

The Town Council will meet in the Town Council Chambers. 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 Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/95711053733?pwd=ZDZPcVpvcDdCQUkrUk5seTJpTHVNdz09>

Meeting ID: 957 1105 3733

Passcode: 633370

One tap mobile

+19292056099,,95711053733#,,, *633370# US (New York)

Meeting ID: 957 1105 3733

Passcode: 633370

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, April 20, 2021
Town Council Chambers (Council and Staff Only)
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 105.00 and items valued at \$ 275.00. – Animal Control
2. Topic re: Approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2021 season. – Parks and Recreation
3. Topic re: Approve Alex Joslyn of CFC North, LLC to charge a registration fee of \$100 for the CFC North, LLC Youth Soccer Camp which will take place July 12 to July 16, 2021 from 9:00 AM to 12:00 PM at Sage Park Auxiliary Field. The camp will have approximately 25 children. – Parks and Recreation

4. Topic re: Approve Debra Tubbs, Ice Queen food truck to sell ice cream, snacks and beverages at the following parks and playgrounds: Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Sage Park, Little Peoples Playground and the Friendship Place at Willard School. – Parks and Recreation
5. Topic re: Approve acceptance of the donation to the fishing derbies in the amount of \$100 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
6. Topic re: Accept the donations of \$125.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
7. Topic re: Accept the additional donation of ten(10) voting stations and four (4) equipment cart organizers from the Norwich Registrar of Voters Office with an approximate value of \$4,900.00. – Registrars of Voter
8. Topic re: Allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 27 and if held also on May 25, 2021. – Town Clerk

G. NEW BUSINESS:

1. Topic re: “AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” be adopted. – Finance
2. Topic re: Police update on motor vehicle thefts and larcenies from motor vehicles. – Police Department
3. Topic re: Authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of March 31, 2021 to a new end date of December 31, 2021. – Economic Development/Housing Authority
4. Topic re: Update on Parks and Recreation Summer programs. – Parks and Recreation
5. Topic re: Approve a bridge project at the rear of Marjorie Moore Village in an easement area that the Town acquired from the Berlin Housing Authority subject to approvals by the Inland Wetlands and Watercourses Commission, the Berlin Housing Authority and the Building Department and to authorize a grant of \$800 to Caleb Uliasz for the purchase of materials for his Eagle Scout bridge project from the open space (fee in lieu) account. – Economic Development
6. Topic re: Waive the Town’s bidding procedure for Stonehedge Landscaping to provide the labor and equipment needed to complete the project located between Holes 5 and 6 in an amount not to exceed \$17,000.00 as this is in the best interest of the Town. – Golf Course

7. Topic re: Award the contract to Winslow Technology Group of Waltham, MA in the amount of \$12,671.00 using State Contract #18PSX0264AG for the purchase of computer hardware for the server room. – Information Technology
8. Topic re: Utilize State of Connecticut DAS contract no. 17PSX0039 and authorize Encore Fire Protection of Middletown, CT., to perform the fire suppression system upgrade at the Berlin Town Hall third floor server room in the amount of \$22,951, which includes a 10% project contingency. - Facilities
9. Topic re: Appropriate \$159,000 from the General Fund Refund of Expenditures revenue account to the General Fund HVAC-Willard (\$26,000), HVAC-Griswold (\$75,000) and HVAC-Hubbard (\$58,000) accounts, pending approval by the Board of Finance and waive the bidding process and award Consulting Engineering Services, Inc. of Middletown, CT the contracts to prepare HVAC design documents for the Mary E. Griswold School in an amount not to exceed \$75,000 and for the Hubbard Elementary School in an amount not to exceed \$58,000, as this is in the best interest of the Town. – Public Works
10. Topic re: Discussion and Possible Recommendations on Further Revising “Mailbox Damage by Town Snowplows” Policy. – Public Works

H. TOWN MANAGER’S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS’ COMMUNICATION:

K. ACCEPTANCE OF MINUTES: April 6, 2021

L. ADJOURNMENT

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 14, 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*
April 01, 2021 to April 12, 2021	\$ 150.00 (value)	Animal Care	River Run Kennels Berlin
	\$ 125.00 (value)	Animal Care	Kens Congr Church Berlin
	\$ 55.00 (cash)	Animal Care	Kens Congr Church Berlin
	\$ 50.00 (ck # 6048)	Animal Care	Diane Prendergast Cumberland, RI.

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 105.00 and items valued at \$ 275.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer





TOWN OF BERLIN
Animal Control Department

March 26, 2021

River Run Kennels
77 Worthington Ridge
Berlin, CT. 06037

Dear Staff and customers at River Run Kennels,
Thank you so very much for the extremely generous donation of the case of canned cat food, twelve cans wet dog food, 17lb bag of dry dog food, 25lb bag of cat litter, 13.2 lb. bag of dry cat food, 5lb bag of dry dog food, large box of dog treats, 3.5lb bag of small bites Beneful dog food, four soft blankets, two containers of dog treats, two cat toys, eight dog toys, breath stick dog treats, four cans of wet cat food, eight cans dog food, ten bags of dog treats, seven boxes of dog treats, three bags of cat treats, two adorable dog jackets, one nail cutter for dogs, one box of flea prevention and two spray bottles of deodorizer. We sincerely appreciate you thinking about our Animal Control Facility and the animals we care for.

est value: \$150.00

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



TOWN OF BERLIN

Animal Control Department

April 7, 2021

Kensington Congregational Church
312 Percival Ave.
Berlin, CT 06037

Dear Kensington Congregational Church & Confirmation Class,
Thank you so very much for the donation of multiple bags of dry dog & cat food, the multiple cases of can dog & can cat food, the dog treats and blankets. We sincerely appreciate the \$55 donation which will go for Vet care. Bless you all for thinking about our Animal Control Shelter and the animals we care for.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO

*Unbelievable donation!
Thanks so much!
It's appreciated more than
words can say. Jan Lund*



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



TOWN OF BERLIN
Animal Control Department

April 12, 2021

Diane Prendergast
30 Hillside Road
Cumberland, RI. 02864

Dear Diane,

Thank you very much for the \$50 donation in memory of William A. McQueeney Sr. We truly appreciate you thinking of us and the animals we care for. All donations are used for Vet care of the animals we take in and adopt. An acknowledgement of your donation was sent to Debbie McQueenie.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



TOW F BERLIN
Animal ol Department

April 12, 2021

Debbie McQueenie
760 Hawthorn Dr.
Prosper, TX. 75078

Dear Debbie,
Berlin Animal control received another donation in memory of your father William. Thanks again for thinking of us for donations.
The donation was made by:
Diane Prendergast 30 Hillside Rd Cumberland, RI. 02864 \$50.00

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 9, 2021

SUBJECT: Berlin Youth Football and Cheerleading approval to sell food and beverages

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, April 8, 2021 recommended approval for Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2021 season.

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

ACTION NEEDED:

Move to approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2021 season.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Parks Services



Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 9, 2021

SUBJECT: Alex Joslyn of CFC North, LLC to charge a registration fee of \$100 for the CFC North, LLC Youth Soccer Camp

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, April 8, 2021 recommended that Alex Joslyn of CFC North, LLC be able to charge a registration fee of \$100 for the CFC North, LLC Youth Soccer Camp which will take place July 12 to July 16, 2021 from 9:00 AM to 12:00 PM at Sage Park Auxiliary Field. The camp will have approximately 25 children.

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


ACTION NEEDED:

Move to approve Alex Joslyn of CFC North, LLC to charge a registration fee of \$100 for the CFC North, LLC Youth Soccer Camp which will take place July 12 to July 16, 2021 from 9:00 AM to 12:00 PM at Sage Park Auxiliary Field. The camp will have approximately 25 children.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services 

Consent
4
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 9, 2021

SUBJECT: Approval to sell ice cream, snacks and beverages in Town parks – Debra Tubbs, Ice Queen

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, April 8, 2021 recommended that Debra Tubbs, Ice Queen food truck be authorized to sell ice cream, snacks and beverages from her ice cream truck at Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Sage Park, Little Peoples Playground, and the Friendship Place at Willard School.

Debra Tubbs is aware that as a vendor she is not to be present at a park or field when other concessions are in operation. She is aware there is no exclusivity applied and that the Berlin Parks and Recreation Commission could recommend other vendor approvals in the future.

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

ACTION NEEDED:

Move to approve Debra Tubbs, Ice Queen food truck to sell ice cream, snacks and beverages at the following parks and playgrounds: Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Sage Park, Little Peoples Playground and the Friendship Place at Willard School.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director, Community Recreation and Parks Services



Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 9, 2021

SUBJECT: Fishing Derby Donation

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, April 8, 2021 recommended the acceptance of the following donation for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM. The donation is from the Mattabassett Rifle and Pistol Club \$100.

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

ACTION:

Move to approve acceptance of the donation to the fishing derbies in the amount of \$100 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation 

Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 7, 2021

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$125.00 in donations for supplies.


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

Action Needed:

Move to accept the donations of \$125.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 10, 2021

SUBJECT: Donation of additional 10 Voting Stations

Summary of Agenda Item:

As previous described, the Norwich Registrar of Voters Office had donated to the Town of Berlin 25 voting stations. The council on April 6, 2021 approved of the generous donation. Upon arrival to retrieve the items, the facilities workers were advised the Town of Norwich had, on hand, an **additional 10** voting stations and **4 equipment cart organizers** to contribute. They reached out to our office for direction. We accepted the additional units. Facilities took receipt of them, along with the original 25 units on Thursday April 8th, bringing our total to 35 voting stations and 4 voting booth storage carts.

The approximate value of these **additional units** at a minimum of \$150.00 each, representing a savings to our town of \$1,500.00. The equipment carts are approximately \$850.00 each or for four \$3400.00

This acceptance, in addition to the original gift of \$3,750.00 will convey to the town a total savings of \$8,650.00

Action Needed:

Move to accept the **additional** donation of ten(10) voting stations and four (4) equipment cart organizers from the Norwich Registrar of Voters Office with an approximate value of \$4,900.00

Attachments:

None

Prepared By: Joan Velej, Republican Registrar of Voters
Christy Miano, Democratic Registrar of Voters

CM
Christy Miano
Joan Velej

Consent
Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 15, 2021
SUBJECT: Allowing taxpayers to vote in the Referendum(s)

Summary of Agenda Item:

The Town Council should vote to allow any person who is a citizen of the United States, of the age of eighteen (18) years old, and who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town to vote in the budget referendum(s).

Action Needed:

Move to allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 27 and if held also on May 25, 2021.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 22, 2021

SUBJECT: AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Summary of Agenda Item:

Our Bond Counsel, Attorney Joseph P. Fasi, has prepared the attached bonding authorization entitled "AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE."

It is important that you read the exact resolutions as prepared by our Bond Counsel.

As stated in the bond ordinance:

"Section 1. The sum of \$1,500,000 is appropriated for the planning, acquisition and construction of town wide energy conserving Lighting Upgrades (2021) (the "Project").

The specific town buildings and facilities to be improved shall be determined from time to time by the Director of Public Works and approved by the Town Council. The improvements shall consist of lighting upgrades to improve lighting and conserve energy including but not limited to LED lights, control sensors, switches, dimmers, monitors, and related equipment and improvements associated therewith, testing, savings measurement verification, engineering, design, construction and installation, administrative, advertising, printing, legal and financing costs related thereto.

Section 2. The total Project cost is estimated to be \$1,500,000. The estimated net cost to the town after taking into account utility rebates and incentives is approximately \$915,000. The net project cost is expected to be assessed against Town utility account billings and amortized through billing collections over a period of an estimated four years, and such financing is hereby authorized. To the extent not financed pursuant to the foregoing sentence, or otherwise deemed

advisable by Town Officials, the project will be paid from the proceeds of bonds authorized herein.”

As a reminder, our Charter states that:

“Section 6-10-6. (c) Bonds, notes or other obligations shall be authorized upon adoption by the Council of an ordinance authorizing the project, the issuance of the obligations, and appropriating the proceeds thereof and approved in its entirety by the Board of Finance. Notice of passage of the ordinance as approved by the Board of Finance and the Council shall be provided by newspaper publication of its title and a statement of its passage. Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon. Adoption of an ordinance of five million (\$5,000,000.00) dollars or less shall be subject to referendum approval by a majority of those voting thereon if (1) the Council, by majority vote concurrent with the adoption of the ordinance, sends the ordinance to referendum, or (2) not later than the fourteenth (14th) day from publication, counting the day of publication as the first (1st) day, a petition containing three (3%) percent or more of the total numbers of qualified electors whose names appear upon the last voting list is filed with the Town Clerk requesting the ordinance be submitted to referendum approval. The petition will be subject to certification in accordance with Section 3-9 of this Charter. The referendum shall be held within ninety (90) days of adoption of the ordinance or the Town Clerk’s certification, whichever is applicable, provided that if a general election or a town election or referendum is to occur within six (6) months of such adoption or certification, the ordinance may be submitted at such election or referendum, unless prior thereto the Council repeals its approval.”

Action Needed:

1. Move that “AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.” be adopted.

Attachments:

Proceedings from Bond Counsel, Joseph P. Fasi.
Ordinance

Prepared By: Kate Wall, Town Clerk

FIRST PERSON VERSION

TOWN COUNCIL MEETING
TUESDAY, APRIL 20, 2021
TOWN COUNCIL - ORDINANCE ACTION

The Town Council will now consider and take action with respect to the Lighting Upgrades (2021) appropriation and bond ordinance. A copy of the ordinance is available at on the Town website.

Is there a motion and a second that the Lighting Upgrades (2021) ordinance be adopted.

Moved by _____, seconded by _____.

[Council Discussion]

Will the Clerk call the roll call vote.

I declare the ordinance adopted.

AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BERLIN:

Section 1. The sum of \$1,500,000 is appropriated for the planning, acquisition and construction of town wide energy conserving Lighting Upgrades (2021) (the "Project").

The specific town buildings and facilities to be improved shall be determined from time to time by the Director of Public Works and approved by the Town Council. The improvements shall consist of lighting upgrades to improve lighting and conserve energy including but not limited to LED lights, control sensors, switches, dimmers, monitors, and related equipment and improvements associated therewith, testing, savings measurement verification, engineering, design, construction and installation, administrative, advertising, printing, legal and financing costs related thereto.

Section 2. The total Project cost is estimated to be \$1,500,000. The estimated net cost to the town after taking into account utility rebates and incentives is approximately \$915,000. The net project cost is expected to be assessed against Town utility account billings and amortized through billing collections over a period of an estimated four years, and such financing is hereby authorized. To the extent not financed pursuant to the foregoing sentence, or otherwise deemed advisable by Town Officials, the project will be paid from the proceeds of bonds authorized herein.

Section 3. To meet said appropriation \$1,500,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by a majority of the Mayor, Town Manager and Director of Finance (such majority hereafter, the "Town Officials") and the amount of bonds of each series to be issued shall be fixed by the Town Officials in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of receipt thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this ordinance (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid there from, provided that such expenditures

shall be applied against the appropriation, and the bond authorization shall be reduced by the amount of capital project revenues so credited, and provided further that earnings from the investment of note proceeds shall first be applied by the Director of Finance to pay note interest expense. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon, and shall be paid from property taxation to the extent not paid from other sources. In connection with the issuance of any bonds or notes authorized herein, the Town may exercise any power delegated to municipalities pursuant to Section 7-370b, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Town Council. The aggregate principal amount of bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds shall be determined by the Town Officials in accordance with the General Statutes of the State of Connecticut, as amended. In order to meet the capital cash flow expenditure needs of the Town, the Town Manager and Director of Finance are authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the Town outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 4. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in the Town Officials' discretion. If sold in a competitive offering, the bonds shall be sold upon sealed proposals, or by auction, or other competitive method at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Town Officials.

Section 5. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-Law, Bond Counsel, and be certified by a bank or trust company designated by the Town Officials pursuant

to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon, and shall be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this resolution in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 7. The Town Officials are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to Repositories made prior hereto are hereby confirmed, ratified and approved.

Section 8. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 15, 2021

SUBJECT: Update the Police have taken to combat motor vehicle thefts and larcenies from motor vehicles

Summary of Agenda Item:

Berlin Police Chief, John Klett, will attend the Town Council meeting to update the Council on the status of motor vehicle thefts and larcenies from motor vehicles in Town and the steps the Police Department has taken to combat this situation.

Action Needed:

No action needed.

Attachments:

None

Prepared By: Chief John Klett 

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 14, 2020

SUBJECT: Option Agreement for Development of K of C for Affordable Senior Housing

Summary of Agenda Item:

As reported at previous Town Council meetings, the Berlin Housing Authority is continuing to pursue funding in order to move forward with affordable senior housing at 143 Percival Avenue. In order to provide additional time for the Housing Authority to secure funding commitments, the Authority requests that the option period for purchase of the property be extended from an end date of March 31, 2021 to a new end date of December 31, 2021.

Action Needed:

Move to authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of March 31, 2021 to a new end date of December 31, 2021.

Attachments:

None

Prepared By:

Jim Mahoney, Economic Development Coordinator

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 7, 2021

SUBJECT: Parks and Recreation Summer programs

SUMMARY:

The Berlin Parks and Recreation Department is planning the following programs for the summer.

The Parks and Recreation Department will open Percival Pool and Demore, Dinda, Bittner Jr. Memorial Pool to the public, with the following in place. People will be able to reserve block times to attend open swim, similar to last summer, with a limited number of spots available. We will offer limited swim lessons in the morning only, at Percival Pool. The number of swim lessons and hours of open swim will be based on staff availability. It may be necessary to reduce hours of operation or close one pool one or two days per week. We will not offer swim team this summer.

The Parks and Recreation Department will offer our full day Summer Fun program for seven weeks. We will register online only and operate at 50% capacity.

The Parks and Recreation Department will also offer Skyhawks camps, Modeling and Fashion camp, and tennis lessons.

ACTION:

None needed

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation *DD*

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 8, 2021

SUBJECT: Authorization for a Bridge to be Constructed in at the Rear of the Town Hall Complex and for Funding for Materials

Summary of Agenda Item:

Caleb Uliasz has proposed building a bridge across a small brook at the rear of the Marjorie Moore Village for his Eagle Scout project in order to help connect the Town Hall complex and Percival Field. The bridge will be constructed in an easement area that the Town acquired from the Berlin Housing Authority for the purpose of connecting the Town Hall complex to Percival Field. This project will also require approval from the Inland Wetlands Commission, the Building Department and the Berlin Housing Authority. Construction of bridges in open space areas has been recognized as valuable by the Conservation Commission and in the Town's Plan of Conservation and Development. The bridge proposed by Mr. Uliasz will be an asset to help residents walk to or from both Town Hall and the Percival Field complex, fields and pool. The access route will also connect to sidewalks at Town Hall Drive and Carbo Lane to provide additional pedestrian walking connections. Pedestrian improvements at Percival Field were part of the recent bid package for which no bid was awarded. Hopefully these pedestrian improvements at Percival Field will be completed in the future in order to provide better access to the fields and to make a better connection to the proposed bridge and to the Town Hall complex. Construction of this bridge requires more work than the average Eagle Scout project and the Town has been fortunate to have Eagle Scouts build bridges at in the past including at Timberlin, Bicentennial Park and Ragged Mountain. Staff recommends that the Town Council approve the bridge project subject to approvals by the Inland Wetlands and Watercourses Commission, the Berlin Housing Authority and the Building Department and authorize a donation \$800 toward the cost of materials for the bridge from the open space (fee in lieu) account, account # 516.10.1014.0.54000.01606.

Action Needed:

Move to approve a bridge project at the rear of Marjorie Moore Village in an easement area that the Town acquired from the Berlin Housing Authority subject to approvals by the Inland Wetlands and Watercourses Commission, the Berlin Housing Authority and the Building Department and to authorize a grant of \$800 to Caleb Uliasz for the purchase of materials for his Eagle Scout bridge project from the open space (fee in lieu) account.

Attachments:

1. Map and photos showing planned bridge location.
2. Sufficiency of funds.

Prepared By: Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator



Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: April 12, 2021

SUBJECT: Bid Waiver – Stonehedge Landscaping

Summary of Agenda Item:

The golf course (Timberlin) has reached the \$10,000 spending threshold with Stonehedge Landscaping. We are seeking a bid waiver in an amount not to exceed \$17,000.

Stonehedge Landscaping of Newington, CT is the contractor that has performed much of the golf course renovation work at Timberlin. Stonehedge Landscaping possess a strong golf course construction background, which allows them to complete the project in a timely and efficient manner with minimal disruption to play.

The golf course has expended more funds with Stonehedge Landscaping during Fiscal Year 21 due to the reconstruction of the #12 Tee this past Fall 2020.

Action Needed:

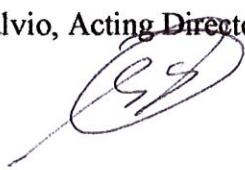
Move to waive the Town's bidding procedure for Stonehedge Landscaping to provide the labor and equipment needed to complete the project located between Holes 5 and 6 in an amount not to exceed \$17,000.00 as this is in the best interest of the Town.

Attachments:

None

Prepared By:

Jerry Salvio, Acting Director of Golf



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 7, 2021

SUBJECT: Server Room Relocation Project

Summary of Agenda Item:

The Town's Information Technology Department is requesting funds to complete the move of the server room from the 1st to the 2nd floor of Town Hall. This involves the purchase a new 42U rack, power distribution units, power supplies, cable management hardware and a keyboard, video and mouse (KVM) unit. Two quotes have been obtained for this equipment. One is from Winslow Technologies, a value-added reseller that the Town has had a strong relationship with for several years and the other was from Dell Direct. The WTG quote is for \$12,671.00 under CT State Contract #: 18PSX0264AG. The Dell quote came in at \$15,033.16.

In addition to this, data communication is needed between the server room and the Town Core Switch, which is located in the basement level. To accomplish this, quotes have been solicited from three companies for a 40 Gb fiber run from the Core to the new server room. This includes the fiber, supporting equipment and labor. This also includes a run of fiber to the 2 electrical closets on the 1st floor to support additional networking needs without running every future device back to the Town Core.

Landry Communications, Inc. Windsor Locks, CT	\$11,183.90
Network Installation Services Wallingford, CT	\$11,610.00
JKS Systems Glastonbury, CT	\$ 6,554.34

The Director of IT, Brian Freeman, feels that in addition to having the lowest quote by far, JKS gave the most confidence that they would provide an "end to end solution" by answering any questions with concise and confident answers.

The total cost for the hardware and fiber is \$19,225.34. With a \$20,000 request, this would leave \$774.66 for any unforeseen or minor expenses of this project such as cables or connectors.


Funding will come from the Business Continuity Hardware & Software Virtualization account (542.05.0503.0.54000.01008).

Actions Needed:

Move to award the contract to Winslow Technology Group of Waltham, MA in the amount of \$12,671.00 using State Contract #18PSX0264AG for the purchase of computer hardware for the server room.

Attachments:

Dell Quote
WTG Quote
JKS Quote
NIS Quote
Landry Quote
Sufficiency of Funds

Prepared By: Brian Freeman, Information Technology Director 



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000081946091.2	Sales Rep	Patrick McGee
Total	\$15,033.16	Phone	(800) 456-3355, 6179287
Customer #	10121465	Email	Patrick_D_McGee@Dell.com
Quoted On	Mar. 29, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Apr. 28, 2021		TOWN OF BERLIN
			240 KENSINGTON RD
			BERLIN, CT 06037

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Patrick McGee

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE TOWN OF BERLIN 240 KENSINGTON RD BERLIN, CT 06037 (860) 828-7078	Standard Delivery

Product	Unit Price	Quantity	Subtotal
DAV2216 18.5IN KMM BNDL 16XDMPUIQ-VMCHS KVM BRACKET	\$3,896.99	1	\$3,896.99
Vertiv - Cable management toolless clip (pack of 10)	\$34.01	1	\$34.01
Vertiv - Rack cable management kit - black - 42U - 19-inch (pack of 2)	\$218.72	2	\$437.44
Liebert GXT5 - UPS - 2700-watt - 3000 VA - lead acid	\$2,714.45	2	\$5,428.90
Liebert Intellislot Communications Card - Remote management adapter - 10/100 Ethernet x 1	\$220.37	2	\$440.74

VERTIV GEIST PDU SWITCHED LVL VERT 30A 120V 24X5-20R	\$885.54	2	\$1,771.08
Vertiv - Cable management panel with rings - front and rear - black - 1U - 19-inch	\$41.49	2	\$82.98
Vertiv - Cable raceway hinged cover - 48U (pack of 2)	\$116.99	2	\$233.98
Vertiv VR - Rack - cabinet - black, RAL 7021 - 42U - 19-inch	\$2,397.11	1	\$2,397.11
Subtotal:			\$14,723.23
Shipping:			\$309.93
Non-Taxable Amount:			\$15,033.16
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$15,033.16

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

ACCOUNTS PAYABLE
TOWN OF BERLIN
240 KENSINGTON RD
BERLIN, CT 06037
(860) 828-7078

Shipping Method

Standard Delivery

	Quantity	Subtotal
DAV2216 18.5IN KMM BNDL 16XDMPUIQ-VMCHS KVM BRACKET	1	\$3,896.99

Estimated delivery if purchased today:

Apr. 09, 2021

Contract # C000000006563

Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
DAV2216 18.5IN KMM BNDL 16XDMPUIQ-VMCHS KVM BRACKET	AA918270	-	1	-
			Quantity	Subtotal
		\$34.01	1	\$34.01

Vertiv - Cable management toolless clip (pack of 10)

Estimated delivery if purchased today:

Apr. 13, 2021

Contract # C000000006563

Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Vertiv - Cable management toolless clip (pack of 10)	AA382967	-	1	-
			Quantity	Subtotal
		\$218.72	2	\$437.44

Vertiv - Rack cable management kit - black - 42U - 19-inch (pack of 2)

Estimated delivery if purchased today:

Apr. 13, 2021

Contract # C000000006563

Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Vertiv - Rack cable management kit - black - 42U - 19-inch (pack of 2)	AA651263	-	2	-
			Quantity	Subtotal
		\$2,714.45	2	\$5,428.90

Liebert GXT5 - UPS - 2700-watt - 3000 VA - lead acid

Estimated delivery if purchased today:

Apr. 07, 2021

Contract # C000000006563

Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Liebert GXT5 - UPS - 2700-watt - 3000 VA - lead acid	AA685446	-	2	-
			Quantity	Subtotal
		\$220.37	2	\$440.74

Liebert Intellislot Communications Card - Remote management adapter - 10/100 Ethernet x 1

Estimated delivery if purchased today:

Apr. 07, 2021

Contract # C000000006563

Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Liebert Intellislot Communications Card - Remote management adapter - 10/100 Ethernet x 1	AA672762	-	2	-
			Quantity	Subtotal
		\$885.54	2	\$1,771.08

VERTIV GEIST PDU SWITCHED LVL VERT 30A 120V 24X5-20R

Estimated delivery if purchased today:
Apr. 07, 2021
Contract # C000000006563
Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
VERTIV GEIST PDU SWITCHED LVL VERT 30A 120V 24X5-20R	AA252974	-	2	-
			Quantity	Subtotal
Vertiv - Cable management panel with rings - front and rear - black - 1U - 19-inch			\$41.49 2	\$82.98

Estimated delivery if purchased today:
Apr. 13, 2021
Contract # C000000006563
Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Vertiv - Cable management panel with rings - front and rear - black - 1U - 19-inch	AA651252	-	2	-
			Quantity	Subtotal
Vertiv - Cable raceway hinged cover - 48U (pack of 2)			\$116.99 2	\$233.98

Estimated delivery if purchased today:
Apr. 13, 2021
Contract # C000000006563
Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Vertiv - Cable raceway hinged cover - 48U (pack of 2)	AA651266	-	2	-
			Quantity	Subtotal
Vertiv VR - Rack - cabinet - black, RAL 7021 - 42U - 19-inch			\$2,397.11 1	\$2,397.11

Estimated delivery if purchased today:
Apr. 13, 2021
Contract # C000000006563
Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Quantity	Subtotal
Vertiv VR - Rack - cabinet - black, RAL 7021 - 42U - 19-inch	AA309745	-	1	-

Subtotal:	\$14,723.23
Shipping:	\$309.93
Estimated Tax:	\$0.00
Total:	\$15,033.16

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms : Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



WINSLOW

Technology Group

303 Wyman St. Ste 210, Waltham, MA 02451-1253
t. (781) 471-5021 f. (617) 507-6427

QUOTE

Number WTGQ31919-02

Date 4/14/2021

Expiration 5/12/2021

Sold To

Town of Berlin, CT
Brian Freeman
240 Kensington
Berlin, CT 06037

Ship To

Town of Berlin, CT
Brian Freeman
240 Kensington
Berlin, CT 06037

Account Executive

Katy Ward
508-733-9535
kward@winslowtg.com

Phone 860 828 7000
Fax

Phone 860 828 7000
Fax

CT State Contract #: 18PSX0264AG

Line	Qty	Description	Unit Amount	Ext. Amount
1		Town of Berlin, CT		
2	1	LCD 16P KVM 16 CBL USB KB-US TAA	\$1,976.00	\$1,976.00
3	1	16PT AUTOVIEW KVM W/ 2 LOC AND 1 REM U V	\$585.00	\$585.00
4	16	SFF SVR I/F MOD VGA USB KYBD MSE SUP	\$70.00	\$1,120.00
5	1	RACK MTG BRKT FOR AV2108 AV2216 AV3008	\$39.00	\$39.00
6				
7		VERTIV		
8	1	VR 42UX800X1200 STD	\$1,860.00	\$1,860.00
9	1	CABLE MANAGEMENT -VELCRO STRAP (QTY 10)	\$25.00	\$25.00
10	2	VERTICAL CABLE MANAGER FOR 800MM W 42U	\$171.00	\$342.00
11	2	GXT5 3000VA 120V UPS	\$2,302.00	\$4,604.00
12	2	INTELLISLOT COMMS CARD	\$187.00	\$374.00
13	2	MNS3EGB1-24S203-3TL5A0A10-S	\$765.00	\$1,530.00
14				
15	2	1U H CABLE ORGANIZER METAL D RINGS	\$40.00	\$80.00
16	2	HINGED COVERS 800MM WIDE 42U	\$68.00	\$136.00
17				
18		Please refer to the accompanying document for additional details on products		

Line	Qty	Description	Unit Amount	Ext. Amount
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****Notes:**

CT State Contract #: 18PSX0264AG

***Total: \$12,671.00**

**Plus Applicable Taxes*

Subject to manufacturer return policies, hardware, accessories, peripherals, and parts may be returned within 30 days from the date on the invoice for a credit or a refund of the purchase price paid, less any applicable restocking fees. Please note, software is not eligible for returns, credits, or refunds.



your technology integrator
it CAN be done!

Berlin Town Hall
240 Kensington Road STE 2
Berlin, CT., 06037

March 23, 2021

Re: OM 3 fiber, Cat 6

Dear Mr. Freeman:

Listed below is the scope of work for the data cabling that is required for Berlin Town Hall I have listed below JKS SOW:

- JKS will furnish and install 6 Strand OM3 fiber to 3 closets.
- JKS will furnish and install 2- wall mount LIU's for fiber.
- JKS will furnish and install LC fiber connectors.
- JKS will furnish and install-1 FO-MPOSPLTRLC-001 10 Gig splitter.
- JKS will furnish and install 4-J9150A GBIC's.
- JKS will furnish and install 4- LC/LC patch cords.
- JKS will furnish and install 2-Cat 6 cables to each closet from MDF.
- JKS will terminate, test and label fiber to OM3 industry standards.
- JKS will terminate, test and label Cat 6 cables to Cat 6 industry standards.

Exclusions:

Intrusion Detection, Access Control & PA.

No backbone cabling in this price.

All conduit, stubs, floor boxes, back boxes, raceways, bushings & cable tray pathways provided by electrical contractor.

Telecomm bonding backbone provided by the electrical contractor.

No active electronics or UPS's in this price.

This price does not include any connectivity to utility companies or any OSP cabling.

Alarm, gas, water, BMS, or fire communications connectivity is not included in this price.

Sub Total \$6,554.34 does not include taxes or permits.

Respectfully,

Mark Baker

PROPOSAL

192 North Plains Industrial Road
Wallingford, CT 06492
Tel 203.294.4655 Fax 203.294.4625
CT #180212 RI #1894
WBE/AA/EOE/AMDG

Date: 3-17-2021

Project Name: **Town of Berlin -**

Brian Freeman

INSTALL, TEST, LABEL, AND DOCUMENT THE FOLLOWING PER THE SITE SURVEY ON 3-10-2021:

Price	Quantity	Description
	1 lot	Six (6) strand Single Mode OS2 fiber and two (2) CAT6 cables from the Town Core to the Town SAN/Server Room
	1 lot	Rack mount fiber termination housings with Single Mode LC adapter panels, splice cassettes and pigtails
	2	2-meter Single Mode duplex LC/LC fiber optic patch cords
	1 lot	10' Chatsworth 12" Ladder Rack in the Town SAN/Server Room above the Server Cabinet
	1 lot	Cable supports, horizontal sleeves & firestop as needed. (Includes 1" EMT within the Roof Access Stair Room to conceal and protect the fiber and CAT6 data cables)
	1 lot	Permit (Assumes Town of Berlin will waive the Permit Fee)
\$4,155.00	Total Price (does not include Sales Tax)	
\$830.00	Add/Alternate #1: Install One (1) 12-Strand Single Mode OS2 fiber and two (2) CAT6 cables from the Town Core to the IT Room in Custodian Closet 125 instead of the 6-Strand included in the Total Price above.	
\$3,295.00	Add/Alternate #2: One (1) 6-Strand Single Mode OS2 fiber and two (2) CAT6 cables from the Town Core to the IT Room in Custodian Closet 125.	
\$3,295.00	Add/Alternate #3: One (1) 6-Strand Single Mode OS2 fiber and two (2) CAT6 cables from the Town Core to the IT Room in Custodian Closet 163.	
\$35.00	Add/Alternate #4: Unit Price for additional 2-meter Single Mode duplex LC/LC fiber optic patch cords	

INSTALLATION NOTES:

- Cable shall be installed in accordance with applicable local, state, and federal codes. NIS is a member of BICSI and complies with BICSI recommended cabling practices (attach to building structure, avoid sources of EMI/RFI, firestop, etc.)
- Fiber optic cable shall be **Corning six (6) strand OS2 armored non-plenum rated single mode cable** terminated with **LC connectors** at each end.
- Data cable shall be **Superior Essex Series 77 CAT6 non-plenum rated** cable terminated with **Ortronics CAT6** jacks at each end.
- Total Price assumes adequate space in the existing vertical (through floor) pathways. Floor coring/sleeving is not included.
- Total Price assumes adequate rack space in the existing Town Core data rack to mount the new Fiber Termination Housing.
- Total Price assumes a new Server Cabinet in the Town SAN/Server Room with adequate rack space to mount the new Fiber Termination Housing.
- Total Price does not include active electronics or patch cords other than listed in the scope of work above.
- Assumes free and ready access to the work area during first shift (M-F, 7am-5pm)
- Payment Terms: Progress payments based on percent complete.

Kurt D. Reichenbach

Kurt D. Reichenbach
Estimating
203-294-4655

Date: _____

Printed Name & Title: _____

Signature: _____

Quote for The Town of Berlin

240 Kensington Rd.

Berlin, CT 06037

Prepared by

Landry Communications LLC.

380 South Center Street

Windsor Locks, CT 06096

P: 860-292-1064, F: 860-292-1216

Email; tlandry@landrycommunications.com

Landry Communications LLC. will place, terminate and activate one 12 Strand 50-micron om4 armored fiber optic cable from the communication room in the basement of the town hall to the second floor new data room. In addition Landry Communications LLC. will place, terminate and activate two 6 Strand 50-micron om4 armored fiber optic cables from the electrical closets located at the end of the first floor wings to the new data room on the second floor.

3 Three men 6 hours or 18-man hours to place each fiber cable run @ \$1,800/cable	\$5,400.00
3 Two men 4 hours or 8-man hours to terminate, test and activate each run @ \$800.00	\$2,400.00
120 ft. Cat 6 plenum cable @ \$0.40/ft	\$48.00
2 Cat 6 Jacks @ \$9.00 ea.	\$18.00
2 surface mount boxes @ \$3.00 ea.	\$6.00
120 ft. Tight buffered armored plenum cable 12 Strand 50-micron om4 @ \$2.97/ft.	\$356.40
400 ft. Tight buffered armored plenum cable 6 Strand 50-micron om4 @ \$1.92/ft.	\$768.00
48 lc om4 fiber connector @ \$18.00 ea.	\$864.00
6 3-meter om4 50-micron fiber patch cord @ \$41.00 ea.	\$246.00
2 Rack mount housing LIU 1-U @ \$232.50 ea.	\$465.00
3 Housing adaptors for 12 strand fiber @ \$94.50 ea.	\$283.50
2 Wall mount 6 port LIU @ \$72.00 ea.	\$144.00
2 Housing adaptors for 6 strand fiber @ \$55.00 ea.	\$110.00
Travel @ \$75.00	\$75.00
Total	\$11,183.90



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 6-Apr-21

Purchase Item or Contract: Server Room Relocation		Requested by: Brian Freeman	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Purchase of computer hardware for the server room	\$12,671.00	\$12,671.00
			-
			-
			-
			-
TOTAL			\$12,671.00

Account No. 542.05.0503.0.54000.01008 Virtualization Hardware & Software

Budgeted Amount.....	\$74,946.71	Available balance.....	\$21,517.07
Encumbrances to Date.....	\$18,946.71	Amount Needed for This Package.....	\$12,671.00
Expenditures to Date.....	\$34,482.93	Available Balance After Purchase.....	\$8,846.07

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 11-2 of the Town Charter)

DATE

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT

Account No. _____

TOTAL

Budgeted Amount _____

Available Balance _____

Encumbrances to Date _____

Amount Needed for This Package..... _____

Expenditures to Date _____

Available Balance After Purchase..... _____

Is a budget change needed?

☐ Yes

☐ No

If so, has 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 Town Accountant

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 Town Accountant

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 9, 2021

SUBJECT: Fire Suppression System Upgrade for Town Hall Server Room Relocation Project.

Summary of Agenda Item:

The Server Room Relocation project at the Town Hall requires an updated fire suppression system and all associated devices and controls. The current third floor room where the servers will be relocated, has an active fire suppression system and controls, but the control panel is now obsolete and is no longer supported. The system passed inspection and testing, is currently code compliant and fully operational, however, it is from 2003 and reaching the end of its service life. Upon review with the local Fire Marshal's Office it has been determined that it would be more efficient and cost effective to implement a system replacement and upgrade during the server room renovation and build-out. To avoid any interruption in service due to system malfunctions or replacements needed, this installation should be completed before the relocation takes place. Multiple proposals were solicited from qualified firms with Encore Fire Protection of Middletown, CT., providing the lowest cost, all-inclusive proposal to perform the necessary upgrades utilizing State of Connecticut DAS Contract No. 17PSX0039 in the amount of \$22,951, which includes a 10% project contingency. Funding is available in the Disaster Recovery Initiatives Account 542.05.0507.0.54000.00166.

Action Needed:

Move to utilize State of Connecticut DAS contract no. 17PSX0039 and authorize Encore Fire Protection of Middletown, CT., to perform the fire suppression system upgrade at the Berlin Town Hall third floor server room in the amount of \$22,951, which includes a 10% project contingency.

Attachments:

Encore Fire Protection Proposal
Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities





Corporate Office:
35 Philmack Drive
Middletown, CT 06457

Tel: 800.966.0000
Cell: 401-228-4786

www.encorefireprotection.com

CT0199117-E1 RI AC-004699
MA 20686-A CT F1-0011511 RI39
MA 006848 MA-CR 4674 RI-CR067

April 9, 2021

Doug Solek
Director of Facilities
Town of Berlin CT
11 New Farm Lane
Berlin, CT 06037

RE: Clean agent fire suppression system installations....Town Hall Server Room.

- Our price for the work is....**\$20,865.00 dollars** for the Town Hall Server Room. The volume of the room is 2950 cubic feet.
- **State of CT contract number17PSX0039.**

SCOPE OFWORK: Installation of a Novec 1230 Clean Agent fire suppression room to protect the Town Hall sever room.

The engineered system is specifically designed for Novec 1230 Fire equipment and complies with NFPA 2001, 2015 edition. The system utilizes an automatic, fixed pipe and nozzle distribution arrangement. The engineered system shall be installed in strict accordance with the Novec 1230 Fire Protection guidelines supplied with the design package at the time of purchase.

The mechanical package for each hazard shall each consist of Novec 1230 cylinders, cylinder framing, valves, actuation kits nozzles and warnings signs. The storage cylinder is sized to provide for one complete discharge cycle of the hazard. No provisions for a connected reserve (2nd cycle) are included.

Safety equipment for each hazard includes an electronic audible/visual alarm and a maintenance switch. The maintenance switch disarms the Novec 1230 system.

The system electrical package being offered includes a single hazard conventional control panel for the space including smoke detectors, release stations, horn/strobes, and a maintenance switch and will be designed in accordance with NFPA70, NFPA 70E, and NFPA 72. The fire system is activated by an electrical signal from either a hazard detector signal or manual release station activation. The System Control Panel controls the fire systems, monitors the input and output signals, releases agent as per programmed sequence, activates alarm signals and reports trouble conditions.

Based on the volumes provided, the hazards are designed for total flooding surface type fires. In a well-sealed enclosure, a Novec 1230 design concentration of 4.7% shall be achieved for protection of the class A,C hazards. It is assumed that the enclosure shall have an ambient temperature of 70° F and that the HVAC system will be shut down upon system discharge.

We will tie-in the existing fire alarm connection from the Fenwal panel to the new Kidde Aegis panel. Should there be defective wiring or connections that need to be made above and beyond this scope we will quote as needed.

- **Novec 1230 clean agent fire extinguishing system with detection and controls**

Included is the following:

- Novec 1230 cylinder
- Conventional clean agent control panel
- Electric control head
- Electric manual pull station
- Cross zoned smoke detectors
- Key disable switch
- Abort switch
- Discharge nozzle
- Horn/Strobe
- Strobe
- Pipe and fittings
- Installation labor at open shop wage rates
- Drawings and calculations and submittals
- Novec 1230 notification signs
- Room enclosure testing (door fan tests)

Exclusions:

- Cutting, patching, painting, of any kind
- Door sealing
- Door closers
- Room sealing
- Removal or re-installation of ceiling or grid
- Room purging system
- Fire watch
- Temporary fire protection
- HVAC Shutdowns and or dampers
- EPO switches
- 120VAC power to the fire suppression releasing panel
- Additional devices added by the AHJ
- Prevailing wage rates

Thank you for the opportunity to provide a quotation for this project. Please feel free to contact me if there is anything else you may need.

Sincerely,

Bud Forrest

Bud Forrest | Sales Executive

Encore Fire Protection

c. 401-228-4786 | p.800-966-0000

bforrest@encorefireprotection.com

Payment Terms:

- ☐ Net 30 days from invoice (Payment is required on invoice upon completion of project.)
- ☐ Balance is required at completion of project.)
- ☐ (Deposit is required upon submission of this agreement.)
- ☒ Progress Billing (Payments are based on an approved schedule of values and are Net 30.)

Accepted By-Signature

Date

Print Name

Title

Company

Purchase Order Number

Title

Company

Purchase Order Number



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-Apr-21

Purchase Item or Contract: Server Rm. Fire Suppression Syst. Upgrade		Requested by: Doug Solek	
QUANTITY		PRICE PER UNIT	\$ AMOUNT
1.00	Fire Suppression System Upgrade - Town Hall Server Room	\$22,951.00	\$22,951.00
			-
			-
			-
			-
TOTAL			\$22,951.00

Account No. 542.05.0507.0.54000.00166 Disaster Recovery Initiatives


Budgeted Amount.....	\$32,020.00	Available balance.....	\$31,330.42
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$22,951.00
Expenditures to Date.....	\$689.58	Available Balance After Purchase.....	\$8,379.42

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 11-2 of the Town Charter)

DATE

Purchase Item or Contract:

Requested by:

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT

TOTAL

Account No. _____

Budgeted Amount _____

Available Balance _____

Encumbrances to Date _____

Amount Needed for This Package..... _____

Expenditures to Date _____

Available Balance After Purchase..... _____

Is a budget change needed?

☐ Yes

☐ No

If so, has 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 Town Accountant

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 Town Accountant

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 12, 2021

SUBJECT: Contract Awards to Consulting Engineering Services, Inc. (CES) for the Elementary School HVAC Project

SUMMARY:

The Town Council referred the Elementary Schools HVAC project (for the Griswold, Hubbard, and Willard schools) to the Public Building Commission (PBC) in 2020, along with the Statement of Need from the Board of Education. The intent of this referral was to have the PBC “further pursue the projects at all three schools to establish a project cost to fund in future budgets along with project design, bidding, construction, and commissioning”. At its October 6, 2020 meeting, the Town Council approved an appropriation not to exceed \$26,000 for the Willard School HVAC design update by Consulting Engineering Services, Inc (CES) of Middletown, CT; this design update is underway. The PBC subsequently requested proposals from CES to prepare design drawings and contract documents for the Griswold and Hubbard Elementary School HVAC replacements, to current mechanical and building codes and standards. In light of pending funding related to Covid, the PBC is requesting the following appropriations based on the attached proposals:

- \$75,000 for Contract Documents, Bid Services, and Construction Administration Fees for the Mary E. Griswold Elementary School. This will address replacing the aged unit ventilators, providing chilled water cooling as well as heating to each classroom, and installing wall mounted HVAC equipment, fans and associated controls. This project will also include design services for two (2) new pad-mounted air-cooled chillers, chilled water piping, pumps, and controls.
- \$58,000 for Contract Documents, Bid Services, and Construction Administration Fees for the Hubbard Elementary School. This will address similar components to that in the Griswold School design, as noted above.

The design work referenced above will provide the basis for current construction cost estimates for these school HVAC projects, which could be initiated once the required funding is in place. This design work can be funded from the Elementary and Secondary School Emergency Relief (ESSER) II reimbursement the Board of Education received (and returned to the Town) for the cost of the five-building air quality study recently completed. This will require Board of Finance approval of a non-budgeted appropriation of \$159,000; this includes the \$26,000 CES fee for the Willard School already approved to keep all of the HVAC project funds in HVAC accounts.

The requested appropriation is as follows:

FROM: 001.00.0000.8.45201.00000 (Refund of Expenditures)

INTO: 001.35.3561.0.54000.00364 (HVAC-Willard)	\$26,000
001.35.3561.0.54000.00365 (HVAC-Griswold)	\$75,000
001.35.3561.0.54000.00366 (HVAC-Hubbard)	\$58,000

ACTION NEEDED:

Move to appropriate \$159,000 from the General Fund Refund of Expenditures revenue account to the General Fund HVAC-Willard (\$26,000), HVAC-Griswold (\$75,000) and HVAC-Hubbard (\$58,000) accounts, pending approval by the Board of Finance.

Move to waive the bidding process and award Consulting Engineering Services, Inc. of Middletown, CT the contracts to prepare HVAC design documents for the Mary E. Griswold School in an amount not to exceed \$75,000 and for the Hubbard Elementary School in an amount not to exceed \$58,000, as this is in the best interest of the Town.

ATTACHMENTS:

CES proposal for Mary E. Griswold Elementary School HVAC Design dated 3/22/21
CES proposal for Hubbard Elementary School HVAC Design dated 3/22/21

PREPARED BY:

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

A handwritten signature in blue ink, appearing to read "MSA", with a horizontal line underneath.



March 22, 2021

Thomas Reid
Chairman
Public Building Commission
240 Kensington Road- Room 120
Berlin, CT 06037

Re: Unit Ventilator Replacement at Mary E. Griswold Elementary School

Dear Thomas,

We are very pleased to have this opportunity to provide to you this proposal for professional engineering services. To complete this work, the following items shall be considered as our "Scope of Services" (hereinafter called the "Project") and will be provided by our firm.

SCOPE OF SERVICES - INCLUDED

1. Initial Investigation:
 - A. We will field survey the existing facility to determine the existing condition of the mechanical and electrical power systems. We will prepare demolition plans showing the general location and layout of the existing mechanical and electrical equipment.
2. Contract Documents: We will prepare Contract Documents that shall illustrate the installation of the following systems. These documents will be completed so that the owner can present them to contractors for bidding purposes.
 - A. HVAC Systems
 - 1) We will prepare plans and specifications for the installation of new unit ventilators to replace the existing aged units. This new system shall provide chilled water cooling as well as heating to each classroom and be composed of wall mounted HVAC equipment, fans and associated controls.
 - 2) We will prepare plans and specifications for the installation of a new chilled water cooling system. This new system shall be composed of two new pad mounted air cooled chillers, chilled water distribution piping, pumps and associated controls.
 - 3) We will verify the operation of the existing exhausts fans in conjunction with the unit ventilator ventilation rates.
 - B. Electrical Systems
 - 1) We will utilize the existing electrical service within the building to service the new space.
 - 2) We will prepare plans and specifications for the installation of a new electrical distribution system throughout the building to support general receptacles, mechanical equipment, and other miscellaneous equipment.

3. Bid Period and Construction Administration Services: We will provide the following bid period and construction administration services:
 - A. Answer questions during the bid period and issue necessary addenda.
 - B. Attend a Pre-bid conference and walk through with the contractors.
 - C. Shop Drawing review and comment.
 - D. Attend periodic job site visits to observe the progress of construction. We will be limiting the quantity of job site visits to 8 meetings. Construction administration job site visits, which are above and beyond the stated number of visits, will be charged out at the hourly rate of the specific employees attending the meeting.
 - E. Prepare a punch list field observation to confirm that the contractor has completed the necessary work.

SCOPE OF SERVICES - NOT INCLUDED

It is our understanding that the following items, in general, are not required by us and have therefore been excluded from our "Scope of Services". Any of these items can be added to our Scope of Services if you so desire.

1. Modifications to include additional ventilation above code requirements, filtration enhancements, ultraviolet germicidal irradiation or bi-polar ionization, etc. as may be desired to address concerns related to the COVID-19 virus.
2. We will not be providing engineering services or contract documents for the plumbing systems, exterior site lighting or interior lighting systems.
3. We will not be providing engineering services or contract documents for an electrical service upgrade.
4. We will not be providing engineering services or contract documents for structural, civil or environmental engineering or architectural services for the project.
5. We will not be providing engineering services or contract documents for a fire protection system.
6. We will not be providing engineering services, coordination or contract documents for site/civil work beyond 5 feet of the exterior wall of the building.
7. We will not be providing engineering services or contract documents for a fire alarm system, emergency generation system or Uninterruptable Power Supply system.
8. We will not be providing engineering services or contract documents for a security system, telephone/telecommunication system or intercom system.
9. We will not be providing engineering services or preparing documentation for participation in energy efficiency rebate and incentive programs.
10. We will not be providing multiple sets of review documents for coordination, milestone reviews, inspection agency reviews, submission set reviews, etc. At each review stage we will be providing a single reproducible set of our contract documents. We will not be providing the final printing of the bid documents. Only internal in-house progress printing is included within our fees. Any additional sets of documents will be considered to be a reimbursable expense.
11. We will not be providing a life cycle cost analysis or whole building energy model.

12. We will not provide commissioning services.
13. We will not provide testing, adjusting and balancing services.
14. We will not be providing an order of magnitude construction cost estimate for our work.

SCHEDULE FOR COMPLETION OF SERVICES

It is very important that we meet your schedule, and provide to you the project in a timely manner. We would therefore suggest that a completion schedule of approximately eight to ten weeks be established to complete our services on the project. The actual completion dates will be established based on the receipt date by this office of your acceptance of this proposal.

FEES FOR SCOPE OF SERVICES

To complete the Professional Services required for this "Authorization of Additional Services", we propose the following lump sum fees:

1. Contract Documents	\$ 58,500.00
2. Bid Services	\$ 1,500.00
3. <u>Construction Administration Services</u>	<u>\$ 15,000.00</u>
Total Lump Sum Fee	\$ 75,000.00

In addition to the services listed above, reimbursable expenses incurred by CES, Inc. for this project, plus fifteen percent for administration costs shall be added to the monthly invoice. Items that are considered reimbursable expenses are listed on our "Standard Form of Agreement Between Client and Engineer".

BILLING TERMS FOR SERVICES RENDERED

CES, Inc. shall invoice monthly for all services rendered, as a percentage complete of overall scope, and shall include reimbursable expenses monthly. Invoices shall be generated by the end of each month, and shall be directly mailed to the accounts payable department (or other entity assigned). Invoices are due and payable upon receipt.

STANDARD FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER

Finally, we have attached to this Scope of Services our "Standard Form of Agreement Between Client and Engineer" that details specific contractual items. Please review this carefully and acknowledge your acceptance of our "Standard Form of Agreement Between Client and Engineer" by signing the last page of the document and returning one copy to our office. Once we have received the signed copy of the Standard Form of Agreement Between Client and Engineer, we will consider this to be your acceptance of this "Scope of Services" and "The Standard Form of Agreement Between Client and Engineer". This shall constitute as our notice to proceed on the Project.

Thank-you very much for the opportunity to provide you with this proposal. In the meantime, if we can be of any assistance to you, please feel free to call.

Sincerely yours,

CONSULTING ENGINEERING SERVICES, INCORPORATED

Douglas S. Lajoie

Douglas S. Lajoie, P.E.
Vice President

STANDARD FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER (version 2.1c)

Consulting Engineering Services, Inc. (Identified as "CES, Inc." throughout this document) shall perform the services outlined in this agreement for the stated Fee Arrangement.

Access to Site

Unless otherwise stated, CES, Inc. will have access to the site for activities necessary for the performance of the services, CES, Inc. will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage, unless otherwise agreed upon.

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses are in addition to the Scope of Services Fee Arrangement. Reimbursable expenses include: Portal to Portal mileage at the published Internal Revenue Service standard mileage rate for business use, toll charges: travel expenses, car rentals, plane charges and hotel accommodations: FedEx, UPS, etc. mailing charges. Photos for recording project conditions. Printing of contract documents inclusive of drawings and specifications

Billings/Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and CES, Inc. may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoices. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the client shall pay cost of collection, including reasonable attorney's fees.

Indemnifications

The Client shall indemnify and hold harmless CES, Inc. and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except CES, Inc.) or anyone for whose acts any of them may be liable.

Hidden Conditions

A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If CES, Inc. has reason to believe that such a condition may exist, CES, Inc. shall notify the client who shall authorize and pay for all costs associated with the investigation of such a condition, and, if necessary, all costs necessary to correct said condition. If (1) the client fails to authorize such investigation or correction after due notification, or (2) CES, Inc. has no reason to believe that such a condition exists, the client is responsible for all risks associated with this condition, and shall not be responsible for the existing condition nor any resulting damages to persons or property.

Risk Allocations

In recognition of the relative risks, rewards and benefits of the project to both the Client and CES, Inc. the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, CES, Inc.'s total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes shall not exceed the total amount of \$50,000.00, the amount of CES, Inc.'s fee (whichever is lesser) or other amount agreed upon when added under Special Conditions. Such causes, include, but are not limited to CES, Inc.'s negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay CES, Inc. for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership of Documents

All documents produced by CES, Inc. under this agreement shall remain the property of CES, Inc. and may not be used by this Client or anyone else for any other endeavor without the written consent of CES, Inc.

Applicable Law

Unless otherwise specified, this agreement shall be governed by the laws of the principal place of business of CES, Inc.

CLIENT

CES, INC. PRINCIPAL-IN-CHARGE

DATE

DATE



March 22, 2021

Thomas Reid
Chairman
Public Building Commission
240 Kensington Road- Room 120
Berlin, CT 06037

Re: Unit Ventilator Replacement at Hubbard Elementary School

Dear Thomas,

We are very pleased to have this opportunity to provide to you this proposal for professional engineering services. To complete this work, the following items shall be considered as our "Scope of Services" (hereinafter called the "Project") and will be provided by our firm.

SCOPE OF SERVICES - INCLUDED

1. Initial Investigation:

- A. We will field survey the existing facility to determine the existing condition of the mechanical and electrical power systems. We will prepare demolition plans showing the general location and layout of the existing mechanical and electrical equipment.

2. Contract Documents: We will prepare Contract Documents that shall illustrate the installation of the following systems. These documents will be completed so that the owner can present them to contractors for bidding purposes.

A. HVAC Systems

- 1) We will prepare plans and specifications for the installation of new unit ventilators to replace the existing aged units. This new system shall provide chilled water cooling as well as heating to each classroom and be composed of wall mounted HVAC equipment, fans and associated controls.
- 2) We will prepare plans and specifications for the installation of a new chilled water cooling system. This new system shall be composed of two new pad mounted air cooled chillers, chilled water distribution piping, pumps and associated controls.
- 3) We will verify the operation of the existing exhausts fans in conjunction with the unit ventilator ventilation rates.

B. Electrical Systems

- 1) We will utilize the existing electrical service within the building to service the new space.
- 2) We will prepare plans and specifications for the installation of a new electrical distribution system throughout the building to support general receptacles, mechanical equipment, and other miscellaneous equipment.

3. Bid Period and Construction Administration Services: We will provide the following bid period and construction administration services:
 - A. Answer questions during the bid period and issue necessary addenda.
 - B. Attend a Pre-bid conference and walk through with the contractors.
 - C. Shop Drawing review and comment.
 - D. Attend periodic job site visits to observe the progress of construction. We will be limiting the quantity of job site visits to 8 meetings. Construction administration job site visits, which are above and beyond the stated number of visits, will be charged out at the hourly rate of the specific employees attending the meeting.
 - E. Prepare a punch list field observation to confirm that the contractor has completed the necessary work.

SCOPE OF SERVICES - NOT INCLUDED

It is our understanding that the following items, in general, are not required by us and have therefore been excluded from our "Scope of Services". Any of these items can be added to our Scope of Services if you so desire.

1. Modifications to include additional ventilation above code requirements, filtration enhancements, ultraviolet germicidal irradiation or bi-polar ionization, etc. as may be desired to address concerns related to the COVID-19 virus.
2. We will not be providing engineering services or contract documents for the plumbing systems, exterior site lighting or interior lighting systems.
3. We will not be providing engineering services or contract documents for an electrical service upgrade.
4. We will not be providing engineering services or contract documents for structural, civil or environmental engineering or architectural services for the project.
5. We will not be providing engineering services or contract documents for a fire protection system.
6. We will not be providing engineering services, coordination or contract documents for site/civil work beyond 5 feet of the exterior wall of the building.
7. We will not be providing engineering services or contract documents for a fire alarm system, emergency generation system or Uninterruptable Power Supply system.
8. We will not be providing engineering services or contract documents for a security system, telephone/telecommunication system or intercom system.
9. We will not be providing engineering services or preparing documentation for participation in energy efficiency rebate and incentive programs.
10. We will not be providing multiple sets of review documents for coordination, milestone reviews, inspection agency reviews, submission set reviews, etc. At each review stage we will be providing a single reproducible set of our contract documents. We will not be providing the final printing of the bid documents. Only internal in-house progress printing is included within our fees. Any additional sets of documents will be considered to be a reimbursable expense.
11. We will not be providing a life cycle cost analysis or whole building energy model.

12. We will not provide commissioning services.
13. We will not provide testing, adjusting and balancing services.
14. We will not be providing an order of magnitude construction cost estimate for our work.

SCHEDULE FOR COMPLETION OF SERVICES

It is very important that we meet your schedule, and provide to you the project in a timely manner. We would therefore suggest that a completion schedule of approximately eight to ten weeks be established to complete our services on the project. The actual completion dates will be established based on the receipt date by this office of your acceptance of this proposal.

FEES FOR SCOPE OF SERVICES

To complete the Professional Services required for this "Authorization of Additional Services", we propose the following lump sum fees:

1. Contract Documents	\$ 45,000.00
2. Bid Services	\$ 1,400.00
3. <u>Construction Administration Services</u>	<u>\$ 11,600.00</u>
Total Lump Sum Fee	\$ 58,000.00

In addition to the services listed above, reimbursable expenses incurred by CES, Inc. for this project, plus fifteen percent for administration costs shall be added to the monthly invoice. Items that are considered reimbursable expenses are listed on our "Standard Form of Agreement Between Client and Engineer".

BILLING TERMS FOR SERVICES RENDERED

CES, Inc. shall invoice monthly for all services rendered, as a percentage complete of overall scope, and shall include reimbursable expenses monthly. Invoices shall be generated by the end of each month, and shall be directly mailed to the accounts payable department (or other entity assigned). Invoices are due and payable upon receipt.

STANDARD FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER

Finally, we have attached to this Scope of Services our "Standard Form of Agreement Between Client and Engineer" that details specific contractual items. Please review this carefully and acknowledge your acceptance of our "Standard Form of Agreement Between Client and Engineer" by signing the last page of the document and returning one copy to our office. Once we have received the signed copy of the Standard Form of Agreement Between Client and Engineer, we will consider this to be your acceptance of this "Scope of Services" and "The Standard Form of Agreement Between Client and Engineer". This shall constitute as our notice to proceed on the Project.

Thank-you very much for the opportunity to provide you with this proposal. In the meantime, if we can be of any assistance to you, please feel free to call.

Sincerely yours,

CONSULTING ENGINEERING SERVICES, INCORPORATED

Douglas S. Lajoie

Douglas S. Lajoie, P.E.
Vice President

STANDARD FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER (version 2.1c)

Consulting Engineering Services, Inc. (Identified as "CES, Inc." throughout this document) shall perform the services outlined in this agreement for the stated Fee Arrangement.

Access to Site

Unless otherwise stated, CES, Inc. will have access to the site for activities necessary for the performance of the services, CES, Inc. will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage, unless otherwise agreed upon.

Fee

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses are in addition to the Scope of Services Fee Arrangement. Reimbursable expenses include: Portal to Portal mileage at the published Internal Revenue Service standard mileage rate for business use, toll charges: travel expenses, car rentals, plane charges and hotel accommodations: FedEx, UPS, etc. mailing charges. Photos for recording project conditions. Printing of contract documents inclusive of drawings and specifications

Billings/Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and CES, Inc. may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoices. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the client shall pay cost of collection, including reasonable attorney's fees.

Indemnifications

The Client shall indemnify and hold harmless CES, Inc. and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except CES, Inc.) or anyone for whose acts any of them may be liable.

Hidden Conditions

A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If CES, Inc. has reason to believe that such a condition may exist, CES, Inc. shall notify the client who shall authorize and pay for all costs associated with the investigation of such a condition, and, if necessary, all costs necessary to correct said condition. If (1) the client fails to authorize such investigation or correction after due notification, or (2) CES, Inc. has no reason to believe that such a condition exists, the client is responsible for all risks associated with this condition, and shall not be responsible for the existing condition nor any resulting damages to persons or property.

Risk Allocations

In recognition of the relative risks, rewards and benefits of the project to both the Client and CES, Inc. the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, CES, Inc.'s total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes shall not exceed the total amount of \$50,000.00, the amount of CES, Inc.'s fee (whichever is lesser) or other amount agreed upon when added under Special Conditions. Such causes, include, but are not limited to CES, Inc.'s negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay CES, Inc. for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership of Documents

All documents produced by CES, Inc. under this agreement shall remain the property of CES, Inc. and may not be used by this Client or anyone else for any other endeavor without the written consent of CES, Inc.

Applicable Law

Unless otherwise specified, this agreement shall be governed by the laws of the principal place of business of CES, Inc.

CLIENT

CES, INC. PRINCIPAL-IN-CHARGE

DATE

DATE

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 12, 2021
SUBJECT: Mailbox Damage by Town Snowplows - Policy Research

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 received complaints from residents regarding the under-valued reimbursement provided for replacement, and requested current information on how other towns are dealing with mailbox damage during the winter season. A summary of other Town policies on this topic is attached; this was prepared from information provided by the CT Conference of Municipalities (CCM) and from Staff research.

ACTION NEEDED:

Discussion and Possible Recommendations on Further Revising Policy.

ATTACHMENTS:

Mailbox Reimbursement Policies – April 2021

PREPARED BY:

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

MSA

MAILBOX REPLACEMENT POLICIES - April 2021

TOWN	REPLACE OR REIMBURSE	REIMBURSEMENT VALUE		ADDITIONAL COMMENTS
		MAILBOX	POST	
Bloomfield	reimburse	\$25	\$75	Only if physically struck by Town plow
Darien	replace			If deemed a hit by plow truck
East Windsor	reimburse	\$15	\$25	Only upon proof of direct hit by Town plow
New Canaan	replace OR reimburse	up to \$150.00		W/common mailbox/post
Newington	replace			W/common mailbox/post, only if physically struck by Town plow.
Plymouth	reimburse	\$25	\$15	Only if physically struck by Town plow
Redding	reimburse	\$25	\$25	Only if physically struck by Town plow
Rocky Hill	replace			W/common mailbox/post, only if physically struck by Town plow.
Somers	replace			W/common mailbox/post, only if physically struck by Town plow.
Stafford	replace			W/common mailbox/post. Only if by Physical contact with Town plow.
Wallingford	replace OR reimburse	up to \$37.50		W/common mailbox/post.
Watertown	replace			up to \$40 value.
West Simsbury	reimburse	\$25	\$40	Temporary repairs when possible.
Westbrook	replace			W/common mailbox/post, only if physically struck by Town plow.
Wethersfield	reimburse	\$25	\$30	Must not show signs of instability/dry rot
Woodbury	replace			W/common mailbox/post, only w/clear evidence Town plow created damage.

2020-2021

Boldface items approved by Bd. of Finance and Town Council.
All others approved by Town Manager.

Bud.Chg.	Department	Contingency	Fund Bal.	Other	Other Fund	Comments
#				General Fd.		
21-001	Recreation			\$248.00		Computer Support (from Supplies)
21-002	Recreation			\$248.00		Computer Support (from Supplies)
21-003	Fire Dept.			\$450.00		Foam (from Firehoses, Nozzles, and Tools)
21-004	Revenue Collector			\$100.00		Rev. Collection Surcharge (from Computer Support)
21-005	Town Clerk			\$950.00		Supplies (from Prof. Devel.)
21-006	Nursing			\$11,365.00		Dept. Head & related fringes (from Prof. Serv.)
21-007	Fire Marshal			\$1,000.00		Professional Personnel & related fringes (from Contrac. Serv.)
21-008	Town Clerk & Registrar			\$15,722.00		State Election Grant
21-009	Revenue Collector			\$385,000.00		Tax Refunds (from Issue of June 202) dated 4/1/21
21-010	Police Dept.		\$252,992.00			Body Cameras
21-011	Development Services			\$3,900.00		Dept. Head, In Lieu of Ins., Workers Comp. (from Part Time)
21-012	Public Works			\$970.00		Dept. Head, Work. Comp., Pension (from Salary Contin.)
21-013	Public Grounds			\$1,000.00		Prof. Devel. (from Aeration, Overseeding)
21-014	Technology			\$1,000.00		Misc. Equipment (from Computer Equipment)
21-015	Golf			\$4,999.00		Vehicle Parts (from Maint. & Repair)
21-016	Golf			\$1,358.00		Fertilizer/Chemicals (from Vehicle Fuel)
21-017	Townwide			\$3,500.00		Physicals (from Contrac. Serv.)
21-018	Building Dept.			\$5,000.00		Clerical (from Dept.Head, Part Time)
21-019	Police Dept.			\$750.00		Clerical (from Dispatchers)
21-020	Town Clerk			\$27.00		Part Time, Workers Comp. (from Supplies)
21-021	Fire Dept.			\$1,290.00		Foam (from Fire Fighting Equip.)
	Townwide		\$2,000,000.00			Pension Actuarial Funding (from Unassigned Fund Bal.)
21-022	Assessor			\$4,950.00		Contrac. Serv. (from Clerical)
21-023	Assessor			\$50.00		Contrac. Serv. (from Clerical)
21-024	Golf				\$4,000.00	Return funds to Cap.Reserve - used for Timberlin 50th anniv.
21-025	Highway				\$5,000.00	Excavator (from Wood Chipper)
21-026	Town Clerk			\$10.00		Organizational Fees (from Prof. Devel.)
21-027	Police Dept.			\$2,000.00		Maint. & Repair (from Equip. Rental)
21-028	Golf			\$420.00		Computer Support (from Org. Fees)
21-029	Town Clerk			\$92.50		Computer Support (from Supplies)

2020-2021

Boldface items approved by Bd. of Finance and Town Council.
All others approved by Town Manager.

Bud.Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
21-030	Revenue Collector			\$6.11		Workers Comp. (from Soc. Security)
21-031	Development Services			\$65.85		Workers Comp. (from Part time help)
21-032	Public Buildings			\$125.00		Longevity (from Pension)
21-033	Recreation			\$5.00		Longevity (from Pension)
21-034	Library			\$25.00		Workers Comp. (from Pension)
21-035	School Expenses			\$0.50		Mid Managers Personnel (from Dept. Head)
21-036	Nursing			\$4,129.75		Dept. Head (from In Lieu of Vacation)
21-037	Town Clerk			\$138.75		Computer Support (from Office Supplies)
21-038	Town Clerk			\$500.00		Contrac. Serv. (from Prof. Devel.)
21-039	Town Clerk			\$1,400.00		Microfilming/Records Repair (from Records Management)
21-040	Police Dept.			\$800.00		Supplies (from Tuition Reimbursement)
21-041	Golf			\$652.50		Computer Support (from Vehicle Fuel, Training)
21-042	Finance			\$4,500.00		Supplies (from Part time help)
		\$0.00	\$2,252,992.00	\$458,747.96	\$9,000.00	

Cumulative Appropriations

\$2,268,714.00

Bal. of Contingency Account

\$100,000.00

Fee Waivers and Donations Approved by Council
Fiscal Year 2020/21

<u>Date</u>	<u>Value</u>
9/15/2020 Waive Building permit fees - Berlin Lions Agricultural Fair Inc.	\$735.00
10/6/2020 Waive Police traffic control fees - Berlin Lions Club	\$375.00
10/20/2020 Waive Building permit fees - VFW	\$285.00
11/24/2020 Waive field usage fees - Nutmeg State Games (July 2021)	\$5,980.00
3/16/2021 Waive Police Fees - BHS Cycling Club bike race at Hatchery Brook	\$1,200.00
4/6/2021 Donation of four rounds golf and two carts - St. Paul School Auction	\$244.00
4/6/2021 Waive greens fees - Conn. Amateur Qualifier	\$3,120.00
4/6/2021 Waive field usage fees - St. Paul School soccer team	\$660.00

\$12,599.00

The Town Council will meet in the Town Council Chambers. 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=m328a8d50a9093369df9507b6c550b01f>

Join by meeting number

Meeting number (access code): 132 075 2976

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

Tap to join from a mobile device (attendees only)

+1-408-418-9388, 1320752976# 2686245# United States Toll Applies

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, April 6, 2021
Town Council Chambers
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:04 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Donna Bovee, 85 Steepleview Drive – Ms. Bovee addressed the Council as Chair of the Parks and Recreation Commission regarding New Business item #7 revised Statement of Need for the proposed Community/Senior Center. The previous high school Athletic Director neglected to include the diving requirements for the competitive pool, therefore the Statement of Need has been revised to include the diving areas. A couple options have been included for the Public Buildings Commission and eventually the architect to review.

Ms. Bovee then addressed the Council as a resident of Berlin regarding the Resident/Non-Resident Tee Time Policy being discussed with the Golf Course Commission. She believes that Berlin residents do deserve a tee time benefit as they support the Course throughout the year.

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo stated that he supports New Business item #11 regarding the “Home Rule” resolution. He also believes the Budget proposal is favorable and he appreciates there isn’t going to be a mil increase. He added that going forward he would like to see more funding allocated to the Berlin-Peck Library as it is a phenomenal resource for the Town and, where possible, wrap in resources that the Board of Education might utilize along with the library for example a Maker Space that can be shared allowing more residents to benefit from it.

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

- 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 200.00 and items valued at \$ 50.00. – Animal Control**
- 2. Topic re: Approve and appropriate two (2) five-hundred-dollar (\$500.00) donations into the 50th Anniversary Celebration account. – Golf Course**
- 3. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize during the 25th Annual Auction at Saint Paul School. Total value of the donation is \$244. – Golf Course**
- 4. Topic re: Approve Timberlin Golf Club hosting the 2021 Connecticut Amateur Qualifier and waiving the Greens Fees as requested by the CSGA. The range of the Fee Waiver Request is \$2,340 (60 Players) to \$3,120 (80 Players). – Golf Course**
- 5. Topic re: Approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2021 baseball season at the following locations: Petit fields, Garrity and Pulcini, Dennehy and Centurelli fields. – Parks and Recreation**
- 6. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of \$550 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation**
- 7. Topic re: Approve request by Saint Paul School to have field usage fees, not to exceed an amount of \$660 waived for the school soccer team practices at BHS Soccer West Field and**

Willard Soccer Field for a number of dates in April, May and June 2021. – Parks and Recreation

- 8. Topic re: Accept monetary donations totaling \$1,664.33 for the Berlin Peck Memorial Library and deposit \$100.00 into the library agency account to be used to purchase safety items for the staff and deposit \$1,314.38 in the friends of the library miscellaneous account to be used for programs, supplies, a subscription, coffee supplies and a museum pass renewal and deposit \$249.95 into the friends of the library credit card account to pay for children's program supplies. – Berlin-Peck Memorial Library**

Councilor Luddy moved to accept Consent Agenda items #1 – 8 as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 9. Topic re: Accept the donation of twenty-five (25) voting stations from the Norwich Registrar of Voters Office with an approximate value of \$3,750.00. - Registrars of Voters**

Mayor Kaczynski requested further information regarding this item. Republican Registrar of Voters Joan Veley explained that both she and Democratic Registrar of Voters Christy Miano received notification from the Norwich Registrar of Voters Office that all of Norwich's voting stations were going to be replaced and Norwich was offering some their used stations to the Town of Berlin. Ms. Veley stated that the units are in very good condition and can be used to replace the Town's current broken stations or used for parts to repair existing stations.

Ms. Veley added the Registrars are looking for approval to accept these voting stations at no cost to the Town, and to allow the use of Facilities employees and a truck to retrieve the items.

Councilor Luddy moved to accept the donation of twenty-five (25) voting stations from the Norwich Registrar of Voters Office with an approximate value of \$3,750.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

G. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on April 6, 2021, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Mayor Kaczynski convened the Public Hearing for the Energy Conserving Lighting Upgrade appropriation and bond ordinance. The ordinance which is the subject of this public hearing is available to the public and may be obtained on the Town website.

Mayor Kaczynski asked if there is a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Councilor Luddy moved to waive the reading of the ordinance and incorporate the wording of the ordinance into the record.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

AN ORDINANCE APPROPRIATING \$1,500,000 FOR TOWN WIDE ENERGY CONSERVING LIGHTING UPGRADES (2021) AND AUTHORIZING THE ISSUE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Mayor Kaczynski asked the Town Manager to provide a brief description of this item. Town Manager Jayawickrema explained that a lighting upgrade is planned at Berlin High School which would include installing energy efficient LED lighting as well as sensor controls, so the lights turn off when not in use.

Eversource is providing an incentive program that would pay for these energy saving items through on-bill financing and there will be no cash outlay for the Town up front, however by its' nature this project will represent debt on the books and therefore this bond ordinance is required.

No public comments were made.

Mayor Kaczynski closed the Public Hearing at 7:18 p.m.

H. NEW BUSINESS:

1. Topic re: Presentation of Mattabassett Sewer District budget. - Mattabassett District

Arthur Simonian, Mattabassett District Executive Director, provided a brief overview of the Mattabassett Sewer District budget as is done every year.

He stated this past year was challenging due to increases in utility costs due to the Eversource distribution fee rising and due to increased employer contributions to the employee retirement account which they participate in with the State. However, they were able to take advantage of \$250,000 in reserve funds to help offset assessments.

The addition of Middletown to the District has reflected positively on the Charter Member towns of Berlin, Cromwell and New Britain due to a “buy-in” fee translated as credits to their assessments. This year Berlin received a credit of \$187,779 directly related to the addition of Middletown which is down from past years because in previous years the credit had been accelerated for 3 or 4 years before Middletown fully joined the District. Now that Middletown is fully connected, they are paying a much larger portion of the annual Mattabassett budget.

Mr. Simonian stated that this years’ budget is \$16.7 million which is a 3.7% increase from the previous fiscal year. He restated the increased costs of electricity and employee retirement expenses adding to that increase but noted that some capital expenses have been transferred to operating costs and this helps keep Berlin’s net assessment at a 6.2% increase. He added that there is currently \$53 million in outstanding debt which they are looking to refinance.

Mr. John Dunham, Board of Directors Chairman, addressed the infiltration/inflow (I/ I) issues. He explained that these issues arise when heavy rain falls cause water to enter the sewer system and overload the plant. The Department of Energy and Environmental Protections (DEEP) has put pressure on the Mattabassett District to inform the member towns of this issue and partner with those towns to work to reduce the I/I in the near future as the overflow of untreated rainwater into the system results in blending partially treated water with fully treated water before it is put into the river and the DEEP does not like this to happen. If flows aren’t reduced the DEEP may ask Mattabassett to address those increases and currently the plant is at its’ maximum footprint for expansion.

NO ACTION NEEDED

2. Topic re: Police update on motor vehicle thefts and larcenies from motor vehicles. – Police Department

Police Chief John Klett stated that the recent vehicle thefts have not been from residential areas but business areas such as cars being taken from places of employment. Regarding thefts from motor vehicles, the police department has been able to run off more people than they had before, and the Community Outreach team has worked with the community to set up 11 block watch teams with more interested. There have been 54 calls from citizens with reports of suspicious activity which have led to police being able to scare off the perpetrators. So far in April there has been one motor vehicle theft and one theft from a vehicle. Reports of two smashed car windows appear to have been vandalism as opposed to theft attempts.

Officers have been added to every shift as incidents are happening both during the day and at night. This has also allowed the police to conduct more motor vehicle enforcements which is also a deterrent for thieves to come to Berlin.

Stolen cars that have been recovered are being processed for viable evidence such as DNA to help to apprehend those involved. Chief Klett believes that once courts are back in operation more of these

criminals can be prosecuted. He added that that the Ring Neighborhood app as well as video from businesses has helped identify those involved.

Chief Klett stated that the newest trend across the country is the theft of catalytic convertors from cars with 20 reports in Berlin between February and March. No reports of those thefts have been reported in April.

Mayor Kaczynski asked if the Chief was having any issues filling the shifts. The Chief stated that they have been able to fill each shift with four officers, with very few exceptions.

NO ACTION NEEDED

3. Topic re: Discussion and possible action on the Board of Education and Town Budgets – Board of Finance

Finance Director Kevin Delaney stated that the Town Council (the Council) requested a few priorities that it wanted the Board of Finance (BOF) to incorporate into its' budget proposal, with the one consistent request being for a zero-mil rate increase. The budget that the BOF is bringing to the Council tonight has a zero-mil rate increase.

The other priorities of education, public safety, and investment in capital and infrastructure were addressed to the extent possible as a zero-mil increase limits some of those opportunities. The BOF worked to balance the need to limit spending increases with the overall objectives of what the community is looking for.

The budget presented represents a 2.7% spending increase which utilizes some funds expected to remain after the high school project is closed and also uses \$700,000 of federal funds coming forward. The Town has seen revenue shortfalls during the pandemic, but unlike previous federal programs during coronavirus, the latest program does allow for use toward recovery of revenue shortfalls.

The requested Board of Education (BOE) budget has a \$1,469,000 or 3.2% increase over the current budget, the General Government budget has a \$1,014,000 or 2.3% increase.

Mayor Kaczynski stated that the joint meeting with the BOF went well and he appreciates the hard work put into developing the budget by everyone involved. He added he had one concern with the BOE budget regarding the wide range of Town contribution percentages that have been presented ranging from 50% stated at the BOE presentation to 65% in the auditors' report, with two numbers in between reported in other places.

Finance Director Delaney explained the reasons behind those differences stating that the Auditor's Report contains "payments on behalf of" the Town which include payments made by the State into the teachers' retirement fund. That is the biggest single driver as to why that percentage is so much higher in the Comprehensive Annual Financial Report versus an operating report.

On the low end, the 50% figure stated in the BOE presentation is just a straight percentage of the BOE submitted budget. In between that, the figures include what is referred to as Department 61 which are expenses specifically related to education including school nurses, school security,

utilities, and insurance. All of that is included in the General Government budget but it is really a BOE expense. Therefore the 56% figure takes the BOE budget, as developed by the Superintendent and adopted by the BOE and adds to it Department 61 expenses.

Mayor Kaczynski continued to voice his concern that the different percentages could cause confusion to taxpayers. Councilor Veach questioned if Mr. Delaney believed that the 56% was a better representation of the Town's contribution to the BOE and Mr. Delaney agreed that it was.

The Mayor also questioned if the BOE's comparison of other towns' contributions to education is an accurate representation. He questioned if other towns' contributions may represent figures from their Auditor's Report which include State "payments on behalf of" and therefore the BOE is not comparing apples to apples and providing misrepresentative information to the public.

Mayor Kaczynski stated that Board of Finance should not have sent the BOE report forward with a glaring misrepresentation of the Town's contribution to education as 50% as noted in their pie chart. He believes that 56% is a more accurate number which should have been represented in this report.

Mr. Delaney confirmed that the 56% Town contribution figure is what the BOF brought forward and was presented by the Town Manager in his presentation to the BOF. He also agreed that the BOE presented a percentage in their pie chart that does not include the Department 61 expenses.

There was discussion regarding whether or not debt for the construction of the high school should be included in the Town's contribution percentage. Mr. Delaney explained that traditionally debt is not included as the school buildings are owned by the Town. He added that if debt plus Department 61 expenses were included the percentage of Town contribution to the BOE would rise to approximately 59%. He went on to explain that one risk of including debt is you run the risk of operating costs subsidizing debt service payments which can result in unwanted consequences.

The Councilors agreed that it is important to communicate to the public that the Town's contribution to the BOE is indeed 56%.

Mayor Kaczynski spoke of the impact that COVID had on the community and being able to deliver another zero percent tax increase budget to residents is important at this time.

Councilor Luddy moved that the Board of Finance adopt the Board of Education Budget of \$47,885,632 and the General Government Budget of \$46,073,415 for a Total Budget of \$93,959,047, and to automatically forward the budget to Referendum.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 4. Topic re: Approve a tax abatement for Hassmann Realty Associates LLC for the construction of an additional 23,370 square feet at 780 Four Rod Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy. – Economic Development**

Economic Development Director Chris Edge stated that National Sign Company, which has been located in Berlin for a number of years, has purchased another business that will allow National Sign to expand and therefore they will be constructing an addition to their Four Rod Road property. This expansion will bring new jobs and new opportunities to Berlin. They are requesting a five-year tax abatement which is in line with Town's current policy.

Councilor Luddy moved to approve a tax abatement for Hassmann Realty Associates LLC for the construction of an additional 23,370 square feet at 780 Four Rod Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Approve utilizing Shaw Vac Services, LLC, for the purpose of Catch Basin Cleaning, at the unit price of \$23.00 per basin through December 31, 2022. – Public Works

Public Works Director Mike Ahern stated that a bid was put out for the cleaning of sand and sediment from the Town's catch basins. Four bids were received which ranged from \$23 to \$98 per basin with the lowest bidder being Shaw Vac Services, LLC (Shaw Vac) of Plantsville, CT. Shaw Vac has been awarded this contract for a number of years in Berlin without any issues. This is a two-year contract covering two seasons and will expire in December of 2022.

Councilor Luddy moved to approve utilizing Shaw Vac Services, LLC, for the purpose of Catch Basin Cleaning, at the unit price of \$23.00 per basin through December 31, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Award Contract #2021-17 for tree removal services to Distinctive Gardens & Tree Care of South Windsor. Funding will come from established line-item accounts within the fiscal years 2020/2021 through 2022/2023 department budgets through established unit prices. – Public Works

Public Works Director Ahern stated that a bid was put out for tree removal services on a unit-cost basis. Two bids were received with Distinctive Gardens & Tree Care of South Windsor having the lowest equipment and labor rates. They have also been doing work with the Highway and Public Grounds departments for a number of years and Mr. Ahern recommends awarding the contract, which runs until the end of April 2023, to Distinctive Gardens & Tree Care.

Councilor Luddy moved to award Contract #2021-17 for tree removal services to Distinctive Gardens & Tree Care of South Windsor. Funding will come from established line-item accounts within the fiscal years 2020/2021 through 2022/2023 department budgets through established unit prices.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Approve the revised Statement of Need for the proposed Community/Senior Center as prepared by the Parks and Recreation Commission and forward to the Public Building Commission as required by Section 8.11.3 of the Town Charter. – Parks and Recreation

Director of Community, Recreation and Park Services Jen Ochoa explained that when the original Statement of Need was created for the proposed Community/Senior Center the Parks and Recreation Commission worked on the pool aspect with the previous high school Athletic Director. Through public review of the QA&M presentation available on the project website, questions arose regarding the submitted Statement of Need missing a diving well in the pool specifications. A diving well is needed to allow the high school to hold full competitions at the Community/Senior Center pool.

The needed information has been obtained by working with the new Athletic Director, and the Parks and Recreation Commission has revised the Statement of Need. The Commission is asking that, following Town Charter process, the revised Statement be approved by Town Council and forwarded to the Public Building Commission so they may have the specifics of the diving well being added.

Councilor Luddy moved to approve the revised Statement of Need for the proposed Community/Senior Center as prepared by the Parks and Recreation Commission.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to forward the revised Statement of Need to the Public Building Commission as required by Section 8.11.3 of the Town Charter.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: Update on Percival Soccer Field – Parks and Recreation/Public Grounds

Superintendent of Parks and Grounds Steve Wood explained that the Town has been working with WMC Consulting Engineers on the plan and design of the renovation of Percival Soccer Field. It was determined that the northeast corner of the field has sunk between 18 and 24 inches.

The Town went out to bid for Construction Services for the field and two bids were received with both being over the budgeted amount and with that only one-third of the playing surface was being touched with the most work being done on the outskirts of the field trying to bring it level.

After discussion with the Town Manager, Finance Director Delaney and Director of Recreation Ochoa it was decided not to move forward with this project at this time, not only due to lack of funding but after successful projects completed on other Town fields, they did not feel that continuing forward would provide the same level of success.

Director of Community, Recreation and Park Services Ochoa added that their long-term goal is to start over and delay the project until Spring 2022 in order to address all of the issues and include the entire field in the project. Currently the Town has dedicated \$215,000 towards this project and there is still approximately \$194,000 available from the original bond authorization for field improvements. Ms. Ochoa stated that the plan is to give this project the attention it deserves by combining those funds to fix all of the issues at hand.

NO ACTION NEEDED

9. Topic re: Approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$100 for the J & S Youth Soccer Camp which will take place June 21 to June 24, 2021 from 5:00 PM to 7:00 PM at Sage Park Auxiliary Field. The camp will have approximately 25 children. – Parks and Recreation

Director of Community, Recreation and Park Services Ochoa stated that J&S Soccer Camps, LLC will be holding a youth soccer camp at Sage Park Auxiliary Field and charging a registration fee of \$100. Field rental fees will be paid, and the LLC will provide insurance but since a registration fee will be charged Town Council approval is needed. Ms. Ochoa noted that typically these requests are placed on the Consent Agenda but since this is a new event in town it has been placed on the Meeting Agenda.

Councilor Luddy moved to approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$100 for the J & S Youth Soccer Camp which will take place June 21 to June 24, 2021 from 5:00 PM to 7:00 PM at Sage Park Auxiliary Field. The camp will have approximately 25 children.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Approve John Paul Demko and Max Delorenzo of P & Q Enterprises LLC to charge a registration fee of \$150 to \$250 for the Youth Football skills and drills camp taking place from June 28 – July 1, 2021. The camp will run from 4:45PM to 8:45PM for approximately 65 children at Scalise Field. – Parks and Recreation

Director of Community, Recreation and Park Services Ochoa stated that, similar to agenda item #9, P&Q Enterprises, LLC will be holding a youth football camp at Scalise Field and charging a registration fee of \$150 to \$250. Field rental fees will be paid, and the LLC will provide insurance but since a registration fee will be charged Town Council approval is needed. Since this is a new event in town this item has been placed on the Meeting Agenda.

Councilor Luddy moved to approve John Paul Demko and Max Delorenzo of P & Q Enterprises LLC to charge a registration fee of \$150 to \$250 for the Youth Football skills and drills camp taking place from June 28 – July 1, 2021. The camp will run from 4:45PM to 8:45PM for approximately 65 children at Scalise Field.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Adopt the attached Berlin Town Council Resolution in Support of “Home Rule” in Municipal Zoning Decision Making. – Town Manager

Mayor Kaczynski stated that there have been bills proposed that would allow the State Legislature to control a town’s zoning for different purposes. He stated that this is quite an overreach and offensive to what the Town has accomplished and will continue to accomplish as is evident by current projects in Berlin.

Councilor Veach agreed with the Mayor and stated that she is on the Planning and Zoning Committee in the State Legislature and she is one of many that does not approve of this proposed legislation. She believes that Berlin should be able to pass its’ own zoning regulations and maintain its’ own rules and regulations.

Councilor Paonessa agrees the Resolution should be supported as Berlin should have control of its’ own destiny and to hand over control to the Legislature is not in the Town’s best interest.

Councilor Luddy stated that the Resolution is a good idea and believes if the legislation is forced on towns the funding needed to support that is going to be placed on local government. He added that legislators should instead be addressing the senior housing process for towns.

Councilor Luddy read the following Resolution into the record.

A RESOLUTION BY THE BERLIN TOWN COUNCIL IN SUPPORT OF “HOME RULE” IN MUNICIPAL ZONING DECISION MAKING

WHEREAS, Connecticut’s towns and cities successfully use local zoning and planning processes to balance private property rights, the community’s interests, demands on infrastructure, housing needs, and economic growth; and

WHEREAS, local control and decision making empowers the residents and taxpayers of each town and city to carefully tailor zoning policies that reflect its unique geography, economy, and housing market; and

WHEREAS, localized decision making ensures the greatest level of accountability while allowing affected community members the greatest level of input and the platform through a public hearing to provide specific, relevant information on potential impacts that only they would have knowledge of; and

WHEREAS, local control and local input enable neighbors and the local community to provide beneficial suggestions, identify errors and maximize community buy-in on zoning proposals; and

WHEREAS, proposals have been introduced in the General Assembly to strip local planning and zoning processes from towns and cities; and

WHEREAS, proposals have been introduced in the General Assembly to allow BY RIGHT market value multi-family development that will not generate any new affordable housing units; and

WHEREAS, proposals have been introduced in the General Assembly to allow outside Housing Authorities within 15 miles radius to develop affordable housing projects within our [town/city]; and

WHEREAS, BY RIGHT multi-family development can lead to exponential market value overbuilding and can cause adverse impacts to town infrastructure; and

WHEREAS, BY RIGHT development gives outsized rights to builders over all other property owners and prevents local Planning and Zoning Commissions from identifying the potential impacts of their project and imposing conditions upon a developer to address those direct impacts; and

WHEREAS, eliminating public hearings and community input on zoning matters would have unintended consequences such as increased infrastructure costs, increased local property taxes, and reduced home and business values which will be borne by the town residents; and

WHEREAS, each town and city already have the choice to modify or abolish its zoning ordinances if the elected town or city government decides it best serves the community's interests; and

WHEREAS, over the course of decades, Berlin has planned for, grown, and diversified its affordable housing stock; and

WHEREAS, Berlin's Zoning Regulations ("Regulations") provide various options for development of affordable housing and additional affordable units have been obtained during the application process by agreements with applicants; and

WHEREAS, Berlin's commitment to providing affordable housing alternatives to its residents, both existing and prospective, is apparent from the content of the Berlin Zoning Regulations and the number of affordable housing units available in the Town; and

WHEREAS, per the recently released 2020 Affordable Housing Appeals List, 9.24% of Berlin's 8,140 total housing units were confirmed as affordable; and

WHEREAS, due to the Town's commitment and consistent effort to expand affordable opportunities, Berlin is likely to reach 10% within the next year or so and has been a consistent leader year after year among non-exempt municipalities in increasing and maintaining its affordable housing stock; and

WHEREAS, Berlin is readying to perform a housing needs assessment and land use and zoning assessment in the coming months to prepare, adopt, and submit its Affordable Housing Plan by July 24, 2022 in compliance with C.G.S. section 8-30j.

NOW BE IT RESOLVED the Town Council of the Town of Berlin opposes State Mandated one size fits all Zoning Legislation and the ability of any outside housing authority to have jurisdiction over Berlin's Affordable Housing plan and any similar legislation that would further overrule, remove, or

diminish local control and decision making related to planning and zoning or affordable housing from the Town of Berlin: and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all State Representatives and State Senators representing this town, to all members of the State Legislature's Planning and Development, Finance and Housing Committees, and to all legislators sponsoring bills that remove local control of planning and zoning and affordable housing.

**PASSED AND ADOPTED this 6th day of April 2021
Berlin Town Council**

BY: Mark H. Kaczynski, Mayor

Councilor Luddy moved to adopt the attached Berlin Town Council Resolution in Support of "Home Rule" in Municipal Zoning Decision Making.

Seconded by Councilor Paonessa.

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

Vote being 7-0 (MOTION CARRIED)

Mayor Kaczynski added that the subject of Senior Housing is one that State Legislators should be addressing. He stated that legislators are unaware of how difficult it is to get senior housing under current State law and how it is not preferred, and it is difficult to obtain the funding for it. He hopes that this Resolution is shared with all Legislators so that they can focus on Senior Housing projects and make it an easier process.

12. Topic re: Readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement. – Town Manager

Town Manager Jayawickrema stated that April is National Fair Housing Month and as a recipient of a Small Cities Community Development Block Grant it is a requirement that our community actively evidence its commitment to and support for the principles and practices of Fair Housing and Equal Opportunity.

As part of that the Town must readopt the Fair Housing resolution, the Fair Housing Policy Statement, the Affirmative Action Police Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement.

Councilor Luddy moved to readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. TOWN MANAGER'S REPORT:

- YMCA/Transition Academy Space – The Town has been working with the YMCA to find new space for their childcare center as the Transition Academy is looking to expand into the current YMCA space on Main Street. The Board of Education and the YMCA have visited both Hubbard Elementary and McGee Middle School but have not yet made a decision. The intention is to keep the process moving while keeping costs at a minimum, otherwise if the YMCA does not find a suitable space they will remain on Main Street and the Transition Academy will need to be relocated and that could be costly.
- The Rotary Club of Kensington-Berlin will be celebrating Earth Day on May 1, 2021 from 9-11am by picking up garbage and cleaning areas beginning at Paper Goods Pond and ending at the Veteran's Park next to Stop and Shop. The Town has offered the services of the Highway department to pick up the collected trash.
- There will be an agenda item for the next Town Council meeting regarding the reopening of summer camps and pools. The plan is to reopen them this summer but with restrictions in place which will be discussed during the meeting.
- Library Director Search – Resumes have been received and an interview panel consisting of three Library Board members, two Library Directors from neighboring towns, and two staff members. He hopes to have the search completed in the next month or so.
- Building Department – In an effort to provide enhanced customer service, especially to contractors whose workday starts earlier than 8:30 a.m., the Building department will begin staggering their shifts beginning at 7:00 a.m. This will allow for earlier inspections.
- Next month Town Council meetings will switch from Webex to Zoom for its' virtual platform.

J. SPECIAL COMMITTEE REPORTS:

The Council held a Joint meeting with the Golf Commission last week to discuss various operating, management and governance models for the Timberlin Golf Course. A second meeting will be held in approximately two to three weeks.

K. COUNCILORS' COMMUNICATION:

Councilor Paonessa recognized Tina Doyle and the staff of the Senior Center for their work organizing the COVID vaccine clinic. The process was easy, quick and efficient and he appreciated that.

Town Manager Jayawickrema added that the Central Connecticut Health District is working to set up a one- or two-day drive-thru COVID vaccine clinic at the Berlin Fair Grounds in early May. More information will be brought forth as it is received.

L. ACCEPTANCE OF MINUTES:

March 16, 2021

Councilor Luddy moved to accept the Town Council Meeting Minutes of March 16, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. ADJOURNMENT

Councilor Rosso moved to adjourn at 9:21 p.m.

Seconded by Councilor Angelico-Stetson.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting