

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

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=md36ee67eec9ca404c0bab2edfe6abd30>

Join by meeting number

Meeting number (access code): 132 938 0891

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

Tap to join from a mobile device (attendees only)

+1-408-418-9388,1329380891#2686245# United States Toll

Join by phone

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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 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 monetary donations totaling \$74.85 for the Berlin Peck Memorial Library and deposit \$74.85 into the digital media lab account and move to accept the donation of DVDs with an estimated value of \$206.91 to be added to the appropriate department collections. – Berlin-Peck Memorial Library
2. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 10.00 and items valued at \$ 59.19. – Animal Control

3. Topic re: Approve Berlin Volunteer Fire Department to be able to sell food and beverages and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 29, 2021 from 6:00 AM to 4:00 PM. The rain date is Sunday, May 30, 2021. – Parks and Recreation
4. Topic re: Approve Berlin High School to be able to sell food, beverages and charge an entrance fee of \$250 per team for the Lineman Challenge Camp/Competition on Saturday, July 10, 2021 at Sage Park; Scalise Field and Sage Auxiliary Field from 7:00AM to 3:00PM. – Parks and Recreation
5. Topic re: Accept the donation of \$485 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
6. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department
7. Topic re: Authorize Town Manager Aroscha Jayawickrema to apply for the Historic Documents Preservation Grant for the 2022 Targeted Grant in the amount of \$5,500. Upon receipt grant funds are to be deposited into the Special Grant Fund account. – Town Clerk

G. NEW BUSINESS:

1. Topic re: Approve a lease agreement between the Town of Berlin, Berlin Board of Education and Meriden- Berlin- New Britain YMCA and authorize the Town Manager, Aroscha Jayawickrema, and Superintendent of Schools, Brian Benigni, to sign all necessary documents for the use of the YMCA Building on Main Street for the Berlin Transition Academy, in Lieu of Space at Berlin High School for the YMCA daycare program, pending review and approval of the lease agreement by Corporation Council and review and approval of all local codes related to modifications at Berlin High School. - Board of Education
2. Topic re: Authorize the Town Manger to engage Housing Enterprises, Inc. of Enfield, CT for consultant services to apply and administer a Small Cities Grant for the Berlin Housing Authority on behalf of the Town of Berlin and to set a Public Hearing to discuss and to solicit citizen input on the 2021 Small Cities Community Development Program application for a future date. - Housing Authority
3. Topic re: Revise the current Town Council Policy entitled "Mailbox Damage by Town Snowplows" established December 16, 1997 (and revised February 2, 2021) to provide monetary reimbursement of \$50.00 per mailbox and/or \$50 per post (totaling a maximum of \$100.00 reimbursement) which must be reported within 45 days of the damage being inflicted. – Public Works
4. Topic re: Waive the Town's bidding process and to authorize the Town Manager to enter into a contract amendment with WMC Consulting Engineers for \$14,000 from the Farmington Ave Development Non-Grant account to complete construction administration services for the Boulevard project, as this is in the best interest of the Town. – Economic Development

5. Topic re: Refer the final report of Commissioning, Balancing & Temperature Control work related to the State of Connecticut Guidance for School Systems for the operation of Central and non-Central Ventilation Systems during the COVID-19 Pandemic Memo from Sustainable Engineering Solutions, LLC. of Berlin, CT to the Public Building Commission for its review and recommendations. - Facilities
 6. Topic re: Approve the resolution making certain findings with respect to completed capital projects and repealing remaining authorized but unissued debt and expenditure authority for such projects. - Finance
 7. Topic re: Police Tier II Defined Benefit Plan Update - Finance
 8. Topic re: Appropriate \$15,400 from the State/Federal Grants revenue account to the Regional Health Services expenditure account to remit a portion of Coronavirus Relief Funds the Town received in December 2020 in accordance with the State of CT Office of Policy and Management direction, pending approval by the Board of Finance. – Town Manager
- H. TOWN MANAGER’S REPORT:
- I. SPECIAL COMMITTEE REPORTS:
- J. COUNCILORS’ COMMUNICATION:
- K. ACCEPTANCE OF MINUTES: February 16, 2021
- L. ADJOURNMENT

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: February 22, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	74.85	Media Lab Acct.	Digital Media Lab Equipment	Various donors
	74.85			
Equip/Merch	206.91	DVD	add to collection	Various
	206.91			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$74.85 for the Berlin Peck Memorial Library and deposit \$74.85 into the digital media lab account and move to accept the donation of DVDs with an estimated value of \$206.91 to be added to the appropriate department collections.

ATTACHMENTS:

None

PREPARED BY:

Helen Malinka, Library Director



Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 24, 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*
February 10, 2021 to February XX, 2021	\$ 50.00 (value) \$ 9.19 (value) \$ 10.00 Cash	Dog food and dog treats used w/ gift card to make \$50 Animal Care	Larry Zarella Plainville Anonymous Berlin Jimi Brahimi Berlin

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 10.00 and items valued at \$ 59.19

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer





TOWN OF BERLIN

Animal Control Department

February 19, 2021

Jimi Brahami
292 Middletown rd.
Berlin, CT. 06037

Dear Jimi,
Thank you for the donation of \$10 for animal care at the shelter.
We are happy "Jack" was returned safely back to you.
We appreciate your generosity and for thinking about us
and the animals in our care.
Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



TOWN OF BERLIN
Animal Control Department

February 7, 2021

Larry Zarella
42 Trumbull Ave.
Plainville, CT. 06062

Dear Larry,

Thank you very much for the donation of several bags of dog treats, large box of milk bones, and the two bags of dog food! Also a big thank you for keeping "Fat Man" safe until we impounded him.

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

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

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

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February. 16, 2021

SUBJECT: Berlin Volunteer Fire Department to sell food, beverages and charge an entry fee at their Annual Auto Rama and Touch a Truck Event

SUMMARY:

The Berlin Parks and Recreation Commission at a meeting on Thursday, February 11, 2021 recommended that Berlin Volunteer Fire Department be able to sell food and beverages and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 29, 2021 from 6:00 AM to 4:00 PM. The rain date is Sunday, May 30, 2021. All funds raised will be donated to the local Veterans.

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

ACTION NEEDED:

Move to approve Berlin Volunteer Fire Department to be able to sell food and beverages and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 29, 2021 from 6:00 AM to 4:00 PM. The rain date is Sunday, May 30, 2021.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director Community, Recreation and Park Services

Consent

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 18, 2021

SUBJECT: Berlin High School Lineman Challenge Camp/Competition to sell food, beverages and charge an entrance fee per team

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 11, 2021 recommended that Berlin High School be able to sell food, beverages and charge an entrance fee of \$250 per team for the Saturday, July 10, 2021 the Lineman Challenge Camp/Competition that will be held at Sage Park; Scalise Field and Sage Auxiliary Field from 7:00AM to 3:00PM. Funds raised will go towards Berlin High School Football. Approximately 250 adults and children will attend.

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

ACTION:

Move to approve Berlin High School to be able to sell food, beverages and charge an entrance fee of \$250 per team for the Lineman Challenge Camp/Competition on Saturday, July 10, 2021 at Sage Park; Scalise Field and Sage Auxiliary Field from 7:00AM 3:00PM.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community Recreation and Park Services

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 16, 2021

SUBJECT: Donation for K9 Program

Summary of Agenda Item:

The Police Department has received a \$485 donation to the K9 Program.

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

Action Needed:

Move to accept the donation of \$485 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 16, 2021

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received a \$25.00 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 \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent
7
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 17, 2021

SUBJECT: Application for Historic Documents Preservation Grant

Summary of Agenda Item:

The State has established a program whereby the Town Clerk's Office collects eleven dollars for each land record received for recording (except on MERS documents). Three dollars is retained by the Town Clerk for record management and preservation of their records. The other eight dollars is sent to the State with a monthly report. The State then issues this money back to the Towns in the form of target grants. The amount available usually depends on the population of the Town. This year Berlin can receive up to \$5,500.

In fiscal year 2020 the Town Clerk's Office partnered with Public Works to use these grant funds for the Conservation of the Town's aerial maps from the 1950s. The Town Clerk's Office is looking to partner with Public Works once again to conserve additional aerial maps from the 1950s and 1960s. The maps will be scanned and placed on the Town's GIS for use by Town staff. The ability to review the maps on the computers saves wear and tear on the originals and saves staff's time.

The price quote is \$5,501.00. The grant will cover \$5,500 and the \$1.00 will come from the Town Clerk's Preservation Fund.

Kate Wall, Town Clerk, is asking that the resolution authorizing the Town Manager to sign the application for the grant be approved at this time.

Action Needed:

Move to authorize Town Manager Arosha Jayawickrema to apply for the Historic Documents Preservation Grant for the 2022 Targeted Grant in the amount of \$5,500. Upon receipt grant funds are to be deposited into the Special Grant Fund account.

Attachments:

1. Copy of Historic Documents Preservation Grant Application

Prepared by: Kate Wall, Town Clerk



APPLICATION
TARGETED GRANT FY 2022
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2021)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: <i>Use full municipality name, ie 'Town of ___' or 'City of ___'</i>		Town of Berlin
Name of Municipal CEO:	Arosha Jayawickrema	Title: Town Manager
Phone with Area Code:	860-828-7003	
Email:	ajayawickrema@town.berlin.ct.us	
Name of Town Clerk:	Kathryn J. Wall	Title: Town Clerk
Phone with Area Code:	860-828-7036	
Email:	kwall@town.berlin.ct.us	Check if Designated Applicant: <input type="checkbox"/>
TC Mailing Address:	240 Kensington Road, Berlin, CT 06037	
MCEO Address if Different:		

Grant Application Deadline: ☒ Cycle 1: April 30, 2021 ☐ Cycle 2: September 30, 2021

Grant Contract Period: The contract period begins after July 1, 2021 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2022.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 5,500

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 5,500.00	\$ 1.00	\$ 5,501.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500.00	\$ 1.00	\$ 5,501.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed **only** if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2022 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Arosha Jayawickrema, Town Manager

Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Berlin, CT – Cycle 1

Narrative Page – Targeted Grant FY 2022

1. Describe the project - The Town is seeking funding to scan additional Town Aerial Maps from the 1950s/1960s. The maps will be scanned and placed on the Town's GIS for use by Town staff.
2. Identify the vendors or town personnel; and project timeframe - The Town will use Advanced Reprographics, 50 Corporate Avenue, Plainville, CT 06062. Work will start upon receipt of funding from the State.
3. State what the municipality hopes to accomplish - The ability to review the maps on the computer saves wear and tear on the originals and saves staff's time. The Town used funds from the "Targeted Grant FY 2020" grant to scan the first portion of the Town's Aerial Maps, the attached quote will scan additional original maps.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 25, 2021

SUBJECT: Berlin High School YMCA Daycare Program Lease Agreement and Building Modifications

Summary of Agenda Item:

At the January 11, 2021 regular meeting, The Berlin Board of Education approved the next steps to enter into a lease agreement with the Meriden- Berlin –New Britain YMCA, regarding the Berlin Transition Academy at the YMCA building on Main Street in Berlin, and the proposed YMCA Daycare at the Berlin High School. The Berlin Board of Education, on behalf of the Town of Berlin, proposes to lease a portion of the Berlin High School to the YMCA for use as a daycare facility in lieu of space at the YMCA building on Main Street in Berlin for the Berlin Transition Academy. The proposed lease is for a term of three and one quarter years, with an option to extend up to an additional two years. The Berlin Board of Education and Town of Berlin will construct certain improvements to the leased portion of the High School in order to suit the daycare operation. The YMCA will reimburse the Berlin Board of Education and or Town of Berlin for certain costs associated with the improvements. The proposed lease agreement is a cost savings measure for the Berlin Board of Education which prevents the need to find a new space for the expansion of the current Transition Academy at a potentially higher annual lease fee. The estimates to modify existing spaces at Berlin High School to meet all code and licensing requirements are currently at approximately \$50,000. The Town of Berlin and Berlin Board of Education are requesting Town Council approval to enter into a lease agreement with the Meriden- Berlin- New Britain YMCA for the continued use of the YMCA building on Main Street in Berlin in lieu of space at Berlin High School. The lease agreement will be contingent upon Corporation Council review and approval along with local code review and approval before modifications take place.

Action Needed:

Move to approve a lease agreement between the Town of Berlin, Berlin Board of Education and Meriden- Berlin- New Britain YMCA and authorize the Town Manager, Arosha Jayawickrema, and Superintendent of Schools, Brian Benigni, to sign all necessary documents for the use of the YMCA Building on Main Street for the Berlin Transition Academy, in Lieu of Space at Berlin High School for the YMCA daycare

program, pending review and approval of the lease agreement by Corporation Council and review and approval of all local codes related to modifications at Berlin High School.

Attachments:

Berlin Board of Education, Regular Meeting Minutes dated January 11, 2021

Prepared By:

Douglas Solek, Director of Facilities

A handwritten signature in blue ink, appearing to read 'DSolek', is written over the text 'Director of Facilities'.

BERLIN BOARD OF EDUCATION
January 11, 2021
MINUTES
REGULAR MEETING

Attendance: Julia Dennis
Steven Jenkins
Jaymee Miller
Timothy Oakes
Mark Pruzin
Adam Salina
Kari Sassu, Ph.D.
Tracy Sisti - Absent
Stephen Weber
Student Representatives: Ryan McGowan
Lindsey Leary

Also in attendance: Superintendent of Schools Brian J. Benigni; Assistant Superintendent for Curriculum and Instruction Erin McGurk; Director of Business Operations Jeffrey Cugno; Director of Human Resources Denise Parsons; Director of Pupil Personnel Services Linda Holian; and Finance Director Ashley Dorsey.

I. CALL TO ORDER

Ms. Dennis called the remote meeting to order at 6:01p.m. The Pledge of Allegiance was recited.

Add Item to the Agenda:

Moved by Mr. Oakes, seconded by Mr. Salina, to add an Item to the Agenda labeling it Item D in the New Business – Part 1 to discuss election results. Also, further to move New Business - Part II, Item D to Item E.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

II. COMMITTEE REPORTS/CORRESPONDENCE TO THE BOARD

A. Report of Student Representatives

Miss Leary reported the musical auditions for this year's production of *Mamma Mia* will be submitted virtually, and the Berlin Robotics Team, the Techno-Nuts, began their season on January 9, 2021 with an informational broadcast concerning upcoming competitions and beginning work on the season's game plan.

Mr. McGowan reported the Capstone Presentation Day is next Wednesday, and due to COVID-19 precautions, students will present their Capstone individually to their teacher and a few guests. Mr. McGowan reported Principal Eustis sent an email today to all seniors giving them an opportunity to individually meet.

B. Committee Reports

Mr. Oakes reported the Finance and Operations Committee recently met concerning the proposed 2021-2022 budget.

C. CREC Report

There was no report this evening.

D. Correspondence to the Board

Superintendent Benigni shared thank you notes received from Jenn O'Brien and Kristen, Joey, Grayson and Gabriella Pandolfi.

Ms. Dennis reported she received emails regarding the quarantine guidelines and stated today Superintendent Benigni's office sent out correspondence to parents concerning the new CDC guidelines regarding the required quarantine time. This information is posted on the district's website along with updated protocols for travel outside of Connecticut.

III. AUDIENCE OF CITIZENS

Superintendent Benigni stated he received one email last Wednesday requesting a second week of remote learning following the winter break.

IV. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Regular Meeting of December 14, 2020
 - 2. Special Meeting of December 18, 2020
- B. Monthly Budget Report – Period ending December 31, 2020

Moved by Mr. Jenkins, seconded by Mr. Pruzin, to approve the items on the consent agenda.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

V. NEW BUSINESS – PART 1

- A. Facilities Related Updates

Director of Business Operations Jeffrey Cugno stated the report concerning the duct work at Berlin High School is complete and has been sent to the Town Manager for review, and the report concerning the commissioning and balancing study of the HVAC systems in the five schools is also complete and should be received by the Board this week.

- B. Policy Review/Revision – First Reading – Revised Policy #9085 – Time, Place and Notice of Meetings

At the December 14, 2020 Board meeting, action was taken to schedule regular meetings on the second Monday of each month (instead of the second and fourth Monday) beginning in February 2021. This

policy has been revised to reflect the change. Since this is a first reading, no action is required; the second reading/adoption will take place at the January 25 Board meeting.

C. Berlin Transition Academy Lease/YMCA Daycare

Director of Pupil Personnel Services Linda Holian provided Board members with an overview of the Berlin Transition Academy, which included transition services requirements; transition only services; what is transition planning; components of the program; community experiences; program expenses; and future goals for the Berlin Transition Academy.

Superintendent Benigni stated the Berlin Public Schools will be partnering with Cromwell Public Schools next year for educating students aged 18-21 receiving transition services. Superintendent Benigni requested authority to enter into an agreement with the YMCA to utilize two classrooms at Berlin High School and a third classroom at Berlin High School or another school for its daycare program in lieu of rent for the Berlin Transition Academy to be located at 362 Main Street, Berlin, Connecticut. It is anticipated that the program will increase from 11 students to over 25 for the 2021-2022 school year. This increase, and the potential for adding additional students and districts, necessitates the need for greater space for the program. The current location, at 362 Main Street in Berlin, provides an optimal learning environment outside of the schools and an appropriate location in the community in terms of access. Berlin Public Schools would allow the YMCA to use three classrooms for daycare and preschool of which two will be in Berlin High School and a third in Berlin High School or another school in the district. In return, the YMCA would allow Berlin Public Schools full use and access of 362 Main Street with the intention of entering into a multi-year lease agreement. The benefits of this agreement extend beyond the fiscal savings as having both preschool and younger students at Berlin High School will provide the needed opportunity for students to have required field study opportunities in the Child Development and Psychology courses.

Moved by Mr. Salina, seconded by Mr. Pruzin, to authorize the Superintendent of Schools to enter into an agreement with the YMCA to utilize two classrooms at Berlin High School and a third classroom at Berlin High School or another school for its daycare program in lieu of rent for the Berlin Transition Academy to be located at the YMCA, 362 Main Street, Berlin, CT.

Superintendent Benigni and Ms. Holian responded to the Board's questions regarding where the classrooms would be located; the timeframe and length of the lease; the set up of the preschool classrooms; responsibility for the expenses; COVID protocol; schedule; liability issues; cleaning of the rooms; and outside play area.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

D. Discussion of November 2020 Election Results

Superintendent Benigni stated that, after consultation with Board member Tim Oakes and the Board of Education, he has been in contact with Mayor Mark Kaczynski and the Town Manager several times regarding the November 2020 election results. Superintendent Benigni stated, since the Board is represented by Shipman & Goodwin and they also serve as labor counsel to the Town, in order to have

Shipman & Goodwin represent the Board with this issue, the Town needs to waive the conflict of interest. Since that has not yet occurred, the Board discussed securing different counsel to file the necessary paperwork to challenge the Charter. Superintendent Benigni stated Attorney Richard Mills has provided him with recommendations.

Moved by Mr. Jenkins, seconded by Ms. Miller, to authorize the Superintendent, between meetings, to secure adequate counsel in furtherance of the December motion that has previously been passed by the Board.

Mr. Oakes stated the Town may choose to sign the waiver or put forth language that addresses this issue; however, he is concerned that it will only address the issue for the November 2020 election results and not acknowledge the interpretation of the Charter, which could have ramifications on subsequent elections and future Board members; therefore, it would be in the best interest of all to move forward. Mr. Oakes stated he has spoken with a firm that is familiar with municipal law and has confirmed they do not have any conflicts with the Town or Board of Education.

Dr. Sassu inquired of the scope and associated costs. Superintendent Benigni stated once a firm is secured, he anticipates they would be able to provide an estimate for attorney's fees.

FAVOR: 7 in favor; 1 abstained

MOTION CARRIED: 7:0:1; including President Dennis; Mr. Oakes abstained

VI. 2021-2022 SUPERINTENDENT'S PROPOSED BUDGET PRESENTATION

Superintendent Benigni presented his proposed 2021-2022 budget to the Board. The presentation was guided by the budget priorities that were identified by the Board and Administrative Council. Board members were provided with a copy of the presentation.

Superintendent Benigni thanked Ashley Dorsey, Jeffrey Cugno, Debbie Batista, Erin McGurk, Linda Holian, Denise Parsons and Laura Curtis in preparing the proposed 2021-2022 budget. Superintendent Benigni stated, given the economic times, the proposed 2021-2022 budget is lean, and his major focus is to continue to provide class sizes and programs essential to the Berlin Public Schools to provide quality education for all students. Superintendent Benigni shared his goals for the proposed 2021-2022 budget.

The proposed budget has an overall increase of \$2,117,627 or 4.56%.

In terms of Administrative Salaries, there is an increase of \$118,807 or 4.34%, which is driven by contractual obligations, step increase, and a separation of the Director of Business Operations position to Operation & Finance Directors.

In terms of Certified Salaries, there is an increase of \$645,514 or 3.09%, which is based on contractual obligations, step increase, and for one elementary position. Superintendent Benigni provided the five year FTE comparisons for teachers/certified staff and all 2021-2022 new staffing requests, which, other than the elementary position, are not present in Superintendent Benigni's proposed budget.

In terms of Non-Certified Salaries, there is an increase of \$255,168 or 3.41%, which is based on an increase due to contractual obligations, three (3) Special Education Paraprofessionals for the Berlin

Transition Academy; and increased funding for substitute teachers and five (5) permanent building substitute teachers.

In terms of Employee Benefits, there is an increase of \$662,762 or 10.26%, which is based on a 10.26% increase projected for new employees. This rate is set by the Town.

In terms of Contracted Services, there is an increase of \$129,964 or 7.31%, which is based on all operational and educational systems, which increase three (3) to five (5) percent annually; software and licensing (\$60,000); and nursing services for an incoming student with special needs (\$60,000).

In terms of Utilities, there is no increase.

In terms of Transportation, there is an increase of \$39,199 or 1.22%. The contractual costs with New Britain Transportation are three (3) percent or \$96,362, which is offset by the use of the Special Education Excess Cost Grant and a reduction in repairs and maintenance.

In terms of Tuition, there is an increase of \$114,928 or 5.33%, which is based on magnet school and private and public rate increases and an additional outplacement (\$80,000).

In terms of Supplies, Textbooks and Materials, there is an increase of \$28,306 or 2.64%. There is an increase of \$26,211 for a required replacement of AP/UCONN ECE Biology text and for Algebra and Geometry texts.

In terms of Equipment, there is an increase of \$72,876 or 47.26%. A majority of the increase is allocated for technology, which includes infrastructure, classroom, student and school technology. In addition, all items under \$25,000 are to be funded in the Operating Budget based on the process implemented by the Town.

In terms of Other Expenditures, there is an increase of \$50,103 or 80.57%. Superintendent Benigni stated the original requests were over \$1,000,000. There is a savings of \$6,000 from the Berlin Transition Academy lease agreement.

Superintendent Benigni presented the Hartford Open Choice Enrollment; the Choice Grant FY 2020-2021 Budget Projection; the proposed budget for 2021-2022 Open Choice Funds; and the Choice Grant FY 2021-2022 Budget Alternatives.

Superintendent Benigni provided a comparison of the five-year average increases of adopted education budgets of surrounding towns. Berlin's five-year average increase is 2.08%.

Superintendent Benigni provided the budget funding history; net current expenditures per pupil; Berlin and Sate per pupil expenditure; federal funding; state funding; five year FTE comparisons; and elementary, middle and high school enrollment projections.

The Board will meet again on Wednesday, January 13, 2021, and will have individual presentations from the elementary, middle school and high school principals, Curriculum and Instruction and Special Education.

VII. NEW BUSINESS – PART 2

E. Discuss Personnel Matter

At 7:53 p.m., a motion was made by Mr. Pruzin, seconded by Mr. Weber, to go into Executive Session, inviting our Superintendent.

In response to Mr. Oakes' question why the Board is entering into Executive Session, Ms. Dennis responded to discuss a personnel matter.

At 7:53 p.m., a motion was made by Mr. Pruzin, seconded by Mr. Salina, to move into Executive Session and also invite the Superintendent of Schools to discuss a personnel matter.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

In attendance for Executive Session were Board members Dennis, Jenkins, Miller, Oakes, Pruzin, Salina, Sassu, and Weber. In addition, Superintendent Benigni was present.

At 8:12 p.m., the Board returned to Open Session.

VIII. ADJOURNMENT

At 8:14 p.m., a motion was made by Mr. Salina, seconded by Mr. Pruzin, to adjourn.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

Respectfully submitted,

Julia Dennis, Berlin Board of Education

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 5, 2021
SUBJECT: Small Cities Grant- Housing Authority

Summary of Agenda Item:

The Town of Berlin advertised for Requests for Proposals for a consultant to act on the Berlin Housing Authorities behalf in the application for a grant from the 2021 Small Cities Community Development Program for the Construction of the Knights of Columbus Housing Development.

The Town of Berlin received 5 responses to the advertisement. The Berlin Housing Authority, through their agents, reviewed all five proposals and has submitted two proposals for the Council's consideration and action.

The Berlin Housing Authority, through their agents, is recommending that Housing Enterprises, Inc. be hired as the consultant for the 2021 Small Cities Grant application and administrative process for the Berlin Housing Authority's Knights of Columbus Project. This firm was a consultant on prior Housing Authority projects. The staff is very knowledgeable in new housing development funding. They have provided excellent service in the past and were readily available to offer assistance when needed. All fees charged by Housing Enterprises, Inc. will be paid for by the grant.

Action Needed:

Move to authorize the Town Manger to engage Housing Enterprises, Inc. of Enfield, CT for consultant services to apply and administer a Small Cities Grant for the Berlin Housing Authority on behalf of the Town of Berlin and to set a Public Hearing to discuss and to solicit citizen input on the 2021 Small Cities Community Development Program application for a future date.

Attachments:

None

Prepared By: Joseph Bajorski, Housing Authority Chairman

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 22, 2021
SUBJECT: Mailbox Damage by Town Snowplows - Policy Revision

SUMMARY:

The Public Works Department recently requested that Town Council revise its reimbursement policy entitled "Mailbox Damage by Town Snowplows". The original policy was established by Town Council during 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 (revised and adopted on February 2, 2021) provides direct payments of \$35.00 for a mailbox and/or \$40.00 for a mailbox post that has been damaged. Town Council has received complaints from residents regarding the under-valued reimbursement provided for replacement. Town Council is recommending reimbursement be increased to \$50.00 per mailbox and/or \$50.00 per post for a maximum of \$100.00 per property, which must be requested within 45 days of the damage being inflicted. Town Council also requested information on how other towns are dealing with mailbox damage during the winter season. A CT Conference of Municipalities (CCM) survey on this topic is attached; as this is from 1997, the Town has requested CCM for an updated survey. When this CCM update is available, it will be forwarded to the Town Manager and Town Council for review. 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 (and revised February 2, 2021) to provide monetary reimbursement of \$50.00 per mailbox and/or \$50 per post (totaling a maximum of \$100.00 reimbursement) which must be reported within 45 days of the damage being inflicted.

ATTACHMENTS:

CCM Survey of Municipal Policies for Mailbox Damage (1997)

PREPARED BY:

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

MSA



**MUNICIPAL POLICIES
RE: MAILBOXES KNOCKED OVER BY TOWN SNOWPLOWS**

Below are the results of CCM survey on the replacement of mailboxes knocked over by town snowplows. Fifteen municipalities were surveyed: Avon, Bloomfield, Brookfield, East Lyme, Guilford, Killingly, Montville, New Fairfield, Newtown, Orange, Plainfield, Plainville, Seymour, Southbury, and Windsor Locks.

Survey Summary

Only one municipality (Avon) has a written policy. This policy is attached.

In all but one municipality (South Windsor), the town repairs or replaces a resident's mailbox and/or post only when the town's snowplow operator 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 latter circumstance is considered a "hazard of winter" rather than the town's fault.

To date, South Windsor has replaced or repaired all mailboxes that residents have claimed to be knocked over by the town's snowplow operator. No investigations have been conducted to determine whether the plow actually hit the box. Last winter, the town replaced about 300 mailboxes. For the upcoming winter, the town plans to adopt a replacement policy similar to the one in the other surveyed towns.

Most towns provide a standard mailbox as a replacement. Several towns, however, have made exceptions for "fancy" or custom-made mailboxes.

In East Lyme and Southbury, if a resident has a "fancy" or custom-made mailbox knocked over, the town will reimburse the owner for the original value of the box if a receipt is submitted.

In New Fairfield, the director of public works will take the value of the original mailbox into account when providing a replacement.

RECEIVED

JAN 07 1997

TOWN OF BERLIN

Town-by-town survey results

Avon (14,174): Attached is a copy of the town of Avon's mailbox replacement procedure. *Contact: Mike Corby, Public Works Department, at 860/673-6151.*

Bloomfield (18,945): In the town of Bloomfield, if a mailbox is knocked over by direct contact with the plow, ~~the town will repair the box or replace it with a standard one.~~ *Contact: Roy Gendreau, Public Works Department, at 860/243-1487.*

Brookfield (14,526): In the town of Brookfield, if a mailbox is knocked over by direct contact with the town's snowplow, the resident is given \$15 to replace the mailbox. It is estimated that the town replaces 60 boxes per year. *Contact: Linda D'Aurio, Public Works Department, at 860/775-7318.*

East Lyme (15,672): The town of East Lyme purchases standard mailboxes to use in the event that a mailbox is knocked over by a town plow (not if the box is knocked over by snow or slush that is pushed by the plow). If it is a "fancy" box, then the owner is requested to submit a bill, which the town pays. *Contact: Fred Thumm, Public Works Director, at 860/739-6931.*

Guilford (20,206): In the town of Guilford, residents must wait until spring to have a complaint of a knocked over mailbox investigated. If the public works director determines that the mailbox was knocked over by direct contact with the town's snowplow, the resident is provided with a standard replacement box. *Contact: John Volpe, Public Works Director, at 203/453-8081.*

Killingly (16,111): The town of Killingly replaces a resident's mailbox in the event that a box is knocked over by direct contact with a town's snowplow. Generally, the town provides a replacement mailbox that is comparable to the knocked-over box. *Contact: Carol Cooper, Highway Department, at 860/774-8601.*

Montville (16,586): If the town's snowplow makes contact with the mailbox and knocks it over, the town will replace it with a standard box. Each year, the town purchases 6 to 10 standard mailboxes for replacement. No special replacement or reimbursement practices exist for "fancy" mailboxes. *Contact: Kathy Vendito, Public Works Clerk, at 860/848-7473.*

New Fairfield (13,109): In the town of New Fairfield, replacement of mailboxes is decided on a case-by-case basis by the director of public works. If the director finds that a town snowplow made direct contact with the mailbox, the town will either fix or replace the box. The director of public works will take the value of the original mailbox into account when

providing a replacement. *Contact: Tom Dube, Public Works Director, at 203/746-8237.*

Orange (12,585): The town of Orange will replace a resident's mailbox if the town's snowplow operator knocked it over. Each year, the town purchases about 10 standard mailboxes for replacement. To date, the town has not had to address the issue of replacing a "fancy" mailbox. *Contact: Ed Lieberman, Public Works Director, at 203/891-2112.*

Plainfield (14,357): The town of Plainfield will replace a resident's mailbox if the town's snowplow operator knocked it over. Mailboxes valued below \$30 are replaced by the town with boxes that cost between \$6 and \$8. If the owner claims that the mailbox was worth more than \$30, the owner may submit a claim to the town's insurance company. It is estimated that the town replaced 10 mailboxes last winter. *Contact: Stan Parcinski, Highway Supervisor, at 860/564-5801.*

Seymour (14,411): The town of Seymour will replace a resident's mailbox if the town snowplow operator knocked it over. A standard mailbox is provided as a replacement. In recent years, only one "fancy" mailbox has been hit. In this instance, the owner had the mailbox receipt and the town reimbursed the owner for the original value of the box. *Contact: Sue Papa, Secretary, Public Works Department, at 203/735-5838.*

Southbury (15,750): In the town of Southbury, the highway director inspects the mailboxes that are knocked over to make sure that there was direct contact with the town snowplow. Generally, the town replaces the hit mailbox with a standard one. But, if a resident has a "fancy" or custom-made mailbox knocked over, the town will reimburse the owner for the original value of the mailbox if a receipt is submitted. *Contact: Noreen Townsend, Administrative Assistant to the First Selectman, at 203/262-0647.*

Windsor Locks (12,159): To date, the town of Windsor Locks has replaced the mailboxes of all residents who claim that the town's snowplow operator was responsible for its collapse. The town has not distinguished between the "hazards of winter" knocking a box over and a direct hit by a town snowplow operator. This indiscriminate replacement policy resulted in the town replacing approximately 300 mailboxes last winter. All hit boxes were replaced with a \$10 box on a 4 x 4 pole. No exceptions were made for "fancy" boxes. Next winter, the town will limit replacement to mailboxes that are directly knocked over by the town's snowplow. *Contact: Michael Wrabel, Public Works Director, at 860/627-1405.*

* * * * *

Please contact CCM's Information Service with any questions, at 203/498-3000.

TOWN
OF
AVON



COPY

11 ARCH ROAD
AVON, CT 06001
TEL. (203) 673-6151
FAX (203) 673-0338

DEPARTMENT OF PUBLIC WORKS

Dear Resident;

Your mailbox has been inspected by the undersigned. The findings of this inspection are shown next to the appropriate paragraph of the Town Council policy on this subject reprinted below.

TOWN COUNCIL POLICY

SUBJECT: Mailboxes Damaged by Town
Snowplows

No. 18

Dated: Rev. August 5, 1993

In order to provide fair and uniform resolutions to disputes involving mailboxes damaged by town snowplows, the Avon Town Council approves the following policy concerning mailboxes.

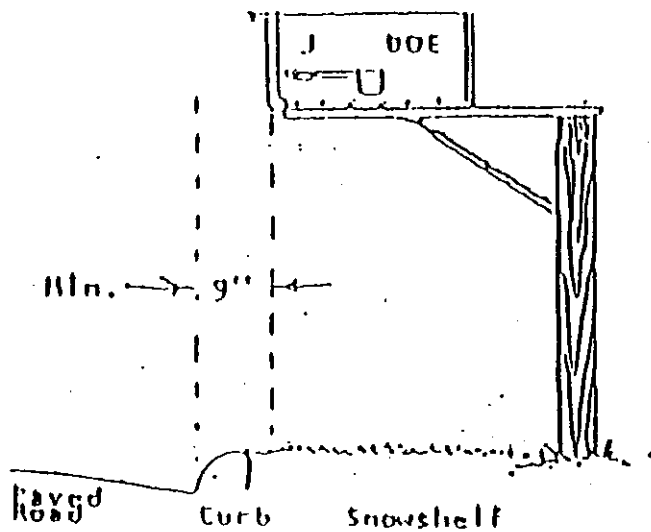
- ☐ A. All mailboxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow. Information on proper installations is available at the Town Hall.
- ☐ B. In accordance with current postal guidelines, the mailbox should be nine (9) inches from the curb or edge of 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 for the post and \$15 for the box. Payment will not include costs other than materials and will not cover the cost of decorative wood or metal posts, or decorative boxes.
- ☐ D. No box or post will be repaired or replaced if the post shows dry rot or is otherwise unstable.
- ☐ E. The Town Manager, or designated representative, is authorized to use reasonable discretion in resolving disputes involving unusual circumstances.

Inspector

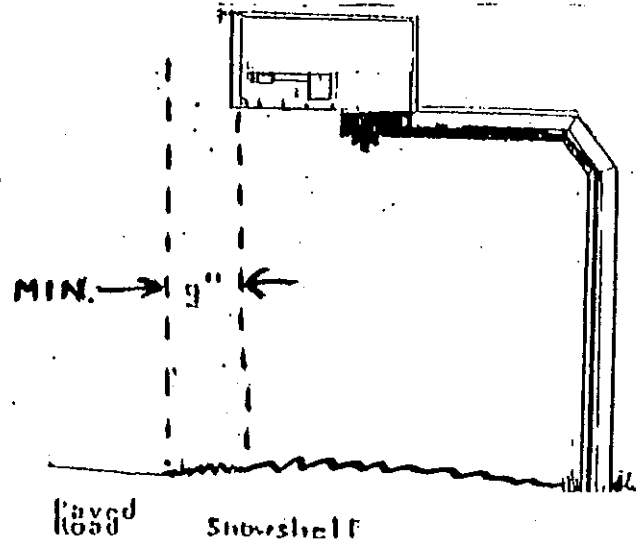
Date

Suggested Installation where Snow Removal is a Problem

Suggested installation
of a single box

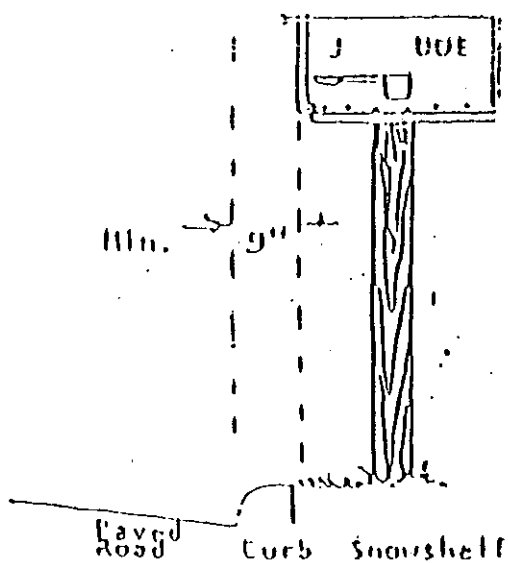


Suggested installation
of a single box

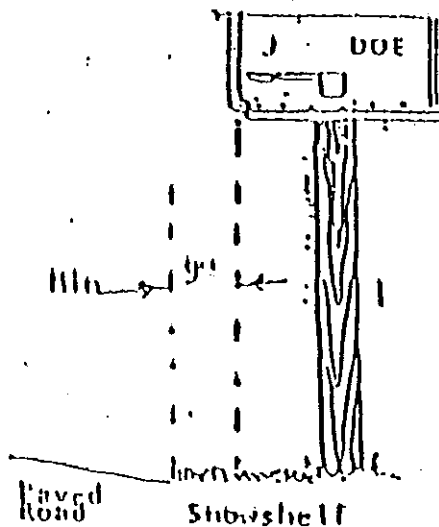


Other Suggested Method of Installation

Suggested installation
of a single box



Suggested installation
of a single box



Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 17, 2021

SUBJECT: Authorization for the Town Manager to enter into a Contract Amendment with WMC Consulting Engineers for On-going Construction Administration for the Boulevard to the Train Station

SUMMARY:

WMC Consulting Engineers (WMC) was retained by the Town to design the now substantially completed Boulevard (i.e., Steele Blvd) from Farmington Avenue to the Berlin Train Station. WMC was also retained by the Town to conduct construction administration services for the Boulevard project, with a total construction administration contract amount of \$100,000 (as approved by the Town Council at its June 16, 2020 meeting – see attached agenda item summary for details). WMC has submitted a request to increase the construction administration services contract fee by \$14,000 due to unanticipated tasks and construction-related issues – the attached letter from WMC includes a summary of these items. Staff are aware of these items, and recommend amending the existing contract to increase the total construction administration services amount to \$114,000. This will allow WMC to assist the Town and Contractor with the final payments, project close-out activities, and required reporting to various state agencies. The action required is to authorize the Town Manager to enter into a contract amendment with WMC Consulting Engineers for \$14,000 from account 504.10.1017.0.54000.01624, Farmington Ave Development Non-Grant for the Boulevard project.

ACTIONS NEEDED:

Move to waive the Town's bidding process and to authorize the Town Manager to enter into a contract amendment with WMC Consulting Engineers for \$14,000 from the Farmington Ave Development Non-Grant account to complete construction administration services for the Boulevard project, as this is in the best interest of the Town.

ATTACHMENTS:

1. Previous Agenda Item Summary dated June 10, 2020 (for reference)
2. Letter from WMC Consulting Engineers (dated February 8, 2021)
3. Sufficiency of funds.

PREPARED BY:

Jim Mahoney, Economic Development Coordinator
Chris Edge, Economic Development Director
Michael S. Ahern, Public Works Director/Town Engineer

MSA

Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 10, 2020

SUBJECT: Award of Contract for Boulevard to the Berlin Train Station to Guerrera Construction Company and Increase of Construction Administration contract with WMC Consulting Engineers

Summary of Agenda Item:

The Town issued bid number 2020-05 concerning construction of a Boulevard from Farmington Avenue to the Berlin Train Station. Bids were opened on May 28 and eleven bids were received. The low bid was Guerrera Construction Company of Oxford, Connecticut with a bid of \$1,194,692.50. The award of the bid is based on the "Base Bid"; the bid alternate for the underground detention system will not be accepted. Staff and the Town's consultant WMC Engineers have reviewed the bids and recommend awarding the contract to Guerrera Construction of Oxford, Connecticut with a bid of \$1,194,692.50. Based on the budget now available a construction contingency of \$26,956.50 is requested but additional contingency authorization will be requested when a contract is finalized for additional State funding for the project.

The Town's consultant for the Boulevard Project is WMC Consulting Engineers and its contract has a budget of \$29,000 for construction administration services. The size and complexity of the Boulevard contract has increased significantly since the original engineering contract award for the project and staff recommends that the construction administration services for the project be increased from by \$71,000 to \$100,000.

The Boulevard to the Train Station Project is funded by a Small Town Economic Assistance Program (STEAP) grant and a Responsible Growth grant from the Connecticut Department of Economic and Community Development and by expected proceeds from the sale of 861, 903 and 913 Farmington Avenue to Newport Realty Group LLC that will include a payment to the Town of \$179,000 (the parties have agreed on \$269,000 as Newport's share of the cost of expected off-site improvements and it will receive a credit of \$90,000 for constructing an underground detention system that is part of the approach to not increase discharge into the CTDOT drainage system in Farmington Avenue so the shared costs cash from Newport that will be available for Boulevard construction is \$179,000). The sale of properties to Newport is expected to occur in late June. The construction project also requires the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) because Farmington Avenue is a State Road and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station

parking lot and is owned by CTDOT. Both of these required approvals are expected to be granted in the near future.

Funding for the Boulevard project will come from sale of 861, 903 and 913 Farmington Avenue (\$470,000), Newport net-shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account 504.10.1017.0.53460.00000 (\$389,000), TOD Property Acquisition account 504.10.1017.0.5400.01418 (\$245,397) and STEAP Downtown Sidewalks account 504.10.1017.0.53463.00000 (\$38,252).

The first requested Town Council action is to award the contract for construction of a Boulevard from Farmington Avenue to the Berlin Train Station to the low bidder, Guerrero Construction Company of Oxford, Connecticut in the amount of \$1,194,692.50 and to authorize the Town Manager to enter into a contract with Guerrero Construction Company to consummate the bid award and to enter into change orders not to exceed \$26,956.50, subject to review and approval of Corporation Counsel and to sale to Newport of 861, 903 and 913 Farmington Avenue for \$470,000 plus a shared cost contribution for off-site work of \$179,000, the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station parking lot and is owned by CTDOT said contract and change orders to be funded from the following accounts and sources, a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$399,000), Newport net shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account (\$360,000), TOD Property Acquisition account (\$245,397) and STEAP Downtown Sidewalks account (\$38,252). The contingency of \$26,956.50 for change orders is low, but the Town is in the process of completing the contracting for reprogramming of STEAP funds that were originally designated for the Berlin Train Station project. The amended Boulevard STEAP contract will provide an additional \$336,043.21 in funding for the project and is expected to be completed in 6-8 weeks. When the contract is finalized staff will ask the Town Council to increase the contingency funding authorization to 10% of the bid amount.

The second requested motion is to authorize the Town Manager to enter into amendment to the contract with WMC Consulting Engineers to increase the scope to add \$71,000 in additional construction administration services to be funded by a portion of the proceeds of the sale 861, 903 and 903 Farmington Avenue (\$71,000).

Action

Move to award the contract for construction of a Boulevard from Farmington Avenue to the Berlin Train Station to the low bidder, Guerrero Construction Company of Oxford, Connecticut in the amount of \$1,194,692.50 and to authorize the Town Manager to enter into a contract with Guerrero Construction Company and to enter into change orders not to exceed \$26,956.50, subject to review and approval of Corporation Counsel and to sale to Newport of 861, 903 and 913 Farmington Avenue for \$470,000 plus a shared cost contribution for off-site work of \$179,000, the granting of an encroachment permit from the Connecticut Department of Transportation (CTDOT) and an agreement from the Connecticut Department of Transportation to grant the Town rights to construct the portion of the Boulevard that will be on a parcel that connects to the Train Station parking lot and is owned by CTDOT said contract and change orders to be funded from the

following accounts and sources, a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$399,000), Newport net shared cost contribution (\$179,000), STEAP Blvd at the Berlin Train Station account (\$360,000), TOD Property Acquisition account (\$245,397) and STEAP Downtown Sidewalks account (\$38,252).

Move to authorize the Town Manager to enter into an amendment to the contract with WMC Consulting Engineers to increase the scope to add \$71,000 in additional construction administration services to be funded by a portion of the proceeds of the sale 861, 903 and 913 Farmington Avenue (\$71,000).

Attachments:

1. Bid tabulation.
2. Sufficiency of funds.
3. Proposal from WMC Consulting Engineers for additional construction administration services.

Prepared By:

Chris Edge, Economic Development Director

Jim Mahoney, Economic Development Coordinator

February 8, 2021

Mr. Michael S. Ahern, P.E.,
Director of Public Works
Town of Berlin
Public Works Department
240 Kensington Road
Berlin, Connecticut 06037

Re: Train Station to Boulevard Project – Construction Administration and Inspection
Additional Services - Our Reference No. 14083

Dear Mr. Ahern:

WMC Consulting Engineers respectfully requests your consideration of this proposal for additional services related to the construction administration and inspection services we are currently providing to the Town.

As you are aware, our original budget for these services is \$100,000, which was based upon the estimated time that it would take the contractor to complete the work. To date, we have exhausted this budget and there is additional work to be performed including project close-out documentation.

The reason for this request for additional budget is based upon the following work which was not anticipated in our original agreement:

- 1) Assistance on the Newport cost share calculations
- 2) Issues related to the unsuitable material from the sanitary sewer trench on Farmington Avenue
- 3) Issues related to the unsuitable material from the sanitary & storm trenches on Steele Blvd, as well as excavations for the transformer pads and splice boxes
- 4) Assistance on the stockpiled material and reuse of same on 889
- 5) The management of the DOT triangle (now mulched)
- 6) Eversource delays & design changes
- 7) The delay in DOT approval to work in the northern area closest to the train station
- 8) Resolution of "mystery" pipes under Farmington Avenue

Based upon this, we respectfully request that an additional \$14,000 be added to the budget to account for the above additional services and to close the project out.

Should you have questions or comments on this request, please contact us at your convenience.

Sincerely,

Wengell, McDonnell & Costello

Stephen R. McDonnell

Stephen R. McDonnell, P.E.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 10-Feb-21

Purchase Item or Contract: Contract amend.-Boulevard construc. admin.		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Contract amendment - Boulevard construction administration	\$14,000.00	\$14,000.00
			-
			-
			-
			-
TOTAL			\$14,000.00

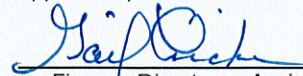
Account No. 504.10.1017.0.54000.01624 Farmington Ave. Devel. (non grant)

Budgeted Amount.....	\$581,213.96	Available balance.....	\$118,574.40
Encumbrances to Date.....	\$92,683.91	Amount Needed for This Package.....	\$14,000.00
Expenditures to Date.....	\$369,955.65	Available Balance After Purchase.....	\$104,574.40

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: February 19, 2021

SUBJECT: Referral of the Sustainable Engineering Solutions Commissioning and Balancing Services School Reopening Final Report of the five Berlin Public Schools, in response to the State of Connecticut Department of Public Health Guidance for School Systems for the Operation of Central and non- Central Ventilation Systems during the COVID-19 Pandemic Memo to the Public Building Commission for its review and recommendations.

Summary of Agenda Item:

On October 6, 2020, Town Council approved the proposals for Commissioning, Balancing and Temperature Control work related to the State of Connecticut Guidance for School Systems for the operation of Central and non- Central Ventilation Systems during the COVID-19 Pandemic Memo. All required work has been completed, and the final report from the Commissioning Agent, Sustainable Engineering Solutions, LLC. of Berlin, CT has been received. We are requesting the referral of this report to the Public Building Commission for its review and recommendations.

Action Needed:

Move to refer the final report of Commissioning, Balancing & Temperature Control work related to the State of Connecticut Guidance for School Systems for the operation of Central and non- Central Ventilation Systems during the COVID-19 Pandemic Memo from Sustainable Engineering Solutions, LLC. of Berlin, CT to the Public Building Commission for its review and recommendations.

Attachments:

Sustainable Engineering Solutions School Reopening Final Report, with the inclusion of the updated deficiencies list.

State of Connecticut Department of Public Health Guidance for School Systems for the Operation of Central and non- Central Ventilation Systems during the COVID-19 Pandemic Memo.

Prepared By:

Douglas Solek, Director of Facilities

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 22, 2021

SUBJECT: De-authorize Debt & Expenditure Authority

Summary of Agenda Item:

Best practice in debt management calls for a review of outstanding debt authorized but unissued at least annually. The Finance Director and the Town's bond counsel have established a process to review the list of outstanding bond authority each January and request the Town Council to de-authorize debt no longer needed each February. This motion is the culmination of that effort.

The Town has identified completed projects with bond authorization still available. The projects no longer require bonding.

Action Needed:

Move to approve the resolution making certain findings with respect to completed capital projects and repealing remaining authorized but unissued debt and expenditure authority for such projects.

Attachments:

Resolution Repealing Remaining Authorized but Unissued Debt and Expenditure Authority

Prepared By:

Kevin Delaney, Finance Director 

RESOLUTION MAKING CERTAIN FINDINGS WITH RESPECT TO
COMPLETED CAPITAL PROJECTS AND REPEALING REMAINING
AUTHORIZED BUT UNISSUED DEBT AND EXPENDITURE AUTHORITY
FOR SUCH PROJECTS

Section 1. The Town Council hereby makes the following findings and determinations:

(i) Town of Berlin has authorized the issuance of bonds and notes of the Town to finance and construct various capital purposes on the dates and in the amounts identified in the following table:

Project	Purpose	Date Authorized (Council Approval/BOF if applicable)	Bond Amount Authorized	Authorized But Unissued Debt
Railroad Pond Dam	General Purpose	6/19/18 (TC); 7/10/2018 (BOF)	\$1,700,000	\$200,000
Scalise Field Improvements	General Purpose	6/19/18 (TC); 7/10/2018 (BOF)	1,100,000	146,535
School Security Vestibules	Schools	6/20/2017 (TC) BOF not formed	500,000	333,000
				\$679,535

(the “Capital Projects”);

(ii) Each Capital Project is the subject of an individual bond ordinance authorizing the specific Capital Project, an appropriation, and the issuance of bonds, notes or other obligations to finance the appropriation and project;

(iii) Each Capital Project has been completed, no further expenditures are required and no further issuance of bonds, notes or other obligations are necessary;

(iv) The final cost for each Capital Project pursuant to the respective bond ordinance identified in section 1(i) is less than the amount authorized to be expended and financed, and therefore there remains an authorized and unissued balance for each Capital Project, which authorized and unissued balance is not necessary to accomplish the respective Capital Project authorized by the applicable bond ordinance.

Section 2. The remaining expenditure and borrowing authorization as set forth in the table in section 1 under the column Authorized But Unissued Debt for each Capital Project is hereby repealed and de-authorized. No further expenditures or debt issuance may occur on the basis of the above bond authorizations.

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 22, 2021

SUBJECT: Police Tier II Defined Benefit Plan Update

Summary of Agenda Item:

At the request of the Town Council, the Finance Director worked with the Town's actuary to develop a Tier II DB Plan for existing and new Officers. Since a DB Plan involves many assumptions, the Finance Director considered the following inputs to develop a financially sustainable plan:

- The Tier II Plan was discussed at the December Board of Finance meeting. Some members of the Board raised concerns about resurrecting a DB plan when the Town has spent so much time and money closing the existing plan. Given the Town's current debt level and lack of appetite for a mill rate increase, several members expressed concern entering a DB plan that is more expensive than the current DC plan.
- The Town has funded all contributions to the existing, closed DB plan with savings. This includes the normal cost and the historic liability.
- The current budget indication from the Board of Finance is a zero-mill rate increase. Entering a new retirement program with an inherent unfunded liability would put additional pressure on other areas of the overall budget and/or the mill rate.
- The current liability is increased by the employee-directed lump sum payout option. This option places considerable cashflow pressure on the Town's General Fund.

Based on these considerations, the Finance Director worked with the Town's pension actuaries to develop a plan that would be:

- 1) budget neutral,
- 2) not provide a lump sum payout option, and
- 3) utilize existing DC balances for all current Officers in the DC plan.

Based on these parameters, the payout formula would be:

$$1.5\% \times 3\text{-year average annual earnings} \times \text{years of service}$$

This formula assumes normal retirement eligibility is at 30 years of service, the investment return assumption is 3.50% (the same as the current, closed DB plan), and it assumes all current

DC members enroll in the DB plan and convert all 401 assets (457 and IRA assets were excluded from the formula calculation).

This proposal was presented to the Police union leadership for consideration and feedback. The union expressed concerns on a few points:

- It's very unlikely that all current DC members will convert to the DB plan. Reasons given were, several DC members retired from other departments and already have a DB plan, and others may have accumulated a good amount in their DC account and do not want to subsidize members with a lower balance.
- 30-years is too long to assume for a normal retirement age.
- The proposed payout formula is not high enough to be appealing. The current DB plan pays out $2.125\% \times \text{final earnings} \times \text{years of service}$.

During this discussion, the Police union requested that the Town consider a plan where any member who wishes to buy in would be charged a set amount per year of service that he/she is buying. The Town has requested a calculation of the buy in amount necessary to remain budget neutral based on a payout formula of $2.0\% \times 3\text{-year average annual earnings} \times \text{years of service}$. Once available, that information will be shared with the union and the Town Council will be updated.

Action Needed:

None

Attachments:

Actuarial Tier II Proposal

Prepared By:

Kevin Delaney, Finance Director



Town of Berlin Retirement Plan

Cost Estimate Proposal - New Benefit Tier for Additional Members in Defined Benefit Plan *

	Average Years of Service	Average Hire Age	Estimated Covered Payroll	Town Normal Cost	Normal Cost as a % of Payroll	Accrued Liability	Assets	Unfunded Accrued Liability	20-Year Amortization of UAL	Amortization Payment as a % of Payroll	
New Police Tier	31	6.8	32	2,645,896	428,190	16.2%	4,200,851	4,330,478	(129,627)	(8,812)	-0.3%

* *Proposed plan design :*

Investment Return Assumption: 3.50%
 Salary Scale Assumption: 3.25%
 Normal Retirement Eligibility: 30 years of service
 Retirement Benefit Formula: 1.5% x 3-Year Average Annual Earnings x Years of Service
 Employee Contribution Rate: 6.0% x Earnings
 Past Service Credit: Credited back to Member's Date of Hire
 Assets: Current Defined Contribution plan account balances transferred to proposed Defined Benefit Plan
 Data: Eligible Tier II Police Members hired before 07/01/2020

Actuarial Valuation Basis: July 1, 2020 actuarial valuation

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 18, 2021
SUBJECT: Central CT Health District COVID Relief Request

Summary of Agenda Item:

In December 2020, the State of Connecticut distributed Coronavirus Relief Funds (CRF) to all the municipalities in CT based on a population formula. The Town of Berlin received \$154,817. Health districts were asked to work through their municipality to claim any reimbursements for any Coronavirus related expenditures.

Accordingly, the Central Connecticut Health District (CCHD) has submitted a reimbursement request to the Town of Berlin for \$15,400.

This request is to appropriate \$15,400 deposited into the State/Federal Grants revenue account (001.05.0505.2.44801.00000) to the Regional Health Services expenditure account (001.30.3052.0.53824.00000) to support the requested payment to the Central CT Health District for Coronavirus related expenditures.

Action Needed:

Move to appropriate \$15,400 from the State/Federal Grants revenue account to the Regional Health Services expenditure account to remit a portion of Coronavirus Relief Funds the Town received in December 2020 in accordance with the State of CT Office of Policy and Management direction, pending approval by the Board of Finance.

Attachments:

Reimbursement Request from CCHD
Certification of Sufficiency of Funds

Prepared by: Arosha Jayawickrema, Town Manager

Arosha Jayawickrema

From: Charles Brown <CBrown@ccthd.org>
Sent: Monday, February 8, 2021 8:49 AM
To: Arosha Jayawickrema
Subject: COVID-19 Funding Request

Importance: High

Good Afternoon,

CCHD would like to request \$15,400 in funding for activities from July 1-December 30, 2020 relating to the following activities:

- Contact tracing support in Town Facilities and Agencies
- Contact tracing support for schools
- Contact tracing support for town businesses
- Technical support and assistance for school reopening planning efforts
- Enforcement support for COVID-19 related Executive Orders
- Complaint resolution related to COVID-19 Executive Orders

Please let me know if you need additional information to fulfill this request.

Sincerely,

Charles Brown



Charles K. Brown Jr., MPH
Director of Health
2080 Silas Deane Highway
Rocky Hill, CT 06067
P 860.785.8380 x201
F 860.785.8533
Email: cbrown@ccthd.org





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 19-Feb-21

Purchase Item or Contract: CRF money to CCHD		Requested by: Arosha Jayawickrema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Remit a portion of CRF money received in Dec 2020 to CCHD per OPM directive	\$15,400.00	\$15,400.00
			-
			-
			-
			-
TOTAL			\$15,400.00

Account No. 001.05.0505.2.44801.00000

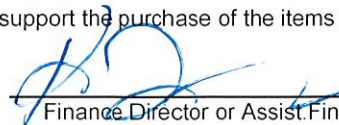
Budgeted Amount.....	(\$40,722.00)	Available balance.....	\$138,255.25
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$15,400.00
Revenues to Date.....	\$178,977.25	Available Balance After Purchase.....	\$122,855.25

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

February 24, 2021

Dear Council Members:

Councilor JoAnn Angelico Stetson requested a summary of discussions that had taken place at various boards / commissions / Town Council meetings on leash and off-leash topics. The attached document captures most of what was discussed since August 2008.

Thank you.

Respectfully,

Arosha Jayawickrema
Town Manager

August 28, 2008, Planning & Zoning – The referral of the proposed Bicentennial parking and handicap path was moved to September 11, 2008 meeting. Speakers had concerns about what was happening at the Park and pointed out that three areas of open space had just been acquired: Scheer property, Sierra Ranch property and Pistol Creek. It was also noted that Town Council (TC) had placed a conservation easement on a portion of Bicentennial Park in 2001 which could be a problem. Another concern was expressed by Town Manager in a memo regarding the aquifer protection and security issues. The Parks and Rec Chair shared concerns he had heard about the safety issues regarding the volume and speed of traffic in the neighborhood. Residents stated that the area has been used as a dog walk for residents and out of towners, bringing 75-100 cars into neighborhood on a weekday. The Winesap area is a residential neighborhood with many children. Problems with dogs wondering in the park without a leash was very concerning for the neighbors as well as the influx of people.

September 11, 2008, Planning and Zoning - voted unanimously to move forward with a favorable recommendation with conditions to TC for construction of a parking lot and handicapped accessible walking trail at Bicentennial Park w/ recommendations of a) number of allowed spaces will be no greater than the number of cars which would be allowed to park on the Cul de sac. B) location of the parking lot would be closer to the access of the park to reduce the potential for vandalism and ensure public safety.

February 24, 2009 Town Council Meeting - Chairman of Conservation Committee requested legal opinion on which board/commission has authority to regulate open space property. Legal Counsel stated that it falls under the definition of open space. Muni Code Sec 38-71 delegates Conservation Commission.

April 9, 2019 Conservation Commission - Town Manager representing the Ordinance Committee said that the Committee had been discussing the ordinance pertaining to the leash law because of numerous dog bites and lawsuits pertaining to dog control. Vice Chair Hoffman added that this has been a topic of discussion for approximately 20 years and nothing has been done. He stated that the issues happening at the Bicentennial Park are by owners not having their dogs under control and not cleaning up after their dogs. It was pointed out that the parking was also an issue.

June 11, 2019 Conservation Commission - Berlin is looking to enforce a leash law. Some residents are not pleased because their dogs have been running free for years. Those in favor of the leash law point out parking issues near Bicentennial Park, dog barking disturbances and unleashed dogs coming onto their property. Bags of feces are left in the woods and some do not even bag it. It was pointed out that the Open Space Land was a 30-year effort and trails should be for everyone to enjoy and that was not possible because of "dog issues". It was asked if open space could be found for dogs to run free in a non-residential area. Many out of towners are coming to the Park to let dogs run off leash. The internet has increased awareness of the Park. One resident pointed out that the park is used for hiking and that traffic is heavy simply because of that. The Mayor pointed out that no dog bites had occurred at Bicentennial Park.

July 9, 2019 Conservation Commission - Recommended that a leash law ordinance should include Bicentennial Park. One of the commissioners was at the Park and there was a dog that was out-of-control. Also, there is problem of people not picking up after their dogs. He suggested that people do not use the park as often because some dogs are not controlled by the owners. Another commissioner disagreed and loved that it is a "dog park" and felt that parking was the problem. She noted that she thinks meadow was cleaner than in past years. Pistol Creek was stated as a concern because it was not secure, and ATV's are used in the area. Motion was passed 6 in favor and 1 abstain that Conservation Commission recommend to TC to include all Open Space parcels purview to the Commission in the Leash Ordinance.

September 10, 2019 Conservation Commission – There were 2 residents who were in favor of dogs off leash at the Park. Commissioners explained parking was still a problem and that the Park is not an actual dog park but is a town owned open space. Suggestion was made to look for other parcels of land for off leash activities and that visitors go to TC with concerns.

October 8, 2019 Conservation Commission – It was noted that a path for foot access to Bicentennial Park would be difficult to cut into the parcel and there is no room for any potential parking.

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

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m2557a9a06b1619130ef13537e27f3e40>

Join by meeting number

Meeting number (access code): 132 826 9798

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

Tap to join from a mobile device (attendees only)

+1-408-418-9388,1328269798#2686245# United States Toll

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

Join by phone

+1-408-418-9388 United States Toll

Global call-in numbers

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 16, 2021
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach – *arrived at 7:05 p.m.*

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Christopher Edge, Economic Development Director – Mr. Edge stated that there will be a new promotion beginning next Thursday called “Berlin Bingo”. Bingo cards will be in the Berlin Citizen next week with tasks to accomplish that will support businesses in town. Prizes will be awarded.

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. **Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department**
2. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 70.00 and items valued at \$ 85.00. – Animal Control**
3. **Topic re: Accept monetary donations totaling \$150.00 for the Berlin Peck Memorial Library and deposit \$150.00 into the library agency account to purchase children’s board books in memory of Charlie McCourt. – Berlin-Peck Memorial Library**
4. **Topic re: Authorize Berlin Social & Youth Services to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account and appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance. – Social Services**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Veach arrived at 7:05 p.m.

NEW BUSINESS:

1. **Topic re: Update on the Senior Housing Project – Housing Authority**

Housing Authority Chair Joe Bajorski stated that in January five responses were received in response to an RFP for a Consultant for the Community Development Block Grant. Three responses did not have sufficient experience, the other two were Housing Enterprises of Enfield, CT and A&E Services of Wolcott, CT. The Housing Authority is recommending going with Housing Enterprises as they have the development background for this project.

As a review Mr. Bajorski stated that the entire project is estimated to cost \$18 million. Out of that amount there are various tranches that they are looking to fund which include a 4% tax credit, Department of Housing (DOH) funding, private lending, and the Community Development Block Grant.

In meeting with DOH in December they stated that they may be receiving monies from the Federal Government which would allow the DOH to increase the amount of their award from \$1.5 million to \$4 million. In the past, the \$1.5 million would go toward infrastructure costs. If there is in fact an increase in funding the DOH will need to issue guidance on what that money can be used for.

The Consultant, along with all the costs associated with the Community Development Block Grant, will be funded from proceeds from the grant, therefore no cost to the Town. The Consultant will be responsible for creating the application for the grant, monitoring the execution, and finalizing the grant and reporting back to DOH.

Due to the program requirements, the Town is the contracting agency. Therefore, the Town would set up the agreement with the Consultant on behalf of the Berlin Housing Authority (BOH) and the BOH would work with the Consultant to execute the \$1.5 million grant application.

Mr. Bajorski added that they are in the process of finalizing the 4% tax credit application which the State DOH will review, the Community Development Block Grant funds are normally due in March, and Section Eight project vouchers to be obtained.

Town Manager Jayawickrema asked that Mr. Bajorski provide him with a breakdown of funding for the \$18 million cost.

NO ACTION NEEDED

2. Topic re: Authorize the Town Manager to enter into the Medical Insurance Coalition Bargaining Agreement for the period from July 1, 2021 through June 30, 2026. – Human Resources

Human Resources Director Denise Parsons stated that the Benefit Committee, which is comprised of a member from each bargaining unit, top management, Finance, Human Resources and the Town Manager, meets monthly to identify cost saving initiatives through plan design changes and updates with health benefits while also ensuring that the Town is providing a comprehensive health plan for its employees.

The existing plan offers a standard PPO and a high deductible plan with a Health Savings account. The current arrangement expires on June 30, 2021. A new five-year agreement is being presented tonight which again allows employees to choose between a PPO, which is a network driven co-pay plan and is considered the “Cadillac plan” and as a result the employee premium cost shares have

increased exponentially, and a High Deductible health savings account (HSA) which the majority of Town staff utilize.

In the new five-year agreement the group has agreed to make some changes to the plans which include increasing premium cost-sharing for both types of plans, increasing the HSA deductible, removing dependent children from the physical requirement of the Wellness Program, and removing the Waiver of Insurance Premium for singles and duplicates (employees with spouses working for the Town or Board of Education who waive employee coverage, but are enrolled as a dependent on their spouse's plan with the Town).

Councilor Luddy moved to authorize the Town Manager to enter into the Medical Insurance Coalition Bargaining Agreement for the period from July 1, 2021 through June 30, 2026.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and off "Brand" tires for an amount not to exceed \$25,000. – Municipal Garage

Fleet Manager Jim Simons stated that over the course of fiscal year 2020/2021, the Fleet Garage is anticipating spending approximately \$25,000 on Tires. This amount would be broken out into two types: "Goodyear" and "Off Brand" Tires. Goodyear tires are used on our Police Fleet and are "pursuit" rated, while off brand tires are used on Administration vehicle, Vans and dump trucks etc.

The Fleet Garage utilizes Connecticut Tire Inc., which is a local vendor and will honor the State Connecticut, Department of Administrative Services Contract# 18PSX00022.

Councilor Luddy moved to approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and off "Brand" tires for an amount not to exceed \$25,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Amend the Berlin Tax Abatement Policy to delete the abatement for the residential portion of mixed-use projects, to reduce the amount and percentage of annual abatements on the 10-year tax abatement schedule for projects with real property improvements greater than \$12.5 million, to add a paragraph that will allow projects that have applied for Planning and Zoning Commission approval to be eligible to apply abatement pursuant to the tax abatement policy that exists prior to the changes proposed herein and to add language to clarify that the granting of each tax abatement is at the discretion of the Town Council if it is in the best interest of the Town . - Economic Development

Economic Development Director Chris Edge explained that the new level of the Tax Abatement policy had been put in place as an incentive to attract two developments in town with mixed residential and commercial space. After discussion with the Town Attorney, Town Manager and Jim Mahoney it was determined that at this time there is a significant demand for multi-family residential development in Berlin and therefore, tax abatement for the residential portions of multi-use projects may not be necessary. Therefore, they are recommending a change to the Tax Abatement Policy.

The first change would be giving the Town Council the ability to look at the merits of the project and provide their opinion of it. The second piece would be removing all tax abatements on residential portions of mixed-use projects. Additionally, the ten-year abatement schedule is being changed to better line up with the existing five- and seven-year schedules. The final change is a paragraph that will allow projects that are now in the process of applying for Planning and Zoning Commission approval to be eligible to apply for abatements pursuant to the tax abatement policy that exists prior to the changes proposed here.

Councilor Luddy moved to amend the Berlin Tax Abatement Policy to delete the abatement for the residential portion of mixed-use projects, to reduce the amount and percentage of annual abatements on the 10-year tax abatement schedule for projects with real property improvements greater than \$12.5 million, to add a paragraph that will allow projects that have applied for Planning and Zoning Commission approval to be eligible to apply abatement pursuant to the tax abatement policy that exists prior to the changes proposed herein and to add language to clarify that the granting of each tax abatement is at the discretion of the Town Council if it is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Revised the approved schedule for a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project 861 Farmington Avenue and 9, 10, 29 and 55 Steele Boulevard such that: Phase 1 including 9 Steele Boulevard and 861 Farmington Avenue will begin on the 7-year tax abatement schedule of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6, 10% in year 7. The project will remain on the 7-year tax abatement schedule until the \$12.5 million investment threshold is met at which time the project will be moved to the appropriate year in a 10-year schedule for the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 and a 5-year schedule for residential uses of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The 5-year tax abatement for the 60-unit residential building at 55 Steele Boulevard will not commence until the commercial building at 10 Steele Boulevard is developed. As stated in a previous Town Council action, the tax abatement agreement shall be subject to Newport not receiving housing tax credits for the project from other State or federal sources. - Economic Development**

Economic Development Coordinator Jim Mahoney stated the tax abatement agreement for Newport is the first significant project over \$12.5 million that is being phased in. In January, the Town Council approved a tax abatement for Newport 903-913 Farmington Avenue LLC related to the construction of a mixed-use project at 861 Farmington Avenue and 9, 10, 29, and 55 Steele Boulevard that will include 76 market rate apartments and 19,000 square feet of commercial and

medical office space. The Town Council approved a 5-year tax abatement for the residential portion and a 10-year tax abatement on the commercial portion.

Staff and Corporation Counsel identified that the approved abatement schedule was not consistent with the Town's tax abatement policy because phase 1, construction of a mixed use building at 9 Steele Boulevard and renovation of a mixed use building at 861 Farmington Avenue is expected to cost more than \$3 million but less than the \$12.5 million investment that is required for granting of the 10-year schedule.

Therefore, it is proposed that the project tax abatement start on the 7-year abatement schedule for phase 1 and then move into the 10-year schedule for commercial and 5-year schedule for residential uses when the \$12.5 million project investment threshold is met.

Another issue related to the tax abatement agreement with the Newport project is that it must be a mixed-use project because the Town does not offer tax abatement for residential only projects. Newport's overall project met the mixed-use objective because approximately 20% of its floor area is devoted to commercial use. However, the percentage of commercial use in the project may fall well below 20% if the 60-unit apartment buildings at 55 Steele Boulevard are constructed as the 2nd phase of the project, rather than the commercial building planned for 10 Steele Boulevard. To address this issue staff and Corporation Counsel recommend that if 55 Steele Boulevard is constructed, as phase 2 of the development then the tax abatement for 55 Steele Boulevard will not commence until the building at 10 Steele Boulevard is developed.

Councilor Luddy moved to revise the approved schedule for a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project 861 Farmington Avenue and 9, 10, 29 and 55 Steele Boulevard such that: Phase 1 including 9 Steele Boulevard and 861 Farmington Avenue will begin on the 7-year tax abatement schedule of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6, 10% in year 7. The project will remain on the 7-year tax abatement schedule until the \$12.5 million investment threshold is met at which time the project will be moved to the appropriate year in a 10-year schedule for the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 and a 5-year schedule for residential uses of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The 5-year tax abatement for the 60-unit residential building at 55 Steele Boulevard will not commence until the commercial building at 10 Steele Boulevard is developed. As stated in a previous Town Council action, the tax abatement agreement shall be subject to Newport not receiving housing tax credits for the project from other State or federal sources.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. 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. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
4. **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.
5. **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.
6. **Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
7. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
8. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
9. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
10. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
11. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
12. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
13. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
14. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2026. Can only be filled with a D or U.
15. **Youth Services Advisory Board – Vacancy - Service Consumer** – New term would be until January 31, 2023.

Councilor Luddy placed in nomination the name of Donald Geschimsky (R) of 173 Grandview Avenue for appointment as Service Consumer to the Youth Services Advisory 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 Donald Geschimsky to serve on the Youth Services Advisory Board. Term ending January 31, 2023.

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

H. TOWN MANAGER’S REPORT:

- Status of Savings from energy saving initiative – Based on reports from NORESKO the Town has realized savings over the past two years. Initiatives for the high school and the Town are being looked at for LED lighting and controls. Eversource has some very good credit programs available. Councilor Rosso asked that the fields and parks be included in that program.
- Covid-19 Vaccine – The Town website and Facebook page have a link to the State of Connecticut Covid-19 response site. There is also a link to a text alert system for Covid-19 information.
- Update on the DEEP Grant – The Department of Energy and Environmental Protection (DEEP) awarded a \$2.7 million grant to the Town of Berlin. The Town must still develop and approve the grant application for these projects. Each project has been assigned an “owner” responsible for the grant application, but the Town is still waiting to receive the application parameters from the DEEP. It was decided that an oversight committee with representatives from the Parks and Recreation Commission (Donna Bovee), the Board of Education (Adam Salina), the Public Building Commission (Bart Bovee), and the Playing Field Committee would be developed to oversee the projects.
- Joint meeting of the Town Council and Golf Commission – A meeting was held last week to begin discussion on the objective of the Golf Course. It was decided to look at various options and give everyone an opportunity to comment, they agreed to look at any restrictions created when the course was originally opened, they talked about pros and cons of selling, pros and cons of a self-sufficient model, and also various management options.

It was agreed that at the following meeting they would look at the original language of the creation of the golf course.

- The Town Budget is being finalized to submit to the Board of Finance by the end of February. The Board of Education has already submitted their budget to the Board of Finance.
- Meeting of Town Managers – The Town Managers of Berlin, Cromwell, Rocky Hill, Newington, and Wethersfield have agreed to meet virtually once a month. The idea is to see if the towns can partner together on some things for cost saving purposes.

- Police Pension – At the next meeting the Town Manager and Finance Director Kevin Delaney will provide information on the police pension. There had been discussion of the pros and cons of the Connecticut Municipal Employees Retirement System and looking at the Branford model which takes the current funds available in the defined contribution plan and develop a model to support a pension. The purpose of reviewing this information is to try and retain Berlin police officers that leave for other towns that have pensions.
- Library Director Helen Malinka will be retiring on April 1, 2021.

Mayor Kaczynski inquired about increasing the mailbox replacement cost to \$100 and asked for the Council members opinions. The Town Manager suggested this item be brought formally to the Council at the next meeting. He will also provide information on what neighboring towns' policies.

The Mayor also inquired about the possible closure of Kensington Road near the post office due to bridge repair or replacement. The Town Manager stated that Public Works has been going back and forth with the DOT on whether it is a full replacement or not and he has not heard if the road will be completely closed. He will get that information from the Public Works Director and update the Council at the next meeting.

I. SPECIAL COMMITTEE REPORTS:

Councilor Luddy stated that Councilor Rosso will be the Playing Fields Committee representative for the oversight committee for the DEEP grant.

J. COUNCILORS' COMMUNICATION:

None

K. ACCEPTANCE OF MINUTES:

February 2, 2021

Councilor Luddy moved to accept the Town Council Meeting Minutes of February 2, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

L. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Rio Vista litigation

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - Rio Vista litigation at 8:12 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, Chuck Andres.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 8:23 p.m.

M. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:23 p.m.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting