

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 9, 2023

SUBJECT: Receive Section 8-24 Report Regarding Lot Line Revision Pertaining to the Sale of the Former Knights of Columbus Property 143 Percival Avenue, to the Berlin Housing Authority and Reauthorize the Revision of Lot lines and then Sale of 143 Percival Avenue and the Lease of a Portion of Map 8-4, Block 54, Lot 65

Summary of Agenda Item:

At its meeting of May 16, 2023, the Town Council authorized the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023 and to execute documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue and 0 Carbo Lane (Map 8-4, Block 54, Lot 69) contemporaneous with the closing of the financing. At its meeting of June 6, 2023, the Town Council made a referral to the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for a lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, for the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and for the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto.

At its meeting of June 20, 2023, the Town Council will receive a report from the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for a lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, before the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and for the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65. The Town Council will also have a public hearing on June 20 at 7 PM regarding the sale of 143 Percival Avenue and lease of a portion of Map 8-4, Block 54, Lot 65 (per the attached survey map) to the Berlin Housing Authority as is required by section 7-163e of the Connecticut General Statutes.

Having satisfied statutory requirements for the sale and lease of Town property including receiving a section 8-24 report from the Planning and Zoning Commission and having a public hearing on the matter, the Town Council needs to affirm its previous actions and authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for parcels of land at sale of 143 Percival Avenue (4.65 acres after the lot line revision), and the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto. In addition, the Town Council needs to authorize a lot line revision to add a

0.25-acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69 prior to the sale of 143 Percival Avenue.

Actions Needed:

Move to authorize a lot line revision to add a 0.25-acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69 prior to the sale of 143 Percival Avenue.

Move to affirm the previous actions of the Town Council to authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 to the Berlin Housing Authority, all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017.

Attachments:

Survey map.

Prepared By:

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

LEGEND

1	1/4 SECTION 1, T1N, R1E, S1
2	1/4 SECTION 2, T1N, R1E, S1
3	1/4 SECTION 3, T1N, R1E, S1
4	1/4 SECTION 4, T1N, R1E, S1
5	1/4 SECTION 5, T1N, R1E, S1
6	1/4 SECTION 6, T1N, R1E, S1
7	1/4 SECTION 7, T1N, R1E, S1
8	1/4 SECTION 8, T1N, R1E, S1
9	1/4 SECTION 9, T1N, R1E, S1
10	1/4 SECTION 10, T1N, R1E, S1
11	1/4 SECTION 11, T1N, R1E, S1
12	1/4 SECTION 12, T1N, R1E, S1
13	1/4 SECTION 13, T1N, R1E, S1
14	1/4 SECTION 14, T1N, R1E, S1
15	1/4 SECTION 15, T1N, R1E, S1
16	1/4 SECTION 16, T1N, R1E, S1
17	1/4 SECTION 17, T1N, R1E, S1
18	1/4 SECTION 18, T1N, R1E, S1
19	1/4 SECTION 19, T1N, R1E, S1
20	1/4 SECTION 20, T1N, R1E, S1
21	1/4 SECTION 21, T1N, R1E, S1
22	1/4 SECTION 22, T1N, R1E, S1
23	1/4 SECTION 23, T1N, R1E, S1
24	1/4 SECTION 24, T1N, R1E, S1
25	1/4 SECTION 25, T1N, R1E, S1
26	1/4 SECTION 26, T1N, R1E, S1
27	1/4 SECTION 27, T1N, R1E, S1
28	1/4 SECTION 28, T1N, R1E, S1
29	1/4 SECTION 29, T1N, R1E, S1
30	1/4 SECTION 30, T1N, R1E, S1
31	1/4 SECTION 31, T1N, R1E, S1
32	1/4 SECTION 32, T1N, R1E, S1
33	1/4 SECTION 33, T1N, R1E, S1
34	1/4 SECTION 34, T1N, R1E, S1
35	1/4 SECTION 35, T1N, R1E, S1
36	1/4 SECTION 36, T1N, R1E, S1
37	1/4 SECTION 37, T1N, R1E, S1
38	1/4 SECTION 38, T1N, R1E, S1
39	1/4 SECTION 39, T1N, R1E, S1
40	1/4 SECTION 40, T1N, R1E, S1
41	1/4 SECTION 41, T1N, R1E, S1
42	1/4 SECTION 42, T1N, R1E, S1
43	1/4 SECTION 43, T1N, R1E, S1
44	1/4 SECTION 44, T1N, R1E, S1
45	1/4 SECTION 45, T1N, R1E, S1
46	1/4 SECTION 46, T1N, R1E, S1
47	1/4 SECTION 47, T1N, R1E, S1
48	1/4 SECTION 48, T1N, R1E, S1
49	1/4 SECTION 49, T1N, R1E, S1
50	1/4 SECTION 50, T1N, R1E, S1
51	1/4 SECTION 51, T1N, R1E, S1
52	1/4 SECTION 52, T1N, R1E, S1
53	1/4 SECTION 53, T1N, R1E, S1
54	1/4 SECTION 54, T1N, R1E, S1
55	1/4 SECTION 55, T1N, R1E, S1
56	1/4 SECTION 56, T1N, R1E, S1
57	1/4 SECTION 57, T1N, R1E, S1
58	1/4 SECTION 58, T1N, R1E, S1
59	1/4 SECTION 59, T1N, R1E, S1
60	1/4 SECTION 60, T1N, R1E, S1
61	1/4 SECTION 61, T1N, R1E, S1
62	1/4 SECTION 62, T1N, R1E, S1
63	1/4 SECTION 63, T1N, R1E, S1
64	1/4 SECTION 64, T1N, R1E, S1
65	1/4 SECTION 65, T1N, R1E, S1
66	1/4 SECTION 66, T1N, R1E, S1
67	1/4 SECTION 67, T1N, R1E, S1
68	1/4 SECTION 68, T1N, R1E, S1
69	1/4 SECTION 69, T1N, R1E, S1
70	1/4 SECTION 70, T1N, R1E, S1
71	1/4 SECTION 71, T1N, R1E, S1
72	1/4 SECTION 72, T1N, R1E, S1
73	1/4 SECTION 73, T1N, R1E, S1
74	1/4 SECTION 74, T1N, R1E, S1
75	1/4 SECTION 75, T1N, R1E, S1
76	1/4 SECTION 76, T1N, R1E, S1
77	1/4 SECTION 77, T1N, R1E, S1
78	1/4 SECTION 78, T1N, R1E, S1
79	1/4 SECTION 79, T1N, R1E, S1
80	1/4 SECTION 80, T1N, R1E, S1
81	1/4 SECTION 81, T1N, R1E, S1
82	1/4 SECTION 82, T1N, R1E, S1
83	1/4 SECTION 83, T1N, R1E, S1
84	1/4 SECTION 84, T1N, R1E, S1
85	1/4 SECTION 85, T1N, R1E, S1
86	1/4 SECTION 86, T1N, R1E, S1
87	1/4 SECTION 87, T1N, R1E, S1
88	1/4 SECTION 88, T1N, R1E, S1
89	1/4 SECTION 89, T1N, R1E, S1
90	1/4 SECTION 90, T1N, R1E, S1
91	1/4 SECTION 91, T1N, R1E, S1
92	1/4 SECTION 92, T1N, R1E, S1
93	1/4 SECTION 93, T1N, R1E, S1
94	1/4 SECTION 94, T1N, R1E, S1
95	1/4 SECTION 95, T1N, R1E, S1
96	1/4 SECTION 96, T1N, R1E, S1
97	1/4 SECTION 97, T1N, R1E, S1
98	1/4 SECTION 98, T1N, R1E, S1
99	1/4 SECTION 99, T1N, R1E, S1
100	1/4 SECTION 100, T1N, R1E, S1

PROPERTY ADJACENT TO THE SOUTH OF SECTION 1, T1N, R1E, S1

SECTION 1, T1N, R1E, S1

SECTION 2, T1N, R1E, S1

Agenda item No: 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 8, 2023

SUBJECT: Tax Abatement for Coccomo Old Brickyard Lane LLC

Summary of Agenda Item:

Coccomo Old Brickyard Lane LLC has submitted an application for the construction of a new 21,500 square foot industrial building at 166 Old Brickyard Lane. This abatement would be based on the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for Coccomo Old Brickyard Lane LLC.

Actions Needed:

Move to approve a tax abatement for Coccomo Old Brickyard Lane LLC for the construction of a 21,500 square foot building at 166 Old Brickyard Lane of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) Estimated taxes and abated taxes
- 3) A copy of the letter to abutters

Prepared By: Christopher Edge, Economic Development Director

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: Coccone Old Brickyard LLC

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: Coccone Old Brickyard LLC

Mailing Address: 365 New Britain Rd, Berlin, CT 06037

Project Address (If applicable): 166 Old Brickyard Lane

Phone Number: 860-883-6362 Email: tpcjunior@yahoo.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

No business as of yet although multiple potential
tenants have inquired about Tax program

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal property expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

215,000 sq ft New Construction for industrial on existing 20,000 sq ft
& 5000 sq ft. Project started Jan 1st 2023 and
will be complete 12/31/23

Visit our Web Site <http://www.townberlinct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@townberlinct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: 1,500,000.00

Estimated Value of Additional Personal Property: TBD

Number of Jobs to be Retained in Berlin: TBD

Number of Jobs to be Created: 15-30

Additional Details (If needed):

I (we) have not asked for any support from
this program while our last two projects
I have brought 50 new employees to Berlin

161 unit A
1897 Berlin
Turnpike

5/18/20
Date

[Signature]
Signature of Company Representative

Visit our Web Site <http://www.townofberlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax (860) 828-7180 • Email: c.edge@townofberlin.ct.us

PRO FORMA - 166 OLD BRICKYARD LANE
COCCOMO OLD BRICKYARD LANE LLC

<u>Year</u>	<u>Estimated Assessment Increase *</u>	<u>Mill Rate</u>	<u>Real Estate Taxes</u>	<u>Personal Property Taxes</u>	<u>Total Taxes</u>	<u>Tax Abatement</u>	<u>Net Taxes</u>
1	1,200,000	33.93	\$ 40,716	\$ 4,072	\$ 44,788	\$20,358	\$ 24,430
2	1,200,000	34.27	\$ 41,123	\$ 4,112	\$ 45,235	\$16,449	\$ 28,786
3	1,200,000	34.61	\$ 41,534	\$ 4,153	\$ 45,688	\$12,460	\$ 33,228
4	1,200,000	34.96	\$ 41,950	\$ 4,195	\$ 46,145	\$8,390	\$ 37,755
5	1,200,000	35.31	\$ 42,369	\$ 4,237	\$ 46,606	\$4,237	\$ 42,369
6	1,200,000	35.66	\$ 42,793	\$ 4,279	\$ 47,072		\$ 47,072
7	1,200,000	36.02	\$ 43,221	\$ 4,322	\$ 47,543		\$ 47,543
8	1,200,000	36.38	\$ 43,653	\$ 4,365	\$ 48,018		\$ 48,018
9	1,200,000	36.74	\$ 44,090	\$ 4,409	\$ 48,499		\$ 48,499
10	1,200,000	37.11	\$ 44,530	\$ 4,453	\$ 48,984		\$ 48,984
11	1,200,000	37.48	\$ 44,976	\$ 4,498	\$ 49,473		\$ 49,473
12	1,200,000	37.85	\$ 45,426	\$ 4,543	\$ 49,968		\$ 49,968
13	1,200,000	38.23	\$ 45,880	\$ 4,588	\$ 50,468		\$ 50,468
14	1,200,000	38.62	\$ 46,339	\$ 4,634	\$ 50,972		\$ 50,972
15	1,200,000	39.00	\$ 46,802	\$ 4,680	\$ 51,482		\$ 51,482
16	1,200,000	39.39	\$ 47,270	\$ 4,727	\$ 51,997		\$ 51,997
17	1,200,000	39.79	\$ 47,743	\$ 4,774	\$ 52,517		\$ 52,517
18	1,200,000	40.18	\$ 48,220	\$ 4,822	\$ 53,042		\$ 53,042
19	1,200,000	40.59	\$ 48,702	\$ 4,870	\$ 53,573		\$ 53,573
20	1,200,000	40.99	\$ 49,189	\$ 4,919	\$ 54,108		\$ 54,108
Total			\$ 896,526	\$ 89,653	\$ 986,178	\$ 61,894	\$ 924,284

* Increase of approximately \$1,200,000 with this new facility

June 9, 2023

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the construction of a new 21,500 square foot building at 166 Old Brickyard Lane in Berlin. The applicant, Coccomo Old Brickyard Lane LLC has requested a 5-year tax abatement on the increase in assessment. This abatement will allow the owner to bring in a new firm that will call Berlin home as well as bring new jobs and taxes.

This tax abatement will not increase your taxes, but will give Coccomo Old Brickyard Lane LLC a small tax abatement over the 5 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** Details for the meeting can be found on the town's website at www.berlinct.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the upcoming meeting.

Please call me at 860-828-7005 if you have any questions in this regard.

Sincerely,

A handwritten signature in blue ink, appearing to read "C D Edge", followed by a long horizontal line.

Christopher D. Edge
Economic Development Director

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 13, 2023
SUBJECT: Section 8-24 Review – 522 and 554 Berlin Turnpike

Summary of Agenda Item:

The owner of 550-554 Berlin Turnpike Associates, LLC are in the process of selling 554 Berlin Turnpike to the property's current tenant, the ABC Supply Company and is requesting the Town grant and easement for the existing drainage pipes. The property has three drainage pipes that are either located on or discharge onto Town of Berlin property known as 604 Berlin Turnpike (Map 10-1, Block 83, Lot 16).

The Town Council referred this matter to the Planning and Zoning Commission that voted at its May 18, 2023, meeting to provide a favorable report pursuant to Connecticut General Statutes Section 8-24.

Action Needed:

Move to approve an easement from the Town to 550-554 Berlin Turnpike Associates, LLC for three drainage pipes from 522 and 554 Berlin Turnpike that are either located on or discharge onto the Town of Berlin Water Control property known as 604 Berlin Turnpike, MBL 10-1-83-16, subject to review and approval of Corporation Counsel.

Attachments:

1. Letter from the Attorney representing the owners of 550-554 Berlin Turnpike Associates, LLC
2. Map showing drainage location.
3. Planning and Zoning Commission Decision Notice

Prepared By:

Maureen K. Giusti, AICP, Town Planner



Wisniowski & Sullivan, LLC

Attorneys at Law

Wanda L. Wisniowski

Also admitted in New York

Timothy Sullivan

Please respond to our Southington office

April 10, 2023

Email Only (ajayawickrema@berlinct.gov)

Town of Berlin

240 Kensington Rd

Berlin, CT 06032

Attn: Arosha Jayawickrema, Town Manager

RE: 522 and 554 Berlin Turnpike, Berlin, CT

Dear Mr. Jayawickrema:

Wisniowski & Sullivan, LLC represents 550-554 Berlin Turnpike Associates, LLC ("BTA") in regard to the above referenced properties (collectively the "Property").

The Property has 3 drainage pipes that are either located on or discharge onto Town of Berlin property known as 604 Berlin Turnpike (Map 10-1, Block 83, Lot 16).

My client is in the process of selling 554 Berlin Turnpike to the property's current tenant, the ABC Supply Company, and as such respectfully requests the Town grant an easement concerning the existing drainage pipes. An easement from the Town would require Town Council approval following a report by the Planning and Zoning Commission pursuant to Conn. Gen. Stat. §8-24. Please schedule this matter on the Berlin Town Council's May 2, 2023, agenda for referral of the easement request to the Planning & Zoning Commission for a Conn. Gen. Stat. §8-24 report.

Sincerely

Timothy Sullivan

ETS/JO

Enc.

Cc: Jeffrey M. Donofrio, Esq Email Only (JDonofrio@cd-llp.com)



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.berlinct.gov

Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

May 30, 2023


TOWN OF BERLIN

NOTICE OF DECISION

SUBJECT: Review and Recommendation in Accordance with
§8-24 of the Connecticut General Statutes

LOCATION: Drainage Pipes – 604 Berlin Turnpike

After review in accordance with §8-24 of the Connecticut General Statutes, at its Regular Meeting of May 18, 2023, the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for three drainage pipes coming out from 522 and 554 Berlin Turnpike onto the Town of Berlin Water Control property, MBL 10-1-83-16, 604 Berlin Turnpike.


Maureen Giusti, AICP
Town Planner

Maureen K. Giusti, AICP, Town Planner, 860-828-7060, mgiusti@berlinct.gov
Dylan Willette, ENV SP, Assistant Town Planner, 860-828-7186, dwillette@berlinct.gov
Paul Morbidelli, Zoning Enforcement Officer, 860-828-7008, pmorbidelli@berlinct.gov
Frances Semnoski, Land Use Administrator, 860-828-7066, fsemnoski@berlinct.gov

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 9, 2023

SUBJECT: Opening Purchase Orders for Berlin-Peck Memorial Library

Summary of Agenda Item:

The Berlin Peck Memorial Library belongs to the **Connecticut Library Consortium (CLC)**, based in Middletown. With over 800 members, CLC leverages its market power to negotiate deep discounts on essential library products such as books, media, databases and movie licensing.

The \$860 we pay in annual dues is more than made up for by the discounts received.

The library is also one of 30 members in the **Library Connection, Inc. (LCI)**, a consortium that supplies and maintains our computerized library system. By participating in LCI, we do not have to employ an IT Systems professional whose salary would easily be twice our assessed fee.

Annual cost for LCI, which includes databases, books, supplies, data services and audio/visual, is anticipated to be \$58,933.

Sufficiency of funds

Account	Account Name	Vendor	Amount	Uncommitted Balance
001.25.2544.0.53201.00000	Supplies	Baker & Taylor	\$3,100	
001.25.2544.0.53201.00000	Supplies	Library Connection	\$500	
Total			\$3,600	\$12,000
001.25.2544.0.53300.00000	Books	Baker & Taylor	\$68,000	
001.25.2544.0.53300.00000	Books	Library Connection	\$2,998	
Total			\$70,998	\$98,500
001.25.2544.0.53302.00000	Databases	Library Connection	\$685	
Total			\$685	\$30,500.00

Account	Account Name	Vendor	Amount	Uncommitted Balance
001.25.2544.0.53304.00000	Data Services	Library Connection	\$35,250	
Total			\$35,250	\$60,000
001.25.2544.0.53301.00000	Audio/Visual	Library Connection	\$19,500	
Total			\$19,500	\$27,000

Action Needed:

Move to waive the Town's bidding procedures and approve issuing purchase orders for the 2023/24 fiscal year for the following vendors due to the library's participation in Connecticut Library Consortium and in the Library Connection, Inc. as the best discounts have already been provided. Both vendors have been approved for bidding waivers for at least the past five fiscal years. This is in the best interest of the town.

- Supplies = \$3,100 Books = \$68,000 **Baker and Taylor Co.** For adult, child and teen books
– Total \$71,100
- Databases = \$685 Books = \$2,998 Supplies = \$500 Data Services = \$35,250
Audio/Visual = \$19,500 - **Library Connection, Inc.** – Total \$58,933

Attachments:

None

Prepared By:

Kimberly McNally, Library Director



Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 14, 2023
SUBJECT: Update on the Berlin-Peck Memorial Library



Summary of Agenda Item:

Kim McNally, Library Director will update the Town Council on the Library's activities and goals.

Action Needed:

Discussion only

Attachments:

None

Prepared By: Kate Wall, Town Clerk



TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 20, 2023
SUBJECT: Contract Approval for Guardrail Construction:
McGee Outdoor Classroom Project

Summary of Agenda Item:

The Board of Education and Town of Berlin have proposed the development and construction of an Outside Classroom Project to be located at the McGee Middle School Facility. A Site Plan for the Project has been previously approved by the Town Planning and Zoning Commission. A component of the Project is the installation of a wood guardrail between the area designated for the Outdoor Classroom and the existing driveway and parking lot for student safety and security. Based upon design and specifications for the guardrail construction provided by AI Engineering, and pursuant to applicable purchasing policies, the Berlin School District has requested and received three (3) written quotes for the cost of construction. Following review, the District Business Office and the Town Facilities Dept. recommend the Eagle Fence & Guardrail Inc. located in Plainville CT for the contract. The cost will be \$15,825.00 and the funding will be provided through Federal Grant Programs to the BOE (IDEA and ARP-ESSER).

Action Needed:

Move to approve a contract for the construction of a timber guardrail, as specified by AI Engineering, for the proposed Outdoor Classroom Project at McGee School in the amount of \$15,825.00 (Grant Acct.), subject to review of the contract documents by the Corporation Counsel.

Attachments:

- Solicitation and Quotes
- Approved General Site Plan

Prepared By:

Douglas Solek, Director of Facilities, Town of Berlin
Jeffrey Cugno, Director of Operations, Berlin Public Schools




From: Erik Jarboe <EJarboe@aiengineers.com>

Date: May 31, 2023 at 3:26:29 PM EDT

To: Erik Jarboe <EJarboe@aiengineers.com>

Cc: Michael Greer <MGreer@aiengineers.com>

Subject: Timber Rail price

As discussed, looking for a quote for Timber Guiderail, 10" x 10" posts, 4" x 8" rail, mortised, supplied and installed at McGee Middle School 899 Norton Road, Berlin, CT. Please see the attached PDF.

The funding for this project is a State Grant so prevailing wage rates apply.

INSURANCE REQUIREMENTS

- The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured.
- Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- Professional Liability with limits not less than \$1,000,000.
- Umbrella Liability of not less than \$1,000,000.
- Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

BONDING

- performance bond required
- payment bond will be required

Erik Jarboe, PE, Assoc. DBIA

Senior Director, Highways & Structures

PROPOSAL/CONTRACT

JUNE 05 2023

PAGE 1 OF 1

AI ENGINEERS

919 MIDDLE STREET
MIDDLETOWN, CT 06457
860-635-7740

ATTN: ERIK 860-964-8882

FROM: CHRIS PILBIN, ESTIMATOR/PROJECT MANAGER

RE: 10" X 10" TIMBER RAIL @ McGEE MIDDLE SCHOOL

WE HEREBY PROPOSE TO FURNISH AND INSTALL THE FOLLOWING:

ITEM	QUANTITY	UNIT COST	TOTAL
------	----------	-----------	-------

PRESSURE TREATED TIMBER GUIDERAIL, PER THE FOLLOWING:

APPROXIMATELY 371 LF TOTAL	1	\$ 15,825.00	\$ 15,825.00
----------------------------	---	--------------	--------------

10" X 10" X 5'4" POST W/ CHAMFER TOP
4" X 8" X 10' RAILS
MORTISED CONSTRUCTION
ALL TIMBER MCA-TREATED #2 SYP S4S
ALL TIMBER NATURAL WOOD FINISH

BID INCLUDES PREVAILING WAGES

PLEASE NOTE

EXCLUDES ANY / ALL DELEGATED DESIGN

STANDARD SHOP DRAWINGS/CUT SHEETS WILL BE PROVIDED; EXCLUDES ANY ENGINEERED SHOP DRAWINGS

SUBTOTAL:		\$ 15,825.00
SALES TAX:	*CT DAS SBE CERTIFIED* *TAX EXEMPT PLEASE PROVIDE CERT*	\$ 1,004.89
TOTAL COST:		\$ 16,829.89

EXCLUSIONS/CLARIFICATIONS

- * SURVEYING/PROPERTY LINE DETERMINATION, BY BUYER. FENCE LINE CLEARING, BY BUYER (IF NEEDED). ALL PERMITS, BY BUYER.
- * NORMAL DIGGING/GRADING CONDITIONS. THIS PROPOSAL DOES NOT INCLUDE ALLOWANCES FOR HAND-WORK OR ADDITIONAL EQUIPMENT THAT MAY BE NEEDED DUE TO ROCK LEDGE, CONFLICTS WITH UTILITIES, OR ANY OTHER OBSTRUCTION THAT PRECLUDE STANDARD INSTALLATION PRACTICES. ALL SUCH COSTS WILL BECOME AN ADDITIONAL CHARGE, OVER AND ABOVE THIS PROPOSAL.
- * THIS PROPOSAL EXCLUDES: SURVEY/LAYOUT; PERMITS; ALLOWANCES FOR HAND WORK (ALL POST HOLES TO BE MACHINE-AUGURED); ROCK/LEDGE EXCAVATION; CUTTING/PATCHING BLACKTOP; TRAFFIC PROTECTION; MARK-OUT & PROTECTION OF PRIVATE UTILITIES
ANY OTHER WORK NOT SPECIFICALLY STATED ABOVE.
- * PAYMENT TERMS: A FINANCE CHARGE OF 1.5% PER MONTH
(ANNUAL RATE OF 18%) ACCRUE ON ANY BALANCE OVER 30 DAYS. IN THE EVENT IT IS NECESSARY TO ENFORCE COLLECTION, BUYER AGREES TO PAY ALL COSTS OF COLLECTION, INCLUDING ATTORNEY'S FEES.
- * THIS PROPOSAL IS VALID FOR 30 DAYS FROM ABOVE DATE.
- * THIS CONSTITUTES THE FULL AGREEMENT BETWEEN BUYER AND EAGLE FENCE & GUARDRAIL. CHANGES WILL ONLY EXECUTED UPON WRITTEN ORDERS FROM BUYER, AND WILL RESULT IN CHANGES TO COST.
- * THIS PROPOSAL EXCLUDES ANY AND ALL SLEEVES; IF NECESSARY SLEEVES TO BE PROVIDED BY OTHERS

CUSTOMER ACCEPTANCE: _____ **DATE:** _____



Atlas Companies L.L.C.
DBA Atlas Industrial Services L.L.C.
30 Northeast Industrial Road
Branford, CT 06405
203-483-9013 Fax: 203-483-9985

Questions: Dan Boone 203-868-2042

Quotation

Certified Federal SBE Cage Code 9FQ11
Certified State of CT SBE

Date 6/1/2023

Project Berlin - McGee Middle School Outdoor Classroom
Client _____
Contact Erik Jarboe
Contractor Address _____
Project Address 899 Norton Rd, Berlin, CT 06037
Town Berlin, CT
Taxable (Y/N) _____

Job # _____
P.O. # _____
Contact Ph # _____
Contact Fax # _____

Item #	Item Description	Quantity	Unit	Unit Price	Total
	Timber Mortised Guardrail, 10" x 10" posts	371.00	LF	\$ 50.00	\$ 18,550.00
		-		\$ -	\$ -
		-		\$ -	\$ -
		-		\$ -	\$ -
		-		\$ -	\$ -
	Traffic			\$ -	\$ -
	Bond			\$ -	\$ -

Comments

	Pre-Tax Total	\$ 18,550.00
	Sales Tax - Material	\$ -
	Sales Tax - Labor	\$ -
	Total	\$ 18,550.00

**If sales tax is noted above and is not applicable to this project,
please provide support for tax exemption.**

NOTES/EXCEPTIONS/EXTRAS

Federal and CT State Certified SBE

Price does not include night and/or weekend work

Price does not include traffic control unless specifically listed

Price does not include Rock Drilling - If Rock Drilling is required it will be at the rate of \$700.00 per Vertical Foot

If utility conflicts arise, add \$100 per post and \$300 per anchor for hand digging

Any concrete pads for Impact Attenuation Systems will be by others

Furnish and install estimate

All grouting by others

PRICES FIRM FOR 10 DAYS

If the above quotation is acceptable, please sign and fax back.

Upon receipt, we will proceed forward with scheduling the work. Thank you.

Accepted

Company Name _____

Quote By: _____

Authorized Representative _____

Date _____

Durham Fence Company Inc.

41 Industrial Park Access Rd.
Middlefield, CT 06455 US
860-349-9898



Estimate

ADDRESS

Mcgee Middle School
899 Norton Rod
Berlin, Connecticut 06037 USA

ESTIMATE 1174
DATE 06/06/2023

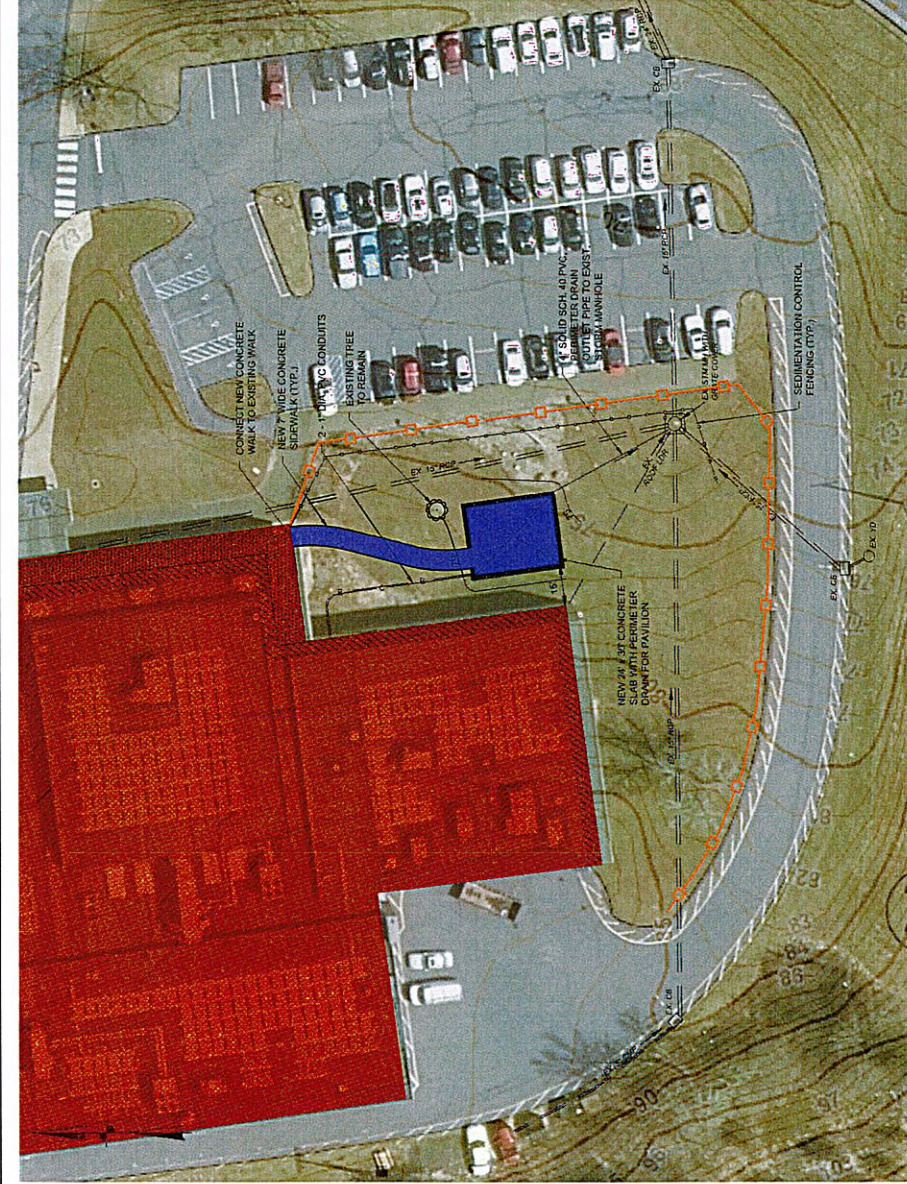
DESCRIPTION	QTY	RATE	AMOUNT
371'-Wood Guardrail 10" x 10" Pressure Treated Mortised Posts 4" x 8" x 10' Pressure Treated Rails	1	32,840.00 0	32,840.00T
SUBTOTAL			32,840.00
TAX (6.35%)			2,085.34
TOTAL			\$34,925.34

Please find your estimate for service. Feel free to contact us if you have any questions.

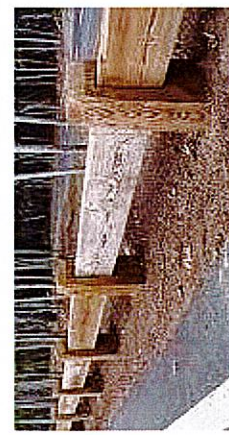
Thank You,
Durham Fence Company, Inc.

Accepted By

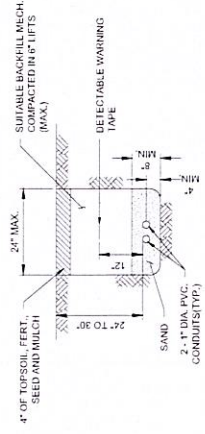
Accepted Date



PARTIAL SITE PLAN



CONDUIT TRENCH DETAIL



NOT TO SCALE

SHEET NO. REVISION OR CLARIFICATION	PROJECT NO. 3718 DRAWING TITLE C-01 GENERAL SITE PLAN	PROJECT TITLE BERLIN PROJECT NO. 3718 DRAWING TITLE C-01 GENERAL SITE PLAN	PROJECT NO. 3718 DRAWING TITLE C-01 GENERAL SITE PLAN
--	---	--	---

PRELIMINARY DESIGN REVIEW

McGEE MIDDLE SCHOOL
OUTDOOR CLASSROOM

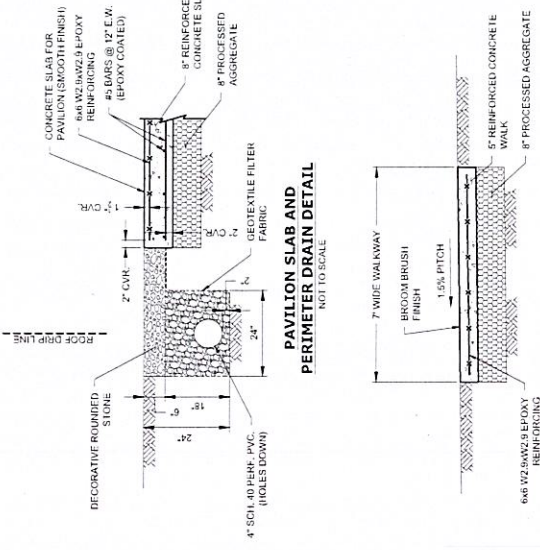
BERLIN
GENERAL SITE PLAN

3718
C-01
1 of 1



PREFABRICATED PAVILION ELEVATION

NOT TO SCALE



PAVILION SLAB AND PERIMETER DRAIN DETAIL

NOT TO SCALE

TYPICAL SIDEWALK DETAIL

NOT TO SCALE

NOTE
3\"/>

GENERAL NOTES:

1. CONCRETE STRENGTH SHALL BE 4000 PSI @ 28 DAYS WITH MINIMUM AIR ENTRAINMENT OF 6.0%.
2. STEEL REINFORCING SHALL CONFORM TO ASTM A615 GRADE 60 AND SHALL BE EPOXY COATED.
3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, 2003 EDITION, AS AMENDED BY THE CONNECTICUT DEPARTMENT OF TRANSPORTATION.
4. CONTRACTOR SHALL REFER TO STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION INCIDENTAL CONSTRUCTION FORM 818-2007.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 12, 2023

SUBJECT: South Kensington Fire House Re Roofing Bid Award

Summary of Agenda Item:

The existing roof conditions at South Kensington Fire House have deteriorated beyond repair. Plans and Specifications were developed for the replacement of all roofing on the main building and the project was bid as no. 2023-22. Four bids were received with two of the four firms not meeting the qualification criteria within the bid specs. The third lowest bidder Imperial Company of Cromwell, CT is qualified and able to perform the work in the amount of \$99,000. We are requesting to utilize the remaining project funds if needed in the amount of \$43,000 to cover any contingency and prevailing wage if the project exceeds the threshold with change orders. Funding is available in the Buildings and Renovations account 500.15.1531.0.54000.00300.

Action Needed:

Move to award bid no. 2023-22 to the Imperial Company of Cromwell, CT in the amount of \$99,000 and approve utilizing the remaining project account funding up to \$43,000 for project contingency and prevailing wage if needed for a total project cost not to exceed \$142,000 for roofing replacement and associated work at the South Kensington Fire House main building.

Attachments:

Bid Results
Architect Correspondence
Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



PROPOSAL

REROOFING AND RELATED WORK

SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY
BERLIN, CT

Date 05/30/2023

To: Mr. Douglas G. Solek
Director of Facilities
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,
4 You LLC

(Name of Firm)

having visited the site and carefully examined the Drawings, Contract Documents and complete Specifications dated April 24, 2023, together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids as prepared by the Architect; Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT; hereby offers and agrees as follows:

To provide all labor, materials, equipment, appliances and whatsoever else necessary to construct and properly finish all work in connection with the,

REROOFING AND RELATED WORK
SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY

Berlin, Connecticut, to the satisfaction of the Architect and the Owner for the Base Bid Lump Sum of:

Sixty Seven Thousand Three Hundred Eighty Four (\$67,384.00)

UNIT PRICES

Should the amount of improvements required to be increased due to special considerations found at the site, or because of a request of the Owner, the undersigned agrees that the following supplemental UNIT PRICES will be the basic price in place for computing the EXTRA or CREDIT. Each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved:

- | | | | |
|----|-------------------------------------|----------|-------------|
| 1. | Replacement of Wood Plank Roof Deck | \$ 4.00 | per sq. ft. |
| 2. | Replacement of Plywood Roof Deck | \$ 3.60 | per sq. ft. |
| 3. | Replacement of Wood Blocking | \$ 24.00 | per bd. ft. |

ALLOWANCES

1. Wood Plank Roof Deck: Included in this proposal is a total of 100 sq. ft. new metal deck furnished and installed to match existing. The actual amount of existing metal roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
2. Plywood Roof Deck: Included in this proposal is a total of 128 sq. ft. new wood deck furnished and installed to match existing. The actual amount of existing wood roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
3. Wood Blocking: Included in this proposal is a total of 40 board feet of new roof wood blocking, to replace existing deteriorated wood blocking, furnished and installed to match existing. The actual amount of existing wood blocking removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.

If awarded this Contract, we will execute an Agreement with the Town of Berlin, Owner of the property.

If awarded the Contract, the undersigned agrees that the work will commence forthwith and shall be substantially complete within 90 calendar days. The Town of Berlin can extend the substantial completion date of this project to October 20, 2023.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on this project. The Bid includes Addenda listed below and they are hereby acknowledged:

Addendum # _____ Dated _____

Addendum # _____ Dated _____

Addendum # _____ Dated _____

Enclosed herewith, is the Bid Security in the form of:

Bid Bond (☒) Certified Check (☐)

in the amount of: 5% of amount bid not to exceed (\$ 3,800.00)

COMPANY NAME: 4 You LLC

ADDRESS: 1039 Racebrook Rd

Woodbridge CT 06525

BY: [Signature]
(authorized signature, officer of bidder's company)

Oleg Voliculis
(above name typewritten)

TITLE: Owner

TELEPHONE: 203-923-7876

E-MAIL: infoforyoullc@gmail.com

PROPOSAL

REROOFING AND RELATED WORK

SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY
BERLIN, CT

Date 5/31/2023

To: Mr. Douglas G. Solek
Director of Facilities
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

AHOVA HOME IMPROVEMENT, INC
(Name of Firm)

having visited the site and carefully examined the Drawings, Contract Documents and complete Specifications dated April 24, 2023, together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids as prepared by the Architect; Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT; hereby offers and agrees as follows:

To provide all labor, materials, equipment, appliances and whatsoever else necessary to construct and properly finish all work in connection with the,

REROOFING AND RELATED WORK
SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY

Berlin, Connecticut, to the satisfaction of the Architect and the Owner for the Base Bid Lump Sum of:

Twenty four thousand seven hundred fifty \$94,750⁰⁰

UNIT PRICES

Should the amount of improvements required to be increased due to special considerations found at the site, or because of a request of the Owner, the undersigned agrees that the following supplemental UNIT PRICES will be the basic price in place for computing the EXTRA or CREDIT. Each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved:

1. Replacement of Wood Plank Roof Deck \$ 8⁰⁰ per sq. ft.
2. Replacement of Plywood Roof Deck \$ 5⁰⁰ per sq. ft.
3. Replacement of Wood Blocking \$ 6²⁵ per bd. ft.

ALLOWANCES

1. Wood Plank Roof Deck: Included in this proposal is a total of 100 sq. ft. new metal deck furnished and installed to match existing. The actual amount of existing metal roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
2. Plywood Roof Deck: Included in this proposal is a total of 128 sq. ft. new wood deck furnished and installed to match existing. The actual amount of existing wood roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
3. Wood Blocking: Included in this proposal is a total of 40 board feet of new roof wood blocking, to replace existing deteriorated wood blocking, furnished and installed to match existing. The actual amount of existing wood blocking removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.

If awarded this Contract, we will execute an Agreement with the Town of Berlin, Owner of the property.

If awarded the Contract, the undersigned agrees that the work will commence forthwith and shall be substantially complete within 30 calendar days. The Town of Berlin can extend the substantial completion date of this project to October 20, 2023.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on this project. The Bid includes Addenda listed below and they are hereby acknowledged:

Addendum # _____ Dated _____
Addendum # _____ Dated _____
Addendum # _____ Dated _____

Enclosed herewith, is the Bid Security in the form of:

Bid Bond (X) Certified Check ()

in the amount of: forty nine hundred ninety eight ⁵⁰/₁₀₀ (\$4998⁵⁰)

COMPANY NAME: ALHOVA HOME IMPROVEMENT, LLC

ADDRESS: 415 Barn hill rd
Morrisville, CT 06468

BY: [Signature]
(authorized signature, officer of bidder's company)

Siarhei Vashkevich
(above name typewritten)

TITLE: Project Manager

TELEPHONE: 203-650-2148

E-MAIL: sergeiahova@gmail.com



Restoration and Roofing Contractors

PROPOSAL

REROOFING AND RELATED WORK

SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY
BERLIN, CT

Date 05/31/2023

To: Mr. Douglas G. Solek
Director of Facilities
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

The Imperial Company Restoration Contractor Inc
(Name of Firm)

having visited the site and carefully examined the Drawings, Contract Documents and complete Specifications dated April 24, 2023, together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids as prepared by the Architect; Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT; hereby offers and agrees as follows:

To provide all labor, materials, equipment, appliances and whatsoever else necessary to construct and properly finish all work in connection with the,

REROOFING AND RELATED WORK
SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY

Berlin, Connecticut, to the satisfaction of the Architect and the Owner for the Base Bid Lump Sum of:

Ninety nine thousand dollars and zero cents (\$99,000.00)

UNIT PRICES

Should the amount of improvements required to be increased due to special considerations found at the site, or because of a request of the Owner, the undersigned agrees that the following supplemental UNIT PRICES will be the basic price in place for computing the EXTRA or CREDIT. Each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved:

- | | | | |
|----|-------------------------------------|-----------------|-------------|
| 1. | Replacement of Wood Plank Roof Deck | \$ <u>12.00</u> | per sq. ft. |
| 2. | Replacement of Plywood Roof Deck | \$ <u>6.00</u> | per sq. ft. |
| 3. | Replacement of Wood Blocking | \$ <u>8.00</u> | per bd. ft. |

ALLOWANCES

1. Wood Plank Roof Deck: Included in this proposal is a total of 100 sq. ft. new metal deck furnished and installed to match existing. The actual amount of existing metal roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
2. Plywood Roof Deck: Included in this proposal is a total of 128 sq. ft. new wood deck furnished and installed to match existing. The actual amount of existing wood roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
3. Wood Blocking: Included in this proposal is a total of 40 board feet of new roof wood blocking, to replace existing deteriorated wood blocking, furnished and installed to match existing. The actual amount of existing wood blocking removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.

If awarded this Contract, we will execute an Agreement with the Town of Berlin, Owner of the property.

If awarded the Contract, the undersigned agrees that the work will commence forthwith and shall be substantially complete within 30 calendar days. The Town of Berlin can extend the substantial completion date of this project to October 20, 2023.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on this project. The Bid includes Addenda listed below and they are hereby acknowledged:

Addendum # _____ Dated _____

Addendum # _____ Dated _____

Addendum # _____ Dated _____

Enclosed herewith, is the Bid Security in the form of:


Bid Bond (X) Certified Check ()

in the amount of: See attached Bid bond (\$ _____)

COMPANY NAME: The Imperial Company ,
Restoration Contractor Inc

ADDRESS: 261 Main Street

Cromwell, CT 06416

BY: 
(authorized signature, officer of bidder's company)

Bruce M . Raulukaitis
(above name typewritten)

TITLE: President

TELEPHONE: (860)632-2258

E-MAIL: Imperialco@theimperialco.com

PROPOSAL

REROOFING AND RELATED WORK

SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY
BERLIN, CT

Date May 31, 2023

To: Mr. Douglas G. Solek
Director of Facilities
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

Offshore Construction, Inc.

(Name of Firm)

having visited the site and carefully examined the Drawings, Contract Documents and complete Specifications dated April 24, 2023, together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids as prepared by the Architect; Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT; hereby offers and agrees as follows:

To provide all labor, materials, equipment, appliances and whatsoever else necessary to construct and properly finish all work in connection with the,

REROOFING AND RELATED WORK
SOUTH KENSINGTON FIRE DEPARTMENT
1952 CHAMBERLAIN HIGHWAY

Berlin, Connecticut, to the satisfaction of the Architect and the Owner for the Base Bid Lump Sum of:

One Hundred Thirty-Eight Thousand dollars

(\$ 138,000.00)

UNIT PRICES

Should the amount of improvements required to be increased due to special considerations found at the site, or because of a request of the Owner, the undersigned agrees that the following supplemental UNIT PRICES will be the basic price in place for computing the EXTRA or CREDIT. Each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved:

- | | | | |
|----|-------------------------------------|---------|-------------|
| 1. | Replacement of Wood Plank Roof Deck | \$ 4.50 | per sq. ft. |
| 2. | Replacement of Plywood Roof Deck | \$ 1.75 | per sq. ft. |
| 3. | Replacement of Wood Blocking | \$ 3.00 | per bd. ft. |

ALLOWANCES

1. Wood Plank Roof Deck: Included in this proposal is a total of 100 sq. ft. new metal deck furnished and installed to match existing. The actual amount of existing metal roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
2. Plywood Roof Deck: Included in this proposal is a total of 128 sq. ft. new wood deck furnished and installed to match existing. The actual amount of existing wood roof deck removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.
3. Wood Blocking: Included in this proposal is a total of 40 board feet of new roof wood blocking, to replace existing deteriorated wood blocking, furnished and installed to match existing. The actual amount of existing wood blocking removed and replaced shall be adjusted in accordance with the UNIT PRICE for this work.

If awarded this Contract, we will execute an Agreement with the Town of Berlin, Owner of the property.

If awarded the Contract, the undersigned agrees that the work will commence forthwith and shall be substantially complete within 90 calendar days. The Town of Berlin can extend the substantial completion date of this project to October 20, 2023.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on this project. The Bid includes Addenda listed below and they are hereby acknowledged:

Addendum # _____	Dated _____
N/A	
Addendum # _____	Dated _____
Addendum # _____	Dated _____

Enclosed herewith, is the Bid Security in the form of:

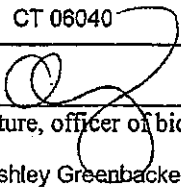
Bid Bond (x) Certified Check ()

in the amount of: 5% of attached bid Six thousand nine hundred dollars (\$ 6,900.00)

COMPANY NAME: Offshore Construction, Inc.

ADDRESS: 280 Hartford Rd.

Manchester, CT 06040

BY: 
(authorized signature, officer of bidder's company)

Ashley Greenbacker

(above name typewritten)

TITLE: President

TELEPHONE: 860-918-7510

E-MAIL: ashley@offshoresolarroofing.com

Lisa Bush

From: W. Albert Jacunski <wajacunski@jharchitects.net>
Sent: Thursday, June 8, 2023 8:40 AM
To: Doug Solek
Cc: Maryssa Tsolis
Subject: South Kensington FH Roof

Doug,

As we spoke both 4 You LLC and AHOVA Home Improvement, LLC are not approved EPDM applicators by the three specified manufactures, Manville, Carlisle and Firestone. This was confirmed by the manufactures reps, Toby McGrath - Manville, Gary Thompson - Carlisle and Jack McDiarmid - Firestone. Both of these contractors would not be able to meet the requirements of the specifications.

I can without reservations recommend the next low bidder, The Imperial Company for this undertaking. I have worked with The Imperial Company on numerous successful reroofing projects, including Griswold and Hubbard Elementary schools.

Thanks,

W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037-2352
Tel (860) 828-9221
Fax (860) 828-9223
E-Mail wajacunski@jharchitects.net

This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this communication and destroy all copies.

Caution: This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 14-Jun-23

Purchase Item or Contract: Facilities		Requested by: D. Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	SKFD Re-roofing	\$142,000.00	\$142,000.00
			-
			-
			-
			-
TOTAL			\$142,000.00

Account No. 500.15.1531.0.54000.00300

Budgeted Amount.....	\$158,000.00	Available balance.....	\$142,000.00
Encumbrances to Date.....	\$5,860.00	Amount Needed for This Package.....	\$142,000.00
Expenditures to Date.....	\$10,140.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☐

Finance Director or Assist.Finance Director

☐

Finance Director or Assist.Finance Director

Agenda Item No.: 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 9, 2023
SUBJECT: Purchase one Kubota 6000HSTC from M.B. Tractor & Equipment utilizing Sourcewell contract #031121-KBA and purchase six Generac light towers utilizing Sourcewell contract #020923-GNR.

SUMMARY:

The Berlin Parks and Grounds Department is requesting to utilize \$108,316 funds from the DEEP Grant for the renovation of Biscoglio Field to purchase the following:

- A Kubota 6000HSTC tractor (\$55,000) with attachments that will be used for maintenance for the synthetic field (sweeping and grooming), as well as snow removal for access to walkers to Berlin High School when school is in session.
- Six Generac light towers (\$53,316) that will give the ability for extended usage on the field for youth and high school events.

Both of these purchases were included in the planning process, as well as the bid documents for construction of this field.

ACTION NEEDED:

Move to approve the purchase of one Kubota 6000HSTC tractor with attachments from M.B. Tractor & Equipment utilizing Sourcewell contract #031121-KBA in an amount not to exceed \$55,000. and the purchase of six Generac light towers utilizing Sourcewell contract #020923-GNR in amount not to exceed \$53,316.

ATTACHMENTS:

Sufficiency of Funds

PREPARED BY:

Steven T. Wood, Superintendent Parks and Grounds Department
Jennifer Ochoa, Director of Community, Recreation and Parks Services



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 12-Jun-23

Purchase Item or Contract: Grounds		Requested by: S. Wood/J. Ochoa	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Kubota Tractor	\$55,000.00	\$55,000.00
1.00	Generac Light Towers	\$53,316.00	\$53,316.00
			-
			-
			-
			-
Account No. 500.25.2545.0.54000.00772			TOTAL \$108,316.00

Budgeted Amount.....	\$2,774,254.00	Available balance.....	\$194,892.48
Encumbrances to Date.....	\$2,174,334.77	Amount Needed for This Package.....	\$108,316.00
Expenditures to Date.....	\$405,026.75	Available Balance After Purchase.....	\$86,576.48

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.


Finance Director or Assist. Finance Director

Finance Director or Assist. Finance Director

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 9, 2023
SUBJECT: Move funds from General fund to Capital Non Recuring Snow Equipment account for Fisher Poly Caster Sanders

SUMMARY:

The Berlin Parks and Grounds Department is requesting to transfer \$30,000 from the Storm Related Overtime Account to the Snow Equipment Account in the Parks and Grounds CNR Account (500.2545.0.54000.00027) for the purchase of Fisher Poly Caster Sanders. These funds are needed to replace slide in hydraulic sanders. The current hydraulic systems and tanks are not powerful or large enough for the sanders to work efficiently on these trucks. These trucks came with a 5 and 1 body and were retrofitted a few years back to a traditional dump body to extend the vehicles life.

ACTION NEEDED:

Move to approve a transfer of \$30,000 from the Storm Related Overtime Account to the Parks and Grounds Capital Non Recuring account to purchase Fisher Poly Caster Sanders

ATTACHMENTS:

Budget Change Form


PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Parks & Grounds	Fiscal Year:	23	Date:	6/9/23
To Acct #:	Description:	Amount:	Requested by:		
001.25.2545.0.5400.00027	Snow Equipment Account	\$30,000.00	Steven Wood		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2545.0.51445.00000	Storm Related Overtime Account	\$30,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

These funds are available do to the light winter we had and not using a lot of stormrelated overtime. These funds are needed to replace slide in hydraulic sanders. The current hydraulic systems and tanks are not powerful or large enough for the sanders to work efficiently on these trucks. These trucks came with a 5 and 1 body and were retrofitted a few years back to a traditional dump body to extend the vehicles life.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **6/21/23**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:

Agenda Item No. 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 16, 2023

SUBJECT: All State Construction Contingency Adjustment, and Friar Architecture Contract Increase for Design Services During Construction, for the Willard Elementary School HVAC Project

SUMMARY:

All State Contract Approval Adjustment and Owner Contingency Request

The Town Council, at its May 2, 2023 meeting, moved to award the Willard HVAC Construction Contract to All State Construction for an amount not to exceed \$4,463,000.00; this included a \$400,000 contingency (9.84%) as recommended by the Public Building Commission (PBC). The PBC now requests that this motion be modified to reduce the not-to-exceed amount by \$50,000.00, to \$4,413,000.00, in order to set up an Owner's Contingency in the HVAC Upgrades Account. This Owner's Contingency could be used to fund the request further below in this summary as well as to encumber remaining funds (\$30,000 +/-) for unforeseen expenses and/or other consultants/contractors that may be needed during the course of this 18-month construction project. It could also still be used for change orders for All State Construction that exceed the new contingency amount of \$350,000.00. See below for the rationale for this request:

- The All State contract includes nine (9) allowances totaling \$221,405; five (5) of these are based on established unit prices, and there is one \$20,000 Construction Manager's allowance to deal with issues not covered under the base bid and other allowances. When added to the adjusted \$350,000 contingency, this totals \$571,405.00 or 14% of total contractor contingency, available after adjustment.
- Establishing an Owner's Contingency within the HVAC Upgrades account allows PBC, Staff and the Construction Manager to deal with incremental unforeseen expenses associated with any member(s) of the construction team already contracted (the HVAC or asbestos contractors, the three design firms already involved, and/or the Construction Manager).
- An Owner's Contingency also allows the PBC to fund (with appropriation review and approvals as required) other incremental potential expenses not projected or known at this time.

The PBC requests this modification as represented in the motion further below.

Friar Architecture Contract Increase for Design Services

After Town Council referred the Elementary Schools HVAC project to the PBC, the PBC engaged Friar Architecture Inc. out of Farmington, CT (Friar) to prepare related site work and interior-related design drawings and specifications for the Willard HVAC project to supplement the mechanical, electrical, and plumbing (MEP) design documents, and to assist the PBC as-needed during the bidding process. This work has been completed, and a contractor (All State) has been selected for the project. At the request of the PBC, Friar submitted a proposal to support the Town's Construction Manager (Newfield) and the Town during construction – the attached proposal totals \$20,065.00 and includes:

- \$16,500 for design services during construction. These will include contractor shop drawing/submittal reviews, responding to Requests for Information (RFIs), attendance at key meetings at the site, designer sign-offs, and review of other issues raised by Newfield and the contractor. These services will be provided during the rest of 2023 and into late 2024.
- \$3,565.00 for additional design services completed after Newfield conducted preconstruction services and a constructability review at the Willard School.

The PBC, at its June 8, 2023 meeting, approved increasing Friar's contract amount by \$20,065.00 subject to Town Council approval, and directed Staff to request funding approvals. This increase in Friar's contract fee is proposed to be funded from the Owner Contingency (discussed above) in the HVAC Upgrades Account, No: 545.35.3561.0.54000.00341.

ACTION NEEDED:

Move to modify the previously approved not-to-exceed amount of \$4,463,000.00 (which included a \$400,000.00 contingency added to the base contract value of \$4,063,000.00 awarded to All State Construction, Inc. of Farmington, CT) for Contract No. 2023-20 for Unit Ventilator Replacement and HVAC Upgrades on the Emma Hart Willard Elementary School, to an amount not to exceed \$4,413,000.00, which includes a \$350,000 contingency.

Move to waive the bidding procedure, and increase the Willard School HVAC design contract with Friar Architecture Inc. of Farmington, CT by \$20,065.00 for additional services and design services during construction, utilizing contingency in the HVAC Upgrades account, as this is in the best interest of the Town.

ATTACHMENTS:

Friar Revised Proposal for Willard Elementary School HVAC Renovations dated June 5, 2023

PREPARED BY:

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





August 5, 2021
Revised August 12, 2021
Revised June 5, 2023 (Additional Services and CA Services)

Mr. Thomas Reid
Chairman
Public Building Commission
240 Kensington Road – Room 120
Berlin, CT 06037

Re: Town of Berlin – Willard Elementary HVAC Renovations
Friar Project #: 2021-066A

Dear Thomas:

I am pleased to submit this proposal for services pertaining to the above referenced project. We will work with the Town of Berlin and the MEP Engineer hired for the documentation and design of renovating the existing HVAC system to facilitate the design, coordination, bidding and successful contract administration of the work.

We understand the scope of services to include the following:

- Meetings with the Owner to confirm the Scope of Work for the project and recommended design development of the proposed work, including vendor information.
- Third-party review and coordination of the design drawings
 - Provide a survey in the proposed location of any site located mechanical equipment, review of zoning regulations, design of any required pads or equipment support, determine routing of below grade utilities and design of any required grading and drainage.
 - Provide supplemental Architectural and Interior Design details as may be required to support the MEP design
 - Plans and specifications will be reviewed and presented for final approval
- Assist the Town of Berlin with project bidding, addenda, scope reviews and Contract award
 - To be provided as determined by the Town of Berlin and billed on an hourly basis per the attached Hourly Billing Rates
- Provide contract administration support services during the construction phase to verify compliance with the Contract Documents upon request by the Owner/Construction Manager.

We understand it is your intent to develop plans for review and approval by the Board of Education and municipal agencies as may be required, with the intent of the work being constructed over the 2023 and 2024 Summer Breaks along with second shift work during the school year(s).

Fee:

For meetings, design coordination, assistance with developing opinions of probable construction costs and detailing: **Previously Completed**

For site related design services, drawings and specifications: **Previously Completed**

For assistance with project bidding, addenda, scope reviews, and Contract award (as needed, billed hourly): **Previously Completed**

Additional services required for document coordination with the Construction Manger in preparation for Bid Document release: **Three thousand five hundred and sixty-five dollars (\$3,565).**

For assistance with contract administration support services during the construction phase: **Not to exceed sixteen thousand five hundred dollars (\$16,500). The work to be performed will be billed at the billing rates indicated in the attached document "2023 Hourly Billing Rates".**

We are available to start work as soon as we have entered into an agreement with you. Upon acceptance of this proposal, Friar Associates will provide services based on the terms of this agreement.

We will invoice for services completed to date on a monthly basis. Any required printing costs, testing, and permitting fees are reimbursable.

We look forward to continuing to work with you on this important project for the Town of Berlin. If this proposal is acceptable to you, please sign below and return one copy. If you have any questions, please do not hesitate to contact me.

Yours truly,



Bryce Sens, AIA
Associate
Friar Architecture Inc.

Accepted by,

Mr. Thomas Reid
Chairman, Public Building Commission
Date: _____

Enc: 2023 Hourly Billing Rates

Project Hours Report

Date	Activity	Employee	Units/Hours	Billed Rate	Billed Amount	Notes
2021-066A Berlin - Willard HVAC						
Add Service I: Document Updates / Coordination with Newfield			29.50		3,565.00	
Project Manager						
02/23/23	Drawings	Scott Mitchell	29.50		3,565.00	
02/23/23	Drawings	Scott Mitchell	4.00	120.00	3,480.00	480.00 PICK-UP RED-LINES ON DRAWINGS FOR NEWFIELD COORDINATION REVIEW.
02/23/23	Specifications	Scott Mitchell	4.00	120.00		480.00 Specifications edits and add sections per Newfield review set.
02/24/23	Specifications	Scott Mitchell	2.00	120.00		240.00 Specifications edits and add sections per Newfield review set.
02/24/23	Meetings	Scott Mitchell	1.00	120.00		120.00 Prep and zoom meeting. Follow up e-mails
03/09/23	Field Verification	Scott Mitchell	3.00	120.00		360.00 Field investigation of corridor wall conditions and field conditions with Newfield.
03/09/23	Drawings	Scott Mitchell	4.00	120.00		480.00 Additional gate and CMU wall details per Newfield markups/requests.
03/27/23	Specifications	Scott Mitchell	1.00	120.00		120.00 new dated provided for biod documents edit supplemental instructions and change dates on bid documents drawings....
03/30/23	Specifications	Scott Mitchell	8.00	120.00		960.00 Front end spec revisions and comments from Newfield.
04/03/23	Specifications	Scott Mitchell	2.00	120.00		240.00 Scan and Add AIA doc's to front end of project manual..
Associate Principal						
03/13/23	Meetings	Bryce Sens	0.50	170.00	85.00	
			0.50		85.00	
			29.50		3,565.00	

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 13, 2023
SUBJECT: Section 8-24 Referral to Planning and Zoning Commission for Additional Street Lights on Brandegee Lane

SUMMARY:

Due to complaints from a number of residents on Brandegee Lane and surrounding streets to the Police Department/Police Commission, Town Council, and Public Works, the Town Council directed Public Works and the Police Department to investigate installing area lighting for unlit areas of the parking lot located at the south end of Brandegee Lane. This parking lot serves the adjacent Centurelli Field.

Public Works is proposing two (2) solar-powered fixtures on 18-foot high poles, at the locations shown on the attached map. These areas of the parking lot were identified by residents as the darkest and most active areas in the evening/night, with complaints of loitering by non-residents, excessive noise, and unwelcome/illicit activities. Light locations would be finalized in the field with input from Parks and Recreation, Public Grounds, and the Police Department.

Staff request that the Town Council refer the matter of installing two solar-powered street lights in the parking lot at the south end of Brandegee Lane to the Planning and Zoning Commission for a C.G.S. Section 8-24 Review.

ACTIONS NEEDED:

Move to refer the matter of installing two (2) solar-powered street lights in the parking lot at the south end of Brandegee Lane to the Planning and Zoning Commission for a C.G.S. Section 8-24 Review.

ATTACHMENTS:

Location Map – Street Lights

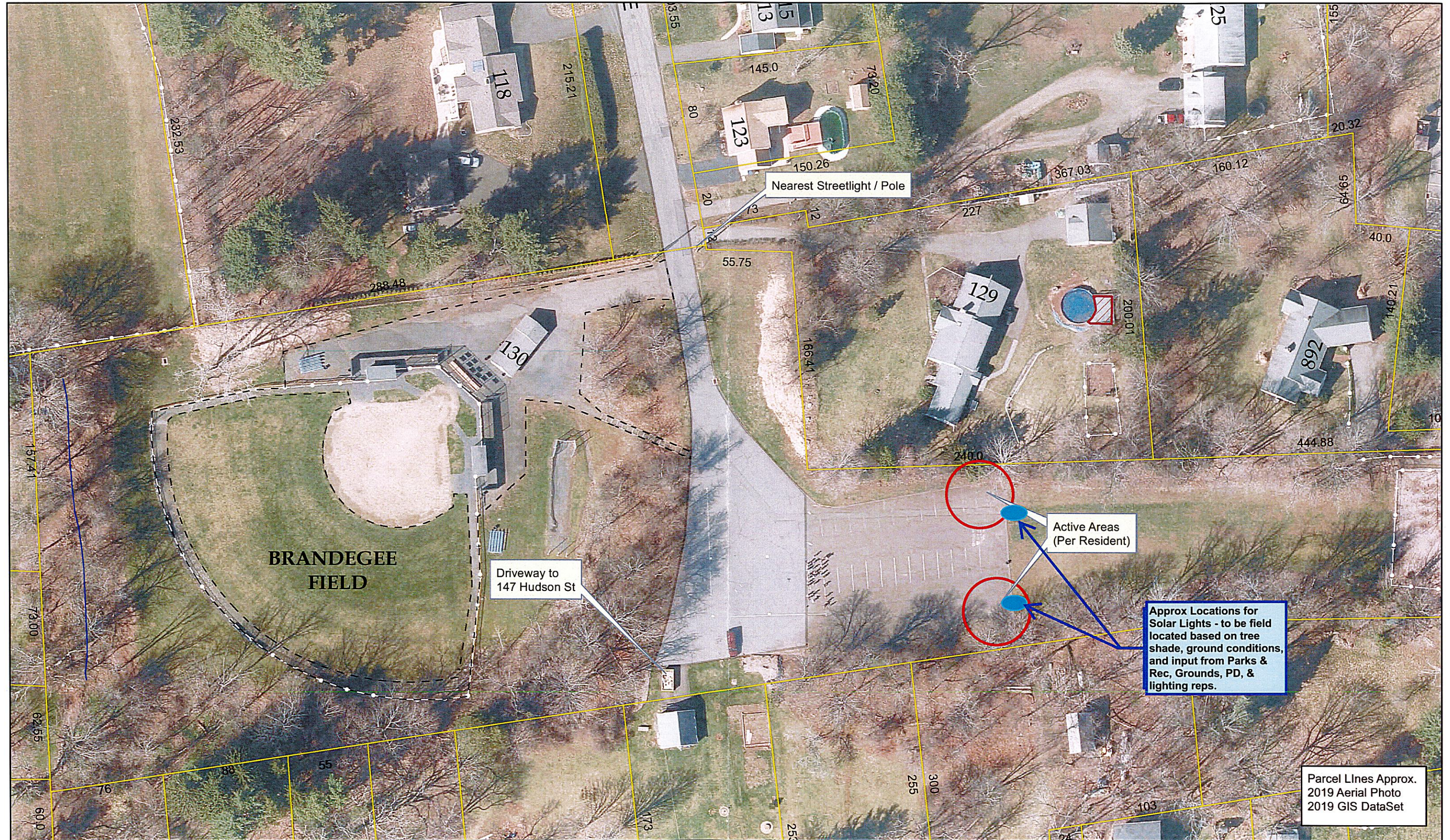
PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer

MSA

1 inch = 60 feet
0 30 60 120 Feet

Brandegge Lane



Parcel Lines Approx.
2019 Aerial Photo
2019 GIS DataSet

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 13, 2023

SUBJECT: LOTCIP Road Project Applications – Bid Waiver for Fuss & O'Neill to Respond to Technical Comments from CRCOG

SUMMARY:

The Capital Region Council of Governments (CRCOG) responded to two applications the Town submitted for funding through the Local Transportation Capital Improvement Program (LOTICIP). The two applications for road reconstruction/repaving (totaling more than \$3 million) are as follows; additional background information is provided on the attached agenda item dated 12/28/21.

- 1) Burnham Street and Massirio Drive – totaling 0.73 mile +/-.
- 2) Episcopal Road and Rowley Street – totaling 0.87 mile +/-.

CRCOG's technical comments indicate that these two applications are under serious consideration. Staff requested a proposal from Fuss & O'Neill (Manchester, CT), whose team assisted the Town in preparing the original applications, to respond to the technical comments and resubmit both applications. The proposal totals \$55,000.00 (attached), and includes the following tasks:

- Test Borings, & Geotechnical Analysis/Consulting (cost includes drilling contractor/lab analyses)
- Coordination and Evaluation of Additional Traffic Data Collection
- Update pavement design, plans, reconstruction details, and construction cost estimates
- Assist Staff with responding to all comments, and submitting revised applications to CRCOG.

Funding would be provided from Grant Road Improvement (Account No. 140.20.2037.0.54000.00509) and/or Road and Bridge Improvement (Account No. 140.20.2037.0.54000.00510).

Rationale for Bid Waiver Request

1. Fuss & O'Neill prepared the original LOTICIP applications, and has the necessary project background and mapping to respond efficiently to CRCOG's comments.
2. Fuss & O'Neill successfully assisted the Town in obtaining funding (approximately \$5 million) and completing the detailed design, bidding, and award for the LOTICIP Project for Christian Lane, Deming Road, and Porters Pass which is currently under construction.
3. Fuss and O'Neill is on the CT Department of Administrative Services (DAS) Contract No. 19PSX0164 for Professional Consulting and Inspection Services.

ACTION:

Move to waive the bidding procedure and authorize the Town Manager to approve the Task Amendment totaling \$55,000.00 for Fuss & O'Neill of Manchester, CT to conduct geotechnical explorations and analyses, revise pavement design, and resubmit two applications to the Capital Region Council of Governments for LOTICIP Road Projects, for reconstruction of 1) Burnham Street and Massirio Drive, and 2) Episcopal Drive and Rowley Street, as this is in the best interest of the Town.

ATTACHMENTS:

LOTICIP Agenda Item dated December 28, 2021 (For Reference Only)
Fuss & O'Neill Task Amendment Proposal (May 16, 2023)
Sufficiency of Funds

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer

MSA

TO: The Honorable Mayor and Town Council
FROM: Aroscha Jayawickrema, Town Manager
DATE: December 28, 2021
SUBJECT: LOTCIP Road Projects - Applications for Funding

SUMMARY:

The Capital Region Council of Governments (CRCOG) is seeking applications for the next round of funding through the Local Transportation Capital Improvement Program (LOTICIP). Each Town can submit up to two applications, which are due January 19, 2022. Staff recommend submitting applications for road reconstruction/repaving for the following two projects:

- 1) **Burnham Street and Massirio Drive** – totaling 0.73 mile +/- . These two roads were in an initial LOTICIP application along with Christian Lane, Deming Road, and Porters Pass. Due to increased cost estimates prepared during detailed design, Massirio Drive and Burnham Street were removed from the project. The design for the other three roads is approaching 100%, and the intent is to bid this winter for 2022 construction.
- 2) **Episcopal Road and Rowley Street** – totaling 0.87 mile +/- . These two roads connect to the previously approved Christian Lane/Deming Road/Porters Pass LOTICIP project, and are also heavily used with a connection to the Berlin Turnpike.

All four roads referenced above need to be repaved, and LOTICIP funding would accelerate one or both of these projects. LOTICIP funds provide for the majority of the overall construction costs, but the program requires towns to fund the required design, permitting, and bidding prior to construction. If one or both of these projects receive approval from the CRCOG, Staff would come back to Town Council for a recommendation on retaining the design firm(s). The reasoning behind submitting two separate applications is to increase the Town's chances of getting at least one project approved, due to competition from other towns for LOTICIP funding.

ACTION NEEDED:

Move to authorize the Town Manager and Staff to submit two applications to the Capital Region Council of Governments for LOTICIP Road Projects, for reconstruction of 1) Burnham Street and Massirio Drive, and 2) Episcopal Drive and Rowley Street.

ATTACHMENTS:

CRCOG 2022 LOTICIP Solicitation (3 pages)

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer
James P. Horbal, Deputy Director of Public Works



FUSS & O'NEILL

May 16, 2023

Michael Ahern, P.E.
Town Engineer and Public Works Director
Town of Berlin
240 Kensington Road
Berlin, CT 06037

Re: Task Amendment for Transportation Engineering and Related Services
2022 LOTCIP Application Assistance
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A20

Dear Mr. Ahern

Fuss & O'Neill, Inc. is pleased to submit this task amendment for Transportation Engineering Services related to the advancement of two Local Transportation Capital Improvement Program (LOTICIP) applications for pavement improvements:

- Burnham Street and Massirio Drive
- Episcopal Road and Rowley Street.

Project Understanding

Fuss & O'Neill will assist the Town of Berlin in advancing two LOTICIP applications for future resubmission to the Capitol Region Council of Governments (CRCOG) by responding to comments provided to the Town from CRCOG on February 21, 2023. The following projects have been endorsed by the CRCOG and will be reviewed by the Department of Transportation (DOT) in order to receive Commitment to Fund letters if deemed acceptable once all CRCOG and DOT comments are addressed.

- Burnham & Massirio Pavement Structure Improvements
- Episcopal & Rowley Pavement Structure Improvements

We will complete the following scope of work:

Scope of Services

Task 02 – Geotechnical Analysis & Pavement Design

1. Fuss & O'Neill will complete a geotechnical analysis and pavement design for Episcopal & Rowley Pavement Structure Improvements. We anticipate subsurface conditions along Episcopal Road and Rowley Street will consist of fill overlying sand and gravel deposits,

146 Hartford Road
Manchester, CT
06040
t 860.646.2469
800.286.2469
f 860.533.5143
www.fando.com

California
Connecticut
Maine
Massachusetts
New Hampshire
New York
Rhode Island
Vermont

Mr. Mike Ahern, PE

May 16, 2023

Page 2

though a portion of Rowley Street may be underlain by swamp deposits. The following analysis will include:

- a. Site visit to mark the approximate boring locations in order to establish utility clearance procedures for the drilling team.
- b. Prepare a health and safety plan for field staff monitoring explorations.
- c. Coordinate with the Town and New England Traffic Counts to acquire new 48-hr Automatic Traffic Recorders (ATR's) in order to obtain 2023 volumes, speeds, and vehicle classifications for all roadways in order to establish 2023 equivalent 18-kip single axle loads (ESAL's). **(Already Completed)**
- d. Prepare a traffic management plan that will outline traffic control details for fieldwork. We anticipate one police detail will be required at each drilling location.
- e. Plan and monitor a subsurface exploration program consisting of 8 test borings to be completed in one rig-day using a truck-mounted drill rig. We plan to drill three test borings along Episcopal Road and five test borings along Rowley Street. Borings will be drilled to depths of 5 to 7 ft below ground surface.
- f. Perform a visual assessment of pavement conditions in proposed reconstruction areas and summarize information on Preliminary Evaluation Form for Local Roads Program for Episcopal Road and Rowley Street.
- e. Arrange to have the borings drilled by a qualified subsurface exploration contractor. The driller will contact Call Before You Dig (CBYD) prior to drilling.
- f. Engage a utility locating service to clear utilities using Ground Penetrating Radar (GPR) at exploration locations.
- g. Provide technical monitoring of test borings so that their depths and locations, as well as sampling methods, can be varied to meet the subsurface conditions encountered, and to log subsurface conditions.
- h. Perform geotechnical laboratory tests on soil samples recovered from test borings as required to aid in soil classification and for determination of engineering properties required in design of the new roadway. Up to six grain size analyses will be conducted.
- i. Make analyses related to the geotechnical engineering aspects of the roadway design. Coordinate with project team members as applicable.
- j. Summarize the results of the subsurface explorations, laboratory testing, and geotechnical engineering evaluations in a report, which will include the below-listed items as applicable to the project and site.
 - i. Logs of explorations indicating soil conditions and water levels (where encountered).
 - ii. Plan showing the approximate locations of completed explorations.
 - iii. Summary of subsurface conditions as interpreted from the explorations, including thickness of existing bituminous concrete and base layers.

Mr. Mike Ahern, PE

May 16, 2023

Page 3

- iv. Preliminary Evaluation Form for Local Roads Program and LOTCIP Information Checklist summarizing our observations regarding pavement functional and structural distresses for both roadways.
- v. Results of geotechnical laboratory testing.
- vi. Pavement design recommendations.
- vii. Comments and recommendations on geotechnical aspects of construction, such as subgrade preparation and fill placement, and reuse of existing pavement subbase, written primarily for the engineer having responsibility for preparation of contract drawings and specifications.

Task 03 – Application Advancements – Rd 1

1. Assist staff with enhancing the following sections of both LOTCIP applications:
 - a. Section A (Project Information)
 - i. Application narratives
 - ii. Plan Enhancements
 - iii. Typical Sections
 - b. Section C (Utilities)
 - i. Update
 - c. Section C (Storm Water Drainage System & Under Drains)
 - i. Update
 - d. Section J (Estimate)
 - i. Update due to unit costs adjustments, plan enhancements, and/or revised pavement design.
 - e. Section O (Pavement)
 - i. Review CRCOG's independent pavement assessment memorandum, incorporates recommendations from Geotechnical Analysis & Pavement Design, update pavement calculation spreadsheets with new ATR data, and ensure descriptions match material throughout the application package.
 - f. Section P (Traffic Signal Replacement/Upgrade/New Installation/Coordination)
 - i. Reference recently completed Berlin Turnpike project and its' plans.
 - ii. Episcopal & Rowley Pavement Structure Improvements project only.
2. Organize file structure to mimic previously submitted LOTCIP applications. Coordination with the Town regarding project processes, alterations, and overall application completion.

Mr. Mike Ahern, PE

May 16, 2023

Page 4

Assumptions

The scope detailed above was developed with the following assumptions. Should any of these assumptions prove to be incorrect, additional scope and fee may result.

1. Coordination with CRCOG or the CTDOT (if required) will be handled entirely by the Town of Berlin.
2. All concept plans will remain on survey/base mapping provided by the Town of Berlin, GIS data, and/or aerial imagery.
3. The concept drawings depict horizontal and plan view improvements only. The concept plans will not show vertical information as all vertical information is unknown.
4. Site visits and/or field work to verify base mapping or aerial imagery is not included.
5. The completion of traffic capacity analyses is not included.
6. The coordination of a more extensive geotechnical boring program on Burnham Street and Massirio Drive is not included at this time.
7. New ATR data will be provided by the Town of Berlin. **(Already Completed)**
8. This proposal only includes response to the February 21, 2023 comments received from CRCOG. Additional round of comments will be reviewed and addressed, as necessary and per each application, in subsequent task amendments as requested by the Town of Berlin, "if available".
9. No warranty, or guarantee, is expressed, or implied concerning the granting of permits or approvals required for this project or timelines for review and action, by regulatory agencies.
10. Geotechnical pavement design and boring assumptions:
 - a. CRCOG's Independent Pavement Assessments will be provided by the Town of Berlin, reviewed, and integrated into the formal geotechnical analysis & pavement designs.
 - b. Bedrock coring or groundwater monitoring wells are not planned.
 - c. Access and right of entry into the site are provided by others.
 - d. The driller will clear utilities through the one-call hotline service (CBYD). In addition, a utility locating service will clear utilities. Fuss & O'Neill is not responsible for repair of damage to unmarked or incorrectly marked utilities.
 - e. Work can be performed during a normal 8-hour business day (i.e., 8 AM to 4 PM) and is expected to last one rig-day for Episcopal Road and Rowley Street.
 - f. Test boring program is not impacted by frozen ground, snow cover, snow banks, obstructions, difficult drilling or digging, access problems, parked cars, traffic, inclement weather, personnel protective equipment requirements (modified Level D assumed), or

Mr. Mike Ahern, PE

May 16, 2023

Page 5

other unforeseen problems. Should such impediments arise, additional test boring time may be required at additional cost. Authorization will be required prior to undertaking additional rig-days of field work beyond those indicated herein.

- g. Test borings are backfilled with drill cuttings. Any excess soil from these borings will be left on-site. Surface restoration will consist of cold patch in paved areas. Saw cutting or hot-mix to repair borehole penetrations through pavement are not included.
- h. Scope does not include an assessment of oil or hazardous materials at the site, the presence of mold or other biological pollutants at the site, the characterization of excavated soil or groundwater which will be generated as a result of the planned construction activity for the purpose of assessing possible requirements for management of contaminated media in accordance with applicable criteria, or assessment of the impact that contamination or pollutants could have on the proposed construction, or the development of criteria or procedures to minimize the growth of mold or other biological pollutants in or near any structure.
- i. Borings located in parking spaces will be cordoned off by others prior to arrival so that they may be readily accessed.
- j. Fees for permits and bonds has been assumed and included in the Task 1 fee.
- k. The cost of police details for private utility clearance and/or the actual drilling activities has been included in the Task 1 fee. Fuss & O'Neill will request an increase to the contract value / purchase order if the final invoice(s) from the Police Department is more than the assumed value in order to recover these costs.
- l. Should additional borings or rig days be required, additional costs may be associated with continuation of boring schedule.

Fees

Fuss & O'Neill proposes a budget of **\$55,000** be established for professional services in support of this effort as outlined on the table below. Lump sum tasks will be billed monthly as a percentage complete, and the budget would not be exceeded without expressed authorization.

Task	Description	Basis	Task Amend. Fee
01	LOTICIP Applications	Lump Sum	Complete
02	Geotechnical Analysis & Pavement Design	Lump Sum	\$35,000
03	Application Advancements – Rd 1	Lump Sum	\$20,000
TOTAL LUMP SUM FEE			\$55,000



Mr. Mike Ahern, PE

May 16, 2023

Page 6

Direct costs for any reproductions, mileage and mailings are included in the above costs. Fees are valid for 90 days. If authorization extends beyond this duration, Fuss & O'Neill reserves the right to renegotiate the fee.

This amendment will be completed under the terms and conditions of our original agreement titled "Proposal for Transportation Engineering and Related Services" and dated January 6, 2022.

It shall be noted Fuss & O'Neill also has an agreement with the State of Connecticut Department of Energy and Environmental Protection (CTDEEP) contract #19PSX0164 for Professional Consulting and Inspection Services.

Receipt of a signed copy of the Authorization to Proceed enclosed with this task amendment or issuance of a purchase order referencing this agreement will serve to authorize the work outlined in the Scope of Services.

Thank you for requesting consulting service from Fuss & O'Neill. We look forward to working with you on this project.

Sincerely,

John A. Guzze, PE
Project Manager

Kristen Solloway, P.E.
Vice President

Attachments: Authorization to Proceed

Authorization to Proceed

Kristen Solloway, PE
Fuss & O'Neill
146 Hartford Road
Manchester, CT 06040

Re: Authorization to Proceed
Task Amendment for Transportation Engineering and Related Services
2022 LOTCIP Application Assistance
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A20

Budget: \$55,000.00

Dear Ms. Solloway:

I hereby authorize Fuss & O'Neill to proceed with the above-referenced project in accordance with the General Terms and Conditions and proposal dated May 16, 2023.

Printed Name

Date

Signature

Title

Town of Berlin – please complete information below.

*Submit invoice as follows (✓ one →):	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Online
Billing Contact:	Name:		
	Address:		
	Phone/Email:		
Accounts Payable Contact:	Name:		
	Address:		
	Phone/Email:		
Purchase Order Number:			

** Indicate address, email address and website link if different than already provided.*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 13-Jun-23

Purchase Item or Contract: Public Works		Requested by: M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	CRCOG LOTCIP Grant Technical Consulting support	\$55,000.00	\$55,000.00
			-
			-
			-
			-
TOTAL			\$55,000.00

Account No. 140.20.2037.0.54000.00509

Budgeted Amount.....	\$4,167,602.93	Available balance.....	\$2,324,740.03
Encumbrances to Date.....	\$610,990.44	Amount Needed for This Package.....	\$55,000.00
Expenditures to Date.....	\$1,231,872.46	Available Balance After Purchase.....	\$2,269,740.03

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:


Finance Director or Assist.Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 13, 2023

SUBJECT: Bid Waiver for GIS Annual Maintenance Contract- Public Works

SUMMARY:

New England Geosystems (NEGEO) maintains the Town's Geographic Information System (GIS) used by various departments and the public. NEGEO was selected years ago and has invested equipment and software to maintain our GIS system both in-house and on the website (www.berlingis.com). Their services include support for various departments, training, map preparation and printing, map updates, software support and host fees.

In order to maintain services that enhance and complement our engineering department (and other departments), Staff are requesting continued programming from NEGEO. With the use of in-house Staff providing more map updates, we will continue to work towards providing more information on-line to better serve the public. The NEGEO Project Manager reports that in the past six months, there have been 9,300 sessions on the public GIS with 2,688 new users.

Since NEGEO already maintains our GIS network and database off site, we are requesting a bid waiver to utilize them for services throughout the 2023 – 2024 fiscal year. Their services (for departments town-wide) are shown on the attached budget proposal totaling \$30,000; \$6,600 is for hosting services, while the remainder is for parcel updates, map printing, and general services for multiple departments.

Funding is available from 001.20.2036.0.53821.00000 GIS Programming.

ACTION NEEDED:

Move to waive the bidding procedure and award a contract for GIS annual maintenance and departmental services for Fiscal Year 2023-2024 to New England Geo-Systems of Middletown, CT for an amount not to exceed \$30,000.00, as this is in the best interest of the Town.

ATTACHMENTS:

Proposal from NEGEO (dated June 13, 2023)
Sufficiency of Funds

PREPARED BY:

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

MSA

6/13/2023

#24-046

Statement of Services - Revised

Berlin CT

FY24 General GIS Consulting Support

OVERVIEW

New England Geosystems (NEGEO) is pleased to present this Statement of Work to the Town of Berlin for FY24 support of the Town's GIS program. Each fiscal year allocates budget to specific departments; however, budget is generally utilized on a case-by-case basis and to support annual tasks. NEGEO recommends no increase for FY24. NEGEO is happy to provide estimates for specific tasks within this budget throughout the year upon request from the town.

DESCRIPTION

Annual Tasks

1- Parcel Updates and Map Printing (Assessing)

NEGEO will undertake two parcel updates iterations as part of maintaining the town's parcel base to current conditions. Each will include parcel and related layers editing, map production, and refresh of the data on the town's mapping applications. Any additional updated data (planimetrics, streets, etc.) should also be submitted at this time, but may require additional budget from general services for processing or for reconciliation with the town's main database.

2- MapXpress Public and Internal Hosting

NEGEO will host, maintain, and troubleshoot the town's two mapping applications, MapXpress and MapXpress Advanced for the period of July 1, 2023 to June 30, 2024

3- General Services

This task includes any additional projects, data development, technical and software support, and custom cartography for the town's Assessing, Engineering, Economic Development, Planning and Zoning, Water, and Sanitary Departments over the course of the fiscal year. All projects and tasks will be completed on a time and materials basis. Task estimates are available upon request.

SCHEDULE

This project will cover the time period from July 1, 2023 to June 30, 2024.

COST

Costs for this project are provided below.

DESCRIPTION	ESTIMATED COST
TASKS	
1- PARCEL UPDATES AND MAP PRINTING	\$ 7,000.00
2- MAPXPRESS (PUBLIC AND ADVANCED) HOSTING	\$ 6,600.00
3- GENERAL SERVICES	\$ 17,000.00
TOTAL	\$ 30,000.00

Tasks 1-and-3 will be completed on a **time and materials** basis based on NEGEO standard hourly rates not to exceed the amounts listed above. If actual costs have the potential to exceed these estimates, NEGEO will notify the town before exceeding budget limits and work to develop an agreeable solution to completing the project.

Task-2 will be invoiced as a **firm, fixed price** during the month of July 2024.

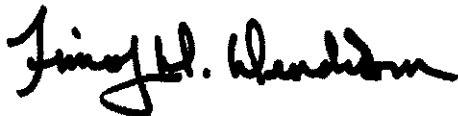
Invoices will be sent monthly and include all hours incurred during the billing period. Payment is due within 30 days of receipt.

AUTHORIZATION

NEGEO will proceed with this work immediately upon receiving authorization from the client.

Again, we appreciate your continued trust in New England GeoSystems, and we always look forward to being of service. If you have any questions, concerns or comments, please contact me any time via phone or email.

Very Truly Yours,



Tim Wendeborn
Asst. Project Manager
New England GeoSystems



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 13-Jun-23

Purchase Item or Contract: Public Works		Requested by: M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	FY24 GIS Annual Maintenance	\$30,000.00	\$30,000.00
			-
			-
			-
			-
TOTAL			\$30,000.00

Account No. 001.20.2036.0.53821.00000

Budgeted Amount.....	\$38,500.00	Available balance.....	\$38,500.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$30,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$8,500.00

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:


Finance Director or Assist.Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist.Finance Director

Agenda Item No. 18
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 8, 2023
SUBJECT: Remote Access Ordinance

Summary of Agenda Item:

The Ordinance Committee at its June 6, 2023, meeting voted to recommend to the Council an ordinance that requires certain boards and commissions to provide remote access and record all meetings.

Action Needed:

Move to schedule a public hearing on Tuesday, July 11, 2023 at 7:00 pm concerning an ordinance that requires certain boards and commissions to provide remote access and record all meetings.

Attachments:

Draft of Remote Access Ordinance

Prepared By:

Arosha Jayawickrema, Town Manager

DRAFT OF REMOTE MEETING ACCESS ORDINANCE

All meetings of Board of Police Commissioners, Board of Assessment Appeals, Board of Finance, Board of Education, and Town Council, Ordinance Committee, Conservation Commission, Inland Wetland and Watercourses Commission, Planning and Zoning Commission, Water Control Commission and the Zoning Board of Appeals shall be accessible to the public and recorded via Zoom or other conferencing platforms unless the Town Council, for good cause, excuses an individual board from said requirement for a particular meeting. The Town shall provide advance notice of the meetings, including whether the meetings are to be held in-person, hybrid or fully remote, in accordance with Connecticut law and the meetings shall likewise be conducted in compliance with applicable law, including the Connecticut Freedom of Information Act.



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:

1. Central Connecticut Health District

2. _____

Name: Patricia J. Checko

Telephone No.: 860-828-8445
860-221-8888

Home Address: 1276 NORTHINGTON RIDGE
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 43

Email Address: PJChecko@comcast.net

Are you a Registered Voter? Yes
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: Democrat

Educational Background (optional): BA Albertus Magnus College; MPH, DrPH Yale School of Public Health

Present Employment (company/position): Retired

Business Address

Current and Past Civic/Community Involvement: CCHD Board ~15 years
Berlin Historic District Commission >10 years
served as Clerk

Board Chair
Committee
Vice
Chair

Tell us why you feel qualified for this appointment: 50+ years experience
in public health; 26 yrs CT Dept. PH as infectious disease epidemiologist,
helped up ID epi prog. thru HIV/AIDS, 10 years

Can you think of any reason that a conflict of interest could arise if you were appointed? Director of Health
Bristol Building for HD
No

Signature: Patricia J. Checko

Date: 5/30/23

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Comm. for persons with Disabilities



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Commission on People with Disabilities 2. _____

Name: Anna M. Metcalf Telephone No.: 860-829-2184

Home Address: 48 Percival Avenue, Kensington, CT 06037 Number of years in Berlin: 22
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ametcalc70@gmail.com

Are you a Registered Voter? Yes Party Affiliation: Democrat ✓
(Note: To apply, you must be a Registered Voter in Berlin)

Southern CT State University Bachelor of Science in Corporate Video Communication

Educational Background (optional)

State of CT Department of Labor/ Resource Associate/ 200 Folly Brook Blvd. Wethersfield, CT 06109

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Girl Scout Mom, Upbeat Mom

Tell us why you feel qualified for this appointment: I've worked at the Labor Department for 25 years.

I enjoy helping out in my community.

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Anna Metcalf Date: 6-15-23

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Join Zoom Meeting

<https://berlinc-tov.zoom.us/j/82930779218?pwd=NXNCVjZubCtudm1MT2kweGo0NG1sZz09>

Meeting ID: 829 3077 9218

Passcode: 227067

One tap mobile

+1-929-205-6099 (New York)

**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:

Mayor Kaczynski called the Special Town Council Meeting to order at 6:35 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Sandra Coppola
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Donna Risolo – *via Zoom*
Councilor Donna Veach – *joined via telephone at 6:38 p.m.*

Absent:

Councilor Peter Rosso

Also in attendance:

Town Manager Aroscha Jayawickrema

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**

Town Manager Jayawickrema stated that this item was the subject of tonight's Special Town Meeting. The Town Council was provided a project cost breakdown with the associated fees for All State Construction, Newfield Construction, Haz Pro, and Sustainable Engineering. ARPA funds of \$5,048,000 were previously appropriated for this project leaving a shortfall of \$132,141 which is being rounded to \$133,000.

Haz Pro figures have been updated to reflect prevailing wages. An agenda item will be brought forward at the next Town Council meeting to include these wages.

Councilor Veach joined via telephone speaker at 6:38 p.m. and Town Manager Jayawickrema restated the above information for her.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

F. ADJOURNMENT

Councilor Coppola moved to adjourn at 6:42 p.m.

Seconded by Councilor Paonessa.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/85316356739?pwd=T21LL3NoWXZMVFMWDBKdXVLRmp1UT09>

Meeting ID: 853 1635 6739

Passcode: 986417

One tap mobile

+1-305-224-1968 US

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, June 6, 2023
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Town Council Meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Sandra Coppola
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Donna Risolo
Councilor Peter Rosso – *joined at 8:09 p.m. via Zoom*
Councilor Donna Veach – *via Zoom*

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

John Flynn, 103 Hartland Terrace – Mr. Flynn stated that he is the Berlin Police Union President and he wished to extend thanks to all involved in the creation of the new Police Pension Plan as it has made the Berlin Police Department a more competitive department and he believes there will be more applying to the department and more officers staying on.

E. MAYOR'S UPDATE:

Mayor Kaczynski stated that the veterans had a wonderful Memorial Day parade and presentation at the Town green. Veterans should be remembered every day not just on Memorial Day.

The Hartford Business Journal recently reported on 25 surrounding municipal mill rates and Berlin's mill rate was the lowest.

June is Pride Month and Mayor Kaczynski stated that Berlin is an inclusive community that strives for diversity. All in town should live without fear of prejudice, discrimination, violence, or hatred based upon gender identity or sexual orientation.

Juneteenth will be celebrated at the Berlin-Peck Memorial Library on June 17th from 11:00 a.m. to 3:30 p.m. with several speakers presenting.

F. MEETING AGENDA – Immediately Following the Mayor's Update

G. CONSENT AGENDA:

- 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 305.00 for Animal Care and supplies valued at \$ 226.08. – Animal Control**
- 2. Topic re: Accept a donation of \$9,910 and to deposit these funds into the Myrna Pauloz Senior Center Donation Account and appropriate said funds to Senior Center Budget, Furniture Account, Computer Account, and Programs and Activities Account. – Senior Center**
- 3. Topic re: Authorize the Senior Center Director to accept with the three other Central CT Health District towns and the Central CT Health District to accept the NCOA Vaccine Uptake Initiative Grant funds of \$50,000. – Senior Center**
- 4. Topic re: Approve the request of the St. Paul School Drama Club to waive all fees associated with having a Berlin Police Officer at Berlin High School to control traffic for those attending the performance of the Wizard of Oz. The total amount of the fee to be waived is approximately \$377. – Town Manager**
- 5. Topic re: Authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way that is appropriate for farm use. – Town Manager**
- 6. Topic re: Approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2023 season. – Parks and Recreation**
- 7. Topic re: Approve Berlin High School Class of 2024 to sell food and beverages at Berlin High School events during the 2023 – 2024 school year. – Parks and Recreation**
- 8. Topic re: Approve permission for consumption of alcoholic beverages (BYOB - beer and wine) and to charge a fee at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 80 people of all ages on Sunday, July 2 with a rain date of Tuesday July 4, 2023 from 10:00AM – 8:00PM. A buffet meal will be served with music and games for entertainment. Tulip Insurance will be obtained. – Parks and Recreation**

9. **Topic re: Transfer \$662,113.56, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance**
10. **Topic re: Accept monetary donations totaling \$717.63 and deposit \$341.31 into the friends of the library miscellaneous account for the purchase of library programs, program supplies and two museum pass renewals, and deposit \$376.32 into the friends of the library credit card account for library program supplies and move to accept (50) \$1 Pralines ice cream coupons with a value of \$50.00 and (2) hand woven scarves with an estimated value of \$50.00 to be used as summer reading prizes and move to accept books with an estimated value of \$84.93 to be added to the appropriate department collections. – Berlin-Peck Memorial Library**
11. **Topic re: Authorize Berlin Town Manager to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Berlin Social & Youth Services, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account and to appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance. – Social and Youth Services**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

H. PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a public hearing on Tuesday, June 6, 2023 at 7:00 p.m. to discuss the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and to solicit citizen input. The meeting can also be accessed via Zoom. Please refer to the Town of Berlin Website at www.berlinct.gov for more information regarding the meeting link.

The Connecticut Neighborhood Assistance Act Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS). A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects. Tax exempt entities desiring to obtain benefits under the NAA must complete an application and submit it to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes their portion of the application and submits it to DRS on or before July 1 of each year. Prior to submitting the application to

DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs.

This year, there were two proposals submitted from the Prudence Crandall Center, one from the Kensington Congregational Church and one from the Friends of the Worthington Meeting House, Inc. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. Kensington Congregational Church's Historic 1774 Meetinghouse serves over 500 members through community outreach programs and activities and the Worthington Meeting House primarily serves the Town of Berlin and the Central Connecticut area. It will be an attraction for the town and will provide meeting room and event space to be shared by the Berlin Historical Society and other community organizations. All three groups wish to submit proposals for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The public hearing will also give citizens an opportunity to make their comments known on the proposed project. If you are unable to participate in the public hearing, you may direct written comments to Arosha Jayawickrema, Town Manager, 240 Kensington Road, Berlin, CT 06037, or you may telephone 860-828-7003. Additional information may be obtained at the above address between the hours of 8:30 a.m. to 4:30 p.m. Monday through Wednesday, 8:30 a.m. to 7:00 p.m. Thursday and 8:30 a.m. to 1:00 p.m. Friday.

All are encouraged to participate. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Jen Ochoa, ADA Coordinator, at 860-828-7010 at least five days prior to the hearing.

The Town of Berlin promotes fair housing and makes all programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap.

Equal Opportunity/Affirmative Action

Mayor Kaczynski convened the Public Hearing on the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program at 7:08 p.m. and stated the purpose of this public hearing by reading the legal notice into the record.

Mayor Kaczynski stated that a letter from the Berlin Historical Society was included in the Town Council packet supporting this program for their work on the Worthington Meeting House.

No public comments were made.

Councilor Paonessa stated that he supports all three agencies' requests.

Councilor Risolo requested additional information on the Town's support of the Berlin Historical Society's endeavor. Mayor Kaczynski stated that the restoration of the meeting house is very expensive. The Town has suggested that the Historical Society work to obtain private funding as well as grants for the project. Councilor Risolo suggested they reach out to private businesses such as contractors and electricians.

Councilor Veach stated that State budget was finalized yesterday and approximately \$10,000 was allocated to the Berlin Historical Society to repair the cupola on the Meeting House.

Mayor Kaczynski closed the Public Hearing at 7:15 pm.

I. NEW BUSINESS:

1. Topic re: Review and discuss the final drafted pension plan document. – Human Resources

Town Manager Jayawickrema introduced this item stating that the Town Council was previously presented with basic parameters of the Police pension plan and they charged the Police Union leadership and Town to work with an attorney to come up with a Pension plan document. All involved were very pleased with the services provided by Employee Benefits Attorney Brenden Butler of Reid & Riege.

He added that the plan presented to the Town Council makes good economic sense, sticks to the basic parameters provided, and is attractive and competitive for the officers.

Attorney Butler stated that the Plan is set to become effective on July 1, 2023. The plan is going to be applicable to two groups; officers hired on or after July 1, 2023 and officers that are currently participating in the Town's defined contribution (DC) retirement plan that choose, during the 60-day window beginning on July 1, 2023, to cease participation in the DC plan and move to the new Town of Berlin Police Benefit Fund. Those that choose to move to the new fund will no longer be an active participant in the DC plan.

The Town of Berlin will be determining a buy-in amount for the new plan which will be funded by an individual's account under the DC plan. The Town will fund any differences, if there are any, between the calculated buy-in amount and the participant's current DC account balance. Conceivably excess funds could remain in an officer's DC plan and therefore there could be officers in two plans.

There is currently a Town of Berlin defined benefit retirement income plan and officers participating in that plan will not be eligible to participate in the new plan.

The new plan is to be administered by a committee appointed and approved by the Town Manager and shall include at least one Police Union representative. Attorney Butler added that State law requires that a municipality that is establishing a new pension plan either adopts the plan by ordinance or if a municipality does not have the power to make ordinances, then it is adopted by a resolution with a two-thirds vote of its legislative body.

All police officer participants will contribute 8% of their compensation to the plan and the Town will pick up those contributions in accordance with Internal Revenue code 414(h)(2) which means that the Town resolves to do this and allows the contributions to the plan to be treated as employer contributions for federal tax purposes which means they are not included in the participant's current income. Effectively the Town withholds that 8% and contributes to the plan on behalf of the employee. What will be required is for the Town to formally resolve to allow the pickup of these contributions which can be done through a resolution.

The normal retirement date for an officer is the first day of the month coinciding with the earlier of the age of 55 with ten years of credited service, or 25 years of credited service.

One of the terms that applies throughout the plan is that any officers that transfer into the Fund within in the 60-day window mentioned earlier will be required to participate for five years in the plan in order to be eligible for a normal retirement benefit. The exception being an officer that reaches the age of 65 before completing five years of participation.

Upon attaining normal retirement date an officer will be entitled to a single life annuity which would be calculated as 2% of a participant's average earnings multiplied by a three-year-high average multiplied by the years of credited service up to 20 years plus, if applicable for officers who are longer tenured, 2.5% of the participant's average earnings multiplied by each year of credited service in excess of 20 years up to 30 years. Any officers working in excess of 30 years will not be required, after those 30 years, to keep contributing to the plan. For those officers that are coming over from the DC plan during the 60-day window will be credited to their original date of hire.

There is an early retirement benefit under the plan at age 45 with ten years of service. Officers can elect to receive their retirement benefit commencing at normal retirement date which would equal their accrued benefit or elect the benefit commencing on the first day of the month coinciding with or next following their early retirement date and that would be actuarially adjusted.

The plan does have a disability benefit for a participant who becomes totally and permanently disabled under the definition in the plan which is a "physical or mental condition resulting from bodily injury or disease, or mental disorder which wholly and permanently renders the participant incapable of continuing service with the Town of Berlin Police Department". It was made clear that a disability will be determined by two physicians; one that the officer brings forward and one brought forward by the Town to either confirm or disagree. If there is a disagreement a third physician would be brought forward by the plan administrator.

The benefit under the disability provision is that the participant would receive a monthly payment of one-twelfth of 60% of their three-year-high average earnings as of the date of their disability. A disabled participant will continue to accrue years of credited service up to 30 years.

There is a 10-year service requirement for vesting in the plan that is relevant for officers that terminate prior to normal retirement. Again, there is the five-year participation requirement for those transferring over from the DC plan. Conceivably if someone comes over from the DC plan with 15 years of service, they can be fully vested but they still must have the five years of participation or reach age 65 to be eligible for the vested benefit.

There is a requirement in all municipal plans that take participant contributions, that if in any scenario an officer starts receiving a benefit and the total benefit does not equal the total of the participant's contributions the excess of benefits that was contributed to the plan on the officer's behalf would have to be paid out to either the officer or their beneficiary.

The officers will be provided an opportunity to choose between a single life annuity which is the normal form of benefit under the plan, or they may choose to elect their benefit in a 10-year certain

and life option which is essentially a guarantee of 120 monthly payments. If an officer dies before receiving those 120 monthly payments the remainder will be paid out to his beneficiary.

Another option they will be allowed to receive is a joint and survivor annuity with a designated beneficiary. There will be three options to choose from: 100%, 75%, and 50%. The higher the percentage they choose the smaller the amount the officer will receive and the greater amount their beneficiary will receive.

Attorney Butler restated that the Town needs to make sure that this plan is adopted in respect to the provisions of the Connecticut General Statutes referenced earlier, the pickups are formally resolved by the Town to be done before the plan's effective date of July 1, 2023, and an amendment must be made to the current plan spelling out the mentioned 60-day window opportunity and the ramifications of it for those choosing to transfer to the new plan.

The Town is still able to amend and terminate the plan, but the collective bargaining process must be involved. It was made clear that minor and required amendments do not need to go through this process.

Mayor Kaczynski thanked all involved in developing this new plan. He believes it will assist in attracting and retaining new officers in Berlin.

Town Manager Jayawickrema stated that this plan will be brought back to the Town Council. Finance Director Kevin Delaney has been working with the actuaries to determine the buy-in amount for each officer. The officers will then have that 60-day window to decide to join the new plan or not, and after that the Town will know exactly how many officers will be joining and whatever the gap is the Town will need to subsidize.

The Town Manager will be working with Corporation Counsel Donofrio and Attorney Butler to develop resolutions and authorizations that will be brought to the Town Council at the June 20th Town Council meeting.

Mayor Kaczynski confirmed that the officers will be provided with guidance and education through the process. He added that he would also like the Police Commission to vote an endorsement of the plan.

Attorney Butler stated that there are provisions in the plan that would allow a lateral to purchase up to five years of credited service with another municipal police force through a policy established by the committee to be credited to the new hire.

Councilor Paonessa stated that he is glad that this new plan has been created and sees a great value in it helping to keep officers in town for a long term. He added that he wants to make sure that this Council and future Councils are required to make contributions as a previous plan was neglected which caused financial hardships to the Town. He asked that an ordinance be adopted that requires those payments to be included in the yearly budget. Corporation Counsel agreed that could be done.

Councilor Veach asked who would be managing this account. Finance Director Delaney stated that is still to be determined. The Town is looking at some different custodians and trustees to hold the assets and manage payment, and also looking at different financial advisors. One of the most

important things is that the Town plans to continue with their existing actuaries in order to have the sound guidance it has been receiving.

Mayor Kaczynski stated that this plan will be voted on by the Town Council at the June 20th meeting. Attorney Butler suggested that if the plan is approved by the Town Council on June 20th and shortly before or shortly after that date the collective bargaining agreement is finalized, he recommends having this signed and resolved prior to July 1st. Town Manager stated that he plans to bring both to Town Council on June 20th.

NO ACTION TAKEN

2. Topic re: Authorize the Town Manager to approve invoices for services rendered surpassing \$25,000 bid threshold, to complete preparation of pension plan documents for the police pension plan, not to exceed \$50,000. – Human Resources

Town Manager Jayawickrema stated that this item is to increase the purchase order to Reid & Riege for services related to the police pension plan. He added that the firm has been responsive and extremely easy to work with during the process.

Councilor Paonessa moved to authorize the Town Manager to approve invoices for services rendered surpassing \$25,000 bid threshold, to complete preparation of pension plan documents for the police pension plan, not to exceed \$50,000.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Authorize the Town Manager to apply for the \$4,000 Juvenile Review Board Grant on behalf of the Town and accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$3,421.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance. – Social Services

Director of Social Services Jaymee Miller stated that this item is requesting permission to apply for the Juvenile Review Board Grant. She added that the appropriation amount was mistakenly written as \$3,421 but should be the \$4,000.

Councilor Paonessa moved to authorize the Town Manager to apply for the \$4,000 Juvenile Review Board Grant on behalf of the Town and accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$4,000.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

The motion on this item was reaffirmed at the end of the meeting.

- 4. Topic re: Approve the Berlin Peck Memorial Library applying for a grant through the Connecticut Education Network to fund network upgrades to enhance CEN performance for the library and, if awarded, to appropriate the grant funds to the CEN Grant account pending approval by the Board of Finance. This will in turn improve performance for the libraries network in general and provide much needed upgrades that would otherwise need to be calculated into the budget. The total dollar amount of the grant is \$62,640.00. – Berlin-Peck Memorial Library**

Berlin-Peck Memorial Library Director Kim McNally stated that this item is to request approval to apply for the second part of the Fiber to Libraries Grant.

In February 2022 the Library was awarded a \$6,839 grant from the Connecticut Education Network for a State funded network assessment. Novus performed the assessment of the Library's IT network, and the Library is now eligible for \$62,640 for equipment and installation fees to upgrade internal connections. The assessment showed the need for a new sonic wall, network switch, and other items.

Councilor Paonessa moved to approve the Berlin Peck Memorial Library applying for a grant through the Connecticut Education Network to fund network upgrades to enhance CEN performance for the library and, if awarded, to appropriate the grant funds to the CEN Grant account pending approval by the Board of Finance. This will in turn improve performance for the libraries network in general and provide much needed upgrades that would otherwise need to be calculated into the budget. The total dollar amount of the grant is \$62,640.00.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 5. Topic re: Approve the continuation of the contract for Netsmart's electronic health record and documentation system for one year, amount not to exceed \$28,140. – VNA**

VNA Administrator Alea Piatek stated that the VNA is looking to continue their contract with Netsmart for one year. She added that she has been looking into other systems, but they come at a higher cost therefore they will be staying with Netsmart for the time being. She hopes to find a system that will provide more automated financial aspects in the future.

Councilor Paonessa moved to approve the continuation of the contract for Netsmart's electronic health record and documentation system for one year, amount not to exceed \$28,140.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

6. **Topic re: Approve the purchase of one Kubota 6000HSTC tractor with attachments from M.B. Tractor & Equipment utilizing Sourcewell contract #031121-KBA in an amount not to exceed \$55,000. and the purchase of six Generac light towers utilizing Sourcewell contract #020923-GNR in amount not to exceed \$52,884. – Parks and Recreation/Parks and Grounds**

Superintendent of Parks and Grounds Steve Wood stated he would like this item moved to the next Town Council meeting.

NO ACTION TAKEN

7. **Topic re: Waive the Town's bidding procedure for Water & Wetland LLC, in the amount of \$25,000 for permitting, treatment and aeration of invasive species at several waterways throughout town as this is in the best interest for town. – Parks and Grounds**

Superintendent of Parks and Grounds Wood stated that this item is the Town's annual contract to treat Veteran's Park, Railroad Pond, and Paper Goods Pond for invasive species. He added that only one-third of each pond can be done at one time to prevent the fish kill that occurred in the past.

The first treatment will be next week at Veterans Park. Signs will be posted at all three locations, and Water & Wetland LLC will be advertising in the Citizens to make residents aware of the application process. Leaflets will also be distributed to bordering property owners.

Councilor Paonessa moved to waive the Town's bidding procedure for Water & Wetland LLC, in the amount of \$25,000 for permitting, treatment and aeration of invasive species at several waterways throughout town as this is in the best interest for town.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

8. **Topic re: Approve a transfer of \$30,000 from the Veterans Commission General fund to the Parks and Grounds Capital Non Recurring account for irrigation at Veterans Park. – Parks and Grounds**

Superintendent of Parks and Grounds Wood stated that his department requested to install irrigation at Veterans Park due to the tendency of the grass to burn out quickly. It was determined that a cap that was installed at the park was only six to eight inches from the surface when it should have been 12 to 16 inches below.

Loureiro Engineering was hired to do a survey and apply for permission from the DEEP to break into the cap. That item will not make it to the queue at DEEP until the middle of July, so his department is requesting to transfer funds from the General Fund budget into the Parks and Grounds Capital Non Recurring account to be able to finish the irrigation work and begin in early Fall or late Spring of 2024.

Councilor Paonessa moved to approve a transfer of \$30,000 from the Veterans Commission General fund to the Parks and Grounds Capital Non Recurring account for irrigation at Veterans Park.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 9. Topic re: Authorize the Town Manager to schedule a public hearing at 7:00 pm on June 20, 2023 concerning the approval of the contract to lease golf course utility carts from EZ-GO using PNC Bank, National Association in the amount not exceeding \$34,348.73. The yearly payments will be in the amount not exceeding \$6,879.73 starting 8/1/23 and ending 8/1/27. - Golf Course**

Director of Golf Sol Guerrero stated he is recommending entering into a lease agreement for three Cushman utility carts with EZ-GO. The lease term is 54 months and at the end of the lease the Town can purchase the utility carts under market value cost or return the carts with no penalty. Mr. Guerrero added that in his experience with EZ-GO they have a great service program.

Councilor Paonessa moved to authorize the Town Manager to schedule a public hearing at 7:00 pm on June 20, 2023 concerning the approval of the contract to lease golf course utility carts from EZ-GO using PNC Bank, National Association in the amount not exceeding \$34,348.73. The yearly payments will be in the amount not exceeding \$6,879.73 starting 8/1/23 and ending 8/1/27.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 10. Topic re: Endorse the Draft 2023 Plan of Conservation and Development as required by Connecticut General Statutes Section 8-23(h)(2) and to convey said endorsement to the Planning and Zoning Commission. – Planning and Zoning/Economic Development**

Town Planner Maureen Giusti stated that the Town Council held a Public Hearing on the March 31, 2023 version of the Draft Plan of Conservation and Development on April 18th. Comments were received and the Draft Plan was revised and filed with the Town Clerk and placed on the Town website on May 11, 2023. The Planning and Zoning Commission will hold a Public Hearing on the May 11, 2023 version of the Draft Plan on June 15, 2023.

The purpose of this agenda item is to allow the Town Council the opportunity to continue its discussions concerning the Draft Plan. As required by Connecticut General Statutes Section 8-23(h)(2) the Town Council may approve or reject in its entirety or part the Draft 2023 Plan of Conservation and Development and may submit comments and recommendations to the Planning and Zoning Commission.

Councilor Paonessa moved to endorse the Draft 2023 Plan of Conservation and Development as required by Connecticut General Statutes Section 8-23(h)(2) and to convey said endorsement to the Planning and Zoning Commission.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Discussion about the future of Pistol Creek Properties – Economic Development

Town Manager Aroscha Jayawickrema stated that at a previous Town Council meeting information was provided on current and future uses of Pistol Creek properties. The Town Council stated that it would be helpful to visualize where the properties are in relation to one another and what they are currently used for in order to decide how to move forward.

Economic Development Coordinator Jim Mahoney stated that the Town of Berlin owns the three sections of the Pistol Creek property at the corners of Savage Hill Road, Spruce Brook Road, and Atkins Street totaling 97.3 acres. The property was acquired at two points in time, July of 2008 for \$5,450,000 and December of 2023 for \$1,000,000.

One identified potential public use for the property was for open space. The Town has acquired open space with most areas in the western section of Town. The Pistol Creek acquisition provided a significant area of open space in the eastern portion of Town near East Berlin. The system of cart paths at Pistol Creek was viewed as an asset to create walking paths or public multi-use paths. This Berlin portion of cart path system is linked to the cart path system on 43 acres of open space on the Middletown portion of the former Pistol Creek golf course.

The largest portion of the property is divided through the center with a large wetlands band and contains the cart paths, dog park, and handicap parking and trail. The clubhouse portion of the property is used for various Town activities and services and also contains cart paths and the main parking area. The third portion abuts the City of Middletown parcel on the east side of Atkins Street.

Mr. Mahoney stated that they wanted to advance the conversation and see if the Town Council had any ideas regarding future uses of the property including whether or not the Town wanted to a highest and best use analysis to evaluate the best uses of the property and a potential sale price. This would allow them to fine tune discussions and give guidance to the consultant that is hired. Mr. Mahoney added that a portion of the most recently obtained parcel contains some of the best views in town and that should be kept in mind and possibly preserved as open space.

Mayor Kaczynski stated that perhaps an analysis of the most recent parcel purchase along Atkins Street should be conducted to determine if that property could be used for something else or possibly sold.

Councilor Veach stated that that area of Atkins Street has a lot of traffic, no sidewalks, and the property drops off so every option should be looked at before anything is done with the property.

Town Manager Jayawickrema suggested leaving the area of Pistol Creek that currently houses the dog park as open space and possibly selling the small piece located on the southeast corner of Atkins Street and Spruce Brook Road to Middletown.

Economic Development Director Chris Edge stated that a number of people had expressed interest to either use or buy the clubhouse but because the uses would most likely be for-profit uses that could not happen due to the bonds on the property which are set to expire in 2025 or 2026.

Ms. Giusti added that because of the previous application for the property that came before the Planning and Zoning Commission there is an extensive file which contains traffic studies, testimony from the public concerning the conditions of the area, etc which would be useful for determining future uses.

NO ACTION TAKEN

12. Topic re: Make a referral to the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for a lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, for the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and for the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto also schedule a public hearing on June 20 at 7 PM at the Berlin Town Council Chambers regarding the sale of 143 Percival Avenue and lease of a portion of Map 8-4, Block 54, Lot 65 per the attached survey map to the Berlin Housing Authority. – Economic Development

Economic Development Coordinator Mahoney explained that previous 8-24 referrals were made to the Planning and Zoning Commission (P&Z) in 2010 and 2014 regarding the development of affordable senior housing however the project has evolved since then including the portion of the Percival Field parcel that was going to be sold to Housing Authority will instead be leased.

Therefore, another 8-24 referral should be made from the Town Council to P&Z for a lot line revision to add a portion of 143 Percival Avenue to Percival Field, the sale of 143 Percival Avenue, and the lease of a 4.15-acre portion of Percival Field.

Connecticut General Statutes also require that the Town hold a public hearing prior to the sale of Town property.

Councilor Paonessa moved to make a referral to the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for a lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, for the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and for the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to schedule a public hearing on June 20 at 7 PM at the Berlin Town Council Chambers regarding the sale of 143 Percival Avenue and lease of a portion of Map 8-4, Block 54, Lot 65 per the attached survey map to the Berlin Housing Authority.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Authorize the Town Manager to enter a contract with Barton & Loguidice, LLC for the Steele Boulevard Park Project design for a fee not to exceed \$48,850 and into amendments thereto not to exceed 20% of the contract amount (\$9,770) and that the funds for said contract be from the Farmington Avenue Development (non-grant) account, subject to review and approval of Corporation Counsel. – Economic Development

Economic Development Director Chris Edge stated that the Town previously received a Small Town Economic Assistance grant for the Steele Boulevard Park Project. A request for proposals was issued for the bidding and construction administration services. Four responses were received, and three firms were interviewed by the selection committee which recommends the selection of Barton & Loguidice, LLC.

Councilor Paonessa added that the Prince of Peace Lutheran Church on Chamberlain Highway was recently sold, and they would like to donate the church bell to the Town for the park or another Town property.

Councilor Paonessa moved to authorize the Town Manager to enter a contract with Barton & Loguidice, LLC for the Steele Boulevard Park Project design for a fee not to exceed \$48,850 and into amendments thereto not to exceed 20% of the contract amount (\$9,770) and that the funds for said contract be from the Farmington Avenue Development (non-grant) account, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

14. Topic re: Approve a tax abatement for 555 Wethersfield Road LLC for the renovation of a 22,000 square foot building at 555 Wethersfield Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development

Economic Development Director Edge stated that DiMaio Construction of Rocky Hill recently purchased this property on the corner of Wethersfield Road and White Oak Drive, completely refaced the building and created jobs. This abatement would be based on the increase in assessed value resulting from the improvements.

Councilor Paonessa moved to approve a tax abatement for 555 Wethersfield Road LLC for the renovation of a 22,000 square foot building at 555 Wethersfield Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Coppola, Councilor Foster, Councilor Paonessa, Councilor Risolo, Councilor Rosso, Mayor Kaczynski

Councilor Veach temporarily stepped away from the meeting.

Vote being 6-0 (MOTION CARRIED)

- 15. Topic re: Authorize the Town Manager to apply for a Community Connectivity Grant in an amount of up to \$800,000 for sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane and authorize \$85,000 from the Grant Road Improvement for bidding assistance and construction administration services for CCPG sidewalks, if the grant is awarded. Also refer the project for the construction of sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes. – Economic Development**

Economic Development Coordinator Mahoney stated that this is a continuation of sidewalk expansion throughout the town. The priority has been to expand sidewalks to provide connections including to the train station, Kensington Village, schools, community facilities, and open space areas and trails.

The State of Connecticut Connectivity Grant Program is offering a maximum \$800,000 grant but does not fund construction administration, design, and permitting therefore they are proposing a transfer of \$85,000 from the Grant Road Improvement account for those items.

The project will also need to be referred to the Planning and Zoning Commission for an 8-24 review.

Councilor Paonessa moved to authorize the Town Manager to apply for a Community Connectivity Grant in an amount of up to \$800,000 for sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize \$85,000 from the Grant Road Improvement for bidding assistance and construction administration services for CCPG sidewalks, if the grant is awarded.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to refer the project for the construction of sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival

Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

16. Topic re: Affirm prior support for proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program. – Town Manager

Town Manager Jayawickrema stated that this item was the subject of tonight's Public Hearing and the next step in the process is for the Town's governing body to affirm support for the three proposals.

Councilor Paonessa moved to affirm prior support for proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Reaffirmation of motion and vote on Agenda Item #3

Town Clerk Kate Wall stated that Consent Agenda item #11 and Regular Agenda item #3 were mistakenly switched in the Town Council agenda packet. Ms. Wall asked for a reaffirmation of the motion and vote of item #3.

Councilor Paonessa moved to authorize the Town Manager to apply for the \$4,000 Juvenile Review Board Grant on behalf of the Town and accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$4,000.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED) – *Councilor Rosso joined via Zoom at 8:09 p.m.*

J. TOWN MANAGER'S REPORT:

- Based on comments during the audience of citizens at the last Town Council meeting, and direction from the Police Commission, Council directed the Town to look into solutions for issues that have been occurring at the end of Brandegee Lane.

Yesterday two speed tables were installed on the street closer to the parking lot. If speeding continues at the lower end of the street an additional speed table will be installed.

Pricing was obtained for two motion sensor, solar powered lights for installation in the parking lot. The total cost including installation is about \$12,000 which would need to go through the Planning and Zoning approval process.

The Town Council discussed the placement of signage at the lot as well as blocking off the lot during the winter.

- The Hatchery Brook Bike Race originally scheduled for May 21st was cancelled due to rain and will now be held on June 18th. The Police and Fire Departments are okay with the date change.
- The Town's motion for summary judgment in the Hellyn Riggins case was granted but an appeal has been filed.

K. SPECIAL COMMITTEE REPORTS:

The Ordinance Committee met this evening to discuss a remote meeting access ordinance.

L. COUNCILORS' COMMUNICATION:

Councilor Veach stated that flags are being collected at Town Hall. There is a box located in the center rotunda. Also, the American Legion is holding a fundraising dinner on June 17th.

Councilor Veach added that the State budget was passed yesterday. Information will be forthcoming to Town officials regarding some upcoming projects.

Councilor Rosso reminded everyone that graduation at Berlin High School will be held on Friday evening.

Councilor Paonessa stated that he recently required the services of the Berlin VNA, and he was impressed at the level of service that he received.

Councilor Coppola stated that the Veteran's Commission did a wonderful job with the Memorial Day parade. The turnout was also impressive.

M. ACCEPTANCE OF MINUTES:

May 16, 2023

May 30, 2023

Councilor Paonessa moved to accept the Town Council Meeting Minutes of May 16, 2023.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the Town Council Special Meeting Minutes of May 30, 2023.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

N. EXECUTIVE SESSION:

1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town - 0 Berlin Turnpike (16-3-142-48)

2. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Sherwood Falls Homeowners Association real property tax dispute

Councilor Paonessa moved to go into Executive Session at 9:13 p.m.: Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town - 0 Berlin Turnpike (16-3-142-48). Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, Economic Development Director Edge, and Economic Development Coordinator Mahoney; and Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Sherwood Falls Homeowners Association real property tax dispute at 9:13 p.m. Invited in: Town Manager Jayawickrema and Corporation Counsel Donofrio.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Mr. Edge and Mr. Mahoney left Executive Session after item #1.

Executive session ended at 9:49 p.m.

O. NEW BUSINESS CONTINUED:

17. Topic re: Discussion and possible action concerning proposed settlement of Sherwood Falls Homeowners Association tax dispute. – Corporation Counsel

Councilor Paonessa moved to approve the proposed settlement of the Sherwood Falls Homeowners Association tax dispute on the terms discussed in executive session.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

P. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:50 p.m.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting