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Town Meeting

6:30 pm – A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Monday, May 8, 2023 at 6:30 p.m. for the following purposes:

To approve a FY23 non-budgeted appropriation of \$484,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School.

TOWN OF BERLIN SPECIAL TOWN COUNCIL MEETING

Monday, May 8, 2023

Town Council Chambers

Remote Meeting

6:30 P.M. (Immediately Following Town Meeting)

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. MEETING AGENDA

E. NEW BUSINESS:

1. Topic re: Approve a FY23 non-budgeted appropriation of \$133,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School, pending approval by the Board of Finance. – Facilities/Public Works

F. ADJOURNMENT

LEGAL NOTICE
TOWN OF BERLIN
SPECIAL TOWN MEETING

May 8, 2023

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Monday, May 8, 2023 at 6:30 p.m. for the following purposes:

To approve a FY23 non-budgeted appropriation of \$484,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School.

Dated at Berlin, Connecticut this 28th day of April 2023.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date:
May 3, 2023

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 3, 2023

SUBJECT: Appropriate \$133,000 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School

SUMMARY

On May 2, 2023, the Town Council awarded contracts to All State Construction for HVAC construction and HazPros Inc for asbestos remediation both at Willard Elementary School. As a result, the contract awarded amounts and uncommitted funding from the ARPA grant, there is a shortfall in appropriated funds for the project. The Town is requesting a non-budgeted appropriation of \$133,000 from General Fund Interest on Investments to close this shortfall (outlined below).

Budget	\$5,048,046.16
Paid	-(\$6,500.00)
Encumbered	-(\$549,625.00)
Balance	\$4,491,921.16
All State	-(\$4,463,000.00)
HazPros	-(\$161,062.00) (w/ 10% contingency)
Shortfall	-(\$132,140.84)

ACTION NEEDED

Move to approve a FY23 non-budgeted appropriation of \$133,000.00 from the General Fund Interest on Investments account to the Capital Non-Recurring Fund HVAC-Willard account to fund HVAC upgrades at Willard Elementary School, pending approval by the Board of Finance.

ATTACHMENTS

Willard School HVAC Project Costs Breakdown

Draft Minutes of the April 27, 2023 Public Building Commission Meeting

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works

Doug Solek, Director of Facilities

Willard School HVAC Project Cost Breakdown

ARPA Funds Appropriated in May 2022		\$	5,048,046
All State	\$4,063,000 + \$400,000 Contingency	\$	(4,463,000)
Newfield	\$441,500 + \$93,125 Contingency	\$	(534,625)
Haz Pro	\$146,420 + 14,642 Contingency	\$	(161,062)
Sustainable Engineering (encumbarance)		\$	(15,000)
Paid to Sustainable Engineering and Kehes Group		\$	(6,500)
		\$	(5,180,187)
Shortfall		\$	(132,141)



**TOWN OF BERLIN
PUBLIC BUILDING COMMISSION
MEETING MINUTES
April 27, 2023
Public Works Department - Room 120**

ATTENDANCE:

Chairman-Tom Reid, Commissioners: Bart Bovee, Tom Salimeno, Rocco Buccheri, Jason Scarano and Don Lombardo (via Zoom).

Staff: Mike Ahern – Public Works Director and Doug Solek – Facilities Director (via Zoom).

Guests: Brian Grant and Patrick O’Laughlin (via Zoom)- Newfield Construction.

CALL TO ORDER:

Chairman Reid called the meeting to order at 7:00 P.M.

APPROVAL OF MINUTES:

The minutes of the March 9, 2023 meeting had been previously e-mailed for review.

Commissioner Bovee made a motion to accept the minutes of the March 9, 2023 meeting, seconded by Commissioner Salimeno. The motion was unanimously approved.

AUDIENCE OF CITIZENS: None.

Commissioner Scarano made a motion to move the HVAC agenda item before the renovations project to accommodate the guest speaker, seconded by Commissioner Salimeno. The motion was unanimously approved.

BOARD OF EDUCATION – ELEMENTARY SCHOOLS HVAC UPGRADES – UPDATE

Chairman Reid asked Brian Grant (Newfield Construction) to speak to the Commissioners. His summary:

- Bids were received on 4/25/23. In total (5) bids were received. (4) of them were complete and (1) was incomplete (Encon only submitted a cost for HVAC labor and equipment so the bid was not accepted).
- Of the (4) complete bids submitted All State Construction, Inc. out of Farmington, CT was the lowest qualified bidder with a total cost of \$4,063,000.00. All required bid submission paperwork was provided with their bid.
- A scope review was conducted on 4/27/23 at 2 PM with All State Construction. Newfield Construction chaired the meeting and CES, Friar and members from the Town (Mike Ahern, Doug Solek and Tom Reid) were in

attendance. There were no issues raised during the scope review. All State Construction appeared to have included all items and had a very good understanding of the project scope and requirements.

- It was noted that All State Construction would most likely be staying with the basis of design units and they think they may be able to get the equipment slightly ahead of the bid schedule.
- They are also currently working on similar school projects like Willard in other municipalities so they are very familiar with the requirements.
- As such, Newfield Construction recommended that the Town of Berlin move to award the Willard HVAC project to All State Construction with a total contract cost of \$4,063,000.00.
- Discussion ensued regarding the amount of project contingency that should be carried. 20% was discussed but most members felt that 20% was too much and agreed to a 10% contingency (\$400,000.00 – roughly 10% of All State Construction's bid cost of \$4,063,000.00). Newfield Construction reminded the committee that there is approximately \$225,000.00 of allowances and contingencies already included in the base bid price from All State Construction.
- The HazMat removals required for the HVAC project are being handled directly by the Town under a separate contract and will be coordinated with the HVAC project. Those costs will not be included in the overall HVAC project budget.
- All agreed that the project was approved with an overall budget of \$4,904,000.00.
 - All State Construction: \$4,063,000.00
 - Newfield Construction: \$ 441,000.00
 - 10% Contingency: \$ 400,000.00
 - **Total:** **\$4,904,000.00**
- Mike Ahern explained the next steps with approvals from Board of Finance, Town Council, etc. and that the intent is to get a letter to All State Construction by 5/10/23 notifying them of contract award.
- Newfield Construction will provide a letter of recommendation to award to All State Construction, Inc. along with a template for a letter of intent for the Town to use notify All State Construction, Inc.

Commissioner Scarano made a motion to accept Newfield Construction's recommendation to award All State Construction as the Contractor for the Willard School HVAC project in the amount of \$4,063,000.00 (with 10% contingency), seconded by Commissioner Salimeno. The motion was unanimously approved.

The Commissioners further discussed the Council Agenda Item that will be presented at the May 2, 2023 meeting.

Commissioner Lombardo made a motion to recommend a \$4,904,000.00 project budget to Town Council, seconded by Commissioner Bovee. The motion was unanimously approved.

EXPANSION & RENOVATION OF POLICE LOCKER ROOM FACILITIES - UPDATE

Chairman Reid asked Mr. Ahern for an update.

Mr. Ahern reported that Mr. Humes, of Jacunski Humes Architects (JHA), recently sent over a revised set of prints and specifications. Mr. Humes has been working with the Chief and Police Commission on paint colors and fixture items. Representative Veach has re-submitted a grant application for project funding.

Chairman Reid presented an invoice from Jacunski Humes for approval. Invoice # 23058, Dated March 15, 2023 in the amount of \$13,500.00.

Commissioner Lombardo made a motion to approve the Jacunski Humes Invoice # 23058, dated March 15, 2023 in the amount of \$13,500.00, seconded by Commissioner Buccheri. The motion was unanimously approved.

Chairman Reid presented a second invoice from Jacunski Humes for approval. Invoice # 23121, Dated April 17, 2023 in the amount of \$37,125.00.

Commissioner Bovee made a motion to approve the Jacunski Humes Invoice # 23121, dated April 17, 2023 in the amount of \$37,125.00, seconded by Commissioner Buccheri. The motion was unanimously approved.

OLD BUSINESS:

Berlin High School – close-out status

Mr. Solek reported that the State has all the documents and must take action on the audit within six months of receipt. The Commissioners would like to keep track of the dates and follow the progress.

Chairman Reid asked if there was any additional business. Hearing none, asked for a motion to adjourn.

ADJOURNMENT:

Commissioner Lombardo made a motion to adjourn the meeting at 8:00 p.m., seconded by Commissioner Bovee. The motion was unanimously approved.

Lecia Paonessa
Recording Secretary