

The Town Council will meet remotely. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no one 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:

Join meeting

More ways to join:

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m60c63eefc04b36cf92b125b003889f5f>

Join by meeting number

Meeting number (access code): 132 852 5107

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

Join by phone

+1-408-418-9388 United States Toll

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 2, 2021
Remote Meeting
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 donations to the Berlin Animal Control Donation Account for \$470.00 and items valued at \$359.00. – Animal Control
 - 2. Topic re: Accept the donation of \$33.00 and appropriate the funds to the DARE Operating Materials Expenditure Account. – Police

3. Topic re: Accept the donation of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. - Police
4. Topic re: Accept the donation of \$225.00 and appropriate the funds to the Supplies Expenditure Account. - Police

G. NEW BUSINESS:

1. Topic re: Approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$31,562.51. – Police
2. Topic re: Approve a bid waiver for Innovative Construction and Design Solutions, LLC of Guilford, CT for the amount of \$18,695 which includes a 10% project contingency and authorize the Town Manager to enter into the phase 2 agreement for design, bidding and construction administration services related to insulation and jacketing on the Berlin High School exterior ductwork, as this is in the best interest of the Town. – Facilities
3. Topic re: Approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 29, 2021, with the conditions that the applicant works with Town staff regarding logistical and safety measures. – Conservation Commission
4. Topic re: Approve the 2021 Timberlin Golf Course Rates. – Golf Course
5. Topic re: Adopt the 2021 fee schedule and allow amendments to the 2021 fee schedule to include updated Regional Health District fees, if necessary. – Finance
6. Topic re: Authorize the Town Manager to apply for a grant of \$20,000 and enter into agreements related to the Department of Energy and Environmental Protection's Aquatic Invasive Species Control Grant program for the purpose of aquatic invasive species control at Paper Goods Pond and Railroad Pond. – Parks and Grounds
7. Topic re: Authorize the Town Manager to utilize the attached bid results for the Equipment Rental Contract (#2021-11) utilizing the services of JV III Construction, Earth Contractors, Staxx Construction Services, Butler Construction Co., LLC, and Martin Laverio Contractor, Inc. when issuing future purchase orders to one or more Firms, depending on the availability, and which one results in the lowest cost to the Town. – Public Works
8. Topic re: Revise the current Town Council Policy entitled "Mailbox Damage by Town Snowplows" established December 16, 1997 to provide monetary reimbursement of \$35.00 per mailbox and/or \$40 per post which must be reported within 45 days of the damage being inflicted. – Public Works

H. APPOINTMENTS:

1. **Board of Ethics** – Alternate – Vacancy - New term would be until January 31, 2023. Can only be filled with an R or U.

2. **Cemetery Committee** – Alternate – Vacancy -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Golf Commission** – Richard Nappi (R) resigned on January 21, 2021. Reappointment or replacement term would be until January 31, 2023. Can be filled with a D, R or U.
4. **Historic District Commission** – Alternate - Vacancy - Term would be until January 31, 2022. Can be filled with a D or U.
5. **Inland Wetlands & Water Courses Commission** – Vacancy - Term would be until January 31, 2024. Can only be filled with a D or U.
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. **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.
8. **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.
9. **Planning & Zoning Commission** – Alternate – Vacancy -Term would be until January 31, 2024. Can be filled with a D, R or U.
10. **Public Building Commission** – Vacancy - New term would be until January 31, 2025. 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. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

16. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

17. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

18. VNA – Vacancy - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

19. **Water Control Commission** – Alternate – Vacancy -New term would be until January 31, 2026. Can only be filled with a D or U.

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

21. **Youth Services Advisory Board** – Service Consumer- Vacancy – New term would be until January 31, 2024.

I. TOWN MANAGER'S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES:

January 26, 2021

M. ADJOURNMENT

Consent

Agenda Item No. #1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 27, 2021
SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

Period	Amount	Purpose	Donor*
December 10, 2020 to January 20, 2021	\$ 34.00 (value)	Cat Kennel shelves	FOBAC Berlin
	\$ 150.00 (value)	Dog & Cat food & supplies	Nancy Gwozdz Berlin
	\$ 50.00 (value)	Dog food & toys	Kaitlin Cummings Southington
	\$ 125.00 (value)	Dry Dog & Cat Food	FOBAC Berlin
	\$ 250.00 Ck #2001	Animal Care	Manon Lu Christ Berlin
	\$ 100.00 Ck # 140	Animal Care	Mary Jane Jennings Berlin
	\$ 100.00 Ck# 332	Animal Care	Christine Anderson Berlin
	\$ 20.00 Cash	Animal Care	Daniel Parsons Berlin

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$470.00 and items valued at \$359.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer



TOWN OF BERLIN
Animal Control Department

January 13, 2021

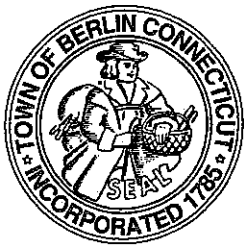
Mary Jane Jennings
55 Middletown Rd
Berlin, CT. 06037

Dear Mary Jane,
Thank you for the generous donation of \$100 in memory of Deenie Gagliardi.
We are very sorry for your loss. An acknowledgement will be sent to her husband
Richard.
We truly appreciate your kindness and thinking about us and the animals we care for.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



TOWN OF BERLIN
Animal Control Department

January 13, 2021

Christine Anderson
26 Red Barn Ct.
Berlin, CT. 06037

Dear Christine,
Thank you for the generous donation of \$100.
We truly appreciate your generosity and for thinking about us
and the animals we care for.
All donations are used to vaccinate and neuter prior to adopting
and medical care if needed.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



TOWN OF BERLIN
Animal Control Department

January 13, 2021

Manon Lu Christ
44 Randeckers Lane
Berlin, CT. 06037

Dear Manon Lu,

Thank you for the very generous donation of \$250 and your continued support over the years.

We truly appreciate your generosity and for thinking about us and the animals we care for.

All donations are used to vaccinate and neuter prior to adopting and medical care if needed.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



Final Details for Order #111-2242597-1847419
[Print this page for your records.](#)

Order Placed: December 7, 2020
Amazon.com order number: 111-2242597-1847419
Order Total: \$36.14

Shipped on December 8, 2020

Items Ordered	Price
2 of: Replacement Cat Shelf for Cat Playpen / Cat Cage by MidWest Model 130	\$16.99
Sold by: Amazon.com Services LLC	
Condition: New	

Shipping Address:
jan lund
12 four rod rd
kensington, CT 06037
United States

Shipping Speed:
One-Day Shipping

Payment information

Payment Method: Visa Last digits: 9938	Item(s) Subtotal: \$33.98 Shipping & Handling: \$0.00 ----- Total before tax: \$33.98 Estimated tax to be collected: \$2.16 ----- Grand Total: \$36.14
Billing address jan lund 12 FOUR ROD RD KENSINGTON, CT 06037-2221 United States	

Credit Card transactions
Visa ending in 9938, December 8, 2020: \$36.14

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates



TOWN OF BERLIN
Animal Control Department

December 13, 2020

Nancy Gwozdz
876 Lower Lane
Berlin, CT. 06037

Dear Nancy,

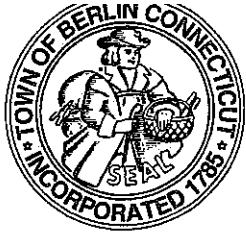
Thank you for the very generous donation of the two bags of small bites dog food, one large bag of dry cat food, one case of canned cat food, two gallons of laundry soap, four fleece blankets, one jug of dish soap, three boxes of dryer sheets, six packages of sponges, two bags of cat litter, one large bag of dog food, and one bag of fun dog toys! We truly appreciate your kindness and you thinking about us and the animals we care for. Happy Holidays.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.



TOWN OF BERLIN
Animal Control Department

December 16, 2020

Kaitlin Cummings
57 Berkley Ave.
Southington, CT. 06489

Dear Kaitlin,

Thank you for the very generous donation of dog food, collar & leash, biscuits, dog towel & toys. It was so nice of you to collect for the dogs at the shelter.

We appreciate your kindness and thinking about us and the animals we care for.

Merry Christmas !

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7055
FAX (860) 828-7068



TOWN OF BERLIN
Animal Control Department

January 20, 2021

Daniel Parsons
320 Four Rod Rd.
Berlin, CT. 06037

Dear Daniel,

Thank you for the donation of \$20 for Animal Care
at the shelter.

We truly appreciate your generosity and for thinking about us
and the animals we care for.

All donations are used to vaccinate and neuter prior to adopting
and medical care if needed.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



Cc: Jennifer Ochoa, Director of Community, Recreation and Parks Services.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7055
FAX (860) 828-7068

Consent

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 25, 2021
SUBJECT: Donation for DARE Program

Summary of Agenda Item:

The Police Department has received a \$33.00 donation to the DARE program.

These funds will be deposited into the Donations Fund Revenue Account # 130.15.1532.2.45100.00000 and appropriated to the DARE Operating Materials Expenditure Account # 130.15.1532.0.53219.00000.

Action Needed:

Move to accept the donation of \$33.00 and appropriate the funds to the DARE Operating Materials Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2021

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received a \$50.00 donation 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 donation of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2021

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$225.00 in donations for supplies.

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

Action Needed:

Move to accept the donation of \$225.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

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: January 25, 2021

SUBJECT: Police Vehicle Emergency Equipment Transfer, Purchase, and Installation

Summary of Agenda Item:

The Police Department requests permission to contract with MHQ Inc. of Middletown, Connecticut for the transfer, purchase, and installation of equipment for four police vehicles. MHQ has been awarded State Contract # 16PSX0033 for equipment and installation services. The quoted cost of equipment and services for the four vehicles is \$31,562.51. Funds for this purpose are available in the Police Department's CNR Police Vehicles & Equipment Account # 500.15.1532.0.54000.00004.

Action Needed:

Move to approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 16PSX0033 for an amount not to exceed \$31,562.51.

Attachments:

Certificate of sufficiency of funds
Quotes

Prepared By:

Deputy Chief Chris Ciuci

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00002016
Quote Date: 12/11/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 5 - Patrol

Salesperson
Fritsch, Kimberly

Quantity	Item	Unit Price	Extended Price
Contract	Line Ref	Unit Price	Ext Price
16PSX0033	Transfer		
	Transfer		
	Transfer		
	Transfer		
	Transfer		
	IB2MHQ4		
	CLP2PS1USB		
	CVS1012INUT		
	CFP05		
	CFP2		
	CANWCT2		
	CANCTL6		
	I2J		
	TLMI2J		
	IONC		
	MCRNTB		
	MCRNTR		
	P1000UINT20A		
	SA315P		
	SAK66D		
	TM5126PIU20		
	VTX609R		
	VTX609B		
	SC9315MR		
	MISC		
	ELSWITCH		
	C6PCS25		
	NMOKUD20MPL		
	60CREGCS		
	MHQ008		
	5026		
	SS		
	LABOR		
	LABOR		
	Line Desc		
	Transfer 2-Way Radio & Antenna		
	Transfer Computer Mount		
	Transfer WatchGuard Camera System		
	Transfer Radar System		
	Transfer E-ticket System		
	Whelen Liberty 54" Lightbar	2,300.00	2,300.00
	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	86.05
	CONSOLE INTERCEPTOR UTILITY	355.60	355.60
	0.5" FILLER PLATE	8.33	8.33
	2" FILLER PLATE	8.33	8.33
	CANTROL WC CONTROL SYSTEM	1,197.00	1,197.00
	CANTROL ROTARY KNOB SWITCH	0.00	0.00
	ION DUO RED/BLUE	96.98	74.38
	MINI ION T-SERIES LT RED/BLUE	74.38	148.76
	ION LIGHT WHITE	84.00	168.00
	STUD MOUNT MICRON BLUE	75.57	75.57
	STUD MOUNT MICRON RED	75.57	75.57
	SINGLE PRO-CELL 1/2 PARTITION	2,255.40	2,255.40
	SA315P SPEAKER, BLACK PLASTIC	176.00	176.00
	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	24.60
	ON-DASH MOUNT W/ TWIN ARM	529.20	529.20
	VERTEX SUPER-LED RED	68.00	136.00
	VERTEX SUPER-LED BLUE	68.00	136.00
	GUNRACK SANTA CRUZ MUZZLE	194.99	194.99
	DOWN		
	FABRICATION FOR MUZZEL DOWN	100.00	100.00
	IN REAR CARGO AREA.		
	MOMENTARY SWITCH	10.00	10.00
	25' CAT6 PATCH CABLE	10.00	20.00
	ANTENNA CABLE 20' W/MINI UHF	24.00	24.00
	12V WHT/RED 6" COMPARTMENT LT	122.40	122.40
	LARGE EQUIPMENT COVER	100.00	100.00
	BLUE SEA 12 FUSE PANEL	45.00	90.00
	SHOP SUPPLIES	295.00	295.00
	STRIP VEHICLE LABOR	75.00	450.00
	INSTALL LABOR	75.00	2,550.00

Sale Amount: 11,711.18
Number of Vehicles: 1

MID01
kfritsch

MHQ, Inc.

1 2

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00002015
Quote Date: 12/11/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 6 - Supervisor

Salesperson
Fritsch, Kimberly

Quantity	Item		Unit Price		Extended Price
Contract	Line Ref	Line Desc	Unit Price	Qty	Ext Price
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna		2	
	Transfer	Transfer Computer, Modem & Antenna		1	
	Transfer	Transfer WatchGuard Camera System		1	
	Transfer	Transfer Lightbar		1	
	Transfer	Transfer Light Heads		1	
	RMKAJ105	REPLACEMENT ADJ MOUNT KIT #105	107.10	1	107.10
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05	1	86.05
	CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	355.60	1	355.60
	CFP05	0.5" FILLER PLATE	8.33	1	8.33
	CFP2	2" FILLER PLATE	8.33	1	8.33
	TLM12J	MINI ION T-SERIES LT RED/BLU	74.38	2	148.76
	IONC	ION LIGHT WHITE	84.00	2	168.00
	I2J	ION DUO RED/BLUE	84.00	2	148.76
	MCRNTB	STUD MOUNT MICRON BLUE	75.57	1	75.57
	MCRNTR	STUD MOUNT MICRON RED	75.57	1	75.57
	B4705UINT20	7 Gauge Steel Wire, Cargo Barrier with	449.10	1	449.10
	SA315P	SA315P SPEAKER, BLACK PLASTIC	176.00	1	176.00
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	1	24.60
	TM5126PIU20	ON-DASH MOUNT W/ TWIN ARM	529.20	1	529.20
	VTX609R	VERTEX SUPER-LED RED	68.00	2	136.00
	VTX609B	VERTEX SUPER-LED BLUE	68.00	2	136.00
	SC9315MR	GUNRACK SANTA CRUZ MUZZLE	194.99	2	389.98
		DOWN. Flat Key			
	MISC	FABRICATION FOR MUZZEL DOWN	100.00	1	100.00
		IN REAR CARGO AREA.			
	ELSWITCH	MOMENTARY SWITCH	10.00	1	10.00
	C6PCS25	25' CAT6 PATCH CABLE	10.00	2	20.00
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
	60CREGCS	12V WHT/RED 6" COMPARTMENT LT	122.40	1	122.40
	MHQ008	LARGE EQUIPMENT COVER	100.00	1	100.00
	5026	BLUE SEA 12 FUSE PANEL	45.00	2	90.00
	SS	SHOP SUPPLIES	295.00	1	295.00
	LABOR	STRIP VEHICLE LABOR	75.00	8	600.00
	LABOR	INSTALL LABOR	75.00	34	2,550.00

Sale Amount: 6,934.35
Number of Vehicles: 1
Sale Amount: 6,934.35

MID01
kfritsch

MHQ, Inc.

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00002016
Quote Date: 12/11/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Car 11 - Patrol

Salesperson
Fritsch, Kimberly

Quantity	Item	Unit Price	Extended Price
Contract	Line Ref	Line Desc	Unit Price Qty Ext Price
16PSX0033	Transfer	Transfer 2-Way Radio & Antenna	1
	Transfer	Transfer Computer Mount	1
	Transfer	Transfer WatchGuard Camera System	1
	Transfer	Transfer Radar System	1
	Transfer	Transfer Control System	1
	Transfer	Transfer E-Ticket System	1
	IB2MHQ4	Whelen Liberty 54" Lightbar	2,300.00 1 2,300.00
	CLP2PS1USB	2 LIGHTER PLUG OUTLET w/ 1 USB	86.05 1 86.05
	CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	355.60 1 355.60
	CFP05	0.5" FILLER PLATE	8.33 1 8.33
	CFP2	2" FILLER PLATE	8.33 1 8.33
	I2J	ION DUO RED/BLUE	96.98 4 74.38
	TLMI2J	MINI ION T-SERIES LT RED/BLUE	74.38 2 148.76
	IONC	ION LIGHT WHITE	84.00 2 168.00
	MCRNTB	STUD MOUNT MICRON BLUE	75.57 1 75.57
	MCRNTR	STUD MOUNT MICRON RED	75.57 1 75.57
	P1000UINT20A	SINGLE PRO-CELL 1/2 PARTITION	2,255.40 1 2,255.40
	SA315P	SA315P SPEAKER, BLACK PLASTIC	176.00 1 176.00
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60 1 24.60
	TM5126PIU20	ON-DASH MOUNT W/ TWIN ARM	529.20 1 529.20
	VTX609R	VERTEX SUPER-LED RED	68.00 2 136.00
	VTX609B	VERTEX SUPER-LED BLUE	68.00 2 136.00
	SC9315MR	GUNRACK SANTA CRUZ MUZZLE	194.99 1 194.99
		DOWN. Flat Key	
	MISC	FABRICATION FOR MUZZEL DOWN	100.00 1 100.00
		IN REAR CARGO AREA.	
	ELSWITCH	MOMENTARY SWITCH	10.00 1 10.00
	C6PCS25	25' CAT6 PATCH CABLE	10.00 2 20.00
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00 1 24.00
	60CREGCS	12V WHT/RED 6" COMPARTMENT LT	122.40 1 122.40
	MHQ008	LARGE EQUIPMENT COVER	100.00 1 100.00
	5026	BLUE SEA 12 FUSE PANEL	45.00 2 90.00
	SS	SHOP SUPPLIES	295.00 1 295.00
	LABOR	STRIP VEHICLE LABOR	75.00 6 450.00
	LABOR	INSTALL LABOR	75.00 34 2,550.00

Sale Amount: 10,514.18
Number of Vehicles: 1
Sale Amount: 10,514.18

MID01
kfritsch

MHQ, Inc.

Estimate

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
(508) 573-2600

Estimate: QC00002016
Quote Date: 12/11/2020
Expiration Date: * 60 Days

Customer: 12772
TOWN OF BERLIN FINANCE DEPT
240 KENSINGTON RD
BERLIN CT 06037

Contact
Deputy Chief SUV

Salesperson
Fritsch, Kimberly

Quantity	Item		Unit Price		Extended Price
Contract	Line Ref	Line Desc	Unit Price	Qty	Ext Price
16PSX0033	TRANSFER	Transfer 2-Way Radio & Antenna	225.00	1	225.00
	IONR	ION LIGHT RED	84.00	4	336.00
	IONB	ION LIGHT BLUE	84.00	4	336.00
	ALPHASL	ALPHA SL REMOTE SIREN	151.80	1	151.80
	PLSW15	TOGGLE SWITCH	6.00	2	12.00
	SA315P	SA315P SPEAKER, BLACK PLASTIC	176.00	1	176.00
	SAK66D	SA315P SPK BKT 20 UTILITY D/SIDE	24.60	1	24.60
	NMOKUD20MPL	ANTENNA CABLE 20' W/MINI UHF	24.00	1	24.00
	60CREGCS	12V WHT/RED 6" COMPARTMENT LT	122.40	1	122.40
	SS	SHOP SUPPLIES	95.00	1	95.00
	LABOR	INSTALL LABOR	75.00	12	900.00

Sale Amount: 2,402.80
Number of Vehicles: 1
Sale Amount: 2,402.80

Radio in glove box with pic
Ext speaker on pass side of console
Toggle switch (siren on/off & lights on/off) - driver side of dash

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 26, 2021

SUBJECT: Berlin High School Ductwork Consultant Approval for Phase 2
Design, Bidding & Construction Administration

Summary of Agenda Item:

In October of 2020, RFP no. 2021-06 was advertised for the consulting and evaluation of the exterior ductwork at Berlin High School. Four bids were received and Innovative Construction and Design Solutions, LLC of Guilford, CT. was chosen through the interview process. The sum of their contract was \$8,330. In January of 2021, the report from ICDS, LLC was received, reviewed, and discussed with Town and Board of Education Staff, along with representatives from the Public Building Commission, Board of Education, and the Principal Engineer from ICDS, LLC. It was decided to proceed with the recommendations of option one for the design and bidding of the additional insulation and jacketing on the exterior ductwork. ICDS, LLC has provided a fee in the amount of \$16,995 for phase 2 which includes design, bidding, and construction administration. A bid waiver is being requested to maintain project continuity and have ICDS, LLC continue the project. Funding is available in the Berlin High School Renovations Account 554.35.3561.0.54000.00367.

Action Needed:

Move to approve a bid waiver for Innovative Construction and Design Solutions, LLC of Guilford, CT for the amount of \$18,695 which includes a 10% project contingency and authorize the Town Manager to enter into the phase 2 agreement for design, bidding and construction administration services related to insulation and jacketing on the Berlin High School exterior ductwork, as this is in the best interest of the Town.

Attachments:

ICDS Report
ICDS Phase 2 proposal
Certificate of Sufficiency of Funds

Prepared By:

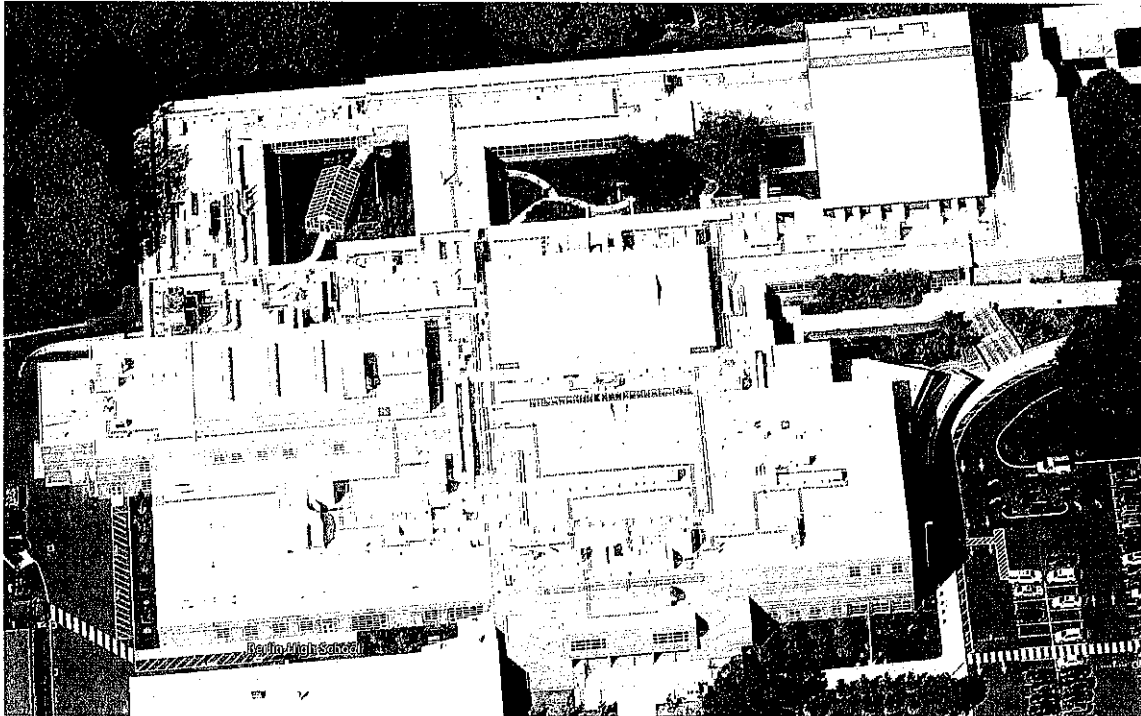
Douglas Solek, Director of Facilities





Town of Berlin, Connecticut

Evaluation and Assessment of the Berlin High School Rooftop Ductwork



Prepared By:

Innovative Construction & Design Solutions, LLC

419A Whitfield Street
Guilford, CT 06437
(203) 453-8596

January 8, 2020

RFP #2021-06

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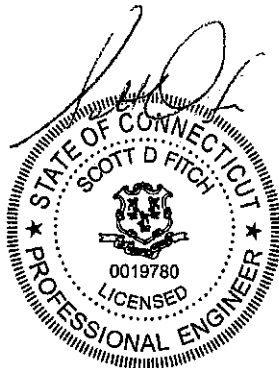
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CERTIFICATION

The Town of Berlin contracted Innovative Construction & Design Solutions, LLC (*ICDS*) to provide professional consulting services as to the large amount of exposed ductwork on the rooftop of Berlin High School (installed as part of a major Expansion and Renovation Project that began in 2013 and completed in 2016).

All analyses made herein are developed in accordance with approved standards and methods and the preparer certifies that the input data and subsequent calculated outputs, drawings, charts, etc. used to develop conclusions/recommendations are accurate to the best of his knowledge.

Certified by:



Scott D. Fitch, P.E.
Principal / Member
Innovative Construction & Design Solutions, LLC

Innovative Construction & Design Solutions, LLC

419A Whitfield Street, Guilford, CT 06437
Phone: (203) 453-8596 / Email: info@icdsllc.com

EXECUTIVE SUMMARY

The intent of this study is to evaluate the construction acceptability, energy-efficiency, and longevity of the exposed ductwork on the rooftop of the Berlin High School. It has been brought to the attention of **ICDS** that there are significant concerns about what seems to be “a lot more than usual” amount of ductwork on the roof, posing the following questions.

- Are there code implications, construction or energy-wise for the ductwork on the roof?
- Do these ducts meet design and construction “good practices” for energy and long-term wear and tear?

As seen from the satellite image on the cover page of this report, one can see the amount of ductwork that is in question. This report analyzes the rooftop ductwork in terms of energy and construction as well as evaluates the economic viability of retrofit.

In summary, the design and installation of the rooftop ducts are, in fact, in accordance with construction and energy codes at the time they were installed. Even though there are numerous concerns of operational cost impact and longevity from exposure to weather, the costs required to mitigate/retrofit the ductwork are not necessarily attractive to traditional investment financing. Three options were considered to improve the performance, maintenance, aesthetics, and/or wear and tear are as follows:

1. Provide external insulation with metal jacketing for the ductwork

Opinion of Probable Cost:	\$330,000
Estimated Annual Savings:	\$32,927 (over existing)
Payback / ROI / NPV Savings / IRR:	10 yrs / 10% / \$394,780 / 11%

2. Replace all rooftop ductwork and externally insulate to code (no liner)

This has no benefit.

3. Provide a complete paint-free duct wrap (no insulation) for weather protection

Opinion of Probable Cost:	\$200,000
Estimated Annual Savings:	\$25,000 (over existing)
Payback / ROI / NPV Savings / IRR:	8 yrs / 12.5% / \$351,915 / 14%

Based on the economics both Option 1 and 3 solutions above are somewhat equivalent. Option 2 has no economic benefit. The advantages of Option 1 are that it ensures no internal corrosion due to condensation and improves the thermal performance. The advantages of Option 3 are less capital investment and a slightly better economic benefit. Option 1 is recommended if a section of duct liner could be removed in a few sample ducts systems and inspected for the extent of corrosion that has occurred since the original installation. If no significant corrosion is found, then Option 3 would be more appropriate.

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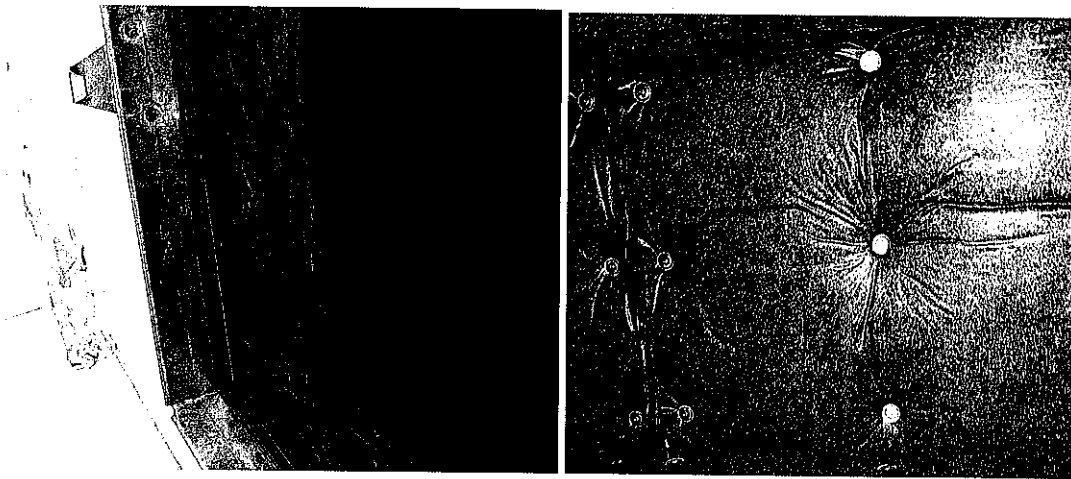
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DESIGN AND CONSTRUCTION

Ductwork exposed on the rooftop is certainly an accepted method of air distribution from the rooftop equipment to the spaces. In many cases this is done to mitigate sound levels before the ducts enter the space through the roof the structure; however, for this project it appears the ductwork was routed on the roof more so due to limitations in available ceiling space within the existing structure.

At the time of construction, the applicable codes were the CT 2005 State Building Code with 2013 Amendments which included the 2003 International Mechanical Code (IMC) and the 2009 International Energy Conservation Code (IECC). Based on this, the ductwork exposed to the outdoor environment must meet energy minimum of R-8 (2009 IECC 503.2.7) as well as must be constructed so as to protect against the elements (2003 IMC 603.16). It should be noted that the current Connecticut energy code (IECC 2015) required the rooftop ducts to be insulated to R-12.

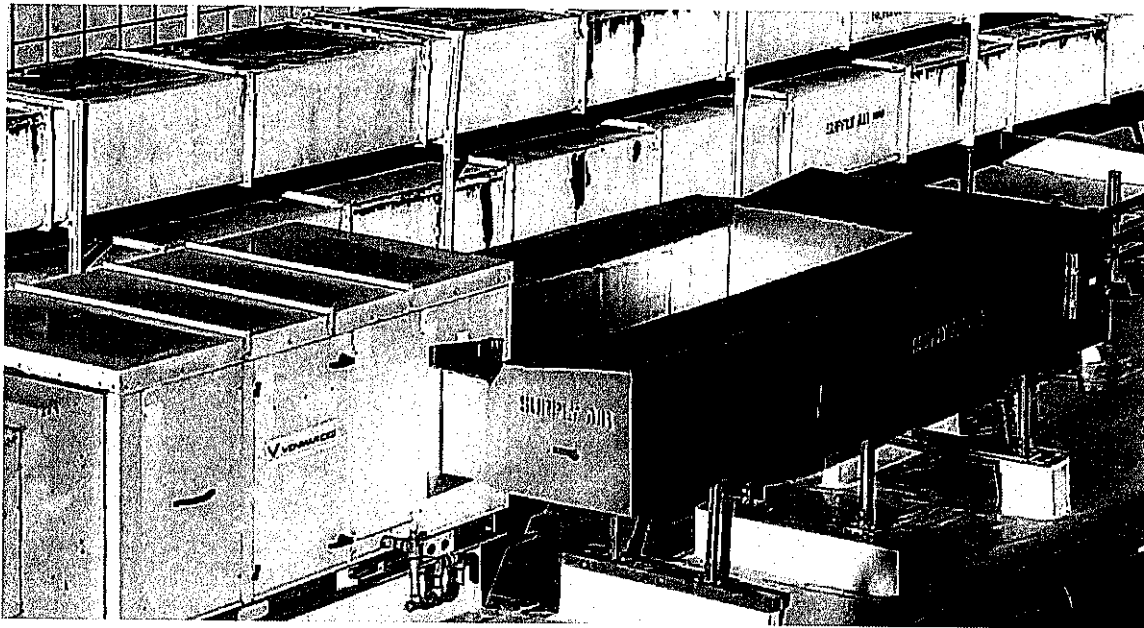
The design drawings for the project show several air handling units (AHU) and dedicated outdoor air systems (DOAS) with ductwork routed across the roof of the high school. The construction documents specify (Duct Insulation Specification 230713) that ductwork (exposed to the outdoor) with exterior applied fiberglass board to a minimum R value of 8 and a metal jacket (painted aluminum) with moisture barrier. Also, under Metal Duct Specification 233113, lined ducts outside of the building envelope shall have 3" fiberglass liner. With the exception of the Women's and Men's locker room AHUs, the installed (as-built) duct is galvanized single wall duct with 2" (R-8) of fiberglass duct liner pinned to the inside (see below).



The rooftop ducts from the locker room units have external duct wrap systems likely due to the wet environment in the locker rooms. Below is the Women's locker room unit (AHU-5) with external duct insulation and an aluminum wrap (e.g. Polyguard Alumaguard).

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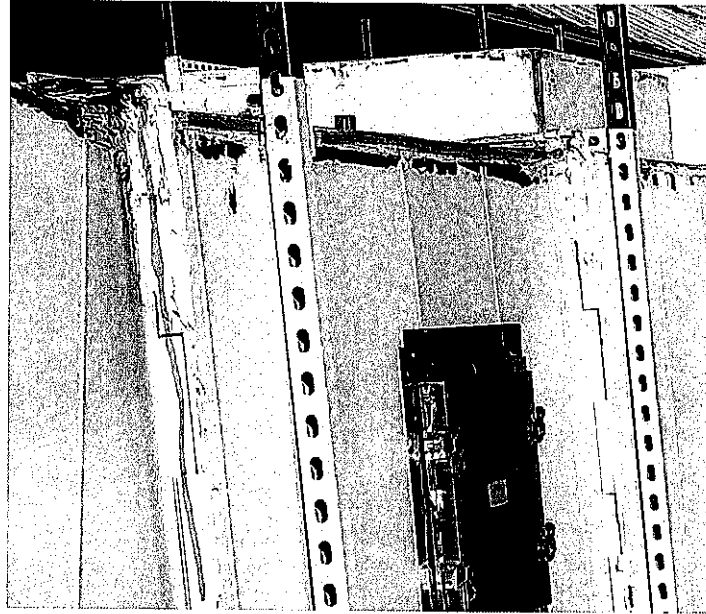
Both the design and installed solutions meet the intent of the code; however, the installed option (duct liner) is a significantly lower cost solution and does not meet Specification 233113 requirement of three inches. This may have been a value engineered alternative proposed during the construction process. Lined ductwork also has some drawbacks which include the following:

1. Higher friction losses due to fiberglass liner in all the rooftop air streams
 - ❖ The duct liner is typically used for acoustical treatment but at a limited length (10 to 20 feet usually). It has a rougher surface than bare galvanized sheet metal, resulting in more energy to push the same amount of air. With an average 22% higher pressure drop for acoustical liner over galvanized steel, the overall power required, from the fan affinity laws, is about 35% higher. Based on the estimated total length of rooftop duct and total flow of all of the AHUs and DOASs, the calculated extra energy needed is upwards of 20 kW.
 - ❖ What is questionable with this much added friction loss (due to excessive duct lengths and liner) is the ability to meet the 2009 IECC's fan energy limitation. Based on the construction documents, all AHU and DOAS units exceed the limits using the motor horsepower calculation; however, a more detailed brake horsepower calculation may show compliance, but it is not likely. This should have been documented using COMcheck as part of the permit process (if it was required by the town in 2013).
2. Higher potential for water intrusion with ductwork (mainly the transverse joints and seams) directly exposed to the elements

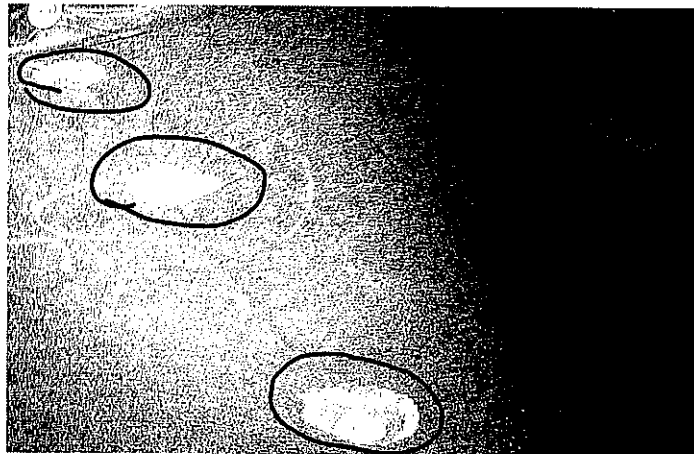
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- ❖ As gaskets and sealants break down between the flanges and seams, there may be potential for water to penetrate over time. (typical flange and seam highlighted below)



3. Pin condensation due to conduction of cold temperature from the outer galvanized duct (where pin is attached) into the air stream
 - ❖ Corrosion of the pins in one of the DOAS systems can be seen in the following image.

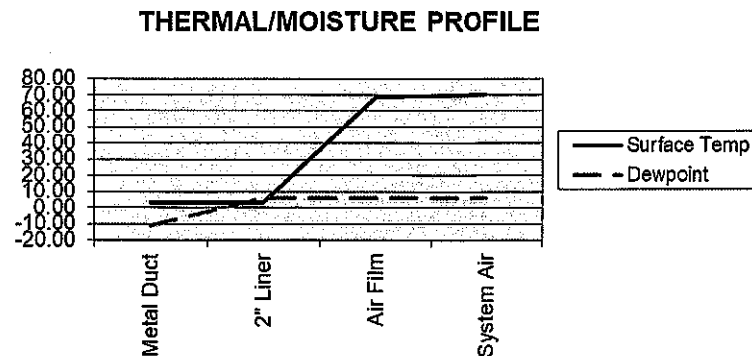


4. Since fiberglass has little vapor retarding capability, condensation will potentially occur on the cold metal surface between the liner and the sheet metal.
 - ❖ Based on a design temperature of 2 °F for Hartford, the dewpoint in the air stream only needs to be about 6 °F (equivalent to a room at 70 °F and 7% RH)

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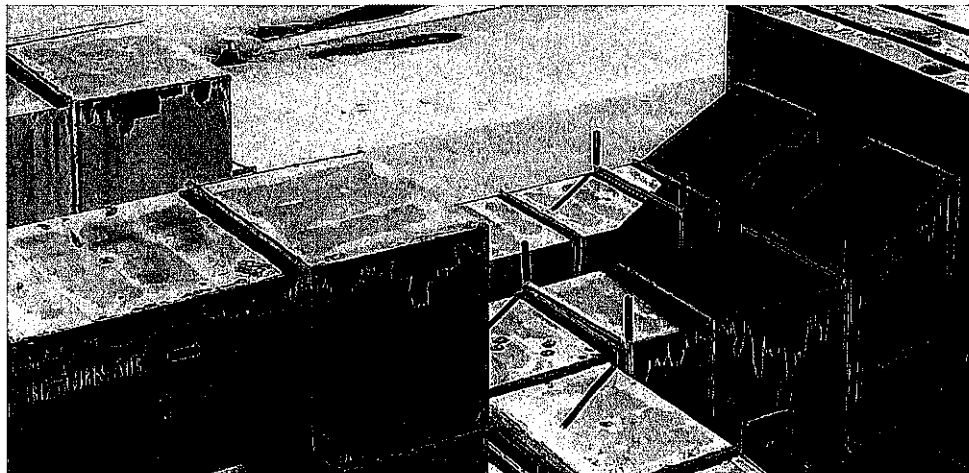
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to condense (see graph below). This could lead to premature corrosion of the ductwork on the inside.



5. Paint not adhering to the ductwork

- ❖ The galvanized duct work is not designed to be painted, hence the reason the paint is failing so quickly (see photo below showing typical paint failing). Galvannealed steel is a version of galvanization that makes the surface paintable. It is not traditionally used in ductwork and was not used here.



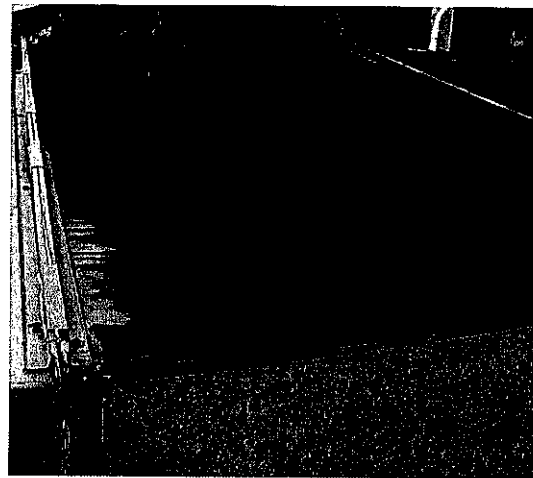
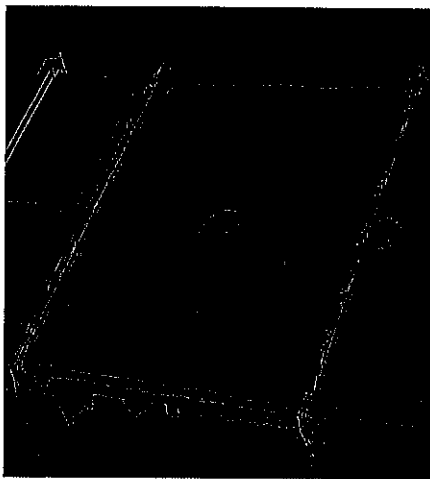
6. Fiberglass duct liner has a bad reputation

- ❖ Fiberglass liner is a tough surface to clean and because of its roughness can collect dirt, especially on the ducts upstream the filters (Return and Exhaust). It also has some negative press as to the health impact of loose fiberglass fibers in the air stream, even though the liner in the project is factory coated and tested to meet standards for erosion and microbial growth. Many municipalities and educational groups forbid the use of fiberglass duct liner most likely due to perception from older liners that were not coated or tested to those standards.

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7. Externally insulated rooftop ducts with a metal jacket are typically installed with a pitch on top for ducts wider than 2-1/2 to 3 ft to allow water to run-off and prevent sagging/pooling in the middle of large ducts. The rooftop duct was not pitched because you cannot simply pitch single wall duct. As a result there is evidence of pooling on some of the larger ducts. The left photo below shows a duct from DOAS-5 where the dew pooled (gray area) and paint is peeling in the center of duct from past pooling. There is no requirement for pitching the duct in SMACNA but the pooling in larger ducts can cause accelerated corrosion. The right photo below depicts a 15 year old rooftop duct in Connecticut that rotted out due to continued pooling from rain and snow. It should be noted that manufacturers of external insulation system for outdoor ducts recommend pitching on wide ducts.



ENERGY IMPLICATIONS

With ducts located on the roof containing conditioned air, there will be an associated energy impact due to heat gains in the summer and heat losses in the winter. The amount of this impact is simulated using an 8760 hour (one year) energy model which is then compared to a baseline scenario as a reference. In this case, the baseline would be if the exposed ducts were, instead, run inside the building envelope (i.e. in the ceiling) vs. on the roof. Since locating the ducts inside the envelope is not practical at this point, a simulation of a likely retrofit (i.e. adding external insulation to the rooftop ducts) is performed to understand the potential energy savings. For that solution we would propose 2" of external duct insulation with a protective jacket (as originally specified) over the existing rooftop ducts.

The energy model is assembled and treated like four metal buildings based on the overall area of the ducts and the environment inside them. The vertical sides of the ducts are treated as walls and the horizontal are treated as a roof and a floor partition. The resultant buildings are as follows:

	Duct System	Summer Interior Temp °F	Winter Interior Temp °F	Roof & Floor Area ft ²	Vertical Wall Area ft ²
Building 1	AHU Return	75	70	2597	2140
Building 2	AHU Supply	55	85	2695	2414
Building 3	DOAS Exhaust	75	70	5182	3183
Building 4	DOAS Supply	66	70	5802	3928

Assumptions

- The 8760 energy model is performed using Carrier's Hourly Analysis Program based on a typical meteorological year for Hartford CT.
- This analysis is comparative only and cost/energy values are based on differentials between scenarios. They are not absolute numbers.
- The baseline scenario assumes the ducts are insulated to R-6 (per code) and located within a conditioned plenum ceiling space that varies between 65 F and 80 F based on outdoor air temperature.
- All ducts assume an exfiltration/infiltration based on a SMACNA leakage class of 12 at an average pressure class of 1/2" w.g.
- All exposed vertical area is split equally between all orientations (N, S, E, & W)
- The exposed floor area is treated like floor partition to the outdoors (i.e. no solar gain).
- The cooling energy due to duct losses is calculated based on a centrifugal chiller models with variable speed primary pumps and a variable speed cooling tower fan.
- The additional heating energy due to duct losses is calculated based on a modulating/condensing boiler with constant speed primary pumps and variable speed secondary pumps.

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- Utility rates used to calculate energy costs are based on average rates from the utility bills over a period of a year.

Below is a summary of the energy costs associated with each scenario.

Component	1 - Interior Ducts (baseline) (\$)	2 - Exterior Ducts (existing) (\$)	3 - Exterior Ducts (add insulation) (\$)
HVAC Components			
Electric	5,178	6,705	3,228
Natural Gas	5,569	9,095	4,645
Totals	10,746	15,800	7,873
Savings over existing	(5,054)		(7,927)

Based on this overall savings from adding the insulation is approximately \$8,000 which is even better energy performance than having interior ducts. To better understand the scale of ductwork located on the roof in terms of energy impact, an additional simulation was performed using an unoccupied metal building shell with no windows insulated to the current energy code (IECC 2015) and calibrated to the same energy losses/gains as the ductwork model. Based on this, the equivalent building would be approximately 55,000 square feet (235' x 235') that is 20 feet high.

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COST ANALYSIS

From the energy simulation, the savings of the added insulation and jacket can be evaluated against the cost. This is considered Option 1. The opinion of probable cost for Option 1 is close to \$330,000, which makes a simple payback analysis unattractive. A life cycle cost analysis (LCCA) is more complex in that quantifying the ongoing maintenance impact (re-painting, leak repairs, reduced life) can be difficult. Based on the construction grade and size of the AHU and DOAS rooftop equipment, the anticipated life is about 20-25 years. Ductwork based on the conditions witnessed, may be quite a bit less than that without significant repairs and continual re-painting; therefore, assuming a life cycle of 25 years and assuming an annualized cost for re-painting (every two years) and ductwork repairs (as needed) at \$25,000 per year, those costs plus the higher energy costs can be compared against the added insulation and jacketing. Unfortunately, this does not result in very favorable economics from an investment financing standpoint, but there are certainly significant savings over the life of the systems. In addition, the external insulated wrap will ensure that internal condensation damage does not occur on the pins or the duct surface.

Other options evaluated are as follows:

- Option 2: Complete duct replacement with external insulation is estimated at \$780,000. This would include an estimated additional \$10,000 a year in electrical savings for elimination of duct liner. This has very unfavorable economics.
- Option 3: Just wrapping the duct (no insulation) with a product like Alumaguard® All-Weather or Alumaguard® Lite White to encapsulate the duct and eliminate external corrosion and maintenance is estimated at \$200,000. This would require cleaning and prepping the ducts. The simple payback for this option is better than external insulation, but the LCCA shows a better return on investment or ROI (i.e. more savings over the life of the duct) for the fully insulated wrap.

Notes:

- a) All costs estimates are Opinions of Probable Cost based on R.S. Means Estimating data and/or pricing information provided by product manufacturers and are accurate to the best of the preparer's knowledge. Actual pricing depends on many factors so quotes should be obtained prior to making any final economic decisions. The cost estimates for Option 1 and Option 3 assume the mechanical contractor acting as the prime (i.e. no general contractor) since the installation scope is very limited. Option 2 include CG Costs.
- b) Included in the LCCAs are inflation rates and discount rates. Inflation rates are kept at 2% for maintenance for cost of labor increase. Fuel and electricity costs from 2015 to 2030 are expected to be very flat with no more than a 1% change per year plus a 0.9% increase due to inflation. The discount rate is set to 3.0%. Both the fuel escalation and discount rate are taken from NISTIR 85-3273-26, *Energy Price Indices and Discount Factors for Life Cycle Cost Analysis*, 9/2011.

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CONCLUSION

As stated above there are no attractive economic solutions in addressing the myriad rooftop ducts that are placing both a strain on energy and maintenance. Based on the amount of energy consumed by the high school, the actual energy footprint of the exposed ductwork (\$15,800 estimated per typical year) does not seem significant when the utility bills (electric and natural gas) for the 2020 calendar year total close to \$460,000. However, that is still about 3.5% of the overall annual energy costs for a very limited portion of the facility. Insulating will cut that percentage in half. The other incentive would be to alleviate the unsightliness and future maintenance costs associated with exposed ductwork.

OPTIONS

1. Provide external insulation with metal jacketing for the ductwork

Opinion of Probable Cost:	\$330,000
Estimated Annual Savings:	\$32,927 (over existing)
Payback / ROI / NPV Savings / IRR:	10 yrs / 10% / \$394,780 / 11%

2. Replace all rooftop ductwork and externally insulate to code (no liner)

This has no benefit.

3. Provide a complete paint-free duct wrap (no insulation) for weather protection

Opinion of Probable Cost:	\$200,000
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Payback / ROI / NPV Savings / IRR:	8 yrs / 12.5% / \$351,915 / 14%

Based on the economics both Option 1 and 3 are somewhat equivalent. The advantages of Option 1 are that it ensures no internal corrosion due to condensation and improves the thermal performance. The advantages of Option 3 are less capital investment and a slightly better economic benefit. Option 1 is recommended if a section of ducts liner could be removed in a few sample ducts systems and inspected for the extent of corrosion. If no significant corrosion is found, then Option 3 would be more appropriate.

APPENDIX

A. Opinion of Probable Cost Estimates and Life Cycle Cost Analyses

Option 1: External Insulation w/ Metal Jacket – LCCA & OPC Estimates

Option 2: Replace Ductwork - LCCA & OPC Estimates

Option 3: Alumaguard® Jacketing (no insulation) - LCCA & OPC Estimates

B. Cut Sheets

Alumaguard® Cut All-Weather

Alumaguard® Lite White

C. Duct Area Calculations

D. Energy Model

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APPENDIX A

Opinion of Probable Cost Estimates and Life Cycle Cost Analyses

Innovative Construction & Design Solutions, LLC
419A Whitfield Street
Guilford, CT 06437

BERLIN HIGH SCHOOL
BERLIN, CT

PROJECT: Option 1 - External Ins & Jacket
PROJECT NO: 2021-06
PREPARED BY: Fitch
DATE: -
REVISION: -

15 MECHANICAL

ITEM Number	ITEM Description	Quantity	Unit	Material Costs		Manhours & Labor Costs		Labor Cost	Subcontract Cost		Total Cost
				Unit Cost	Material Cost	Unit Manhrs	Total Manhrs		Unit Rate	S/C Cost	
1	2" Mineral Fiber Board 6#	28,000	sf	\$ 0.79	\$ 22,136.80		0	\$	2.63	\$ 73,679.20	\$ 95,816.00
2	0.16" Alum Jacket	28,000	sf	\$ 1.09	\$ 30,386.80		0	\$	4.34	\$ 121,587.20	\$ 151,984.00
3	Painting - Primer and 2 coats	28,000	sf	\$ 0.21	\$ 5,947.20		0	\$	0.77	\$ 21,476.00	\$ 27,423.20
4	OH&P (20%)	1	lot	\$ -	\$ -		0	\$	55,044.64	\$ 55,044.64	\$ 55,044.64
5				\$ -	\$ -		0	\$	-	\$ -	\$ -
6				\$ -	\$ -		0	\$	-	\$ -	\$ -
7				\$ -	\$ -		0	\$	-	\$ -	\$ -
8				\$ -	\$ -		0	\$	-	\$ -	\$ -
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17				\$ -	\$ -		0	\$	-	\$ -	\$ -
18				\$ -	\$ -		0	\$	-	\$ -	\$ -
15					\$ 58,480.80			\$		\$ 271,787.04	\$ 330,267.84

Innovative Construction Design Solutions, LLC

419A Whitfield Street
 Guilford, CT 06437

Life-Cycle Energy Savings Calculator

Client	Town of Berlin
Project	Evaluation and Assessment of the Berlin High School Rooftop Ductwork
Alternative Description	Option 1 - External Insulation and Metal Jacket

Inputs		Results	
Study Period (Years)	25	Simple Payback Years (SPB)	10.02
M&O Inflation Rate	2.0%	Simple Return on Investment (ROI)	9.98%
Electricity Inflation Rate	1.9%		
Fuel Inflation Rate	1.9%	Net Present Value of Savings (NPV)	\$ 394,790
Hurdle (Re-invest) Rate	12.0%	Internal Rate of Return (IRR)	11%
Discount Rate	3.0%	Modified Internal Rate of Return (MIRR)	12%
Initial Incremental Cost	\$ 330,000		
Annual M&O Cost	\$ (25,000)		
Annual Electricity Savings	\$ 3,477		
Annual Fuel Savings	\$ 4,450	Total Annual Savings (Initial)	\$ 32,927

Annual Cash Flow

Year in Study Period	Incremental Costs	M&O Costs	Electricity Savings	Fuel Savings	Total by Year	Present Value in Year 0
0	\$ (330,000)				\$ (330,000)	\$ (330,000)
1		\$ 25,500	\$ 3,543	\$ 4,535	\$ 33,578	\$ 32,600
2		\$ 26,010	\$ 3,610	\$ 4,621	\$ 34,241	\$ 32,276
3		\$ 26,530	\$ 3,679	\$ 4,708	\$ 34,918	\$ 31,955
4		\$ 27,061	\$ 3,749	\$ 4,798	\$ 35,608	\$ 31,637
5		\$ 27,602	\$ 3,820	\$ 4,889	\$ 36,311	\$ 31,322
6		\$ 28,154	\$ 3,893	\$ 4,982	\$ 37,029	\$ 31,011
7		\$ 28,717	\$ 3,967	\$ 5,077	\$ 37,760	\$ 30,703
8		\$ 29,291	\$ 4,042	\$ 5,173	\$ 38,507	\$ 30,397
9		\$ 29,877	\$ 4,119	\$ 5,271	\$ 39,268	\$ 30,095
10		\$ 30,475	\$ 4,197	\$ 5,372	\$ 40,044	\$ 29,796
11		\$ 31,084	\$ 4,277	\$ 5,474	\$ 40,835	\$ 29,500
12		\$ 31,706	\$ 4,358	\$ 5,578	\$ 41,642	\$ 29,207
13		\$ 32,340	\$ 4,441	\$ 5,684	\$ 42,465	\$ 28,916
14		\$ 32,987	\$ 4,525	\$ 5,792	\$ 43,304	\$ 28,629
15		\$ 33,647	\$ 4,611	\$ 5,902	\$ 44,160	\$ 28,344
16		\$ 34,320	\$ 4,699	\$ 6,014	\$ 45,032	\$ 28,063
17		\$ 35,006	\$ 4,788	\$ 6,128	\$ 45,922	\$ 27,784
18		\$ 35,706	\$ 4,879	\$ 6,244	\$ 46,830	\$ 27,508
19		\$ 36,420	\$ 4,972	\$ 6,363	\$ 47,755	\$ 27,234
20		\$ 37,149	\$ 5,066	\$ 6,484	\$ 48,699	\$ 26,963
21		\$ 37,892	\$ 5,163	\$ 6,607	\$ 49,661	\$ 26,695
22		\$ 38,649	\$ 5,261	\$ 6,733	\$ 50,643	\$ 26,430
23		\$ 39,422	\$ 5,361	\$ 6,861	\$ 51,644	\$ 26,167
24		\$ 40,211	\$ 5,462	\$ 6,991	\$ 52,664	\$ 25,907
25		\$ 41,015	\$ 5,566	\$ 7,124	\$ 53,705	\$ 25,650
26		N/A	N/A	N/A	N/A	N/A
27		N/A	N/A	N/A	N/A	N/A
28		N/A	N/A	N/A	N/A	N/A
29		N/A	N/A	N/A	N/A	N/A
30		N/A	N/A	N/A	N/A	N/A
Totals	\$ (330,000)	\$ 816,773	\$ 112,047	\$ 143,403	\$ 742,223	\$ 394,790

BERLIN HIGH SCHOOL

BERLIN, CT

15 MECHANICAL

ITEM Number	ITEM Description	Quantity	Unit	Material Costs		Manhours & Labor Costs		Labor Cost	Subcontract Cost		Total Cost
				Unit Cost	Material Cost	Unit Manhrs	Total Manhrs		Unit Rate	S/C Cost	
1	3" Mineral Fiber Board 6# (R-12)	24,500	sf	\$ 0.98	\$ 23,995.30		0	\$ -	\$ 2.89	\$ 70,829.50	\$ 94,824.80
2	Alumaseal Lite	24,500	sf	\$ 2.00	\$ 49,000.00		0	\$ -	\$ 3.00	\$ 73,500.00	\$ 122,500.00
3	Ductwork Installation (22 ga. Avg, 50% fittings)	36,750	lbs	\$ 1.10	\$ 40,589.64		0	\$ -	\$ 7.92	\$ 290,892.42	\$ 331,482.06
4	OH&P (20%)	1	lot	\$ -	\$ -		0	\$ -	\$ 109,761.37	\$ 109,761.37	\$ 109,761.37
5	General Contractor (18%)	1	lot	\$ -	\$ -		0	\$ -	\$ 118,542.28	\$ 118,542.28	\$ 118,542.28
6				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
7				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
8				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
9				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
10				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
11				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
12				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
13				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
14				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
15				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
16				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
17				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
18				\$ -	\$ -		0	\$ -	\$ -	\$ -	\$ -
15					\$113,584.94			\$ -		\$ 663,525.57	\$ 777,110.51

Innovative Construction Design Solutions, LLC

419A Whitfield Street

Guilford, CT 06437

Life-Cycle Energy Savings Calculator

Client	Town of Berlin
Project	Evaluation and Assessment of the Berlin High School Rooftop Ductwork
Alternative Description	Option 2 - Replace Ducts

Inputs

Study Period (Years)	25
M&O Inflation Rate	2.0%
Electricity Inflation Rate	1.9%
Fuel Inflation Rate	1.9%
Hurdle (Re-invest) Rate	0.0%
Discount Rate	3.0%
Initial Incremental Cost	\$ 780,000
Annual M&O Cost	\$ (25,000)
Annual Electricity Savings	\$ 10,000
Annual Fuel Savings	\$ -

Results

Simple Payback Years (SPB)	22.29
Simple Return on Investment (ROI)	4.49%
Net Present Value of Savings (NPV)	\$ (10,002)
Internal Rate of Return (IRR)	3%
Modified Internal Rate of Return (MIRR)	2%

Total Annual Savings (Initial) \$ 35,000

Annual Cash Flow

Year in Study Period	Incremental Costs	M&O Costs	Electricity Savings	Fuel Savings	Total by Year	Present Value in Year 0
0	\$ (780,000)				\$ (780,000)	\$ (780,000)
1		\$ 25,500	\$ 10,190	\$ -	\$ 35,690	\$ 34,650
2		\$ 26,010	\$ 10,384	\$ -	\$ 36,394	\$ 34,304
3		\$ 26,530	\$ 10,581	\$ -	\$ 37,111	\$ 33,962
4		\$ 27,061	\$ 10,782	\$ -	\$ 37,843	\$ 33,623
5		\$ 27,602	\$ 10,987	\$ -	\$ 38,589	\$ 33,287
6		\$ 28,154	\$ 11,196	\$ -	\$ 39,350	\$ 32,955
7		\$ 28,717	\$ 11,408	\$ -	\$ 40,125	\$ 32,626
8		\$ 29,291	\$ 11,625	\$ -	\$ 40,916	\$ 32,300
9		\$ 29,877	\$ 11,846	\$ -	\$ 41,723	\$ 31,977
10		\$ 30,475	\$ 12,071	\$ -	\$ 42,546	\$ 31,658
11		\$ 31,084	\$ 12,300	\$ -	\$ 43,385	\$ 31,342
12		\$ 31,706	\$ 12,534	\$ -	\$ 44,240	\$ 31,029
13		\$ 32,340	\$ 12,772	\$ -	\$ 45,112	\$ 30,719
14		\$ 32,987	\$ 13,015	\$ -	\$ 46,002	\$ 30,413
15		\$ 33,647	\$ 13,262	\$ -	\$ 46,909	\$ 30,109
16		\$ 34,320	\$ 13,514	\$ -	\$ 47,834	\$ 29,808
17		\$ 35,006	\$ 13,771	\$ -	\$ 48,777	\$ 29,511
18		\$ 35,706	\$ 14,033	\$ -	\$ 49,739	\$ 29,216
19		\$ 36,420	\$ 14,299	\$ -	\$ 50,719	\$ 28,925
20		\$ 37,149	\$ 14,571	\$ -	\$ 51,719	\$ 28,636
21		\$ 37,892	\$ 14,848	\$ -	\$ 52,739	\$ 28,350
22		\$ 38,649	\$ 15,130	\$ -	\$ 53,779	\$ 28,067
23		\$ 39,422	\$ 15,417	\$ -	\$ 54,840	\$ 27,787
24		\$ 40,211	\$ 15,710	\$ -	\$ 55,921	\$ 27,509
25		\$ 41,015	\$ 16,009	\$ -	\$ 57,024	\$ 27,235
26		N/A	N/A	N/A	N/A	N/A
27		N/A	N/A	N/A	N/A	N/A
28		N/A	N/A	N/A	N/A	N/A
29		N/A	N/A	N/A	N/A	N/A
30		N/A	N/A	N/A	N/A	N/A
Totals	\$ (780,000)	\$ 816,773	\$ 322,253	\$ -	\$ 359,026	\$ (10,002)

Innovative Construction & Design Solutions, LLC
419A Whitfield Street
Guilford, CT 06437

BERLIN HIGH SCHOOL

15 MECHANICAL

BERLIN, CT

PROJECT: Option 3 - Alumaguard Jacketing
PROJECT NO: 2021-06
PREPARED BY: Fitch
DATE: -
REVISION: -

ITEM Number	ITEM Description	Quantity	Unit	Material Costs		Manhours & Labor Costs		Labor Cost	Subcontract Cost	Total Cost
				Unit Cost	Material Cost	Unit Manhrs	Total Manhrs			
1	Alumaseal Lite	28,000	sf	\$ 2.00	\$ 56,000.00		0	\$ -	\$ 3.00 \$ 84,000.00	\$ 140,000.00
2	Cleaning and prepping duct surfaces	28,000	sf	\$ -	\$ -		0	\$ -	1.00 \$ 28,000.00	\$ 28,000.00
3	OH&P (20%)	1	lot	\$ -	\$ -		0	\$ -	33,600.00 \$ 33,600.00	\$ 33,600.00
4				\$ -	\$ -		0	\$ -	\$ -	\$ -
5				\$ -	\$ -		0	\$ -	\$ -	\$ -
6				\$ -	\$ -		0	\$ -	\$ -	\$ -
7				\$ -	\$ -		0	\$ -	\$ -	\$ -
8				\$ -	\$ -		0	\$ -	\$ -	\$ -
9				\$ -	\$ -		0	\$ -	\$ -	\$ -
10				\$ -	\$ -		0	\$ -	\$ -	\$ -
11				\$ -	\$ -		0	\$ -	\$ -	\$ -
12				\$ -	\$ -		0	\$ -	\$ -	\$ -
13				\$ -	\$ -		0	\$ -	\$ -	\$ -
14				\$ -	\$ -		0	\$ -	\$ -	\$ -
15				\$ -	\$ -		0	\$ -	\$ -	\$ -
16				\$ -	\$ -		0	\$ -	\$ -	\$ -
17				\$ -	\$ -		0	\$ -	\$ -	\$ -
18				\$ -	\$ -		0	\$ -	\$ -	\$ -
15					\$ 56,000.00			\$ -	\$ 145,600.00	\$ 201,600.00

Innovative Construction Design Solutions, LLC

419A Whitfield Street
Guilford, CT 06437

Life-Cycle Energy Savings Calculator

Client	Town of Berlin
Project	Evaluation and Assessment of the Berlin High School Rooftop Ductwork
Alternative Description	Option 3 - Added Alumaguard Jacketing Only

Inputs		Results	
Study Period (Years)	25	Simple Payback Years (SPB)	8.00
M&O Inflation Rate	2.0%	Simple Return on Investment (ROI)	12.50%
Electricity Inflation Rate	1.9%		
Fuel Inflation Rate	1.9%	Net Present Value of Savings (NPV)	\$ 351,915
Hurdle (Re-invest) Rate	12.0%	Internal Rate of Return (IRR)	14%
Discount Rate	3.0%	Modified Internal Rate of Return (MIRR)	13%
Initial Incremental Cost	\$ 200,000		
Annual M&O Cost	\$ (25,000)		
Annual Electricity Savings	\$ -		
Annual Fuel Savings	\$ -	Total Annual Savings (Initial)	\$ 25,000

Annual Cash Flow

Year in Study Period	Incremental Costs	M&O Costs	Electricity Savings	Fuel Savings	Total by Year	Present Value in Year 0
0	\$ (200,000)				\$ (200,000)	\$ (200,000)
1		\$ 25,500	\$ -	\$ -	\$ 25,500	\$ 24,757
2		\$ 26,010	\$ -	\$ -	\$ 26,010	\$ 24,517
3		\$ 26,530	\$ -	\$ -	\$ 26,530	\$ 24,279
4		\$ 27,061	\$ -	\$ -	\$ 27,061	\$ 24,043
5		\$ 27,602	\$ -	\$ -	\$ 27,602	\$ 23,810
6		\$ 28,154	\$ -	\$ -	\$ 28,154	\$ 23,579
7		\$ 28,717	\$ -	\$ -	\$ 28,717	\$ 23,350
8		\$ 29,291	\$ -	\$ -	\$ 29,291	\$ 23,123
9		\$ 29,877	\$ -	\$ -	\$ 29,877	\$ 22,898
10		\$ 30,475	\$ -	\$ -	\$ 30,475	\$ 22,676
11		\$ 31,084	\$ -	\$ -	\$ 31,084	\$ 22,456
12		\$ 31,706	\$ -	\$ -	\$ 31,706	\$ 22,238
13		\$ 32,340	\$ -	\$ -	\$ 32,340	\$ 22,022
14		\$ 32,987	\$ -	\$ -	\$ 32,987	\$ 21,808
15		\$ 33,647	\$ -	\$ -	\$ 33,647	\$ 21,597
16		\$ 34,320	\$ -	\$ -	\$ 34,320	\$ 21,387
17		\$ 35,006	\$ -	\$ -	\$ 35,006	\$ 21,179
18		\$ 35,706	\$ -	\$ -	\$ 35,706	\$ 20,974
19		\$ 36,420	\$ -	\$ -	\$ 36,420	\$ 20,770
20		\$ 37,149	\$ -	\$ -	\$ 37,149	\$ 20,568
21		\$ 37,892	\$ -	\$ -	\$ 37,892	\$ 20,369
22		\$ 38,649	\$ -	\$ -	\$ 38,649	\$ 20,171
23		\$ 39,422	\$ -	\$ -	\$ 39,422	\$ 19,975
24		\$ 40,211	\$ -	\$ -	\$ 40,211	\$ 19,781
25		\$ 41,015	\$ -	\$ -	\$ 41,015	\$ 19,589
26		N/A	N/A	N/A	N/A	N/A
27		N/A	N/A	N/A	N/A	N/A
28		N/A	N/A	N/A	N/A	N/A
29		N/A	N/A	N/A	N/A	N/A
30		N/A	N/A	N/A	N/A	N/A
Totals	\$ (200,000)	\$ 816,773	\$ -	\$ -	\$ 616,773	\$ 351,915

APPENDIX B

Cut Sheets

ALUMAGUARD® All-Weather Flexible Weather-Proofing Jacket

Alumaguard® All-Weather weather-proofing cladding from **Polyguard Products** is the only flexible insulation cladding available in the market which combines the self-healing characteristics of rubberized asphalt with the ease of application and cold weather performance of acrylic adhesive-based products.

- Proven: Uses the same outer layer and rubberized asphalt compound as the original **Alumaguard** membrane which has been used successfully in the market for 12 years. True Zero Perm Performance
- Self-Healing: rubberized bituminous membrane seals small cuts and punctures; aluminum is UV stable.
- Acrylic adhesive allows installation down to 10°F.
- No pinning or activator required
- Excellent emissivity
- Can be used year round
- Available in bright white **Alumaguard® Cool Wrap** finish which meets California Title 24, CRRC and Energy Star requirements.

Description

Alumaguard All-Weather is a composite membrane consisting of a multi-ply embossed UV-resistant aluminum foil/polymer laminate to which is applied a layer of rubberized asphalt specially formulated for use on insulated duct and piping applications. A metalized polyester film coated with a high quality low temperature acrylic adhesive is then applied to the rubberized asphalt. A heavy duty release liner gives **Alumaguard All-Weather** its peel and stick functionality.

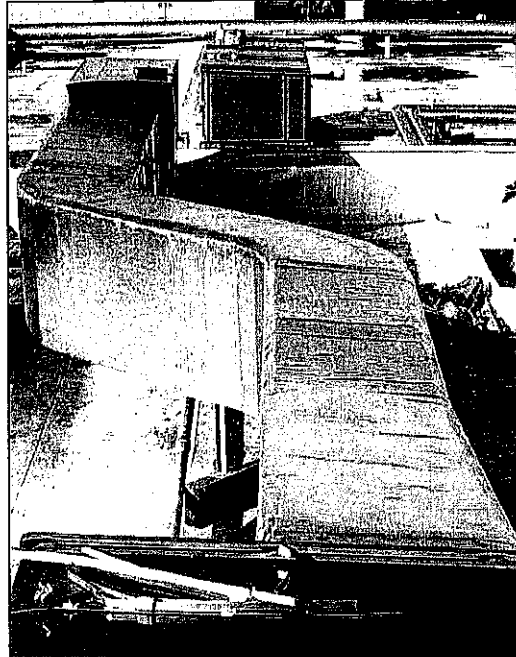
Uses

Alumaguard® All-Weather is designed to be used outdoors to weather-proof exterior insulated ductwork, piping or other insulated tanks, vessels and equipment. **Alumaguard All-Weather** resists moisture, air and vapor intrusion.

Notes: Prior to the installation of **Alumaguard All-Weather**, ducts must be sealed in accordance with SMACNA HVAC Duct Construction Standards Metal and Flexible, 3rd Edition (2005), Seal Class A.

Installation

All roof-top ductwork to which **Alumaguard All-Weather** is to be applied must be designed with adequate slope (watershed) to prevent ponding water. Ponding water is defined as water that stays in place for greater than 24 hours.

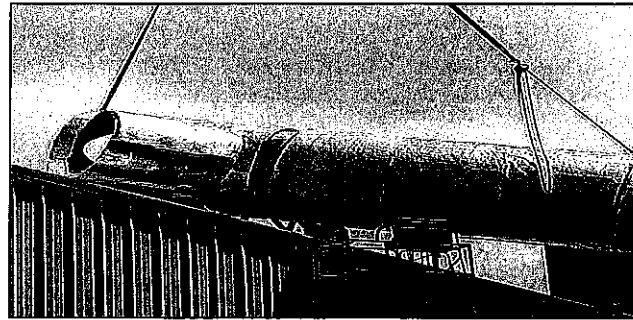
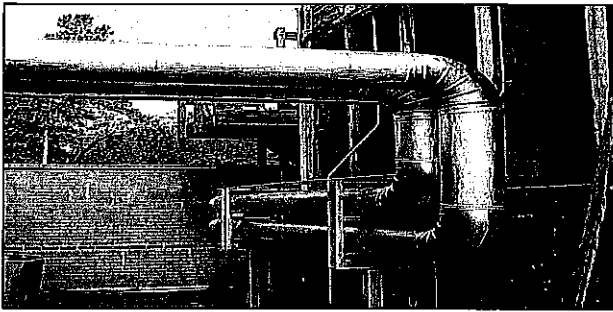


P.O. Box 755
Ennis, TX 75120
PH: (214) 515-5000
FX: (972) 875-9425

This information is based on our best knowledge, but
POLYGUARD cannot guarantee the results to be obtained.



Polyguard is ISO 9001 certified since 1996.



Alumaguard All-Weather is typically applied to faced fiberglass board, rigid isocyanurate foam board with facing, or unfaced extruded polystyrene foam board.

Alumaguard All-Weather products are most commonly applied over rigid insulation on outdoor piping and ductwork systems. However, **Alumaguard All-Weather** products may be applied to clean and dry bare metal ducts. Care must be taken at terminations and where ducts attach to supports to make sure water entry is not allowed. All published application recommendations must be followed.

Applying **Alumaguard All-Weather** to light density duct wrap is not recommended. Round or oval duct should be insulated with 3# or 6# pipe and tank wrap with appropriate facing.

Alumaguard All-Weather is a "peel and stick" product which must be applied to a properly prepared substrate. In duct applications, **Alumaguard All-Weather** can be used for the underside of the duct and does not require pinning. Complete installation instructions are available on our website, www.polyguardproducts.com.

Packaging

Alumaguard All-Weather is available in 4" x 75' and 35" x 75' rolls packaged 12 and 1 to a carton respectively in an embossed foil finish.

Limited Warranty

Polyguard Products warrants material to be free from leaks caused by defects in materials or manufacturing for a period of ten (10) years from the date of installation when material is applied according to installation instructions in effect at the time of installation. Contact **Polyguard** for complete details on the Limited Warranty.

Limitations

Alumaguard® All-Weather should be installed on a properly prepared, clean and dry substrate. **Alumaguard All-Weather** must be protected from damaging chemicals including petroleum and/or coal tar solvents.

Alumaguard All-Weather should not be adhered directly to commercial roofing membranes. For specific information regarding **Alumaguard All-Weather** and commercial roofing, refer to Technical Bulletin, 2011-1.

Alumaguard All-Weather should be stored in a clean dry area with boxes laid horizontally and not on end. The product has a recommended shelf life of 12 months.

Note: Before installing Alumaguard® All-Weather, please obtain a full set of our most current installation instructions on our website, or call Polyguard at 214-515-5000.

Alumaguard® All-Weather Technical Properties and Testing		
Membrane Property	Test Method	Results
Product Thickness (w/o liner)	Micrometer	34 mils 37 (Cool Wrap)
Product Weight	Scale	0.2 lbs/sf
Water Vapor Transmission (grains/hr-ft ²)	ASTM E96-00	.00
Permeance (US Perms)	ASTM E96-00	.00
Peel Adhesion (to primed steel)	ASTM D1000	>16 lbs/in
Elongation at Break	PSTC 131	164%
Tensile Strength	PSTC 131	50 lb/in
Puncture Resistance (Film Only)	ASTM D1000	15 lbs/in
Mold Resistance	ASTM C1338	Pass
Upper Temperature Limit	LAB	150°F
Emissivity	ASTM C1371	.030
Alumaguard® Cool Wrap Properties and Test Results	Solar Reflectance	Thermal Emittance
Cool Roof Rating Council(CRRC) Initial	0.86	0.82
Cool Roof Rating Council(CRRC) 3 Year	0.77	0.86
Energy Star 3 Year	0.84	0.78
California Title 24	Exceeds 0.75	Exceeds 0.75

Installation Recommendations Alumaguard® All-Weather

Ducts must be sealed in accordance with SMACNA HVAC Duct Construction Standards Metal and Flexible - 3rd Edition (2005) Seal Class A prior to insulation of any Alumaguard product.

The instructions below are guidelines for the installation of **Alumaguard® All-Weather** over insulated ductwork.

Alumaguard® All-Weather is part of the family of **Alumaguard** products including Alumaguard and Alumaguard Lite. Each product provides excellent long-term weather protection but has slightly different usage and application characteristics. Please refer to the separate data sheets and installation instructions for these products.

Alumaguard All-Weather incorporates a high performance cold-weather acrylic adhesive for attachment to the substrate. It can be applied at temperatures as low as 10° F. **Alumaguard All-Weather** can be applied around the complete duct and does not require pinning of the membrane at the bottom of the duct.

Insulation on the top of the ductwork must be installed in such a manner as to allow 'water-shed' from the top of the duct to prevent water from 'ponding' on top of the ductwork. Do not use any **Alumaguard** product to hold insulation onto ductwork or piping.

Basic installation on hot and cold air ducts is recommended in following manner to maintain proper vapor barrier and physical integrity:

Board insulation should be mechanically fastened to a properly sealed duct according to the engineer's specification using insulation fasteners (mini-weld pins or perf. based pins and washers, tape sealed joints).

Polyguard recommends the use of faced-foam insulation board like polyiso or extruded polystyrene for the optimal smooth look with less seams and superior R-Value per inch. Faced fiberglass board can also be used. **Polyguard** does not recommend the use of **Alumaguard All-Weather** over any type of unfaced low-density fiberglass insulation.

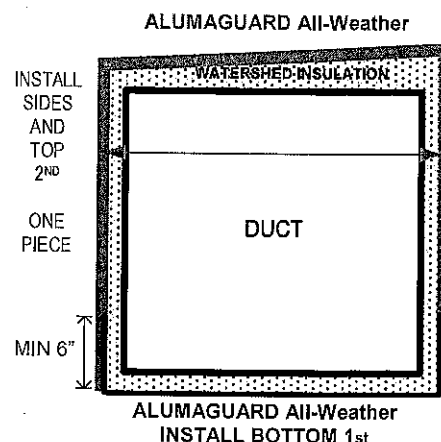
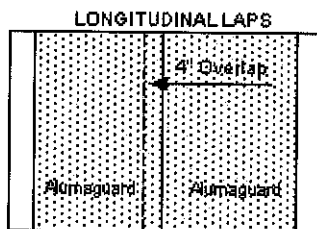
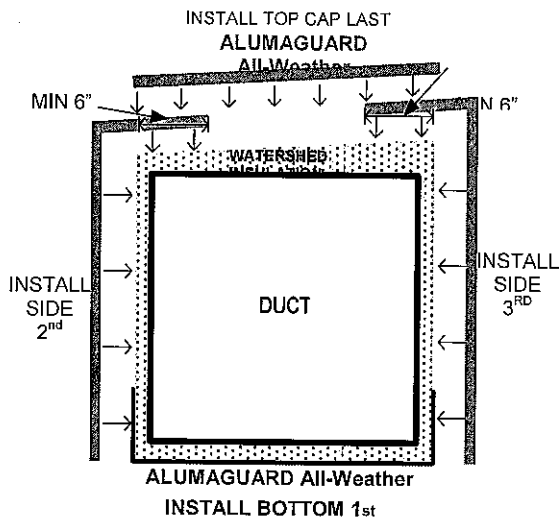
Polyguard recommends **Alumaguard All-Weather** be installed using to one of the these two procedures;

Cut one piece of **Alumaguard All-Weather** to cover the bottom of the duct and up 6" on each side, install this piece first. Cut each side piece of **Alumaguard All-Weather** to fit from the bottom corner of the duct up over the top of the duct, lap onto the top 6". Cut the final piece to cover the top, trim it flush with the top corners; do not lap it down the sides. Roll the **Alumaguard All-Weather** with a laminate roller as you remove the release film to insure adhesion to the substrate.

Or:

Alumaguard All-Weather can also be installed in a one piece application when duct size permits. Starting at the bottom of one side of the duct, go up the side, over the top, and down the other side, trimming the **Alumaguard** flush with the bottom corner of the duct; do not terminate this piece on the bottom of the duct! Roll the **Alumaguard All-Weather** with a laminate roller as you remove the release film to insure adhesion to the substrate.

DO NOT FOLD ANY ALUMAGUARD ALL-WEATHER LAP UNDER THE DUCT



Alumaguard All-Weather must be protected from damaging chemicals. It can be 'solvated' when exposed to petroleum, or coal tar based compounds. **Alumaguard All-Weather** should not be adhered directly to commercial roofing membranes. Refer to Technical Bulletin 2011-1 for commercial roofing details.

Polyguard cannot anticipate all aspects of any installation. Do not "assume" it should be done in a particular manner, please feel free to call us at 1-800-541-4994 for recommendations or detail drawings. Store **Alumaguard All-Weather** in a warm dry place prior to installation. For pipe installation recommendations please see our instructions for piping systems.

X:\LivMech\2012\CATALOG Installation Instructions ALUMAGUARD ALL-WEATHER.doc R8-13-12

P.O. Box 755
Ennis, TX 75120
P/E: (214) 515-5000
F/X: (972) 875-9425

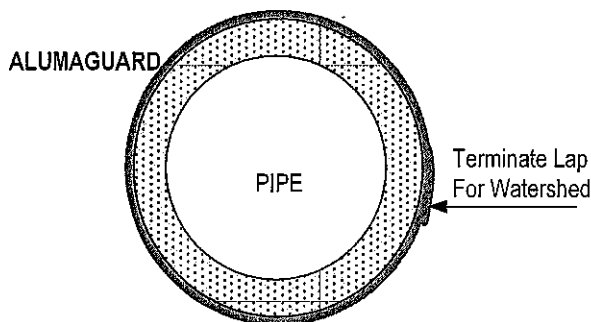
This information is based on our best knowledge, but
POLYGUARD cannot guarantee the results to be obtained.



Polyguard is ISO 9001 certified since 1992.

ALUMAGUARD®, ALUMAGUARD® LITE, ALUMAGUARD® ALL-WEATHER Installation Recommendations for Pipe Applications

Unless noted, the details below apply to all three products in the Alumaguard family:
Alumaguard, Alumaguard Lite and Alumaguard All-Weather.



Alumaguard® products are excellent for use in cold piping jacketing systems; superior to metal or PVC in performance. Although all three **Alumaguard** products can be used in these applications the following recommendations apply:

On ammonia and glycol applications, where expansion and contraction of the pipe may exist, use **Alumaguard** because of its thick layer of rubberized asphalt which can accommodate movement.

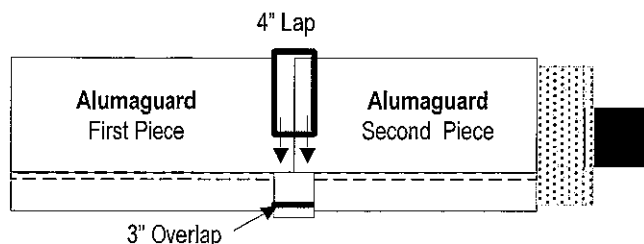
For installation below 50°F, **Alumaguard Lite** and **Alumaguard All-Weather** are recommended.

On systems where heavy abuse is likely, use **Alumaguard** or **Alumaguard All-Weather** where the self-healing characteristics of rubberized asphalt are important.

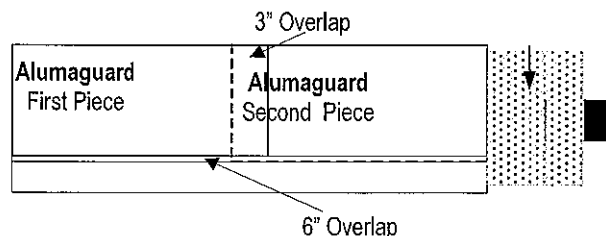
Cold piping systems jacketed with **Alumaguard** products should be installed in the following manner; the "stretch out" for each piece should be cut to allow a 6" lap over the circumferential lap. Install tightly around the pipe insulation, rolling with a laminate roller or other firm "rolling pin" type roller to insure contact with the substrate. Each piece should be within 1-1/2" of the previous piece and a 4" wide butt lap placed over the joint and rolled with a roller. The butt lap should start where the circumferential lap ends, wrapping around the pipe, and then lapping over 6" past the starting point. Installation can also be a cigarette wrap method using a 3" longitudinal lap and the same 6" circumferential lap.

Alumaguard products are not to be used as mechanical fasteners. Insulation should be installed with strapping or banding according to manufacturers instruction.

BUTT LAP INSTALLATION



NOTE: Care should be taken when using **Alumaguard®** products on hot systems to insure that the surface temperatures after insulation do not exceed our upper use limitations. It is important to note that heat transfer through single layer joint seams could result in the softening or melting of the rubberized asphalt compound.



Install the first **Alumaguard** piece over the insulation with a 6" lap terminated at the 4 o'clock position. Install the second piece of **Alumaguard** with 3" overlapped onto the previous piece of **Alumaguard**. The circumferential laps should all line up at the 4 O'clock position to shed water. Roll the surface with a laminate roller or other firm "rolling pin" type roller to insure contact with the substrate. Insulated piping exceeding 12" outside diameter requires the use of banding on **Alumaguard**. Fittings, 90's, tees, valves, and 45's can be laid out using standard sheet metal methods, modified to allow for overlap. This can be accomplished by adding to the throat and heel of the fittings. The bottom piece is installed first, and then the top piece lapped over the bottom piece to permit water shedding over the lap. Tees, valves and other fittings can be fabricated just like you would use standard layout procedures, either two piece or gored fittings, simple add for the overlap. Fittings can also be 'gored', over sizing each gore piece to allow for a lap onto the preceding piece. Installers can also use standard metal fitting covers with the **Alumaguard®** products. Care must be used to insure that the fittings are vapor sealed!

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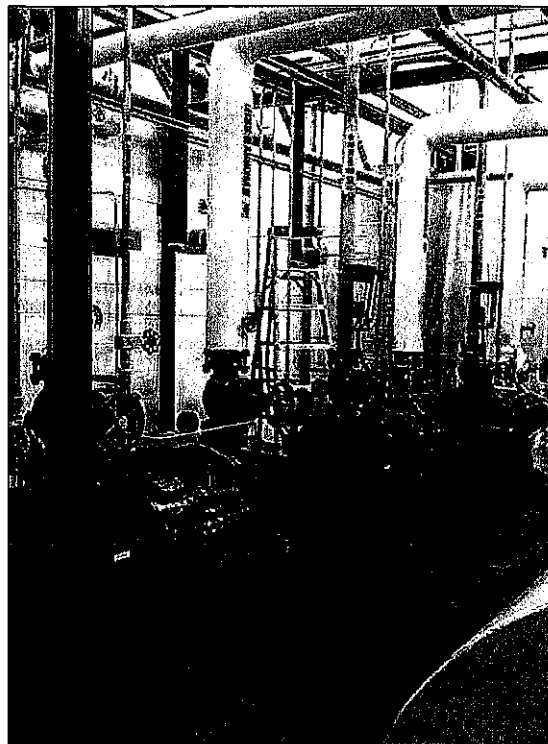
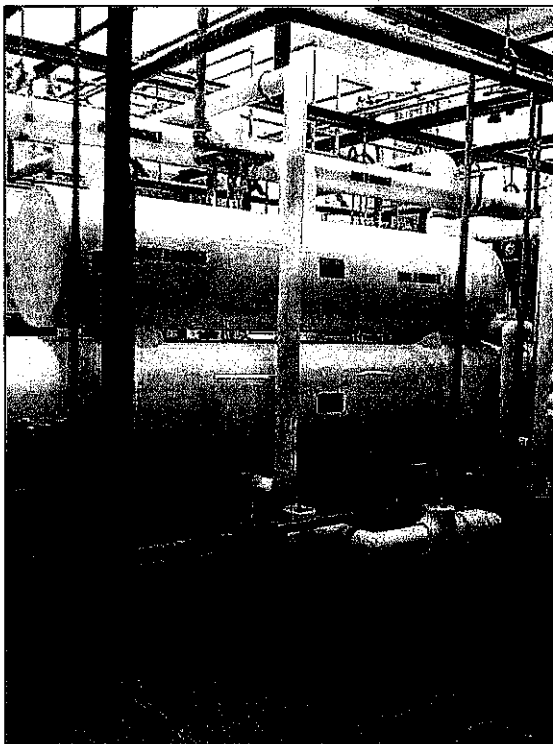
NOTE: ALUMAGUARD IS NOT TO BE USED AS A MECHANICAL FASTENER! Insulation must be installed (tape or bands) according to the manufacturers instruction. If **Alumaguard** is pre-applied to pipe cover, it MUST BE BANDED when installed. **DO NOT PAINT ALUMAGUARD BEFORE READING OUR SHEET, it can void your warranty!**

P.O. Box 755
Ennis, TX 75120
PII: (214) 515-5000
FX: (972) 875-9425

This information is based on our best knowledge, but
POLYGUARD cannot guarantee the results to be obtained.



ALUMAGUARD® LITE WHITE Flexible Weather-Proofing Jacket



Alumaguard® Lite White flexible weather-proofing cladding from **Polyguard Products** is the newest member of the **Alumaguard®** family of cladding products that offers indoor/outdoor installation, superior cold weather performance, enhanced chemical resistance, ease of handling and application and true zero perm performance

- Meets ASTM E84 25/50 Smoke and Flame requirements
- Enhanced resistance to broad range of chemical exposures
- Cold weather acrylic adhesive allows installation down to 10°F
- High puncture and tear resistance
- Zero permeability
- Easy to install with no special tools required
- No pinning or activator required
- Excellent emissivity

Description

Alumaguard Lite White is a glossy white multi-ply high strength and puncture resistant composite membrane consisting of layers of polymer and foil. This multi-ply lamination is then coated with a proven cold weather acrylic adhesive to which is applied a heavy-duty kraft liner that gives the membrane its peel and stick functionality.

Uses

Alumaguard Lite White is primarily designed to be used indoors for mechanical rooms, food production areas or other indoor applications where a glossy white appearance is desired, and outdoors to weather-proof exterior insulated ductwork, piping or other insulated tanks, vessels and equipment or indoors on pipe systems and ductwork where a true zero perm vapor barrier preferred. It is also resistant to a range of chemicals. A chart of Alumaguard Lite White's chemical resistance is available.

P.O. Box 755
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PH: (214) 515-5000
FX: (972) 875-9425

This information is based on our best knowledge, but
POLYGUARD cannot guarantee the results to be obtained.



Polyguard is ISO 9001 certified since 1998.

Note: Prior to the installation of *Alumaguard Lite White*, ducts must be sealed in accordance with SMACNA HVAC Duct Construction Standards Metal and Flexible, 3rd Edition (2005), Seal Class A.

Installation

Alumaguard Lite White is a "peel and stick" product which must be applied to a properly prepared substrate.

Alumaguard Lite should only be applied to a faced fiberglass or faced closed-cell foam insulation board.

Applying *Alumaguard Lite White* to light density duct wrap is not recommended. Round or oval duct should be insulated with 3# or 6# pipe and tank wrap with appropriate facing.

Packaging

Alumaguard® Lite White is available in 3", 23" and 35.5" x 150' rolls packaged 16, 2 and 1 to a carton respectively. The 23" size is considered special order.

Limited Warranty

Polyguard Products warrants material to be free from leaks caused by defects in materials or manufacturing for a period of ten (10) years from the date of installation when material is applied according to installation instructions in effect at the time of installation. Contact *Polyguard* for complete details on the Limited Warranty.

Limitations

Alumaguard Lite White should be installed on a properly prepared, clean and dry substrate.

Alumaguard Lite White should not be adhered to commercial roofing membranes. For specific information regarding *Alumaguard Lite White* and commercial roofing, refer to Technical Bulletin, 2011-1.

Alumaguard Lite White should be stored in a clean dry area. *Alumaguard Lite White* has a recommended shelf life of 12 months.

Alumaguard® Lite Technical Properties and Testing

Membrane Property	Test Method	Results
Total Product Thickness(w/o liner)	Micrometer	6 mils
Water Vapor permeance, maximum	ASTM E96, Procedure A	.00 perms
Puncture Resistance, minimum	ASTM D1000	24 lbs/in
Burst Resistance	ASDTM D774	170 psi
Tensile Strength, minimum	ASTM D882	56 lbs/in
Peel Adhesion(to primed steel)	D 3330, Method A	48 oz/in
Low Temperature Exposure	C1263	-40°F
High Temperature Exposure	C1263	240°F
Dimensional Stability	D1204	<0.5%
Weather Resistance	G154, Cycle 1 for 1000 hours total exposure	No delamination or apparent deterioration
Water Resistance	Test Method proscribed in ASTM C1775-13	No bubbles, blisters, Substrate separation
Fungi Resistance	ASTM C-1338	Pass
Flame/Smoke	ASTM E-84	Meets 25/50

LEED® Point Contributor

Contributes to Energy Atmosphere (SA) Credit 1

Contributes to Indoor Environmental Quality (IEQ) Credit 4.1

VOC Content < 15 g/l

Note: Before installing *Alumaguard® Lite* obtain a full set of installation instructions at www.PolyguardProducts.com or by calling *Polyguard* at 800-541-4994 or by asking your local distributor or sales representative.

Installation Recommendations **Alumaguard® Lite**

Ducts must be sealed in accordance with SMACNA HVAC Duct Construction Standards Metal and Flexible - 3rd Edition (2005) Seal Class A prior to insulation of any Alumaguard product.

The instructions below are guidelines for the installation of **Alumaguard® Lite** over insulated ductwork.

Alumaguard® Lite is part of the family of **Alumaguard** products including **Alumaguard** and **Alumaguard All-Weather**. Each product provides excellent long-term weather protection but has slightly different usage and application characteristics. Please refer to the separate data sheets and installation instructions for these products.

Alumaguard Lite incorporates a high performance cold-weather acrylic adhesive for attachment to the substrate. It can be applied at temperatures as low as 10° F. **Alumaguard Lite** can be applied around the complete duct and does not require pinning of the membrane at the bottom of the duct.

Insulation on the top of the ductwork must be installed in such a manner as to allow 'water-shed' from the top of the duct to prevent water from 'ponding' on top of the ductwork. Do not use any **Alumaguard** product to hold insulation onto ductwork or piping.

Basic installation on hot and cold air ducts is recommended in following manner to maintain proper vapor barrier and physical integrity:

Board insulation should be mechanically fastened to a properly sealed duct according to the engineer's specification using insulation fasteners (mini-cup weld pins or perf. based pins and washers, tape sealed joints).

Polyguard recommends the use of faced-foam insulation board like polyiso or extruded polystyrene for the optimal smooth look with less seams and superior R-Value per inch. Faced fiberglass board can also be used. **Polyguard** does not recommend the use of **Alumaguard Lite** over any type of unfaced low-density fiberglass insulation.

Polyguard recommends **Alumaguard Lite** be installed using to one of these two procedures;

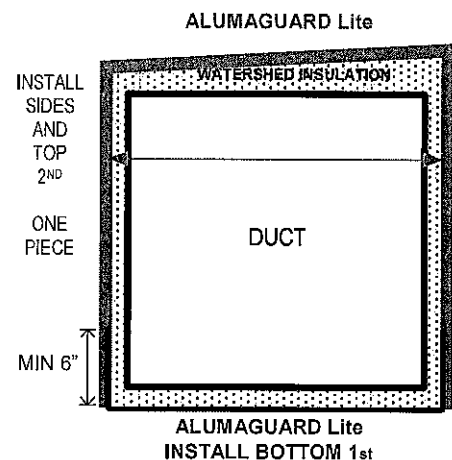
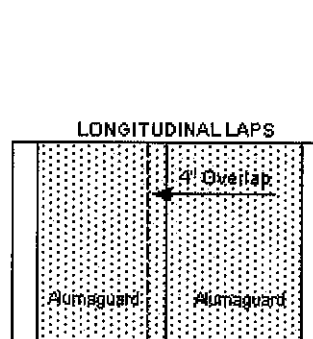
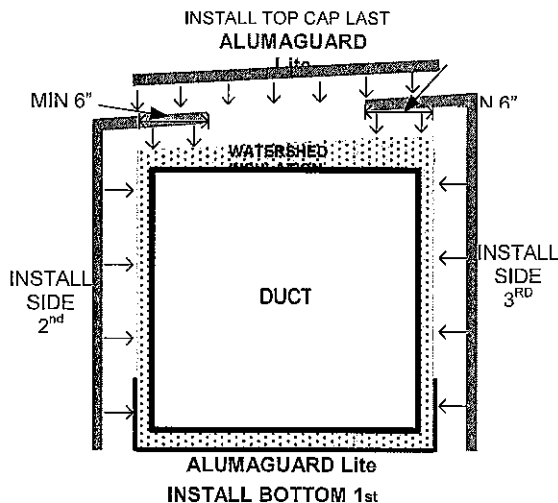
Cut one piece of **Alumaguard Lite** to cover the bottom of the duct and up 6" on each side, install this piece first.

Cut each side piece of **Alumaguard Lite** to fit from the bottom corner of the duct up over the top of the duct, lap onto the top 6". Cut the final piece to cover the top, trim it flush with the top corners; do not lap it down the sides. Apply the **Alumaguard Lite** with a plastic squeegee as you remove the release film to insure adhesion to the substrate.

Or:

Alumaguard Lite can also be installed in a one piece application when duct size permits. Starting at the bottom of one side of the duct, go up the side, over the top, and down the other side, trimming the **Alumaguard Lite** flush with the bottom corner of the duct; do not terminate this piece on the bottom of the duct! Apply the **Alumaguard Lite** with a plastic squeegee as you remove the release film to insure adhesion to the substrate.

DO NOT FOLD ANY ALUMAGUARD LITE LAP UNDER THE DUCT



Alumaguard Lite must be protected from damaging chemicals. **Alumaguard Lite** should not be adhered directly to commercial roofing membranes. Refer to Technical Bulletin 2011-1 for commercial roofing details.

Polyguard cannot anticipate all aspects of any installation. Do not "assume" it should be done in a particular manner, please feel free to call us at 1-800-541-4994 for recommendations or detail drawings. Store **Alumaguard Lite** in a warm dry place prior to installation. For pipe installation recommendations please see our instructions for piping systems.

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FX: (972) 875-2425

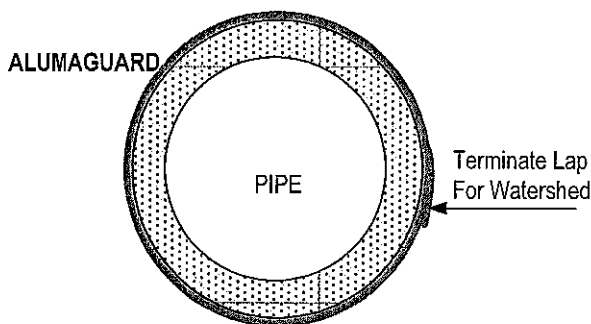
This information is based on our best knowledge. But
POLYGUARD cannot guarantee the results to be obtained.



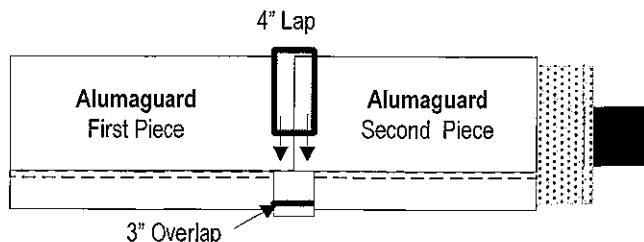
Polyguard is ISO 9001 certified since 1995.

ALUMAGUARD®, ALUMAGUARD® LITE, ALUMAGUARD® ALL-WEATHER Installation Recommendations for Pipe Applications

Unless noted, the details below apply to all three products in the Alumaguard family:
Alumaguard, Alumaguard Lite and Alumaguard All-Weather.



BUTT LAP INSTALLATION



Alumaguard® products are excellent for use in cold piping jacketing systems; superior to metal or PVC in performance. Although all three **Alumaguard** products can be used in these applications the following recommendations apply:

On ammonia and glycol applications, where expansion and contraction of the pipe may exist, use **Alumaguard** because of its thick layer of rubberized asphalt which can accommodate movement.

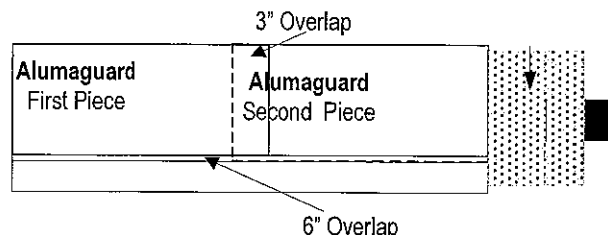
For installation below 50°F, **Alumaguard Lite** and **Alumaguard All-Weather** are recommended.

On systems where heavy abuse is likely, use **Alumaguard** or **Alumaguard All-Weather** where the self-healing characteristics of rubberized asphalt are important.

Cold piping systems jacketed with **Alumaguard** products should be installed in the following manner; the "stretch out" for each piece should be cut to allow a 6" lap over the circumferential lap. Install tightly around the pipe insulation, rolling with a laminate roller or other firm "rolling pin" type roller to insure contact with the substrate. Each piece should be within 1-1/2" of the previous piece and a 4" wide butt lap placed over the joint and rolled with a roller. The butt lap should start where the circumferential lap ends, wrapping around the pipe, and then lapping over 6" past the starting point. Installation can also be a cigarette wrap method using a 3" longitudinal lap and the same 6" circumferential lap.

Alumaguard products are not to be used as mechanical fasteners. Insulation should be installed with strapping or banding according to manufacturers instruction.

NOTE: Care should be taken when using **Alumaguard®** products on hot systems to insure that the surface temperatures after insulation do not exceed our upper use limitations. It is important to note that heat transfer through single layer joint seams could result in the softening or melting of the rubberized asphalt compound.



Install the first **Alumaguard** piece over the insulation with a 6" lap terminated at the 4 o'clock position. Install the second piece of **Alumaguard** with 3" overlapped onto the previous piece of **Alumaguard**. The circumferential laps should all line up at the 4 o'clock position to shed water. Roll the surface with a laminate roller or other firm "rolling pin" type roller to insure contact with the substrate. Insulated piping exceeding 12" outside diameter requires the use of banding on **Alumaguard**. Fittings, 90's, tees, valves, and 45's can be laid out using standard sheet metal methods, modified to allow for overlap. This can be accomplished by adding to the throat and heel of the fittings. The bottom piece is installed first, and then the top piece lapped over the bottom piece to permit water shedding over the lap. Tees, valves and other fittings can be fabricated just like you would use standard layout procedures, either two piece or gored fittings, simple add for the overlap. Fittings can also be 'gored', over sizing each gore piece to allow for a lap onto the preceding piece. Installers can also use standard metal fitting covers with the **Alumaguard®** products. Care must be used to insure that the fittings are vapor sealed!

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NOTE: ALUMAGUARD IS NOT TO BE USED AS A MECHANICAL FASTENER! Insulation must be installed (tape or bands) according to the manufacturers instruction. If **Alumaguard** is pre-applied to pipe cover, it **MUST BE BANDED** when installed. **DO NOT PAINT ALUMAGUARD BEFORE READING OUR SHEET, it can void your warranty!**

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This information is based on our best knowledge, but
POLYGUARD cannot guarantee the reader to be satisfied.



Polyguard is ISO 9001 certified since 1995.

APPENDIX C

Duct Area Calculations

SYSTEM	DUCT (OD)			AREA (ft ²)	
	W	H	L (ft)	HORIZ	VERT
<u>DWG M131</u>					
DOAS-1					
Supply	34	18	26	164.7	95.3
	14	32	10	30.0	60.0
Exhaust	44	18	19	152.0	69.7
	14	32	15	45.0	90.0
AHU-5					
Supply	22	16	11	47.7	36.7
Return	22	16	14	60.7	46.7
AHU-10					
Supply	22	18	20	86.7	73.3
Return	22	18	20	86.7	73.3
DOAS-5 (con't)					
Supply	36	20	185	1233.3	740.0
Exhaust	32	20	182	1092.0	728.0
<u>DWG M132</u>					
DOAS-2					
Supply	28	48	55	293.3	476.7
Exhaust	28	48	5	26.7	43.3
AHU-1					
Supply	40	20	32	234.7	128.0
Return	40	20	40	293.3	160.0
AHU-2					
Supply	40	28	78	572.0	416.0
Supply	68	30	15	180.0	85.0
MAU-2					
Supply	18	20	45	165.0	180.0
Return	18	20	55	201.7	220.0
<u>DWG M133</u>					
AHU-2 (con't)					
Return	40	28	60	440.0	320.0
Return	40	48	15	110.0	130.0

Supply	40	28	60	440.0	320.0
Supply	40	48	15	110.0	130.0

DOAS-3

Supply	70	24	30	370.0	140.0
Exhaust	70	24	30	370.0	140.0

DOAS-5

Supply	50	20	30	270.0	120.0
Exhaust	50	20	35	315.0	140.0
Supply	36	20	15	100.0	60.0
Exhaust	32	20	15	90.0	60.0

DWG M134

DOAS-5 (con't)

Supply	36	20	64	426.7	256.0
Exhaust	32	20	64	384.0	256.0

DOAS-4

Supply	24	32	60	280.0	360.0
Exhaust	24	32	60	280.0	360.0

DWG M135

DOAS-9

Supply	68	22	20	240.0	86.7
Exhaust	68	22	20	240.0	86.7
Supply	30	18	145	821.7	531.7
Exhaust	36	14	145	966.7	435.0
(top of sheet)					
Supply	38	16	43	301.0	143.3
Supply	34	16	15	95.0	50.0
Supply	24	16	25	116.7	83.3
Supply	24	12	23	107.3	61.3
Supply	16	12	25	83.3	66.7
Supply	16	10	27	90.0	63.0
Exhaust	36	16	40	266.7	133.3
Exhaust	24	10	23	107.3	53.7
Exhaust	24	16	28	130.7	93.3
Exhaust	20	10	61	244.0	142.3

DOAS-10

Supply	30	20	26	147.3	104.0
Supply	26	12	7	35.0	18.7
Supply	16	10	20	66.7	46.7
Supply	16	12	24	80.0	64.0
Supply	16	8	20	66.7	40.0
Supply	18	10	64	234.7	149.3

Supply	28	20	28	149.3	112.0
Exhaust	24	20	60	280.0	240.0
Exhaust	20	10	48	192.0	112.0

DWG M136

AHU-4

Supply	20	26	45	180.0	225.0
Supply	20	48	10	40.0	86.7
Return	46	22	30	250.0	130.0

AHU-7

Supply	48	48	27.5	238.3	238.3
Return	48	48	27.5	238.3	238.3

DWG M136

AHU-7 (Con't)

Supply	48	48	67	580.7	580.7
Return	48	48	85	736.7	736.7

AREA TOTALS (sq. ft.)	2609	16277.0	11666.7
All Duct Area (sq. ft.)			27943.7
1/2" Leak Class (12 cfm/100 ft ²)			3353.24
Total CFM			233590.0
% Leakage			0.0143552
cfm/sf of vertical			0.2874206

Fricion Loss (due to lining)	26%	
Fan BHP Loss (due to lining)	24.7	BHP
Fan Power Loss (due to lining)	20.7	kW
Total Est Savings (4380 hrs)	\$10,435	

APPENDIX D

Energy Model

Annual Cost Summary

Berlin HS Ductwork
ICDS, LLC

01/08/2021
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Table 1. Annual Costs

Component	1 - Interior Ducts (baseline) (\$)	2 - Exterior Ducts (existing) (\$)	3 - Exterior Ducts (add insulation) (\$)	4 - Equivalent Bldg (\$)
Air System Fans	0	0	0	0
Cooling	1,953	2,181	1,024	696
Heating	5,569	9,095	4,645	11,496
Pumps	2,798	4,002	1,957	3,001
Heat Rejection Fans	426	522	247	146
HVAC Sub-Total	10,746	15,800	7,873	15,338
Lights	0	0	0	0
Electric Equipment	0	0	0	0
Misc. Electric	0	0	0	0
Misc. Fuel Use	0	0	0	0
Non-HVAC Sub-Total	0	0	0	0
Grand Total	10,746	15,800	7,873	15,338

Table 2. Annual Cost per Unit Floor Area

Component	1 - Interior Ducts (baseline) (\$/ft²)	2 - Exterior Ducts (existing) (\$/ft²)	3 - Exterior Ducts (add insulation) (\$/ft²)	4 - Equivalent Bldg (\$/ft²)
Air System Fans	0.000	0.000	0.000	0.000
Cooling	0.120	0.134	0.063	0.013
Heating	0.342	0.559	0.285	0.209
Pumps	0.172	0.246	0.120	0.055
Heat Rejection Fans	0.026	0.032	0.015	0.003
HVAC Sub-Total	0.660	0.971	0.484	0.279
Lights	0.000	0.000	0.000	0.000
Electric Equipment	0.000	0.000	0.000	0.000
Misc. Electric	0.000	0.000	0.000	0.000
Misc. Fuel Use	0.000	0.000	0.000	0.000
Non-HVAC Sub-Total	0.000	0.000	0.000	0.000
Grand Total	0.660	0.971	0.484	0.279
Gross Floor Area (ft²)	16278.6	16278.6	16278.6	55000.0
Conditioned Floor Area (ft²)	16278.6	16278.6	16278.6	55000.0

Note: Values in this table are calculated using the Gross Floor Area.

Table 3. Component Cost as a Percentage of Total Cost

Component	1 - Interior Ducts (baseline) (%)	2 - Exterior Ducts (existing) (%)	3 - Exterior Ducts (add insulation) (%)	4 - Equivalent Bldg (%)
Air System Fans	0.0	0.0	0.0	0.0
Cooling	18.2	13.8	13.0	4.5
Heating	51.8	57.6	59.0	75.0
Pumps	26.0	25.3	24.9	19.6
Heat Rejection Fans	4.0	3.3	3.1	1.0
HVAC Sub-Total	100.0	100.0	100.0	100.0
Lights	0.0	0.0	0.0	0.0
Electric Equipment	0.0	0.0	0.0	0.0
Misc. Electric	0.0	0.0	0.0	0.0
Misc. Fuel Use	0.0	0.0	0.0	0.0
Non-HVAC Sub-Total	0.0	0.0	0.0	0.0
Grand Total	100.0	100.0	100.0	100.0

Energy Budget by System Component - 1 - Interior Ducts (baseline)

Berlin HS Ductwork
ICDS, LLC

01/08/2021
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1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	235,334	14.457
Heating Coil Loads	766,438	47.083
Grand Total	1,001,772	61.539

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	0	0.000	0	0.000
Cooling	41,708	2.562	148,959	9.151
Heating	879,691	54.040	879,691	54.040
Pumps	63,110	3.877	225,394	13.846
Heat Rejection Fans	9,062	0.557	32,363	1.988
HVAC Sub-Total	993,571	61.036	1,286,406	79.024
Lights	0	0.000	0	0.000
Electric Equipment	0	0.000	0	0.000
Misc. Electric	0	0.000	0	0.000
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	993,571	61.036	1,286,406	79.024

Notes:

1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area16278.6 ft²
 Conditioned Floor Area16278.6 ft²

Energy Budget by Energy Source - 1 - Interior Ducts (baseline)

Berlin HS Ductwork
ICDS, LLC

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1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	235,334	14.457
Heating Coil Loads	766,438	47.083
Grand Total	1,001,772	61.539

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
HVAC Components				
Electric	113,881	6.996	406,718	24.985
Natural Gas	879,691	54.040	879,691	54.040
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	993,572	61.036	1,286,409	79.025
Non-HVAC Components				
Electric	0	0.000	0	0.000
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	993,572	61.036	1,286,409	79.025

Notes:

1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 16278.6 ft²
 Conditioned Floor Area 16278.6 ft²

Energy Budget by System Component - 2 - Exterior Ducts (existing)

Berlin HS Ductwork
ICDS, LLC

01/08/2021
08:28AM

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	222,070	13.642
Heating Coil Loads	1,244,537	76.452
Grand Total	1,466,607	90.094

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	0	0.000	0	0.000
Cooling	43,468	2.670	155,245	9.537
Heating	1,432,248	87.984	1,432,248	87.984
Pumps	87,250	5.360	311,608	19.142
Heat Rejection Fans	10,342	0.635	36,936	2.269
HVAC Sub-Total	1,573,309	96.649	1,936,037	118.931
Lights	0	0.000	0	0.000
Electric Equipment	0	0.000	0	0.000
Misc. Electric	0	0.000	0	0.000
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	1,573,309	96.649	1,936,037	118.931

Notes:

- 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
- 'Heating Coil Loads' is the sum of all air system heating coil loads.
- Site Energy is the actual energy consumed.
- Source Energy is the site energy divided by the electric generating efficiency (28.0%).
- Source Energy for fuels equals the site energy value.
- Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 16278.6 ft²
 Conditioned Floor Area 16278.6 ft²

Energy Budget by Energy Source - 2 - Exterior Ducts (existing)

Berlin HS Ductwork
ICDS, LLC

01/08/2021
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1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	222,070	13.642
Heating Coil Loads	1,244,537	76.452
Grand Total	1,466,607	90.094

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
HVAC Components				
Electric	141,060	8.665	503,785	30.948
Natural Gas	1,432,248	87.984	1,432,248	87.984
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	1,573,307	96.649	1,936,032	118.931
Non-HVAC Components				
Electric	0	0.000	0	0.000
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	1,573,307	96.649	1,936,032	118.931

Notes:

1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area16278.6 ft²
 Conditioned Floor Area16278.6 ft²

Energy Budget by System Component - 3 - Exterior Ducts (add insulation)

Berlin HS Ductwork
ICDS, LLC

01/08/2021
08:28AM

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	104,420	6.415
Heating Coil Loads	635,594	39.045
Grand Total	740,014	45.459

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	0	0.000	0	0.000
Cooling	20,487	1.259	73,169	4.495
Heating	731,202	44.918	731,202	44.918
Pumps	42,958	2.639	153,421	9.425
Heat Rejection Fans	4,907	0.302	17,526	1.077
HVAC Sub-Total	799,555	49.117	975,318	59.914
Lights	0	0.000	0	0.000
Electric Equipment	0	0.000	0	0.000
Misc. Electric	0	0.000	0	0.000
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	799,555	49.117	975,318	59.914

Notes:

- 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
- 'Heating Coil Loads' is the sum of all air system heating coil loads.
- Site Energy is the actual energy consumed.
- Source Energy is the site energy divided by the electric generating efficiency (28.0%).
- Source Energy for fuels equals the site energy value.
- Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 16278.6 ft²
 Conditioned Floor Area 16278.6 ft²

Energy Budget by Energy Source - 3 - Exterior Ducts (add insulation)

Berlin HS Ductwork
ICDS, LLC

01/08/2021
08:28AM

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft ²)
Cooling Coil Loads	104,420	6.415
Heating Coil Loads	635,594	39.045
Grand Total	740,014	45.459

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft ²)	Source Energy (kBTU)	Source Energy (kBTU/ft ²)
HVAC Components				
Electric	68,352	4.199	244,114	14.996
Natural Gas	731,202	44.918	731,202	44.918
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	799,554	49.117	975,316	59.914
Non-HVAC Components				
Electric	0	0.000	0	0.000
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	799,554	49.117	975,316	59.914

Notes:

1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 16278.6 ft²
 Conditioned Floor Area 16278.6 ft²

Energy Budget by System Component - 4 - Equivalent Bldg

Berlin HS Ductwork
ICDS, LLC

01/08/2021
08:28AM

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft ²)
Cooling Coil Loads	48,685	0.885
Heating Coil Loads	1,577,825	28.688
Grand Total	1,626,510	29.573

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft ²)	Source Energy (kBTU)	Source Energy (kBTU/ft ²)
Air System Fans	0	0.000	0	0.000
Cooling	8,831	0.161	31,540	0.573
Heating	1,815,487	33.009	1,815,487	33.009
Pumps	64,816	1.179	231,487	4.209
Heat Rejection Fans	1,796	0.033	6,415	0.117
HVAC Sub-Total	1,890,931	34.381	2,084,929	37.908
Lights	0	0.000	0	0.000
Electric Equipment	0	0.000	0	0.000
Misc. Electric	0	0.000	0	0.000
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	1,890,931	34.381	2,084,929	37.908

Notes:

- 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
- 'Heating Coil Loads' is the sum of all air system heating coil loads.
- Site Energy is the actual energy consumed.
- Source Energy is the site energy divided by the electric generating efficiency (28.0%).
- Source Energy for fuels equals the site energy value.
- Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 55000.0 ft²
 Conditioned Floor Area 55000.0 ft²

Energy Budget by Energy Source - 4 - Equivalent Bldg

Berlin HS Ductwork
ICDS, LLC

01/08/2021
08:28AM

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	48,685	0.885
Heating Coil Loads	1,577,825	28.688
Grand Total	1,626,510	29.573

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
HVAC Components				
Electric	75,443	1.372	269,441	4.899
Natural Gas	1,815,487	33.009	1,815,487	33.009
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	1,890,931	34.381	2,084,928	37.908
Non-HVAC Components				
Electric	0	0.000	0	0.000
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	0	0.000	0	0.000
Grand Total	1,890,931	34.381	2,084,928	37.908

Notes:

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6. Energy per unit floor area is based on the gross building floor area.
 Gross Floor Area 55000.0 ft²
 Conditioned Floor Area 55000.0 ft²



Innovative Construction & Design Solutions, LLC

419A Whitfield Street
Guilford, CT 06437
Phone: (203) 453-8596
Email: info@icdsllc.com
www.icdsllc.com

January 18, 2021

Maryssa Tsolis, Purchasing Agent
Berlin Town Hall
240 Kensington Rd
Berlin, CT 06037

Re: Proposal of Services – BHS Ductwork Insulation Design

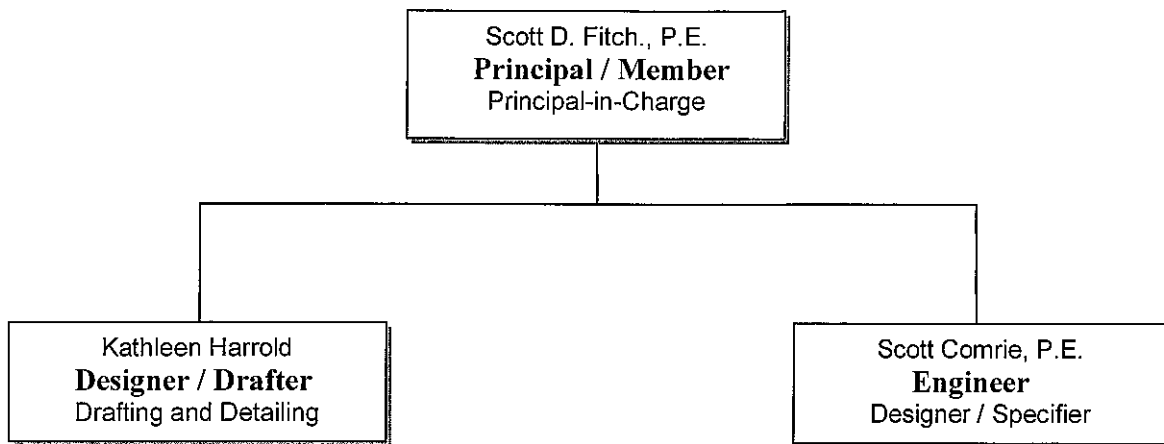
Dear Ms. Tsolis:

We would be pleased to provide our professional engineering services to specify and design new external insulation and jacketing for the rooftop ductwork at Berlin High School per Option 1 of our recent assessment report (dated January 8, 2021). As we stated in our previous qualifications package, **ICDS** has substantial experience in designing and specifying HVAC systems and ductwork for commercial, institutional, and industrial applications, including exterior weather exposed duct systems.

PROPOSER INFORMATION

Innovative Construction & Design Solutions, LLC (ICDS) is a full mechanical, electrical, plumbing and fire protection consulting (MEP) firm as well as an automation systems integrator, including a UL-508A panel fabrication shop. **ICDS** is a local small business headquartered in Guilford, CT and is a registered LLC (Business ID 0665289) in good standing with the Office of the Secretary of State. **ICDS** has been registered with the state since 2000 and performing consulting engineering services since 2003. Mr. Fitch is an active licensed Professional Engineer (PEN.0019780) in the state registered with the Department of Consumer Protection since 1997.

The firm is comprised of two member/principals and two employees. Each member (owner) has authority to approve binding contracts, make design decisions and assist in all phases of the project. For the purposes of project management, communication channels, and appropriate use of skills, the following is the proposed organizational structure:



Mr. Fitch shall be the principal-in-charge and primary contact for the firm for this project and can be reached at 203-453-8596 Ext. 3 or sfitch@icdsllc.com.

PROPOSAL SCOPE

The intent of this proposal is to assemble documents for competitive bid to install external insulation and weatherproof jacket to the existing rooftop ductwork at Berlin High School. To accomplish this, we propose the following services:

Construction Documents

- Prepare scope drawings identifying complete duct area to be insulated based on the as-builts. This will require one design phase site visit to validate accuracy of the as-built documents with the actual installation.
- Prepare contract specifications (Division 0 & 1).
- Prepare installation and material specifications (Division 23)

Bid Services

- Attend a pre-bid walk-through.
- Provide bid clarifications and addenda.
- Review bids and make recommendation to the Town.

Construction Administration

- Attend a pre-construction meeting and review contractor's proposed construction schedule.
- Review product and installation submittals.
- Provide regular installation observations and inspections of work progress and compliance and provide report. This is anticipated one day per week with a quick status meeting once installation work begins.
- Review and authorize regular payment applications (final authorization by the town).
- Provide a final punch list for substantial completion.

Innovative Construction & Design Solutions, LLC

DELIVERABLES

Deliverables shall consist of the following:

- ✓ Preliminary construction documents for review by the town (95% CD)
- ✓ Final signed & sealed construction documents (100% CD)
- ✓ Clarifications and addenda, including sketches and addenda narratives, as applicable during bidding period and construction (based on scope this should be very limited)
- ✓ Field observation reports
- ✓ Final punch list

FEES

Exclusions and/or Fee Basis

- This proposal includes only those anticipated visits listed above. Any site visits other than those listed are additional services and will be billed on a time and material basis or under a separate agreement.
- Hazardous material identification and/or abatement is not included.
- Bid notices shall be handled by others.
- Typical Division 0 & 1 procurement and general specifications will be provided by **ICDS**; however, all Town specific contract requirements shall be provided by the Town.
- On-site meetings during construction assume eight (8) weeks from start of installation to completion (i.e. 8 visits), plus one for final punch inspection.

Price

Based on the above scope we anticipate our fee as follows:

Construction Documents:	\$ 7,840.00
Bid Services:	\$ 1,210.00
Construction Administration:	\$ 7,945.00
TOTAL:	\$16,995.00

We thank you for the opportunity to propose our engineering services. Please feel free to contact me if you any questions.

Sincerely,



Scott D. Fitch, P.E.
Principal

SDF/sdf

Client's Acceptance:

Town of Berlin

Signature:

Date:

Printed Name:

Title:



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 26-Jan-21

Purchase Item or Contract: BHS Ductwork Consultant		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Consultant Services for BHS Ductwork project	\$18,695.00	\$18,695.00
	(includes 10% contingency)		
			-
			-
			-
			-
TOTAL			\$18,695.00

Account No. 554.35.3561.0.54000.00367 BHS Rooftop Ductwork

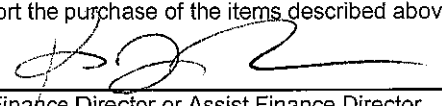
Budgeted Amount.....	\$1,810,882.50	Available balance.....	\$1,802,552.50
Encumbrances to Date.....	\$8,330.00	Amount Needed for This Package.....	\$18,695.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$1,783,857.50

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. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: January 26, 2021
SUBJECT: Request for CT Trailmixers Last Person Standing Trail Running Race at Ragged Mountain

SUMMARY:

The CT Trailmixers seeks to hold a trail running race event utilizing the existing trail network at Ragged Mountain. The CT Trailmixers strives to hold the event annually. It was last held in 2019; the 2020 race was not pursued due to COVID-19.

The race would start at 8:00 a.m. on Saturday 5/29/2021. All runners will have one hour to complete the 3.11-mile loop starting and ending at the West Lane trailhead, and any runner not completing the loop in the hour is eliminated. At 9:00 a.m., the runners start the second loop, at 10:00 a.m., the third, etc. The race continues, into the night, until there is one runner left. The course will be clearly marked with small yellow flags along the trail, with intersections clearly marked so runners do not go off course. There will be two CPR certified volunteers on hand at all time.

The race will be limited to 50 participants. All runners will be mandated to stay on the proper trail as to not disrupt any vegetation, animal habitat, fragile soils, or other organic ground cover.

There will be a porta potty delivered the day before the race takes place and will be removed the Monday after the race. All physical waste created by the event will be removed by the race directors. Any runner littering is instantly disqualified from the race, and we will provide volunteer "sweepers" after the race who will walk the course and remove anything that may have been dropped.

All noise will be kept to a minimum after dusk and race organizers will personally introduce themselves to the neighbors in advance of the event to ensure that they are knowledgeable and comfortable with the event.

The CT Trailmixers is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS and is headquartered in Norfolk, Connecticut. The organization is fully insured and can add any institution as an additionally insured in advance of an event.

Parking is limited at the trailhead, so an offsite location for parking is being sought so that runners can be shuttled to the start line. The plaza parking lot at 45 Chamberlain Highway (former Rogers IGA) was used for past races, with a shuttle running to the trailhead. The organizers will be pursuing similar arrangements this year.

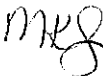
ACTION NEEDED:

Move to approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 29, 2021, with the conditions that the applicant works with Town staff regarding logistical and safety measures.

ATTACHMENTS:

1. Copy of Berlin Conservation Commission Minutes, December 12, 2020
2. Race description with map.

PREPARED BY:

Maureen K. Giusti, AICP, Acting Town Planner 

**CONSERVATION COMMISSION
TUESDAY DECEMBER 8, 2020 6:30 P.M.**

The Conservation Commission met remotely by video conference call on Tuesday December 8, 2020 at 6:30 p.m. for the purposes of holding a regular meeting on the following matters.

Town of Berlin invited the public to join this WebEx meeting by video or phone dial-in.

Meeting Link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=md451eaa178a4906d7de66be14bad7970>

Meeting number (Access Code): 132 922 4332

Password: ConsCommTu (26672666 from phones and video systems)

Join by phone +1-408-418-9388 United States Toll Access code: 132 922 4332

The agenda will be posted on the town's website www.town.berlin.ct.us and will be available for viewing twenty-four (24) hours prior to the meeting.

MEMBERS PRESENT

Michael Delorenzo, Chairman, Guy Hoffman, Vice Chairman, Rob Ramsey, Thomas Heisler, Joe Mazza, Karen Pagliaro Alternate, Mary Kathryn Larose, Alternate

MEMBERS ABSENT

Karl Lewis, Carol Goldberger

STAFF LIAISON

Maureen Giusti

CALL TO ORDER: Chairman Delorenzo called the meeting to order at 6:30 pm.

AUDIENCE OF CITIZENS

None

APPROVAL OF MINUTES

Commissioner Ramsey moved to approve the November 11, 2020 minutes, seconded by Vice Chairman Hoffman, passed unanimously.

NEW BUSINESS

I. Run Ragged Event - Stacey Clark to request upcoming date for race at Ragged Mountain (Last Person Standing) Run Ragged is a last man standing-type race where runners complete a 5k loop every hour through the Ragged Mountain land. This same hourly loop continues until there is one winner. (See attachment for description)

This event was held two years ago at Ragged Mountain. The race was very successful. The proposed event will take place on the last weekend of May 2020. It is an overnight event. It is promised that there will be no trash left behind. The money that is raised will go to the CFPA. Ragged Mountain is a premier hiking location for the central CT region and the CFPA has been a partner with the town in maintaining this and numerous town-hunting trails.

Two years ago a shuttle ran to get all the participants to the trail at same time. The proposal consists of the same shuttle route that will run from the parking lot of Bella Pizza to the trail. The group will coordinate with police and emergency personnel. Neighbors will be notified of the event. The Town Council will need to give final approval of the event.

Commissioner Ramsey made a motion to approve the Run Ragged Event, seconded by Commissioner Mazza, passed unanimously.

II. 2021 Meeting Calendar Dates -

Vice Chairman Hoffman made a motion to approve the 2021 meeting calendar dates, seconded by Commissioner Ramsey, passed unanimously.

CT Trailmixers - 2021 Ragged Mountain Race Proposal

Background:

The CT Trailmixers is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS, and is headquartered in Norfolk. Our mission is to help people experience the joy of running trails in Connecticut.

In addition to helping people enjoy trail running, we're also committed to giving back to the community. The proceeds from our events go to various charitable organizations, including the Connecticut Forest & Parks Association (CFPA), which maintains the state's 800+ miles of blue-blazed trails; the Southington YMCA; and our own Shoe Scholarship Program (in partnership with Fleet Feet in West Hartford). The CT Trailmixers also organize trail maintenance and community clean-up events annually.

The 2019 Run Ragged event took place in June and raised over \$1,500 for charitable donations. The race was well received by the neighbors near the start line, and by local police and fire officials that regularly checked in on the event.

Race Overview

The race would start at 8:00am on Saturday 5/29/2021. All runners will have one hour to complete the 3.11 mile course outlined below, and any runner not completing the loop in the hour is eliminated. At 9:00, the runners start the second loop, at 10:00 the third, etc. The race continues until there is one runner left.

Considerations:

Environmental impact

The race will be limited to 50 participants. All runners will be mandated to stay on the proper trail so as to not disrupt any vegetation, animal habitat, fragile soils, or other organic ground cover. As a trail running community we strive to take only pictures, and leave only footprints. No pets will be allowed as part of the event. Ragged Mountain is one of the CT Trailmixers favorite places to run, and we regularly host group runs in the area. We love and respect the land, and will ensure the utmost care of the trails.

Parking

Parking is limited at the trailhead, and runners will park at an offsite location and will be shuttled to the start.

Waste

There will be a porta potty delivered the day before the race takes place, and will be removed the Monday after the race. All our races are "cupless" and we strive to create as little waste as possible. All physical waste created by the event will be removed by the race directors. Any runner littering is instantly disqualified from the race, and we will provide volunteer "sweepers" after the race who will walk the course and remove anything that may have been dropped.

Trail Marking

The course will be clearly marked with small yellow flags along the trail, with intersections clearly marked so runners do not go off course.

Noise

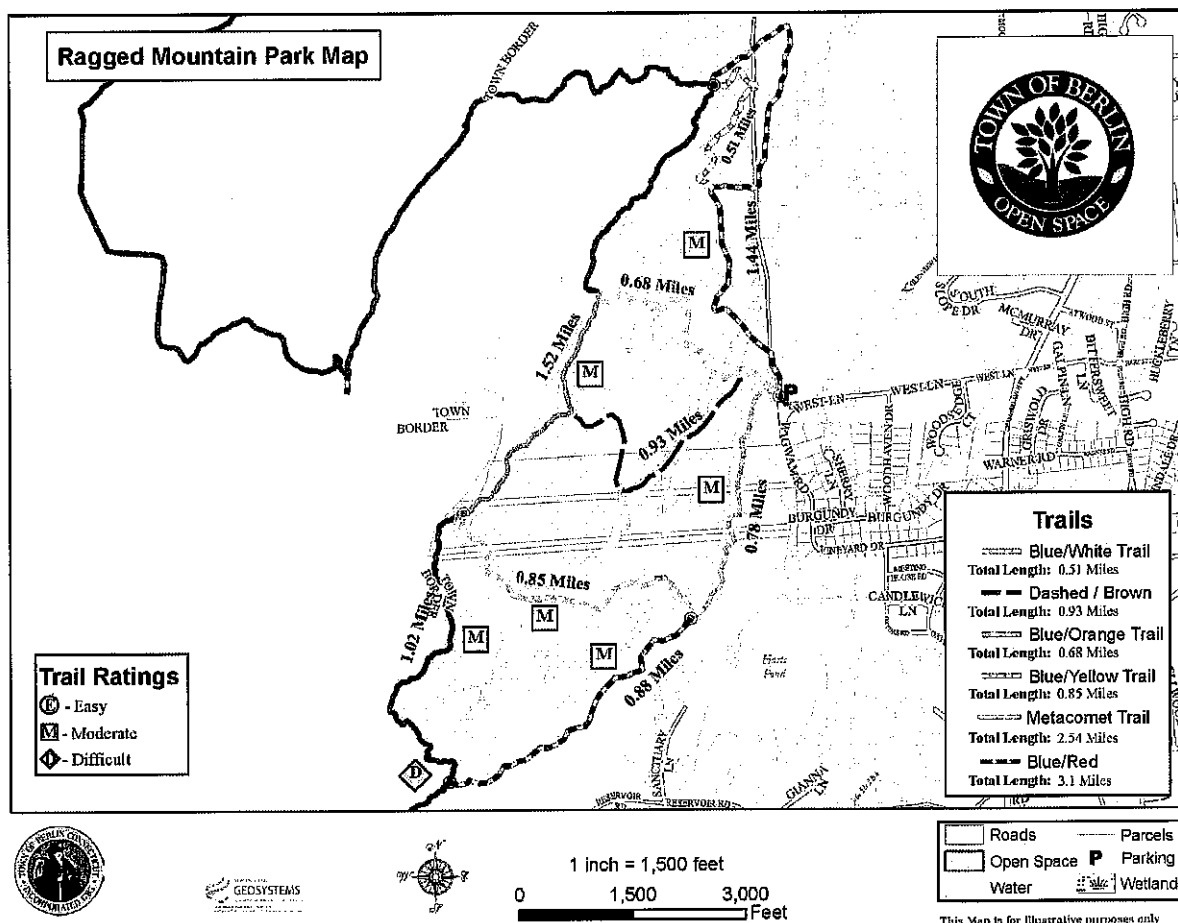
We understand that the trailhead is near a residential neighborhood – and want to respect the neighbors and their homes. All noise will be kept to a minimum after dusk, and we will personally introduce ourselves to the neighbors in advance of the event to ensure that they are knowledgeable and comfortable with the event.

Safety

The CT Trailmixers is a fully insured organization, and can add any institution as an additionally insured in advance of an event. There will be two CPR certified volunteers on hand at all times. Additionally, pre-race preparations are arranged with local Police and Fire department officials to have emergency services on site for the duration of the event.

Location:

3.11 mile loop starting and ending at the West Lane trailhead.



Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 25, 2021
SUBJECT: 2021 Proposed Timberlin Golf Course Rates

Summary of Agenda Item:

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2021 Proposed Timberlin Golf Course Rates. The Rates Schedule has been restructured to be competitive with surrounding golf courses. In addition, numerous "Specials" have been eliminated as those Greens Fees were at a rate not conducive to sustain the requirement of matching revenue to expenses.

Please refer to attachments.

Attachments:

- 2021 Proposed Timberlin Golf Course Rates Schedule including Season Pass, Greens Fees, Outing and Golf Cart Rates
- 2020 Golf Course Comparison

Action Needed:

Move to approve the 2021 Timberlin Golf Course Rates.

Prepared By: Jerry Salvio, Acting Director of Golf



**TIMBERLIN GOLF CLUB
RATES PROPOSAL
FOR CALENDAR YEAR 2021**

25-Jan-21

DESCRIPTION	2021 AMOUNT	COMMENTS
RESIDENT		
SEASON PASSES		
Adult Unlimited	\$1,050.00	Anytime
Senior Unlimited	775.00	Anytime
Senior Restricted	420.00	Monday - Friday only
Junior Unlimited	425.00	Anytime
Junior Restricted	300.00	Monday - Friday only
GREENS FEES		
Weekday 18	30.00	
Weekday Senior 18	21.00	
Weekday 9	19.00	
Weekday Senior 9	13.00	
Weekend 18	32.00	
Weekend 9	20.00	
NON RESIDENT		
SEASON PASSES		
Adult Unlimited	\$1,395.00	Anytime
Senior Unlimited	1,195.00	Anytime
Senior Restricted	875.00	Monday - Friday only
Junior Unlimited	425.00	Anytime
Junior Restricted	300.00	Monday - Friday only
GREENS FEES		
Weekday 18	37.00	
Weekday Senior 18	29.00	
Weekday 9	22.00	
Weekday Senior 9	18.00	
Weekend 18	41.00	
Weekend 9	25.00	
OTHER		
CART FEES		
18 Holes	18.00	
9 Holes	11.00	
18 Holes Cart Punch	144.00	10 Rides for the price of 8 Rides
9 Holes Cart Punch	88.00	10 Rides for the price of 8 Rides
Covid Fee 18	5.50	
Covid Fee 9	3.50	
OUTINGS		
Shotgun under 100 players	37.00	Total \$68.00 = Green Fee \$37.00+Cart \$18.00+Range \$5.00+Golf shop Credit for prizes \$8.00
Shotgun over 100 players	32.00	Total \$63.00 = Green Fee \$32.00+Cart \$18.00+Range \$5.00+Golf shop Credit for prizes \$8.00
Night Golf	10.00	Total \$15.00 = Green Fee \$10.00 (9 Holes walking)+Glow Eqpt+Golf shop Credit for prizes \$5.00
MILITARY		
18 holes	25.00	Anytime
9 holes	15.00	Anytime
LEAGUES		
Resident	17.00	
Resident Senior	14.00	
Non Resident	19.00	
Non Resident Senior	15.00	
SPECIALS		
Publications	19.00	Total Cost \$37.00 : Monday - Friday anytime or Saturday - Sunday after 12 PM
Twilight	20.00	Total Cost \$31.00 Includes cart (9 Holes), time varies by month
Junior 18	16.00	Monday - Friday anytime or Saturday - Sunday after 12 PM
Junior 9	10.00	Monday - Friday anytime or Saturday - Sunday after 12 PM

NOTES

1. Timberlin Policies and Definitions contain complete details regarding resident/age eligibility and golfing at Timberlin. This info is available on the Golf Pass application.
2. **Non-resident taxpayers** with \$1,000 of personal property taxes paid in current year and Timberlin Employees entitled to resident rates.
3. Season Pass Card Holders must obtain a Timberlin ID (no charge) at Timberlin Pro Shop, to be eligible. Lost card replacement cost \$2. Card not presented fee \$1 after first offence.
4. Does not include Capital Improvement Program Fees (\$1.00 - 9 holes, \$2.00 - 18 holes). Does not include CT Sales Tax.
5. At the discretion of the Director of Golf **regular** green fees up to 30% may be reduced for aeration weeks, days showing minimal advance bookings, spring/fall season, etc.).
6. Rain checks will not be given for CIP fees
7. Season passes cannot be used during outings
8. Specials indicate Greens Fees only. Cart is additional.

25-Jan-21

[illegible]

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2021

SUBJECT: 2021 Fee Schedule

Summary of Agenda Item:

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2020 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

Action Needed:

Move to adopt the 2021 fee schedule and allow amendments to the 2021 fee schedule to include updated Regional Health District fees, if necessary.

Attachments:

Proposed 2021 fee schedule
Summary of fee schedule changes

Prepared By:

Kevin Delaney, Finance Director 

2021 Town of Berlin Fee Schedule Changes

- **New fees:** \$0.50 photocopies fee – Animal Control
- **Fee changes** (excluding Golf Course fee changes):
 - Eliminate all overdue fees – Library
 - Parks & Recreation:
 - \$1 per child increase to Halloween Event fee
 - Increase to Youth Athletic League and Team fees
 - Increase to pool passes, swim team and lifeguard training course fees & establish a pandemic fee, if necessary
 - Increase non-local/for profit field use fees
 - Consolidate field light fee schedule into one schedule for all lit fields
 - Increase blighted buildings fee – Town Manager
 - Health District Fees increased based on published 7/1/2020 CCHD fee schedule - CCHD
- **Request approval to update fee schedule if Health Department updates their regional fees in 2021**

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

		Town Fee	State Fee	Total
1	Animal Control			
2	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00
3	Animal adoption	5.00	45.00	50.00
4	Quarantine of animal (per day - state)	15.00		15.00
5	Associated Legal Fees	Actual		Actual
6	Advertising of animal	Cost		Cost
7	Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00
8	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost
9	Removal of Fees (Ticket is issued) - Code Section 3-12	50.00		50.00
10	Violation - Chapter Three of Code - per violation	100.00		100.00
11	Transporting animals to out of town vets after hours	Cost		Cost
12	Photocopies per page	0.50		0.50
13	Assessor			
14	Grand List-RUS, MV, PT (on CD), for each Type; no charge if e-mailed (ROI)	1.00		1.00
15	Assessor card - .50/page front and back (state statute)	1.00		1.00
16	Labels, per name (Labels Must Be Provided) - state statute	0.03		0.03
17	Berlin-Peck Memorial Library			
18	Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00
19	Lost/Severely Damaged Materials in Print	list price		list price
20	Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost
21	Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00
22	Passports (government issued document cost)	per statute		per statute
23	Passport Photos	10.00		10.00
24	Notary Fee - CGS 3-95	5.00		5.00
25	Computer Printing Fees - Black and White	\$.15 per pg.		\$.15 per pg.
26	Computer Printing Fees - Color	\$.50 per pg.		\$.50 per pg.
27	Public Fax Machine Fees - U.S., Canada, Caribbean: first page/each additional page (portion to Library)	1.75/1.00		1.75/1.00
28	Public Fax Machine Fees - International: first page/each additional page (portion to Library)	3.95/3.45		3.95/3.45
29	Lost or Damaged Barcode	2.00		2.00
30	Lost or Damaged Audio or Video Case	2.00		2.00
31	Copies	.15/pg.		.15/pg.
32	Use of Meeting Room - Whole Day - In Town - for Profit and Non-Profit	80.00		80.00
33	Use of Meeting Room - Whole Day - Out of Town - for Profit and Non-Profit	100.00		100.00
34	Use of Meeting Room - 1/2 Day (4 hrs.) - In Town - for Profit and Non-Profit	50.00		50.00
35	Use of Meeting Room - 1/2 Day (4 hrs.) - Out of Town - for Profit and Non-Profit	60.00		60.00
36	Use of the Board Room (small room)	40.00		40.00
37	An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.			
38	A \$5 fee will be assessed for anyone who signs up for a program but fails to attend the program.			
39	Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.			

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

[illegible]

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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		Changes highlighted					
81	Street Signs (each)	600.00					
82	Monument Caps (each)	20.00					
83	Driveway Permits	25.00					
84	CD-CAD drawing (max. 3 files w/5 layers)	50.00					
85	Burning Permits	10.00					
86	Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subcommittee Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.	Varies - deposit fee of \$5,000.00					
87	Fire Marshal						
88	Blasting permits - state statute (29-349c)	60.00					
89	Golf Course - Timberlin						
90	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/I Sales Tax)						
91	Weekend						
92	18 holes	32.00				(13.00)	(13.00)
93	9 holes	20.00				(7.00)	(7.00)
94	Weekday						
95	18 holes	30.00				(11.00)	(11.00)
96	9 holes	19.00				(7.00)	(7.00)
97	Senior - 18 holes	21.00				(9.00)	(9.00)
98	9 holes	13.00				(5.00)	(5.00)
99	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/I Sales Tax)						
100	Weekend						
101	18 holes	41.00				5.00	5.00
102	9 holes	25.00				3.00	3.00
103	Weekday						
104	18 holes	37.00				4.00	4.00
105	9 holes	22.00				1.00	1.00
106	Senior - 18 holes	29.00				5.00	5.00
107	9 holes	18.00				3.00	3.00
108							
109	Resident/Non-Resident Junior Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/I Sales Tax)						
110	18 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	16.00					
111	9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	10.00					
112							
113	Active Military, regardless of residency (ID required)						
114	18 holes (anytime)	25.00				25.00	25.00
115	9 holes (anytime)	15.00				15.00	15.00
116							
117	BHS Golf Team - no charge for matches & supervised practices	0.00				0.00	0.00
118							
119	Resident Golf Passes (excludes Capital Improvement Program (CIP))						
120	Unlimited	1,050.00				1,050.00	1,050.00
121	Senior - Unlimited	775.00				775.00	775.00
122	Junior - Unlimited	425.00				425.00	425.00
123	Senior Restricted (Mon-Fri only)	420.00				420.00	420.00
124	Junior - Restricted (Mon-Fri only)	300.00				300.00	300.00
125	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))						
126	Unlimited	1,395.00				1,395.00	1,395.00
127	Senior - Unlimited	1,195.00				1,195.00	1,195.00
128	Junior - Unlimited	425.00				425.00	425.00
129	Senior Restricted (Mon-Fri only)	875.00				875.00	875.00
130	Junior - Restricted (Mon-Fri only)	300.00				300.00	300.00
131							

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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132	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP): Season passes cannot be applied to outings or charity events.)	68.00		
133	Shot Gun (minimum 100 players)	63.00		
134	Shot Gun (over 100 players)	15.00		
135	Night Golf			
136				
137	Golf Carts (per person) - fees are gross before sales tax			
138	9 holes	11.00		(4.00)
139	18 holes	18.00		(7.00)
140	9 hole cart pass (10 rides for the price of 8)	88.00		
141	18 hole cart pass (10 rides for the price of 8)	144.00		
142	COVID 9 holes	3.50		
143	COVID 18 holes	5.50		
144				
145	Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.			
146	Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referendum - Fees same as resident; OR, non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given for CIP fees.			
147	League Fees - Resident	17.00	17.00	(1.50)
148	League Fees - Resident Senior	14.00	14.00	0.50
149	League Fees - Non-Resident	19.00	19.00	(4.00)
150	League Fees - Non-Resident Senior	15.00	15.00	(2.00)
151	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.			
152	18 holes	2.00	2.00	
153	9 Holes	1.00	1.00	
154	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS			
155				
156	Hatchery Brook Conservation Garden			
157	20' x 20' plot	40.00	40.00	
158	10' x 25' plot	35.00	35.00	
159	5' x 10' plot	25.00	25.00	
160	8' x 20' plot	30.00	30.00	
161	Non-Berlin Citizens will pay an additional \$10.00			
162	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee			
163				
164	Health Department - Regional Fees (https://www.ctchd.org/forms) - EFFECTIVE 7/1/2020			
165	Full Operation Food Establishment			
166	Class I	Non Profit	Non-Profit	
167	Class II	190.00	95.00	7.50
168	Class III 0-50 seats	250.00	125.00	12.50
169	Class III 51 - 100 seats	310.00	155.00	12.50
170	Class III 101 + seats	350.00	175.00	12.50
171	Class IV Daycares	425.00	212.50	12.50
172	Class IV Nursing/Med	175.00	87.50	
173	Class IV Other	425.00	212.50	12.50
174		425.00	212.50	12.50
175	Min. Vendor Class I	150.00	75.00	12.50
176	Min. Vendor Class II	250.00	125.00	12.50
177	Min. Vendor Class III	300.00	150.00	12.50
178				
179	Caterers Class I	150.00	75.00	12.50
180	Caterers Class II	250.00	125.00	12.50
181	Caterers Class III	300.00	150.00	12.50

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182	Caterers Class IV		375.00		187.50	25.00	12.50
183							
184	Seasonal - Class I		135.00		67.50	10.00	5.00
185	Seasonal - Class II		165.00		82.50	15.00	7.50
186	Seasonal - Class III		200.00		100.00	25.00	12.50
187							
188	Grocery - <10,000 sq.ft - Class I		150.00		75.00	25.00	12.50
189	Grocery - <10,000 sq.ft - Class II		250.00		125.00	25.00	12.50
190	Grocery - <10,000 sq.ft - Class III		400.00		200.00	25.00	12.50
191	Grocery - >10,000 sq.ft		800.00		400.00	75.00	37.50
192							
193	2 nd re-inspection fee		50% of license		50% of license		
194	No license penalty fee		50% of license		50% of license		
195							
196	Plan Review		100% of license		100% of license		
197							
198	Temporary license						
199	Class I - 1 Day		40.00		20.00		
200	Class I - 2-14 Days		70.00		35.00		
201							
202	Class II & III - 1 Day		60.00		30.00		
203	Class II & III - 2-14 Days		120.00		60.00		
204							
205	Farm market vendor-non-farmer, no food prep, individual portions, sampling		60.00		30.00		
206	Farm market vendor-non-farmer, with food prep, individual portions, sampling		100.00		50.00		
207	Farm market vendor - farmer selling farm products		0.00		n/a		
208							
209							

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210	Motels				
211	1 to 25 units	200.00			25.00
212	26 to 50 units	300.00			25.00
213	51 to 75 units	350.00			25.00
214	>75 units	400.00			25.00
215					
216	Septic Systems				
217	Plan review + Permit to install - new	400.00			25.00
218	Plan review + Permit to install - repair	175.00			
219	Subdivision Plan Review (first 3 lot reviews)	200.00			20.00
220	Subdivision Plan Review - additional lots (per lot)	50.00			50.00
221	19-13-B100a Review	75.00			
222	Soil Testing - Additional (Different Day)	200.00			25.00
223	Soil testing - new (up to 4 pits and 2 percs)	200.00			25.00
224	Soil testing - repair or 19-13-B100a review	150.00			
225					
226	Private Well				
227	Permit to install (includes multiple geothermal wells)	50.00			
228	Well abandonment/well casing extension permit	25.00			
229	Water test review and approval	25.00			
230					
231	Public Swimming Pools				
232	Permit to Operate - Seasonal	200.00		100.00	12.50
233	Permit to Operate - Year Round	250.00		125.00	12.50
234	Each additional pool	75.00		37.50	7.50
235	Re-inspection fee	\$50.00 per pool		\$50.00 per pool	
236					
237	Salon License				
238	1 to 4 stations	100.00			10.00
239	5 to 9 stations	130.00			10.00
240	10+ stations	160.00			10.00
241	Plan review	100% Lic. Fee			
242	Re-inspection fee	50% Lic. Fee			
243					
244	Day Care Inspection				
245	Re-licensure Inspection Fee	120.00		60.00	

Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.

246					
247	Inland Wetlands Commission				
248	Wetlands - Regulated Activity and Floodplain Permit				
249	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	152.00	58.00*	210.00	
250	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+	
251	Inland Wetlands Regulation	10.00		10.00	
252	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee				

YOY Change

[illegible]

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344	All fields deposits:						
345	Local	105.00					
346	Non Local/for Profit	120.00					
347	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00					
348	BHS & McGee Basketball and Tennis Courts - Local	25.00					
349	BHS & McGee Basketball & Tennis Courts Non-Local	35.00					
350	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)						
351	Lights Per Hour, Local	50.00				30.00	30.00
352	Lights Per Hour, Non-local/For Profit	65.00				40.00	40.00
353							
354	PISTOL CREEK						
355	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).						
356	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00					
357	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00					
358	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00					
359	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00					
360	Outside Deck - Hourly Rate	25.00/hr					
361	Damage Deposit Required of All Groups	90.00					
362	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00						
363	All Supervision and Custodial costs will be paid out-of-pocket.						
364	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.						
365							
366	Planning & Zoning Commission *						
367	Subdivision or Resubdivision (2 lots)	352 minimum	58.00*	410 minimum			
368	Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X\$250 (plus state fee of \$60)			
369	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)	\$352 minimum	58.00*	\$410 minimum			
370	Minimum	352.00	58.00*	410.00			
371	Maximum	1,942.00	58.00*	2,000.00			
372	Special Event Site Plan Review	152.00	58.00*	210.00			
373	Subdivision Regulations	15.00		15.00			
374	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00			
375	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00			
376	"Plan of Conservation and Development"	25.00		25.00			
377	Zoning Regulations	30.00		30.00			
378	Bulk Amendments to Zoning Regulations	10.00		10.00			
379	Zoning Map - Black & White	8.00		8.00			
380	Zoning Map - Color	20.00		20.00			
381	Zone Change	252.00	58.00*	310.00			
382	Text Amendment	402.00	58.00*	460.00			
383	Map Copy 11 x 17	1.50		1.50			
384	Map Copy 17 x 24	3.00		3.00			
385	Map Copy 22 x 34	5.00		5.00			
386	Map Copy 34 x 44	8.00		8.00			
387	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+			
388	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	230.00+			
389	Special Permit	222.00	58.00*	280.00			
390	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee						

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435	Intentional False Alarm - Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)		500.00		500.00
436	False Alarm Fine - Ordinance - Code Section 6-19		50.00 3 rd alarm plus 25.00 each subsequent		
437	Violation of littering - Ordinance - Code Section 7-10 (1-15)		200.00		200.00
	Construction Noise Activity - Code Section 7-56		100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent
438					
439	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) - Code Section 4-25		100.00		100.00
440	Snow/Ice Sidewalk - Code Section 14-11		100.00		100.00
441	Violation of Off-Road Vehicles - Code Section 17-128		100.00		100.00
442	Bingo Permit fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
443	Class A		75.00		75.00
444	Class B		\$10 per day		\$10 per day
445	Class C		50.00		50.00
446					
447	Bazaar or Raffle Permit fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
448	Class 1		75.00		75.00
449	Class 2		30.00		30.00
450	Class 3		\$60 per day		\$60 per day
451	Class 4		15.00		15.00
452	Class 5		120.00		120.00
453	Class 6		150.00		150.00
454	Class 7		300.00		300.00
455	Registrar of Voters				
456	Voters List, per diskette		25.00		25.00
457	Labels, per name (Labels Must Be Provided) - per state statute		0.03		0.03
458	Revenue Collector				
459	Delinquent Tax Payer List, paper form, per page - per state statute		0.50		0.50
460	Copy of a tax bill - per state statute		0.50		0.50
461	Certification - 1st page, per page		1.00		1.00
462	Certification - subsequent pages, per page		0.50		0.50
463	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)		24.00		24.00
464	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)		6.00		6.00
465	Certified Mail fee for notification of checks returned for non-sufficient funds		At cost		At cost
466	Senior Center				
467	Class Fee		4.00		4.00
468					
469	Room rentals - staff costs will be added for all after hours use and whole day rental is charged after 4 hours:				
470	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit		80.00		80.00
471	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit		50.00		50.00
472	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit		100.00		100.00
473	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit		75.00		75.00
474	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit		80.00		80.00
475	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit		50.00		50.00
476	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit		100.00		100.00
477	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit		75.00		75.00
478					
479	Kitchen with multi-purpose room, per hour fee		25.00/hr		25.00/hr
480					

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481	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00
482	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00
483	Classroom - Whole Day - Out of town Profit or Non-Profit	100.00		100.00
484	Classroom - Half Day - Out of town Profit or Non-Profit	80.00		80.00
485	Photocopies, per page - per state statute	0.50		0.50
486	Non-resident Membership Fee (Annually - originally adopted 02/05)	36.00		36.00
487	Supervision/Custodial Costs will be charged for all after-hours events.			
488				
489	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.			
490	Town Clerk			
491	Dog Licenses			
492	Dog License-Spayed Female or Neutered Male Dog - state statute 22-338(a)	1.00	7.00	8.00
493	Dog License-Female or Male Dog - state statute 22-338(a)	1.00	18.00	19.00
494	New Owner of Already Licensed Dog - state statute 22-339	1.00		1.00
495	Replacement Tag - state statute 22-341	0.50		0.50
496	Kennel License - per state statute 22-342	2.00	49.00	51.00
497	Late fee on dog license - per month - state statute 22-338(a)	1.00		1.00
498	List of dogs - per name on list - FOI	0.03		0.03
499	Land Records - Maps - Trade Names			
500	Legal Documents (\$60 first page) - state statute 7-34a			
501	First page - state statute 7-34a	16.00	44.00	60.00
502	Each additional page - state statute 7-34a	5.00		5.00
503	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00
504	Land Recording involving MERS Document (other than Release or Assignment) first Page	49.00	110.00	159.00
505	Each additional page of the above	5.00		5.00
506	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00
507	Land Record, copy per page (in any format) - state statute 7-34a	1.00		1.00
508	Certification of land records per document - state statute 7-34a	2.00		2.00
509	Trade Name Certificate - state statute - 7-34a (updated by PA 18-136)	10.00		10.00
510	Subdivision Maps - state statute 7-34a	30.00		30.00
511	Survey Maps - state statute 7-34a	10.00		10.00
512	Map Copy 11 x 17	1.50		1.50
513	Map Copy 17 x 24	3.00		3.00
514	Map Copy 22 x 34	5.00		5.00
515	Map Copy 34 x 44	8.00		8.00
516	Conveyance Tax (Per \$1,000) - state statute 12-498(a)	0.0025	0.0750	0.0775
517	Sales Ratio - state statute 7-34a	2.00		2.00
518	Documents with no known last address of grantee (land records) - state statute 7-34a	5.00		5.00
519	Documents - land records - if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00
520	Vital Statistics			
521	Vital Statistics to Resident Towns - state statute 7-76	2.00		2.00
522	Birth Certificate, full size (Certified) - state statute 7-74(a)	20.00		20.00
523	Birth Certificate, Wallet Size (Certified) - state statute 7-74(a)	15.00		15.00
524	Death Certificate (Certified) - state statute 7-74(b)	20.00		20.00
525	Marriage License/Civil Union Certificate (Certified) - state statute 7-74(b)	20.00		20.00
526	Burial Permit - state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00
527	Cremation Permit - state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00
528	Marriage License - state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00	50.00

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

529	Misc. Fees				
530	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00			20.00
531	Notary Certification – state statute 7-34a	5.00			5.00
532	Notary Fee – state statute 3-95	5.00			5.00
533	Campaign Financing – Late Fee – state statute 9-623	100.00			100.00
534	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00			2.00
535	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00			500.00
536	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00			250.00
537	Violation of Town Seal – Sec. 2-1(d) code book	100.00			100.00
538	Photocopies, per page – state statute 1-212(2)	0.50			0.50
539	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00			1.00
540	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00			20.00
541	Fax, Per Page	1.00			1.00
542	Municipal Code	50.00			50.00
543	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00			20.00
544	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00			100.00
545	Town Manager				
546	Blighted Buildings – Code Section 4-16	150.00			150.00
547	Treasurer's Office				
548	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00			8.00
549	Replacement check fee	10.00			10.00
550	Returned Check fee (C.G.S. 52-565a)	20.00			20.00
551	Cell tower rental				
552	A T & T monthly rent - contract expires November	3,306.76			3,306.76
553	Verizon monthly rent - contract expires December	2,860.22			2,860.22
554	T-Mobile monthly rent - contract expires March	1,884.47			1,884.47
555	Crwn Base - contract expires March	1,724.52			1,724.52
556	Water Control				
557	Water Control Commission Regulations	16.00	WCC Fee	State Fee	Total
558	Inspection of water taps not made by BWCC staff	125.00			125.00
559	Permit Fee for Secondary Meter	100.00			100.00
560	Water Control Application for Sewer 'lic-lins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00			250.00
561	Water System Connection Charge (Abutting Property): \$21 per front foot (\$30 per front foot on divided highway); plus \$2,000 for first unit; plus \$1,000 for each additional unit. For non-residential property: \$2,000 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$375 for Water Permit.				
562	Sewer System Connection Charge (Abutting Property): \$30 per front foot (\$39 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,200 for each additional unit. For non-residential property: \$2,500 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$125 for Sewer Permit.				
563	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten). PLUS \$375 for Water Permit.				
564	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$125 for Sewer Permit.				
565					

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

566	Zoning and Zoning Board Fees				
567	ZBA Application (Approval, variance, special permits)	132.00	58.00*	210.00	
568	Additional Related Variance on same property	77.00	58.00*	135.00	
569	Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00	
570	Zoning Compliance Letter or Certification	50.00		50.00	
571	Home Occupation Approval Compliance Letter	50.00		50.00	
572	Lot Line Revisions	50.00		50.00	
573	ZBA Motor Vehicle License	322.00	58.00*	380.00	
574	Gasoline License	322.00	58.00*	380.00	
575	ZBA Permits for Sale of Alcoholic Beverages	150.00 per day		150.00 per day	
576	Junked, Wrecked, Abandoned Property - Code Sections 7-30-7-35	322.00	58.00*	380.00	
577		100.00 per day of non-compliance		100.00 per day of non-compliance	
578	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee.				

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.


Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2021

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: January 19, 2021

SUBJECT: Authorization for the Town Manager to Apply for a Grant for the Control of Aquatic Invasive Species

Summary of Agenda Item:


The Connecticut Department of Energy and Environmental Protection is inviting applications for its Aquatic Invasive Species Control Grant program. The Town is in need of aquatic invasive species control at Paper Goods Pond and Railroad Pond with respect to water chestnuts, water meal, coon tail and phragmites. The grant requires a 25% (\$5,000) local match that would be taken from the Public Grounds budget. The required funding is included in the proposed FY22 budget (001.25.2545.0.53932.00000 Waterway Treatment account). The Town Council needs to authorize the Town Manager to apply for and enter into agreements related to the Aquatic Invasive Species Control Grant program.

Action

Move to authorize the Town Manager to apply for a grant of \$20,000 and enter into agreements related to the Department of Energy and Environmental Protection's Aquatic Invasive Species Control Grant program for the purpose of aquatic invasive species control at Paper Goods Pond and Railroad Pond.

Attachments:

None

Prepared By: Jim Mahoney, Economic Development Coordinator
Steve Wood, Superintendent of Parks and Grounds 

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 22, 2021

SUBJECT: Construction Equipment Rental - Contract # 2021-11

SUMMARY:

The Public Works Department received bids for "Equipment Rental" from seven Contractors (see attached) on January 21, 2021. Heavy equipment and labor from this bid would be utilized to assist the Highway Department and Public Works Staff (as well as other Town Departments), on an as-needed basis, on road reconstruction/public works projects, as well as the completion of subdivisions, where the bonds have been called by the Planning and Zoning Commission. Various pieces of construction equipment would be utilized from excavators and bulldozers to dump trucks and manual labor forces. Rates, as proposed, are valid through December 31, 2022.

Dependent upon the work proposed and the type of equipment required, Contractors may be chosen based upon the hourly rate submitted for that piece of equipment. Funding to provide for payment will come from various sources dependent upon the specific site where the work will be performed. Due to the nature of the work, we are requesting that Council accept five of the seven bids which were received. Those five firms are as follows: JV III Construction, Earth Contractors, Staxx Construction Services, Butler Construction Co., LLC, and Martin Laverio Contractor, Inc., and direct Staff to utilize the most efficient and responsive Contractor available to perform the required work. Due to the uncertainty of our rental needs at this time, it would be inappropriate to assign a specific dollar value to this contract. Funding would be provided from the appropriate construction-related project accounts.

ACTION NEEDED:

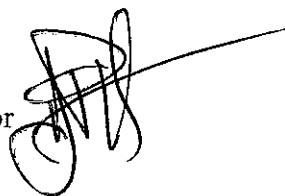
Move to authorize the Town Manager to utilize the attached bid results for the Equipment Rental Contract (#2021-11) utilizing the services of JV III Construction, Earth Contractors, Staxx Construction Services, Butler Construction Co., LLC, and Martin Laverio Contractor, Inc. when issuing future purchase orders to one or more Firms, depending on the availability, and which one results in the lowest cost to the Town.

ATTACHMENT:

- Bid Tabulation Results

PREPARED BY:

James P. Horbal, Deputy Public Works Director



Town Of Berlin
Engineering Department
Bid Tabulation Sheet

Project No. #2021-11
Project EQUIPMENT RENTALS
Date January 21, 2021 2:00PM
Bid Date December 31, 2022

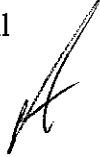
Item	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)
Excavator, hydraulic, 2 yd, with operator	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$259.00	Butler Construction Co., LLC of Portland, CT	\$160.00
Excavator, hydraulic, 3/4 yd, with operator	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$259.00	Butler Construction Co., LLC of Portland, CT	\$160.00
Backhoe/Loader, rubber tired, with operator	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$189.00	Butler Construction Co., LLC of Portland, CT	\$90.00
Dozer (D4 type or equivalent), with operator	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$214.00	Butler Construction Co., LLC of Portland, CT	\$115.00
Dump Truck, 6 wheel, medium weight, with driver/laborer	A-Z Services, LLC of Newington, CT	\$85.00	BCL Inc. dba Butler Company of Windsor, CT	\$253.00	Butler Construction Co., LLC of Portland, CT	\$70.00
T4-sets Dump Truck, medium weight, with driver/laborer	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$115.00	Butler Construction Co., LLC of Portland, CT	\$90.00
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$89.00	Butler Construction Co., LLC of Portland, CT	\$85.00
Laborer	A-Z Services, LLC of Newington, CT	\$45.00	BCL Inc. dba Butler Company of Windsor, CT	\$75.00	Butler Construction Co., LLC of Portland, CT	\$55.00
Superintendent	A-Z Services, LLC of Newington, CT	N/A	BCL Inc. dba Butler Company of Windsor, CT	\$110.00	Butler Construction Co., LLC of Portland, CT	\$75.00

Item	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)
Excavator, hydraulic, 2 yd, with operator	Earth Contractors of Kensington, CT	\$175.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$260.00	Stark Construction Services, LLC of Berlin, CT	\$70.00
Excavator, hydraulic, 3/4 yd, with operator	Earth Contractors of Kensington, CT	\$170.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$185.00	Stark Construction Services, LLC of Berlin, CT	\$70.00
Backhoe/Loader, rubber tired, with operator	Earth Contractors of Kensington, CT	\$70.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$125.00	Stark Construction Services, LLC of Berlin, CT	\$100.00
Dozer (D4 type or equivalent), with operator	Earth Contractors of Kensington, CT	\$80.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$175.00	Stark Construction Services, LLC of Berlin, CT	\$100.00
Dump Truck, 6 wheel, medium weight, with driver/laborer	Earth Contractors of Kensington, CT	\$75.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$25.00	Stark Construction Services, LLC of Berlin, CT	\$75.00
T4-sets Dump Truck, medium weight, with driver/laborer	Earth Contractors of Kensington, CT	\$85.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$85.00	Stark Construction Services, LLC of Berlin, CT	\$85.00
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	Earth Contractors of Kensington, CT	\$50.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$95.00	Stark Construction Services, LLC of Berlin, CT	\$80.00
Laborer	Earth Contractors of Kensington, CT	\$35.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$65.00	Stark Construction Services, LLC of Berlin, CT	\$70.00
Superintendent	Earth Contractors of Kensington, CT	\$90.00	Martin Lavigne Contractor, Inc. of Bristol, CT	\$65.00	Stark Construction Services, LLC of Berlin, CT	\$80.00

Equipment	Company	Hourly Rate
Skid Steer Loader	A-Z Services, LLC of Newington, CT	\$125.00
Mini Excavator, Hydraulic, Yanmar S5 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$189.00
Mini Excavator, Hydraulic, Yanmar S7100 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$219.00
Excavator, Rubber Tired with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$219.00
Front End Loader, Hyundai 240 or John Deere 244 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$214.00
Compact Loader, John Deere 244 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$229.00
Compact Loader, Yanmar V12 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$194.00
Skid Steer, Rubber Tired, ASV 2400 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$179.00
Skid Steer, Rubber Tired, ASV RT15 with Operator	BCL Inc. dba Butler Company of Windsor, CT	\$199.00
Excavator, Hydraulic 11,000lbs Rubber Tired	Earth Contractors of Kensington, CT	\$110.00
Excavator, Mini 8000lbs with Operator	Earth Contractors of Kensington, CT	\$90.00
Loader with 3.25 yd bucket or 2.5 yd side dump bucket and forks with operator	Earth Contractors of Kensington, CT	\$120.00
Loader with 1.5-2 yd bucket with forks and operator	Earth Contractors of Kensington, CT	\$100.00
Dozer (D6 type or equivalent) with operator (2400lbs)	Earth Contractors of Kensington, CT	\$120.00
Skid Steer with Operator (2400 lbs), tractor, backhoe	Earth Contractors of Kensington, CT	\$80.00
Tractor Skid Steer with on, front end loader, backhoe, rake, sweeper, etc.	Earth Contractors of Kensington, CT	\$90.00

Compressor, 125 CFM with 4" male (bulk bag) with operator/laborer	Earth Contractors of Kensington, CT	\$100.00
Hydro Jacks with premium steel and nut and washers	Earth Contractors of Kensington, CT	\$100.00
Skid Steer	Stark Construction Services, LLC of Berlin, CT	\$100.00
Hydro Splitter	Stark Construction Services, LLC of Berlin, CT	\$0.18 each
Wheel Loader, 3 Yard	Stark Construction Services, LLC of Berlin, CT	\$140.00
Mini Excavator, 18,000 lb	Stark Construction Services, LLC of Berlin, CT	\$100.00
Roller Millage	Stark Construction Services, LLC of Berlin, CT	\$310.00
Topsoiler	Stark Construction Services, LLC of Berlin, CT	\$210.00
Liquid Asphalt Distributor Truck, Computerized	Stark Construction Services, LLC of Berlin, CT	\$185.00
Paving Crew	Stark Construction Services, LLC of Berlin, CT	\$200.00
W/C Truck	Stark Construction Services, LLC of Berlin, CT	\$250.00

1st
2nd
3rd

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: January 26, 2021
SUBJECT: Mailbox Damage by Town Snowplows - Policy Revision

SUMMARY:

The Public Works Department is requesting that Town Council revise its reimbursement policy entitled "Mailbox Damage by Town Snowplows" (see attached). This policy was established by Town Council at its meeting of December 16, 1997. The policy provides a financial reimbursement to property owners as a result of damage inflicted upon roadside mailboxes as a result of the Town's snow removal operations. The current policy provides direct payments of \$15.00 for a mailbox and/or \$25.00 for a mailbox post that has been damaged. Public Works has received numerous complaints from residents regarding the undervalued reimbursement provided for replacement. Following a review of current costs, Staff is recommending reimbursement be increased to \$35.00 per mailbox and \$40.00 per post. We are also recommending that requests for reimbursement must be submitted within 45 days of the damage being inflicted. Funding has always been provided from the Highway Department Operating Materials Account (001.20.2037.0.53219.00000).

ACTION NEEDED:

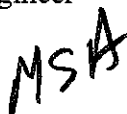
Move to revise the current Town Council Policy entitled "Mailbox Damage by Town Snowplows" established December 16, 1997 to provide monetary reimbursement of \$35.00 per mailbox and/or \$40 per post which must be reported within 45 days of the damage being inflicted.

ATTACHMENT:

Town Council Policy – Mailbox Damage by Snowplows (12/16/1997)

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works/Town Engineer



TOWN COUNCIL POLICY

MAILBOX DAMAGE BY TOWN SNOWPLOWS

In order to provide fair and uniform resolutions to disputes involving mailboxes damaged by Town snowplows, the Berlin Town Council approves the following policy concerning repair/replacement of mailboxes.

- A. All mailboxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow. Information on proper installation is available at the Town Hall Public Works Department.
- B. In accordance with current postal guidelines, the mailbox should be nine (9) inches from the curb or edge of the pavement in order to prevent contact by the plow, itself. The height of the bottom of the mailbox should be between 42" and 48" from the road surface.
- C. If a mailbox is struck by a Town snowplow, the Town will reimburse the owner \$25.00 for the post and \$15.00 for the box. Payment will not include costs of decorative wood or metal posts or decorative boxes.

No box or post will be repaired or replaced if the post shows dry rot or is otherwise unstable.

The Town will reimburse the owner for damage to the mailbox and/or post only when the Town's snowplow is found to have made direct contact with the plow, not when the box is knocked over by snow or slush that is pushed by the plow.

The Town Manager, or designated representative, is authorized to use reasonable discretion in resolving disputes involving unusual circumstances.



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

Historical District
next meeting
Alternate

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. HDC Alternate 2. _____

Name: Amy Prescher Telephone No.: 860.829.6464

Home Address: 850 Worthington Rd Number of years in Berlin: 12
(Note: To apply, you must be a resident of Berlin)

Email Address: amy.prescher@sbcglobal.net

Are you a Registered Voter? Y Party Affiliation: D ✓
(Note: To apply, you must be a Registered Voter in Berlin)

graduated degrees in art/architectural history & hist-preservation
Educational Background (Optional)

CSU professor - art history
Present Employment (company/position)

1615 Stanley St. New Britain, CT 06037
Business Address

Current and Past Civic/Community Involvement: _____

several years HDC

Tell us why you feel qualified for this appointment: historical preservation degree

Can you think of any reason that a conflict of interest could arise if you were appointed? I live on

Worthington Ridge.

Signature: [Signature] Date: 1-15-21

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.



2nd Choice Planning & Zoning

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.

TOWN OF BERLIN
20 DEC 30 PM 3:00

Please list your Board/Commission preference below:

1. Parks & Recreation

2. Planning & Zoning

Name: ANDREW LEGNANI

Telephone No.: 860-559-7256

Home Address: 320 Verhill Dr.

Number of years in Berlin: 31

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

Email Address: Andrew.Legnani@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Democratic ✓

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

Bachelors Degree
Educational Background (optional)

Inshore Self employed/Sales
Present Employment (company/position)

Same as Home
Business Address

Current and Past Civic/Community Involvement: Democratic town committee 3 yrs,
Parks and rec. current, Ran for office in 2019 local

Tell us why you feel qualified for this appointment: my minor was in Urban/
Suburban Planning focusing on open spaces aka Parks

Can you think of any reason that a conflict of interest could arise if you were appointed? Possible
Run for office other than that NO.

Signature: Andrew Legnani

Date: 12/30/2020

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.

UNA

Kate Wall

From: Christi Sullivan
Sent: Thursday, January 28, 2021 2:39 PM
To: ddyer; Doug Truitt
Cc: Kate Wall
Subject: FW: Applications

See email below from Mrs. Geschimsky.

(R) ✓

Thank you,

Christi

*Christi Sullivan
Admin. Asst. to Town Manager
Town of Berlin
Town Manager's Office
Phone: 860-828-7003
Fax: 860-828-7068*

From: Fran Geschimsky <frangesch@yahoo.com>
Sent: Thursday, January 28, 2021 2:28 PM
To: Christi Sullivan <csullivan@town.berlin.ct.us>
Subject: Re: Applications

Thank you and we will return them Monday We both wish to remain on our boards Warmly, Fran Geschimsky

On Thursday, January 28, 2021, 12:05:57 PM EST, Christi Sullivan <csullivan@town.berlin.ct.us> wrote:

Hello,

Please see application attached above. I sent it out to you on January 12th (see email below), but perhaps you did not receive it.

I kindly ask that you respond to this email so I know you received it.

Please feel free to call me if you have any questions.

Thank you,

Christi

Christi Sullivan

Admin. Asst. to Town Manager

Town of Berlin

Town Manager's Office

Phone: 860-828-7003

Fax: 860-828-7068

From: Christi Sullivan

Sent: Tuesday, January 12, 2021 10:03 AM

To: frangesch@yahoo.com

Cc: ddyer <ddyer@town.berlin.ct.us>; Doug Truitt <dtruitt@town.berlin.ct.us>

Subject: Applications

Hello,

It was nice speaking with you this morning.

Attached, please find a fillable application that you can complete and send back to me as soon as you can. They will be making selections at the Town Council meeting next Tuesday, January 19th. An application must be submitted for you to be considered/selected.

Please fill one out for you for the VNA and one for Mr. Geschimsky for the Youth Services Advisory Board.

Call me if you have any questions. I am happy to help.

2021-01-26 Special Town Council Meeting Minutes

The Town Council will meet remotely. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no one 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:

Tuesday, January 26, 2021

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

[Join meeting](#)

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mb49f54563f519df7cb119784b9ed51f8>

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 132 404 1079

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

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, January 26, 2021
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:06 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 Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Kristin Campanelli, 30 Sawmill Drive – Ms. Campanelli thanked the Mayor and Councilor Angelico-Stetson for the proclamation regarding Human Trafficking Awareness Month that is on tonight's agenda. Police Commissioner Melissa Urrunaga is online tonight to share some data on the subject as it is a concern in Berlin. Ms. Urrunaga will also be doing a seminar for parents through the McGee PTO.

At this point Mayor Kaczynski asked Commissioner Urrunaga if she wouldn't mind waiting until the agenda item to speak as it may be more appropriate at that time. Ms. Urrunaga agreed.

Councilor Angelico-Stetson – The Councilor stated she wanted to share the following information now as opposed to during Councilor Communication as there may be residents listening that were involved in the January 18, 2021 National Day of Service food drive for the Berlin Food Pantry sponsored by the Berlin Democratic Town Committee. Two truck loads and a trailer of food were delivered, along with \$440 in gift cards and cash. The Councilor thanked everyone in town that donated. She added that a non-profit group called Freddy and Little Massi Calling Corp saw the Facebook post and made a generous donation of food, household, and hygiene items.

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. **Topic re: Accept monetary donations totaling \$2,758.15 for the Berlin Peck Memorial Library and deposit \$1,190.00 into the library agency account for the libraries greatest need, programs and also a book in memory of Carolyn Malinka and deposit \$1,568.15 into the friends of the library miscellaneous account for the purchase of programs, supplies and museum pass renewals and move to accept the donation of a DVD with a value of \$22.99 to be added to the appropriate department collection. – Berlin-Peck Memorial Library**
2. **Topic re: Approve a Gift Certificate in the amount of one thousand three hundred dollars (\$1,300.00) be issued to Mr. Tom Marino. It is understood this Gift Certificate is for golf only. – Timberlin Golf Course**
3. **Topic re: Confirmation of the Town Manager's appointment of Jon Paul Demko, 63 Old Wood Rd. Berlin to serve a two-year term as the Town's Citation Hearing Officer from February 1, 2021 to January 31, 2023. – Town Manager**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. Topic re: Approve the contract between the Town of Berlin and CALU, Local #911 (Emergency Dispatcher Employees) for the period of July 1, 2020 through June 30, 2023. – Human Resources

Human Resources Director Denise Parsons explained that the Police Dispatchers had been part of the White-Collar Union until 2017 when they went out on their own as there was concern that their pay wasn't keeping up with dispatchers in surrounding towns. At that time raises were retroactively put in place, but it was agreed that the next contract would include salary adjustments. Covid-19 delayed contract negotiations and they have been working under the old contract which expired on June 30, 2020.

Research of surrounding towns did show that Berlin dispatchers are being paid significantly less than those towns. The plan is to give the union members a 5% pay increase retroactive to July 1, 2020 and then continue with the 2.25% yearly increase in July of 2021 and 2022. Other changes to the contract include language changes that the Police Chief and union worked out that make running the department much easier.

Finance Director Kevin Delaney added that the Town typically budgets for a 2.25% increase for any contracts that haven't been negotiated for the upcoming fiscal year. This year there was a unique situation where three contracts were coming due, with two of them being reasonably large unions. There was turnover in those unions which resulted in some of the anticipated increases not being used. Therefore, those funds could be used for the shortfall in wages for the Police Dispatcher Union.

Councilor Luddy moved to approve the contract between the Town of Berlin and CALU, Local #911 (Emergency Dispatcher Employees) for the period of July 1, 2020 through June 30, 2023.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Adopt the proposed amendments suggested by the Board of Ethics to the Ethics Policy. – Board of Ethics

Board of Ethics Chair Kevin Hines stated that the Board of Ethics was asked to look at the Ethics Policy and make recommendations to the Town Council regarding clarity and process. One issue was regarding whether to keep the financial statement requirement of the policy and it was determined that it was a necessary process that the Town needs in case of auditing.

The other issue was regarding the notice requirement. After discussion with the Town Attorney a clarified notification process was developed for the Town Clerk in hopes that there will be a better percentage of compliance with the Financial Statement disclosure.

Councilor Luddy moved to adopt the proposed amendments suggested by the Board of Ethics to the Ethics Policy.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 3. Topic re: Authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to prepare two reports to meet the American Water Infrastructure Act (AWIA), for an amount not to exceed \$12,000, as this is in the best interest of the Town. – Water Control**

Water Control Manager Ray Jarema stated that the American Water Infrastructure Act (AWIA) of 2018 requires Water Utilities to develop their resiliency to risk program and to create emergency plans. The Berlin Water Control Commission (BWCC) currently has an agreement with Lenard Engineering to do a water supply plan and several of the elements required for the AWIA are included in that plan. Mr. Jarema add that for this reason the request to use Lenard Engineering only makes sense. The BWCC reached out to another consultant and the cost would have been about three times the cost of what Lenard is proposing.

Councilor Luddy moved to authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to prepare two reports to meet the American Water Infrastructure Act (AWIA), for an amount not to exceed \$12,000, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

At this point Town Manager Jayawickrema informed the Town Council that the Berlin Water Control Commission received the Water Fluoridation Quality Award from the U.S. Department of Health and Human Services. He acknowledged the BWCC and Water Control Manager Ray Jarema and stated that the award commends them for consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2019.

Mr. Jarema added that the BWCC has had a perfect fluoridation record for at least five or six years, and also must deal with sewer work so he commends them for a job well done. Mayor Kaczynski congratulated Mr. Jarema and the BWCC.

- 4. Topic re: Award RFP 2021-10 and authorize the Town Manager to enter into a contract with Kaestle Boos Associates, Inc. as the most qualified bidder for an amount not to exceed \$74,500. Funds are available in the DEEP Athletic Facilities Improvements Grant. - Parks and Recreation**

Town Manager Jayawickrema reminded the Town Council that a \$2.7 million grant was awarded to the Town of Berlin by the State Department of Energy and Environmental Protection for improvements to Biscaglio Field, Sage Park, and Scalise Field. However, at this time the official grant documentation has not yet been received from the agency. Therefore, the Town Manager asks that this item be tabled.

ITEM TABLED

5. Topic re: Recognize January 2021 as Human Trafficking Awareness Month in the Town of Berlin and call this observance to the attention of all our citizens. – Town Manager

As stated during the Audience of Citizens, Mayor Kaczynski allowed Melissa Urrunaga of 1075 Orchard Road to speak on this item at this time.

Ms. Urrunaga thanked the Town Council for addressing this subject tonight and stated that she is the Human Trafficking Team Liaison for DCF Region 6 of which Berlin is a part. The job of this team is to engage youth in prevention programs and educate professionals on how to understand and detect what child sex trafficking look like. It is happening statewide regardless of socioeconomic status, race, ethnicity, or education level. 63% of children are living at home with a parent or guardian at the time they are being trafficked or exploited. This past year, with students being provided Chrome books for school learning at home due to Covid-19, they are finding that traffickers have more access to children than ever before.

Berlin schools have embraced the requirement for teachers to be educated annually and have welcomed Ms. Urrunaga's team into the classroom with the "Not a Number" curriculum for ninth graders. The next step is to educate parents and community leaders on how to stop the sexual exploitation of children. A presentation for parents at McGee Middle School is tentatively scheduled for an evening during the first week of February.

Councilor Angelico-Stetson added author and Human Rights Advocate, Raymond Bechard, has written a book entitled The Berlin Turnpike: A True Story of Human Trafficking in America which details the 2007 trial of Dennis Paris who was convicted of trafficking underage girls out of Wethersfield, Newington, Berlin and Hartford.

Mayor Kaczynski then read the following proclamation:

Human Trafficking Awareness Month

WHEREAS, human trafficking is a form of modern slavery that occurs in every state, including Connecticut, wherein victims are forced to work in various forms of labor exploitation including, but not limited to, commercial sex acts and other services that are induced through force, fraud, or coercion; and

WHEREAS, due to its isolated and discrete nature, many individuals across the globe are unaware that trafficking exists in their communities; and

WHEREAS, it is estimated that more than 40 million people around the world are victims of human trafficking; and

WHEREAS, increased education about how to identify human trafficking along with increased knowledge of resources and services for those affected by criminal exploitation can help decrease the number of future victims; and

WHEREAS, the citizens of Berlin stand against this practice, and will support our police department in taking steps and any necessary action to stop this practice; and

WHEREAS, Human Trafficking Awareness Month is an opportunity to recognize the critical role all citizens of Berlin play in preventing and reporting these heinous crimes.

NOW, THEREFORE, The Berlin Town Council, do hereby recognize January 2021 as **HUMAN TRAFFICKING AWARENESS MONTH** in the **Town of Berlin** and call this observance to the attention of all our citizens.

NO ACTION REQUIRED

H. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board – Vacancy** - Kathleen Murray (R) resigned on 11/1/2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Gail Marino (R) of 24 Casner Drive for appointment to the Berlin-Peck Memorial Library Board.

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 Gail Marino to serve on the Berlin-Peck Memorial Library Board.
Term ending January 31, 2022.

2. **Berlin-Peck Memorial Library Board – Lilian C. Ulan (U)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Lilian C. Ulan (U) of 117 Sunmeadow Drive for appointment to the Berlin-Peck Memorial Library Board.

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 Lilian C. Ulan to serve on the Berlin-Peck Memorial Library Board.
Term ending January 31, 2024.

3. **Berlin-Peck Memorial Library Board – Chris Fasciano (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Chris Fasciano (R) of 76 Raspberry Hill for appointment to the Berlin-Peck Memorial Library Board.

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 Chris Fasciano to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2024.

4. **Berlin-Peck Memorial Library Board** – Donna Moore (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Donna Moore (D) of 215 Rosewood Lane for appointment to the Berlin-Peck Memorial Library Board.

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 Donna Moore to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2024.

5. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
6. **Cemetery Committee** – Charles H. Colaresi (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Charles H. Colaresi (D) of 269 Newton Street for appointment to the Cemetery Committee.

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 Charles H. Colaresi to serve on the Cemetery Committee. Term ending January 31, 2027.

7. **Cemetery Committee** – Edward W. Hornkohl, Jr. (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Edward W. Hornkohl, Jr (R) of 282 Newton Street for appointment to the Cemetery Committee.

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 Robert W. Hornkohl, Jr to serve on the Cemetery Committee. Term ending January 31, 2027.

8. **Cemetery Committee – Alternate** – Barbara Cesanek (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.
9. **Central Regional Tourism District Inc.** – Kate Wall's term expires on December 31, 2020. Reappointment or replacement term would be until December 31, 2023.

Councilor Luddy placed in nomination the name of Kate Wall for appointment to the Central Regional Tourism District.

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 Kate Wall to serve on the Central Regional Tourism District. Term ending December 31, 2023.

10. **Commission for Persons with Disabilities** – Robert Dombrowski (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Robert Dombrowski (D) of 102 Ellsworth Blvd for appointment to the Commission for Persons with Disabilities.

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 Robert Dombrowski to serve on the Commission for Persons with Disabilities. Term ending January 31, 2024.

11. **Commission for Persons with Disabilities** – Marlo Matassa (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if the above appointment is filled with an R.

Councilor Luddy placed in nomination the name of Marlo Matassa (D) of 211 Robbins Road for appointment to the Commission for Persons with Disabilities.

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 Marlo Matassa to serve on the Commission for Persons with Disabilities. Term ending January 31, 2024.

- 12. Conservation Commission – Alternate** - Mary Kathryn LaRose (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Mary Kathryn LaRose (R) of 26 Woodruff Lane for appointment to the Conservation Commission.

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 Mary Kathryn LaRose to serve on the Conservation Commission. Term ending January 31, 2026.

- 13. Conservation Commission – Alternate** – Karen Pagliaro (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if the above appointment is filled with an R.

Councilor Luddy placed in nomination the name of Karen Pagliaro (D) of 221 Stillmeadow Lane for appointment to the Conservation Commission.

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 Karen Pagliaro to serve on the Conservation Commission. Term ending January 31, 2026.

- 14. Economic Development** -Peter Campanelli (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Peter Campanelli (R) of 1055 Worthington Ridge for appointment to the Economic Development Commission.

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 Peter Campanelli to serve on the Economic Development Commission. Term ending January 31, 2026.

- 15. Economic Development** – Christopher Coppola III (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Christopher Coppola III (U) for appointment to the Economic Development Commission.

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 Christopher Coppola III to serve on the Economic Development Commission. Term ending January 31, 2026.

- 16. Golf Commission** – Peter J. DeFazio (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Peter J. DeFazio (U) for appointment to the Golf Commission.

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 Peter J. DeFazio to serve on the Golf Commission. Term ending January 31, 2024.

- 17. Golf Commission** -James J. Bugella, Jr. (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of James J. Bugella Jr (U) for appointment to the Golf Commission.

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 James J. Bugella Jr to serve on the Golf Commission. Term ending January 31, 2024.

- 18. Golf Commission** – Jeffrey Arute (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if both appointments above are filled with an R.

Councilor Luddy placed in nomination the name of Joseph Pulcini (U) of 162 Crater Lane for appointment to the Golf Commission.

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 Joseph Pulcini to serve on the Golf Commission. Term ending January 31, 2024.

- 19. Historic District Commission** – Andra Lou Millerd resigned on January 8, 2021. Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Richard Bennett (R) of 1167 Worthington Ridge for appointment to the Historic District Commission.

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 Richard Bennett to serve on the Historic District Commission. Term ending January 31, 2023.

- 20. Historic District Commission** - Amy Prescher (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with an R or U if above appointment is filled with a D.

Councilor Luddy placed in nomination the name of Herbert Watson (D) of 181 Hudson Street for appointment to the Historic District Commission.

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 Herbert Watson to serve on the Historic District Commission. Term ending January 31, 2026.

- 21. Historic District Commission – Alternate** – Richard Bennett (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with an R or U.

Councilor Luddy placed in nomination the name of Andra Lou Millerd (R) of 1231 Orchard Road for appointment to the Historic District Commission.

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 Andra Lou Millerd to serve on the Historic District Commission. Term ending January 31, 2026.

- 22. Historian** – Kathleen Murray (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Kathleen Murray (R) of 36 Kenton Street for appointment as Town Historian.

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 Kathleen Murray to serve as Town Historian. Term ending January 31, 2026.

- 23. Inland Wetlands & Water Courses Commission** – Michael Cassetta (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Michael Cassetta (R) of 323 Wethersfield Road for appointment to the Inland Wetlands & Water Courses Commission.

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 Michael Cassetta to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2024.

- 24. Inland Wetlands & Water Courses Commission** – Peter Nieman (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be only filled with a D or U if above appointment is an R.

Councilor Luddy placed in nomination the name of Peter Nieman (D) of 1230 Worthington Ridge for appointment to the Inland Wetlands & Water Courses Commission.

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 Peter Nieman to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2024.

- 25. Inland Wetlands & Water Courses Commission** – John F. Zarotney (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if either of the above appointments is filled with an R.

- 26. Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.

- 27. Parks and Recreation Commission** – Donna Bovee (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Donna Bovee (U) of 85 Steepleview Drive for appointment to the Parks and Recreation Commission.

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 Donna Bovee to serve on the Parks and Recreation Commission. Term ending January 31, 2024.

- 28. Parks and Recreation Commission** – Andrew Legnani (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Andrew Legnani (D) of 32 Overhill Drive for appointment to the Parks and Recreation Commission.

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 Andrew Legnani to serve on the Parks and Recreation Commission. Term ending January 31, 2024.

- 29. Parks and Recreation Commission** – Joseph S. Hinchliffe (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with an R or U if both of the above appointments are filled with a D.

Councilor Luddy placed in nomination the name of Gregory Starr (R) of 59 Hudson Street for appointment to the Parks and Recreation Commission.

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 Gregory Starr to serve on the Parks and Recreation Commission. Term ending January 31, 2024.

30. 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.

31. 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.

32. Planning & Zoning Commission – Joan Veley (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Joan Veley (R) of 1424 Orchard Road for appointment to the Planning & Zoning Commission.

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 Joan Veley to serve on the Planning & Zoning Commission. Term ending January 31, 2026.

33. Planning & Zoning Commission – Curtis S. Holtman (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of George Millerd (R) of 1231 Orchard Road for appointment to the Planning & Zoning Commission.

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 George Millerd to serve on the Planning & Zoning Commission. Term ending January 31, 2026.

- 34. Planning & Zoning Commission – Alternate** – Peter Zarabozo (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Peter Zarabozo (U) of 158 Ellwood Road for appointment to the Planning & Zoning Commission.

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 Peter Zarabozo to serve on the Planning & Zoning Commission. Term ending January 31, 2026.

- 35. Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.

- 36. Veterans' Commission** – Joseph P. Casso (U) resigned November 30, 2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Paul Eshoo (R) of 218 Brooke Meadow Road for appointment to the Veterans' Commission.

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 Paul Eshoo to serve on the Veterans' Commission. Term ending January 31, 2022.

- 37. Veterans' Commission** – Richard A. Rampone (R) resigned December 5, 2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Dean Revoir (R) of 167 Percival Avenue for appointment to the Veterans' Commission.

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 Dean Revoir to serve on the Veterans' Commission. Term ending January 31, 2022.

- 38. Veterans' Commission** – Charles H. Colaresi (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Charles H. Colaresi (D) of 269 Newton Street for appointment to the Veterans' Commission.

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 Charles Colaresi to serve on the Veterans' Commission. Term ending January 31, 2024.

- 39. Veterans' Commission** – Thomas Uznanski (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with depends on the above appointments.

Councilor Luddy placed in nomination the name of Thomas Uznanski (R) of 48 Peter Parley Row for appointment to the Veterans' Commission.

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 Thomas Uznanski to serve on the Veterans' Commission. Term ending January 31, 2024.

- 40. Veterans' Commission** – Robert W. Smith (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with depends on the above appointments.

Councilor Luddy placed in nomination the name of Robert W. Smith (R) of 348 Chamberlain Highway for appointment to the Veterans' Commission.

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 Robert W. Smith to serve on the Veterans' Commission. Term ending January 31, 2024.

- 41. VNA – Vacancy** - Replacement term would be until January 31, 2022. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Brenda Chyra (R) of 49 Briar Lane for appointment to the VNA.

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 Brenda Chyra to serve on the VNA. Term ending January 31, 2022.

- 42. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 43. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 44. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 45. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 46. **VNA – Brenda Chyra (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
- 47. **VNA – Frances Geschimsky (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
- 48. **VNA – Laurie Wilhelm (U)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
- 49. **VNA – Leanne Carlson (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
- 50. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2023. Can only be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Bill Philippon (R) of 22 Cobblestone Road for appointment to the Water Control Commission.

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 Bill Philippon to serve on the Water Control Commission. Term ending January 31, 2023.

- 51. **Water Control Commission – Alternate – Bill Philippon (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if above appointment is filled with an R.

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

53. Youth Services Advisory Board – Service Consumer- Donald Geschimsky term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024.

54. Zoning Board of Appeals – Sandra Coppola (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Sandra Coppola (R) of 66 Heritage Drive for appointment to the Zoning Board of Appeals.

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 Sandra Coppola to serve on the Zoning Board of Appeals. Term ending January 31, 2026.

55. Zoning Board of Appeals – Alternate – Ryan Zelek (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Ryan Zelek (D) of 107 Crystal Falls Way for appointment to the Zoning Board of Appeals.

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 Ryan Zelek to serve on the Zoning Board of Appeals. Term ending January 31, 2026.

56. Zoning Board of Appeals – Alternate – Hunter Mathena (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if above appointment is filled with an R.

Councilor Luddy placed in nomination the name of Hunter Mathena (U) of 1000 Orchard Road for appointment to the Zoning Board of Appeals.

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 Hunter Mathena to serve on the Zoning Board of Appeals. Term ending January 31, 2026.

I. TOWN MANAGER'S REPORT:

- Town Manager Jayawickrema provided the Council members with a list of department accomplishments and operational updates for the first half of fiscal year 2021. He pointed out that the Building Department has successfully implemented the new software permitting program (MUNICITY).
- A video of the proposed Berlin Community and Senior center has been created by QA+M Architecture and is posted on the Town website and includes a virtual tour of the building. Covid-19 has prevented the usual public forums at this time so this format will allow residents to view the presentation and submit feedback on the project.
- Berlin High School duct work project – The Town Manager reminded the Council that the duct work issue has been going on for almost three years. The Board of Education and Public Building Commission (PBC) agreed that a third party would be hired to evaluate the project so it could be closed and over \$3 million could be returned to the Town.

Innovative Construction and Design Services was hired and determined that according to code at that time the project was completed, but they have also provided direction on what jacketing would provide which includes energy savings and extending the life of the duct work. They estimate \$330,000 for the jacketing although PBC commissioner Don Lombardo feels it the cost will be higher. An agenda item will be presented to the Town Council shortly.

- Planning for the FY 2022 budget – Timberlin Golf Course and the VNA required review and adjustment. The Director of Golf resigned in 2020 and that position will not be filled in the upcoming year. Jerry Salvio will continue to work as Acting Director and another grounds person will be hired which will provide some savings. Jerry provided a fee schedule to the Golf Commission which will allow the revenues to cover expenses, but the Town Manager would like to take at least the next six months to review some other options. A conversation needs to be held to determine which way the Town wants to go with the Golf Course in the future.
- Berlin VNA – The Town Charter states that the Visiting Nurse Association must be provided for residents. However, the Berlin VNA has been operating at a loss over the years. This past year was a challenge with nurses contracting Covid-19 and census numbers dropping. In working with the Director of Nursing it has been determined that between now and June 30, 2021 three positions will be eliminated. Those positions are a nurse, a nurse's aide, and an administrative position. Salary and benefit savings will be about \$250,000. If census numbers increase in coming years those positions will be looked at again.
- Covid-19 Vaccine – The vaccine has been made available to Priority 1a employees which includes police, fire, nursing, EMTs and Fire Marshal. The Central Connecticut Health

District is hoping that in the beginning of February they will be able to obtain some vaccines for seniors, teachers and essential workers that could be administered at the town level. There has been discussion about using the Senior Center for the seniors and Berlin High School gymnasium for teachers and essential workers. Comcast has also offered to assist which could be a location for a drive thru vaccination clinic.

Mayor Kaczynski inquired about the Police pension comparison that was supposed to be done. The Town Manager stated that the group ran into some delays. He added that the Town has been working on two items for the Police. One being the pension and the other being the Police Retiree Health Account which is not being used properly and they are attempting to repurpose that. They have been working with Shipman & Goodman to make sure they are complying with IRS laws and developing a way to use for the purpose intended while putting money back into individual accounts through ICMA.

Councilor Luddy inquired if a cost analysis could be done on any savings that have been seen since the upgrade to the high school, and he questioned where the Town stood regarding a loan from Bank of America that pertained to energy savings. Town Manager Jayawickrema stated that the Town is seeing some savings but not as much as anticipated. He will obtain that information from Kevin Delaney and Doug Solek.

Mayor Kaczynski inquired about difficulty he and others have had navigating the Town website and wondered if there had been any discussion internally regarding it. The Town Manager stated that he has had calls from residents stating they are having difficulty and he agrees that are things that can be done to improve the site. Town Clerk Kate Wall explained that the website was developed with input from all department heads and requested she be notified with any issues so they can be addressed.

The Town Manager added that the website must be looked at from an outsiders' perspective when it comes to navigation. It should also have a robust search engine to direct users to precisely what they are looking for on the site. Mayor Kaczynski added that it needs to be looked at as a form of marketing the Town. Audience of Citizens member Raul Fernandes added that the website should be made mobile device friendly.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

None

L. ACCEPTANCE OF MINUTES:

January 5, 2021

Councilor Luddy moved to accept the minutes of the January 5, 2021 Town Council meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. ADJOURNMENT

Councilor Paonessa moved to adjourn at 8:50 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kate Wall

Clerk of the Meeting