is pursuant to the State VIP Vendor In-Place paving contract 22PSX0196

Road Name	Square Yards	Milling	Reclaiming Hours	Grading Hours	1-1/4" Process ton / delivered	Tack Gallons	Leveling .5" Tons	Class 1 Binder 1.5" Tons	Class 2 Surface 1.5" Tons	Curb Linear Foot	Hand Work tons	Total
Sage Park - (3") Reclaim	9150	\$0.00	12 \$10,875.00	48 \$24,480.00	0 \$0.00	458 \$3,423.02	0 \$0.00	789 \$70,090.84	789 \$68,820.31	794 \$4,097.04	8 \$1,527.36	\$183,313.56
Suranna Drive (3") Reclaim	4675	\$0.00	8 \$7,245.00	24 \$12,240.00	0 \$0.00	234 \$1,748.92	0 \$0.00	403 \$35,811.44	403 \$35,162.29	976 \$5,036.16	0 \$0.00	\$97,243.80
Maintenance Building (3") Grade & Pave	790	\$0.00	0 \$0.00	4 \$2,040.00	0 \$0.00	40 \$295.54	0 \$0.00	68 \$6,051.56	68 \$5,941.86	0 \$0.00	0 \$0.00	\$14,328.96
Baseball (2" single course) Grade & Pave	935	\$0.00	4 \$3,600.00	4 \$2,040.00	0 \$0.00	47 \$349.78	0 \$0.00	0 \$0.00	108 \$9,376.61	0 \$0.00	0 \$0.00	\$15,366.39
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00
	0	\$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$0.00

HMA S0.50" \$88.81 ton
 HMA S0.375" \$87.20 ton
 Leveling \$88.75 ton
 Handwork \$190.92 ton
 Curb \$5.16 lf
 Tack Coat \$7.48 gal

Estimated Total PG1 \$310,252.71

Thank you,
 Jay Koops
 Galasso Materials LLC
 60 South Main St
 East Granby, CT 06026

Escalation as of 3/19/2024
 Material Tons esc/ton total
 Class 1 1,261 \$0.00 \$0.00
 Class 2 1368 \$0.00 \$0.00
Adjusted Total with Escalation PG 1 \$310,252.71



Corporate Office:
35 Philmack Drive
Middletown, CT 06457

Tel: 800.966.0000
Cell: 401-228-4786

www.encorefireprotection.com

CT0199117-E1 RI AC-004699
MA 20686-A CT F1-0011511 RI39
MA 006848 MA-CR 4674 RI-CR067

November 14, 2023

Ashley Dorsey
Director of Finance
Town of Berlin CT
238 Kensington Road
Berlin, CT 06037

RE: Clean agent fire suppression system installation....High School IT room.

- Our budget price for the work is....**\$23,760.00 dollars.**

SCOPE OFWORK: Installation of a Novec 1230 Clean Agent fire suppression room to protect the High School IT room.

The engineered system is specifically designed for Novec 1230 Fire equipment and complies with NFPA 2001, 2015 edition. The system utilizes an automatic, fixed pipe and nozzle distribution arrangement. The engineered system shall be installed in strict accordance with the Novec 1230 Fire Protection guidelines supplied with the design package at the time of purchase.

The mechanical package for each hazard shall each consist of Novec 1230 cylinders, cylinder framing, valves, actuation kits nozzles and warnings signs. The storage cylinder is sized to provide for one complete discharge cycle of the hazard. No provisions for a connected reserve (2nd cycle) are included.

Safety equipment for each hazard includes an electronic audible/visual alarm and a maintenance switch. The maintenance switch disarms the Novec 1230 system.

The system electrical package being offered includes a single hazard conventional control panel for the space including smoke detectors, release stations, horn/strobes, and a maintenance switch and will be designed in accordance with NFPA70, NFPA 70E, and NFPA 72. The fire system is activated by an electrical signal from either a hazard detector signal or manual release station activation. The System Control Panel controls the fire systems, monitors the input and output signals, releases agent as per programmed sequence, activates alarm signals and reports trouble conditions.

Based on the volumes provided, the hazards are designed for total flooding surface type fires. In a well-sealed enclosure, a Novec 1230 design concentration of 4.7% shall be achieved for protection of the class A, C hazards. It is assumed that the enclosure shall have an ambient temperature of 70° F and that the HVAC system will be shut down upon system discharge.

○ **Novec 1230 clean agent fire extinguishing system with detection and controls**

Included is the following:

- Novec 1230 cylinder
- Conventional clean agent control panel
- Electric control head
- Electric pull station
- Cross zoned smoke detectors
- Key disable switch
- Abort switch
- Discharge nozzle
- Horn/Strobe
- Strobe
- Pipe and fittings
- Installation labor at open shop wage rates
- Drawings and calculations and submittals
- Novec 1230 notification signs
- Room enclosure testing (door fan tests)

Exclusions:

- Cutting, patching, painting, of any kind
- Door sealing
- Door closers
- Room sealing
- Removal or re-installation of ceiling or grid
- Room purging system
- Fire watch
- Temporary fire protection
- HVAC Shutdowns and or dampers
- EPO switches
- 120VAC power to the fire suppression releasing panel
- Additional devices added by the AHJ
- Prevailing wage rates

Thank you for the opportunity to provide a quotation for this project. Please feel free to contact me if there is anything else you may need.

Sincerely,

Bud Forrest

Bud Forrest | Sales Executive

Encore Fire Protection

c. 401-228-4786 | p.800-966-0000

bforrest@encorefireprotection.com

Payment Terms:

Net 30 days from invoice (Payment is required on invoice upon completion of project.)

Balance is required at completion of project.)

(Deposit is required upon submission of this agreement.)

Progress Billing (Payments are based on an approved schedule of values and are Net 30.)

Accepted By-Signature _____ Date _____

Print Name _____

Title _____

Company _____

Purchase Order Number _____

Title _____

Company _____

Purchase Order Number _____

BOE Current Transportation Fleet

Active	Van Number	Make/Model	Seating Capacity	Purchase Date	Purchase Price	Mileage 11/30/24
Yes	124	2008 Dodge Caravan - White	7	06/05/08	\$19,289	185,676
Yes	125	2008 Dodge Caravan - White	7	06/05/08	\$19,289	196,118
Yes	127	2008 Dodge Caravan - Grey	7	7/30/08	\$21,982	180,336
Yes	128	2009 Dodge Caravan - White	7	5/22/09	\$21,500	168,176
Yes	129	2009 Dodge Caravan - White	7	5/22/09	\$21,500	194,456
Yes	130	2009 Dodge Caravan - Blue	7	5/22/09	\$21,500	179,146
Yes	132	2010 Dodge Caravan - Tan	7	5/27/10	\$21,537	176,876
Yes	133	2011 Dodge Caravan - White	7	6/11/11	\$24,891	145,608
Yes	134	2011 Dodge Caravan - White	7	6/11/11	\$24,891	163,696
Yes	136	2012 Dodge Caravan SE - Silver	7	04/02/12	\$22,278	160,586
Yes	137	2012 Dodge Caravan SE - Silver	7	04/02/12	\$22,278	196,416
Yes	138	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	109,753
Yes	140	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	138,164
Yes	141	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	140,031
Yes	142	2015 Dodge Grand Caravan - Silver	7	12/19/14	\$20,622	127,828
Yes	143	2015 Dodge Grand Caravan - White	7	8/14/15	\$21,991	136,546
Yes	144*	2015 Dodge Entervan Lift van - White	7	9/16/15	\$43,807	130,062
Yes	146	2013 Nissan Altima 2	5	12/20/13	\$22,242	211,886
Yes	147	2017 Ford Transit	10	6/15/17	\$31,012	71,029
Yes	148	2017 Ford Transit	10	9/18/17	\$31,012	97,913
Yes	149	2018 Ford Transit	10	6/13/18	\$31,396	61,568
Yes	150	2018 Ford Transit	10	3/18/18	\$31,396	82,344
Yes	151*	2019 Ford Transit	10	8/29/19	\$56,158	40,801

Yes	152*	2020 Ford Transit	7	6/18/20	\$58,501	50,292
Yes	153*	2020 Ford Transit	7	6/18/20	\$58,501	42,065
Yes	154	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	23,375
Yes	155	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	30,732
Yes	156	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	20,720
Yes	157	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$31,321	23,276
Yes	158	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$31,321	18,705
Yes	159	2022 Ford Transit Connect XLT Wagon	7	9/27/2022	\$31,321	61,612
Yes	160	2023 Ford Transit Connect XLT Wagon	7	7/7/2023	\$40,566	52,319
Yes	161	2023 Ford Transit Connect XLT Wagon	7	10/30/2023	\$40,566	24,084
Yes	162	2020 Ford Fusion	5	1/3/2024	\$23,331	49,159



310 Quinnipiac Ave
North Haven, CT 06473
203-467-6328
www.LaydonConstruction.com

QUOTE-VIA EMAIL

Town of Berlin
240 Kensington Rd.
Berlin, CT 06037

Attention: Steve Wood

December 11, 2024

Re: Revised Quote including additional work
McGee Middle School, 1080 Norton Road

Dear Steve:

We are pleased to offer the following quote for the above mentioned project. This quote includes all labor, equipment, and materials necessary for the completion of the job. The additional scope of work is as follows:

Furnish & install 2 ADA handicap ramps -	\$ 2,704.00
Furnish & install 3,296 SF of monolithic curb and sidewalk -	\$71,984.64
Furnish & install 93.77 SY of bituminous concrete -	\$ 5,998.03
Furnish & install 80 SY of topsoil and turf establishment -	\$ <u>707.20</u>
Total additional scope of work -	\$81,393.87
Original Quote -	\$47,944.92
Subtotal -	\$129,338.79
Contingency (15%) -	\$ <u>19,400.82</u>
Total price of the project including additional work-	\$148,739.61

Thank you for the opportunity to offer this quote. If you need any additional information, please feel free to call.

Yours truly,

MariBeth Mahon

MariBeth Mahon

GENERAL CONTRACTORS

• Asphalt Paving • Parking Areas • Concrete • Road Construction • Excavation • Equipment Rental
WBE/SBE Contractor - Affirmative Action/Equal Opportunity Employer

Douglas Mechanical Services
 820 Four Rod Road
 Berlin CT 06037
 Phone: 860-357-4952
 Fax: 860-357-4803



Lic #S1-394918 / HIC #0645793

INVOICE

DATE	INVOICE #	CUST #
9/2/2024	0000045824	0002204

BILL TO:

Town Of Berlin
 11 Town Farm Ln
 Berlin CT 06037

SHIP TO:

Library/Community Center
 230 Kensington Rd
 234 Kensington Rd
 Berlin CT 06037

P.O. NUMBER		TERMS	SALES PERSON	
		DUE ON RECEIPT	Doug	
QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT	
	<p>Quoted Installation #45330 Price is for the change out of 5 and 10 ton water source heat pumps labeled #11 and #12. The TRANE units will be supplied by the Town of Berlin for this project. DMS will rig and properly remove both units., We will reclaim and properly dispose of old equipment.</p> <p>As part of the project the new equipment will come with new piping kits that include the flex line balancing valve and control valve. DMS will drain system and install new full port ball valves on each units supply and return. After the install we will refill and purge air out of the lines. If this option is not available DMS will rent a pipe freeze system as to change the valves on the fly as to not interrupt the air conditioning in the building.</p> <p>4 New full port ball valves All removal and proper disposal of old equipment All rigging and setting of new equipment All new ductwork transitions were applicable All high by DMS /Low voltage connections by others All start up and testing All warrantee's on Town of Berlin equipment to be time and material if applicable 1 year labor warranty from DMS on our workmanship Total \$11,690.00 Price above includes labor, materials and taxes.</p> <p>Note: This price is good for 15 days.</p>			
1.00	Labor-Change order add ons-	362.50		362.50
2.50	Apprentice labor-Change order add ons-	90.00		225.00
1.00	MAT MISC MATERIALS-1- 1 1/2" Y stringer , 1- 1" Y stringer, 1- 1 1/2 Bell & Gossett Circuit center, 1- 1" Bell & Gossett circuit , misc 1" & 1 1/2" black nipples and adapters,	988.20		988.20
<p>9/17/2024 12:46:50 PM - JOANN - Final Invoice for completion of the job Inv 2 of 2</p>				
<p>Your prompt payment is due upon receipt!!</p> <p>Prompt payment is expected, if the invoice is not paid within 10 days, interest of 2.8 % for residential and 10.5 % for commercial will be charged to your account. If you have already provided your credit card number, please call/email us to authorize payment . You may also go to our updated website, we accept all</p>				

Douglas Mechanical Services
 820 Four Rod Road
 Berlin CT 06037
 Phone: 860-357-4952
 Fax: 860-357-4803



Lic #S1-394918 / HIC #0645793

INVOICE

DATE	INVOICE #	CUST #
9/2/2024	0000045824	0002204

BILL TO:

Town Of Berlin
 11 Town Farm Ln
 Berlin CT 06037

SHIP TO:

Library/Community Center
 230 Kensington Rd
 234 Kensington Rd
 Berlin CT 06037

P.O. NUMBER	TERMS	SALES PERSON
	DUE ON RECEIPT	Doug

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
----------	-------------	------------	--------

major debit and credit cards; www.douglasmechanicalservices.com. In addition we accept Venmo or Zelle. Thank you!

Please let us know if you have any questions or concerns, we would be happy to assist you, 860 357 4952 !

TOTAL

\$13,265.70



TRANE

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

6069784 8-14-24 \$23,884.00

Invoice

For questions please contact:

Connecticut TCS SO, CT
Tel: 860-616-6600
Fax: 860-616-6599

Remit Payment To

Trane U.S. Inc.
P. O. Box 406469
ATLANTA, GA 30384-6469

Invoice Number **314702919**

Invoice Date **19-JUL-2024**

Customer No. **73420**

Reference No. **B239850**

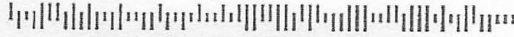
Internal Account **2634670**

Payment Terms **.5%10 NET30**

Payment Due Date **18-Aug-2024**

Discount Date **29-Jul-2024**

Bill To



000134

1Pass - B08 - 170404-2-20-1 - 134
BERLIN TOWN HALL
PHYSICAL SERVICES DEPARTMENT
240 KENSINGTON RD STE 2
BERLIN, CT 06037-2655

Customer Tax ID

Inco Terms	
Supply Location	Connecticut TCS SO, CT
Shipping Method	ODFL
Tracking No.	
Freight Terms	FA-PPD
Bill of Lading	

Sold To

BERLIN TOWN HALL
PHYSICAL SERVICES DEPARTMENT
240 KENSINGTON ROAD
BERLIN, CT 06037
UNITED STATES

Ship To

BERLIN TOWN HALL
ATTN: DOUG SOLEK BERLIN COMM
11 TOWN FARM LANE
BERLIN, CT 06037

<https://www.tranetechnologies.com/customer>

CERTifyTax - for submittal of tax exemption certificates.

iReceivables - access invoice copies, account balances & make payments.

1098-407-426

Tax/GST ID: 25-0900465	State Tax: 424.39 6.3500% CT	County Tax: 0.00 0.0000% HARTFORD	City Tax: 0.00 0.0000% BERLIN	District Tax: 0.00 0.0000%
PST/QST ID:				

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	6683.29	0.00	424.39	0.00	7107.68

Special Instructions Berlin Community Center HP-11 and HP-12 Replacemen

Sales Order	Order Date	Ship Date	Purchase Order
B2P908		19-JUL-2024	242754

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	X45050062020:Supply a return Line Note: hoses Model Number: X45050062020	2	EA		
2	X15330275040:Supply a return Line Note: ball valves Model Number: X15330275040	2	EA		
3	2705-8011-01-00:1st year Line Note: labor warr whole unit Model Number: 2705-8011-01-00	1	EA		
4	GEHG060B1*0KB0BRD010100110000 Line Note: 00000A000:Standard Efficiency WSHP (GEX) Model Number: GEHG060B1*0KB0BRD0101001100000000A000 Serial Number: W24F09501 Tag Number: HP-12	1	EA		

Approved For Payment

P.O. 251238



000134

TRANE
TECHNOLOGIES



turf products

QUOTE

157 Moody Road • PO Box 1200 • Enfield, CT 06082
Main Office: 860-763-3581 • FAX: (860) 763-5550

Prepared For: Steve Woods
TOWN OF BERLIN/PUBLIC GROUNDS
15 TOWN FARM LANE; BERLIN, Connecticut
6037 United States

Ship To: Berlin Grounds 5910 7.10.24
Quote Number: Q162546
Quoted Date: **11/15/2024**
Prepared By: Brian Pope
bpope@turfproductscorp.com

Qty	Model #	Description	MSRP	% Disc	Award	Extended
1	31699	Groundsmaster 5910 (T4)	\$197,313.00	22 %	\$153,904.14	\$153,904.14
1	114-5610	Work Light, Front or Rear (Cab Only)	\$580.51	22 %	\$452.80	\$452.80
1	L01_Allied	Tire 117-2901	\$183.39	100 %	\$183.39	\$183.39
1	L01_Allied	Wheel 125-5379	\$176.52	100 %	\$176.52	\$176.52
1	L01_Allied	Tire 131-2382	\$453.19	100 %	\$453.19	\$453.19
1	L01_Allied	Wheel 132-1392	\$474.59	100 %	\$474.59	\$474.59
2	L01_Allied	Blade Service Pack 132-1392	\$411.10	100 %	\$411.10	\$822.20

Toro Total:	\$154,356.94
Non - Toro Total:	\$2,109.89
Freight@Set Up:	\$3,533.00
Freight:	\$0.00
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
Total Price:	\$159,999.83



November 19, 2024

Mr. Sol Guerrero, PGA
Town of Berlin
240 Kensington Road
Berlin, CT 06037

It was a pleasure visiting and touring Timberlin Golf Club on Friday, October 4, 2024 and discussing the scope of work planned in the near future. I am obviously very familiar with the course having worked on numerous Timberlin projects alongside Stephen Kay, GCA. I see the sand bunker project is likely to be divided into three (3) phases as follows:

PHASE I - Sand Bunker Design Plan, Fall/Winter 2024

PHASE II – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents, Fall 2024/Winter 2024 into 2025

PHASE III – Site Construction Visits, 2025 & 2026 (if necessary)

Timberlin needs an updated Sand Bunker Design Plan (Phase I) to organize the specific design for each individual sand bunker on each hole. The following is a description of what we would offer the Club before Phase II was to commence:

PHASE I - Sand Bunker Design Plan

As concerns a strategy – a Sand Bunker Design Plan will help Timberlin establish the specific design for each sand bunker and set the 3-phase schedule. The Plan will analyze all components of the sand bunkers on the golf course – location, placement, drainage, irrigation, sizing, shaping, visibility and grading. It will also analyze fairway contouring.

This Plan will be developed by working with a Committee or group usually composed of the Golf Professional, Superintendent, GM and a few members of various golfing abilities. Whoever you choose (and how many) to invite is fine with us.

The Plan involves meeting with the group one or two times to analyze the bunkers. This order and content can be further discussed and altered going forward and should begin as soon as possible.

Drawings of each golf hole on 11" x 17" paper at a scale of 1" = 100' are used as the main tool during the Plan's development. As ideas are discussed, developed, and revised, so are the drawings and the associated costs for the future construction. A priority schedule will also be discussed during Phase I.

The following meeting schedule could be the basis for Phase I:

Meeting #1: We will discuss the course in a group setting inside and outside. The purpose is to listen to the group's opinions as we go at this stage. It will allow everyone to have a voice right at the outset and for me to listen and understand the overall scope of the desired work. I would be taking many notes instead of preaching and offering too many opinions at this

initial stage. Discussions about the aesthetics and placement will be the primary focus. An example would be if a fairway sand bunker may need to be shifted up or back and reconstructed to make it either more or less challenging.

Meeting #2: Typically 2 weeks after the first meeting there is a sit down (inside) meeting to go over all the notes taken from the initial meeting with the first set of drawings. This is the longest of the meetings, as we will go hole by hole discussing everything. Estimated costs are discussed at this meeting.

Meeting #3: This is the final design meeting with revised plans before the Plan is completed and ready for commencement of construction drawings, construction specifications, construction details and bid sheets.

Our philosophy is that the Sand Bunker Design Plan is created by the Committee & the golf architect through group effort. Discussions should not be dominated by any one member, by the staff, or by the architect. A Plan is developed through logical discussion and analysis of various ideas. The golf architect's expertise and experience help resolve any conflicting opinions through creative solutions. Please note that the Sand Bunker Design Plan does not include construction drawings, details & specifications, bid document(s) & construction site visits. This will be under a separate phase (see below Phase II & III).

PHASE II – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents. This should take no more than two months to complete and to coordinate with other local entity boiler-plate items or outside engineering that may be necessary. We will assist in contacting potential golf contractors to bid the project.

PHASE III – Site Construction Supervision Visits – This begins after the contractor is selected and ready to go. Construction supervision is based on being at the site a minimum of one per week when the construction is in operation. All bunkers will be under the observation and approval of the Golf Architect as well as all approvals of contractor's invoices.

Fee Summary:

PHASE I - Sand Bunker Design Plan(s) - \$9,000

PHASE II – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents - \$9,000

PHASE III – Site Construction Visits - \$10,000

Please note all office & travel expenses are included.

TOTAL LUMP SUM FEE = \$28,000 (paid over 3 phases as detailed above)

Douglas Smith, A.S.G.C.A.



89 Ridge Street • Eastchester, NY 10709 • (914) 715 - 7868

Town of Berlin Authorized Representative _____ date _____

Douglas Smith, GDU _____ date _____

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

TO: The Board of Finance
FROM: W. Lee Palmer, Interim Town Manager
DATE: December 4, 2024
SUBJECT: Budget Transfers

SUMMARY OF AGENDA ITEM:

Over the course of each fiscal year, funds within the adopted General Fund budget are transferred between accounts 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.

FUNDING:

N/A – transfers between account – no new funding required

ACTION NEEDED:

Move to transfer \$120,600, 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
December 17, 2024**

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Library	001.25.2544.0.51120.00000	Professional Personnel		\$75,600.00	The FY25 budget included a requested transition of four Library employees from the non-union Professional classification to the White Collar union classification. After reviewing the job descriptions with the White Collar union, the decision was made to leave the four employees in the non-union Professional classification. This transfer is needed to align existing budget funds with the classification these four employees are being paid under. There is no net budget impact for the Library or the Town of Berlin overall.
	001.25.2544.0.51130.00000	Clerical Personnel	\$75,600.00		
Nursing	001.30.3053.0.51145.00000	Nurses		\$45,000.00	The FY25 VNA budget was developed assuming per diem labor would be used for additional hours of patient care beyond the normal workday for the two full-time nurses. Current management has utilized full-time staff working overtime more than per diem labor during the fiscal year. This transfer aligns existing budget dollars to the actual way the VNA is being managed. There is no net budget impact to the VNA or overall Town budget.
	001.30.3053.0.51146.00000	Per Diem Labor	\$45,000.00		
GENERAL FUND TOTAL			<u>\$120,600.00</u>	<u>\$120,600.00</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>\$120,600.00</u>	<u>\$120,600.00</u>	

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

TO: The Board of Finance
FROM: W. Lee Palmer, Interim Town Manager
DATE: December 4, 2024
SUBJECT: Transfer \$150,000 from the Police Extra Duty Fund to the Capital Non-Recurring Fund for the purchase of Police vehicles

SUMMARY OF AGENDA ITEM:

The Extra Duty Fund was established at the start of fiscal year 2024 to accumulate Police vehicle charges from extra duty jobs. These fees reduce the amount required from the Berlin taxpayers to maintain a quality fleet for the department.

The Police Extra Duty Fund ended fiscal year 2024 with a \$169,944 balance. After waiting a period to collect receivables from extra duty jobs that had been billed but not collected, this transfer requests to move \$150,000 to the Police Vehicles account in the Capital Non-Recurring Fund.

FUNDING:

135.00.0000.0.39408.00000 Fund Balance (Police Extra Duty Fund)

ACTION NEEDED:

Move to transfer \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund for the purchase of new Police vehicles.

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director

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

TO: The Board of Finance
FROM: Ryan Curley, Town Manager
DATE: January 3, 2025
SUBJECT: Appointment of PKF O'Connor Davies as Financial Auditor for FY25-27

SUMMARY OF AGENDA ITEM:

At the December 2024 Board of Finance meeting, the Board requested the Finance Director to negotiate a three-year contract renewal with PKF O'Connor Davies (the Town's current auditor) for annual audit and related audit services. Attached is the proposal from Katherine Patnaude, Partner, for PKF O'Connor Davies to provide audit services for the Annual Comprehensive Financial Report (ACFR), Single Audits, Berlin Water Control (BWC) and the annual EFS report for the Board of Education (BOE). The Town went out to bid in 2022 and received one bid other than the incumbent. The total FY24 cost for the alternative firm was \$78,500.

<i>Budget</i>	<i>GF</i> <u>ACFR</u>	<i>GF</i> <u>SAs</u>	<i>BWC</i> <u>BWC</u>	<i>BOE</i> <u>EFS</u>	<u>TOTAL</u>	<u>GF Total</u>
Total FY24 Audit Budget	\$36,635	\$14,800	\$6,465	\$8,400	\$66,300	\$51,435
FY25	\$44,900	\$16,300	\$9,200	\$9,200	\$79,600	\$61,200
YOY Chg	8,265	1,500	2,735	800	13,300	9,765
FY26	\$49,400	\$17,900	\$10,100	\$9,700	\$87,100	\$67,300
YOY Chg	4,500	1,600	900	500	7,500	6,100
FY27	\$53,400	\$19,300	\$10,900	\$10,200	\$93,800	\$72,700
YOY Chg	4,000	1,400	800	500	6,700	5,400

FUNDING:

Funding for each year will be included in the respective budgets listed in the chart above.

ACTION NEEDED:

Move to appoint PKF O'Connor Davies as the Town's auditor for fiscal years ending June 30, 2025-27 in accordance with Section 7-14 of the Town Charter.

ATTACHMENTS:

PKF O'Connor Davies Fee Proposal

PREPARED BY:

Kevin Delaney, Finance Director

FEE PROPOSAL FOR
Audit Services

For the Years Ending June 30, 2024 - 2026

PRESENTED TO
Town of Berlin, CT

January 3, 2025

SUBMITTED BY

PKF O'Connor Davies
100 Great Meadow Road, Suite 207
Wethersfield, CT 06109

Katherine Patnaude, CPA, MSA

Partner

860-419-3404

kpatnaude@pkfod.com

KNOW
GREATER
VALUE[®]

ENGAGEMENT FEES

We are as committed to delivering our services at a fair and reasonable cost as we are to providing you with exceptional talent, attention and responsiveness. The extensive training programs and review processes we've developed help us maintain our outstanding record of performance.

Katherine Patnaude, partner of PKF O'Connor Davies, is authorized to represent the Firm and to sign a contract with the Town.

Total All-Inclusive Maximum Price and Fixed Fee by Category

Our fees are all inclusive and we encourage regular communication and the opportunity to deal with issues as they arise.

Our fees for the fiscal years ended June 30, 2025, 2026 and 2027 are as follows:

Professional Services	2025	2026	2027
Annual Comprehensive Financial Report	\$ 44,900	\$ 49,400	\$ 53,400
Enterprise Funds	9,200	10,100	10,900
Federal and State Single Audit	16,300	17,900	19,300
EFS Agreed Upon Procedures	9,200	9,700	10,200
Total Fees	\$ 79,600	\$ 87,100	\$ 93,800

Standard Hourly Billing Rates for Additional Work Requested

Our standard hourly billing rates are shown below. Actual rates may vary by department and staff experience levels. In the case of multi-year engagements, these rates may increase annually based on salary increases.

Level	2025 Rates
Partner	\$380-460
Director/Manager	\$290-330
Supervisor	\$240-270
Senior Accountant	\$195-220
Associate	\$175-190

Out-of-Scope Billing

Should we, at your request, perform services outside the scope of the audit process that require additional staff and consultants, we bill separately – and only with your prior approval of estimated fees.

Manner of Payment

Our fees will be billed as work progresses on a monthly basis and are payable on presentation. We would expect all invoices for services to be paid within 30 days of receipt.

Final Note on Fees

We have prepared a fee estimate that we believe is appropriate for the scope of work required. If professional fees become an issue during your analysis of our proposal, we would appreciate the opportunity to discuss your concerns. We are committed to providing you with exceptional service at a fair cost, not only initially but also on a long-term basis. We welcome the opportunity to answer any questions related to our fees.

Our fee is quoted with the understanding that the accounts and records will be properly and currently maintained and in balance prior to commencement of our year-end audit. This includes trial balances of all individual funds, bank reconciliations, balancing of subsidiary records with general ledger control accounts, adequate detail of receivables, payables, etc. and other account analysis. Should any unusual circumstances originating from the Town or its personnel require an excessive amount of time on our part, we would consult with you regarding any possible additional charge for the time involved prior to commencing the work.

Should any professional pronouncements issued by the GASB, the AICPA, the Federal or State governments, or should the number of major funds increases or should the number of Federal or State programs that are required to be tested increase significantly affect the audit hours, we would discuss possible fee changes with you prior to commencing the work.

Signature:	<u><i>Katherine Patnaude</i></u>	Title:	<u>Partner</u>
Submitted by:	<u>Katherine Patnaude</u>	Date:	<u>January 3, 2025</u>
Telephone	<u>860-419-3404</u>	Fax:	<u>860-257-1875</u>

**Town of Berlin
Financial Status Report
Board of Finance Meeting of January 14, 2025**

GENERAL FUND

	<u>FY 2025</u>	<u>FY 2024</u>	<u>Notes</u>
<i>(budgeted amount excludes assigned fund balance)</i>			
Receipts			
Actual Receipts	\$66,780,829	\$66,144,542	
Budgeted Receipts	\$101,885,192	\$98,269,696	
% to Budget	65.5%	67.3%	
Current Year Tax Receipts	\$61,046,049	\$59,351,324	
Current Tax Budget	\$87,899,741	\$84,507,963	
Current Tax Levy <i>(99.3%/99.3% collection rates)</i>	\$88,519,377	\$85,103,689	
% to Current Budget	69.4%	70.2%	
% to Current Levy	69.0%	69.7%	
Adopted budget target %	99.3%	99.3%	
Expenditures <i>(excludes capital expenditures)</i>			
Actual Expenditures	\$53,420,747	\$52,195,857	
Budgeted Expenditures	\$103,205,521	\$100,612,696	
% to Budget	51.8%	51.9%	

	<u>Actual</u>	<u>Encumbered</u>	<u>Budget</u>	<u>Var to Budget</u>
Storm-related Overtime (51445)	\$12,943	\$0	\$102,451	\$89,508
Electricity (53102)	\$696,423	\$658,599	\$1,387,300	\$32,278
Refuse Disposal (53823)	\$641,859	\$899,995	\$1,797,176	\$255,322
Legal (53828)	\$177,798	\$184,087	\$410,000	\$48,115
Tax Refunds (53924)	\$51,705	\$0	\$215,000	\$163,295

	<u>Target Floor Fd Bal.</u>	<u>Actual Fund Bal.</u>	<u>Notes</u>
INSURANCE FUNDS			
Health Insurance Fund	\$2,928,544	\$3,182,575	The Health Insurance Fund balance is 27.2% of full year projected expenses - target floor reserve is 25%.
General Insurance Fund	\$1,000,000	\$2,111,542	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.
TOTAL INSURANCE FUNDS	<u>\$3,928,544</u>	<u>\$5,294,117</u>	

Town of Berlin
 Financial Status Report
 Board of Finance Meeting of January 14, 2025

<u>PENSION FUND</u>	<u>Closed Plan</u>	<u>Police Plan</u>	<u>Notes</u>
Total Liability (as of 7/1/2024)	\$4,622,155	\$8,405,533	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.
			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 in" to the new Police DB Plan. All but two existing officers elected to "buy in" to the new Police DB Plan.
<u>Cash Balances:</u>			
Empower	\$4,835,333	\$0	
Webster	\$0	\$7,601,405	
	<u>\$4,835,333</u>	<u>\$7,601,405</u>	
Funding %	104.6%	90.4%	
Net Pension Asset/(Liability)	\$213,178	(\$804,128)	

ACTIVE CAPITAL PROJECTS

	<u>% Complete*</u>	<u>Project Balance**</u>	<u>Managed By</u>	<u>Department</u>	<u>Notes</u>
4-Bridge Rehabilitation	91%	\$0	Public Works	Public Works	Current Phase: close out with the State of CT
55 Steele Boulevard	43%	\$0	Economic Dev	Economic Dev.	Building 3 of 3 from Newport's original Farmington Ave plans
3-Road Project (CRCOG Pre-Funded Construction)	83%	\$0	Public Works	Public Works	Current Phase: finalize; any remaining balance is due back to State of CT
Kensington Road Bridge - Design Phase	41%	\$0	Public Works	Public Works	Current Phase: design (local funded); once project is approved by DOT, CRCOG grant will pre-funded for bid amount + contingency & incidentals
Willard HVAC Upgrades (ARPA Funds)	100%	\$0	PBC	Facilities	Current Phase: construction
Willard HVAC Upgrades (Local Funds)	8%	\$345,894	PBC	Facilities	Current Phase: construction
Police Station Renovation (ARPA Funds)	100%	\$0	PBC	Facilities	Current Phase: construction
Police Station Renovation (Grant Funds)	100%	\$0	PBC	Facilities	Current Phase: State reimbursement received; owe final CO at completion
Police Station Renovation (Bond Funds)	63%	\$151,574	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			
<u>Description</u>	<u>Projected - Low</u>	<u>Projected - High</u>	<u>Probability</u>
RECEIPTS			
Interest	\$0	(\$100,000)	Med/High
EXPENDITURES			
TOTAL	\$0	(\$100,000)	
<i>Total excluding Pension payouts</i>	<i>\$0</i>	<i>(\$100,000)</i>	

Opportunities			
<u>Description</u>	<u>Projected - Low</u>	<u>Projected - High</u>	<u>Probability</u>
RECEIPTS			
Building Inspection	\$100,000	\$250,000	Med/High
EXPENDITURES			
TOTAL	\$100,000	\$250,000	
NET RISKS/OPPORTUNITIES	\$100,000	\$150,000	
6/30/2024 General Fund Unassigned Fund Balance (audited)	\$17,437,699	\$17,437,699	
Non-Budgeted Appropriation of FY25 General Fund Unassigned Fund Balance:			
BWC/KFD/WFD Study	(\$140,000)	(\$140,000)	
Additional funding for 55 Steele Blvd remediation/construction	(\$360,000)	(\$360,000)	
Grant to Kensington Volunteer Fire Dept for purchase of land for driveway access	(\$75,000)	(\$75,000)	
Requested capital removed from FY25 Town Manager's budget proposal	(\$445,000)	(\$445,000)	
FY26 ADEC of closed defined benefit pension plan (based on 7/1/2024 valuation)	(\$295,617)	(\$295,617)	
Potential land acquisition on Chamberlin Highway (Blue Hills Cons. area)	TBD	TBD	
Projected 6/30/2025 General Fund Unassigned Fund Balance	\$16,222,082	\$16,272,082	
Projected 6/30/2025 GF Unassigned FB as a % of FY25 GF Budget	15.8%	15.8%	

Financial Status Report

Board of Finance Meeting of January 14, 2025

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>	<u>YTD</u>
FY2019	55,212	74,521	82,025	142,845	81,705	58,331	97,213	71,442	119,187	72,239	90,498	100,562	1,045,780	494,639
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	383,359
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	338,061
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	296,172
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	339,296
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	259,303
FY2024	44,725	33,730	46,286	19,917	42,715	30,298							217,672	217,672
CY vs. PY	7,033	(20,194)	9,715	(19,625)	(8,400)	(10,161)								

