

Town Council Meeting 2020-10-06
Hosted by Town of Berlin

Tuesday, Oct 6, 2020 7:00 pm | 2 hours | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 132 935 0745
Password: Council (2686245 from phones and video systems)

[Join meeting](#)

Join by video system
Dial 1329350745@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: 132 935 0745

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, October 6, 2020
Town Council Chambers
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

ITEMS TO BE ADDED TO THE AGENDA:

CONSENT #3.

Approve waiving the Police Traffic Direction and Control fees for the Berlin Lions Club's October 10th Food Distribution in the approximate amount of \$375.

NEW BUSINESS #2b.

Confirm the approval of the Town Manager to apply for the Center for Tech and Civic Life grant, accept the grant of \$5,000.00 and appropriate funds of \$2,000.00 to the Supplies Account and \$3,000.00 to the Election Workers Account.

NEW BUSINESS #13.

Utilize State of Connecticut commissioning services contract OC-DCS-Cx-0007 and approve the budget fee proposal from Sustainable Engineering Solutions, LLC of Berlin, CT for an amount not to exceed \$75,000 to perform Commissioning and Retro- Commissioning services at the five Berlin Public Schools.

Utilize UCONN testing, adjusting and balancing contract no. DS060116-1-1 and approve the quotes from Air Balancing Service Co. of Newington, CT for an amount not to exceed \$82,455 to perform ventilation airflow investigations and balancing at the five Berlin Public Schools.

Utilize Sole Source Alerton controls contractor Automated Building Systems, Inc. of Glastonbury, CT for an amount not to exceed \$40,720 to assist the commissioning agent and balancing contractor at the five Berlin Public Schools as this is in the best interest of the Town.

ITEMS TO BE CORRECTED

NEW BUSINESS

#2. Topic re: Accept the grants of ~~\$8,722.00~~ \$8,019.00 and appropriate funds of ~~\$6,722.00~~ \$6,019.00 to the Supplies Account and \$2,000 to the Election Workers Account. – Registrars of Voters

#5. Topic concerning Timberlin Restaurant Concessionaire Contract – motion is fine, but the Summary has amended the yearly lease payments.

F. CONSENT AGENDA:

1. Topic re: Move to accept donations to the Berlin Animal Control Donation Account for \$ 156.00. – Animal Control
2. Topic re: Accept the donations of \$655 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department

G. NEW BUSINESS:

1. Topic re: Reapprove the Non-Emergency Interagency Agreement between the Town of Berlin and Cromwell, Newington, Rocky Hill, and Wethersfield. – Police Department
2. Topic re: Accept the grants of ~~\$8,722.00~~ \$8,019.00 and appropriate funds of ~~\$6,722.00~~ \$6,019.00 to the Supplies Account and \$2,000 to the Election Workers Account. – Registrars of Voters
3. Topic re: Accept the Absentee Ballot Support Grant in the amount of \$7,703.00 and appropriate funds of \$3,000.00 to Overtime; \$3,000.00 to Part Time and Summer Help; \$459.00 to Social Security; \$22.20 to Worker's Compensation; \$300.00 to Pension and \$921.80 to Supplies. – Town Clerk

4. Topic re: Authorize the Town Manager to enter into a contract with Mr. Asani for services as the Timberlin Restaurant Concessionaire for the period beginning January 1, 2021 and concluding December 31, 2023. – Golf Course
5. Topic re: Waive the bidding requirements for Northeast Laboratories to allow for payments up to \$17,000.00 so that the Berlin Water Control Commission remains in compliance with water quality tests established by the Connecticut Department of Health, as this is in the best interest of the Town. – Water Control
6. Topic re: Waive the bidding requirements (in case of pump failure, or needed repairs), and approve hiring Fleet Pump & Service in the amount not to exceed \$30,000 through December 31, 2021, as this is in the best interest of the Town. – Water Control
7. Topic re: Waive the bidding process and award Consulting Engineering Services, Inc. (CES) of Middletown, CT the contract to update the Willard School HVAC design documents for an amount not to exceed \$26,000, as this is in the best interest of the Town. – Public Works
8. Topic re: Authorize the Town Manager to enter into Contract Agreement #2021-01 with Fuss and O'Neill of Manchester, CT as the lowest responsive bidder for roadway design services for the LOTCIP Pavement Structure Improvements project for the amount of \$92,700.00, and to increase the contract value through change orders to an amount not to exceed \$111,240.00. – Public Works
9. Topic re: Waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$75,000.00 to Bobcat of Connecticut, Inc of East Hartford, CT from the Wood Chipper account for the purchase of a wood chipper for the Highway Department, as this is in the best interest of the Town. – Public Works
10. Topic re: Waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$110,000.00 to H.O. Penn of Newington, CT from the Excavator account for the purchase of an excavator for the Highway Department, as this is in the best interest of the Town. – Public Works
11. Topic re: Waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$60,000.00 to W.I. Clarke of Wallingford, CT from the Bucket Loader account for the overhaul of the Highway Department's Front Loader, as this is in the best interest of the Town. – Public Works
12. Topic re: Authorize the use of Cargill Salt for treated road salt utilizing the Capitol Region Council of Governments Contract #705 for snow and ice control through June 30, 2021. – Public Works

H. APPOINTMENTS:

1. **Board of Ethics – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
2. **Board of Ethics – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.

3. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2022. Can be filled with a D, R or U.
4. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with depends on what party affiliation is filled on the above alternate appointment
5. **Constables** – Seven Constables are to be appointed, not more than four of whom shall be of the same political party. Their term expires when a new Town Council is elected, and new appointments were made at the Council’s second regularly scheduled meeting. The current Constables are as follows: John Baccaro (D), Paul N. Eshoo (R), John Kozak (R). Bob Zipadelli (D) and **three (3) vacancies**.
6. **Inland Wetlands & Water Courses Commission – Alternate - Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
7. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with depends on the above Alternate appointment.
8. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with a D, R or U.
9. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
10. **Planning & Zoning Commission – Alternate – Vacancy** – Replacement term would be until January 31, 2021. Can be filled with a D, R or U.
11. **Planning & Zoning Commission – Alternate – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
12. **Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
13. **VNA – Vacancy** - Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
14. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
15. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
16. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

17. VNA – **Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

18. Water Control Commission – Alternate – **Vacancy** -New term would be until January 31, 2023. Can only be filled with a D or U.

19. Youth Services Advisory Board – **Vacancy** - Service Consumer – New term would be until January 31, 2023.

I. TOWN MANAGER’S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS’ COMMUNICATION:

L. ACCEPTANCE OF MINUTES: September 15, 2020

M. EXECUTIVE SESSION:

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

N. ADJOURNMENT

Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 5, 2020
SUBJECT: Request for Fee Waiver – Berlin Lions Food Distribution

Summary of Agenda Item:

The Berlin Lions will be distributing a large shipment of produce, dairy, cooked meat, and milk from the USDA “Farmers to Families” program on Saturday, October 10 beginning at 10:00 a.m. at the Berlin Fairgrounds, 430 Beckley Road. They expect a large volume of traffic and would like a Berlin Police Officer to be present to provide traffic control.

Action Needed:

Move to approve waiving the Police Traffic Direction and Control fees for the Berlin Lions Club’s October 10th Food Distribution in the approximate amount of \$375.

Attachments:

Fee Waiver

Prepared By:

Doug Truitt, Director of Social & Youth Services



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Berlin Lions Club	Date: October 5, 2020
Contact Name: Daniel Daigle	
Phone Number: 860-992-6226	
Event: Farmers To Families Food Distribution	Date of Event: October 10, 2020
Location of the Event: 430 Beckley Road, East Berlin, CT	
What fee do you want waived: Police costs associated with traffic direction and control. Approximately \$375	
Identify the hardship incurred: The costs associated with police traffic control would negatively impact the money donated to Berlin nonprofit organizations and needy citizens.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: The Berlin Fair is the major fund raiser for the Berlin Lions Charities. The Berlin Lions is a not for profit organization with no paid employees. The charitable giving goes to many local not for profit community groups, programs for youths and seniors, and scholarships for Berlin Students. Recipients Include: Boy Scouts, Girl Scouts, Berlin Little League, UpBeat, Interact Club, Berlin Food Pantry, Berlin Volunteer Fire Depts., VIP Fishing. The Welfare Fund supports Thanksgiving food baskets to the needy and Senior dinners at the Senior Center. Scholarships are given to the Senior class valedictorian, salutatorian and the C. Howard Goding Award. The Berlin fair is the major fundraising opportunity for many Berlin civic and church organizations.	

Town Manager review:

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

Yes ☒ No ☐

If so, which criteria:

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

TOWN OF BERLIN Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Lions Lions Club


Comments:



Signature

10-5-20

Date



Town Manager Signature

10/6/2020

Date

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

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.

2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.

3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.

4. Golf Course charity fees will be set at the 18 hole resident rate.

5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.

6. Any and all fee waivers are at the sole discretion of the Town Council.

Agenda Item No. 26
Request for Town Council Action

TO: The Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 6, 2020
SUBJECT: Grant for 2020 Elections

Summary of Agenda Item:

The Registrar of Voters applied for the new Center for Tech and Civic Life (CTCL) grant and has been awarded \$5,000.00 for the 2020 elections. This grant is backed by a generous \$250M contribution from Mark Zuckerberg of Facebook, the Center for Tech and Civic Life is providing grants, a minimum of \$5,000, to local election jurisdictions across the country to help ensure that the towns have the staffing, training, and equipment necessary.

These funds will be deposited into the Supplies Account #001.05.0510.0.453201.00000 in the amount of \$2,000 and Election Workers Account # 001.05.0510.0.51540.00000 in the amount of \$3,000.


Action Needed:

Move to confirm the approval of the Town Manager to apply for the Center for Tech and Civic Life grant, accept the grant of \$5,000.00 and appropriate funds of \$2,000.00 to the Supplies Account and \$3,000.00 to the Election Workers Account.

Attachments:

None

Prepared By:

Christy Miano 
Registrar of Voters

Agenda Item No. 3
Request for Town Council Action

TO: The Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 24, 2020
SUBJECT: Grant for 2020 Elections

Summary of Agenda Item:

The Registrar of Voters has received \$8,722.00.00 in grants for the 2020 elections.

These funds will be deposited into the Supplies Account #001.05.0510.0.453201.00000 in the amount of \$6,722 and Election Workers Account # 001.05.0510.0.51540.00000 in the amount of \$2,000.

Action Needed:

Move to accept the grants of ~~\$8,722.00~~ \$8,019.00 and appropriate funds of ~~\$6,722.00~~ \$6,019.00 to the Supplies Account and \$2,000 to the Election Workers Account.

Attachments:

None

Prepared By:

Christy Miano
Registrar of Voters

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 29, 2020

SUBJECT: Timberlin Golf Course-Restaurant Concessionaires Contract

Summary of Agenda Item:

The Current Restaurant Concessionaire agreement expires on December 31, 2020. An RFP was developed and marketed to solicit bids for the successor contract for concessions at Timberlin Golf Course. Four food service companies attended a mandatory walk-thru of the facilities. Subsequently, the current concessionaire, Remzi Asni, was the only vendor that submitted a bid.

The Town Manager and the Director of Golf entered into negotiations with Mr. Asni. The current contract requires a monthly lease of \$3,274.63 for the months of April through November, which is a total annual payment of \$26,197.04.

Overall, Mr. Asni has been successful as the restaurant concessionaire and has worked very hard to satisfy all segments of the Town as they relate to Timberlin. A new Agreement has been reached and all parties have reviewed the proposed successor contract and have agreed upon its terms.

The key elements of the new Restaurant Concessionaire contract include:

- Mr. Asni will have unlimited usage of the outdoor tent area (any golf event will supersede)
- Contract duration is three years beginning January 1, 2021-December 31, 2023
- Yearly lease payment:
 - 2021 - \$46,044.00
 - 2022 - \$47,134.00
 - 2023 - \$48,299.96

The proposed contract has been reviewed by Corporation Council.

Action Needed:

Move to authorize the Town Manager to enter into a contract with Mr. Asani for services as the Timberlin Restaurant Concessionaire for the period beginning January 1, 2021 and concluding December 31, 2023.

Attachments: Proposed Concessionaires Contract

Prepared By: Jonathan Zuk-Director of Golf

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: October 6, 2020

SUBJECT: Commissioning and Balancing Services at the five Berlin Public Schools in response to the State of Connecticut Department of Public Health Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic memo.

Summary of Agenda Item:

The State of Connecticut Department of Public Health has provided guidance for school systems for the operation of central and non-central ventilation systems during the COVID-19 pandemic which was issued by a memo on June 22, 2020. Many items were addressed related to the memo before the start of school; however, the commissioning and balancing services still need to be performed per the guidelines. This process requires a commissioning agent, air balancing contractor along with the building management systems contractor to work together during the commissioning, testing and balancing to fully exercise the systems and make any adjustments as needed. Sustainable Engineering Solutions of Berlin, CT has provided an estimated commissioning fee in the amount of \$75,000 utilizing State of CT on call commissioning services contract no. OC-DCS-Cx-0007 for all 5 schools. Air Balancing Service Co. of Newington, CT has provided a quote not to exceed \$82,455 for all five schools utilizing UCONN testing, adjusting and balancing services contract no. DS060116-1-1. Automated Building Systems, Inc. of Glastonbury, CT has provided budget pricing in the amount of \$40,720 for their control portion support at all five schools as the Town of Berlin's Sole Source Contractor. All three firms have experience working within the schools from previous projects and current maintenance agreements. Upon fee approvals, all three firms can begin scheduling work within the schools and work towards completing all proposed scope by 2020 calendar year end. Final reports and recommendations will be issued to the Town upon completion and can be used for budgeting, capital planning and incorporated into the design of future HVAC & IAQ renovation projects. Project funding for all three firms is available in the Department 61 Contractual Services Account 001.35.3561.0.53814.00000. It shall be noted that utilizing the funds from this account

this early in the budget year could potentially impact requested or required maintenance, repair and improvements at all five schools during the remainder of the fiscal year. This work qualifies for the State of Connecticut Coronavirus Relief Fund Grant, in which the Board of Education is applying for and will potentially receive such reimbursements for these services.

Action Needed:

Move to utilize State of Connecticut commissioning services contract OC-DCS-Cx-0007 and approve the budget fee proposal from Sustainable Engineering Solutions, LLC of Berlin, CT for an amount not to exceed \$75,000 to perform Commissioning and Retro-Commissioning services at the five Berlin Public Schools.

Move to utilize UCONN testing, adjusting and balancing contract no. DS060116-1-1 and approve the quotes from Air Balancing Service Co. of Newington, CT for an amount not to exceed \$82,455 to perform ventilation airflow investigations and balancing at the five Berlin Public Schools.

Move to utilize Sole Source Alerton controls contractor Automated Building Systems, Inc. of Glastonbury, CT for an amount not to exceed \$40,720 to assist the commissioning agent and balancing contractor at the five Berlin Public Schools as this is in the best interest of the Town.

Attachments:

State of Connecticut Guidance for School Systems for the operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic Memo

Sustainable Engineering Solutions, LLC Proposal

Air Balancing Service Co. Proposal

Automated Building Systems Proposal

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities

A handwritten signature in black ink, appearing to read 'D Solek', enclosed within an oval-shaped scribble.

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH
Acting Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic

Improving ventilation in school buildings is just one part of system of procedures that will safeguard the health and safety of students, teachers, and school staff during the COVID-19 pandemic. Other parts of this system of procedures include physical distancing, face coverings, and efficient identification and isolation of sick students and staff. While improving ventilation is not necessarily the most effective tool for reducing transmission of the virus that causes COVID-19 (maintaining social distancing and wearing face coverings are far more effective), some studies suggest that adjustments and attention to proper ventilation can reduce the viable virus load in indoor spaces. In addition, we know that providing good ventilation in schools is important even outside of the COVID-19 pandemic, because it has been shown to improve student and staff performance in educational settings.

This guidance provides actions schools should take to ensure that their ventilation systems are performing optimally. The goal is not for schools to invest in costly upgrades and add-ons to existing mechanical systems. Rather, schools should understand what their current mechanical systems are capable of and how they can adjust the function of those systems to optimize their capabilities.

Before School Opens:

1. Commission building mechanical systems for full occupancy (see details below for tips about how and why to commission mechanical systems for fall start-up).
2. Operate all ventilation systems at full capacity for one (1) week prior to the reopening of school buildings.
3. Discuss with the entire facilities team and school administrators the general principles about what changes are planned to the usual ventilation system operation for the coming year. It will be important to communicate with school staff the importance of not making any adjustments to the mechanical systems inside school buildings (thermostats, fan speeds, etc.) without input from the facilities team.

After School Opens:

1. Flush the air inside the building for a minimum of two (2) hours prior to occupancy and one (1) hour after occupancy (after the night-shift custodians leave), with the dampers open as fully as possible (i.e. to maximize fresh air intake) during this flushing period.
2. Program and lock fan schedules to align with the building occupancy schedule (i.e. provide flushing ventilation starting two (2) hours before building occupancy and one (1) hour post occupancy).
3. Develop a system for building users to notify the facilities department if the building needs to be open longer than usual so that the fan schedule can be altered for that day.
4. Keep the ventilation system running during all hours that the building is occupied.
5. Do not allow teachers or other staff to make changes to ventilation system controls in their respective rooms. Explain to them the importance of keeping fans running all day. If temperature, noise, or other issues exist in certain areas, encourage staff to discuss the problem with the facilities department to try to identify a suitable fix that does not negatively impact ventilation.
6. Keep bathroom exhaust systems running all day, every day (24 hours a day/7 days a week).
7. For isolation rooms to be used for holding sick students prior to dismissal, consider adding supplemental filtration, such as a portable air cleaner. This is particularly important if the ventilation serving those rooms cannot be run at 100% exhaust at all times. If a portable air cleaner is used, it should:
 - Contain HEPA filters only without ionizers, ozone generators, UV light, or other add-ons.
 - Be correctly sized for the space, with an appropriate CADR (clean air delivery rate).
 - Be located for greatest efficiency within the space.
 - Be turned on at all times that the space is occupied.
8. Develop a specific plan for performing routine inspections and maintenance of mechanical systems, as specified in the commissioning process.
9. For buildings without central ventilation systems or with certain areas not served by the central ventilation system, there are other important design considerations facility managers should be aware of, and in control of, in order to maximize available dilution ventilation and minimize the spread of virus particles inside their facilities.

- At a minimum, where temperature allows and no other means of ventilation is available, windows should be opened to allow for some minimum level of fresh air exchange into occupied spaces.
- Window air conditioning units should be adjusted to maximize fresh air intake into the system. Air conditioner blower fans should be set on low speed and pointed away from room occupants to the extent possible.
- Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants.
- Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Ensure that fans are not blowing out of windows directly into walking paths or areas where individuals may congregate.
- Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.
- In addition, we do not recommend separate, free-standing air cleaner or HEPA filter units for individual classrooms. These units are highly variable in their effectiveness in larger open spaces such as classrooms and in general, any effect on indoor air quality is likely insignificant and greatly outweighed by the additional costs to school systems.

How to Commission Building Mechanical Systems for fall school reopening

1. If your school system does not already have one that it routinely works with, hire a mechanical engineering firm with a proven track record in evaluating, adjusting, and balancing ventilation systems, particularly ventilation systems in school buildings, to commission all of the buildings' mechanical systems for full occupancy. The school facilities manager should be part of the discussion team talking with the engineering firm and the commissioning agent.

Consider asking your Commissioning Agent the following questions:

- How many and what types of systems serve your buildings, and which area of the building does each separate system serve?
- What are the capabilities of the systems present in your school buildings?
- Are the systems currently working to their full capabilities?
- Are the current systems' capabilities enough to satisfy full capacity for how the buildings need to operate now?
- Can demand-based systems be converted to constant volume until cooling season is over (if systems provide central cooling)? During heating season? Longer-term?

- Can recirculation of air be suspended (economizers disabled)?
- Can they provide a summary of performance expectations for mechanical systems in the building?

2. Include the following items in the commissioning process:

- A complete set of measurements to understand total air distribution throughout the building.
- Inspection and evaluation of all building ventilation systems, both automated and manual.
- Air balancing and appropriate retesting to ensure parameters that satisfy the conditions of full occupancy of the buildings.
- Inspections:
 - Filter frames - Decide what kind of filter thickness and type you will be using if you decide to upgrade to a higher-rated filter. Discuss this with your ventilation engineering firm. Either way, all filter frames will need to be inspected. Replace or fix all bent, broken, misshapen frames to prevent air from by-passing the filter.
 - Dampers and all associated controllers and actuators need to be visually inspected. Do not rely only on looking at a computer screen if you have an automated building system.
 - Inspect, verify, and modify automated set points, if needed. Discuss both temperature and CO₂ set points in newer buildings that utilize these variables for automated decision-making.
 - Locations of supply and return diffusers. Look at ventilation effectiveness and whether short-circuiting is occurring. This happens frequently when supply and return diffusers are too close to each other. Discuss the possibility of moving them farther apart if this is occurring. If supplies and returns are ducted using flex duct and the room has a suspended ceiling, relocating can be performed more easily.
- Air balancing, inspections, and other work should be performed in accordance with one of these certification bodies: [NEBB \(https://www.nebb.org/\)](https://www.nebb.org/); [TABB \(https://www.tabbcertified.org/\)](https://www.tabbcertified.org/); [AABC \(https://www.aabc.com/\)](https://www.aabc.com/)

3. Strive toward the following ventilation goals.

- Increase outdoor air ventilation as much as possible by disabling demand-controlled ventilation systems and opening outdoor air dampers to 100%, as indoor and outdoor conditions permit. Disabling demand-based systems will allow fans to run continuously.
- Tune ventilation systems to enable them to perform to the maximum capacity consistent with full occupancy conditions for the building.

- Bypass energy recovery ventilation systems that leak or recirculate potentially contaminated exhaust air back into the outdoor air supply.
- Once fans are running continuously, provide increased particle capture by increasing air filtering capacity through repair/upgrades to current system, where needed. This includes filter frames, filter configuration, and filter rating (ASHRAE recommends striving for filters with a MERV-13 rating where possible).

Why it is Important to Commission Building Mechanical Systems

1. Commissioning verifies that existing equipment is working properly. Adjustments can then be made to allow current systems to operate to the best of their ability.
2. Adjusting mechanical systems to satisfy full building occupancy, even if buildings will have reduced occupancy in the fall, will result in increased ventilation per person without over-taxing the equipment and potentially causing premature equipment failure.
3. Commissioning reduces the likelihood of unintended consequences of making changes to how systems operate.
4. If one or more of the systems are deemed to be inadequate, commissioning will provide the basis for making informed and intelligent decisions about next steps to improve those systems.
5. The cost for commissioning is money well spent because it will prevent building operators from spending money on things that add little value and instead, help them focus attention on things that will make a real difference.

Additional resources:

- AICARR- Decision Tree: [Protocol for risk reduction of SARS-CoV2-19 Diffusion With the Aid of Existing Air Conditioning and Ventilation Systems](#)
- [Air filtration and COVID-19: Indoor air quality expert explains how to keep you and your building safe: Interview with Professor Jeffrey Seigel, University of Toronto](#)
- [The Path to COVID-19 Recovery: How To Improve Indoor Air Quality When Re- Opening K-12 Schools](#). Univ Calif Davis.



Phone: (860) 509-7740 • Fax: (860) 509-7785
 Telecommunications Relay Service 7-1-1
 410 Capitol Avenue, P.O. Box 340308
 Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



Doug Solek

From: Ernest Lawas <elawas@sustainable-eng.com>
Sent: Wednesday, September 30, 2020 11:09 AM
To: Doug Solek
Cc: Walker Greeno; Katelyn Birge
Subject: Berlin Schools Covid RCx Services
Attachments: EFL-2020-09-11 Berlin Schools Covid RCx Proposal.pdf

Doug,
This is our current on call contract # with the state for commissioning services, Contract No. OC-DCS-Cx-0007.
Per our discussion, I updated the proposal language to include an estimated total fee based on a performing the work on hybrid of normal and 2nd shift hours. See attached.

Let me know if you need anything else.

Thanks,

Ernie Lawas, PE, CCP, CEM, CEA, LEED AP
Principal
Sustainable Engineering Solutions, LLC.
120 Willow Brook Dr.
Berlin, CT 06037
t: (860) 270-0413 x701
c: (860) 490-2971
www.sustainable-eng.com

Follow us on LinkedIn! 



This e-mail communication, including all attachments to it, contains information from Sustainable Engineering Solutions, LLC and is confidential and privileged. This information is intended only for the use of the listed recipient(s). If you are not an intended recipient, you may not review, copy, or distribute this message or any attachment thereto. If you have received this communication in error, please notify the sender immediately by e-mail and delete the original message.



September 15, 2020

Mr. Douglas Solek
Director of Facilities
Town of Berlin
11 Town Farm Lane
Berlin, CT 06037

RE: Professional Services Agreement
School COVID-19 Retro-Commissioning Services

Dear Doug,

We are pleased to submit our proposal to provide school facility COVID-19 Retro-Commissioning (RCx) services for the Town of Berlin. For the purposes of this proposal, the term "client" refers to the Town of Berlin and the term "engineer" refers to Sustainable Engineering Solutions, LLC (SES).

1 BACKGROUND

Based on your request for services, we are pleased to provide our proposal for school facility COVID-19 Retro-Commissioning services at various Berlin public schools. Per our various phone calls and email correspondence on September 10, 2020 it was discussed that the Town is looking to assess and adjust the HVAC systems per the requirements defined in *Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic*, issued by the State of Connecticut. It is understood that this effort would require the assistance of a controls contractor and test, adjust and balancing contractor and that the Town would be responsible for contracting with those entities directly.

2 SCOPE OF SERVICES

Our scope of work shall include the following:

- Conduct a kickoff meeting with the client and supporting contractors and facility staff to outline the scope, tasks and schedule.
- Review available O&M documentation and as-built drawings for the air handling systems to identify the heating and cooling coil performance capacities, design conditions and sequence of operations.
- If O&M documentation and as-built drawings are not available, perform a survey of each air handling system to gather nameplate data and submit data to the appropriate unit manufacturer's representative to obtain the performance data where available. Manufacturer's representatives may require compensation for these efforts if a significant number of units require research.
- Physical verification of existing air handling system filtration for condition, effectiveness, leakage or bypassing. Document existing filter MERV rating and assess the option of installing higher MERV rated filtration and the effects on supply fan performance and heating and cooling.
- Verify proper operation and calibration of control devices to include:
 - outside air dampers
 - exhaust air dampers
 - return air dampers
 - low limit temperature controllers (freezestats)
 - controlling discharge air temperature sensor for heating and cooling
 - heating valve or stages of heating
 - cooling valves or stages of cooling
- Visually examine the condition of heating and cooling coils for maximum heat transfer needed for increased ventilation airflow conditioning.
- Verify proper operation of safety shutdown sequences associated with low limit devices (freezestats) and alarming, which are critical in systems with higher ventilation airflow rates.

- Verify chilled water supply temperature and heating hot water supply temperature and setpoints for proper performance of cooling and heating coils needed for elevated ventilation rates.
- Verify each systems ventilation airflow rate (minimum outside air) and adjust to the maximum rate permissible per the performance of the heating and cooling coils capabilities. (Engineering data from O&M manuals or as-built document will be required in order to perform this task.) This effort will be performed with the services of a Test, Adjust and Balancing contractor (TAB).
- Evaluate each air handling systems capability to bring in more ventilation air during shoulder seasons for greater space dilution, relief air control and control strategies needed to accomplish this.
- Verify demand control ventilation functions have been altered or disabled per the reopening guidelines.
- Evaluate building pressure effects of increased ventilation for adverse effects and mitigation strategies.
- Examine energy recovery ventilation systems to assess the possible contamination of supply air streams by exhaust air streams and provide recommendations to remedy.
- Confirm that required system operating schedules have been set per the reopening guidelines during the week and after occupancy.
- Verify toilet exhaust fan schedules have been adjusted per the reopening guidelines.
- Provide a final report summarizing issues found with recommendations.

Systems and Equipment (5 schools)

- Approximately 112 AHUs, MAUs, RTUs, DOAS units
- Numerous general exhaust fans
- Building Management System as it relates to the above scope of services

3 TERMS AND CONDITIONS

3.01 Basis of Agreement:

The Standard Form of Agreement between Owner and Engineer for Professional Services (E-500), latest edition, prepared by The Engineers Joint Contract Documents Committee (EJCDC), shall serve as the basis for agreement and is incorporated herein by reference. In the event of a conflict between this proposal and the EJCDC document, this proposal shall supersede said document.

3.02 Proposal Limitation:

This proposal is limited to the Scope of Engineering Services described in Section 2.0 above. Additional services are available in accordance with section 6.02.1. Services resulting from changes necessary due to construction cost over-runs, change orders, review of alternate systems beyond those described above or construction procedures that are outside of the control of the engineer are not part of our scope of services. Review of alternates or submissions referred to as value engineering is not part of our scope of services. Examples of items not included in our Engineering Services Fee are:

- 3.02.1 Any costs associated with efforts of the trade contractors in support of the efforts including an ATC contractor and equipment manufacturer's representatives.
- 3.02.2 Estimating cost of recommended modifications or alterations and any energy analysis.
- 3.02.3 Project extension requiring additional work.

3.03 Hazardous Substances:

The Engineer shall not be responsible for the identification, removal, testing and/or certification of removal relative to any hazardous substance including, but not limited to, asbestos, PCB's, Petroleum, Hazardous Waste and similar substances. Both parties acknowledge that the Engineer's scope of services does not include any items related to a Hazardous Environmental Condition.

3.04 Client Furnished Materials:

The client shall provide the engineer with all criteria and full information regarding the original project. Project related documentation required for execution of the above work includes the following:

- Approved equipment submittals from the original construction or most recent upgrades to the HVAC systems
- O&M documentation that includes system performance parameters.
- Existing as-built drawings and project specifications or original construction documents.
- As-built control system sequence of operations
- Any prior air and water balancing reports

4 CONSULTANTS

We do not intend to engage any subcontractor to support this effort.

5 SCHEDULE

We are prepared to commence work on this project in October with receipt of written authorization to proceed and receipt of client furnished materials as defined in paragraph 3.04. Immediately upon our commencement, we shall contact the client and define a mutually acceptable schedule for the delivery of this project.

6 COMPENSATION

Our fee for Scope of Services shall be as follows:

6.01 Commissioning Services:

- 6.01.1 The work performed will be on an hourly basis per our hourly rates in section 6.01.4 below. Hourly rates for normal business hours and premium time (after hours) have been provided below based on when the work would be performed. **The estimated fee for the commissioning services described in Section 2.0 is listed below is based on our normal hourly rate for budgetary purposes only.**

Schools (High School, Hubbard, Willard, Griswold, McGee - air handling systems):

Budgetary Commissioning Fee (normal hours)	\$66,000
Fee Increase for premium time (all work performed after hours)	\$21,000
Estimate of total fee based on a combination of work normal and premium time.	\$75,000

- 6.01.2 Project reimbursable expenses will be in addition to our fee above and will be invoices at 1.0 times markup. Project related expenses include printing, plotting, postage, travel, messenger services, photographic services, overnight mail and similar items as appropriate and necessary to provide the services related to your project.

- 6.01.3 Our fee for commissioning services described in Section 2.0 is based on the entire substantial completion of project by December 31, 2020. Should the project be delayed

or extended beyond the stated date, the Engineer will be afforded the opportunity to increase stated fees and fee schedules to account for changes in salaries and other related costs.

6.01.4 Hourly Rates:

Commissioning Specialist (normal hours): \$180

Commissioning Specialist (premium hours): \$240

6.02 Additional Engineering Services:

6.02.1 Additional Services of the Engineer shall be compensated on an hourly basis at our listed billing rates, unless a stipulated sum is mutually agreed upon. No Additional Services shall be performed without prior written authorization from the Client.

6.03 Terms of Payment:

6.03.1 Invoices shall be submitted monthly based on billed hours at that time. Payment is due thirty (30) days from the date of invoice. If any payment is fifteen (15) days past due or more, the engineer may, after giving seven (7) days written notice to the client, suspend services under this agreement until the engineer has been paid in full all amounts due for services, expenses, and other related charges.

7 PUBLICITY

The engineer shall have the right to photograph the project covered by this agreement and to use the photos in the promotion of their professional practice through advertising, public relations, brochures or other marketing materials.

8 INSURANCE

The Engineer shall maintain Workman's Compensation, Professional Liability and General Liability Insurance throughout the period of this agreement. Certificates of insurance are available on request.

9 STANDARD OF PRACTICE

Services performed by the Engineer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

This Proposal will remain in effect for a period of forty-five (45) days from the date of issue. After that date, the Engineer will be afforded the opportunity to revise fee schedules to account for changes in salaries and other related costs. Should you find this proposal is acceptable, kindly sign where indicated below and return one executed copy for our records.

Thank you for the opportunity and we look forward to working with you on this project.

Sincerely,

Sustainable Engineering Solutions, LLC



Ernest Lawas, PE. CCP, CEM, CEA, LEED AP

Principal

ACCEPTED BY: _____ PRINT NAME: _____
(Signature)

PRINT TITLE: _____ DATED: _____

CC: Walker Greeno, CCP, CxTS, LEED AP - SES
File

Doug Solek

From: Mike Mauro <mikeairbal@gmail.com>
Sent: Monday, October 5, 2020 1:27 PM
To: Doug Solek
Subject: Fwd: Message from KM_554e
Attachments: SKM_554e20100513220.pdf

Doug,

Attached is the quote for the High School you requested.

On this and the previous quotes I sent you for the remainder of the schools is a NOT TO EXCEED number. This price includes measuring each room and calculating the Air Changes Per Hour if necessary.

The Daily rate is to test and set the outdoor air for each unit and if the Air Changes Per Hour is needed the price with the room measures will not exceed the given dollar amount.

Mike

----- Forwarded message -----

From: <mikeairbal@gmail.com>
Date: Mon, Oct 5, 2020 at 1:20 PM
Subject: Message from KM_554e
To: <mikeairbal@gmail.com>

--

Michael T. Mauro, Sr
President
Air Balancing Service Co.
16 Progress Circle
Unit 1A
Newington, CT 06111
Ph: 860-500-5008
Fax: 860-500-5010
www.airbal.com

16 PROGRESS CIRCLE
UNIT 1A
NEWINGTON, CT 06111
PHONE # 860-500-5008
860-500-5009
FAX # 860-500-5010



AIR BALANCING SERVICE CO.

16 Progress Circle Unit 1A, Newington, CT 06111
Phone: (860) 500-5008 Fax: (860) 500-5010 CT LIC. SM1-16

VISIT US AT WWW.AIRBAL.COM

NEBB

QUOTATION

ATTENTION:	DOUG SOLEK
COMPANY:	BERLIN BOARD OF EDUCATION
PROJECT:	BERLIN HIGH SCHOOL VENTILATION AIRFLOW INVESTIGATION
LOCATION:	BERLIN, CT
DATE:	10-05-20

We are pleased to quote on the above structure for the services listed below, per NEBB procedural standards for testing, adjusting and balancing of environmental systems.

	NET
VENTILATION AIRFLOW INVESTIGATION DAILY RATE (PER TECH)	\$1,100.00
NOT TO EXCEED	\$47,655.00

***DOES NOT INCLUDE:**
CT SALES TAX (IF APPLICABLE)
REPAIRS OR RETESTING AFTER REPAIRS ARE MADE
RETESTING IF NEW FILTRATION IS INSTALLED
REPLACING SHEAVES AND BELTS
IAQ TESTING
SOUND AND VIBRATION TESTING
DUCT LEAK TESTING

Prices quoted above are in effect for 60 days.

Payment Terms: Net 30 days. Customer, in the event of non-payment, will pay all fees associated with collection of their account.

Acceptance of Quote - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment Terms are agreed to.

DATE OF ACCEPTANCE:	PO #:
NAME:	TITLE:
SIGNATURE:	



AIR BALANCING SERVICE CO.

16 Progress Circle Unit 1A, Newington, CT 06111

Phone: (860) 500-5008 Fax: (860) 500-5010 CT LIC. SM1-16

VISIT US AT WWW.AIRBAL.COM

NEBB

QUOTATION

ATTENTION:	DOUG SOLEK
COMPANY:	BERLIN BOARD OF EDUCATION
PROJECT:	BERLIN SCHOOLS MARY GRISWOLD AIRFLOW VENTILATION INVESTIGATION
LOCATION:	BERLIN, CT
DATE:	08-26-20

We are pleased to quote on the above structure for the services listed below, per NEBB procedural standards for testing, adjusting and balancing of environmental systems.

AIRFLOW VENTILATION INVESTIGATION DAILY RATE (PER TECH)	\$1,100.00
NOT TO EXCEED	\$8,800.00

***DOES NOT INCLUDE:**
CT SALES TAX (IF APPLICABLE)
REPAIRS OR RETESTING AFTER REPAIRS ARE MADE
RETESTING IF NEW FILTRATION IS INSTALLED
REPLACING SHEAVES AND BELTS
IAQ TESTING
SOUND AND VIBRATION TESTING
DUCT LEAK TESTING

Prices quoted above are in effect for 60 days.

Payment Terms: Net 30 days. Customer, in the event of non-payment, will pay all fees associated with collection of their account.

Acceptance of Quote - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment Terms are agreed to.

DATE OF ACCEPTANCE:	PO #:
NAME:	TITLE:
SIGNATURE:	



AIR BALANCING SERVICE CO.

16 Progress Circle Unit 1A, Newington, CT 06111

Phone: (860) 500-5008 Fax: (860) 500-5010 CT LIC. SM1-16

VISIT US AT WWW.AIRBAL.COM

NEBB

QUOTATION

ATTENTION:	DOUG SOLEK
COMPANY:	BERLIN BOARD OF EDUCATION
PROJECT:	BERLIN SCHOOLS WILLARD ELEMENTARY SCHOOL AIRFLOW VENTILATION INVESTIGATION
LOCATION:	BERLIN, CT
DATE:	08-26-20

We are pleased to quote on the above structure for the services listed below, per NEBB procedural standards for testing, adjusting and balancing of environmental systems.

AIRFLOW VENTILATION INVESTIGATION DAILY RATE (PER TECH)	\$1,100.00
NOT TO EXCEED	\$10,200.00

***DOES NOT INCLUDE:**
CT SALES TAX (IF APPLICABLE)
REPAIRS OR RETESTING AFTER REPAIRS ARE MADE
RETESTING IF NEW FILTRATION IS INSTALLED
REPLACING SHEAVES AND BELTS
IAQ TESTING
SOUND AND VIBRATION TESTING
DUCT LEAK TESTING

Prices quoted above are in effect for 60 days.

Payment Terms: Net 30 days. Customer, in the event of non-payment, will pay all fees associated with collection of their account.

Acceptance of Quote - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment Terms are agreed to.

DATE OF ACCEPTANCE:	PO #:
NAME:	TITLE:
SIGNATURE:	



AIR BALANCING SERVICE CO.

16 Progress Circle Unit 1A, Newington, CT 06111

Phone: (860) 500-5008 Fax: (860) 500-5010 CT LIC. SM1-16

VISIT US AT WWW.AIRBAL.COM

NEBB

QUOTATION

ATTENTION:	DOUG SOLEK
COMPANY:	BERLIN BOARD OF EDUCATION
PROJECT:	BERLIN SCHOOLS HUBBARD ELEMENTARY SCHOOL AIRFLOW VENTILATION INVESTIGATION
LOCATION:	BERLIN, CT
DATE:	08-26-20

We are pleased to quote on the above structure for the services listed below, per NEBB procedural standards for testing, adjusting and balancing of environmental systems.

AIRFLOW VENTILATION INVESTIGATION DAILY RATE (PER TECH)	\$1,100.00
NOT TO EXCEED	\$3,700.00

***DOES NOT INCLUDE:**

CT SALES TAX (IF APPLICABLE)
REPAIRS OR RETESTING AFTER REPAIRS ARE MADE
RETESTING IF NEW FILTRATION IS INSTALLED
REPLACING SHEAVES AND BELTS
IAQ TESTING
SOUND AND VIBRATION TESTING
DUCT LEAK TESTING

Prices quoted above are in effect for 60 days.

Payment Terms: Net 30 days. Customer, in the event of non-payment, will pay all fees associated with collection of their account.

Acceptance of Quote - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment Terms are agreed to.

DATE OF ACCEPTANCE:	PO #:
NAME:	TITLE:
SIGNATURE:	



AIR BALANCING SERVICE CO.

16 Progress Circle Unit 1A, Newington, CT 06111

Phone: (860) 500-5008 Fax: (860) 500-5010 CT LIC. SM1-16

VISIT US AT WWW.AIRBAL.COM

NEBB

QUOTATION

ATTENTION:	DOUG SOLEK
COMPANY:	BERLIN BOARD OF EDUCATION
PROJECT:	BERLIN SCHOOLS CATHERINE MCGEE AIRFLOW VENTILATION INVESTIGATION
LOCATION:	BERLIN, CT
DATE:	08-26-20

We are pleased to quote on the above structure for the services listed below, per NEBB procedural standards for testing, adjusting and balancing of environmental systems.

AIRFLOW VENTILATION INVESTIGATION DAILY RATE (PER TECH)	\$1,100.00
NOT TO EXCEED	\$12,100.00

***DOES NOT INCLUDE:**

CT SALES TAX (IF APPLICABLE)

REPAIRS OR RETESTING AFTER REPAIRS ARE MADE

RETESTING IF NEW FILTRATION IS INSTALLED

REPLACING SHEAVES AND BELTS

IAQ TESTING

SOUND AND VIBRATION TESTING

DUCT LEAK TESTING

Prices quoted above are in effect for 60 days.

Payment Terms: Net 30 days. Customer, in the event of non-payment, will pay all fees associated with collection of their account.

Acceptance of Quote - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment Terms are agreed to.

DATE OF ACCEPTANCE:	PO #:
NAME:	TITLE:
SIGNATURE:	



March 3, 2020

Mr. Charles Brumley
Air Balancing Service Company
16 Progress Circle, Unit 1A
Newington, CT 06111

**RE: Contract Extension Notice
Testing, Adjusting and Balancing Services, Contract # DS060116-1-1**

Dear Mr. Brumley:

This letter shall serve as written notice of the University's desire to invoke the Extension Option set forth in Article II, Section B of the contract referenced above. You are hereby notified that UConn would like to exercise the Extension Option, extending the contract **through June 30, 2021**.

If you are in agreement to extend the terms and conditions of the referenced contract through the new end date listed above acknowledge by signing the bottom of this letter. Please return the originals along with the documents listed below to me via overnight mail for receipt **no later than May 1, 2020**.

Please provide the following:

- A current insurance certificate.
- The attached Ethics Form 1 required by State Statute. The required affidavit must be executed by the individual having the authority to do so in the presence of a notary public.
- The attached Non-Discrimination Form C, signed in the presence of a notary public.

Please contact me with any questions at kathleen.susca@uconn.edu or 860-486-4649.

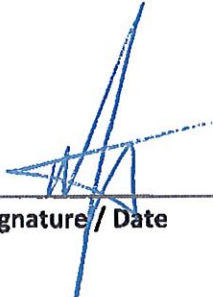
Sincerely,

Kathleen M. Susca

Kathleen M. Susca
Purchasing Agent

cc. Laurie Lanka

Michael T. Mueser / President
Printed Name, Title

 05/28/2020
Signature / Date

Office of the Executive Vice President for
Administration and Chief Financial Officer
University Business Services
3 DISCOVERY DRIVE, UNIT 6076
STORRS, CT 06269-5076
TEL: 860.486.2619
FAX 860.406.5031
www.procurement.uconn.edu

An Equal Opportunity Employer



Main Office

126 Kreiger Lane
Glastonbury, Connecticut 06033
TEL 860.657.9257 FAX 860.657.3135 www.absddc.com
Southborough, Massachusetts • Braintree, Massachusetts
Licenses: CT E1-125715, CT S1-389041, MA 20987A

Town of Berlin
240 Kensington Road
Berlin, CT

Attn: Mr. Douglas Solek, Building Facilities
Re: Alerton Control BMS

Dear Doug:

ABS is pleased to provide you the following scope of work for working with the commissioning agent and air balancer based on our recent phone conversation. Please review and let me know if you have any questions.

The following is the budget pricing for the five Berlin Schools, Berlin High School, McGee Middle School, and the three elementary schools, Willard, Hubbard and Griswold Elementary Schools.

ABS will provide the scope of work which will consist of supporting the commissioning agent and the air balancer based on their findings and recommendations.

ABS will provide remote assistance to certified air balancer and commissioning agent during their onsite review phase. ABS has and carried an allowance for program modifications and verification of operations based on the commissioning agent's findings and recommended modifications.

Berlin High School	\$11,500
McGee Middle School	\$ 9,300
Willard Elementary	\$ 6,280
Hubbard Elementary	\$ 6,820
Griswold Elementary	\$ 6,820

Clarifications: Based on regular time labor rates, no prevailing wages.
Remote assistance will be provided for the initial air balancer and commissioning phase.
Commissioning agent to provide written modifications for controls sequences.

As the commissioning agent provides direction as to the recommended modifications ABS will review the budget pricing for each location. Any questions let us know.

Thank you for the opportunity to submit the above proposal. Please do not hesitate to contact me if you should have any questions.

Jack Haggett

Terms & Conditions

The information contained in this proposal is proprietary and confidential to Automated Building Systems, Inc. and is offered solely for your own use and evaluation. We intend to maintain the confidentiality of any information you have provided us, and we require that this proposal be kept in strict confidence and that it not be disclosed to any outside party for any other purpose.

1. Project services provided under this agreement will be performed during normal working hours unless otherwise noted. Normal working hours are defined as 7:00am to 3:30pm, Monday through Friday inclusive, excluding holidays.
2. Reasonable and safe means of access to the equipment being serviced shall be provided to Automated Building Systems. Automated Building Systems shall be permitted to start and stop all equipment necessary to perform its services.
3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices.
4. Client agrees to pay invoices within thirty (30) days of receipt. Automated Building Systems reserves the right to cancel this and/or stop work under this agreement without notice, should payment become ninety (90) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. It is understood and agreed to that this project is not subject to any retainage.
7. Automated Building Systems shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
8. In no event shall Automated Building Systems be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve Automated Building Systems of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of Automated Building Systems in performance or failure of its obligations under this agreement.
9. Automated Building Systems shall warrant the ALERTON control system to the extent that all hardware/software repairs, modifications, revisions, and/or changes must be performed by Automated Building Systems. Any unauthorized hardware/software repairs, modifications, revisions, and/or changes will void the Automated Building Systems warranty, (if applicable).
10. In the unlikely event of failure to perform its obligations, Automated Building Systems liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will Automated Building Systems be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 6-Oct-20

Purchase Item or Contract: School Ventilation-commissioning & balancing services		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Sustainable Engineering Solutions (NTE \$75,000)	\$75,000.00	\$75,000.00
1.00	Air Balancing Service Co. (NTE \$82,455)	\$82,455.00	\$82,455.00
1.00	Automated Building Systems, Inc. (NTE \$40,720)	40,720.00	\$40,720.00
			-
			-
			-
TOTAL			\$198,175.00

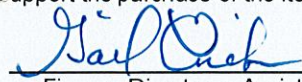
Account No. 001.35.3561.0.53814.00000 Contractual Services

Budgeted Amount.....	\$525,000.00	Available balance.....	\$309,431.94
Encumbrances to Date.....	\$76,594.58	Amount Needed for This Package.....	\$198,175.00
Expenditures to Date.....	\$138,973.48	Available Balance After Purchase.....	\$111,256.94

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.


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

TOWN OF BERLIN
20 OCT 5 AM 9:15

1. Ethics Membership

2. _____

Name: Antonina DeDominicis

Telephone No.: 860-655-6805

Home Address: 27 Bluebird Lane
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 19 years

Email Address: nina62197@yahoo.com

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

Party Affiliation: Republican

College Education
Educational Background (optional)

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Member of Berlin Republican Town Committee

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2020 OCT -5 AM 10:28

Kathy Gleason

BERLIN, CT.

Tell us why you feel qualified for this appointment: My involvement with Accounting, Property Management and Human Resources has given me the knowledge and capability to deal with ethical standards.

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

Signature: _____

Date: 10/2/2020

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



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

20 OCT 5 AM 11:08
TOWN OF BERLIN

1. Ethics

2. _____

Name: Susan Bordonaro

Telephone No.: 860-828-1201

Home Address: 81 Gianna La, Berlin
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 26

Email Address: Suepoli@aol.com

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

Party Affiliation: Republican

Graduate of Hartford Conservatory of Music & Dance
Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Member of the Berlin Republican Town Committee

Tell us why you feel qualified for this appointment: _____

I'm an upstanding citizen in the community.

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

Signature: Susan Bordonaro Date: 10-4-2020

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2020 OCT 5 PM 12:03
Kathleen
BERLIN, CT.

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