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**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 25, 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
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Donna Veach – *arrived at 8:03 p.m. via Zoom/phone*

Absent:

Councilor Casey Foster
Councilor Donna Risolo

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

None

E. MAYOR'S UPDATE:

None

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

G. CONSENT AGENDA:

1. Topic re: Approve the Berlin Peck Memorial Library applying for additional funds of \$25,650 for the 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 now \$88,290. – Berlin-Peck Memorial Library
2. Topic re: Accept monetary donations totaling \$1,362.66 and deposit \$66.51 into the unrestricted donations account for the library's greatest need and deposit \$1,296.15 into the friends of the library miscellaneous account for the purchase of four programs and program supplies. – Berlin-Peck Memorial Library
3. Topic re: Authorize the Timberlin Golf Course Men's Club donation of furniture to the Golf Course to help keep the course healthy and in good condition. The total cost of the donation is \$3,429. – Golf Course
4. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 2023 Southern New England Women's Golf Association (SNEWGA) Pro Lady Golf Tournament. Total Value of the donation is \$242. – Golf Course
5. Topic re: Approve the acceptance of the Marjorie Moore grant totaling \$25,000.00 to the account fund 102; for the purposes of subsidizing private pay services for residents in Kensington. - VNA
6. Topic re: Transfer \$20,000.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover higher than budgeted expenditures in identified accounts. – Finance
7. Topic re: Approve waiving the Police Traffic Control fees for the Berlin Lions Club's 2023 Berlin Fair in the approximate amount of \$38,990. – Police Department

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

H. PUBLIC HEARINGS:

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, July 25, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the proposed lease agreement as follows:

Approval of the contract to lease golf carts with GPS shield units from EZ-GO using PNC Bank, National Association in the amount not exceeding \$281,813.25 for golf carts and \$84,222.25 for the shield units. The yearly payments will be in the amount not exceeding \$56,362.65 for the golf carts and \$16,844.45 for the shield units starting 8/1/23 and ending 8/1/27.

Copies of said proposed contract are on file open to public inspection at the Office of the Town Clerk.

Dated at Berlin, Connecticut this 12th day of July 2023.

Mayor Kaczynski convened the Public Hearing on the approval of the contract to lease golf carts with GPS shield units from EZ-GO at 7:07 p.m. by reading the legal notice into the record.

No public comments were made.

Councilor Paonessa inquired how this item differed from a previous public hearing item for the Golf Course. Town Manager Jayawickrema stated that a previous public hearing was for the lease of service carts and this item is for the lease of golf carts.

Mayor Kaczynski closed the Public Hearing closed at 7:09 p.m.

I. NEW BUSINESS:

Add agenda item #12:

Councilor Paonessa moved to add New Business Item #12 to tonight's agenda.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

- 1. Topic re: Authorize the Town Manager to sign the lease document to approve the contract to lease golf carts with GPS shield units from EZ-GO using PNC Bank, National Association in the amount not exceeding \$281,813.25 for golf carts and \$84,222.25 for the shield units. The yearly payments will be in the amount not exceeding \$56,362.65 for the golf carts and \$16,844.45 for the shield units starting 8/1/23 and ending 8/1/27. – Golf Course**

Town Manager Jayawickrema stated that this item was the subject of tonight's Public Hearing. He added that these items will be paid from golf fees and has no impact on mill rate or taxes.

Councilor Paonessa moved to authorize the Town Manager to sign the lease document to approve the contract to lease golf carts with GPS shield units from EZ-GO using PNC Bank, National Association in the amount not exceeding \$281,813.25 for golf carts and \$84,222.25 for the shield

units. The yearly payments will be in the amount not exceeding \$56,362.65 for the golf carts and \$16,844.45 for the shield units starting 8/1/23 and ending 8/1/27.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

2. Topic re: Update and discussion with the Housing Authority. – Housing Authority

Town Manager Jayawickrema stated that Housing Authority Chairman Joe Bajorski will be available later this evening due to work commitments and the Town Manager asked to table this item until later this evening.

3. Topic re: Amend the motion adopted on April 4, 2023, to increase the contracted amount with H.I. Stone & Son Inc. (RFP Np.2023-18) from \$2,119,000.00 to an amount not to exceed \$2,205,576.48 for the conversion to synthetic turf surface at Biscoglio Field at Berlin High School. – Parks and Recreation/Parks and Grounds

Parks and Grounds Superintendent Steve Wood stated that a portion of funds remain from a State of Connecticut Department of Energy and Environmental Protection grant that was used for the purchase and installation of a scoreboard at Scalise Field that came in under budget.

This request is to increase the amount for the conversion of Biscoglio Field to synthetic turf with the funds remaining from the scoreboard project.

Councilor Paonessa moved to amend the motion adopted on April 4, 2023, to increase the contracted amount with H.I. Stone & Son Inc. (RFP Np.2023-18) from \$2,119,000.00 to an amount not to exceed \$2,205,576.48 for the conversion to synthetic turf surface at Biscoglio Field at Berlin High School.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

4. Topic re: Authorize the use of Morton Salt for treated road salt utilizing the Capitol Region Council of Governments Contract #748 for snow and ice control through June 30, 2024. – Public Works

Director of Public Works Mike Ahern stated that the Town has used the CRCOG contract for Morton Salt for the past couple of years and it has worked out well. This commitment is for 2,000 tons at \$99.67 per ton with an obligation to purchase at least 50% of the annual quantity. The purchase order request will be in the amount of \$99,670 with Council granting authority to purchase additional quantities as need arises.

Councilor Paonessa moved to authorize the use of Morton Salt for treated road salt utilizing the Capitol Region Council of Governments Contract #748 for snow and ice control through June 30, 2024.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

- 5. Topic re: Utilize State of Connecticut contract no. 17PSX0002 and approve proposals 204894.0 and 199090.1 provided by Security 101/ Advanced Security Integration LLC of Southington, CT in the amount of \$32,937.51 for work associated with the installation of ADA power assist door openers, door hardware and intercoms at the main entrance lobby of Berlin High School. – Facilities**

Director of Facilities Doug Solek stated that \$50,000 in capital funding was allocated in Department 61 for ADA improvements and the Board of Education prioritized the need for power assist door openers and intercoms at the main entrance to Berlin High School.

Councilor Paonessa moved to utilize State of Connecticut contract no. 17PSX0002 and approve proposals 204894.0 and 199090.1 provided by Security 101/ Advanced Security Integration LLC of Southington, CT in the amount of \$32,937.51 for work associated with the installation of ADA power assist door openers, door hardware and intercoms at the main entrance lobby of Berlin High School.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

- 6. Topic re: Award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$60,000. - Water Control**

Water Control Manager Ray Jarema stated that there was a bid opening for the evaluation of the existing infrastructure and financial assets of the Berlin Water Control with DPC Engineering, LLC being the only bidder.

The bid received was much higher than the budgeted amount therefore, it was determined that the best course of action was to break the project into two phases with the water evaluation being the highest priority. The water evaluation could be accomplished this fiscal year and the sewer evaluation would be completed the following fiscal year.

Councilor Paonessa moved to award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$60,000.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

- 7. Topic re: Authorize the Town Manager to sign an ongoing pension advisory agreement with Fiducient Advisors, pending review of the agreement by the Town Attorney, for an annual fee of \$20,000 with a 3% annual increase beginning after year one. – Finance**

Town Manager Jayawickrema stated that with the approval by the Town Council of a new defined benefit pension plan for Police Officers, the Town must select a custodian, paying agent and investment advisor.

The Town proposes to expand on the favorable existing relationship with Fiducient Advisors, the current defined contribution plan advisors. Partnering with Fiducient reduces the time to select a custodian/paying agent, a critical consideration with a September 1st go-live date, and leverages Fiducient's extensive municipal pension plan experience.

Councilor Paonessa moved to authorize the Town Manager to sign an ongoing pension advisory agreement with Fiducient Advisors, pending review of the agreement by the Town Attorney, for an annual fee of \$20,000 with a 3% annual increase beginning after year one.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

- 8. Topic re: Authorize the Town Manager to sign a tax stabilization agreement, pending review by the Town Attorney, with Onyx Renewables and CTEC Solar LLC in connection with the construction and ongoing operation of an electric generating facility at 140 Deming Road. – Finance**

Finance Director Kevin Delaney stated that the City of New Britain owns land at 140 Deming Road that does not currently yield any tax revenue for the Town of Berlin. New Britain has partnered with Onyx Renewables and CTEC Solar LLC to install solar panels on the property.

CTEC Solar approached the Town of Berlin to enter into a tax stabilization agreement with an offer to pay property taxes up to \$2,000 a year during the construction phase beginning in October of 2023 and taking approximately six to eight months. After that they will pay the town \$1,600 per megawatt totaling approximately \$2,487 in the first year and increasing by 1.3% per year after that during a proposed 20-year agreement.

Corporation Counsel Jeffrey Donofrio stated that by Statute municipalities may, but are not required to, enter into tax stabilization agreements for electric generating facilities. This agreement will bring in some tax revenue where previously none had been generated.

Councilor Paonessa moved to authorize the Town Manager to sign a tax stabilization agreement, pending review by the Town Attorney, with Onyx Renewables and CTEC Solar LLC in connection with the construction and ongoing operation of an electric generating facility at 140 Deming Road.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

9. Topic re: Waive the Town's purchasing requirements to purchase the noted equipment and service for the Town of Berlin fire department from "Municipal Equipment Specialist" of Waterford Ct. for an amount not to exceed \$42,100 as this is in the best interest of the Town. – Fire Services

Fire Administrator Jim Simons stated that while obtaining quotes for fire services and equipment it was determined that Municipal Equipment Specialist is either a sole-source vendor or provided the best pricing for these items. The cumulative total for these items and services requires Town Council approval.

Items and services include annual pump testing, fire extinguisher servicing, hydraulic rescue equipment inspection and servicing, inspection and flow testing of breathing apparatus, brass nozzles and tips, and fire pump intake valves.

Councilor Paonessa moved to waive the Town's purchasing requirements to purchase the noted equipment and service for the Town of Berlin fire department from "Municipal Equipment Specialist" of Waterford Ct. for an amount not to exceed \$42,100 as this is in the best interest of the Town.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

10. Topic re: Waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufactures, in amount not to exceed \$45,000 as this is in the best interest of the Town. – Municipal Garage

Fleet Manager Jim Simons stated that this is the annual request for the purchase of tires, wheels, and related items.

Tire manufacturers set tire pricing/discounts for government agencies through purchasing agreements that are either statewide or national. Vendors to be utilized are Connecticut Tire of

Berlin, Sullivan Tire of South Windsor, and DiPietro Tire of New Britain. The selection of which vendor to use will depend on who can supply the tires or service the quickest.

Councilor Paonessa moved to waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufactures, in amount not to exceed \$45,000 as this is in the best interest of the Town.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

11. Topic re: Direct the Town Manager to print and distribute the FY 2024 budgeted revenues and expenditures in a pie chart format to residential taxpayers. – Mayor

Town Manager Jayawickrema stated that at the last Town Council meeting the Council requested him to bring forward a pie chart format of expenditures and revenues to be sent to residential taxpayers, as well as related costs for mailing the information out.

The Town Manager stated that the cost for the printing and mailing of approximately 8,500 5"x8" postcards would be \$5,550. The cost for a half page advertisement of that same information in the Berlin Citizen would be \$610. The information could also be posted on the Town's Facebook page and website at no charge.

Councilor Coppola stated she is concerned about the visibility of the information if it is just advertised in the Berlin Citizen and placed on the website and Facebook. She believes that the information should be mailed out. Councilor Paonessa agreed that the information should be mailed out.

Councilor Rosso stated that it is ironic that the Town would send a pie chart to show how efficient we are in government but spend \$5,500 to do that. He suggests just putting it on the website and Facebook and in the Berlin Citizen and continue mailing them out with tax bills next year.

There was discussion to compromise and do the half page advertisement two times in the Berlin Citizen on page three as well as place the information under the spotlight on the Town website and on Facebook.

NO ACTION TAKEN

12. Topic re: Call a Town Meeting at 6:45 p.m. on September 5, 2023, for the purpose of approving a fiscal year 2024 non-budgeted appropriation of \$1,780,000 for capital items. - Finance

Town Manager Jayawickrema stated that capital items were removed from the fiscal year 2024 budget with the idea to return to Town Council with a request for those items once the fiscal year 2023 General Fund surplus was determined.

As this is a non-budgeted appropriation a Town Meeting must be scheduled. There are no Town Council meetings held during the month of August and therefore this item was added to tonight's agenda in order to call that Town Meeting at the first meeting in September otherwise the process could be extended into October and some items are time sensitive.

Mayor Kaczynski inquired about the estimated costs of some of the items on the provided list in particular the \$200,000 for block-slab on grade ground water at Berlin High School as after he had a walk through of the area with the Superintendent of Schools, he believes it is a much bigger project than that estimate would cover.

Facilities Director Doug Solek stated that that estimate was a placeholder to keep everyone aware of the issue and to pursue it further. Mayor Kaczynski inquired why the situation doesn't go to the Public Building Commission (PBC) for their expertise on the matter. Mr. Solek requested that a request to refer the matter to the PBC be added to tonight's agenda.

Mayor Kaczynski inquired about the \$50,000 for ballast blocks and if there was a warranty on them. Mr. Solek stated that there was a five-year warranty on the block and the Town was able to procure some replacement blocks however they are outside of the full five-year warranty period. Mr. Solek added that the \$50,000 is based on an estimate received from the original solar installer to purchase and replace the blocks. Mayor Kaczynski asked that a better estimate be prepared and brought to the first meeting in September.

Finance Director Kevin Delaney stated that several departments plan to be at the Town Meeting on September 5th to provide more detailed information on the items requested. Mayor Kaczynski stated that his goal tonight is to make sure departments are aware to be prepared with that information.

Councilor Paonessa moved to call a Town Meeting at 6:45 p.m. on September 5, 2023, for the purpose of approving a fiscal year 2024 non-budgeted appropriation of \$1,780,000 for capital items.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

Add Agenda Item #13:

Councilor Paonessa moved to add New Business Item #13 to tonight's agenda.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

13. Topic re: Refer the issue of grade-ground water at Berlin High School to the Public Building Commission for their review and recommendations.

Councilor Paonessa moved to refer the issue of grade-ground water at Berlin High School to the Public Building Commission for their review and recommendations.

Seconded by Councilor Coppola.

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

Vote being 4-0 (MOTION CARRIED)

Agenda Item #2 tabled earlier:

2. Topic re: Update and discussion with the Housing Authority. – Housing Authority

Housing Authority Chairman Joe Bajorski stated that the Town Council previously requested information regarding conditions at the Housing Authority properties.

Mr. Bajorski stated that conditions mentioned by a resident in numerous letters are no longer present in that unit. The Housing Authority has a budget for maintaining the units that is approved by the Department of Housing (DOH) and HUD. HUD inspects Marjorie Moore annually and the DOH inspects Percival Heights on a less frequent basis but the most recent inspections at both complexes brought superior ratings.

Currently kitchen exhaust hoods are being installed at Marjorie Moore. As units become available at both complexes repairs and renovations are made based on conditions in the apartments. If a tenant is in a unit for more than five years, the apartment is repainted at their request.

The Housing Authority is in the process of working on the capital needs assessment for the next round of funding from the Community Block Grant. At Percival Heights that includes replacing the original building entryway mechanisms, the roof, doors, windows, rug, and other items.

Mr. Bajorski stated that there is a work order system for residents to report issues and the Housing Authority Commissioners track the progress of the work orders so there is data available regarding repair issues. Most issues are addressed quickly.

Regarding the closing of the former Knights of Columbus building sale to the Housing Authority Mr. Bajorski stated that on July 11th Wells Fargo was supposed to wire transfer the funds however they initiated a swift transaction using wire transfer numbers which held up the funding of the account. The Housing Authority attempted to obtain information from Wells Fargo regarding this and Wells Fargo was nonresponsive therefore the Housing Authority informed Wells Fargo on July 19th that they would be shopping the bond and at that time Wells Fargo stated they would send the funds by July 25th but as of this meeting the funds have not been received.

From shopping the bond, the Housing Authority has identified a lender, Oakhurst Development, that is eager to fund the bond and have signed an investor letter and they are hoping to get the funds

transferred tomorrow. In terms of the closing the documents are signed and ready to go once funds are received.

Corporation Counsel Donofrio stated that the terms of the escrow letter that was provided with the lease, deed, and other closing documents required the documents to be returned to his office if the closing did not occur by 5:00 p.m. on July 11th. Due to the issues described by Mr. Bajorski additional days were provided for the closing however Attorney Donofrio requested direction from Town Council regarding a time frame for the documents to remain in escrow.

After discussion it was determined that close of business on August 1, 2023 would be the final date provided to the Housing Authority to close on the sale.

J. TOWN MANAGER'S REPORT:

- Following up on a question at a previous Town Council meeting the Town Manager stated that the average age at Percival Heights is 70.5 and the average age at Marjorie Moore is 70.8.
- Following up on a question at a previous Town Council meeting regarding residents receiving multiple motor vehicle tax bills when previously one bill was sent for all vehicles the Town Manager stated that he spoke with the Revenue Collector, and nothing had changed between last year and this year unless something changed at the DMV that they were unaware of.
- Regarding a letter the Town Council received from residents and the homeowner's association at Silver Lake, Town Planner Maureen Giusti will be back in the office tomorrow and she will look into it the situation.
- At his monthly meeting at the Senior Center the Town Manager heard from seniors that they are very disappointed that many people do not vote during the budget referendums. The Town Manager is suggesting that postcards be mailed out to voters reminding them of upcoming referendums. Councilors suggested adding the QR code that links to voting locations as well as including the Registrar of Voters phone numbers.

The seniors also inquired if the Town would consider looking into a smaller version of the Senior/Community Center that had previously been proposed but was too expensive. Mayor Kaczynski stated that the YMCA is still interested in building a facility in town and he suggests revisiting the project again in the fall.

The Town Manager will coordinate a conversation between the YMCA, the Mayor, the Town Manager, and other departments with an interest in the project.

- The Department of Transportation (DOT) has given clearance for the Town to create local signs directing visitors to Veterans' Memorial Park. Representative Veach will work with the DOT for the placement of highway signs.
- Assistant Town Planner Dylan Willette will be taking the Town Planner position in Monroe.

- IT Technician Cindy Moore emailed Town Council members regarding their new android tablets. Please contact Cindy to schedule a time to meet.
- A ceremony will be held at town hall on Thursday July 27th at 2:00 p.m. to recognize the Police Department's newly promoted Lieutenant Robert Martin.
- The Town Manager requested that the Town Council have any items they want him to concentrate on in the upcoming year available to discuss at the September 5th meeting.

K. SPECIAL COMMITTEE REPORTS:

Mayor Kaczynski inquired about the noise ordinance discussion. Town Manager Jayawickrema stated that the neighbors are currently discussing the issue amongst themselves.

L. COUNCILORS' COMMUNICATION:

Councilor Paonessa stated that he has heard that there have been some issues with prescriptions being denied by the Town's new health insurance provider and HSA cards were not being accepted. Town Manager Jayawickrema stated that every doctor and every prescription was reviewed before switching to from Anthem to Cigna to guarantee compatibility. The Town Manager requested that the affected employees contact Human Resources Director Paula Carabetta.

M. ACCEPTANCE OF MINUTES:

**July 6, 2023 – Special Meeting
July 11, 2023 – Regular Meeting**

Councilor Paonessa moved to accept the July 6, 2023 Special Town Council Meeting Minutes as presented.

Seconded by Councilor Coppola.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the July 11, 2023 Regular Town Council Meeting Minutes as presented.

Seconded by Councilor Coppola.

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

Vote being 5-0 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Coppola moved to adjourn at 8:43 p.m.

Seconded by Councilor Rosso.

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

Vote being 5-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 JUL 27 PM 5:02

Kathryn J. Wall

BERLIN, CT.

Budget Adjustments July 25, 2023

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Police	001.15.1532.0.52010.00000	Worker's Compensation		\$6,500.00	Due to higher than budgeted overtime, the department experienced higher than budgeted worker's compensation costs.
	001.15.1532.0.51400.00000	Overtime	\$6,500.00		
Police	001.15.1532.0.52300.00000	Uniforms		\$2,500.00	As the Police Department works to close staffing, outfitting new officers costs about \$4,500/officer. The volume of new officers was higher than budgeted in FY23.
	001.15.1532.0.51140.00000	Police Personnel	\$2,500.00		
GENERAL FUND TOTAL			<u>\$9,000.00</u>	<u>\$9,000.00</u>	
Sewer	844.55.5582.0.56602.00000	Mattabassett		\$9,000.00	Due to higher than budgeted volume, the Mattabassett cost was higher than budgeted.
	844.55.5583.0.56710.00000	Supplies & Expenses	\$9,000.00		
Sewer	844.55.5592.0.51135.00000	Blue Collar Personnel		\$2,000.00	Due to various business needs during the fiscal year, blue collar personnel were required to work beyond budgeted hours.
	844.55.5591.0.51510.00000	Part Time & Summer Help	\$2,000.00		
WATER CONTROL TOTAL			<u>\$11,000.00</u>	<u>\$11,000.00</u>	
CAPITAL PROJECTS TOTAL			<u>\$0.00</u>	<u>\$0.00</u>	
GRAND TOTAL			<u>\$20,000.00</u>	<u>\$20,000.00</u>	

Consent
#6



July 6, 2023

Mr. Kevin Delaney
Director of Finance & Treasurer
Town of Berlin
240 Kensington Road
Berlin, CT 06037

Dear Kevin:

It was good speaking with you, Arosha, and Paula on Wednesday and I hope you found the meeting informative and productive. As mentioned during our call, municipal pension plans have been a focus of our firm for many decades, and we serve as trusted advisor to more than 50 municipalities across over 115 pension and OPEB plans. As firm, we are active in numerous organizations dedicated to the municipal finance arena, including the Government Finance Officers Association (GFOA) and the Connecticut Council of Small Towns (COST) and also founding members of the Connecticut Public Pension Forum (CPPF).

We are excited about the opportunity to partner with you, and we are prepared to deliver the following services to the town's police pension plan based on our understanding of your needs.

- Deliver an initial portfolio diagnostic review which would include the following:
 - Deliver results of Request for Information (RFI) for custodial bank services to the police pension plan
 - Asset allocation modeling to identify a portfolio solution with a risk and return profile tailored to your investment and financial objectives.
 - Provide a cost-effective investment manager/fund structure through our rigorous manager research and due diligence process.
 - Development of a custom Investment Policy Statement (IPS) to serve as a fiduciary governance tool for management and oversight of the police pension plan.
- Maintain open dialogue with the plan's actuary to better inform us regarding the actuarial assumptions and liability profile which may influence thinking around asset allocation.
- Ongoing monthly and quarter investment performance reporting on the police pension plan portfolio.
- On-site/video conferencing quarterly performance review meetings.

We are excited about the opportunity to partner with the town on this important endeavor and expand our partnership with the town. We are proposing an annual fee of \$20,000 with a 3% annual increase beginning after year one. I'd welcome the opportunity to meet with you to discuss our capabilities and proposal in greater depth and I'm confident our expertise and experience will provide valuable assistance towards helping achieve your investment goals while developing and memorializing a process to fulfill your fiduciary obligations.

My best,

A handwritten signature in black ink, appearing to read "Chris Rowlin".

Christopher Rowlin
Partner, Senior Investment Consultant
Public Funds Practice Leader
crowlin@fiducient.com

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 15, 2023

SUBJECT: Waive the Town's purchasing requirements to purchase the noted equipment and services from "Municipal Equipment Specialist" of Waterford Ct. for an amount not to exceed \$42,100. This equipment and services will be used by the Town of Berlin Fire department.

Summary of Agenda Item:

Over the course of the fiscal year 2023/2024, the Fire Department will be purchasing equipment and services various vendors. This will be done by receiving comparative quotes or using purchasing agreements to obtain the best product and pricing for the town and our Firefighters.

During this process, we have determined that Municipal Equipment Specialist / Shipman Fire Equipment (M.E.S.) is the sole-source vendor for our area or provided us with the best pricing for our purchases. When you put all these items together it became obvious that the cumulative expenditures for the fiscal year would trigger Town Council approval.

We have used M.E.S. in the past and are very pleased with their company.

An explanation, comparative pricing and funding stream follows.

1. Services

1a Annual Pump Testing: Cost \$3,500

This is an OSHA and NFPA requirement. In the past we have hired an outside vendor and used the State boat launch area at Silver lake. DEEP informed us that we are no longer allowed use the boat ramp for this.

M.E.S. has a contained test trailer that is capable of performing this service at the municipal complex yard. By performing the test at the municipal complex, it is more convenient, takes fewer man hours and is the same price as the previous vendor.

1b Fire Extinguisher Servicing: Cost \$4,000

The fire service utilizes many different types of fire extinguishers many of which are larger units or with a specialized extinguishing agent. This service includes the annual inspection, hydro testing (if needed), refilling and recharging the extinguishers when used.

1c Holmatro Hydraulic Rescue Inspection and Servicing: Cost \$10,000

These tools are commonly known as the "Jaws of Life" as they are the hydraulic power tools that are used to extricate trapped people in/under objects such as machinery, vehicles etc. We contract with factory trained technicians to perform an annual inspection of all the equipment. The inspection includes disassembling the tools, inspecting, adjusting, minor repairs and reassembling them. M.E.S. is the sole source sales point, factory authorized repair vendor for CT. These inspections and repairs are performed at our facility.

1d Scott SCBA Flow testing: Cost \$7,500

Annual inspection and flow testing of Self-Contained Breathing Apparatus. This equipment is worn by firefighters when entering toxic or smoke-filled atmospheres. This service includes inspection, repair of any defects found, and flow testing to ensure the units function to factory specifications.

The flow testing is an OSHA reequipment. M.E.S. is the factory trained authorized dealer and repair facility.

2. Equipment Purchases

2.a Elkhart Brass Nozzles and Tips: Cost \$8,500

This is the replacement and/or upgrading of 14 firefighting nozzles throughout the 4 fire companies. Many of the current nozzles are over 20 yrs. old and are of different manufacture, have different flow capabilities, and different operating pressures. This purchase will be the first time that the firefighting water delivery system is coordinated and standardized throughout the town.

The new standard flow for interior fire attack at 185 gallons per minute @50PSI nozzle pressure. The equipment will be color coded, between the nozzles, hose line and pump discharges controls. This will increase firefighter safety, make training standardized and assist with on scene coordination of companies.

Comparative quotes were obtained (see attached) and M.E.S. was the lowest overall on the package.

2.b Task Force Tips Intake Valves: Cost \$8,600

The two (2) new trucks being delivered later this year will need replacement intake valves for the fire pumps. The current valves will not work on these trucks. Task Force Tips (TFT) is the current standardized valve being used on many of our apparatus. Comparative quotes were obtained and M.E.S. was the lowest for these valves. (See attached quote summary).

Funding:

Fire department FY24 has four accounts that will provide the funding source for these expenditures:

<i>Account Information</i>	<i>Items funded</i>	<i>Amount</i>
# 001.15.1531.0.53816.00000, Equipment testing,	1a, c & d	\$ 21,000
# 001.15.1531.0.53208.00000, Equipment	2b	\$ 8,500
# 001.15.1531.0.53219.00000, Materials and Operating	1b	\$ 4,000
#134.15.1531.0.54000.00012, Vehicle Reserve	2b	\$ 8,600
	<i>Total</i>	\$ 42,100

Action Needed:

Move to waive the Town's purchasing requirements to purchase the noted equipment and service for the Town of Berlin fire department from "Municipal Equipment Specialist" of Waterford Ct. for an amount not to exceed \$42,100 as this is in the best interest of the Town.

Attachments:

Comparative pricing work sheet

Prepared By:

James Simons, Chief of Fire Services

Town of Berlin
Fire Department
 Comparative Pricing
 Nozzles - Intack Valves

Item #9

Elkhart Brass Nozzles & Tips			
<i>Pricing Per Item</i>			
Item	M.E.S.	Firematic	Heiman Supply
Nozzle Shut Off	\$ 355.98	\$ 398.13	\$ 431.95
15/16 short tip	\$ 111.76	\$ 125.00	\$ 139.95
185 GPM fog tip	\$ 562.74	\$ 629.38	\$ 551.95
<i>Total</i>	\$ 1,030.48	\$ 1,152.51	\$ 1,123.85
<i>Pricing for Quantity being Purchased</i>			
Item	M.E.S.	Firematic	Heiman Supply
Nozzle Shut Off (12)	\$ 4,271.76	\$ 4,777.56	\$ 5,183.40
15/16 short tip (13)	\$ 1,452.88	\$ 1,625.00	\$ 1,819.35
185 GPM fog tip (5)	\$ 2,813.70	\$ 3,146.90	\$ 2,759.75
<i>Total</i>	\$ 8,538.34	\$ 9,549.46	\$ 9,762.50

Task Force Tips			
<i>Intake Valve</i>			
Vendor	M.E.S.	Firematic	Fire Tech
Each	\$ 2,145.00	\$ 2,430.75	\$ 2,430.75
<i>Total for Four</i>	\$ 8,580.00	\$ 9,723.00	\$ 9,723.00

Indicates lowest price