

Meeting number (access code): 132 737 5280

Meeting password: Council (2686245 from phones and video systems)

Tuesday, October 20, 2020

7:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

Tap to join from a mobile device (attendees only)

+1-408-418-9388..1327375280#2686245# United States Toll

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Join by phone

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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, October 15, 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

F. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$5,897.73 for the Berlin Peck Memorial Library and deposit \$50.15 into the library agency account for the purchase of books and materials and deposit \$4,713.00 into the Cancellarini Trust Fund Account to be used for the purchase of books and other materials and deposit \$908.76 into the friends of the library miscellaneous account for programs and program supplies and deposit \$225.82 into the friends of the library credit card account to pay for the annual Get Response database renewal. – Berlin-Peck Memorial Library

2. Topic re: Approve the request of Veterans of Foreign Wars Post 10732 to waive Building permit fees for replacing the roofing on their building. The total amount of the fee to be waived is approximately \$285.00. – Building Department
3. Topic re: Accept the donations of \$203.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department

G. NEW BUSINESS:

1. Topic re: Authorize the Town Manager to apply for and accept, on behalf of the Town, the OPM Body-Worn Recording Equipment (BWRE) Reimbursement Grant, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant. If awarded grant funds are to be deposited into the body worn and in-car camera account. Appropriate \$252,992 of General Fund Unassigned Fund Balance to the body worn and in-car camera account within the General Fund to fund the purchase of body cameras and in-car cameras in accordance with the recently signed Police Accountability law, pending approval of the Board of Finance. Waive the bidding requirements and award the contract to Watchguard/Motorola in amount not to exceed \$252,992.00, since this is in the best interest of the Town. – Police Department
2. Topic re: Approve the purchase of four 2021 Ford Utility Police Interceptors for the Police Department, utilizing the State of Connecticut, Department of Administrative Services Contract #12PSX0194 for an amount not to exceed \$146,565. – Municipal Garage
3. Topic re: Reject Bid # 2021-2 as it is in town's best interest since a local firm provided a better price and approve the purchase of replacement tires for the town's Fire Apparatus Fleet from Connecticut Tire of Berlin, CT for an amount not to exceed \$27,054, as this is in the town's best interest. - Municipal Garage
4. 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 the escrow agent is directed to pay the remaining \$30,000 deposit to the Town, the cost share is increased by \$14,000 to pay for the incremental cost of sidewalks at Farmington Avenue and the closing date for 913 Farmington Avenue is extended to November 30, 2020, subject to the review and approval of Corporation Counsel and to increase by \$50,000 the authorization for the Town Manager to enter into change orders with Guerrera Construction Company pertaining to the Boulevard to the Berlin Train Station Project to be funded from the Farmington Ave. Development (non-grant) account provided that change orders will not exceed the remaining account balance of \$29,530.43 until the \$30,000 escrow is deposited in the Town account. - Economic Development

H. APPOINTMENTS

1. **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
2. **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**.

3. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
4. **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.
5. **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.
6. **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.
7. **Planning & Zoning Commission – Alternate – Vacancy** – Replacement term would be until January 31, 2021. Can be filled with a D, R or U.
8. **Planning & Zoning Commission – Alternate – Vacancy** – Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
9. **Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
10. **VNA – Vacancy** - Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
11. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
12. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
13. **VNA – Vacancy** - Replacement term would be until January 31, 2023. 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. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2023. Can only be filled with a D or U.

16. 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: October 6, 2020

M. ADJOURNMENT

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

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	50.15	Lib. Agency Acct.	books and materials	John P. Churchill
	4,713.00	Cancellarini Trust	books and materials	Cancellarini Charitable Trust
	908.76	FOL Misc. Acct.	programs and program supplies	Friends of the Library
	225.82	FOL CC Acct.	Getresponse database renewal	Friends of the Library
	5,897.73			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$5,897.73 for the Berlin Peck Memorial Library and deposit \$50.15 into the library agency account for the purchase of books and materials and deposit \$4,713.00 into the Cancellarini Trust Fund Account to be used for the purchase of books and other materials and deposit \$908.76 into the friends of the library miscellaneous account for programs and program supplies and deposit \$225.82 into the friends of the library credit card account to pay for the annual Get Response database renewal.

ATTACHMENTS:

None

PREPARED BY:

Helen Malinka, Library Director

Consent
#2
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: 10/07/2020

SUBJECT: Request for Fee Waiver/ Veterans of Foreign Wars Post 10732.

Summary of Agenda Item:

The Veterans of Foreign Wars Post 10732 is a nonprofit all volunteer organization that represents veterans from World War II, Korea, Vietnam, Desert Storm, Afghanistan and Iraq. Many of the Veterans reside in Berlin and perform volunteer functions throughout town. A Building Permit application for the replacement of roofing on their building has been submitted. VFW Post 10732 is requesting this fee be waived.

Action Needed:

Move to approve the request of Veterans of Foreign Wars Post 10732 to waive Building permit fees for replacing the roofing on their building. The total amount of the fee to be waived is approximately \$285.00.

Attachments:

- Request for Fee Waiver Form(s)
- Copy of letter requesting the fee waiver from the representative of Veterans of Foreign Wars Post 10732
- Copy of the Building Department Application

Prepared By:

Frank Van Linter
Building Official





TOWN OF BERLIN

Request for Fee Waiver

Robert B. Darnfield, Sr.

Requesting Organization: <i>VFW Post 10732</i> <i>152 MASSIMO DRIVE</i>	Date: <i>October 1, 2020</i>
Contact Name: <i>Brad Parsons</i>	
Phone Number: <i>860 841 2524</i>	
Event: <i>RE-ROOFING Post Hall</i>	Date of Event: <i>October 15, 2020</i>
Location of the Event: <i>152 MASSIMO DRIVE, Berlin, CT 06037</i>	
What fee do you want waived: <i>ALL BUILDING PERMIT FEES</i>	
Identify the hardship incurred: <i>COSTS ASSOCIATED WITH REPAIRING AND PLACING OUR HALL IN GOOD ORDER. WE ARE A NON-PROFIT VETERAN'S ORGANIZATION.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>BERLIN VFW POST 10732 IS AN ALL VOLUNTEER VETERAN'S ORGANIZATION SUPPORTING VETERANS FROM: WWII, KOREA, VIETNAM, DESERT STORM, AFGHANISTAN AND IRAQ. WE VOLUNTEER AND SUPPORT VETERAN'S EVENTS AND BERLIN PUBLIC SCHOOLS ACTIVITIES THROUGHOUT THE YEAR.</i>	

Town Manager review:

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

Yes



No



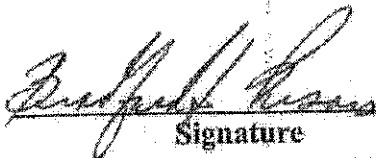
If so, which criteria:

- ☐ 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 VFW POST 10732

Comments:

 ADJUTANT
Signature VFW POST 10732

10/01/2020
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.

VETERANS OF FOREIGN WARS OF THE UNITED STATES

BERLIN VFW



P.O. Box 7025
Berlin, CT

POST 10732, BERLIN, CT

October 1, 2020

Town of Berlin
Berlin Building Department
240 Kensington Road
Berlin, CT 06037

To Whom It May Concern:

The Robert B. Dornfried, Sr. VFW Post 10732 at 152 Massirio Drive, Berlin, CT 06037 is in the process of re-placing the existing roof. The Post is experiencing many leaks and requires a complete replacement of the roofing. We have local contractors and building suppliers coming forward to donate labor and material.

The Post is requesting a complete waiver of all charges associated with the building permit process. We are an all-volunteer, not for profit Veteran's organization representing veterans from: World War II, Korea, Vietnam, Desert Storm, Afghanistan, and Iraq. Many of our veterans reside in Berlin and do perform volunteer functions throughout the town.

Our project is scheduled to start on October 15, 2020 and your consideration is greatly appreciated.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Bradford J. Parsons".

Bradford J. Parsons
Adjutant
VFW Post 10732
Berlin, CT 06037

Received by T.O.B.

OCT 06 2020

Building Dept.

Permit #:

Date: 10/06/2020

App #: BA-2020-0612

Town of Berlin Building Permit Application

Permit Application Type: Roofing

Address where work is being done:
152 MASSIRIO DR

Description of work being done:
REPLACEMENT OF APPROX. 45 SQUARES OF ROOF SHINGLES AS
WELL AS REPAIRS TO ROOF SHEATHING AS NEEDED. ALL WORK
TO COMPLY WITH CURRENT BUILDING CODES

Account #: 1101981

Owner: VETERANS OF FOREIGN WARSSGT JERRY
SMOTRYCZ POST #10732

Estimated Cost of Construction \$ **15,625.00**

Fee Type	Amount	Paid Date
Building Permit Fees	\$285.00	

Contact Type	First Name	LastName	Phone #	Address	City	State	Zip
	VETERANS OF FOREIGN WARSSGT JERRY SMOTRYCZ POST #10732			152 MASSIRIO DR	KENSIN GTON	CT	06037

Applicant Signature: _____

Building Official Signature: _____

Internal Routing: **(Mandatory in Bold)**

	Initial/Date for Approval	Notes:
Building Department		

File Scanned on _____ by _____

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: October 7, 2020

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received \$203.00 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 \$203.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

The Town Charter requires a public hearing for any non-budgeted appropriation over \$25,000. However, the Governor's Executive Order 7S, amended by 7CC, eliminated the public hearing requirement during the COVID-19 pandemic. The Governor recently extended his executive orders until February 2021.

Action Needed:

Move to authorize the Town Manager to apply for and accept, on behalf of the Town, the OPM Body-Worn Recording Equipment (BWRE) Reimbursement Grant, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant. If awarded grant funds are to be deposited into the body worn and in-car camera account.

Move to waive the bidding requirements and award the contract to Watchguard/Motorola in amount not to exceed \$252,992.00 since this is in the best interest of the Town.

Move to appropriate \$252,992 of General Fund Unassigned Fund Balance to the body worn and in-car camera account within the General Fund to fund the purchase of body cameras and in-car cameras in accordance with the recently signed Police Accountability law, pending approval of the Board of Finance.

Attachments:

(1) Quote WatchGuard

Prepared By:

Deputy Chief Chris Ciuci

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: October 7, 2020

SUBJECT: Body-Worn Recording Equipment (BWRE) Reimbursement Grant Program

Summary of Agenda Item:

HB 6004 An Act Concerning Police Accountability was signed into law on July 31, 2020. It expands the requirement to use body cameras to police officers in all state, municipal, & tribal law enforcement units and requires these officers to use dashboard cameras in police patrol vehicles effective 7/1/2022. OPM will provide grants to reimburse municipalities 30-50% of the cost, however the details of the grants have not been released or made available yet. Preliminary queries with OPM staff concerning the grant revealed that the Town of Berlin would not be considered a distressed municipality and therefore would only be eligible for 30% reimbursement once the grant is made available.

OPM has an existing Body-Worn Recording Equipment (BWRE) Reimbursement Grant Program that provides 50% reimbursement. There is limited funding still available and it will be disbursed on a first come first serve basis. The grant requires municipalities to pay for the equipment up front and request reimbursement afterwards.

The police department researched integrated body worn and in-car camera systems manufactured by our current vendor WatchGuard/Motorola Solutions and Axon Enterprises Inc. WatchGuard provided a quote for \$252,992 and Axon provided a quote for \$430,540. The police department would like to apply for the existing OPM Body-Worn Recording Equipment (BWRE) Reimbursement Grant and purchase the body worn and in-car camera system from our current vendor WatchGuard/Motorola Solutions. WatchGuard Video is the exclusive and sole manufacturer of the DV-1 Digital In-Car Video System, the 4RE Digital In-Car Video System, the High Fidelity Wireless Microphone System, and the VISTA and V300 wearable camera systems.

Since the Police Accountability law was passed after the Town's FY21 General Fund budget was adopted, funding for body worn cameras was not included in the budget. Further, the FY21 General Fund budget does not include any capital, so transferring from another capital account is not an option. The Town has a solid Unassigned Fund Balance in the General Fund; therefore, this request is to appropriate a small amount of the Unassigned Fund Balance to cover the cost of body cameras and in-car cameras to comply with the Police Accountability law.

The Town Charter requires a public hearing for any non-budgeted appropriation over \$25,000. However, the Governor's Executive Order 7S, amended by 7CC, eliminated the public hearing requirement during the COVID-19 pandemic. The Governor recently extended his executive orders until February 2021.

Action Needed:

Move to authorize the Town Manager to apply for and accept, on behalf of the Town, the OPM Body-Worn Recording Equipment (BWRE) Reimbursement Grant, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant. If awarded grant funds are to be deposited into the body worn and in-car camera account.

Move to appropriate \$252,992 of General Fund Unassigned Fund Balance to the body worn and in-car camera account within the General Fund to fund the purchase of body cameras and in-car cameras in accordance with the recently signed Police Accountability law, pending approval of the Board of Finance.

Move to waive the bidding requirements and award the contract to Watchguard/Motorola in amount not to exceed \$252,992.00 since this is in the best interest of the Town.

Attachments:

(1) Quote WatchGuard

Prepared By: 
Deputy Chief Chris Ciuci



4RE/VISTA Price Quote

CUSTOMER: Berlin Police Department

ISSUED: 10/2/2020 9:55 AM

EXPIRATION: 11/30/2020 7:00 PM

TOTAL PROJECT ESTIMATED AT:
\$252,992.00

ATTENTION: Lt. Drew Gallupe

SALES CONTACT: Kevin Coughlin

PHONE: 860-828-7192

DIRECT:

E-MAIL: dgallupe@berlinpd.org

E-MAIL:

kevin.coughlin@motorolasolutions.com

4RE and VISTA Proposal

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Pancramic	16.00	\$200.00	\$0.00	\$3,200.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	16.00	\$200.00	\$0.00	\$3,200.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, SXT, AP	2.00	\$250.00	\$0.00	\$500.00

Additional Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-WGR-MNT-ADD	Software Maintenance, REDACTIVE(sm), +1 Extended Additional Year	2.00	\$995.00	\$0.00	\$1,990.00
KEY-WGV-RED-E01	Software, REDACTIVE(sm), Enterprise User License, Rev 3.0	1.00	\$5,995.00	\$0.00	\$5,995.00
WAR-WGR-MNT-3YR	REDACTIVE(sm), Software Support & Maintenance, 3-Year Bundle	1.00	\$2,795.00	\$0.00	\$2,795.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	14.00	\$100.00	\$0.00	\$1,400.00
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	16.00	\$650.00	\$0.00	\$10,400.00
SVC-4RE-ONS-400	(WG-TS)	1.00	\$2,500.00	\$2,500.00	\$0.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$0.00	\$0.00	\$0.00
					\$29,480.00

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Server Hardware and Options

Server Hardware and Software

Part Number	Detail	Qty	Direct	Discount	Total Price
HDW-EL5-SRV-117	Server, EL5, 16 HDD, RAID 6, 3U, 11-25 Concurrent Devices, 5CAL, Gen 4.	1.00	\$8,295.00	\$0.00	\$8,295.00
HDW-SRV-HDD-12T	Hard Drive, Server, EL5, 12TB, 6GB/s 7,200 RPM, 256MB, Enterprise, 4KN.	6.00	\$810.00	\$0.00	\$4,860.00
WAR-SRV-RCK-5YR	Extended Warranty, Rack Server (WGA00421-116,-216,-117,-217)) Full Service On Site, 5-Year	1.00	\$1,175.00	\$0.00	\$1,175.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$225.00	\$0.00	\$225.00
					\$14,555.00

V300 Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-300-BWC-001	V300, Body Worn Camera, 1080P, WiFi/Bluetooth with Removable Battery	28.00	\$995.00	\$0.00	\$27,860.00
VIS-300-VTS-KIT	Transfer Station II Kit, Incl. Power & AC Cables, Label and Docs	4.00	\$1,495.00	\$0.00	\$5,980.00
VIS-300-CHG-001	V300, USB Dock, D300, Desktop Charge/Upload Kit Incl. Power and USB Cables	21.00	\$95.00	\$0.00	\$1,995.00
VIS-300-MNT-001	V300, Camera Mount, M300, Magnetic w/ Quick Release Levers	10.00	\$69.00	\$0.00	\$690.00
VIS-300-BAT-RMV	V300, Battery, Removable and Rechargeable, 3.8V, 4180mAh	8.00	\$99.00	\$0.00	\$792.00
4RE-STD-GPS-RV2	V300 and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the V300 Continuous Use Wearable Camera with 12 hours continuous HD recording, one camera mount, 128 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	16.00	\$5,550.00	\$0.00	\$88,800.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-300-CAM-1ST	Warranty, V300 1st Year (Months 1-12) Included	44.00	\$0.00	\$0.00	\$0.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL50SRV-001	Evidence Library, Web Server Site License Key	1.00	\$1,000.00	\$0.00	\$1,000.00
SFW-4RE-DEV-FEE	Evidence Library, 4RE Annual Device License & Support Fee	80.00	\$195.00	\$0.00	\$15,600.00
SFW-BWC-DEV-FEE	Evidence Library, VISTA/V300 Annual Device License & Support Fee	220.00	\$195.00	\$0.00	\$42,900.00

4RE Hardware Warranties

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	16.00	\$0.00	\$0.00	\$0.00
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	16.00	\$100.00	\$0.00	\$1,600.00
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	16.00	\$200.00	\$0.00	\$3,200.00
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	16.00	\$325.00	\$0.00	\$5,200.00
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	16.00	\$450.00	\$0.00	\$7,200.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$1,140.00	\$0.00	\$1,140.00
					\$203,957.00

Technical Services Calculator

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-ONS-400	Tier 1 Onsite Installation. Includes Project Coordination, One Pre-Deployment IT Call, Provisioning of ELC and Azure AD, Install OS and SQL (if Purchased from WatchGuard), Limited EL Client Installations, Limited Configuring of 4RE Units, Limited MDC App Installations, Interview Room Configuration, Limited Configuration of Body Worn Cameras, Full Testing of WatchGuard Systems, Installation of Evidence Library, Training of Officer and Admin Staff, Limited Vehicle Install Inspections, Vendor Management, Suppo	1.00	\$5,000.00	\$0.00	\$5,000.00
					\$5,000.00

Total Estimated Tax, may vary from State to State **\$0.00**

Configuration Discounts

\$2,500.00

Additional Quote Discount

\$0.00

Total Amount

\$252,992.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Agenda Item No.: 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 13, 2020
SUBJECT: Purchase of Four 2021 Ford Utility Police Interceptor Vehicles for the Police Department, utilizing the State of Connecticut, Department of Administrative Services Contract # 12PSX0194

Summary of Agenda Item:

Within the 2020/2021 fiscal year budget, funding was requested to replace four police vehicles. Funding was finally approved in September of 2020. MHQ of Marlborough, MA currently holds the contract with the Connecticut Department of Administrative Services (Contract #12PSX0194).

Off of this contract Jim Simons, Fleet Manager would like to purchase (4) 2021 Ford Police Utility Interceptors for a price of \$33,311.00 each, for a total expenditure of \$133,241.

Adding a 10% Contingency would bring the requested amount to \$146,565.

Funding is located in the following account #:

- CNR Police Vehicles: 500.15.1532.0.54000.00004 for the balance \$146,565

Action Needed:

Move to approve the purchase of four 2021 Ford Utility Police Interceptors for the Police Department, utilizing the State of Connecticut, Department of Administrative Services Contract #12PSX0194 for an amount not to exceed \$146,565.

Attachments:

Certification of Sufficiency of Funds

Prepared By:

James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Oct-20

Purchase Item or Contract: Purchase of Police Vehicles		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
4.00	Purchase of four Police vehicles (NTE \$146,565)	\$36,641.25	\$146,565.00
			-
			-
			-
			-
TOTAL			\$146,565.00

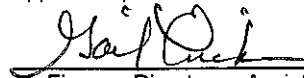
Account No. 500.15.1532.0.54000.00004 Police Vehicles

Budgeted Amount.....	\$337,328.27	Available balance.....	\$201,940.86
Encumbrances to Date.....	\$12,049.81	Amount Needed for This Package.....	\$146,565.00
Expenditures to Date.....	\$123,337.60	Available Balance After Purchase.....	\$55,375.86

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

Agenda Item No.: 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 13, 2020
SUBJECT: Purchase Tires to replace out of date tires on the town's Fire Apparatus Fleet.

Summary of Agenda Item:

The Fleet Garage received funding within the 2020/2021 budget to replace a series of truck tires on the town's Fire Apparatus Fleet. These tires have been identified by the Fleet Department to be out of date as required by State law.

The town went out to bid on September 14, 2020 for the purchase and installation of 40 tires (which was Bid # 2021-2). Unfortunately, the town only received one bid. That bid was from Barnwell House of Tires of Central Islip N.Y., with contracted shops in Connecticut, which will be providing the labor to install the tires.

Jim Simons, Fleet Manager also requested pricing from Connecticut Tire of Berlin, CT. The results are as follows:

	Barnwell	CT TIRE	Difference
Tires	\$ 23,130.16	\$ 23,195.28	65.12
Mount and Dismount	\$ 1,400.00	\$ 1,200.00	-200
labor/ travel time	\$ 105.00	\$ -	-105
Accessories (Truck stems)	\$ 300.00	\$ 200.00	-100
	\$ 24,935.16	\$ 24,595.28	-339.88

Special note: The Labor / Travel time is a per hour rate. The actual cost would not be known until after the project is completed.

The above information clearly shows that Connecticut Tire would be the lower price to complete this project, along with promoting a local business.

With a 10% contingency, the cost of this project is \$27,055. Funding is within the Fleet Tire account # 001.20.2035.0.53220.00000

Jim Simons, Fleet Manager recommends that Bid# 2021-2 be rejected and the town contracts with Connecticut Tire of Berlin, CT for the replacement of the required Fire Apparatus tires.

Action Needed:


Move to reject Bid # 2021-2 as it is in town's best interest since a local firm provided a better price.

Move to approve the purchase of replacement tires for the town's Fire Apparatus Fleet from Connecticut Tire of Berlin, CT for an amount not to exceed \$27,054, as this is in the town's best interest.

Attachments:

None

Prepared By:


James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Oct-20

Purchase Item or Contract: Replacement of Fire Apparatus Tires		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Replacement of Fire Apparatus Tires (NTE \$27,054)	\$27,054.00	\$27,054.00
			-
			-
			-
			-
TOTAL			\$27,054.00

Account No. 001.20.2035.0.53220.00000 Tires

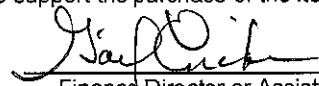
Budgeted Amount.....	\$46,000.00	Available balance.....	\$35,911.99
Encumbrances to Date.....	\$4,351.35	Amount Needed for This Package.....	\$27,054.00
Expenditures to Date.....	\$5,736.66	Available Balance After Purchase.....	\$8,857.99

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: October 13, 2020

SUBJECT: Modification of Town Contract with Newport Realty Concerning Deposit in Escrow, Closing Dates and Cost Sharing and Increase in Authorization for Change Orders to the Contract for the Boulevard to the Berlin Train Station with Guerrara Construction Company

Summary of Agenda Item:

The Town previously entered into an agreement and an amendment with the Newport Realty Group pertaining to the sale and redevelopment of Town owned parcels at 861, 889, 903 and 913 Farmington Avenue in the vicinity of the Berlin Train Station ("Agreement"). The parties wish to again amend the agreement as follows:

Instruct the escrow agent to convey the deposit of \$30,000 to the Town.

The agreement provides that Newport will construct the sidewalks along Farmington Avenue. The Town is constructing temporary sidewalks as part of the Boulevard project and as a condition of the encroachment permit from the Connecticut Department of Transportation. The incremental cost of for the Town to construct permanent concrete sidewalks is \$14,000. Newport agrees to increase its cost share by \$14,000 so that the concrete sidewalks can be constructed as part of the Boulevard Project.

Extend the closing date for 913 Farmington Avenue from October 31 to November 30, 2020. At this date Newport still expects to close on the purchase in late October but the contract extension is requested in case of any unforeseen delays.

In June the Town Council authorized awarding the contract for the Boulevard to the Berlin Train Station to Guerrera Construction of Oxford, Connecticut for the bid amount of \$1,194,692.50 and authorized change orders of \$26,956.50. In September, the change order authorization was increased to \$119,469, 10% of the bid amount, because the contract for additional STEAP funding was executed with the State of Connecticut. As of the end of September about \$90,000 of the change order authorization has been approved or is in process of being approved. The Boulevard project is currently on schedule for completion in early December but the project is on a tight time line both because some State grants for the project will expire at the end of the year and because winter conditions will prevent final paving if the paving isn't done on schedule. Therefore, staff recommends that the change order authorization level be increased by \$50,000 to \$129,469 to insure that change orders, if needed, can be processed in a timely manner so as not

to delay the overall project. Funds for this purpose have been appropriated for the project and placed in accounts including the Farmington Ave. Development (non grant), account # 504.10.1017.0.54000.01624 and part of this funding will come from the conveyance of the \$30,000 escrow from Newport to the Town so change orders will not exceed the remaining account balance of \$29,530.43 until the \$30,000 escrow is deposited in the Town account.

Actions

Move to 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 the escrow agent is directed to pay the remaining \$30,000 deposit to the Town, the cost share is increased by \$14,000 to pay for the incremental cost of sidewalks at Farmington Avenue and the closing date for 913 Farmington Avenue is extended to November 30, 2020, subject to the review and approval of Corporation Counsel.

Move to increase by \$50,000 the authorization for the Town Manager to enter into change orders with Guerrera Construction Company pertaining to the Boulevard to the Berlin Train Station Project to be funded from the Farmington Ave. Development (non grant) account provided that change orders will not exceed the remaining account balance of \$29,530.43 until the \$30,000 escrow is deposited in the Town account.

Attachments:

1. Sufficiency of funds.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Oct-20

Purchase Item or Contract:		Additional contingency (to cover potential COs)		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT		
1.00	Increased NTE for Farmington Ave. Boulevard Project	\$29,530.43	\$29,530.43		
					-
					-
					-
					-
			TOTAL	\$29,530.43	

Account No. 504.10.1017.0.54000.01624 Farmington Ave. Development (non grant)

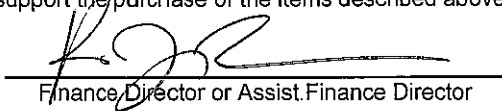
Budgeted Amount.....	\$447,000.00	Available balance.....	\$29,530.43
Encumbrances to Date.....	\$399,663.44	Amount Needed for This Package.....	\$29,530.43
Expenditures to Date.....	\$17,806.13	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



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:

1. Planning and Zoning - Alternate

2. Visiting Nurses Association Board

Name: Peter Zarabozo

Telephone No.: 203-715-7321

Home Address: 158 Ellwood Rd. Berlin, CT 06037

(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: .5

Email Address: petezar33@gmail.com

Are you a Registered Voter? Yes

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

Party Affiliation: Democrat

Master's in Nursing (Education) - Keuka College

Educational Background (optional)

UConn Health - Registered Nurse

Present Employment (company/position)

263 Farmington Ave. Farmington, CT 06037

Business Address

Current and Past Civic/Community Involvement: Current member/volunteer for Connecticut Forest and Park Association

former volunteer for the Hockanum River Trail Committee of Manchester, CT, and former volunteer for various community

outreach and public health events for St. Joseph's Hospital of Syracuse, NY.

Tell us why you feel qualified for this appointment: 1. I understand the factors that must be considered when planning the

growth of a town while preserving it's character and resources. 2. I have worked as an RN for 9+ years and have supervisory experience.

Can you think of any reason that a conflict of interest could arise if you were appointed? I can not think of any

conflict of interest that could arise if appointed to these position(s).

Signature: Peter J. Zarabozo

Date: 10/13/2020

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

20 OCT 16 AM 9:53
TOWN OF BERLIN

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:

1. PLANNING & ZONING

2. _____

Name: GEORGE M. MILEGH

Telephone No.: 860 828-9722

Home Address: 1231 ORCHARD RD, BERLIN
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 16

Email Address: MILEGH@COMCAST.NET

Are you a Registered Voter? YES

Party Affiliation: REPUBLICAN

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

BS ELECTRICAL ENGINEERING, MS Computer & Electrical Engineering
Educational Background (optional)

RETIRED - 40 YRS Northeast Utilities - Director IT Infrastructure
Present Employment (company/position)

N/A
Business Address

Current and Past Civic/Community Involvement: Relay for Life, Berlin Republican Town
Comm. Mtl, Boxes To Boots (formerly Hero Boxes)

Tell us why you feel qualified for this appointment: As a Director at NU I listened to
MANY proposals & ideas and needed to sort through ^{what} WAS REAL & NOT

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

Signature: _____

Date: 10/16/2020

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.

2020-10-06 Town Council Meeting

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 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

Mayor Kaczynski called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:	Councilor Joann Angelico-Stetson – <i>arrived 7:11 p.m.</i>
	Mayor Mark Kaczynski
	Councilor Brenden Luddy
	Councilor Charles Paonessa
	Councilor Peter Rosso
	Councilor Mike Urrunaga
	Councilor Donna Veach

Also in attendance:	Town Manager Aroscha Jayawickrema
	Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo expressed to the Council his concern with the uptick in attempted car break-ins in town and groups of youths even attempting to enter homes. Recently they have been in the vicinity of the Chamberlain Highway, Robindale Road, Ellsworth Blvd, and also in East Berlin. He wanted to bring this to the attention of the Town Council and also

wanted to know if there was a liaison within the Police Department to work with residents in forming Neighborhood Watch groups.

Mayor Kaczynski stated that information regarding Neighborhood Watch groups has been available in the past but asked Berlin Police Chief John Klett if there was another forum that could be used to share this information, especially for new residents. Chief Klett stated that information has been posted on Facebook and in press releases numerous times in the past, but he will work with the Community Outreach officer to put something new together possibly in a Zoom format. Unfortunately, these types of incidents are on the increase in all five towns in their Task Force. Extra patrols have been added but the events are very random. The best advice he can give is to lock your cars. The only cars that have been stolen have been left unlocked with the key fob inside.

E. MEETING AGENDA – Immediately Following the Audience of Citizens

Councilor Luddy moved to add Consent Agenda item #3 and New Business items #2b and #13, and to make adjustments to figures in New Business item #2 and language in item #5.

Seconded by Councilor Paonessa.

Vote being 7-0. (MOTION CARRIED)

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**

NEW ITEM:

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. – Social Services**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

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**

Police Chief John Klett explained that this agreement has been in place for about ten years. By Statute this allows Berlin police officers the same powers in non-emergencies, including the power of arrest, in each of the towns listed without having to be sworn in in each town. This agreement is required to be reviewed by each town's governing body every five years, including review by Corporation Counsel. Changes were made in the Liability section which the other towns agreed to.

Councilor Luddy moved to reapprove the Non-Emergency Interagency Agreement between the Town of Berlin and Cromwell, Newington, Rocky Hill, and Wethersfield.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

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

Town Manager introduced the agenda item stating the grant funds were received for the November 2020 election.

Councilor Luddy moved to accept the grants \$8,019.00 and appropriate funds of \$6,019.00 to the Supplies Account and \$2,000 to the Election Workers Account.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

NEW ITEM:

2b. Topic re: 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. – Registrar of Voters

Town Clerk Kate Wall explained that this grant was offered to all towns across the country to apply for and is backed by a \$250M contribution from Facebook founder Mark Zuckerberg. Republican Registrar of Voters Joan Veley added that the registrars were recently made aware of the opportunity and Democratic Registrar of Voters Christy Miano worked with the Town Clerk on the application process.

Ms. Veley added that the upcoming Presidential Election is going to be overwhelming. More election workers have been hired, including those needed to process absentee ballots received at Central Counting, and extra safety supplies have been purchased for use at polling locations due to COVID-19. These grant funds would be used for these added expenses.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Town Manager Jayawickrema provided background on this item reminding Council that an RFP was developed to solicit bids for the successor contract for concessions at Timberlin Golf Course. Only one bid was received.

Director of Golf Jonathan Zuk stated that four food service companies attended a mandatory walk-through of the facilities prior to bidding and only the current concessionaire, Remzi Asni, submitted a bid. A new agreement has been reached and Mr. Asni will be required to submit financial statements, there will be core hours for his beverage cart on the golf course, rent and utilities are stated in the contract and it has gone up considerably with the utilities included.

Mayor Kaczynski questioned if a two-year agreement might be more appealing to vendors. Mr. Zuk stated that originally the Town was looking to do a five-year agreement with some capital, but due to COVID-19 uncertainty it was agreed that a three-year agreement would be best. In the past agreements had been for four years.

Councilor Veach asked if there was any capital improvement at all as part of the agreement. Mr. Zuk explained that the rent increased considerably in place of the capital improvement and utilities are now part of the agreement.

Councilor Rosso questioned why there were four walk-throughs yet only one bid. Mr. Zuk stated there hasn't been a lot of interest by new vendors which may be due to the set up of the kitchen being in the center of the clubhouse which is not conducive for large parties.

Town Manager Jayawickrema added that for the next year the needle won't move on the business front because of COVID-19 so his recommendation is to go with the three-year agreement and see how things turn out.

Councilor Veach questioned the utility costs since they are now part of the contract. Mr. Zuk stated that it is \$15,573 for the first year with a 7% increase for the following years of the contract.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Water Control Manager Ray Jarema explained that typically a small amount of funds are budgeted for water quality testing by Northeast Laboratories but this year additional testing for volatile organic compounds is required by the State, therefore an increase is requested.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Water Control Manager Jarema explained that a pump near the Meriden town line needs to be replaced. It will be a better quality pump than what is currently there. It is also possible that another pump will be needed at another pump station.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

Mr. Jarema wanted to add that the Town is currently in voluntary water conservation. From June 1st to August 31st there was only four inches of rainfall, the driest in 115 years. A press release will be in the paper this week regarding this issue.

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

Public Works Director Mike Ahern stated that the Town Council referred the elementary school HVAC design project to the Public Buildings Commission (PBC) earlier this year. The PBC felt the best way to proceed with the cost estimate for all three schools was to update the design for Willard School. COVID-19 has also influenced HVAC parameters so it's not a bad time to update everything and get a master plan for all three schools to determine which schools get done first and how to fund it, etc.

Mayor Kaczynski questioned if this work is duplicating the work required in agenda item #13. Mr. Ahern explained that CES will be updating the design documents to the standards that the schools have to be tested to. There is no duplication of effort.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

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

Public Works Director Ahern explained that the Town received a \$3.558 million commitment-to-fund from the Connecticut Department of Transportation for road improvements through the Local Transportation Capital Improvement Program (LOTICIP) which will be used to pave Christian Lane, Deming Road and Porters Pass. As part of the commitment-to-fund the Town must fund the design portion.

The Town went out to bid using the pre-qualified CRCOG vendor list. The lowest bid for the roadway design services was from Fuss and O'Neill. The roadway safety audit was included in the RFP and the Police Commission has requested some intersection improvements.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Public Works Director Ahern stated that the Town Council previously approved the transfer of available funds into the Woodchipper account. The Board of Finance approved that transfer at its September 8, 2020 meeting.

Three quotes were obtained with the Bobcat Brush Bandit Intimidator 18XP coming in at the lowest cost. This was also the woodchipper the Highway department employees had requested as they are familiar with it.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Public Works Director Ahern stated that like the woodchipper item above, the Town Council and Board of Finance previously approved the transfer of funds. Updated quotes were obtained from three vendors with the H.O. Penn quote for a Caterpillar being the lowest. He added that the significant discounts were given as they have been trying to get their machinery into municipalities.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Public Works Director Ahern stated that the transfer of funds for this item was also approved at a previous meeting. The funds will be used for the overhaul of the Highway Department's Front Loader, extending its service life for at least another eight years.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

- 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**

Public Works Director Ahern stated this is an annual contract through CRCOG. Cargill Salt won the bid in our region. The cost this year is \$61.30 per ton, \$10 less than last year, with the Town purchasing 2000 tons.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

NEW ITEM:

- 13. Topic re: 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. - Facilities

Topic re: 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. - Facilities

Topic re: 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. - Facilities

Town Manager Jayawickrema introduced this new item by explaining that standards were provided by the Connecticut Department of Public Health regarding the operation of central and non-central ventilation systems in schools during the COVID-19 pandemic.

Director of Facilities Doug Solek explained that these standards were received during the summer in preparation for the opening of schools. Mr. Solek met with the Board of Education to discuss the options available to follow the guidelines. The biggest challenge is with the elementary schools due to the age of the systems in place. The middle and high schools have newer systems that will allow the Town to better meet the guidelines.

Mayor Kaczynski stated that discussions had been held between the Superintendent, the Board of Education, the Town Manager, Mr. Solek, and himself. If need be, temporary fixes can be done quickly to improve air quality before moving forward with a permanent fix.

Town Manager Jayawickrema added that at first this appeared to be a daunting task with five schools, but he was reminded by the Public Buildings Commission (PBC) that the middle and high school systems are relatively new so those may require only minor adjustments to bring them up to the new COVID-19 standards. It had also been known that the elementary school systems needed to be addressed and that was already in motion with the PBC. In the meantime, the PBC believes that if an issue arises, temporary fixes can be put in place.

He added that with the information from the State, the intent is for towns to understand if they are meeting the standards and to develop a plan to address any issues.

Mr. Solek added that the Town has had experience with all three firms in the past.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

H. APPOINTMENTS:

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

Councilor Luddy placed in nomination the name of Antonina DeDominicis (R) of 27 Bluebird Lane for appointment to the Board of Ethics.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Antonina DeDominicis (R) to serve on the Board of Ethics. Term ending January 31, 2023.

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

Councilor Luddy placed in nomination the name of Susan Bordonaro (R) of 81 Gianna Lane for appointment to the Board of Ethics.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Susan Bordonaro (R) to serve on the Board of Ethics. Term ending January 31, 2023.

3. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2022. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Annmarie E. Marolda (D) of 433 Toll Gate Road for appointment to the Board of Ethics – Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Annmarie E. Marolda (D) to serve on the Board of Ethics - Alternate. Term ending January 31, 2022.

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:

- November Election – Town Clerk Kate Wall and her staff have been receiving thousands of applications for absentee ballots and they have been doing an outstanding job staying on top of issuing ballots and now receiving voted ballots back. Kate and her staff worked over the previous weekend to make sure all applications were processed. The Town Clerk's office has also been working closely as a team with the Registrar of Voters.

Ms. Wall added that 3,539 absentee ballots have been issued so far and voted ballots are already being returned. The office has been receiving numerous phone calls from voters that want to understand the process of absentee voting. This process has also allowed a cleanup of the voting list as residents return their applications with name and address corrections.

- Senior Center – The Town Manager introduced Senior Center Director Tina Doyle as the champion of our seniors who goes out of her way for them, and the seniors really love her.

Ms. Doyle stated that she wanted to discuss the reopening plans for the Senior Center. In considering how and when it would reopen, she is looking at the proximity of contact, lack of contact and number of contacts. Per Charles Brown, Director of the Central Connecticut Health District (CCHD), the reopening guidelines state that those in high-risk groups and over the age of 65 should stay safe and stay home. With the recent uptick in cases the senior centers of Berlin, Newington and Wethersfield have determined that the centers will be opened for individual appointments only through the first of January 2021. At that time the senior centers and the CCHD will reassess the situation.

The Berlin Senior Center will reopen for one-on-one services on Monday October 19th. If the health matrix changes then things will be reevaluated. That opening date could change if

the Facilities department is not able to complete their projects at the center. One-on-one services will include blood pressure screening by the Berlin VNA, foot care service, library browsing, and energy assistance appointments which will be done over the phone by A New Opportunity staff working out of the Senior Center so seniors will recognize the phone number. A locked box is being installed for depositing the necessary paperwork for that program. Masks will be mandatory in the center.

Transportation service restarted about three weeks. HEPA filters and driver sneeze guards were installed in all three vehicles. Temperatures are taken before entering the vehicle, masks must be worn and the Town's COVID waiver must be signed. Only two passengers are allowed at a time. Currently transportation is being offered for grocery shopping on certain days and to medical appointments.

Congregate meals will be the last service to be reinstated per State guidelines. Home meal delivery has been set up through a program administered by Karen Pagliaro of Hartford Healthcare. Those free meals will be available through December 31st and there are currently about 25 residents receiving this service.

Councilor Angelico-Stetson thanked Ms. Doyle for all the work she does, for her resourcefulness and how beautifully she takes care of the seniors. Ms. Doyle added that the residents of Berlin have been very generous with their donations and she is very blessed to have the assistance from the community.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

None

L. ACCEPTANCE OF MINUTES:

September 15, 2020

Councilor Luddy moved to approve the September 15, 2020 meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

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

Councilor Luddy moved to go into Executive Session: Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Police Chief at 8:11 p.m. Invited in: Town Manager Jayawickrema,

Corporation Counsel Donofrio, Finance Director Kevin Delaney and Human Resources Director Denise Parsons.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

Executive Session ended at 8:44 p.m.

N. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:44 p.m.

Seconded by Councilor Paonessa.

Vote being 7 - 0. (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting