

The public can access this Public Hearing via ZOOM as follows:

Join the Zoom videoconference Meeting:

<https://us02web.zoom.us/j/86230165017?pwd=cDc4M0JmREExRnVxTkhtbDVhVkxXZz09>

DIAL IN using your telephone:

(929) 205-6099

Meeting ID: 862 3016 5017

Passcode: 692922

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Berlin will conduct a Public Hearing by the Berlin Town Council on Tuesday, May 18, 2021 at 6:30 P.M. The Public Hearing will be held via ZOOM videoconference and conference call to discuss the Fiscal Year 2021 Community Development Block Grant program proposed for the Knights of Columbus Housing Project and to solicit citizen input.

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Maximum award limits are \$1,500,000.00 for Public Housing Modernization and \$1,000,000.00 for Infrastructure projects in support of Affordable Housing Projects.

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meeting urgent community development needs.

The purpose of the Public Hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the Town's new Application for funding for the year 2021.

The Public Hearing will be to give citizens an opportunity to make their comments known on the program, review past grants and discuss the Program Income Reuse Plan.

The Town of Berlin anticipates applying for the maximum grant amount of \$1,000,000.00 to provide the Infrastructure to support the development of senior affordable housing benefiting low-moderate income

persons.

The Town of Berlin promotes fair housing and makes all programs available to low- and moderate-income households regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

If you are unable to attend the public hearing, you may direct written comments to Maryssa Tsolis, Purchasing Agent, 240 Kensington Road, Berlin, CT 06037. You may also direct written comments via electronic mail message to the Purchasing Agent at mtsolis@town.berlin.ct.us or you may telephone the Purchasing Agent at 860-828-7048. The PUBLIC HEARING will also review and discuss the Town's prior Small Cities projects.

"All are encouraged to attend. The ZOOM Public Hearing. Any persons requiring special assistance or non-English speaking persons should contact Christi Sullivan, Administrative Assistant, Berlin Town Manager's Office at 860-828-7003 at least five days prior to the hearing"

The Town of Berlin is an Equal Opportunity/Affirmative Action Employer

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 the Zoom videoconference Meeting:

<https://us02web.zoom.us/j/86230165017?pwd=cDc4M0JmREExRnVxTkhtbDVhVkxXZz09>

DIAL IN using your telephone:

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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 18, 2021
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 100.00. – Animal Control
2. Topic re: Accept monetary donations totaling \$450.93 for the Berlin Peck Memorial Library and deposit \$384.71 into the friends of the library miscellaneous account to be used to purchase programs and supplies and deposit \$66.22 into the friends of the library credit card account to be used for program and supply purchases and move to accept the donation of a book with an estimated value of \$16.95 to be added to the appropriate department collection. – Berlin-Peck Memorial Library
3. Topic re: Allow the Chief of Police to apply for the FY21 Comprehensive DUI Enforcement Program in the amount of \$19,217.41. – Police Department

4. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department

G. NEW BUSINESS:

1. Topic re: Update the Police have taken to combat motor vehicle thefts and larcenies from motor vehicles. – Police Department
2. Topic re: Approve and accept a donation of the installation of a patio and trees at Berlin Police Department by Scout John Newman with a value between \$3,000.00 and \$4,000.00. – Public Grounds
3. Topic re: Authorize the Town Manager to amend the Retirement Income (Defined Benefit) plan document to include necessary legal updates, as well as language that authorizes the distribution of funds from the Police Post-Retirement Medical Fund to a Trust, established with ICMA-RC. – Human Resources
4. Topic re: Pass the attached resolution to authorize the Town Manager to submit a Connecticut Small Cities Program Community Development Block Grant application requesting \$1,000,000 to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property at 143 Percival Avenue. – Economic Development
5. Topic re: Pavement Conditions Evaluation – Discussion only – Public Works
6. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide \$6,430 for additional PFAS testing services related to the groundwater plume from 889 Farmington Avenue that will be charged to the Demolition & Envir. Remed. account as this is in the best interest of the Town. – Economic Development
7. Topic re: Discussion and possible action on Pie Chart to be distributed with Taxpayers Tax Bills. - Mayor
8. Topic re: Transfer \$144,300, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance
9. Topic re: Call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund. - Finance
10. Topic re: Call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department. – Finance
11. Topic re: Discussion on the recommendation from the Public Building Commission on the HVAC systems throughout the school district. – Town Manager

12. Topic re: Authorize the Town Manager to increase Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias to \$32,000.00. – Public Works
13. Topic re: Utilize State of Connecticut DAS Contract No. 18PSX0104 and authorize Automated Building Systems, of Glastonbury, CT. to perform Tier 2, enhanced performance lighting retrofit and upgrades per the Eversource Energy incentive program in the amount of \$498,120 and authorize the Town Manager to sign the letter of agreement with Eversource Energy upon their review and approval of the submitted project, and apply for a 48-month, zero percent financing with the incentives to be paid to the installation contractor Automated Building Systems. - Facilities
14. Topic re: Award bid no. 2021-21 to Mazzarella Builders, Inc. of Berlin, CT. in the amount of \$144,378.00 which includes a 20% project contingency for the renovation of the Sage Park Concession Building restrooms. – Facilities
15. Topic re: Award bid No. 2021-19 to KMK Insulation, of North Haven, CT in the amount of \$794,925.00 for insulation and jacketing on the Berlin High School exterior ductwork, which includes Alternate No.1 & No.3 from the revised proposal provided by KMK Insulation and value engineering report reviewed and approved by ICDS,LLC. - Facilities
16. Topic re: Reject all bids received from Bid No. 2021-13 and utilize State of CT. DAS contract No. 18PSX0005, and authorize Integrated Technical Systems, Inc. of Wallingford, CT. to replace and upgrade the fire alarm system at Hubbard School in the amount of \$146,700. - Facilities

H. TOWN MANAGER’S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS’ COMMUNICATION:

K. ACCEPTANCE OF MINUTES: May 4, 2021

L. ADJOURNMENT

Consent
1

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 12, 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 15, 2021 to May 12, 2021	\$ 100.00 (cash)	Animal Care	Jennifer Wilcox Meriden

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 100.00.

ATTACHMENTS:

Thank you note

PREPARED BY:

Janice Lund, Animal Control Officer



TOWN OF BERLIN
Animal Control Department

April 26, 2021

Jennifer Wilcox
60 Shore Rd
Meriden, CT. 06451

Dear Jennifer,

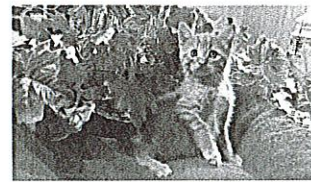
Thank you for the donation of \$100. We appreciate you adopting a dog from us and hope everything is going smoothly.

We appreciate you thinking of us and the animals we care for. All donations are used for vet care of the animals we take in for medical issues, injuries, vaccines and neutering prior to adoption.

Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

TOWN OF BERLIN

Department of Finance

REPORT OF RECEIPTS

For Department
Of Finance

RR #

0

Date 4/26/2021

Batch or

Dept. Number

0

Page

1

of 1

DEPARTMENT Animal Control Donation Fund

PREPARED BY Janice Lund, ACO / Kate Matson, AACO

Period Covered FROM 4/12/21

TO
4/24/21

ACCOUNT NUMBER	DESCRIPTION	\$ AMOUNT
001.00.0000.0.20020.0000	Jennifer Wilcox Animal Care cash	\$ 100.00
Coin	0.00	
CASH >	100.00	
CHECKS>	0.00	
TOTAL	100.00	

EPT HEAD OR JTH. SIGNATURE <i>James Lusk ACC</i>	DATE	TOTAL DEPOSIT	\$100.00
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FOR FINANCE DEPT. AND TREASURER USE ONLY

RECEIVED BY D. Porowski DATE 4-26-2021

POSTED BY _____ DATE _____

TREASURER OR AUTHORIZED SIGNATURE _____ DATE _____

RR APPROVED BY _____ DATE _____

FINANCE DEPT

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	66.22	FOL Credit Card Acct.	donation for programs and supplies	Friends of the Library
	384.71	FOL Misc. Acct	donation for programs and supplies	Friends of the Library
	450.93			
Equip/Merch	16.95	Books	add to collection	
	16.95	Books	add to collection	

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

ACTION NEEDED:

Move to accept monetary donations totaling \$450.93 for the Berlin Peck Memorial Library and deposit \$384.71 into the friends of the library miscellaneous account to be used to purchase programs and supplies and deposit \$66.22 into the friends of the library credit card account to be used for program and supply purchases and move to accept the donation of a book with an estimated value of \$16.95 to be added to the appropriate department collection.

ATTACHMENTS:

None

PREPARED BY:

Carrie Tyszka, Acting Library Director

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: FY21 Comprehensive DUI Enforcement Program

Summary of Agenda Item:

The Police Department is eligible to apply for Connecticut Department of Transportation's Comprehensive DUI Enforcement Program, which began September 17, 2020 and concludes on September 30, 2021. The police department is requesting \$19,217.41 in program funding. The objective is to reduce the number of crashes, injuries, and fatalities associated with impaired driving through increased high-visibility DUI enforcement activities. One-hundred percent of the cost is reimbursable.

Action Needed:

Move to allow the Chief of Police to apply for the FY21 Comprehensive DUI Enforcement Program in the amount of \$19,217.41.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

The Police Department has received a \$25.00 donation to the Police Peer Support Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Peer Support Program Expenditure Account # 100.15.1532.0.53465.00000.

Action Needed:

Move to accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account.

Attachments:


None

Prepared By:

Deputy Chief Chris Ciuci

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 13, 2021

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

Summary of Agenda Item:

Berlin Police Deputy Chief, Chris Ciuci, 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

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 4, 2021

SUBJECT: Authorization for a Patio and Trees to be Constructed and Planted at the Berlin Police Department

SUMMARY:

Scout John Newman has proposed a project to renovate the property located behind the Berlin Police Department as his Eagle Scout project. This is in order to provide an ample outdoor break area for officers between their duties. This would have the goal of providing relief to the men and women in the police force. The focal point of the renovations is the installation of a new patio, either completely concrete or topped with decorative pavers. The patio will be constructed in a currently unused plot of land in the rear of the building, adjacent to the back entryway. Its' construction will require the excavation of $\frac{3}{4}$ " of earth to install. The project proposed also includes one or two maple trees to be planted on the site to provide shade. The total value of the project is between \$3000.00 and \$4000.00.

The Parks and Grounds Department will work closely with Mr. Newman on site preparation and excavation and will also be assisting with the planting of the trees. The Grounds Department is in support of this project.

ACTION NEEDED:

Move to approve and accept a donation of the installation of a patio and trees at Berlin Police Department by Scout John Newman with a value between \$3,000.00 and \$4,000.00.

ATTACHMENTS:

1. Presentation document by John Newman

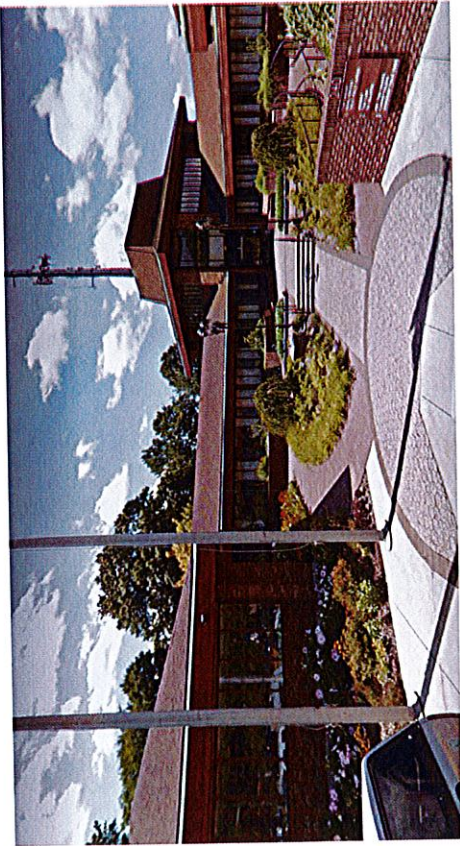
PREPARED BY:

Steven Wood, Superintendent of Parks and Grounds Department

SW

Berlin PD Eagle Scout Project

John Newman
2021



The Plan:

Total Cost: \$3,000 - \$4,000

New Patio

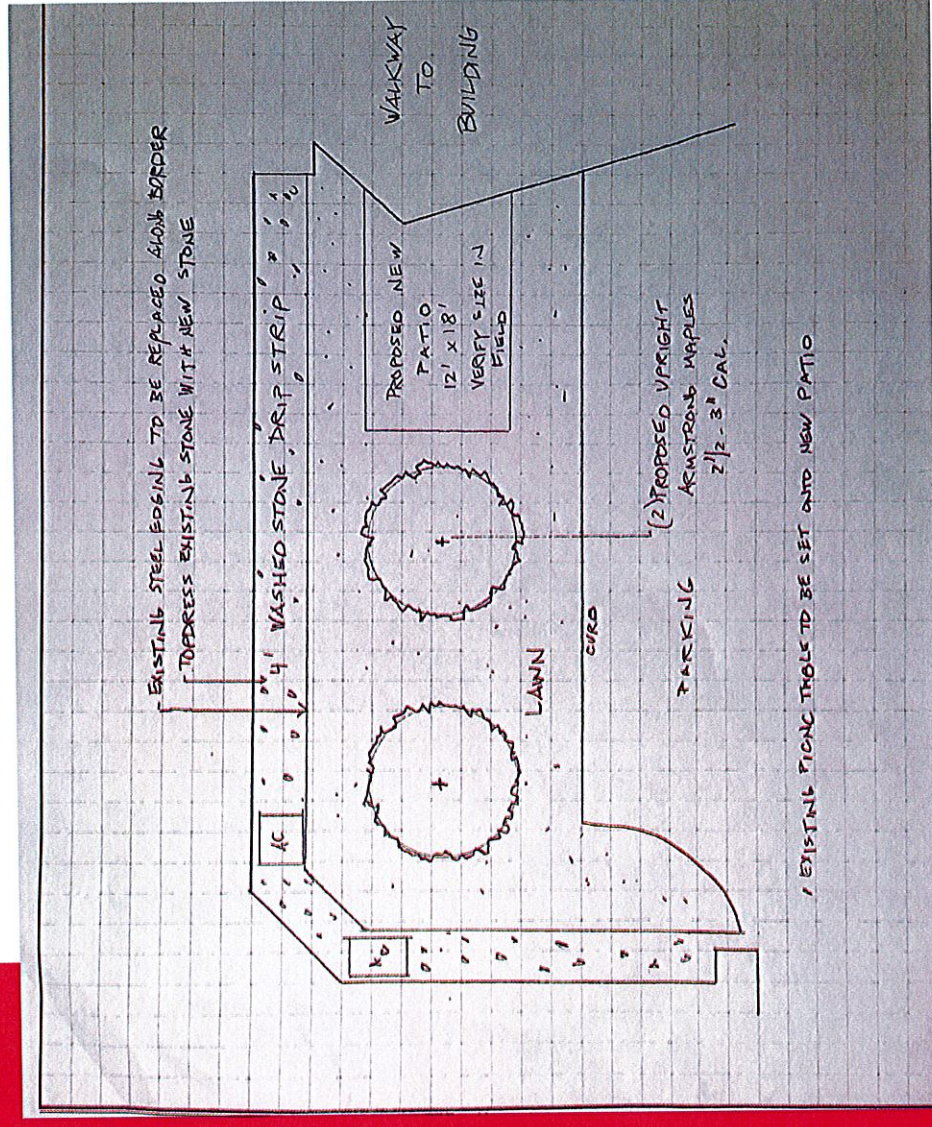
- Install approximately 220 square feet of Cobble Pavers
- Will be installed on top of a new $\frac{3}{4}$ " compact base of stone

New Trees

- Two Armstrong Maple Trees will be brought over and secured with mulch and soil

Replace Border

- If within budget



Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 29, 2021

SUBJECT: Retirement Income Fund (Defined Benefit) Plan Amendment

Summary of Agenda Item:

The Town of Berlin Retirement Income (Defined Benefit) plan (AKA DB Plan) was amended July 1, 2000 to include an additional mandatory 3% pre-tax contribution for police to be used to offset the cost of retiree health benefits. Those Police Officer contributions were held in an account with the Town and used to offset Police retiree health insurance prior to Medicare eligibility.

Over time, several officers (and their spouses) have retired and taken advantage of the police post-retirement benefit. Several other retired police have been unable to take advantage of the subsidy for a multitude of reasons. If they retire on or after age 65 they are ineligible. If they are covered under a spouses plan, or a plan with another employer, or they are former state employees, they do not need the coverage with the Town.

All police are required to contribute 3% of top step officer pay for the duration of their employment and under the Police Post Retirement plan as amended July 1, 2000, only some were ever able to recoup their contributions in the form of subsidized insurance premiums. In 2016, the Union recognized this concern and began conversations with the Town in an effort toward changing the plan design.

In October 2018, the Town in conjunction with the Police Union establish individual Retirement Health Savings (RHS) accounts with ICMA-RC. This established individual accounts which included investment options along with broader distribution options for members. Since the RHS plan was established, all new contributions are deposited into the employee's individual account with ICMA-RC.

While the establishment of the individual accounts created a venue for officers to save for retirement with an assurance that their mandated contributions would actually benefit them; it did not address the existing pool of funds that the Town had been overseeing. In 2019, the Town and the Union began conversations on how to transfer the remaining pool of police officer contributions into the newly created RHS plans.

The Town and Union worked diligently over the last two years to determine the method for the transfer to ensure compliance with the DB plan document. We had several extended discussions with Richard Cohen, Partner from Shipman and Goodwin on how we could move the officers

money from the Town fund to ICMA-RC. Richard has drafted language to amend the July 1, 2000 document to include required legal updates, along with language that provides for the distribution of the existing balance over time. The amendment identifies the eligible officers for the distribution and also identifies the officers who remain covered under the benefit as defined in the July 1, 2000 plan.

With the amendment of the plan document, the Town can move forward with establishing a Trust with ICMA-RC. This trust will provide eligible participants with RHS access to a portion of the funds they previously contributed (from date of hire through October 2018). The distribution plan ensures that the existing fund with the Town will maintain a sufficient balance to cover the liability of current eligible retirees (those currently collecting and those not collecting). Each year the Union will request a distribution of the excess funds into the Trust with ICMA-RC (excess funds are derived from those retirees not collecting benefits). This will continue until the benefit liability is exhausted, no later than September 2030.

After many discussions and rewriting of the amendment, both the Town and the Union agree that this change is in the best interest of the Town and the Officers who have contributed their earnings into this account since July 2000.

Action Needed:

Move to authorize the Town Manager to amend the Retirement Income (Defined Benefit) plan document to include necessary legal updates, as well as language that authorizes the distribution of funds from the Police Post-Retirement Medical Fund to a Trust, established with ICMA-RC.

Attachments:

Draft Plan Amendment

Prepared By:

Denise Parsons, Director of Human Resources



TOWN OF BERLIN

RETIREMENT INCOME (DEFINED BENEFIT) PLAN

The Town of Berlin Retirement Income (Defined Benefit) Plan, last amended May 22, 2001, such amendment effective as of July 1, 2000, is hereby amended to achieve compliance with the requirements of the federal Internal Revenue Code of 1986, as amended ("Code"), effective July 1, 2021, except in the event an earlier or later effective date is set forth below or is required by the Internal Revenue Code, by Department of Treasury or Internal Revenue Service regulations, or by other applicable law.,

1. . Section 2.16 of the Plan is hereby deleted in its entirety and replaced with a new Section 2.16 to provide as follows:

2.16 "Participant" shall mean (a) an Employee who is eligible under the terms of Article IV of this Plan and who continues to be entitled to any benefits under the Plan; (b) the non-Police Officer Participants in the Plan on July 1, 2000, who are listed on Schedule A; and (c) for purposes of Article XIV of the Plan only, an Employee who is a current or former Police Officer and is listed on Schedule B or Schedule C hereto .

2. Section 2.5 of the Plan is hereby amended by adding a new last sentence to the end of Section 2.5 to provide as follows:

Wherever a reference is made to "spouse" or a synonymous term, such reference shall mean the Participant's legally married spouse.

3. Section 2.29 of the Plan is hereby amended by adding two new sentences to the end of Section 2.29 to provide as follows:

The Trustee may not engage in a transaction prohibited by Section 503(b) of the Code.
The Trustee shall be authorized to adopt rules and regulations which are appropriate or necessary to maintain the qualified status of the Fund.

4. Section 2.28 of the Plan is hereby amended by adding two new sentences to the end of Section 2.28 to provide as follows:

All actuarial and related administrative expenses of the Trust will be paid by the Trust.
The Trust may participate under Section 401(a)(24) of the Code in a qualified group trust that meets the requirements of Section 401(a) of the Code in accordance with Revenue Ruling 81-100, as modified by Revenue Ruling 2004-67 and Revenue Ruling 2011-1.

5. Article XII of the Plan is hereby deleted in its entirety and replaced with a new Article XII to provide as follows:

(a) Limits on Compensation

(i) Effective with respect to Plan Years beginning on and after July 1, 1996, and before July 1, 2002, the annual compensation of a Participant taken into account under the Plan shall not exceed \$150,000, as adjusted under Section 401(a)(17)(B) of the Code.

(ii) Effective with respect to Plan Years beginning on and after July 1, 2002, the annual compensation of a Participant taken into account under the Plan shall not exceed \$200,000, as adjusted under Section 401(a)(17)(B) of the Code.

(iii) For purposes of this Article XII, "annual compensation" means compensation during the Plan Year or such other consecutive 12-month period over which compensation is otherwise determined under the Plan (the determination period). The cost-of-living adjustment in effect for a calendar year applies to annual compensation for the determination period that begins with or within such calendar year. If the determination period consists of fewer than 12 months, the annual compensation limit is an amount equal to the otherwise applicable annual compensation limit multiplied by a fraction, the numerator of which is the number of months in the short determination period, and the denominator of which is 12. If the compensation for any prior determination period is taken into account in determining a Eligible Employee's contributions or benefits for the current Plan Year, the compensation for such prior determination period is subject to the applicable annual compensation limit in effect for that prior period.

6. A new Section 13.6 is added to Article XIII of the Plan to provide, as follows:

(a) Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service (as defined in Chapter 43 of Title 38, United States Code) will be provided in accordance with Section 414(u) of the Code.

(b) Effective with respect to deaths occurring on or after January 1, 2007, while a Participant is performing qualified military service (as defined in chapter 43 of title 38, United States Code), to the extent required by Section 401(a)(37) of the Code, survivors of a Participant, are entitled to any additional benefits that the Plan would provide if the Participant has resumed employment and then died, such as accelerated vesting or survivor benefits that are contingent on the Participant's death while employed. In any event, a deceased Participant's period of qualified military service Plan be counted for vesting purposes.

7. Section 6.5(b) of the Plan is deleted in its entirety and replaced with a new Section 6.5(b) to provide as follows:

6.5(b) Minimum Required Distributions.

(i) All distributions under the Plan shall be made in accordance with a good faith interpretation of the requirements of Section 401(a)(9) of the Code, which is incorporated herein by reference, and the Treasury Regulations thereunder, as applicable to a governmental plan within the meaning of Section 414(d) of the Code. Pursuant to Code Section 401(a)(9), certain minimum required distributions shall be made from the Plan. The requirements of this Section shall apply to any distribution of a Participant's benefit and will take precedence over any inconsistent provisions of this Plan. Unless otherwise specified, the provisions of this section apply to calendar years beginning after December

31, 2005. The following provisions are intended as a reasonable and good faith interpretation of Code Section 401(a)(9), consistent with the special rule for governmental plans in the final regulations under Section 401(a)(9).

(ii) Distribution of a Participant's benefit shall begin by the required beginning date, which is the later of the April 1 following the calendar year in which the Participant attains age 70 ½ or April 1 of the year following the calendar year in which the Participant terminates employment with the .

(iii) The Participant's accrued benefit must be distributed over the Participant's life or the lives of the Participant and a designated beneficiary, or over a period not extending beyond the life expectancy of the Participant or of the Participant and a designated beneficiary.

(iv) The Trust pursuant to a qualified domestic relations order may establish separate benefits for a Participant and a non-Participant.

(v) If a Participant dies before required distribution of the Participant's benefits has begun, death benefits under Section 6.5(b) shall commence within thirty (30) days or as soon as administratively possible. If a Participant dies after the required distribution of benefits has begun, death benefits under Section 6.5(b) shall commence within thirty (30) days or as soon as administratively possible

(vi) Distribution of the Participant's entire interest will be made in one of the following ways: Lump sum (in the case of a withdrawal), over the life of the Participant, or over the lives of the Participant and his/her designated beneficiaries.

8. Article XII of the Plan is deleted in its entirety and hereby amended to read as follows:

(a) **Limitation of Benefits to Comply With Section 415.** Notwithstanding anything else herein to the contrary, the benefits payable under this Plan shall at all times comply with the provisions of Section 415 of the Code and the Treasury Regulations thereunder (as they apply to governmental plans), the terms of which are specifically incorporated herein by reference.

Effective for limitation years beginning on or after July 1, 2007, and notwithstanding any Plan provisions to the contrary, in no event may the maximum annual retirement benefit payable to a Participant under the Plan and any other defined benefit plan of the Employer at any time within the limitation year exceed the limitations contained in Internal Revenue Code Section 415 (as amended from time to time, including, without limitation, P.L. 108-218, the Pension Funding Equity Act of 2004, P.L. 109-280, the Pension Protection Act of 2006, and P.L. 110-458, the Worker, Retiree and Employer Recovery Act of 2008) and the regulations and guidance issued thereunder, which are hereby incorporated by reference, including, without limitation, the definition of compensation as set out therein. The term "compensation" for purposes of compliance with the limitations under Internal Revenue Code Section 415 shall include the following:

(i) wages as reported for purposes of federal income tax on Form W-2;

(ii) elective deferrals as defined in Section 402(g)(3) of the Internal Revenue Code and salary reduction contributions of the Participant not includible in his or her gross income by reason of Section 125 (including amounts not available to a Participant in cash in lieu of group health coverage because the Participant is unable to certify that

he or she has other health coverage) or Section 132(f) of the Internal Revenue Code; and

- (iii) compensation paid after severance from employment as set out in Treas. Reg. § 1.415(c)-2(e)(3).

9. Section 6.7 of the Plan is hereby amended add new subsections (d), (e), (f) and (g) as follows:

(d) This Section 6.7 applies to distributions made on or after January 1, 1993. Within a reasonable period of time before an Eligible Rollover Distribution is to be made, and in accordance with section 402(f) of the Internal Revenue Code and applicable regulations, the Plan Administrator shall provide to the Distributee an explanation of the right to elect a Direct Rollover, the federal tax withholding consequences of failing to elect a Direct Rollover, the tax effects of making a rollover (other than a Direct Rollover) to an Eligible Retirement Plan, and the tax rules applicable to lump sum distributions, if applicable.

(e) Effective January 1, 2002, a portion of a distribution will not fail to be an eligible rollover distribution merely because the portion consists of after-tax employee contributions that are not includible in gross income. However, such portion may be transferred only (i) to an individual retirement account or annuity described in Section 408(a) or (b) of the Code or to a qualified defined contribution plan described in Section 401(a) of the Code that agrees to separately account for amounts so transferred (and earning thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not so includible; (ii) on or after January 1, 2007, to a qualified defined benefit plan described in section 401(a) of the Code or to an annuity contract described in Section 403(b) of the Code, that agrees to separately account for amounts so transferred (and earnings thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not so includible; or (iii) on or after January 1, 2008, to a Roth IRA described in Section 408A of the Code.

(f) An eligible retirement plan is an individual retirement account described in Section 408(a) of the Code; an individual retirement annuity described in Section 408(b) of the Code; an annuity plan described in Section 403(a) of the Code; a qualified trust described in Section 401(n) of the Code; effective January 1, 2002, an annuity contract described in Section 403(b) of the Code; effective January 1, 2002, a plan eligible under Section 457(b) of the Code that is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or a political subdivision of a state that agrees to separately account for amounts transferred into that plan from Fund; and effective January 1, 2008, a Roth IRA described in Section 408A of the Code, that accepts the distributee's eligible rollover distribution. However, in the case of an eligible rollover distribution to the surviving spouse, an eligible retirement plan is an individual retirement account or individual retirement annuity.

(g) A distributee includes an employee or former employee. In addition, the employee's or former employee's surviving spouse is a distributee with regard to the interest of the spouse, and the employee's or former employee's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Section 414(p) of the Code is a distributee with regard to the interest of such alternate payee. Effective for Plan Years beginning on or after July 1, 2010, a distributee further includes a nonspouse beneficiary who is a designated beneficiary as

defined by Section 401(a)(9)(E) of the Code, solely for the purpose of making a direct rollover to an inherited individual retirement account or annuity.

10. A new second paragraph is added to the end of Section 6.3 of the Plan to provide as follows:

Notwithstanding anything in the preceding paragraph of this Section 6.3, effective March 28, 2005, if at any time on or after a Participant's termination of employment and before benefit payments begin it is determined that the Present Value of Accrued Benefit of the Participant's vested benefit is not greater than \$1,000, or, in the case of death, the Present Value of Accrued Benefit of the Participant's vested death benefit, if any, is not greater than \$1,000, the Participant, or his Spouse or Beneficiary, as applicable, upon his death, shall receive a distribution of the entire Present Value of Accrued Benefit of the vested benefit or death benefit, as applicable, without the requirement of the consent of the Participant or the Participant's Spouse or Beneficiary, and the non-vested portion will be treated as a forfeiture.

11. A new second paragraph is added to the end of Section 13.3 of the Plan to provide as follows:

A signed domestic relations order issued by a state court or agency that creates or recognizes the existence of an alternate payee's right to, or assigns to an alternate payee the right to, receive all or a portion of the benefits payable with respect to a Participant under the Plan shall be complied with to the extent that the terms satisfy the requirements of Code Section 414(p). An alternate payee is a spouse, former spouse, child or other dependent who is treated as a beneficiary under the Plan as a result of such signed domestic relations order.

12. Article XIV is deleted in its entirety and replace with the following new Article XIV as follows:

ARTICLE XIV

Police Post-Retirement Medical Plan

14.1 For purposes of this Article, the following terms shall have the following meanings:

- (a) "**Police Post-Retirement Medical Plan**" means the plan that sets forth the benefits provided by the Town to retirees (their spouses, if provided therein) for sickness, accident, hospitalization or medical premiums that shall be funded in whole or in part by the Police Post-Retirement Medical Account. Effective January 1, 2021, the prior Police Post-Retirement Medical Security Plan shall be renamed the Police Post-Retirement Medical Plan, and shall be amended and restated in its entirety,

and consist of, the same ICMA Retirement Corporation's VantageCare Retirement Health Savings Program ("Program"), which the Town adopted as part of the Town of Berlin Police Retiree Health Plan and integral trust named the Declaration of Trust of the Town of Berlin Integral Part Trust ("Trust") that the Town previously adopted effective October 1, 2018. The Participants who are eligible for the Police Post-Retirement Medical Plan and the Program therein, effective January 1, 2021, are listed on Schedule B hereto. In addition, no former employee who separated from service with the Berlin Police Department prior to February 21, 2019, shall be eligible for the Police Post-Retirement Medical Plan or to have a subaccount established for purposes of the Program or the Trust; instead, such former employee who separated service prior to February 21, 2019, and who is listed on Schedule C hereto may be eligible for the prior plan known as the Police Post-Retirement Medical Security Plan for the time period shown on such Exhibit C, subject to the terms and conditions of such plan, which was in effect at the time of their separation from Town employment, and such benefits shall not be modified after the date of their separation.

The assets of the Police Post-Retirement Medical Account that will now be allocated to participant subaccounts pursuant to the methodology established and agreed to by the collective bargaining unit for the Police Officers, will be used to fund each eligible Participant's benefits offered under the Program shall be held within the trust for the Plan, with the Town serving as trustee of the Trust for the exclusive benefit of such Plan participants and their survivors, and such earmarked assets of the Program held in the Trust shall not be diverted to any other purpose prior to the satisfaction of all liabilities of the Police Post-Retirement Medical Plan arising on or after July 1, 2021. The applicable Program documents that the Town has previously executed for the Trust made available by the ICMA Retirement Corporation, the VantageCare Retirement Health Savings (RHS) Adoption Agreement ("Adoption Agreement") to the Plan and any other related documents necessary to establish or administer the Program, the Plan or the Trust, and any further amendments to the Program, the Adoption Agreement, the Plan and Trust shall also be amended to also apply to the Police Post-

Retirement Medical Plan specified in this Article XIV.

(b) "Police Post-Retirement Medical Account" means the separate account that is intended to satisfy the requirements of Code Section 401(h).established under this Article XIV that provides for the payment of the benefits offered to eligible Participants who are Medical Benefits Account Beneficiaries under the Police Post-Retirement Medical Plan.

(c) "Medical Benefits Account Beneficiaries" mean the retired Police Officers who become Participants, and their spouses, who are entitled to benefits pursuant to the terms of the Police Post-Retirement Medical Plan. Such Medical Benefits Account Beneficiaries shall be Participants in the Plan as defined in Section 2.16 of the Plan solely for purposes of this Article XIV.

14.2 Police Post-Retirement Medical Account

(a) Establishment of 401(h) Medical Benefits Account.

The Trustee shall establish a Police Post-Retirement Medical Account for the purpose of providing for the payment to eligible participants, as defined in this Article XIV of the Defined Benefit Plan, of the retiree medical benefits available under the Police Post-Retirement Medical Plan or the prior plan known as Police Post-Retirement Medical Security Plan.

(b) Amount of Benefits.

The benefits that will be available and the provisions for determining the amount that will be paid from the Police Post-Retirement Medical Account are set forth in the Police Post-Retirement Medical Plan as it may be amended by the Employer from time to time, or terminated, or the prior plan known as Police Post-Retirement Medical Security Plan.

©

(c) Benefits not Available to Active Employees or their Spouses during Employment.

Subject to the limitations of this paragraph, the Medical Benefits Account Beneficiaries of eligible

participants in the Defined Benefit Plan shall be specified in the Police Post-Retirement Medical Plan or the prior plan known as Police Post-Retirement Medical Security Plan. No benefits may be paid under the Police Post-Retirement Medical Plan, or the prior plan known as Police Post-Retirement Medical Security Plan, from the Medical Benefits Account to any active Employees (or their spouses) of the Town. Benefits may be paid under the Police Post-Retirement Medical Plan, or the prior plan known as Police Post-Retirement Medical Security Plan, from the Police Post-Retirement Medical Account only to Participants and former Participants (and their spouse, if applicable) of the Plan who have separated from service with the Town because of disability, normal retirement or, if applicable, early retirement.

(d) Benefits to be Subordinated Retirement Benefits.

Benefits paid from the Police Post-Retirement Medical Account, when added to any life insurance protection provided by the Plan, shall be subordinate to retirement benefits, such that the aggregate actual contributions for medical benefits, when added to the actual contributions for life insurance protection provided by the Plan, do not exceed 25% of the total actual contributions to the Plan (other than contributions to fund past service credits) after the date that the Police Post-Retirement Medical Account is established.

(e) Contributions to the Police Post-Retirement Medical Account.

(1) Police Officers shall make such contributions to the Police Post-Retirement Medical Account as set forth in the collective bargaining agreement between the Police Officers and the Town. Unless agreed otherwise, such contributions will be made on an after-tax basis. The current contribution is three percent (3%) of a Police Officer's Earnings during each Plan Year. Effective October 1, 2018, no further contributions shall be made into the Plan by Police Officers to the Police Post-Retirement Medical Account. The Police Post-Retirement Medical Account balance shall be allocated among the participants in the Plan who are listed on Schedule B hereto in

accordance with the methodology established and agreed to by the collective bargaining unit for the Police Officers.

(2) The Town shall, at the time the Town makes a contribution to the Plan, designate the portion of such contribution, if any, allocable to funding the Police Post- Retirement Medical Account. Such contributions shall be reasonable and ascertainable.

(f) Limitations on Permitted Payments from the Police Post-Retirement Medical Account

No amount of corpus or income may be paid from the Police Post-Retirement Medical Account for any non- medical purpose unless all liabilities to Medical Benefits Account Beneficiaries are satisfied. However, payment of necessary or appropriate administrative expenses applicable to the Plan or the Police Post-Retirement Medical Account may be paid therefrom.

(g) Investment of the Police Post-Retirement Medical Account

The assets in the Plan allocated to the Police Post- Retirement Medical Account shall be invested by the Trustee in a separate account within the Trust in the investment options provided under the Program by ICMA Retirement Corporation pursuant to the investment directions made by each eligible participant in the Plan who is eligible under this Article XIV, except that for the funds in the Police Post- Retirement Medical Account that are held for providing the benefits under the prior plan known as Police Post-Retirement Medical Security Plan, the Trustee shall retain the investment direction and responsibility with respect to such funds.

(h) Remaining assets after satisfaction of all Police Post- Retirement Medical Account

Liabilities

Upon satisfaction of all Police Post- Retirement Medical Account liabilities, any remaining assets credited to the Police Post Retirement Medical Account shall be paid to the Town.

(i) Use of Forfeitures to reduce Future Funding of the Police Post-Retirement Medical Account.

Any forfeitures of amounts credited to the Police Post-Retirement Medical Account shall be applied as soon as possible to reduce future Town contributions, if any, to the Police Post-Retirement Medical Account.

IN WITNESS WHEREOF, the Town has caused this Plan Amendment to be executed on this ____ day of ____, 2021.

TOWN OF BERLIN

By: _____

Its: _____

SCHEDULE B

Participants eligible, pursuant to Sections 2.16(c) and 14.1(a) of the Plan, for the Police Post-Retirement Medical Plan, amended and restated, effective January 1, 2021, which is the post-retirement medical plan that incorporates the ICMA Retirement Corporation's VantageCare Retirement Health Savings Program.

Thomas Blake	Colin Gaffey	Joseph Linskey
Thomas Bobok	Drew Gallupe	Michael Manning
Robert Canto	James Gosselin	Robert Martin
Kevin Chaffee	Ryan Gould	John McCormack
Christopher Ciuci	Catherine Griffin	Sean McMahon
David Cruickshank	Ann Marie Haas	James Monthei
Tyler Cyr	Daniel Ithier	Sean O'Connor
Isabella Delgado	Michael Jobes	Dave Rohon
Mark Depinto	Brett Kelly	Richard Schreiner
Richard Doski	John Klett	Shawn Solek
Jeffrey Dubuc	Steve Kostka	Mark Soneson
Mark Fowler	Aimee Krzykowski	Scott Schreiner
John Flynn	Brandon Lagueux	Jeffrey Veach
Ted Fuini	Todd Lentini	

SCHEDULE C

Participants eligible, pursuant to Sections 2.16(c) and 14.1(a) of the Plan, for the Police Post-Retirement Medical Security Plan, dated July 1, 2000 and amended May 22, 2001, who are ineligible for the Police Post-Retirement Medical Plan as amended and restated, effective January 1, 2021.

Below is the list of former police officers (and their spouses) hired by the Town prior to September 24, 2018 who separated from service with the Town prior to February 21, 2019, and who are eligible for the benefits set forth in the "Police Post-Retirement Medical Security Plan" dated July 1, 2000 and amended May 22, 2001, through to the Benefit end date specified below, as further subject to the terms and conditions of such Police Post-Retirement Medical Security Plan. Those former police officers (or their spouses) listed below are specifically excluded from eligibility to participate in the Police Post-Retirement Medical Plan, as amended and restated, effective January 1, 2021:

Employee or Spouse	Monthly Benefit	Benefit Ends	Collecting as of 3/1/2021
John Burns	\$600	May 2021	Yes
Donna Annunziata (Joseph)	\$500	June 2021	Yes
Mary Mengual (John)	\$500	November 2022	Yes
Carol Thompson (Mark)	\$500	January 2026	No
Ed Kemmling	\$600	March 2028	Yes
Paul Germain	\$500	July 2028	No
Chris Tralli	\$600	November 2028	No
Scott Calderone	\$500	February 2029	No
Donna Manning	\$600	September 2030	No
Eric Chase	\$500	January 2032	Yes

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 7, 2021

SUBJECT: Authorization for Town Manager to Submit a Small Cities Community Development Block Grant Application

Summary of Agenda Item:

The Town Council authorized the hiring of a consultant to prepare a Connecticut Small Cities Program Community Development Block Grant application to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property on Percival Avenue. This application is being prepared and a public hearing was held concerning the proposed utility improvement project and to hear citizen comments concerning community development issues and projects. In order for the Town to submit a Community Development Block Grant application to request \$1,000,000 to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property at 143 Percival Avenue, the Town Council needs to authorize the Town Manager to submit the application by passing the attached resolution.

Action Needed:

Move to pass the attached resolution to authorize the Town Manager to submit a Connecticut Small Cities Program Community Development Block Grant application requesting \$1,000,000 to assist the Berlin Housing Authority with infrastructure improvements in support of its effort to build 50 affordable senior housing units on the former Knights of Columbus property at 143 Percival Avenue.

Attachments:

Resolution authorizing submission of a Community Development Block Grant application.

Prepared By:

Jim Mahoney, Economic Development Coordinator

CERTIFIED RESOLUTION OF APPLICANT

SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of Berlin at a meeting of its Town Council on May 18, 2021 and which has not been rescinded or modified in any way whatsoever.

(Clerk)

(Date)

(SEAL)

WHEREAS, Federal monies are available under the **Connecticut Small Cities Community Development Block Grant Program**, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Berlin make application to the State for **\$1,000,000.00** in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Berlin in an amount not to exceed **\$1,000,000.00** is hereby approved, and that the Town Manager of Berlin is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Berlin.

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 11, 2021
SUBJECT: Pavement Conditions Evaluation – Public Works

SUMMARY:

The Town engaged the BETA Group to complete its most recent comprehensive evaluation of pavement conditions for the Town roadway system in 2011. BETA's scope of work is summarized on the attached 2011 agenda summary. The Public Works Department feels that an overall Town road evaluation is needed at this time, both to have a third party assess every Town road's pavement condition and to support future road restoration funding requests. New inspection technology is available that involves 360-degree photography to document current roadway conditions and Artificial Intelligence (AI) to process this information. This approach could be considered a more thorough and objective pavement condition assessment, as it takes the human-based evaluation and possible pavement rating differences between staff out of the process.

StreetScan (based in Wakefield, MA) is one company that provides this new approach to pavement condition analysis, and has completed multiple assessments for CT municipalities. StreetScan has been prequalified by the Connecticut Conference of Municipalities (CCM) for these services. The Public Works Department requested StreetScan to present a brief overview of its approach and capabilities to the Town Council, for consideration. This presentation is in anticipation of a future funding request for road inspection services, for discussion only at this time. In particular, the department is looking for:

- Town Council feedback on this innovative technology
- Preferences on procuring such services, as the cost for this evaluation could be in the \$15,000 to \$20,000+ range (the BETA fee in 2011 was \$15,525.00).

ACTION NEEDED:

For Discussion Only

ATTACHMENTS:

Agenda Item dated July 11, 2011 (For Reference)

PREPARED BY:

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

MSA

TO: The Honorable Mayor and Town Council

FROM: Denise M. McNair, Town Manager

DATE: July 11, 2011

**SUBJECT: Bid Award for Pavement Management Update and Roadway Rating Survey
#2012-03 – Public Works**

Summary of Agenda Item:

In conjunction with the recent roadway improvement bond authorization the Public Works Department solicited three proposals to have our Pavement Management system updated. The last completed road inspection was performed in 2004 which is again necessary in order to update the roadway pavement rating system to match actual field conditions. The scope of work is outlined in the attached proposals however it generally include performing a field inspection of the 110 miles of roadway, updating the database using field and office equipment and export the data onto our town wide Geographical Information System (GIS). Although BETA Group has developed the database and performed the inspections for the Town back to 2004 we felt it was necessary to solicit other proposals. Public Works requested three proposals and received two as one elected not to bid on the project. The two proposals are enclosed in this council item. Proposals from BETA Group of Rocky Hill and VHB of Middletown, CT were compared and we are recommending awarding the project to the lowest cost consultant BETA Group at a fee of \$13,500. VHB's fee for the same work was \$21,000. Funds are available under the Capital Items-Road and Bridge Improvements account #140.20.2037.0.54000.00510.

Action:

Move to authorize the Town Manager to enter into Contract #2011-29 with BETA Group of Rocky Hill, CT to update the Town's Pavement Management System including road inspections for a fee of \$13,500 and authorize the Town Manager to enter into change orders, if necessary, to bring the total contract to an amount not to exceed \$15,525.00.

Attachment:


Proposals for Pavement Management Update from BETA Group and VHB.
Sufficiency of Funds

Prepared By:

Arthur G. Simonian, PE, LEED®, Public Works Director/Town Engineer

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: May 10, 2020

SUBJECT: Authorization for the Town Manager a Contract Amendment with Loureiro Engineering for Additional PFAS Testing related to 889 Farmington Avenue

Summary of Agenda Item:

Loureiro Engineering did one round of PFAS sampling as part of its 889 Farmington Avenue environmental consulting services for 2021 as previously approved by the Town Council. The sampling round was done in March and based on the sampling results PFAS contamination is not ruled out. Therefore, a second round of PFAS sampling is recommended. Loureiro submitted a proposal dated May 3, 2021 to provide another round of PFAS sampling at a cost of \$6,430. Staff proposes that the Town Manager be authorized to enter into an amendment to its contract with Loureiro Engineering to provide \$6,430 for additional PFAS testing services related to the groundwater plume from 889 Farmington Avenue that will be charged to the Demolition & Envir. Remed. account number, 540.10.1017.0.53957.00000. Staff also submitted a new insurance claim to Chubb related to the potential for PFAS contamination in the groundwater plume and a claim number has been assigned. Staff has requested that Chubb pay for the additional testing services. If Chubb approves the claim the source account for the funds will be changed.

Action

Move to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide \$6,430 for additional PFAS testing services related to the groundwater plume from 889 Farmington Avenue that will be charged to the Demolition & Envir. Remed. account as this is in the best interest of the Town.

Attachments:

1. Proposal
2. Sufficiency of funds.

Prepared By:

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



May 3, 2021

Town of Berlin

Town Manager's Office, Room 1
240 Kensington Road
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

RE: Proposal for Supplemental PFAS Sampling Event
Former Pioneer Precision Products - 889 Farmington Avenue

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. ("Loureiro") is pleased to submit this proposal for sampling to further evaluate the presence of Per- and Polyfluoroalkyl Substances (PFAS) in groundwater at 889 Farmington Avenue, Berlin, Connecticut (herein after referred to as the "the Site"). PFAS compounds were detected above Environmental Protection Agency (EPA) screening levels at downgradient monitoring well MW-13 during the initial PFAS sampling event in March 2021. A Site Plan showing monitoring well locations is provided as an attachment to this proposal. Additional sampling is warranted to assess whether PFAS is associated with Site-related activities or is present in groundwater as a result of background sources. A number of potential PFAS sources exist upgradient of the Site, including the Berlin Steel Construction Company located north of Depot Road.

1.0 Scope of Services

The scope of service for the supplemental PFAS evaluation includes sampling of accessible monitoring wells in the upgradient (northern) portion of the 889 Farmington Avenue Site. A majority of the monitoring in the upgradient portion of the Site were destroyed during the Boulevard construction project (PZ-03S and PZ-03D), having been missing for an extended period of time (PZ-08S), or are covered by the existing soil stockpiles from construction activities (PZ-01S and MW-05R). Loureiro will attempt to locate monitoring wells MW-06R and/or PZ-07S for PFAS sampling. Samples will be collected on the same day from downgradient monitoring wells MW-13 and MW-16. One equipment blank and one trip blank will be analyzed for quality assurance/quality control to verify the absence of PFAS cross contamination from the field sampling and laboratory analytical process.

Groundwater sampling will be performed using modified low-flow sampling techniques. Up to six samples (four monitoring well plus two QA/QC) will be submitted to a qualified laboratory for PFAS analysis. Analytical results will be requested on a standard two week turn around. Loureiro will provide a technical memorandum summarizing results of the supplemental PFAS groundwater sampling event. The memorandum will provide recommendations for any further assessment that may be warranted to evaluate the PFAS sources or extent in groundwater.

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY



2.0 Fees

We propose to provide the services described above on a time materials basis for a fee not to exceed **\$6,430** without prior written authorization from the Town of Berlin. A breakdown of our proposed fees is presented in the table below.

Task Description	Cost
Groundwater Sampling of up to four Monitoring Wells (inclusive of labor, equipment, supplies, project administration and management, and direct expenses).	\$2,500
Data Evaluation, Data Management, and Summary Memorandum	\$1,500
PFAS Analytical – 6 samples at \$405/sample	\$2,430
Total Estimate	\$6,430

3.0 Schedule

The supplemental PFAS sampling has been tentatively scheduled for the May 10, 2021 pending authorization to proceed. A summary memorandum will be submitted to the Town of Berlin within three weeks after the sampling is completed.

Should you have any questions concerning this proposal, please feel free to contact me at (860) 410-2904.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

Kevin J. Bitjeman, L.E.P.
Senior Project Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 10-May-21

Purchase Item or Contract: PFAS Testing - 889 Farmington Ave.		Requested by: James Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Loureiro Engineering contract amendment for additional PFAS Testing at	\$6,430.00	\$6,430.00
	889 Farmington Ave.		
			-
			-
			-
			-
TOTAL			\$6,430.00

Account No. 540.10.1017.0.53957.00000 Demolition & Envir. Remed.


Budgeted Amount.....	\$229,826.02	Available balance.....	\$90,733.43
Encumbrances to Date.....	\$90,880.89	Amount Needed for This Package.....	\$6,430.00
Expenditures to Date.....	\$48,211.70	Available Balance After Purchase.....	\$84,303.43

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 14, 2021

SUBJECT: Pie Chart inserted into Tax Bills

Summary of Agenda Item:

Attached is the Pie Chart which will be inserted to the tax bills for July 2021.

Action Needed:

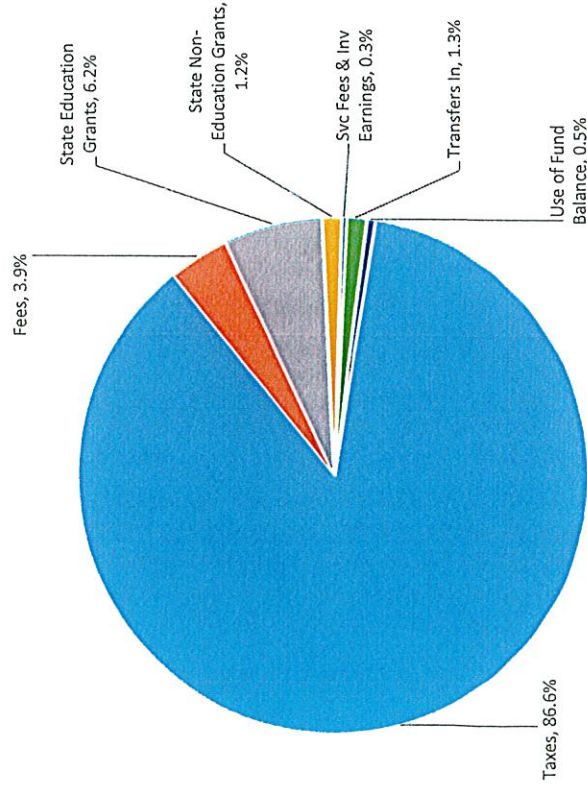
No action needed

Attachments:

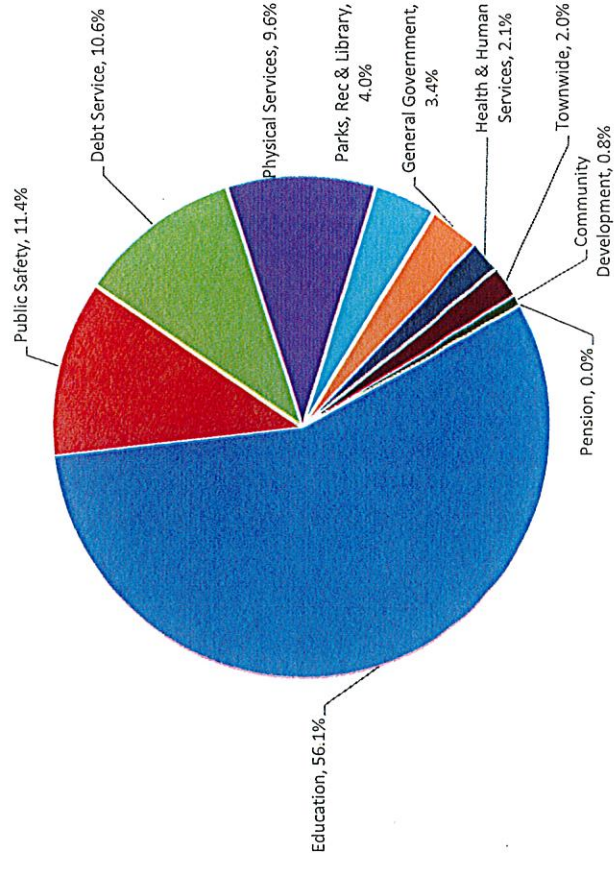
Pie Chart

Prepared By: Kate Wall, Town Clerk

How is the budget funded?



Where do your tax dollars go?



Education includes BOE operating budget, private schools and dept. 61

Debt Service:

General Government: \$4,438,523 (50%)

Education: \$4,405,370 (50%)

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 18, 2021
SUBJECT: Budget Transfers to Clear Overbudget Accounts

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All the higher than budgeted costs are offset in other parts of the budget or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

Action Needed:

Move to transfer \$144,300, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:


Kevin Delaney, Finance Director

GRAND TOTAL



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Revenue Collector	Fiscal Year:	FY2021	Date:	5/10/21
To Acct #:	Description:	Amount:	Requested by:		
001.05.0504.0.53924.00000	Tax Refunds	\$110,000.00	D. Swan		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.40.4063.0.59500.02052	Issue of June 2020	\$110,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Town changed the method of processing tax refunds in FY19. The level of refund of activity was estimated at that time. With the benefit of three fiscal years, it is clear that the budgeted amount is higher than the original estimate. The FY22 budget reflects the higher experience, but the FY21 amount needs to be adjusted mid-year. Additionally, Berlin is in the process of settling a tax appeal with several solar panel entities based on a recent interpretation of a new State statute. Berlin, like 18 other communities, taxed the solar panels as personal property. The Legislature is working on clarifying the statute to exempt these properties.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/7/21**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:


Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

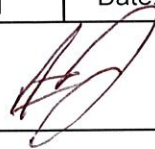
Department:	Fire Marshal	Fiscal Year:	FY2021	Date:	5/10/21
To Acct #:	Description:	Amount:	Requested by:		
001.15.1534.0.51120.00000	Professional Personnel	\$10,000.00	S. Waznia		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1534.0.51125.00000	Mid-Manager Personnel	\$10,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

During FY21, the Asst. Fire Marshal retired from the Town. During the period between his retirement and the start date of his replacement, the former Asst. Fire Marshal agreed to support the office as needed. The cost of this on-demand support was not budgeted. This transfer moves funds not expended for the vacant Asst. Fire Marshal into the Professional Personnel account to fund this on-demand support.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			5/10/21
Comments:			
			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:


Budget Change # :	JE#	Approved by Town Meeting	Date approved:



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Golf Course	Fiscal Year:	FY2021	Date:	5/10/21
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.53941.00000	Bank Charges	\$10,000.00	J. Salvio		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2543.0.51100.00000	Department Head	\$10,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

Higher than budgeted volume of credit card fees requires a transfer from other Golf Course accounts. During FY21, the Golf Course Director resigned. This resignation resulted in excess budgeted funds in the Department Head account.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/10/21**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:


Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:


Department:	Municipal Garage	Fiscal Year:	FY2021	Date:	5/10/21
To Acct #:	Description:	Amount:	Requested by:		
001.20.2035.0.51130.00000	Clerical Personnel	\$6,000.00	J. Simons		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2035.0.51135.00000	Blue Collar Personnel	\$6,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

During FY21, the person providing clerical support to the Garage decided to leave Town employment. Payout of unused vacation time combined with overlapping employment that allowed the former employee to help train her replacement resulted in higher than budgeted costs. Blue Collar personnel costs were lower than budgeted due to unplanned vacancies caused by worker's compensation injuries and unexpected turnover that resulted in a temporary position gap in the department.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	5/10/21
Comments:				
				

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Building Inspection	Fiscal Year:	FY2021	Date:	5/10/21
To Acct #:	Description:	Amount:	Requested by:		
001.10.1029.0.51510.00000	Clerical Personnel	\$8,300.00	F. Van Linter		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.10.1029.0.51100.00000 001.10.1029.0.51130.00000	Department Head Clerical Personnel	\$6,200.00 \$2,100.00	

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Building Office experienced very high volume during FY21. In response to this volume, the Town Manager approved an additional part-time, non-benefits eligible employee to support the existing team. This expense was not budgeted in the adopted FY21 General Fund budget. Funding remains in the Department Head account because the Town did not hire a Town Planner during FY21.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/10/21**

Comments:



Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Town Meeting to Appropriate \$92,605 of Outside Police Services Receipts

Summary of Agenda Item:

The Berlin Police Department provides public safety support to many private projects throughout Berlin. The outside organizations who request this support pay the Town for the officer's time and wear-and-tear on police vehicles. This revenue, and related expense, is budgeted annual in the adopted General Fund budget.

During FY21, the amount of outside police service requests exceeded what was anticipated in the FY21 General Fund budget. As a result, the expenditure account (001.15.1532.0.51440.00000 Extra Duty Police Officer) for these services is higher than budgeted and the related revenue account (001.15.1532.1.42303.00000 Outside Police Services) is higher than budgeted. This motion is to appropriate the additional revenue to the related expenditure account.

Action Needed:

Move to call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$92,605 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Town Meeting to Appropriate \$24,881 of Personal Property Tax Receipts

Summary of Agenda Item:

On March 6, 2018, the Town Council authorized the Town Manager to enter into an agreement with Tax Management Associates, Inc. (TMA) of Charlotte, North Carolina. TMA is a national firm that conducts personal property tax audits for municipalities on a contingent basis. TMA is paid 30% of the incremental tax (including penalties and fees) on property they identify as previously not taxed by the municipality. The municipality only pays the TMA fee once the municipality collects payment.

This motion is to call a Town Meeting to appropriate \$24,881 of incremental taxes (beyond what was assumed in the FY21 General Fund budget) to the Contractual Services account (001.05.0509.0.53814.00000) in the Assessor's Department to pay TMA's fee. The accounts from which the revenue will be appropriated are:

001.00.0000.5.41006.11617	Personal Property Taxes FY16-17	\$8,795.00
001.00.0000.5.41006.11718	Personal Property Taxes FY17-18	\$9,661.00
001.00.0000.5.41006.11819	Personal Property Taxes-FY18-19	\$2,853.00
001.00.0000.5.41006.11920	Personal Property Taxes-FY19-20	\$3,572.00
		\$24,881.00

Action Needed:

Move to call a Town Meeting at 6:45 p.m. on June 1, 2021, to approve a non-budgeted appropriation of \$24,881 from the Personal Property Taxes accounts in the General Fund to Contractual Services in the Assessor's Department.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 12, 2021

SUBJECT: Recommendation from PBC on SES PROJ. NO 20-251

Summary of Agenda Item:

The Board of Education (BOE) retained SES to “provide facility re-opening services due to the COVID-19 pandemic”. SES helped the Town assess and adjust the various HVAC systems throughout the school district based on the requirements defined in two guidance memos issued by the State of Connecticut. The completed report which included the results of the tests performed at all five public school buildings in the Town was sent to the Public Building Commission(PBC) for their review.

Attached is the response from PBC.

Action Needed:

No action needed.

Attachments:

Letter from PBC with Comments on the SES PROJ. NO-251, Town of Berlin School Reopening Final Report

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN
Public Building Commission
240 Kensington Road • Berlin, CT 06037
Office (860) 828-7022 • Fax (860) 828-7180

TO: The Honorable Mayor and Town Council
Arosha Jayawickrema, Town Manager

FROM: Berlin Public Building Commission

DATE: May 6, 2021

SUBJECT: Comments on the SES PROJ. NO 20-251
Town of Berlin School Reopening Final Report

As requested, the Public Building Commission (PBC) has reviewed the referenced report dated February 1, 2021. We have provided a 'bullet-point' response, with the responses provided in no particular order of importance.

- The Board of Education (BOE) retained SES to "provide facility re-opening services due to the COVID-19 pandemic." SES helped the Town assess and adjust the various HVAC systems throughout the school district based on the requirements defined in two guidance memos issued by the State of Connecticut known as: Guidance for School Systems.
- The report is a thorough 367-page summary of testing results from all five (5) public school buildings in the town, outlining the processes followed, together with a deficiency log which was provided to the town each week. It notes the town actively addressed the discovered issues and contracted to have repairs completed, as needed, to ensure HVAC systems were fully operational.
- As expected, the issues noted were greater with the elementary schools than with the middle school and the high school because the latter two buildings have undergone relatively recent HVAC upgrades (2010 and 2012) and are performing well.
- The elementary schools have older equipment, some in need of repair, some with parts to repair unavailable, and many units were observed in the off position because teachers complained of noise and uneven temperatures in their rooms and disabled the ventilators while teaching.
- SES provided various recommendations which have been implemented by the town such as: increasing the level of filtration, replacing filters at a more rapid rate and leaving the unit ventilators ON during the school day.

TOWN OF BERLIN
Public Building Commission
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- The report concludes as follows: "As the intent of this reopening effort was made to provide immediate mitigating impacts to the operation of the HVAC systems serving these facilities, it is important to consider the temporary nature of the current pandemic and the long-term impact these adjustments will have. The most immediate negative impact these adjustments will have is on the energy consumption for these buildings as a result of the increased filtration and run-hours, with the former having the greatest effect. This increase in energy consumption was not evaluated in this undertaking and was beyond the scope of the effort."
- There is no reference in the report to how the test results apply to any standards issued by the Center for Disease Control or the National Institute of Health because standards do not exist. The Guidance for School Systems memorandums issued by the State of Connecticut are dated June 22, 2020, and give the state's opinion on what schools should do to reopen. The Town of Berlin never closed its schools, and followed as many of the recommendations as possible. The PBC is not aware of any COVID-related issues in the school systems during the past ten (10) months which would require additional remedial efforts and expenses for the town. It is quite apparent that the current response by the town and the board of education has responsibly and more than adequately resulted in an effective outcome with respect to balancing safety and education for everyone involved in the process.
- The report also makes reference to available innovations in HVAC systems that are available for the elementary schools, should the town decide to consider future improvements to those schools.
- As you are aware, the town and the PBC have awarded contracts to Consulting Engineering Services, Inc. for each elementary school in town to obtain contract documents, bid services and construction administrative fees under a project to upgrade the HVAC systems at each school. This is a multi-year project, but one which is needed as a regular standard of upgrade to these schools.
- The recommendation of the PBC is to obtain the design documents being prepared by Consulting Engineering Services, Inc. for the elementary schools. If the Town Council and the Board of Education feel it is necessary, the design documents can be evaluated by medical experts, or industrial hygienists to see if the anticipated results comply with health objectives. In the meantime, there is no data that indicates any interim steps are worthwhile, other than opening windows, keeping HVAC systems on, and using basic fans to move air, if desired.

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 11, 2021
SUBJECT: Brush Grinding & Disposal - Contract No. 2021-07 Fee Increase

SUMMARY:

The Public Works Department contracted with Staxx Construction of Berlin, CT for a total amount of \$29,700.00 to grind and dispose of over 8,200 cubic yards of branches and logs collected by the Highway and Parks & Grounds Departments after Tropical Storm Isaias on August 4, 2020. (The attached approved agenda item provides relevant details.) Staxx has completed its work, and submitted the attached invoice totaling \$32,000 which includes grinding and hauling of additional material that was brought to the two Town debris management sites after the contract award. As the billed amount exceeds the original contract amount approved by Town Council by \$2,300, Staff is requesting approval to increase the Purchase Order to pay this invoice. Staff is aware of the additional material that Staxx had to process. Note also that the Public Works and Finance Departments are preparing reimbursement requests to FEMA for Town expenses related to Tropical Storm Isaias, and that this is included in that package.

Funding for this increase is available through the Public Works Contractual Services Account (001.20.2036.0.53814.00000).

ACTION NEEDED:

Move to authorize the Town Manager to increase Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias to \$32,000.00.

ATTACHMENTS:

1. Approved Agenda Item G.10. dated December 15, 2020
2. Sufficiency of Funds
3. Staxx Invoice

PREPARED BY:

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

MSA

TOWN COUNCIL MEETING

Tuesday, December 15, 2020

G-10 Topic re: Authorize the Town Manager to enter into Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias in the amount of \$29,700.00. – Public Works APPROVED

**Agenda Item No. G-10
Request for Town Council Action**

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: December 8, 2020

SUBJECT: Brush Grinding & Disposal - Contract No. 2021-07 Bid Award

SUMMARY:

The Public Works Department conducted a bid opening on the above referenced project on December 3, 2020.

A total of nine (9) Contractors responded, and eight (8) submitted bids (see attached tabulation).

The scope of this contract is to grind and dispose of over 7,000 cubic yards of branches and logs collected by the Highway and Parks & Grounds Departments after Tropical Storm Isaias on August 4, 2020.

Following a review of the bids, Staff are recommending that Bid #2021-07 be awarded to Staxx Construction of Berlin, CT in the amount of \$27,000.00 plus 10% contingency, for a total amount of \$29,700.00.

Funding will be made available through the Public Works Contractual Services Account (001.20.2036.0.53814.00000).

ACTION NEEDED:

Move to authorize the Town Manager to enter into Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias in the amount of \$29,700.00.

ATTACHMENTS:

Bid Summary

1. Sufficiency of Funds

PREPARED BY:

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 11-May-21

Purchase Item or Contract: Brush Grinding & Disposal		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Amendment to Brush Grinding & Disposal contract	\$2,300.00	\$2,300.00
			-
			-
			-
			-
TOTAL			\$2,300.00

Account No. _____

Budgeted Amount..... \$50,000.00

Available balance..... \$8,735.00

Encumbrances to Date..... \$33,045.00

Amount Needed for This Package..... \$2,300.00

Expenditures to Date..... \$8,220.00

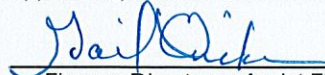
Available Balance After Purchase..... \$6,435.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director



Date	Invoice #
4/23/2021	157

P.O. No.	Terms
	Net 30
Project	

Item	Description	Rate	Hourly Rate	Quantity	Amount
Grinding and Disp...	Grinding and disposal of 8,200 cubic yards of branches and logs from Patterson Way Site and Christian Lane site.	27,000.00			27,000.00
Grinding and Disp...	Grinding and disposal of ADDITIONAL material brought in by Town and Town Contractors after award and commencement of contract. Patterson Way site acquired an additional 4,700 cubic yards of material per the counter system on horizontal grinder.	5,000.00			5,000.00
Women, Veteran Owned and Operated			Total		\$32,000.00
		Payments/Credits	\$0.00	Balance Due	\$32,000.00

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Enhanced Performance Lighting upgrades at Berlin High School

Summary of Agenda Item:

Eversource Energy is offering energy incentives for LED lighting and control upgrades. The incentives currently require a signed project commitment by June 30, 2021, with project completion by November 30, 2021. The high school building utilizes the most electricity of all town buildings and would benefit the most from LED and control upgrades. Advancements in LED lighting and incentives has made upgrade and retrofit projects more cost effective since the high school design and renovation took place and was completed. In an effort to complete the project during the summer of 2021 while the school is unoccupied with students, four pre-approved State & Eversource Energy Contractors were contacted to provide pricing, utilizing State of Connecticut DAS Contract No. 18PSX0104 (Energy Efficient Retrofits and Energy Cost- Savings Services for Existing Buildings). All four firms completed the required audits and provided proposals on Tier 2 enhanced performance lighting that were reviewed by town staff with a comparison chart attached. Based on the proposals received and review of the project scope and products, approval is requested to utilize the proposal provided by Automated Building Systems of Glastonbury, CT. in the amount of \$498,120. The estimated net project cost will be \$184,464 after estimated incentives. Upon approval and authorization by the Town of Berlin, Automated Building Systems will submit the project to Eversource Energy for approval. Once approved, a letter of agreement from Eversource Energy will be issued to the Town of Berlin to sign and apply for zero percent , 48-month on invoice financing in which the savings pay for the project. The Town does not commit to any cash outlay for construction, but has received the necessary debt ordinance bonding approval. All incentives are paid to the installation contractor. The proposed project has an estimated two-year payback.

Action Needed:

Move to utilize State of Connecticut DAS Contract No. 18PSX0104 and authorize Automated Building Systems, of Glastonbury, CT. to perform Tier 2, enhanced performance lighting retrofit and upgrades per the Eversource Energy incentive program in the amount of \$498,120.

Move to authorize the Town Manager to sign the letter of agreement with Eversource Energy upon their review and approval of the submitted project, and apply for a 48-month, zero percent financing with the incentives to be paid to the installation contractor Automated Building Systems.

Attachments:

Eversource Energy Tiered Project Initiative
Contractor Comparison Chart
Automated Building Systems Proposal

Prepared By:

Douglas Solek, Director of Facilities



EXISTING BUILDINGS

TIERED PROJECT INITIATIVE

	GREATER OF per kWh	PLUS per kW	PLUS per CCF	Not to exceed	PROJECT CAP	PROJECT QUALIFICATION
TOTAL COMPREHENSIVE INCENTIVE						
Three or more End Uses*	\$0.75	\$1000/ summer peak	\$6.50	75% of Installed Cost		<ul style="list-style-type: none"> If lighting end use is needed to qualify for this tier, lighting must be at least Enhanced Performance At least 25% of the savings must be from retrofit measures To include standard lighting, project must qualify for this tier independent of the lighting
MULTI END USE OR EMS						
Minimum two End Uses*	\$0.60	\$1000/ summer peak	\$5.50	60% of Installed Cost		<ul style="list-style-type: none"> At least 25% of the savings must be from retrofit measures A control device/system that just sets the space temperature or only controls lighting is not an EMS
SINGLE NON LIGHTING END USE						
Minimum one non-lighting End Use	\$0.50	\$1000	\$4.50	50% of Installed Cost		<ul style="list-style-type: none"> Project must impact at least one non-lighting End Use If lighting is the only measure, - DO NOT USE - refer to below "Lighting Measures" table

End use is defined as Gas or Electric, impacting Heating; Cooling; Lighting; Process; Domestic Water Heating; Refrigeration; Motors and Drives
 *No end use can exceed 70% of the project's value based on annual savings and each qualifying end use must contribute at least 3%

LIGHTING MEASURES

	GREATER OF per kWh	PLUS per kW	PLUS per CCF	Not to exceed	PROJECT CAP	PROJECT QUALIFICATION
HIGH PERFORMANCE LIGHTING						
LED Fixtures with Networked Lighting Controls System	\$0.75	\$1000/ summer peak	NA	75% of Installed Cost		80% of project load must utilize a networked lighting control system, as defined by DLC ¹ . System must be capable of energy monitoring and demand response, as defined by DLC. Customer must also provide control narrative for the system, and it must be fully commissioned with reporting and demonstrated demand response capability.
ENHANCED PERFORMANCE LIGHTING						
LED Lighting with Luminaire Level Lighting Controls or Wirelessly Accessible Controls	\$0.55	\$1000/ summer peak	NA	60% of Installed Cost		80% of project load must consist of LED fixtures ¹ , with digital control and wireless accessibility to initialize, configure, and commission the system. Must include and demonstrate a minimum of one control strategy per fixture and two different control strategies at the project level; e.g., occupancy, daylighting, task tuning/ high end trim. (Small group control is advised, recommend up to 300W of controlled LED fixtures per group within same physical space and/or group space up to 1,000 sq. ft. floor area.)
STANDARD LIGHTING						
Must use Expedited Lighting Application	\$0.40	\$1000/ summer peak	NA	45% of Installed Cost		<p>The Energy Efficiency Expert reserves the right to review each claim and direct you to the required pathway. For Express Lighting Rebate refer to Lighting Rebate Form. EnergyCT.com/your-business/solutions-list/Express-Service-Lighting-Rebate.</p> <p>NOTE: Type C retrofit LED full kits or type C lamps with external drivers are the only (tube) product options that qualify for this incentive.</p>

RETROFIT MEASURES		EXISTING BUILDING RETROFIT
Cumulative Cap per Federal Tax ID		\$500,000
Municipal Finance Cap (total per municipality) - Eversource		\$1,000,000
Municipal Finance Cap (total per municipality) - UI		\$500,000

Project Caps and Incentive Levels for Eversource CT and United Illuminating (UI) - Effective 6/1/20 through 6/30/21 while funds last
 BROUGHT TO YOU BY



EnergyCT.com/your-business/solutions-list/Energy-Opportunities

Incentive caps and qualification criteria are subject to change at any time. Availability of funding is not guaranteed and the Utilities are not responsible for any costs or damages incurred by the Participant if funding for this program is reduced or eliminated. Retainage may be applied to any project if final payment is contingent on delivery of performance results or information. Utilities shall have final determination of eligible incentives and energy savings. A Letter of Agreement/Authorization detailing available incentives and energy savings for each proposed measure must be signed by Utilities Management before any equipment is ordered to be eligible for incentives.

IECC 2015 is the baseline energy code. All references to kWh and CCF savings shall refer to annual gross savings.

All LED fixtures must be DesignLights Consortium® (DLC) or ENERGY STAR® certified. The lists of qualifying products can be found at www.designlights.org and www.energystar.gov, respectively.

Program Overview

Business Sustainability Challenge

Tackle common business issues like utility costs, waste, and employee engagement in the context of sustainability and energy efficiency. Become competitive and resilient by following recommended action steps that are accessible, achievable, and profitable.

Commercial Clothes Washer Rebate

Make your laundry facility work for your bottom line. Purchase an energy-saving ENERGY STAR model for your next commercial clothes washer and earn a \$200 rebate for each qualifying machine. And, get high performance with every load!

Electric HVAC and Water Heating Rebate

Save electricity and cut energy costs in your business by installing qualifying high-efficiency air conditioning, heat pump systems, and water heaters. Rebates help to offset the costs.

Energy Opportunities

With today's energy costs, delaying to upgrade old inefficient equipment can actually cost you money. Invest in energy-efficient equipment now to reduce operating costs and improve productivity, ease-of-use, comfort and even aesthetics.

Low-Interest Loans for Commercial & Industrial Customers

Make energy savings pay off with low-interest financing for qualified energy-efficient improvements. Coupled with incentives, it can make your project a reality so you can start saving sooner.

Natural Gas Water Heating Rebate

With efficiencies of up to 85 percent or more, installing high-efficiency natural gas water heating equipment is a smart way for businesses to save gas and cut energy costs. Rebates let you enjoy the energy-saving benefits without paying a premium price.

Process Reengineering for Increased Manufacturing Efficiency

Make your manufacturing operations more productive with "lean manufacturing" training. You'll learn techniques to streamline product flow, eliminate or reduce waste, improve production efficiency, minimize environmental impact and reduce energy consumption.

Small Business Energy Advantage

A utility-authorized contractor performs a no-cost, no-obligation energy assessment (audit) of your facility and then manages the installation of the energy-saving improvements. This one-stop service, combined with our incentives and zero-interest, on-bill payment plans, allows you to get started right away.

C&I/M Financing-Small Businesses & Municipalities

Loans make it easier for small businesses and municipalities to invest in energy-efficient improvements. Repayment terms up to four years and an on-bill payment option make it even easier!

Commercial Kitchen Equipment Rebate

Put energy savings on the front burner with rebates on energy-saving ENERGY STAR® commercial kitchen equipment. You'll reduce energy costs, improve performance, and because many energy-saving options produce less heat, you might also reduce your cooling costs.

DEEP-Sponsored Granted Financial Incentives & Low-Interest Loans

Reduce operating costs with a combined heat and power system. Financial incentives and low-interest loans, sponsored by the Connecticut Department of Energy and Environmental Protection (DEEP), can make it a cost-effective investment. Capital grants of \$200 per kilowatt are available for qualifying projects of one megawatt or less in Eversource or United Illuminating's service territory. To qualify, a project must reduce energy costs by an amount equal to or greater than the project's installation cost within 10 years of its installation.

Express Service and Instant Lighting Rebates

It is easy for businesses to save electricity and cut energy costs by installing high-efficiency lighting. Now with paper and instant rebates, you can enjoy all the energy-saving benefits without paying a premium price. What a bright idea!

Natural Gas Heating Equipment Rebate

A smart way for businesses to save gas and cut energy costs is by installing high-efficiency natural gas heating equipment. With efficiencies of up to 98 percent, they are the most efficient heating equipment available.

Programs for Municipal Utility Customers

Business customers of Connecticut's municipal utilities can also benefit from smart energy options. To learn more about available programs, please contact your utility using the information below.

Commercial Multifamily Properties

Reduce energy and operating costs and make the multifamily property you own or manage more comfortable and environmentally friendly with the Multifamily Initiative.

Energy Conscious Blueprint

Maximize your new facility's energy performance by planning for efficiency from the beginning. Utility energy experts help to identify and integrate energy-saving opportunities into your plans early.

Green Buildings Tax Credit Program

Connecticut is offering a new incentive to build or renovate commercial buildings to meet or exceed U.S. Green Building Council's Leadership in Environmental and Energy Design (LEED) Gold Standard. The Green Buildings Tax Credit makes it more cost-effective for builders and developers to invest in energy-efficient construction that supports our clean energy future.

Natural Gas Infrared Heater Rebate

Large structures, such as warehouses and loading docks, can reduce the heat needed to maintain comfortable temperatures by 15 percent with low-intensity natural gas infrared heaters. Feel the heat and see the savings with rebates!

Operations and Maintenance

Improve your facility's electrical and thermal efficiency through operational changes and repairs rather than capital investments.

Retro-Commissioning

A pre-qualified retro-commissioning engineering firm evaluates how your mechanical equipment, lighting and related controls operate and function together. Suggested improvements are supported with sustainable energy management strategies.

Energy Management System (EMS)

We are often able to incentivize the costs associated with putting in EMS strategies not previously existing or required by code.

Strategies to Consider

- Optimal Start Stop
- Dual Enthalpy Economizer
- CO₂ or Demand Controls Ventilation
- Hot Water Reset
- Chilled Water Reset
- Condenser Water Reset
- Static Pressure Reset
- Discharge Temperature Reset

Contractor Comparisons

[illegible]



Connecticut Office
126 Kreiger Lane
Glastonbury, CT 06033
Tel: 860 657-9257
Fax: 860 657-3135
CT License E1-125715 & S1-389041
www.absddc.com

Massachusetts Office
150 Cordaville Rd Suite 106
Southborough, MA 01772
Tel: 508 655-4227
Fax: 508 655-4267
MA License 20987A

May 6, 2021

Town of Berlin - Berlin High School
139 Patterson Way
Berlin, CT 06037

Attn: Douglas Solek, Facilities Director Town of Berlin

Re: LED Lighting Upgrade

Per your email request, ABS has assembled the answers to your questions. We appreciate the opportunity to submit this proposal and look forward to hearing from you.

ABS is confident that we can provide a complete and functional lighting upgrade at Berlin High School. ABS and The Town of Berlin have had a long and successful relationship and should be confident that ABS will deliver quality lighting products and installation based on past performances.

ABS is proposing a turnkey energy efficiency proposal at Berlin High School that will:

- Enhance the learning environment with better quality of light and visual comfort
- Reduce long-term utility expenses while hedging against rising utility costs
- Reduce O&M expenses through LED technology with longer life
- Provide sustainability benefits and reduce carbon footprint
- Pay for itself with the savings generated

***Eversource is offering a "Savings is Essential" enhanced incentive for projects signed by June 30, 2021 and installed by November 30, 2021.**

LED is now considered standard lighting, with high market penetration due to greater efficiency and long-term performance. **Utility incentives for LED lighting are expected to end after 2021.** The proposed LED fixtures last up to 5-10 times longer than the existing fluorescent fixtures and require virtually no maintenance, while using a fraction of energy and offering superior light output. The fixtures furnish a 5-10 year manufacturer's warranty and ABS provides a 1-year service warrantee.

If you wish to move forward, we will need to submit the project to Eversource to secure the confirmed incentive amount and Letter of Agreement. ABS will process all paperwork on your behalf.

Details are provided on the following pages, any questions let me know.

LED Fixtures with Controls and Retrofits

LED Fixtures with Tier 2 Controls	Proposed Measures	Installed Cost	Electricity Savings			O&M Savings	Estimated Incentive	Net Cost	Payback Years
			kW	kWh/yr.	\$/yr.				
ECM-1	Interior Lighting	\$498,120	222.0	570,284	\$85,543	\$12,105	\$313,656	\$184,464	1.9

On-Bill Repayment Option	Amount Financed	48 Monthly Payments	Energy Savings/mo.	Net Difference
Eversource offers municipal 0% on-bill repayment up to 48 months	\$184,464	\$3,843	\$7,129	\$3,286

Qty	Existing Fixture	Watts		Qty	Proposed Fixture	Set Watts	Fixture ID
1736	2x4 2 Lamp 54 Watt T5 Recessed Troffer	117		1736	2x4 Troffer w Integrated Sensor	22	A
284	2x2 2 Lamp 27 Watt T5 Recessed Troffer	54		284	2x2 Troffer w Integrated Sensor	19	B
23	2x2 2 Lamp U-Tube Recessed Troffer	60		23	2x2 Troffer w Integrated Sensor	19	B
24	1x4 Recessed Troffer	117		24	1x4 Troffer w Integrated Sensor	19	C
53	1x4 2 Lamp Wrap	117		53	4' Wrap w Integrated Sensor	18	D
68	4' Linear Industrial	156		68	4' Strip w Integrated Sensor	18	E
115	4' Vapor Proof 2 Lamp T5 54 Watt	117		115	4FT 2-Lamp Bar Kit	35	F2
56	Bathroom Corner Fixture 2 Lamp 54 Watt T5	117		56	4FT 2-Lamp Bar Kit	35	F2
26	4"4' 1 Lamp Slot	54		26	4FT 4-Lamp Bar Kit	65	F4
36	High Bay	468		36	High Bay w Integrated Sensor	93	H
2421	Total Existing Fixtures			2421	Total Proposed Fixtures		
	Switches			217	Dimmer Switch		I
				1	Lighting Controls		J
				1	Programming Tool		
				1	Commissioning		

Disclaimer:

Any incentive and/or energy savings numbers referenced in this email are estimates only and should not be interpreted as a commitment to pay incentives for any referenced project. Estimates are made based on information provided by the Participant, vendors providing services for the Participant, or other sources, and are not guaranteed to be error-free. Figures may change due to program changes, calculation errors, inaccurate project data discovered through pre-inspection, or for any other reason. Only a Letter of Agreement (LOA) signed by CL&P Management AND counter-signed by the program Participant is considered to be a valid estimation of incentives. The final incentive for a project is dependent on multiple factors including the actual installed equipment, costs, and energy savings--so any change in project parameters may result in a change in incentives.

DayBrite Spec Sheets: https://www.dropbox.com/sh/x961fs4336cj2dj/AABxVZytKU1xIFu_Xq8yYcJ8a?dl=0

Price breakout for the installed cost of \$498,120 is as follows:

Installation Labor	\$ 203,048.00
Lighting Materials	\$ 288,909.00
Project Mgmt & Admin	\$ 6,163.00
TOTAL	\$ 498,120.00

Scope of Work: Tier 2 lighting with controls – scalable to Tier 3

Upgrade 2,421 interior fluorescent fixtures to LED fixtures and/or retrofit kits.

The majority of fixtures (2,244) will have integrated sensor technology that will be programmed for dimming, occupancy control, and advanced grouping with dwell time. The granular dimming and dwell time features allows for a more soothing transition of light levels that is comfortable to occupants. The fixtures will be “trimmed” to a set wattage to provide more savings and utility incentives.

- 2x2 and 2x4 recessed troffers will be upgraded to architectural troffer fixtures with sensors
- Occupancy and dimming controls in *hallways and stairwells* will solve the issue of having to manually turn off the fixtures and significantly reduce run time and energy costs
- High Bays in gyms will be upgraded to high bay fixtures with sensors

- Linear wrap and strip fixtures will be upgraded to linear fixtures with sensors
- Classrooms and other rooms will be outfitted with (~217) wireless dimmer switches in place of existing switches for control of light levels
- Commissioning of fixtures is included

Specialty and cove lighting fixtures (197) will be upgraded LED bar kits retrofits and LED drivers, which offer a cost-effective solution. *An advantage to using bar kits over using LED tubes is that they do not use existing ballasts or tombstones which tend to fail over time.*

Clarifications:

- Our proposal includes engineering, furnishing, installing and commissioning the systems as described in this scope of work as well as lifts, recycling and disposal of all material.
- Work will be performed from 7:00am to 3:30pm Monday thru Friday. Access to the work areas is critical to complete on time. ABS will work with the professionals that work at Berlin High to coordinate a successful project.
- Materials will staged inside the high school as allowable based on weekly deliveries.
- Materials availability is not an issue at this time and ABS will monitor this situation.
- ABS will provide project management by ABS and installation labor will be provided by ABS's partners to supplement our on work force. At this time, ABS will subcontract this work to Keigel Electric (Jeff Keigel has performed multiple projects with ABS at the sites listed below ,
- Any labor or materials not specifically included in the proposal sections above.
- All work is on straight time only. Automated Building Systems, Inc. is not responsible for indentifying, testing, removal or disposal of any hazardous material encountered in the line of work.
- Does not include repair of existing electrical items found to be inoperable.

References:

Darien Public Schools – Mike Lynch, Director of Facilities mlynch@darienps.org
Newtown Public Schools - Bob Gerbert, Director of Facilities gerbertr@newtown.k12.ct.us
Ridgefield Public Schools - Joe Morits, Director of Facilities jmorits@ridgefield.org

Sincerely,

Jack Haggett

Jack Haggett
Automated Building Systems, Inc.
jhaggett@absddc.com
860-209-2820

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 10, 2021

SUBJECT: Award Bid No. 2021-21 for Sage Interior Renovations to Concession Restrooms

Summary of Agenda Item:

In fiscal year 2021, funding was allocated for the renovation of the Sage Park Concession Building restrooms. Drainage maintenance was performed, as well as engineering and design services completed for plans and specifications. Project No. 2021-21 was publically bid with nine bids received on April 20, 2021. A scope review was conducted with the low bidder, Mazzarella Builders, Inc. of Berlin, CT., also in attendance was the project architect and engineer along with staff from the Town of Berlin Grounds and Facilities Departments. Approval is requested to award bid 2021-21 to Mazzarella Builders Inc. of Berlin, CT. in the amount of \$144,378, which includes a 20% project contingency. Funding is available in the following accounts:

Sage Restrooms -	530.20.2038.0.54000.00360=	\$89,460.00
LoCIP Town Clerk -	500.05.0507.0.54000.00913=	\$30,000.00
Contractual Services & Projects-	500.20.2038.0.54000.00302=	\$25,000.00

Action Needed:

Move to award bid no. 2021-21 to Mazzarella Builders, Inc. of Berlin, CT. in the amount of \$144, 378.00 which includes a 20% project contingency for the renovation of the Sage Park Concession Building restrooms.

Attachments:

Bid Results

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities

Sage Interior Renovations to Concessions Restrooms Bid #2021-21

April 20, 2021 2:00PM

	Company	Contact	Total Bid	Alternate	Acknowledge Addendum #1	Acknowledge Addendum #2	Bid Bond or Certified Check
1	Titan Enterprises, Inc. of Ansonia, CT	Anthony Esposito 305-1692	\$ 164,300.00	\$ 49,000.00	Yes	Yes	Yes
2	Diversity Construction Group, LLC of Cheshire, CT	James A. Kearney, Jr. 689-4387	\$ 159,400.00	\$ 48,000.00	Yes	Yes	Yes
3	Sarazin General Contractors, Inc. of North Wingham, CT	Debra Sarazin 456-4576	\$ 159,700.00	\$ 38,500.00	Yes	Yes	Yes
4	BRD Builders, LLC of Hartford, CT	Mike Clifford 706-0359	\$ 143,460.00	\$ 24,000.00	Yes	Yes	Yes
5	KAFA Group of Bridgeport, CT	Steve McKenzie 333-0090	\$ 245,900.00	\$ 32,400.00	Yes	Yes	?
6	Mazzarella Builders, Inc. of Berlin, CT	James Mazzarella 863-5243	\$ 120,315.00	\$ 33,000.00	Yes	Yes	Yes
7	Tris State Land Management Contractors, Inc. of Greenwich, CT	Steve Beidich 309-0117	\$ 202,500.00	\$ 28,750.00	Yes	No	Yes
8	Aresco Construction Co. of Middletown, CT	Joe Aresco 346-6621	\$ 123,000.00	\$ 38,000.00	Yes	Yes	Yes
9	Hartford Building Company, LLC of Weathersfield, CT	Kristen Cappelucci 922-0179	\$ 157,900.00	\$ 36,000.00	Yes	Yes	Yes
10							
11							



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 11-May-21

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Sage Restrooms	\$89,460.00	\$89,460.00
			-
			-
			-
			-
TOTAL			\$89,460.00

Account No. 530.20.2038.0.54000.00360

Budgeted Amount.....	\$90,000.00	Available balance.....	\$68,460.00
Encumbrances to Date.....	\$2,498.95	Amount Needed for This Package.....	\$89,460.00
Expenditures to Date.....	\$19,041.05	Available Balance After Purchase.....	(\$21,000.00)

Is a budget change needed? ☒ Yes ☐ No

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

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

or:

Finance Director or Assist.Finance Director

☒ I certify that a budget change in the amount of \$ 21,000 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. 6-10-2 of the Town Charter)

DATE 11-May-21

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Sage Restrooms	\$30,000.00	\$30,000.00
			-
			-
			-
			-
TOTAL			\$30,000.00

Account No. 500.05.0507.0.54000.00913

Budgeted Amount.....	\$77,376.25	Available balance.....	\$40,846.76
Encumbrances to Date.....	\$9,325.44	Amount Needed for This Package.....	\$30,000.00
Expenditures to Date.....	\$27,204.05	Available Balance After Purchase.....	\$10,846.76

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 \$ 21,000 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. 6-10-2 of the Town Charter)

DATE 11-May-21

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Sage Restrooms	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 500.20.2038.0.54000.00302

Budgeted Amount..... \$161,989.72

Available balance..... \$160,539.72

Encumbrances to Date..... \$1,450.00

Amount Needed for This Package..... \$25,000.00

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$135,539.72

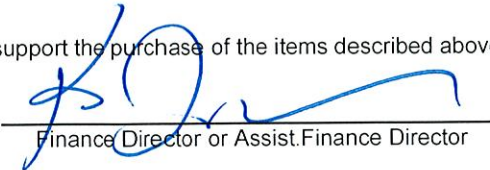
Is a budget change needed? ☐ Yes ☒ No

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:

☐ I certify that a budget change in the amount of \$ 21,000 must be processed concurrently with this certification to support this commitment.


Finance Director or Assist.Finance Director

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 13, 2021

SUBJECT: RFP No. 2021-19 Bid Award for Roof Duct Insulation at Berlin High School

Summary of Agenda Item:

At the February 2, 2021 Town Council Meeting, Town Council approved the proposal and bid waiver for ICDS, LLC of Guilford, CT to complete design, bidding and construction administration services related to the insulation and jacketing on the Berlin High School exterior ductwork. Plans and specifications were completed by ICDS, LLC., and the project was bid as RFP No. 2021-19, with two bids received on April 22, 2021. A scope and budget review was conducted on April 28, 2021 at Berlin High School with the low bidder KMK insulation, of North Haven CT, the principal from ICDS, LLC and the Town Facility Director. Value Engineering options were discussed as cost saving measures while still meeting the design criteria and specifications. The Value Engineering options have been reviewed, approved and recommended by the engineer ICDS, LLC. Approval is being requested to award bid No. 2021-19, which includes the Value Engineering recommendations approved by ICDS, LLC and revised proposal from KMK Insulation of North Haven, CT in the amount of \$794,925.00, which includes Alternate No.1. & No.3. Funding is available in the BHS Rooftop Ductwork Account 554.35.3561.0.54000.00367

Action Needed:

Move to award bid No. 2021-19 to KMK Insulation, of North Haven, CT in the amount of \$794, 925.00 for insulation and jacketing on the Berlin High School exterior ductwork, which includes Alternate No.1 & No.3 from the revised proposal provided by KMK Insulation and value engineering report reviewed and approved by ICDS, LLC.

Attachments:

Bid Results

Value Engineering Report and Revised Proposal

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities

BHS Exterior Ductwork Bid #2021-19

April 22, 2021 2:00PM

[illegible]

Doug Solek

From: sfitch@icdssl.com
Sent: Wednesday, May 12, 2021 4:53 PM
To: Doug Solek
Cc: 'Scott Comrie'
Subject: RE: Berlin HS Additional VE
Attachments: 2021-05-12_BHS Duct Insulation_Bid Review_Updated.pdf

Doug:

Please see my updated review attached. Please let me know if you have any questions.

P.S. I went back to my report and I wanted to make sure I was clear about the cost estimating. On page 12 of the original report (Issued Jan 8, 2021) I stated the following under Note a, because we are a full MEP systems design engineering design firm and this was a very specific trade installation that has limited available stand-alone cost data. That's why we rely on R.S. Means and product manufacturer data (in this case pricing data from PolyGuard). I would be very interested to find out the duct square footage KMK utilized to determine material quantities. Ultimately, based on my square footage they are installing insulation at about \$27/sf. There is no way for me to get to that cost even with Prevailing wage, but you did have two bidders who were in the same magnitude and have excellent reputations so this seems like it is the going rate.

Notes:

- a) All costs estimates are Opinions of Probable Cost based on and/or pricing information provided by product manufacturers. Actual pricing should be obtained prior to making any final economic analysis. For Option 1 and Option 3 assume the mechanical installation is by a no general contractor) since the installation scope is limited to Mechanical Costs.

Scott D. Fitch, P.E.
Principal

ICDS

Innovative Construction & Design Solutions, LLC

419A Whitfield Street
Guilford, CT 06437
Tel: (203) 453-8596 Ext. 3
Website: www.icdssl.com
Email: sfitch@icdssl.com



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 Please consider the environment before printing this email

From: Doug Solek <dsolek@town.berlin.ct.us>
Sent: Wednesday, May 12, 2021 11:26 AM
To: sfitch@icdslc.com
Subject: FW: Berlin HS Additional VE

Hi Scott,

Please see revised, below and attached for review, comment and approval to proceed if you are in agreement.

Thanks,

*Douglas Solek
Director of Facilities
Town of Berlin
#11 Town Farm Lane
Berlin, CT 06037
860-828-7029*

From: Michael Visnic <mvisnic@kmkinsulation.com>
Sent: Wednesday, May 12, 2021 11:24 AM
To: Doug Solek <dsolek@town.berlin.ct.us>
Subject: Berlin HS Additional VE

Hi Doug,

Attached is our revised proposal to include additional VE. Sorry for taking longer than anticipated. I needed to verify warranty information. The lighter products (Alternate #3) still carry the manufacturers 10 year warranty.

If you have any questions, please do not hesitate to call me at (203) 671-2553.

Thank you,
Mike



KMK Insulation Inc.
1907 Hartford Turnpike
North Haven, CT 06473

Cell (203) 671-2553
mvisnic@kmkinsulation.com
AA/EOE



419A Whitfield Street
Guilford, CT 06437
P: (203) 453-8596
W: www.icdssl.com
E: info@icdssl.com

Bid Review

Innovative Construction & Design Solutions, LLC

Project: **BHS Roof Duct Insulation**
Project No: **139 Patterson Way Berlin, CT 06037**
Bid Required: **2021-19**
Review Date: **04/22/2021 @ 2:00 pm**
Review By: **05/06/2021 (Updated 05/12/2021)**
Scott D. Fitch, P.E.

REVIEW

For the Town of Berlin Bid #2021-19, sealed bids were received from two contractors by the town and opened on April 22, 2021 at 2:00 pm EDT. Bids for the Base Bid and all Alternates were much higher than estimated; however, KMK Insulation, Inc., was selected by The Town as the low bidder. A meeting was held on April 28, 2021 at 01:00 pm EDT by KMK, ICDS, and The Town to negotiate potential value engineering (VE) solutions. Enclosed are the VE Proposal and VE Review documents.

Based on the significant cost reduction afforded by the negotiated value engineering items and KMK's qualifications (CT DAS Pre-qualified to \$3,000,000) we recommend award to KMK Insulation, Inc., based on the VE proposal's Base Bid (\$787,000) plus their proposed Alternate #1 (\$27,925 to re-insulate existing externally jacketed ducts as identified in the contract documents under Alternate #3). This will ensure that all externally insulated/jacketed ducts start with the same warranty period.

Note: ICDS's recommendation is contingent on KMK Offering a 10-year Manufacturer's Warranty for the "3M™ VentureClad™ Insulation Jacketing System" (brochure and warranty attached), Also the model number for the top and sides in the KMK's VE proposal should be 1579GCW-E. The bottom of the ducts shall use 1577CW-E as listed.

UPDATE: On May 12, 2021, KMK offered an additional VE deduct alternative of \$20,000 to utilize a lighter gauge aluminum jacketing that still meets the manufacturer's insulation system warranty of 10 years. Even-though the final bid with alternates is much higher than anticipated, we believe based on what we know of the reputation of KMK, the current busy state of the construction market, the escalation of materials as a result of the pandemic, and the prevailing wage requirement, the pricing (over the next six months) is not likely to be more competitive under a re-bid.

Enclosures:

- KMK's VE Price (Updated 05/12/2021)
- KMK's VE Proposal
- KMK's CT DAS Qualification Certificate
- ICDS's VE Review
- 3M™ VentureClad™ Insulation Jacketing System Brochure
- 3M™ VentureClad™ Insulation Jacketing System Warranty

KMK INSULATION INC.

1907 HARTFORD TURNPIKE
NORTH HAVEN, CT 06473
PHONE (203) 234-6223
FAX (203) 234-7987

May 12, 2021

Town of Berlin, CT
Berlin High School Roof Duct Insulation
Project #2021-19

RE: Berlin High School Outdoor Duct Insulation

Dear Mr. Doug Solek,

Base Bid: We would be glad to provide labor and materials to insulate the ducts per plans and specifications including the VE options dated 4/30/2021 for a total price of \$787,000

Alternate #1: Add \$27,925 to remove the existing insulation and replace with same as above on currently insulated ducts (work associated with original Alternate #3)

Alternate #2: Add \$13,000 to thoroughly clean the existing insulation jacketing surface with Acetone and install a new layer of weatherproofing only over existing insulation and jacket to match the new installation in lieu of Alternate #1 above.

Alternate #3: Deduct from base bid \$20,000 to use Venture Clad 1577CW-E or Alumaguard Lite on tops and sides

**Above pricing includes labor and material payment bond.

**Price based on starting on or about June 22, 2021 and substantial completion on or about September 27, 2021

**Price includes cutting off vertical duct supports that extend above the top horizontal support. This will prevent having a protrusion through the top of the insulation and jacketing.

**Price includes wetting all duct joints with a solution while units are on to identify air leaks. All air leaks will be sealed prior to insulating.

**Price includes pin weld testing while school is not in session. If there is any resulting odor, all pin welding will be performed when school is not in session

If you have any questions regarding this proposal, please contact me at (203) 671-2553.

Thank you,
Mike Visnic
KMK Insulation
Vice President

KMK INSULATION INC.

1907 HARTFORD TURNPIKE
NORTH HAVEN, CT 06473
PHONE (203) 234-6223
FAX (203) 234-7987

April 30, 2021

Town of Berlin
240 Kensington Road
Berlin, CT 06037

RE: Berlin High School Roof Duct Insulation VE

Dear Mr. Doug Solek,

Thank you again for the opportunity to meet with you on site to discuss different options for the Berlin High School Roof Duct Insulation project.

KMK Insulation Inc. is solely in the business of providing labor and materials to insulate mechanical systems including, but not limited to ducts, pipes, tanks, boilers, reactors, kitchen hood exhaust ducts and boiler breeching with all types of insulation available to our industry. We have been successfully providing these services for 32 years. On an annual basis, we install hundreds of thousands of square feet of duct insulation and weatherproofing on ducts located outdoors throughout the Northeast. We are qualified through the State of CT DAS program to perform **insulation services** on a single project up to \$3,000,000 and an aggregate work capacity of up to \$20,000,000. Please see our State of Connecticut DAS certification attached to this letter.

Based on our 32 years of experience, we would like to offer the town of Berlin the following Cost/benefit and VE options for this project:

Install 2" thick Polyisocyanurate board insulation using weld pins (bottoms and sides) over all supply and return ducts located outdoors

****Will provide a solid surface to adhere the pressure sensitive self-adhering jacketing to.**
It will withstand significantly more abuse and provide double the R-value compared to Fiberglass. Weld pins (sides and bottoms only) will permanently adhere the insulation to the duct

Install stucco embossed aluminum colored Venture Clad 1579CW-E for all tops and sides of insulated ducts. Product will be installed per manufacturers written instructions.

****Heaviest jacketing Venture Clad makes for use on the tops and sides where the jacketing will be subject to more abuse.**

Install stucco embossed aluminum colored Venture Clad 1577CW-E for all bottoms of insulated ducts. Product will be installed per manufacturers written instructions.

****lighter than the 1579 product since it will not be subject to abuse. Lighter product will not put any strain on the adhesion of the jacketing to the insulation on the under side of the duct.**

Install 3" round aluminum vents in the insulation on the bottom of the ducts at all joint locations to relieve pressure from duct air leakage.

****Will prevent the entire insulation system from ballooning due to air leakage**

Extend the duration of the project to eliminate overtime and lost production costs. All our work is outdoors above the roof. When school is not in session, we will access the roof from inside the building and use restrooms inside the building. When school is in session, we will only enter the building to sign in and sign out. We will access the roof via ladders/staging and use outdoor restrooms near the athletic fields as discussed.

Please confirm which of the above cost/benefit and VE options are acceptable, and we will provide pricing to reflect them.

Thank you for the opportunity to quote you on this project! If you choose to move forward with KMK Insulation, I am confident that you will be satisfied with our performance and quality of work.

Thank you,
Mike Visnic
Vice President
KMK Insulation Inc.

State of Connecticut

Department of Administrative Services
Construction Contractor Prequalification Program

This certifies

KMK Insulation Inc.

1907 Hartford Turnpike, North Haven, CT 06473

As a

Prequalification Construction Contractor

July 24, 2020 through July 23, 2021

CONTACT INFORMATION

Name: Kevin Visnic
Phone: (203) 671-2497
Fax: (203) 234-7987
Email: kvisnic@kminsulation.com

Name: Michael Visnic
Phone: (203) 671-2553
Fax: (203) 234-7987
Email: mvisnic@kminsulation.com

Effective Date	Aggregate Work Capacity (AWC)	Single Limit (SL)	Classifications
7/24/2020	\$20,000,000.00	\$3,000,000.00	MECHANICAL INSULATION

Classification Name	Description
MECHANICAL INSULATION	Includes the installation, replacement, repair or alteration of insulation of duct-work systems associated with heating, air conditioning and ventilation.

This certificate prequalifies the named company to bid. It is not a statement of the Contractor's capacity to perform a specific project. That responsibility lies with the awarding authority.

Company Licenses/Registrations: It is the Contractor's responsibility to update their license information by editing their electronic application. Licenses are confirmed by the Department of Administrative Services (DAS) at the time of initial application and at each renewal.

For information regarding the DAS Contractor Prequalification Program visit <http://portal.ct.gov/dasprequal> or call (860) 713-5280.

Value Engineering Review



419A Whitfield Street
Guilford, CT 06437
P: (203) 453-8596
W: www.icdslle.com
E: info@icdslle.com

Project: **BHS Roof Duct Insulation**
Project No: **139 Patterson Way Berlin, CT 06037**
2021-19
VE Proposal By: **Mike Visnic**
Contractor: **KMK Insulation, Inc.**
Date Requested: **04/30/2021**
Date Responded: **04/30/2021**
Response By: **Scott D. Fitch, P.E.**
VE Item: **Insulation Method & Schedule**

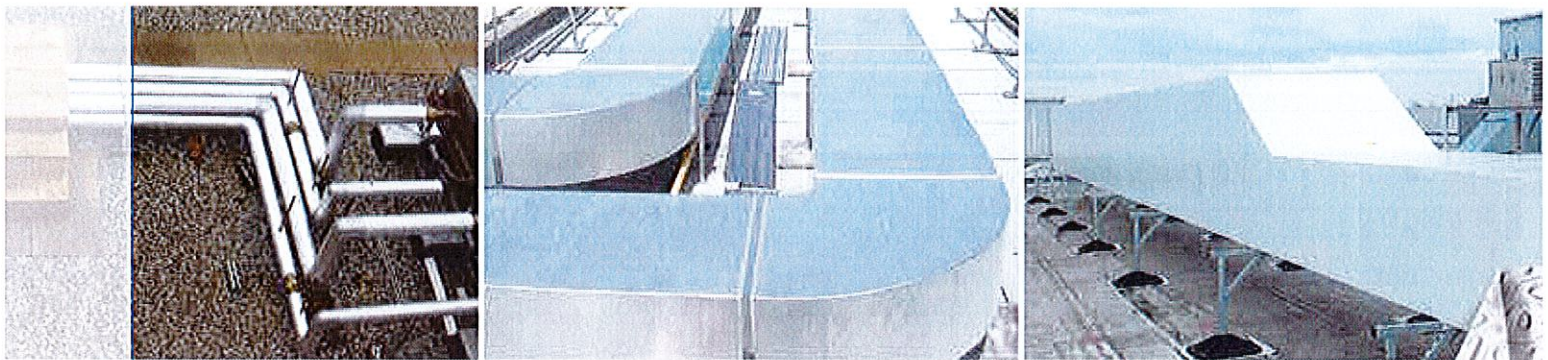
VE PROPOSAL (by Contractor):

1. **Install 2" thick Polyisocyanurate board insulation using weld pins (bottoms and sides) over all supply and return ducts located outdoors**
**Will provide a solid surface to adhere the pressure sensitive self-adhering jacketing to. It will withstand significantly more abuse and provide double the R-value compared to Fiberglass. Weld pins (sides and bottoms only) will permanently adhere the insulation to the duct
2. **Install stucco embossed aluminum colored Venture Clad 1579CW-E for all tops and sides of insulated ducts.** Product will be installed per manufacturers written instructions.
**Heaviest jacketing Venture Clad makes for use on the tops and sides where the jacketing will be subject to more abuse.
3. **Install stucco embossed aluminum colored Venture Clad 1577CW-E for all bottoms of insulated ducts.** Product will be installed per manufacturers written instructions.
**lighter than the 1579 product since it will not be subject to abuse. Lighter product will not put any strain on the adhesion of the jacketing to the insulation on the underside of the duct.
4. **Install 3" round aluminum vents in the insulation on the bottom of the ducts at all joint locations to relieve pressure from duct air leakage.**
**Will prevent the entire insulation system from ballooning due to air leakage

5. **Extend the duration of the project to eliminate overtime and lost production costs.** All our work is outdoors above the roof. When school is not in session, we will access the roof from inside the building and use restrooms inside the building. When school is in session, we will only enter the building to sign in and sign out. We will access the roof via ladders/staging and use outdoor restrooms near the athletic fields as discussed

VE REVIEW (by ICDS, LLC):

1. Poly-Iso board is acceptable per spec. We require testing a section of duct using the weld pins (when school is not in session and with a representative of the town or school present) to verify the pin welding does not impact internal liner integrity and or create smoke/odor within duct.
2. Acceptable method substitution.
3. Acceptable method substitution.
4. Acceptable method substitution.
5. Acceptable; however, the schedule and work practices during school in-session shall be approved by The Town and/or Berlin High School.



*The performance you need.
Wherever you need it.*



Product Technical Data—All products are classified as zero permeability

Products	Product Thickness (excluding liner) mils (mm)	Peel Adhesion oz/in (N/25mm)	Tensile lb/in (N/25mm)	Puncture lb (N)
3M™ VentureClad™ Insulation Jacketing Tape 1577 Series				
1577CW Natural Aluminum, Flat	7.0 (0.18)	65 (18.0)	69 (312)	25 (111)
1577CW-E - Natural Aluminum, Embossed	14.0 (0.36)	65 (18.0)	69 (312)	25 (111)
1577CW-WM - White, Flat	8.0 (0.20)	65 (18.0)	70 (316)	35 (155)
1577CW-WME - White, Embossed	19.5 (0.50)	65 (18.0)	69 (312)	35 (155)
1577CW-BM - Black, Flat	8.0 (0.20)	65 (18.0)	69 (312)	30 (133)
1577CWT - White, Flat	7.0 (0.18)	65 (18.0)	44 (199)	12 (54)
3M™ VentureClad™ Insulation Jacketing Tape 1579 Series				
1579GCW - Natural Aluminum, Flat	15.0 (0.38)	100 (27)	140 (616)	68 (302)
1579GCW-E - Natural Aluminum, Embossed	24.0 (0.61)	100 (27)	140 (616)	68 (302)
1579GCW-WME - White, Embossed	24.0 (0.61)	70 (19.4)	130 (588)	58 (257)
1579GCW-WM - White, Flat	17.5 (0.45)	100 (27.7)	130 (588)	58 (257)

Available sizes:

1577: 4", 23", 35-1/2", 46 x 50 yards

1579: 23", 35-1/2" x 25 yards

Custom sizes upon request.

Backed by a 10-year 3M warranty.

Embossed
Pattern



Industrial Adhesives and Tapes Division

Building 225-3S-06
St. Paul, MN 55144-1000
1-800-362-3550
www.3M.com/construction

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70-0709-4085-6

Product Use: Many factors beyond 3M's control and uniquely within user's knowledge and control can affect the use and performance of a 3M product in a particular application. Given the variety of factors that can affect the use and performance of a 3M product, user is solely responsible for evaluating the 3M product and determining whether it is fit for a particular purpose and suitable for user's method of application.

Warranty, Limited Remedy and Disclaimer: Many factors beyond 3M's control and uniquely within user's knowledge and control can affect the use and performance of a 3M product in a particular application. User is solely responsible for evaluating the 3M product and determining whether it is fit for a particular purpose and suitable for user's method of application. Unless an additional warranty is specifically stated on the applicable 3M product packaging or product literature, 3M warrants that each 3M product meets the applicable 3M product specification at the time 3M ships the product. 3M MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. If the 3M product does not conform to this warranty, then the sole and exclusive remedy is, at 3M's option, replacement of the 3M product or refund of the purchase price.

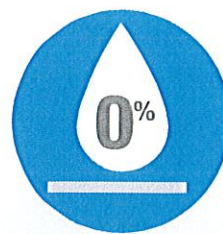
Limitation of Liability: Except where prohibited by law, 3M will not be liable for any loss or damage arising from the 3M product, whether direct, indirect, special, incidental or consequential, regardless of the legal theory asserted, including warranty, contract, negligence or strict liability.

Ultimate, weatherproof jacketing system from 3M, a trusted leader in building technologies.

3M™ VentureClad™ Insulation Jacketing System is a zero permeability, self-adhesive jacket that delivers significant advantages over competitive cladding and traditional jacketing techniques.

Designed with Mechanical Engineers, Architects and Contractors in mind, this insulation weatherproofing system exceeds most building code requirements and installs quickly and easily on insulated pipe or duct with no special tools.

Long-term reliability and fast, simple application all rolled into one high performing insulation jacketing system. That's 3M innovation at work.

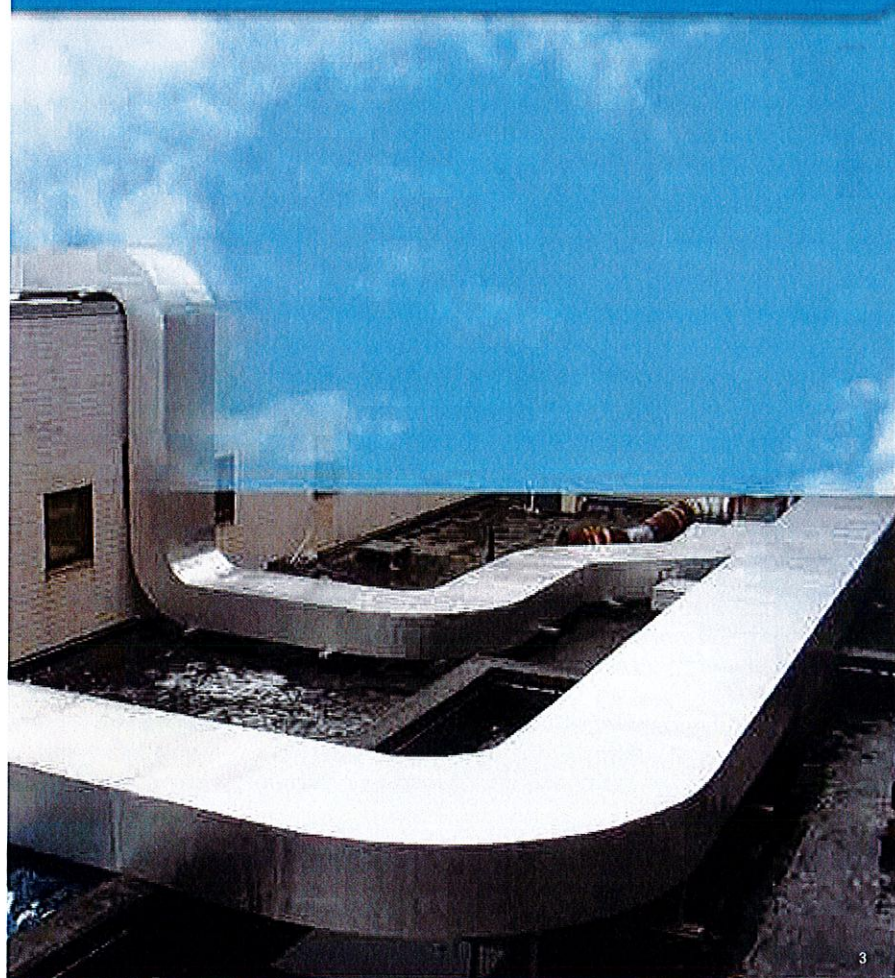


Zero permeability

- Absolute vapor barrier—including the overlap seams
- Prevents moisture from migrating into insulation
- Prevents corrosion under insulation (CUI)
- Helps prevent mold

3M™ VentureClad™ Insulation Jacketing System

The ultimate insulation weatherproof jacketing system.





VentureClad™ Insulation Jacketing Tapes Series 1577CW and 1579GCW

10-Year Warranty

June, 2015

Limited Warranty and Disclaimer

THIS WARRANTY SHALL ONLY APPLY TO THE 3M™ VENTURECLAD™ INSULATION JACKETING TAPES 1577CW AND 1579GCW SERIES PRODUCTS (the “3M Product”) LISTED AND SHALL BE EFFECTIVE FOR A 10-YEAR PERIOD (FROM DATE OF PURCHASE), PROVIDED THAT THE PRODUCT HAS AT ALL TIMES BEEN INSTALLED AND USED IN STRICT ACCORDANCE WITH THE PRODUCT INSTALLATION INSTRUCTIONS.

Many factors beyond 3M’s control and uniquely within user’s knowledge and control can affect the use and performance of the 3M Product in a particular application. User is solely responsible for evaluating the 3M Product and determining whether it is fit for a particular purpose or suitable for user’s method of application. 3M warrants that each 3M Product meets the applicable 3M Product specification at the time 3M ships the Product. 3M MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRES OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. If the 3M Product does not conform to this warranty, then the sole and exclusive remedy is, at 3M’s option, (a) repair or replacement of the 3M Product or, (b) refund of the purchase price.

NOTE: for installations using 3M™ VentureClad™ Insulation Jacketing Tape 1579GCW, all seams must be taped with the recommended 3M™ VentureClad™ joint/seaming tape.

All underlying foil faced insulation products must be sealed with 3M™ Venture Tape™ Foil or FSK tape to maintain warranty conditions.

Prior to 3M™ VentureClad™ Insulation Jacketing Tape installation in the United States, ducts must be sealed in accordance with SMACNA HVAC Duct Construction Standard Metal and Flexible, 3rd Edition (2005), Seal Class A.

For installations in the United States, 3M™ VentureClad™ Insulation Jacketing Tapes are not recommended for use over un-faced flexible fiberglass ductwork.

Limited Liability

Except where prohibited by law, 3M will not be liable for any loss or damage arising from the 3M Product, whether direct, indirect, special, incidental or consequential, regardless of the legal theory asserted, including warranty, contract, negligence or strict liability.

Submitting a Warranty Claim

Contact your local 3M Sales Representative to submit a warranty claim in accordance with the restrictions listed above. Please note that all warranty claims are subject to 3M-approval. Be sure to keep your sales receipt in a safe place. This must be submitted to the 3M Sales Representative when filing a warranty claim within 10 years of purchase.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-May-21

Purchase Item or Contract: BHS Roof Duct Insulation		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	BHS Roof Duct Insulation	\$794,925.00	\$794,925.00
			-
			-
			-
			-
Account No. 554.35.3561.0.54000.00367 BHS Rooftop Ductwork			TOTAL \$794,925.00

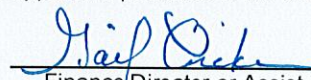
Budgeted Amount.....	\$1,810,882.50	Available balance.....	\$1,785,557.50
Encumbrances to Date.....	\$7,945.00	Amount Needed for This Package.....	\$794,925.00
Expenditures to Date.....	\$17,380.00	Available Balance After Purchase.....	\$990,632.50

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 12, 2021

SUBJECT: Rejection of Bid No. 2021-13 and approval to utilize State of CT. DAS Contract No. 18PSX0005 for Hubbard School Fire Alarm Replacement.

Summary of Agenda Item:

In fiscal year 2021, funding was provided for the replacement and upgrade of the fire alarm system at Hubbard School. Plans and specifications were completed, and the project was publically bid as No. 2021-13 with four bids received on April 22, 2021. A scope review was conducted with the two low bidders, the project engineer, and town staff. Due to some concerns and variations in the bids received during scope review, it has been decided to reject all bids. It is essential that the timetable for project completion is during the summer recess of 2021. To best accommodate the necessity of completion in a timely manner, we are requesting to utilize State of CT. DAS contract No. 18PSX0005. Integrated Technical Systems, Inc., of Wallingford, CT. has provided a proposal in the amount of \$146,700, using State of CT. DAS contract No. 18PSX0005 and complying with all plans & specifications per design. Funding is available in the Unexpended Education Funds Account 500.35.3561.0.54000.01733.

Action Needed:

Move to reject all bids received from Bid No. 2021-13.

Move to utilize State of CT. DAS contract No. 18PSX0005, and authorize Integrated Technical Systems, Inc. of Wallingford, CT. to replace and upgrade the fire alarm system at Hubbard School in the amount of \$146,700.

Attachments:

Bid Results

Integrated Technical Systems Bid Proposal
Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities

Hubbard Fire Alarm Bid #2021-13

April 22, 2021 1:00PM

	Company	Contact	Total Bid	Acknowledge Addendum #1	Acknowledge Addendum #2	Bid Bond or Certified Check
1	Pro-Electric, Inc. of Bethlehem, CT	Jonathan Breda 228-7588	203- \$	164,386.00	Yes	Yes
2	T&T Electrical Contractors, Inc. of Hartford, CT	G. T. Beaudoin III 296-6967	860- \$	155,890.00	Yes	Yes
3	ADT Commercial, LLC of North Haven, CT	Robert Guarino 238-9787	475- \$	111,128.10	Yes	Yes
4	J.E. Shea Electric Inc.	John Shea 621-7709	860- \$	146,700.00	Yes	Yes
5						
6						
7						
8						
9						
10						
11						



Berlin Board of Education
Doug Solek

May 12, 2021

Subject; Hubbard
Elementary School
Fire Alarm System
Upgrade
Bid No: 2021-13

I-T-S will provide a complete fire alarm system upgrade for the Hubbard Elementary School located in East Berlin CT.

The listed upgrade is based upon the listed documents;

- * Town of Berlin bid package Bid No: 2021-13
- * Addendums 1 & 2
- * Drawings FA0.00 - FAD1.00A - FAD1.00B - FA1.00A – FA1.00B – FA6.00
- * Manufacturer of Fire Alarm Equipment will be Notifier
- * New fire alarm cabling will be metal clad fire rated cable
- * CES design Specifications
- * I-T-S Integrated Technical Systems State Contract # 18PSX0005

Total Bid Cost 146,700.00

Please call with any questions

Bill Korbela
Cell# 203-265-8120



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-May-21

Purchase Item or Contract: Public Buildings		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Hubbard Fire Alarm Upgrade	\$146,700.00	\$146,700.00
			-
			-
			-
			-
TOTAL			\$146,700.00

Account No. 500.35.3561.0.54000.01733

Budgeted Amount.....	\$171,625.53	Available balance.....	\$152,825.53
Encumbrances to Date.....	\$5,174.20	Amount Needed for This Package.....	\$146,700.00
Expenditures to Date.....	\$13,625.80	Available Balance After Purchase.....	\$6,125.53

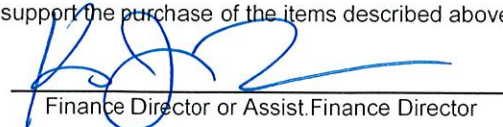
Is a budget change needed? ☐ Yes ☒ No

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:

☐ I certify that a budget change in the amount of \$ 21,000 must be processed concurrently with this certification to support this commitment.


Finance Director or Assist.Finance Director

Finance Director or Assist.Finance Director

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	
21-001	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					Return funds to Cap.Reserve - used for Timberlin 50th anniv.
21-025	Highway				\$4,000.00	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	Other			Comments
		Contingency	Fund Bal.	General Fd.	
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)
21-043	Police Dept.			\$5,000.00	Prof. Devel. (from Telecomm. Statewide)
21-044	Finance			\$41,500.00	Clerical & fringes (from Treasurer salary & fringes)
21-045	Technology			\$89,550.00	Dept. Head & fringes (from Mid Manager & various Police acc
21-046	Various			\$2,816.65	Various In Lieu of Hlth.Ins. accts (from Police Hlth.Ins.)
21-047	Water Control			\$107,000.00	Contrac. Serv. (from Water Main Relining)
21-048	Public Grounds			\$4,500.00	Sanitation (from Fencing; Aeration, Slicing, & Overseeding)
21-049	Municipal Garage			\$4,500.00	Tires (from Vehicle Fuel)
21-050	Police Dept.			\$1,500.00	Operating Materials (from Accreditation)
21-051	Building Dept.			\$1,250.00	Supplies (from Prof. Devel.)
21-052	Technology			\$25.00	Workers Comp. (from Dept. Head)
21-053	Assessor			\$250.00	Workers Comp. (from Clerical Personnel)
21-054	Development Services			\$20.00	Workers Comp. (from Dept. Head)
21-055	Police Dept.			\$4,750.00	Workers Comp. (from Social Security)
21-056	Fire Marshal			\$425.00	In Lieu of Health Ins. (from Mid Manager)
21-057	Senior Center			\$1,500.00	Overtime (from Mid Manager)
		\$0.00	\$2,252,992.00	\$616,334.61	\$116,000.00

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	

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 Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/93236211233?pwd=Y3JJRHhCR09PTVJpaS9hcnFyU0FiQT09>

Meeting ID: 932 3621 1233

Passcode: 188160

By Phone: 1 929 205 6099

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 4, 2021
Remote Meeting/Town Council Chambers (Council)
7:00 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach – *arrived at 7:02 p.m.**

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

*Rep. Veach was at the Capitol and joined by Zoom.

D. AUDIENCE OF CITIZENS

None

E. RECOGNITION – Police “Employee of the Quarter” – Officer Dave Rohon

Deputy Police Chief Chris Ciuci explained that the Police “Employee of the Quarter” program began in January 2021 and nomination is primarily based on peer submission. The Command staff reviewed submissions, and they are happy to announce that Dave Rohon is the First “Employee of the Quarter”. Officer Ciuci added that the program will cumulate with an “Officer of the Year” award as well as a “Rookie of the Year” award.

Officer Rohon has been with the Berlin Police department for almost seven years after serving twenty-one years with the New Britain Police Department and holding the rank of sergeant. His work experiences over the past quarter range from being assaulted and using force to make an arrest all while maintaining a level of professionalism, to engaging the community while investigating a complaint about loud kids playing in the street in which he turned the encounter into a positive one by tossing around a football with them.

Mayor Kaczynski thanked Officer Rohon for his service to the Town.

Officer Rohon thanked the Council for the recognition this evening.

F. MEETING AGENDA

G. CONSENT AGENDA:

- 1. Topic re: Accept a donation from the Timberlin Men’s Golf Club in the amount of fifteen-hundred-dollars (\$1,500.00) and appropriate the donation into the Timberlin Golf Course 50th Anniversary Celebration account. – Golf Course**
- 2. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize during the Greater New Britain Chamber 22nd Annual Golf Outing. Total value of the donation is \$244. – 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 Hungerford Nature Center’s 21st Anniversary auction. Total value of the donation is \$244. – Golf Course**

Item #3 removed from Consent Agenda due to conflict of interest with Councilor Veach’s work at Hungerford.

- 4. Topic re: Approve and appropriate a three-thousand-dollar (\$3,000.00) donation from the Timberlin Men’s Golf Club for deposit into the Timberlin Golf Club Donation Account. These funds are to be used exclusively for/by Timberlin Golf Club. – Golf Course**
- 5. Topic re: Accept monetary donations totaling \$ 350.77 for the Berlin Peck Memorial Library and deposit \$316.00 into the library agency account to be used to purchase adult programs and books and deposit \$34.77 in the friends of the library miscellaneous account to be used to purchase two books in Helen’s name in honor of her retirement. – Berlin-Peck Memorial Library**

6. Topic re: Accept the donations of \$125.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department

Councilor Luddy moved to accept Consent Agenda items 1,2 and 4-6.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

CONSENT ITEM #3 MOVED FOR SEPARATE VOTE

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 Hungerford Nature Center's 21st Anniversary auction. Total value of the donation is \$244. – Golf Course

Councilor Luddy moved to approve the donation of a round of golf for four and two carts to be used as a raffle prize during the Hungerford Nature Center's 21st Anniversary auction. Total value of the donation is \$244.

Seconded by Councilor Paonessa.

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

Abstained: Councilor Veach

Vote being 6-0-1 (MOTION CARRIED)

H. NEW BUSINESS:

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

Deputy Police Chief Ciuci stated that numbers for April include one stolen vehicle which is down from six in March, but this was not a typical stolen car but one that had been parked on Depot Road between storage containers for some time.

There were 13 car break-ins in April down from 34 the previous month. Stolen parts and accessories, including catalytic converters, was at four in April down from ten the previous month.

Officer Ciuci stated that the decrease in overall numbers is due to a combination of efforts of the Berlin Police Department as well as an increase in the detention of known perpetrators in Hartford and New Britain as Courts have reopened.

NO ACTION NEEDED

Councilor Luddy moved to add “Scheduling a Public Hearing for a Small Cities Community Development Block Grant Application” to the agenda.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

NEW ITEM:

- 1a. Topic re: Schedule a Public Hearing by the Berlin Town Council on Tuesday, May 18, 2021 at 6:30 P.M. to discuss the Fiscal Year 2021 Community Development Block Grant program proposed for the Knights of Columbus Housing Project and to solicit citizen input. – Economic Development**

Town Manager Jayawickrema stated as part of applying for the Community Development Block Grant (CDBG) for the Senior Housing Project the Town must hold a Public Hearing.

Housing Authority Chairman Joe Bajorski explained that the Town will be applying for a \$1 million dollar Block Grant towards infrastructure improvements on the former Knights of Columbus property on Percival Avenue, and also demolition of the existing building and remediation of any hazardous materials present. Part of the process is for the Town to hold a Public Hearing to solicit input from the general public on the Town’s community development and housing needs.

Councilor Luddy moved to schedule a Public Hearing by the Berlin Town Council on Tuesday, May 18, 2021 at 6:30 P.M. to discuss the Fiscal Year 2021 Community Development Block Grant program proposed for the Knights of Columbus Housing Project and to solicit citizen input.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 2. Topic re: Transfer \$11,000 from the Townwide Repairs account and \$10,000 from the Dam EAP account to the Transfer to Other Funds account, all in the General Fund, to fund Scalise Field restroom renovations, pending approval by the Board of Finance. – Finance**

Town Manager Jayawickrema stated that the Town Council previously approved restroom renovations at Scalise Field, but bids have come in higher than anticipated. The purpose of this agenda item is to request approval for the transfer of funds from balances remaining in capital improvement accounts. The request to award the bid will be made at the next Town Council meeting.

Councilor Luddy moved to transfer \$11,000 from the Townwide Repairs account and \$10,000 from the Dam EAP account to the Transfer to Other Funds account, all in the General Fund, to fund Scalise Field restroom renovations, pending approval by the Board of Finance.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Waive the Town's bidding procedures for Dunning Sand & Gravel to provide the topsoil required for the project on Holes 5 and 6 and the sand required for day-to-day operations at Timberlin Golf Course for amount not to exceed \$17,750.00, as this is in the best interest of the Town. – Golf Course**

Acting Director of Golf Jerry Salvio stated that the primary reason for this request is for a project to establish a large greens area on Holes 5 and 6 that previously had been comprised of a mostly unplayable surface. Dunning Sand & Gravel (Dunning) has proven to provide the best growing medium compared to other vendors, as well as the best price.

Timberlin has reached the \$10,000 spending threshold due to the above-mentioned project as well as the need for additional sand used in day-to-day operations and therefore a bid waiver is being requested.

Councilor Luddy moved to waive the Town's bidding procedures for Dunning Sand & Gravel to provide the topsoil required for the project on Holes 5 and 6 and the sand required for day-to-day operations at Timberlin Golf Course for amount not to exceed \$17,750.00, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. **Topic re: Approve the Budget transfer of \$15,000 from the Golf Course "Tractor Backhoe" account to 500 Account labeled "Parts" providing funding to rebuild the current Golf Course Backhoe and approve the Reallocation of funds originally earmarked for the purchase of a backhoe to purchase necessary parts and labor to rebuild a backhoe for Timberlin Golf Course in amount not to exceed \$15,000.00. – Municipal Garage**

Fleet Manager Jim Simons stated that previously he had approached the Town Council with a request for funding to replace the Golf Course's backhoe with a used, smaller bucket/tractor loader. The current unit at the course is 29 years old and had a hydraulic and transmission failure over the summer of 2020.

After meeting with Golf Course Acting Director Jerry Salvio and maintenance employees at Timberlin Mr. Simons was informed that the original plan to purchase a smaller unit was not in the best interest of the maintenance division.

In order to purchase a similar-sized unit as the original it was determined they could not replace/upgrade that size backhoe without a sizable increase to the budget line item. Therefore, a new plan to rebuild the current backhoe has been developed at an approximate cost of \$12,000 to \$15,000 in parts with most of the labor performed at the Fleet Garage by town mechanics.

Councilor Luddy moved to approve the Budget transfer of \$15,000 from the Golf Course "Tractor Backhoe" account to 500 Account labeled "Parts" providing funding to rebuild the current Golf Course Backhoe.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to approve the reallocation of funds originally earmarked for the purchase of a backhoe to purchase necessary parts and labor to rebuild a backhoe for Timberlin Golf Course in amount not to exceed \$15,000.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Authorize the Town Manager to enter into a contract amendment with WMC Consulting Engineers for peer review services related to the 404 Berlin Turnpike project in an amount not to exceed \$11,250 to be paid from the Due To BT 2008 LLC account. -Economic Development/Planning and Zoning**

Acting Town Planner Maureen Giusti stated that the Planning and Zoning Commission determined that peer review services were needed for the review of an application for a mixed-use project at 404 Berlin Turnpike. Zoning regulations require the developer to pay the Town 150% of the estimated cost of these services. The Town entered into contracts with WMC Consulting Engineers and Gorman & York to provide peer review services.

The 404 Berlin Turnpike project application was more involved than initially estimated therefore the cost of peer review services has exceeded the initial estimate and staff requests approval for the Town Manager to enter into a contract amendment with WMC Consulting Engineers for an amount not to exceed \$11,250. The Town Manager will also enter a contract amendment with Gorman & York for an amount not to exceed \$9,000 but since this amount is less than \$10,000 Town Council approval is not needed. The cost of contract increases will be paid from the developer peer review fee that has already been deposited by the developer.

Councilor Luddy moved to authorize the Town Manager to enter into a contract amendment with WMC Consulting Engineers for peer review services related to the 404 Berlin Turnpike project in an amount not to exceed \$11,250 to be paid from the Due To BT 2008 LLC account.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. **Topic re: Authorize the Town Manager to execute an agreement entitled "First Amendment to Acceptable Recyclables Processing Agreement" between Bristol Resource Recovery Facility Operating Committee and the Town of Berlin and Murphy Road Recycling, LLC. – Public Works**

Director of Public Works Mike Ahern stated that Berlin is part of the 14-community Bristol Resources Recovery Facilities Operating Committee (BRRFOC) which handles the Town's solid waste and recycling materials. The current contract expires on June 30, 2021 and BRRFOC's Executive Committee has negotiated a "First Amendment Agreement" contract extension with Murphy Road Recycling which has been reviewed by Corporation Counsel Attorney Jeff Donofrio and his comments have been incorporated into the contract.

Councilor Luddy moved to authorize the Town Manager to execute an agreement entitled "First Amendment to Acceptable Recyclables Processing Agreement" between Bristol Resource Recovery Facility Operating Committee and the Town of Berlin and Murphy Road Recycling, LLC.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. **Topic re: Utilize the Connecticut DAS Contract #20PSX0137 to purchase the necessary concrete catch basin materials for an amount of \$40,000.00 per fiscal year, or beyond, if the contract is extended by the State of Connecticut. – Public Works**

Director of Public Works Ahern stated that as part of the Town's ongoing street reconstruction program the Highway Department will be rehabilitating various types of drainage structures including catch basins, manholes and outlet structures in advance of paving.

Mr. Ahern is requesting authorization to utilize the State of Connecticut Department of Administrative Services Contract which runs through March 4, 2024 for the purchase of materials for this ongoing project utilizing up to \$40, 000 per fiscal year.

Councilor Luddy moved to utilize the Connecticut DAS Contract #20PSX0137 to purchase the necessary concrete catch basin materials for an amount of \$40,000.00 per fiscal year, or beyond, if the contract is extended by the State of Connecticut.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Authorize the Town Manager to enter into a unit price contract to purchase Asphalt Pavement Crack Filling Services (utilizing CRCOG Contract #708) with the most cost-effective and qualified contractor. – Public Works**

Director of Public Works Ahern explained that in an effort to preserve the life of existing, relatively newer roads, a contractor is retained to crack-fill roads before they are scheduled to be repaved.

Public Works reviewed pricing for crack sealing and found that CRCOG contract #708 had the most economical pricing and therefore this request is to utilize this contract to select the most cost-effective and responsible contractor to perform crack sealing services. This contract is valid through September 30, 2021. Funding for these projects is available in the Bonded Road Improvement account.

Councilor Luddy moved to authorize the Town Manager to enter into a unit price contract to purchase Asphalt Pavement Crack Filling Services (utilizing CRCOG Contract #708) with the most cost-effective and qualified contractor.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Approve utilizing the State of Connecticut Department of Administrative Services Contract Numbers: 18PSX0190, 19PSX0261, and 20PSX0167 for the 2021 and 2022 Construction Seasons for the purpose of reconstructing and paving roadways. – Public Works

Director of Public Works Ahern stated that each year the Public Works Department coordinates the reconstruction of a number of Town roads which consists of activities such as pavement milling, restoration and placement of bituminous surfaces. Staff is requesting Council to approve the use of three State of Connecticut Department of Administrative Services (DAS) contracts with their respective vendors in which Public Works will utilize the lowest, most cost-effective vendor or vendors to complete the 2021 and 2022 Road Reconstruction Programs.

Councilor Luddy moved to approve utilizing the State of Connecticut Department of Administrative Services Contract Numbers: 18PSX0190, 19PSX0261, and 20PSX0167 for the 2021 and 2022 Construction Seasons for the purpose of reconstructing and paving roadways.

Seconded by Councilor Paonessa.

Councilor Paonessa inquired if these contracts will apply to the Deming Road/Christian Lane/Porters Pass project. Mr. Ahern stated that that project is funded by CRCOG through LoCIP (Local Capital Improvement Program) which requires it to be put out for bid and it will have a unit price aspect to it with a low-bid approach.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Approve utilizing the State of Connecticut Department of Administrative Services Contract Numbers 18PSX0311 and 20PSX0115 for road construction materials through the stated contract dates, or beyond, if the contract is extended by the State of Connecticut. – Public Works

Director of Public Works Ahern explained that this request is to utilize State of Connecticut Department of Administrative Services contracts for materials picked up by Town employees and includes various stone and gravel materials for minor repairs and small paving projects. Contract number 18PSX0311 for bituminous concrete is valid through February 28, 2022 and Contract number 20PSX0115 for stone is valid through March 24, 2024.

Councilor Luddy moved to approve utilizing the State of Connecticut Department of Administrative Services Contract Numbers 18PSX0311 and 20PSX0115 for road construction materials through the stated contract dates, or beyond, if the contract is extended by the State of Connecticut.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #713) with the most cost-effective and qualified Contractor. – Public Works

Director of Public Works Ahern stated that this CRCOG contract contains 21 items all on a cents-per-linear foot basis and secures pricing for various pavement marking strategies that can be utilized throughout the community. Public Works staff will select the most cost-effective and responsible contractor to perform the necessary work.

Councilor Luddy moved to authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #713) with the most cost-effective and qualified Contractor.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Rosso questioned if it has been common practice in the past for Town Council to allow a department to obtain a “cost effective and responsible” contract without Council members having the contracts to view first. Mr. Ahern stated what Public Works would be doing is selecting the lowest cost vendor based on the item they need, for example double yellow line painting. He offered to provide copies of the CRCOG contract with the multiple items and their vendors.

12. Topic re: Results of the Budget Referendum and the insertion of the Pie Chart into the Tax Bills for July 2021. – Town Clerk

Town Manager Jayawickrema introduced this item by stating that the Pie Chart had been discussed at a previous Council Meeting. Attached to Council members’ packets tonight is a revised chart that will be included with the July 2021 tax bills. This chart has been adjusted to reflect 56.1% of tax dollars going to Education and also contains a footnote regarding the breakdown of Debt Service.

Mayor Kaczynski requested that a few towns that had been included in a budget comparison by the Board of Education be contacted to obtain further information on how their budgets are reported to determine if Berlin is making a fair comparison to those towns.

Regarding the April 27, 2021 Budget Referendum, Mayor Kaczynski pointed out the low turnout and inquired if there was anything else the Town could do to make residents aware of these referendums. Town Clerk Kate Wall stated that she and others in Town Hall have had difficulty getting unpaid information into local newspapers.

Councilor Rosso stated that a resident suggested using the sticker advertisement that local papers apply to their cover page. Ms. Wall stated she would reach out to the Berlin Citizen to inquire about the cost.

There was discussion regarding clarify the wording of the Advisory Question as it appears some voters are confused by it.

Councilor Luddy inquired if the Town could put up signs at major intersections and other highly visible locations reminding voters of the Budget Referendum. Town Clerk Wall stated she will speak with the Registrar of Voters regarding this.

Mayor Kaczynski stated that perhaps low voter turnout this year was because voters got out of the habit of voting due to COVID cancelling budget referendums last year, or they didn't vote because they were happy with the budget presented. The Mayor then requested Corporation Counsel Donofrio speak on what he has seen regarding low voter turnout in other towns and how they address advertising for budget referendums. Corporation Counsel Donofrio stated that in general voter turnout for these referendums tends to be low. Other towns did have low voter turnout this year which could be contributed to last year's referendums being cancelled due to COVID and voters being unaware that they were back on this year. He added that some towns do advertise by placing signs in key areas, but turnout still ends up being very low.

NO ACTION NEEDED

13. Topic re: Authorize the Town Manager to execute the application of a tenant residing at the Town's Mobile Home Park for the UniteCT Program Participation Agreement and waive 15% of the rental income for a period of six months or a total of \$270.00. – Town Manager

Town Manager Jayawickrema stated that UniteCT is a new State of Connecticut \$235 million program that will provide rental and utility payment assistance to qualified Connecticut households financially impacted by the COVID-19 pandemic.

A tenant in the Town's mobile home park has applied for rental assistance. One of the conditions of the UniteCT program is that the landlord, in this case the Town of Berlin, is required to waive 15% of the tenant's rent for a period of six months. As the Council approves the rental rates for the mobile home park, the Town Manager is seeking approval for the rate reduction for this tenant.

Councilor Luddy moved to authorize the Town Manager to execute the application of a tenant residing at the Town's Mobile Home Park for the UniteCT Program Participation Agreement and waive 15% of the rental income for a period of six months or a total of \$270.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. TOWN MANAGER'S REPORT:

- Berlin High School Duct Work update – The Town had been anticipating bids for the duct work repair to come in at around \$600,000 but they have come in between \$900,000 and \$1.2 million. Upon discussion between Construction and Design Solutions and the contractor it was determined that by pushing back the work from July to the fall, and by making changes to the materials used the amount could be reduced. Updated figures should be available by the end of this week.
- Senior/Community Center public forums – Since this project is handled by the Public Building Commission (PBC) the request for public forums will be discussed at their next meeting. The PBC and the architect have also recommended a sub-committee to champion this.

- Elementary school air quality project – The Public Building Commission has received bids and will be providing their recommendation shortly.
- Truck Wash Bay – Public Works Director Mike Ahern stated that the Public Building Commission (PBC) liked the idea of a touchless drive-thru system, but this adds quite a bit of cost to the project. There is currently \$500,000 set aside for the project. An RFP was created for the touchless system and only one bid was received for \$885,000. The project was discussed at the last PBC meeting and their approach is to rebid the project.

Mr. Ahern stated that he spoke with a number of companies that had been at the pre-bid at the Highway Garage and he inquired why they hadn't bid on this project. He received some good feedback which will be incorporated into the new RFP; however, he is still concerned that the bids will come in over \$500,000 due to the touchless aspect.

Councilor Paonessa stated that he had been approached by a local business owner who was considering building a truck wash bay for a tenant. He had suggested the idea of allowing Town vehicles to use the wash bay on a pay-per-use basis. Mr. Ahern stated he would share the suggestion and information with the PBC.

- Kensington Fire Parking Lot – At the last Town Council meeting, the poor condition of the lot was discussed, and the Council requested the Town Manager research available funding opportunities.

Mr. Jayawickrema spoke with Fire Administrator Jim Simons and one option discussed was to have Public Works examine the parking lot and determine what the issues are and if they can provide a temporary fix to give the Town time to secure funding in the long run.

Mayor Kaczynski recalled a parking lot issue with the Berlin Fire Department and asked Fire Administrator Jim Simons to provide some background. Mr. Simons stated there was a problem with parking at the Berlin Fire Station as it was a non-conforming lot. When property next door was put on the market an agreement was made with the Town that the Town would purchase the property and in return the Fire Department would build a parking lot to meet their needs at no cost to the Town. Mr. Simons stated that the lot was built over the course of approximately five years and was paid for through donations of time and money.

- Reminder that there will be a Joint Meeting between Town Council and the Golf Commission this Thursday May 6th at 6:00 p.m. via Zoom. There will be a presentation by the National Golf Foundation regarding the assessment of operations and capital needs at Timberlin.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

Councilor Urrunaga stated that today is Teacher Appreciation Day and he wanted to thank all the teachers in Berlin especially after such a difficult year. He also thanked the Rotarians and Cub Scouts for doing clean-up at Paper Goods Pond and Veteran's Park.

Councilor Angelico-Stetson stated that she had the opportunity to attend Berlin High School's production of Mama Mia this week. She said the production was wonderful and was held outside in the courtyard.

Councilor Rosso stated that the high school staff and kids did a fantastic job televising the basketball games this year. The play-by-play and color commentators were phenomenal.

Councilor Paonessa stated that the groundbreaking celebration for the Gold Star Families Memorial Monument will be held on Saturday May 22nd at Veteran's Memorial Park.

Mayor Kaczynski added that the Kensington Garden Club did clean up at Volunteer Park. A ceremony will be held next Thursday.

L. ACCEPTANCE OF MINUTES:

April 20, 2021

Councilor Luddy moved to accept the Town Council Meeting Minutes of April 20, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:33 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting