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

Meeting number (access code): 132 563 8080

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

Tuesday, November 24, 2020

7:00 pm | (UTC-05:00) Eastern Time (US & Canada) | 2 hrs

Join meeting

Tap to join from a mobile device (attendees only) +1-408-418-9388,,1325638080#2686245# United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone +1-408-418-9388 United States Toll Global call-in numbers

Join by video system, application or Skype for business Dial 1325638080@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Please note that the video will be uploaded to YouTube

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 24, 2020
Remote
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS

E. MEETING AGENDA - Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

- 1. Topic re: Move to accept the donation of \$25.00 and appropriate the funds to the DARE Operating Materials Expenditure Account. Police Department
- 2. Topic re: Move to accept monetary donations totaling \$43.97 for the Berlin Peck Memorial Library and deposit \$43.97 into the library agency account for the purchase of books and materials in memory of Joseph Pandolfo and move to accept the donation of books with an estimated value of \$16.00 to be added to the appropriate department collections. Berlin-Peck Memorial Library
- 3. Topic re: Approve the Connecticut Sports Management Group to sell food items, beverages and merchandise at the Nutmeg State Games July 15, 2021 to July 25, 2021 at the Sage Park concession.

 Parks and Recreation
- 4. Topic re: Approve waiving estimated field usage fees not to exceed the amount of \$5,980 for the 2021 Nutmeg State Games to be held at Scalise Field, Sage Park Auxiliary Field and Baretta Field from July 15 through July 25, 2021. Parks and Recreation

G. NEW BUSINESS:

- 1. Topic re: Update on Senior Housing Housing Authority
- 2. Topic re: Waive the bidding requirements for D'Amato Construction to re-build the entrance of the "Stan Chem" pump station in the amount of \$37,018.00, as this is in the best interest of the Town. Water Control
- 3. Topic re: Award RFP 2021-04 and authorize the Town Manager to enter into a contract with Wengell, McDonnell & Costello for an amount not to exceed \$29,500 for the reconstruction of Percival Soccer Field. Parks and Recreation/Public Grounds
- 4. Topic re: Waive the Town's Bidding Procedure and approve issuing a Purchase Order in the amount not to exceed \$17,500.00 in FY 2020-2021 for United Sites Northeast Inc for weekly cleaning and maintenance of 13 Porto-Potties as this is in the best interest of the town. Public Grounds
- 5. Topic re: Utilize Tasca Ford DAS Contract #19PSX0161 and approve issuing a Purchase Order in the amount not to exceed \$50,000.00 to Tasca Ford of Berlin, CT from the Rack Body Truck account for the purchase of a Rack Body truck with plow.—Public Works/Public Grounds
- 6. Topic re: Approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$40,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS16008. Fire Administrator
- 7. Topic re: Waive the town's purchasing requirements and approve the purchase of parts and labor to outfit one Highway department cab and chassis from Hartford Truck Equipment for an amount not to exceed \$22,000, since this is in the best interest of the town. Municipal Garage

- 8. Topic re: Waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$24,000.00 to Tyler Equipment of Berlin, CT from the Equipment account for the purchase of an equipment trailer for the Highway Department, as this is in the best interest of the Town. Public Works/Highway/Fleet
- 9. Topic re: Utilize the Connecticut DAS Contract #17PSX0009 to purchase the necessary concrete catch basin materials from United Concrete Products of Yalesville, CT through December 31, 2020. Public Works

H. APPOINTMENTS:

- 1. Board of Ethics Alternate <u>Vacancy</u> 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 <u>Vacancy</u> New term would be until January 31, 2023. Can be filled with a D, R or U.
- **4.** Inland Wetlands & Water Courses Commission Alternate <u>Vacancy</u> New term would be until January 31, 2023. Can be filled with depends on the above Alternate appointment.
- **5.** Mattabassett District John Dunham (R) term expired August 31, 2020. Reappointment or replacement term would be until August 31, 2023. Can be filled with a D, R or U.
- **6.** Mattabassett District James Fallon (D) term expired August 31, 2020. Reappointment or replacement term would be until August 31, 2023. Can be filled with a D, R or U.
- 7. Plainville Area Cable Television Advisory Council (PACTAC) <u>Vacancy</u> New term would expire on June 30, 2021. Can be filled with a D, R or U.
- **8.** Plainville Area Cable Television Advisory Council (PACTAC) <u>Vacancy</u> 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.
- **9.** Public Building Commission <u>Vacancy</u> New term would be until January 31, 2025. Can be filled with a D, R or U.
- **10.** VNA <u>Vacancy</u> Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

- 11. VNA <u>Vacancy</u> Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- **12.** VNA <u>Vacancy</u> Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 13. VNA <u>Vacancy</u> Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- **14.** VNA <u>Vacancy</u> Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- **15. Water Control Commission Alternate <u>Vacancy</u>** -New term would be until January 31, 2023. Can only be filled with a D or U.
- **16. Youth Services Advisory Board <u>Vacancy</u> 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:

November 10, 2020

M. ADJOURNMENT

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

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 11, 2020

SUBJECT:

Donation for DARE Program

Summary of Agenda Item:

The Police Department has received a \$25.00 donation to the DARE program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the DARE Operating Materials Expenditure Account # 130.15.1532.0.53219.00000.

Action Needed:

Move to accept the donation of \$25.00 and appropriate the funds to the DARE Operating Materials Expenditure Account.

Attachments:

None

Prepared By:
Deputy Chief Chris Ciuci

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 16, 2020

SUBJECT:

Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	20.00	Lib. Agency Acct.	General Donation	Carol & Sally Johnson
	23.97	Lib. Agency Acct.	In memory of Joseph Pandolfo	Kelsey Stavseth
	43.97			
Equip/Merch	16.00	Books	add to collection	Various
	16.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$43.97 for the Berlin Peck Memorial Library and deposit \$43.97 into the library agency account for the purchase of books and materials in memory of Joseph Pandolfo and move to accept the donation of books with an estimated value of \$16.00 to be added to the appropriate department collections.

ATTACHMENTS:

None

PREPARED BY:

Helen Malinka, Library Director

Home

Consent

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

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 16, 2020

SUBJECT: Approval to sell food, beverages and merchandise at the Nutmeg State

Games.

SUMMARY:

The Berlin Park and Recreation Commission at its meeting on Thursday, November 12, 2020, recommended approval for the Connecticut Sports Management Group to sell food items, beverages and merchandise at the Nutmeg State Games on July 15, 2021 – July 25, 2021 at the Sage Park concession.

The Berlin Park and Recreation Commission is requesting Berlin Town Council approval of these recommendations.

ACTION NEEDED:

Move to approve the Connecticut Sports Management Group to sell food items, beverages and merchandise at the Nutmeg State Games July 15, 2021 to July 25, 2021 at the Sage Park concession.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation, and Park Services 400

Agenda Item No. 4 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 16, 2020

SUBJECT:

Nutmeg State Games - Waiver of Field Rental Fees

SUMMARY:

The Berlin Parks and Recreation Commission, at its meeting on Thursday, November 12, 2020, recommended waiving field usage fees not to exceed an amount of \$5,980 for the 2021 Nutmeg State Games, to be held in Berlin. Games will take place between July 15 and July 25, 2021 at the following locations; Scalise Field, Sage Park Auxiliary Field, and Baretta Baseball Field.

This is one of Connecticut's largest multi-sport Olympic style festival. The city of New Britain is the host city with the Town of Berlin providing additional sites.

The estimated cost is based on a preliminary schedule which can change due to the number of teams and players involved. Schedules for usage will be finalized on or about July 1st, 2021. As in the past, the Town will be reimbursed for out of pocket costs, labor, materials and light usage, based on the final expenses.

ACTION NEEDED:

Move to approve waiving estimated field usage fees not to exceed the amount of \$5,980 for the 2021 Nutmeg State Games to be held at Scalise Field, Sage Park Auxiliary Field and Baretta Field from July 15 through July 25, 2021.

ATTACHMENTS:

Fee waiver

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation, and Park Services &

9/



TOWN OF BERLIN Request for Fee Waiver

1 - and the state of the state	
Requesting Organization: CTSplany Goo	Dates
Contact Name: Farule From	10/15/20
Phone Number: \$60 788 764 \$60 227 7751	,
Event: \$60 788 704 \$60 227 7751	
2004 Balance State Country	Date of Events
Location of the Event:	July 2021
Dog Place & Bridge Fills	*
What fee do you want waived:	
1 Routed Fred	
Identify the hardship incurred:	
The state of the s	:
There a hadre	
Identify how your organization benefits the Town of Berlin	n as outlined in the below criteria.
Please be specific:	A Broth 1995 To Build the Market and Committee
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Town Manager review:	
Does it meet the standards set forth in the Policy on Fees and	
Logs thatest the standards set totth in the Policy on Poss and	
- Sanda and Market Andrews Trong And Lices Study	Charges?"
	Charges?"
Yes \(\operation No. \sqrt{\operation No. \s	Charges?"
Yes 🔲 No 🗖	Charges?"
	Charges?"
Yes \(\sigma\) No \(\sigma\) If so, which criteria:	Charges?"
Yes No No If so, which criteria. Raises funds to supplement Town budgeted services.	···
Yes No. \(\subseteq \text{No. } \subseteq \text{If so, which criteria.} \) Raises funds to supplement Town budgeted services. Raises funds for programs normally funded by the Town	
Yes No No C 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 growns, which have control	
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 contrib	m. outed substantially to the community
Yes No No C 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 Nationally or State affiliated program which provide programs to the program which provide program which provide programs to the program which provide program which provide programs to the program which provide program which provide programs to the program which provide programs to the program which provide program which provide programs to the program which provide program which provide program which provide programs to the program which provide program	m. outed substantially to the community
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 contrib	m. outed substantially to the community

TOWN OF BERLIN Request for Fee Waiver

Comments:	,		
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Town Manager Signature		· .	<u> </u>
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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 I, Policy on Fees & Charges, restated below.

1. Fee Warver 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.

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2020

SUBJECT:

Housing Authority Update

Summary of Agenda Item:

Joseph Bajorski, Housing Authority Chairman, will attend the meeting to provide updates on senior housing.

Action Needed:

Update on senior housing

Attachments:

None

Prepared By: Kate Wall, Town Clerk

Agenda Item No. 2 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 16, 2020

SUBJECT:

Request to Waive the Bidding Process for D'Amato Construction Co., Inc. for

work on the Sewer Pump Station near Stan Chem

SUMMARY:

Although this pumping station is often referred to as the "Stan Chem" sewer pumping station, it is owned and operated by the Berlin Water Control Commission. It seemed as though the cover at this station needed to be replaced, however further investigation indicates a possible 'cave-in' if the entire entrance, and cover into the station are not re-built as soon as possible.

D'Amato Construction has the specialized skills required to perform this work, and has prepared a proposal in the amount of \$32,190.00. A contingency of 15% has been added because there are some issues with the existing rail connections that likely need to be addressed, therefore the project should not exceed \$37,018.00. This project would be funded from account number 844.55.5588.0.58062.00000 (Update Sewer Station).

ACTION NEEDED:

Move to waive the bidding requirements for D'Amato Construction to re-build the entrance of the "Stan Chem" pump station in the amount of \$37,018.00, as this is in the best interest of the Town.

ATTACHMENT:

Sufficiency of Funds D'Amato Quote

PREPARED BY:

Ray Jarema, P.E., Water Control Commission





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

16-Nov-20

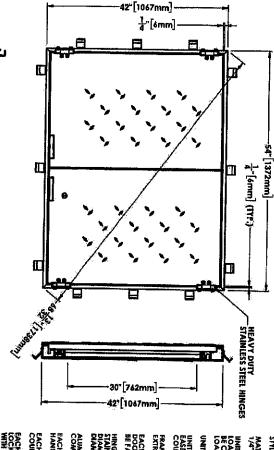
-		**	
Purchase Item or	Contract: Work on Sewer Pump station near Stan Chem Requested by:	Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Work on Sewer pump station near Stan Chem	\$37,018.00	\$37,018.00
,	(Not to exceed \$37,018)		
			-
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	·		
Account No.	844.55.5588.0.58062.00000 Update Sewer Stations	TOTAL	\$37,018.00
Budgeted Amou	ınt \$1,002,216.97 Available balance	\$750,7	785.97
Encumbrances	to Date \$251,255.00 Amount Needed for This Package	\$37,0	18.00
Expenditures to	Date \$176.00 Available Balance After Purchase	\$713,7	767.97
ls a budget char	nge needed? Yes X No		
lf so, has a budo	get change been prepared? Yes No		
	I certify that there ARE sufficient funds available to support the purchase of the items		
or:	Finance Director or Assist Finance	ance Director	
	I certify that a budget change in the amount of \$ must be processed conce with this certification to support this commitment.	urrently	
	Finance Director or Assist Finance	ance Director	

Proposal

D'AMATO CONSTRUCTION CO., INC. 400 MIDDLE STREET BRISTOL, CONNECTICUT 06010

PROPOSAL SUBMITTED TO	PHONE	,	DATE
Berlin Water Control Commission	111311	•	ļ
STREET	JOB N	ME	11-16-2020
240 Kensington Road			t- Sanitary Sewer Pump Station
CITY, STATE AND ZIP CODE		CATION	b Summer y Server 1 drilp Station
Portin CT 06027	400	Daulia CA - D	a-uliu CT
Serlin, CT 06037	1 409	Berlin St., E	JOB DATE
Ray Jarema, PE - Manager			
We Propose hereby to furnish material and labor - co	mpiete in a	cordance with s	pecifications below, for the sum of:
Payment to be made as follows:	-	<u></u>	
Upon Completion			
·			
All material is guaranteed to be as specified. All work to be completed it workmanlike manner according to standard practices. Any alteration or			
deviation from specifications below involving extra costs will be execute	d only Si	uthorized /	m 2620
upon written orders, and will become an extra charge over and above ti estimate. All agreements contingent upon strikes, accidents, or delays b	ie avond		
our control. Owner to carry fire, tornado, and other necessary insurance	. Dur	ote: This Propo: cepted within	sal may be withdrawn by us if not
workers are fully covered by Workman's Compensation insurance.	- "	echtes milling	<u>.30_</u> ubys.
We hereby submit specifications and estimates for er Your Request in e-mail dated 11/4/2020 along with a site visit on eplacement of the existing underground sanitary pump station at 4 /e will provide all labor, materials, tools, and equipment to perform the state of the st	n 11/5/2020 09 Berlin Str	eet, Berlin.	
er Your Request in e-mail dated 11/4/2020 along with a site visit o eplacement of the existing underground sanitary pump station at 4/e will provide all labor, materials, tools, and equipment to perforr Take field measurements of the existing cover. Remove and dispose of existing precast concrete cover an Furnish and install new precast concrete cover and H-20 rattached cut sheet. A recessed hasp for a padlock will be lifled. The existing configuration of the joint between the probability. We will either infill or saw cut to make the existing Remove existing slide rails for the sewer pumps and providit is unknown if the existing pipe rails are pinned to the existing of the existing pipe rails are pinned to the existing scenario. Remove existing upper float bracket and provide new fabre. Restoration of disturbed areas. We will do this work for the lump sum price of \$32,190.00. Be add alternate to provide vac truck and unpin and re-pin guide rails work will take approximately two days to complete. The lead tinclusions: Tax, bond, permit blice detail for traffic control to be provided and paid by Town.	n 11/5/2020 09 Berlin Str n the followin d aluminum ated alumin, ncluded for s ecast walls a g joint flat to deter 2" # string pump he existing ar icated stainfol ills if require he for the ha	eet, Berlin. ng work in accord hatch. Im hatch. Hatch wecurity purposes. nd the slab top is accommodate the acchedule 40 stainl base or not. If the ad re-pin the new ess steel bracket the d is \$3,475.00. tch is approximate	fance with your request. will be manufactured by EJ Company, see The new precast cover will be 12" thick a unknown, i.e. flat, tongue and grooved, te new cover if required. tess steel pipe rails and upper guide brack by are pinned, it will require entrance to the slide rails. An add alternate is included for match existing.
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er Your Request in e-mail dated 11/4/2020 along with a site visit o eplacement of the existing underground sanitary pump station at 4/e will provide all labor, materials, tools, and equipment to perform a Take field measurements of the existing cover. Remove and dispose of existing precast concrete cover and F-row and install new precast concrete cover and H-20 in attached cut sheet. A recessed hasp for a padlock will be in flat. The existing configuration of the joint between the probability of the existing will elither infill or saw cut to make the existing. Remove existing slide rails for the sewer pumps and provide it is unknown if the existing pipe rails are pinned to the exibottom of the wet well and a vac truck in order to unpin this scenario. Remove existing upper float bracket and provide new fabrone Restoration of disturbed areas. e will do this work for the lump sum price of \$32,190.00. the add alternate to provide vac truck and unpin and re-pin guide rails work will take approximately two days to complete. The lead tin clusions: Tax, bond, permit	n 11/5/2020 09 Berlin Str n the followin d aluminum ated atenticals aten	eet, Berlin. ng work in accord hatch. Im hatch. Hatch w ecurity purposes. nd the slab top is accommodate to accommodate to schedule 40 stainl base or not. If the nd re-pin the new ess steel bracket to d is \$3,475.00. tch is approximate driveway will be accepted. D'Amato Co	fance with your request. fill be manufactured by EJ Company, see. The new precast cover will be 12" thick a unknown, i.e. flat, tongue and grooved, se new cover if required. sess steel pipe rails and upper guide brack are pinned, it will require entrance to the slide rails. An add alternate is included for match existing. The property of the work.

CHS2 H-20 Rated Aluminum Hatch



MATERIAL SHALL BE 6061-16 ALUMINUM FOR BARS, ANGLES, AND EXTRUSIONS 1/4" DIAMOND PLATE SHALL BE 5086 ALUMINUM.

UNIT DESIGNED HEAVY DUTY, FOR 16,000 (8\$ + 30% IMPACT H-20 WHEE).
10,005, OVER A 10" X 20" CONTACT AREA, FRAME AND BEARING PLATE MUST
BE CAST INTO AND SUPPORTED BY CONCRETE DESIGNED FOR H-20 WHEE).
LOADS.

UNIT NOT SUITABLE FOR WHEEL LINE PLACEMENT.

UNIT SUPPLIED WITH A HEAVY DUTY STAINCESS STEEL PNEUMATIC SPRING, FOR EASE OF OPERATION WHEN OPENING COVER, COVER SHALL BE COUNTERBALANCED, SO ONE PERSON CAN EASILY OPEN THE HATCH DOOR,

EACH HAICH SHALL BE EQUIPPED WITH A STANLESS STEEL HOLD OPEN ARM. DOOM SHALL HOCK OPEN UN INFE 9D BEGREE POSITION, HOLD OPEN ARM SHALL BE FASTENED TO I'ME FRAME WITH A 1/2" GRADE 378 STAINLESS STEEL BOLT.

ALUMNUM SHALL BE SUPPLIED WITH MILL FINISH, EXTERIOR OF FRAME WHICH COMES IN CONTACT WITH CONCRETE SHALL HAVE ONE COAT BLACK PRIMER EACH HAYCH SHALL BE EQUIPPED WITH A STAINLESS STEEL LIFT HANDLE. LIFT HANDLE SHALL BE FLUSH WITH YOP OF 1/4" DIAMOND PLATE.

Certification
- NPR16-xxx
- WT 196 lbs

Country of Origin: USA

3 1 [89mm]

44 <mark>5</mark> "[} 184mm]

STYLE "CHS2" ACCESS HATCH, AS MANUFACTURED BY EJ.

FRAME SHALL BE OF EXTRUDED ALUMINUM. A DOVETALL GROOVE SHALL BE EXTRUDED INTO THE SEAT OF THE FRAME FOR A 1/8" SILICONE GASKET.

HINGES SHALL BE OF HEAVY DUTY DESIGN, MATERIAL SHALL BE GRADE 316 STANNESS STEL EACH HINGE SHALL HAVE A GRADE 316 STANLESS STEEL, 3/Y DIAMEREN HINGE SHALL BE FASHEDE TO THE CHANNEL FAME AND DIAMOND PLAIE WITH GRADE 316 STAINLESS STEEL BOLLS AND NY-LOCK NUTS,

EACH "CH32" STYLE HATCH IS SUPPLIED WITH A 1-1/2"THREADED DRAIN COUPLER ON UNDERSIDE OF CHANNEL FRAME FOR FIPE CONNECTION.

SACH HAICH SHALL BE SUPPLIED WITH A GRADE 316 STAINLESS STEEL SLAM (OCK, WHIN KEY WAY PROJECTED BY A THREADED PUG. FUIG SHALL BE FUIGH WITH THE TOP OT PIET 1/5° OLAMOND PLAIES ELAM LOCK SHALL BE FASTENED WITH FOUR GRADE 316 STAINLESS STEEL BOUTS AND WASHERS.



H30481901 Product Number

Design Features -Materials

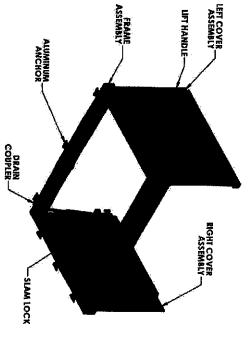
-Design Load Aluminum

Heavy Duty (Not in Driving Lane)
-Open Area

Coating

Mill Finish

- ✓ Designates Machined Surface



REMOVABLE -

STAINLESS STEEL SLAM LOCK

TURN HANDLE

-54" [1372mm] 48" [1219mm]

Drawing Revision 5/1/2017 Designer

Designer: Revised By: æ

Disclaimer
Weights (Ibs/kg), dimensions (nahesimm)
weights (Ibs/kg), dimensions (nahesimm)
with discount guidance. We
reserve the right to modify specifications without

CONFIDENTIAL: This drawing is the property of ELIGYout, inc. and embodies confidential informatio registered means, opticals, read secret information, and/or now/how, that's the property of EJ Group, Inc. Copyright 92 012 EJ Group, Inc.

Contact

Agenda Item No. 3 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema

DATE:

November 16, 2020

SUBJECT:

RFP 2021-04 Architectural/Engineering Design and Construction Administration

Services for Percival Soccer Field

SUMMARY:

The Town of Berlin recently went out to bid for the Architectural/Engineering Design and Construction Administration Services for Percival Soccer Field. The field is one of the primary Berlin Youth Soccer Fields, however it is also used by McGee Middle School, St. Paul's School, and some adult soccer groups.

Bid No. #2021-04 was advertised on October 22, 2020 and the bid opening was held on November 12, 2020. Bids were received from seven vendors. After review of the bid results, four vendors were selected to be interviewed by a committee. Interviews took place on November 16, 2020 and it was a unanimous decision to move forward with the lowest bidder, Wengell, McDonnell & Costello. WMC has done a few projects with the Town of Berlin already and is more than qualified to handle the architectural/engineering design and construction administration services for the reconstruction of Percival Soccer Field.

The interview committee recommends awarding RFP 2021-04 and authorizing the Town Manager to enter into contract with Wengell, McDonnell & Costello for an amount not to exceed \$29,500 (including a \$5,000 contingency). The funds are available in the Percival Soccer Field Improvements Account (500.25.2545.0.54000.00747).

The interview committee is requesting Town Council approval of this recommendation.

ACTION:

Move to award RFP 2021-04 and authorize the Town Manager to enter into a contract with Wengell, McDonnell & Costello for an amount not to exceed \$29,500 for the reconstruction of Percival Soccer Field.

ATTACHMENTS:

Bid Results Sufficiency of Funds

PREPARED BY:

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

Bid #2021-04 Percival Soccer Field Consultant November 12, 2020 11:00AM

		O	Construction Documents &		Construction		
Company	Location	Design Development	Permitting	Bidding Admi	Administration & Closeout	Total	Additional Costs
BL Companies	Meriden, CT	12,000.00 \$	18,000.00 \$	3,000.00	14,000.00 \$	47,000.00	47,000.00 Survey - \$5,000
BSC Group	Glastonbury, CT	\$ 5,500.00	21,000.00 \$		8 00:000'9	34,500.00	
Barton & Loquidice	Glastonbury, CT	\$ 15,250.00 \$	8,350.00 \$		17,500.00	44,600.00	14,600.00 Survey - \$1,500
WMC Consulting Engineers	Newington, CT	\$ 7,500,00	\$ 00.002,6	2,500.00 \$	3,500,00 \$	23,000.00	23,000.00 Survey - \$1,500
Kaestle Boos Associates, Inc.	New Britain, CT	\$ 5,500.00	\$ 00.008,8	2,000.00 (\$	13,500,00 \$	29,500.00	29,500.00 Design Allowances - \$17,000
To Design, LLC	New Britain, CT	\$ 15,500.00 \$	\$ 00.003,8	1,000.00	5,000.00	30,000.00	10,000.00 Survey - \$2,000
Kent + Frost Landscape Architecture Mystic, CT	Mystic, CT	\$ 18,000.00 \$	25,000.00 \$	4,000.00 \$	13,000.00 \$	60,000.00	
				•			



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	17-Nov-20

Purchase Item or	Contract: Architectural/Eng. Design - Per	cival Soccer Fld. F	Requested by:	J. Ochoa	
QUANTITY	DESC	CRIPTION		PRICE PER UNIT	\$ AMOUNT
1.00	Architectural/Engineering Design - Pe	rcival Soccer Field		\$29,500.00	\$29,500.00
	(Not to exceed \$29,500)				
					-
					-
					-
					-
Account No.	500.25.2545.0.54000.00747 Percival So	ccer Fld. Impr.		TOTAL	\$29,500.00
Budgeted Amou	nt \$200,000.40	Available balance		\$200,0	000.40
Encumbrances	to Date \$0.00	Amount Needed for This	Package	\$29,5	00.00
Expenditures to	Date \$0.00	Available Balance After P	urchase	\$170,5	500.40
Is a budget cha	nge needed? Yes X	No			
If so, has a bud	get change been prepared?	Yes No			
or:	X I certify that there ARE sufficient	funds available to support the purcha	ase of the items		
oi.		Tillande Bilde	ior of Accident	and Director	
	I certify that a budget change in t with this certification to support th	he amount of <u>\$</u> must be nis commitment.	processed con	currently	
		Finance Direct	tor or Assist.Fir	ance Director	

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

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 10, 2020

SUBJECT:

Waive the Bidding Process for United Sites Northeast Inc. for Fiscal

Year 2020 - 2021

SUMMARY:

The Berlin Parks and Grounds Department is requesting permission to waive the bidding process to cumulatively spend up to \$17,500 with United Site Northeast Inc. for fiscal year 2020 - 2021. The company has supplied wonderful service for the last several years with the weekly cleaning and maintenance of 13 Porto-Potty's. This vendor now performs multiple cleanings which are required per CDC guidelines due to COVID on a weekly basis. This service also includes special events throughout Town between the months of April through December. These funds are available in the Sanitation account 001.25.2545.0.53746.00000

The Berlin Parks and Grounds Department is requesting to cumulatively spend up to \$17,500 with United Site Northeast Inc.

ACTION NEEDED:

Move to waive the Town's Bidding Procedure and approve issuing a Purchase Order in the amount not to exceed \$17,500.00 in FY 2020-2021 for United Sites Northeast Inc for weekly cleaning and maintenance of 13 Porto-Potties as this is in the best interest of the town.

ATTACHMENTS:

None

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 17, 2020

SUBJECT:

Purchase of Rack Body Truck with Plow for the Parks and Grounds Department

SUMMARY:

At its July 21, 2020 meeting, the Town Council approved transfers totaling \$50,000 from the following accounts (all in the General Fund) into the Rack Body Truck account, pending approval of the Board of Finance:

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

These transfers would fund the purchase of a flatbed vehicle with an electric dump body, 9-foot Fisher HD plow and accessories. This would allow the Department to transport sod, fertilizer, lime, cement, Bobcat attachments, Turface park benches and parts, playground equipment/components, flowers, ice melt, etc. to job sites while not having to borrow other departmental vehicles. The flatbed truck provides flexibility as it can be outfitted with removable sideboards; this allows operation similar to a standard dump body or be used as a flatbed. This purchase would also provide an additional plow truck for snow removal. The Board of Finance subsequently approved this transfer at its September 8, 2020 meeting, and the Finance Department completed the budget transfers. See attached quote from Tasca Ford using the State of CT DAS Contracted prices (DAS #19PSX0161) for the base cab and chassis. Funding is available from the Rack Body Account (500.25.2545.0.54000.00017).

ACTION NEEDED:

Move to utilize Tasca Ford DAS Contract #19PSX0161 and approve issuing a Purchase Order in the amount not to exceed \$50,000.00 to Tasca Ford of Berlin, CT from the Rack Body Truck account for the purchase of a Rack Body truck with plow.

ATTACHMENTS:

Sufficiency of Funds

Tasca Ford Quote – F-450 Base Cab and Chassis (4 x 4)

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds Michael S. Ahern, Public Works Director Jim Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

		DATE	17-Nov-20
Purchase Item or	Contract: Pook Pody Truck Dub Crownda		···
T GICHASE REIT OF	Contract: Rack Body Truck - Pub. Grounds Requested by:	M. Ahern	·
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Rack Body Truck with Plow	\$50,000.00	\$50,000.00
	(Not to exceed \$50,000)		
		·	-
			-
			_
Account No.	500.25.2545.0.54000.00017 Rack Body	TOTAL	\$50,000.00
Budgeted Amou	ınt \$50,000.00 Available balance	\$50,00	00.00
Encumbrances	to Date \$0.00 Amount Needed for This Package	\$50,00	00.00
Expenditures to	Date \$0.00 Available Balance After Purchase	\$ 0.	00
Is a budget cha	nge needed? Yes X No		
lf so, has a budç	get change been prepared? Yes No		
	I certify that there ARE sufficient funds available to support the purchase of the items of		
or:	Finance Director or Assist.Fina	nce Director	
	I certify that a budget change in the amount of \$ must be processed concumith this certification to support this commitment.	urrently	
	Finance Director or Assist.Fina	ince Director	

Jim Simmons

TASCA FORD

CT State Contract

			berlin		
	F-450 cab chasiss 4X4		state contract 19PSX0161		
BASE BID PRICE \$ 34,394.00			29-0ct		2021 pricing
	OPTION DESCRIPTION	Upgrades & Options	Option Pricing Discount	Upgrade Cost	Sub Total Contract Pricing
Base vehicle					34,394.00
	Maxedies	225500	06721	9	<i>Educa - 1</i>
	Powergroup	Control of the same	\$ 71,60	\$	9
	snow plow area		\$ 1500.0	••• ∨	
	iraller tow	00572		, a	8.44 S
	ovenienieselt.	\$ 17 10 1 1 1 2 10 00 1 S	690	2 9	
				, yantek	6 £9/9E
				Total	\$ 36,631.2
		,			

CNGF	•	VEH	ICLE ORDER	CONFI	RMATION		20 13:36:06 ler: F11222
	*****	···	2021 F-SER	IES SD			age: 1 of 2
Orde	er No: 0000 Pri	ority:	A4 Ord FI	N: OSO	48 Order Type: 5	B Price	Level: 115
Ord	Code: 650A Cust/F	lt Name	: BERLIN		PO Number:		20.02, 210
		RETAIL	DLR INV			RETAIL	
F4H	F450 4X4 CHAS/C	\$42695	\$40560.00		FRT LICENSE BKT	NC	NC
	145" WHEELBASE			18B	PLAT RUNNING BD	320	291.00
Z1	OXFORD WHITE VNYL 40/20/40				TPMS DELETE		
					16500# GVWR PKG		
S	MEDIUM EARTH GR			425	50 STATE EMISS	NC	NC
650A	PREF EQUIP PKG			473	SNOW PLOW PREP	250	228.00
	.XL TRIM				JOB #1 BUILD		
572	.AIR CONDITIONER	NC	NC	531	TRAILER TOW PKG	45	41.00
	.AMFM/MP3/CLK				•		
	7.3L DEV V8 ENG		NC		BASE AND OPTIONS		
44G	10-SPD AUTOMATC		NC				41088.20
	225 MAX TRAC			*THIS	IS NOT AN INVOIC	E.*	
	4.88 LTD SLIP						
90L	PWR EQUIP GROUP	865	787.00	* MORE	E ORDER INFO NEXT	PAGE *	
	FLEET SPCL ADJ	NC	(575.00)		F8=Next		
F1=H	elp	F2=Re	turn to Ord	der	F3/	F12=Veh	Ord Menu
	ubmit F5=Add to		_				
S006	- MORE DATA IS AVA	AILABLE					QC06048

CNGP ==>	530	VEHICLE ORD	ER CONFIRM	NOITA		20 13:36:50 ler: F11222
	-	2021 F-S	ERIES SD		Pa	age: 2 of 2
Orde	r No: 0000 Priori	ty: A4 Ord	FIN: QS048	Order Type:	5B Price	Level: 115
Ord	Code: 650A Cust/Flt	Name: BERLIN	•	PO Number	:	
	RET	AIL DLR IN	V		RETAIL	DLR INV
	TELE TT MIR-PWR			•		
67B	397 AMP ALTRNTR	115 104.0	0			•
8 6M	DUAL BATTERY	210 191.0	0			
	SP DLR ACCT ADJ	(1540.0	0)			
	SP FLT ACCT CR	(1240.0	0)		•	
	FUEL CHARGE	17.2	0			,
B4A	NET INV FLT OPT	NC 7.0	0			•
•	DEST AND DELIV 1	695 1695.0	0			
TOTAL	BASE AND OPTIONS 46	770 41088.2	0 .			
TOTAL	4 6	770 41088.2	0			
THIS	IS NOT AN INVOICE					

F7=Prev

F1=Help F2=Return to Order F4=Submit F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC06048 ·

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

October 14, 2020

SUBJECT: Purchase Lion Personal Protective Equipment (PPE) from C & S Specialty

Summary of Agenda Item:

Each year the Fire Departments replace a fraction of the PPE in use. The replacement is determined by a comprehensive PPE inspection. The inspection takes into account the age, wear, condition and level of activity of the Firefighter. Usually approximately 20 sets of PPE are replaced each year.

The Fire service is requesting that the main ensemble of PPE (Coats and Pants) be awarded to C & S Specialty utilizing the NPPgov (National Purchasing Partners) Contract# PS16008 expiring 7/14/2022. The budgeted amount is 40,000, although the majority of these funds will be used on the PPE, the Fire Department will utilize a portion for helmets, gloves and boots. The funding for the PPE will be coming from account #001.15.1531.0.53216.00000.

Action Needed:

Move to approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$40,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS16008.

Attachments:

Certification of Sufficiency of Funds

Prepared By:

James C. Simons, Fire Administrator



TOWN OF BERLINCERTIFICATION OF SUFFICIENCY OF FUNDS

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

		•		·		DATE	17-Nov-20
Purchase Item or	Contract:	Fire Dept. Protective	Clothina		Requested by:	J. Simons	
QUANTITY		- The Broken Total	DESCRIPT		loquosiou by.	PRICE PER UNIT	\$ AMOUNT
1.00	Fire De	ot. Protective Clothing]			\$40,000.00	\$40,000.00
	(Not to	exceed \$40,000)					·
			· .				-
·							
			_				-
							- -
Account No.	001.15.153	1.0.53216.00000 Pro	tective Clothin	g	•	TOTAL	\$40,000.00
Budgeted Amou	ınt	\$55,000.00		Available balance		\$42,2	27.63
Encumbrances	to Date	\$10,368.92		Amount Needed for This F	Package	\$40,0	00.00
Expenditures to	Date	\$2,403.45		Available Balance After Po	urchase	\$2,22	7.63
Is a budget char	nge needed?	Yes	X No			·	
lf so, has a budເ	get change b	een prepared?	Yes	No			
or:	X	certify that there ARE	sufficient funds :	available to support the purcha	se of the items of		
		certify that a budget ch with this certification to s		ount of \$ must be positioners.	processed concu	ırrently	

Finance Director or Assist Finance Director

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 17, 2020

SUBJECT:

Move to waive the town's purchasing requirement and purchase from Hartford Truck Equipment the necessary materials/labor to outfit a previously purchased F450 cab and chassis with a Flatbed body, Snowplow, lift gate and warning light system from Hartford Truck equipment.

oquimi

Summary of Agenda Item:
In 2019 the town lost a small Highway department dump truck in a motor vehicle accident, a replacement chassis was ordered in December 2019 and arrived at the Fleet shop in the end of October 2020. The delay was primarily due to the Ford truck plants closure to manufacturing ventilators in the early spring.

Jim Simons, Fleet Manager, originally put together the plan to replace the unit. His plan was to outfit the truck at the Town's fleet shop. At this point it is not feasible to follow through with the plan as changeover to winter equipment is in full swing.

Jim Simons requested a quote from Hartford Truck Equipment of South Windsor, CT who we've used before with good results. Hartford Truck also has a DAS contract for Snow equipment #17PSX0118 that would cover the part of the project but not all. Total cost of the project is \$20,050.

The Requested work is as follow:

- > Supply and Install a heavy-duty flatbed body with wood flooring,42" side panels
- > Supply and install a Tommy Lift Gate
- > Supply and install a Fisher 9' snow-plow and push frame
- > Supply and install a Whelen Engineering warning light package
- > Supply and install ploy fender and rubber mud flaps

Funding will be provided out of Highway account 001.20.2037.0.54000.00024.

Action Needed:

Move to waive the town's purchasing requirements and approve the purchase of parts and labor to outfit one Highway department cab and chassis from Hartford Truck Equipment for an amount not to exceed \$22,000, since this is in the best interest of the town.

Attachments:

Certification of Sufficiency of Funds

Prepared By: James C. Simons, Municipal Garage



TOWN OF BERLIN CERTIFICATION OF SUFFICIENCY OF FUNDS

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

		DATE	17-Nov-20 —————
Purchase Item or	Contract: Outfit Highway dept. cab and chassis Requested by:	J. Simons	<u> </u>
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Outfit Highway dept. cab and chassis	\$22,000.00	\$22,000.00
	(Not to exceed \$22,000)	·	
			-
<u>.</u>			_
			-
			-
Account No.	500.20.2037.0.54000.00024 Flat Bed Truck	TOTAL	\$22,000.00
Budgeted Amou	nt \$45,000.00 Available balance	\$35,4	59.45
Encumbrances t	o Date \$9,540.55 Amount Needed for This Package	\$22,0	00.00
Expenditures to	Date \$0.00 Available Balance After Purchase	\$13,4	59.45
ls a budget chan	ge needed? X No		•
lf so, has a budg	et 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. Fin	ance Director	
[I certify that a budget change in the amount of \$ must be processed cond with this certification to support this commitment.	urrently	

Finance Director or Assist Finance Director

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 17, 2020

SUBJECT:

Purchase of an Equipment Trailer for the Highway Department

SUMMARY:

The Highway Department needs to replace its current 18-year old (2002) Hudson HTR-18 equipment trailer with a new trailer that has an increased payload capacity. The existing trailer has a maximum payload of 9 tons or 18,000 pounds. Staff recommend the purchase of a 15-ton rated trailer to transfer the larger equipment from the Highway Department as well as the Parks and Grounds Bobcat skid steer with its attachments. Tyler Equipment supplied the attached quote for a Felling Trailers FT-30-2 LP that has a maximum payload of 15 tons (up to 30,000 pounds), as well as the features and accessories selected by Staff. This trailer has a 22-foot long deck that can transport the Department's excavator as well as other departments' equipment and supplies (e.g. catchbasin tops and sumps). The existing trailer will be traded in as part of this purchase. Funds are available from the Highway Department's Equipment Account (No. 001.20.2037.0.53208.00000).

Tyler Equipment applied the Sourcewell Contract No. 121918-FTS discount, which reduces the price by over \$3,200. Staff are requesting that the Town Council waive the formal Town bidding process and approve the use of the funds from the Equipment account (001.20.2037.0.53208.00000) to purchase the selected equipment trailer from Tyler Equipment of Berlin, CT.

ACTION NEEDED:

Move to waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$24,000.00 to Tyler Equipment of Berlin, CT from the Equipment account for the purchase of an equipment trailer for the Highway Department, as this is in the best interest of the Town.

ATTACHMENTS:

Tyler Equipment Quote dated October 26, 2020 Sufficiency of Funds

PREPARED BY:

Michael S. Ahern, Public Works Director Steve Karp, Highway Superintendent Jim Simons, Fleet Manager



QUANTITY

Purchase Item or Contract:

TOWN OF BERLIN CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DESCRIPTION

Equipment Trailer - Highway Dept.

	DATE	17-Nov-20		
Requested by:	M. Ahern			
	PRICE PER UNIT	\$ AMOUNT		
	\$24,000.00	\$24,000.00		
		-		
		-		
		-		
		-		
	TOTAL	\$24,000.00		
	\$25,0	00.00		
Package	\$24,0	00.00		
Purchase	\$1,00	\$1,000.00		

1.00	Equipmer	nt Trailer			\$24,000.00	\$24,000.00
	(Not to ex	(ceed \$24,000)				
		.=				_
				· · · · · · · · · · · · · · · · · · ·		_
						-
A agoust No	001 20 2027	0.52209.00000. Facility			TOTAL	\$24,000.00
		.0.53208.00000 Equip	ment			
Budgeted Amou	int	\$25,000.00		Available balance	\$25,0	00.00
Encumbrances t	to Date	\$0.00	·	Amount Needed for This Package	\$24,0	00.00
Expenditures to	Date	\$0.00		Available Balance After Purchase	\$1,00	00.00
Is a budget char	nge needed?	Yes	X No			
If so, has a budç	get change be	en prepared?	Yes	☐ No		
or:	X Id	certify that there ARE suff	ficient funds a	vailable to support the purchase of the items Finance Director or Assist.Finance		
		certify that a budget changith this certification to sup	-		currently	
				Finance Director or Assist Fi	nance Director	

Date: 10/26/2020



Town of Berlin Department of Public Works 27 Town Farm Lane Berlin, CT 06037 Attn: Steve Karp (860) 250-5002 Skarp@town.berlin.ct.us

Notes: Sourcewell Contract 121918-FTS Town of Berlin CT

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer		FT-30-2 LP		Each	0	\$20,150.00
Deck	√	Add Deck Length	2	Feet	22	\$796.00
Length						
Frame Type		Engineered Fabricated Hi-Tensile Grade 80 Main		Std	1	\$0.00
		Frame Beams with Grade 80 Jr-I Cross-Members				
Beavertail	1	Wood Inlaid Beavertail (ILO Self Cleaning Angle Iron)	1	Feet	6	\$575.00
Beavertail,	1	Double Incline		Opt	1	\$320.00
Acc			***			
Deck Type		White Oak 2" Nom		Std	1	\$0.00
Ramps;	1	7' X 38" Plus Tapered Approach (93" OAL) Wood Inlaid,		Pair	1	\$5,296.00
Rear		Elec/Hyd w/Bolt on Legs (Wired w/quick connectors				
		and pigtail to charge off tow vehicle)				
Appx Deck		33" Loaded, 35" Unloaded		Inches	1	\$0.00
Height						
Width		102" OD	3	Feet	28	\$0.00
Tie Downs		D-Rings, 1" ** Straight ** (One Set Centered on BVT)		Each	10	\$0.00
Brakes		Electric, Dexter FSA (Fwd Self Adj) On All Axles		Std	1	\$0.00
Axles		15K Dexter Oil Bath		Std	. 2	\$0.00
Suspension		49" Spread (Spring), 9700 Hutch		Ştd	1	\$0.00
Tires &		215/75R 17.5 H, 8 Bolt [17.5 x 6.75] Hub Pilot		Std	8	\$0.00
Wheels			•		и в тех	
Hitch		Center of Coupler to Headboard, Appx		Feet	5.3	\$0.00
Length						
Hitch Type		3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate		\$td	1	\$0.00
		Mount (3/4" Bolt)		un		
Jack		25K 2-Speed Drop Leg		Std	1	\$0.00
Plug		7 Pole RV		Std	1	\$0.00
Lights		LED Lights (Peterson), Sealed Wiring Harness (Sealco)		Std	1	\$0.00
Trailer		Bold Yellow # CCA945381 (Black Felling Decal)		Std	1	\$370
Color					umanımarı	
Stripe Color		White		Std	1	\$0.00
Standard		Document Holder		Std	1	\$0.00
Standard		Toolbox, with Lockable Cover	***************************************	Std	1	\$0.00
Standard		2 Steps,1 on the Standard Hitch and 1 in front of Axles		Std	2	\$0.00
		on Roadside				
Standard		1/2" Safety Chains, Grade 70		Std	1	\$0.00
GVWR		37,300 lbs		Std	1	\$0.00





Standard List Price:	\$27,507
Sourcewell Discount:	\$3,256.44
Sub Total:	\$24,250.56
Net Cost:	\$24,250.56

Sourcewell Freight:	\$1,883.00
Total U.S.D 5 Chains,5 Straps,5 Binders	\$26,133.56 \$600
Trade:2002 Hudson HTR18	(-\$3,000)
TOTAL U.S.D.	\$23,733.56

FELLING TRAILERS, INC.

1525 Main Street South, Sauk Centre, MN 563 Phone: 800-245-2809 - www.felling.com

Product Sheet 4500-A

FT-30-2 LP

Deckover Tags Low Pro

GVWR LBS:

GAWR LBS:

WEIGHT LBS:

CAPACITY LBS:

37,300

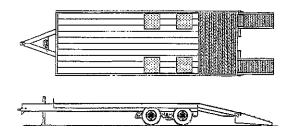
30,000

7,300

30,000

- · Engineered, Cambered, Fabricated, 14" Main Beams
- · 7" channel side rails, flat side out

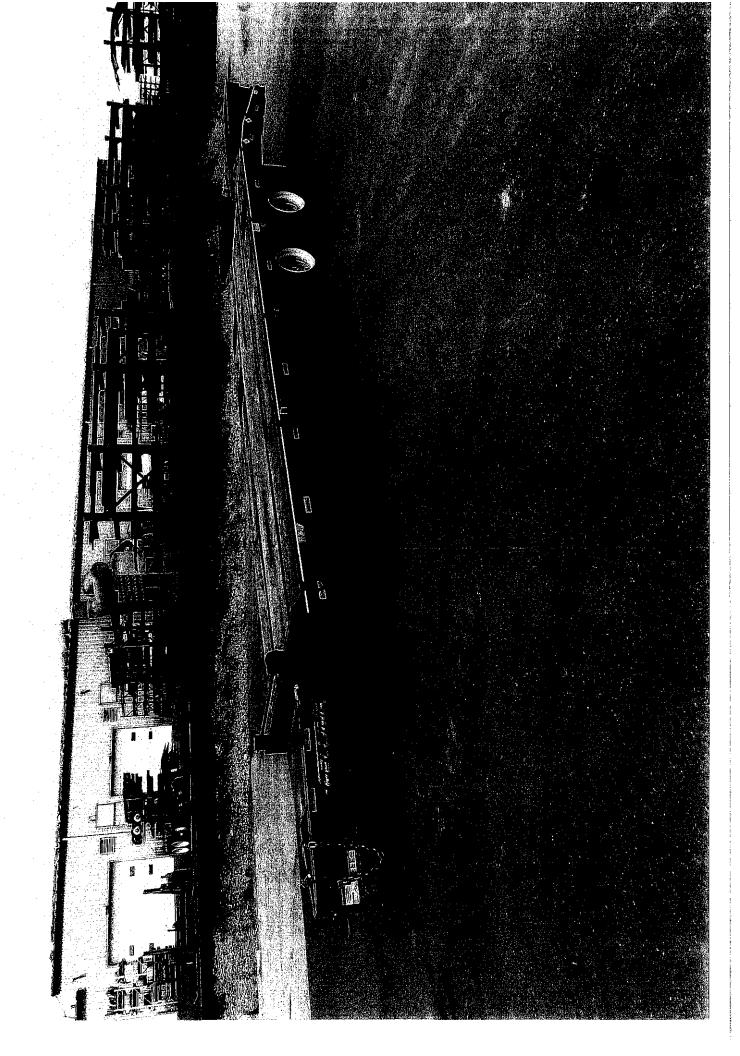
- · Tread Plate covered wheels
- 4" pierced High Tensile Jr I-Beam crossmembers 16" o * NOTE: Dealer must add 12% FET on retail price. Tax is to be calculated & remitted by dealer.





m with optional Elec/Hyd. remps, 140K twin 2-speed jacks and paint.

Standard & Other (Options Description	Std. Option	Std. Ot	y. Unit
Deck Length	Main Deck Length (Pierced Frame)	Х	20.00	Feet
Beavertail	Self Cleaning 5" x 3" Angle Iron Beavertail	Х	5.00	Feet
Deck Type	White Oak 2" Nom	Х	1.00	Std
Ramps; Rear	5' x 20" Self Cleaning 5" X 3" Angle Iron Spring Assist	Х	1.00	Pair
Appx Deck Height	33" Loaded, 35" Unloaded	Х	1.00	Inches
Width	102" OD	Х	1.00	Inches
Tie Downs	D-Rings, 1" ** Straight ** (One Set Centered on BVT)	Х	10.00	Each
Brakes	Electric, Dexter FSA (Fwd Self Adj) On All Axles	Х	1.00	Std
Axles	15K Dexter Oil Bath	Х	2.00	Axles
Suspension	49" Spread (Spring), 9700 Hutch	Х	1.00	Std
Tires & Wheels	215/75R 17.5 H, 8 Bolt [17.5 x 6.75] Hub Pilot	Х	8.00	Std
Hitch Length	Center of Coupler to Headboard, Appx	Х	5.30	Feet
Hitch Type	3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)	Х	1.00	Std
Jack	25K 2-Speed Drop Leg	Х	1.00	Std
Plug	7 Pole RV	Χ	1.00	Std
Lights	LED Lights (Peterson), Sealed Wiring Harness (Sealco)	Χ	1.00	Std
Trailer Color	Felling Black # CCA945378 (White Felling Decal)	Х	1.00	Std
Stripe Color	White	Х	1.00	Std
Standard	1/2" Safety Chains, Grade 70	Х	1.00	Std
Standard	2 Steps,1 on the Standard Hitch and 1 in front of Axles on Roadside	Х	2.00	Std
Standard	Document Holder	X	1.00	Std
Standard	Tool Box, with Lockable Cover	Χ	1.00	Std
GVWR	37,300 lbs	Х	1.00	Std



Agenda Item No. 9 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 12, 2020

SUBJECT:

Request for Catch Basin Materials Related to Roadway

Re-paving Projects

SUMMARY:

As part of our on-going street reconstruction program, the Highway Department will be rehabilitating various types of drainage structures including catch basins, manholes and outlet structures in advance of placing pavement on existing roadways. This office has typically coordinated the purchase of materials to perform the above work with your approval through the use of the State of Connecticut Department of Administrative Services (DAS) Contract. This most recent contract (#17PSX0009) was awarded June 8, 2017. The contract, originally running through December 31, 2019 was extended through December 31, 2020. The contract was awarded to United Concrete Products of Yalesville, CT. This Department has typically purchased materials under this contract from the vendors dependent upon pricing, delivery schedules, fuel and transportation costs. Funds for these materials typically utilize the Road and Bridge Account (140.20.2037.0.54000.00510).

ACTION NEEDED:

Move to utilize the Connecticut DAS Contract #17PSX0009 to purchase the necessary concrete catch basin materials from United Concrete Products of Yalesville, CT through December 31, 2020.

ATTACHMENT:

State DAS Bid Sheet Summary #17PSX0009

PREPARED BY:

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

CONTRACT SUPPLEMENT SP-37 - Rev. 10/24/19 Prev. Rev. 4/10/19

Daniel Dion Contract Specialist

860-713-5168 Telephone Number

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:
Contract Award Date:
8 June 2017
Bid Due Date: 4 May 2017
SUPPLEMENT DATE:

CONTRACT AWARD SUPPLEMENT #1

IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

DESCRIPTION: Concrete Catch Basin Tops, Reducers, Risers; Slabs, Sumps, Traffic Pedestal Bases, Traffic Controller Bases, Boundary & Baseline Survey Monuments with Metal Discs & Handholes

FOR: Department of Transportation, Political Subdivisions, and Not-		TERM OF CONTRACT: June B, 2017 through December 31, 2020 AGENCY REQUISITION NUMBER: 0000117256		
and the state of t				
CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE	
e program symmetric de la propiet submitte in in the submitte in the submitted submitted submitted submitted s The submitted s	• · · · · · · · · · · · · · · · · · · ·		*	

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

<u>DISCLAIMER OF VALUE</u>: The total Contract Award amount stated is intended solely as an estimate, and does not constitute a representation of the actual value of the Contract.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

<u>CASH DISCOUNTS</u>: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

<u>PRICE BASIS</u>: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

PLEASE NOTE;

Supplement 1 extends the Contract through December 31, 2020. All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

By:
(Original Signature on Document in Procurement Files)
Name: DANIEL DION
Title: Contract Specialist

Date:

CONTRACT AWARD SP-38 - Rev. 11/17/16 Prev. Rev. 5/21/14

Marcie Wilson Contract Specialist

860-713-5622 Telephone Number

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES PROCUREMENT DIVISION 450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:	_
17PSX0009	
Contract Award Date:	-
8 June 2017	
Bid Due Date:	***
4 May 2017	

CONTRACT AWARD

IMPORTANT: This is <u>NOT</u> a Purchase Order. Do <u>NOT</u> Produce or Ship without an Agency Purchase Order.

OR: Department of Transportation, All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations		TERM OF CONTRACT: June 8, 2017 through	n December 31, 2019
		AGENCY REQUISITION NUMBER: 0000117256	
In State (Non-SB) Contract Value	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	Total Contract Award Value
\$900,000.00	-0-	-Ö-	\$900,000.00

(actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process involces promptly.

CASH DISCOUNTS: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages:

The signature below by the DAS Contract Specialist is evidence that the Contractor's solicitation response has/have been accepted and that the Contractor(s) and DAS are bound by all of the terms and conditions of the Contract.

DEPAR	IMENT OF ADMINISTRATIVE SERVICES
By:	
(Ori	inal Signature on Document in Procurement Files
Name:	MARCIE WILSON
Title:	Contract Specialist
Date:	

CONTRACT AWARD SP-38 - Rev. 5/21/14 Prev. Rev. 3/12/14

CONTRACT AWARD NO.: 17PSX0009

Company Name: Cromwell Concrete Products, Inc.

Company Address: P.O. Box 99, 667 Main Street, Cromwell, CT 06416

Tel. No.: 860 635-5146

Fax No.:

DOT ID #061208

Contract Value: \$450,000.00 (est.)

Contact Person: Christopher Gumula

Delivery: 7 days ARO

Contact Person Address: same as above

Company E-mail Address and/or Company Web Site: Chris@cronwellconcrete.com www.cronwellconcreteproducts.com

Remittance Address: N/A

Certification Type (SBE, MBE or None): None

Agrees to Supply Political SubDivisions: Yes

Terms: Net 45 Days

Company Name: United Concrete Products, Inc.

Company Address: 173 Church Street, Yalesville CT 06492 Tel. No.: 203 269-3119

Fax No.: 203 265-4941

Contract Value: \$450,000.00 (est.)

Contact Person: Christian Moore

Contact Person Address: same as above

Company E-mail Address and/or Company Web Site: jgavin@unitedconcrete.com cmoore@unitedconcrete.com

Delivery: 7 days ARO

www.unitedconcrete.com

Remittance Address: N/A

Certification Type (SBE, MBE or None): None Terms: Net 45 Days

DOT ID #244197

Agrees to Supply Political SubDivisions: Yes



Please return application to:

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

TOWN OF BERLIN Application for Appointment to Boards and Commissions

TOWN OF BERLIN '20 NOV 9 AMS: 16

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. Wetlands Commission	2				
Name: Steve Biello St	Telephone No.: (860) 883-8985				
Home Address: <u>94 Bernard Road</u> (Note: To apply, you must be a resident of Berlin)	Number of years in Berlin: 5				
Email Address:					
Are you a Registered Voter? 165 (Note: To apply, you must be a Registered Voter in Berlin)	Party Affiliation: <u>Unaffiliated</u>				
Educational Background (optional)	<u> </u>				
Staxx Construction Services LLC	Operations Manager				
rresent Employment (company/position)	. 0				
167 Helsey St. Newington CT Business Address	06111.				
Current and Past Civic/Community Involvement:	ng & Zoning Commission,				
Cemetary Commission, Water C	0				
Tell us why you feel qualified for this appointment:	knowledge working in the				
industry as well as my experience	2				
Can you think of any reason that a conflict of interest could an	,				
Signature: SHA MATS	Date: 11/7/20				

- 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 of the considering my qualifications for appointment to a Town board or commission Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:	
1. MATTABASSETT DISTULT	2.
Name: JOHN S. DUNHAM	Telephone No.: 203 410 9632
Home Address: 165 OAK RIDGE DIR (Note: To apply, you must be a resident of Berlin)	Number of years in Berlin: 22
Email Address: ikalunham @ Comcast r	net a
Are you a Registered Voter? (Note: To apply, you must be a Registered Voter in Berlin)	Party Affiliation: LEPUBLICHN
B.S. CITIL EAGINGE Educational Background (optional)	=2124
Educational Background (optional)	Λ
COMN DOT - CONSTR	NOTION ADMINISTRATION
Present Employment (company/position)	
2800 BORUN TURNPIN	w New 12 LANN CT
Business Address	
Current and Past Civic/Community Involvement:	ic BuildING Commission
CHARTON ROUSSION COMMISSION	MATTAGASSOTT DISMICT
Tell us why you feel qualified for this appointment: I HA	IE REPRESENTED BOTHN FOR ME
DATE 21 YEARS ON MATTARYIS	est. The past 4 years as
Can you think of any reason that a conflict of interest could ari	ise if you were appointed? NONE
Signature:	Date: Nov. 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.



Please return application to:

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

TOWN OF BERLIN Application for Appointment to Boards and Commissions

:20 NON 18 448:23 **LOWN OF BERLIN**

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	of Commission,			
Please list your Board/Commission preference below:				
1. Mattahasself District Courssion				
Nama	2			
Name: James Fallon	Tolania Company			
Home Address: 75 Windsor Rd	Telephone No.: 860-827-1310			
(Note: To apply, you must be a resident of Berlin)	Number of years in Berlin: 12			
Email Address \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	or yours in Bernin: 12			
Email Address: Dames A Fallon e questic ou				
Are you a Registered Votor?	,			
apply, you must be a Registered Voter in B. J.	Party Affiliation: Democrat			
B.A-Fairsie (d Univ: B.S-UCONN; H Educational Background (optional)				
Educational Background (B.S - UCONN H	BA - UCONN			
A Dackground (optional)				
Present Employment (company/position)	1 1 1 1 1 1			
Present Employment (company/position)	ou, HSSistant (hot Fire)			
2800 Bart 7	· · · · · · · · · · · · · · · · · · ·			
2800 Berlin Turnpike, Newington Business Address	., CT			
•				
Current and Past Civic/Community Involver				
a) the 1	re heen a board number			
of the Commission for the Rost 4 House heen a board newber				
I the Commission for the Rast 4 years; member of Berlin High Boosles; youth sports coach when kids were younger. Tell us why you feel qualified for this appointment: With my and				
HOUNT Sports coach	over kide was your			
Tell us why you feel qualified for this arms:	the pointer.			
Tell us why you feel qualified for this appointment: With my civil engineering and Strance background I Seel I can represent the Town of Bakin countries Can you think of any reason that a conflict of internal town of Person o				
mance nockground I reel I can	represent to			
Can you think of	Tresent the Your of Bonk country			
Can you think of any reason that a conflict of interest could arise	if you were appointed?			
	you were appointed?			
Signature: Signature:	a whale			
	Date: 11 18 20			
1. We encourage you to				
We encourage you to attend meetings of any board or commis information about the specific duties.	Sion von are interested :			

- 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
- 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.

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

Meeting number (access code): 132 766 8738

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

Join meeting

Tap to join from a mobile device (attendees only) +1-408-418-9388, 1327668738#2686245# United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone +1-408-418-9388 United States Toll Global call-in numbers

Join by video system, application or Skype for business Dial 1327668738@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 10, 2020
Remote
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

Mayor Mark Kaczynski Councilor Brenden Luddy Councilor Charles Paonessa Councilor Peter Rosso Councilor Mike Urrunaga Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF PROCLAMATION Public Health Thank You Day

A PROCLAMATION ON 2020 PUBLIC HEALTH THANK YOU DAY

WHEREAS, the American Public Health Association has nationally proclaimed November 23, 2020 as Public Health Thank You Day, and

WHEREAS, this provides the Town of Berlin an opportunity to recognize the public health workers who labor tirelessly every day to make our community safer and healthier, be it tracking infectious disease outbreaks, mass influenza vaccinations, preparing for natural disasters, or assuring safe food and drinking water; and

WHEREAS, the Town of Berlin, together with its neighboring towns of Newington, Rocky Hill, and Wethersfield, receives high quality public health service through its regional health department, the Central Connecticut Health District, now in its 25th year of service; and

WHEREAS, the Director of Health and his staff have provided extraordinary assistance to Town leadership; municipal departments; first responders; our school district; local businesses; and the public in navigating the COVID-19 pandemic; and

WHEREAS, this special day also provides us an opportunity to thank them, not only for what they do, but for the dedication, commitment, skills, and empathy they bring to these efforts.

NOW, THEREFORE, I, Mayor Mark Kaczynski, do hereby proclaim November 23, 2020 as Public Health Thank You Day

in Berlin, Connecticut. I encourage all our citizens to join me in this celebration and in acknowledging the critical role our public health workers play in prevention and in helping our community to achieve and maintain good health, particularly during this extraordinary and challenging time.

Signed this 10th day of November 2020.

Mark Kaczynski, Mayor

Central Connecticut Health District (CCHD) member Ray Jarema spoke on behalf of the District. Due to the COVID-19 pandemic it has been very difficult for some businesses such as restaurants and hair salons to stay afloat from a public health perspective. The sanitarians have done an extraordinary job during this period. The Health District will also be continuing with flu vaccinations.

Town Manager Arosha Jayawickrema added that during the pandemic, CCHD assigned Ann Hartman to work with the Town of Berlin and she has always been available with guidance and advice. The whole team at CCHD has been an asset to the Town.

E. AUDIENCE OF CITIZENS

None

F. MEETING AGENDA - Immediately Following the Audience of Citizens

G. CONSENT AGENDA:

- 1. Topic re: Approve acceptance of a donation of a \$20 gift certificate to Central Pizza from the Noyes Family. The gift certificate will be used as a prize for the Berlin Parks and Recreation Department's 16th annual Scarecrow Contest. Parks and Recreation
- 2. Topic re: Accept monetary donations totaling \$4,705.56 for the Berlin Peck Memorial Library and deposit \$4,655.56 into the library agency account for the purchase of books and materials in memory of Joseph Pandolfo, the Value Line database and for the purchase of large print books and deposit \$50.00 into the children's donation account for children's and teen services and move to accept the donation of books and DVDs, with an estimated value of \$96.96 to be added to the appropriate department collections. Berlin-Peck Memorial Library
- 3. Topic re: Accept the donation of \$50.00 and appropriate the funds to the DARE Operating Materials Expenditure Account. Police Department

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. Topic re: Authorize the Town Manager to sign a three-year contract (Sept 1, 2020 – Sept 1, 2023) with Dr. Stanislaw Chorzepa to serve as Physician of Record for the Town and Board of Education. – Fire Marshal

Fire Marshal Steve Waznia stated that the current Physician of Record contract expired on September 1, 2020. The Town posted a Request for Proposal and Dr. Chorzepa was the only respondent. He has been the Physician of Record for the Town for about nine years.

Council Luddy moved to authorize the Town Manager to sign a three-year contract (Sept 1, 2020 – Sept 1, 2023) with Dr. Stanislaw Chorzepa to serve as Physician of Record for the Town and Board of Education.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Waive the bidding requirement for the purchase of both absentee and election ballots from Adkins printing as directed by the Secretary of State's Office for a total amount not to exceed \$18,000 for the fiscal year 2020/2021, since this is in the best interest of the town. - Registrar of Voters

Town Manager Jayawickrema explained that due to the pandemic the Registrar of Voters were instructed by the Secretary of State's office to purchase election and absentee ballots based on 100% of voters. The cost of those ballots exceeds \$10,000 so the Registrars are asking the Council to waive the bidding requirements. The Town Manager reminded the Council that a \$5,000 grant was received which will also be used to offset the cost of the ballots.

Councilor Luddy moved to waive the bidding requirement for the purchase of both absentee and election ballots from Adkins printing as directed by the Secretary of State's Office for a total amount not to exceed \$18,000 for the fiscal year 2020/2021, since this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Utilize State of Connecticut Engineers Contract for On Call Services OC-DCS-MEP-0050 and approve the proposal from Consulting Engineering Services of Middletown, CT in the amount of \$16,000 for design and engineering services related to the Fire Alarm System Replacement at Richard D. Hubbard School. – Facilities

Facilities Director Doug Solek stated that this project is to replace and update the fire system at Hubbard School which is 30 years old. Parts are becoming obsolete and the system is costly to repair. A study will be done to design a code-compliant system. The plan is to design over the winter and perform construction during the summer of 2021.

Councilor Luddy moved to utilize State of Connecticut Engineers Contract for On Call Services OC-DCS-MEP-0050 and approve the proposal from Consulting Engineering Services of Middletown, CT in the amount of \$16,000 for design and engineering services related to the Fire Alarm System Replacement at Richard D. Hubbard School.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Authorize the extension of Contract #2019-04 for the snow plowing of Town streets, to Earth Contractors, of Kensington, at the rate of \$200.00 per hour for the primary vehicle, and \$175.00 per hour for the spare vehicle for services rendered through April 30, 2021. — Public Works

Director of Public Works Mike Ahern stated that this is an extension of the on-call contract for snow plowing. Earth Contractors has agreed to hold their existing contract rates through this winter season. They will provide a larger snowplow truck consistent with the Town plows and can also provide a backup truck if requested.

Councilor Luddy moved to authorize the extension of Contract #2019-04 for the snow plowing of Town streets, to Earth Contractors, of Kensington, at the rate of \$200.00 per hour for the primary vehicle, and \$175.00 per hour for the spare vehicle for services rendered through April 30, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Authorize the extension of Contract #2019-05 for the snow plowing of Cul-de-Sacs and Misc. Areas to Staxx Construction Services of Berlin at the rate of \$145.00 per hour, and Rogan Enterprises, LLC of Berlin at the rate of \$160.00 per hour for services rendered through April 30, 2021. – Public Works

Director of Public Works Ahern stated that both Staxx Construction Services and Rogan Enterprises, LLC have agreed to hold their existing rates for the winter season. He added that there is concern that Town crews could be out due to quarantine and these vendors will be available for on-call culde-sac plowing.

Councilor Luddy moved to authorize the extension of Contract #2019-05 for the snow plowing of Cul-de-Sacs and Misc. Areas to Staxx Construction Services of Berlin at the rate of \$145.00 per hour, and Rogan Enterprises, LLC of Berlin at the rate of \$160.00 per hour for services rendered through April 30, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Mayor Kaczynski thanked Mr. Ahern, the highway department and contractors for their work repaving Kensington Road.

The Mayor also questioned what work was being done by the brook near Willard School. Mr. Ahern was not aware of any work being done at that location, but he will check with Ray Jarema as it may be related to water or sewer repairs. He will report the information to the Town Manager.

Councilor Luddy then inquired about the status of the bridge repair on Wildermere Road. Mr. Ahern explained that fencing on the wing walls needs to be installed, plantings on the slope for stabilization need to be done along with road striping.

6. Topic re: Adopt the attached resolution to update the authorization for the Town Manager to submit a grant application and enter into necessary agreements and documents to secure the grant or amendments thereto regarding a \$750,000 grant for the planning and design of a Senior and Community Center, subject to the review and approval of Corporation Counsel. – Economic Development

Economic Development Director Chris Edge stated that the Town entered into agreements to obtain the grant and the contract term expired therefore the Town Council needs to approve the resolution to update its authorization for the Town Manger to enter into necessary agreements and documents to secure the grant or amendments.

Councilor Luddy moved to adopt the attached resolution to update the authorization for the Town Manager to submit a grant application and enter into necessary agreements and documents to secure the grant or amendments thereto regarding a \$750,000 grant for the planning and design of a Senior and Community Center, subject to the review and approval of Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Authorize the Town Manager to enter into a forbearance agreement with Real Property Acquisition LLC and Connecticut Sand and Stone Corporation for a period from December 1, 2020 to November 30, 2021 in exchange for a payment of \$4,500 per month during the extension period, subject to the review and approval of Corporation Counsel. – Economic Development

Economic Development Director Edge explained that the developer has been working with the Town to develop the property on New Britain Road behind the McDonald's restaurant. The development of the project depends on the State of Connecticut DEEP allowing the use of treated soils as fill and there is not presently a regulatory path that would allow such approval.

The owner of the property, Connecticut Sand and Stone Corporation, is significantly behind in their taxes and has entered into a forbearance agreement with the Town whereby the Town has agreed not to foreclose on the property in exchange for monthly payments toward back taxes.

Given the regulatory uncertainty, Real Property Acquisition LLC and Connecticut Sand and Stone have requested to extend the forbearance agreement to November 30, 2021.

Mr. Edge added that the total property is about 75 acres with a portion of it being wetlands. The reason fill is needed is that a portion of it sits below the flood plain. The hope is in the end there will be 15 to 20 acres of useable heavy industrial land. He believes a land use restriction will be placed on the property due to the type of soils Clean Earth will be using for fill as it can only be used for commercial industrial.

Economic Development Coordinator Jim Mahoney added that the treated soils will need to be capped to make them inaccessible. The Wetlands Commission has approved the project, but it still needs to go to Planning and Zoning which is requiring the property to go into a State remediation program as part of the project.

Councilor Luddy moved to authorize the Town Manager to enter into a forbearance agreement with Real Property Acquisition LLC and Connecticut Sand and Stone Corporation for a period from December 1, 2020 to November 30, 2021 in exchange for a payment of \$4,500 per month during the extension period, subject to the review and approval of Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. 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 concrete from foundations on 889 Farmington Avenue will remain on 889 Farmington Avenue for Newport to crush and reuse on the site, fill that was removed from along Farmington Avenue for the sewer replacement work will be moved to 889 Farmington Avenue for use as fill, and fill removed from the significant environmental hazard area on the Connecticut Department of Transportation parcel that connects the Boulevard to the Train Station parking area will be placed under the future engineered control liner to be installed at 889 Farmington Avenue, subject to the review and approval of Corporation Counsel. – Economic Development

Economic Development Coordinator Jim Mahoney explained that there are three sources of fill from the Boulevard project. One is from the sewer project along Farmington Avenue, the second is from the foundations that were demolished in the path of the Boulevard, and the third is from the DOT portion of the site which had contaminated soils that needed to be dealt with as part of the project.

Newport Realty Group LLC (Newport) can reuse these materials on the site. It is beneficial to both the Town and Newport as the Town won't have to pay to remove the material from the site, and Newport will have to import less fill onto the site. This is an example of how Newport and the Town are working together to keep the project moving.

Therefore, this request is to modify the agreement with Newport concerning the handling of fill.

Councilor Luddy moved 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 concrete from foundations on 889 Farmington Avenue will remain on 889 Farmington Avenue for Newport to crush and reuse on the site, fill that was removed from along Farmington Avenue for the sewer replacement work will be moved to 889 Farmington Avenue for use as fill, and fill removed from the significant environmental hazard area on the Connecticut Department of Transportation parcel that connects the Boulevard to the Train Station parking area will be placed under the future engineered control liner to be installed at 889 Farmington Avenue, subject to the review and approval of Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide services related to management and close out of the Significant Environmental Hazard on the property owned by the Connecticut Department of Transportation that will accommodate part of the Boulevard at its connection to the Train Station parking lot to for a fee not to exceed \$5,900 that will be paid from the Farmington Ave. Development (non grant) account as this is in the best interest of the Town. Also waive the bidding process and authorize the Town Manager to enter into a contract with WMC Engineering to provide services related to preparation of concept plans for parcel Map 9-2, Block 76, Lot 75A for a fee not to exceed \$3,500 that will be paid from the Farmington Ave. Development (non grant) account number as this is in the best interest of the Town. – Economic Development

Economic Development Coordinator Mahoney stated that soils classified as significant environmental hazards (SEH) on the property owned by the Connecticut Department of Transportation need to be removed as part of the agreement and the SEH case with the Connecticut Department of Energy and Environmental Protection (DEEP) needs to be closed out. Loureiro Engineering will provide the services to do the soil sampling and coordinate with the DEEP and the Connecticut Department of Transportation.

The second portion of this item refers to a vacant parcel northeast of the Boulevard. The idea is to improve that parcel and make a small park area. Now that the cost of the Boulevard project is determined and there are adequate funds in the account, they feel this project can move forward. The first step is to have WMC Engineering prepare concept plans for the park.

Councilor Luddy moved to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide services related to management and close out of the Significant Environmental Hazard on the property owned by the Connecticut Department of Transportation that will accommodate part of the Boulevard at its connection to the Train Station parking lot to for a fee not to exceed \$5,900 that will be paid from the Farmington Ave. Development (non grant) account as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to waive the bidding process and authorize the Town Manager to enter into a contract with WMC Engineering to provide services related to preparation of concept plans for parcel Map 9-2, Block 76, Lot 75A for a fee not to exceed \$3,500 that will be paid from the Farmington Ave. Development (non grant) account number as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Approve a tax abatement for 47 Northampton LLC for the purchase and renovation of 816 Four Rod Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development

Economic Development Director Edge stated that Douglas Mechanical is expanding by purchasing the condo unit next door which they will be renovating. This expansion will allow for sheet metal fabrication and add about three to four jobs.

Councilor Luddy moved to approve a tax abatement for 47 Northampton LLC for the purchase and renovation of 816 Four Rod Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. TOWN MANAGER'S REPORT:

• **COVID-19 Update** — The number of cases in the State, including Berlin, have been increasing. Last week a Facilities staff member tested positive for the virus. Employees that had been in contact with him will be in quarantine for two weeks. Now it has been determined that another Facilities employee tested positive and unfortunately, he had been in a committee meeting with Finance Director Kevin Delaney, who is now also quarantined for two weeks.

Essential service employees can be brought back to work if they don't have COVID symptoms, but their temperature must be checked every day. Mayor Kaczynski questioned if visitor temperatures are taken and the Town Manager stated that he had considered that.

On Monday the Town Manager met with Department Heads to remind employees that precautions need to be taken seriously. Only one person in a Town vehicle at a time, breaks will not be taken together, at Town Hall all in person meetings are being cancelled and departments are being asked to do as much as possible remotely with customers. If customers have a need to come into the building those interactions should be kept to a minimum with social distancing and masks worn. He does not want the Town to be in a position that it will need to shut down. If numbers continue to increase, he may need to consider making Town Council meetings remote again.

The new IT Director has been working to obtain VPNs for Town employees to be able to access the network from outside of town hall. These VPNs should be available before Thanksgiving to give all Town employees the ability to work from home. However, some departments need to be available in person for customers so they may need to consider rotating staff.

Cathy's Urgent Care of Berlin has offered to open for COVID testing to Town of Berlin and Berlin Board of Education employees only.

The State has rolled back to phase 2.1 which towns have been asked to follow and all pertinent staff has been notified.

- Hunter's Ambulance has verbally informed the Town that they are being purchased by Hartford Healthcare. The Town Manager has asked for the purchase notification in writing The Town currently has a five-year contract with two automatic renewals if both parties agree and Hunter's has assured the Town that they can continue to meet the contract terms. Once written notification of purchase is received the Town has ten days to approve the assignment to Hartford Healthcare. If the Town does not approve, then a new ambulance service will need to be obtained.
- The Ordinance Committee will be meeting this Thursday at 6:00 p.m. with two items on the agenda; discussion of a leash law and discussion of a leash-free area at Bicentennial Park.
- The Board of Ethics will be meeting on Tuesday November 17th at 6:00 p.m. Town Clerk Kate Wall added that they will be reviewing the Town's Ethics Policy. If Town Council members have any concerns with the policy, they can sit in on the meeting or email their concerns to the Town Clerk who will forward to Board of Ethics members.
- Veteran's Memorial Park has been chosen as the location for the Gold Star Families Monument in 2021.
- Saturday November 14th at 5:00 p.m. is the luminary-walk fundraiser at Veteran's Park sponsored by the Berlin Lion's Club. Tomorrow at the park the American flags purchased as a fundraiser for Boxes to Boots will be on display.

J. SPECIAL COMMITTEE REPORTS:

Councilor Luddy reminded the Council that the meeting calendar for 2021 needs to be set and if there are any ideas or anything that was missed to let him know.

K. COUNCILORS' COMMUNICATION:

Councilor Angelico-Stetson thanked the Town Clerk and Registrars of Voters for doing a fantastic job during the election. It was a stressful election and she appreciates the hard work it took and how efficiently they worked.

Councilor Luddy thanked the Town Council, the Town Manager, and the Town Clerk for the fruit basket sent upon the passing of his father.

L. ACCEPTANCE OF MINUTES: October 20, 2020

Councilor Paonessa moved to accept the Town Council meeting minutes of October 20, 2020.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

2020-11-10 Town Council Meeting Minutes

Abstained: Councilor Luddy

Vote being 6-0-1 (MOTION CARRIED)

M. ADJOURNMENT

Councilor Rosso moved to adjourn at 8:08 p.m.

Seconded by Councilor Luddy.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall Town Clerk