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Meeting ID: 875 3507 5224

Passcode: 891582

+1-301-715-8592, US (Washington DC)

REVISED  
TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, December 12, 2023  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION      Chris Edge – President’s Award

E. AUDIENCE OF CITIZENS

F. MAYOR’S UPDATE

G. MEETING AGENDA – Immediately Following the Mayor’s Update

H. CONSENT AGENDA:

1. Topic re: Approve waiving the Police Traffic Control fees for the 2023 Griswold Holiday Extravaganza in the approximate amount of \$518.00. – Police Department
2. Topic re: Accept the donation of \$2,500.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
3. Topic re: Accept the donation of \$125 and appropriate the funds to the Supplies Expenditure Account. – Police Department
4. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$ 344.99 for the Powder Puff Flag Football Fundraiser that will take place on November 21,2023. – Police Department

5. Topic re: Accept monetary donations totaling \$856.36 and deposit \$782.57 into the friends of the library miscellaneous account to be used to purchase child/teen program supplies, a child/teen program and coffee supplies and deposit \$50.00 into the children's donation account for children's activities and deposit \$23.79 into the library agency account for the libraries greatest need and accept the donation of books with an approximate value of \$196.98 to be added to the appropriate department collections and four display holders with an approximate value of \$50.00 to be utilized in the adult department and building tiles with an approximate value of \$25.00 to be utilized in the children's department. – Berlin-Peck Memorial Library
6. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 50.00 for Animal Care and supplies valued at \$ 210.00. – Animal Control
7. Topic re: Accept the donation of \$500 to the Public Grounds Donation Account by the Berlin Land Trust for a bench in memory of Frank Harvey for placement at the West Lane main entrance to Ragged Mountain Preserve. – Economic Development
8. Topic re: Authorize Town Manager to apply for the Secretary of the State Early Voting Grant in the amount of \$10,500.00 and once received, appropriate the funds to the Early Voting Grant account in the Special Revenue Fund. – Registrar of Voters
9. Topic re: Accept donation of a desk, measuring 102" by 72", to the Berlin VNA for office staff use, valued at \$50.00. – VNA
10. Topic re: Authorize the Senior Center Director to donate \$1,000 to the Retired Senior Volunteer Transportation Program from the Myrna Pauloz Fund. – Senior Center

## I. PUBLIC HEARINGS

(1) The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing.

The public is invited to comment on the proposed five-year lease agreement between the Berlin Visiting Nurses Association and Clear Arch Health for ten telemonitoring units totaling \$6,396.00 for the remainder of this fiscal year (FY24) and \$6,594.00 annually for the remainder of the lease agreement.

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

Following the public hearing, the Town Council may consider and act upon the lease agreement.

(2) The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

“AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”.

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

Following the public hearing, the Town Council may consider and act upon the bond ordinance.

(3) The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

“AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”.

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

Following the public hearing, the Town Council may consider and act upon the bond ordinance.

J. NEW BUSINESS:

1. Topic re: Waive Rule 7 of the Town Council Rules and Procedures. Approve the adoption of “AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” – Town Clerk
2. Topic re: Waive Rule 7 of the Town Council Rules and Procedures. Approve the adoption of “AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” – Town Clerk
3. Topic re: Utilize Sourcewell Contract no. 030421-SIE and approve proposals provided by Siemens Industry, Inc. (Siemens) of Cromwell, CT in the amount of \$96,461.98 which includes a five percent project contingency for interior and exterior camera upgrades at Berlin High School. – Board of Education

4. Topic re: Approve a bid waiver to purchase a 2020 Ford Fusion Sedan from Monaco Ford, for an amount not to exceed \$23,826, for the purpose of transporting student(s) to and from school, since this is in the best interest of the town. – Board of Education
5. Topic re: Approve the Educational Specifications approved and submitted by the BOE, to consider providing the necessary funds for the renovation the Science Labs at McGee School, and to refer the Project to the Public Building Commission for review and action. – Board of Education
6. Topic re: Authorize the Public Building Commission Chairman to enter into an Agreement with Millennium Builders, Inc. of Bloomfield, CT for General Construction Services related to the Additions and Renovations to Berlin Police Department HQ at 240 Kensington Road for an amount not to exceed \$2,903,405.00. – Public Building Commission
7. Topic re: Authorize the Town Manager to sign the aforementioned License Agreement/MOU with the State of CT, Connecticut Department of Emergency Services and Public Protection. - Police
8. Topic re: Close Demore, Dinda, Bittner Jr. Memorial Pool and work towards remediation of that area. – Parks and Recreation
9. Topic re: Call a Town Meeting on January 2, 2024, at 6:45pm to approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund. – Finance
10. Topic re: Authorize the Town Manager to extend the Agreement for Contract #2022-10 (Routine Repairs and Minor Emergency Sewer Service) including pump stations, through February 1, 2024 for service use by Water Control, and other departments, on a Town-wide basis. – Water Control
11. Topic re: Authorize the Town Manager to extend the use of the State D.A.S. Unit Price Contract #18PSX0147 to purchase Guide Rail Repair and Installation Services through April 30, 2024 (or to a later date if further extended by the State), with the most cost-effective and qualified Contractor. – Public Works
12. Topic re: Authorize awarding the 2024 gasoline contract as bid by Capitol Region Council of Governments to the selected bidder for 78,500 gallons of gasoline. – Municipal Garage
13. Topic re: Approve the purchase of four Police vehicles from Tasca Ford utilizing State of Connecticut Department of Administrative Services contract # 19PSX0161 for an amount not to exceed \$185,255. – Municipal Garage
14. Topic re: Approve the purchase of a Tiger Boom Mower system to replace our current Alamo system utilizing Sourcewell State contract # 070821-TGR from Equipment Specialist of East Hartford CT for an amount not to exceed \$80,789. – Municipal Garage
15. Topic re: Approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$55,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065. – Fire Administration



16. Topic re: Appropriate a \$6,623.00 Supporting Arts Grant to the Supporting Arts Grant Account, pending approval by the Board of Finance. – Economic Development/Berlin-Peck Memorial Library
17. Topic re: Create an ad hoc Arts & Culture Committee to accept the 2023 Supporting Arts Grant and assist in its use. – Economic Development/Berlin-Peck Memorial Library
18. Topic re: Refer to the Parks and Recreation Commission and the Commission on the Aging to consider revising the Statements of Need for the Community / Senior Center project to bring down the project scope and cost. Also authorize the Town Manager to enter a contract with an Architect from the Town's On-Call List for an amount not to exceed \$30,000 to be paid from the Architect & Engineering Fees account for additional planning for Community Center project, as this is in the best interest of the Town, subject to review and approval of Corporation Counsel. – Economic Development
19. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$5,000 for general consulting services related to 55 Steele Boulevard with the cost be charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town. – Economic Development
20. Topic re: Authorize the Town Manager to enter into an extension to the Forbearance and Environmental Grant Related Agreement with Real Property Acquisition LLC and Connecticut Sand and Stone Corporation to extend the forbearance period to November 30, 2024, subject to the review and approval of Corporation Counsel. – Economic Development
21. Topic re: Authorize the Town Manager to phase in the permanent deed restriction of the units at the Deming Road Mobile Home Park to meet the requirements of sections of section 8-30g of the Connecticut General Statutes such that, vacant units and owners of occupied units who accept an offered a four-month rental abatement in consideration of placement of a deed restriction on their unit will be deed restricted now, and deed restrictions will be placed in the future on any unit that subsequently becomes vacant or agrees to accept rental abatement for the placement of the deed restriction on the unit, subject to consultation with the Connecticut Department of Housing and review and approval of Corporation Counsel – Economic Development
22. Topic re: Update on Senior Housing – Mayor
23. Topic re: Discussion concerning possible actions to protect our VNA employees. - Mayor
24. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2024 and January of 2025. – Town Council

25. Topic re: Appointment of Town Council members to Sub-Committees

Standing Committees:

- a. Ordinance Committee (3-5 members) – Reviews and recommends ordinances for adoption by Town Council
- b. Rules and Procedures Committee (2-3 members) – Reviews and recommends Rules and Procedures for the Town Council

Other Committees:

- c. Fire Services (1-2 members) – This subcommittee is a combination of the “Committee to Oversee the “Robert Wolf Incentive Plan”; “Fire Strategic Committee”; and the “Fireman’s Incentive Plan Committee”.
- d. Connecticut Conference of Municipalities (1 member) – Usually the Mayor will serve on this committee.
- e. Playing Fields Committee (2-4 members) – Update on the condition of the fields.
- f. Community Conversations (1-2 members) – This is a nationwide program where school, community members, and organizations come together to address pressing issues facing students, educators, and public education.
- g. Manager’s Evaluation (7 members) – All seven councilors would be on this committee.
- h. Meeting House (1-2 member(s)) – Show support for the Meeting House.
- i. Mattabessett Watershed (1 member) – Review the flooding near the municipal complex possibly work with Berlin Land Trust
- j. Calendar (1 member) – Develop the calendar for Town Council meetings.

K. APPOINTMENTS:

1. **Board of Ethics** - Susan Bordonaro has resigned. Term would be until January 31, 2026. Can be filled with a D, R or U.
2. **Central Regional Tourism District Inc.** – Kate Wall term expires on December 31, 2023. Replacement or reappointment would be until December 2026.
3. **Commission for Persons with Disabilities – Vacancy** – Robert Dombrowski has resigned. Term would be until January 31, 2024. Can be filled with a D, R or U (depending on the above).
4. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U.
5. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U (Depending on the above appointment).

6. **Constables – 4 Vacancies** – Terms expire December 2023. New terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
7. **Constables** – John Kozak term expires December 2023. Replacement or reappointment term would be until December 2025. 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. **Constables** – Tom Poplawski term expires December 2023. Replacement or reappointment term would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
9. **Constables** – Brian Kurnik term expires December 2023. Replacement or reappointment term would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
10. **Golf Course Commission – Vacancy** – Joe Pulcini has resigned. Term would be until January 31, 2024. Can be filled with a D, R or U.
11. **Inland Wetlands & Water Courses Commission** – Alternate – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
12. **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).
13. **Mattabassett District** – James Fallon term expired August 31, 2023. Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
14. **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.
15. **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.
16. **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.
17. **Public Building Commission** –Replacement would be until January 31, 2028. Can be filled with a R, D or U.
18. **VNA — Vacancy** – Replacement would be until January 31, 2025. Can be filled with a D, R or U.

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

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

**21. VNA — Vacancy** – Replacement 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, 2024.  
Can be filled with a D, R or U.

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

**24. 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).

L. TOWN MANAGER’S REPORT:

M. SPECIAL COMMITTEE REPORTS:

N. COUNCILORS’ COMMUNICATION:

O. ACCEPTANCE OF MINUTES:                      October 24, 2023  
November 21, 2023

P. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – LINK General Contracting Inc.
2. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town - Property abutting Sage Park

Q. ADJOURNMENT



# TOWN OF BERLIN

## Town Council

### PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

**Chris Edge**

For being selected as the 2023 Connecticut Economic Development Association President's Member of the Year Award recipient. The award recognizes a member who has exhibited true leadership in economic development in a Connecticut community and that demonstrates real results and outcomes over the past year.

The CEDAS chose Chris for his willingness to help others in Berlin and statewide noting that he is one of the first to respond to economic development colleagues' requests for guidance or resources and the fact that he tirelessly advanced Berlin's economic development and business environment in 2023.

In recognition of his dedication and commitment to his profession, his colleagues and the Berlin community in particular, the Town Council extends our thanks and congratulations for being named the CEDAS Member of the year.

Dated this 12<sup>th</sup> day of December 2023 at Berlin, Connecticut

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Mark H. Kaczynski, Mayor

Consent

Agenda Item No. 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** October 25, 2023  
**SUBJECT:** 2023 Griswold Holiday Extravaganza

**Summary of Agenda Item:**

The Griswold Parents Club is requesting a waiver of Police fees for the 2023 Holiday Extravaganza. This is a fundraiser event for the Griswold PTO and Griswold School. The event will take place on November 18, 2023 at 133 Heather Lane.

**Funding:**

Officers assigned to this event would be paid from the extra duty account #001.15.1532.0.51440.00000.

**Action Needed:**

Move to approve waiving the Police Traffic Control fees for the 2023 Griswold Holiday Extravaganza in the approximate amount of \$518.00

**Attachments:**

Request for Fee Waiver, Griswold Parents Club, preparer Kristin Waszczuk.

**Prepared By:**

Lt. Michael Jobes, Berlin PD





**TOWN OF BERLIN**  
**Request for Fee Waiver**

Requesting Organization: Griswold Parents Club		Date: 10/20/23
Contact Name: Kristin Waszczuk		
Phone Number: 860-655-9917		
Event: Holiday Extravaganza	Date of Event: 11/18/23	
Location of the Event: Griswold School, 133 Heather Lane		
What fee do you want waived: Police Protection: \$518.-		
Identify the hardship incurred: The shop + stroll event is not a high profiting event. It is a community building event for Griswold Elementary and the town of Berlin. <del>Funds</del> funds raised will go right back to PTO and Griswold.		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: This event is intended to be a fun family outing that builds community throughout the school + town and support the elementary school students and staff with whatever small profit is made.		

418-1530

**Town Manager review:**

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes



No



If so, which criteria:



Raises funds to supplement Town budgeted services.



Raises funds for programs normally funded by the Town.



Raises funds for Non-Profit groups, which have contributed substantially to the community.



Nationally or State affiliated program which provide programs for local youth.



Raises funds for scholarships of Berlin students.



Raises funds for elderly citizens.



**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Griswold Parents Club

Comments:

Kristi Wasey  
Signature

10/22/23  
Date

Arsha Jayaraman  
Town Manager Signature

10/26/23  
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



Consent  
Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** November 27, 2023  
**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received a \$2,500 donation 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 donation of \$2,500.00 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe

Consent  
Agenda Item No. 3  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 27, 2023

**SUBJECT:** Donation for supplies.

**Summary of Agenda Item:**

The Police Department has received \$125 in donations for supplies.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Supplies Expenditure Account # 100.15.1532.0.53201.00000.

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donation of \$125 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DL

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Request for Fee Waiver – Powder Puff Flag Football Fundraiser

**Summary of Agenda Item:**

Berlin Helping Berlin (BHB) had a Powder Puff Flag Football Fundraiser event on November 21, 2023 to raise money for student activities (Senior Class) and local charities. That this is the main fundraiser for BHB. The event will be held at Sage park-Scalise Field.

**Funding:**

Officers assigned to this event would be paid from the extra duty account #001.15.1532.0.51440.00000.

**Action Needed:**

Move to approve waiving the Police Traffic Control fees in the estimated amount of \$ 344.99 for the Powder Puff Flag Football Fundraiser that will take place on November 21, 2023.

**Attachments:**

Request for Fee Waiver Form

**Prepared By:**

Lieutenant Michael Jobes, Berlin Police Department



## TOWN OF BERLIN

### Request for Fee Waiver

Requesting Organization: <u>BERLIN HIGH SCHOOL</u>		Date: <u>10/05/23</u>
Contact Name: <u>JOHN SCHMALTZ</u>		
Phone Number: <u>(860) 538-1344</u>		
Event: <u>Powder Puff Football</u>		Date of Event: <u>11-21-23</u>
Location of the Event: <u>SAGE PEEK - SCALISE FIELD</u>		
What fee do you want waived: <u>CHARITY fundraiser event</u>		
Identify the hardship incurred: <u>Police fees would greatly detract from the funds that were raised.</u>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <u>- student sponsored activities for local charities</u> <u>- non-profit</u>		

#### Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes



No



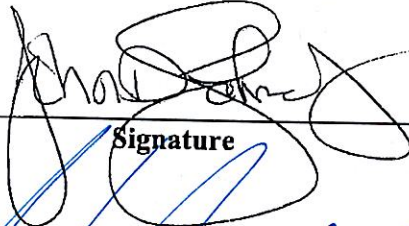
If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☒ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: BTS - Powder Puff Football

Comments:

  
Signature

10/05/23  
Date

  
Town Manager Signature

12/7/23  
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



John Schmaltz <jschmaltz@berlinschools.org>

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## Powderpuff info

1 message

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James Arnold <jarnold@berlinschools.org>  
To: John Schmaltz <jschmaltz@berlinschools.org>

Thu, Oct 5, 2023 at 9:49 AM

Hi John,

Thank you again for all of your help and support of Powderpuff! This is the main fundraiser for BHB. Please forward to the town.

Here is the info for the day.

Who: Powderpuff Football fundraiser for BHB - Berlin Helping Berlin -

What: Flag Football Game

When: November 21st - Games start at 6:00 PM.

Where: Sage Park - Scalise Field

Why: Raise Money for BHB Berlin Helping Berlin and the Senior class.

Thank you for your continued support!

Jim Arnold



Consent  
5

**Agenda Item No. 5**  
**Request for Town Council Action**

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 1, 2023**

**SUBJECT: Accept Library Donations**

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	782.57	FOL Misc. Acct.	child/teen program supplies, coffee supplies and a child/teen program	Friends of the Library
	50.00	Children's Donation Account	in memory of Joan Marsh for children's activities	Peter Palermino and the IAABO
	23.79	Library Agency Account	in memory of Joan Marsh for the libraries greatest need	Gary Bosse
	856.36			
Equip/Merch	196.98	Books	add to appropriate department collection	Various patrons
	50.00	4 used plastic slat wall display holders	utilize in adult department	Somers library
	25.00	Picasso Tiles (building tiles for kids)	utilize in children's department	Anonymous patron
	271.98			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$856.36 and deposit \$782.57 into the friends of the library miscellaneous account to be used to purchase child/teen program supplies, a child/teen program and coffee supplies and deposit \$50.00 into the children's donation account for children's activities and deposit \$23.79 into the library agency account for the libraries greatest need.

Move to accept the donation of books with an approximate value of \$196.98 to be added to the appropriate department collections and four display holders with an approximate value of \$50.00 to be utilized in the adult department and building tiles with an approximate value of \$25.00 to be utilized in the children's department.

**Attachments:**

None

**Prepared By:**

Kimberly McNally, Director

A handwritten signature in black ink, appearing to read 'K. McNally', is written over the printed name 'Kimberly McNally, Director'.



consent  
6

**jmAgenda Item No. 6**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 15, 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*
Oct 14 , 2023 to Nov 14 , 2023	\$ 50.00 ck#61885839	Animal Care	Thomas Ottman Berlin
	\$ 50.00 Value	can cat food	Laura Ficara Berlin
	\$ 100.00 Value	toys / treats	Gayle Gwozdz Berlin
	\$ 60.00 Value	dry cat / rabbit	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 \$ 50.00 for Animal Care and supplies valued at \$ 210.00.

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:**

Janice Lund, Animal Control Officer



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

October 22, 2023

Thomas Ottman II  
53 Westview Ter.  
Berlin, CT 06037

Dear Thomas,

Thank you so much for your continued support for our animals! We really appreciate your kindness and generosity. Your monetary donation Makes our animals stay here even nicer. 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

October 22, 2023

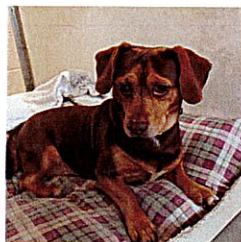
Laura Ficara  
372 Main Street Apt.# 1  
Berlin, CT 06037

Dear Laura,

Thank you so very much for the generous donation of two cases of can Friskies cat food and the bag of cat treats! We really appreciate your kindness and generosity. Your donation Makes our animals stay here even nicer. Our kitties especially say thank you :) 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

October 14, 2023

Gayle Gwozdz  
161 Four Rod Road  
Berlin, CT 06037

Dear Gayle,

Thank you so very much for the very generous donation of two bags of dog toys and treats as well as the adorable clothes! We really appreciate your kindness and generosity. Your donation Makes our animals stay here even nicer.  
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. 7  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 27, 2023

**SUBJECT:** Acceptance of a Donation of a Bench for Ragged Mountain Preserve

**Summary of Agenda Item:**

Donation of Funds by the Berlin Land Trust for a Bench to be installed at the West Lane Entrance to Ragged Mountain Preserve

**Funding:**

The Berlin Land Trust offers to donate funds for a bench at the West Lane main entrance to Ragged Mountain Preserve. The bench is being donated in memory of Frank Harvey, an avid hiker and Berlin Land Trust member who frequently hiked at Ragged Mountain. An appropriate plaque recognizing that the donation is in memory of Mr. Harvey will be installed on the bench. The Berlin Land Trust will donate \$500 to the Public Grounds Donation account, # 710.25.2545.0.53013.00000 to be used by the Public Grounds Department for construction of the bench.

**Action:**

Move to accept the donation of \$500 to the Public Grounds Donation Account by the Berlin Land Trust for a bench in memory of Frank Harvey for placement at the West Lane main entrance to Ragged Mountain Preserve.

**Attachments:**

Photo of bench to be constructed.

**Prepared By:**

Jim Mahoney, Economic Development Coordinator

Consent  
8  
Agenda Item No. 8  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 04, 2023

**SUBJECT:** Grant Application

**Summary of Agenda Item:**

Grant funding is available to help with the cost of early voting. The Registrars of Voters would like to apply for a State grant that will assist in funding costs related to early voting, including labor costs, printing costs, equipment and supplies. Funds to be fully expended by December 31, 2024.

**Funding:**

Account # 100.05.0510.2.44501.00000 Misc State Grants (Revenue account)

Account #100.05.0510.0.53313.00000 Early Voting Grant (Expenditure account)

Ten thousand and five hundred dollars.

**Action Needed:**

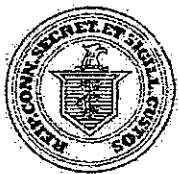
Move to authorize Town Manager to apply for the Secretary of the State Early Voting Grant in the amount of \$10,500.00 and once received, appropriate the funds to the Early Voting Grant account in the Special Revenue Fund.

**Attachments:**

See attached Form

**Prepared By:**

Registrars Christy Miano and Joan Veley



Office of the Secretary of the State  
State of Connecticut  
165 Capitol Avenue, Suite 1000  
P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas  
Secretary of the State

Jacqueline A. Kozin  
Deputy Secretary of the State

Municipality Name: Berlin

1 December 2023

Address: 240 Kensington Road Berlin, CT 06037

Pursuant to Public Act 23-204, the Connecticut Secretary of the State will provide a grant in the amount of \$10,500 to each municipality for costs related to implementing and conducting early voting.

The Secretary of the State will distribute the grants starting in January 2024, contingent on municipalities detailing their intended use of the funds and returning this signed agreement. This funding is provided as a sub-recipient, one-time grant.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, voter education, or equipment and supplies.
- Funds are to be fully expended by December 31, 2024
- Prior to January 31, 2025, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized prior to December 31, 2024, contact the Office of the Connecticut Secretary of the State at [mss@ct.gov](mailto:mss@ct.gov) to request an extension on utilization, including intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.
- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.

By signing below, I agree to the information above. Please keep a copy for your records.

My town intends to utilize funds for:

equipment and supplies, labor costs, printing costs.

Authorized town official signature:

Authorized town official title:

Date: 12-04-2023

Registrar signature: *Chris Thomas*

Registrar signature: *James V. Kelly*

Please return as soon as possible via email to [mss@ct.gov](mailto:mss@ct.gov), but no later than 12/31/23.

Secretary of the State 860-509-6200 [www.portal.ct.gov/sots](http://www.portal.ct.gov/sots)

Business Services Division 860-509-6002 [bsd@ct.gov](mailto:bsd@ct.gov) Legislation & Election Administration Division 860-509-6100 [lead@ct.gov](mailto:lead@ct.gov)

\*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.

Consent

**Agenda Item No. 9**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Desk Donation

**SUMMARY:**

Alea Piatek, Administrator of the Berlin VNA, requests permission to accept the donation of a 102" by 72" desk valued at \$50.00. The desk will be utilized by an office staff member.

**FUNDING:**

None

**ACTION NEEDED:**

Accept donation of a desk, measuring 102" by 72", to the Berlin VNA for office staff use, valued at \$50.00.

**ATTACHMENTS:**

None

**PREPARED BY:**

Alea Piatek, Berlin VNA Administrator

P



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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Donation to Retired Senior Volunteer Medical Transportation Program

**Summary of Agenda Item:**

The Retired Senior Volunteer Medical Transportation Program of Americorps Seniors (Community Renewal Team) provides medical transportation to approximately 40 seniors in Berlin. It has been in effect since 2016. Their transportation program supplements our transportation program and provides rides to areas we do not service or at times our transportation service is not in service.

**Funding:**

Myrna Pauloz Berlin Senior Center Donations Accounts  
#357.30.3055.0.53400.00000 Program & Activities.

**Action Needed:**

Move to authorize the Senior Center Director to donate \$1,000 to the Retired Senior Volunteer Transportation Program from the Myrna Pauloz Fund.

**Attachments:**

None

**Prepared By:** Christine Doyle, Senior Center Director

*CD Doyle*

NOTICE OF PUBLIC HEARING  
THE TOWN OF BERLIN

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing.

The public is invited to comment on the proposed five-year lease agreement between the Berlin Visiting Nurses Association and Clear Arch Health for ten telemonitoring units totaling \$6,396.00 for the remainder of this fiscal year (FY24) and \$6,594.00 annually for the remainder of the lease agreement.

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

Following the public hearing, the Town Council may consider and act upon the lease agreement.

Dated at Berlin, Connecticut this 25th day of October 2023.

Kathryn J. Wall  
Town Clerk

Publication Date:  
December 5, 2023  
New Britain Herald

## **Public Hearing**

- 1. Call to Order – Mark Kaczynski, Mayor (time)**
- 2. Purpose of Public Hearing**
- 3. Public Comments**
- 4. Town Council Comments**
- 5. Close Public Hearing at (time)**

NOTICE OF PUBLIC HEARING  
THE TOWN OF BERLIN

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

“AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”.

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

Following the public hearing, the Town Council may consider and act upon the bond ordinance.

Dated at Berlin, Connecticut this 22<sup>nd</sup> day of November 2023.

Kathryn J. Wall  
Town Clerk

Publication Date:  
December 5, 2023  
New Britain Herald

**FIRST PERSON VERSION**

**PUBLIC HEARING**

I hereby convene the public hearing for the \$3,200,000 HVAC Upgrades to Mary E. Griswold Elementary School Project appropriation and bond ordinance. The ordinance which is the subject of this public hearing is available to the public and may be obtained at this meeting from the Town Clerk.

Is there a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

Those in favor?

Those opposed?

The motion passes.

AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Are there any comments from the public?

[Public Comments]

I call the public hearing on the \$3,200,000 HVAC Upgrades to Mary E. Griswold Elementary School Project bond ordinance closed.

AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$3,200,000 for the HVAC Upgrades to Mary E. Griswold Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Mary E. Griswold Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. To meet said appropriation, \$3,200,000 bonds of the Town or so much thereof as may be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Town Manager and Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town

Officials, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law ("Bond Counsel"). Such bonds shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended (the "Statutes"). In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale may be published in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds from the sale of bonds, notes or obligations, or the receipt of grants for the Project. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project.

Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any tax credit bonds or other tax-advantaged bonds.

Section 8. The Mayor, Town Manager and Director of Finance, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.



NOTICE OF PUBLIC HEARING  
THE TOWN OF BERLIN

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, December 12, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

“AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”.

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

Following the public hearing, the Town Council may consider and act upon the bond ordinance.

Dated at Berlin, Connecticut this 22<sup>nd</sup> day of November 2023.

Kathryn J. Wall  
Town Clerk

Publication Date:  
December 5, 2023  
New Britain Herald

**FIRST PERSON VERSION**

**PUBLIC HEARING**

I hereby convene the public hearing for the \$4,950,000 HVAC Upgrades to Richard D. Hubbard Elementary School Project appropriation and bond ordinance. The ordinance which is the subject of this public hearing is available to the public and may be obtained at this meeting from the Town Clerk.

Is there a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

Those in favor?

Those opposed?

The motion passes.

AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Are there any comments from the public?

[Public Comments]

I call the public hearing on the \$4,950,000 HVAC Upgrades to Richard D. Hubbard Elementary School Project bond ordinance closed.

AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$4,950,000 for the HVAC Upgrades to Richard D. Hubbard Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Richard D. Hubbard Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. To meet said appropriation, \$4,950,000 bonds of the Town or so much thereof as may be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Town Manager and Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town

Officials, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law ("Bond Counsel"). Such bonds shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended (the "Statutes"). In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale may be published in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds from the sale of bonds, notes or obligations, or the receipt of grants for the Project. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project.

Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any tax credit bonds or other tax-advantaged bonds.

Section 8. The Mayor, Town Manager and Director of Finance, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.

Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 27, 2023

**SUBJECT:** AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

**Summary of Agenda Item:**

Our Bond Counsel, Attorney Jessica G. Kennedy, has prepared the attached bonding authorization entitled "AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

"Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$3,200,000 for the HVAC Upgrades to Mary E. Griswold Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Mary E. Griswold Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

As a reminder, our Charter states that:

"Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an



ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval."

**Action Needed:**

1. Move to waive Rule 7 of the Town Council Rules and Procedures.
2. Move that "AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." be adopted.

**Attachments:**

Proceedings from Bond Counsel, Jessica G. Kennedy.

Ordinance

October 30, 2023, Kehes Group, LTD Griswold School HVAC upgrade cost estimate

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



**FIRST PERSON VERSION**

**TOWN COUNCIL - ORDINANCE ACTION**

The Town Council will now consider and take action with respect to the \$3,200,000 HVAC Upgrades to Mary E. Griswold Elementary School Project appropriation and bond ordinance. A copy of the ordinance is available from the Town Clerk.

*[Make the following Motion Only if vote is on same night as public hearing.*

*Is there a motion to waive Rule 7?*

*Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.*

*Those in favor?*

*Those opposed?*

*The motion passes.]*

Is there a motion and a second that the ordinance entitled:

AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO  
MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND  
AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO  
MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF  
THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

[Council Discussion]

Those in favor?

Those opposed?

I declare the ordinance adopted.



AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$3,200,000 for the HVAC Upgrades to Mary E. Griswold Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Mary E. Griswold Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. To meet said appropriation, \$3,200,000 bonds of the Town or so much thereof as may be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Town Manager and Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town

Officials, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law ("Bond Counsel"). Such bonds shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended (the "Statutes"). In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale may be published in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds from the sale of bonds, notes or obligations, or the receipt of grants for the Project. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project.

Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any tax credit bonds or other tax-advantaged bonds.

Section 8. The Mayor, Town Manager and Director of Finance, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.

30 Oct 23

KEHES GROUP, LTD

**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
**133 Heather Lane**  
**Kensington, CT**

**ESTIMATE SUMMARY**  
**(Summer '25 Start / Q4'26 Completion)**

**Unit Ventilator Replacement**

<b>BUILDING AREA</b>		<b>28,000</b>		<b>GSF</b>	
<b>Description</b>	<b>Sub-Total</b>	<b>Total</b>	<b>\$/SF</b>	<b>% of Total</b>	
<b>31 0000 SITE WORK</b>		<b>25,157</b>	<b>0.90</b>	<b>0.84%</b>	
310500 Demolition	-				
312000 Site preparation	8,327				
313000 Earthwork	14,080				
315000 Utility Services	-				
318000 Site Improvements and Amenities	-				
319500 Site Restoration and Rehabilitation	2,750				
<b>03 3000 CONCRETE</b>		<b>21,909</b>	<b>0.78</b>	<b>0.73%</b>	
031000 Concrete Forms and Accessories	21,909				
033000 Cast - In - Place Concrete (Foundation)	-				
033000 Cast - In - Place Concrete (Super Structure)	-				
<b>04 0000 MASONRY</b>		<b>3,300</b>	<b>0.12</b>	<b>0.11%</b>	
042000 Masonry Units	-				
049000 Masonry Restoration and Cleaning	3,300				
<b>05 0000 METAL</b>		<b>-</b>	<b>-</b>	<b>0.00%</b>	
051000 Structural Steel	-				
052000 Metal Joists	-				
053000 Metal Deck	-				
055000 Metal Fabrications	-				
058000 Expansion Control	-				
<b>06 0000 WOOD &amp; PLASTICS</b>		<b>42,900</b>	<b>1.53</b>	<b>1.43%</b>	
061000 Rough Carpentry	31,900				
062000 Finish Carpentry	-				
064000 Architectural Woodwork	11,000				
<b>07 0000 THERMAL &amp; MOISTURE PROTECTION</b>		<b>6,270</b>	<b>0.22</b>	<b>0.21%</b>	
071000 Dampproofing and Waterproofing	-				
072000 Thermal Protection	-				
073000 Siding Systems	-				
075000 Roofing	-				
076000 Flashing and Sheet Metal	2,200				
077000 Roof specialties and accessories	-				
078000 Fire and Smoke Protection	2,200				
079000 Joint sealers	1,870				
<b>08 0000 DOORS &amp; WINDOWS</b>		<b>2,200</b>	<b>0.08</b>	<b>0.07%</b>	
081000 Metal Doors and Frames	-				
082000 Wood and Plastic Doors	-				
083000 Specialty Doors	2,200				
084000 Entrances and Storefronts	-				
085000 Windows	-				
088000 Glazing	-				
<b>09 0000 FINISHES</b>		<b>115,720</b>	<b>4.13</b>	<b>3.85%</b>	

30 Oct 23

KEHES GROUP, LTD

**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
**133 Heather Lane**  
**Kensington, CT**

**ESTIMATE SUMMARY**  
**(Summer '25 Start / Q4'26 Completion)**

**Unit Ventilator Replacement**

<b>BUILDING AREA</b>		<b>28,000</b>		<b>GSF</b>	
<b>Description</b>		<b>Sub-Total</b>	<b>Total</b>	<b>\$/SF</b>	<b>% of Total</b>
092000	Plaster and Gypsum Board	7,480			
093000	Tile	-			
095000	Ceilings	100,100			
096000	Flooring	-			
097000	Wall Finishes	-			
098000	Acoustical Treatment	-			
099000	Paints and Coatings	8,140			
<b>10 0000</b>	<b>SPECIALTIES</b>		-	-	0.00%
101000	Compartments and Cubicles	-			
102600	Identifying devices	-			
102700	Lockers	-			
105220	Postal equipment	-			
108000	Bathroom & toilet accessories	-			
108800	Fire Protection Specialties	-			
109900	Miscellaneous Specialties	-			
<b>11 0000</b>	<b>EQUIPMENT</b>		-	-	0.00%
113100	Kitchen Equipment	-			
<b>12 0000</b>	<b>FURNISHING</b>		-	-	0.00%
124000	Furnishings and Accessories	-			
<b>13 0000</b>	<b>SPECIAL CONSTRUCTION</b>		-	-	0.00%
13120	Special Construction	-			
<b>14 0000</b>	<b>CONVEYING SYSTEM</b>		-	-	0.00%
142000	Elevators	-			
<b>21 0000</b>	<b>MECHANICAL - FIRE PROTECTION</b>		-	-	0.00%
213100	Fire protection piping	-			
213200	Fire pumps	-			
213300	Wet pipe sprinkler system	-			
213350	Dry pipe sprinkler system	-			
<b>22 0000</b>	<b>MECHANICAL - PLUMBING</b>		-	-	0.00%
224100	Plumbing piping	-			
224300	Plumbing specialties	-			
224400	Plumbing fixtures	-			
224500	Plumbing equipment	-			
224750	Pool & fountain equipment	-			
224800	Special systems	-			
<b>23 0000</b>	<b>MECHANICAL - HVAC</b>		<b>1,055,259</b>	<b>37.69</b>	<b>35.15%</b>
235100	Hydronic & refrigerant piping	475,284			
235500	Heat generation	-			
236500	Refrigeration	232,650			
237500	Heat transfer	7,150			

30 Oct 23

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**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
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**Kensington, CT**

**ESTIMATE SUMMARY**  
**(Summer '25 Start / Q4'26 Completion)**

**Unit Ventilator Replacement**

<b>BUILDING AREA</b>		<b>28,000</b>		<b>GSF</b>	
<b>Description</b>		<b>Sub-Total</b>	<b>Total</b>	<b>\$/SF</b>	<b>% of Total</b>
238500	Air handling	-			
238800	Air distribution	314,435			
239500	Controls	12,760			
239900	Testing & balancing	12,980			
<b>26 0000 ELECTRICAL</b>			<b>155,164</b>	<b>5.54</b>	<b>5.17%</b>
262000	Power generation	-			
263000	Medium voltage distribution	-			
264000	Service & distribution	144,164			
265000	Lighting	-			
266000	Special systems	-			
267000	Communication	-			
268500	Electric resistance heating	-			
269000	Controls	-			
269500	Testing	11,000			
<b>SUBTOTAL DIRECT COST</b>		<b>\$ 1,427,879</b>	<b>\$ 1,427,879</b>	<b>\$ 51</b>	<b>47.56%</b>
Design Contingency	10.0%	142,788		5.10	4.76%
Escalation - 2024	4.5%	70,680		2.52	2.35%
Escalation - 2025	4.25%	69,757			
Escalation - 2026	4.0%	68,444			
General Conditions / General Requirements		266,932		9.53	8.89%
Shift Premium / Off-Hours Work		427,092		15.25	14.22%
Preconstruction		45,000		1.61	1.50%
General Liability Insurance	1.7%	\$ 42,815.73		1.53	1.43%
Building Permit		14,279		0.51	0.48%
State Education Fund	0.026%	600		0.02	0.02%
Payment & Performance Bond (Subguard)	1.0%	25,614		0.91	0.85%
OH&P	10.00%	257,627		9.20	8.58%
<b>TOTAL DIRECT COST</b>		<b>\$ 2,859,508</b>		<b>\$ 102</b>	<b>95.24%</b>
Construction Contingency (by Owner)	5.0%	142,975		5.11	4.76%
<b>TOTAL CONSTRUCTION COST</b>		<b>\$ 3,002,483</b>		<b>\$ 107</b>	<b>100.00%</b>

30 Oct 23

KEHES GROUP, LTD

**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
**133 Heather Lane**  
**Kensington, CT**

**ESTIMATE SUMMARY**  
**(Summer '24 Start / Q4'25 Completion)**

**Unit Ventilator Replacement**

<b>BUILDING AREA</b>		<b>28,000</b>		<b>GSF</b>	
<b>Description</b>		<b>Sub-Total</b>	<b>Total</b>	<b>\$/SF</b>	<b>% of Total</b>
<b>31 0000 SITE WORK</b>			<b>25,157</b>	<b>0.90</b>	<b>0.87%</b>
310500	Demolition	-			
312000	Site preparation	8,327			
313000	Earthwork	14,080			
315000	Utility Services	-			
318000	Site Improvements and Amenities	-			
319500	Site Restoration and Rehabilitation	2,750			
<b>03 3000 CONCRETE</b>			<b>21,909</b>	<b>0.78</b>	<b>0.76%</b>
031000	Concrete Forms and Accessories	21,909			
033000	Cast - In - Place Concrete (Foundation)	-			
033000	Cast - In - Place Concrete (Super Structure)	-			
<b>04 0000 MASONRY</b>			<b>3,300</b>	<b>0.12</b>	<b>0.11%</b>
042000	Masonry Units	-			
049000	Masonry Restoration and Cleaning	3,300			
<b>05 0000 METAL</b>			<b>-</b>	<b>-</b>	<b>0.00%</b>
051000	Structural Steel	-			
052000	Metal Joists	-			
053000	Metal Deck	-			
055000	Metal Fabrications	-			
058000	Expansion Control	-			
<b>06 0000 WOOD &amp; PLASTICS</b>			<b>42,900</b>	<b>1.53</b>	<b>1.48%</b>
061000	Rough Carpentry	31,900			
062000	Finish Carpentry	-			
064000	Architectural Woodwork	11,000			
<b>07 0000 THERMAL &amp; MOISTURE PROTECTION</b>			<b>6,270</b>	<b>0.22</b>	<b>0.22%</b>
071000	Damproofing and Waterproofing	-			
072000	Thermal Protection	-			
073000	Siding Systems	-			
075000	Roofing	-			
076000	Flashing and Sheet Metal	2,200			
077000	Roof specialties and accessories	-			
078000	Fire and Smoke Protection	2,200			
079000	Joint sealers	1,870			
<b>08 0000 DOORS &amp; WINDOWS</b>			<b>2,200</b>	<b>0.08</b>	<b>0.08%</b>
081000	Metal Doors and Frames	-			
082000	Wood and Plastic Doors	-			
083000	Specialty Doors	2,200			
084000	Entrances and Storefronts	-			
085000	Windows	-			
088000	Glazing	-			
<b>09 0000 FINISHES</b>			<b>115,720</b>	<b>4.13</b>	<b>4.00%</b>



30 Oct 23

KEHES GROUP, LTD

**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
**133 Heather Lane**  
**Kensington, CT**

**ESTIMATE SUMMARY**

(Summer '24 Start / Q4'25 Completion)

Unit Ventilator Replacement

BUILDING AREA		28,000	GSF	
Description	Sub-Total	Total	\$/SF	% of Total
092000 Plaster and Gypsum Board	7,480			
093000 Tile	-			
095000 Ceilings	100,100			
096000 Flooring	-			
097000 Wall Finishes	-			
098000 Acoustical Treatment	-			
099000 Paints and Coatings	8,140			
<b>10 0000 SPECIALTIES</b>		-	-	0.00%
101000 Compartments and Cubicles	-			
102600 Identifying devices	-			
102700 Lockers	-			
105220 Postal equipment	-			
108000 Bathroom & toilet accessories	-			
108800 Fire Protection Specialties	-			
109900 Miscellaneous Specialties	-			
<b>11 0000 EQUIPMENT</b>		-	-	0.00%
113100 Kitchen Equipment	-			
<b>12 0000 FURNISHING</b>		-	-	0.00%
124000 Furnishings and Accessories	-			
<b>13 0000 SPECIAL CONSTRUCTION</b>		-	-	0.00%
13120 Special Construction	-			
<b>14 0000 CONVEYING SYSTEM</b>		-	-	0.00%
142000 Elevators	-			
<b>21 0000 MECHANICAL - FIRE PROTECTION</b>		-	-	0.00%
213100 Fire protection piping	-			
213200 Fire pumps	-			
213300 Wet pipe sprinkler system	-			
213350 Dry pipe sprinkler system	-			
<b>22 0000 MECHANICAL - PLUMBING</b>		-	-	0.00%
224100 Plumbing piping	-			
224300 Plumbing specialties	-			
224400 Plumbing fixtures	-			
224500 Plumbing equipment	-			
224750 Pool & fountain equipment	-			
224800 Special systems	-			
<b>23 0000 MECHANICAL - HVAC</b>		1,055,259	37.69	36.52%
235100 Hydronic & refrigerant piping	475,284			
235500 Heat generation	-			
236500 Refrigeration	232,650			
237500 Heat transfer	7,150			

30 Oct 23

KEHES GROUP, LTD

**Unit Ventilator Replacment & HVAC Upgrade**  
**Mary E. Griswold Elementary School**  
**133 Heather Lane**  
**Kensington, CT**

**ESTIMATE SUMMARY***(Summer '24 Start / Q4'25 Completion)***Unit Ventilator Replacement**

<b>BUILDING AREA</b>		<b>28,000</b>		<b>GSF</b>	
<b>Description</b>		<b>Sub-Total</b>	<b>Total</b>	<b>\$/SF</b>	<b>% of Total</b>
238500	Air handling	-			
238800	Air distribution	314,435			
239500	Controls	12,760			
239900	Testing & balancing	12,980			
<b>26 0000</b>	<b>ELECTRICAL</b>		<b>155,164</b>	<b>5.54</b>	<b>5.37%</b>
262000	Power generation	-			
263000	Medium voltage distribution	-			
264000	Service & distribution	144,164			
265000	Lighting	-			
266000	Special systems	-			
267000	Communication	-			
268500	Electric resistance heating	-			
269000	Controls	-			
269500	Testing	11,000			
<b>SUBTOTAL DIRECT COST</b>		<b>\$ 1,427,879</b>	<b>\$ 1,427,879</b>	<b>\$ 51</b>	<b>49.41%</b>
Design Contingency	10.0%	142,788		5.10	4.94%
Escalation - 2024	4.5%	70,680		2.52	2.45%
Escalation - 2025	4.25%	69,757			
Escalation - 2026	0.0%	-			
General Conditions / General Requirements		256,666		9.17	8.88%
Shift Premium / Off-Hours Work		410,665		14.67	14.21%
Preconstruction		45,000		1.61	1.56%
General Liability Insurance	1.7%	\$ 41,198.39		1.47	1.43%
Building Permit		14,279		0.51	0.49%
State Education Fund	0.026%	578		0.02	0.02%
Payment & Performance Bond (Subguard)	1.0%	24,646		0.88	0.85%
OH&P	10.00%	247,949		8.86	8.58%
<b>TOTAL DIRECT COST</b>		<b>\$ 2,752,085</b>	<b>\$ 98</b>	<b>95.24%</b>	
Construction Contingency (by Owner)	5.0%	137,604		4.91	4.76%
<b>TOTAL CONSTRUCTION COST</b>		<b>\$ 2,889,689</b>	<b>\$ 103</b>	<b>100.00%</b>	

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

		BUILDING AREA		28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS
<b>31 0000 SITE WORK</b>					
<u>310500 Demolition</u> w/Mechanical & Electrical					
Demolition					-
<u>312000 Site preparation</u>					
Silt Fence	200	LF	2.04	407.00	
Temporary construction barrier	200	LF	13.20	2,640.00	
Topsoil Stockpile Area	1,200	SF	4.40	5,280.00	
Site preparation					8,327
<u>313000 Earthwork</u>					
Excavation/backfill at new underground utility lines	65.19	CY	55.00	w/below	
Crew Days w/Equipment (Small effort - site contractors will most likely approach as mob/demob/crew day effort)	4.00	CD	3,520.00	14,080	
Earthwork					14,080
<u>315000 Utility Services</u>					
Buried Chilled Water Piping w/Mechanical (Refer to 3" & 4" CHS/R line items)				w/235100	
Utility Services					-
<u>318000 Site Improvements and Amenities</u>					
NONE					
Site Improvements and Amenities					-
<u>319500 Site Restoration and Rehabilitation</u>					
Misc Site Restoration Allowance	1	LS	2,750.00	2,750	
Site Restoration and Rehabilitation					2,750
<b>SUBTOTAL SITE WORK</b>					<b>25,157</b>
<b>03 3000 CONCRETE</b>					
<u>031000 Concrete Forms and Accessories</u>					
Misc. MEP housekeeping pads (reinforced concrete)	1	LS	21,909.38	21,909	
Concrete Forms and Accessories					21,909
<u>033000 Cast - In - Place Concrete (Foundation)</u>					
NONE					
Cast - In - Place Concrete (Foundation)					-
<u>033000 Cast - In - Place Concrete (Super Structure)</u>					
NONE					
Cast - In - Place Concrete (Super Structure)					-

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

		BUILDING AREA		28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS

**SUBTOTAL CONCRETE**

21,909

04 0000 MASONRY042000 Masonry Units  
NONE

Masonry Units

-

049000 Masonry Restoration and Cleaning

Patch Exterior Wall / Foundation at New Utility Line Entrance

1.00

LS

3,300.00

3,300

Masonry Restoration and Cleaning

3,300

**SUBTOTAL MASONRY**

3,300

05 0000 METAL051000 Structural Steel  
NONE

Structural Steel

-

052000 Metal Joists  
NONE

Metal Joists

-

053000 Metal Deck  
NONE

Metal Deck

-

055000 Metal Fabrications  
NONE

Metal Fabrications

-

058000 Expansion Control  
NONE

Expansion Control

-

**SUBTOTAL METAL**

-

06 0000 WOOD & PLASTICS061000 Rough Carpentry  
Temp Protection - Allowance

1 LS

22,000.00

22,000

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

		BUILDING AREA		28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS
Safety & Maintenance	6	MOS	1,650.00	9,900	
Rough Carpentry					31,900
<u>062000</u> <u>Finish Carpentry</u>					
NONE					
Finish Carpentry					-
<u>064000</u> <u>Architectural Woodwork</u>					
Re-work Existing Misc Cabinets, Trim Elements, etc. to Conceal Piping & Valves - Allowance	1.00	LS	11,000.00	11,000	
Architectural Woodwork					11,000
<b>SUBTOTAL WOOD &amp; PLASTICS</b>					42,900
<u>07.0000</u> <u>THERMAL &amp; MOISTURE PROTECTION</u>					
<u>071000</u> <u>Damproofing and Waterproofing</u>					
NONE					
Damproofing and Waterproofing					-
<u>072000</u> <u>Thermal Protection</u>					
NONE					
Thermal Protection					-
<u>073000</u> <u>Siding Systems</u>					
NONE					
Siding Systems					-
<u>075000</u> <u>Roofing</u>					
NONE					
Roofing					-
<u>076000</u> <u>Flashing and Sheet Metal</u>					
Misc. Flashing repair at unit ventilator sleeves	1	LS	2,200.00	2,200	
Flashing and Sheet Metal					2,200
<u>077000</u> <u>Roof specialties and accessories</u>					
NONE					
Roof specialties and accessories					-
<u>078000</u> <u>Fire and Smoke Protection</u>					
Firestopping - Allowance	1	LS	2,200.00	2,200	
Fire and Smoke Protection					2,200
<u>079000</u> <u>Joint sealers</u>					

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

BUILDING AREA			28,000	GSF		
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS	
Misc. caulking, sealant and fire safing - Allowance	1	SF	1,870.00	1,870		
Joint sealers					1,870	
SUBTOTAL THERMAL & MOISTURE PROTECTION					6,270	
08 0000 DOORS & WINDOWS						
081000 Metal Doors and Frames						
NONE						
Metal Doors and Frames						-
082000 Wood and Plastic Doors						
NONE						
Wood and Plastic Doors						-
083000 Specialty Doors						
Allowance for access panels	1	LS	2,200.00	2,200		
Specialty Doors					2,200	
084000 Entrances and Storefronts						
NONE						
Entrances and Storefronts						-
008500 Windows						
NONE						
Windows						-
088000 Glazing						
NONE						
Glazing						-
SUBTOTAL DOORS & WINDOWS					2,200	

**09 0000 FINISHES**

<b>092000 Plaster and Gypsum Board</b>						
Patching Allowance	34	LOC	220.00	7,480		
Plaster and Gypsum Board					7,480	
<b>093000 Tile</b>						
NONE						
Tile					-	
<b>095000 Ceilings</b>						

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

		BUILDING AREA			28,000	GSF
	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS
	ACT Ceiling Removal / Reinstallation to Support Above Ceiling Work (Portions may need GWB patching) - Assumes 10% of existing tiles will need to be replaced	14,000	SF	4.40	61,600	
	Misc Protection	14,000	SF	2.20	30,800	
	Misc Cleanup	14,000	SF	0.55	7,700	
	Ceilings					100,100
<u>096000</u>	<u>Flooring</u>					
	NONE					
	Flooring					-
<u>097000</u>	<u>Wall Finishes</u>					
	NONE					
	Wall Finishes					-
<u>098000</u>	<u>Acoustical Treatment</u>					
	NONE					
	Acoustical Treatment					-
<u>099000</u>	<u>Paints and Coatings</u>					
	Misc. Touch-up Painting Allowance	8.00	MD	1,017.50	8,140	
	Paints and Coatings					8,140
	<b>SUBTOTAL FINISHES</b>					115,720
<u>10 0000</u>	<b><u>SPECIALTIES</u></b>					
<u>101000</u>	<u>Compartments and Cubicles</u>					
	NONE					
	Compartments and Cubicles					-
<u>102600</u>	<u>Identifying devices</u>					
	NONE					
	Identifying devices					-
<u>102700</u>	<u>Lockers</u>					
	NONE					
	Lockers					-
<u>105220</u>	<u>Postal equipment</u>					
	NONE					
	Postal equipment					-
<u>108000</u>	<u>Bathroom &amp; toilet accessories</u>					
	NONE					
	Bathroom & toilet accessories					-



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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

				BUILDING AREA	28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS	

108800 Fire Protection Specialties  
NONE

Fire Protection Specialties

109900 Miscellaneous Specialties  
NONE

Miscellaneous Specialties

**SUBTOTAL SPECIALTIES**

11 0000 EQUIPMENT

113100 Kitchen Equipment  
NONE

Kitchen Equipment

**SUBTOTAL EQUIPMENT**

12 0000 FURNISHING

124000 Furnishings and Accessories  
NONE

Furnishings and Accessories

**SUBTOTAL FURNISHING**

13 0000 SPECIAL CONSTRUCTION

13120 Special Construction  
NONE

Special Construction

**SUBTOTAL SPECIAL CONSTRUCTION**

14 0000 CONVEYING SYSTEM

142000 Elevators  
NONE

Elevators

**SUBTOTAL CONVEYING SYSTEM**

30 Oct 23

**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

		BUILDING AREA		28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS

**21 0000 MECHANICAL - FIRE PROTECTION**

213100 Fire protection piping  
NONE

Fire protection piping

213200 Fire pumps  
NONE

Fire pumps

213300 Wet pipe sprinkler system  
NONE

Wet pipe sprinkler system

213350 Dry pipe sprinkler system  
NONE

Dry pipe sprinkler system

**SUBTOTAL FIRE PROTECTION****22 0000 MECHANICAL - PLUMBING**

224100 Plumbing piping  
NONE

Plumbing piping

224300 Plumbing specialties  
NONE

Plumbing specialties

224400 Plumbing fixtures  
NONE

Plumbing fixtures

224500 Plumbing equipment  
NONE

Plumbing equipment

224750 Pool & fountain equipment  
NONE

Pool &amp; fountain equipment

224800 Special systems  
NONE

Special systems

30 Oct 23

**KEHES GROUP, LTD****Unit Ventilator Replacment & HVAC Upgrade****Mary E. Griswold Elementary School****133 Heather Lane****Kensington, CT****DD ESTIMATE DETAIL**

DESCRIPTION	BUILDING AREA			28,000	GSF
	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS

**SUBTOTAL MECHANICAL - PLUMBING****23 0000 MECHANICAL - HVAC****235100 Hydronic & refrigerant piping**

1-1/4" CHWS	816	LF	52.80	43,061	
1-1/4" CHWR	871	LF	52.80	45,965	
1" CHWS	230	LF	46.20	10,640	
1" CHWR	215	LF	46.20	9,932	
4" CHWS	474	LF	88.00	41,754	
2-1/2" CHWR	165	LF	60.50	9,974	
3" CHWS	150	LF	81.40	12,205	
2-1/2" CHWS	105	LF	60.50	6,364	
4" CHWR	571	LF	88.00	50,255	
3" CHWR	138	LF	81.40	11,219	
2" CHWS	67	LF	57.20	3,849	
1-1/2" CHWS	38	LF	55.00	2,078	
2" CHWR	59	LF	57.20	3,366	
3/4" CHWR	10	LF	44.00	447	
3" CHWS	45	LF	81.40	3,650	
Extend / Connect 3/4" HWS & HWR Stacked at Wall (at each new unit)	34	LOC	550.00	18,700	
Isolation Valves at each New Unit Ventilator	34	EA	500.00	17,000	
Pipe Insulation	4,294	LF	11.00	47,230	
Air & Dirt Separators - AS-1 & AS-2 - Spirotherm VHT400	2	EA	3,520.00	7,040	
Bypass Feeder - BF-1 - ELBI DB5-200V (5 Gallon)	1	EA	1,980.00	1,980	
Bypass Feeder - BF-2 - ELBI DB2-200V (2 Gallon)	1	EA	1,320.00	1,320	
Vertical Chilled Buffer Tank 0 BT-1 & BT-2 - Wessels CBT-200	2	EA	11,000.00	22,000	
Expansion Tank - ET-1 - Armstrong 85-L (23 Gallon)	1	EA	4,950.00	4,950	
Expansion Tank - ET-2 - Armstrong 35-L (10 Gallon)	1	EA	2,750.00	2,750	
Pressure Reducing Valve - PRV-1 & PRV-2 - Watts U5B	2	EA	1,100.00	2,200	
Reduced Pressure Zone Backflow Preventer - RPZ-1 - Watts 909M1-QT	1	EA	3,135.00	3,135	
Sight Glass - SG-1 & SG-2 - John Ernst 138P	2	EA	770.00	1,540	
Pump - CHWP-1A - Amrstrong 4380 0205-005.0 (156 GPM)	1	EA	7,150.00	7,150	
Pump - CHWP-1B - Amrstrong 4380 0205-005.0 (156 GPM)	1	EA	7,150.00	7,150	
Pumps & accessories (air vents, relief vents, etc), gauges, misc fittings & supports, etc.	1	LS	76,380.61	76,381	

Hydronic &amp; refrigerant piping

475,284

**235500 Heat generation**

NONE

Heat generation

**236500 Refrigeration**

Air Cooled Chiller - CH-1 - Daiken AGZ075E (128 GPM) - Supply & Install	1	EA	101,750.00	101,750	
Air Cooled Chiller - CH-1 - Daiken AGZ075E (128 GPM) - Supply & Install	1	EA	101,750.00	101,750	
Glycol Make-up Unit - GMP-1 - Wessels GMP-1350	1	EA	29,150.00	29,150	

Refrigeration

232,650

30 Oct 23

**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CTDD ESTIMATE DETAIL

BUILDING AREA				28,000	GSF	
	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS
237500	Heat transfer Plate & Frame Heat Exchanger - HX-1 - Armstrong AWP47-72-231	1	EA	7,150.00	7,150	
	Heat transfer					7,150
238500	Air handling NONE					
	Air handling					-
238800	Air distribution  Mechanical Demo Key Note #1 - Remove Existing DX Unit Ventilator & all Associated Control Devices & Appurtenances	34.00	EA	440.00	14,960	
	Mechanical Demo Key Note #1 - Remove Associated Hot Water Branch Piping Back to the Exterior of the Unit Housing to Allow Room for Installation of a Replacement Unit	34.00	EA	880.00	29,920	
	Mechanical Demo Key Note #2 - Existing Temperature Sensor to Remain - Reconnect	1.00	EA	275.00	275	
	Unit Ventilator - Daikin UAVS9H15 / 900 CFM	10.00	EA	9,680.00	96,800	
	Unit Ventilator - Daikin UAVS9H13 / 768 CFM	17.00	EA	7,920.00	134,640	
	Unit Ventilator - Daikin UAVS9H07 / 492 CFM	6.00	EA	5,280.00	31,680	
	Unit Ventilator - Daikin UAVS9H10 / 616 CFM	1.00	EA	6,160.00	6,160	
	Air distribution					314,435
239500	Controls Mechanical Demo Key Note #3 - Existing Temperature Sensor to be Removed & Replaced	29.00	EA		-	
	Temperature Sensor - Removal	29.00	EA	110.00	3,190	
	Temperature Sensor - Replacement	29.00	EA	330.00	9,570	
	Controls					12,760
239900	Testing & balancing Testing & Balancing	1	LS	7,480.00	7,480	
	Commissioning	1	LS	5,500.00	5,500	
	Testing & balancing					12,980
	SUBTOTAL HVAC					1,055,259

26 0000 ELECTRICAL262000 Power generation  
NONE

Power generation

263000 Medium voltage distribution  
NONE

Medium voltage distribution

264000 Service & distribution

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**KEHES GROUP, LTD**Unit Ventilator Replacment & HVAC UpgradeMary E. Griswold Elementary School133 Heather LaneKensington, CT**DD ESTIMATE DETAIL**

				BUILDING AREA	28,000	GSF
DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	SUB-TOTALS	
Wire Management - clean-up of Existing Above Ceiling wiring, devices, etc. - Make-safe, etc.	1.00	LS	35,000.00	35,000		
New Switchgear	1.00	LS	25,300.00	25,300		
New CT Cabinet	1.00	LS	13,200.00	13,200		
NEW MDP	1.00	EA	9,350.00	9,350		
Electrical Key Note #15 - Supply & Install New 400A CB for CH-1	1.00	EA	3,960.00	3,960		
Electrical Key Note #16 - Provide Spare 100A CB	1.00	EA	44.00	44		
Electrical Key Note #17 - Supply & Install New 400A CB for CH-2	1.00	EA	3,960.00	3,960		
Electrical Key Note #18 - Provide Spare 100A CB	1.00	EA	440.00	440		
Electrical Key Note #21 - Reconnect Existing Utilty Feeders to New Switchgear	1.00	EA	2,530.00	2,530		
New Distribution Panel 7A	1.00	EA	4,400.00	4,400		
Electrical Identification	1	LS	7,150.00	7,150		
Power to Mechanical Equipment - CH-1, 2; HX-1; GMP-1; CHWP-1A/B	6	LS	2,887.50	17,325		
Electrical Demo Key Note #1 - Disconnect & Protect Existing Feeders to Unit Ventilators for Future Connection New Units	34	EA	247.50	8,415		
Reconnect Existing Feeders to New Ventilator Units	34	EA	385.00	13,090		
Service & distribution						144,164
<u>265000</u> <u>Lighting</u>						
NONE						
Lighting						-
<u>266000</u> <u>Special systems</u>						
NONE						
Special systems						-
<u>267000</u> <u>Communication</u>						
NONE						
Communication						-
<u>268500</u> <u>Electric resistance heating</u>						
NONE						
Electric resistance heating						-
<u>269000</u> <u>Controls</u>						
NONE						
Controls						-
<u>269500</u> <u>Testing</u>						
Testing & Commissioning	1	LS	11,000.00	11,000		
Testing						11,000
<b>SUBTOTAL ELECTRICAL</b>						155,164

Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 27, 2023

**SUBJECT: AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE**

**Summary of Agenda Item:**

Our Bond Counsel, Attorney Jessica G. Kennedy, has prepared the attached bonding authorization entitled "AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

"Section 1. Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$4,950,000 for the HVAC Upgrades to Richard D. Hubbard Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Richard D. Hubbard Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

As a reminder, our Charter states that:

"Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be

provided by newspaper publication of its title and a statement of its passage. Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk's certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval."

**Action Needed:**

1. Move to waive Rule 7 of the Town Council Rules and Procedures.
2. Move that "AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." be adopted.

**Attachments:**

Proceedings from Bond Counsel, Jessica G. Kennedy.  
Ordinance

October 31, 2023, A.M. Fogarty & Associates, Inc Hubbard School HVAC Upgrade cost estimate

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





**FIRST PERSON VERSION**

**TOWN COUNCIL - ORDINANCE ACTION**

The Town Council will now consider and take action with respect to the \$4,950,000 HVAC Upgrades to Richard D. Hubbard Elementary School Project appropriation and bond ordinance. A copy of the ordinance is available from the Town Clerk.

*[Make the following Motion Only if vote is on same night as public hearing.*

*Is there a motion to waive Rule 7?*

*Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.*

*Those in favor?*

*Those opposed?*

*The motion passes.]*

Is there a motion and a second that the ordinance entitled:

AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES  
TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND  
AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO  
MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE  
THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH  
PURPOSE

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

[Council Discussion]

Those in favor?

Those opposed?

I declare the ordinance adopted.

AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The Town of Berlin, Connecticut (the "Town") appropriates the sum of \$4,950,000 for the HVAC Upgrades to Richard D. Hubbard Elementary School (2023) project (the "Project"). The Project is comprised of HVAC improvements and upgrades at Richard D. Hubbard Elementary School, as determined by the Town Council or the Public Building Commission. The Project includes the costs of planning, design, architectural work, remediation, equipment, acquisition, construction and related costs thereto, and administrative, advertising, printing, legal and financing costs related thereto. The Director of Finance or the Town Manager may allocate funding among the projects as needed from time to time. Said appropriation shall be inclusive of all State and Federal grants-in-aid, and in addition to all other appropriations therefor.

Section 2. To meet said appropriation, \$4,950,000 bonds of the Town or so much thereof as may be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Town Manager and Director of Finance (such majority hereafter, the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town

Officials, and be approved as to their legality by Pullman & Comley, LLC, Attorneys-At-Law ("Bond Counsel"). Such bonds shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended (the "Statutes"). In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale may be published in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds from the sale of bonds, notes or obligations, or the receipt of grants for the Project. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project.

Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any tax credit bonds or other tax-advantaged bonds.

Section 8. The Mayor, Town Manager and Director of Finance, and other proper officers and officials of the Town are each authorized to take any other action which is necessary or desirable to complete the Project and to issue bonds, notes or obligations or obtain grants to finance the aforesaid appropriation.

## **HUBBARD SCHOOL HVAC UPGRADES EAST BERLIN, CT**

**October 31, 2023**

### **GRAND SUMMARY**

HUBBARD SCHOOL HVAC UPGRADES	\$4,575,403
ADD FOR SUMMER 2025 ESCALATION	\$183,016


DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
HUBBARD SCHOOL HVAC UPGRADES				
HVAC:				
Demolition & disconnects Including ATC				
Existing HW Service and Valving to Remain				
Demo CUH	1	EA	350.00	350
Demo PTAC	8	EA	350.00	2,800
Demo Unit Ventilator	22	EA	350.00	7,700
Clean/Prepare and Provide Blank-off at UV	22	EA	1,500.00	33,000
Misc Demolition Not Shown on DWGS	1	LS	50,000.00	50,000
Chilled Water Generation:				
CH-1 - 2 (Daikin)	150	TONS	2,800.00	420,000
GCHW Pumps (1A/B -2A/B)	W/Chiller (Integral)			
CHW Pumps	2	EA	15,000.00	30,000
VFD	6	EA	2,500.00	15,000
HX	1	EA	30,000.00	30,000
GMP	1	EA	5,000.00	5,000
Air separator	2	EA	3,500.00	7,000
Expansion tank	2	EA	2,100.00	4,200
Buffer Tank	2	EA	1,750.00	3,500
By-Pass Feed	2	EA	1,200.00	2,400
Chiller piping trim and valve	2	EA	25,000.00	50,000
Glycol Water Treatment	1	ALLOW	75,000.00	75,000
CHW Pipe:				
1"	264	LF	38.00	10,032
1 1/4"	1,771	LF	40.00	70,840
2"	257	LF	62.00	15,934
2 1/2"	204	LF	75.00	15,300
3"	540	LF	145.00	78,300
4"	650	LF	190.00	123,500
5" Buried	190	LF	250.00	47,500
CHW Pipe Valves, Fittings	1	LS	75,000.00	75,000
CHW Pipe Insulation:				
1"	264	LF	12.00	3,168
1 1/4"	1,771	LF	12.00	21,252
2"	257	LF	15.00	3,855
2 1/2"	204	LF	15.00	3,060
3"	540	LF	20.00	10,800
4"	650	LF	20.00	13,000
5"	190	LF	22.00	4,180
Hydronic Specialties:				
UV	22	EA	3,600.00	79,200
FCU	8	EA	2,800.00	22,400
CTE HW	30	LOC	550.00	16,500
Modulating Valve	60	EA	325.00	19,500
Isolation valve	120	EA	105.00	12,600
Temperature Control:				
CH/GCHWP	2	EA	50,000.00	100,000
UV	22	EA	2,200.00	48,400

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
FCU	8	EA	2,200.00	17,600
Integration, Testing, Graphics	1	LS	60,000.00	60,000
Repair and Reinsulate HW PVF (As needed)	1	ALLOW	35,000.00	35,000
Make-up Water	200	LF	40.00	8,000
Start up, Commisioning Assistance	80	HRS	110.00	8,800
Balancing	64	HRS	85.00	5,440
Vibration Isolation	1	LS	10,000.00	10,000
Coring/Fire Safing	1	LS	15,000.00	15,000
Rigging	1	LS	25,000.00	25,000
Shutdowns	1	LS	5,000.00	5,000
Misc. Steel	1	LS	10,000.00	10,000
Coordination/ As-built	1	LS	20,000.00	20,000
Test, Permit, Misc. GC	1	LS	200,000.00	200,000
Second Shift Premium	1	LS	390,022.20	390,022
<b>ELECTRICAL:</b>				
Selective Demolition of Power:				
Shutdown/ De-energize	1	LS	5,000.00	5,000
Demo CUH	1	EA	300.00	300
Demo PTAC	8	EA	300.00	2,400
Demo Unit Ventilator	22	EA	300.00	6,600
Unforeseen Pre-Existing Reroute & Demo	1	LS	50,000.00	50,000
Electrical Power/Feeders:				
Modify Existing 2600A MSB	1	EA	25,000.00	25,000
New 1600A Electrical Service Switchgear	1	EA	75,000.00	75,000
Metering	1	EA	2,000.00	2,000
Ceiling Pull Box For Chiller Feed	1	EA	750.00	750
Switchgear Feeders To XFMR (4) 4#600KCMIL	110	LF	180.00	19,800
Switchgear Feeders To MSB (4) 4#350KCMIL	125	LF	120.00	15,000
Chiller Feeders To Switchgear -400A Feed	380	LF	70.00	26,600
Lighting and Device Feed @ Enclosure	190	LF	40.00	7,600
Mechanical Equip Connections:				
UV/FCU	30	EA	1,000.00	30,000
CHW Pumps	2	EA	2,200.00	4,400
GMP	1	EA	2,000.00	2,000
Chiller Disconnect Switch	2	EA	4,500.00	9,000
WP GFI	2	EA	150.00	300
Wall Mtd Fixture W/ Switch	1	EA	1,500.00	1,500
Grounding	1	LS	15,000.00	15,000
Coring/Fire Safing	1	LS	20,000.00	20,000
Test, Permit, Misc. GC	1	LS	100,000.00	100,000
Second Shift Premium	1	LS	83,650.00	83,650
<b>OTHER TRADE SUPPORT:</b>				
Modifications at existing walls for pipe chase	1	ALLOW	150,000.00	150,000
Misc Patch and Paint	30	LOC	2,500.00	75,000
Unforeseen ACT & Ceiling Grid Replacement	1	LS	60,000.00	60,000
Protection of Area and Clean up	1	LS	30,000.00	30,000
<b>MECHANICAL ROOM:</b>				
Chain Link Enclosure	38	LF	95.00	3,610
CL Gate - sgl	1	EA	2,500.00	2,500
Second Shift Premium	1	LS	64,222.00	64,222

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
SITEWORK:				
Entrance Pad	578	SF	12.00	6,936
Remove Bit Walkway	77	SF	5.00	385
Remove Conc. Walkway	87	SF	8.00	696
Saw cut Conc Walkway	16	LF	9.50	152
Saw cut Bit Walkway	16	LF	5.00	80
Erosion Control	107	LF	11.00	1,177
Strip and Stack Tope soil - 6"	24	CY	45.00	1,080
12" Gravel Yard	885	SF	5.50	4,868
18" Concrete Pad	235	SF	48.00	11,280
Wall Foundation	20	CY	1,100.00	22,000
8" SF CMU Wall - 11'	1,180	SF	45.00	53,100
Precast Wall Cap	107	LF	95.00	10,165
Utility Yard Dbl Gate	1	EA	7,500.00	7,500
Trenching	190	LF	45.00	8,550
Repair Lawn	600	SF	2.00	1,200
Patch Bit walkway	77	SF	6.00	462
Patch Conc Walkway	87	SF	15.00	1,305
SUBTOTAL				3,358,301
GENERAL CONDITIONS				7 % 235,081
SUBTOTAL				3,593,382
GEN. REQ/OVERHEAD & PROFIT				6 % 215,603
SUBTOTAL				3,808,985
PERMIT				1 % 38,090
SUBTOTAL				3,847,075
BOND/INSURANCE				2 % 76,941
SUBTOTAL				3,924,016
DESIGN CONTINGENCY				10 % 392,402
SUBTOTAL				4,316,418
ESCALATION ( Summer 2024)				6 % 258,985
TOTAL				4,575,403



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

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** November 29, 2023

**SUBJECT:** Approval of proposals from Siemens Industry, Inc (Siemens) for Security Camera Upgrades at Berlin High School

**Summary of Agenda Item:**

In fiscal year 2024, funding was allocated for security camera upgrades at Berlin High School. Many of the existing cameras are operating on an antiquated platform installed during the renovation and are no longer supported and not compatible with recent system upgrades. The old equipment does not have the speed and resolution of current camera technology available. The District Information Technology Director and School Security Staff worked with two local authorized Genetec service providers who are currently approved Town Vendors to develop proposals for the required camera upgrades. Siemens Industry, Inc. (Siemens) of Cromwell, CT has provided the lowest cost for the determined scope of work required utilizing Sourcewell Cooperative Purchasing Agreement no. 030421-SIE in the amount of \$96,461.98 which includes a five percent project contingency.

**Funding:**

001.35.3561.0.54000.01110 Security Cameras

**Action Needed:**

Move to utilize Sourcewell Contract no. 030421-SIE and approve proposals provided by Siemens Industry, Inc. (Siemens) of Cromwell, CT in the amount of \$96,461.98 which includes a five percent project contingency for interior and exterior camera upgrades at Berlin High School.

**Attachments:**

Siemens BHS Interior Project Proposal  
Siemens BHS Exterior Project Proposal  
Certificate of Sufficiency of Funds

**Prepared By:** Ashley L. Dorsey, Director of Finance, Berlin Public Schools 



**PROPOSAL**

Berlin High School - Interior Cameras

**PREPARED BY**

Siemens Industry, Inc. ("Siemens")

**PREPARED FOR**

Craig Szymanski

**DELIVERED ON**

November 20, 2023

SMART BUILDINGS

# Transforming the Everyday



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## Contact Information

Proposal #: 8400643  
Date: November 20, 2023

Sales Executive: Bill Dennehy  
Branch Address: 104 Sebethe Drive  
Cromwell CT 06416  
Telephone: (860) 262-3723  
Email Address: bill.dennehy@siemens.com

Customer Contact: Berlin Public Schools  
Customer: Craig Szymanski  
Address: 238 Kensington Rd  
Berlin CT

Services shall be provided at: Berlin High School  
139 Patterson Way Berlin CT 06037

## Scope of Work

Siemens to furnish and install (66) cameras at Berlin High School. (Add of 1 camera 4C10B Gym 2). Proposal includes the replacing of the cameras and programming into the existing Genetec VMS.

## Camera Locations

Interior				
Unit	Location	Product type	Replace With	Mount
BHS-4C27E Senior Courtyard No.	Exterior	S2610e	5mp Bullet XNO-8020R	Wall
BHS-4C28E Senior Court So.(.163)	Exterior	S2610e	5mp Bullet XNO-8020R	Wall
BHS-4C24E Tunnel Entry(.159)	Exterior	S5250FDW-DN	PNM-9031RV	Wall
BHS-4C26E Patterson way(.161)	Exterior	S5250FDW-DN	PNM-9031RV	Wall
BHS-2C31E REAR WEST EXT(.121)	Exterior	S5250FDW-DN	PNM-9084QZ1	Wall
BHS-5C08E English Art Entry(.173)	Exterior	S5250FDW-DN	PNM-9084QZ1	Wall
BHS-2C12E Custodial Ext Dr(.102)	Exterior	S2700e	QNV-8020R	Wall
BHS-2C13E Mechanical Ext dr(.103)	Exterior	S2700e	QNV-8020R	Wall
BHS-2C22 Main Hall West(.112)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-2C27 Stair6 Top(.117)	Interior	S2700e	QNV-8020R	Wall
BHS-2C28 Kit Stair Upper(.118)	Interior	S2700e	QNV-8020R	Wall
BHS-2C30E REAR EAST EXT(.120)	Exterior	S5250FDW-DN	QNV-8020R	Wall
BHS-2C34E EAST EXT SCIENCE RM(.124)	Exterior	S5250FDW-DN	QNV-8020R	Wall
BHS-2C48 Loading Dock(.172)	Exterior	S5250FDW-DN	QNV-8020R	Wall
BHS-3C03 World Lang North(.128)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-3C04 World Lang South(.129)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-3C05 Stage Rear Hall(.130)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-3C09E Ext Music storage(.134)	Exterior	S2700e	QNV-8020R	Wall
BHS-4C04 Auditorium Vestibule(.139)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-4C05 Music Hallway(.140)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-4C06 Music Hallway(.141)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-4C09 B-GYM 1(.144)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-4C10 B-GYM 2	Interior		QNV-8020R	Wall
BHS-4C13 B-GYM 3(.148)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-4C14 B-GYM 4(.149)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-4C15 Stair 2 upper(.150)	Interior	S2700e	QNV-8020R	Wall
BHS-4C19 B-Gym Hall west(.154)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-4C20 Stair 3 upper(.155)	Interior	S2700e	QNV-8020R	Wall
BHS-4C23E Auditorium Entry(.158)	Exterior	S5250FDW-DN	QNV-8020R	Wall



BHS-4C29E Media Center Ext Dr(.164)	Exterior	S2700e	QNV-8020R	Wall
BHS-4C30E B-Gym Entry(.165)	Exterior	S5250FDW-DN	QNV-8020R	Wall
BHS-4C31E Senior Courtyard West(.156)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-4C33 Aud Entry(.226)	Interior	S5250FDW-DN	QNV-8020R	Wall
BHS-5C09E Tech ED Annex	Exterior	S5250FDW-DN	QNV-8020R	Wall
BHS-5C10 Gym North Entry(.175)	Exterior	S5250FDW-DN	QNV-8020R	Ceiling
BHS-5C11 Atrium FL1 South(.224)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-6C01 Tech Connector(.210)	Interior	S5120FD-DN	QNV-8020R	Wall
BHS-6C02 Tech East Hall2(.216)	Interior	S5120FD-DN	QNV-8020R	Wall
BHS-6C03 Tech East Hall1(.215)	Interior	S5120FD-DN	QNV-8020R	Wall
BHS-6C07E Tech SE Southside(.219)	Exterior	S5120FDW-DN	QNV-8020R	Wall
BHS-6C11E Tech NE North(.212)	Exterior	S5120FDW-DN	QNV-8020R	Wall
BHS-6C12E TECH Alley(.211)	Exterior	S5120FDW-DN	QNV-8020R	Wall
BHS-MC01 Stair2 Lower(.50)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC08 Office So Hall(.57)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC09 Office West Hall(.58)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC17 East Athletic storage(.66)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC20 Balcony Hall(.69)	Interior	V3320FD-DN	QNV-8020R	Ceiling

BHS-MC22 Team Room 2(.71)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC23 Lower Media Center Stair(.72)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC24 W Media Ctr Hall(.73)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC25 Stair4 Upper(.74)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC26 South Gym Lobby(.75)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC27 North Gym Lobby(.76)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC28 Stair5 Upper(.77)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC29 Athletic West(.78)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC31 A Gym 4(.80)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC37 Media Ctr Upper Office(.86)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC38 FL3 Balcony Hall(.87)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC39 FL3 Faculty Hall(.88)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC40 FL3 Media Ctr Stair(.89)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC41 Stair1 3rd FL(.90)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC42 Front Lobby(.222)	Interior	V3320FD-DN	QNV-8020R	Wall
BHS-MC43 Atrium FL1 North(.223)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC44 Atrium FL2 North(.227)	Interior	V3320FD-DN	QNV-8020R	Ceiling
BHS-MC45 Library Middle(.229)	Interior	S5250FDW-DN	QNV-8020R	Wall
BHS-MC46 Library Corner(.230)	Interior	S5250FDW-DN	QNV-8020R	Wall

## Exclusions

1. Labeling of any wire, cables and/or patch cords.
2. Provision or installation of wire, fiber, electrical distribution components, conduit and boxes.
3. Cutting, painting and patching.
4. Dedicated Telephone lines, network connectivity or monitoring services for systems listed above.
5. 120 VAC connections and supply to be done by others as required.

## Clarifications

1. Lift Rental is included as part of this proposal.
2. Pricing includes one (1) year warranty.
3. Work is assumed to be completed during normal business 2nd Shift hours (M-F 3PM-11PM) .

## Equipment List

### Berlin HS Interior

#### System 1

Qty	Ref #	Description
60	QNV-8020R	HANWHA- QNV-8020R-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,
2	PNM-9084QZ1	HANWHA- PNM-9084QZ1-WISENET P SERIES NETWORK VANDAL OUTDOOR MULTI-SENSOR MULTI-DIRECTIONAL DOME CAMERA, (2MP X 4 SENSORS) 8MP @ 60FPS, MOTORIZED VARI-FOCAL LENS 2X (3.0~6.0MM) (107°~56.3°), PTRZ (PAN/TILT/ROTATE/ZOOM) REMOTE ADJUSTMENT, TRIPLE COD
2	PNM-9031RV	HANWHA- PNM-9031RV-NETWORK VANDAL OUTDOOR MULTI-SENSOR DOME CAMERA, PANORAMIC VIEW WITH STITCHED IMAGE, (5MP X 4 SENSORS) 15MP @ 20FPS, TRIPLE CODEC H.265/H.264/MJPEG WITH WISESTREAM II TECHNOLOGY, WDR 120DB, IR VIEWABLE LENGTH 20M (65.5'), BUILT IN
2	XNO-8020R	HANWHA- XNO-8020R-WISENET X POWERED BY WISENET 5 NETWORK OUTDOOR VANDAL BULLET CAMERA, 5MP @30FPS, 3.7MM FIXED LENS (97.5°), TRIPLE CODEC H.265/H.264/MJPEG WITH WISESTREAM II TECHNOLOGY, 120DB WDR, USB PORT FOR EASY INSTALLATION, ADVANCED VIDEO ANA



Sell Price

Total Quote Price (Excludes Sales Tax) \$47,050.65

This price is firm for 30 days from the date of this proposal.

All labor and materials is per Sourcewell contact #030421-SIE

<b>Berlin HS Interior</b>	
Materials	\$ 21,856.43
Shipping	\$ 355.27
Equipment Rental	\$ 1,561.72
Labor	\$ 23,277.23
<b>Total</b>	<b>\$ 47,050.65</b>

## Payment Terms

### Payment Terms Acceptance Agreement

The total price of: \$47,050.65 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens RAM Projects Business Standard Terms and Conditions, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

*Proposal is valid for thirty (30) days from the delivery date of November 20, 2023. Payment is due within 30 days of invoice date.*

***Total: \$47,050.65 (Excludes Sales Tax)***

## Terms & Conditions Link(s)

### Terms and Conditions (Click to download)

[Terms & Conditions \(Unrestricted\)](#)

([www.siemens.com/standard-terms-project-unrestricted](http://www.siemens.com/standard-terms-project-unrestricted))

**Price Escalation.** If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

### Riders (Click on rider below to download)

[SI Mass Notification Rider](#)

([www.siemens.com/rider-mass-notification](http://www.siemens.com/rider-mass-notification))

[SI Monitoring Rider](#)

([www.siemens.com/rider-monitoring](http://www.siemens.com/rider-monitoring))

[SI Online Backup and Data Protection](#)

([www.siemens.com/rider-data-backup](http://www.siemens.com/rider-data-backup))

[SI Software License Warranty](#)

([www.siemens.com/rider-software-license](http://www.siemens.com/rider-software-license))

[SI Consulting Rider](#)

([www.siemens.com/rider-consulting](http://www.siemens.com/rider-consulting))

[SI Shooter Detection System Rider](#)

([www.siemens.com/rider-shooter-detection](http://www.siemens.com/rider-shooter-detection))

[SI Body Temperature Thermal Camera Rider](#)

([www.siemens.com/rider-thermal-camera](http://www.siemens.com/rider-thermal-camera))

## Signature Page

### Proposed by:

Siemens Industry, Inc.

\_\_\_\_\_  
Company

Bill Dennehy

\_\_\_\_\_  
Name

8400643

\_\_\_\_\_  
Proposal #

\$47,050.65

\_\_\_\_\_  
Proposal Amount

November 20, 2023

\_\_\_\_\_  
Date

### Accepted by:

Craig Szymanski

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required



**PROPOSAL**

Berlin High School - Exterior Cameras

**PREPARED BY**

Siemens Industry, Inc. ("Siemens")

**PREPARED FOR**

Berlin Public Schools

**DELIVERED ON**

November 20, 2023

**SMART BUILDINGS**

# Transforming the Everyday



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## Contact Information

Proposal #: 8400643  
Date: November 20, 2023

Sales Executive: Bill Dennehy  
Branch Address: 104 Sebethe Drive  
Cromwell CT 06416  
Telephone: (860) 262-3723  
Email Address: bill.dennehy@siemens.com

Customer Contact: Craig Szymanski  
Customer: Berlin Public Schools  
Address: 238 Kensington Rd  
Berlin CT

Services shall be provided at: Berlin High School  
139 Patterson Way Berlin CT 06037

## Scope of Work

Siemens to furnish and install the below cameras at Berlin High School. Proposal includes the replacing of the cameras and programming into the existing Genetec VMS.

## Camera Locations

Exterior

Unit	Location	Product type	Replace With	Mount	Base	Arm	Pendant	Lenses
BHS-6C13E Tennis East(.232)	Exterior	Axis P3363	P3719-PL-15 MP CAMERA	Wall	T94A01D	T91D61	T94N01D	N/A
BHS-2C11E Kit Stair Ext Dr(.101)	Exterior	S2700e	P3719-PL-15 MP CAMERA	Wall	T94A01D	T91D61	T94N01D	N/A
BHS-6C10E Tech NE Eastside(.213)	Exterior	S5120FDW-DN	PNM-9084QZ1	Wall	SBP-300BW	SBP-300WMW1	SBP-276HMMW	N/A
BHS-6C06E Tech SW Tennis(.218)	Exterior	S5120FDW-DN	PNM-9322VQP	Wall	SBP-300BW	SBP-300WMW1	N/A	SLA-5M3700P
BHS-6C09E Tech SE Northside(.221)	Exterior	S5120FDW-DN	PNM-9322VQP	Wall	SBP-300BW	SBP-300WMW1	N/A	SLA-5M3700P
BHS-MC32E Parking South(.81)	Exterior	S5250FDW-DN	PNM-9322VQP	Wall	SBP-300BW	SBP-300WMW1	N/A	SLA-5M3700P
BHS-MC34E Buses South 2(.83)	Exterior	S5250FDW-DN	PNM-9322VQP	Wall	SBP-300BW	SBP-300WMW1	N/A	SLA-5M3700P
BHS-MC35E Buses North(.84)	Exterior	S5250FDW-DN	PNM-9322VQP	Wall	SBP-300BW	SBP-300WMW1	N/A	SLA-5M3700P
BHS-3C07E Patterson Way NW(.132)	Exterior	S5250FDW-DN	QNV-8020R	Wall	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-3C08E Patterson Way SW(.133)	Exterior	S5250FDW-DN	QNV-8020R	Wall	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-4C25E Patterson Driveway(.160)	Exterior	S5250FDW-DN	QNV-8020R	Wall	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-MC14E Buses South(.63)	Exterior	S5250FDW-DN	QNV-8020R	Ceiling	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-MC15E Buses East(.64)	Exterior	S5250FDW-DN	QNV-8020R	Ceiling	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-MC15E Buses East(.65)	Exterior	S5250FDW-DN	QNV-8020R	Wall	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A
BHS-MC36E Buses West(.85)	Exterior	S5250FDW-DN	QNV-8020R	Wall	SBP-300BW	SBP-300WMW1	SBP-122HMMW	N/A

## Exclusions

1. Labeling of any wire, cables and/or patch cords.
2. Provision or installation of wire, fiber, electrical distribution components, conduit and boxes.
3. Cutting, painting and patching.
4. Dedicated Telephone lines, network connectivity or monitoring services for systems listed above.
5. 120 VAC connections and supply to be done by others as required.

## Clarifications

1. Lift Rental is included as part of this proposal.
2. Pricing includes one (1) year warranty.
3. Work is assumed to be completed during normal business 2nd Shift hours (M-F 3PM-11PM) .



## Equipment List

### Berlin HS Exterior

#### System 1

Qty	Ref #	Description
7	QNV-8020R	HANWHA- QNV-8020R-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 LED RANGE 82', DEFOCUS DETECTION, HALLWAY VIEW, SD CARD, VIDEO ANALYTICS,
13	SBP-300BW	HANWHA- SBP-300BW-WALL MOUNT BASE, WORKS WITH MOUNTS SBP-300WMW1, WHITE
13	SBP-300WMW1	HANWHA- SBP-300WMW1-WALL MOUNT ACCESSORY (WHITE), COMPATIBLE WITH WHITE HANGING CAPS
7	SBP-122HMW	HANWHA- SBP-122HMW-CAP ADAPTER FOR THE (ANV-L6012R / L7012R, QND-6072R / 7082R / 6082R / 8080R, QNV-6012R / 6022R / 6032R / 7012R / 7022R / 7032R / 8010R / 8020R / 8030R, LND-6070R / 6072R, LNV-6010R / 6012R / 6020R / 6022R / 6030R / 6032R, HCF-801
5	PNM-9322VQP	HANWHA- PNM-9322VQP-NETWORK VANDAL OUTDOOR CAMERA THAT COMBINES MULTI-SENSOR MULTI-DIRECTIONAL CAMERA, (2MP/5MP X 4 SENSORS SOLD SEPARATELY) 8MP ~20MP (2MP @ 60FPS OR 5MP @ 30FPS) FIXED FOCAL LENS MODULES AND 2MP 32X OPTICAL ZOOM PTZ, TRIPLE CODEC H
1	PNM-9084QZ1	HANWHA- PNM-9084QZ1-WISENET P SERIES NETWORK VANDAL OUTDOOR MULTI-SENSOR MULTI-DIRECTIONAL DOME CAMERA, (2MP X 4 SENSORS) 8MP @ 60FPS, MOTORIZED VARI-FOCAL LENS 2X (3.0~6.0MM) (107°~56.3°), PTRZ (PAN/TILT/ROTATE/ZOOM) REMOTE ADJUSTMENT, TRIPLE COD
1	SBP-276HMW	HANWHA- SBP-276HMW-CAP ADAPTER FOR THE PNM-9084QZ, PNM-8082VT, PNM-9022V, PNM-9031RV, PNM9002VQ
2	01500-001	AXIS P3719-PLE NETWORK CAMERA IS A COMPACT 15-MEGAPIXEL CAMERA WITH FOUR VARIFOCAL LENSES (4 X QUAD HD) ENABLING OVERVIEW AND DETAILED SURVEILLANCE. WITH ONE IP ADDRESS AND ONE NETWORK CABLE, THE FOUR-CAMERAS-IN-ONE UNIT PROVIDES A FLEXIBLE, COST-EF
2	T94N01D	T94N01D PENDANT KIT FOR P3717-PLE
2	T91D61	AXIS T91D61 ALUMINUM WALL MOUNT WITH 1.5
2	T94A01D	PENDANT KIT
20	SLA-5M3700P	HANWHA- SLA-5M3700P-1/1.8" 5MP CMOS WITH A 3.7MM FIXED FOCAL LENS, FOV: H: 97.5°, V: 71.9° FOR THE PNM-9320VQP AND PNM-9322VQP
1	01211-001	AXIS T90D20 POE IR-LED. POE POWERED IR LED ILLUMINATOR FOR AXIS NETWORK CAMERAS. INCLUDED INTERCHANGEABLE DIVERGING LENSES PROVIDING 10°, 35°, 60° <(>&<)> 80° BEAM ANGLES. BEAM DISTANCE RANGES 36M TO 144M (118 FT TO 472 FT). MADE OF IK09 IMPACT-

## Sell Price

Total Quote Price (Excludes Sales Tax)

\$44,817.90

This price is firm for 30 days from the date of this proposal.

All labor and materials is per Sourcewell contract #030421-SIE

**Berlin HS Exterior**

Materials	\$ 27,852.02
Shipping	\$ 455.27
Equipment Rental	\$ 4,577.31
Labor	\$ 11,933.30
<b>Total</b>	<b>\$ 44,817.90</b>

## Payment Terms

### Payment Terms Acceptance Agreement

The total price of: \$44,817.90 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens RAM Projects Business Standard Terms and Conditions, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

*Proposal is valid for thirty (30) days from the delivery date of November 20, 2023. Payment is due within 30 days of invoice date.*

***Total: \$44,817.90 (Excludes Sales Tax)***

## Terms & Conditions Link(s)

### Terms and Conditions (Click to download)

[Terms & Conditions \(Unrestricted\)](#)

([www.siemens.com/standard-terms-project-unrestricted](http://www.siemens.com/standard-terms-project-unrestricted))

**Price Escalation.** If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

### Riders (Click on rider below to download)

[SI Mass Notification Rider](#)

([www.siemens.com/rider-mass-notification](http://www.siemens.com/rider-mass-notification))

[SI Monitoring Rider](#)

([www.siemens.com/rider-monitoring](http://www.siemens.com/rider-monitoring))

[SI Online Backup and Data Protection](#)

([www.siemens.com/rider-data-backup](http://www.siemens.com/rider-data-backup))

[SI Software License Warranty](#)

([www.siemens.com/rider-software-license](http://www.siemens.com/rider-software-license))

[SI Consulting Rider](#)

([www.siemens.com/rider-consulting](http://www.siemens.com/rider-consulting))

[SI Shooter Detection System Rider](#)

([www.siemens.com/rider-shooter-detection](http://www.siemens.com/rider-shooter-detection))

[SI Body Temperature Thermal Camera Rider](#)

([www.siemens.com/rider-thermal-camera](http://www.siemens.com/rider-thermal-camera))



## Signature Page

### Proposed by:

Siemens Industry, Inc.

\_\_\_\_\_  
Company

Bill Dennehy

\_\_\_\_\_  
Name

8400643

\_\_\_\_\_  
Proposal #

\$44,817.90

\_\_\_\_\_  
Proposal Amount

November 20, 2023

\_\_\_\_\_  
Date

### Accepted by:

Berlin Public Schools

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order # ☐ PO for billing/pmmt only ☐ PO not required



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Nov-23

Purchase Item or Contract: Security Camera upgrades at BHS		Requested by: Ashley Dorsey	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Security Camera upgrades - BHS	\$96,461.98	\$96,461.98
			\$0.00
			-
			-
			-
			-
			-
Account No. 001.35.3561.0.54000.01110 Security Cameras			TOTAL \$96,461.98

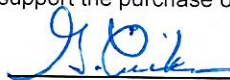
Budgeted Amount.....	\$195,000.00	Available balance.....	\$184,000.00
Encumbrances to Date.....	\$11,000.00	Amount Needed for This Package.....	\$96,461.98
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$87,538.02

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council  
FROM: Arosha Jayawickrema, Town Manager  
DATE: December 6, 2023  
SUBJECT: Auto Purchase for Student Transportation

**Summary of Agenda Item:**

The Town is requesting a bid waiver to purchase a used 2020 Ford Fusion Sedan from Monaco Ford for the purpose of transporting student(s) to and from school. This vehicle will replace the current one (Nissan Altima), owned by the Town that must be retired due mileage, age and condition. The cost of this vehicle is \$23,826, and its current mileage is 19,640 miles.

**Funding:**

The funding will be provided from the Van Account (0001.35.3561.0.54000.0001).

**Action Needed:**

Move to approve a bid waiver to purchase a 2020 Ford Fusion Sedan from Monaco Ford, for an amount not to exceed \$23,826, for the purpose of transporting student(s) to and from school, since this is in the best interest of the town.

**Attachments:**

- Invoice from Monaco Ford
- Certificate of Sufficiency of Funds

**Prepared By:**

Jeffrey P. Cugno, Director of Operations, Berlin Public Schools  
Kimberly Pethigal, Transportation Coordinator, Berlin Public Schools

Kim Pethigal  
 Berlin, CT 06037  
 H: (860) 829-6790  
 kpethigal@berlinschools.org

**Stock # 20UC6924**

2020 Ford Fusion, Body Type: 4dr Car

Color: Oxford White, 19640 Miles VIN:3FA6P0HD5LR121145

**Cash**

	Balance Due
\$0	<del>\$24,075</del>

\$23,826.00

MSRP/Retail	\$22,632.00
Selling Price	\$22,632.00
<del>OPTIONAL VIN ETCH</del>	<del>\$249.00</del>
Trade Difference	\$22,632.00
Government Fees	\$495.00
Proc/Doc Fees	\$699.00
Subtotal (Selling Price + Addons)	\$24,075.00
Total Balance Due	\$24,075.00

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

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

*With approved credit.*





Jeffrey Cugno <jcugno@berlinschools.org>

---

## Agenda Item - Car

1 message

---

**Kimberly Pethigal** <kpethigal@berlinschools.org>  
To: Jeffrey Cugno <jcugno@berlinschools.org>

Wed, Nov 29, 2023 at 2:04 PM

Hi Jeff,

Just a reminder that the agenda item needs to be completed and sent to Town Hall for the Pre-Agenda meeting, which is on December 6. We do have an "invoice" and Monaco Ford is holding the car for us.

I have attached the invoice memo, so you have the breakdown of the cost.

Car \$23,826

We also need to include the cost to make this a "student Transport vehicle" which NBT states is approximately \$1,400.

Thet total cost will be approximately \$25,226

--

Thank you  
Kim


**Kimberly Pethigal**  
**Executive Assistant, Business Office**  
**Transportation Coordinator**  
**Berlin Public Schools**  
238 Kensington Road  
Berlin, CT 06037  
Office: 860-829-6790  
Fax: 860-829-0832

kpethigal@berlinschools.org



[www.berlinschools.org](http://www.berlinschools.org)

---

 **DOC112923-020.pdf**  
363K



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Board of Education		Requested by: J. Cugno	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	BOE student transportation car	\$23,826.00	\$23,826.00
			-
			-
			-
			-
			-
Account No. 001.35.3561.0.54000.00001 Van			TOTAL \$23,826.00

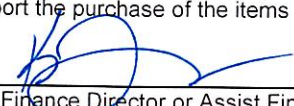
Budgeted Amount.....	\$125,000.00	Available balance.....	\$43,868.80
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$23,826.00
Expenditures to Date.....	\$81,131.20	Available Balance After Purchase.....	\$20,042.80

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director

Agenda Item No. 5  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 6, 2023

**SUBJECT:** Education Specifications (Statement of Need) for Design and Construction of Upgraded Science Laboratory Classrooms at McGee Middle School

**Summary of Agenda Item:**

In October of 2023, the BOE requested that the Town Council include the renovation of these laboratory classrooms as a capital project for FY 2025. Due to the preliminary cost estimate provided to the BOE by a professional estimating firm, the Town's Capital Planning Committee has recommended that the Town consider bond financing for the project. In that light and pursuant to ordinance, the BOE has developed and approved the Educational Specifications for the Design and Construction of Upgraded Science Laboratory Classrooms (Project) for review and approval by the Town Council. The Project shall include the planning, design, programming, budgeting, construction and commissioning for the upgrades and renovations to five (5) laboratory classrooms.

**Funding:**

The anticipated funding source for the Project is General Bond Funds issued by the Town. The Budget Estimate for the Project, recently prepared by Trophy Point Construction Services & Consulting for JCJ Architecture is Three Million One Hundred Nineteen Thousand Six Hundred and Ninety-Seven Dollars (\$3,119,697)

**Action Needed:**

Move to approve the Educational Specifications approved and submitted by the BOE, to consider providing the necessary funds for the renovation the Science Labs at McGee School, and to refer the Project to the Public Building Commission for review and action.

**Attachments:**

Education Specifications (Statement of Need) with the following Exhibits:

- Budget Estimate (Trophy Point Construction Services and Consulting 2023)

**Prepared By:**

Jeffrey P. Cugno, Director of Operations, Berlin Public Schools

**Berlin Board of Education  
Berlin, CT**

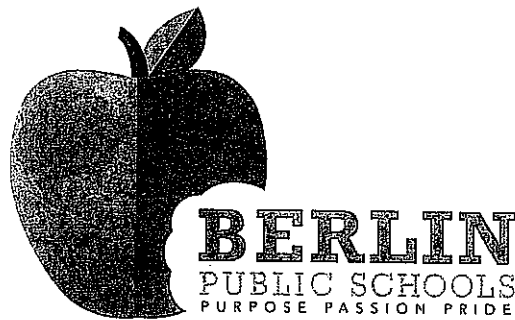
**EDUCATIONAL SPECIFICATIONS  
(Statement of Need)  
for**

**Design and Construction of Upgraded Science Laboratory  
Classrooms**

**at**

**Catherine McGee Middle School  
899 Norton Road  
Berlin, CT 06037**

**November 1, 2023**



## Introduction

The Catherine McGee Middle School is the only public school in Berlin serving students in 6<sup>th</sup> thru 8<sup>th</sup> grades. It has a current student population of approximately 591.

The building's original construction was completed in 1968, with the latest renovations in 2010. Although the Town of Berlin (Town) and its Board of Education (BOE) have taken pride in continually maintaining the building and site, the five (5) existing laboratory classrooms, which were included in the original construction, are outdated and inefficient.

The laboratory classrooms have been a pressing concern for school administration and the parents of our students for a very long period. Their age and condition make it increasingly challenging to offer the space and level of instruction expected in a modern and conducive learning environment.

## Statement of Need

In October of 2023, the BOE requested that the Town Council include the renovation of these laboratory classrooms as a capital project for FY 2025. Due to the preliminary cost estimate provided to the BOE by a professional estimating firm, the Town's Capital Planning Committee has recommended that the Town consider bond financing for the project. In that light and pursuant to ordinance, the BOE hereby submits the Educational Specifications for the Design and Construction of Upgraded Science Laboratory Classrooms (Project) for review by the Town Council, and asks that the information be referred to Berlin's Public Building Commission, which acts as the standing School Building Committee for the Town. The Project shall include the planning, design, programming, budgeting, construction and commissioning for the upgrades and renovations to the existing laboratory classrooms.

## Project Rational

Friar Associates Inc. completed a Facilities Condition Assessment (Assessment) for the Catherine McGee Middle School in 2013. The Assessment reported conditions of various classrooms, including the Science Labs, and is presented in **Exhibit I**.

Additionally, the Town commissioned a Code Analysis and Building and Grounds Survey by Friar Associates Inc. in 2020 that included information on the status of various classroom, including the Science Labs, and is presented in **Exhibit II**.

## The Project

The Project will include the renovation and upgrading of the five (5) existing Science Laboratory Classrooms present in the middle school. These areas have been used for student instruction for decades without any substantial construction or equipment improvements. The student, parent and school administration demand for continuing the mandatory instruction has remained constant, and the interest in modernization of those facilities has grown.

As part of the current process by the school administration in requesting the Project, it has provided written comments by the related instructors on the condition of the Laboratory Classrooms and the urgent need for improvement (presented in **Exhibit III**.

As further substantiation for the request, the BOE has engaged JCJ Architecture (JCJ) to preliminarily review the space with the intent to develop in the future a conceptual plan for recommended improvements. Although the conceptual plan has not been completed to date, the District requested that JCJ present an order-of- magnitude budget with an itemized scope of work and materials to renovate the spaces into modern laboratories for instruction of middle school students. The Budget Estimate recently prepared by an independent consultant, Trophy Point Construction Services & Consulting, is presented in **Exhibit IV**.

Actual programming, planning, and design for the specific spaces will be developed during the Project, as well as construction plans and specifications.

## Conclusion

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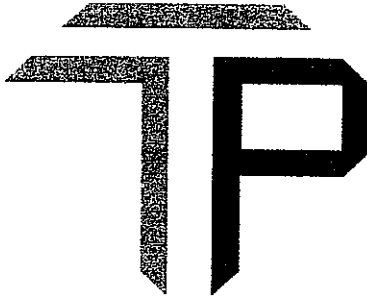
The Catherine McGee Middle School's Design and Construction of Upgraded Science Laboratory Classrooms represents vital investment in the future of our children and dedicated staff who nurture their future. It is a testament to our commitment to provide a safe, supportive and enriching educational experience for students, and it is a step toward optimizing the well-being of our school community. It is the responsibility of the BOE to ensure the McGee community has access to a quality and safe learning environment and therefore requests the necessary support and resources to proceed with this critical project; it is long overdue.



## Exhibit IV

### Budget Estimate





**TROPHY POINT**

**Construction Services & Consulting**

**BUDGET ESTIMATE ESTIMATE**

**BERLIN MCGEE MIDDLE SCHOOL SCIENCE LAB RENOVATIONS  
BERLIN SCHOOL DISTRICT**

**BERLIN, CT**

**PREPARED FOR:  
JCJ ARCHITECTURE**

**PROJECT NO: 23-1127a-0244**

**October 19, 2023  
(Original Estimate)**

**Trophy Point, LLC**  
Construction Services & Consulting

4588 South Park Avenue  
Blasdell, NY 14219

787 Pine Valley Drive, Suite A  
Pittsburgh, PA 15239

347 West 36th St., Suite 1101  
New York, NY 10018

Highland Pkwy, Suite 875A  
Downers Grove, IL 60515



BERLIN MCGEE MIDDLE SCHOOL SCIENCE LAB RENOVATIONS  
BERLIN SCHOOL DISTRICT  
BERLIN, CT  
JCJ ARCHITECTURE

PROJECT NO: 23-1127a-0244  
BUDGET ESTIMATE ESTIMATE  
PUBLISHED: 10/19/2023

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### ESTIMATE NOTES / ASSUMPTIONS / CLARIFICATIONS

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- BASED ON JCJ ARCHITECTURE BUDGET ESTIMATE DOCUMENTS, UNDATED, RECEIVED ON 10/12/2023.
- CONNECTICUT STATE PREVAILING WAGE RATES FOR HARTFORD COUNTY.
- CONSTRUCTION START OCTOBER 2024; COMPLETION JANUARY 2025; MID-POINT NOVEMBER 2024.
- NORMAL WORKING HOURS AND CONDITIONS; EXCLUDES ANY PREMIUMS FOR A CONDENSED CONSTRUCTION SCHEDULE.
- SINGLE PRIME CONTRACT (COMPETITIVELY BID).
- PREMISES TO BE OCCUPIED DURING CONSTRUCTION.
- ENTIRE PROJECT BID AT ONE TIME.

#### EXCLUSIONS:

- SOFT COSTS (DESIGN FEES, ETC.)
- CONSTRUCTION CONTINGENCY (OWNER CHANGE ORDER RESERVE)
- CONSTRUCTION MANAGER FEES, MARKUPS OR GENERAL CONDITIONS
- PROJECT LABOR AGREEMENTS
- ASBESTOS AND HAZARDOUS MATERIALS ABATEMENT (IF APPLICABLE)
- AV CABLING AND EQUIPMENT
- FF&E
- NEW AND/OR REPLACEMENT DOORS AND HARDWARE

*Note: This estimate represents a reasonable opinion of cost based on several public and proprietary sources of information. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack of surplus bidders, perception of risk, and so on. Consequently, this estimate is expected to fall within the range of bids from multiple competitive contractors or subcontractors. However, we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.*



BERLIN MCGEE MIDDLE SCHOOL SCIENCE LAB RENOVATIONS  
 BERLIN SCHOOL DISTRICT  
 BERLIN, CT  
 JCJ ARCHITECTURE

PROJECT NO: 23-1127a-0244  
 BUDGET ESTIMATE ESTIMATE  
 PUBLISHED: 10/19/2023

# RENOVATION SUMMARY

SUMMARY	TOTAL MATERIAL	TOTAL LABOR	TOTAL COST	% OF TOTAL	BLDG \$ / GSF
DIVISION 2 - DEMOLITION	\$12,638	\$34,245	\$46,883	1.50%	\$7.06
DIVISION 3 - CONCRETE	\$2,500	\$7,500	\$10,000	0.32%	\$1.50
DIVISION 5 - METALS	\$2,500	\$2,500	\$5,000	0.16%	\$0.75
DIVISION 6 - WOOD AND PLASTICS	\$905,200	\$128,520	\$1,033,720	33.14%	\$155.56
DIVISION 7 - THERMAL & MOISTURE PROTECTION	\$350	\$720	\$1,070	0.03%	\$0.16
DIVISION 8 - OPENINGS	\$0	\$0	\$0	0.00%	\$0.00
DIVISION 9 - FINISHES	\$109,616	\$82,170	\$191,786	6.15%	\$28.86
DIVISION 10 - SPECIALTIES	\$10,075	\$3,264	\$13,339	0.43%	\$2.01
DIVISION 11 - EQUIPMENT	\$39,500	\$8,280	\$47,780	1.53%	\$7.19
DIVISION 13 - SPECIAL CONSTRUCTION	\$25,000	\$25,000	\$50,000	1.60%	\$7.52
DIVISION 21 - FIRE PROTECTION	\$1,500	\$8,500	\$10,000	0.32%	\$1.50
DIVISION 22 - PLUMBING	\$128,700	\$91,540	\$220,240	7.06%	\$33.14
DIVISION 23 - HVAC	\$45,000	\$30,000	\$75,000	2.40%	\$11.29
DIVISION 26 - ELECTRICAL	\$137,655	\$64,838	\$202,493	6.49%	\$30.47
SUB-TOTAL	\$1,420,233	\$487,077	\$1,907,310	61.14%	\$287.03
GENERAL CONDITIONS	12.5%		\$238,414	7.64%	\$35.88
OVERHEAD AND PROFIT	10.0%		\$214,572	6.88%	\$32.29
DESIGN CONTINGENCY	20.0%		\$472,059	15.13%	\$71.04
BID CONTINGENCY	5.0%		\$141,618	4.54%	\$21.31
ESCALATION (TO MID-POINT NOV-2024)	4.9%		\$145,725	4.67%	\$21.93
<b>TOTAL - RENOVATION SUMMARY</b>	<b>6,645 GSF</b>		<b>\$3,119,697</b>	<b>100.00%</b>	<b>\$469.48</b>



BERLIN MCGEE MIDDLE SCHOOL SCIENCE LAB RENOVATIONS  
 BERLIN SCHOOL DISTRICT  
 BERLIN, CT  
 JCJ ARCHITECTURE

PROJECT NO: 23-1127a-0244  
 BUDGET ESTIMATE ESTIMATE  
 PUBLISHED: 10/19/2023

#### RENOVATION DETAIL

DESCRIPTION	QUANTITY	MATERIAL		LABOR		TOTAL
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
DIVISION 2 - DEMOLITION						
Gut interior demolition	6,650 SF	\$1.75	\$11,638	\$4.50	\$29,925	\$41,563
Miscellaneous protection	1 LS	\$1,000.00	\$1,000	\$4,320.00	\$4,320	\$5,320
TOTAL DIVISION 2 - DEMOLITION			\$12,638		\$34,245	\$46,883
DIVISION 3 - CONCRETE						
Concrete floor slab patching at new plumbing works	1 ALLOW	\$2,500.00	\$2,500	\$7,500.00	\$7,500	\$10,000
TOTAL DIVISION 3 - CONCRETE			\$2,500		\$7,500	\$10,000
DIVISION 5 - METALS						
METAL FABRICATIONS						
Miscellaneous metals	1 LS	\$2,500.00	\$2,500	\$2,500.00	\$2,500	\$5,000
TOTAL DIVISION 5 - METALS			\$2,500		\$2,500	\$5,000
DIVISION 6 - WOOD AND PLASTICS						
ROUGH CARPENTRY						
Wood blocking	1 LS	\$2,000.00	\$2,000	\$4,320.00	\$4,320	\$6,320
FINISH CARPENTRY						
Countertop - Epoxy	500 LF	\$325.00	\$162,500	\$45.00	\$22,500	\$185,000
Lab casework - base cabinet	500 LF	\$525.00	\$262,500	\$90.00	\$45,000	\$307,500
Lab casework - upper cabinets with glass fronts	500 LF	\$500.00	\$250,000	\$45.00	\$22,500	\$272,500

**RENOVATION DETAIL**

DESCRIPTION	QUANTITY	MATERIAL		LABOR		TOTAL
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
Lab casework - tall storage	40 LF	\$680.00	\$27,200	\$45.00	\$1,800	\$29,000
Lab casework - tables	30 EA	\$6,700.00	\$201,000	\$1,080.00	\$32,400	\$233,400
<b>TOTAL DIVISION 6 - WOOD AND PLASTICS</b>			<b>\$905,200</b>		<b>\$128,520</b>	<b>\$1,033,720</b>

**DIVISION 7 - THERMAL & MOISTURE PROTECTION**

WATERPROOFING

Joint sealants	1 LS	\$350.00	\$350	\$720.00	\$720	\$1,070
<b>TOTAL DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</b>			<b>\$350</b>		<b>\$720</b>	<b>\$1,070</b>

**DIVISION 8 - OPENINGS**

INTERIOR DOORS AND WINDOWS

Hollow Metal Door and Frame - Exterior (Greenhouse )	0 EA	\$900.00	\$0	\$0.00	\$0	Excluded
Door Hardware	0 EA	\$500.00	\$0	\$0.00	\$0	Excluded
<b>TOTAL DIVISION 8 - OPENINGS</b>			<b>\$0</b>		<b>\$0</b>	<b>\$0</b>

**DIVISION 9 - FINISHES**

GYPSUM WALLBOARD ASSEMBLIES

Drywall patching	1 LS	\$1,250.00	\$1,250	\$4,320.00	\$4,320	\$5,570
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FLOORS

Luxury vinyl tile	6,650 SF	\$7.00	\$46,550	\$4.25	\$28,263	\$74,813
Vinyl base - 6"	860 LF	\$1.85	\$1,591	\$2.75	\$2,365	\$3,956
Prep floors	6,650 SF	\$2.85	\$18,953	\$1.75	\$11,638	\$30,590

WALLS

Paint gypsum wallboard walls	6,880 SF	\$0.90	\$6,192	\$1.00	\$6,880	\$13,072
Miscellaneous paint & touch up	1 LS	\$500.00	\$500	\$1,440.00	\$1,440	\$1,940



BERLIN MCGEE MIDDLE SCHOOL SCIENCE LAB RENOVATIONS  
 BERLIN SCHOOL DISTRICT  
 BERLIN, CT  
 JCJ ARCHITECTURE

PROJECT NO: 23-1127a-0244  
 BUDGET ESTIMATE ESTIMATE  
 PUBLISHED: 10/19/2023

#### RENOVATION DETAIL

DESCRIPTION	QUANTITY	MATERIAL		LABOR		TOTAL
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
<b>CEILINGS</b>						
Suspended metal grid and 24" x 24" Tegular lay-in acoustic tile	6,650 SF	\$5.20	\$34,580	\$4.10	\$27,265	\$61,845
<b>TOTAL DIVISION 9 - FINISHES</b>			<b>\$109,616</b>		<b>\$82,170</b>	<b>\$191,786</b>
<b>DIVISION 10 - SPECIALTIES</b>						
Visual display boards	200 SF	\$25.75	\$5,150	\$4.62	\$924	\$6,074
Interior signage	1 ALLOW	\$1,500.00	\$1,500	\$720.00	\$720	\$2,220
Fire extinguisher & cabinets	7 EA	\$275.00	\$1,925	\$180.00	\$1,260	\$3,185
Miscellaneous specialties	1 LS	\$1,500.00	\$1,500	\$360.00	\$360	\$1,860
<b>TOTAL DIVISION 10 - SPECIALTIES</b>			<b>\$10,075</b>		<b>\$3,264</b>	<b>\$13,339</b>
<b>DIVISION 11 - EQUIPMENT</b>						
Equipment for science prep rooms	1 ALLOW	\$20,000.00	\$20,000	\$4,320.00	\$4,320	\$24,320
Acid cabinet	2 EA	\$3,000.00	\$6,000	\$360.00	\$720	\$6,720
Flammable storage cabinet	2 EA	\$3,500.00	\$7,000	\$360.00	\$720	\$7,720
Drying rack	4 EA	\$1,000.00	\$4,000	\$180.00	\$720	\$4,720
Goggle sanitization cabinets	5 EA	\$500.00	\$2,500	\$360.00	\$1,800	\$4,300
<b>TOTAL DIVISION 11 - EQUIPMENT</b>			<b>\$39,500</b>		<b>\$8,280</b>	<b>\$47,780</b>
<b>DIVISION 13 - SPECIAL CONSTRUCTION</b>						
Greenhouse repairs	1 ALLOW	\$25,000.00	\$25,000	\$25,000.00	\$25,000	\$50,000
<b>TOTAL DIVISION 13 - SPECIAL CONSTRUCTION</b>			<b>\$25,000</b>		<b>\$25,000</b>	<b>\$50,000</b>



**RENOVATION DETAIL**

DESCRIPTION	QUANTITY	MATERIAL		LABOR		TOTAL
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
DIVISION 21 - FIRE PROTECTION						
Sprinkler head adjustment allowance	1 ALLOW	\$1,500.00	\$1,500	\$8,500.00	\$8,500	\$10,000
TOTAL DIVISION 21 - FIRE PROTECTION			\$1,500		\$8,500	\$10,000
DIVISION 22 - PLUMBING						
Drop-in sink (integral, faucet and connection)	32 EA	\$2,725.00	\$87,200	\$720.00	\$23,040	\$110,240
Domestic water distribution - piping allowance (connect to exist source within 50 ft)	1 ALLOW	\$20,000.00	\$20,000	\$30,000.00	\$30,000	\$50,000
Sanitary piping allowance (connect to exist)	1 ALLOW	\$20,000.00	\$20,000	\$30,000.00	\$30,000	\$50,000
Coring & patching	1 LS	\$1,500.00	\$1,500	\$8,500.00	\$8,500	\$10,000
TOTAL DIVISION 22 - PLUMBING			\$128,700		\$91,540	\$220,240
DIVISION 23 - HVAC						
DEMOLITION						
HVAC system upgrades	1 ALLOW	\$45,000.00	\$45,000	\$30,000.00	\$30,000	\$75,000
TOTAL DIVISION 23 - HVAC			\$45,000		\$30,000	\$75,000
DIVISION 26 - ELECTRICAL						
Devices (switches and receptacles)	6,650 SF	\$2.20	\$14,630	\$2.00	\$13,300	\$27,930
Interior lighting (including emergency lighting)	6,650 SF	\$14.50	\$96,425	\$4.25	\$28,263	\$124,688
Interior lighting controls	6,650 SF	\$2.25	\$14,963	\$1.75	\$11,638	\$26,600
Tele/Data/CATV (wiring, conduits and pull boxes)	6,650 SF	\$0.75	\$4,988	\$0.75	\$4,988	\$9,975
Temporary electric, lighting, connections, etc.	6,650 SF	\$1.00	\$6,650	\$1.00	\$6,650	\$13,300
TOTAL DIVISION 26 - ELECTRICAL			\$137,655		\$64,838	\$202,493

**Agenda Item No. 6**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Police Station Renovation Project - General Contractor Award - Millennium Builders, Inc.

**SUMMARY:**

The Public Building Commission (PBC) was charged with oversight of the Police Station Renovation Project, and in coordination with Jacunski Humes Architects (JHA, the project designer), issued bid documents on September 25, 2023. A public bid opening was held on October 26, 2023. As shown on the attached summary, 14 companies submitted bids ranging from \$2,524,700 to \$3,857,000. The estimated cost of construction was \$3,000,000.

After the initial bid review, representatives from JHA, the PBC, and Public Works had Millennium Builders and Scope Construction (the two lowest bidders) present and discuss their proposals in Scope Review meetings on October 31, 2023. JHA subsequently reviewed additional cost information submitted by both firms, and issued the attached letter recommending that Millennium Builders, Inc. be awarded the contract. At its meeting on November 9, 2023, the Public Building Commission approved a motion to recommend awarding the contract (# 2024-02) to Millennium Builders, Inc. of Bloomfield, CT as the General Contractor for the 240 Kensington Road Renovations, and directed Staff to request Town Council approval at its December 12, 2023 meeting. Millennium's bid was \$2,524,700.00; the PBC recommends a contingency of 15 percent, bringing the total requested amount to \$2,903,405.

**FUNDING:**

Funding to be provided as follows:

- \$0.3 Million = Previously Appropriated for Design and Construction Admin Services
- \$3.7 Million – Bond Ordinance Approved by Town Council and Board of Finance (Including \$750,000 from a Grant approved on October 6, 2023 by the State Bond Commission)
- \$1.0 Million – From Unassigned Fund Balance, as Approved by Town Council and Board of Finance

**ACTION NEEDED:**

Move to authorize the Public Building Commission Chairman to enter into an Agreement with Millennium Builders, Inc. of Bloomfield, CT for General Construction Services related to the Additions and Renovations to Berlin Police Department HQ at 240 Kensington Road for an amount not to exceed \$2,903,405.00.

**ATTACHMENTS:**

Bid Results Summary

JHA Recommendation to Award and Schedule of Values Comparison (11/1/23)

**PREPARED BY:**

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

*MSA*

**ADDITION AND RENOVATIONS**  
**TO**  
**240 KENSINGTON ROAD**  
**BERLIN CT**  
**BID OPENING OCTOBER 26, 2023**  
**2:00 PM**

Contractor	Base Bid	Addendum No. 1	Addendum No. 2	Addendum No. 3	Bid Bond (5%)	CHRO Monitoring Report
Millennium Builders, Inc.	\$2,524,700	X	X	X	X	X
Scope Construction	\$2,575,000	X	X	X	X	X
Orlando Annulli and Sons, Inc.	\$2,695,000	X	X	X	X	X
G. Donovan Associates, Inc.	\$2,739,000	X	X	X	X	X
Sarazin General Contractors	\$2,768,000	X	X	X	X	X
Newfield Construction	\$2,770,000	X	X	X	X	X
Diversity Construction Group, LLC	\$2,880,000	X	X	X	X	X
BRD Builders, LLC	\$2,923,500	X	X	X	X	X
Pioneer Builders of Newington, Inc.	\$2,973,000	X	X	X	X	X
Mattern Construction, Inc.	\$3,043,277	X	X	X	X	X
A. Prete Construction	\$3,107,000	X	X	X	X	X
Hawley Construction Corporation	\$3,199,000	X	X	X	X	X
A. Secondino & Son, Inc.	\$3,657,000	X	X	X	X	X
Bismark Construction Co., Inc.	\$3,857,000	X	X	X	X	X

November 1, 2023

Mr. Michael Ahern, Director  
Department of Public Works  
Town of Berlin  
240 Kensington Road  
Berlin, CT 06037

Re: Addition and Renovations to  
240 Kensington Road  
Berlin, CT

Dear Mr. Ahern:

On Thursday, October 26, 2023, the Town of Berlin received a total of fourteen (14) competitive bids for the above referenced project. Of the fourteen (14) submitted bids, the lowest apparent bid was received by Millenium Builders, 20 Northwood Drive, Bloomfield, CT with the Base Bid Amount of \$2,524,700.00. No bid alternates were requested. Their bid was properly accompanied by a Bid Bond in the amount of 5% of their bid amount and a completed Contract Compliance Monitoring Report. Three (3) addendums were issued during the bid period and acknowledged within their bid submission.

Based upon the contract documents, Instructions to Bidders, Paragraph 5.3: *"It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents."*

On Tuesday, October 31, 2023, I, along with yourself, Tom Reid, and Donald Lombardo met at Berlin Town Hall with representatives of Millenium Builders to review their bid submission and discuss their capabilities to complete the work as described within the contract documents. Representing Millenium Builders were Peter Carey, President; Craig Bothryd, Chief Operating Officer; and Dan Lowell, Project Manager.

Millenium Builders expressed confidence in their bid submission, their ability to properly staff and manage the project, experience with similar projects (Manchester PD locker room renovations), their ability to conform to the project schedule, and an overall satisfaction with their proposed subcontractors. As a result of that meeting, Millenium Builders has also supplied this office with their anticipated Schedule of Values and EMR Safety Rating of 0.90.

Funding levels have been previously secured by the Town of Berlin to adequately fund the project for the bid amount.

Ms. Micheal Ahern, Director  
Department of Public Works

November 1, 2023

2

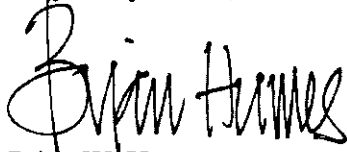
As stated within the bidding documents, all submitted bids shall be held for a maximum of sixty (60) calendar days. Millenium Builders has expressed their desire to finalize a contract with the Town of Berlin at your earliest convenience and complete construction within the time frame indicated within the contract documents. The project specifications stipulate that substantial completion be achieved within three hundred (300) calendar days from the Owner's Notice to Proceed.

It is my recommendation that the Town of Berlin designate the base bid received by Millenium Builders, 20 Northwood Drive, Bloomfield, CT as the lowest responsive and responsible bidder and award a contract for construction to Millenium Builders, 20 Northwood Drive, Bloomfield, CT in the amount of \$2,524,700.00 (Base Bid Amount), to complete the work contained within the Project Manual, Specifications, and Contract Documents, including all addendum, for Addition and Renovations to 240 Kensington Road, Berlin, CT, dated September 7, 2023, as prepared by Jacunski Humes Architects, LLC, Berlin, CT.

We will continue to aggressively manage the construction administration phase of this project to deliver a quality product to the Town of Berlin and the Berlin Police Department within the funding authorization that has been appropriated.

I trust that this satisfies your request. If you have any questions about this matter, please do not hesitate to contact me.

Very Truly Yours,



Brian W. Humes, AIA, LEED AP  
Jacunski Humes Architects, LLC

projects.berlin.policedepartment.correspondence01

**Addition and Renovations to  
 240 Kensington Road  
 Berlin, CT**

November 1, 2023

**Bid Results (Low 2 bidders only)  
 Schedule of Values Comparison Chart**

Division of Work		Millenium Builders	Scope Construction
Div 2	Demolition & Sitework	\$107,250	\$194,000
Div 3	Concrete	56,110	57,000
Div 4	Masonry	82,500	70,000
Div 5	Metals	20,500	26,000
Div 7	Thermal / Moisture Prot.	44,670	30,000
Div 8	Doors / Windows	128,750	110,000
Div 9	Drywall & Acoustical	213,695	160,000
Div 9	Flooring / Tile	121,180	130,000
Div 9	Painting	26,750	30,000
Div 10	Specialties	206,080	177,000
Div 12	Millwork	62,060	50,000
Div 22	Plumbing	134,820	255,000
Div 23	HVAC	481,500	423,000
Div 26	Electrical	385,200	371,000
Div 27	Communications	w/in Elect.	w/in Elect.
Div 28	Security & Fire Alarm	w/in Elect.	w/in Elect.
Div 31	Earthwork	47,080	w/in Div. 2
Div 32	Exterior Improvements	157,825	w/in Div. 2
<u>General Requirements</u>		<u>248,730</u>	<u>492,000</u>
<b>TOTAL BID AMOUNT</b>		<b>\$2,524,700</b>	<b>\$2,575,000</b>

In comparison, it appears that Millenium Builders is well funded in all categories with the exception of Plumbing. Millenium Builders has also indicated their preference to "self-perform" some trade work (including sitework) which might help explain their General Conditions differential.

Regarding Division 22 - Plumbing scope, our Professional Cost Estimate, dated 12/22/21, anticipated pPlumbing costs at \$196,750. The Professional Cost Estimate, dated 3/21/23, as prepared by Newfield Construction, anticipated plumbing costs at \$129,675.

END OF SCHEDULE OF VALUES COMPARISON CHART

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Approval of the License Agreement (MOU) between the Town of Berlin and The CT Department of Emergency Services and Public Protection

**Summary of Agenda Item:**

The Berlin Police Department is seeking approval to sign an MOU with the State allowing us to join/share the Connecticut Land Mobile Radio Network (CLMRN) to improve public safety communications and enhance public safety.

The MOU is a License Agreement document and if the Town chooses to join with the CLMRN there is no fee paid to the State to accomplish this. The fees incurred would be the cost to switch our current car and portable radios as well as updates and revisions to the dispatch center to reprogram our equipment to run with/share the State's System. We are currently investigating the cost to accomplish that switchover and the MOU approval is part of that process.

**Funding:**

No funding needed.

**Action Needed:**

Move to authorize the Town Manager to sign the aforementioned License Agreement/MOU with the State of CT, Connecticut Department of Emergency Services and Public Protection.

**Attachments:**

License Agreement by and between the CT Department of Emergency Services and Public Protection and Town of Berlin. (MOU)

**Prepared By:**

Deputy Chief Drew Gallupe 



**LICENSE AGREEMENT  
BY AND BETWEEN  
THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES  
AND PUBLIC PROTECTION  
AND  
TOWN OF BERLIN**

This License Agreement, made this day of \_\_\_\_\_, 2023, by and between the Connecticut Department of Emergency Services and Public Protection, Division of Statewide Emergency Telecommunications (hereinafter "DESPP"), acting herein by its Interim Commissioner, Ronnell A. Higgins, having a principal business address at 1111 Country Club Road, Middletown, Connecticut, 06457, and the Town of Berlin, acting herein by Arosha Jayawickrema, its Town Manager, duly authorized, hereinafter referred to as "the Town" or "the Contractor", having a principal office at 240 Kensington Road, Berlin, Connecticut 06037. This License Agreement ("AGREEMENT" or "Contract") is intended to set forth the parties' agreement with respect to use of the Connecticut Land Mobile Radio Network (hereinafter "the CLMRN") by the Town and use by the Town of Town-owned subscriber units for incorporation into the CLMRN.

**WITNESSETH:**

*WHEREAS*, DESPP maintains the Connecticut Land Mobile Radio Network (CLMRN);

*WHEREAS*, DESPP wishes to encourage the shared use of the CLMRN in the State of Connecticut;

*WHEREAS*, the Town wishes to share in the use of the CLMRN in order to efficiently improve public safety communications and enhance public safety;

*WHEREAS*, both DESPP and the Town believe that shared use of the CLMRN will improve public safety communications and enhance the interests of public safety within the Town's borders, while it provides such improved service at a greater value to taxpayers;

*NOW, THEREFORE*, in consideration of mutual covenants and conditions hereinafter stated, the parties agree as follows:

**1. Terms and Conditions**

This contract is subject to the Terms and Conditions of Exhibit 1, which is incorporated into this AGREEMENT.

## **2. Effective Date and Term:**

This AGREEMENT shall be effective when all parties have executed it and all required approvals have been granted. This AGREEMENT may be modified upon the mutual written consent of the parties. The initial term of the AGREEMENT shall be for five years; renewable for four additional five-year terms. Each successive term shall automatically renew, unless the parties give two years' written notice.

## **3. Authority to Enter into AGREEMENT:**

DESPP is authorized to enter into this AGREEMENT by action of the Commissioner of the Department of Emergency Services and Public Protection under authority of CGS § 4-8.

The Town is authorized to enter into this AGREEMENT pursuant to its general powers provided under CGS § 7-148 et seq. and the Town of Berlin Charter.

## **4. Town's Responsibilities:**

- A. Prior to joining the CLMRN, the Town shall ensure that it meets all equipment and other requirements necessary to ensure compatibility with and protect against degradation of the CLMRN. Such equipment and other requirements shall include, but not be limited to, portable radios, mobile radios, dispatch consoles, building enhancements, antennas, cabling, backup power, recording devices and subscriber devices/units.
- B. The Town may only use DESPP-approved radios, with authorized and validated serial numbers, talk groups and radio ID's. A list of approved radios is available upon request. The Town is responsible for the programming of its subscriber units. Before programming any subscriber units, the Town shall provide a list of the radios, each identified by: vendor/service provider, manufacturer, model number, serial number, configuration, firmware release, flash version or operating version, and the template it proposes to use.
- C. In the event that the Town desires enhanced radio coverage that requires additional radio site(s), the Town shall fund the costs of procuring and equipping any such additional sites. Maintenance costs for any such additional sites shall be the responsibility of the Town.
- D. The Town shall purchase all portable and mobile radios for \_\_\_\_ Town subscribers approved by DESPP. Subsequent subscribers may be added by mutual agreement.
- E. The Town shall provide compatible dispatch consoles, if desired.
- F. The Town shall secure all necessary licensing fees for all Town purchased and maintained equipment.

- G. The Town shall fund, maintain, repair and secure reasonable upgrades to portable and mobile radios, dispatch consoles and other necessary equipment.
- H. The Town may make further upgrades during the term of the AGREEMENT, provided that such upgrades are approved by DESPP.
- I. The Town shall provide reasonable support to DESPP in managing the Town's use of the CLMRN.
- J. The Town and DESPP shall mutually agree on an initial programming template and all subsequent changes for all consoles and subscriber units.
- K. The Town agrees to hold and treat all subscriber programming information as confidential/public safety sensitive and will not release any information to any third-party without approval of DESPP, except as provided by law.

#### **5. DESPP's Responsibilities**

- A. DESPP shall provide reasonable support to the Town for the management of the CLMRN. "Reasonable support" contemplates that DESPP will make a "best effort" as such phrase is commonly understood. This AGREEMENT does not contemplate that DESPP will provide specific state resources or service levels. Additionally, DESPP does not make any warranties, express or implied, regarding operation of the CLMRN.
- B. DESPP shall make its best effort to ensure that participation by other municipalities will not degrade performance of the CLMRN within the Town's borders.
- C. DESPP shall review requests for additional subscriber units or talk groups from the Town and consider the capacity of the overall system, the impact on system management, the desired grade of service as well as the system capacity in the geographic area of the Town when rendering a decision on the request.
- D. DESPP agrees to resolve disputes between it and the Town at the manager/supervisor level whenever practicable. Disputes that cannot be resolved at the designated manager/supervisor level shall be elevated to the level of the director of the Division of Statewide Emergency Telecommunications (DSET) or designee and the chief elected official or designee.
- E. DESPP shall be responsible for the assignment of subscriber identification numbers and assignment of talk groups. DESPP is not responsible for the programming of subscriber units not owned by DESPP.

- F. DESPP shall provide access to the CLMRN without charging a user fee or subscriber fee for the entire duration of this AGREEMENT.

**6. Other Terms and Conditions:**

- A. Subscriber unit coverage is not guaranteed and will vary from location to location. The Town is encouraged to conduct its own radio communications coverage test to determine the expected coverage level in its desired coverage areas.
- B. Private calling permits properly programmed radios to engage in "one-on-one" conversations. Only the initiating and target radios are able to communicate. Private calling can significantly tie up system resources. At the discretion of DESPP, certain subscriber units of the Town may be permitted to access private calling, after DESPP makes a determination of the need and potential impact to the System.
- C. System keys for programming are authorized only to the Town for the purposes as specified in this agreement. System keys are to remain in the possession of the designated Town representative(s) at all times. When not in use, system keys shall be secured. System keys are subject to audit and will be issued for one year, renewable for the duration of the agreement.
- D. The programming of unauthorized talk groups will be considered a violation of this AGREEMENT and may result in the revocation of programming privileges.
- E. DESPP recognizes that municipalities may have unique public safety needs that may require use of the CLMRN. One area of concern may be the need to respond to emergencies involving school transportation. However, excessive use of the CLMRN can impact capacity on the network for other users. DESPP frequently monitors the amount of traffic on the network (e.g., number of push-to-talks, length of transmissions, etc.) as a means to maintain operational capacity. To this end, the CLMRN is not designed to support routine school bus operations.

In an effort to support the public safety needs of Connecticut municipalities, the Division of Statewide Emergency Telecommunications shall review requests to use the CLMRN by municipalities for school transportation on a case-by-case basis. Requests for this and other proposed uses of the CLMRN must be submitted in writing to the DESPP Connecticut Telecommunications System (CTS) Unit. The Division shall approve requests based on the following:

- 1. The Request must contain details of proposed and normal day-to-day communication scenarios, including:
  - a. the proposed geographic area of operation;
  - b. the proposed acceptable circumstances for communication;

- c. the proposed number of subscriber units authorized in the fleet; and
  - d. the current and projected system loading.
2. The municipality, in writing, shall demonstrate how use of the CLMRN will be restricted to critical communications related to:
- a. immediate safety of life and
  - b. interoperability with public safety agencies such as police, fire, emergency medical services, or public works.

Final decisions rendered are not subject to appeal. Written requests can be e-mailed to the CTS Unit at: [P25@ct.gov](mailto:P25@ct.gov). Additional information may be requested by contacting [P25@ct.gov](mailto:P25@ct.gov).

- F. The Town assumes responsibility and liability for programming of their subscribers and their proper functioning.
- G. Programming can be a complicated and time consuming process. The Town represents that those that are permitted to program radios to be used on the CLMRN have attended and successfully demonstrated competence at manufacturer-level training for the subscribers to be used on the network.
- H. The Town represents and warrants to DESPP that they have duly authorized execution and delivery of this AGREEMENT and the obligations assumed by them hereunder; that the Town shall comply with all applicable state and federal laws and municipal ordinances in satisfying their obligations under and pursuant to this AGREEMENT; that the execution, delivery and performance of this AGREEMENT shall not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following as applicable: (i) any provision of law; (ii) any order of any court or department; or (iii) any indenture, agreement, document, or other instrument to which it is a party or may be bound.
- I. This AGREEMENT contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations and agreements, whether written or oral, between them respecting the subject matter herein.
- J. The parties each bind themselves, successors, assigns and legal representatives with respect to all covenants of this AGREEMENT.
- K. Any notices required or permitted under this AGREEMENT shall be deemed to be given when hand-delivered or one business day after pick up by an overnight express service to the parties below:

As to the Town of Berlin:  
Town Manager or designee  
240 Kensington Road  
Berlin, CT 06037

As to the State of Connecticut:  
Director of Statewide Emergency  
Telecommunications or designee  
1111 Country Club Road  
Middletown, CT 06457

STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES  
AND PUBLIC PROTECTION

Date \_\_\_\_\_

By \_\_\_\_\_  
Ronnell A. Higgins  
Its Interim Commissioner  
Duly Authorized

TOWN OF BERLIN

Date \_\_\_\_\_

By \_\_\_\_\_  
Arosha Jayawickrema  
Its Town Manager  
Duly Authorized

Agenda Item No. 8  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** November 27, 2023  
**SUBJECT:** Close the Demore, Dinda, Bittner Jr. Memorial Pool and Work Towards Remediation of That Area

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, November 9, 2023 discussed the future of the Demore, Dinda, Bittner Jr. Memorial Pool and other possibilities for that physical area. After discussion by Commission members, a vote was unanimously passed in favor of closing the pool and work towards remediation.

*Statement from Donna Bovee, Chairperson of Parks and Recreation Commission*

*The Parks and Recreation Commission strongly recommends that the Town Council closes the Demore, Dinda, Bittner Jr. Memorial Pool in East Berlin. Several factors went into our decision and we make this recommendation after considering public comments, most recently at our Commission meeting on October 12, 2023. Other factors include:*

- *The significant major repairs known and repairs that may not yet be known given the age of the pool and not operating the pool this past year*
- *Declining and low attendance at the pool*
- *Comparative towns in our area have one outdoor pool; (they also have indoor pools)*
- *And the unknown of being able to hire enough staff to operate 2 outdoor pools*

*These factors have been discussed previously at other Town Council meetings; we can certainly review the details for the new Council members.*

***Feasibility Study***

*We also ask the Town Council to allow Public Grounds to obtain and complete a feasibility study of the Demore, Dinda, Bittner Jr. Memorial Pool Complex that will cover cost to convert tennis courts to pickle ball courts, cost to remediate the pool area, cost to upgrade the pool house (bathrooms) and cost to install utilities and splash pad. The current capital plan approved by the Town Capital Committee for the feasibility study is \$30,000. We need the Town Council to approve this plan and not wait until capital spending is designated after the 2024 surplus is known. Public Grounds would work with a vendor as their schedule allows and have it completed so that the town can decide the best use and cost of creating an area in East Berlin that could be enjoyed by various ages for recreation.*



The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

**FUNDING:**

No funding needed

**ACTION NEEDED:**

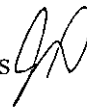
Move to close Demore, Dinda, Bittner Jr. Memorial Pool and works towards remediation of that area.

**ATTACHMENTS:**

None

**PREPARED BY:**

Jennifer Ochoa, Director of Community, Recreation & Parks Services  
Donna Bovee, Chairperson of Parks and Recreation Commission



Agenda Item No. 9  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 30, 2023

**SUBJECT:** FY24 Non-Budgeted Appropriation of FY23 Municipal Revenue Sharing Grant

**SUMMARY:**

Public Act 22-118 included a provision for a payment to municipalities at 6/30/2022 and 6/30/2023 from any remaining balance in the Municipal Revenue Sharing account after all required payments are completed. In January 2022, the Office of Policy and Management (OPM) notified municipalities, at that time, payments were not expected for the biennium (FY22 & FY23) but if revenues exceed their estimate, grants will be re-evaluated. In September 2023, OPM notified municipalities that the State Comptroller's Office was reviewing final fiscal year 2023 accrued revenues. Based on final fiscal year 2023 revenues, the State remitted \$509,953.55 to the Town of Berlin on 10/20/2023 under the provisions of PA 22-118. Based on the direction provided by OPM in 2022, the adopted FY24 Town of Berlin General Fund budget did not include this revenue.

After a few years of production and parts delays, several vehicles in the town fleet need replacement. The latest FY25 capital plan includes \$925,000 for vehicles (see below). This motion to appropriate \$509,000 would fund 55% of the latest FY25 vehicle capital plan - almost all priority 1 requests. The approach will also allow vehicles to be moved between departments to address low utilization vehicle requests.

<u>Department</u>	<u>Vehicle</u>	<u>Amount</u>	<u>Priority</u>
Highway	Small dump truck w/ plow & sander	\$110,000	1
Public Grounds	Dump Truck (with plow & sander)	\$110,000	1
Public Grounds	Pick Ups (with utility body & plow)	\$80,000	1
Highway	Pickup Truck w/ plow	\$70,000	1
Municipal Garage	Pool Cars	\$70,000	1
Public Grounds	Pick Ups (w/o utility body & plow)	\$70,000	1
Public Buildings	Facilities - Van	\$50,000	1
Highway	Flatbed Truck with power lift tailgate	\$75,000	2
Animal Control	Animal Control Van	\$70,000	2
Police Department	Vehicle - Pickup Truck	\$60,000	2
Municipal Garage	Flatbed	\$60,000	2
Fire Marshall	SUV	\$50,000	2
Public Buildings	Facilities - Truck	\$50,000	2
		<u>\$925,000</u>	

**FUNDING:**

Revenue was recorded in 001.00.0000.2.44352.00000 (Municipal Revenue Sharing) upon receipt from the State of Connecticut on 10/20/2023.

**ACTION NEEDED:**

Move to call a Town Meeting on January 2, 2024, at 6:45pm to approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund.

**ATTACHMENTS:**

OPM Communications  
Excerpt of PA 22-118

**PREPARED BY:**

Kevin Delaney, Finance Director

A handwritten signature in blue ink, appearing to be 'K. Delaney', is written over the printed name.

**House Bill No. 5506**

(a) Notwithstanding the provisions of section 4-66l of the general statutes, for the fiscal years ending June 30, 2022, and June 30, 2023:

(1) Payments for the motor vehicle property tax grants shall be made in accordance with the provisions of subsection (c) of section 4-66l of the general statutes and from the funds appropriated for said fiscal years for such purpose; and

(2) Payments for the grants payable under said section pursuant to subsection (d) of section 12-18b, subdivisions (1) and (3) of subsection (e) of section 12-18b, subsection (b) of section 12-19b and subsections (b) and (c) of section 12-20b of the general statutes shall be made from the funds appropriated for said fiscal years for such purpose and the remaining balance due for such grants shall be made from the municipal revenue sharing account established under section 4-66l of the general statutes.

(b) (1) After the payment of the remaining balance, as set forth in subdivision (2) of subsection (a) of this section, has been made from the municipal revenue sharing account for each said fiscal year, the following amounts shall be transferred from the resources of said account to the General Fund: (A) For the fiscal year ending June 30, 2022, two hundred sixty-two million seven hundred thousand dollars; and (B) for the fiscal year ending June 30, 2023, two hundred seventy-six million three hundred thousand dollars.

(2) Moneys remaining in the municipal revenue sharing account for said fiscal years, including moneys accrued to the account during said fiscal years but received after the end of said fiscal years, after all payments are made under this section shall be expended for the municipal revenue sharing grants under section 4-66l of the general statutes. Payments for the municipal revenue sharing grants shall be made from the account not later than October first following the end of each said fiscal year.





# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT  
Intergovernmental Policy and Planning Division

January 17, 2022

To: Chief Executive Officers  
Chief Financial Officers

From: Martin L. Heft, Undersecretary

RE: Municipal Revenue Sharing Account Grants

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Public Act 21-2 JSS Section 448 outlines how Municipal Revenue Sharing Account (MRSA) funds shall be distributed to municipalities in the current biennium. The Act overrides the current distribution process for fiscal years ending June 30, 2022 and June 30, 2023.

The act significantly alters the funding sources, allocations and timing of payments of the Motor Vehicle Property Tax Grant (Municipal Transition), Payment in Lieu of Taxes (PILOT), General Fund transfer and Municipal Revenue Sharing Grants.

The act requires the Office of Policy and Management to pay the Municipal Revenue Sharing Grant in each fiscal year after all commitments and accruals are satisfied.

Based upon our estimates after all obligations have been met, no payments will be possible during the biennium. Shall revenues exceed our estimates, grants will be re-evaluated.

Overview of commitments:

Municipal Transition	Paid August 1, 2021
PILOT payments	Paid September 30, 2021
General Fund transfer	\$262.7 million FY 22
	\$276.3 million FY 23
Municipal Revenue Sharing Grants	anticipated FY 23

## FY23 Municipal Revenue Sharing Grant - Update

Heft, Martin <Martin.Heft@ct.gov>

Thu 9/14/2023 5:07 PM

Dear Municipal CEO and CFO's:

Please be advised that there will be a delay in processing the Municipal Revenue Sharing Grant payment for fiscal year 2023 due to the verification of accrued funds in the Municipal Revenue Sharing Account (MRSA). The State Comptroller's Office has until September 30<sup>th</sup> to verify accrued revenues. The payment originally due by October 1<sup>st</sup> will be made on or before November 1<sup>st</sup>.

As a reminder, Section 93 of Public Act 22-118 modified the Municipal Revenue Sharing Grant program for fiscal years 2022 and 2023. The MRSA now includes moneys accrued during said fiscal years but received after the end of said fiscal years. Payments for the municipal revenue sharing grants shall be made from the account not later than October first following the end of each said fiscal year.

---

**Martin L. Heft**

Undersecretary

Intergovernmental Policy and Planning Division

Office of Policy and Management

450 Capitol Avenue MS# 54SLP

Hartford CT 06106-1379

Office: 860.418.6355

Cell: 959.282.6239

Intergovernmental Policy and Planning Division (ct.gov)



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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** November 28, 2023  
**SUBJECT:** Routine Repairs Contract # 2022-10 Extension

**SUMMARY:**

Currently, Drain Doctor, Inc. has an Agreement that expires on December 31, 2023. They have agreed to extend the Agreement until February 1, 2024 to allow for a new bid.

The bid opening held November 27, 2023 failed to produce a candidate with sufficient experience/equipment in the area of sewer pump station work and general activities dealing with sewer work, therefore another Bid Notice is anticipated before the end of this year.

**FUNDING:**

Since this is a unit price contract for an un-specified project or work scope, a sufficiency of funds is not applicable, however a purchase order is in place from account # 844.55.5588.58062.00000 (Update Sewer Stations).

**ACTION NEEDED:**

Move to authorize the Town Manager to extend the Agreement for Contract #2022-10 (Routine Repairs and Minor Emergency Sewer Service) including pump stations, through February 1, 2024 for service use by Water Control, and other departments, on a Town-wide basis.

**ATTACHMENT:**

Letter of Extension

**PREPARED BY:**

Ray Jarema, P.E.- Water Control Manager







1083B Farmington Ave.  
Berlin CT 06037  
860-828-8081

November 28, 2023

Contract #2022-10

We will be Extending our Emergency Sewer Services Until February 1, 2024.

---

Gary E. Schmidt  
President

**Agenda Item No. 11**  
**Request for Town Council Action**

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 4, 2023

SUBJECT: Guide Rail Repair and Installation- D.A.S. Contract Extension

**SUMMARY:**

The Public Works Department, as part of its routine maintenance responsibility, periodically repairs and/or replaces guide rail systems along our local roadways. Due to the complexity of the systems, materials and pricing, Staff has chosen to utilize the use of State D.A.S. Contract #18PSX0147 for this type of work. This contract references two vendors: Atlas Industrial Services, LLC, of Branford, and Total Fence, LLC of New Haven to perform the work. Work would be scheduled with either of the two vendors based upon the unit priced items required to perform the task at hand. Town Council previously authorized the use of this DAS contract through its (former) expiration date of October 24, 2023. The current DAS contract has been extended by the State through April 30, 2024.

**FUNDING:**

Funding would be provided on an 'as-needed' basis from one or more of the following accounts:

- Grant Road Improvement (140.20.2037.0.54000.00509)
- Road and Bridge Improvements (140.20.2037.0.54000.00510)
- Contractual Services (001.20.2036.0.53814.00000).

**ACTION NEEDED:**

Move to authorize the Town Manager to extend the use of the State D.A.S. Unit Price Contract #18PSX0147 to purchase Guide Rail Repair and Installation Services through April 30, 2024 (or to a later date if further extended by the State), with the most cost-effective and qualified Contractor.

**ATTACHMENT:**

Contract Summary Sheets (Contract #18PSX0147)

**PREPARED BY:**

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

*MSA*

## Contract Summary

### General Information

Contract Number 18PSX0147  
Issue Date August 09, 2018  
Organization State of CT - DAS Procurement  
Status Active  
Multi Contractor Contract Yes  
Title Complete-In-Place Installation and Removal of Guide Rail and Impact Attenuation Systems  
Description Complete-In-Place Installation and Removal of Guide Rail and Impact Attenuation Systems  
Contract Administrator Marisol Rivera  
Email Address marisol.rivera@ct.gov  
Request Number  
Solicitation Number  
Enable Contract as Round Trip No  
P-Card Accepted No  
PO Dispatch Contractor

### Commodity

Code	Description
31000000	Manufacturing Components and Supplies

### Contractors

Name	Atlas Industrial Services LLC		
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Picard		2034839013

Name	Total Fence, LLC		
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Gina D'Errico	gina@totalfencellc.com	2034979096---

### Pricing Information

Contract Type Migrated DAS Contract  
Pricing Type No Limit  
Retainage Percent 0.00  
Retainage Notes  
Initial Expended Value(USD) 0.00  
Cumulative Encumbered/Expended Value(USD) 0.00  
Total Paid(USD) 0.00  
Remaining Balance(USD) 0.00  
Payment Terms Net 45 Days  
Payment Notes DAS certified small business will be paid at net 30 days ARO  
Delivery Terms Free On Board Destination  
Delivery Notes  
Other Notes Legacy Commodity Code=46



## Contract Period

Contract Extension Yes  
Award Date October 25, 2018  
Effective Date October 25, 2018  
Amendment September 11, 2023  
Effective Date  
Expiration Date April 30, 2024  
Potential Final Expiration Date April 30, 2024

## Custom Fields

### Amendment(s)

Field Title	Field Description
Amendment 1	Amendment has been issued to update contract administrator to Madelyne Colon 6.4.21
Amendment 2	Amendment 2 has been issued to post new Contract Instructions and Pricing effective July 1, 2021 through November 1, 2021.
Amendment 3	Amendment 3 has been issued to update Pricing effective July 1, 2021 through November 1, 2021. All other instructions, terms and conditions remain unchanged.
Amendment 4	Amendment 4 has been issued to update Pricing effective July 1, 2021 through November 1, 2021. All other instructions, terms and conditions remain unchanged.
Amendment 5	Amendment 5 has been issued to post new Contract Instructions and Pricing effective November 2, 2021 through May 2, 2022
Amendment 6	Amendment 6 issued to update Contract Administrator to Marisol Rivera effective 3/29/2022.
Amendment 7	Amendment 7 has been issued to post new Contract Instructions effective May 3, 2022 through November 1, 2022.
Amendment 8	Amendment 8 has been issued to post new Contract Instructions effective November 2, 2022 through May 1, 2023.
Amendment 9	Amendment 9 has been issued to post new Contract Instructions effective May 2, 2023 through October 24, 2023.
Amendment 10	Amendment 10 is issued to extend contract until April 30, 2024 and to provide updated instructions effective October 24, 2023. All terms and conditions not otherwise affected by this amendment remain unchanged and in full force and effect.

### Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

Agenda Item No. 12  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 30, 2023

**SUBJECT:** Approve to authorize awarding the 2024 gasoline contract as bid by Capitol Region Council of Governments to the selected bidder.

**Summary of Agenda Item:**

Our current gasoline contract is expiring 12/31/2023. The Town of Berlin is participating in the annual bid of Capitol Region Council of Governments (CRCOG) being opened on December 13, 2023. The new contract will run from January 1, 2024 to December 31, 2024 for 78,500 gallons of gasoline.

Using the CRCOG bid would allow town administration the ability to potentially lock into a favorable price for the duration of the new contract.

The benefit to the town is stability in pricing for gasoline over an extended period which hopefully will afford some savings and an adequate budget figure.

**Funding:**

Current Fiscal year account # 001.20.2035.053106.00000

**Action Needed:**

Move to Authorize awarding the 2024 gasoline contract as bid by Capitol Region Council of Governments to the selected bidder for 78,500 gallons of gasoline.

**Attachments:**

None

**Prepared By:**

James C. Simons, Fleet Manager

Agenda Item No. 13  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 4, 2023

**SUBJECT:** Approve the purchase of four Police vehicles from Tasca Ford utilizing state of Connecticut Department of Administrative Services contract # 19PSX0161 for an amount not to exceed \$185,255.

**Summary of Agenda Item:**

The Police Department received funding to purchase four vehicles, three from surplus, and a fourth, a supervisor's vehicle that the town received a state grant to fund.

Being that the next order bank for these vehicle opens during the first quarter of 2024 and that is for model year 2025 with delivery sometime in 2025, Mr. Simons began to look for current Explorer Interceptors (police model) from current vendors. He was made aware of four vehicles that became available due to the other Police departments backing out on previous orders for various reasons, (extended delivery times, change in department operations). Two of these vehicles meet our current specifications and the other two would be a change for the Town of Berlin as they are hybrid interceptors. Build dates for all four of these vehicles is during December of 2023; these will be delivered early in 2024. Police administration is in full agreement with these purchases.

These will be the first hybrid vehicles the Town of Berlin has purchased. We are hoping that this technology will save the town in fuel consumption and we will be able to expand this technology to other vehicles in the town.

**Vehicle Cost:**

Non-hybrid	\$ 42,650 each X 2
Hybrid models	\$ 45,567 each X 2
5% contingency	<u>\$ 8,821</u>
Total	\$185,255

**Funding:**

Surplus funds appropriated to 001.15.1532.0.54000.00004 - \$200,000

Supervisor's vehicle that the town received a state grant for, appropriated to 500.15.1532.0.54000.01421 - \$44,000

**Action Needed:**

Move to Approve the purchase of four Police vehicles from Tasca Ford utilizing State of Connecticut Department of Administrative Services contract # 19PSX0161 for an amount not to exceed \$185,255.



**Attachments:**

Certification of Sufficiency of Funds

**Prepared By:**

James C. Simons, Fleet Manager







# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Garage		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Purchase Four Police Vehicles (split funding)	\$44,000.00	\$44,000.00
			-
			-
			-
			-
Account No. 500.15.1532.0.54000.01421 FY24 Legislative Grant			TOTAL \$44,000.00

Budgeted Amount.....	\$44,000.00	Available balance.....	\$44,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$44,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Garage		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Purchase Four Police Vehicles (split funding)	\$141,255.00	\$141,255.00
			-
			-
			-
			-
Account No. 001.15.1532.0.54000.00004 Police Vehicles			TOTAL \$141,255.00

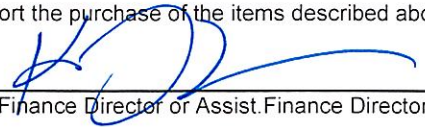
Budgeted Amount.....	\$200,000.00	Available balance.....	\$200,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$141,255.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$58,745.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director

**Agenda Item No. 14**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Approve the purchase of a Tiger Boom roadside mower system to replace our current Alamo system utilizing Sourcewell State Contract # 070821-TGR.

**Summary of Agenda Item:**

Town of Berlin Highway Department operates a 2006 John Deere tractor with an Alamo boom mower system to clear brush along the sides of the roadways improving the line of sight making the roadways safer. The tractor portion of this unit is in good shape and has many more years of service; however, the boom mower system has seen better days. This past season it was discovered the boom frame system has many cracks, the pivot point is worn and the controls are starting to fail.

Jim Simons, Fleet Manager, contacted the vendor for Alamo who informed him that parts for the frame, the frame pivot point, and joy stick are no longer available and Alamo no longer manufactures systems for our tractor due to its age. The estimated cost to purchase an entirely new tractor / boom mower system is \$252,000. The plan was to remove the boom mower system and completely rebuild the frame and Pivot point during the winter of 2024-25 for an estimated \$75,000.

Jim Simons contacted "Tiger Mowers", another manufacturer that builds boom mower attachments. Tiger Mowers still has the necessary means to build a complete system for our older tractor for a cost (installed) of \$80,788.85. Jim Simons recommends replacing the boom /mower system this winter (2023-2024).

**Funding:**

Account #140.20.2037.0.54000.00509 – Grant Road Improvement will be used to fund this project - \$80,789.

**Action Needed:**

Move to approve the purchase of a Tiger Boom Mower system to replace our current Alamo system utilizing Sourcewell State contract # 070821-TGR from Equipment Specialist of East Hartford CT for an amount not to exceed \$80,789.

**Attachments:**

Certification of Sufficiency of Funds

**Prepared By:**

James C. Simons, Fleet Manager





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Garage		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Tiger Boom Mower	\$80,789.00	\$80,789.00
			-
			-
			-
			-
Account No. 140.20.2037.0.54000.00509 GRI State Grant			TOTAL \$80,789.00

Budgeted Amount.....	\$2,563,041.46	Available balance.....	\$1,374,621.55
Encumbrances to Date.....	\$183,218.87	Amount Needed for This Package.....	\$80,789.00
Expenditures to Date.....	\$1,005,201.04	Available Balance After Purchase.....	\$1,293,832.55

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:

  
Finance Director or Assist. Finance Director

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director

Agenda Item No. 15  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** November 30, 2023

**SUBJECT:** Purchase of Firefighter Personal Protective Equipment (PPE) from C & S Specialty.

**Summary of Agenda Item:**

Each year the Town of Berlin Fire Department (TOB-FD) replaces a fraction of the PPE it uses. The garments being replaced are determined by an annual review and inspection. The inspection considers the age, wear and condition. The review takes into consideration the level of participation of the firefighter. The PPE inspected includes turnout coats and pants, boots, helmets, gloves and water PPE.

The TOB-FD is requesting that the main ensemble of PPE (Coats and Pants) be awarded to C & S Specialty utilizing the NPPgov (National Purchasing Partners) Contract # P\$60065 expiring 6/13/2026. This will be the 5<sup>th</sup> year our firefighter's turn-out coats and pants are manufactured by Lion Apparel.

As Part of the selection process for the PPE manufacturer, TOB-FD performs a wear test of garments that are made to our specifications. This ensures best available PPE for our use. Lion Apparel was very well received by the review committee and with firefighters currently wearing Lion equipment. TOB-FD is requesting to spend an amount not to exceed \$55,000 on turn-out coats and pants. Each ensemble costs \$3,799.

The remainder of the funding within this request will be used for Firefighting boots, helmets and gloves.

**Funding:**

The Town of Berlin Fire Department has budgeted \$60,000 for replacement PPE in FY2024. Funding for the PPE is available in account #001.15.1531.0.53216.00000.

**Action Needed:**

Move to approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$55,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065.

**Attachments:**

Certification of Sufficiency of Funds

**Prepared By:**   
James C. Simons, Fire Chief



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Protective Clothing for Fire Dept.	\$55,000.00	\$55,000.00
			-
			-
			-
			-
TOTAL			\$55,000.00

Account No. **001.15.1531.0.53216.00000**

Protective Clothing

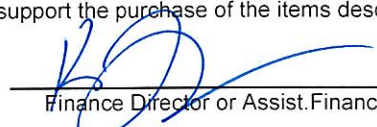
Budgeted Amount.....	\$60,000.00	Available balance.....	\$55,704.41
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$55,000.00
Expenditures to Date.....	\$4,295.59	Available Balance After Purchase.....	\$704.41

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist.Finance Director

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

\_\_\_\_\_  
Finance Director or Assist.Finance Director

Agenda Item No. 16  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 4, 2023

**SUBJECT:** Authorization to Appropriate a Supporting Arts grant from the Connecticut Office of the Arts

**Summary of Agenda Item:**

In partnership with the Berlin-Peck Library, the Economic Development Director applied for a Supporting Arts Grant from the Connecticut Office of the Arts within the Department of Economic and Community Development. We received notice that the Town of Berlin has been awarded a \$6,623.00 grant from the program. Staff requests that the Town Council appropriate the grant to account 504.10.1017.0.53474.00000, Supporting Arts Grant, and to refer this matter to the Board of Finance for its approval.


**Action:**

Move to appropriate a \$6,623.00 Supporting Arts Grant to the Supporting Arts Grant Account, pending approval by the Board of Finance.

**Attachments:**

List of Awards by Organization/Town

**Prepared By:**

Chris Edge, Economic Development Director   
Kim McNally, Berlin-Peck Library




## SUPPORTING ARTS GRANTS BY ORGANIZATION/TOWN

Name of Organization	Town/City	Grant Award
Farmington Valley Arts Center	Avon	\$6,196
Fermata Arts Foundation Inc.	Avon	\$3,638
New England Ballet Theatre of Connecticut	Avon	\$4,837
Berlin, Town of	Berlin	\$6,623
Bethel Arts Inc.	Bethel	\$1,000
Festival 52 Foundation	Bethel	\$4,189
Legacy Theatre	Branford	\$4,756
City Lights & Company	Bridgeport	\$5,345
Clementina Arts Foundation Inc	Bridgeport	\$3,206
Downtown Cabaret Theatre Company of Bridgeport	Bridgeport	\$2,586
Greater Bridgeport Symphony Society	Bridgeport	\$6,274
Kids Empowered by Your Support, Inc.	Bridgeport	\$4,518
Klein Memorial Auditorium Foundation, Inc.	Bridgeport	\$5,558
Metro Art Studios Inc	Bridgeport	\$5,923
Neighborhood Studios of Fairfield County	Bridgeport	\$4,690
WPKN, Inc.	Bridgeport	\$5,426
Bristol Symphony Orchestra, Inc.	Bristol	\$6,032
New England Carousel Museum, The	Bristol	\$5,081
East Windsor Arts and Culture Committee	Broad Brook	\$1,000
Brookfield Craft Center, Inc.	Brookfield	\$5,606
Brookfield Theatre for the Arts, The	Brookfield	\$4,807
Connecticut Valley Symphony Orchestra	Canton	\$4,013
Community Music School, The	Centerbrook	\$6,171

**Agenda Item No. 17**  
**Request for Town Council Action**

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

**FROM: Arosha Jayawickrema, Town Manager** 

**DATE: December 4, 2023**

**SUBJECT: Authorization to Create An Ad Hoc Arts & Culture Committee To Receive The Supporting Arts Grant and Assist in its use**

**Summary of Agenda Item:**

In partnership with the Berlin-Peck Library, the Economic Development Director applied for a Supporting Arts Grant from the Connecticut Office of the Arts within the Department of Economic and Community Development. We received notice that the Town of Berlin has been awarded a \$6,623.00 grant from the program. In order to accept the grant as well as include residents in the process of using these funds to lift up and promote the arts and culture, we are asking for the creation of an ad hoc Arts & Culture Committee. This committee will be overseen by Chris Edge and Kim McNally and will consist of 7 Berlin residents whose names will be presented to the Town Council for consideration. The committee will be in existence for one year from the date of this item unless extended at that time.


**Action:**

Move to create an ad hoc Arts & Culture Committee to accept the 2023 Supporting Arts Grant and assist in its use.

**Attachments:**

None

**Prepared By:**

Chris Edge, Economic Development Director   
Kim McNally, Berlin-Peck Library

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 5, 2023

**SUBJECT:** Referral to Parks & Recreation Commission Regarding Revisions to Statements of Need for the Community / Senior Center Project and For Hiring an Architect to Support this Process

**Summary of Agenda Item:**

The Public Building Commission selected QA+M Architects to prepare designs and cost estimates and to conduct public outreach for the Community Center project based on Statements of Need prepared by the Parks and Recreation Commission and the Commission on the Aging. QA&M completed its original scope of the work, as amended, and its report was presented to the Town Council. The Town Council received the QA&M report and appointed a Community Center Advisory Committee to review the work done by QA&M, to further investigate projects done by other Towns, and to report to the Town Council. The Community Center Advisory Committee submitted a report to the Town Council. Subsequently, a meeting was held at the Berlin Senior Center to hear additional citizen comments and to discuss next steps. Based on review of this information the Town Council requests that the Parks and Recreation Commission and the Commission on the Aging review and consider revising the Statements of Need to reduce the scope of the project and cost.

To start the process of reviewing additional Community Center alternatives, particularly to reduce project costs, staff proposes that the Town Council authorize the Town Manager to enter a contract with an Architect from the Town's On-Call list to assist the Parks & Recreation Commission and Commission on the Aging. In addition, the selected architect can assist with evaluating project scenarios for a partnership with the Meriden, Berlin, New Britain YMCA, and project phasing alternatives. The cost for the Architect, not to exceed \$30,000 is to be taken from the Architect & Engineering Fees account # 537.25.2542.0.53712.00000 funded by a grant from the Connecticut Department of Mental Health and Addiction Services.

**Funding:**

This \$30,000 cost will be charged to the State grant funded Architect & Engineering Fees account.

**Actions Needed:**

Move to refer to the Parks and Recreation Commission and the Commission on the Aging to consider revising the Statements of Need for the Community / Senior Center project to bring down the project scope and cost.

Move to authorize the Town Manager to enter a contract with an Architect from the Town's On-Call List for an amount not to exceed \$30,000 to be paid from the Architect & Engineering Fees account for additional planning for Community Center project, as this is in the best interest of the Town, subject to review and approval of Corporation Counsel.

**Attachments:**

Sufficiency of Funds.

**Prepared By:**

Michael Ahearn, Public Works Director  
Jim Mahoney, Economic Development Coordinator

*MSB*



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 4-Dec-23

Purchase Item or Contract: Economic Development/Public Works		Requested by: J. Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Architect for Community-Senior Center Design	\$30,000.00	\$30,000.00
			-
			-
			-
			-
			-
Account No. 537.25.2542.0.53712.00000		Architec. & Engin. Fees	TOTAL \$30,000.00

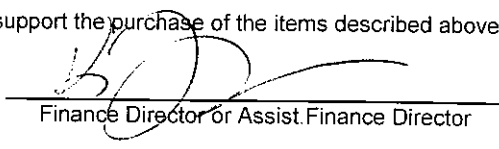
Budgeted Amount.....	\$574,034.70	Available balance.....	\$574,034.70
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$30,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$544,034.70

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director