

The Town Council will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Town Council invites the public to join the meeting by clicking on the following link or by phone. Please see the following information:

Meeting Link:

[Join meeting](#)

Meeting Number: 132 273 4173
Password: Council (2686245 from phones and video systems)

Join by video system
Dial 1322734173@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 132 273 4173
Password: Council (2686245 from phones and video systems)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 21, 2020
~~Town Council Chambers~~
Remote
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$500.00 for the Berlin Peck Memorial Library and deposit \$500.00 into the library agency account. – Berlin-Peck Memorial Library
2. Topic re: Approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2020 – 2021 school year. – Parks and Recreation

3. Topic re: Approve acceptance of a donation in an estimated amount not to exceed \$2600.00 from the Kensington Garden Club to be used to beautify Volunteer Park. – Parks and Recreation
4. Topic re: Accept the donations of \$230.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
5. Topic re: Accept the donations of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department
6. Topic re: Authorize Berlin Social & Youth Services to apply to CYSA for a DCF funded Juvenile Review Board grant in the amount of \$4,220, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Grants revenue account.

Appropriate the \$4,220 grant to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance. – Social Services

7. Topic re: Accept donation of an Office Desk from the Newington Social Services to the Berlin Senior Center. – Senior Center

G. NEW BUSINESS:

1. Topic re: Approve the contract between the Town of Berlin and CALU, Local #2 (White Collar Employees) for the period of July 1, 2020 through June 30, 2023. – Human Resources
2. Topic re: Create a professional position of Deputy Fire Marshal to serve in that capacity and provide department coverage in the absence of full-time staff. – Fire Marshal
3. Topic re: Waive the Town's bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,419.82, since this is in the best interest of the town. – Parks and Recreation
4. Topic re: Authorize Town Manager, Aroscha Jayawickrema, to enter into contract with US Pitchcare LLC for the renovation of Sage Park, Softball Field 1 in an amount not to exceed \$500,000 which includes contingency. – Parks and Recreation
5. Topic re: Transfer \$3,855, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance
6. Topic re: Waive the bidding process and renew the employee benefits contract with USI Insurance Services in the amount of \$55,000 through June 30, 2021, as this is in the best interest of the town. – Finance
7. Topic re: Approve the purchase of ammunition from Jurek Brothers Inc. utilizing State of CT Contract # 19PSX0220 for an amount not to exceed \$13,025.24. – Police Department
8. Topic re: Waive the Town's bidding procedures and approve issuing purchase orders in excess of \$10,000, but all together not to exceed the budgeted amount of \$51,104 for the following uniform

vendors: Security Uniforms Inc., New England Uniform, Connecticut Police Supply, Galls, and Mickey Finns, as this is in the best interest of the Town. – Police Department

9. Topic re: Approve the transfer of \$18,500.00 from the In Lieu of Sick (retiree) account in the General Fund to the Transfer to Other Funds account in the General Fund and appropriate the funds to the Building & Renovations account in the Police Construction Fund, pending approval of the Board of Finance. – Police
10. Topic re: Approve the transfer of \$120,000.00 from the Police Personnel account, \$35,000.00 from the Police Social Security account and \$45,000 from the Police Pension account, all in the General Fund, to the Police Vehicles account in the General Fund, pending approval of the Board of Finance. – Police Department
11. Topic re: Waive the Town's Bidding Procedure and approve issuing a Purchase Order in the amount not to exceed \$20,000 in FY 20-21 for Atlantic Golf and Turf as this is in the best interest of the town. – Public Grounds
12. Topic re: Waive the Town's Bidding Procedures and approve issuing a Purchase Order in the amount not to exceed \$25,000 in FY 20-21 for Central CT Lawn Services of Berlin. This is in the best interest of the Town. – Public Grounds
13. Topic re: Approve the transfer of \$4,500 from the Public Grounds Overtime account, \$2,000 from the Public Grounds Storm Related Overtime account, \$2,000 from the Highway Storm Related Overtime account, \$10,000 from the Public Grounds PT & Summer Help account, \$19,500 from the Public Grounds Electricity account, \$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account, \$2,000 from the Public Grounds Maintenance & Repair account, \$2,000 from the Public Grounds Fertilizer, Seed, Chem. Account and \$3,000 from the Public Grounds Sanitation account, all in the General Fund, to the Rack Body account in the General Fund, pending approval of the Board of Finance. – Public Grounds
14. Topic re: Approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account, \$25,000 from the Stormwater Drainage Analysis account and \$35,000 from the Planning & Zoning Mid-Manager account, all in the General Fund, to the Excavator account in the General Fund, pending approval of the Board of Finance. – Public Works
15. Topic re: Approve the transfer of \$40,000.00 from the Highway Storm Related Overtime account in the General Fund and \$20,000 from the Public Grounds Storm Related Overtime account in the General Fund to the Highway Front Loader account in the General Fund, pending approval of the Board of Finance. – Public Works
16. Topic re: Approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account and \$25,000 from the Stormwater Drainage Analysis account, all in the General Fund, to the Woodchipper account in the General Fund, pending approval of the Board of Finance. – Public Works
17. Topic re: Award a bid and authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #695) with the most cost- effective and qualified Contractor. – Public Works

18. Topic re: Approve the transfer of \$25,000.00 from the Non-Taxable Election Worker's account in the General Fund to the Golf Course Backhoe account in the General Fund, pending approval of the Board of Finance. – Golf Course
19. Topic re: Send the Timberlin Golf Course Statement of Need to the Public Building Commission. – Golf Course
20. Topic re: Increase the nine-hole single cart rate from \$11.25 to \$15.00 and eighteen-hole single cart rate from 19.25 to \$25.00 and the nine-hole cart special from \$9.25 to \$13.00. – Golf Course
21. Topic re: Discussion regarding recommendations on cost reduction options from the Golf Commission. – Golf Course
22. Topic re: Adopt the Timberlin Golf Course Season Pass Refund & Credit policy.- Golf Course
23. Topic re: Grant Mr. Gonzales a prorated refund of his 2020 Timberlin Golf Course season in the amount of \$437.00. – Golf Course
24. Topic re: Refer the elementary schools HVAC upgrades design and construction Statement of Need to the Public Building Commission. - Facilities
25. Topic re: Authorize the Town Manager to apply for State financial assistance in an amount not to exceed \$500,000 for Kensington Sidewalks Project Phase III and/or for \$300,000 roofing and related work for the Municipal Complex roofs at 27 Town Farm Lane, to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town per the attached resolution, subject to the review and approval of Corporation Counsel. – Economic Development
26. Topic re: Amend the Berlin Tax Abatement Policy to add an additional level of tax abatement and amend the abatement time to be consistent with state statute.- Economic Development
27. Topic re: Approve a tax abatement for 196 Wilbur Cross Berlin LLC for their mixed-use project. The abatement schedule for the residential portion of the project will be for 5 years at 80% abatement in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The abatement schedule for the commercial portion of the project will be for 10 years at 70% abatement for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy. – Economic Development
28. Topic re: Authorize the Town Manager to enter into an easement or license from the Connecticut Department of Transportation for the Boulevard project, subject to review and approval of Corporation Counsel. – Economic Development
29. Topic re: Authorize the Town Manager to provide an easement to Eversource to supply electricity to the Boulevard project and to the Steele Center @ Farmington Ave. transit-oriented development

project and to enter into such agreements as are required for this purpose, subject to review and approval of Corporation Counsel. – Economic Development

30. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Franklin Surveys to prepare an A-2 survey for an ELUR for 873 Farmington Avenue and upgrades to the surveys for 861 and 889 Farmington Avenue to satisfy the ELUR survey requirements for a fee of \$4,800 that will be paid from the Demolition & Envir. Remed. Account, to prepare 2 easement maps for the Boulevard utilities and to provide services for location of control points for the Boulevard for a fee of \$2,300 from STEAP Blvd at the Berlin Train Station, and to prepare 2 easement maps for the 861, 873 Farmington Avenue redevelopment project easements for a fee of \$1,600 funded by the Economic Development Contractual Services account, as it is in the best interest of the Town.

Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to work on an ELUR for 873 Farmington Avenue and to design and inspect the construction of a passive ventilation system for the addition at 873 Farmington Avenue for a fee of \$12,500 and to authorize additional general consulting services of \$6,000 for the project that will be paid from the Demolition & Envir. Remed. Account, as it is in the best interest of the Town.

Waive the bidding process and authorize the Town Manager to enter into a contract with Halloran and Sage to provide legal services related to an ELUR for 873 Farmington Avenue for a fee not to exceed \$15,000, \$12,500 of which will be paid by Corporation Counsel from funds received from the Town's insurer Chubb and the balance of up to \$2,500 that will be paid from the Demolition & Envir. Remed. Account, as this is in the best interest of the Town. – Economic Development

31. Topic re: Authorize the Town Manager to enter into a contract amendment with Newport Realty Group LLC concerning the sale of 861, 889, 903 and 913 Farmington Avenue whereby by the end of July Newport will close on the purchase of 861 Farmington Avenue (\$10,000) and 903 Farmington Avenue (\$195,000), pay a non-refundable \$30,000 deposit for the purchase of 913 Farmington Avenue and enter into an agreement to pay the cost share on the Boulevard project on a prorated basis as costs are incurred by the Town, subject to review and approval of the amendment by Corporation Counsel.

Move to modify the funding for and authorization for the Town Manager to enter into the Boulevard contract such that it is contingent on the sale to Newport of 861 and 903 Farmington Avenue for \$205,000 plus a non-refundable deposit of \$30,000 for the purchase of 913 Farmington Avenue and to enter into a shared cost contribution agreement with Newport for off-site work of \$268,754.75, of which \$178,754.75 will be paid in cash and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station parking lot and is owned by CTDOT or approval from the Connecticut Department of Economic and Community Development to start Boulevard construction using state grants for this purpose in advance of granting of such rights from CTDOT said contract and change orders to be funded from the following accounts and sources: a portion of the proceeds of the sale 861 and 903 Farmington Avenue and the non-refundable deposit on the purchase of 913 Farmington Avenue (\$164,000, the remaining \$71,000 in sale proceeds will be dedicated to the additional construction administration contract for WMC Engineering), Town appropriation of \$235,000 in funds from the Farmington Ave Development (non-grant) account

(504.10.1017.0.54000.01624), Newport net shared cost contribution by agreement (\$178,754.75), STEAP Blvd at the Berlin Train Station account (\$360,000), TOD Property Acquisition account (\$245,397) and STEAP Downtown Sidewalks account (\$38,252) and to reduce authorization for the Town Manager to enter into change orders with Guerrera to \$26,711.25 because the cash from Newport for the cost share is \$268,754.75 instead of \$279,000 as stated in the previous Town Council resolution.

Transfer \$125,000 from the Schools Electricity account and \$110,000 from the Issue of June 2019 account to the Transfer to Other Funds account, all in the General Fund, and appropriate the transferred funds to the Farmington Ave Development (non-grant) account in the Economic Development Fund. – Economic Development

32. Topic re: Authorize the Town Manger to execute a subordination agreement with respect to the Statutory Form Mortgage Deed in the original principal amount of \$36,690.54, in favor of **TOWN OF BERLIN**, dated May 14, 2020 and recorded May 27, 2020 in Vol. 700 at Page 475-480 of the Berlin Land Records, subject to review and approval of Corporation Counsel. – Economic Development

H. TOWN MANAGER’S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS’ COMMUNICATION:

K. ACCEPTANCE OF MINUTES: July 7, 2020

L. EXECUTIVE SESSION:

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

M. ADJOURNMENT

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 13, 2020
SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	500.00	Lib. Agency Acct.	greatest need	Melissa A. Davis
	500.00			

*Unless a name is mentioned, donors have requested anonymity.

ACTION NEEDED:

Move to accept monetary donations totaling \$500.00 for the Berlin Peck Memorial Library and deposit \$500.00 into the library agency account.

ATTACHMENTS:

None


PREPARED BY:

Helen Malinka, Library Director



Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: July 13, 2020

SUBJECT: Berlin High School Boosters Club, approval to sell food, beverages and merchandise at Berlin High School events during the 2020 – 2021 school year.

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, July 9, 2020 recommended approval for the Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2020 – 2021 school year.

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


ACTION NEEDED:

Move to approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2020 – 2021 school year.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services 

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

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 10, 2020
SUBJECT: Donation from the Kensington Garden Club

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, July 9, 2020, recommended the acceptance of a donation from the Kensington Garden Club to be used to beautify Volunteer Park.

The Garden Club has been working with the Parks and Grounds Department on a two-phase project in the location of Volunteer Park. Phase 1 was to remove invasive plants and materials, replant natives and rock the back side of the garden close to the brick building that has already been completed.

Phase 2 is to remove plants and mulch along the Porters Pass sidewalk, replant native plants, clean edge the borders and add mulch in accordance to the agreed upon design plan. It also includes replanting Knockout Rose bushes rock garden along Farmington Ave. KGC will fund the purchasing of the plants and materials using grant monies awarded by the Community Foundation of Greater New Britain and the town will manage the work, with the exception of the perennial plantings in the Pollinator Garden at the corner of Farmington Ave and Porters Pass. This will be handled by KGC members. The cash value of the plants and materials to be donated by KGC to the town is \$2600.00 maximum.

The Kensington Garden Club would be looking to purchase and donate to the Town the following list of plantings with these estimated prices:

Estimated KGC Plant Material Purchases

TYPE	QUANTITY	UNIT PRICE	TOTAL PRICE
Cherokee Brave Dogwood	3	\$250	\$750
Oakleaf Hydrangea	6	\$35	\$210
Red Sprite Winterberry	18	\$29.99	\$539.82
Mountain Laurel	4	\$35	\$140

Knock Out Rosebushes	7	\$30	\$210
Mulch	15 yards	\$18	\$270
Variety of Pollinator Plants			\$400
TOTAL			\$2,519.82

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

Action Needed:

Move to approve acceptance of a donation in an estimated amount not to exceed \$2600.00 from the Kensington Garden Club to be used to beautify Volunteer Park.

Attachments:

Map from Kensington Garden Club

Prepared By:

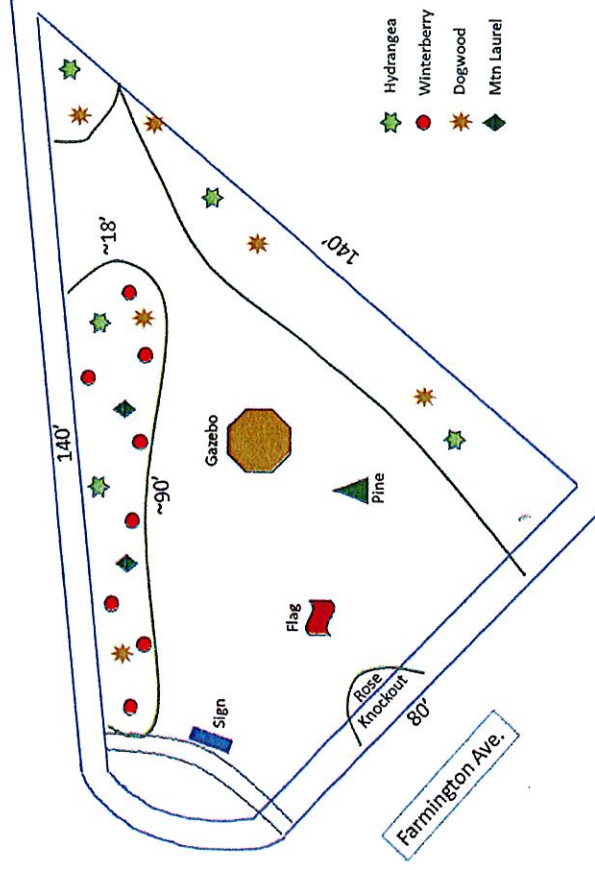
Jennifer Ochoa, Director of Community, Recreation and Parks Services
Steven Wood, Superintendent of Parks and Grounds



Volunteer Park Native Plants Project

This is a scaled diagram of the park with the KGC suggested plants that the Town agreed to include in each area. Please see the Key Legend for plant materials.

It was their decision to include a Knock Out Rose planting in the rock Garden along Farmington Ave.



Consent
4

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: July 9, 2020

SUBJECT: Donation for K9 Program

Summary of Agenda Item:

The Police Department has received \$230 in donations to the K9 Program.

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

Action Needed:

Move to accept the donations of \$230.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 9, 2020

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received \$50.00 in donations to the Police Peer Support Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Peer Support Program Expenditure Account # 100.15.1532.0.53465.00000.

Action Needed:

Move to accept the donations of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent
#6

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 30, 2020

SUBJECT: Juvenile Review Board Grant

Summary of Agenda Item:

Through DCF and the Connecticut Youth Services Association, the State is providing a grant funding opportunity for Juvenile Review Boards to help with increased caseloads due to recent changes in the juvenile justice system. Berlin Social & Youth Services is seeking authorization to apply for a grant to fund a part-time JRB Case Manager position. It's anticipated that this entirely grant funded position would provide between 10 and 15 hours per month of case management services, working with youth and families referred by the Police, Berlin Schools, and Juvenile Court

The Berlin Department of Social & Youth Services will submit a grant request of \$4,220 to CYSA for a DCF funded Juvenile Review Board grant. Funds will be deposited in the State Grants revenue account 100.05.0505.2.44801.00000, and appropriated to the Part Time Help 100.30.3054.0.51510.00000, Worker's Comp. 100.30.3054.0.52010.00000, and Social Security 100.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant.

Action Needed:

Move to authorize Berlin Social & Youth Services to apply to CYSA for a DCF funded Juvenile Review Board grant in the amount of \$4,220, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Grants revenue account.

Move to appropriate the \$4,220 grant to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance.

Attachments:

Prepared By:

Doug Truitt, Director of Social & Youth Services



Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 16, 2020

SUBJECT: Furniture Donation

Summary of Agenda Item:

The Newington Social Services is offering the donation of an Office Desk to the Berlin Senior Center. This would replace the Senior Center's Director's desk which is from 1985 and in poor condition.

Action Needed:

Move to accept donation of an Office Desk from the Newington Social Services to the Berlin Senior Center.

Attachments:

None

Prepared by:

Tina S. Doyle, Senior Services Director

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2020

SUBJECT: Approval of the successor agreement with Berlin White Collar employees

Summary of Agenda Item:

The agreement between the Town of Berlin and CALU, LOCAL #2 (White Collar Employees) expired on June 30, 2020. In March 2020, discussions began with the Union leadership about the possibility of off the record negotiations. The Town Manager, Director of Human Resources, and Director of Finance met to review the current contract language to identify any significant changes the Town would need to achieve in a successor agreement. After a thorough review, we identified minor language changes we would need in the successor contract. It was agreed that the cost savings of avoiding the negotiation process was in the best interest of the Town.

The Director of Human Resources and the Director of Finance met with the President of the White Collar Union to review the current contract and the parties agreed to language changes to reflect current practice and to mirror other Town contract language. The following outlines the changes within the successor agreement:

- Removed language preventing the library from staffing on Sundays and clarified scheduling issues related to the early closing prior to Thanksgiving.
- Added language to stop leave accruals during extended absences.
- Added language regarding new hire vacation to mirror other Town contracts.
- Pro-rated personal time for new hires.
- Adjusted family sick to mirror other Town contracts.
- Wages: 2.25% each year (Retro to July 1, 2020; July 1, 2021; July 1, 2022)

The Union membership voted to approve the new three (3) year contract with the Town of Berlin the voting was finalized on July 10, 2020. The contract is now ready for ratification by the Town Council.

The updated contract, is in the best interest of the Town of Berlin and, as such, the negotiating team recommends the approval of this successor agreement.

Action Needed:

Move to approve the contract between the Town of Berlin and CALU, Local #2 (White Collar Employees) for the period of July 1, 2020 through June 30, 2023.

Attachments:

None

Prepared By:

Denise Parsons, Director of Human Resources

A handwritten signature in blue ink, consisting of a stylized 'D' and 'P' intertwined.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2020

SUBJECT: Part-Time Deputy Fire Marshal

SUMMARY:

Currently, an appointed position of Deputy Fire Marshal exists as a contractual service to provide coverage when the full-time staff are unavailable to staff the department or respond to investigations. To be in compliance with applicable labor laws and insurance regulations, this position should be included in regular payroll. There will be no change to the budgeted amount of \$1000.00 to cover this classification change to the position.

ACTION NEEDED:

Move to create a professional position of Deputy Fire Marshal to serve in that capacity and provide department coverage in the absence of full-time staff.

ATTACHMENT:

PREPARED BY:

Steven Waznia, Fire Marshal

SW

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 8, 2020
SUBJECT: Bid Waiver for Vermont Systems



SUMMARY:

The Berlin Parks and Recreation Department uses Vermont Systems as their Recreation Management software system for WebTrac and RecTrac. The software is used for the following, but not limited to, registrations (both online and in person), facility rentals (fields, courts, Community Center rooms), and scheduling.

The Parks and Recreation Department has been using this system for almost 20 years. It has previously been backed up on our servers, however in line with the Business Continuity Plan and the recommendation from our IT Department, moving into cloud-based software was our best option so we are now receiving hosting services from Vermont Systems for \$8,100 per year which has put the annual cost of Vermont Systems to \$12,419.82.

The Berlin Parks and Recreation Department is requesting Town Council waive the bidding procedures to allow the Department to continue to use Vermont Systems for the Recreation Management software.

ACTION NEEDED:

Move to waive the Town's bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,419.82, since this is in the best interest of the town.

ATTACHMENTS:

Invoice from Vermont Systems

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Parks Services



Vermont Systems

Recreation & Parks Software

PHYSICAL ADDRESS:
Vermont Systems, Inc.
12 Market Place
Essex Junction, VT 05452
(802) 879-6993

MAIL CHECKS TO LOCKBOX:
Vermont Systems, Inc.
PO Box 1377
Williston, VT 05495-1377

Invoice

Customer No.: CT-BERLIN
Invoice No.: 66829

Bill To: Berlin Parks & Rec Dept.
Debbie Dennis
230 Kensington Road
Berlin, CT 06037

Ship To: Berlin Parks & Rec Dept.
230 Kensington Road
Berlin, CT 06037

Date	Ship Via	F.O.B.	Terms
07/01/20		Origin	Net 30
Purchase Order Number	Order Date	Sales Person	Our Order Number
	10/17/19		55186

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
1.000	1.000		V-RT-MU-AR-M	Activity Reg-M/U Annual MA.	\$550.00	\$550.00
1.000	1.000		V-RT-MU-FR-M	Facility Res-M/U Annual MA	\$550.00	\$550.00
1.000	1.000		V-RT-MU-PM-M	Pass Mgmt Photo-M/U Annual Maintenance	\$550.00	\$550.00
1.000	1.000		V-RT-MU-SA-M	RT SystemAdmin. M/U Annual Maintenance	\$400.00	\$400.00
1.000	1.000		V-RT-MU-AU-M	RecTrac Add'l User Annual MA Over Two	\$60.00	\$60.00
1.000	1.000		T-PG-M	Progress Annual Maintenance	\$422.00	\$422.00
1.000	1.000		V-PT-IN-ERI-M	Credit Card Interface Annual maintenance	\$600.00	\$600.00
1.000	1.000		V-WT-SU-IS-5-M	Web Internet Software, Incl:RT Integration s/w 1-5 Users; Annual MA, 25 Agents.	\$370.00	\$370.00
1.000	1.000		V-WT-SU-AR-M	WebTrac Activity Reg Annual Maint, 1-15 Users	\$190.00	\$190.00
1.000	1.000		V-WT-SU-MWT-M	Mobile WebTrac Basic Maint.	\$390.00	\$390.00
1.000	1.000		V-WT-SU-AU-M	WebTrac Small Workgroup User Annual Maint for WebTrac 25 Agents	\$125.00	\$125.00
1.000	1.000		T-PG-SU-WB-M	Progress Transact. Server, Annual MA	\$215.00	\$215.00
12.000	12.000		V-HS-S1	VSI Hosting Service Silver 5 Users Monthly Fee	\$675.00	\$8,100.00
DISCOUNT: annual maintenance Increase not to exceed 3%/yr						(\$102.18)
NOTE: no longer paying maintenance on league schedul						

Invoice subtotal \$12,419.82
Invoice total \$12,419.82

COVERS: 7/1/21-6/30/22

NOTICE NEW REMITTANCE ADDRESS
Vermont Systems Inc
PO Box 1377
Williston, VT 05495-1377

Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema

DATE: July 10, 2020

SUBJECT: Sage 1 Field Renovations – Bid #2020-23

SUMMARY:

The Town of Berlin recently went out to bid for the renovation of Sage Park, Softball Field 1. The field has been used as a multi-use field dating back to the 1980's. Currently, there is a large lip from the infield to the outfield, inadequate drainage, not enough spectator facilities and an obsolete irrigation system. The outfield, due to the multi-use has very poor planarity. The field does not currently meet the equity requirements of Title IX as it does not have the same facilities of Zipadelli Field.

Bid No. #2020-23 was advertised on June 10, 2020 and the bid opening was held on July 9, 2020. Bids were received at the Finance Office from seven vendors. The apparent low bidder was Aqua-Turf Irrigation of Orange, CT. Upon review of the bid documents by Kaestle Boos Associates (KBA) the bid package was not complete. The Bid Bond form was not provided and notarized and the Statement of Bidders Qualifications form was signed, but the required documentation was not provided. The bid proposal of \$167,000 is \$253,000 less than the next lowest bidder. It was KBA's opinion that the bid is not a responsible bid. For that reason, it was our recommendation to conduct scope review meetings with the next lowest two bidders, DeRita and Sons Construction and US Pitchcare LLC.

Scope review meetings were held on Friday, July 10, 2020 by KBA, Jennifer Ochoa and Steven Wood with DeRita and Sons Construction and US Pitchcare LLC. The bidding documents were reviewed with each contractor and each indicated they had bid the project as designed and make no exceptions to the Bid Documents. They both had reviewed the construction schedule and plan to complete the project in the timeframe allowed.

DeRita and Sons Construction indicated they would intend to use a sub-contractor to perform the field and sod work. It was also determined that the bidder had incorrectly completed the Unit Cost sheet and provided unit costing per unit, not as specified on the sheet. Their base bid did also not include the \$40,000 allowance for utility and irrigation connections.

US Pitchcare LLC indicated they would self-perform the field and sod work. US Pitchcare's recent projects appear to be of similar scope and complexity to the Sage 1 Field Renovation.

After completing the scope review meetings and a review of the project budget, the committee recommends that the Town proceed with the Base Bid, Add Alternate No. 3 for the 12' X 20' Storage Shed and Add Alternate No. 4 for the New Scoreboard. With the above, US Pitchcare LLC can be considered the lowest responsible bidder at \$457,810. It is the committee's recommendation for the Town to award the bid to US Pitchcare LLC for an amount not to exceed \$500,000. This cost

includes the base bid amount, Alternate No. 3, Alternate No. 4 and contingency. Funding is available from the Sage 1 Field account 530.25.2545.0.54000.00771.


ACTION:

Move to authorize Town Manager, Arosha Jayawickrema, to enter into contract with US Pitchcare LLC for the renovation of Sage Park, Softball Field 1 in an amount not to exceed \$500,000 which includes contingency.

ATTACHMENTS:

- Bid Results
- Bid Tabulation Sheet from KBA
- Sufficiency of Funds

PREPARED BY:

Jennifer Ochoa, Director Community, Recreation & Park Services 
Steven Wood, Superintendent of Parks and Grounds

Sage 1 Softball Renovation #2020-23

July 9, 2020 11:00a.m.

Company		Total Renovation Cost
1	US Pitchcare LLC of Northford, CT	\$421,000.00
2	Cariati Developers, Inc. of Meriden, CT	\$529,368.00
3	Sport-Tech Construction of Brewster, NY	\$475,000.00
4	Aqua Turf of Orange, CT	\$167,000.00
5	DeRita and Sons Construction Co., Inc. of Middletown, CT	\$380,000.00
6	Mountain View Landscapes and Lawncare, Inc. of Chicopee, MA	\$485,750.00
7	Stonehedge Landscaping Co., Inc. of Newington, CT	\$445,000.00
8		



KAESTLE BOOS associates, inc

Sage Softball Field #1 Improvements - Berlin, CT
Bid Tabulation Sheet - Bid Opening 7/09/2020 at 11:00 am

BIDDER NAME		Bid Bond	Non-Collusion Statement	Qualification Statement	Addendum #1	NOTES	BASE BID	Alt. No. 1 DEDUCT SEED IN LIEU OF SOD	Alt. No. 2 ADD 12X16 SHED	Alt. No. 3 ADD 12X20 SHED	Alt. No. 4 ADD NEW SCORE- BOARD	ALT. TOTAL	BASE BID + ALT. NO.3 & 4 TOTAL	SCOPE REVIEW CONDUCTED	RECOMMENDATION TO COUNCIL
1 Aqua-Turf Irrigation 73 Rolling Ridge Road Orange, CT 06977		X* (5%)	✓	X**	✓	*Bid bond provided, but Bid Bond form was not provided and notarized. **Statement of Bidders Qualifications form was signed, but the required documentation was not provided.	\$167,000	\$20,000	\$14,900	\$19,100	\$39,000	\$93,000	\$225,100		
2 DeRita and Sons Construction PO Box 797 Middletown, CT 06457		✓ (10%)	✓	✓*	✓	*Sub-contractor utilized for all athletic field work **Base Bid did not include the \$40,000 allowance for utility and irrigation connections	\$420,000** (\$380,000 + \$40,000)	\$39,000	\$16,000	\$16,000	\$36,000	\$107,000	\$472,000	YES	
3 US Pitchcare LLC 18 Evergreen Road Northford, CT 06472		✓ (10%)	✓	✓**	✓	***Statement of Bidders Qualifications form not included, but the required documentation was provided.	\$421,000	\$37,224	\$11,500	\$12,810	\$24,000	\$85,534	\$457,810	YES	✓
4 Stonehedge Landscaping, Co. Inc. 1616 Willard Avenue Newington, CT		✓ (5%)	✓	✓	✓		\$445,000	\$17,600	\$12,000	\$13,500	\$28,750	\$71,850	\$487,250		
5 Sport-Tech Construction Corp. 410 Route 22 Brewster, NY 10509		✓ (5%)	✓	✓	✓		\$475,000	\$2,000	\$8,500	\$12,500	\$22,000	\$45,000	\$509,500		
6 Mountain View Landscapes and Lawncare, Inc. 67 Old James Street Chicopee, MA 01020		✓ (5%)	✓	✓	✓		\$487,750	\$36,500	\$11,000	\$13,500	\$36,000	\$97,000	\$537,250		
7 Cariati Developers, Inc. 1616 Willard Avenue Newington, CT		✓ (5%)	✓	✓	✓		\$529,368	\$13,082	\$10,594	\$13,924	\$31,132	\$68,732	\$574,424		



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE **14-Jul-20**

Purchase Item or Contract: Public Grounds		Requested by: S. Wood	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Sage I Field Improvements	\$500,000.00	\$500,000.00
			-
			-
			-
			-
TOTAL			\$500,000.00

Account No. 530.25.2545.0.54000.00771

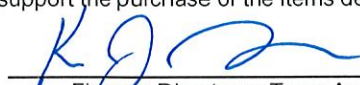
Budgeted Amount.....	<u>\$500,000.00</u>	Available balance.....	<u>\$500,000.00</u>
Encumbrances to Date.....	<u>\$0.00</u>	Amount Needed for This Package.....	<u>\$500,000.00</u>
Expenditures to Date.....	<u>\$0.00</u>	Available Balance After Purchase.....	<u>\$0.00</u>

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 Town Accountant

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

Finance Director or Town Accountant

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 13, 2020
SUBJECT: Budget Transfers to Clear Overbudget Accounts

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All the higher than budgeted costs are being funded with savings in other areas or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

Action Needed:

Move to transfer \$3,855, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director


Budget Adjustments July 21, 2020

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Police	001.15.1532.0.51440.00000	Extra Duty Police Officer		\$2,705.00	Police Officers worked more extra duty jobs than budgeted. This cost will be reimbursed by the company (or Town) that hired the officers so this expenditure will ultimately not cost the Town anything.
	001.15.1532.0.51140.00000	Police Personnel	\$2,705.00		
Mobile Home	001.25.2541.0.53917.00000	Water & Sewer		\$1,150.00	Water & Sewer usage at the town-owned mobile home park was more than budgeted. Additional funds are available in the Town electricity account due to building closures during the COVID-19 pandemic.
	001.20.2038.0.53102.00000	Electricity	\$1,150.00		
		GENERAL FUND TOTAL	\$3,855.00	\$3,855.00	
Water Control		WATER CONTROL TOTAL	\$0.00	\$0.00	
		GRAND TOTAL	\$3,855.00	\$3,855.00	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

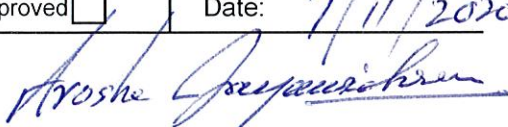
Department:	Mobile Home Park	Fiscal Year:	FY2020	Date:	6/30/20
To Acct #:	Description:	Amount:	Requested by:		
001.25.2541.0.53917.00000	Water & Sewer	\$1,150.00	K. Delaney		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2038.0.53102.00000	Electricity	\$1,150.00			

Contingency Balance (If applicable):

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

Water & Sewer usage at the town-owned mobile home park was more than budgeted. Additional funds are available in the Town electricity account due to building closures during the COVID-19 pandemic.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/11/2020
Comments:			
			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				


Section 4: To be completed by Finance Department:

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



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

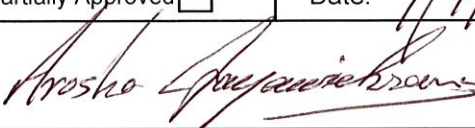
Department:	Police	Fiscal Year:	FY2020	Date:	6/30/20
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51440.00000	Extra Duty Police Officer	\$2,705.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51140.00000	Police Personnel	\$2,705.00			

Contingency Balance (If applicable):

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

Police Officers worked more extra duty jobs than budgeted. This cost will be reimbursed by the company (or Town) that hired the officers so this expenditure will ultimately not cost the Town anything.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/9/2020
Comments:			
			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:


Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: July 10, 2020

SUBJECT: Waive the bidding requirement and extend the employee benefits consultant contract through June 30, 2021

Summary of Agenda Item:

In 2015, the Town went out to bid for employee benefits consulting services. Prior to this process the Town utilized an employee benefits consultant that was hired by the insurance providers. Through an extensive review process that included financial and non-financial considerations, USI Insurance Services was selected. USI scored highest on the non-financial metrics and was the low bidder. The Town awarded the bid to USI for five years, ending June 30, 2020.

During the five-year period, USI has helped the Town navigate the Affordable Care Act, was instrumental in the Town securing a substantially lower life insurance rate and provided expertise as the Town worked through three years' worth of large volume catastrophic health insurance claims. USI provides the Town with a credible voice to challenge Anthem when issues arise.

The Town is preparing to negotiate a new contract with Anthem – and potentially go out to bid for health insurance administration – during FY21. At this critical juncture in the renewal process it is in the Town's best interest to maintain the expertise and experience of USI. USI is willing to maintain their FY20 rate of \$55,000 for FY21.

Action Needed:

Move to waive the bidding process and renew the employee benefits contract with USI Insurance Services in the amount of \$55,000 through June 30, 2021, as this is in the best interest of the town.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director 

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 9, 2020

SUBJECT: Purchase of Training Ammunition

Summary of Agenda Item:

Annually the police department purchases ammunition for firearms training. Jurek Brothers Inc. is on State of CT Contract # 19PSX0220 and has provided them with a \$13,025.24 quote for this year's order.

Action Needed:

Move to approve the purchase of ammunition from Jurek Brothers Inc. utilizing State of CT Contract # 19PSX0220 for an amount not to exceed \$13,025.24

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arossha Jayawickrema, Town Manager

DATE: July 8, 2020

SUBJECT: Police department uniform vendor bid waivers and purchase order approvals

Summary of Agenda Item:

Over the course of fiscal year 20/21, police department employees will utilize various vendors to purchase uniforms, clothing, and equipment in accordance with the amounts stipulated in their collective bargaining agreements. The Town reimburses these vendors on behalf of our employees. The vendors listed below are most commonly used due to favorable pricing, but not all of them carry the specific brands outlined in our uniform policy. The Town typically pays in excess of \$10,000 to one or more of these vendors during the fiscal year. It is impossible to predict where employees will make their purchases and in what amounts.

The following vendors may require purchase orders approvals in excess of \$10,000 for fiscal year 20/21: Security Uniforms Inc. (New Britain), New England Uniform (Bridgeport / Danbury), Connecticut Police Supply (Newington), Galls (internet based), and Mickey Finns (Berlin).

We are requesting a waiver of the Town's bidding process and approval to issue purchase orders in excess of \$10,000, but all together not to exceed the budgeted amount of \$51,104 in the uniforms account 001.15.1532.0.52300.00000.

Action Needed:

Move to waive the Town's bidding procedures and approve issuing purchase orders in excess of \$10,000, but all together not to exceed the budgeted amount of \$51,104 for the following uniform vendors: Security Uniforms Inc., New England Uniform, Connecticut Police Supply, Galls, and Mickey Finns, as this is in the best interest of the Town.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$18,500 budget transfer to fund the installation of air conditioning in the center rooms at the Police Station

Summary of Agenda Item:

Air conditioning in the police department training room and detective bureau does not adequately meet demand especially during the summer months. It has been a known problem for many years. When the air conditioning is not functioning correctly it makes working conditions for staff and visitors extremely uncomfortable. The detective bureau is staffed with four detectives Monday through Friday. At times the indoor temperature readings in this space has reached 80°. The training room is primarily used for daily roll-call briefings, training classes, citizen police academy presentations, and other community related events. When the room is at or near capacity it gets extremely warm, which is it not conducive to learning. The lack of adequate air flow and additional heat from computers and an overhead projector in the room contribute to the uncomfortable temperatures.

\$18,500 of funding for the air conditioning is proposed to come from the In Lieu of Sick (retiree) account in the General Fund (001.15.1532.0.51811.00000). These funds will be transferred into the Building & Renovations account in the Police Construction Fund (538.15.1532.0.54000.00300).

Action Needed:

Move to approve the transfer of \$18,500.00 from the In Lieu of Sick (retiree) account in the General Fund to the Transfer to Other Funds account in the General Fund and appropriate the funds to the Building & Renovations account in the Police Construction Fund, pending approval of the Board of Finance.

Attachments:

Budget Transfer Form


Prepared By:

Chris Ciuci, Deputy Police Chief



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$18,500.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51811.00000	In Lieu of Sick (retiree)	\$18,500.00			

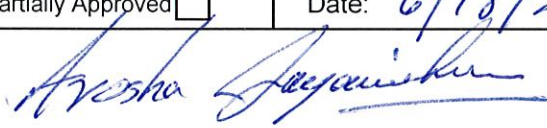
Contingency Balance (If applicable):

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

This request is to provide air conditioning to the offices/meeting rooms in the center of the Police Department. Currently, these spaces do not have air conditioning and it can get quite warm in the summer. Funds are available because retiring officers had less accumulated sick time than projected.

The funds will be transferred to the Police Construction Fund and the Buildings & Renovations account (538.15.1532.0.54000.00300).

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 6/18/2020
Comments: 			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$200,000 budget transfer to fund the purchase of four (4) Police vehicles

Summary of Agenda Item:

Vehicles assigned to the police department patrol fleet are driven an estimated 25,000-30,000 miles a year and idle for many more hours. Mechanical repairs go up quite substantially after a vehicle reaches an average of 70,000 to 75,000 miles. The Town of Berlin replacement plan for these vehicles is 3 years or 75,000 miles. When patrol vehicles reach this point they are either moved to another department or sent to auction. It is taking approximately nine months to get a police cruiser ordered and equipped for use on the road. As of June 29, 2020 six patrol vehicles are three or more years old and have at least 71,000 road miles accumulated. Some have mileage as high as 92,000 miles. The cost of each patrol vehicle is estimated at \$40,000. The cost to outfit and equip each vehicle is estimated at \$10,000.

Funding for the new vehicles is proposed to come from three FY20 unexpended balances. First, \$120,000.00 is proposed to come from the Police Personnel account in the General Fund (001.15.1532.0.51140.00000). Second, \$35,000.00 is proposed to come from the Police Social Security account in the General Fund (001.15.1532.0.52100.00000). Third, \$45,000 is proposed to come from the Police Pension account in the General Fund (001.15.1532.0.52200.00000). *Please note, the Pension account referenced is for officers covered under the 401 (DC) plan and not for officers covered under the closed DB pension plan; DB pension funding is included in a separate account outside of the Police Department budget.* These funds will be transferred into the Police Vehicles account in the General Fund (001.15.1532.0.54000.00004).

Action Needed:

Move to approve the transfer of \$120,000.00 from the Police Personnel account, \$35,000.00 from the Police Social Security account and \$45,000 from the Police Pension account, all in the General Fund, to the Police Vehicles account in the General Fund, pending approval of the Board of Finance.

Attachments:

Budget Transfer Form


Prepared By:

Chris Ciuci, Deputy Police Chief



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

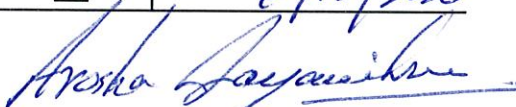
Department:	Police	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.54000.00004	Police Vehicles	\$200,000.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51140.00000	Police Personnel	\$120,000			
001.15.1532.0.52100.00000	Social Security	\$35,000			
001.15.1532.0.52200.00000	Pension	\$45,000			

Contingency Balance (If applicable):

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

This request is to fund four (4) Police vehicles that were removed from the FY20 adopted budget. Funds are available in Police personnel accounts because of position vacancies.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 6/18/2020
Comments:			
			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 10, 2020

SUBJECT: Waive the Bidding Process for Atlantic Turf and Golf for Fiscal Year 2020 - 2021

SUMMARY:

The Berlin Parks and Grounds Department is requesting permission to waive the bidding process to cumulatively spend up to \$20,000 with the vendor: Atlantic Turf and Golf for the fiscal year 2020 -2021. This vendor has great prices, most products in stock and is in line with the fertilization, over seeding, topdressing program in place by the Parks and Grounds Department. Their seed is A list certified, their fertilizer has little to no fillers in it while also offering a wide range of organic fertilizer which are more beneficial and safer for the children and playing fields. The funds are available in the Fertilizer and Seed account 001.25.2545.0.53243.00000.

The Berlin Parks and Grounds Department is requesting to cumulatively spend up to \$20,000 with Atlantic Turf and Golf

ACTION:

Move to waive the Town's Bidding Procedure and approve issuing a Purchase Order in the amount not to exceed \$20,000 in FY 20-21 for Atlantic Golf and Turf as this is in the best interest of the town.

ATTACHMENTS:

None

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds

SW

Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 10, 2020
**SUBJECT: Waive the Bidding Process for Services from Central CT Lawn Service
FY2020-2021**

SUMMARY:

The Berlin Parks and Grounds Department is requesting permission to cumulatively spend and waive the bidding process up to \$25,000 with the vendor: Central CT Lawn Service of Berlin for the fiscal year 2020-2021. This company is primarily used for applying insecticides, fungicides and herbicides on small parks and athletic fields throughout town. They also perform drill seeding and solid tine aeration as needed. The funds are available in Labor Services 001.25.2545.0.53204.00000 and the Aeration, Slicing and Overseeding account 001.25.2545.0.53250.00000. The company also donates a lot of time working with Berlin Little League and other organizations around town.

The Berlin Parks and Grounds Department is requesting to cumulatively spend up to \$25,000 with Central CT Lawn Service.

ACTION NEEDED

Move to waive the Town's Bidding Procedures and approve issuing a Purchase Order in the amount not to exceed \$25,000 in FY 20-21 for Central CT Lawn Services of Berlin. This is in the best interest of the Town.

ATTACHMENTS:

None

PREPARE BY:

Steven T. Wood, Superintendent of Parks and Grounds *SW*

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2020

SUBJECT: \$50,000 Budget Transfer to Fund a Rack Body with Plow for Public Grounds

SUMMARY:

The Parks and Grounds Department currently has ten full time and five seasonal employees operating their day to day schedules with 8 vehicles. The Department frequently needs to borrow multiple vehicles from other Departments such as the Highway Department, Municipal Garage and Facilities Department in order to meet the needs of the daily operations and workload. Currently, Parks and Grounds' goal is to try to maintain one person per vehicle when possible due to the ongoing pandemic.

The request is to purchase a flatbed vehicle with an electric dump body and plow. This would allow the Department the opportunity to transport sod, fertilizer, lime, cement, Bobcat attachments, Turface park benches and parts, playground equipment/components, flowers, ice melt, etc. to job sites while not impacting another Department by having to borrow other departmental vehicles. The flatbed truck provides flexibility as it can be outfitted with removable sideboards; this allows operation similar to a standard dump body or be used as a flatbed. This purchase would also provide an additional plow truck for the Department for snow removal during the winter season. Available funds from the 2019/2020 fiscal year from the accounts listed further below would be used to purchase this vehicle. These funds are available largely due to the lighter than normal winter and to the COVID-19 pandemic and the resulting cancellation of all athletic events, summer programs and specific pool openings, as well as delaying the hiring the seasonal employees.

The estimated cost for the cab, chassis and plow are from the attached quotes and a similar purchase made last year by the Highway Department using the State of Ct DAS Contracted prices, Tasca Ford DAS #19PSX0161 ---- and from Hartford Truck DAS#17PSX0118, summarized below (also see attached photo of the truck for reference):

- | | |
|-------------------------------|--------------------|
| 1. Ford F-450 cab and chassis | \$36,000.00 |
| 2. Flatbed body with Plow | <u>\$13,195.00</u> |
| a. Total | \$49,195.00 |

Funding for the rack body is proposed to come from nine accounts, all in the General Fund, as detailed below:

\$4,500 from the Public Grounds Overtime account (001.25.2545.0.51400.00000)
\$2,000 from the Public Grounds Storm Related Overtime account (001.25.2545.0.51445.00000)
\$2,000 from the Highway Storm Related Overtime account (001.20.2037.0.51445.00000)
\$10,000 from the Public Grounds PT & Summer Help account (001.25.2545.0.51510.00000)
\$19,500 from the Public Grounds Electricity account (001.25.2545.0.53102.00000)
\$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account (001.25.2545.0.53204.00000)
\$2,000 from the Public Grounds Maintenance & Repair account (001.25.2545.0.53245.00000)
\$2,000 from the Public Grounds Fertilizer, Seed, Chem. account (001.25.2545.0.53243.00000)
\$3,000 from the Public Grounds Sanitation account (001.25.2545.0.53746.00000)

These funds will be transferred into the Rack Body account in the General Fund (001.25.2545.0.54000.00017).

ACTION NEEDED:

Move to approve the transfer of \$4,500 from the Public Grounds Overtime account, \$2,000 from the Public Grounds Storm Related Overtime account, \$2,000 from the Highway Storm Related Overtime account, \$10,000 from the Public Grounds PT & Summer Help account, \$19,500 from the Public Grounds Electricity account, \$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account, \$2,000 from the Public Grounds Maintenance & Repair account, \$2,000 from the Public Grounds Fertilizer, Seed, Chem. Account and \$3,000 from the Public Grounds Sanitation account, all in the General Fund, to the Rack Body account in the General Fund, pending approval of the Board of Finance.

ATTACHMENTS:

Budget Transfer Form
Tasca Ford quote 2020 F450
Estimate for body and plow
Picture of F450 with plow

PREPARED BY:

Mike Ahern, Public Works Director
Steve Wood, Public Grounds Superintendent *SW*



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: Public Grounds	Fiscal Year: FY20	Date: 6/29/20	
To Acct #: 001.25.2545.0.54000.00017	Description: Rack Body	Amount: \$50,000	Requested by: S. Wood

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.25.2545.0.51400.00000	Overtime	\$4,500	✓D
001.25.2545.0.51445.00000	Storm Related Overtime	\$2,000	
001.20.2037.0.51445.00000	Storm Related Overtime	\$2,000	
001.25.2545.0.51510.00000	Part-time & Summer Help	\$10,000	
001.25.2545.0.53102.00000	Electricity	\$19,500	
001.25.2545.0.53204.00000	Labor Serv, Pool, Cemeteries	\$5,000	
001.25.2545.0.53245.00000	Maintenance & Repair	\$2,000	
001.25.2545.0.53243.00000	Fertilizer, Seed, Chem.	\$2,000	
001.25.2545.0.53746.00000	Sanitation	\$3,000	

Contingency Balance (If applicable):

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

With the social impact of Covid-19 Public Grounds has seen a reductions in programs and usage of facilities. This has resulted in decreases in expenditures in the above areas for manpower, services, utilites and supplies.

Public grounds has been in need of a rack truck to support the increased demands for support and services. Previous budget pressures had resulted in the rack truck being eliminated. This is a good time to try to use the current situation to solve this capital need.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **6/18/2020**

Comments:

Aresha Grey-Greene

Section 3a: Town Council action:

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

Comments:

Section 3b: Board of Finance action:

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

Comments:

Section 4: To be completed by Finance Department:

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

DRW

BASE BID PRICE	\$ 32,890.00
----------------	--------------

[illegible]



HARTFORD TRUCK EQUIPMENT
95 John Fitch Blvd,
South Windsor, CT 06074
Phone: 860-290-9516 F: 860-290-9519
Email: Sales@hartfordtruck.com

Quotation

Quote: 062320-SB3
Ref: 20 F450 60" CA DRW
End User:
Date: 06/23/20

Terms: Terms outlined on first page

Delivery: Unless otherwise noted on this quotation, equipment is sold F.O.B. Hartford Truck Equipment

Validity: This quote is valid for 30 days (not withstanding manufacture price increase) and supersedes all previous quotes.

Additional Terms and Conditions:

Payments: We accept the following payment methods: Cash, American Express, Discover Card, MasterCard and Visa. We cannot accept personal checks. All business checks require current address, phone number, and a copy of driver's license

Deposits: Deposits are required on all special order/non-stock orders. All deposits are nonrefundable after 30 days (before 30 days a \$50 processing fee will be deducted.) Deposits remain as store credit unless otherwise stated.

Financing: Financing on select products available thru Sheffield Financial. \$100 finance charge will be applied.

Taxes: In addition to the quoted price, buyer agrees to pay Hartford Truck Equipment Inc., all applicable taxes in respect to sale, delivery, storage processing and consumption of the equipment covered by this quotation. If tax exempt, resale certificate is required.

Personal Property Policy: All customer owned items (plows, truck beds, pickup beds, etc.) must be picked up within 30 days of the invoice date to avoid storage fees. Hartford Truck Equipment is not responsible for any damage or theft of customer owned property. After 6 months, items left behind will be considered abandoned and become property of Hartford Truck Equipment. No exceptions.

Storage: Storage fees will begin accruing after 30 days at current posted storage rates

Suspension Modifications: Additional costs may apply, If the vehicle has any suspension modifications

Customer LED Lights: Dealer/ Customer to allow for their dealer service department to re-flash computer for LED lights if required.

Paint Matching: We cannot guarantee paint color match, particularly in metallic paints. Accurate color code information is essential for best results. Painting of service bodies tend to show manufacturing marks such as weld and grind marks which are inherent in the manufacturing process. Hartford Truck Equipment will not authorize any returns, discounts, or re-work, from concerns of blemishes, or top-coat finish.

Warranty: Except as may be otherwise expressly set forth in a written agreement Hartford Truck Equipment makes no warranty as to merchantability, fitness for a particular purpose or any other warranty with respect to the equipment by this quote, either express or implied. The buyer agrees to take delivery under the warranty of the manufacturer only, it being understood that Hartford Truck Equipment neither manufactures nor assembles the equipment. Hartford Truck Equipment shall not be held liable for any damages whatsoever resulting from the use of defective equipment or for consequential damages of any kind. Hartford Truck is not responsible for warranty work performed without prior authorization.

Returns: No equipment shall be returned for credit without prior written permission and instructions by Hartford Truck Equipment.

Cancellation: It is understood that any order based on this quotation and accepted by the seller shall be a firm order inasmuch as Hartford Truck Equipment in turn must place firm orders for the equipment and or parts thereof. No cancellations may be made except on terms agreed to by Hartford Truck Equipment in writing.

Arbitration: Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. If any legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees incurred in any arbitration or court proceedings or attorney's fees incurred in the collection of a judgment of court of arbitration fees and costs and any other relief to which that party may be entitled.

Entire Agreement: This quotation sets forth the entire terms and conditions applicable to the equipment described herein and may not be modified without Hartford Truck Equipment written consent. The terms and conditions of this quote shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

Please sign below indication your intent to purchase the above equipment at the price and terms quoted. By signing you are authorizing Hartford Truck Equipment, Inc. to perform the work as specified in this quote.

Proposed modification of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by Hartford Truck Equipment.

Accepted: _____
Print: _____
Date: _____

Title: _____
Company: _____

****Please sign and return as confirmation of order****



Respectfully Submitted: Sean Breslin Hartford Truck Equipment Inc.
Prices subject to change without notice.

REV: P 06/11/20



HARTFORD TRUCK EQUIPMENT
95 John Fitch Blvd,
South Windsor, CT 06074
Phone: 860-290-9516 F: 860-290-9519
Email: Sales@hartfordtruck.com

Quotation

Quote: 062320-SB3
Ref: 20 F450 60" CA DRW
End User:
Date: 06/23/20

Town of Berlin – Steve

We are pleased to quote on the following:

- One (1) **Magnum** Standard Series aluminum truck bed, including;
92.5" w X 114" L (+ stake pockets) w/ 6" long sills.
Hoist Compatible (355lbs) for a 60" CA DW chassis.
12" OC crossmembers
High quality box tube 6005 T6 extrusion for superior strength
8" interlocking aluminum plank flooring, stake pockets with rub rail sides & rear
40" headboard with louvered cab protector
4 LED lights in headboard – two (2) red, two (2) back up
4" tailboard with recessed LED lights, all lights (LED) are rubber mounted in boxed extrusion
Body clearance lights
Venco scissor hoist model# VC516 low mount, 8.9 ton cap, electric hydraulic
5 year warranty
1/2" thick, hitch plate w/ swivel "D" rings and adjustable 8 ton, 2-5/16" multi hitch
7 RV trailer plug
One (1) **Fisher** plow model # 8'6" **XV2** w/ handheld controller, Including:
8'6" long x 31"-38" high. 7'5" (full angled), 7'2" (scooped), 7'8" (full V)
Blade approximately weighs 957 lbs.
14 gauge **MILD STEEL** blade. Black powder coat finish on mounts
Dual-halogen headlamps with park/turn signals
"Security Guard" electronically locks the plows hydraulic functions
2 year parts and labor warranty

Installed Municipal Price: \$ 13,195.00

Mandatory if vehicle is equipped with back up camera:

Mount OEM supplied Back up Camera per FMVSS111	100.00
Tie new camera into OEM system (HD Camera ADD \$125) (360 or RAM Camera ADD \$350)	325.00
New back up camera system w/ screen (Rear view mirror \$695, 5" screen \$795, GM w/ On Star \$ 895.00)	

OPTIONS: (Circle Desired Add-Ons)

Body up warning alarm (Mass required)	119.00
DEF fuel fill hoses for Ford and GM Diesels	150.00
Poly fenders installed in lieu of mud flaps	500.00
30" x 18" x 18" Black Steel Underbody Box (Installed)	425.00
36" x 18" x 18" Black Steel Underbody Box (Installed)	465.00
In lieu of black steel (add) (DP alum \$125)(Black DP Alum \$170)(Smooth Alum \$250)(Stainless \$300)	

Terms: Balance Net Due

Delivery: TBD

FOB: S. Windsor

Initial : _____ Vin: _____ Date: _____
Continued on 2nd page

Respectfully Submitted: Sean Breslin Hartford Truck Equipment Inc.
Prices subject to change without notice.



REV: P 06/11/20



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$110,000 Budget Transfer to Fund an Excavator

SUMMARY:

The Highway Department's current (and only) front-line machine for drainage projects and road prep before paving is a 2011 John Deere 410J backhoe with over 7,000 operating hours. It has recently experienced increased repair and maintenance associated with its hydraulic systems, during two road paving projects. While this is a versatile machine, its maximum lift capacity with the backhoe arm ranges from 3,000 to 3,400 pounds depending on the situation. This backhoe cannot lift standard precast concrete catchbasin sumps (these weigh 4,300 pounds and up), double catchbasin tops, and 3-foot or more concrete riser sections (5,100 pounds and up); this is a limiting factor as crews then need to request the loader to place these drainage structures. In short, this machine is a bit undersized to do all of the drainage work required, and is beginning to show its age and operating history.

Staff is requesting the purchase of a compact excavator that can lift these standard components in drainage work as well as to perform heavier work in other projects. Attached is a quote from W.I. Clark for a John Deere 75J, as well as manufacturer information showing its features. This rubber-tracked excavator's lift capacity ranges from 6,000 to over 7,700 pounds when the bucket is directly in front, and from 5,700 to over 6,100 pounds with the bucket to the side for the load heights and distances typical for Town drainage work. The additional lifting capacity would allow this type of excavator to do all of the standard drainage work without requiring the loader or rental of a larger machine. The attached quote from W.I. Clarke totals \$110,208 (with accessories) delivered to the Highway Department – as shown, discounts are available via the Sourcewell Contract No. 032119-JDC. The existing 410J backhoe would be retained as a second line unit as long as it can be maintained without major expense, and would be used by a second crew doing road prep involving mainly catch basin tops as well as providing a second machine for storm cleanup, loading trucks, and managing stockpiled material.

Funding for the excavator is proposed to come from four accounts, all in the General Fund, as detailed below:

- \$25,000 from the Highway Health Insurance account (001.20.2037.0.52235.00000)
- \$25,000 from the Highway Blue Collar account (001.25.2545.0.51135.00000)
- \$25,000 from the Stormwater Drainage Analysis account (001.20.2036.0.53971.00000), and
- \$35,000 from the Planning & Zoning Mid-Manager account (001.10.1014.0.51125.00000).

These funds will be transferred into the Excavator account in the General Fund (001.20.2037.0.54000.00172).

ACTION NEEDED:

Move to approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account, \$25,000 from the Stormwater Drainage Analysis account and \$35,000 from the Planning & Zoning Mid-Manager account, all in the General Fund, to the Excavator account in the General Fund, pending approval of the Board of Finance.

ATTACHMENTS:

Budget Transfer Form

W.I. Clarke Quote Dated June 23, 2020

Manufacturer Information – John Deere 75J

PREPARED BY:

Michael S. Ahern, Public Works Director

Steve Karp, Highway Superintendent

MSA



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Highway	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2037.0.54000.00172	Excavator	\$110,000.00	S. Karp <i>MSA</i>		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2037.0.52235.00000	Health Insurance	\$25,000	<i>MSA</i>		
001.20.2037.0.51135.00000	Blue Collar	\$25,000			
001.20.2036.0.53971.00000	Stormwater Drainage Analysis	\$25,000			
001.10.1014.0.51125.00000	Mid-Manager	\$35,000			

Contingency Balance (If applicable):

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

This request is to fund the purchase of an excavator in the Highway Department. This will provide the department with the correct piece of equipment to prepare roads and storm drains for road replacement projects. Funds are available in due to vacancies.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			<i>6/18/2020</i>
Comments:			
<i>Araske Jayaraman</i>			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

THE W.I. CLARK COMPANY
CONSTRUCTION AND INDUSTRIAL EQUIPMENT
30 BARNES INDUSTRIAL PARK ROAD
WALLINGFORD, CT 06492
203-265-6781

June 23, 2020

Mr. Steve Karp
Highway Superintendent
Town of Berlin
35 Town Farm Lane
Berlin, CT 06037

Re: Sourcewell (Formerly NJPA) Contract

Dear Mr. Karp,

The W.I. Clark Company of Wallingford Connecticut is pleased to provide pricing to the Town of Berlin Highway Department on a new John Deere 75G hydraulic excavator under Sourcewell contract #032119-JDC. The W.I. Clark Company of Wallingford is the approved Sourcewell (NJPA) sub contractor in Connecticut for John Deere and is authorized to offer the current Sourcewell governmental discount of 34% off of the John Deere 75G list price.

This discount is limited to the base machine and John Deere factory installed options and/or accessories only. Any non-John Deere accessories, and/or any dealer installed John Deere accessories including freight and dealer prep are not applicable and are charged separately.

The W.I. Clark Company would accept responsibility for the administrative duties associated with this order, as well as any warranty work should that become necessary.

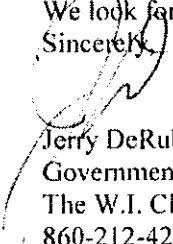
Please find the attached Sourcewell price schedule with all the options and accessories you requested.

Upon receipt of your purchase order to the W.I. Clark Company, we will place your order with John Deere and you may expect delivery to the Berlin Highway Department in approximately 120 days.

The unit will be delivered with the standard twelve (12) month / unlimited hour full machine warranty. Your machine will be fueled and ready to go to work. Payment in full is due within thirty (30) days after delivery of the machine. Please be advised pricing is based on current John Deere list prices and are subject to change without notice. Dealer discounts where applicable and allied equipment (non-Sourcewell) prices are subject to change without notice. Trade in values where applicable are good for 30 days only.

We look forward to being of service to you.

Sincerely,


Jerry DeRubbo
Governmental Sales
The W.I. Clark Company
860-212-4216

SOURCEWELL (FORMERLY NJPA)
CONTRACT NUMBER: 032119-JDC

SOURCEWELL PERCENTAGE OFF LIST PRICE: 34.00%

[illegible]

		ALLIED EQUIPMENT / NON -SOURCEWELL OPTIONS	<u>% OFF LIST</u>	<u>LIST</u>	<u>NET</u>	<u>DISCOUNT</u>
AT436726	1	AUXILIARY PLUMBING LINE BOOM TO ARM	15%	\$ 1,170.00	\$ 994.80	\$ 175.50
	1	LABOR TO INSTALL AUXILIARY LINE	0%	\$ 444.00	\$ 444.00	-
AT343969	1	COMBINATION PLUMBING KIT	15%	\$ 754.00	\$ 640.90	\$ 113.10
	1	LABOR TO INSTALL COMBO KIT	0%	\$ 444.00	\$ 444.00	-
AT442602	1	HYDRAULIC COUPLER KIT	15%	\$ 7,478.00	\$ 6,356.30	\$ 1,121.70
	1	LABOR TO INSTALL COUPLER	0%	\$ 580.00	\$ 580.00	-
AT437344	1	24" HEAVY DUTY BUCKET	15%	\$ 1,593.00	\$ 1,354.05	\$ 238.95
BYT10499	1	HYDRAULIC THUMB KIT	15%	\$ 5,100.00	\$ 4,335.00	\$ 765.00
	1	LABOR TO INSTALL HYDRAULIC THUMB	0%	\$ 580.00	\$ 580.00	-
	1	PARTS MANUAL	0%	\$ 152.25	\$ 152.25	-
	1	REPAIR MANUAL	0%	\$ 120.75	\$ 120.75	-
	1	OPERATION & TEST MANUAL	0%	\$ 241.50	\$ 241.50	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
			0%	\$ -	\$ -	-
		TOTAL NON FACTORY INSTALLED FEATURES AND OPTIONS.		\$ 18,657.50	\$ 16,243.25	\$ 2,414.25
		TOTAL FACTORY OPTIONS WITH SOURCEWELL DISCOUNT(S):			\$ 89,329.02	
		FACTORY FREIGHT:			\$ 3,100.00	
		PRE DELIVERY INSPECTION /SETUP & FUEL:			\$ 1,536.00	
		TOTAL NON NJPA ACCESSORIES:			\$ 16,243.25	
		YOUR DELIVERED COST:			\$ 110,208.27	
		TRADE VALUE:			\$ -	
		TRADE VALUE:			\$ -	
		YOUR NET DELIVERED COST:			\$ 110,208.27	

G-SERIES
EXCAVATORS



JOHN DEERE

75G / 85G



BRIDGE
THE GAP

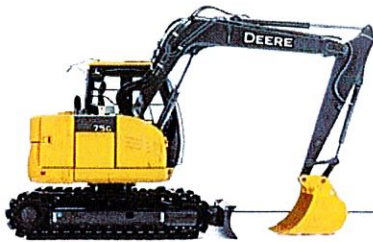


DEERE

75G

BUILT FOR WHAT YOU DO

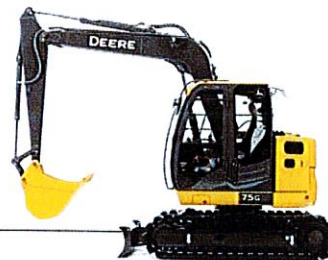
AND THEN SOME.



75G SPECIFICATIONS

Engine		75G	
Manufacturer and Model		Yanmar 4TNV98C	
Non-Road Emission Standard		EPA Final Tier 4/EU Stage IV	
Net Power (ISO 9249)		42.4 kW (56.9 hp) at 2,000 rpm	
Cylinders		4	
Displacement		3.3 L (202 cu. in.)	
Aspiration		Natural	
Off-Level Capacity		70% (35 deg.)	
Cooling			
Variable-speed fan; viscous clutch			
Powertrain			
2-speed propel with automatic shift			
Maximum Travel Speed			
Low		3.1 km/h (1.9 mph)	
High		5.0 km/h (3.1 mph)	
Drawbar Pull		6650 kgf (14,661 lb.)	
Hydraulics			
Open center, load sensing			
Main Pumps		3 variable-displacement axial-piston pumps	
Maximum Pump Flow		2 x 72 + 56 L/m (2 x 19 + 15 gpm)	
Pilot Pump		1 gear	
Maximum Rated Flow		20 L/m (5.3 gpm)	
System Relief Pressure		3900 kPa (566 psi)	
System Operating Pressure			
Implement Circuits		26 000 kPa (3,771 psi)	
Travel Circuits		31 400 kPa (4,554 psi)	
Swing Circuits		25 200 kPa (3,655 psi)	
Controls		Pilot levers, short stroke, low effort; hydraulic pilot controls with shutoff lever	
Cylinders			
Heat-treated, chrome-plated, polished cylinder rods; hardened steel (replaceable bushings) pivot pins			
		<i>Bore</i>	<i>Stroke</i>
Boom (1)		115 mm (4.5 in.)	885 mm (34.8 in.)
Arm (1)		95 mm (3.7 in.)	900 mm (35.4 in.)
Bucket (1)		85 mm (3.3 in.)	730 mm (28.7 in.)
Electrical			
Batteries		2 x 12 volt	
Battery Capacity		2 x 450 CCA	
Alternator Rating		50 amp	
Work Lights		2 halogen: 1 mounted on boom and 1 mounted on frame	
Undercarriage			
Rollers (each side)			
Carrier		1	
Track		5	
Shoes (each side)		40	
Track			
Adjustment		Hydraulic	
Chain		Sealed and lubricated	
Swing Mechanism			
Swing Speed		10.5 rpm	
Swing Torque		16 600 Nm (12,244 lb.-ft.)	

75G SPECIFICATIONS



Ground Pressure		75G
450-mm (18 in.) Rubber Crawler Pads		39 kPa (5.6 psi)
450-mm (18 in.) Continuous Rubber Belt		39 kPa (5.6 psi)
450-mm (18 in.) Triple Semi-Grouser Shoes		38 kPa (5.4 psi)
600-mm (24 in.) Triple Semi-Grouser Shoes		27 kPa (3.9 psi)

Serviceability

Refill Capacities

Fuel Tank	135 L (35.7 gal.)
Cooling System	9.7 L (2.6 gal.)
Engine Oil with Filter	12.3 L (3.2 gal.)
Hydraulic Tank	56 L (15 gal.)
Hydraulic System	103 L (27 gal.)
Propel Gearbox (each)	1.2 L (1.3 qt.)

Operating Weights

With 0.31-m³ (0.41 cu. yd.), 762-mm (30 in.), 313-kg (691 lb.) Bucket; 2.12-m (6 ft. 11 in.) Arm; 1305-kg (2,877 lb.) Counterweight; 2470-mm (8 ft. 1 in.) Blade; Full Fuel Tank; and 75-kg (165 lb.) Operator

450-mm (18 in.) Rubber Crawler Pads	8143 kg (17,952 lb.)
450-mm (18 in.) Triple Semi-Grouser Shoes	7882 kg (17,377 lb.)
600-mm (24 in.) Triple Semi-Grouser Shoes	8265 kg (18,221 lb.)
450-mm (18 in.) Continuous Rubber Belt	7898 kg (17,412 lb.)

Optional Components

Undercarriage (with the following)

450-mm (18 in.) Rubber Crawler Pads	2903 kg (6,400 lb.)
450-mm (18 in.) Continuous Rubber Belt	2867 kg (6,321 lb.)
450-mm (18 in.) Triple Semi-Grouser Shoes	2851 kg (6,285 lb.)
600-mm (24 in.) Triple Semi-Grouser Shoes	3025 kg (6,669 lb.)

1-Piece Boom (with arm cylinder)

2.12-m (6 ft. 11 in.) Arm with Bucket Cylinder and Linkage	497 kg (1,096 lb.)
--	--------------------

Boom Lift Cylinders (2), Total Weight

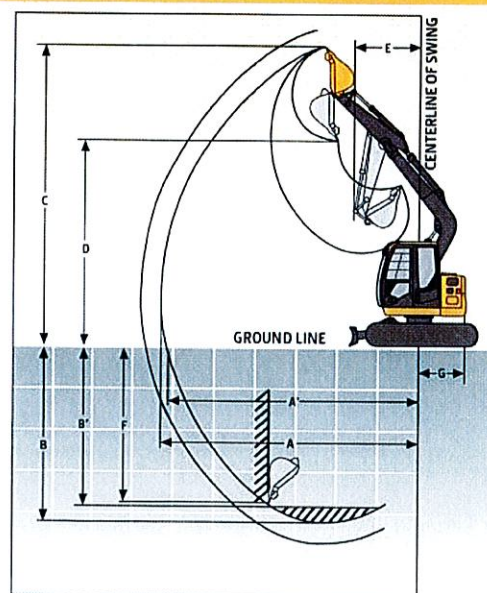
178 kg (392 lb.)

Counterweight, Standard

1305 kg (2,877 lb.)

Operating Dimensions

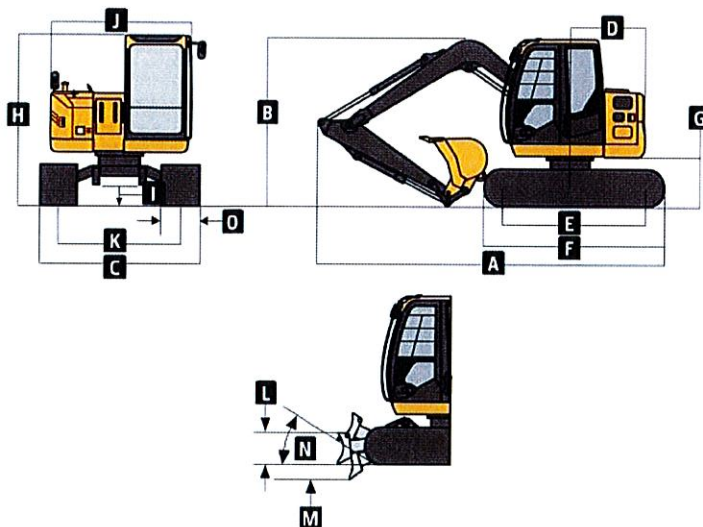
Arm Digging Force (ISO)	30.7 kN (6,902 lb.)
Bucket Digging Force (ISO)	46.6 kN (10,476 lb.)
A Maximum Reach	6.92 m (22 ft. 8 in.)
A' Maximum Reach at Ground Level	6.76 m (22 ft. 2 in.)
B Maximum Digging Depth	4.61 m (15 ft. 1 in.)
B' Maximum Digging Depth at 2.44-m (8 ft.) Flat Bottom	4.32 m (14 ft. 2 in.)
C Maximum Cutting Height	7.61 m (25 ft. 0 in.)
D Maximum Dumping Height	5.51 m (18 ft. 1 in.)
E Minimum Swing Radius	2.17 m (7 ft. 1 in.)
F Maximum Vertical Wall	4.22 m (13 ft. 10 in.)
G Tail Swing Radius	1.29 m (4 ft. 3 in.)



Machine Dimensions

75G

A	Overall Length	Arm Length 2.12 m (6 ft. 11 in.) 6.37 m (20 ft. 11 in.)
B	Overall Height	2.69 m (8 ft. 10 in.)
C	Undercarriage Width	
	With 450-mm (18 in.) Shoes	2.32 m (7 ft. 7 in.)
	With 600-mm (24 in.) Shoes	2.47 m (8 ft. 1 in.)
D	Rear-End Length/Swing Radius	1.29 m (4 ft. 3 in.)
E	Distance Between Idler/Sprocket Centerline	2.29 m (7 ft. 6 in.)
F	Undercarriage Length	2.92 m (9 ft. 7 in.)
G	Counterweight Clearance	0.73 m (29 in.)
H	Cab Height	2.69 m (8 ft. 10 in.)
I	Ground Clearance	360 mm (14 in.)
J	Upperstructure Width	2.32 m (7 ft. 7 in.)
K	Gauge Width	1.87 m (6 ft. 2 in.)
L	Blade Lift Height	360 mm (14 in.)
	Blade Height	480 mm (19 in.)
	Blade Width	
	With 450-mm (18 in.) Shoes	2320 mm (7 ft. 7 in.)
	With 600-mm (24 in.) Shoes	2470 mm (8 ft. 1 in.)
M	Blade Cut Below Grade	300 mm (12 in.)
N	Blade Lift Angle	27 deg.
O	Track Width	
	With 450-mm (18 in.) Shoes	0.45 m (18 in.)
	With 600-mm (24 in.) Shoes	0.60 m (24 in.)



Lift Capacities

Boldface type indicates hydraulically limited capacities; lightface type indicates stability-limited capacities, in kg (lb.). Ratings are at bucket lift hook, using standard counterweight, situated on firm, level, uniform supporting surface. Total load includes weight of cables, hook, etc. Figures do not exceed 87% of hydraulic capacity or 75% of weight needed to tip machine. All lift capacities are based on ISO 10567.

HORIZONTAL DISTANCE FROM CENTERLINE OF ROTATION

LOAD POINT HEIGHT	1.5 m (5 ft.)		3.0 m (10 ft.)		4.5 m (15 ft.)	
	Over Front	Over Side	Over Front	Over Side	Over Front	Over Side
With 3.72-m (12 ft. 8 in.) boom, 2.12-m (6 ft. 11 in.) arm, 0.28-m ³ (0.37 cu. yd.) bucket, 450-mm (18 in.) rubber pads, and 2320-mm (7 ft. 9 in.) blade						
4.5 m (15 ft.)					1475 (3,252)	1475 (3,252)
3.0 m (10 ft.)			1834 (4,043)	1834 (4,043)	1613 (3,557)	1613 (3,557)
1.5 m (5 ft.)			2864 (6,313)	2797 (6,167)	1958 (4,317)	1541 (3,397)
Ground Line			3508 (7,734)	2629 (5,797)	2248 (4,956)	1472 (3,246)
-1.5 m (-5 ft.)	3544 (7,813)	3544 (7,813)	3514 (7,746)	2594 (5,718)	2252 (4,964)	1451 (3,199)
-3.0 m (-10 ft.)	5020 (11,068)	5020 (11,068)	2742 (6,044)	2663 (5,870)		

Lift Capacities (continued)

75G

Boldface type indicates hydraulically limited capacities; **lightface type** indicates stability-limited capacities, in kg (lb.). Ratings are at bucket lift hook, using standard counterweight, situated on firm, level, uniform supporting surface. Total load includes weight of cables, hook, etc. Figures do not exceed 87% of hydraulic capacity or 75% of weight needed to tip machine. All lift capacities are based on ISO 10567.

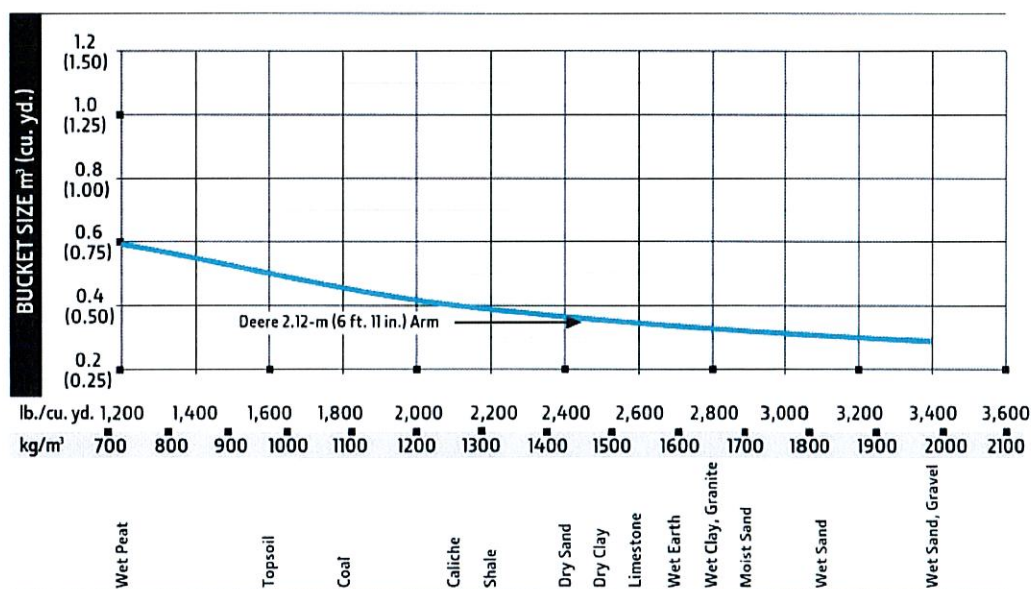
LOAD POINT HEIGHT	HORIZONTAL DISTANCE FROM CENTERLINE OF ROTATION					
	1.5 m (5 ft.)		3.0 m (10 ft.)		4.5 m (15 ft.)	
	Over Front	Over Side	Over Front	Over Side	Over Front	Over Side
With 3.72-m (12 ft. 8 in.) boom, 2.12-m (6 ft. 11 in.) arm, 0.28-m ³ (0.37 cu. yd.) bucket, 600-mm (24 in.) shoes, and 2470-mm (8 ft. 1 in.) blade						
4.5 m (15 ft.)					1475 (3,252)	1475 (3,252)
3.0 m (10 ft.)			1834 (4,043)	1834 (4,043)	1613 (3,557)	1613 (3,557)
1.5 m (5 ft.)			2864 (6,313)	2841 (6,263)	1958 (4,317)	1566 (3,452)
Ground Line			3508 (7,734)	2673 (5,893)	2248 (4,956)	1497 (3,301)
-1.5 m (-5 ft.)	3544 (7,813)	3544 (7,813)	3514 (7,746)	2637 (5,814)	2252 (4,964)	1476 (3,254)
-3.0 m (-10 ft.)	5020 (11,068)	5020 (11,068)	2742 (6,044)	2707 (5,967)		

Buckets

A full line of buckets is offered to meet a wide variety of applications. Replaceable cutting edges are available through John Deere Parts. Optional side cutters add 150 mm (6 in.) to bucket widths.

Type Bucket	Bucket Width		Bucket Capacity		Bucket Weight		Bucket Dig Force (ISO)		Arm Dig Force (ISO)		Bucket Tip Radius		Number of Teeth
	mm	in.	m ³	cu. yd.	kg	lb.	kN	lb.	kN	lb.	mm	in.	
Heavy Duty	610	24	0.24	0.31	268	591	44	9,892	29	6,524	883	34.76	5
	762	30	0.31	0.41	313	691	44	9,892	29	6,524	883	34.76	6
	914	36	0.39	0.51	358	790	44	9,892	29	6,524	883	34.76	7
Ditching	1219	48	0.49	0.64	330	727	64	14,344	33	7,473	907	35.69	0

Bucket Selection Guide*



*Contact your John Deere dealer for optimum bucket and attachment selections. These recommendations are for general conditions and average use. Does not include optional equipment such as thumbs or couplers. Larger buckets may be possible when using light materials, for flat and level operations, less compacted materials, and volume loading applications such as mass excavation applications in ideal conditions. Smaller buckets are recommended for adverse conditions such as off-level applications, rocks, and uneven surfaces. Bucket capacity indicated is SAE heaped.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$60,000 Budget Transfer to Fund Repairs to the Highway Department Front Loader

SUMMARY:

The Highway Department's front loader is a 2006 John Deere 544J High Lift Wheel Loader that is used almost constantly at the Physical Services Complex on Town Farm Lane, and throughout town as needed. Despite its age, the Fleet Manager (Jim Simons) and Highway Superintendent (Steve Karp) both consider this a solid, dependable machine that is a workhorse for the Highway Department as well as for other departments including: Parks and Grounds, Timberlin Golf Course, Facilities, and Water Control. During and after winter storms, this machine loads salt on all of the plow trucks as well as removing stockpiled snow from specific areas of Town. Through-out the year, it is used to:

- Offload/manage heavy deliveries with either its standard bucket or the accessory forklifts. This includes pipe, catch basin sumps and tops, topsoil, processed aggregate, and gravel (Physical Services complex)
- Loads woodchips and grass clippings into transfer trucks, and loads scrap metal and other materials into roll-off containers (Transfer Station)
- Manages and loads stockpiled material at the Physical Services complex and at the department's storage yard on Christian Lane
- Installs catch basin sumps and double tops during drainage projects and for paving road prep (these items are too heavy for the department's backhoe)
- Screens fill and topsoil in conjunction with the department's screening plant
- Removes asphalt pavement and curbing during road prep for paving, and completes mass excavation for road reconstruction
- Pushes downed trees/limbs/debris off roadways after significant storm events

As this is a 14-year-old machine with approximately 11,000 operating hours, the Fleet Manager and W.I. Clarke thoroughly evaluated the loader to determine what systems and components need replacement to extend its service life. This evaluation included the laboratory analysis of the engine oil, hydraulic fluid, brake fluid, transmission fluid, and coolant. The overhaul items and associated costs are shown on the attached repair estimate, and total an estimated \$50,750. The request for \$60,000 includes a contingency to cover freight charges and additional items, as needed. It should be noted that the cost of a new loader is approximately \$200,000. Staff estimates that this intensive overhaul will extend the service life by another 8 years.

Funding for the front loader repairs is proposed to come from the following accounts: \$40,000 from the Highway Storm Related Overtime account (001.20.2037.0.51445.00000) and \$20,000 from the Public Grounds Storm Related Overtime account (001.25.2545.0.51445.00000), both in the General Fund. These funds will be transferred into the Front Loader account in the General Fund (001.20.2037.0.54000.00130).

ACTION NEEDED:

Move to approve the transfer of \$40,000.00 from the Highway Storm Related Overtime account in the General Fund and \$20,000 from the Public Grounds Storm Related Overtime account in the General Fund to the Highway Front Loader account in the General Fund, pending approval of the Board of Finance.

ATTACHMENTS:

Budget Transfer Form
W.I. Clark Service Department Repair Estimate

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works
Steve Karp, Highway Superintendent

MSA



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Highway	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2037.0.54000.00130	Front Loader	\$60,000.00	S. Karp <i>HSA</i>		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2037.0.51445.00000	Storm related overtime	\$40,000	<i>PD</i>		
001.25.2545.0.51445.00000	Storm related overtime	\$20,000			

Contingency Balance (If applicable):

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

This request is to fund repairs (instead of replacing) to the frontloader in the Highway Department that was removed from the FY20 adopted budget. Funds are available in Storm Overtime accounts because of the mild winter.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			<i>6/18/2020</i>
Comments:			
<i>Arisha J. [Signature]</i>			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

W.I. Clark Service Department

Repair Estimate

Business Name: Town of Berlin _____

Mfg: John Deere _____

Contact: Jim Simons _____

Model: 544J _____

Phone number: 860-250-0509 _____

Serial number: DW544JZ602118 _____

Email: _____

Hours: 10,946 _____

Work order: 77073 _____

RECOMMENDED REPAIRS:

Remove & Replace brake discs in front and rear axles, replace brake accumulators-Parts & Labor Est. \$12,800

Remove and Replace Injection Pump and Injectors- Parts and Labor Est. \$4150.00

Remove and Replace Water pump, Belt, thermostat and coolant- Parts and Labor Est. \$1850.00

Remove and Replace Ride Control Accumulator- Parts and Labor Est. \$2000.00

Remove and Replace Seat and Repair A/C not cold- Est. Seat Parts and Labor Est.- \$950.00 A/C to be advised

Perform 10,000 hr service (inc adj valves, R&R engine damper, chk oils filters) Parts and Labor \$3250.00

Remove and Replace Bucket and Coupler , replace link and arm bushings Parts and Labor Est.-\$20,250.00

Remove and replace Transmission input bearing , u joints and yoke. Parts and Labor Est.-\$5500.00

The estimated cost for parts and labor to perform these repairs is \$50,750.00 plus tax and incoming freight for non-stocked parts. Please note that this is an estimate only, final billing will be on a time and material basis.

Our records indicate that you have the following account status:

- ☐ JOHN DEERE POWERPLAN. Your Powerplan account will be billed on completion of repairs.
- ☐ W.I. CLARK ACCOUNT. Your account will be billed on completion of repairs.
- ☐ COD. A Powerplan application is attached if you would like to establish credit; otherwise payment is requested on completion of repairs.

If you choose to continue with these repairs, please sign here to acknowledge receipt of this estimate and fax back to us at (203) 949-8192 along with your purchase order if required.

Authorized Signature _____ Date _____



The W.I. Clark Co.
30 Barnes Industrial Park Rd.
P.O. Box 300
Wallingford, CT 06492
(203) 265-6781

Thank you,

Name: Michael Greenwood _____

Title: Assistant Service Manager _____

Date: 6/24/2020 _____

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$75,000 Budget Transfer to Fund a Wood Chipper

SUMMARY:

The Highway Department's wood chipper is 15 years old and has required increasing maintenance and repairs over the past few years. Failures have been to the main drive, clutch assembly, and the chipper discs. This chipper is a "disc-type" machine that is sized for smaller diameter branches and brush; in the past, the Town did not do as much tree work and only chipped brush. Due in part to Emerald Ash Borer activity and Dutch Elm disease, both the Highway and Parks and Grounds Departments have been dealing with increased tree removals and cleanups along roadways and on Town properties. This activity has put further stress on the only chipper used by multiple departments. This request is to purchase a new "drum" chipper sized to handle larger diameter tree branches and logs. The drum chipper that staff is recommending can handle up to a minimum of 15-inch diameter wood through its infeed system, which exceeds the size that Town crews can safely process with the existing chipper (about 6-inch diameter). The request for \$75,000 is based on research by the Highway Department and the Municipal Garage as well as the attached quote for a Brush Bandit Intimidator 18XP (which can handle wood up to 18 inches in diameter). The brands that staff has evaluated include Brush Bandit and Morbark. The existing chipper would be retained as a second line unit as long as it can be maintained without major expense, and would be useful for pruned limbs and brush processing.

Funding for the wood chipper is proposed to come from three accounts, all in the General Fund, as detailed below:

- \$25,000 from the Highway Health Insurance account (001.20.2037.0.52235.00000)
- \$25,000 from the Highway Blue Collar account (001.25.2545.0.51135.00000), and
- \$25,000 from the Stormwater Drainage Analysis account (001.20.2036.0.53971.00000).

These funds will be transferred into the Woodchipper account in the General Fund (001.20.2037.0.54000.00138).

ACTION NEEDED:

Move to approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account and \$25,000 from the Stormwater Drainage Analysis account, all in the General Fund, to the Woodchipper account in the General Fund, pending approval of the Board of Finance.

ATTACHMENTS:

Budget Transfer Form
Quote from Bobcat of Connecticut, dated June 29, 2020

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works
Steven Karp, Highway Superintendent

MSA



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Highway	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.20.2037.0.54000.00138	Wood Chipper	\$75,000.00	S. Karp <i>MSA</i>		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2037.0.52235.00000	Health Insurance	\$25,000	<i>KD</i>		
001.20.2037.0.51135.00000	Blue Collar	\$25,000			
001.20.2036.0.53971.00000	Stormwater Drainage Analysis	\$25,000			

Contingency Balance (If applicable):

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

This request is to fund the purchase of a new wood chipper in the Highway Department. This will provide the department (and Grounds & Timberlin) with the proper size wood chipper for storm and other larger jobs. Funds are available in due to vacancies and fewer stormwater issues.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			<i>6/25/2020</i>
Comments:			
<i>Aroska [Signature]</i>			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

Bobcat

OF CONNECTICUT, INC

Bobcat of Connecticut
 54 Alna Lane
 East Hartford, CT 06108
 USA
 860-282-2648 (Phone)
 860-282-6164 (Fax)
www.bobcatct.com

QUOTATION

Quotation #:

110874

Quote Created:

06/29/20 06:28 pm
 by Bobcat of Connecticut

Last Updated:

06/29/20 06:34 pm
 by Bobcat of Connecticut

Salesperson:

Tim Bingham

CUSTOMER:

Town of Berlin
 27 Town Farm Ln.
 Berlin, CT 06037
 USA
 (860)828-7057 (Phone)
 Jim Simons (Contact)

BILL TO:

Bobcat of Connecticut
 54 Alna Lane
 East Hartford, CT 06108
 USA
 860-282-2648 (Phone)
 860-282-6164 (Fax)
 Matt Stack (Contact)
matts@bobcatct.com

SHIP TO:

Bobcat of Connecticut
 54 Alna Lane
 East Hartford, CT 06108
 USA
 860-282-2648 (Phone)
 860-282-6164 (Fax)
 Matt Stack (Contact)
matts@bobcatct.com

INTIMIDATOR 18XP (18" DRUM STYLE) BRUSH BANDIT

Qty

Part #:

Description:

1 MODEL-18XP**Intimidator 18XP - (18" Drum Style) Brush Bandit**

STANDARD EQUIPMENT

1 STANDARD	37" diameter x 22" wide drum with (4) 5/8" X 5 1/2" X 10" dual edge knives
1 STANDARD	"Drum Shear Bar" spans full width of the drum mounted in the upper portion of the drum housing potentially creating a slicing action of a winch line or climber's rope
1 STANDARD	Patented 'power slot' assists in maximizing chip velocity. The power slot also provides a place for fine material to escape that might tend to lie in the belly of the drum.
X STANDARD	30 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1 STANDARD	12 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
X STANDARD	Slide box feed system (includes adjustable spring on each side) with (2) horizontal feed wheels 10 5/8" diameter x 20" wide, driven by (2) 32.3 CID hydraulic motors.
1 STANDARD	Hydraulic lift cylinder - utilizes a hydraulic cylinder to raise or provide down pressure for the top feed wheel (controlled via a handle located on either side of the infeed hopper)
1 STANDARD	Bottom feed wheel clean out door (opens via spring latch pin allowing dirt and debris to fall out extending knife and component life)
1 STANDARD	360 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector
1 STANDARD	Clean out and inspection door on discharge
X STANDARD	33 1/2" high x 64" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists
1 STANDARD	(2) Last chance safety pull cables
1 STANDARD	Control bar - located around top and sides of infeed hopper with 3 control positions (forward / neutral / reverse)

1	STANDARD	Wooden pusher tool with mount on infeed hopper
1	STANDARD	3/16" x 2" x 6" rectangular tubing with a 3/8" x 3" x 6" tubular tongue
1	STANDARD	Frame / Fender supports
1	STANDARD	Lockable aluminum toolbox
1	STANDARD	3/8" (G70) safety chains with spring loaded latch hooks
1	STANDARD	8,000 pound capacity tongue jack with 15" of travel and foot pad
1	STANDARD	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.
1	STANDARD	Banded chipper drive belts (adjustable via a sliding engine system)
1	STANDARD	Pressure check kit - Gauge is NOT included
1	STANDARD	Weather resistant manual container
1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place
1	STANDARD	(1) weatherproof machine manual (includes safety, operation and parts sections) also (1) engine and clutch manual is included if applicable
1	STANDARD	Spanish & English combination safety decals

OPTIONS

Qty	Part #:	Description:
1	333-32273	Standard Imron Industrial Urethane Bandit Yellow
1	990-RC1172-753	Ford 6.2, 165 horsepower GAS engine without clutch (Includes 3 year / 3,500 hour engine warranty and spark arrestor muffler)
1	915-6000-39	Murphy PV380 panel with reversing auto feed for Ford 165 horsepower gas engines (Includes 1,000 CCA battery with aluminum battery box) - Panel is mounted on engine shroud with lockable steel cover
1	700-1000-12	NACD Spring Loaded Clutch
1	OPTION-911-5000-15	High HP Drive System - (above 146 horsepower) - (Long Frame, 40 gallon tank)
1	OPTION-911-5000-75	33 1/2" high x 64" wide tapered heavy-duty infeed with weld on pan and infeed deflectors (Units with 25" wide feed wheels)
1	OPTION-914-5000-13	Dinamic winch with line docking station with electronic joystick feed assist (Includes 5/16" diameter x 200' Samson Amsteel blue rope with HD thimble installed) (Includes (1) manual rear stabilizer)
1	OPTION-999-5000-00	Fuel Saver (only available on engine with Murphy PV380 controller)
1	OPTION-911-1003-76	Super sized spring loaded slide box type feed system with (2) horizontal feed wheels 10 5/8" diameter x 25" wide
1	OPTION-915-5000-47	Spring Loaded Tool less Trap Door
1	LOGISTICS-HANDLING	The fee is applied per machine for logistic costs and may be waived if a kit of two sets of knives are purchased alternatively. Only valid at the time of order. No change orders apply.
1	990-1015-73	Single 10,000 pound Torflex axle with electric brakes (0 degree down trail) (Will be 4 1/2" shorter than 45 degree down trail)
1	990-100406	(2) 215/75R 17.5" tires mounted on 8-bolt heavy-duty gray rims (8,000 pound axles on up)
1	990-100415	Aluminum bolt on fenders (Approximately 1/8" thick)
1	990-100274	2-1/2" Wallace Forge Pintle Hitch
1	OPTION-937-0501-31	Clean out and inspection door on transition
1	OPTION-980-100027	Aluminum Bolt On Chock Holders (Does not include chocks)

- 1 **OPTION-980-5000-39** Pole style cone holder (weld on)
- 1 **OPTION-980-100090** Bolt-on flag holders (includes flags) - aluminum or steel fenders
- 1 **OPTION-915-5000-43** Gate Valve for Hydraulic Tank
- 1 **OPTION-905-5000-21** 10,000 pound capacity tongue jack with spring return pad

CUSTOMER TOTALS

Total Unit Price:		\$ 68925.00
Customer Discount:	12.0000 %	- \$ 8271.00
Dealer Preparation/Delivery:		\$ 500.00
Customer Net Unit Price:		\$ 61154.00
Freight/Shipping:		\$ 1000.00
Customer Total:		\$ 62154.00

COMMENTS

By Bobcat of Connecticut on 06/29/2020 06:34 PM

Pricing reflects the Sourcewell contract

SIGNATURE

The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

Signature

Date

INTIMIDATOR™ 18XP

18" Capacity Hand-Fed Chipper

The Intimidator™ 18XP is Bandit's **most popular hand-fed drum-style chipper**. With a 20-1/2" high by 20-7/8" throat opening, 37-inch diameter drum, aggressive engine options, and Bandit's slide box feed system it **absolutely dominates** everything else in the 18-inch chipper category. It's designed for tree services and municipalities that regularly work with residential area projects, big tree takedowns, lot clearing sites, and storm cleanup situations.



PROOF OF CONQUEST

The Intimidator 18XP will overcome and conquer the challenges presented by the wildest of trees and branches. A large throat opening and Bandit's proven slide box feed system aid in gathering and crushing both limby and fibrous material. The large, heavily-reinforced 37" diameter drum then smoothly and effectively powers through the material with authority because of increased torque, yet requiring less horsepower. This system reduces trimming time, labor costs, operator fatigue, and fuel costs while increasing production -- a concept proven time and time again by any Bandit chipper.

MAXIMUM UPTIME

Rugged construction and heavy-duty components throughout the Intimidator 18XP help ensure long life and trouble-free performance. We realize what it costs when a chipper is down, and we do our best to minimize it. That's why maintenance items are positioned for easy access and designed to be more serviceable in the field. Bandit chippers have proven over time to be the best decision you can make for a long-term investment in a brush chipper.

CHOOSE YOUR BUILD

From customizable engine, chassis, and feed system configurations to optional user-friendly features, your Intimidator 18XP can be setup with features and functions specific to your intended use. Gasoline and diesel engine options are available. Popular upgrades include a solid infeed tray with a heavy-duty rim, wider feed wheels, and a hydraulic winch to accompany the already-standard hydraulic lift cylinder. A wide array of choices allow you to make the 18XP *your* machine instead of a standard machine. Most arrangements of components can keep the machine under 10,000 pounds.



Bandit

INDUSTRIES, INC.

6750 Millbrook Rd. • Remus, MI 49340 • 1-800-952-0178

FIND US ONLINE     WWW.BANDITCHIPPERS.COM

Hand-Fed Chippers • Stump Grinders • Whole Tree Chippers
The Beast® Horizontal Grinders • Track Carriers • Attachments

All specifications, dimensions and options are subject to change without notice, and were current at the time of printing. Dimensions may vary, depending on options and engines selected. Bandit Industries, Inc. reserves the right to change designs, specifications and options without prior notice. © 2020 Bandit Industries, Inc. All Rights Reserved.

CALL YOUR LOCAL BANDIT SALES REPRESENTATIVE TO SCHEDULE A DEMONSTRATION TODAY!

18XP_2020-08

SPECIFICATIONS

MEASUREMENTS	IMPERIAL	METRIC
Length:	20' 2"	614.7 cm
Width:	7' 4"	223.5 cm
Height:	8' 8"	264.2 cm
Weight:	9,700 lbs.	4,400 kg
Engines:	120 - 174 HP (89.5 - 130 kW)	
Fuel Tank:	30 gallon	94.6 L
Hydraulic Tank:	12 gallon	45.4 L

UNDERCARRIAGES

Standard: Single 10,000 lb. (4,536 kg) axle with (2) ST215/75R 17.5" (44.5 cm) tires mounted on 8-bolt heavy-duty gray rims

Standard & Custom Colors Available

Choose from six standard colors, or select a custom color to match your fleet.



DIMENSIONS

Capacity:	18"	45.7 cm
Opening:	20.5" high x 20.83" wide	52 cm high x 52.9 cm wide
Drum:	37" dia. x 22" wide	94 cm dia. x 55.9 cm wide
RPM:	Approximately 1,080 RPM	

Hitch: 2-½" pintle hitch

Discharge: Height-adjustable, 360° hand crank swivel with 12" (30.5 cm) adjustable chip deflector

Feed System: Slide box feed system with (2) 21" (53 cm) adjustable down pressure springs, (2) 10-5/8" diameter x 20" wide feed wheels (27 cm x 50.8 cm) powered by (2) 32.3 CID hydraulic motors

Frame: Mainframe is constructed of 3/16" x 2" x 6" rectangular tubing (0.48 x 5.1 x 15.24 cm)

COMMITTED TO QUALITY & SERVICE

The Bandit Backbone™ Support

The Bandit Backbone is Bandit's commitment to customer service and support. It's always been a cornerstone of Bandit's philosophy, and today that backbone is stronger than ever. If you own a Bandit hand-fed chipper—regardless the age, hours, or warranty status—the Bandit Backbone is here to support you.

We Are Here to Support You

There are nearly 200 dealer locations in the US and over 60 international dealers to support you. They are factory trained. Plus we have an experienced parts and service department supporting you and our dealers.



INTIMIDATOR™ 18XP FEATURES

- **Rope/Line Shear Device (standard)**
Provides an improved chance that rope or lines inadvertently entering the chipper may be cut
- **Last Chance Cables (standard)**
Stops/reverses the feed wheel when pulled in case of an emergency
- **Operator Safety Control Bar (standard)**
Wraps around 3 sides of the infeed chute & controls the direction of feed wheels
- **Wood Pusher Paddle (standard)**
Used to feed small wood debris into the chipper
- **Chipper Hood Pin w/Padlock (standard)**
Prevents unauthorized access to the disc or drum
- **Chipper Hood Engine Disable Plug (standard)**
Prevents engine from being started without the hood pin in place
- **Hydraulic Bottom Bump Bar (option)**
Stops feed wheels via mechanical connection when bumped, diverting hydraulic power away from the feed wheels

Bandit Offers a Complete Line of Tree Care Equipment:
Hand-Fed Chippers • Stump Grinders • Whole Tree Chippers
The Beast® Horizontal Grinders • Track Carriers • Attachments

TO: **The Honorable Mayor and Town Council**
FROM: **Arosha Jayawickrema, Town Manager**
DATE: **June 30, 2020**
SUBJECT: **Traffic Guidelines - Street Line Painting Bid Award**

SUMMARY OF AGENDA ITEM:

The Public Works Department is preparing contract work to provide for pavement markings in conjunction with the 2020 road reconstruction season. We have chosen to utilize established unit prices offered through the contracting efforts of the Capitol Region Council of Governments (CRCOG). CRCOG Contract #695 entitled "Traffic Guidelines" secures pricing for various pavement marking strategies that can be utilized throughout the community. Funding is available from two accounts: 001.20.2036.0.53949.00000 (Public Works Street Lining) for \$8,000.00 and 140.20.2037.0.54000.00515 (Capital Items – Bonded Road Improvements). CRCOG Contract #695) pricing is valid through December 31, 2020. Due to variations in the type of markings and unit prices between vendors, we will select the most cost effective and responsible Contractor to perform and complete the task at hand.

ACTION NEEDED:

Move to award a bid and authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #695) with the most cost-effective and qualified Contractor.

ATTACHMENT:

Sufficiency of Funds

PREPARED BY:

Jim Horbal, Deputy Director of Public Works





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE **15-Jul-20**

Purchase Item or Contract: Public Works		Requested by: M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Street lining	\$8,000.00	\$8,000.00
			-
			-
			-
			-
			-
TOTAL			\$8,000.00

Account No. 001.20.2036.0.53949.00000

Budgeted Amount.....	<u>\$10,000.00</u>	Available balance.....	<u>\$10,000.00</u>
Encumbrances to Date.....	<u>\$0.00</u>	Amount Needed for This Package.....	<u>\$8,000.00</u>
Expenditures to Date.....	<u>\$0.00</u>	Available Balance After Purchase.....	<u>\$2,000.00</u>


Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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



Finance Director or Town Accountant

Finance Director or Town Accountant

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: \$25,000 budget transfer to fund the purchase of a used backhoe at the Golf Course

Summary of Agenda Item:

In 2010, the Golf course was assigned a backhoe that had been previously used in the Public Grounds department. The backhoe was 18 years old at that time. The machine is now 28 years old and is beginning to fail. The the main hydraulic pump recently went down. The cost to replace the pump is approximately \$5,000. Along with hydraulic pump issue, the low range gear in the transmission is no longer usable.

The backhoe is a primary piece of equipment and is used daily for excavating and removal of tree stumps; loading equipment with sand, topsoil and mulch; as well as for shaping and building of tees and bunkers. The backhoe is also used seasonally to push leaves from the course and remove snow from the parking lots.

Funding for the purchase of a replacement backhoe is proposed to come from the Non-Taxable Election Worker's account (001.05.0505.0.53815.00000) in the General Fund. The funds will be transferred into the Backhoe account in the General Fund (001.25.2543.0.54000.00135).

Action Needed:

Move to approve the transfer of \$25,000.00 from the Non-Taxable Election Worker's account in the General Fund to the Golf Course Backhoe account in the General Fund, pending approval of the Board of Finance.

Attachments:

Budget Transfer Form


Prepared By:

Jon Zuk, Golf Course Director JZ



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:


Department:	Golf Course	Fiscal Year:	FY2020	Date:	6/29/20
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.54000.00135	Backhoe	\$25,000.00	J. Zuk		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0510.0.53815.00000	Non-taxable Election Workers	\$25,000.00			

Contingency Balance (If applicable):

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

This request is to fund the purchase of a backhoe at the Golf Course. This will replace the existing backhoe (received from Grounds) with a gently used model. Funds are available because the referendum was eliminated by executive order and the primary was moved to August.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			6/18/2020
Comments:			
			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

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

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2020

SUBJECT: Timberlin Golf Course – Statement of Need for the Club House and surrounding area.

Summary of Agenda Item:

The Timberlin Golf Commission has developed a Statement of Need for the Club House and surrounding area.

Please see Attached Timberlin Statement of Need.

Action Needed:

Move to send the Timberlin Golf Course Statement of Need to the Public Building Commission.

Attachments:

Timberlin Golf Course Statement of Need

Prepared By:

Jonathan Zuk, Director of Golf



STATEMENT OF NEED TIMBERLIN CLUB HOUSE EXPANSION/REPLACEMENT

The Timberlin Golf Commission requests permission as well as limited funding to begin the planning process to renovate or replace the existing Timberlin Clubhouse/Banquet Facility and Pro Shop. The Golf Commission believes that the facilities and a long-range plan are necessary in order for the facility to compete and evolve into a "year round" destination facility. We believe that any plan should include the possibility of businesses partnering with the town including those that are willing to invest in this effort to ease the any necessary funding burdens. This process should include a market analysis/demographic report and feasibility study to help drive the size and scope of the project. This will provide a comprehensive assessment of the needs of the facility and its programs, services, activities, operations and patrons and options for future development. The commission would also like to see some short term additions made to the club house and practice area. These would include additional space for outdoor dining, and a short game practice area in the location of the removed hazardous tennis courts.

Background

The current clubhouse and Pro shop were built in 1970. In 2008 a three-season tent was also constructed (no HVAC) adjacent to the club house. Currently the footprint of the clubhouse measures 12,500 sq. ft. (of which 1500 sq. ft. is tent space). The golf course and clubhouse are opened to the public, weather permitting April 1st through December 24th. The golf course currently hosts approximately 40,000-45,000 rounds of golf per-season. Since opening, the golf course has consistently increased play, and is one of the towns best assets.

The current restaurant layout is as follows:

Upper level – 5,976 Total Square Feet

- Grill Room (1290 sq. ft.) - capacity 151/seating capacity 72
- Dining Room (800 sq. ft.) - seating capacity 50
- Club house surrounding concrete patio area (2754 sq. ft.)
- Kitchen (532 sq. ft.)
- Men's Restroom (100 sq. ft.)
- Ladies Restroom (100 sq. ft.)

Lower level – 2190 Total Square Feet

- Pro Shop (800 Sq. ft.)
- Pro Shop office (100 Sq. ft.)
- Men's Restroom/Locker Room (420 sq. ft.– 30—35% of which is currently used for storage)
- Ladies Restroom/Locker Room (420 sq. ft.)
- Boiler Room/Electrical Room (450 sq. ft.)

The Timberlin Golf Commission recommends the establishment of an exploratory committee that will assist in the planning process.