

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/82150012514?pwd=ekNKZkRBOFFPVkJKMIROZms5aUcxUT09>

Meeting ID: 821 5001 2514

Passcode: 647353

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

### **6:45 PM – Town Meeting**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, September 5, 2023 at 6:45 p.m. for the following purposes:

During the fiscal year 2024 budget process, staff submitted a capital budget request of \$2,686,000. After carefully considering the items on the list and considering staff prioritization of the list, the Board of Finance included \$1,070,000 (the first tier) in the budget they submitted to the Town Council. In advance of the second referendum, the Town Council removed all proposed capital funding from the budget. As a result, the adopted General Fund FY24 budget did not include any capital expenditures.

This proposal is to appropriate General Fund unassigned fund balance in fiscal year 2024, in anticipation of the fiscal year 2023 General Fund surplus, to fund:

- \$50,000 for computer equipment (Police modems)
- \$200,000 for Police vehicles
- \$140,000 for school vans
- \$195,000 for school cameras (districtwide)
- \$200,000 for block-slab on grade ground water at Berlin High School
- \$50,000 for ballast blocks
- \$275,000 for large dump truck body replacements
- \$65,000 for a pickup truck
- \$75,000 to resurface the basketball/tennis courts at Berlin High School
- \$80,000 for track snow machine
- \$200,000 to replace equipment at Little People's Playground
- \$50,000 for bridge replacements at Timberlin
- \$200,000 for Town Clerk/Assessor office renovations.

Approving a fiscal year 2024 non-budgeted appropriation of \$1,780,000 for capital items.

Dated at Berlin, Connecticut this 26<sup>th</sup> day of July 2023.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk



TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, September 5, 2023  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Authorize Town Manager, Aroscha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2024 Targeted Grant in the amount of \$8,000.00. Upon receipt grant funds are to be deposited into the Special Grant Fund account. – Town Clerk
2. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 345.00 for Animal Care and supplies valued at \$ 96.00. – Animal Control
3. Topic re: Accept the donations of \$450.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
4. Topic re: Accept the Timberlin Golf Course Ladies Club donation of a flower bush and a memorial plaque to the golf course. The total cost of the donation is \$325. – Golf Course
5. Topic re: Accept monetary donations totaling \$671.37 and deposit \$20.00 into the children's donation account for children's and teen services and deposit \$359.57 into the friends of the library miscellaneous account for the purchase of a library program, summer reading supplies and one museum pass renewal and deposit \$291.80 into the friends of the library credit card account for the purchase of summer reading supplies, an adult summer reading prize and program supplies. Also accept the donation of disposable tablecloths with an approximate value of \$120.00 to be used for library programs and books with an approximate value of \$35.98 to be added to the appropriate department collection. – Berlin-Peck Memorial Library
6. Topic re: Accept the donation of \$300 for the purchase of child, infant CPR manikins for the fire department. – Fire Department
7. Topic re: Donation from the Price of Peace Lutheran Church – Fire Department

#### H. NEW BUSINESS:

1. Topic re: Appropriate \$1,780,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund Police Computer Equipment (\$50,000), Police Vehicles (\$200,000), Dump Truck Body Replacements (\$275,000), a Pickup Truck (\$65,000), School Vans (\$140,000), School Cameras (\$195,000), BHS Courtyard Moisture Repairs (\$200,000), Ballast Blocks for Solar Panels (\$50,000), Renovations to Town Clerk/Assessor Offices for Vital Records (\$200,000), Resurface BHS Outdoor Basketball/Tennis Courts (\$75,000), a Track Snow Machine (\$80,000), Upgrade Little People's Playground (\$200,000), and Bridge Replacements at Timberlin Golf Course (\$50,000). - Finance
2. Topic re: Appoint Webster Bank, N.A. as custodian and trustee of the Town of Berlin Police Benefit Fund and authorize the Town Manager to sign all documents necessary to execute such agreement, pending review by legal counsel. - Finance
3. Topic re: Authorize the Public Building Commission to contract with outside service providers to conduct investigations and related work on the Berlin High School slab/groundwater issues for an amount not to exceed \$15,000.00, as this is in the best interest of the Town. – Public Building Commission
4. Topic re: Move to schedule a Special Town Meeting at 6:45 pm on Tuesday, September 19, 2023, to approve a four-year lease agreement between the Berlin-Peck Memorial Library and The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing. The total cost for both printers per month is \$137.90 (68.95 ea.) or \$1,654.80 per year and that includes 1,500 black and white prints and 500 color prints each. The overage rate is .0138 for black and white prints and .062 for color prints. – Berlin-Peck Memorial Library
5. Topic re: Approve the purchase and installation of three new dump bodies on Trucks #271, 327 and 328 from Freightliner of Hartford for a cost not to exceed \$275,000, utilizing CT DAS Contract #15PSX0017, pending approval of the FY23 surplus transfer by the Town Council and Board of Finance. – Municipal Garage
6. Topic re: Create a Plan of Conservation and Development Implementation Committee that would also monitor implementation of the Affordable Housing Plan with one representative from each the Planning and Zoning Commission, Economic Development Commission, Conservation Commission, Parks and Recreation Commission, Water Control Commission, Inland Wetlands and Watercourses Commission, Board of Finance, Zoning Board of Appeals, Historic District Commission, and Town Council, that representatives be nominated by each of these bodies to the Town Council before its October 24 meeting and that the Town Council consider and appoint the Implementation Committee representatives after receiving such nominations. – Economic Development
7. Topic re: Make a referral to the Planning & Zoning Commission pursuant to 8-24 of the Connecticut General Statutes regarding the deeding of the abandoned portion of Wigwam Road to the City of New Britain Water Department, as it owned the properties on both sides of the road, which portion extends from the north end of Sanctuary Lane to Ragged Mountain Preserve and to again review the relocation of the right of way as depicted in a map titled “Relocation of Easement for Public Access



And Emergency & Municipal Vehicle Access Along Former Wigwam Road” dated June 2023, scale 1”=300’, prepared by New England GeoSystems. – Economic Development

8. Topic re: Award bid no. 2024-01 to Earth Contractors, of Berlin, CT for an amount not to exceed \$113,500 for sitework, construction and associated work related to the outdoor classroom pavilion project at McGee Middle School. - Facilities
9. Topic re: Reduce the previously approved project contingency amount of ten percent down to three percent for HazPros, Inc. of West Hartford, CT for asbestos containing tile and mastic remediation and clearance testing at Willard School for the HVAC project and utilize the seven percent available contingency as additional Owners Contingency for the Willard School HVAC project. - Facilities

I. APPOINTMENTS:

1. **Central Connecticut Health District** – Raymond Jarema term expired on June 30, 2023. Reappointment or replacement term would be until June 30, 2026.
2. **Commission for the Aging** – Lois Ustanowski has resigned – Term would be until January 31, 2024. Can only be filled with a D or U.
3. **Commission for Persons with Disabilities – Vacancy**- Marlo Matassa has resigned. Term expires on January 31, 2024. Can be filled with a D, R or U.
4. **Commission for Persons with Disabilities – Vacancy**- Robert Dombrowski has resigned. Term expires on January 31, 2024. Can be filled with a D, R or U (depending on the above).
5. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U.
6. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U (depending on above).
7. **Constables – 4 Vacancies** -Terms would be until December 2023. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
8. **Inland Wetlands & Water Courses Commission** – Alternate –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
9. **Inland Wetlands & Water Courses Commission** – Alternate - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
10. **Mattabassett District** – John Dunham term expired August 31, 2023. Reappointment or replacement term would be until September 1, 2026. Can be filled with a D, R or U.
11. **Mattabassett District** – James Fallon term expired August 31, 2023. Reappointment or replacement term would be until September 1, 2026. Can be filled with a D, R or U.

**12. Parks and Recreation Commission** –Term expired on January 31, 2023. Replacement would be until January 31, 2026. Can be filled with a D, R or U.

**13. Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would expire on June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.

**14. Planning and Zoning Commission** – Alternate - Nikki Sambitsky has resigned. Replacement would be until January 31, 2026. Can be filled with a D, R or U.

**15. Public Building Commission** –Replacement would be until January 31, 2028. Can be filled with a R, D or U.

**16. VNA** –Replacement would be until January 31, 2025. Can be filled with a D, R or U.

**17. VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

**18. VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

**19. VNA** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

**20. Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with a D, R or U.

**21. Water Control Commission –Alternate - Vacancy** -Term would be until January 31, 2026. Can be filled with a D, R or U.

**22. Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above two appointments).

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: July 25, 2023

N. EXECUTIVE SESSION:

1. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager’s Evaluation

O. ADJOURNMENT

## **TOWN MEETING PROCEDURES**

- 1. Call to Order – Mayor will open the meeting**
- 2. Election of a Moderator (Nominations from the Floor)**
- 3. Nominations closed**
- 4. Eligibility to Vote – any person who is an elector of such town and any citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town (reference CGS Sec. 7-6.)**
- 5. Clerk will read the Legal Notice**
- 6. Is there a Resolution to come before the Town Meeting?  
(Second Required)**
- 7. Discussion on Resolution**
- 8. Vote on Resolution**
- 9. Mayor should then simply state the meeting is adjourned  
(a motion is not necessary to adjourn Special Town Meeting)**

Revised 5/2/2018



LEGAL NOTICE  
TOWN OF BERLIN  
SPECIAL TOWN MEETING

September 5, 2023

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, September 5, 2023 at 6:45 p.m. for the following purposes:

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This proposal is to appropriate General Fund unassigned fund balance in fiscal year 2024, in anticipation of the fiscal year 2023 General Fund surplus, to fund:

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Approving a fiscal year 2024 non-budgeted appropriation of \$1,780,000 for capital items.

Dated at Berlin, Connecticut this 26<sup>th</sup> day of July 2023.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date:  
August 29, 2023



**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** August 16, 2023  
**SUBJECT:** Application for Historic Documents Preservation Grant

**Summary of Agenda Item:**

The State has established a program whereby the Town Clerk's Office collects eleven dollars for each land record received for recording (except on MERS documents). Three dollars is retained by the Town Clerk for record management and preservation of their records. The other eight dollars is sent to the State with a monthly report. The State then issues this money back to the Towns in the form of target grants. The amount available usually depends on the population of the Town. This year Berlin can receive up to \$8,000.00.

In previous years, the Town Clerk's Office partnered with Public Works to use these grant funds for the Conservation of the Town's aerial maps from the 1950s, 1970s and 1995. The Town Clerk's Office would now like to scan Miscellaneous Maps located in the vault which would also be helpful to Engineering/Public Works. The maps will be scanned and placed on the Town's GIS for use by Town staff. The ability to review the maps on the computers saves wear and tear on the originals and saves staff's time.

Before we scan these maps, the Town Clerk would like to have some preservation done work on them. The process would include: the surface dry clean of the maps; repair/restore (which would include mending and reinforcement)); deacidification; and encapsulate of the records.

Kate Wall, Town Clerk, is asking that the resolution authorizing the Town Manager to sign the application for the grant be approved at this time.

**Action Needed:**

Move to authorize Town Manager, Arosha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2024 Targeted Grant in the amount of \$8,000.00. Upon receipt grant funds are to be deposited into the Special Grant Fund account.

**Attachments:**

1. Copy of Historic Documents Preservation Grant Application

**Prepared by:** Kate Wall, Town Clerk





**APPLICATION**  
**TARGETED GRANT FY 2024**  
Historic Documents Preservation Program  
Connecticut Municipalities  
GP-001 (rev. 1/2023)



STATE OF CONNECTICUT  
Connecticut State Library  
PUBLIC RECORDS ADMINISTRATOR  
231 Capitol Ave., Hartford, CT 06106

*This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>*

**Name of Municipality:**

*Use full municipality name, ie  
'Town of \_\_\_\_\_' or 'City of \_\_\_\_\_'*

**Town of Berlin**

**Name of Municipal CEO:**

**Arosha Jayawickrema**

**Title: Town Manager**

**Phone with Area Code:**

**860-828-7003**

**Email:**

**ajaywickrema@berlinct.gov**

**Name of Town Clerk:**

**Kate Wall**

**Title: Town Clerk**

**Phone with Area Code:**

**860-828-7036**

**Email:**

**kwall@berlinct.gov**

**Check if Designated Applicant:** ☐

**TC Mailing Address:**

**240 Kensington Road, Berlin, CT 06037**

**MCEO Address if Different:**

**Grant Application Deadline:**

☐ Cycle 1: April 30, 2023

☒ Cycle 2: September 30, 2023

**Grant Contract Period:**

The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

**Maximum Grant Allowed:**

\$6,000

Small Municipality

Population less than 20,000

\$8,000

Medium Municipality

Population between 20,000 and 69,999

\$11,000

Large Municipality

Population of 70,000 or greater

**Amount Requested:**

**\$ 8,000**

**Grant Category(ies):**

☐ Inventory and Planning

☐ Organization and Indexing

☐ Program Development

☐ Storage and Facilities

☒ Preservation/Conservation

*See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$ 8,000.00	\$ 1057.25	\$ <b>9057.25</b>
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$	\$	\$
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet; rarely used)	\$	\$	\$
<b>6. TOTAL</b>	\$ <b>8,000.00</b>	\$ <b>1057.25</b>	\$ <b>9057.25</b>

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed **only** if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, \_\_\_\_\_, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of MCEO

## Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2024 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date (*must be same as or later than above date*)

Aroscha Jayawickrema, Town Manager

\_\_\_\_\_  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

## Narrative Page & Supporting Documents – Targeted Grant FY 24 – Berlin

### 1. Describe the Project.

Scanning of Miscellaneous Maps located in the Town Clerk's vault.

The Berlin Town Clerk's Office has three plot map drawers of "Miscellaneous Maps" (identified as Drawers A, B & C). None of the maps have been "Received for Record" by the Town Clerk's Office. The maps are paper not mylar and many are blueprints. Maps concerning the State of Connecticut seem to be copies. Not all maps are dated. The ones that are show a date range of 1927 to 1950. There are 145 maps in Drawers A and B. These maps have been removed from cardboard, cleaned and deacidified in a previous project.

The third drawer (labeled 3) has about 64 maps. The dates range from 1939 to 1944 and are rougher shape.

The subject of these maps (drawers 1, 2 and 3) include:

- Shuttle Meadow Club Inc
- Berlin Fair Grounds
- New York, New Haven and Hartford Railroad
- Setting for Soldier's Memorial Worthington Ridge
- Gas mains Worthington Ridge
- Different properties to be acquired by State of Connecticut
- CT State ROW
- CL&P ROW
- American Paper Good Co & E.A. Moore (Boundary Map) High Road
- Wilcox Memorial Cemetery

Before we scan these maps, the Town Clerk would like to have some preservation done work on them. The process would include: the surface dry clean of the maps; repair/restore (which would include mending and reinforcement)); deacidification; and encapsulate of the records. The preservation work would only be done on the third drawer. Previously preservation work has been completed on the drawer 1 and 2.

There are seven other map drawers with maps from the State of Connecticut and Fire Districts. The Town Clerk's Office would like to have these maps scan only.

The maps include:

Drawer 4 (D)	Makro/Brickyard Prop. Retail
	Fac.& Willow Brook Bridge
	Fire Districts
	C&P ROW
	Relocation of Route 5
Drawer 5 (E)	Fire District Utilities
Drawer 6 (F)	Cat Hole Pass Road
Drawer 7 (G)	Mattabassett
	Prentice Place Condominiums
Drawer 8 (H)	Berlin Middletown Road
Drawer 9 (I)	State of CT Relocation of Route 72

Drawer 10 (J) Relocation of Route 72 & Land released to Town of Berlin

The project would include scanning all 10 drawers of maps and doing some preservation work on drawer 3.

2. Provide vendor/personnel info & timeframe.

Kofile – One Allen Martin Drive, Essex, VT 05452

Advance Reprographics, 50 Corporate Avenue, Plainville, CT 06078

Both projects will take less than one year to complete.

3. State what will be accomplished.

The scanning of these maps provides our Engineering Department additional tools to improve our GPS.

The preservation work on maps in drawer 3 preserves local maps for the future.



August 29, 2023

Kathryn J. Wall, Town Clerk  
Town Hall  
240 Kensington Rd  
Berlin, CT 06037

Dear Kate,

It was a pleasure to meet with you recently while making a survey of your records for your land record maps and I thank you for the time spent with me.

As per my survey, we are pleased to offer this proposal for the recently assessed records.

**SCOPE OF WORK – Land Maps Beginning with Map #2.**

**1. Maintain an INFORMATION LOG for each map noting the following:**

- Condition of map upon receipt
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, Blueprints, etc.)
- Special characteristics
- Any other information pertinent to the identification of the maps

This is the standard log used for all documents treated at Kofile Technologies. On it are recorded original condition, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc., acidic glues, identity of certificates, and any other special characteristics and pertinent information. This log follows the maps through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

**2. SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

**3. REPAIR/RESTORE**

**Mend/Reinforce**

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to ensure paper will not cockle.
- Reinforce weak or tattered maps to maintain mechanical integrity of document.

**Trim/Flatten**

- Any maps needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

**4. DELAMINATION IF PRESENT**

- The lamination was tested to verify removal was possible. The pages will be submersed in a warm water bath for approximately 15 min with the assistance of an organic enzyme to break down the adhesive used to apply the original lamination. Each map will be dried, stabilized and flattened before moving on to the next stage.

**DEACIDIFICATION**

-Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

**5. Encapsulated Records**

- Encapsulate maps utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.

**6. TREATMENT REPORT, referenced to information log, to be provided for your maps.****7. All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 14-16 WEEKS, beginning on the date of receipt of each item.****8. All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.**

We thank you for this opportunity to quote on our services and hope to be awarded your valued order in the near future.

Best Regards,

*Robert J. Gerencser*

Robert J. Gerencser

**Kofile**

c. 203.671.0323

[www.kofile.com](http://www.kofile.com)

**Map Preservation Proposal**  
Berlin, CT  
August 29, 2023

Preservation Cost

Sixty-one Land Maps

\$6,950.00

Prices quoted remain in effect for 90 days and pricing is subject to inspection and approval by our conservators.

Shipping costs are the responsibility of the Town.





Advanced Reprographics

8/22/23

50 Corporate Ave

Plainville, CT 06078

860-410-1020

**Town of Berlin Blueprint Scanning Proposal**

Attn- Kate Wall , Town Clerk Town of Berlin

Dear Kate, thank you for the opportunity to present the following blueprint scanning proposal.

Advanced Reprographics will, pick up prepare blueprints to scan, repair as necessary and label by the job to a digital TIFF file.

The cost will be as follows for a QTY of 1,085 Scans:

Pick up Blueprints

Scan Blueprints

Files on a Thumbdrive

Return Originals

Total Cost- \$2107.25

If you would like to proceed, please let us know and we can schedule a time to pick up the initial batch to start the process.

Best Regards,

Chris Frawley

Advanced Reprographics



Consent

Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 18, 2023

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
July 1, 2023 to August 18 , 2023	\$ 100.00 ( ck# 60657489 & 60983687 )	Animal Care	Thomas Ottman Berlin
	\$ 45.00 ( Cash )	Animal Care	Spencer Killian East Hampton
	\$ 200.00 Ck # 5306	Animal Care	John Gillette Cheshire
	\$16.00 ( Value )	can dog food	Tom & Kelly Smith Berlin
	\$ 80.00 ( value )	Dry Cat food can dog food	FOBAC Berlin

\* Unless a name is mentioned, donors requested anonymity

**FUNDING:**

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 345.00 for Animal Care and supplies valued at \$ 96.00.

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:**

Janice Lund, Animal Control Officer





**FINANCE DEPT**

## TOWN OF BERLIN

**Department of Finance**  
*REPORT OF RECEIPTS*

For Department  
Of Finance

RR # 0

Date 8/11/2023

Batch or  
Dept. Number

C

---

Page 1 of 1

DEPARTMENT Animal Control Donation Fund

PREPARED BY Janice Lund, ACO / Kate Matson, ACO

Period Covered

FROM  
8/10/23

TO  
8/11/23

[illegible]

200.00

COPY COPY

DEPT HEAD OR  
AUTH. SIGNATURE

DATE \_\_\_\_\_

TOTAL  
DEPOSIT

\$200.00

FOR FINANCE DEPT. AND TREASURER USE ONLY

RECEIVED BY

DATE \_\_\_\_\_

POSTED BY

DATE \_\_\_\_\_

TREASURER OR AUTHORIZED SIGNATURE

DATE \_\_\_\_\_

RR APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**FINANCE DEPT**







**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

July 8, 2023

Thomas Ottiman  
53 Westview Terrace  
Berlin, CT 06037

Dear Thomas,

Thank you very much for the generous donation of \$50. We are honored to accept the donation as it will help the animals in our care. Your continuous support of our Municipal Shelter is greatly appreciated.

Thanks again.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services





**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

August 11, 2023

John Gillette  
74 Deepwood Drive  
Cheshire, CT 06410

Dear John,

Thank you so very much for the extremely generous donation of \$200 for adopting "Digger". Your choice in his name is great ! We love it !

We really appreciate you thinking of us and the animals in our shelter. It is so kind of you to help us in our efforts to care for the homeless and abandoned animals in our care. Thanks again.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services



**TOWN OF BERLIN**  
**Animal Control Department**  
600 Christian Lane • Berlin, CT 06037  
(860) 828-7055

August 12, 2023

Tom and Kelly Smith  
14 Peck Street  
Berlin, CT 06037

Dear Tom and Kelly,

Thank you very much for the kind donation of the case of can dog food. Your thoughtfulness will help the animals in our care.

Thanks again.

Sincerely,

Jan Lund, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services

Consent

**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 30, 2023

**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received \$450.00 in donations to the K9 Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the K9 Program Expenditure Account # 100.15.1532.0.53225.00000.

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$450.00 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe

DC



Consent  
4

**Agenda Item No. 4**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 28, 2023

**SUBJECT:** Timberlin Golf Course – Ladies Club Donation

**Summary of Agenda Item:**

The Timberlin Golf Course Ladies Club would like to donate a flower bush and a memorial plaque to the golf course to commemorate a past member. The total cost of the donation is \$325.

**Funding:**

No Funding Needed

**Action Needed:**

Move to accept the Timberlin Golf Course Ladies Club donation of a flower bush and a memorial plaque to the golf course. The total cost of the donation is \$325.

**Attachments:**

None

**Prepared By:**

Sol Guerrero, PGA – Director of Golf

(Signature)





Consent  
Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 25, 2023

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	20.00	Children's Donations	for children's and teen services	Dave Barnas
	359.57	FOL Misc. Acct.	for a library program, summer reading supplies and one museum pass renewal	Friends of the Library
	291.80	FOL C.C. Acct.	summer reading supplies, adult summer reading prize and program supplies	Friends of the Library
	671.37			
Equip/Merch	120.00	Disposable tablecloths	for programs	Anonymous
	35.98	Books	add to appropriate department collection	Various patrons
	155.98			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$671.37 and deposit \$20.00 into the children's donation account for children's and teen services and deposit \$359.57 into the friends of the library miscellaneous account for the purchase of a library program, summer reading supplies and one museum pass renewal and deposit \$291.80 into the friends of the library credit card account for the purchase of summer reading supplies, an adult summer reading prize and program supplies.

Move to accept the donation of disposable tablecloths with an approximate value of \$120.00 to be used for library programs and books with an approximate value of \$35.98 to be added to the appropriate department collection.

**Attachments:**

None

**Prepared By:**

Kimberly McNally, Director

A handwritten signature in black ink, appearing to be "K. McNally", written over the name "Kimberly McNally, Director".



Consent

Agenda Item No. 6  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 29, 2023

**SUBJECT:** Donation from David Bagioni

**Summary of Agenda Item:**

David Bagioni donated \$300 to the Town of Berlin Fire Department for the purchase of child and infant CPR manikins.

**Funding:**

None

**Action Needed:**

Move to accept the donation of \$300 for the purchase of child, infant CPR manikins for the fire department

**Attachments:**

None

**Prepared By:**

Jim Simons, Fire Chief JS.



**Agenda Item No. 1**  
**Request for Town Council Action**

**TO: The Honorable Mayor and Town Council**

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: August 28, 2023**

**SUBJECT: Fiscal Year 2024 Non-Budgeted Appropriation to Fund Capital**

**Summary of Agenda Item:**

During the fiscal year 2024 budget process, staff submitted a capital budget request of \$2,686,000. After carefully considering the items on the list and considering staff prioritization of the list, the Board of Finance included \$1,070,000 (the first tier) in the budget they submitted to the Town Council. In advance of the second referendum, the Town Council removed all proposed capital funding from the budget. As a result, the adopted General Fund FY24 budget did not include any capital expenditures.

This proposal is to appropriate \$1,780,000 of General Fund Unassigned Fund Balance in fiscal year 2024, in anticipation of the fiscal year 2023 General Fund surplus, to fund:

Technology

- \$50,000 for computer equipment (Police modems)

Town Vehicles

- \$200,000 for Police vehicles
- \$275,000 for large dump truck body replacements
- \$65,000 for a pickup truck

Board of Education

- \$140,000 for school vans
- \$195,000 for school cameras (districtwide)

Facilities

- \$200,000 for block-slab on grade ground water at Berlin High School
- \$50,000 for ballast blocks
- \$200,000 for Town Clerk/Assessor office renovations

Grounds

- \$75,000 to resurface the basketball/tennis courts at Berlin High School
- \$80,000 for track snow machine
- \$200,000 to replace equipment at Little People's Playground

Timberlin

- \$50,000 for bridge replacements at Timberlin

**Action Needed:**

Move to appropriate \$1,780,000 of fiscal year 2024 General Fund Unassigned Fund Balance to fund Police Computer Equipment (\$50,000), Police Vehicles (\$200,000), Dump Truck Body Replacements (\$275,000), a Pickup Truck (\$65,000), School Vans (\$140,000), School Cameras (\$195,000), BHS Courtyard Moisture Repairs (\$200,000), Ballast Blocks for Solar Panels (\$50,000), Renovations to Town Clerk/Assessor Offices for Vital Records (\$200,000), Resurface BHS Outdoor Basketball/Tennis Courts (\$75,000), a Track Snow Machine (\$80,000), Upgrade Little People's Playground (\$200,000), and Bridge Replacements at Timberlin Golf Course (\$50,000).

**Attachments:**

Backup documents for each request

**Prepared By:**

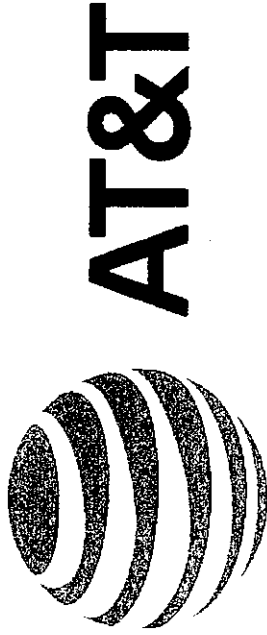
Kevin Delaney, Finance Director

A handwritten signature in blue ink, appearing to be 'KD' or similar initials, written over the printed name 'Kevin Delaney'.

# **TECHNOLOGY**



VENDOR INFORMATION:	
Vendor Name:	AT&T
Address (For Remittance):	PO Box 5019
City, State, Zip:	Carol Stream, IL 60197-5019
VENDOR CONTACT	
Name:	Gabrielle Pugh
Title:	Assoc. Engagement Manager
Phone:	770-475-4049
Email:	gp0354@att.com
BUDGETARY QUOTE	
Created Date:	
Expiration Date:	9/7/2023



CUSTOMER INFORMATION	
Customer Name:	Berlin Police Department
Shipping Address:	
City, State & Zip	
Attn:	
Contact Phone:	
BILLING INFORMATION	
Bill To:	
BAN	
FAN	
ACTIVE CTN connected to BAN	
Customer EMAIL for NCM Admin	
Bill To BAN or SEI?	
Is this order tax exempt?	

Cradlepoint Solution					
SKU	QUANTITY	DESCRIPTION	MSRP PRICE	MSRP TOTAL	EXT. PRICE
MB03-19005GB-GA	20	CRADLEPOINT INC : 3-yr NetCloud Mobile Performance Essentials Plan and R1900	\$2,499.00	\$49,980.00	\$1,822.80
GP-IN2679	20	8-IN-1 SHKFIN KIT - GPSD4-6-60-T + FITTED C29/C32 5m CABLES - BLK	\$635.11	\$12,702.27	\$448.72
SAB-312	20	GPSD4 RIBBED PANEL ADAPTOR KIT	\$41.90	\$837.90	\$32.79
TOTAL			\$3,176.01	\$63,520.17	\$2,304.31
					\$36,456.00
					\$8,974.43
					\$655.75
					\$4,610.95

\*If account is tax exempt and not setup up properly taxes maybe charged. It will be the responsibility of the account team for any issuance of credit\*

Tax Not Incl'd. F.O.B., SHIP. PT., PPD/CHG

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\*\*AT&T shall pass through to Customer any warranties available from the Equipment manufacturers or licensors. The manufacturer or licensor and not AT&T is responsible for any such warranties, including but not limited to RMA's. Cradlepoint devices are non-refundable. Device exchange & replacement directly through the manufacturer is available via Cradle Care.\*\*

**CUSTOMER**

Company/Dept: Berlin PD  
Contact: Drew Gallupe  
Street Address:  
City, State, Zip:  
Phone:  
E-Mail: oespinoza@berlinpd.org

Date: 7/28/2023  
Valid for: \*60 Days  
Customer #:  
Contract: 21PSX0083  
Sales Rep: K. Fritsch

ITEM NUMBER	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Labor	Installation Labor	\$75.00	5	\$375.00
	Change Modems to CradlePoint R1900 with new Antenna. Customer supplied parts			
TOTAL:				\$375.00
# Vehicles:				20
TOTAL:				\$7,500.00

**TERMS AND CONDITIONS**

\*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

**ORDER ACKNOWLEDGEMENT**

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x

PRINT NAME

x

TITLE

x

SIGNATURE



# **TOWN VEHICLES**



### ***Capital Requests:***

- \$200,000 for police vehicles. Unfortunately, pricing is not available until the end of the 3<sup>rd</sup> quarter of 2023. I used last years pricing and adjusted it by 15%. \$40K each, and then you have the outfitting of the vehicles at \$12 to \$15K each.

I understand that the State will be paying for a Supervisors vehicle. This \$ 200,000 did not include the Supervisors vehicle.

- \$275,000 for three dump bodies replacement. I've attached a good quote. The three trucks being worked on are all Peterbilt units, manufactured in 2005, 2008 & 2009. These three trucks are the last of the carbon steel large dump trucks. The plan is to upgrade the bodies to a stainless steel 4 season body, new hydraulic lift cylinders, LED warning and body work lights, ladder and mud flaps. This should extend the life of these trucks until 2035. A new large dump truck at todays pricing is \$250K.

If possible, I would like to provide the vendor with a "Letter of Intent" to get these scheduled as we are quickly running out of time for the 2023-24 plow season.

- \$65,000 for a 1 ton pick up truck. This is a replacement truck for one in the Highway Department. The current truck is a 2011 with 131,000 miles on it. The truck has extensive rust throughout the cab floors and cab mounts. I'm planning to repair some of the rust before the 2023-24 winter to insure operability and safety, but I would still like to replace the unit. Calculating out the mileage, it is estimated to have 150,000 miles when the new one shows up next 2024 summer.

Currently the order bank is open for 2024 Ford Super duty trucks, closing the end of August. I would like to put a "Letter of Intent" to order the truck. If funding is declined, I can rescind the letter of intent. Updated Quote for \$61,086.80 attached.

- One additional item that I would like to include is a Senior Transport Bus. Currently we operate four vehicles in the Senior transport fleet. The one that needs replacing is a 2008 with 156,000 miles on it. We purchased this bus used from the American Red Cross in 2011.

The last order (2023) for a 10 passenger 1 wheelchair bus that the state ordered was \$101,000. Ford's order bank opens in the fourth quarter of 2023 and delivery time is estimated to be 1 year from the order bank closing. I would estimate a 15% increase to be safe, so a new bus is going to cost us \$116,150. I would like to get funding for this before the order bank opens.



222 Roberts Street  
Phone: 800-453-6967

East Hartford, CT 06108  
Fax: 860-610-6242

James Simons  
Town of Berlin  
27 Town Farm Lane  
Berlin CT.06037

March 30, 2023

**State Contract #15PSX0017**

We are Pleased to Estimate the Following : Rebody 10' All Season Trucks 271.327,328

- Remove and Dispose of Old Body
- **Install Monroe DTS 120-88-27, 304 Stainless Steel Body**
  - Body Capacity 6-7 Cubic Yards
  - Chain Conveyor Discharge System
  - Body 10' Length, 27" Sides (2 Vertical supports per Side) and 39" Tailgate
  - 24" 304 Stainless Steel Cab shield with 45-Degree Corners
  - The floor is 3/16" AR450
  - 7 Ga Hinged Air Close Tailgate with In Cab Switch, Tailgate Chain Covers
  - Side Board Pockets
  - Single Acting Main Hoist Cylinder
  - Side tip actuating cylinders are double acting 4" diameter with a 2" socatri plated rod
  - Material will be directed onto the spinner by a formed 10GA stainless steel chute
  - Spinner disc is 18" diameter molded poly with six fins
- Conspicuity & Safety Tape
- Collapsible Ladder
- Front and Rear Mudflaps with Anti-sail on Stainless Brackets
- Center Flap to Protect Brake Chambers
- Shovel Holder with Snap Pin
- Wheel Chock Holder
- Hydraulic Load Cover
- **LED Lighting System.** Whelen NEL1 Amber Strobe mounted on front corners of cab shield on 45 Degree Angle. Rear corner post Whelen LED Strobe,S/T/T& Reverse Lights in SS Box
- LED Spinner Light
- LED Load Light Recessed in Front Wall of Cabshield
- Underside of Body Painted Black
- Complete Package Installed & Operational

FOB: East Hartford, CT..... **\$83,521.72 per truck**

FINAL COST MAY VARY DUE TO UNFORSEEN PARTS AND LABOR REQUIRED TO COMPLETE INSTALLATION

**Pricing Valid for Orders Placed within 30 Days of Quotation.**

**All orders placed after 30 Days subject to manufacturer price increases at time of order**

**Options:**

- Sandblast and Paint Frame Rails Behind Cab.....Add \$2,900.00

Respectfully Submitted,

*Jim Uccello*

Jim Uccello

Sales Consultant

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

CNGP530  
==>

VEHICLE ORDER CONFIRMATION

08/16/23 11:34:21  
Dealer: F1122  
Page: 1 of 1

2024 F-SERIES SD

Order No: 0000 Priority: L1 Ord FIN: Q5048 Order Type: 5B Price Level: 42  
Ord Code: 610A Cust/Flt Name: BERLIN PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
X3B	F350 4X4 S/C	\$51155	\$48597.00			
	148" WHEELBASE			18B	PLAT RUNNING BD	445 405.00
M7	CARBONIZED GRAY				10500# GVWR PKG	
L	40/CNSL/40 VNYL	355	323.00	425	50 STATE EMISS	NC NC
S	MED DARK SLATE			473	SNOW PLOW PREP	250 228.00
510A	PREF EQUIP PKG				JACK	
	.XL TRIM			665	UPFITTER SWTCH	165 150.00
572	.AIR CONDITIONER	NC	NC	67B	410 AMP ALTRNTR	115 104.00
	.AMFM/MP3/CLK					
99A	.6.8L DEV V8 ENG	NC	NC		TOTAL BASE AND OPTIONS	55120 49176.64
44F	10-SPD AUTOMATC	NC	NC		TOTAL	55120 49176.64
TD8	.LT245 BSW AS 17				*THIS IS NOT AN INVOICE*	
X3E	3.73 ELOCKING	430	392.00			
	JOB #1 BUILD				* MORE ORDER INFO NEXT PAGE *	
	FLEET SPCL ADJ	NC	(720.00)		F8=Next	

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

5006 - MORE DATA IS AVAILABLE.

QC060481

Base 47,235

Options 1,851.80

---

49,086.80

Option

---

12000

---

61,086.80

CNGP530

VEHICLE ORDER CONFIRMATION

08/16/23 11:34:50

==>

Dealer: F1122

2024 F-SERIES SD

Page: 2 of 3

Order No: 0000 Priority: L1 Ord FIN: QS048 Order Type: 5B Price Level: 420

Ord Code: 610A Cust/Flt Name: BERLIN

PO Number:

RETAIL DLR INV

RETAIL DLR INV

86M	DUAL BATTERY	\$210	\$191.00
	SP DLR ACCT ADJ		(1062.00)
	SP FLT ACCT CR		(1462.00)
	FUEL CHARGE		28.64
B4A	NET INV FLT OPT	NC	7.00
	DEST AND DELIV	1995	1995.00

TOTAL BASE AND OPTIONS 55120 49176.64

TOTAL 55120 49176.64

\*THIS IS NOT AN INVOICE\*

F7=Prev

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

5099 - PRESS F4 TO SUBMIT

QC060481

# **BOARD OF EDUCATION**





**Gengras Ford, LLC**

225 New Britain Avenue  
Plainville, CT 06062  
Phone: 860.793.8885  
www.gengras.com



Page 2

Quote Number: 230417004

Aftermarket Accessories				
	Vendor / Manufacturer	Hours	Description	List Price
1	Other	1.0	Required Lettering (base STV required lettering only)	\$ 600.00
2	Other	1.0	Carrying School Children Roof Sign	\$ 1,200.00
3	Other	2.0	All Safety Equipment required for STV	\$ 450.00
4	Other	6.0	CT DMV Inspection (labor time only)	\$ -
5		0.0		\$ -
6		0.0		\$ -
7		0.0		\$ -
8		0.0		\$ -
Total Hours		10.0		
Total Aftermarket Options (list price)				\$ 2,250.00
Total Aftermarket Options Discount (20%)				\$ (450.00)
Total Hours x \$130 / hour rate				\$ 1,300.00
Total Net Aftermarket Options plus Total Labor				\$ 3,100.00
Trade Allowance				
Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
Total Trade in Allowance				\$ -
Comments:			Additional fees / Charges	
This (these) van(s) is/are a retail stock order(s) and is/are quoted subject to prior sale. The fleet order bank is closed for the 2023 MY. Delivery is expected late May/early June. The van is quoted complete as detailed above and no changes can be made at this time.			State of CT Trade in Assessment (Note: Fee is payable to State of CT):	
			Dealer Conveyance Fee (\$799.00)	
			Registration Fee (estimated, actual cost will appear on your final invoice)	
			Retail stock to fleet	
Customer:	Berlin Board of Education	Total Additional Fees		
FIN Code:	QF476			
VIN:		Total (per unit)		
Quantity	2	Grand Total (all)		

**Gengras Ford, LLC**

225 New Britain Avenue  
Plainville, CT 06062  
Phone: 860.793.8885  
www.gengras.com



Quote Number: 230417004

**STATE CONTRACT NO: 19PSX0161**

Make	MY	Model	Contract Price
Ford	2023	Passenger Wagon - 180" Swing-Out Rear Cargo Doors with Fixed Glass - S9F	\$ 33,800.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	ZZ	Frozen White	\$ -
2	PB	Cloth Seats - Palazzo Gray	\$ -
3	992	2.0L I4 GDI engine	\$ -
4	448	Eight speed Automatic Transmission	\$ -
5	86F	Fleet Keys (2 additional)	\$ 125.00
6	76S	Front and rear sensing system	\$ 200.00
7	43W	Quickclear Defrost	\$ 300.00
8	19Z	X WIFI Hotspot Delete	\$ (20.00)
9	96F	Splash Guards	\$ 140.00
10	58Y	X SYNC3/RR CAMERA/NAV	\$ 495.00
11			\$ -
12			\$ -
13			\$ -
14			\$ -
15			\$ -
16			\$ -
17			\$ -
18			\$ -
19			\$ -
20			\$ -
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
Total Options per Contract Price (list price)			\$ 1,240.00
Total Factory Options Discount (6%)			\$ (74.40)
Total Options per Contract Price (net price)			\$ 1,165.60

VAN prices  
-Gengras-

40,565.60  
+ 1,165.60  
-----  
T: \$41,731.20

## Van Replacement Plan

The following vans were replaced by the 6 new vans that have arrived:

<u>Van #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Mileage (end of September)</u>
125	2008	Dodge Caravan	183,706
126	2008	Dodge Caravan	194,497
127	2008	Dodge Caravan	163,820
128	2009	Dodge Caravan	154,276
129	2009	Dodge Caravan	175,400
137	2012	Dodge Caravan	175,213

Replacement/spare vans going forward (see 2<sup>nd</sup> sheet for Year, Make, Model and Mileage for vehicles below)

<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
125	124	133	134
126	130	135	138
127	132	136	140
128	141	139	
129			
137			

After 2025-2026 – then would start the vans that are 2015+. We are already negative vans that we currently need for 2022-2023 school year, and are paying NBT daily and/or for a school year.

### Rental Fees through NBT

Small vehicle/van \$58.43/day → \$10,517.40/school year

Large vehicle/van \$82.85/day → \$14,913.00/school year

After speaking with NBT if it's possible to get 10 passenger seating vans with more car seat safety buckles would be ideal (according to NBT). Also the 6 passenger vans, are not walkthrough.

Approx. cost (6 passenger)      \$31,000 x 4 = \$124,000 (for the next 2 years)

Approx. cost (10 passenger)      \$58,000 x 4 = \$232,000 (for the next 2 years)

Replacements should be approximately 2-3 vans every year thereafter (which should be budgeted).

<b>Van #</b>	<b>Year</b>	<b>Make/Model</b>	<b>Mileage (end of September)</b>
124	2008	Dodge Caravan	167,670
130	2009	Dodge Caravan	156,423
132	2010	Dodge Caravan	157,574
133	2011	Dodge Caravan	125,662
134	2011	Dodge Caravan	145,049
135	2012	Dodge Caravan	146,373*
136	2012	Dodge Caravan	134,877
138	2014	Dodge Grand Caravan	88,399
139	2014	Dodge Grand Caravan	134,409
140	2014	Dodge Grand Caravan	106,919
141	2015	Dodge Grand Caravan	120,284
142	2015	Dodge Grand Caravan	104,424
143	2015	Dodge Grand Caravan	110,350
144	2015	Dodge Entervan Lift Van	99,795
145	2006	Ford Crown Victoria	90,348
146	2013	Nissan Altima	172,213**
147	2017	Ford Transit	53,936
148	2017	Ford Transit	77,278
149	2018	Ford Transit	36,768
150	2018	Ford Transit	38,611
151	2019	Ford Transit	18,515
152	2020	Ford Transit	20,546
153	2020	Ford Transit	21,606

\*Van 135 – Approx repairs for 2 months \$5,780 – July/Sept

\*\* This vehicle is used for 1 student

# Berlin High School

Project Location  
**Berlin High School**  
139 Patterson Way  
Berlin, CT 06037

## Berlin High School 79 Verint Camera Upgrade Revised 4-6-2023

Proposal No.: 170783.2  
Thursday, April 6, 2023

Prepared For  
**Craig Szymanski**  
District Technology Coordinator



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Southington, CT 06489

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120-C | MA — Other: SS-001792 | NJ — Alarm:  
34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

The data contained in all pages of this proposal has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Customer shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the customer's right to use or disclose data obtained without restriction from any source, including the proposer.



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Phone: 800-991-4170  
Fax: 800-991-4172  
Website: [www.Security101.com](http://www.Security101.com)

Thursday, April 6, 2023

Craig Szymanski  
Berlin High School  
139 Patterson Way  
Berlin, CT 06037

Re: Berlin High School 79 Verint Camera Upgrade Revised 4-6-2023

Dear Craig Szymanski:

Thank you for allowing Security 101 the opportunity to present this proposal for your consideration. This proposal is based on our discussions, meetings, site surveys, and bid documents created by your organization.

Our company is uniquely qualified to provide the installation and service required for the above referenced security system. Security 101 has an established track record of installing and maintaining similar systems as well as meeting strict time schedules and budget requirements.

Our engineering and project management staff have worked together with me to create this proposal. This team will be prepared to deliver your installation in an organized and professional manner. Our installation crews and service technicians will be uniformed, trained, and in company stocked vehicles.

In addition, upon completion of the installation, our service department staff will be ready to provide you with same day service--utilizing our unique computerized dispatch system.

Finally, although most of the work to be done will be executed by other team members, I will be committed to monitoring the process and making sure that your system meets or exceeds your expectations.

Thomas Albino  
VP of Sales  
[talbino@security101.com](mailto:talbino@security101.com)  
Cell Phone: 860-575-1926



Security101 will install 79 New Hnawha cameras to replace the 79 old Verint Cameras at BHS for a security grant tas requested. This would just be a new camera and installation of the cameras and mounts BHS requested. All the licenses are existing all CAT 6 cable runs are existing. CAT 6 cable and Genetec licenses are not included as part of this proposal.

All equipment and labor pricing is per the State of Connecticut DAS contract # 17PSX0002.

Here is the bill of materials:

Location	Location	Part Number	Manufacturer / Part Name	Reference (Wall)	Mount
BHS-4C27E Senior Courtyard No.	Exterior	S2610e	4.80m build 770	5mp Bullet	Wall
BHS-4C28E Senior Court So.(.163)	Exterior	S2610e	4.80m build 770	5mp Bullet	Wall
BHS-2C11E Kit Stair Ext Dr(.101)	Exterior	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-2C12E Custodial Ext Dr(.102)	Exterior	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-2C13E Mechanical Ext dr(.103)	Exterior	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-2C27 Stair6 Top(.117)	Interior ✓	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-2C28 Kit Stair Upper(.118)	Interior ✓	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-3C09E Ext Music storage(.134)	Exterior	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-4C15 Stair 2 upper(.150)	Interior ✓	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-4C20 Stair 3 upper(.155)	Interior ✓	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-4C29E Media Center Ext Dr(.164)	Exterior	S2700e	4.80s build 770	QNV-8020R	Wall
BHS-6C01 Tech Connector(.210)	Interior ✓	S5120FD-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-6C02 Tech East Hall2(.216)	Interior ✓	S5120FD-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-6C03 Tech East Hall1(.215)	Interior ✓	S5120FD-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-6C06E Tech SW Tennis(.218)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	PNM-9322VQP	Wall
BHS-6C07E Tech SE Southside(.219)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-6C09E Tech SE Northside(.221)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	PNM-9322VQP	Wall
BHS-6C10E Tech NE Eastside(.213)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	PNM-9084QZ1	Wall
BHS-6C11E Tech NE North(.212)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-6C12E TECH Alley(.211)	Exterior	S5120FDW-DN	FD8162-VRNT-0201a	QNV-8020R	Wall
BHS-2C30E REAR EAST EXT(.120)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-2C31E REAR WEST EXT(.121)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9084QZ1	Wall
BHS-2C34E EAST EXT SCIENCE RM(.124)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-2C48 Loading Dock(.172)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-3C07E Patterson Way NW(.132)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-3C08E Patterson Way SW(.133)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-4C23E Auditorium Entry(.158)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-4C24E Tunnel Entry(.159)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9031RV	Wall
BHS-4C25E Patterson Driveway(.160)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-4C26E Patterson way(.161)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9031RV	Wall
BHS-4C30E B-Gym Entry(.165)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall

34 Exterior  
45 INTERIOR  
79 T

$34/79 = .43$   
 $45/79 = .57$   
T: 1.00

BHS-4C33 Aud Entry(.226)	Interior ✓	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-5C08E English Art Entry(.173)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9084QZ1	Wall
BHS-5C09E Tech ED Annex Courtyard(.174)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-5C10 Gym North Entry(.175)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Ceiling
BHS-MC14E Buses South(.63)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Ceiling
BHS-MC15E Buses East(.64)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Ceiling
BHS-MC15E Buses East(.65)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-MC32E Parking South(.81)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9322VQP	Wall
BHS-MC34E Buses South 2(.83)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9322VQP	Wall
BHS-MC35E Buses North(.84)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	PNM-9322VQP	Wall
BHS-MC36E Buses West(.85)	Exterior	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-MC45 Library Middle(.229)	Interior ✓	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-MC46 Library Corner(.230)	Interior ✓	S5250FDW-DN	FD8372E-VRNT-0101b	QNV-8020R	Wall
BHS-2C22 Main Hall West(.112)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-3C03 World Lang North(.128)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-3C04 World Lang South(.129)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
*BHS-3C05 Stage Rear Hall(.130)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-4C04 Auditorium Vestibule(.139)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-4C05 Music Hallway(.140)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-4C06 Music Hallway(.141)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-4C09 B-GYM 1(.144)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-4C13 B-GYM 3(.148)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-4C14 B-GYM 4(.149)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-4C19 B-Gym Hall west(.154)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-4C31E Senior Courtyard West(.156)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-5C11 Atrium FL1 South(.224)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC01 Stair2 Lower(.50)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC08 Office So Hall(.57)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC09 Office West Hall(.58)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC17 East Athletic storage(.66)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC20 Balcony Hall(.69)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC22 Team Room 2(.71)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC23 Lower Media Center Stair(.72)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC24 W Media Ctr Hall(.73)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC25 Stair4 Upper(.74)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC26 South Gym Lobby(.75)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC27 North Gym Lobby(.76)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC28 Stair5 Upper(.77)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC29 Athletic West(.78)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling





BHS-MC31 A Gym 4(.80)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC37 Media Ctr Upper Office(.86)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC38 FL3 Balcony Hall(.87)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC39 FL3 Faculty Hall(.88)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC40 FL3 Media Ctr Stair(.89)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC41 Stair1 3rd FL(.90)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC42 Front Lobby(.222)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Wall
BHS-MC43 Atrium FL1 North(.223)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling
BHS-MC44 Atrium FL2 North(.227)	Interior ✓	V3320FD-DN	Verint_FW_0_54	QNV-8020R	Ceiling

## Video System

### Head Ends

#### Existing Genetec

Video Server	1	Existing or Customer Supplied
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### IP Cameras

#### BHS-6C10E Tech NE Eastside(.213)

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMMW)
Mega Pixel Exterior	1	8MP PTRZ DOME OD (2MPX4) (HANWHA TECHWIN AMERICA -US – PNM-9084QZ1)

#### BHS-6C06E Tech SW Tennis(.218)

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMMW)
IP PTZ Exterior	1	5 CHANNEL 2MP / 5MP X 4 + 2MP 32X PTZ (HANWHA TECHWIN AMERICA -US – PNM-9322VQP)

#### BHS-6C09E Tech SE Northside(.221)

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMMW)
IP PTZ Exterior	1	5 CHANNEL 2MP / 5MP X 4 + 2MP 32X PTZ (HANWHA TECHWIN AMERICA -US – PNM-9322VQP)

**BHS-MC32E Parking South(.81)**

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMW)
IP PTZ Exterior	1	5 CHANNEL 2MP / 5MP X 4 + 2MP 32X PTZ (HANWHA TECHWIN AMERICA -US – PNM-9322VQP)

**BHS-MC34E Buses South 2(.83)**

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMW)
IP PTZ Exterior	1	5 CHANNEL 2MP / 5MP X 4 + 2MP 32X PTZ (HANWHA TECHWIN AMERICA -US – PNM-9322VQP)

**BHS-MC35E Buses North(.84)**

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMW)
IP PTZ Exterior	1	5 CHANNEL 2MP / 5MP X 4 + 2MP 32X PTZ (HANWHA TECHWIN AMERICA -US – PNM-9322VQP)

**BHS-2C31E REAR WEST EXT(.121)**

Mount #1	1	CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM (HANWHA TECHWIN AMERICA -US – SBP-300KMW)
Mount #1	1	Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color (HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
Mount #1	1	Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White (HANWHA TECHWIN AMERICA -US – SBP-317HMW)

Mega Pixel Exterior 1 8MP PTRZ DOME OD (2MPX4)  
(HANWHA TECHWIN AMERICA -US – PNM-9084QZ1)

**BHS-4C26E Patterson way(.161)**

Mount #1 1 Wall Mount Accessory (white), Compatible with white hanging caps  
(HANWHA TECHWIN AMERICA -US – SBP-300WMW1)

Mount #1 1 Cap adaptor for the PNM-9084QZ (Will fit the following accessories: SBP-300WMW1, SBP-390WMW1, SBP-300LMW, SBP-300CMW)  
(HANWHA TECHWIN AMERICA -US – SBP-276HMMW)

Mount #1 1 Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color  
(HANWHA TECHWIN AMERICA -US – SBP-122HMMW)

Mega Pixel Interior 1 15MP PANORAMIC VNDL OD MULTI-SENSOR DOME CAMERA  
(HANWHA TECHWIN AMERICA -US – PNM-9031RV)

**BHS-4C24E Tunnel Entry(.159)**

Mount #1 1 ACCS CRNR MT ADPTR - SBP-300WM, IVORY  
(HANWHA TECHWIN AMERICA -US – SBP-300KM)

Mount #1 1 Wall Mount Accessory (white), Compatible with white hanging caps  
(HANWHA TECHWIN AMERICA -US – SBP-300WMW1)

Mount #1 1 Cap adaptor for the PNM-9084QZ (Will fit the following accessories: SBP-300WMW1, SBP-390WMW1, SBP-300LMW, SBP-300CMW)  
(HANWHA TECHWIN AMERICA -US – SBP-276HMMW)

Mega Pixel Interior 1 15MP PANORAMIC VNDL OD MULTI-SENSOR DOME CAMERA  
(HANWHA TECHWIN AMERICA -US – PNM-9031RV)

**BHS-4C09 B-GYM 1(.144)**

Mount #1 1 INDOOR WALL MNT FOR ID DOMES  
(HANWHA TECHWIN AMERICA -US – SBP-120WMW)

Mount #1 1 Wall Mount Accessory (white), Compatible with white hanging caps  
(HANWHA TECHWIN AMERICA -US – SBP-300WMW1)

Mount #1 1 Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color  
(HANWHA TECHWIN AMERICA -US – SBP-122HMMW)

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C13 B-GYM 3(.148)**

Mount #1 1 Wall Mount Accessory (white), Compatible with white hanging caps  
(HANWHA TECHWIN AMERICA -US – SBP-300WMW1)

Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C11E Kit Stair Ext Dr(.101)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C12E Custodial Ext Dr(.102)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C13E Mechanical Ext dr(.103)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C27 Stair6 Top(.117)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C28 Kit Stair Upper(.118)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C09E Ext Music storage(.134)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C15 Stair 2 upper(.150)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C20 Stair 3 upper(.155)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C29E Media Center Ext Dr(.164)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C01 Tech Connector(.210)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C02 Tech East Hall2(.216)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C03 Tech East Hall1(.215)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C07E Tech SE Southside(.219)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C11E Tech NE North(.212)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-6C12E TECH Alley(.211)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C30E REAR EAST EXT(.120)**



Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C34E EAST EXT SCIENCE RM(.124)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C48 Loading Dock(.172)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C07E Patterson Way NW(.132)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C08E Patterson Way SW(.133)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C23E Auditorium Entry(.158)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C25E Patterson Driveway(.160)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C30E B-Gym Entry(.165)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C33 Aud Entry(.226)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-5C09E Tech ED Annex Courtyard(.174)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC15E Buses East(.65)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC36E Buses West(.85)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC45 Library Middle(.229)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC46 Library Corner(.230)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C14 B-GYM 4(.149)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC01 Stair2 Lower(.50)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC23 Lower Media Center Stair(.72)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC25 Stair4 Upper(.74)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC28 Stair5 Upper(.77)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC37 Media Ctr Upper Office(.86)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC41 Stair1 3rd FL(.90)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC42 Front Lobby(.222)**

Mount #1	1	Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)
Mount #1	1	Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color (HANWHA TECHWIN AMERICA -US – SBP-122HMMW)
Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC40 FL3 Media Ctr Stair(.89)**

Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)
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**BHS-MC43 Atrium FL1 North(.223)**

Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)
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**BHS-MC44 Atrium FL2 North(.227)**

Mega Pixel Interior	1	Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, (HANWHA TECHWIN AMERICA -US – QNV-8020R)
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**BHS-5C10 Gym North Entry(.175)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC14E Buses South(.63)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC15E Buses East(.64)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-2C22 Main Hall West(.112)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C03 World Lang North(.128)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C04 World Lang South(.129)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-3C05 Stage Rear Hall(.130)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C04 Auditorium Vestibule(.139)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C05 Music Hallway(.140)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C06 Music Hallway(.141)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C19 B-Gym Hall west(.154)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-4C31E Senior Courtyard West(.156)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-5C11 Atrium FL1 South(.224)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC08 Office So Hall(.57)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC09 Office West Hall(.58))**



Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC17 East Athletic storage(.66)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC20 Balcony Hall(.69)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC22 Team Room 2(.71)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC24 W Media Ctr Hall(.73)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC26 South Gym Lobby(.75)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC27 North Gym Lobby(.76)**

Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC29 Athletic West(.78)**

- Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC38 FL3 Balcony Hall(.87)**

- Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-MC39 FL3 Faculty Hall(.88)**

- Mega Pixel Interior 1 Wisenet Q network outdoor vandal dome camera, 5MP @ 30fps, 4.0mm fixed focal lens (79), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 82', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66,  
(HANWHA TECHWIN AMERICA -US – QNV-8020R)

**BHS-5C08E English Art Entry(.173)**

- Mount #1 1 CORNER MOUNT ADAPTER ACCESSORY, USE WITH SBP-300WM  
(HANWHA TECHWIN AMERICA -US – SBP-300KMW)
- Mount #1 1 Wall Mount Accessory, 2x knock out built-in, compatible with all full size outdoor PTZs and all caps, White color  
(HANWHA TECHWIN AMERICA -US – SBP-390WMW2)
- Mount #1 1 Can be used with PNM-9084RQZ/9085RQZ. Mount screw size : PF 1 1/2", White  
(HANWHA TECHWIN AMERICA -US – SBP-317HMMW)
- Mega Pixel Exterior 1 8MP PTRZ DOME OD (2MPX4)  
(HANWHA TECHWIN AMERICA -US – PNM-9084QZ1)

**BHS-4C27E Senior Courtyard No.**

- Mega Pixel Exterior 1 5MP IR BULLET CAM W/3.7MM  
(HANWHA TECHWIN AMERICA -US – XNO-8020R)

**BHS-4C28E Senior Court So.(.163)**

- Mega Pixel Exterior 1 5MP IR BULLET CAM W/3.7MM  
(HANWHA TECHWIN AMERICA -US – XNO-8020R)

**Additional Items**

**Customer to provide:**

- IP addresses, subnet mask, gateway, switch port assignments and Network connectivity all required prior to project start date.
- login credentials for Genetec Software.
- Free and clear access to work space
- 120 VAC is required
- Provide Security101 any necessary log in access to network.
- Customer to provide network connectivity between all Closet Locations.
- Bucket Truck and lifts are included as requested.

**Exclusions:**

- Viewing/PC Monitor, Mouse and Keyboard and PC Workstation
- UPS and Server
- Warranty is limited to scope of work on this proposal.
- Permits and Permit Fee not included
- **Prevailing wage rates are not included. Berlin Schools will issue separate purchase orders for equipment and labor.**

**Clarifications:**

- Reasonable effort will be made to limit doing damage to walls and ceiling tiles but all area they may need to be patched and painted or ceiling tiles replaced are the responsibility of Owner.
- Any existing field devices not included in the proposal that need to be tie into the security systems will be noted and a change order will be provided.
- Cabling to all existing locations are determined to be working. Any faulty cabling, hardware, or field devices will be noted and a change order will be provided.
- To perform all camera installation, commissioning, testing, final check-out.
- This quote is based on normal working hours (Mon to Fri 8am to 4:30pm)



## Financial Summary

Proposal #170783.2 Berlin High School 79 Verint Camera  
Upgrade Revised 4-6-2023

**Bill to:** Berlin Town Hall Facilities Department  
11 Town Farm Lane  
Berlin, CT 06037

**Ship to:** Attn: Craig Szymanski  
Berlin High School  
139 Patterson Way  
Berlin, CT 06037

### GRAND TOTALS

INSTALLATION	\$51,058.00
EQUIPMENT	\$59,945.24
SHIPPING	\$2,237.25
TOTAL INVESTMENT	\$113,240.49

$$.43 \times 113,240 = 48,693 \text{ EXTERIOR}$$

$$.57 \times 113,240 = 64,547 \text{ INTERIOR}$$

$$T: \underline{113,240}$$

THE FOLLOWING TERMS AND CONDITIONS WILL GOVERN ALL TRANSACTIONS BETWEEN CUSTOMER AND SELLER FOR THE GOODS AND SERVICES THAT ARE THE SUBJECT OF THIS AGREEMENT. THESE TERMS AND CONDITIONS ARE INCORPORATED BY REFERENCE INTO ANY PURCHASE ORDER ISSUED BY CUSTOMER AS IF EXPRESSLY SET FORTH THEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS CONTAINED IN CUSTOMER'S PURCHASE ORDER OR IN ANY OTHER DOCUMENT SHALL BE DEEMED OBJECTED TO BY SELLER AND SHALL BE OF NO FORCE OR EFFECT.

THE PARTIES EXPRESSLY AGREE THAT MONITORING SERVICES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF THIS AGREEMENT.

1. **TERM AND TERMINATION:** This Agreement shall be in effect for Five (5) years from the date provided above and shall automatically renew for additional one (1) year terms unless terminated by either party upon Sixty (60) days written notice prior to the expiration of the original term or of any renewal thereof. If such automatic renewal is not permissible by law, then this Agreement shall renew for the maximum period allowable by such law.

2. **PAYMENT:** (a) Sales and installations - Payment Terms, unless otherwise stated in acceptance section shall be on a progress basis as follows: Customer will pay 30% upon contract signing, 30% upon shipment of equipment to Seller or Customer designated site, 30% upon substantial completion and 10% upon final acceptance by Customer. (b) Service and maintenance: Payments shall be made yearly in advance to cover services in the succeeding twelve (12) month period. The service fee will increase annually by five (5%) percent on the anniversary of the commencement of services to reflect increases in material and labor costs. The Customer will promptly pay invoices within thirty (30) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. A finance charge will be added to past due accounts at the rate of one and one-half percent (1.5%) per month, or at the highest legal rate, whichever is less. Any standard goods that are either received at the Seller warehouse, or delivered to the Customer site, that are later canceled or returned by Customer are subject to a fifteen percent (15%) restocking fee. Any custom orders are subject to a one hundred percent (100%) restocking fee.

3. **TAXES:** The Customer shall be responsible for all taxes applicable to the work and/or materials hereunder.

4. **SERVICE HOURS:** Seller will perform all work during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. Any requests for work to be performed outside normal business hours will be billed at Seller premium rates in effect at the time the work is performed. Any fire protection systems discovered at the time of inspection or added to the above premises after the date of this Agreement shall be inspected by Seller and Customer shall pay an addition al price commensurate with the usual charges made by Seller and thereafter such systems will be added to the Scope of this Agreement at a mutually agreed upon price.

5. **SUBCONTRACTING:** Seller shall have the right to subcontract, in whole or in part, any installations and/or services, including but not limited to, monitoring services and/or limited warranty/extended limited warranty services which Seller may perform. Customer acknowledges that this contract and particularly those paragraphs relating to Seller's limited liability, disclaimer of warranties, and third party indemnification, inure to the benefit of, and are applicable to, any assignees and/or subcontractors with the same force and effect as they bind customer to Seller.

6. **INSTALLATION / SITE CONDITIONS:** Seller will arrange for installation of the equipment in accordance with specifications, drawings and instructions provided by Customer, which specifications and drawings are considered a part of this Agreement. Customer shall provide Seller a safe working environment and unencumbered access to all areas where work is to be performed. Customer acknowledges that Seller's service personnel have been instructed not to perform any work in hazardous locations until working conditions have been made safe, as determined in the service personnel's sole discretion, and it is the responsibility of the Customer to take any measures necessary to eliminate such hazards before the work may proceed. Customer shall provide reasonably adequate lighting, heating, ventilation and other working conditions to permit safe and proper installation. Suitable foundations, wall openings, curbing holes, pits, tunnels, culvert piping, grouting, surrounding masonry and concrete, canopies and architectural enclosures, and sun screens shall be constructed by others at Customer's cost. Customer shall also provide at its own expense the power and lighting that is required for proper operation of the equipment. If, through no fault of Seller, Seller cannot proceed with the work within a reasonable time after delivery of the equipment and/or Seller's arrival at the work site, Customer shall pay Seller's actual expenses, including, but not limited to, additional service fees and any storage fees incurred by Seller in waiting to proceed or in returning to Customer's premises to perform the work. Customer shall notify Seller of any cancellations forty-eight (48) hours in advance of any scheduled service call. Failure to so notify will result in an additional service fee charged to Customer. Customer shall secure and pay for any required building permits and governmental fees, licenses, and inspection necessary for the proper execution and completion of the installation of the equipment which are legally required at the time that the installation is done. Customer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. In the event that Seller is required, in connection with the installation of the equipment, to do additional work either because Customer did not prepare the job site, or because the drawings, wiring, or other work done by Customer or for Customer by others, was not properly represented in the drawing supplied to Seller, Seller shall have the option of doing the additional work required to complete the job, and will charge Customer at Seller's current prevailing rates for such work, or, of abandoning the installation and being paid in full by Customer upon demand therefore. Any additional amounts so charged shall be due within ten (10) days of receipt of invoice by Customer. Customer represents to Seller that it has an interest in the real estate on which the equipment is to be installed and that has the authority to and hereby authorizes Seller to do the work as provided in this Agreement. Further, Customer warrants that the job site at which the installation work to be done hereunder, complies with all applicable safety and work rules, OSHA regulations, and other governmental and contractual requirements as to working conditions.

7. **EQUIPMENT COVERED:** Seller will provide Customer with the services described herein for the equipment listed on the Equipment Inventory List provided herein. Any additions to or deletions from the Equipment Inventory List, and any change in the service price as a result thereof, must be made in writing and signed by both Seller and Customer.

8. **TIME AND MATERIALS SERVICE WORK:** In the event that Seller is asked by Customer to perform additional work on a time and materials basis during the term of this Agreement, and such work is outside the scope of work contemplated herein, the Customer understands and agrees that any such time and materials work will be performed by Seller pursuant to the terms and conditions contained herein and at Seller time and

materials rates in effect at the time the work is performed.

**9. WARRANTIES:**

**INSPECTION WARRANTY** - Seller makes no warranty, express or implied, in connection with any inspections services provided hereunder.

**SERVICES WARRANTY** - For all other services, including those provided on a time and materials basis, and excluding inspection services, Seller warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices. In the event that any services fail to comply with the foregoing standard within ninety (90) days from the date services are completed, Seller will re-perform the non-complying services at no additional charge.

**PRODUCTS/ REPLACEMENT PARTS WARRANTY** - Any equipment or replacement parts provided by the Seller will be warranted for a period of ninety (90) days from the date the equipment or replacement parts are installed by Seller. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Seller, (iii) misuse, fault or negligence of or by Customer, (iv) use of the equipment or replacement parts in a manner for which they were not designed, (v) causes external to the equipment or replacement parts such as, but not limited to, water damage, power failure or electrical power surges or (vi) use of the equipment or replacement parts supplied by the Seller in combination with equipment or software not supplied by the Seller. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with the equipment or replacement parts performed by any person or entity other than Seller without Seller's prior written approval, or any use of replacement parts not supplied by Seller, shall immediately void and cancel all warranties with respect to the affected products.

**PHYSICAL SECURITY** - Notwithstanding the foregoing, and excluding inspections, equipment and labor provided by Seller on any physical security equipment specified on the Equipment list attached hereto shall be warranted for a period of one (1) year from the date the physical security equipment or replacement parts are installed by Seller.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY SELLER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY SELLER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

**10. INDEMNIFICATION:** Seller agrees only to indemnify the Customer for losses due to bodily injury, or property damage to the extent caused by Seller's negligent acts or omissions, or the negligent acts or omissions of its employees, agents and subcontractors during the performance of this contract, but not to the extent caused by others.

**11. INSURANCE:** Seller agrees to maintain the following insurance during the term of the Agreement with limits not exceeding the stated amounts: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of \$1,000,000 per occurrence, (c) Automobile liability covering bodily injury and property damage with a combined single limit of \$1,000,000 per occurrence and (d) Excess/Umbrella Liability Insurance with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. If Seller is performing services on Customer's site, Customer will be named as additional insured under the Commercial General Liability policy only with respect to liability arising out of bodily injury or property damage but only to the extent resulting from the negligent acts or omissions of Seller or its willful misconduct arising out of the ongoing performance of its obligations under the contract. Seller does not otherwise name parties as additional insured or agree to waive its rights to subrogation. Seller does not provide copies of its policies, certified or otherwise nor does it provide endorsements.

**12. FORCE MAJEURE:** Seller shall not be liable for any failure to perform or delays in installing or repairing equipment or systems, or for any interruption of any service to be performed hereunder, or in the performance of an obligation hereunder as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, acts of God, war, vandalism, riot, national emergency, acts of terrorism, embargoes or restraints, supplier default, extreme weather or traffic conditions, order or other act of any governmental agency, and shall not be required to supply any service to the Customer while interruption of such service due to any such cause shall continue. Any service charges shall cease until service is resumed.

**13. LIMITATION OF LIABILITY:** NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, LIQUIDATED, CONSEQUENTIAL, SPECIAL OR ECONOMIC LOSS, COST LIABILITY, DAMAGE OR EXPENSES HOWSOEVER ARISING, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT DUE TO NEGLIGENCE OF EITHER PARTY IN PART OR IN WHOLE. Notwithstanding anything to the contrary herein and to the extent permitted by law, the aggregate liability of Seller to the Customer, whether in contract, tort (including negligence), or otherwise will be limited to one (1) times the contract value, provided however the foregoing does not limit the liability of Seller for any injury to, or death of a person, caused by the gross negligence of Seller.

**14. ENVIRONMENTAL:** Customer agrees and acknowledges that Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims, and liabilities associated with or incurred in connection with such hazardous materials or substances, and Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with Customer and that Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations.

**15. EXPORT COMPLIANCE:** Customer hereby represents and warrants that it will comply with the requirements of all applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations, in the performance of this Agreement and the treatment of Confidential Information herein. It is understood that countries outside the US may restrict the import or use of strong encryption products and may restrict exports, and Customer agrees that Customer shall be solely responsible for compliance with any such import or use restriction. Customer agrees to indemnify and hold harmless Seller from any costs, penalties, or other losses caused by, or related to, any violation or breach of the representations and warranties in this provision. This provision shall survive any termination or expiration of this Agreement.

**16. FEDERAL ACQUISITION REGULATIONS:** The components, equipment and services proposed by Seller are commercial items as defined by the

Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items."

17. GENERAL: (a) This Agreement and the Scope of Work, constitutes the entire Agreement between Customer and Seller and supersedes all prior written and oral agreements in relation to the work contemplated under this Agreement. (b) No amendments, modifications, or supplements to this Agreement shall be binding unless in writing and signed by both parties. (c) Any rejection of goods for being nonconforming under the requirements of this contract must be made by the Customer by sending written notification to Seller of the rejection within fifteen (15) days after their delivery. Such notification shall state the basis of the alleged nonconformity of the goods and the description of that portion of the shipment being rejected. (d) This Agreement shall not be in effect or binding upon Seller until signed by its duly authorized representative. (e) Customer may not assign its rights or delegate its duties hereunder without the specific, written consent of Seller.

18. GOVERNING LAW: This Agreement shall be interpreted in and governed by the laws of the State in which the work is to be performed including all matters of construction, validity, performance and enforcement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and of equal force and effect.

19. COSTS AND ATTORNEYS' FEES: In the event that it shall become necessary for Seller to employ a collection agency or attorney to collect unpaid charges or any other sums Customer may owe hereunder, Customer shall be liable to Seller for Seller's reasonable and necessary costs of collection and attorneys' fees incurred in such collection activities. In the event of any other legal proceeding related to this Agreement, the prevailing party in such proceeding shall be entitled to recover its costs and reasonable attorneys' fees from the other party.

20. SEVERABILITY: If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. NOTICES: All notices under this Agreement shall be in writing, signed, dated and sent by overnight courier or registered or certified U.S. mail, postage prepaid, return receipt requested, to the parties at the addresses shown below. All changes of address must be in writing and delivered as provided in this Section. Notices are deemed given when deposited, as described above, with the U.S. mail or in the overnight receptacle. Any such notice, if sent by the Customer to the Seller, shall be addressed as follows:

Limited Warranty; Exclusions and Disclaimers

22. To the extent not otherwise warranted pursuant to an applicable manufacturer's warranty, Security 101 warrants all Equipment and installation labor rendered as part of the Work against defects in materials and labor for a period of twelve (12) months (the "Warranty Period") from the date of substantial completion of the installation; provided, however, no warranty is made as to, and there is specifically excluded from the warranty, any and all expendable supplies, equipment and parts, or any portions of the Work which have been misused, abused, not used in the manner intended, neglected, or damaged by an act of God or altered, modified, or manipulated in any manner by Customer or a third party. Any defect in the installation during the Warranty Period will be repaired or replaced at the option of Security 101. Any shipping charges in connection with a repair or replacement shall be the responsibility of Customer. The repair or replacement shall constitute Customer's sole remedy against Security 101.

23. Security 101 MAKES NO OTHER OR FURTHER WARRANTY WITH RESPECT TO INSTALLATION LABOR, MATERIALS AND EQUIPMENT OR ANY OTHER PORTION OF THE WORK OTHER THAN THE FOREGOING WARRANTY AND SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

24. IN NO EVENT SHALL Security 101 BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OR FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE AS A RESULT OF A DEFECT IN LABOR, EQUIPMENT OR OTHER SUPPLIES OR MATERIALS WITH RESPECT TO ANY ITEM FURNISHED UNDER THE AGREEMENT, MALFUNCTION OR NONFUNCTION OF ANY SYSTEM, WRONGFUL PERFORMANCE OF OR FAILURE TO PERFORM ANY ACTS INCLUDED IN THE WORK, TRANSPORTATION DELAYS OR BREACH OF WARRANTY.

25. Customer acknowledges that no warranty, representation, or statement by any representative of Security 101 not stated herein shall be binding. This writing, and the document or documents attached hereto or of which this writing is a part, if any, constitutes the final expression of the parties' agreement and is a complete and exclusive statement of the terms of the Agreement.

#### Limitation of Liability

26. The parties understand and agree that: (a) the Work is intended to constitute or be part of a security system designed to reduce risk of loss for the Customer; (b) Customer has selected, accepted and approved the Scope of Work after considering and balancing the levels of protection afforded by various types of systems and services available to it and the related costs of them; (c) neither Security 101 nor any person engaged

by Security 101 to perform any portion of the Work shall be construed to be an insurer of the person or property of Customer, its employees, agents, contractors, assigns, customers, invitees or any other person at the location(s) where the work is performed (the "Location(s)"; (d) the Price and Payment Terms are based solely on the cost and value of Security 101 providing the Work and are unrelated to the value of property of Customer or others located at the Location(s); (e) the Price and Payment Terms do not contemplate any payment being made or consideration being given to Security 101 for any guarantee, warranty or insuring agreement by any one or more of them to Customer with respect to the person or property of anyone; (f) Security 101 MAKES NO GUARANTEE OR WARRANTY OF ANY KIND THAT THE WORK (INCLUDING ANY MATERIALS AND EQUIPMENT SUPPLIED AS PART OF THE WORK) WILL AVERT OR PREVENT OCCURRENCES OR CONSEQUENCES THEREFROM WHICH THE WORK IS DESIGNED TO DETECT OR AVERT.

27. Notwithstanding the foregoing provisions of this Section or for whatever reason, Security 101 should be found liable for personal injury or property loss or damage caused by a failure to perform by Security 101 or the failure of any materials or equipment in any respect whatsoever or a court of proper jurisdiction determines the limitations on warranties are inapplicable, Customer agrees that the aggregate liability of Security 101 under or with respect to the Agreement, the Work to be performed under, and any warranty provided pursuant to, the Agreement, shall be limited to a sum equal to the lesser of (i) one-tenth (1/10) of the total Price to be paid by Customer under the Agreement, (ii) if the Price is to be paid in monthly payments or installments (other than progress payments), an amount equal to six (6) monthly payments, or (iii) Five Hundred Dollars (\$500.00), and this liability shall be exclusive, and that the provisions of this subsection shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the Work, from breach of warranty, or from negligence, active or otherwise of Security 101.

#### Indemnification

28. When Customer ordinarily has the property of others in its custody, or the Work extends to the protection of the person or property of others, Customer shall indemnify, save, defend and hold harmless Security 101 from and against all claims brought by parties other than the parties to the Agreement. This provision shall apply to all claims regardless of cause, including the performance or failure to perform by Security 101, and including without limitation, defects in products or system design, installation, repair service, monitoring, operation or non-operation of materials or equipment, whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification or strict or product liability; provided, however, Customer shall have no duty to indemnify in the case of gross negligence or willful misconduct by Security 101, its employees, agents or assigns. Customer agrees to indemnify Security 101 against, and to defend and hold Security 101 harmless from any action for subrogation which may be brought against Security 101 by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and reasonable attorney's fees.

#### Design Development, Programming, Drawings, Ownership, and Software License(s)

29. Design Development. Customer and Security 101 have together developed or will develop the design and specifications for the Work. When Customer has accepted or approved the design and specifications, the sole and final responsibility for the design and specifications shall be Customer's. Security 101 shall have no liability to Customer for any loss or damage claimed against or incurred by Customer or any employee, agent or licensee of Customer because of any defect or alleged defect in the design or specifications or the failure of the equipment or the Work to perform as desired or anticipated by Customer.

30. Programming. Security system programming is an essential element of the systems operation and performance. Customer acknowledges and agrees that security system programming is an ever-changing process, and in significant part subject to Customer's day-to-day and other business operations and parameters and the changes or modifications to them. To the extent required by the design and specifications of the Work, Security 101 shall:

(i) Load a configuration program that will allow Customer's security system to perform basic access control operation, door timers, lock timers, and basic alarm functions; and

(ii) Provide a total number of hours of personnel training regarding Customer's security system as specified in the Agreement; if a number of hours is not specified, the total number of hours of training shall not exceed fifteen (15). Personnel training may include training of operators, administrators, or other personnel designated by Customer. Training subjects shall be dictated by Work specifications but may include password configuration, door identification, timers, alarms and reports. Additional training, programming or related consulting services provided by Security 101 at Customer's request shall be provided at an above contract cost.

#### 31. Drawings:

(i) To the extent required by the design and specifications of the Work, Security 101 shall provide reasonable descriptions of the functional operation of the system(s) being provided by the Work by furnishing riser diagram drawings.

(ii) Security 101 may provide, at Customer's request and at an above contract cost, detail drawings utilizing industry standard electronic floor plans.



32. Ownership. Prior to completion of the Work, any drawings, specifications and equipment lists developed in connection with the design for the Work shall remain the property of Security 101 whether the Work for which they were made is executed or not. Drawings, specifications and equipment lists shall be returned to Security 101 on demand at any time prior to substantial completion of the Work. Prior to substantial completion of the Work, any drawings, specifications and equipment lists: (a) shall be considered confidential information and trade secrets of Security 101 unless they constitute information which is exempted or excluded by law from confidential and trade secret status; (b) shall not be used by Customer on other projects or extensions of a project included within the Work, or to obtain other bids, except by agreement in writing and with appropriate compensation to Security 101; and (c) are not to be reproduced in whole or in part without prior written consent of Security 101. Upon substantial completion of the Work and final payment in full by Customer, ownership of drawings, specifications and equipment lists shall become Customer's.

33. Software License(s). Software required to operate systems are governed by the License Agreement provided by the system manufacturer(s).

***Security 101 may modify pricing ("Price Modification") with respect to Orders that have been previously accepted, to the extent Security 101 deems necessary, for reasons including but not limited to: (i) price increases imposed by Security 101 suppliers; (ii) Purchaser's required procurement timelines; (iii) supply chain constraints or material shortages; or (iv) other events outside of Security 101's control impacting the relevant industry. Purchasers may reject the Price Modification by cancelling the applicable lines of the Order subject to the Price Modification within 14 calendar days of the Price Modification notification. If requested by Security 101, Purchaser agrees to issue, or otherwise agree to, a revised or supplemental Order pursuant to this Section. If Purchaser fails or refuses to issue or agree to a revised or supplemental Order reflecting a Price Modification, Security 101 may in its sole discretion, in addition to any other remedy it may have, cancel the Order or hold such Order until such revised or supplemental order has been issued or provided. Notwithstanding the foregoing, unless the Purchaser cancels the Order within 14 days of the Price Modification notification, such Price Modification shall be binding regardless of Purchaser's failure or refusal to issue or provide a revised or supplemental Order.***

*The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.*

## **Video System Terms & Conditions**

### **Additional Terms & Conditions**

#### **Installation**

34. All required installation documents are included.

35. Installation of all required equipment and materials with on-site supervision of project is included.

36. Labor quoted assumes normal eight (8) hour working days, excluding weekends, holidays and overtime.

37. Idle time incurred by Security 101 employees and their subcontractors due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates.

38. This proposal includes travel to and from the site to perform our stated scope of work. Additional or duplicate site visits required due to factors beyond our control, will be invoiced at our current labor rates.

39. Client to coordinate with local Security 101 staff to provide safe and timely right-of-passage in the work area during cable run and system installation.

40. Client to provide and coordinate 110 VAC electrical service where needed.

41. All LAN/WAN connections, addressing and network functionality are the responsibility of the Client.

42. Any telephone lines or LAN/WAN connections must be installed and operational prior to Security 101 commencing work. The local Security 101 representative will verify the availability and functionality of all connections prior to starting work.

#### **Changes in Scope of Work**

43. Any changes in the understood scope of work will be communicated and approved in writing (by an authorized Client representative), prior to commencing work.

**Permits/Bonding/Sealed Engineered Drawings**

44. Permits, bonds, and other requirements by any government agency are not included.

**Miscellaneous**

45. The bold headings and numbered paragraphs are for convenience only, have no legal significance, and shall not be deemed to alter or effect any provision of this Agreement.

46. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

47. Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

48. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.



## Acceptance

Proposal #170783.2 Berlin High School 79 Verint Camera  
Upgrade Revised 4-6-2023

For the amount of **\$113,240.49** (tax not included)  
This proposal dated Thursday, April 6, 2023 is valid until Monday, June 5, 2023

The person or persons below represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership and software licenses and the Warranty Service Plan, if included as a part of this proposal. This system proposal is intended to provide the customer partial protection of the designated premises. Its design should be understood to represent a compromise between the costs, understood scope of work and customer feedback. Accordingly, such a system may not provide ample protection from all possible threats, and Security 101 shall not be responsible in such an event.

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**

**Supply Chain Delays and Vendor Price Increases: Security 101 cannot be responsible for delays caused by supply chain delays or COVID-related delays. Prices may be increased by vendors/manufacturers requiring adjustments to the proposal price.**

### Payment Terms

50% upon Deposit  
50% upon Job Complete

Under no circumstances may the customer make payments directly to any subcontractor, material supplier, laborer or any other person performing work or furnishing material under the Agreement without the prior written consent of Security 101.

Security 101 may assign this Agreement to any other person, firm or corporation without notice to or approval by the customer and may subcontract any activities which may be performed under this Agreement, either voluntarily or by operation of law, without the consent of the customer.

### Licenses

CT — Electrical: ELC.0193981-CS | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm: 34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

Berlin High School

Security 101 - Connecticut

\_\_\_\_\_  
Authorized Customer Signature (date)

\_\_\_\_\_  
Authorized Security 101 Signature (date)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Purchase Order Number

# McGee Middle School-Berlin

Project Location  
**McGee Middle School-Berlin**  
899 Norton Rd  
Berlin, CT 06037

## McGee 8th Grade Multi-Sensor-Cafe-Gym Cameras Combined Proposal-5-2-2023

Proposal No.: 186284.1  
Tuesday, May 2, 2023

Prepared For  
**Craig Szymanski**  
District Technology Coordinator



Security 101 - Connecticut  
Advance Security Integration LLC  
158 North Main Street  
Southington, CT 06489

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm:  
34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

The data contained in all pages of this proposal has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Customer shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the customer's right to use or disclose data obtained without restriction from any source, including the proposer.



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Phone: 800-991-4170  
Fax: 800-991-4172  
Website: [www.Security101.com](http://www.Security101.com)

Tuesday, May 2, 2023

Craig Szymanski  
McGee Middle School-Berlin  
899 Norton Rd  
Berlin, CT 06037

Re: McGee 8th Grade Multi-Sensor-Cafe-Gym Cameras Combined Proposal-5-2-2023

Dear Craig Szymanski:

Thank you for allowing Security 101 the opportunity to present this proposal for your consideration. This proposal is based on our discussions, meetings, site surveys, and bid documents created by your organization.

Our company is uniquely qualified to provide the installation and service required for the above referenced security system. Security 101 has an established track record of installing and maintaining similar systems as well as meeting strict time schedules and budget requirements.

Our engineering and project management staff have worked together with me to create this proposal. This team will be prepared to deliver your installation in an organized and professional manner. Our installation crews and service technicians will be uniformed, trained, and in company stocked vehicles.

In addition, upon completion of the installation, our service department staff will be ready to provide you with same day service utilizing our unique computerized dispatch system.

Finally, although most of the work to be done will be executed by other team members, I will be committed to monitoring the process and making sure that your system meets or exceeds your expectations.

Thomas Albino  
VP of Sales  
[talbino@security101.com](mailto:talbino@security101.com)  
Cell Phone: 860-575-1926

1. Security101 will provide and install a multi-sensor camera for the 8th grade wing intersection we surveyed.

We will move the existing Axis multi-sensor to this location if the view from the new camera is not sufficient.

2. Security101 will provide and install the following cameras as part of this proposal:

Second Floor - Main Gym (2) fish eye cameras and Cafe camera.

3. Security101 will provide a new camera for the corner of the cafeteria where additional coverage is needed after our site survey. We will also move the camera in the opposite corner to give better video coverage of the cafe.

No additional storage is supplied as part of this proposal.

POE switch ports, patch panel and cable is provided by the owner.

## Video System

### Head Ends

#### 2nd Floor HE-6 Closet

NVR	1	Existing or Customer Supplied
Video Server	1	Existing or Customer Supplied
Network Switch	1	Existing or Customer Supplied
Rack Unit	1	Existing or Customer Supplied
Accessories	6	1FT CAT 6 PATCH CABLE GREY - 6 (W BOX TECH - C6GY16)

#### Genetec Licenses

IP Camera License	5	1 failover camera connection (camera connection NOT included). Mandatory SMA. Omnicast Enterprise (Genetec - GSC-OM-E-1FC)
IP Camera License	3	1 Omnicast Educ camera connect K12 (Genetec - GSC-EDU-OM-1C)

### IP Cameras

#### #1 Main Gym - Fisheye

Camera to View: View looking down the Lav Hallway to capture the 2 Lav Doors

Mount #1	1	Hanging cap (white) for the indoor X Plus dome cameras (HANWHA TECHWIN AMERICA -US - SBP-167HWW)
Mega Pixel Interior	1	Powered by WN7-1/2.3" 12MP CMOS, Max resolution 3008x3008 @ 30FPS, 1.08mm fixed focal lens, Stereo graphic type lens, enhanced resolution for the peripheral regions, H.265, H.264, MJPEG codec supported, Fisheye, Single panorama, Double panorama, Quad view, On board dewarping, Digital PTZ, Extreme WDR (120dB), WiseStream7 support, Wise IR, IR viewable length 32.8' (10m), Virtual channel support, Plugin support, selectable I/O port, Video Analytics, Heatmap, People counting, Queue management, Hard coated dome cover, Handover, IP66/IK10/NEMA4X, PoE, 12VDC (HANWHA TECHWIN AMERICA -US - XNF-9010RV)
Mount #1	1	Extension pendant pipe 12" long, White (HANWHA TECHWIN AMERICA -US - SBP-302CM-12W)
Mount #1	1	Mounting plate for the telescopic pendant mount SBP-302CMW (white color) (HANWHA TECHWIN AMERICA -US - SBP-302CMAW)
Other	1	Equipment Rentals: Indoor lift provided by Indoor Aerial lift



### #1a Main Gym - Fisheye

Camera to View: View looking down the Lav Hallway to capture the 2 Lav Doors

Mount #1	1	Hanging cap (white) for the indoor X Plus dome cameras (HANWHA TECHWIN AMERICA -US – SBP-167HWW)
Mega Pixel Interior	1	Powered by WN7, 1/2.3" 12MP CMOS, Max resolution 3008x3008 @ 30FPS, 1.08mm fixed focal lens, Stereo graphic type lens, enhanced resolution for the peripheral regions, H.265, H.264, MJPEG codec supported, Fisheye, Single panorama, Double panorama, Quad view, On-board dewarping, Digital PTZ, extreme WDR (120dB), WiseStream? support, Wise IR, IR viewable length 32.8' (10m), Virtual channel support, Plugin support, selectable I/O port, Video Analytics, Heatmap, People counting, Queue management, Hard-coated dome cover, Handover, IP66/IK10/NEMA4X, PoE, 12VDC (HANWHA TECHWIN AMERICA -US – XNF-9010RV)
Mount #1	1	Extension pendant pipe 12" long, White (HANWHA TECHWIN AMERICA -US – SBP-302CM-12W)
Mount #1	1	Mounting plate for the telescopic pendant mount SBP-302CMW (white color) (HANWHA TECHWIN AMERICA -US – SBP-302CMW)
Other	1	Equipment Rentals: Indoor lift provided by Indoor aerial lift

### #8 Cafeteria

Camera to View: hallway view

IP Interior	1	6MP IR INDOOR DOME (HANWHA TECHWIN AMERICA -US – XND-8082RV)
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### 8th Grade Wing

IP Camera License	1	1 Omnicast Educ camera connect K12 (Genetec – GSC-EDU-OM-1C)
IP Camera Lens	4	1/1.8" 5MP CMOS W/4.6MM FXD FLFOV:H:77.9° V:57.9° (HANWHA TECHWIN AMERICA -US – SLA-5M4600Q)
Mega Pixel Interior	1	2MP/5MP X 4CH MULTI-DIRECTIONAL CAMERA (HANWHA TECHWIN AMERICA -US – PNM-9002VQ)

### Camera Move

Mega Pixel Interior	1	Existing or Customer Supplied
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### Cafe Camera Add

IP Camera License	1	1 Omnicast Educ camera connect K12 (Genetec – GSC-EDU-OM-1C)
IP Interior	1	5MP @ 30FPS, OUTDOOR DOME, MTRZD V-F, TRIPLE CODEC (HANWHA TECHWIN AMERICA -US – QNV-8080R)

**Move Cafe Camera**

IP Interior	1	Existing or Customer Supplied
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Proposal #186284.1 McGee 8th Grade Multi-Sensor-Cafe-Gym  
Cameras Combined Proposal-5-2-2023

**Bill to:** Berlin Town Hall Facilities Department  
11 Town Farm Lane  
Berlin, CT 06037

**Ship to:** Attn: Craig Szymanski  
McGee Middle School-Berlin  
899 Norton Rd  
Berlin, CT 06037

**GRAND TOTALS**

**TOTAL INVESTMENT**

**\$16,863.53**

THE FOLLOWING TERMS AND CONDITIONS WILL GOVERN ALL TRANSACTIONS BETWEEN CUSTOMER AND SELLER FOR THE GOODS AND SERVICES THAT ARE THE SUBJECT OF THIS AGREEMENT. THESE TERMS AND CONDITIONS ARE INCORPORATED BY REFERENCE INTO ANY PURCHASE ORDER ISSUED BY CUSTOMER AS IF EXPRESSLY SET FORTH THEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS CONTAINED IN CUSTOMER'S PURCHASE ORDER OR IN ANY OTHER DOCUMENT SHALL BE DEEMED OBJECTED TO BY SELLER AND SHALL BE OF NO FORCE OR EFFECT.

THE PARTIES EXPRESSLY AGREE THAT MONITORING SERVICES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF THIS AGREEMENT.

1. **TERM AND TERMINATION:** This Agreement shall be in effect for Five (5) years from the date provided above and shall automatically renew for additional one (1) year terms unless terminated by either party upon Sixty (60) days written notice prior to the expiration of the original term or of any renewal thereof. If such automatic renewal is not permissible by law, then this Agreement shall renew for the maximum period allowable by such law.
2. **PAYMENT:** (a) Sales and installations - Payment Terms, unless otherwise stated in acceptance section shall be on a progress basis as follows: Customer will pay 30% upon contract signing, 30% upon shipment of equipment to Seller or Customer designated site, 30% upon substantial completion and 10% upon final acceptance by Customer. (b) Service and maintenance: Payments shall be made yearly in advance to cover services in the succeeding twelve (12) month period. The service fee will increase annually by five (5%) percent on the anniversary of the commencement of services to reflect increases in material and labor costs. The Customer will promptly pay invoices within thirty (30) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. A finance charge will be added to past due accounts at the rate of one and one-half percent (1.5%) per month, or at the highest legal rate, whichever is less. Any standard goods that are either received at the Seller warehouse, or delivered to the Customer site, that are later canceled or returned by Customer are subject to a fifteen percent (15%) restocking fee. Any custom orders are subject to a one hundred percent (100%) restocking fee.
3. **TAXES:** The Customer shall be responsible for all taxes applicable to the work and/or materials hereunder.
4. **SERVICE HOURS:** Seller will perform all work during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. Any requests for work to be performed outside normal business hours will be billed at Seller premium rates in effect at the time the work is performed. Any fire protection systems discovered at the time of inspection or added to the above premises after the date of this Agreement shall be inspected by Seller and Customer shall pay an additional price commensurate with the usual charges made by Seller and thereafter such systems will be added to the Scope of this Agreement at a mutually agreed upon price.
5. **SUBCONTRACTING:** Seller shall have the right to subcontract, in whole or in part, any installations and/or services, including but not limited to, monitoring services and/or limited warranty/extended limited warranty services which Seller may perform. Customer acknowledges that this contract and particularly those paragraphs relating to Seller's limited liability, disclaimer of warranties, and third party indemnification, inure to the benefit of, and are applicable to, any assignees and/or subcontractors with the same force and effect as they bind customer to Seller.
6. **INSTALLATION / SITE CONDITIONS:** Seller will arrange for installation of the equipment in accordance with specifications, drawings and instructions provided by Customer, which specifications and drawings are considered a part of this Agreement. Customer shall provide Seller a safe working environment and unencumbered access to all areas where work is to be performed. Customer acknowledges that Seller's service personnel have been instructed not to perform any work in hazardous locations until working conditions have been made safe, as determined in the service personnel's sole discretion, and it is the responsibility of the Customer to take any measures necessary to eliminate such hazards before the work may proceed. Customer shall provide reasonably adequate lighting, heating, ventilation and other working conditions to permit safe and proper installation. Suitable foundations, wall openings, curbing holes, pits, tunnels, culvert piping, grouting, surrounding masonry and concrete, canopies and architectural enclosures, and sun screens shall be constructed by others at Customer's cost. Customer shall also provide at its own expense the power and lighting that is required for proper operation of the equipment. If, through no fault of Seller, Seller cannot proceed with the work within a reasonable time after delivery of the equipment and/or Seller's arrival at the work site, Customer shall pay Seller's actual expenses, including, but not limited to, additional service fees and any storage fees incurred by Seller in waiting to proceed or in returning to Customer's premises to perform the work. Customer shall notify Seller of any cancellations forty-eight (48) hours in advance of any scheduled service call. Failure to so notify will result in an additional service fee charged to Customer. Customer shall secure and pay for any required building permits and governmental fees, licenses, and inspection necessary for the proper execution and completion of the installation of the equipment which are legally required at the time that the installation is done. Customer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. In the event that Seller is required, in connection with the installation of the equipment, to do additional work either because Customer did not prepare the job site, or because the drawings, wiring, or other work done by Customer or for Customer by others, was not properly represented in the drawing supplied to Seller, Seller shall have the option of doing the additional work required to complete the job, and will charge Customer at Seller's current prevailing rates for such work, or, of abandoning the installation and being paid in full by Customer upon demand therefore. Any additional amounts so charged shall be due within ten (10) days of receipt of invoice by Customer. Customer represents to Seller that it has an interest in the real estate on which the equipment is to be installed and that has the authority to and hereby authorizes Seller to do the work as provided in this Agreement. Further, Customer warrants that the job site at which the installation work is to be done hereunder, complies with all applicable safety and work rules, OSHA regulations, and other governmental and contractual requirements as to working conditions.
7. **EQUIPMENT COVERED:** Seller will provide Customer with the services described herein for the equipment listed on the Equipment Inventory List provided herein. Any additions to or deletions from the Equipment Inventory List, and any change in the service price as a result thereof, must be made in writing and signed by both Seller and Customer.
8. **TIME AND MATERIALS SERVICE WORK:** In the event that Seller is asked by Customer to perform additional work on a time and materials basis during the term of this Agreement, and such work is outside the scope of work contemplated herein, the Customer understands and agrees that any such time and materials work will be performed by Seller pursuant to the terms and conditions contained herein and at Seller time and

materials rates in effect at the time the work is performed.

**9. WARRANTIES:**

**INSPECTION WARRANTY** - Seller makes no warranty, express or implied, in connection with any inspections services provided hereunder.

**SERVICES WARRANTY** - For all other services, including those provided on a time and materials basis, and excluding inspection services, Seller warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices. In the event that any services fail to comply with the foregoing standard within ninety (90) days from the date services are completed, Seller will re-perform the non-complying services at no additional charge.

**PRODUCTS/ REPLACEMENT PARTS WARRANTY** - Any equipment or replacement parts provided by the Seller will be warranted for a period of ninety (90) days from the date the equipment or replacement parts are installed by Seller. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Seller, (iii) misuse, fault or negligence of or by Customer, (iv) use of the equipment or replacement parts in a manner for which they were not designed, (v) causes external to the equipment or replacement parts such as, but not limited to, water damage, power failure or electrical power surges or (vi) use of the equipment or replacement parts supplied by the Seller in combination with equipment or software not supplied by the Seller. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with the equipment or replacement parts performed by any person or entity other than Seller without Seller's prior written approval, or any use of replacement parts not supplied by Seller, shall immediately void and cancel all warranties with respect to the affected products.

**PHYSICAL SECURITY** - Notwithstanding the foregoing, and excluding inspections, equipment and labor provided by Seller on any physical security equipment specified on the Equipment list attached hereto shall be warranted for a period of one (1) year from the date the physical security equipment or replacement parts are installed by Seller.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY SELLER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY SELLER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

**10. INDEMNIFICATION:** Seller agrees only to indemnify the Customer for losses due to bodily injury, or property damage to the extent caused by Seller's negligent acts or omissions, or the negligent acts or omissions of its employees, agents and subcontractors during the performance of this contract, but not to the extent caused by others.

**11. INSURANCE:** Seller agrees to maintain the following insurance during the term of the Agreement with limits not exceeding the stated amounts: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of \$1,000,000 per occurrence, (c) Automobile liability covering bodily injury and property damage with a combined single limit of \$1,000,000 per occurrence and (d) Excess/Umbrella Liability Insurance with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. If Seller is performing services on Customer's site, Customer will be named as additional insured under the Commercial General Liability policy only with respect to liability arising out of bodily injury or property damage but only to the extent resulting from the negligent acts or omissions of Seller or its willful misconduct arising out of the ongoing performance of its obligations under the contract. Seller does not otherwise name parties as additional insured or agree to waive its rights to subrogation. Seller does not provide copies of its policies, certified or otherwise nor does it provide endorsements.

**12. FORCE MAJEURE:** Seller shall not be liable for any failure to perform or delays in installing or repairing equipment or systems, or for any interruption of any service to be performed hereunder, or in the performance of an obligation hereunder as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, acts of God, war, vandalism, riot, national emergency, acts of terrorism, embargoes or restraints, supplier default, extreme weather or traffic conditions, order or other act of any governmental agency, and shall not be required to supply any service to the Customer while interruption of such service due to any such cause shall continue. Any service charges shall cease until service is resumed.

**13. LIMITATION OF LIABILITY:** NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, LIQUIDATED, CONSEQUENTIAL, SPECIAL OR ECONOMIC LOSS, COST LIABILITY, DAMAGE OR EXPENSES HOWSOEVER ARISING, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT DUE TO NEGLIGENCE OF EITHER PARTY IN PART OR IN WHOLE. Notwithstanding anything to the contrary herein and to the extent permitted by law, the aggregate liability of Seller to the Customer, whether in contract, tort (including negligence), or otherwise will be limited to one (1) times the contract value, provided however the foregoing does not limit the liability of Seller for any injury to, or death of a person, caused by the gross negligence of Seller.

**14. ENVIRONMENTAL:** Customer agrees and acknowledges that Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims, and liabilities associated with or incurred in connection with such hazardous materials or substances, and Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with Customer and that Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations.

**15. EXPORT COMPLIANCE:** Customer hereby represents and warrants that it will comply with the requirements of all applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations, in the performance of this Agreement and the treatment of Confidential information herein. It is understood that countries outside the US may restrict the import or use of strong encryption products and may restrict exports, and Customer agrees that Customer shall be solely responsible for compliance with any such import or use restriction. Customer agrees to indemnify and hold harmless Seller from any costs, penalties, or other losses caused by, or related to, any violation or breach of the representations and warranties in this provision. This provision shall survive any termination or expiration of this Agreement.

**16. FEDERAL ACQUISITION REGULATIONS:** The components, equipment and services proposed by Seller are commercial items as defined by the

Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items."

17. **GENERAL:** (a) This Agreement and the Scope of Work, constitutes the entire Agreement between Customer and Seller and supersedes all prior written and oral agreements in relation to the work contemplated under this Agreement. (b) No amendments, modifications, or supplements to this Agreement shall be binding unless in writing and signed by both parties. (c) Any rejection of goods for being nonconforming under the requirements of this contract must be made by the Customer by sending written notification to Seller of the rejection within fifteen (15) days after their delivery. Such notification shall state the basis of the alleged nonconformity of the goods and the description of that portion of the shipment being rejected. (d) This Agreement shall not be in effect or binding upon Seller until signed by its duly authorized representative. (e) Customer may not assign its rights or delegate its duties hereunder without the specific, written consent of Seller.

18. **GOVERNING LAW:** This Agreement shall be interpreted in and governed by the laws of the State in which the work is to be performed including all matters of construction, validity, performance and enforcement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and of equal force and effect.

19. **COSTS AND ATTORNEYS' FEES:** In the event that it shall become necessary for Seller to employ a collection agency or attorney to collect unpaid charges or any other sums Customer may owe hereunder, Customer shall be liable to Seller for Seller's reasonable and necessary costs of collection and attorneys' fees incurred in such collection activities. In the event of any other legal proceeding related to this Agreement, the prevailing party in such proceeding shall be entitled to recover its costs and reasonable attorneys' fees from the other party.

20. **SEVERABILITY:** If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. **NOTICES:** All notices under this Agreement shall be in writing, signed, dated and sent by overnight courier or registered or certified U.S. mail, postage prepaid, return receipt requested, to the parties at the addresses shown below. All changes of address must be in writing and delivered as provided in this Section. Notices are deemed given when deposited, as described above, with the U.S. mail or in the overnight receptacle. Any such notice, if sent by the Customer to the Seller, shall be addressed as follows:

Limited Warranty, Exclusions and Disclaimers

22. To the extent not otherwise warranted pursuant to an applicable manufacturer's warranty, Security 101 warrants all Equipment and installation labor rendered as part of the Work against defects in materials and labor for a period of twelve (12) months (the "Warranty Period") from the date of substantial completion of the installation; provided, however, no warranty is made as to, and there is specifically excluded from the warranty, any and all expendable supplies, equipment and parts, or any portions of the Work which have been misused, abused, not used in the manner intended, neglected, or damaged by an act of God or altered, modified, or manipulated in any manner by Customer or a third party. Any defect in the installation during the Warranty Period will be repaired or replaced at the option of Security 101. Any shipping charges in connection with a repair or replacement shall be the responsibility of Customer. The repair or replacement shall constitute Customer's sole remedy against Security 101.

23. Security 101 MAKES NO OTHER OR FURTHER WARRANTY WITH RESPECT TO INSTALLATION LABOR, MATERIALS AND EQUIPMENT OR ANY OTHER PORTION OF THE WORK OTHER THAN THE FOREGOING WARRANTY AND SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

24. IN NO EVENT SHALL Security 101 BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OR FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE AS A RESULT OF A DEFECT IN LABOR, EQUIPMENT OR OTHER SUPPLIES OR MATERIALS WITH RESPECT TO ANY ITEM FURNISHED UNDER THE AGREEMENT, MALFUNCTION OR NONFUNCTION OF ANY SYSTEM, WRONGFUL PERFORMANCE OF OR FAILURE TO PERFORM ANY ACTS INCLUDED IN THE WORK, TRANSPORTATION DELAYS OR BREACH OF WARRANTY.

25. Customer acknowledges that no warranty, representation, or statement by any representative of Security 101 not stated herein shall be binding. This writing, and the document or documents attached hereto or of which this writing is a part, if any, constitutes the final expression of the parties' agreement and is a complete and exclusive statement of the terms of the Agreement.

#### Limitation of Liability

26. The parties understand and agree that: (a) the Work is intended to constitute or be part of a security system designed to reduce risk of loss for the Customer; (b) Customer has selected, accepted and approved the Scope of Work after considering and balancing the levels of protection afforded by various types of systems and services available to it and the related costs of them; (c) neither Security 101 nor any person engaged

by Security 101 to perform any portion of the Work shall be construed to be an insurer of the person or property of Customer, its employees, agents, contractors, assigns, customers, invitees or any other person at the location(s) where the work is performed (the "Location(s)"); (d) the Price and Payment Terms are based solely on the cost and value of Security 101 providing the Work and are unrelated to the value of property of Customer or others located at the Location(s); (e) the Price and Payment Terms do not contemplate any payment being made or consideration being given to Security 101 for any guarantee, warranty or insuring agreement by any one or more of them to Customer with respect to the person or property of anyone; (f) Security 101 MAKES NO GUARANTEE OR WARRANTY OF ANY KIND THAT THE WORK (INCLUDING ANY MATERIALS AND EQUIPMENT SUPPLIED AS PART OF THE WORK) WILL AVERT OR PREVENT OCCURRENCES OR CONSEQUENCES THEREFROM WHICH THE WORK IS DESIGNED TO DETECT OR AVERT.

27. Notwithstanding the foregoing provisions of this Section or for whatever reason, Security 101 should be found liable for personal injury or property loss or damage caused by a failure to perform by Security 101 or the failure of any materials or equipment in any respect whatsoever or a court of proper jurisdiction determines the limitations on warranties are inapplicable, Customer agrees that the aggregate liability of Security 101 under or with respect to the Agreement, the Work to be performed under, and any warranty provided pursuant to, the Agreement, shall be limited to a sum equal to the lesser of (i) one-tenth (1/10) of the total Price to be paid by Customer under the Agreement, (ii) if the Price is to be paid in monthly payments or installments (other than progress payments), an amount equal to six (6) monthly payments, or (iii) Five Hundred Dollars (\$500.00), and this liability shall be exclusive, and that the provisions of this subsection shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the Work, from breach of warranty, or from negligence, active or otherwise of Security 101.

#### Indemnification

28. When Customer ordinarily has the property of others in its custody, or the Work extends to the protection of the person or property of others, Customer shall indemnify, save, defend and hold harmless Security 101 from and against all claims brought by parties other than the parties to the Agreement. This provision shall apply to all claims regardless of cause, including the performance or failure to perform by Security 101, and including without limitation, defects in products or system design, installation, repair service, monitoring, operation or non-operation of materials or equipment, whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification or strict or product liability; provided, however, Customer shall have no duty to indemnify in the case of gross negligence or willful misconduct by Security 101, its employees, agents or assigns. Customer agrees to indemnify Security 101 against, and to defend and hold Security 101 harmless from any action for subrogation which may be brought against Security 101 by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and reasonable attorney's fees.

#### Design Development, Programming, Drawings, Ownership, and Software License(s)

29. Design Development. Customer and Security 101 have together developed or will develop the design and specifications for the Work. When Customer has accepted or approved the design and specifications, the sole and final responsibility for the design and specifications shall be Customer's. Security 101 shall have no liability to Customer for any loss or damage claimed against or incurred by Customer or any employee, agent or licensee of Customer because of any defect or alleged defect in the design or specifications or the failure of the equipment or the Work to perform as desired or anticipated by Customer.

30. Programming. Security system programming is an essential element of the systems operation and performance. Customer acknowledges and agrees that security system programming is an ever-changing process, and in significant part subject to Customer's day-to-day and other business operations and parameters and the changes or modifications to them. To the extent required by the design and specifications of the Work, Security 101 shall:

(i) Load a configuration program that will allow Customer's security system to perform basic access control operation, door timers, lock timers, and basic alarm functions; and

(ii) Provide a total number of hours of personnel training regarding Customer's security system as specified in the Agreement; if a number of hours is not specified, the total number of hours of training shall not exceed fifteen (15). Personnel training may include training of operators, administrators, or other personnel designated by Customer. Training subjects shall be dictated by Work specifications but may include password configuration, door identification, timers, alarms and reports. Additional training, programming or related consulting services provided by Security 101 at Customer's request shall be provided at an above contract cost.

#### 31. Drawings:

(i) To the extent required by the design and specifications of the Work, Security 101 shall provide reasonable descriptions of the functional operation of the system(s) being provided by the Work by furnishing riser diagram drawings.

(ii) Security 101 may provide, at Customer's request and at an above contract cost, detail drawings utilizing industry standard electronic floor plans.

32. Ownership. Prior to completion of the Work, any drawings, specifications and equipment lists developed in connection with the design for the Work shall remain the property of Security 101 whether the Work for which they were made is executed or not. Drawings, specifications and equipment lists shall be returned to Security 101 on demand at any time prior to substantial completion of the Work. Prior to substantial completion of the Work, any drawings, specifications and equipment lists: (a) shall be considered confidential information and trade secrets of Security 101 unless they constitute information which is exempted or excluded by law from confidential and trade secret status; (b) shall not be used by Customer on other projects or extensions of a project included within the Work, or to obtain other bids, except by agreement in writing and with appropriate compensation to Security 101; and (c) are not to be reproduced in whole or in part without prior written consent of Security 101. Upon substantial completion of the Work and final payment in full by Customer, ownership of drawings, specifications and equipment lists shall become Customer's.

33. Software License(s). Software required to operate systems are governed by the License Agreement provided by the system manufacturer(s).

**Security 101 may modify pricing ("Price Modification") with respect to Orders that have been previously accepted**, to the extent Security 101 deems necessary, for reasons including but not limited to: (i) price increases imposed by Security 101 suppliers; (ii) Purchaser's required procurement timelines; (iii) supply chain constraints or material shortages; or (iv) other events outside of Security 101's control impacting the relevant industry. Purchasers may reject the Price Modification by cancelling the applicable lines of the Order subject to the Price Modification within 14 calendar days of the Price Modification notification. If requested by Security 101, Purchaser agrees to issue, or otherwise agree to, a revised or supplemental Order pursuant to this Section. If Purchaser fails or refuses to issue or agree to a revised or supplemental Order reflecting a Price Modification, Security 101 may in its sole discretion, in addition to any other remedy it may have, cancel the Order or hold such Order until such revised or supplemental order has been issued or provided. Notwithstanding the foregoing, unless the Purchaser cancels the Order within 14 days of the Price Modification notification, such Price Modification shall be binding regardless of Purchaser's failure or refusal to issue or provide a revised or supplemental Order.

*The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.*

## **Video System Terms & Conditions**

### **Additional Terms & Conditions**

#### **Installation**

34. All required installation documents are included.

35. Installation of all required equipment and materials with on-site supervision of project is included.

36. Labor quoted assumes normal eight (8) hour working days, excluding weekends, holidays and overtime.

37. Idle time incurred by Security 101 employees and their subcontractors due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates.

38. This proposal includes travel to and from the site to perform our stated scope of work. Additional or duplicate site visits required due to factors beyond our control, will be invoiced at our current labor rates.

39. Client to coordinate with local Security 101 staff to provide safe and timely right-of-passage in the work area during cable run and system installation.

40. Client to provide and coordinate 110 VAC electrical service where needed.

41. All LAN/WAN connections, addressing and network functionality are the responsibility of the Client.

42. Any telephone lines or LAN/WAN connections must be installed and operational prior to Security 101 commencing work. The local Security 101 representative will verify the availability and functionality of all connections prior to starting work.

#### **Changes in Scope of Work**



43. Any changes in the understood scope of work will be communicated and approved in writing (by an authorized Client representative), prior to commencing work.

Permits/Bonding/Sealed Engineered Drawings

44. Permits, bonds, and other requirements by any government agency are not included.

Miscellaneous

45. The bold headings and numbered paragraphs are for convenience only, have no legal significance, and shall not be deemed to alter or effect any provision of this Agreement.

46. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

47. Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

48. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.

For the amount of **\$16,863.53** (tax not included)

This proposal dated Tuesday, May 2, 2023 is valid until Saturday, July 1, 2023

The person or persons below represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership and software licenses and the Warranty Service Plan, if included as a part of this proposal. This system proposal is intended to provide the customer partial protection of the designated premises. Its design should be understood to represent a compromise between the costs, understood scope of work and customer feedback. Accordingly, such a system may not provide ample protection from all possible threats, and Security 101 shall not be responsible in such an event.

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**

**Supply Chain Delays and Vendor Price Increases: Security 101 cannot be responsible for delays caused by supply chain delays or COVID-related delays. Prices may be increased by vendors/manufacturers requiring adjustments to the proposal price.**

## Payment Terms

DAS State Contract

Under no circumstances may the customer make payments directly to any subcontractor, material supplier, laborer or any other person performing work or furnishing material under the Agreement without the prior written consent of Security 101.

Security 101 may assign this Agreement to any other person, firm or corporation without notice to or approval by the customer and may subcontract any activities which may be performed under this Agreement, either voluntarily or by operation of law, without the consent of the customer.

## Licenses

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm: 34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

McGee Middle School-Berlin

Security 101 - Connecticut

\_\_\_\_\_  
Authorized Customer Signature (date)

\_\_\_\_\_  
Authorized Security 101 Signature (date)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Proposal #186284.1 McGee 8th Grade Multi-Sensor-Cafe-Gym  
Cameras Combined Proposal-5-2-2023

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Purchase Order Number



# Berlin High School

Project Location  
**Berlin High School**  
139 Patterson Way  
Berlin, CT 06037

## Berlin High School Two Multi-Head Camera Upgrade

Proposal No.: 206112.0  
Tuesday, July 18, 2023

Prepared For  
**Craig Szymanski**  
District Technology Coordinator



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Southington, CT 06489

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm:  
34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

The data contained in all pages of this proposal has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Customer shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the customer's right to use or disclose data obtained without restriction from any source, including the proposer.



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Phone: 800-991-4170  
Fax: 800-991-4172  
Website: [www.Security101.com](http://www.Security101.com)

Tuesday, July 18, 2023

Craig Szymanski  
Berlin High School  
139 Patterson Way  
Berlin, CT 06037

Re: Berlin High School Two Multi-Head Camera Upgrade

Dear Craig Szymanski:

Thank you for allowing Security 101 the opportunity to present this proposal for your consideration. This proposal is based on our discussions, meetings, site surveys, and bid documents created by your organization.

Our company is uniquely qualified to provide the installation and service required for the above referenced security system. Security 101 has an established track record of installing and maintaining similar systems as well as meeting strict time schedules and budget requirements.

Our engineering and project management staff have worked together with me to create this proposal. This team will be prepared to deliver your installation in an organized and professional manner. Our installation crews and service technicians will be uniformed, trained, and in company stocked vehicles.

In addition, upon completion of the installation, our service department staff will be ready to provide you with same day service utilizing our unique computerized dispatch system.

Finally, although most of the work to be done will be executed by other team members, I will be committed to monitoring the process and making sure that your system meets or exceeds your expectations.

Thomas Albino  
VP of Sales  
[talbino@security101.com](mailto:talbino@security101.com)  
Cell Phone: 860-575-1926

Security101 will supply and install two new 15 MP multi-sensor cameras using existing CAT 6 cable to cover the new football field and the parking lot.

Security101 will be replacing the existing fixed camera, 2C11E Kitchen Stair Exit Door, with a multi-sensor camera to cover the existing driveway view and three views of the new football field. We also recommend installing a long distance infrared illuminator to provide lighting at night, as you requested.

We will also replace the fuzzy camera 6C13E Tennis East camera to get a clear view of the tennis court area and three views of the parking area. We will not be installing an infrared illuminator for this camera as we have lighting in the parking lot.

## Video System

### IP Cameras

#### 2C11E Kitchen Stair Exterior Camera Upgrade

Mega Pixel Exterior	1	P3719-PL-15 MP CAMERA (AXIS COMMUNICATIONS INC – 01500-001)
Mount #1	1	Chromated and powder coated aluminum wall mount with 1.5 NPS thread for fixed dome pendant kits. Cable routing from behind or through 3/4 conduit hole on the side. Includes mounting plate, pipe seal and conduit hole cover. Color: White (AXIS COMMUNICATIONS INC – 5504-821)
Mount #1	1	T94N01D PNDNT KT (AXIS COMMUNICATIONS INC – 01513-001)
Accessory	1	VARIO2 18 3 PANEL ILLUMINATOR W/3ANGLE OPTIONS (RAYTEC SYSTEMS INC – VAR2-18-3)
Accessory	2	12V 7AH SLA BATTERY F2 (POWER-SONIC – 1200703402)
Accessory	1	VARIO UNIV BRACKET-WALLMOUNT (RAYTEC SYSTEMS INC – VUB-WALL)
Accessory	1	OTDR PWR SUP 24VAC 7.25 AMPS 4 OUTPUTS 115/230 (RAYTEC SYSTEMS INC – VAR-PSU-7A4U)
Other	1	Equipment Rentals: Bucket Truck provided by S101

#### 6C13E Tennis East Exterior Camera Upgrade-Parking Lot

Mega Pixel Exterior	1	P3719-PL-15 MP CAMERA (AXIS COMMUNICATIONS INC – 01500-001)
Mount #1	1	Chromated and powder coated aluminum wall mount with 1.5 NPS thread for fixed dome pendant kits. Cable routing from behind or through 3/4 conduit hole on the side. Includes mounting plate, pipe seal and conduit hole cover. Color: White (AXIS COMMUNICATIONS INC – 5504-821)
Mount #1	1	T94N01D PNDNT KT (AXIS COMMUNICATIONS INC – 01513-001)



## Equipment List

Proposal #206112.0 Berlin High School Two Multi-Head  
Camera Upgrade

Qty.	Part Description (Manufacturer - Part Number)	Unit Price	Extended Price
2	P3719-PL-15 MP CAMERA (AXIS COMMUNICATIONS INC - 01500-001)	\$1,642.25	\$3,284.50
2	T94N01D PNDNT KT (AXIS COMMUNICATIONS INC - 01513-001)	\$95.69	\$191.38
2	Chromated and powder coated aluminum wall mount with 1.5 NPS thread for fixed dome pendant kits. Cable routing from behind or through 3/4 conduit hole on the side. Includes mounting plate, pipe seal and conduit hole cover. Color: White (AXIS COMMUNICATIONS INC - 5504-821)	\$95.69	\$191.38
2	12V 7AH SLA BATTERY F2 (POWER-SONIC - 1200703402)	\$39.14	\$78.28
1	VARIO2 I8 3 PANEL ILLUMINATOR W/3ANGLE OPTIONS (RAYTEC SYSTEMS INC - VAR2-I8-3)	\$2,982.14	\$2,982.14
1	OTDR PWR SUP 24VAC 7.25 AMPS 4 OUTPUTS 115/230 (RAYTEC SYSTEMS INC - VAR-PSU-7A4U)	\$533.24	\$533.24
1	VARIO UNIV BRACKET-WALLMOUNT (RAYTEC SYSTEMS INC - VUB-WALL)	\$52.64	\$52.64

**Financial Summary**

Proposal #206112.0 Berlin High School Two Multi-Head  
Camera Upgrade

**Bill to:** Berlin Town Hall Facilities Department  
11 Town Farm Lane  
Berlin, CT 06037

**Ship to:** Attn: Craig Szymanski  
Berlin High School  
139 Patterson Way  
Berlin, CT 06037

**GRAND TOTALS**

INSTALLATION	\$1,960.00
EQUIPMENT	\$7,313.56
MATERIALS	\$379.21
SHIPPING	\$142.20
EQUIPMENT RENTAL	\$481.25
TOTAL INVESTMENT	\$10,276.22

THE FOLLOWING TERMS AND CONDITIONS WILL GOVERN ALL TRANSACTIONS BETWEEN CUSTOMER AND SELLER FOR THE GOODS AND SERVICES THAT ARE THE SUBJECT OF THIS AGREEMENT. THESE TERMS AND CONDITIONS ARE INCORPORATED BY REFERENCE INTO ANY PURCHASE ORDER ISSUED BY CUSTOMER AS IF EXPRESSLY SET FORTH THEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS CONTAINED IN CUSTOMER'S PURCHASE ORDER OR IN ANY OTHER DOCUMENT SHALL BE DEEMED OBJECTED TO BY SELLER AND SHALL BE OF NO FORCE OR EFFECT.

THE PARTIES EXPRESSLY AGREE THAT MONITORING SERVICES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF THIS AGREEMENT.

1. **TERM AND TERMINATION:** This Agreement shall be in effect for Five (5) years from the date provided above and shall automatically renew for additional one (1) year terms unless terminated by either party upon Sixty (60) days written notice prior to the expiration of the original term or of any renewal thereof. If such automatic renewal is not permissible by law, then this Agreement shall renew for the maximum period allowable by such law.
2. **PAYMENT:** (a) Sales and installations - Payment Terms, unless otherwise stated in acceptance section shall be on a progress basis as follows: Customer will pay 30% upon contract signing, 30% upon shipment of equipment to Seller or Customer designated site, 30% upon substantial completion and 10% upon final acceptance by Customer. (b) Service and maintenance: Payments shall be made yearly in advance to cover services in the succeeding twelve (12) month period. The service fee will increase annually by five (5%) percent on the anniversary of the commencement of services to reflect increases in material and labor costs. The Customer will promptly pay invoices within thirty (30) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. A finance charge will be added to past due accounts at the rate of one and one-half percent (1.5%) per month, or at the highest legal rate, whichever is less. Any standard goods that are either received at the Seller warehouse, or delivered to the Customer site, that are later canceled or returned by Customer are subject to a fifteen percent (15%) restocking fee. Any custom orders are subject to a one hundred percent (100%) restocking fee.
3. **TAXES:** The Customer shall be responsible for all taxes applicable to the work and/or materials hereunder.
4. **SERVICE HOURS:** Seller will perform all work during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. Any requests for work to be performed outside normal business hours will be billed at Seller premium rates in effect at the time the work is performed. Any fire protection systems discovered at the time of inspection or added to the above premises after the date of this Agreement shall be inspected by Seller and Customer shall pay an addition at price commensurate with the usual charges made by Seller and thereafter such systems will be added to the Scope of this Agreement at a mutually agreed upon price.
5. **SUBCONTRACTING:** Seller shall have the right to subcontract, in whole or in part, any installations and/or services, including but not limited to, monitoring services and/or limited warranty/extended limited warranty services which Seller may perform. Customer acknowledges that this contract and particularly those paragraphs relating to Seller's limited liability, disclaimer of warranties, and third party indemnification, inure to the benefit of, and are applicable to, any assignees and/or subcontractors with the same force and effect as they bind customer to Seller.
6. **INSTALLATION / SITE CONDITIONS:** Seller will arrange for installation of the equipment in accordance with specifications, drawings and instructions provided by Customer, which specifications and drawings are considered a part of this Agreement. Customer shall provide Seller a safe working environment and unencumbered access to all areas where work is to be performed. Customer acknowledges that Seller's service personnel have been instructed not to perform any work in hazardous locations until working conditions have been made safe, as determined in the service personnel's sole discretion, and it is the responsibility of the Customer to take any measures necessary to eliminate such hazards before the work may proceed. Customer shall provide reasonably adequate lighting, heating, ventilation and other working conditions to permit safe and proper installation. Suitable foundations, wall openings, curbing holes, pits, tunnels, culvert piping, grouting, surrounding masonry and concrete, canopies and architectural enclosures, and sun screens shall be constructed by others at Customer's cost. Customer shall also provide at its own expense the power and lighting that is required for proper operation of the equipment. If, through no fault of Seller, Seller cannot proceed with the work within a reasonable time after delivery of the equipment and/or Seller's arrival at the work site, Customer shall pay Seller's actual expenses, including, but not limited to, additional service fees and any storage fees incurred by Seller in waiting to proceed or in returning to Customer's premises to perform the work. Customer shall notify Seller of any cancellations forty-eight (48) hours in advance of any scheduled service call. Failure to so notify will result in an additional service fee charged to Customer. Customer shall secure and pay for any required building permits and governmental fees, licenses, and inspection necessary for the proper execution and completion of the installation of the equipment which are legally required at the time that the installation is done. Customer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. In the event that Seller is required, in connection with the installation of the equipment, to do additional work either because Customer did not prepare the job site, or because the drawings, wiring, or other work done by Customer or for Customer by others, was not properly represented in the drawing supplied to Seller, Seller shall have the option of doing the additional work required to complete the job, and will charge Customer at Seller's current prevailing rates for such work, or, of abandoning the installation and being paid in full by Customer upon demand therefore. Any additional amounts so charged shall be due within ten (10) days of receipt of invoice by Customer. Customer represents to Seller that it has an interest in the real estate on which the equipment is to be installed and that has the authority to and hereby authorizes Seller to do the work as provided in this Agreement. Further, Customer warrants that the job site at which the installation work to be done hereunder, complies with all applicable safety and work rules, OSHA regulations, and other governmental and contractual requirements as to working conditions.
7. **EQUIPMENT COVERED:** Seller will provide Customer with the services described herein for the equipment listed on the Equipment Inventory List provided herein. Any additions to or deletions from the Equipment Inventory List, and any change in the service price as a result thereof, must be made in writing and signed by both Seller and Customer.
8. **TIME AND MATERIALS SERVICE WORK:** In the event that Seller is asked by Customer to perform additional work on a time and materials basis during the term of this Agreement, and such work is outside the scope of work contemplated herein, the Customer understands and agrees that any such time and materials work will be performed by Seller pursuant to the terms and conditions contained herein and at Seller time and

materials rates in effect at the time the work is performed.

**9. WARRANTIES:**

**INSPECTION WARRANTY** - Seller makes no warranty, express or implied, in connection with any inspections services provided hereunder.

**SERVICES WARRANTY** - For all other services, including those provided on a time and materials basis, and excluding inspection services, Seller warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices. In the event that any services fail to comply with the foregoing standard within ninety (90) days from the date services are completed, Seller will re-perform the non-complying services at no additional charge.

**PRODUCTS/ REPLACEMENT PARTS WARRANTY** - Any equipment or replacement parts provided by the Seller will be warranted for a period of ninety (90) days from the date the equipment or replacement parts are installed by Seller. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Seller, (iii) misuse, fault or negligence of or by Customer, (iv) use of the equipment or replacement parts in a manner for which they were not designed, (v) causes external to the equipment or replacement parts such as, but not limited to, water damage, power failure or electrical power surges or (vi) use of the equipment or replacement parts supplied by the Seller in combination with equipment or software not supplied by the Seller. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with the equipment or replacement parts performed by any person or entity other than Seller without Seller's prior written approval, or any use of replacement parts not supplied by Seller, shall immediately void and cancel all warranties with respect to the affected products.

**PHYSICAL SECURITY** - Notwithstanding the foregoing, and excluding inspections, equipment and labor provided by Seller on any physical security equipment specified on the Equipment list attached hereto shall be warranted for a period of one (1) year from the date the physical security equipment or replacement parts are installed by Seller.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY SELLER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY SELLER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

**10. INDEMNIFICATION:** Seller agrees only to indemnify the Customer for losses due to bodily injury, or property damage to the extent caused by Seller's negligent acts or omissions, or the negligent acts or omissions of its employees, agents and subcontractors during the performance of this contract, but not to the extent caused by others.

**11. INSURANCE:** Seller agrees to maintain the following insurance during the term of the Agreement with limits not exceeding the stated amounts: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of \$1,000,000 per occurrence, (c) Automobile liability covering bodily injury and property damage with a combined single limit of \$1,000,000 per occurrence and (d) Excess/Umbrella Liability Insurance with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. If Seller is performing services on Customer's site, Customer will be named as additional insured under the Commercial General Liability policy only with respect to liability arising out of bodily injury or property damage but only to the extent resulting from the negligent acts or omissions of Seller or its willful misconduct arising out of the ongoing performance of its obligations under the contract. Seller does not otherwise name parties as additional insured or agree to waive its rights to subrogation. Seller does not provide copies of its policies, certified or otherwise nor does it provide endorsements.

**12. FORCE MAJEURE:** Seller shall not be liable for any failure to perform or delays in installing or repairing equipment or systems, or for any interruption of any service to be performed hereunder, or in the performance of an obligation hereunder as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, acts of God, war, vandalism, riot, national emergency, acts of terrorism, embargoes or restraints, supplier default, extreme weather or traffic conditions, order or other act of any governmental agency, and shall not be required to supply any service to the Customer while interruption of such service due to any such cause shall continue. Any service charges shall cease until service is resumed.

**13. LIMITATION OF LIABILITY:** NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, LIQUIDATED, CONSEQUENTIAL, SPECIAL OR ECONOMIC LOSS, COST LIABILITY, DAMAGE OR EXPENSES HOWSOEVER ARISING, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT DUE TO NEGLIGENCE OF EITHER PARTY IN PART OR IN WHOLE. Notwithstanding anything to the contrary herein and to the extent permitted by law, the aggregate liability of Seller to the Customer, whether in contract, tort (including negligence), or otherwise will be limited to one (1) times the contract value, provided however the foregoing does not limit the liability of Seller for any injury to, or death of a person, caused by the gross negligence of Seller.

**14. ENVIRONMENTAL:** Customer agrees and acknowledges that Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims, and liabilities associated with or incurred in connection with such hazardous materials or substances, and Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with Customer and that Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations.

**15. EXPORT COMPLIANCE:** Customer hereby represents and warrants that it will comply with the requirements of all applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations, in the performance of this Agreement and the treatment of Confidential Information herein. It is understood that countries outside the US may restrict the import or use of strong encryption products and may restrict exports, and Customer agrees that Customer shall be solely responsible for compliance with any such import or use restriction. Customer agrees to indemnify and hold harmless Seller from any costs, penalties, or other losses caused by, or related to, any violation or breach of the representations and warranties in this provision. This provision shall survive any termination or expiration of this Agreement.

**16. FEDERAL ACQUISITION REGULATIONS:** The components, equipment and services proposed by Seller are commercial items as defined by the

Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items."

17. **GENERAL:** (a) This Agreement and the Scope of Work, constitutes the entire Agreement between Customer and Seller and supersedes all prior written and oral agreements in relation to the work contemplated under this Agreement. (b) No amendments, modifications, or supplements to this Agreement shall be binding unless in writing and signed by both parties. (c) Any rejection of goods for being nonconforming under the requirements of this contract must be made by the Customer by sending written notification to Seller of the rejection within fifteen (15) days after their delivery. Such notification shall state the basis of the alleged nonconformity of the goods and the description of that portion of the shipment being rejected. (d) This Agreement shall not be in effect or binding upon Seller until signed by its duly authorized representative. (e) Customer may not assign its rights or delegate its duties hereunder without the specific, written consent of Seller.

18. **GOVERNING LAW:** This Agreement shall be interpreted in and governed by the laws of the State in which the work is to be performed including all matters of construction, validity, performance and enforcement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and of equal force and effect.

19. **COSTS AND ATTORNEYS' FEES:** In the event that it shall become necessary for Seller to employ a collection agency or attorney to collect unpaid charges or any other sums Customer may owe hereunder, Customer shall be liable to Seller for Seller's reasonable and necessary costs of collection and attorneys' fees incurred in such collection activities. In the event of any other legal proceeding related to this Agreement, the prevailing party in such proceeding shall be entitled to recover its costs and reasonable attorneys' fees from the other party.

20. **SEVERABILITY:** If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. **NOTICES:** All notices under this Agreement shall be in writing, signed, dated and sent by overnight courier or registered or certified U.S. mail, postage prepaid, return receipt requested, to the parties at the addresses shown below. All changes of address must be in writing and delivered as provided in this Section. Notices are deemed given when deposited, as described above, with the U.S. mail or in the overnight receptacle. Any such notice, if sent by the Customer to the Seller, shall be addressed as follows:  
**Limited Warranty; Exclusions and Disclaimers**

22. To the extent not otherwise warranted pursuant to an applicable manufacturer's warranty, Security 101 warrants all Equipment and installation labor rendered as part of the Work against defects in materials and labor for a period of twelve (12) months (the "Warranty Period") from the date of substantial completion of the installation; provided, however, no warranty is made as to, and there is specifically excluded from the warranty, any and all expendable supplies, equipment and parts, or any portions of the Work which have been misused, abused, not used in the manner intended, neglected, or damaged by an act of God or altered, modified, or manipulated in any manner by Customer or a third party. Any defect in the installation during the Warranty Period will be repaired or replaced at the option of Security 101. Any shipping charges in connection with a repair or replacement shall be the responsibility of Customer. The repair or replacement shall constitute Customer's sole remedy against Security 101.

23. Security 101 MAKES NO OTHER OR FURTHER WARRANTY WITH RESPECT TO INSTALLATION LABOR, MATERIALS AND EQUIPMENT OR ANY OTHER PORTION OF THE WORK OTHER THAN THE FOREGOING WARRANTY AND SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

24. IN NO EVENT SHALL Security 101 BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OR FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE AS A RESULT OF A DEFECT IN LABOR, EQUIPMENT OR OTHER SUPPLIES OR MATERIALS WITH RESPECT TO ANY ITEM FURNISHED UNDER THE AGREEMENT, MALFUNCTION OR NONFUNCTION OF ANY SYSTEM, WRONGFUL PERFORMANCE OF OR FAILURE TO PERFORM ANY ACTS INCLUDED IN THE WORK, TRANSPORTATION DELAYS OR BREACH OF WARRANTY.

25. Customer acknowledges that no warranty, representation, or statement by any representative of Security 101 not stated herein shall be binding. This writing, and the document or documents attached hereto or of which this writing is a part, if any, constitutes the final expression of the parties' agreement and is a complete and exclusive statement of the terms of the Agreement.

#### Limitation of Liability

26. The parties understand and agree that: (a) the Work is intended to constitute or be part of a security system designed to reduce risk of loss for the Customer; (b) Customer has selected, accepted and approved the Scope of Work after considering and balancing the levels of protection afforded by various types of systems and services available to it and the related costs of them; (c) neither Security 101 nor any person engaged

by Security 101 to perform any portion of the Work shall be construed to be an insurer of the person or property of Customer, its employees, agents, contractors, assigns, customers, invitees or any other person at the location(s) where the work is performed (the "Location(s)"; (d) the Price and Payment Terms are based solely on the cost and value of Security 101 providing the Work and are unrelated to the value of property of Customer or others located at the Location(s); (e) the Price and Payment Terms do not contemplate any payment being made or consideration being given to Security 101 for any guarantee, warranty or insuring agreement by any one or more of them to Customer with respect to the person or property of anyone; (f) Security 101 MAKES NO GUARANTEE OR WARRANTY OF ANY KIND THAT THE WORK (INCLUDING ANY MATERIALS AND EQUIPMENT SUPPLIED AS PART OF THE WORK) WILL AVERT OR PREVENT OCCURRENCES OR CONSEQUENCES THEREFROM WHICH THE WORK IS DESIGNED TO DETECT OR AVERT.

27. Notwithstanding the foregoing provisions of this Section or for whatever reason, Security 101 should be found liable for personal injury or property loss or damage caused by a failure to perform by Security 101 or the failure of any materials or equipment in any respect whatsoever or a court of proper jurisdiction determines the limitations on warranties are inapplicable, Customer agrees that the aggregate liability of Security 101 under or with respect to the Agreement, the Work to be performed under, and any warranty provided pursuant to, the Agreement, shall be limited to a sum equal to the lesser of (i) one-tenth (1/10) of the total Price to be paid by Customer under the Agreement, (ii) if the Price is to be paid in monthly payments or installments (other than progress payments), an amount equal to six (6) monthly payments; or (iii) Five Hundred Dollars (\$500.00), and this liability shall be exclusive, and that the provisions of this subsection shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the Work, from breach of warranty, or from negligence, active or otherwise of Security 101.

#### Indemnification

28. When Customer ordinarily has the property of others in its custody, or the Work extends to the protection of the person or property of others, Customer shall indemnify, save, defend and hold harmless Security 101 from and against all claims brought by parties other than the parties to the Agreement. This provision shall apply to all claims regardless of cause, including the performance or failure to perform by Security 101, and including without limitation, defects in products or system design, installation, repair service, monitoring, operation or non-operation of materials or equipment, whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification or strict or product liability; provided, however, Customer shall have no duty to indemnify in the case of gross negligence or willful misconduct by Security 101, its employees, agents or assigns. Customer agrees to indemnify Security 101 against, and to defend and hold Security 101 harmless from any action for subrogation which may be brought against Security 101 by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and reasonable attorney's fees.

#### Design Development, Programming, Drawings, Ownership, and Software License(s)

29. Design Development. Customer and Security 101 have together developed or will develop the design and specifications for the Work. When Customer has accepted or approved the design and specifications, the sole and final responsibility for the design and specifications shall be Customer's. Security 101 shall have no liability to Customer for any loss or damage claimed against or incurred by Customer or any employee, agent or licensee of Customer because of any defect or alleged defect in the design or specifications or the failure of the equipment or the Work to perform as desired or anticipated by Customer.

30. Programming. Security system programming is an essential element of the systems operation and performance. Customer acknowledges and agrees that security system programming is an ever-changing process, and in significant part subject to Customer's day-to-day and other business operations and parameters and the changes or modifications to them. To the extent required by the design and specifications of the Work, Security 101 shall:

(i) Load a configuration program that will allow Customer's security system to perform basic access control operation, door timers, lock timers, and basic alarm functions; and

(ii) Provide a total number of hours of personnel training regarding Customer's security system as specified in the Agreement; if a number of hours is not specified, the total number of hours of training shall not exceed fifteen (15). Personnel training may include training of operators, administrators, or other personnel designated by Customer. Training subjects shall be dictated by Work specifications but may include password configuration, door identification, timers, alarms and reports. Additional training, programming or related consulting services provided by Security 101 at Customer's request shall be provided at an above contract cost.

#### 31. Drawings:

(i) To the extent required by the design and specifications of the Work, Security 101 shall provide reasonable descriptions of the functional operation of the system(s) being provided by the Work by furnishing riser diagram drawings.

(ii) Security 101 may provide, at Customer's request and at an above contract cost, detail drawings utilizing industry standard electronic floor plans.

32. Ownership. Prior to completion of the Work, any drawings, specifications and equipment lists developed in connection with the design for the Work shall remain the property of Security 101 whether the Work for which they were made is executed or not. Drawings, specifications and equipment lists shall be returned to Security 101 on demand at any time prior to substantial completion of the Work. Prior to substantial completion of the Work, any drawings, specifications and equipment lists: (a) shall be considered confidential information and trade secrets of Security 101 unless they constitute information which is exempted or excluded by law from confidential and trade secret status; (b) shall not be used by Customer on other projects or extensions of a project included within the Work, or to obtain other bids, except by agreement in writing and with appropriate compensation to Security 101; and (c) are not to be reproduced in whole or in part without prior written consent of Security 101. Upon substantial completion of the Work and final payment in full by Customer, ownership of drawings, specifications and equipment lists shall become Customer's.

33. Software License(s). Software required to operate systems are governed by the License Agreement provided by the system manufacturer(s).

**Security 101 may modify pricing ("Price Modification") with respect to Orders that have been previously accepted**, to the extent Security 101 deems necessary, for reasons including but not limited to: (i) price increases imposed by Security 101 suppliers; (ii) Purchaser's required procurement timelines; (iii) supply chain constraints or material shortages; or (iv) other events outside of Security 101's control impacting the relevant industry. Purchasers may reject the Price Modification by cancelling the applicable lines of the Order subject to the Price Modification within 14 calendar days of the Price Modification notification. If requested by Security 101, Purchaser agrees to issue, or otherwise agree to, a revised or supplemental Order pursuant to this Section. If Purchaser fails or refuses to issue or agree to a revised or supplemental Order reflecting a Price Modification, Security 101 may in its sole discretion, in addition to any other remedy it may have, cancel the Order or hold such Order until such revised or supplemental order has been issued or provided. Notwithstanding the foregoing, unless the Purchaser cancels the Order within 14 days of the Price Modification notification, such Price Modification shall be binding regardless of Purchaser's failure or refusal to issue or provide a revised or supplemental Order.

*The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.*

## **Video System Terms & Conditions**

### **Additional Terms & Conditions**

#### **Installation**

34. All required installation documents are included.
35. Installation of all required equipment and materials with on-site supervision of project is included.
36. Labor quoted assumes normal eight (8) hour working days, excluding weekends, holidays and overtime.
37. Idle time incurred by Security 101 employees and their subcontractors due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates.
38. This proposal includes travel to and from the site to perform our stated scope of work. Additional or duplicate site visits required due to factors beyond our control, will be invoiced at our current labor rates.
39. Client to coordinate with local Security 101 staff to provide safe and timely right-of-passage in the work area during cable run and system installation.
40. Client to provide and coordinate 110 VAC electrical service where needed.
41. All LAN/WAN connections, addressing and network functionality are the responsibility of the Client.
42. Any telephone lines or LAN/WAN connections must be installed and operational prior to Security 101 commencing work. The local Security 101 representative will verify the availability and functionality of all connections prior to starting work.

**Changes in Scope of Work**

43. Any changes in the understood scope of work will be communicated and approved in writing (by an authorized Client representative), prior to commencing work.

**Permits/Bonding/Sealed Engineered Drawings**

44. Permits, bonds, and other requirements by any government agency are not included.

**Miscellaneous**

45. The bold headings and numbered paragraphs are for convenience only, have no legal significance, and shall not be deemed to alter or effect any provision of this Agreement.

46. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

47. Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

48. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.



For the amount of **\$10,276.22** (tax not included)

This proposal dated Tuesday, July 18, 2023 is valid until Saturday, September 16, 2023

The person or persons below represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership and software licenses and the Warranty Service Plan, if included as a part of this proposal. This system proposal is intended to provide the customer partial protection of the designated premises. Its design should be understood to represent a compromise between the costs, understood scope of work and customer feedback. Accordingly, such a system may not provide ample protection from all possible threats, and Security 101 shall not be responsible in such an event.

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**

**Supply Chain Delays and Vendor Price Increases: Security 101 cannot be responsible for delays caused by supply chain delays or COVID-related delays. Prices may be increased by vendors/manufacturers requiring adjustments to the proposal price.**

### Payment Terms

50% upon Deposit

50% upon Job Complete

Under no circumstances may the customer make payments directly to any subcontractor, material supplier, laborer or any other person performing work or furnishing material under the Agreement without the prior written consent of Security 101.

Security 101 may assign this Agreement to any other person, firm or corporation without notice to or approval by the customer and may subcontract any activities which may be performed under this Agreement, either voluntarily or by operation of law, without the consent of the customer.

### Licenses

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm: 34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

Berlin High School

Security 101 - Connecticut

\_\_\_\_\_  
Authorized Customer Signature

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Authorized Security 101 Signature

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

---

Purchase Order Number



# NORCOM

NORTHEASTERN COMMUNICATIONS, INC.

## QUOTATION: C116167

7 Great Hill Road, Naugatuck, Connecticut 06770  
(800) 223-9008 | customerservice@norcomct.com

### Prepared For:

Berlin Public Schools  
John Schmaltz

Prepared By: Mike Assunto – [massunto@norcomct.com](mailto:massunto@norcomct.com)

Date: February 17, 2023

### XPR3500e Portable Radios

**\$43,788.60**

### Equipment List:

QTY	Item	Description
60	AAH02RDH9VA1AN	XPR 3500e 403-512 4W LKP WIFI CAPABLE
		Includes: 2100mAh Battery, IMPRES Charger, Belt Clip, Antenna

### Notes:

1. As a result of the industry-wide, global semiconductor chip shortage the delivery time for any product(s) which contain semiconductor chips can vary greatly. Normal delivery times can range from 6 to 20 weeks. Norcom will track all orders and provide estimated shipping updates as they become available.
2. Pricing consistent with State Contract 19PSX0088
3. Quoted material and Special Order items may be non-returnable or subject to a re-stocking fee
4. Includes programming, engraving and delivery

**Terms:** Net 30 with Hard Copy PO  
**Delivery:** Normal Delivery time is from 6 to 20 weeks  
**Price Validity:** 15 Days  
**Warranty:** 5-Year Essential Repair and Software

### Limit of Liability:

Northeastern Communications, Inc., dba NorcomCT will not be liable for any damages, including any lost profits, lost savings, loss of life or other incidental or consequential damages arising out of the use or inability to use this product, even if Northeastern Communications, Inc. or its employee has been advised of the possibility of such damages, or for any claim by any other party. Northeastern Communications, Inc. will have its liability limited to the repair or replacement of the supplied original equipment or program diskette, associated publication and any part or parts of the product or system purchased for the period of the warranty. Northeastern Communications, Inc. shall not be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, terrorist acts, shortage of supply, a manufacturer's inability to deliver or produce the good or service, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties, war, or civil unrest.

*Applicable Sales Tax and Shipping Will Be Added.*

Pricing, Descriptions, Quantities, Conditions and Terms have been read and accepted.

Quotation Accepted By: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of Authorizing Person)



[www.norcomct.com](http://www.norcomct.com)



# **FACILITIES**



- \$200K (Preliminary Funding as placeholder) -Slab on Grade Moisture @ BHS=Information previously sent to you via copy on PBC distribution. This was on the PBC agenda at their 8/10 meeting and discussed, more to come.
- \$200K (Preliminary Funding as placeholder) – Town Clerk/ Assessor Renovations and additional / expanded vault. Conceptual plans and design development required to establish further costs with a professional cost estimator. Funding would be needed for A&E and estimator fees. I reached out to one of the safe & vault companies on State Contract along with an architectural firm for budget pricing on a vault and construction and both said they could not provide without more information. There is unknown scope and magnitude at this time until we discuss further with staff and departments impacted by and requesting the work. If Council and BOF are in support of the request, we can follow the process to establish the project and estimated project budget for funding.
- \$50K (Solar Ballast Blocks)- The ballast blocks do not have a warranty as the performance is based on freeze cycle. NORESKO provided a 1-year warranty when they completed in 2017. We purchased some replacement blocks and hired one of the on- call masons to replace some deteriorated blocks at Willard end of FY23 once school ended. This work requires rigging to the roof so to safely perform we did not want to miss the opportunity over summer while carry over capital funding discussions continue. This scope is not to replace all ballast blocks at each location only the percentage and quantity that has deteriorated. Based on initial quotes and current expenditures attached, \$50K is adequate for work required at Griswold and any remaining funding would be used towards McGee and Hubbard with additional funding requests to follow as/ if/ when needed. Although the solar systems help offset electricity expenses, there is an O&M component with annual costs. (Before & After Pics attached).



# Mystic Air Quality Consultants, Inc.

1204 North Road (Rt. 117) Groton, Connecticut 06340

March 20, 2023

Town of Berlin  
Berlin Public Schools  
11 Town Farm Lane  
Berlin, Connecticut, 06037  
Attn: Mr. Doug Solek

**Re: Limited and Directed Microbial Bulk Sampling**

**Location: Berlin High School**  
139 Patterson Way  
Berlin, CT 06037

**Areas Inspected: 2100 Section**

**Date of Survey: September 27, 2022**

**Encl: (1) Observations and Recommendations**  
**(2) Bulk Mold Direct Identification Analysis**  
**(3) Limitations**


Dear Mr. Solek:

As requested, on September 27, 2022, Mystic Air Quality Consultants, Inc. conducted a limited and directed environmental fungi evaluation of discolored floor tile that was in the 2100 section of the high school. The inspection was conducted to determine suspect material on the tile and concrete subfloor. Bulk samples are typically taken to determine if they contain or are contaminated with microbial growth. Bulk samples can provide information about possible sources of microbial growth, and concentrations of growth in the material.

**Enclosure (2)** contains the fungi bulk sample result. The fungi was identified and enumerated by SanAir Technologies an AIHA EMPAT accredited laboratory.

If you have any questions or concerns please do not hesitate to contact me directly.

Sincerely,

  
David Wiseman, MS, CIAQP, CIAQC, CIEC  
Compliance and Inspection Services

Communications (24 hours):

Office: (860) 449-8908

FAX: (860) 449-8860

Toll Free: 1 (800) 247-7746

website: [www.mysticalinc.com](http://www.mysticalinc.com)

e-mail: [miaqc2@aol.com](mailto:miaqc2@aol.com)



***Enclosure (1)***

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## **SAMPLING AND RECOMMENDATIONS**

### ***BULK SAMPLING AND IDENTIFICATION***

Testing for bulk samples is conducted to determine if organisms have colonized the material and are actively growing. Bulk samples provide information about possible sources of microorganisms and concentrations of these agents. Failure to detect microbial growth in bulk samples does not necessarily mean that the organisms are present.

The bulk sampling that was conducted was of an extremely limited nature and it is imperative not to rely on these results as sole criteria for determining remediation. More importantly no results shall be used as a health risk exposure assessment. Sample results are for environmental purposes only and are used to assist in the determination of potential microbial reservoirs or amplifiers. Comparatively low results shall not be used to confirm the absence of microbial contamination.

SanAir Technologies Laboratory analyzed the samples. SanAir is staffed by certified microbiologists and is accredited by the American Industrial Hygiene Association's Environmental Microbiology Laboratory Accreditation Program (EMLAP). SanAir's laboratory identification number is 162952.

**Enclosure (2)** contains the environmental report and laboratory result. The result reflects conditions only at the time the sample was taken. The bulk sample was taken in the following area:

<b><i>Sample #</i></b>	<b><i>Location</i></b>	<b><i>Results</i></b>
1	Custodial Room E215 Floor Tile Adhesive	<ul style="list-style-type: none"><li>• Heavy Amount Aspergillus species</li></ul>
2	Custodial Room E215 Discolored Floor Tile	<ul style="list-style-type: none"><li>• Heavy Amount Aspergillus species</li><li>• Light Amount Scopulariopsis species</li><li>• Rare Amount of Stachybotrys species</li></ul>
3	Custodial Room E215 Discolored Floor Tile	<ul style="list-style-type: none"><li>• Heavy Amount of Aspergillus species</li><li>• Rare Amount of Pithomyces species</li><li>• Light Amount of Scopulariopsis species</li></ul>
4	Classroom 2124 White Powder on Concrete	<ul style="list-style-type: none"><li>• Rare Amount of Aspergillus/Penicillium</li><li>• Rare Amount of Pithomyces Species</li><li>• Rare Amount of Smuts/Myxomycetes</li></ul>

Based on the sample result it appears that the suspect material on top and under the floor tile contains microbial growth. Since microbial growth needs food (dust, dirt, porous building materials) and moisture it is recommended that the concrete slab be explored for excess moisture issues

## **Efflorescence**

A white powdery substance was visible when the tiles were lifted off the concrete slab. This white powder is usually an indicator of possible moisture intrusion that is sometimes found on the surface of concrete, plaster and masonry. Known as efflorescence, bloom, or sometimes effervescence, it occurs as water containing soluble salts evaporates from the surface of an object. On exterior surfaces it is usually only an aesthetic concern. When found indoors, however, it indicates a water or moisture intrusion which could lead to mold amplification and possibly structural damage.

The soluble salts originate from the building materials themselves or from the ground. As water travels through the soil, wall, or building foundation, it dissolves the salts, transporting them to the surface. Then, as the water evaporates, it leaves the salts behind. These deposits are usually white, but can also be green, brown or gray depending on mineral composition.

Efflorescence will continue as long as there is a source of salts and water. Often, salt sources are eventually exhausted and exterior efflorescence disappears by itself over time with normal weathering.

## **Concrete Slab Testing**

Concrete is mixed and slabs are placed with more water than will be needed for hydration of the cement. Given the right thermodynamic conditions, slabs dry over time as the excess water evaporates. How rapidly and forcefully this occurs is determined largely by the difference between the vapor pressure in the slab and the vapor pressure in the air over the slab, as well as conditions below the slab. Vapor pressure, in turn, is affected by temperature.

Problems with floor coverings, such as bubbles, blisters, and delamination, occur when an impermeable floor covering or sealer traps excess moisture remaining in the slab. The key is to wait until the moisture level reaches an equilibrium point or is acceptably close to it before sealing. Pinpointing that specific equilibrium point sounds relatively simple in theory, but difficult to measure. Moisture is not evenly distributed throughout a slab, and changing environmental conditions cause moisture to move into or out of the slab.

Simple tests can help determine if the moisture content in a slab is within an acceptable range for various impermeable coverings.

One method is ASTM D 4263, "Standard Test Method for Indicating Moisture in Concrete by the Plastic Sheet Method," a plastic sheet is tightly taped to the concrete. After 72 hours, a humidity reading is taken under the plastic with a dew point hygrometer.

A second direct test, ASTM F 1869, "Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride," was standardized in the 1990s by the Subcommittee on Practices of the Committee on Resilient Floor Coverings. In the 1950s this testing was known as the RMA Moisture Test, or the Quantitative Anhydrous Calcium Chloride Test.

Determining what humidity level is acceptable depends upon the surface treatment to be applied. For flooring or related materials, as an example, the relative humidity must usually be below 80%, and the floor under the plastic should be free of dampness, discoloration, or damp odors.

Based on the testing results and visual observations it is recommended that a qualified firm with experience in testing the moisture content in concrete slabs be hired to determine if the slab contains moisture greater than 80%.



***Enclosure (2)***

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The Identification Specialists

Analysis Report  
prepared for  
Mystic Air Quality Consultants

Report Date: 9/29/2022

Project Name: Berlin High School

SanAir ID#: 22049136





SanAir ID Number  
22049136  
FINAL REPORT  
9/29/2022 1:29:39 PM

**Name:** Mystic Air Quality Consultants  
**Address:** 1204 North Road  
Groton, CT 06340  
**Phone:** 860-449-8903

**Project Number:**  
**P.O. Number:**  
**Project Name:** Berlin High School  
**Collected Date:** 9/27/2022  
**Received Date:** 9/28/2022 10:40:00 AM

Dear David Wiseman,

We at SanAir would like to thank you for the work you recently submitted. The 4 sample(s) were received on Wednesday, September 28, 2022 via UPS. The final report(s) is enclosed for the following sample(s): B-1, B-2, B-3, B-4.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

A handwritten signature in cursive script that reads "L. Claire Macdonald".

L. Claire Macdonald  
Microbiology Laboratory Manager  
SanAir Technologies Laboratory

Final Report Includes:  
- Cover Letter  
- Direct ID Analysis  
- Disclaimers and Additional Information

Sample conditions:  
- 4 samples in Good condition.



SanAir ID Number  
22049136  
FINAL REPORT  
9/29/2022 1:29:39 PM

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Project Number:  
P.O. Number:  
Project Name: Berlin High School  
Collected Date: 9/27/2022  
Received Date: 9/28/2022 10:40:00 AM

Analyst: Shepperson, Josh

### Direct Identification Analysis

SanAir ID: 22049136-001 Sample # B-1 Custodial E215 (Clean) Floor Tile Adhesive

#### D1 - Direct Identification Analysis on Bulk Material using STL 104

Direct ID of Mold

Fungi	Estimated Amount
Aspergillus species	Heavy

SanAir ID: 22049136-002 Sample # B-2 Custodial E215 Discolored Tile

#### D1 - Direct Identification Analysis on Bulk Material using STL 104

Direct ID of Mold

Fungi	Estimated Amount
Aspergillus species	Heavy
Scopulariopsis species	Light
Stachybotrys species	Rare

SanAir ID: 22049136-003 Sample # B-3 Custodial E215 Discolored Tile

#### D1 - Direct Identification Analysis on Bulk Material using STL 104

Direct ID of Mold

Fungi	Estimated Amount
Aspergillus species	Heavy
Pithomyces species	Rare
Scopulariopsis species	Light

Estimated Amount	Indication of Growth	Evidence of Mycelial Fragments Conidiophores
Rare	Not Likely	None
Light	Possible	Some, 10 to 25% of Tape Covered
Moderate	Probable	Abundant, 25 to 50% of Tape Covered
Heavy	Significant	Throughout, 50 to 100% of Tape Covered

\*Refer to additional information page for further details

Signature:

Date: 9/29/2022

Reviewed:

Date: 9/29/2022



SanAir ID Number  
22049136  
FINAL REPORT  
9/29/2022 1:29:39 PM

Name: Mystic Air Quality Consultants  
Address: 1204 North Road  
Groton, CT 06340  
Phone: 860-449-8903

Project Number:  
P.O. Number:  
Project Name: Berlin High School  
Collected Date: 9/27/2022  
Received Date: 9/28/2022 10:40:00 AM

Analyst: Shepperson, Josh

### Direct Identification Analysis

SanAir ID: 22049136-004 Sample: FB-4 Classroom 2124 White Powder Substance

#### D1 - Direct Identification Analysis on Bulk Material using STL 104

Direct ID of Mold

Fungi	Estimated Amount
Aspergillus/Penicillium	Rare
Pithomyces species	Rare
Smuts/Myxomycetes	Rare

Estimated Amount	Indication of Growth	Evidence of Mycelial Fragments Conidiophores
Rare	Not Likely	None
Light	Possible	Some, 10 to 25% of Tape Covered
Moderate	Probable	Abundant, 25 to 50% of Tape Covered
Heavy	Significant	Throughout, 50 to 100% of Tape Covered

\*Refer to additional information page for further details

Signature:

Date: 9/29/2022

Reviewed:

Date: 9/29/2022



SanAir ID Number

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FINAL REPORT

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**Collected Date:** 9/27/2022

**Received Date:** 9/28/2022 10:40:00 AM

## Organism Descriptions

*The descriptions of the organisms presented are derived from various reference materials. The laboratory report is based on the data derived from the samples submitted and no interpretation of the data, as to potential, or actual, health effects resulting from exposure to the numbers of organisms found, can be made by laboratory personnel. Any interpretation of the potential health effects of the presence of this organism must be made by qualified professional personnel with first hand knowledge of the sample site, and the problems associated with that site.*

**Aspergillus species** - A genus of fungi containing over 180 recognized species. Members of this genus have been recovered from a variety of habitats, but are especially common as saprophytes on decaying vegetation, soils, stored food, and feed products in tropical and subtropical regions. Some species are xerophilic. Some species are parasitic on insects, plants and animals, including man. Some species are reported mycotoxin producers. Both *Penicillium* and *Aspergillus* spores share similar morphology on non-viable analysis and therefore are lumped together into the same group. Only through the visualization of reproductive structures can the genera be distinguished.

**Health Effects:** Can produce type I and III fungal hypersensitivities. All of the species contained in this genus should be considered allergenic. Various *Aspergillus* species are a common cause of extrinsic asthma (immediate-type hypersensitivity: type I). Acute symptoms include edema and bronchospasms. Chronic cases may develop pulmonary emphysema. Members of this genus are reported to cause a variety of opportunistic infections of the ears and eyes. Severe pulmonary infections may also occur.

**References:** Flannigan, Brian, Robert A. Samson, and J. David Miller, eds. *Microorganisms in Home and Indoor Work Environments: Diversity, Health Impacts, Investigation, and Control*. London and New York: Taylor & Francis, 2001.

**Aspergillus/Penicillium** - These spores are easily aerosolized. Only through the visualization of reproductive structures can the genera be distinguished. Also included in this group are the spores of the genera *Acremonium*, *Phialophora*, *Verticillium*, *Paecilomyces*, etc. Small, round spores of this group lack the necessary distinguishing characteristics when seen on non-viable examination.

**Health Effects:** Can cause a variety of symptoms including allergic reactions. Most symptoms occur if the individual is immunocompromised in some way (HIV, cancer, etc). Both *Penicillium* and *Aspergillus* spores share similar morphology on non-viable analysis and therefore are lumped together into the same group.

**Pithomyces species** - Grows on dead grass in pastures and decaying plant material.

**Health Effects:** Causes facial eczema in ruminants.

**References:** St-Germain, Guy, and Richard Summerbell. *Identifying Filamentous Fungi: A Clinical Laboratory Handbook*. California: Star Publishing Co., 1996.

**Scopulariopsis species** - Ubiquitous soil organism that can be found on a wide variety of materials including old carpets and water damaged materials such as drywall and wallpaper. It has also been isolated from dust.

**Health Effects:** Rarely causes human infections and is typically found in water-damaged materials. This genus can be an occupational allergen and has the ability to decompose arsenic-containing compounds to a toxic arsenic byproduct.

**References:** de Hoog, G.S. et al. *Atlas of Clinical Fungi*. 4th ed. Foundation Atlas of Clinical Fungi. 2020

**Smuts/Myxomycetes** - Smuts and Myxomycetes are parasitic plant pathogens. They are typically grouped together due to their association with plants, the outdoors and because they share similar microscopic morphology.

**Health Effects:** Can produce type I fungal hypersensitivity reactions.

**References:** Martin, G.W., C.J. Alexopoulos, and M.L. Farr. *The Genera of Myxomycetes*. Iowa City, Iowa: University of Iowa Press. 1983.



SanAir ID Number  
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## Organism Descriptions

*The descriptions of the organisms presented are derived from various reference materials. The laboratory report is based on the data derived from the samples submitted and no interpretation of the data, as to potential, or actual, health effects resulting from exposure to the numbers of organisms found, can be made by laboratory personnel. Any interpretation of the potential health effects of the presence of this organism must be made by qualified professional personnel with first hand knowledge of the sample site, and the problems associated with that site.*

**Stachybotrys species** - This organism is rarely found in outdoor samples. It is usually difficult to find in indoor air samples unless it is physically disturbed because the spores are in a gelatinous mass. Grows well on wet media, preferably containing cellulose. It proliferates in the indoor environment with long term water damage, growing on wallpaper, gypsum board, and textiles. As a general rule, air cultures for Stachybotrys yields unpredictable results, mainly due to the fact that this fungus is usually accompanied by other fungi such as Aspergillus and Penicillium that normally are better aerosolized than Stachybotrys. This is a slow growing fungus on media. It does not compete well with other rapidly growing fungi. The black fungi grow on building material with high cellulose content and low nitrogen content. Appropriate media for the growth of this organism will have high cellulose content and low nitrogen content.

**Health Effects:** It has worldwide distribution and has been reported to cause dermatitis, cough, rhinitis, and headache, although no definitive reports of human infections have been verified. It has the ability to cause type I hypersensitivity. It is a documented mycotoxin producer.

**References:** Flannigan, Brian, Robert A. Samson, and J. David Miller, eds. Microorganisms in Home and Indoor Work Environments: Diversity, Health Impacts, Investigation, and Control. London and New York: Taylor & Francis, 2001.

## Additional Information

### Direct Identification Analyses

Direct identification analyses can be performed on tape, bulk, dust and swab samples. Direct identification reports indicate the evidence of possible active growth for each genus of fungi present. Whether or not these spores are viable or nonviable cannot be determined using this type of analysis; the sample would have to be cultured in order to determine viability. Keep in mind that this report can only be inferred for the exact spot in which the sample was taken. Light microscopy at a 400 to 1000x magnification is used for direct identification analysis.

It is encouraged to include a blank tape sample in order to check for contamination during sampling or shipment. Be sure to check the expiration date of any tape. It is recommended not to use expired tapes as the gel on the slide deteriorates thereby losing the tackiness necessary to retain fungi.

The genera *Aspergillus* and *Penicillium* are typically composed of small, round spores that are difficult to distinguish from each other without the presence of intact conidiophores (structures from which spores are formed and released). In this case, they are grouped into the category *Aspergillus / Penicillium*. Other fungi that produce spores of similar characteristics to *Aspergillus* and *Penicillium* may also be placed into this combined category in the absence of intact conidiophores (e.g. *Paecilomyces*, *Gliocladium*, *Trichoderma*, etc.).

NOTE: Swabs are not the best media to use for direct analyses as all organisms may not be recovered intact, if at all, when analyzed.

NOTE: Tapes should not be overloaded with debris as that may occlude fungi.

### D1 Analysis: Fungal Identification with "Evidence of Growth" Description

Results for the direct identification analysis describe the amount of evidence indicating possible fungal growth. The presence of associated mycelial fragments and conidiophores help the analyst to determine which description to use: rare, light, moderate, or heavy. Please refer to the following table for interpretation of direct identification results.

Estimated Amount	Indication of Growth	Evidence of Mycelial Fragments / Conidiophores
Rare	Not Likely	None
Light	Possible	Some, 10 to 25% of Tape Covered
Moderate	Probable	Abundant, 25 to 50% of Tape Covered
Heavy	Significant	Throughout, 50 to 100% of Tape Covered

### Disclaimer

This report is the sole property of the client named on the SanAir Technologies Laboratory chain-of-custody. Neither results nor reports will be discussed with or released to any third party without our client's written permission. The information provided in this report applies only to the samples submitted and is relevant only for the date, time and exact location of sampling. SanAir assumes no responsibility for the method of sample procurement. SanAir assumes no responsibility for information provided by the client on the chain of custody such as project name, project number, collection dates, po number, special instructions, samples collected by, sample numbers, sample identifications, sample type, selected analysis type, flow rate, total volume or area, and start stop times that may affect the validity of the results in this report. Evaluation reports are based solely on the sample(s) condition in which they arrived at the laboratory. **SanAir will not provide any opinion on the safety of a building as visual inspection and knowledge of water damage and past remediation, among other elements, is essential in this decision.** SanAir is accredited by AIHA-LAP, LLC in the EMLAP program. Refer to our accreditation certificate or [www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org) for an up to date list of the Fields of Testing for which we are accredited.

This report does not constitute endorsement by AIHA-LAP, LLC/NVLAP and/or any other U.S. governmental agencies; and may not be certified by every local, state and federal regulatory agencies.

LELAP LAB ID #05088

AIHA Lab ID: LAP-162952

1551 Oakbridge Drive, Suite B - Powhatan, VA 23139  
804-897-1177 / 888-895-1177 / Fax 804-897-0070  
[www.sanair.com](http://www.sanair.com)

SanAir ID Number

2204 9/36

Project Number:

Phone #:

**Project Name:**

Phone #: 860-449-8903

Date Collected: 9/27/22

Fax #: 860-449-8860

**Samples Collected By:**

P.O. Number:

**Email:**

Sample Types		Analysis Types	Turn Around Time
AC	Air Cassette	A1 - Identification and Enumeration of Fungal spores, plus total dander, fiber, and pollen count	Hours 3/6/24/48-Std
		A2 - Identification and Enumeration of Fungal spores only	Hours 3/6/24/48-Std
T B S*	Tape Bulk Swab*	D1 - Direct Identification of Fungi	Hours 3/6/24/48-Std
		D2 - Direct Identification of Mites, Insects, Pollen, etc.	Hours 3/6/24/48-Std
AP	Air Plate	C1 - Culture Identification and Enumeration of Fungi only	5-10 Days
B	Bulk	C2 - Culture Identification and Enumeration of Bacteria only	2-4 Days
S	Swab	C3 - Culture Identification and Enumeration of Fungi and Bacteria	5-10 Days
		C4 - Culture Identification and Enumeration of Thermophilic Bacteria with C2 or C3 analysis	2-4 or 5-10 Days
W	Water	L1 - Culture Identification and Enumeration of <i>Legionella</i> sp.	7-10 Days
D	Dust	M1 - Dust Mite Allergen Test	Hours 3/6/24/48-Std
SanAir Technologies Laboratory offers speciation by PCR. Please call for details and pricing.			

[illegible]

### Special instructions

Relinquished by	Date	Time	Received by	Date	Time
<i>[Signature]</i>	9/27/22	1100	DJU	9/28/22	1040am

Unless scheduled, the time is in AM or PM.

Unless scheduled, the turn around time for all samples received after 3 pm Friday will begin at 8 am Monday morning. Weekend or Holiday work must be scheduled ahead of time and is charged 150% of analytical rate.

\*Although we allow Direct Identification from a swab sample, best results are received from tape samples.



***Enclosure (3)***

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## **Limitations**

The Allergenco Cassette does not allow for the cultivation or speciation of spores. Slides containing greater than 500 fungal spores are difficult to count accurately due to overcrowding and are therefore estimations. Similarly, excessive non-microbial particulates can mask the presence of fungal spores, thereby reducing counting accuracies. All slides are graded with the following debris scale for data qualification as it pertains to this specific survey.

No results shall be used as a health risk exposure assessment. Sample results are for environmental purposes only and are used to assist in the determination of potential microbial reservoirs or amplifiers. Comparatively low results shall not be used to confirm the absence of microbial contamination.

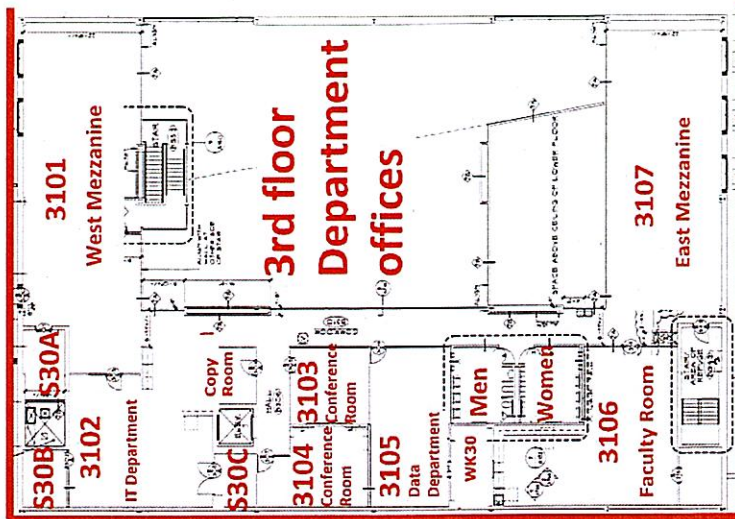
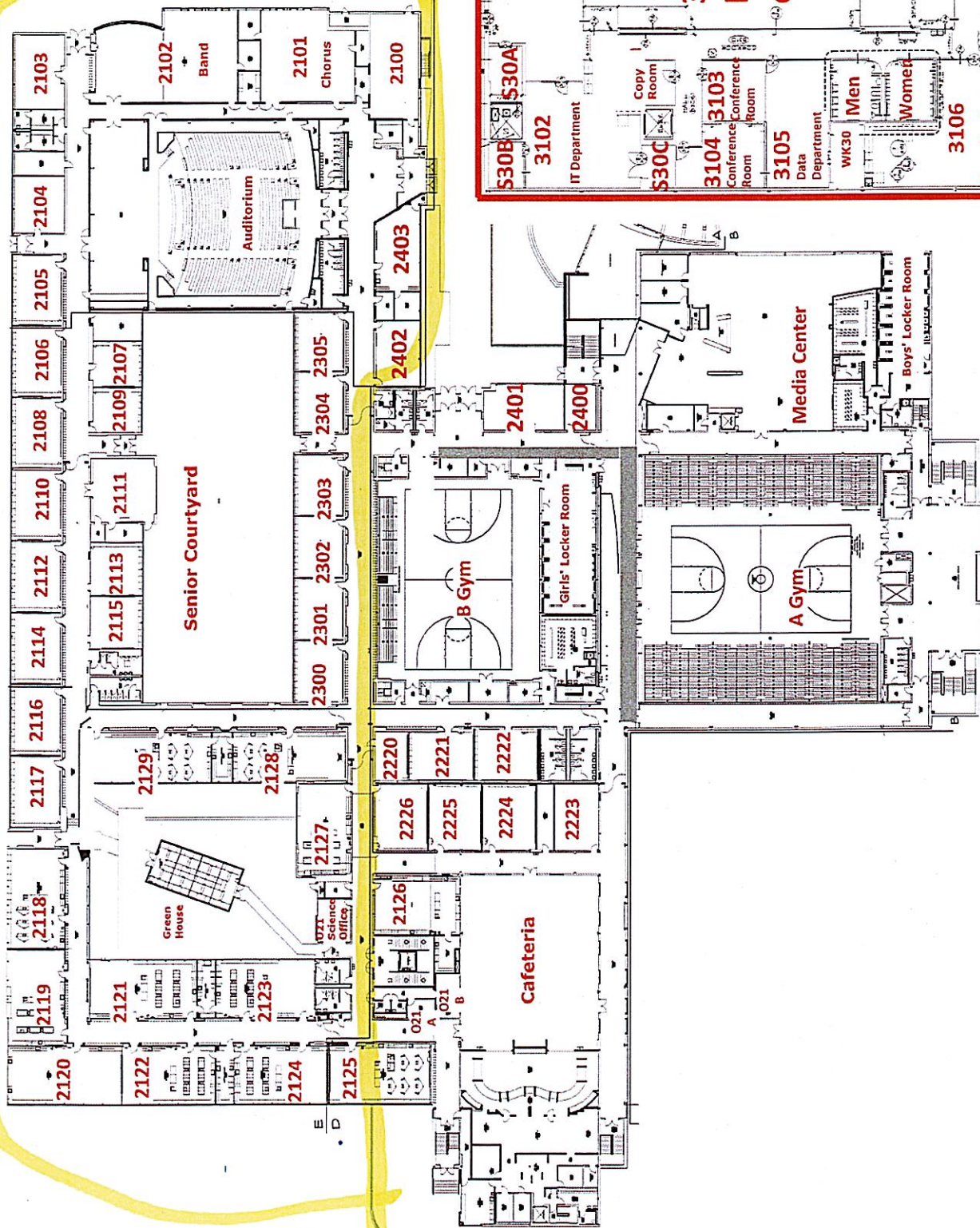
Additional air sampling as well as source sampling may need to be conducted to assist in the evaluation of this limited data. Suspected contamination should be collected by source sampling to confirm the presence of fungal and/or bacteria. This approach identifies not only the source(s) of contamination but also facilitates eventual removal and control of fungal and bacteria growth.

Because fungal spores may include a mixture of various fungal taxa, their composition varies widely depending on spatial and temporal changes. Hence, sampling during the different seasons may produce varied results. There is also a lack of a dose response relationship, which makes defining standards and guidelines nearly impossible. A few proposed guidelines for fungi have been published; however, they should be used with care and only for screening purposes and not as a health standard.

Since there are no consensus health-based standards for bioaerosol levels, as recommended by the American Conference of Governmental Industrial Hygienists, (Bioaerosols, Assessment and Control, 1999) samples are interpreted in conjunction with a visual walkthrough of the facility that attempts to identify potential microbial sources and symptoms of building occupants that could potentially be linked to microbial growth. Note that the walkthrough is only attempting to identify accessible potential microbial sources. Inaccessible areas such as between walls, behind structural components, behind architectural components (wallpaper, cove molding), above suspended ceilings and the interior of ventilation buildings are not included unless specifically referenced in this report.

As a general note, medical personnel should play a key role in identifying any potential building related illness. It is always recommended that medical expertise be sought in any situation where the probability exists for a potential building related illness. As of this report no scientific studies have been performed that establish a direct relationship between mold contamination and health impacts.

No sampling was conducted inside air-handling buildings (AHU), inside wall cavities or any other area not listed in the report. Sampling and observations were made only of the space or spaces listed in this report. This survey was limited in sampling and investigation and can only be relied on as a screening "snapshot" of conditions occurring in the building at the time of the survey.



OVERALL 2ND FLOOR PLAN  
SCALE 1" = 20'-0"



## INSTALLATION COSTS

Contractor Name: Tarkett USA, Inc.

Description of Services	UOM	Under \$100,000.00 NonPrevailing Wages	Over \$100,000.00 Prevailing Wages
<b>Broadloom</b>			
Installation (Normal Working Hours M-F 8:00am-5:00 pm)	Sqft	\$ 0.99	\$ 1.49
Installation (Evening Hours M-F after 5:00 pm and Weekends)	Sqft	\$ 1.21	\$ 1.71
Holiday Installation	Sqft	\$ 1.65	\$ 2.20
Removal of Existing Product	Sqft	\$ 0.66	\$ 0.83
Recycling of Existing Product	Sqft	\$ 0.28	\$ 0.28
<b>Carpet Tile</b>			
Installation (Normal Working Hours M-F 8:00am-5:00 pm)	Sqft	\$ 0.99	\$ 1.26
Installation (Evening Hours M-F after 5:00 pm and Weekends)	Sqft	\$ 1.32	\$ 1.60
Holiday Installation	Sqft	\$ 1.54	\$ 1.87
Removal of Existing Product	Sqft	\$ 0.61	\$ 0.88
Recycling of Existing Product	Sqft	\$ 0.39	\$ 0.44
<b>Vinyl or Linoleum</b>			
Installation (Normal Working Hours M-F 8:00am-5:00 pm)	Sqft	\$ 3.20	\$ 5.21
Installation (Evening Hours M-F after 5:00 pm and Weekends)	Sqft	\$ 4.00	\$ 6.71
Holiday Installation	Sqft	\$ 4.44	\$ 7.16
<b>Rubber Tile Flooring</b>			
Installation (Normal Working Hours M-F 8:00am-5:00 pm)	Sqft	\$ 3.31	\$ 4.14
Installation (Evening Hours M-F after 5:00 pm and Weekends)	Sqft	\$ 3.86	\$ 4.97
Holiday Installation	Sqft	\$ 5.50	\$ 6.25
Removal of Existing Product	Sqft	\$ 1.92	\$ 2.48
Recycling of Existing Product	Sqft	\$ 0.39	\$ 0.44
<b>Installation</b>			
4" Rubber Coving with Toe	Lin Ft	\$ 1.97	\$ 2.48
6" Rubber Coving with Toe	Lin Ft	\$ 2.14	\$ 2.75
4" Vinyl with Toe	Lin Ft	\$ 1.97	\$ 2.48
6" Vinyl with Toe	Lin Ft	\$ 2.15	\$ 2.75
4" Rubber Straight	Lin Ft	\$ 1.97	\$ 2.48
6" Rubber Straight	Lin Ft	\$ 2.15	\$ 2.75
4" Vinyl Straight	Lin Ft	\$ 1.97	\$ 2.48
6" Vinyl Straight	Lin Ft	\$ 2.15	\$ 2.75
<b>OTHER SERVICES</b>			
Furniture Lift System	Sq Yd	\$ 16.00	\$ 19.00
Furniture Removal/Replacement	Hourly	\$ 75.00	\$ 135.00
Floor Patch (Portland Base) Material and Labor	Hourly	\$ 86.00	\$ 145.00
Transition Strips and Labor	Lin Ft	\$ 4.97	\$ 6.60





Accurate information you can rely on.

## Relative Humidity of Concrete Slabs

Client: Town of Berlin Project No.: 5754  
Project: Berlin High School Report No.: 001  
Inspector: Shawn Roberts Date Cast: Existing Slab  
Contractor: N/A Date Set: 12/27/2022  
Subject: Relative Humidity of Concrete Slabs Date Tested: 12/28/2022  
Page: 1 of 2

The following is a report of relative humidity in Concrete Floor Slabs Using in situ Probes. These tests were conducted in accordance with ASTM F 2170. This test method covers the quantitative determination of percent relative humidity in concrete slabs for field or laboratory tests. The tests were conducted utilizing a Wagner Rapid RH 4.0 Easy Reader. Each test location was prepared and allowed to stand for 24 hours to achieve moisture equilibrium within the test holes.

Upon Installation: Air Temp. 57°F RH 22% - Corridor at #1  
64°F RH 20% - Classrooms

CONCRETE SLAB APPROXIMATE THICKNESS: 5"

Test No.	Location (See Drawing)	Serial #	Depth from Top of Slab (in.)*	RH in Concrete (%)	Temp in Concrete (°F)	Air Temp (°F)	Air RH (%)	pH
1	Corridor at 2118	L622022093	2	97	56	63	20	
2	RM 2121	L622022236	2	96	56	63	20	
3	RM2124	L622022039	2	96	66	62	20	12
4	Corridor	L622022040	2	99	68	63	20	
5	Corridor	L622022771	1-1/2	99	54	63	20	
6	Corridor	L622022693	2	98	65	64	20	

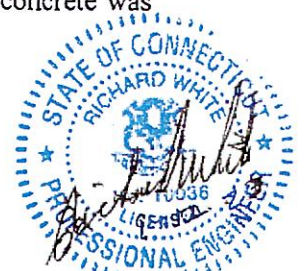
### Instrument Used

Make, Model, Serial Number  
Rapid RH Total Reader – L6

Remarks: Client left vinyl tile in place and requested that IMTL drill through them. One area of concrete was exposed, so a PH test was performed. Areas tested were adjacent to discolored tiles.

\*Includes thickness of tile

pc: Douglas G. Solek, Town of Berlin/jd











October 24, 2022

Wayne Wright  
Town of Berlin  
11 Town Farm Lane  
Berlin, CT 06037

**Re: Willard School Solar Ballast Block Replacement.**

We are pleased to provide a quotation for the installation of a new ballast blocks for the solar array at Willard School, there are approximately 3,056 original ballast blocks remaining in varying states of decay the vast majority of which are in complete decay. It is recommended at this time to replace all original ballast blocks. These blocks are used to weigh down the array and keep the panels in place. Because of their current state the ballast blocks no longer meet the engineered wind loads as designed and are a safety concern.

**Inclusions:**

1. Replacement of 3,056- 4"x8"x16" with 6,112- 2"x8"x16" Ballast Blocks.
2. Removal and cleanup of existing original Ballast Blocks.
3. Lull rental fees.
4. Dumpster and disposal fees.

**Exclusions:**

1. Sales tax.
2. Prevailing wages
3. Premium time and bond premium.

**Base Bid** **\$67,715.00**

Sincerely,

*Brian Edwards*

Brian Edwards  
Horton Electrical Services, LLC

HORTON ELECTRICAL SERVICES, LLC  
97 RIVER ROAD, CANTON, CT 06019  
860-693-6388  
ELC 0192436-E1



# MIREK MASONRY LLC

222 Cedarwood Lane • Newington, CT 06111  
(860) 436-2319 • Cell (860) 690-3901  
CT Lic.# 603592



## CONTRACTORS INVOICE

No 1888

WORK PERFORMED AT:

TO: Town of Berlin.  
11 Town Farm Lane.  
Berlin CT 06037

Willard School  
Norton Rd Berlin Ct.

DATE  
06/29/2023

YOUR WORK ORDER NO.

OUR BID NO.

### DESCRIPTION OF WORK PERFORMED

1) Replacing damaged cement block on the roof  
of the building for solar panel ballasts.

- \$6,820 rental of 10K 55' telehandler  
forklift and materials bucket.

- \$3,600 rubble disposal.

- \$7,875 truck fee Dodge 5500 dump truck  
to hauling debris.  
15 x \$525 =

\$21,952

= labor to complete the job.

4 laborer include machine operator

4 x 14 days = 448 h.

448 h x \$49

Total \$ 40,247.00.

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications  
provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

forty thousand two hundred forty seven <sup>00</sup>/<sub>100</sub> Dollars (\$ 40,247.00)

This is a ☐ Partial ☒ Full invoice due and payable by:

08  
Month

30  
Day

2023  
Year

in accordance with our ☒ Agreement ☐ Proposal

No. \_\_\_\_\_ Dated \_\_\_\_\_  
Month Day Year



667 MAIN STREET, PO BOX 99  
CROMWELL, CT 06416  
860/635-5146  
FAX 860/635-7469

## Quote

Date	Quote #
5/25/2023	51019

Name / Address		Ship To	
TOWN OF BERLIN TOWN HALL 240 KENSINGTON RD. BERLIN, CT 06037		DOUG 860 250-2308 DSOLEK@BERLINCT.GOV	
Customer Fax	Customer Phone	Project Name	
860/828-8628	860/828-7000		
Customer Contact	Terms	Rep	Project Number
DONNA X-7041	NET 30	JEFF	

Qty	Description	U/M	Cost	Weight	Total
2,304	4" X 8" X 16" HIGH STRENGTH CONCRETE SOLID CMU (MEETS ASTM 1491C) 150/PALLET 64 WEST PALLETS		3.75	34	8,640.00
864	HIGH STRENGTH PATIO BLOCK (MEETS ASTM 1491 C) 240/PALLET 12 WEST PALLETS		2.94	17	2,540.16
76	REFUNDABLE WEST PALLET		10.00		760.00
3	DELIVERY LOCAL		90.00		270.00

\*Hardscape items are non refundable, unless in original packaging in full pallets and are subject to a 20% restock fee.

\* No returns on material or pallets accepted after 30 days. Must be accompanied. by original receipt.

\*Pallets must be returned in reusable condition to receive refund. Quotes are valid for 30 days.

**Total**

\$12,210.16

*We look forward to working with you!*

WWW.CROMWELLCONCRETE.COM



NORESCO UTC Building & Industrial Systems

5 Research Drive

Shelton, CT 06484

Berlin Willard School Project # 142312

Greenskies Renewable Energy hereby warrants all materials and workmanship for all work performed under this contract for a period of one (1) year from date of substantial completion 8/25/2017 against all failures of workmanship and materials in accordance with the contract.

Chip Florio

A handwritten signature in cursive script that reads "Chip Florio".

Project Manager

Greenskies Renewable Energy LLC  
10 Main St. Suite E Middletown, CT 06457  
860-398-5408 | Greenskies.com



667 MAIN STREET PO BOX 99  
CROMWELL, CT 06416  
860 635-5146  
FAX 860 635-7469

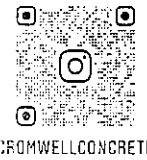
# CREDIT MEMO

DATE	CREDIT NO.
8/10/2023	3046790

CUSTOMER	PICKED UP AT
TOWN OF BERLIN TOWN HALL 240 KENSINGTON RD. BERLIN, CT 06037	WILLARD SCHOOL

## MANUFACTURING QUALITY PRODUCTS SINCE 1925

P.O. NUMBER	SHIP DATE	RETURNED VIA	PROJECT NAME/NUMBER
	8/10/2023	RANDY	

QTY	DESCRIPTION	U/M	UNIT	AMOUNT
-864	HIGH STRENGTH PATIO BLOCK (MEETS ASTM 1491 C) 240/PALLET		2.94	-2,540.16
-298	12 WEST PALLETS			
	4" X 8" X 16" HIGH STRENGTH CONCRETE SOLID CMU (MEETS ASTM 1491C)		3.75	-1,117.50
	150/PALLET			
	8 WEST PALLETS			
	SUBTOTAL			-3,657.66
	RESTOCK CHARGE		-20.00%	731.53
-76	REFUNDABLE WEST PALLET		10.00	-760.00
<p><i>Follow us on Facebook and Instagram for Coupons and other Specials!</i></p> 				

<p>*Please visit our website: <a href="http://www.cromwellconcrete.com">www.cromwellconcrete.com</a></p> <p>*Hardscape items are non refundable, unless in original packaging in full pallets and are subject to a 20% restock fee. Bagged products and accessories are non returnable. No returns on material or pallets accepted after 30 days. Must be accompanied by original receipt.</p> <p>PALLETS MUST BE IN REUSABLE CONDITION TO RECEIVE REFUND</p>	<p><b>Total</b> -S3,686.13</p> <p><i>Thank you for your business!</i></p>
---	---

WWW.CROMWELLCONCRETEPRODUCTS.COM



# **GROUNDS**







**CLASSIC TURF**  
COURTS | TRACKS | FIELDS

---

8/17/2023

Steve Wood  
Parks and Recreation Foreman  
15 Town Farm Lane  
Berlin, CT 06037

RE: Berlin High School Tennis & Basketball Court Recoating Estimate 2022

Steve,

I have prepared the following information and budgetary estimate for the recoating of six (6) tennis courts and two (2) basketball courts at Berlin High School.

**The following is the responsibility of Others:**

- Permitting, if required.
- Access to the site with material and trucks.
- Removal and reinstallation of the tennis net posts, nets and center straps.
- Additional costs for bonds, if required.
- Access to water on site.

**The following is the responsibility of Classic Turf Company:**

- 1) The back side of the basketball courts (worst areas) to be power washed prior to the recoating process.
- 2) One (1) coat of Novacrylic color coating will be applied to the entire surface according to its specifications. Finished colors to match existing.
- 3) White playing lines will be applied with Novatex line paint according to its specification to match existing.

**Completion Time:** 1-3 weeks, weather permitting.

**Total Estimated Cost:**.....\$60,000-65,000.00

Thank you for the opportunity. If you have any questions or need any additional information after reviewing the above proposal please feel free to contact us to schedule the work.

Sincerely,

*Ryan Conroy*

Ryan Conroy  
Director of Sales  
Classic Turf Company LLC



ALL RIGHTS RESERVED

*The above referenced estimates are valid for 30 days.*

*Any use of materials in this proposal, including reproduction, modification, distribution or republication, without the prior written consent of Classic Turf Company, LLC is strictly prohibited.*





# turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06082  
Main Office: (800) 245-4355 • FAX: (860) 763-5550

# QUOTE

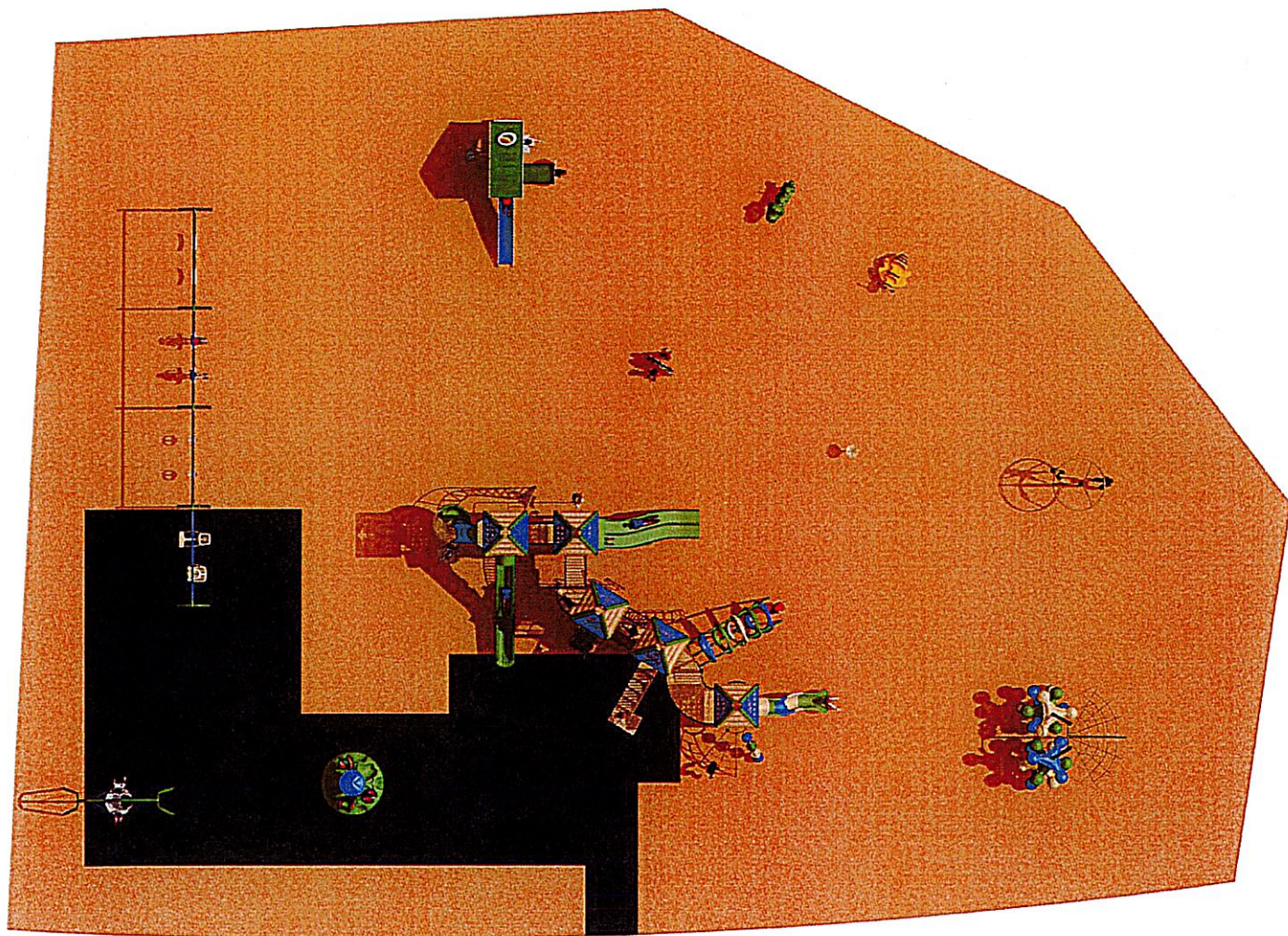
Prepared For: Steve Woods  
**TOWN OF BERLIN/PUBLIC GROUNDS**  
15 TOWN FARM LANE; BERLIN, Connecticut  
6037 United States  
Sourcewell Pricing 031121-TTC

Ship To: Town Berlin groundsmaster  
Quote Number: 7210 7.12.23  
Quoted Date: Q136561  
Prepared By: **07/31/2023**  
Brian Pope  
bpope@turfproductscorp.com

Qty	Model #	Description	MSRP	% Disc	Award	Extended
1	30695	Groundsmaster 7210 No Deck (T4)	\$41,609.00	22 %	\$32,455.02	\$32,455.02
1	L100004	Erskine Snowthrower	\$9,427.97	0 %	\$9,427.97	\$9,427.97
1	L10027	MB Companies Straight Blade	\$5,477.13	0 %	\$5,477.13	\$5,477.13
1	L10026	MB Companies Rotary Broom	\$7,995.00	0 %	\$7,995.00	\$7,995.00
1	30474	Polar Trac Cab	\$15,612.00	22 %	\$12,177.36	\$12,177.36
1	30675	Polar Trac Kit	\$13,740.00	22 %	\$10,717.20	\$10,717.20
1	30382	12V Power Port/Electrical Accessory Kit	\$222.00	22 %	\$173.16	\$173.16

Toro Total:	\$55,522.74
Non - Toro Total:	\$22,900.10
Freight & Set Up:	\$3,921.14
Freight:	\$0.00
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
<b>Total Price:</b>	<b>\$82,343.98</b>







COMPLIES TO ADA

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

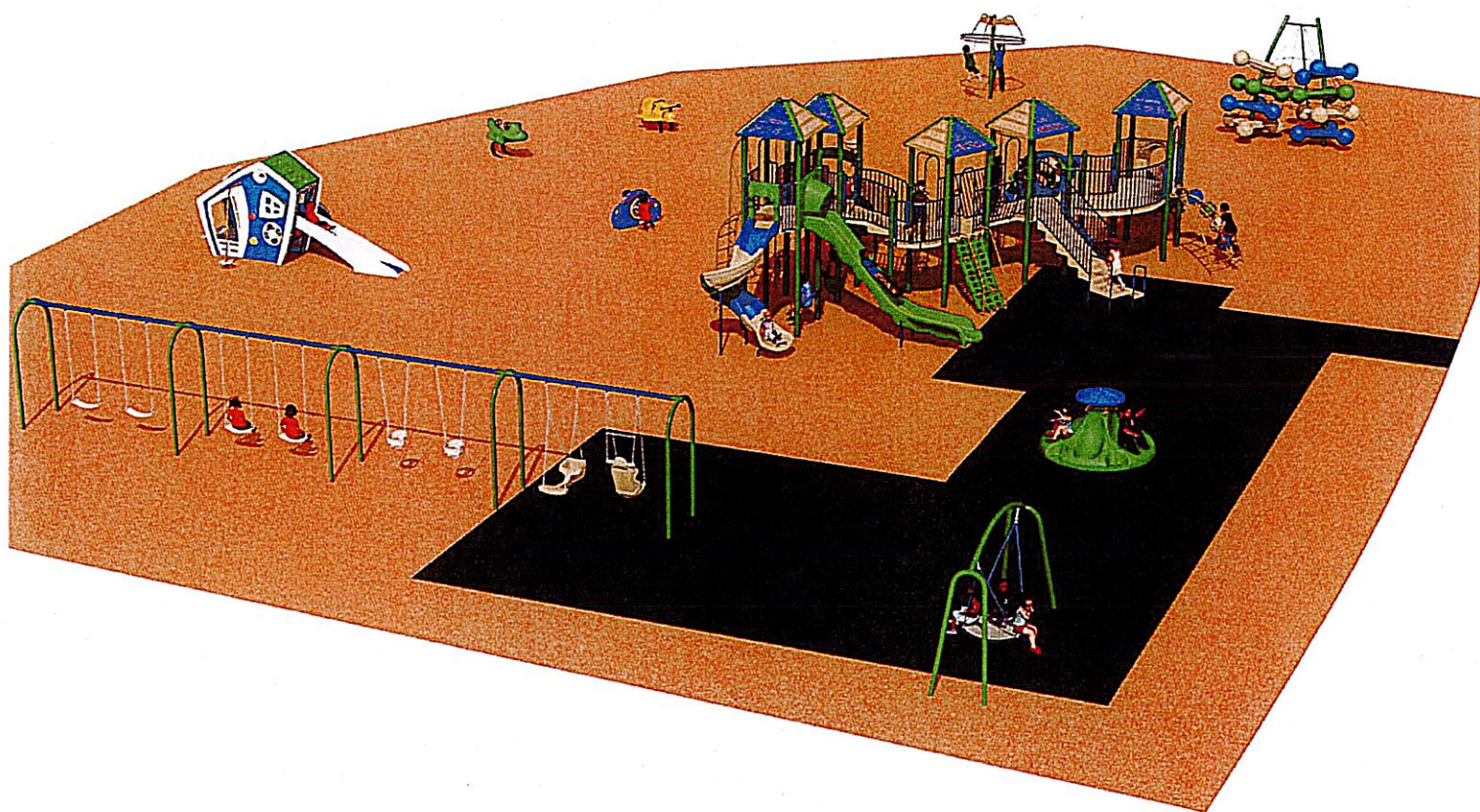
**THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.**

**AN ENERGY ABSORBING PROTECTIVE SURFACE  
IS REQUIRED UNDER & AROUND ALL PLAY  
SYSTEMS**

























# BERLIN PLAYGROUND REFRESH

Community Playground 900 Worthington Ridge Berlin CT 06037					
Demo					\$ 5,000.00
New Miracle Playground					\$ 118,518.00
Factory Authorized Installation					\$ 47,400.00
Add Woodfiber	100CY				\$ 3,500.00
Freight					\$ 4,500.00
<b>Total</b>					<b>\$ 178,918.00</b>

Little People Playground 218 Kensington Road Berlin CT 06037					
Demo					\$ 5,000.00
New Miracle Playground					\$ 157,259.00
CT DAS State Contract Discount 17PSX0081					\$ (34,597.00)
Factory Authorized Instalaltion					\$ 50,000.00
Accessible Rubber Mats					\$ 12,925.00
Add Woodfiber	100CY				\$ 3,500.00
Freight					\$ 5,900.00
<b>Total</b>					<b>\$ 199,987.00</b>

Friendship Place 1088 Norton Road Berlin CT 06037					
Demo					\$ 20,000.00
New Miracle Playground					\$ 210,856.00
Factory Authorized Instalaltion					\$ 84,350.00
New IPEMA certified poured in place surfacing					\$ 95,400.00
Add Woodfiber	100CY				\$ 3,500.00
Fresh Asphalt cap on pathways					\$ 12,000.00
Repaint Trellis & Benches					\$ 7,500.00
Freight					\$ 5,000.00
<b>Total</b>					<b>\$ 438,606.00</b>

8/14/2023





**TIMBERLIN**





**To:** Kevin Delaney, Director of Finance  
**From:** Jerry Salvio, Assistant Director of Golf  
**Date:** August 16, 2023  
**Re:** Capital Request for Timberlin Bridges

Timberlin is requesting monies for the replacement of bridges at Timberlin Golf Course.

Timberlin currently has seven bridges located on the golf course. Five of the seven are considered "walking/cart" bridges. The remaining two, larger bridges allow large equipment and emergency vehicles to pass, along with the golfing public.

All are wooden bridges in excess of 35+ years old and are falling into disrepair. They need to be replaced and brought up to code. I have been working with Earth Contractors, a recognized contractor by the Town of Berlin. We have explored many options. Required engineering fees are estimated to be between \$5,000 and \$7,000. The following are three viable options we suggest:

1. Wood – Most expensive and has a shorter life span. Built on site with crew from York Bridges of Florida.
2. Aluminum – Expensive, see attached email from Gator Bridge of Georgia.
3. Concrete – Least expensive and long life span. Pre-fabricated from Atlas Concrete of New Britain, Connecticut.

It is suggested we replace all seven bridges at the same time as this will be cost effective. Timberlin will defer to Finance regarding funding for the project. The estimated cost should we decide to move forward with the concrete bridge from Atlas Concrete is estimated to be between \$250,000 and \$275,000 for all seven bridges. This estimate would include installation of bridges by Earth Contractors of Berlin. This does not include the engineering fee. I would also suggest 15% to 20% in contingency for this project.

It is premature to attach hard numbers to this project. We should start with retaining an engineer.

# Max Span Reactions - Estimate

Anchor Locations  
 Estimated Average Total Truss Height  
 Inside Clear Width  
 Total Length  
 Coefficient of Expansion  
 Design Temperature Range  
 Design Live Load  
 Design Wind Pressure (70% opacity assumed)  
 Design Overturning Wind Pressure  
 Est. Min. Expansion Range

Qty	4	2,351	lb/ft
Est. Dead Load (DC+DW)	6.3	0	lb/ft
Est. Max Vehicle Load (LLv)	10.0	13,500	lb/ft
Est. Live Load (PLv)	15.0	3,029	lb/ft
Est. Wind Load (Wsp)	0.000013	3,350	lb/ft
Est. Overturning Wind (W50)	120		lb/ft
	90		psf
	32		psf
	20		psf
	0.28		in

	R1 <sub>z</sub>	R1 <sub>y</sub>	R1 <sub>x</sub>	R2 <sub>z</sub>	R2 <sub>y</sub>	R2 <sub>x</sub>
Unfactored Dead Load (DC+DW)	---	588	---	---	588	---
Unfactored Ped. Live Load (PLv)	---	3,375	---	---	3,375	---
Unfactored Vehicle Live Load (LLv)*	---	0	---	---	0	---
Unfactored Horizontal Wind (W50)	757	-473	---	757	-473	---
Unfactored Overturning Wind (W50)	---	-1,256	---	---	-419	---
Strength I Ped. (DC+DW+25% (PLv+175))	---	6,641	---	---	6,641	---
Strength I Vehicle (DC+DW+25% (LLv+175))	---	735	---	---	735	---
Strength III (DC+DW+75% (W50+175))	1,060	-1,687	---	1,060	811	---
Expansion/Contraction	---	---	0	---	---	0

\*Assumes symmetrically distributed loading. Values given are for one bridge side.

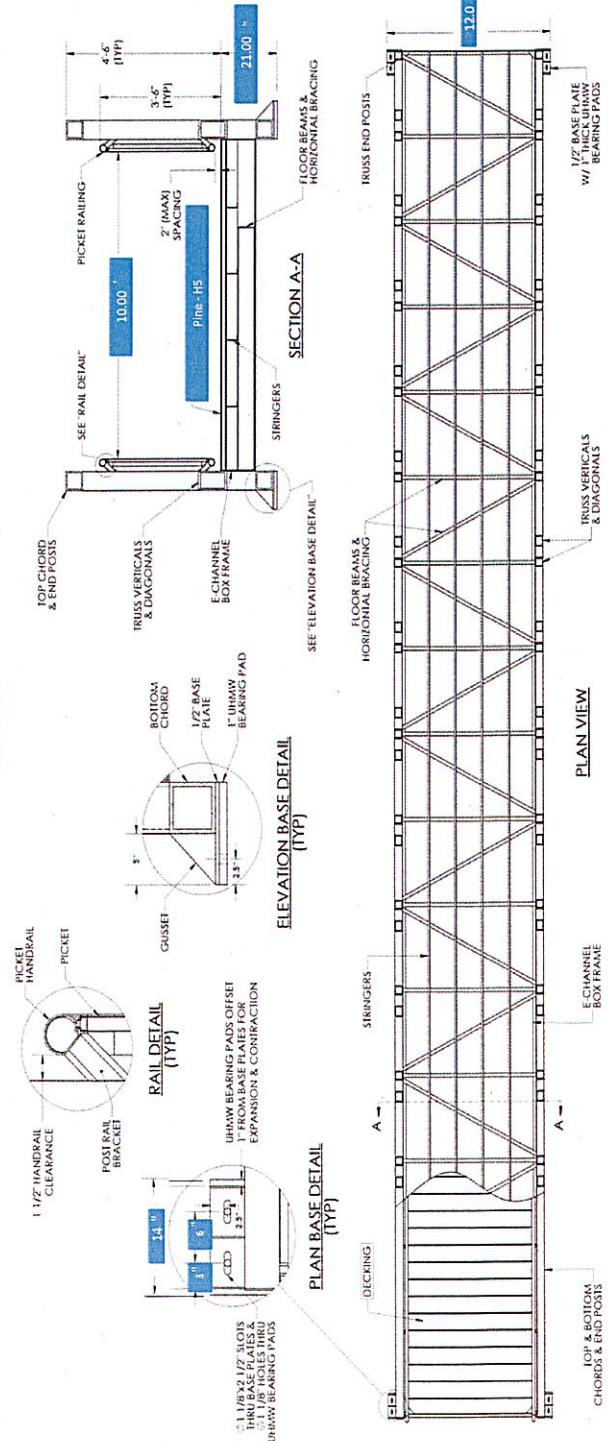
Assumes vehicle load acting on 2 anchor locations.



## CASCADE PEDESTRIAN BRIDGE

Options Not Shown:  
 \*ALL DIMENSIONS, CONFIGURATIONS, AND MATERIALS SHOWN ARE STANDARD AND MAY VARY. CUSTOM OPTIONS ARE AVAILABLE.

Guard Rail	42" Combination
Color/Texture	Mill Finish Aluminum
Grab Rail	NO
Toe Rail	NO
Top Chord Cladding	NO
Rub Rails	NO
Accent Lighting	NO
Enclosures & Fencing	NO
Additional Camber	NO
Skew & Incline	NO
Mid-span Splice (qty)	0



2880 MELLONVILLE AVE, SANFORD, FL 32773  
 800/256-8857 407/323-0190

ESTIMATED LOADS AND GEOMETRY ARE PRELIMINARY, AND ARE NOT FOR CONSTRUCTION. FINAL LOADS AND GEOMETRY MAY VARY.  
 ALL LOADS ARE ESTIMATED BASED ON CUSTOMER SUPPLIED INFORMATION AND UNFACTORED. FOR FINAL GEOMETRY AND REACTIONS, PLEASE CONTACT YOUR CMI REPRESENTATIVE.



# Max Span Reactions - Estimate

Anchor Locations	Qty	4	1,286
Estimated Average Total Truss Height	ft	5.8	0
Inside Clear Width	ft	6.0	8,100
Total Length	ft	15.0	2,827
Coefficient of Expansion	1/f	0.000013	2,150
Design Temperature Range	F	120	
Design Live Load	psf	90	
Design Wind Pressure (70% gusty assumed)	psf	32	
Design Overturning Wind Pressure	psf	20	
Est. Min. Expansion Range	in	0.28	

	R1 <sub>z</sub>	R1 <sub>y</sub>	R1 <sub>x</sub>	R2 <sub>z</sub>	R2 <sub>y</sub>	R2 <sub>x</sub>
Unfactored Dead Load (DC+DW)	---	321	---	---	321	---
Unfactored Ped Live Load (PLU)	---	2,025	---	---	2,025	---
Unfactored Vehicle Live Load (LL)*	---	0	---	---	0	---
Unfactored Horizontal Wind (WSp)	707	-687	---	707	687	---
Unfactored Overturning Wind (WSp)	---	-806	---	---	-269	---
Strength I - Ped. (DC+DW+75% PLU+1.75)	---	3,946	---	---	3,946	---
Strength I - Vehicle (DC+DW+75% LL+1.75)	---	402	---	---	402	---
Strength III (DC+DW+75% PLU+1.75+1.4WSp)	990	-1,689	---	990	988	---
Expansion/Contraction	---	---	0	---	---	0

Assumes symmetrically distributed loading. Values given are for one bridge side.

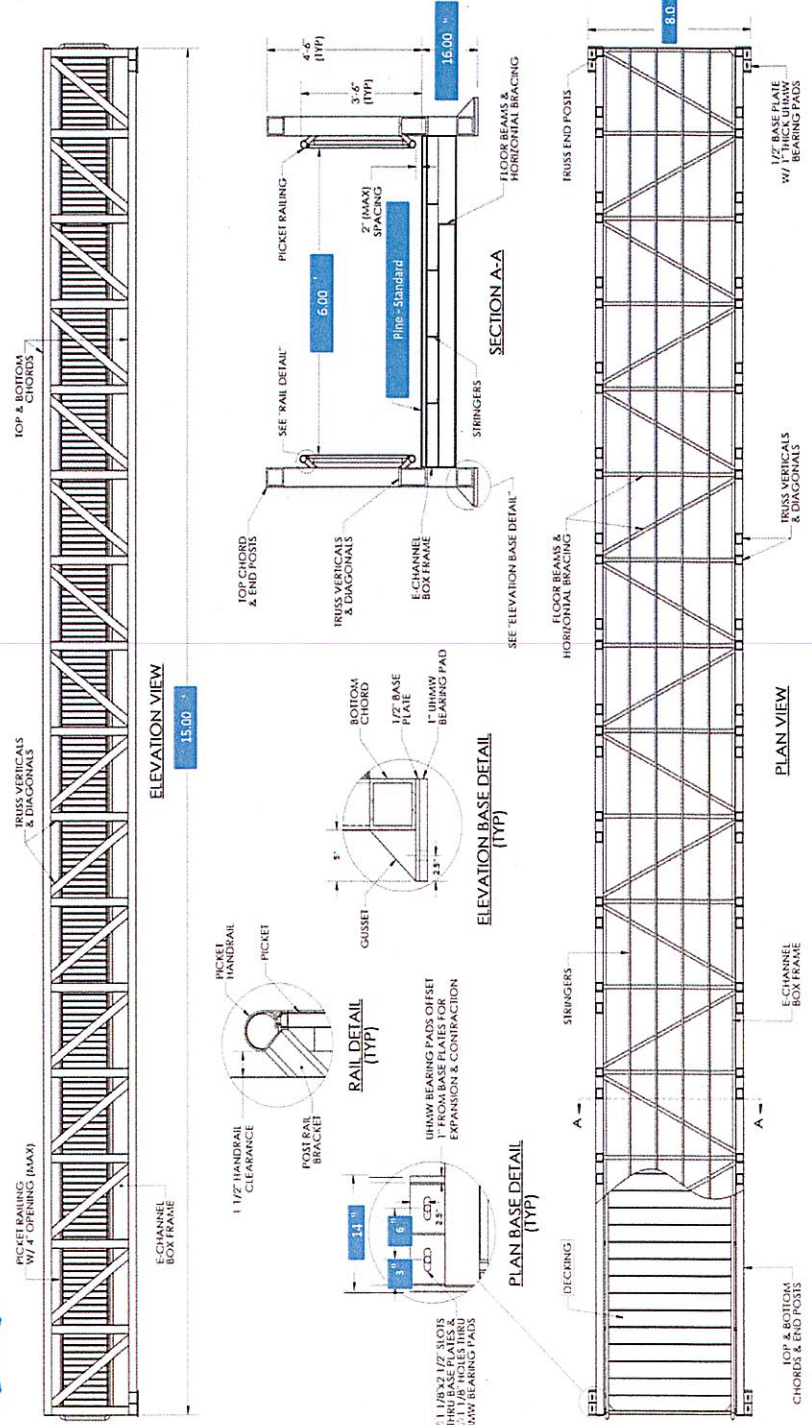
\* Assumes vehicle load acting on 2 anchor locations



## CASCADE PEDESTRIAN BRIDGE

Options Not Shown:	42" Combination
Guard Rail	Mill Finish Aluminum
Color/Texture	NO
Grab Rail	NO
Toe Rail	NO
Top Chord Cladding	NO
Rub Rails	NO
Accent Lighting	NO
Enclosures & Fencing	NO
Additional Camber	NO
Skew & Incline	NO
Mid-span Splice (qty)	0

\* ALL DIMENSIONS, CONNECTIONS, AND ASSUMES SHOWN ARE STANDARD AND MAY VARY. CUSTOM OPTIONS ARE AVAILABLE.



**GATOR Bridge**  
2880 MELLONVILLE AVE. SANFORD, FL 32773  
800/256-8857 407/923-0190

ESTIMATED LOADS AND GEOMETRY ARE PRELIMINARY AND ARE NOT FOR CONSTRUCTION. FINAL LOADS AND GEOMETRY MAY VARY. ALL LOADS ARE ESTIMATED BASED ON CUSTOMER SUPPLIED INFORMATION AND UNFACTORED. FOR FINAL GEOMETRY AND REACTIONS, PLEASE CONTACT YOUR CMI REPRESENTATIVE.



**Agenda Item No. 2**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 28, 2023

**SUBJECT:** Appoint Webster Bank as Trustee & Custodian of the Police Benefit Fund

**Summary of Agenda Item:**

Fiducient Advisors completed a competitive bid process for custodial services of the new Berlin Police Benefit Fund (a.k.a., Defined Benefit Pension Plan). The selected firm will also serve as trustee of the Fund.

The Town received four qualified responses. Based on the recommendation of Fiducient Advisors, and with the agreement of the Town Manager, Finance Director and HR Director, this motion requests Webster Bank be appointed as trustee and custodian of the Fund. While Webster provided a higher asset based and lump sum fee, the other three bidders included a much higher minimum fee that made Webster the lowest cost respondent.

**Funding:**

The cost of the custodian/trustee will be funded from plan assets.

**Action Needed:**

Move to appoint Webster Bank, N.A. as custodian and trustee of the Town of Berlin Police Benefit Fund and authorize the Town Manager to sign all documents necessary to execute such agreement, pending review by legal counsel.

**Attachments:**

Fiducient Advisors Custody Review  
Draft Webster Bank Trust Agreement

**Prepared By:**

Kevin Delaney, Finance Director



## ESTABLISHMENT OF TRUST AGREEMENT

1.2 The Trustee shall hold, manage, invest, reinvest and otherwise administer the Trust Fund pursuant to the terms of this Trust Agreement. The Trustee shall be responsible only for assets and contributions actually received by it hereunder. The Trustee shall have no duty or authority to ascertain whether any contributions should be made to it pursuant to the Plan or to bring any action or proceeding to enforce any obligation to make any such contributions.

**ARTICLE II.**  
**DUTIES AND POWERS OF THE TOWN AND TOWN COUNCIL**

2.1 The Town shall provide the Trustee with a certified copy of the Plan and all amendments thereto and of the resolutions of the Town Council of the Town of Berlin (the "Town Council") approving the Plan and all amendments thereto, simultaneously with the execution of this Agreement or promptly upon their adoption, whichever is earlier. After the execution of this Trust Agreement, the Town shall promptly file with the Trustee a certified list of names, specimen signatures and titles of any persons properly designated and authorized, and a certified copy of the resolutions of the Town Council so designating and authorizing such persons, to exercise any discretionary authority, responsibility or control in the management or administration of any Plan or the Trust Fund or to render any investment advice for a fee or other compensation. The Town shall promptly notify the Trustee of the addition or deletion of any person's name to or from such list, respectively. Until receipt by the Trustee of notice that any person is no longer authorized so to act, the Trustee may continue to rely on the authority of such person. All certifications, notices and directions by any such person or persons to the Trustee shall be in writing signed by such person or persons, and the Trustee may rely on any such certification, notice or direction purporting to have been signed by or on behalf of such person or persons that the Trustee believes to have been signed thereby. The Trustee may rely on any certification, action or direction of the Town that the Trustee believes to have been signed by a duly authorized official or agent of the Town.

2.2 The Town or its agents shall be responsible for keeping accurate books and records with respect to the employees of the Town, their compensation and their rights and interests in the Trust Fund.

**ARTICLE III.**  
**DUTIES AND POWERS OF THE TRUSTEE**

3.1 The Trustee shall discharge its duties hereunder in accordance with directions provided by the Town or an investment manager hereunder and with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

3.2 The Trustee shall have the following powers:

(a) At the direction of the Town, or at the direction of an investment manager under paragraph 3.3, to purchase or subscribe for and invest in any securities, but not including any securities of the Trustee or any affiliate of the Trustee, and to retain any such securities in the Trust Fund. Without in any way intending to limit the generality of the foregoing, the said term "securities" shall be deemed to include common and preferred stocks, mortgage, debentures, mutual funds, bonds, notes or other evidences of indebtedness, and other forms of securities, including those issued by the Town or employees participating under the Plan; provided, however, that no stock, securities or evidence of indebtedness of said Town or employees shall be acquired by or held in the Trust Fund unless such acquisition or investment would constitute a permissible



transaction into which the Trust Fund may enter under the terms of the Plan and applicable law, as the same may be amended from time to time. The Trustee is authorized to invest and reinvest all or a portion of the Trust Fund in shares of any open-ended investment fund, including but not limited to, any such fund which is managed by an affiliate of the Trustee.

(b) To deal with all or any part of the Trust Fund; and at the direction of the Town or an investment manager, to acquire any property by purchase, subscription, lease, or other manner, to sell for cash or on credit, convey, lease for long or short terms, or convert, redeem, or exchange all or any part of the Trust Fund; to hold part of the Trust Fund uninvested or in savings accounts or certificates of deposit offered by the Trustee or in money market funds managed by the Trustee or an affiliate of the Trustee.

(c) At the direction of the Town or an investment manager, to vote, or give proxies to vote, any stock or other security, and to waive notice of meetings, to oppose, participate in, and consent to the reorganization, merger, consolidation, or readjustment of the finances of any enterprises, assessments and expenses in connection therewith and to deposit securities under deposit agreements.

(d) To register any investment held in the Trust in its own name or in the name of its nominee, or to hold any investment in bearer form, but the books and records of the Trustee shall at all times show that all such investments are part of the Trust.

(e) To make, execute, acknowledge and deliver any and all documents, deeds and conveyances, and any and all other instruments necessary or appropriate to carry out the powers herein granted.

(f) At the direction of the Town, to combine part or all of the Trust Fund, upon the written direction of the Town, for investment purposes with other funds held under pension or profit sharing or other plans or trusts which are qualified within the meaning of and exempt from tax under the applicable revenue laws or statutes of the United States of America, whether now existing or hereafter enacted, and permitted by existing or future rulings of the United States Treasury Department to pool their respective funds in a Group Trust; provided that the provisions of such are specifically adopted by the Town and the Trustee as a part of this Trust Agreement. Any such Group Trust may be specifically designated for investment in guaranteed investment contracts (a "GIC Fund").

(g) At the direction of the Town, to enforce by suit or otherwise, or to waive its rights on behalf of the Trust Fund, and to defend claims asserted against it or the Trust Fund; and to compromise, adjust and settle any and all claims against or in favor of it or the Trust Fund.

(h) At the direction of the Town, to renew, extend, or foreclose any mortgage or other security, to bid in property on foreclosure; to take deeds in lieu of foreclosure, with or without paying a consideration therefor.

(i) To employ agents necessary for the operation of the Trust and to request the advice and assistance of counsel, including counsel for the Town, or other counsel designated by the Town Council or by the Trustee with the approval of the Town Council, and to pay the expense thereof from the Trust Fund.

(j) In the event that the Town authorizes the transfer of all or a portion of the assets of the Trust to an insurance company, to enter into and execute on behalf of the Trust all such documents and instruments necessary or appropriate to carry out such transfer.

(k) To do all such other acts, execute all such other instruments and take such other proceedings and exercise all such other privileges and rights with relation to any asset constituting a part of the Trust as are necessary to carry out the purpose of the Trust.

3.3 If (i) a registered investment adviser under the Investment Advisers Act of 1940, (ii) a bank, as defined in that Act, or (iii) an insurance company qualified to perform investment management services under the laws of more than one state is duly appointed an "Investment Manager" with respect to the Plan, with the power to direct the investment and reinvestment of all or part of the Trust Fund, the Investment Manager shall, unless its appointment provides otherwise, have the power to direct the Trustee in the exercise of the powers described in paragraph 3.2 hereof with respect to all or part of the Trust Fund, as the case may be, and the Trustee shall, upon receipt of a copy of the Investment Manager's appointment and written acknowledgment of such appointment, satisfactory in form to the Trustee, exercise such powers as directed in writing by the Investment Manager. The Trustee shall not be liable for any diminution in the value of the Trust Fund as a result of following any such direction or as a result of not exercising any such powers in the absence of any such direction.

3.4 The Town may from time to time direct the Trustee to invest in specific insurance contracts or arrangements. When acting pursuant to the direction of the Town, the Trustee shall not be liable for the making, retaining, or selling of any investment or reinvestment or for any loss to or diminution of the Trust Funds resulting from such making, retaining or selling.

3.5 No persons dealing with the Trustee shall be under any obligation to see to the proper application of any money paid or property delivered to the Trustee or to inquire into the Trustee's authority as to any transaction.

3.6 The Trustee shall distribute cash or property (and shall stop distributions) from the Trust Fund at such time or times, to such person or persons, including the Town Council as paying agent or a paying agent or agents designated by the Town Council, as the Town Council shall direct in writing. Any cash or property so distributed to any paying agent shall be held in trust by such payee until disbursed in accordance with the Plan. Upon written direction by the Town Council, the Trustee shall distribute that part of the Trust Fund specified in such direction to any other trust established for the purpose of funding benefits under the Plan or under any other plan, qualifying under Section 401(a) of the Code, established by the Town for the benefit of the participants in such Plan or their beneficiaries.

3.7 In directing the Trustee to make any distribution, the Town Council shall follow the provisions of the Plan, and, except as provided by paragraph 8.2, shall not direct that any payment be made, either during the existence of or upon the discontinuance of the Plan, that would cause any part of the Trust Fund to be used for or diverted to purposes other than the exclusive benefit of the participants in the Plan and their beneficiaries after defraying reasonable expenses of administering such Plan, pursuant to the provisions of the Plan. The preceding sentence shall not prohibit the return to the Town of a contribution to a Plan that is made by the Town under a mistake of fact within one year after the payment of the contribution. Any written direction of the Town Council shall constitute a certification that the distribution so directed is one that the Town Council is authorized to direct, and the Trustee need not make any further investigation. The Trustee shall not be liable for the proper application of any part of the Trust Fund if payments are made in accordance with the written directions of the Town Council as herein provided, nor shall the Trustee be responsible for the adequacy of the Trust Fund to meet and discharge any and all payments and liabilities under the Plan.

3.8 The Trustee may make any distribution required hereunder by mailing its check for the specified amount, or delivering the specified property, to the person to whom such distribution or payment is to be made, at such address as may have been last furnished to the Trustee by the Town Council, or if no such address shall have been furnished, to such person in care of the Town, or to the Town Council or (if as directed by the Town Council) by crediting the amount of such person or by transferring the funds to such person's account by bank or wire transfer as directed in writing by the Town Council.

#### **ARTICLE IV. LIMITATION OF THE TRUSTEE'S LIABILITY**

4.1 The Trustee shall be accountable only for funds actually received by it hereunder and shall have no duty or liability to determine that the amount of the funds received by it comply with the provisions of the Plan. The Trustee is a "directed Trustee" and shall not be liable for the investment or reinvestment of the Trust Fund in accordance with directions received from the Town. If the appointment of an Investment Manager or Managers is in effect, the Trustee shall not be liable for the acts or omissions of such Investment Manager or Managers, or be under an obligation to invest or otherwise manage the portion of Trust Fund which is subject to the management of such Investment Manager. If the Town has established a contract with an insurance company to carry out the purposes of the Plan, the Trustee shall not be liable for the acts or omissions of such insurance company, or be under an obligation to invest or otherwise manage the portion of the Trust Fund which is subject to the management of such insurance company.

4.2 Whenever the Trustee is required or authorized to take any action hereunder pursuant to any written direction or notice of the Town Council or the Town, the Trustee, acting in accordance with such direction or notice, shall not be responsible for the administration of such Plan or Trust, for the correctness of any payments or distributions from the Trust, or for any other action taken by the Trustee in accordance with such written direction or notice. Such direction or notice shall be sufficient protection to the Trustee if contained in a writing signed by the Town Council or such other person authorized to execute

documents on behalf of the Town Council, in the case of direction or notice required to be given by the Town Council, or by any officer of the Town, in the case of direction or notice required to be given by the Town.

4.3 The Town shall indemnify and hold the Trustee harmless for any liability, or reasonable expenses, including, without limitation, reasonable attorneys' fees, incurred by the Trustee with respect to holding, managing, investing, or otherwise administering the Trust Fund, other than by its negligence or willful misconduct.

4.4 No bond, surety or other security shall be required of the Trustee hereunder, provided that if such bond, surety or other security is obtained, the cost of such bond, surety or other security shall be an expense chargeable to the Trust.

#### **ARTICLE V. EXPENSES AND COMPENSATION**

5.1 The Trustee shall be paid such reasonable compensation as shall from time to time be agreed upon by the Trustee and the Town.

5.2 The Trustee shall notify the Town of all charges, taxes, assessments and expenses incurred in connection with the administration of the Trust. Unless paid by the Town, the compensation of the Trustee and all charges, taxes, assessments and expenses incurred in connection with the administration of the Trust shall be paid out of the Trust Fund and until paid shall constitute a charge upon said Fund. In addition, any expenses incurred in connection with the administration of the Plan shall, at the direction of the Town, be paid out of the Trust Fund.

5.3 This Trust is intended to constitute a Trust forming a part of the Plan for the exclusive benefit of the eligible employees of the Town and their beneficiaries in accordance with the provisions of the Code applying to exempt employees' trust, and until advised to the contrary, the Trustee may assume that this Trust is not taxable. The Trustee may, however, assume that any taxes assessed on or in respect of the Trust or its income are lawfully assessed unless the Town Council shall in writing advise the Trustee that in the opinion of counsel such taxes are or may be unlawfully assessed. In the event that the Town Council shall so advise the Trustee, the Town Council will contest the validity of such taxes in any manner deemed appropriate by the Town Council or its counsel but at the expense of the Town, and the Trustee agrees to execute any documents, instruments, claims and petitions required of the Trustee in the opinion of the Town Council or its counsel for the refund, abatement, reduction or elimination of any such taxes.

#### **ARTICLE VI. SUBSTITUTION AND SUCCESSION OF THE TRUSTEE**

6.1 The Trustee may resign at any time by giving written notice to the Town. Such resignation shall become effective thirty (30) days thereafter or upon the appointment of a successor Trustee, whichever occurs first. In the event a successor Trustee is not appointed within thirty (30) days, the Trustee may turn over the assets of the Trust to the Town Council as successor Trustee. The Town may remove the Trustee by giving thirty (30) days written

notice to the Trustee of such intent to remove, and by then giving written notice of the appointment of a successor Trustee. The removal shall become effective upon acceptance of the trusteeship by the successor Trustee. Each successor Trustee under this Trust shall be appointed in writing by the Town and shall accept the Trust in writing by executing this Trust or an Adoption Agreement. Such successor Trustee shall become vested with any estate, property, right, power and duty of the predecessor Trustee hereunder with like effect, as if originally named Trustee. No successor Trustee shall be liable for any act or failure of any predecessor Trustee, and with the approval of the Town Council, a successor Trustee may accept the account rendered and the property delivered to it by the predecessor Trustee without in so doing incurring any liability or responsibility with respect to acts of default, if any, of the predecessor Trustee.

6.2 Any corporation into which the Trustee may merge or with which it may consolidate, or any corporation resulting from any merger or consolidation to which the Trustee may be a party, shall be the successor of the Trustee hereunder, without the execution or filing of any additional instrument or the performance of any further act.

## **ARTICLE VII. ACCOUNTING PROVISIONS**

7.1 The Trustee shall keep books of account that show all its receipts and disbursements hereunder. The books of account of the Trustee with respect to the Trust Fund shall be open to inspection by the Town Council or the Town, or their representatives, at all reasonable times during normal business course of the Trustee and may be audited by an independent certified public accountant engaged by the Town Council or Town.

7.2 Within a reasonable time after the close of each fiscal year, or of any termination of the duties of the Trustee hereunder, the Trustee shall prepare and deliver to the Town Council an account of its acts and transactions as Trustee during such fiscal year or during such period from the close of the last fiscal year to the termination of the Trustee's duties, respectively, including a statement of the then current value of the Trust Fund. Any such account shall be deemed accepted and approved by the Town Council, and the Trustee shall be relieved and discharged, as if such account had been settled and allowed by a judgment or decree of a court of competent jurisdiction, unless protested by written notice to the Trustee within sixty (60) days of receipt thereof by the Town Council.

7.3 The Trustee or the Town Council shall have the right to apply at any time to a court of competent jurisdiction for judicial settlement of any account of the Trustee not previously settled as herein provided or for the determination of any question of construction or for instructions. In any such action or proceeding it shall be necessary to join as parties only the Trustee and the Town Council (although the Trustee may also join such other parties as it may deem appropriate), and any judgment or decree entered therein shall be conclusive.

**ARTICLE VIII.  
AMENDMENT AND TERMINATION**

8.1 The Town has the right to amend, modify or terminate this Trust without the consent of any other person at any time or from time to time, upon notice thereof in writing delivered to the Trustee, provided, however that no alteration or amendment which affects the rights, duties or responsibilities of the Trustee may be made without the Trustee's written consent.

8.2 In the event of the termination of the Trust, the Trustee shall distribute the assets of the Trust in the manner directed by the Town Council in writing.

**ARTICLE IX.  
IMPOSSIBILITY OF DIVERSION OF FUND**

9.1 Except as otherwise specifically provided in the Plan, the Town shall have no beneficial interest in the Trust or any part thereunder, and notwithstanding anything to the contrary herein contained, it shall be impossible at any time prior to satisfaction of all liabilities with respect to eligible employees or their beneficiaries, for any part of the Trust to be used for or directed to purposes other than for the exclusive benefit of the eligible employees under the Plan or their beneficiaries or for the payment of administrative expenses or taxes upon the Trust in accordance with Article V.

**ARTICLE X.  
CONSTRUCTION AND PAYMENT**

10.1 The Trust shall be construed and administered according to the laws of the State of Connecticut. In any question of interpretation or other matter of doubt, the Trustees may rely upon the opinion of counsel for the Town or Town Council or any other attorney at law designated by the Town with approval of the Trustee.

10.2 No person having any present or future interest in the Trust shall have any right to assign, transfer, encumber, commute or anticipate his payment under this Trust and such payment shall not in any way be subject to any legal process or levy of execution upon, or attachment or garnishment proceeding against, the same for the payment of any claim against any person having an interest hereunder, nor shall such payment be subject to the jurisdiction of any bankruptcy court or insolvency proceedings; provided, however, that the rule just stated shall not apply in the case of a "qualified domestic relations order" as defined in Section 414(p) of the Code.

**ARTICLE XI.  
MISCELLANEOUS**

11.1 The titles to the Articles in this Trust Agreement are included for convenience of reference only and are not to be used in interpreting this Trust Agreement.

11.2 Neither the gender nor the number (singular or plural) of any word shall be construed to exclude another gender or number when a different gender or number would be appropriate.

11.3 This Trust Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which shall together constitute only one Trust Agreement.

11.4 Communications to the Trustee shall be sent to the Trustee's principal office or to such other address as the Trustee may specify in writing. No communication shall be binding upon the Trustee until it is received by the Trustee. Communications to the Town Council or the Town shall be sent to the Town's principal office or to such other address as the Town may specify in writing.

11.5 In the event that any provisions of this Trust Agreement shall be held illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this Trust Agreement, but this Trust Agreement shall be construed and enforced as if said illegal and invalid provisions had never been inserted herein or therein.

IN WITNESS WHEREOF, the Town and the Trustee have caused this instrument to be executed this \_\_\_\_ day of \_\_\_\_\_, 2012.

TOWN:

\_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Type Name of Officer)

TRUSTEE:

WEBSTER BANK, N.A.

By: \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Type Name of Officer)





# Town of Berlin Police Pension

## Custody Review – August 2023



## Disclosure

*This report is intended for the exclusive use of clients or prospective clients of Fiducient Advisors. The information contained herein is intended for the recipient, is confidential and may not be disseminated or distributed to any other person without the prior approval of Fiducient Advisors. Any dissemination or distribution is strictly prohibited. Information has been obtained from a variety of sources believed to be reliable though not independently verified. Any forecasts represent future expectations and actual returns; volatilities and correlations will differ from forecasts. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney and accountant, as appropriate, regarding specific advice. Past performance does not indicate future performance and there is a possibility of a loss.*





# Custody Review



## Pricing Review – Custody

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- ❑ Vendors submitted proposals based on total assets of approximately \$3 million
  - Pricing depends on the account structure of the plan:
    - Number of accounts
    - Number of outside assets
    - Number of lump sum payments
  - The Town of Berlin Police Pension will be comprised of one account, invested in all mutual funds, with periodic lump sum payments, which will minimize custodial costs.

# Firm Overviews – Traditional Custody

Firm Name	Overview
<b>US Bank</b>	<p>U.S. Bank was founded in 1863 and has the second oldest active national bank charter in the U.S. and has been providing trust and custody services for institutional clients for over 100 years. The firm is headquartered in Minneapolis with the Institutional Trust and Custody division in Milwaukee, Wisconsin. U.S. Bancorp is the parent company and is publicly owned (NYSE:USB). In 2012, the firm acquired Union Bank's trust, labor management and RIA custody businesses. Approximately 65% of U.S. Bank's clients have assets below \$50 million.</p>
<b>Webster Bank</b>	<p>Webster Bank was founded in 1935 by Harold Webster Smith in Waterbury, Connecticut, where their corporate headquarters remains today. Webster Private Bank (WPB), is the trust, investment management and private banking division of Webster Bank. As a trust division of Webster Bank, WPB is regulated by the Office of the Comptroller of the Currency. Approximately \$700 million or 40% of total assets under management and administration is dedicated to institutional retirement plans and non-profit clients.</p>
<b>Principal</b>	<p>Principal was founded in 1879 and chartered as a trust company in 1977. The firm is headquartered in Des Moines, IA and has a worldwide presence in the trust and custody space. Their median client size by assets is \$30.5 million. While the main Service Centers are located in Minnesota and Texas, there are offices in several other locations across the United States. They have over 5,000 employees within the Retirement and Income Solutions group, which includes Trust and Custody Solutions.</p>
<b>Wilmington Trust</b>	<p>Wilmington Trust was founded in 1903 serving successful individuals, families, and businesses for generations. With its acquisition by M&amp;T Bank Coportation in 2011, Wilmington Trust joined a company with a long and distinguished history of financial stability, commitment to its clients, shareholders, and community. Wilmington Trust has approximately \$150 billion in custody assets, and of that \$150 billion, qualified and non-qualified retirement plans make up more than \$43 billion between 918 plans.</p>



## Custody Review - Pricing

Custodian	Asset Based Fee	Minimum	Lump Sum Fee	Estimated Annual Base Fee*
US Bank	2 basis points	\$15,000	\$10/per	\$15,000
Webster Bank	13 basis points	\$4,000	\$30/per	\$4,000
Principal	10 basis points	\$15,000	\$25/per	\$15,000
Wilmington Trust	3.5 basis points	\$15,000	\$10/per	\$15,000

\*Based on a market value of \$3,000,000, one account, invested in all mutual funds. Estimate does not include transaction costs.

Disclaimer: Fiducient Advisors L.L.C. is not a custodian. Any related analysis on custody providers has been prepared solely for informational purposes and should not be considered an endorsement, solicitation, or an offer to engage in the services of a custodian. Fiducient's clients make the final decision with regards to the selection of a custodian. Fiducient Advisors shall not be liable for any direct or indirect damages arising out of, resulting from, or in any way connected with the custody of your investment portfolio(s).



## Disclosure

The historical performance information derived from the Frontier Engineer and used or presented in charts, tables, or graphs represent simulated historical performance, which has been derived by retroactively applying an asset allocation modeling process in its most recently developed form with its most recently derived ten-year (forward-looking) capital market assumptions. Such historical return simulations (or back testing) was performed by simulating the combination of actual index returns for the historical period with a buy and hold strategy effective January 1, 1988 through the most recently available month-end date with simulated rebalancing occurring every month-end (with the reinvestment of dividends and capital gains from each index).

Back tested performance is hypothetical and does not reflect actual trades or actual client performance. As with all models, there are inherent limitations which are derived from the retroactive application developed with the benefit of hindsight, including the risk that certain factors such as material economic and market conditions could have contributed to materially different (either higher or lower) performance results than those depicted, or that certain material factors may have been included or excluded from consideration. As such, actual results during the applicable back tested period would have been different than those depicted.

The asset allocation modeling process currently used was initially developed in 2002, and was not offered as a strategy prior to that time. The output of a forward-looking model (or process) is a representation of allocation percentages among specific asset classes. Clients cannot invest directly in a target allocation, but rather, in underlying securities within designated asset classes. Advisor may change its models from time to time, and regularly updates its model as additional capital market assumption information becomes available or to increase or decrease relative weightings or emphasis on certain factors. Consequently, the Advisor may choose to deviate from a stated model over time as the model itself is revised, which could have a materially positive or negative impact on performance.

During the period represented, numerous modelling changes were made, including the regular changes in (ten-year) forward-looking expected returns, expected volatilities, expected non-normal return distribution assumptions, as well as tracking-error assumptions and risk budgets. Furthermore, such assumptions can be modified client-by-client depending on certain preferences, priorities, constraints or unique considerations applicable to each client.

Other economic and market factors may have impacted decision-making when using the model to manage client funds, including the list of approved asset classes by a client or client type as well as any client-directed or Advisor implemented constraints.

All investments bear the risk of loss, including the loss of principal. Past performance, actual or hypothetical, is no guarantee of future results.

The returns displayed on the preceding pages are gross of fees. Actual performance would be reduced by investment advisory fees and other expenses that may be incurred in the management of the client's portfolio. The collection of fees produces a compounding effect on the total rate of return net of management fees. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be \$5,228 in the first year, and cumulative effects of \$30,342 over five years and \$73,826 over ten years. Additional information on advisory fees charged by Fiducient Advisors are described in Part 2 of the Form ADV.



## Disclosure

### INDEX DEFINITIONS

**FTSE Treasury Bill 3 Month** measures return equivalents of yield averages and are not marked to market. It is an average of the last three three-month Treasury bill month-end rates.

**Bloomberg Barclays Capital US Treasury Inflation Protected Securities Index** consists of Inflation-Protection securities issued by the U.S. Treasury.

**Bloomberg Barclays Muni 5 Year Index** is the 5 year (4-6) component of the Municipal Bond index.

**Bloomberg Barclays High Yield Municipal Bond Index** covers the universe of fixed rate, non-investment grade debt.

**Bloomberg Barclays U.S. Aggregate Index** covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.

**FTSE World Government Bond Index (WGBI) (Unhedged)** provides a broad benchmark for the global sovereign fixed income market by measuring the performance of fixed-rate, local currency, investment-grade sovereign debt from over 20 countries.

**FTSE World Government Bond Index (WGBI) (Hedged)** is designed to represent the FTSE WGBI without the impact of local currency exchange rate fluctuations.

**Bloomberg Barclays US Corporate High Yield TR USD** covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.

**JP Morgan Government Bond Index-Emerging Market Index (GBI-EMI)** is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.

**JPMorgan EMBI Global Diversified** is an unmanaged, market-capitalization weighted, total-return index tracking the traded market for U.S.-dollar-denominated Brady bonds, Eurobonds, traded loans, and local market debt instruments issued by sovereign and quasi-sovereign entities.

**MSCI ACWI** is designed to represent performance of the full opportunity set of large- and mid-cap stocks across multiple developed and emerging markets, including cross-market tax incentives.

**The S&P 500** is a capitalization-weighted index designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.

**Russell 3000** is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.

**Russell Mid Cap** measures the performance of the 800 smallest companies in the Russell 1000 Index.

**Russell 2000** consists of the 2,000 smallest U.S. companies in the Russell 3000 index.

**MSCI EAFE** is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

**MSCI Emerging Markets** captures large and mid-cap representation across Emerging Markets countries. The index covers approximately 85% of the free-float adjusted market capitalization in each country.

**The Wilshire US Real Estate Securities Index (Wilshire US RESI)** is comprised of publicly-traded real estate equity securities and designed to offer a market-based index that is more reflective of real estate held by pension funds.

**Alerian MLP Index** is a float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.

**Bloomberg Commodity Index (BCI)** is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.

**Treasury Inflation-Protected Securities (TIPS)** are Treasury bonds that are indexed to inflation to protect investors from the negative effects of rising prices. The principal value of TIPS rises as inflation rises.

**HFRI Fund of Funds Composite** is an equal-weighted index consisting of over 800 constituent hedge funds, including both domestic and offshore funds.

**Cambridge Associates U.S. Private Equity Index (67% Buyout vs. 33% Venture)** is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.

**HFN Hedge Fund Aggregate Average** is an equal weighted average of all hedge funds and CTA/managed futures products reporting to the HFN Database.

Constituents are aggregated from each of the HFN Strategy Specific Indices.

**Goldman Sachs Commodity Index (GSCI)** is a broadly diversified, unleveraged, long-only composite index of commodities that measures the performance of the commodity market.



**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 22, 2023

**SUBJECT:** Approval of Funding for Investigations and Related Work at Berlin High School for Slab Moisture Issues

**SUMMARY**

At its meeting on July 25, 2023, Town Council requested the Public Building Commission's (PBC) review and recommendations for on-going slab / groundwater issues in portions of the High School. After reviewing initial information and drawings provided by the Facilities Department, the PBC determined that several investigations will be needed, and requested Staff to obtain Town Council approval for funding in the amount of \$15,000. The PBC also directed Staff to compile additional information and historical drawings on existing utilities focused on the older (circa 1950's) section of the High School.

**FUNDING**

This project will be funded from Professional Services, Account No. 001.05.0507.0.53920.00000.

**ACTION NEEDED**

Move to authorize the Public Building Commission to contract with outside service providers to conduct investigations and related work on the Berlin High School slab/groundwater issues for an amount not to exceed \$15,000.00, as this is in the best interest of the Town.

**ATTACHMENTS**

Sufficiency of Funds

**PREPARED BY**

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

*MSA*





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 22-Aug-23

Purchase Item or Contract: Facilities/Public Building Commission		Requested by: M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Consulting support of BHS slab moisture review	\$15,000.00	\$15,000.00
			-
			-
			-
			-
TOTAL			\$15,000.00

Account No. 001.05.0507.0.53920.00000

Professional Services

Budgeted Amount..... \$50,000.00

Available balance..... \$48,098.55

Encumbrances to Date..... \$1,901.45

Amount Needed for This Package..... \$15,000.00

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$33,098.55

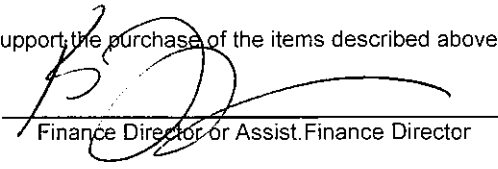
Is a budget change needed? ☐ Yes ☒ No

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



**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 25, 2023

**SUBJECT:** Four-year lease contract for two printers with Office Works, Inc.

**Summary of Agenda Item:**

The Berlin Peck Memorial Library would like permission to enter into a four-year lease with The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing. The library would own the printers at the end of four years and have the choice to keep them or lease new printers. The library has been having issues with our public printers for several years and spent an abundance of time troubleshooting and disappointing patrons by having the printers out of service frequently. The advantage of the lease for us will be the service and maintenance agreement. The total cost for both printers per month is \$137.90 (68.95 ea.) and that includes 1,500 black and white prints and 500 color prints each. The overage rate is .0138 for black and white prints and .062 for color prints. If there is no overage, the total cost per year will be \$1,654.80. Thus far in 2023 we spent \$912.99 in toner alone for one printer. The library has \$3,600 of uncommitted funds in the Copier account 001.25.2544.0.53903.00000 to fund this request.

**Funding:**

The library has \$3,600 of uncommitted funds in the Copier account number 001.25.2544.0.53903.00000 to fund this request.

**Action Needed:**

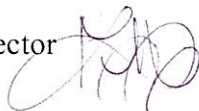
Move to schedule a Special Town Meeting at 6:45 pm on Tuesday, September 19, 2023, to approve a four-year lease agreement between the Berlin-Peck Memorial Library and The Office Works, Inc. for two Kyocera 6230cdn color printers to be used for public printing. The total cost for both printers per month is \$137.90 (68.95 ea.) or \$1,654.80 per year and that includes 1,500 black and white prints and 500 color prints each. The overage rate is .0138 for black and white prints and .062 for color prints.

**Attachments:**

Lease Agreement

**Prepared By:**

Kimberly McNally, Library Director









## MASTER MAINTENANCE AGREEMENT

The Office Works, Inc.  
Farmington Valley Corporate Park  
45 Corporate Avenue  
Plainville, CT 06062  
800-634-4810  
P: 860-793-9994 F: 860-793-9954  
www.theofficeworksinc.com

### BILLING INFORMATION

BILL TO Town of Berlin  
Address 240 Kensington Road  
City Berlin State CT Zip 06037  
Billing Contact Maryssa Tsois  
Billing E-mail mtsolis@berlinct.gov  
Billing Phone 860-828-7048  
Billing Fax \_\_\_\_\_

### EQUIPMENT LOCATION

SHIP TO Berlin Peck Memorial Library  
Address 234 Kensington Rd.  
City Berlin State CT Zip 06037  
Meter Contact Kimberly McNally  
Meter E-mail kmcnally@berlinpeck.org  
Meter Phone \_\_\_\_\_  
Meter Fax \_\_\_\_\_

## COVERAGE

ALL INCLUSIVE SERVICE MAINTENANCE AGREEMENT ☒ Includes labor, travel, parts & supplies. Excludes paper, staples and freight.

FULL SERVICE MAINTENANCE AGREEMENT ☐ Includes labor, travel and parts. Excludes supplies and freight.

Base Charge \$ 137.90

Billing Frequency M

\* A= annually, S= Semi-annually, Q= Quarterly, M= Monthly

Contract Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

2 KYOCERA 6230cdw

#### CPC FOR MFP COPIERS

Black Allowance \_\_\_\_\_  
Black Overage Rate \$ \_\_\_\_\_  
Color Allowance \_\_\_\_\_  
Color Overage Rate \$ \_\_\_\_\_

#### CPC FOR PRINTERS

Black Allowance 1,500  
Black Overage Rate \$ .0138  
Color Allowance 500  
Color Overage Rate \$ .062

Please note, state sales tax will be applied when applicable.

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT THE OFFICE WORKS, INC'S FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION. CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS; AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY THE OFFICE WORKS, INC.

### CUSTOMER AUTHORIZATION

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

At this time I decline Maintenance Agreement Coverage \_\_\_\_\_ Initials \_\_\_\_\_

### THE OFFICE WORKS, INC AUTHORIZATION

Authorized Signature \_\_\_\_\_

Title Sales Manager

Print Name Jon Centracchio

Date 8/22/2023

Corporate Office  
45 Corporate Avenue  
Plainville, CT 06062  
800-634-4810  
P: 860-793-9994 F: 860-793-9954  
www.theofficeworksinc.com



## SALES ORDER

Date 8/22/2023

PO # \_\_\_\_\_

BILL TO Town of Berlin  
Address 240 Kensington Road  
City Berlin State CT Zip 06037  
Billing Contact Kevin  
Billing Phone 860-828-7044

SHIP TO Berlin Peck Memorial Library  
Address 234 Kensington Rd.  
City Berlin State CT Zip 06037  
Ship To Contact Kimberly McNally  
Ship To Phone 860-828-7131

ITEM DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
Kyocera 6230CDN Color Printer	2		48 Month 1\$ Buyout Rental
			\$137.90

- 1) The Seller retains a security interest in all the equipment and supplies described in this Agreement until the purchase price is paid in full.  
2) In the event the Buyer makes default in payment the Buyer will be liable for the payment of any legal fees or costs incurred in sustaining or protecting the security interest or in enforcing the terms of the security agreement, and upon demand the Buyer agrees to make the equipment available to the Seller at a location to be determined by the Seller.  
3) If there is a third party associated with this transaction, the lessee shall abide by the terms of the lease agreement. The Office Works, Inc. shall in no way be held responsible if the lessee fails to fulfill any terms set forth in the associated lease agreement.

Returned Equipment	Make/Model	Equip. ID# & Serial Number	End Meter
Hard-drive Options Upon Equipment Removal	Remove & Replace _____	Erase _____	Ignore _____

### Notes / Provisions:

Includes delivery and install

Both printers become property of the Town of Berlin at the end of the 48 month agreement.

Please see maintenance contract for minimum prints.

### Customer Authorization

Authorized Signature \_\_\_\_\_

Print Name /Title \_\_\_\_\_

Date \_\_\_\_\_

### The Office Works, Inc. Authorization

Sales Rep  
Signature \_\_\_\_\_

Print Name Jon Centracchio

Date 8/22/2023

JTC

Sales Manager Approval



Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 29, 2023

**SUBJECT:** Donation from the Prince of Peace Lutheran Church

**Summary of Agenda Item:**

In the process of the liquidation of the assets of the Prince of Peace Lutheran Church, the Berlin Firefighters Benefit Association Inc. was selected to receive \$28,500. The fire departments leadership met and determined that the funds shall be divided equally between the four departments and used for the following items:

- Upgrades to apparatus bays, lighting, painting, protective gear lockers
- Class B uniforms
- Purchase of small items used in conjunction with FD responses

This agenda item is notification only

**Funding:**

None

**Action Needed:**

None

**Attachments:**

Donation letter from Prince of Peace Lutheran church

**Prepared By:**

Jim Simons, Fire Chief



7/10/2023

Berlin 4 Fire Departments FUND

Re: Prince of Peace Lutheran Church

Ladies and Gentlemen,

I write to you on behalf of Prince of Peace Lutheran Church, which, as you may be aware, ceased operations and sold its real estate earlier this year, after prayerful consideration of its future. As part of its winding up and plan for distribution of remaining assets to charitable, tax-exempt organizations, as required by law, I am pleased to inform you that your organization was selected by the members to be one of the recipients.

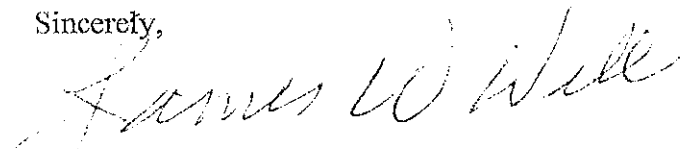
Enclosed find a check in the amount of the distribution to you determined by the Church.

Upon receipt of your distribution of assets, please return a copy of this letter, signed and dated below by the appropriate representative of your organization to certify your receipt of the funds. A stamped envelope has been enclosed for this purpose.

Should you or your counsel have any questions regarding this matter, please feel to contact me at your earliest convenience, as the church council is anxious to complete this final part of the closing process and complete distribution of the funds to the worthy charities and organizations which have been selected, as soon as possible.

On behalf of Prince of Peace Lutheran Church and its members, I appreciate your cooperation and am pleased that your organization is receiving some of the funds.

Sincerely,



James W. Wild, President



Agenda Item No. 6  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** July 17, 2023

**SUBJECT:** Approve the replacement of three (3) Highway Department dump truck bodies from "Freightliner of Hartford" utilizing CT DAS contract #15PSX0017.

**SUMMARY:**

Jim Simons, Fleet Manager, has identified a problem with (3) three Highway Department dump trucks. These trucks are used for snow/ice removal and road maintenance on town streets. The problem noted is extensive rust and corrosion on the dump body portion of the truck. The bodies are constructed out of carbon steel and are prone to this. Fleet Mechanics have attempted to address the problem but the rust is too extensive. All dump trucks purchased after 2009 are now equipped with Stainless Steel Bodies thus eliminating this issue. By changing the body material to stainless steel, maintenance costs are decreased and Staff will now have a suitable body for reusing/remounting when the trucks chassis are used up, saving money in the future.

Jim Simons is recommending the three rusted Dump Bodies be replaced with new Monroe Stainless Steel Bodies at a cost of \$82,521.72 each, utilizing CT DAS contract #15PSX0017. The estimate includes: new four-season dump body, new side dump and lifting cylinders, new material chute and spinner, LED warning and work lights, new hydraulic load cover, body access ladder, mounts for a shovel and wheel chocks, painting the underside of the body, and labor to do the complete job. See attached estimate.

Benefits of replacing the bodies:

- Elimination of corrosion problems with the current trucks
- Less man hours to maintain the trucks
- Three (3) new trucks would cost the town approximately \$720,000; body replacements cost \$250,566.
- Extending vehicle useful life out till 2035

Jim Simons is also requesting a contingency of just under 10% bringing the budget to re-body these truck to \$275,000.

**FUNDING:**

Funding (\$275,000) for the dump body replacements will be transferred from FY2023 Surplus into account 500.20.2037.0.54000.00023 Vehicle Overhaul/Rebuild; this transfer will need to be approved by the Town Council and Board of Finance.

**ACTION NEEDED:**

Move to approve the purchase and installation of three new dump bodies on Trucks #271, 327 and 328 from Freightliner of Hartford for a cost not to exceed \$275,000, utilizing CT DAS Contract #15PSX0017, pending approval of the FY23 surplus transfer by the Town Council and Board of Finance.

**ATTACHMENTS:**

Freightliner Estimate

**PREPARED BY:**

  
James Simons, Fleet Manager

---





222 Roberts Street  
Phone: 800-453-6967

East Hartford, CT 06108  
Fax: 860-610-6242

James Simons  
Town of Berlin  
27 Town Farm Lane  
Berlin CT.06037

March 30, 2023

**State Contract #15PSX0017**

We are Pleased to Estimate the Following : Rebody 10' All Season Trucks 271.327,328

- Remove and Dispose of Old Body
- **Install Monroe DTS 120-88-27, 304 Stainless Steel Body**
  - Body Capacity 6-7 Cubic Yards
  - Chain Conveyor Discharge System
  - Body 10' Length, 27" Sides (2 Vertical supports per Side) and 39" Tailgate
  - 24" 304 Stainless Steel Cab shield with 45-Degree Corners
  - The floor is 3/16" AR450
  - 7 Ga Hinged Air Close Tailgate with In Cab Switch, Tailgate Chain Covers
  - Side Board Pockets
  - Single Acting Main Hoist Cylinder
  - Side tip actuating cylinders are double acting 4" diameter with a 2" socatri plated rod
  - Material will be directed onto the spinner by a formed 10GA stainless steel chute
  - Spinner disc is 18" diameter molded poly with six fins
- Conspicuity & Safety Tape
- Collapsible Ladder
- Front and Rear Mudflaps with Anti-sail on Stainless Brackets
- Center Flap to Protect Brake Chambers
- Shovel Holder with Snap Pin
- Wheel Chock Holder
- Hydraulic Load Cover
- **LED Lighting System.** Whelen NEL1 Amber Strobe mounted on front corners of cab shield on 45 Degree Angle. Rear corner post Whelen LED Strobe,S/T/T& Reverse Lights in SS Box
- LED Spinner Light
- LED Load Light Recessed in Front Wall of Cabshield
- Underside of Body Painted Black
- Complete Package Installed & Operational

FOB: East Hartford, CT..... \$83,521.72 per truck

FINAL COST MAY VARY DUE TO UNFORSEEN PARTS AND LABOR REQUIRED TO COMPLETE INSTALLATION

**Pricing Valid for Orders Placed within 30 Days of Quotation.**

**All orders placed after 30 Days subject to manufacturer price increases at time of order**

**Options:**

- Sandblast and Paint Frame Rails Behind Cab.....Add \$2,900.00

Respectfully Submitted,

*Jim Uccello*

Jim Uccello  
Sales Consultant

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_





Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 21, 2023

**SUBJECT:** Establishment of a Plan of Conservation and Development Implementation Committee

**Summary of Agenda Item:**

The Planning and Zoning Commission adopted a new Plan of Conservation of Development (POCD) for the Town in June of 2023 and this Plan was endorsed by the Town Council. One of the recommendations of the Plan was to create a Plan of Conservation and Development Implementation Committee to monitor and report to the Town Council on progress on implementing the goals, strategies and actions contained in the Plan. The Implementation plan portion of the POCD identifies parties (primarily Town Boards and Commissions) that are given the responsibility to carry out the implementation of the recommendations of the POCD. In addition, the Town adopted an Affordable Housing Plan in May of 2022, and the recommendations of the Affordable Housing Plan are incorporated into the Plan of Conservation and Development both directly and by reference. Therefore, the Planning and Zoning Commission requests that the Town Council create a Plan of Conservation and Development Implementation Committee that would also monitor implementation of the Affordable Housing Plan with one representative from each of the following; the Planning and Zoning Commission, Economic Development Commission, Conservation Commission, Parks and Recreation Commission, Water Control Commission, Inland Wetlands and Watercourses Commission, Board of Finance, Zoning Board of Appeals, Historic District Commission, and Town Council. It is recommended that representatives be nominated by each of these bodies to the Town Council before its October 24 meeting and that the Town Council consider and appoint the Implementation Committee representatives after receiving such nominations. The Implementation Committee should meet quarterly and report back to the Town Council through the Town Manager, semi-annually. Staff services to the Implementation Committee shall be provided as directed by the Town Manager.

**Funding:**

No additional funding is required for the Implementation Committee.

**Actions Needed:**

Move to create a Plan of Conservation and Development Implementation Committee that would also monitor implementation of the Affordable Housing Plan with one representative from each the Planning and Zoning Commission, Economic Development Commission, Conservation Commission, Parks and Recreation Commission, Water Control Commission, Inland Wetlands and Watercourses Commission, Board of Finance, Zoning Board of Appeals, Historic District

Commission, and Town Council, that representatives be nominated by each of these bodies to the Town Council before its October 24 meeting and that the Town Council consider and appoint the Implementation Committee representatives after receiving such nominations.

**Attachments:**

None

**Prepared By:**

Maureen Giusti, Town Planner

Jim Mahoney, Economic Development Coordinator



Agenda Item No. 8  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** July 31, 2023

**SUBJECT:** Authorization for the Town Manager to Deed the Abandoned Section of the Wigwam Road Right of Way to the City of New Britain Water Department and to Retain a Right of Way for Emergency Vehicle Use and Public Access

**Summary of Agenda Item:**

The Town Council previously authorized the Town Manager to sign agreements needed to relocate the public right of way that was retained when the Town abandoned a portion of the former Wigwam Road to the City of New Britain Water Department. The City of New Britain is willing to relocate the right of way but it does not think that the area was properly deeded by the Town of Berlin to the City of New Britain Water Department, so it requests that the abandoned portion of Wigwam Road be properly deeded to the City of New Britain Water Department.

The background is that a portion of Wigwam Road which was abandoned by the Town in Berlin in 1985 and conveyed to the City of New Britain Water Department, as it owned the properties on both sides of the road, which extends from the north end of Sanctuary Lane to Ragged Mountain Preserve as described in Map 1915 titled Map Showing a Portion of Wigwam Road Abandonment, prepared by the Berlin Engineering Department was filed on the Berlin Land Records. No deed was filed to accompany Map 1915.

The action required is to do a referral to the Planning & Zoning Commission pursuant to 8-24 of the Connecticut General Statutes regarding the deeding of the abandoned portion of Wigwam Road to the City of New Britain Water Department, as it owned the properties on both sides of the road, which portion extends from the north end of Sanctuary Lane to Ragged Mountain Preserve and to again review the relocation of the right of way as depicted in a map titled "Relocation of Easement for Public Access And Emergency & Municipal Vehicle Access Along Former Wigwam Road" dated June 2023, scale 1"=300', prepared by New England GeoSystems.

**Action Needed:**

Move to make a referral to the Planning & Zoning Commission pursuant to 8-24 of the Connecticut General Statutes regarding the deeding of the abandoned portion of Wigwam Road to the City of New Britain Water Department, as it owned the properties on both sides of the road, which portion extends from the north end of Sanctuary Lane to Ragged Mountain Preserve and to again review the relocation of the right of way as depicted in a map titled "Relocation of Easement for Public

Access And Emergency & Municipal Vehicle Access Along Former Wigwam Road” dated June 2023, scale 1”=300’, prepared by New England GeoSystems.

**Attachments:**

1. Title Search.
2. Map showing the relocated path of public right of way.

**Prepared By:**

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

Invoice No. 7951

**T.A.P. Title Abstract Co.**  
50 Foote Hill Road  
Northford, CT 06472  
Tel/Fax (203) 484-4085  
Cell (203) 641-2952

To: Attorney Jeffrey Donofrio  
Ciulla & Donofrio, LLP  
127 Washington Avenue  
North Haven, CT

April 19, 2022

Re: City of New Britain  
0 Wigwam Road and  
0 Chamberlain Highway  
Berlin, CT

Town of Berlin

Examination Charge \$ 300.00



## SUMMARY SHEET

City of New Britain  
#0 Chamberlain Highway and  
#0 Wigwam Road  
Berlin, Connecticut

Through April 12, 2022 (Computer)

The land records disclose that property identified on Assessor's Map 13-2, Block 12, Lot 9 (0 Chamberlain Highway) and Assessor's Map 13-1, Block 10, Lot 52 (0 Wigwam Road) are owned by the City of New Britain. See partial copies of Assessor's Maps herewith.

The purpose of this search was to determine whether the Town of Berlin retained public access to the portion of Wigwam Road that runs between these two properties.

I followed via the computer the following names: City of New Britain, City of New Britain Board of Water Commission, Wigwam Road, Sanctuary Lane, Hart's Pond and the Town of Berlin from 1984 forward.

My research found recorded Map #1915 (see copy) which shows a section of Wigwam Road to be abandoned with rights retained by the Town of Berlin and Map #2852 (see copy) which shows the northern portion of Wigwam Road to be abandoned. The proposed streets on this map (Wigwam Road and Vineyard Drive) were conveyed to the Town of Berlin by the developer at Volume 451, Page 948 (see copy).

I found no recorded documents except for Map #1915 that gives the Town of Berlin public access through the abandoned portion of Wigwam Road that runs between the two parcels owned by the City of New Britain.

### NOTES:

1. See copies of Assessor's Maps and recorded maps found on file and noted above.
2. I followed the computer from January 1, 1984 to April 12, 2022, as indexed (by computer only).
3. THIS IS AN ABSTRACT OF TITLE AND NOT A TITLE OPINION. AS SUCH, IT RECITES WHAT THE LAND RECORDS DISCLOSE WITHOUT GIVING ADVICE OR OPINION AS TO THE LEGAL EFFECT OF WHAT HAS BEEN FOUND.

*THIS SEARCH IS CERTIFIED TO LAW OFFICES OF CIULLA & DONOFRIO*

*TAP Title Abstract Company*

By Terry Prusinski  
Terry Prusinski

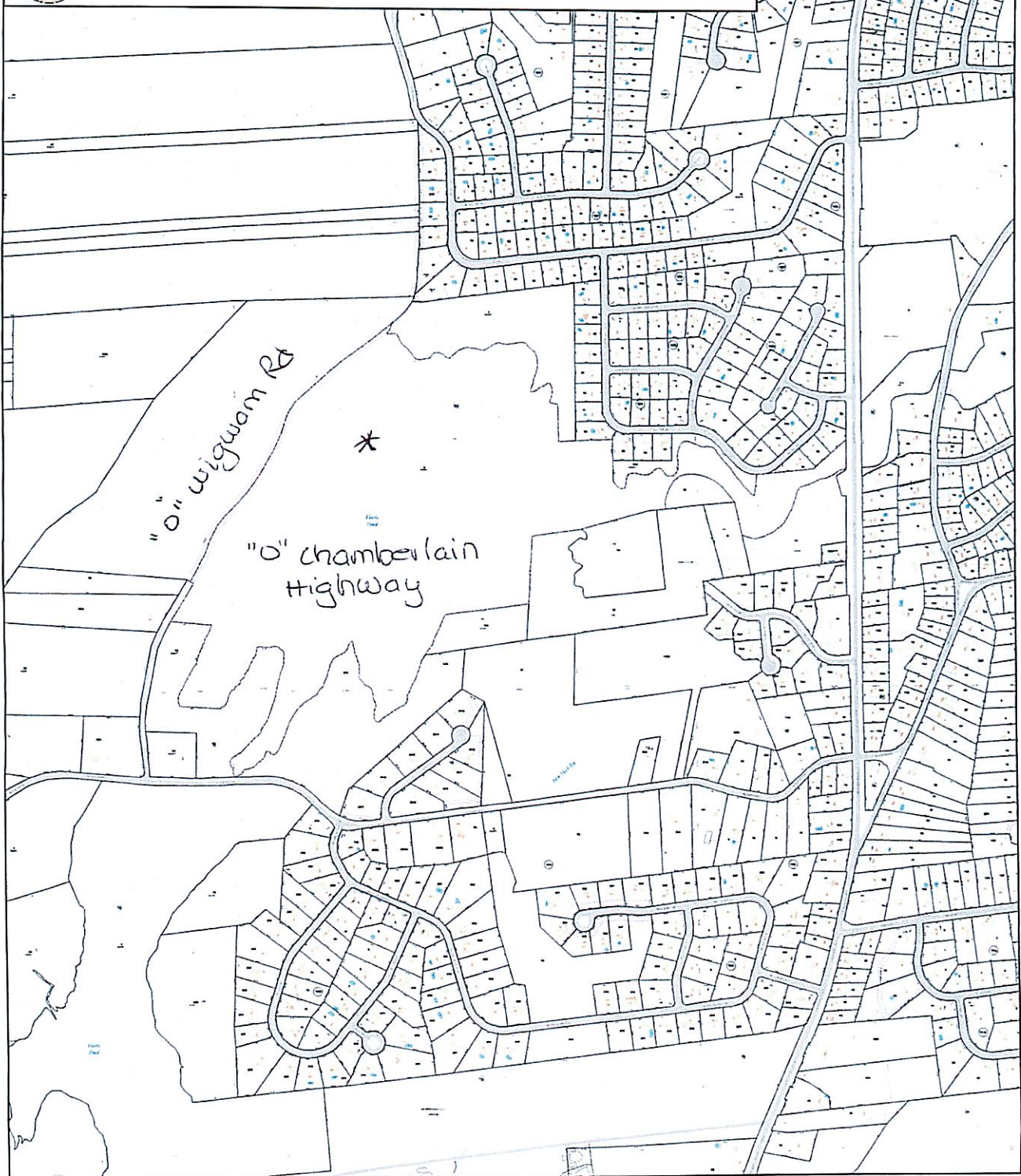




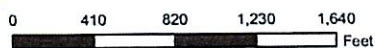
# Town of Berlin, Connecticut - Assessment Parcel Map

Parcel: 13-2-12-9

Address: 0 CHAMBERLAIN HWY



Approximate Scale: 1 Inch = 807 feet



Map Produced: February 2022

Disclaimer: This map is for informational purposes only. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.



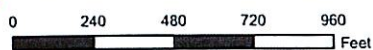
# Town of Berlin, Connecticut - Assessment Parcel Map

Parcel: 13-1-10-52

Address: 0 WIGWAM RD



Approximate Scale: 1 inch = 474 feet



Map Produced: February 2022

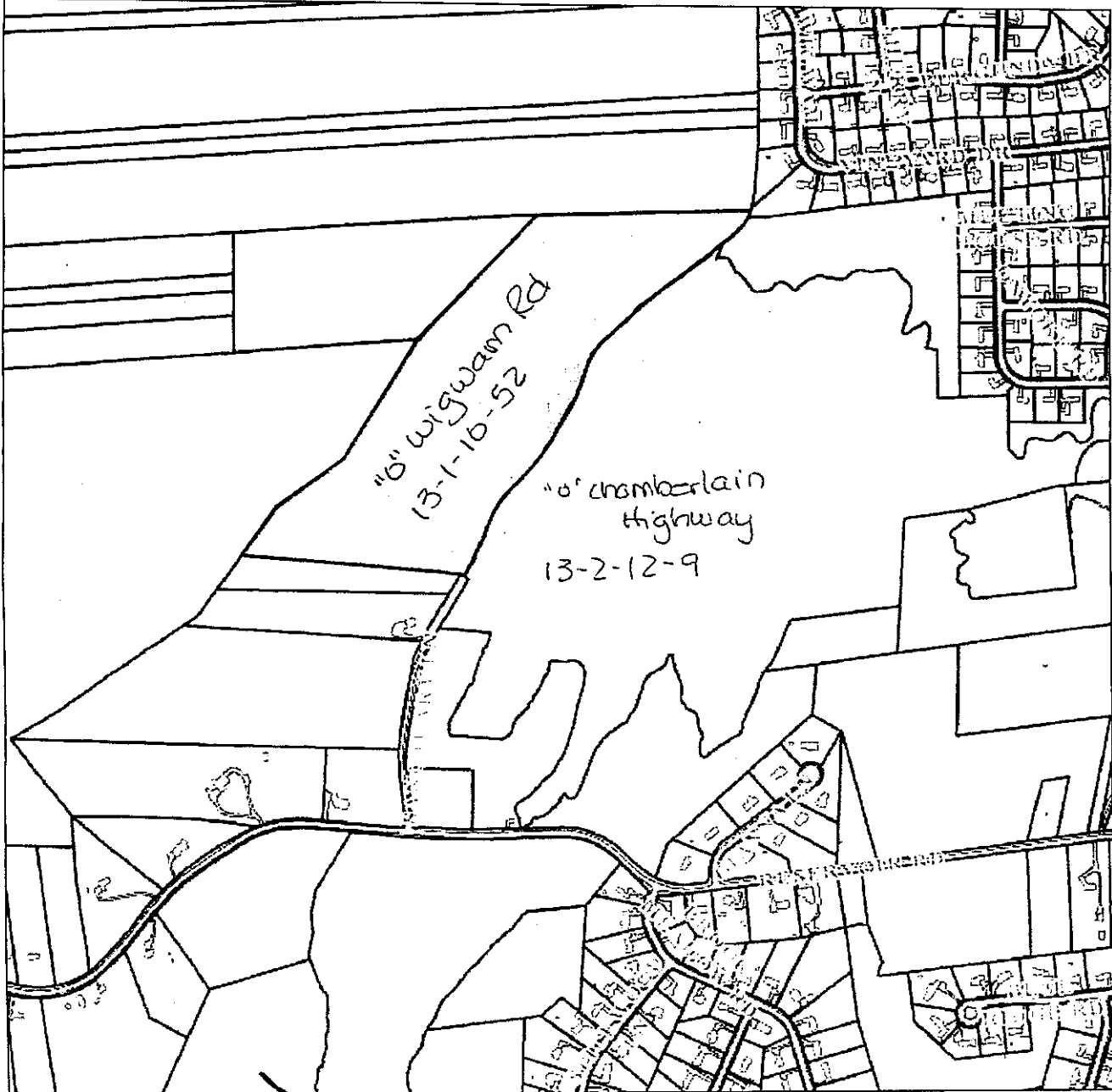
Disclaimer: This map is for informational purposes only. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.

# Town of Berlin

Geographic Information System (GIS)



Date Printed: 4/13/2022

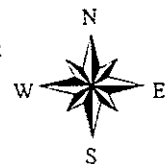


## **MAP DISCLAIMER - NOTICE OF LIABILITY**

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 800 feet

0 800  
Feet



I HEREBY CERTIFY THAT THIS REPORT IS A SUBSTANTIAL CORRECT  
AND IN ACCORDANCE WITH CLAUSE 12 OF THE STATE OF  
CONNECTICUT CODE ON PRACTICE AND ETHICS OF  
ACCURACY OF SURVEY AND MAPS.

Margaret 9/25/02  
SURVEYING REGISTERED 001139-0001

1915

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1

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**UNDER U.S.**  
**RECORDS ACT**

24	25
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100-441187

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Page 11

ESTO XAO  
A. V. M. C.

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5761

2010/07/20





VOL. 451 PAGE 0948

## STATUTORY FORM WARRANTY DEED

EARL H. WICKLUND, INC., a Connecticut corporation with its office and place of business in the Town of Berlin, County of Hartford and State of Connecticut, acting herein by its President, Earl H. Wicklund, hereinafter referred to as "Grantor" for NO CONSIDERATION paid, grants to THE TOWN OF BERLIN, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut, hereinafter "Grantee", a certain piece or parcel of land known as Vineyard Drive and Wigwam Road situated in the Town of Berlin, County of Hartford and State of Connecticut to be conveyed for highway purposes as shown on a map entitled "FINAL SUBDIVISION PLAN SECTION VII PROPOSED RESIDENTIAL SUBDIVISION VINEYARD ACRES PROPERTY TO BE DEVELOPED BY EARL H. WICKLUND, INC. PROPERTY LOCATED ON VINEYARD DRIVE, AND WIGWAM ROAD BERLIN, CONNECTICUT MAP PREPARED BY: MBA Engineering, Inc. Surveying and Engineering Services 211 New Britain Road, Suite 103 Kensington, Connecticut 06037 (203) 827-0222 JOB NUMBER 94152 SCALE 1"=40' DRAWN BY TAL CHECKED BY LJM DATE NOVEMBER 2, 1994 SHEET 1 OF 1" which map is on file as Map No. 2852 with the Berlin Town Clerk

Signed this 11th day of January, 2001.

Witnessed by:

Elaine McCarthy  
Elaine McCarthy  
Stephen J. Anderson  
Stephen J. Anderson

EARL H. WICKLUND, INC.

By Earl H. Wicklund  
Earl H. Wicklund, President

002610N/C

STATE OF CONNECTICUT  
COUNTY OF HARTFORD

SS: New Britain January 11, 2001

Personally appeared, before me, Earl H. Wicklund, President of Earl H. Wicklund, Inc., signer and sealer of the foregoing instrument who acknowledged the same to be his free act and deed and the free act and deed of the corporation.

Earl H. Wicklund  
Commencement of the Superior Court

\$-- Conveyance Tax Received  
\$-- State Conveyance Tax Recd.  
Joanne K. Wase  
Town Clerk of Berlin

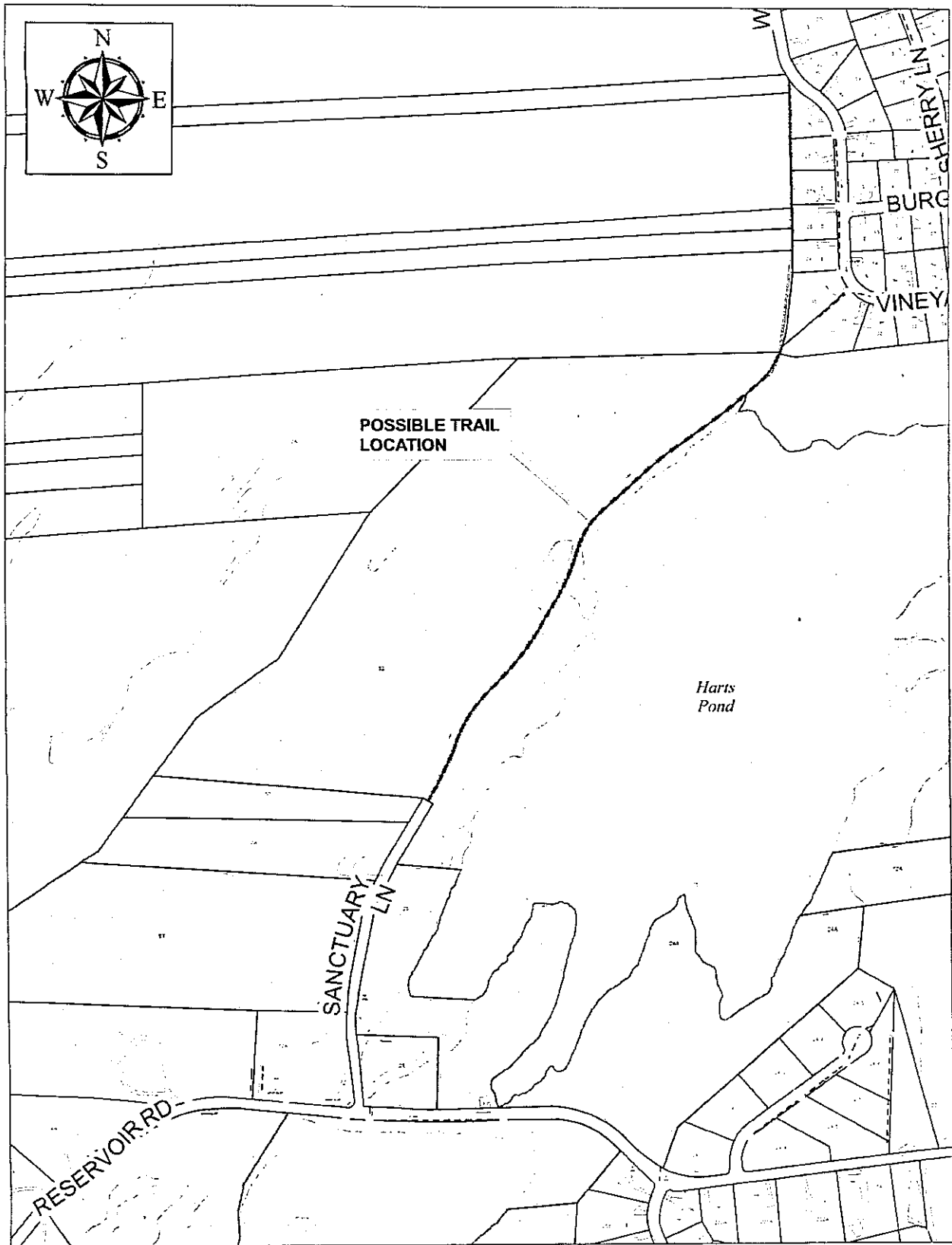
RECEIVED July 3, 2001  
AT 12 HR 12 MIN P.M.

AND RECORDED IN  
BERLIN LAND RECORDS

VOL. 451 PAGE 948

Joanne K. Wase  
TOWN CLERK

EXAM 2/1/01



Legend	
	Limit_Line_Trail
	Hydro_All
	PARCEL_ARCS_2021
	River Pathway

# **POSSIBLE TRAIL FROM SANCTUARY LN. TO VINEYARD DR.**





EXECUTIVE BOARD MINUTES

August 5, 1985

The meeting was called to order at 7:30 P.M. by Mayor Warren E. Kingsbury. Also in attendance were Deputy Mayors Robert A. Argazzi, Thomas W. Ward, Jr.

The Board discussed the abandonment of Wigwam Road of the Vineyard Acres development. Upon motion by Mr. Ward, seconded by Mr. Argazzi, it was voted to abandon a portion of Wigwam Road, from near lot 60, block 10, northerly to near Lot 2B, Block 12; and place this matter on the call of the TOWN MEETING.

MOTION CARRIED. UNANIMOUS.

Upon motion by Mr. Ward, seconded by Mr. Argazzi, it was voted to appoint Joseph Strattner to the Design Review Committee, effective immediately.

MOTION CARRIED. UNANIMOUS.

Upon motion by Mr. Ward, seconded by Mr. Argazzi, it was voted to appoint Susan Buckley to the Youth Service Advisory Board, effective immediately.

MOTION CARRIED. UNANIMOUS.

Upon motion by Mr. Argazzi, seconded by Mr. Ward, it was voted to place the matter of Zoning Board of Appeals appointee on the agenda.

MOTION CARRIED. UNANIMOUS.

Upon motion by Mr. Ward, seconded by Mr. Argazzi, it was voted to appoint Kevin Fitzgerald to the Zoning Board of Appeals, as an alternate; term to expire 3/31/90.

MOTION CARRIED. UNANIMOUS.

The Board discussed two bids -Fencing for the Senior Center and Roofing for the Golf Course equipment barn. However, they decided more information was needed before decisions were reached.

Upon motion by Mayor Kingsbury, seconded by Mr. Ward, it was voted to confirm the following telephone polls:

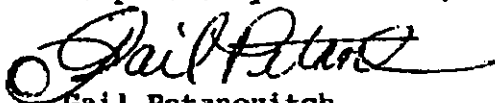
*Award of Hydraulic Backhoe @ \$2,500/week to Oleski Construction Inc.*

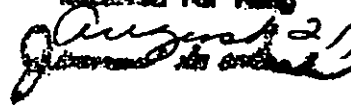
*Award of Bulldozer-Catapillar Model D-8 @ \$2,200/week to E. Aiudi & Sons, Inc.*

*Acceptance of the Mattabassett District's allocation of the capital costs associated with the expansion of the sewage treatment plant; Berlin to share 15% of such costs.*

The meeting was adjourned at 8:45 P.M.

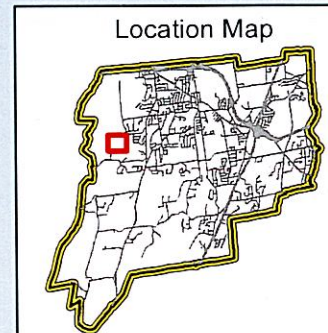
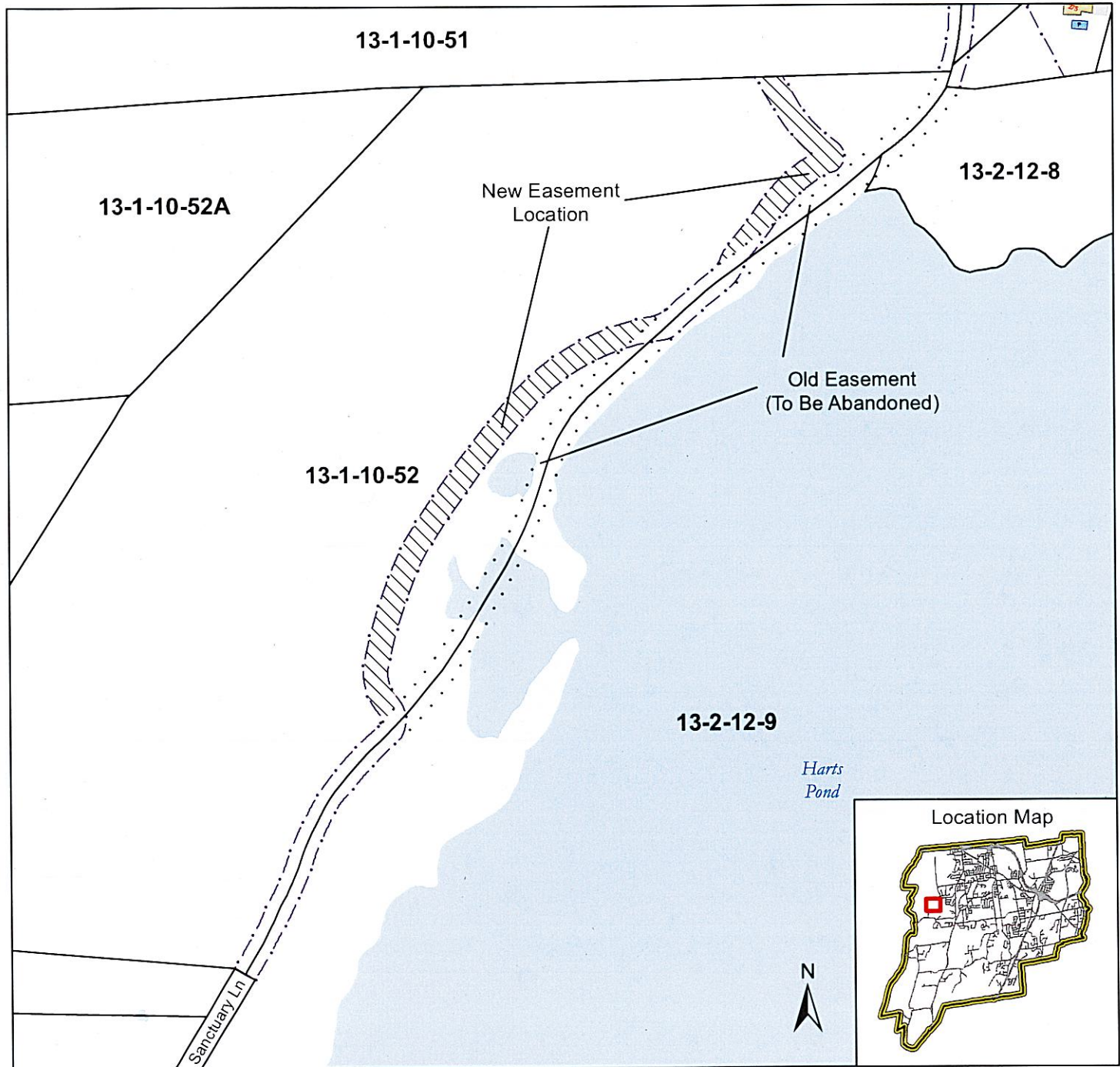
Respectfully submitted,

  
Gail Petanovitch  
Secretary

Received For Filing  
 21, 1985  
Town Clerk

# Relocation of Easement for Public Access And Emergency & Municipal Vehicle Access Along Former Wigwam Rd

Berlin, CT



Map Produced June 2023



1 inch = 300 feet

## DISCLAIMER:

THIS MAP IS PREPARED FOR THE INVENTORY OF REAL PROPERTY WITHIN THE TOWN OF BERLIN AND IS COMPILED FROM RECORDED DEEDS, PLATS, TAX MAPS, SURVEYS, PLANIMETRIC MAPS AND OTHER PUBLIC RECORDS AND DATA. USERS OF THIS MAP ARE HEREBY NOTIFIED THAT THE AFOREMENTIONED PUBLIC PRIMARY INFORMATION SOURCES SHOULD BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE TOWN OF BERLIN AND ITS MAPPING CONTRACTORS ASSUME NO LEGAL RESPONSIBILITY FOR THE INFORMATION CONTAINED HEREIN.


## 13-1-10-52 Map-Block-Lot

- 235 Address Number
- Parcels
- Easement
- New Easement
- Old Easement

- Driveways and Parking Lots
- Building
- Pools
- Paved or Unpaved Road
- Lake, Pond or River



**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** August 28, 2023

**SUBJECT:** Award of Bid No. 2024-01 for work related to the McGee Outdoor Classroom Project

**Summary of Agenda Item:**

The Board of Education contracted with AI Engineers of Middletown, CT utilizing the Town's on call services list to develop plans and specifications for work related to the sitework and installation of the outdoor pavilion classroom at McGee Middle School. The subject scope of work generally includes, but is not limited to, a.) the assembly, erection and installation of the prefabricated 24' x 30' steel pavilion purchased by the Board of Education, b.) the construction of a concrete pad for said pavilion, c.) the performance and construction of the site work associated with the approved site plan, including drainage work, electrical work, and the installation of an access sidewalk. The overall Project was previously approved by the Town Planning and Zoning Commission, and the purchase of the Pavilion and the construction of a perimeter guardrail was previously approved by the Town Council. The Project, once approved, is planned to be completed by late fall of 2023. The project was publicly bid as no. 2024-01 with one bid received in the amount of \$113,500 from Earth Contractors, of Berlin, CT. A scope review was conducted with the sole bidder, and they appear qualified and able to perform the work. The Board of Education is requesting a bid award to complete the remainder of the project.

**Funding:**

ARP IDEA 611: 00716.45.12.1201.5000.30.3300.00 (\$24,000), and the  
Choice Grant: 00706.61.20.3250.5000.40.7000.00 (\$89,500)


**Action Needed:**

Move to award bid no. 2024-01 to Earth Contractors, of Berlin, CT for an amount not to exceed \$113,500 for sitework, construction and associated work related to the outdoor classroom pavilion project at McGee Middle School.

**Attachments:**

Bid Results  
Plans and Specifications

**Prepared By:**

Jeffrey Cugno, Director of Operations, Berlin Public Schools 





ATTACHMENT A – PROPOSAL FORM

Bid # 2024-01

McGee Middle School Outdoor Classroom

PROPOSER'S FULL LEGAL NAME:

Earth Contractors of Berlin, CT

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Total Proposed Cost: \$ 113,500.00

extra - \$250 per pier inculted

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document compromising the RFP, unless an exception is described above.

Theodore Hrbiec Jr  
owner

Name and Title of Authorized Representative

[Signature]  
Signature of Representative, Duly Authorized

8/23/23

Date

860 8281677  
no fax

Phone # and Fax



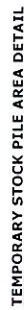


1. CONCRETE STRENGTH SHALL BE 4000 PSI @ 28 DAYS WITH MINIMUM 5% AIR.
2. CENTRAL PORTION OF THE BRIDGE SHALL BE 12' WIDE.
3. STEEL REINFORCING SHALL CONFORM TO ASTM A615 GRADE 60 AND SHALL BE EPOXY COATED.
4. ALL REINFORCING SHALL HAVE 2" MINIMUM COVER UNLESS DIMENSIONED OTHERWISE.
5. THE BRIDGE SHALL BE CONSTRUCTED TO MEET THE STANDARD SPECIFICATIONS FOR ROADS, BRIDGES, FACILITIES AND STANDARD SPECIFICATIONS FOR ROADS, BRIDGES, FACILITIES AND INCIDENTAL CONSTRUCTION FOR ROAD 2020.
6. THE BRIDGE SHALL BE 12' WIDE, LONG AND BEED ANY SOIL CONTAMINATION.

1. CONSTRUCT CONCRETE FOOTINGS AND SLAB FOR PAVILION
2. CONSTRUCT PERIMETER DRAIN AROUND PAVILION SLAB
3. CONSTRUCT SIDEWALK
4. ERECT PAVILION
5. INSTALL CONDUIT
6. PERFORM ELECTRICAL INSTALLATION AND CONNECTIONS
7. RESTORE SITE WITH FINISHED GRADING, LOAM AND SEED
8. REMOVE ALL SAFETY AND SEDIMENTATION FENCE



NOT TO SCALE



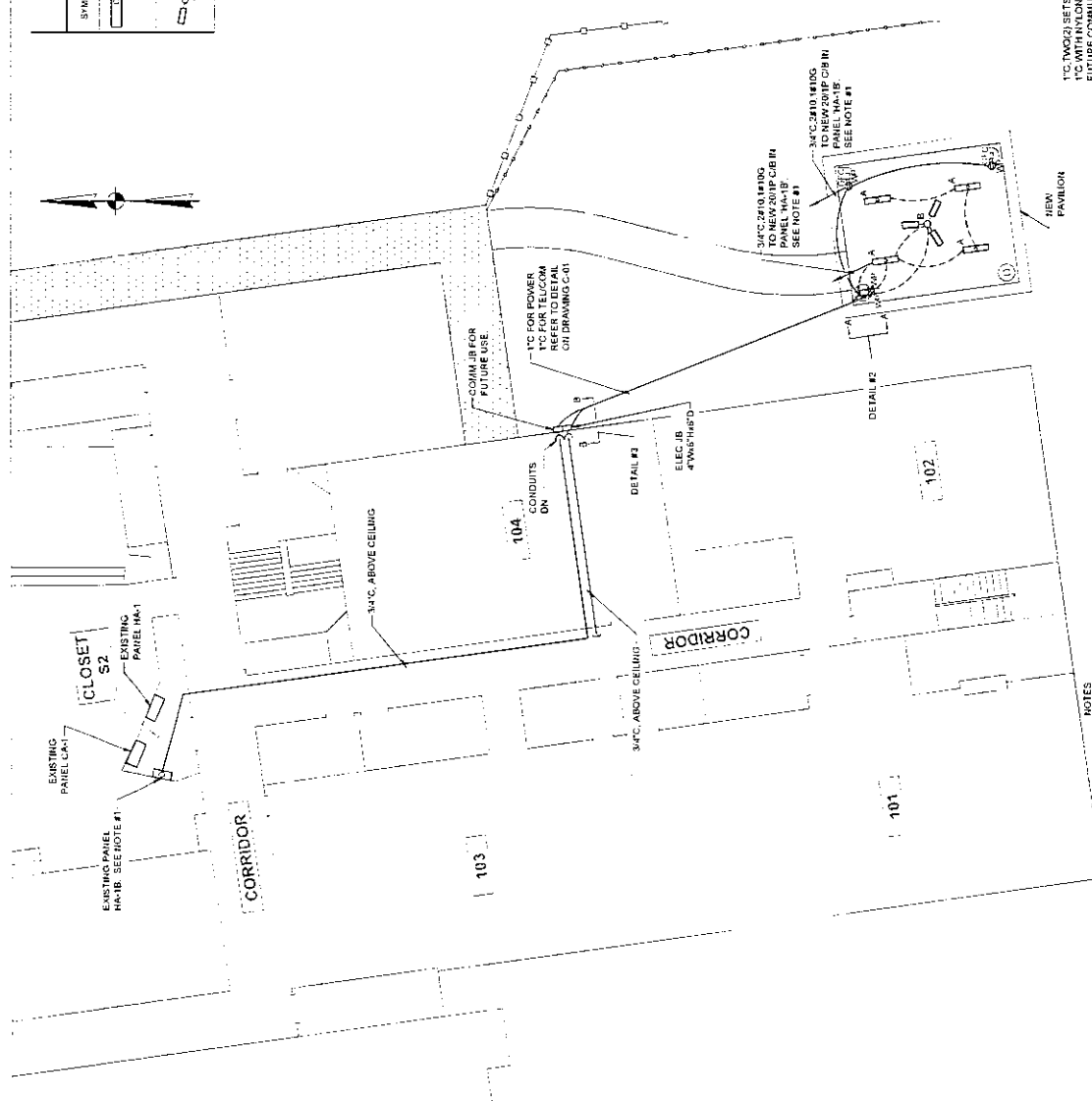
NOT TO SCALE



E: 3/4" DEEP CONTROL JOINTS SHALL BE PLACED EVERY 5 FEET OF WALK WITH FULL EXPANSION JOINTS PLACED EVERY 20 FEET.

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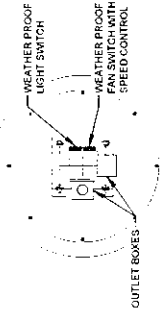




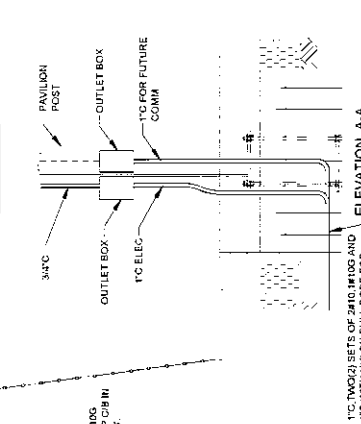
SYMBOL	TYPE	MANUFACTURER	CATALOG NO.	LUMENS	VOLTAGE	MOUNTING SURFACE	DESCRIPTION
	A	OSRAM	OSRAM 17.4-40W V-A-C	17.4-40W	120V/277V	SURFACE	OSRAM 17.4-40W V-A-C
	B	OSRAM	OSRAM 17.4-40W V-A-C	17.4-40W	120V/277V	SURFACE	OSRAM 17.4-40W V-A-C

ELECTRICAL SYMBOLS

	CONDUIT	CONDUIT
	JUNCTION BOX	JUNCTION BOX
	LIGHT FIXTURE	LIGHT FIXTURE
	CEILING FAN	CEILING FAN
	WEATHER PROOF SWITCH	WEATHER PROOF SWITCH
	WEATHER PROOF FAN SWITCH	WEATHER PROOF FAN SWITCH



ELEVATION A-A



3 JUNCTION BOXES MOUNTED ON POST A-A

NTS

3 EXTERIOR WALL PENETRATION DETAIL

NTS

1 PARTIAL SITE PLAN

SCALE: 1"=10'-0"



- NOTES:
1. PROVIDE NEW CIRCUIT BREAKER IF AVAILABLE SPACE OF PANEL "NA-1B" NEW CIRCUIT BREAKER AC RATING SHALL MATCH AND RATING OF EXISTING PANEL "NA-1B" (GE "A-SERIES" IF PANEL).
  2. PENETRATIONS OF FLOORS, WALLS AND CEILINGS FOR THE PASSAGE OF ELECTRICAL RACEWAYS SHALL BE PROPERLY SEALED SO AS TO MAINTAIN INTEGRITY, AND FIRE OR SMOKE RATING OF THE STRUCTURE.

		<b>McGEE MIDDLE SCHOOL</b> <b>OUTDOOR CLASSROOM</b>		<b>PRELIMINARY DESIGN REVIEW</b>	
PROJECT NO. 3718 DRAWING NO. E-01 SHEET NO. 1 OF 2		PROJECT TITLE ELECTRICAL SITE PLAN		PROJECT NO. 3718 DRAWING NO. E-01 SHEET NO. 1 OF 2	
SCALE AS NOTED		PROJECT NO. 3718 DRAWING NO. E-01 SHEET NO. 1 OF 2		PROJECT NO. 3718 DRAWING NO. E-01 SHEET NO. 1 OF 2	

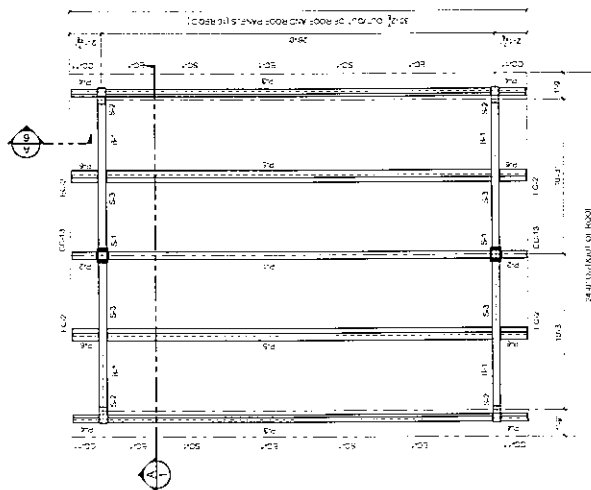
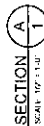


clear protective film must be removed as soon as possible after installation.



TYPE	PHI (3.1416)	SUBJECT	AREA
2	47.0759	43.3752	5.3617
2	30.4156	28.0752	2.3817
3	60.9155	56.0755	5.9717
3	47.0759	43.3752	5.3617
3	30.4156	28.0752	2.3817

## ESTIMATE THE SLICES FOR COMPONENTS & CLAIMS



## ROOF FRAMING PLAN

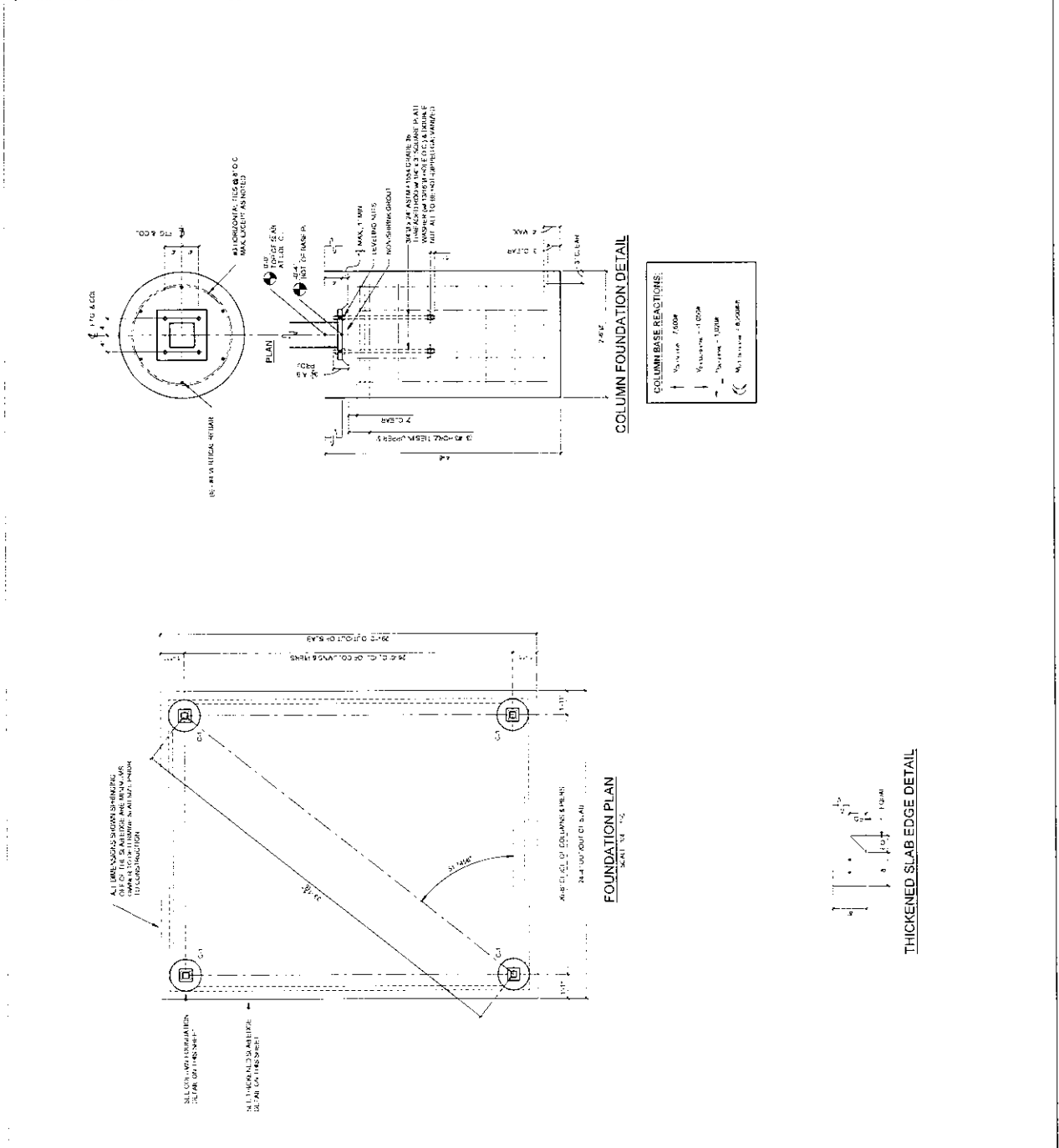
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**REFLECTOR MATE**

**DISCLAIMER:** THE INFORMATION CONTAINED HEREIN IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO BE USED FOR INVESTMENT OR TRADING PURPOSES. THE AUTHOR ASSUMES NO RESPONSIBILITY FOR ANY LOSSES OR DAMAGES INCURRED BY ANYONE ACTING ON THE BASIS OF THE INFORMATION CONTAINED HEREIN.

## RESEARCH NOTE

**SEE ME AT THE EXHIBITS FOR  
A FURTHER DISCUSSION OF THE  
ELECTION NOTE**









CC

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FIFTHROOM

Phone 888-293-2339  
Fax 724-444-5301

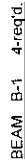
Phone 888-293-2339  
Fax 724-444-5301

www.fifth.com  
www.gazebodecorations.com

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www.gazebodecorations.com

TS-G2430-04  
BERLIN PUBLIC SCHOOLS (110076)  
BERLIN, CT

For a full list of the 100 most important books in the field, see the list of references at the end of the book.



COLUMN C-1 4-REQ'D





**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** August 25, 2023

**SUBJECT:** Reduction of HazPros contingency for the Willard HVAC project ACT Abatement

**Summary of Agenda Item:**

At the May 16, 2023, Town Council meeting, Council approved an estimate in the amount of \$161,062 which included prevailing wage and a 10 percent project contingency from HazPros, Inc. of West Hartford, CT for asbestos containing tile and mastic remediation, and clearance monitoring at Willard School for the HVAC project. The base contract work total was \$146,420 and the 10 percent project contingency total was \$14,642. All base contract work has been completed. Staff is requesting to reduce the previously approved contingency amount from 10 percent to 3 percent which will allow for additional owner contingency within the HVAC project. The 3 percent contingency will remain throughout the project should any unforeseen conditions be discovered or if any additional scope is requested of HazPros by the Owner, Construction Manager or Public Building Commission.

**Funding:**

500.35.3561.0.54000.00364

**Action Needed:**

Move to reduce the previously approved project contingency amount of ten percent down to three percent for HazPros, Inc. of West Hartford, CT for asbestos containing tile and mastic remediation and clearance testing at Willard School for the HVAC project and utilize the seven percent available contingency as additional Owners Contingency for the Willard School HVAC project.

**Attachments:**

None

**Prepared By:**

Douglas Solek, Director of Facilities





Central Conn Health District



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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2023 AUG 25 AM 9:55  
10'W/01'CT

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. Central St. Health District 2. \_\_\_\_\_

Name: Cynthia A. Mitchell Telephone No.: 860-250-4580

Home Address: 1005 Kensington Rd Berlin Number of years in Berlin: 8 yrs  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: peacocktailfeather@gmail.com

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

Educational Background (optional)

Recently retired UConn Health Center. 28 yrs  
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: PAST Protecting & educating staff  
There contract & services. Current: Berlin Rep. Town Committee

Tell us why you feel qualified for this appointment: By being on this committee I  
understand that the information we gather, for the town council to  
consider. It's very important for our Berlin residence in our Health District  
Can you think of any reason that a conflict of interest could arise if you were appointed? over

Signature: Cynthia A. Mitchell Date: Aug 25th 2023

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.

I AM Well-versed in The Healthcare Industry.  
I will commit to Traveling To Rocky Hill each month.  
And represent Berlin residence to the best of my ability.

Commission 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 for Persons With Disabilities 2. \_\_\_\_\_

Name: Wystan Ackerman Telephone No.: 860-685-8773

Home Address: 44 Whitney Lane Number of years in Berlin: 14  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: wackerman@rc.com

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


B.A. Bowdoin College; J.D. Columbia Law School  
Educational Background (optional)

partner (attorney), Robinson & Cole LLP, Hartford, CT  
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: previously served on Berlin Board of Ethics

Tell us why you feel qualified for this appointment: I am familiar with issues faced by persons with disabilities including multiple sclerosis.

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

Signature:  Date: 8/6/23

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.







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 Aging

2. \_\_\_\_\_

Name: C. Roger Moss, Jr.

Telephone No.: 860-987-7744

Home Address: 80 Brandegee Lane, Berlin, CT 06037

Number of years in Berlin: 25

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

Email Address: rogercrpa@yahoo.com

Are you a Registered Voter? Yes

Party Affiliation: Democrat ✓

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

BS - Springfield College, MS - Southern CT State University

Educational Background (optional)

Bankers Life, Insurance Agent, 100 Reserve Drive, Danbury, CT

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Youth Coach with Berlin Minutemen 22 years, Baseball, Soccer

Co-Chaired 2 years, Up All Night After Graduation Party, volunteer at various Town events

Tell us why you feel qualified for this appointment: I have 30 years of municipal government experience in the field of Parks, Recreation and Senior Services, My current job works with Seniors and Comprehensive Medicare Planning

Can you think of any reason that a conflict of interest could arise if you were appointed? I do not

Signature: \_\_\_\_\_

Date: 7/24/2023

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.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2023 JUL 28 AM 9:31

Kathy Gleason  
BERLIN CT





Mattabassett  
District

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. Mattabassett District 2. \_\_\_\_\_

Name: Joan S. Dunham Telephone No.: 203 410 9632

Home Address: 165 Oak Ridge Dr Number of years in Berlin: 25  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jk.dunham@comcast.net

Are you a Registered Voter? Y Party Affiliation: R  
(Note: To apply, you must be a Registered Voter in Berlin)

4 yrs College  
Educational Background (optional)

State of Ct. Dept. Transportation  
Present Employment (company/position/address) 2600 Brown Trk, Newington

Current and Past Civic/Community Involvement: Charter Revision, Public Building Commission

Tell us why you feel qualified for this appointment: Approved since 1999  
Company Board Chairman.

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

NONE  
Signature: [Signature] Date: 7/17/2023

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.



Mr. Christian Nicholas Rougeau

Town of Berlin | Generated 7/28/2023 @ 8:59 am by OnBoard2 - Powered by ClerkBase

Planning + Zoning  
Alternate

## Status

## Name

Mr. Christian Nicholas Rougeau

## Application Date

7/27/2023

## Expiration Date

7/27/2122

## Status

Received

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2023 JUL 28 AM 9:31

Kathryn H. H. H.

BERLIN, CT

Board	Vacancies	Status
Planning and Zoning Commission	1	Pending

## Basic Information

## Name

Mr. Christian Nicholas Rougeau

## Contact Information

## Address

22 Percival Ave  
Berlin, CT 06037

## Resident

Yes

## Email

nrrougeau@gmail.com

## Phone

(202) 415-7764

## Occupation

## Employer

Connecticut Department of Transportation

## Job Title

Transportation Planner Trainee

## Other Questions

## Question #1

## Number of years in Berlin

8 Months

## Question #3

**Current and Past Civic/Community Involvement**

Prior to working as a Transportation Planner I was a Field Organizer for Governor Lamont's re-election campaign in the New Haven/Branford area. As an Organizer, I canvassed a variety of communities, worked with local political groups to get out the vote, and recruited and managed volunteers.

**Question #4****Tell us why you feel qualified for this appointment**

I am familiar with the complex needs and the different factors one must take into account for successful town planning. I am currently a Transportation Planner Trainee for the Connecticut Department of Transportation in the Bureau of Public Transportation. I assist in oversight of several local and express bus routes as well as contracts and agreements we have with various organizations and municipalities regarding buses and park & ride lots. I have taken a few transportation planning courses including one which covers integrating land use and transportation planning. I also completed a Connecticut Real Estate Principles & Practice pre-licensing course which covered the different types of zoning in Connecticut, both residential and commercial. A relative newcomer to Berlin, I will be able to provide a fresh perspective to the Planning & Zoning Commission. I am a quick study and eager to learn more about the issues that come before the Commission from its members and the personnel in the Planning & Zoning Department. As a member of the Commission, one of my interests would be furthering and supporting economic development in Berlin. It is important that as Berlin grows, our planning and zoning policies support existing businesses and attract new ones to town. I would also be an advocate for a balanced approach to planning that is cognizant of retaining the character of our residential neighborhoods and ensuring that industrial and commercial sites do not encroach on residential neighborhoods. As Berlin moves forwards with its Affordable Housing Plan, I would be able to add a unique perspective as someone who understands its impact through a personal lens. My grandmother lived in an affordable housing complex in a similarly suburban New England community during her final years. She was afforded the opportunity to live peacefully, independently, and in community with her neighbors. The design was very well done and was in keeping with the town's character and aesthetic. These are the kinds of affordable housing developments that should be in town and on the Commission I will be committed to that goal. I have experience working with local leaders across different locales and listening to the public's concerns regarding various issues. Bringing together disparate groups to create common-sense solutions is one of my proudest accomplishments and this experience I will bring with me to the Planning & Zoning Commission.

**Question #5****Can you think of any reason that a conflict of interest could arise if you were appointed?**

As an employee of the Connecticut Department of Transportation there may be an issue that comes before the Commission in which the DOT is involved. I look forward to consulting with the Commission about which matters recusal would be warranted.

**Question #6****Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)**

Yes

**Political Party****What is your political party affiliation?**

Democrat ✓

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Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/89331471870?pwd=cnN4OTIBUCt6NytJUERiaFMwYTdKUT09>

Meeting ID: 893 3147 1870

Passcode: 500907

Call Into meeting:

+1-301-715-8592 US (Washington DC)

**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 Arosha 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 12<sup>th</sup> 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 5<sup>th</sup> 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 11<sup>th</sup> 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 19<sup>th</sup> that they would be shopping the bond and at that time Wells Fargo stated they would send the funds by July 25<sup>th</sup> 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 11<sup>th</sup>. 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 27<sup>th</sup> 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 5<sup>th</sup> 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



## EXECUTIVE SESSION (ES)

DATE: \_\_\_\_\_

TIME IN: \_\_\_\_\_ P.M.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

### INVITED IN:

	Time In	Time Out
Aroscha Jayawickrema, Town Manager	_____	_____
Jeffrey M. Donofrio, Corporation Counsel	_____	_____
Chris Edge/Jim Mahoney, Economic Dev.	_____	_____
Maureen Giusti, Acting Town Planner	_____	_____
Kevin Delaney, Finance Director	_____	_____
Mike Ahern, Public Works Director	_____	_____

TIME OUT OF EXECUTIVE SESSION: \_\_\_\_\_ P.M.

### BUSINESS ADDED TO AGENDA AFTER ES (REQUIRES 2/3<sup>RD</sup> VOTE):

#### MOTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOVED: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE: \_\_\_\_\_

#### MOTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOVED: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE: \_\_\_\_\_

MOTION TO ADJOURN BY: \_\_\_\_\_ SECOND: \_\_\_\_\_  
VOTE: \_\_\_\_\_

ADJOURNED AT: \_\_\_\_\_ P.M.



