

Join Zoom Meeting

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Meeting ID: 962 3940 0437

Passcode: 843901

One tap mobile

+19292056099, US (New York)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 6, 2021
Town Council Chambers and
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: Transfer \$206,000, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance
2. Topic re: Accept monetary donations totaling \$144.52 for the Berlin Peck Memorial Library and deposit \$44.52 into the friends of the library credit card account for the purchase of children's program supplies and deposit \$100.00 into the library agency account for the purchase of teen books in memory of Noah Paul Bourden and move to accept the donation of a knitted shawl with an estimated value of \$30.00 to be used as a summer reading prize and move to accept the donation of ice cream coupons with an estimated value of \$50.00 to be used for summer reading prizes and move to accept the donation of a silhouette machine with an estimated value of \$200.00 for crafting and creating signs. – Berlin-Peck Memorial Library
3. Topic re: Approve permission for consumption of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 75 people on Saturday, August 28, 2021. Food will be served buffet style and there will be no entertainment. Tulip Insurance will be obtained if permission is granted. – Parks and Recreation
4. Topic re: Approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2021 – 2022 school year. – Parks and Recreation

5. Topic re: Approve Berlin High School Class of 2022 to sell food and beverages at Berlin High School events during the 2021 – 2022 school year. – Parks and Recreation
6. Topic re: Approve acceptance of the donation to the fishing derbies in the amount of \$500 for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation
7. Topic re: Approve Friends of Berlin High School Men’s Swimming and Diving Team to sell food and beverages at Berlin High School events during the 2021 – 2022 school year. – Parks and Recreation
8. Topic re: Accept the donation of \$3834.65 and appropriate the funds to the DARE Operating Materials Expenditure Account. – Police
9. Topic re: Accept the donation of \$50 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
10. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. - Police
11. Topic re: Accept the donation of \$50.00 and appropriate the funds to the Supplies Expenditure Account. – Police

G. NEW BUSINESS:

1. Topic re: Approve Connor Yorski’s Eagle Scout Project to replace board at Pistol Creek walking area. – Parks and Recreation
2. Topic re: Waive the bidding process and renew the employee benefits contract with USI Insurance Services in the amount of \$55,000 through June 30, 2022, as this is in the best interest of the town. – Finance/Human Resources
3. Topic re: Call a Town Meeting at 6:45 p.m. on July 20, 2021, to approve a FY22 non-budgeted appropriation of \$3,100,000 from the General Fund Unassigned Fund Balance to the Pension/Actuarial account, both in the General Fund. – Finance
4. Topic re: Authorize the Town Manager to enter into the Assignment Agreement to secure delinquent taxes in the amount of \$3,800.00 with Benjamin Blasco concerning property known as “0” Orchard Road. – Revenue Collector
5. Topic re: Waive the Town’s bidding procedures and approve issuing purchase orders for the 2021-2022 fiscal year for the following vendors due to the Library’s participation in Connecticut Library Consortium and in the Library Connection, Inc. as the best discounts have already been provided. This is in the best interest of the town.

a. Supplies. Books. **Baker and Taylor Co.** For adult, child and teen books - \$66,500.00

- b. Databases. Books. Supplies. Data Services. Audio/Visual - **Library Connection, Inc.** - \$55,000.00
 - c. Network Maintenance. Data Services **Novus** - \$13,000.00
 - d. Downloadable Audiobooks. EMagazines. Streaming Video – **Overdrive** - \$12,000.00 – Berlin-Peck Memorial Library
6. Topic re: Waive the bidding requirements (in case of pump failure, or needed repairs), and approve hiring Fleet Pump & Service in the amount not to exceed \$45,000 through December 31, 2022, as this is in the best interest of the Town. – Water Control
 7. Topic re: Select FHI Studio to prepare an Affordable Housing Plan and Plan of Conservation and Development and to authorize the Town Manager to sign a contract with FHI Studio for a fee not to exceed \$122,120 and to increase in the Town's contract with New England Geosystems LLC by \$10,000 to provide mapping services for the projects, to be funded from the Plan Dev. Update account. – Economic Development/Planning & Zoning
 8. Topic re: Approve the purchase of ammunition from Jurek Brothers Inc. utilizing State of CT Contract # 19PSX0220 for an amount not to exceed \$12,137.85. – Police
 9. Topic re: Waive the Town's bidding procedures and approve issuing purchase orders in excess of \$10,000, but all together not to exceed the budgeted amount of \$52,100 for the following uniform vendors: Security Uniforms Inc., New England Uniform, Connecticut Police Supply, Galls, and Mickey Finns, as this is in the best interest of the Town. - Police
 10. Topic re: Waive the Town's Bidding Procedure and approve issuing a purchase order for Utility Communications Inc. in an amount not to exceed \$10,400.00, as this is in the best interest of the town. – Police
 11. Topic re: Approve the purchase of computers from Winslow Technology Group LLC for an amount not to exceed \$11,336.00 using State contract #18PSX0264AG. - Police
 12. Topic re: Approve the purchase of auto parts and supplies using the Source Well Contract (062916-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$30,000 and approve the purchase of auto parts and supplies using the above U.S. Communities Contract from Advanced Auto for an amount not to exceed \$25,000 and waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Fleet Pride for an amount not to exceed \$20,000, since this is in the best interest of the town and approve the purchase of auto parts and supplies using the above State of Connecticut Department of Administrative Services Contract # 16PSX0069 from Tasca Ford for an amount not to exceed \$30,000. – Municipal Garage
 13. Topic re: Transfer \$70,000 from Building Renovation into Shop Equipment for the purchase of Forward Lift 6, 18,000 lb. capacity mobile column lifts and safety supports and purchase six (6) "Forward Lift", 18,000 lb. capacity mobile column lifts and safety supports from Vehicle Service Group of Madison IN. These are sold through the local dealer "Viking Garage" equipment utilizing CT DAS contract # 17PSX0074 for an amount not to exceed \$70,000 – Municipal Garage

14. Topic re: Approve the purchase of a used Cargo Van for the Facilities Department, for an amount not to exceed \$30,000 with the approval of the Town Manager. – Municipal Garage
15. Topic re: Approve the transfer of \$27,500 from the Contingency Account into Transfer to Other Funds Account to fund the repair of MP #0322 and waive the Town's purchasing requirements and approve Turnpike Motors of Newington CT. to repair MP#0322 Rescue 1 cab as outline in their quote # 036210000552 for an amount not to exceed \$27,500 as this is in the town's best interest. – Municipal Garage

H. APPOINTMENTS:

1. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
2. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
4. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with a D, R or U.
5. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
6. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
7. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
8. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
9. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
10. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
11. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

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

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

I. TOWN MANAGER’S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS’ COMMUNICATION:

L. ACCEPTANCE OF MINUTES: June 15, 2021

M. EXECUTIVE SESSION:


1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Rio Vista
2. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Connecticut Opiod
3. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee – Town Manager Evaluation

N. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: June 28, 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 \$206,000, 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 


Budget Adjustments **July 6, 2021**

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Police	001.15.1532.0.51440.00000	Police Extra Duty		\$55,000.00	Berlin Police Officers were requested for extra duty work at a higher rate than assumed in the FY21 budget. This cost is reimbursed by the outside organization that requests the Police Officers. Additional funds are available in the Police Personnel expenditure line because of position vacancies and Officers out on worker's compensation.
	001.15.1532.0.51140.00000	Police Personnel	\$55,000.00		
	001.15.1532.0.51400.00000	Overtime		\$55,000.00	Due to vacancies and extra patrols in response to car break-ins, the Police Department incurred higher than budgeted overtime costs.
	001.15.1532.0.52010.00000	Worker's Compensation		\$16,000.00	Related to the overtime costs, worker's compensation costs were higher than budgeted because the cost is a percentage of wages. Money is available in Police personnel and In lieu of sick time because of vacancies and fewer than expected retirements, respectively.
VNA	001.15.1532.0.51140.00000	Police Personnel	\$36,000.00		
	001.15.1532.0.51811.00000	In Lieu of Sick	\$35,000.00		
	001.30.3053.0.53819.00000	Medical Services		\$35,000.00	Physical Therapists are paid from both the payroll account (Physical Therapist) and the operating account (Medical Services). During FY21, more wages were paid from the operating account (and less from the payroll account) than was budgeted.
Schools	001.30.3053.0.51188.00000	Physical Therapist	\$35,000.00		
	001.35.3561.0.51145.00000	Nurses		\$35,000.00	Due to COVID restrictions, the payout of accrued vacation time for school nurses was higher than budgeted. There were funds available in the worker's compensation line because the Town negotiated a lower LAP rate after the start of the fiscal year.
	001.35.3561.0.52010.00000	Worker's compensation	\$35,000.00		
Golf Course	001.25.2543.0.51160.00000	Starters, Rangers & Cart Haulers		\$10,000.00	With an earlier season opening than was assumed in the budget, the cost of cart haulers was higher than budgeted. There are funds available in the Department Head expenditure line because the position is vacant.
	001.25.2543.0.51100.00000	Department Head	\$10,000.00		
		GENERAL FUND TOTAL		<u>\$206,000.00</u> <u>\$206,000.00</u>	
Water Control				<u>\$0.00</u> <u>\$0.00</u>	
		WATER CONTROL TOTAL			
		GRAND TOTAL		<u>\$206,000.00</u> <u>\$206,000.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2021	Date:	6/21/21
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51440.00000	Police Extra Duty	\$55,000.00	C. Ciuci		
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:		
001.15.1532.0.51140.00000	Police Personnel	\$55,000.00			

Contingency Balance (If applicable):

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

Berlin Police Officers were requested for extra duty work at a higher rate than assumed in the FY21 budget. This cost is reimbursed by the outside organization that requests the Police Officers. Additional funds are available in the Police Personnel expenditure line because of position vacancies and Officers out on worker's compensation.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	6/24/21
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:	Police	Fiscal Year:	FY2021	Date:	6/21/21
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51400.00000	Overtime	\$55,000	C. Ciuci		
001.15.1532.0.52010.00000	Worker's Compensation	\$16,000			
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:		
001.15.1532.0.51140.00000	Police Personnel	\$36,000			
001.15.1532.0.51811.00000	In Lieu of Sick Time	\$35,000			

Contingency Balance (If applicable):

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

Due to vacancies and extra patrols in response to car break-ins, the Police Department incurred higher than budgeted overtime costs. Related to the overtime costs, worker's compensation costs were higher than budgeted because the cost is a percentage of wages. Money is available in Police personnel and In lieu of sick time because of vacancies and fewer than expected retirements, respectively.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	6/24/21
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:	VNA	Fiscal Year:	FY2021	Date:	6/21/21
To Acct #:	Description:	Amount:	Requested by:		
001.30.3053.0.53819.00000	Medical Services	\$35,000.00	W. Russo		
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:		
001.30.3053.0.51188.00000	Physical Therapist	\$35,000.00			

Contingency Balance (If applicable):

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

Physical Therapists are paid from both the payroll account (Physical Therapist) and the operating account (Medical Services). During FY21, more wages were paid from the operating account (and less from the payroll account) than was budgeted.

Section 2: To be completed by ~~Town~~ Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	6/24/21
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:	Golf Course	Fiscal Year:	FY2021	Date:	6/21/21
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.51160.00000	Starters, Rangers & Cart Haulers	\$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):

With an earlier season opening than was assumed in the budget, the cost of cart haulers was higher than budgeted. There are funds available in the Department Head expenditure line because the position is vacant.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	6/24/21
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:

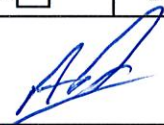
Department:	Schools	Fiscal Year:	FY2021	Date:	6/28/21
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.51145.00000	Nurses	\$35,000.00	W. Russo		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.52010.00000	Worker's Compensation	\$35,000.00			

Contingency Balance (If applicable):

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

Due to COVID restrictions, the payout of accrued vacation time for school nurses was higher than budgeted. There were funds available in the worker's compensation line because the Town negotiated a lower LAP rate after the start of the fiscal year.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	6/29/21
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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TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 28, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	44.52	FOL CC Acct.	donation for program supplies	Friends of the Library
	100.00	Library Agency Acct.	teen books in memory of Noah Paul Bourden	Marie Bogdanski
	144.52			
Equip/Merch	30.00	Knitted Shawl	summer reading prize	Grace Rossi
	50.00	Ice Cream Coupons	summer reading prizes	Pralines
	200.00	Silhouette Machine	crafting and sign creation	Anonymous
	280.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$144.52 for the Berlin Peck Memorial Library and deposit \$44.52 into the friends of the library credit card account for the purchase of children's program supplies and deposit \$100.00 into the library agency account for the purchase of teen books in memory of Noah Paul Bourden and move to accept the donation of a knitted shawl with an estimated value of \$30.00 to be used as a summer reading prize and move to accept the donation of ice cream coupons with an estimated value of \$50.00 to be used for summer reading prizes and move to accept the donation of a silhouette machine with an estimated value of \$200.00 for crafting and creating signs.

ATTACHMENTS:

None

PREPARED BY:

Kim McNally, 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: June 11, 2021

SUBJECT: Permission to consume alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended permission for consumption of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 75 people on Saturday, August 28, 2021 from 7 a.m. to 11 p.m. Food will be served buffet style and there will be no entertainment. Tulip Insurance will be obtained if permission is granted.

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

ACTION NEEDED:

Move to approve permission for consumption of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 75 people on Saturday, August 28, 2021. Food will be served buffet style and there will be no entertainment. Tulip Insurance will be obtained if permission is granted.

ATTACHMENTS:

Permission for the use of alcoholic beverages

PREPARED BY:

Debbie Dennis, Superintendent of Recreation

TOWN OF BERLIN
Community, Recreation and Park Services
DIVISION OF PARKS & RECREATION

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: Berlin Vol. Fire Dept. FACILITY REQUESTED Pistol Creek
CONTACT PERSON: Matt Sturgeon PHONE: 860-302-6492
STREET: _____ CITY: _____ ZIP: _____
RENTAL DATE: 8/28/2021 START TIME: 7am FINISH TIME: 11pm
NATURE OF ACTIVITY: Annual Family Picnic
AGE GROUP: All ages TOTAL ATTENDANCE: 75 MINORS: YES: ☒ NO: _____
TYPE OF ALCOHOL: BEER: ☒ WINE: ☒ OTHER (EXPLAIN): _____
HOW DISPENSED: CASH BAR: _____ OPEN BAR: _____ BYOB: ☒
FOOD: YES: ☒ NO: _____ HOW SERVED: SIT DOWN _____ BUFFET ☒ OTHER _____
ENTERTAINMENT: YES _____ NO ☒ TYPE: _____
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES _____ NO ☒ EXPLAIN: _____

SECURITY DEPOSIT: The use of alcoholic beverages in/around the premises is prohibited unless expressly authorized by proper permits. A Security Deposit is required.

DAMAGE FEES: Any cost resulting from damage to the premises occurring as a result of the lessee's use of the facility will be borne by the lessee.

INSURANCE, (TULIP): Insurance is required by all groups requesting the use of alcoholic beverages.

I certify that the information given above is true and correct under the penalty of law. I understand that refusal to abide by the rules and privileges granted by the permit will lead to revocation, and that a refund of fees and security deposit will not be granted.

Date: 6-25-21 Signature: [Signature]

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

	<u>Approved</u>	<u>Denied</u>
D/ Chief of Police <u>[Signature]</u> <u>6/25/21</u>	<input checked="" type="checkbox"/>	_____
Town Manager <u>[Signature]</u>	<input checked="" type="checkbox"/>	_____
Community, Recreation and Park Services Rep. _____	_____	_____
Parks and Recreation Commission _____	_____	_____
Town Council _____	_____	_____

Reason for Denial: _____

State Liquor License required: Yes _____ No _____

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

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 11, 2021

SUBJECT: Berlin High School Boosters Club, approval to sell food, beverages and merchandise at Berlin High School events during the 2021 – 2022 school year.

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended approval for the Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2021 – 2022 school year.

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

ACTION NEEDED:

Move to approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2021 – 2022 school year.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Consent
5
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 11, 2021

SUBJECT: Berlin High School Class of 2022, approval to sell food and beverages during the 2021 – 2022 school year

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended approval for the Berlin High School Class of 2022 to sell food and beverages at Berlin High School events during the 2021 – 2022 school year.

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

ACTION NEEDED:

Move to approve Berlin High School Class of 2022 to sell food and beverages at Berlin High School events during the 2021 – 2022 school year.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Consent⁺
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 11, 2021

SUBJECT: Fishing Derby Donation

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended the acceptance of a \$500 donation from the Berlin Lions Club Charities Inc. for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM.

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

ACTION:

Move to approve acceptance of the donation to the fishing derbies in the amount of \$500 for the Berlin Parks and Recreation Departments youth fishing derbies that were held on Saturday, April 17, and Saturday, April 24, 2021 at Sage Park Pond from 8 AM to 10 AM.

ATTACHMENTS:

None

PREPARED BY:

Debbie Dennis, Superintendent of Recreation

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 11, 2021

SUBJECT: Friends of Berlin High School Men's Swimming and Diving Team approval to sell food and beverages at Berlin High School events during the 2021 – 2022 school year.

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, June 10, 2021 recommended approval for the Friends of Berlin High School Men's Swimming and Diving Team to sell food and beverages at Berlin High School events during the 2021 – 2022 school year.

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

ACTION NEEDED:

Move to approve Friends of Berlin High School Men's Swimming and Diving Team to sell food and beverages at Berlin High School events during the 2021 – 2022 school year.

ATTACHMENTS:


None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

Consent
Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 14, 2021
SUBJECT: Donation for DARE Program



Summary of Agenda Item:

The Police Department has received a \$3834.65 donation to the DARE program.

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

Action Needed:

Move to accept the donation of \$3834.65 and appropriate the funds to the DARE Operating Materials Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 14, 2021

SUBJECT: Donation for K9 Program

Summary of Agenda Item:

The Police Department has received a \$50 donation to the K9 Program.

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

Action Needed:

Move to accept the donation of \$50 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 14, 2021

SUBJECT: Donation for Police Peer Support Program

Summary of Agenda Item:

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

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

Action Needed:

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

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent
Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 15, 2021

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received a \$50.00 donation for supplies.

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

Action Needed:

Move to accept the donation of \$50.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 17, 2021
SUBJECT: Approval of Eagle Scout Project by Connor Yorski to replace board at Pistol Creek walking area

SUMMARY:

Connor Yorski has proposed a project to replace the deteriorating board located next to the small parking lot at Pistol Creek as his Eagle Scout Project. The board would provide a map to label distances and features of the open space. This board would also include a place for lost items and community postings. The construction will require the excavation of two 2' holes for the cement holding the posts. Paving stones will be connected to the current path to make the board wheelchair accessible. In addition, perennials will be planted around the base of the sign. The estimated cost of this project is \$850.

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

ACTION NEEDED:

Move to approve Connor Yorski's Eagle Scout Project to replace board at Pistol Creek walking area.

ATTACHMENTS:

Connor Yorski Presentation

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Parks Services

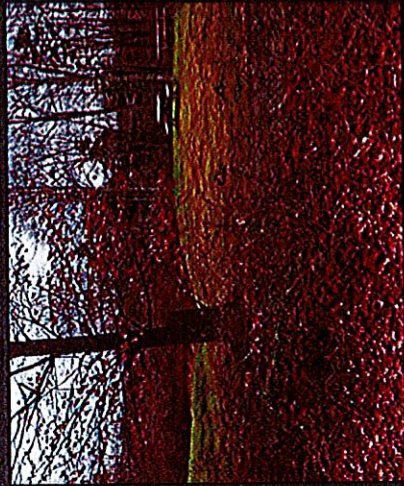
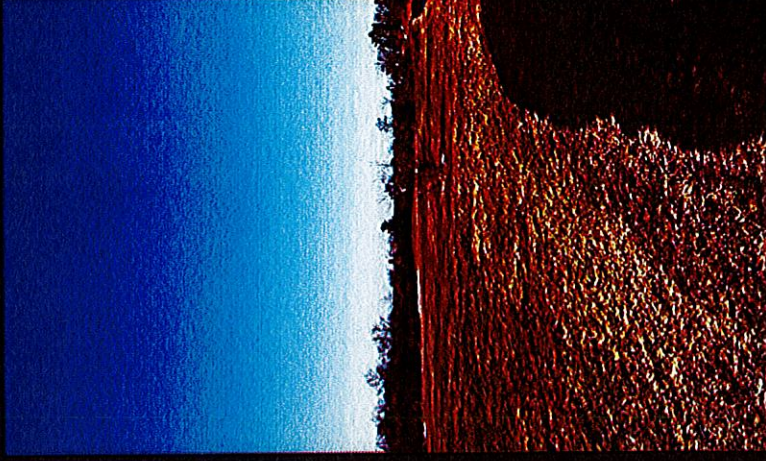
Pistol Creek Community board Eagle Project Proposal



About Me

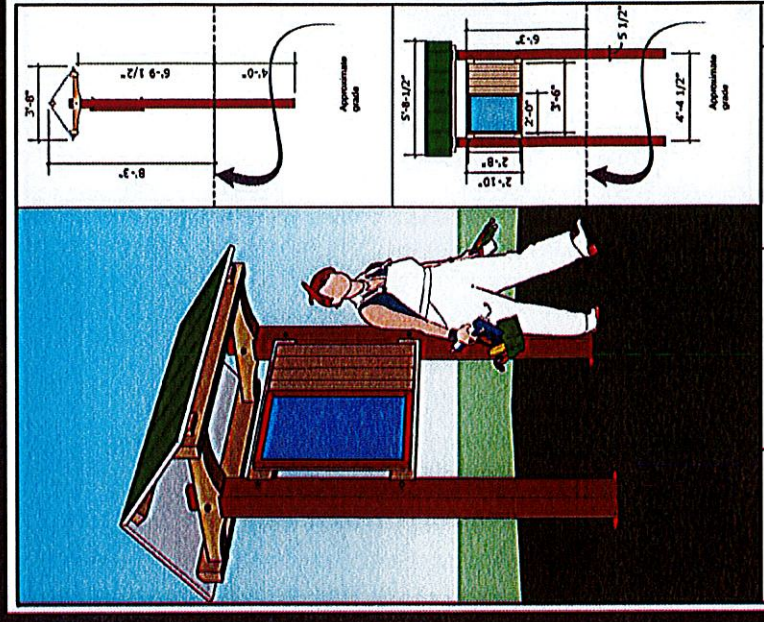
- Life scout with Troop 41 (Eagle Candidate)
- Age 17
- Senior at University High School of Science and Engineering (1 year of college completed at University of Hartford, majoring in Mechanical Engineering)
- I have been a scout since 2008
- Received the Arrow of light in 2013
- I've held the positions of Quartermaster, Patrol Leader, and ASPL
- I enjoy cooking, camping, outdoor activities as well as robotics and engineering

Pistol Creek



Community board/train sign structure

- Est. Dimensions: 6Ft wide x 3Ft deep x 8Ft tall
- Board will contain a professionally manufactured trail sign with distances for walking loops, a cork board for community postings, and a lost and found box.
- Will be built using pressure treated lumber, stainless steel brackets and hardware, and standard roofing shingles.
- Anchored to ground with cement pillars (as required for code)
- Bordered base filled with gravel or mulch
- Plantings using perennials
- Estimated Cost: \$650 - \$850

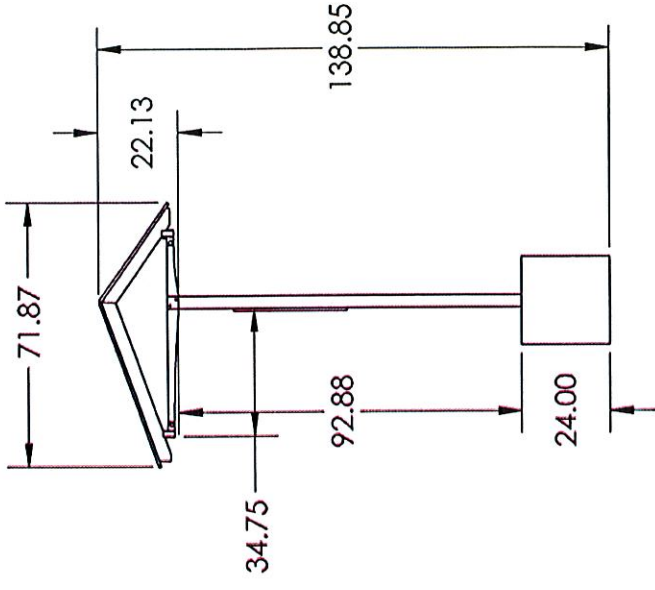
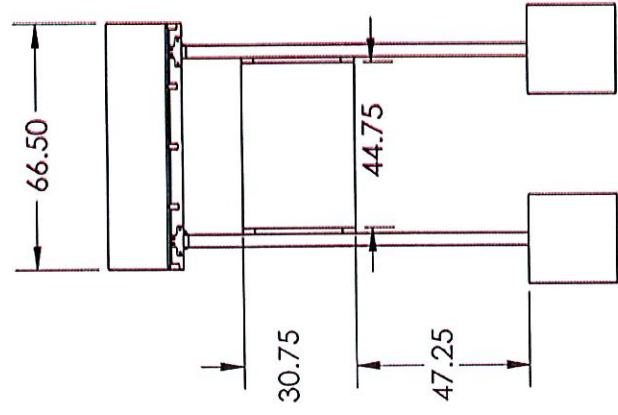


Current View of old sign

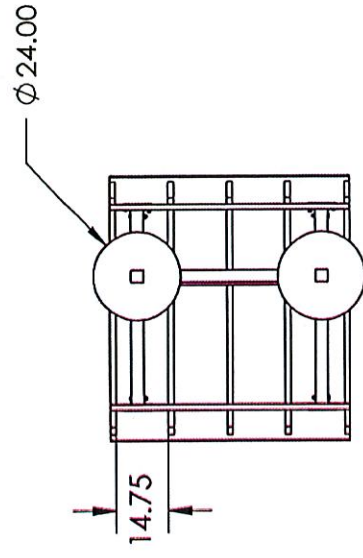
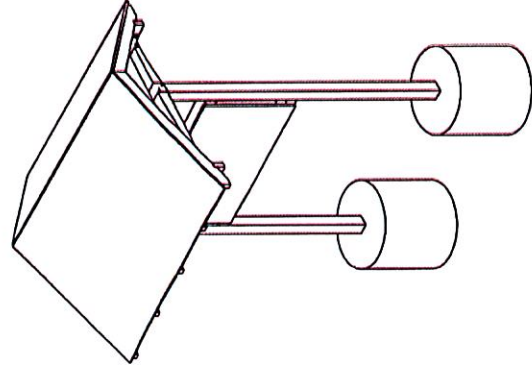


Proposed View of new sign





Dimensions and model not final



Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2021

SUBJECT: Waive the bidding requirement and extend the employee benefits consultant contract through June 30, 2022

Summary of Agenda Item:

In 2015, the Town went out to bid for employee benefits consulting services. Prior to this process the Town utilized an employee benefits consultant that was hired by the insurance providers. Through an extensive review process that included financial and non-financial considerations, USI Insurance Services was selected. USI scored highest on the non-financial metrics and was the low bidder. The Town awarded the bid to USI for five years, ending June 30, 2020.

During the five-year period, USI has helped the Town navigate the Affordable Care Act, was instrumental in the Town securing a substantially lower life insurance rate and provided expertise as the Town worked through three years' worth of large volume catastrophic health insurance claims. USI provides the Town with a credible voice to challenge Anthem when issues arise.

Action Needed:

Move to waive the bidding process and renew the employee benefits contract with USI Insurance Services in the amount of \$55,000 through June 30, 2022, as this is in the best interest of the town.

Attachments:

None

Prepared By:

Denise Parsons, Director of Human Resources
Kevin Delaney, Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 28, 2021

SUBJECT: Town Meeting to Appropriate \$3,100,000 of FY22 General Fund Unassigned Fund Balance to Fund Anticipated DB Pension Payouts

Summary of Agenda Item:

The FY22 adopted General Fund budget included DB pension funding to cover only monthly annuity payments and service fees. At the end of July 2021, two active participants will retire. These two retirements will deplete the existing DB balance on deposit at Prudential.

There is typically 4-6 weeks between the time a participant files retirement paperwork and the time the Town must fund the retirement payout. Since the Town Charter requires a four-step process for non-budgeted appropriations over \$25,000, and the Town Council and Board of Finance do not meet in August, this transfer is requested now to ensure the Town will have sufficient funds on deposit at Prudential to meet payout requirements.

Action Needed:

Move to call a Town Meeting at 6:45 p.m. on July 20, 2021, to approve a FY22 non-budgeted appropriation of \$3,100,000 from the General Fund Unassigned Fund Balance to the Pension/Actuarial account, both in the General Fund.

Attachments:

None

Prepared By:

Kevin Delaney, Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 29, 2021

SUBJECT: Authorization for the Town Manager to sign the Assignment Agreement of Tax Liens and assignee to purchase for price of \$3,800.00 for property known as 0 Orchard Road.

Summary of Agenda Item:

Pursuant to C.G.S. §12-195h, 7-254(c) and 7-258(b) the Town of Berlin has authority to transfer Assigned Filed Tax Liens to secure delinquent taxes. The Town wishes to assign the property known as "0" Orchard Road, Berlin to Benjamin Blasco. Mr. Blasco agrees to purchase all right, title and interest of the Town in and to the Assigned Filed Tax Liens. The Assigned Tax Liens are the real property taxes, statutory interest and lien fees due and owing for the Town's 2017-2019 Grand List. The purchase price shall be Three Thousand Eight Hundred Dollars (\$3,800.00)

Action Needed:

Move to authorize the Town Manager to enter into the Assignment Agreement to secure delinquent taxes in the amount of \$3,800.00 with Benjamin Blasco concerning property known as "0" Orchard Road.

Attachments:

Agreement for the Assignment of Certain Tax Liens
Assessment Parcel Map

Prepared By: Debbie Swan, Revenue Collector



AGREEMENT FOR THE ASSIGNMENT OF
CERTAIN TAX LIENS OF THE TOWN OF BERLIN
TO BENJAMIN BLASCO

THIS REAL PROPERTY TAX LIEN ASSIGNMENT AGREEMENT (the "**Agreement**"), dated this ___ day of June, 2021 is by and between the **TOWN OF BERLIN**, Connecticut, a duly organized and operating municipal corporation and political subdivision of the State of Connecticut (the "**Town**") and **BENJAMIN BLASCO** of 61 Kenmere Road, Berlin, Connecticut (the "**Assignee**"), to assign certain municipal real property tax liens, liens filed by the Town's Tax Collector (the "**Assigned Filed Tax Liens**") to secure delinquent taxes and charges on property known as "0" Orchard Road, Berlin, Connecticut (the "**Property**") in the Town, as authorized by Connecticut General Statute Sections 12-195h, 7-254(c) and 7-258(b). The Assignee agrees to accept this assignment and to assume the specific and pertinent rights, obligations and duties set forth in this Agreement to the extent consistent with said Statutes.

Section 1. **Agreement to Assign and Purchase Tax Liens.**

Subject to the terms and conditions of this Agreement, the Town agrees to assign to the Assignee and the Assignee agrees to purchase all right, title and interest of the Town in and to the Assigned Filed Tax Liens to be attached to the Assignment as Schedule A, to the extent and as provided by the terms of this Agreement and said Statutes. The Assigned Tax Liens are for real property taxes, statutory interest and lien fees due and owing for the Town's 2017-2019 Grand Lists. The purchase price for the Assigned Filed Tax Liens shall be Three Thousand Eight Hundred Dollars (\$3,800.00). Said payment is to be made within seven (7) days of final Town Council approval of this Agreement. The Town agrees, to the fullest extent allowed by law, to assign and transfer to the Assignee all collection rights and remedies available to the Town with respect to the Assigned Filed Tax Liens, including without limitation the right to foreclose any Assigned Filed Tax Lien and the right to commence an action against any person or entity responsible for the payment thereof. The assignment and purchase of such Assigned Filed Tax Liens shall take place on the Closing Date. Except as set forth herein, the Assignee is not and shall not be deemed to be assuming or agreeing to perform or discharge any duties, obligations or liabilities of the Town to any Person.

Section 2. **Payment of Purchase Price and Delivery of Assignment.**

In consideration for the assignment of the Assigned Filed Tax Liens by the Town on the Closing Date, the Assignee shall pay the Purchase Price to the Town. The Purchase Price shall be payable on the Closing Date and shall be paid by the Assignee in immediately available funds either by wire transfer or by immediately negotiable check drawn upon a bank reasonably satisfactory to the Town and in accordance with the Payment Instructions. Upon receipt of such Purchase Price, the Town shall execute and deliver the Assignment. The Closing Date shall be established by mutual agreement of the parties and shall be within seven (7) business days of the final approval of the transaction by the Town of Berlin Town Council.

Within ten (10) business days after the Closing Date, the Tax Collector shall note in the Tax Collector's records a general notice of assignment to reflect the Assignment, and the Town Clerk shall note his or her records to reflect the assignment of each Assigned Filed Tax Lien to the Assignee. As soon as volume and page recording information is available with respect to the Assignment, as set forth in Section 3, the Town Clerk agrees to send the Assignee a certified copy of the Assignment, as recorded.

Section 3. Representations and Warranties of the Town.

The Town hereby represents and warrants to Assignee, all of which representations and warranties are true, complete and correct in all respects as of the date hereof and as of the Closing Date, as follows:

1. The Town and its separate taxing districts, if any, are the sole owners of and possess full right, title, and interest in and to each of the Assigned Filed Tax Liens.
2. Such Assigned Filed Tax Liens and all interest and rights therein are freely assignable to the Assignee to the full extent of the relevant statutes; and there has been no prior assignment of the Assigned Filed Tax Liens.
3. The Town is a political subdivision of the State and is duly organized and validly existing under the laws governing its creation. The Town has full power and authority to enter into and perform this Agreement and all municipal action necessary to authorize the execution and delivery of this Agreement and the performance by the Town of its obligations hereunder has been duly taken. This Agreement has been duly executed by the Town and constitutes the legal, valid, binding and enforceable obligation of the Town.
4. Other than as set forth herein, no authorization, consent or approval of, notice to, or filing with, any public body or governmental authority or any other Person is necessary in connection with the execution and delivery by the Town of this Agreement or the performance by the Town of its obligations hereunder and the execution and delivery by the Town of the Agreement and the performance by the Town of the obligations hereunder will not, to the best of its knowledge, conflict with any provision of any law or regulation to which the Town is subject and will not conflict with, result in a breach of or constitute a default under any of the terms, conditions or provisions of any other document, agreement or instrument to which the Town is a party or by which it or any of its properties are bound, or any order or decree applicable to the Town.
5. As to each Assigned Filed Tax Lien:
 - i. The Town has full right and authority to transfer such Assigned Filed Tax Lien;
 - ii. The assignment of such Assigned Filed Tax Lien hereunder constitutes a legal, valid and binding transfer of such Assigned Filed Tax Lien to the Assignee.

Section 4. Representations, Warranties and Covenants of the Assignee.

The Assignee hereby represents, warrants and covenants to the Town, all of which representations, warranties and covenants are true, complete and correct in all respects as of the date hereof and as of the Closing Date, as follows:

1. This Agreement has been duly executed by Assignee and constitutes the legal, valid, binding and enforceable obligation of Assignee, enforceable against Assignee in accordance with its terms.
2. The Assignee will be responsible for all collection and enforcement efforts with respect to the Assigned Filed Tax Liens, to include all lawful collection procedures (including, but not limited to, if required, compliance with state and federal Fair Debt Collection Practices Acts and Fair Credit Reporting Acts) and, as the Assignee deems appropriate, lawful foreclosure proceedings, and any collection agencies or attorneys engaged by it in connection herewith shall perform their services in a manner consistent with this Agreement and applicable laws.
3. Upon receipt of payment from the owner of the Property or its representative for the Full Value of the Assigned Filed Tax Lien, or lesser payment to be accepted as payment in full, Assignee shall promptly and in any event within thirty (30) days of receipt cause a release to be executed and delivered and shall have the responsibility to record and to pay the cost of recording the release.
4. Assignee agrees not to encumber the Property in any way until it has completely performed under the terms of this Agreement without the express, written consent of the Town. Provided however that in the event that Assignee secures a commitment for financing to improve the Property and the Assignee provided a copy of this Agreement to the Lender and put the Lender on notice of this Agreement prior to securing said commitment, then Assignee may request the written consent of the Town to allow Assignee to secure said financing, which consent will not be unreasonably withheld.

Section 5. Benefit of Agreement.

This Agreement and all of the rights and obligations hereunder shall inure to the benefit of and are binding upon the parties hereto and their respective successors and permitted assigns only, and shall not be to the benefit of any third parties.

Section 6. Severability.

If any one or more of the provisions or terms of this Agreement shall be held invalid for any reason whatsoever, then such provisions or terms shall be ineffective to the extent of such invalidity or unenforceability, shall be deemed void and severable from the remaining provisions and terms of this Agreement and shall not affect the validity or enforceability of such other provisions or terms herein.

Section 7. Amendments; Waivers.

This Agreement may be amended or terminated only by a writing signed by both parties hereto. Compliance with any provision hereof may not be waived by the Assignee or by the Town, unless such amendment or waiver is consented to in writing by the Assignee and by the Town.

Section 8. Instructions; Notices.

All instructions, notices, requests or other communications required or requested to be given in connection with the terms of this Agreement shall be in writing and shall be sent by (a) certified or registered mail, return receipt requested, postage prepaid; (b) national prepaid overnight delivery services; (c) telecopy or other facsimile transmission (to be followed with hard copy to be sent by national prepaid overnight delivery service); or (d) personal delivery, with receipt acknowledged in writing, as follows:

If to the Assignee:

BENJAMIN BLASCO
61 Kenmere Road
Berlin, CT 06037

With copy to:

O'CONNELL, ATTMORE & MILLER, LLC
280 Trumbull Street, 23rd Floor
Hartford, CT 06103
Attention: Dennis R. LaVette
FAX: (860) 548-0023

With copy to:

Jeffrey M. Donofrio, Esq.
Ciulla & Donofrio, LLP
127 Washington Avenue
North Haven, CT 06473

All notices shall be deemed given when actually received or refused by the party to whom the same is directed (except to the extent sent by certified or registered mail, return receipt requested, postage prepaid, in which event such notice shall be deemed given three days after the date of mailing). Each party may designate a change of address or supplemental addressee by notice to the other party, given at least 15 days before such change of address is to become effective.

Section 10. Governing Law; Venue; Consent to Jurisdiction.

This Agreement and all questions relating to its validity, interpretation, performance and enforcement shall be governed by and construed, interpreted and enforced in accordance with the laws of Connecticut, without giving effect to the conflict of laws principles thereof.

Section 11. Counterparts.

This Agreement may be executed and delivered in any number of counterparts, and such counterparts taken individually shall be sufficient to constitute the whole of this Agreement and taken together shall constitute one and the same instrument.

Section 12. Miscellaneous.

The Section headings of this Agreement are for convenience of reference only and do not form a part hereof and do not in any way modify, interpret, or construe the intentions of the parties. Delivery of an executed signature page to this Agreement, or any other Assignment Documents, by facsimile transmission shall be as effective as delivery of a manually signed counterpart of this Agreement or such other Assignment Document.

Section 13. Survival.

The representations and warranties of the Town and the Assignee set forth in this Agreement and in any certificate, agreement, or instrument delivered in connection with the transactions contemplated hereby, shall survive the Closing Date for a period of seven years following the closing.

Section 14. Conditions of Closing.

The obligations of the parties hereto to consummate the transaction contemplated hereby

shall be subject to the satisfaction of the following conditions precedent:

- (a) Execution and delivery of this Assignment Agreement by duly authorized parties;
 - (b) Execution and delivery by the Town of the Assignment;
 - (c) Payment by the Assignee to the Town of the Purchase Price as of the Closing Date in accordance with Payment Instructions provided by the Town.
- IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and delivered as of this ____ day of June , 2021.

TOWN OF BERLIN

BY: _____
Arosha Jayawickrema, Town Manager

BENJAMIN BLASCO

STATE OF CONNECTICUT :
: ss. June , 2021
COUNTY OF HARTFORD :

The foregoing Agreement was acknowledged before me this ____ day of June , 2021, by _____, the Town Manager of the Town of Berlin, a duly formed Connecticut [Municipal Corporation], on behalf of said Town of Berlin

Commissioner of the Superior Court
Notary Public
My Commission Expires:

STATE OF CONNECTICUT :
 : ss. , 2021
COUNTY OF :

The foregoing Agreement was acknowledged before me this ____ day of , 2021,
by **BENJAMIN BLASCO** , to be his free act and deed.

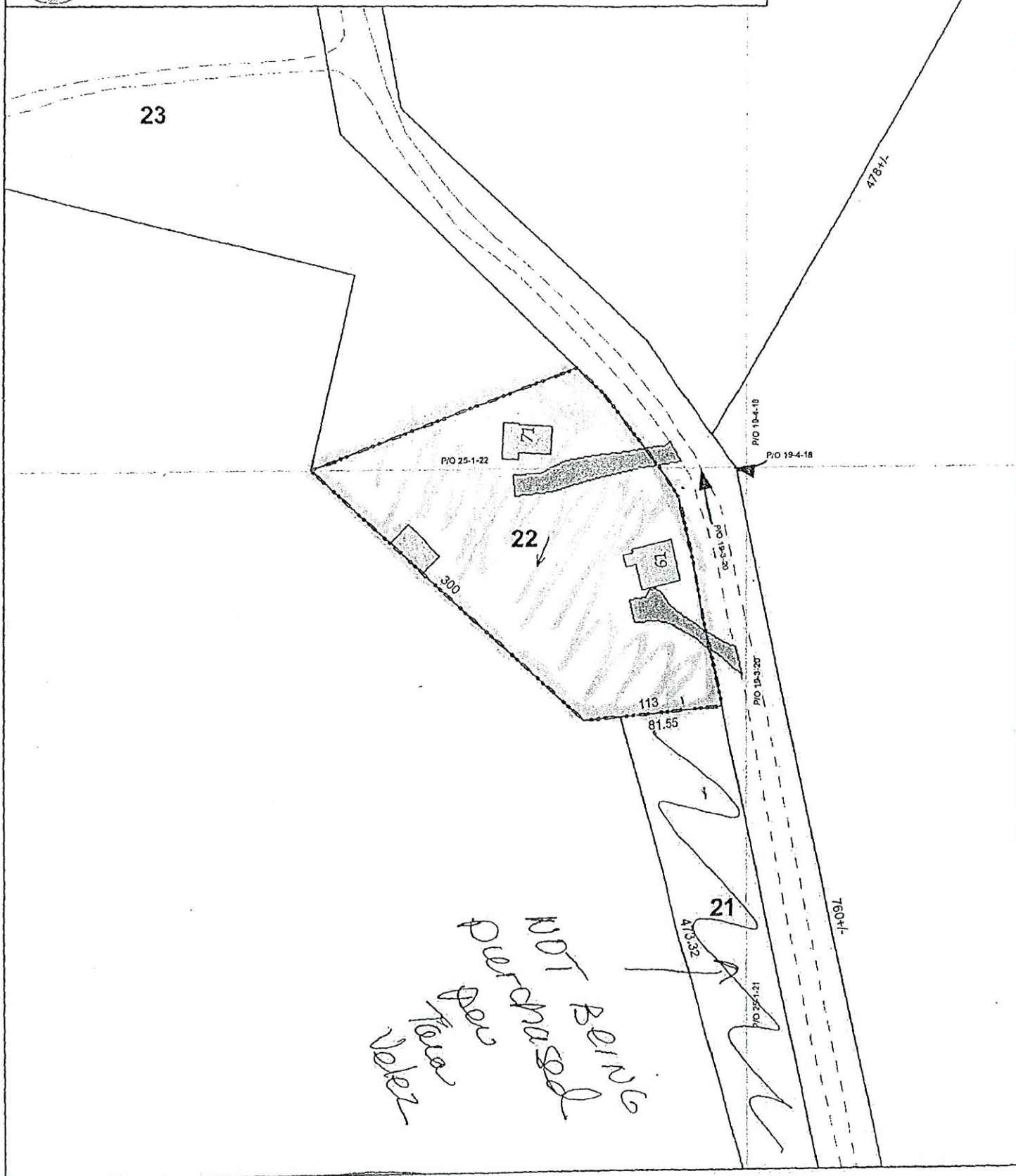
Commissioner of the Superior Court
Notary Public
My Commission Expires:



Town of Berlin, Connecticut - Assessment Parcel Map

Parcel: 25-1-15-22-4279

Address: 71-61 KENMERE RD



NEGEO
New England Geosystems
www.negeo.com
P.O. Box 1000, Berlin, CT 06033
Tel: 860.326.1234

Approximate Scale: 1 Inch = 100 feet



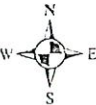
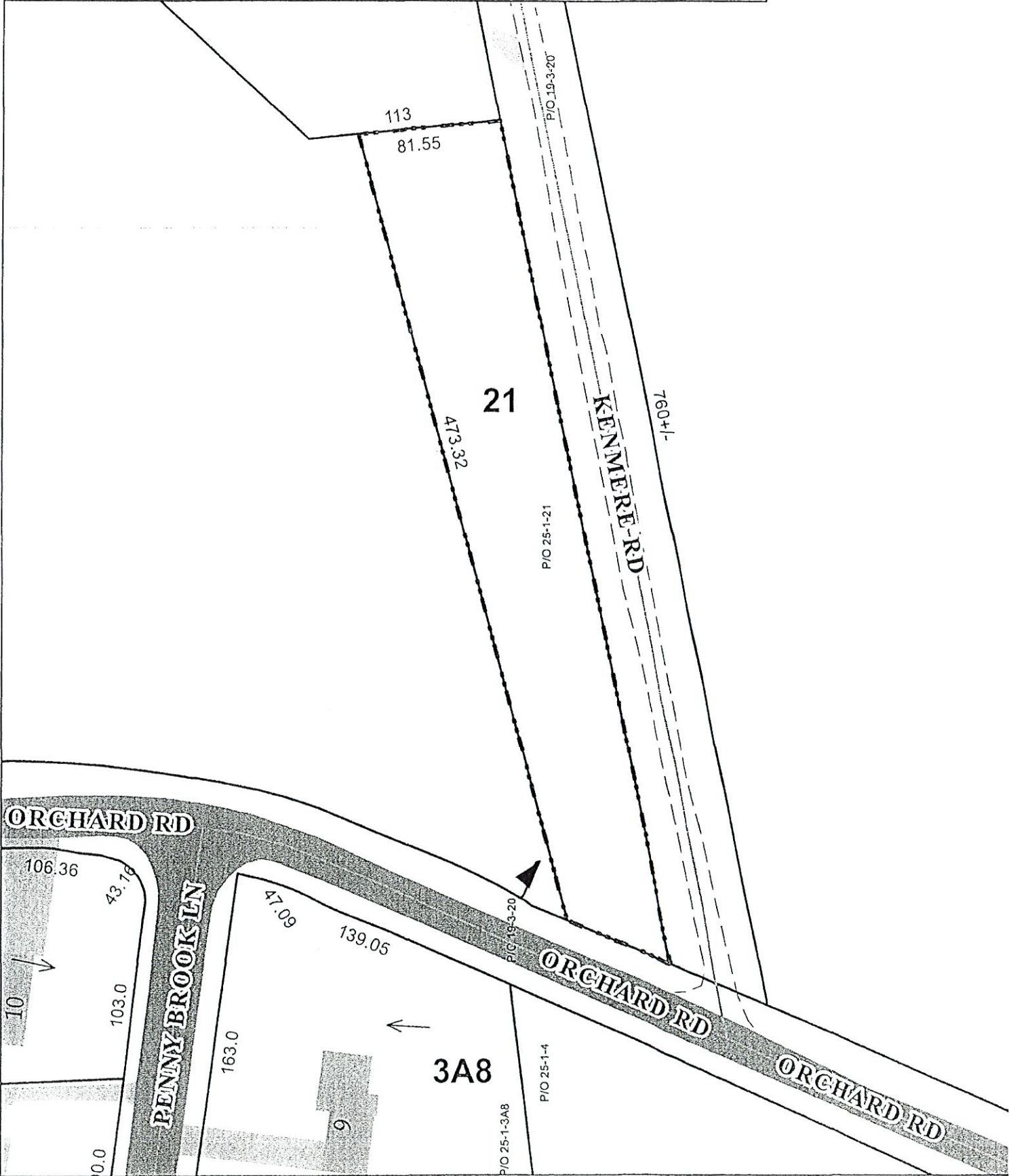
Map Produced: April 2019

Disclaimer: This map is for informational purposes only. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.



Town of Berlin, Connecticut - Assessment Parcel Map

Parcel: 25-1-15-21 Address: 0 ORCHARD RD



Approximate Scale: 1 Inch = 73 feet



Map Produced: January 2021

Disclaimer: This map is for informational purposes only. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: June 28, 2021
SUBJECT: Opening Purchase Orders for Berlin-Peck Memorial Library

Summary of Agenda Item:

The Berlin Peck Memorial Library belongs to the Connecticut Library Consortium, based in Middletown. With over 800 members, CLC leverages its market power to negotiate deep discounts on essential library products such as books, media, databases and movie licensing. The \$860.00 we pay in annual dues is more than made up for by the discounts received.

The library is also one of 30 members in the Library Connection, Inc., a consortium that supplies and maintains our computerized library system. By participating in LCI, we do not have to employ an IT Systems professional whose salary would easily be twice our assessed fee.

Action Needed:

Move to waive the Town's bidding procedures and approve issuing purchase orders for the 2021-2022 fiscal year for the following vendors due to the Library's participation in Connecticut Library Consortium and in the Library Connection, Inc. as the best discounts have already been provided. This is in the best interest of the town.

- Supplies. Books. **Baker and Taylor Co.** For adult, child and teen books - \$66,500.00
- Databases. Books. Supplies. Data Services. Audio/Visual - **Library Connection, Inc.** - \$55,000.00
- Network Maintenance. Data Services **Novus** - \$13,000.00
- Downloadable Audiobooks. EMagazines. Streaming Video – **Overdrive** - \$12,000.00

Attachments:

None


Prepared By:

Kim McNally, Library Director



Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: June 17, 2021

SUBJECT: Request to Waive the Bidding Process for Fleet Pump & Service

SUMMARY:

Berlin Water Control (BWCC) has ten sewer pumping stations. Pumps often fail and as a result need to be re-built, and in many instances replaced with a new pump. Pumping sewage takes a toll on the operation, maintenance and efficiency of a pump.

Fleet Pump & Service is the primary provider for the Northeast and has provided excellent service to the Berlin Water Department for years.

The Water Department currently needs to utilize a submersible pump at a cost of \$18,868.00 (for the Deming Road Pump Station) on a temporary basis. This pump will help keep the existing pumps from clogging. Ultimately, this pump will be used at the Middletown Road Pump Station after construction begins for the Deming Road Pump Station.

In order to maintain consistency with the existing pumps at our many pumping stations, it is being requested to waive the bidding process for Fleet Pump & Service for a total of \$45,000.00 from account number 844.55.5588.0.58062.00000 (Update Sewer Station), through December 31, 2022.

ACTION NEEDED:

Move to waive the bidding requirements (in case of pump failure, or needed repairs), and approve hiring Fleet Pump & Service in the amount not to exceed \$45,000 through December 31, 2022, as this is in the best interest of the Town.

ATTACHMENT:

- 1) Sufficiency of Funds
- 2) Quote

PREPARED BY:

Ray Jarema, P.E., Water Control Commission





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 17-Jun-21

Purchase Item or Contract: Fleet Pump & Service		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fleet Pump & Services (for pump failures and needed repairs)	\$45,000.00	\$45,000.00
			-
			-
			-
			-
TOTAL			\$45,000.00

Account No. 844.55.5588.0.58062.00000 Update Sewer Stations


Budgeted Amount.....	\$1,002,216.97	Available balance.....	\$796,116.29
Encumbrances to Date.....	\$153,766.91	Amount Needed for This Package.....	\$45,000.00
Expenditures to Date.....	\$52,333.77	Available Balance After Purchase.....	\$751,116.29

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



May 27, 2021

Proposal# 210527-32-85

**Berlin Water & Sewer Department
48 Town Farm Road
Berlin, CT 06037**

Attn: Ray Jarema

Subject: Replacement Flygt Submersible Pump for Middletown Road Pump Station.

Dear Ray,

As per my conversation with Mike your Lead Field Technician, Fleet Pump & Service is pleased to submit our proposal on the Flygt Submersible Pump to replace the existing "**Obsolete**" Flygt Pump Model 4"CP3140.180 S/N 0020029 15HP 200/3/60 1750RPM, 481 impeller code for the noted pump station location.

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	Flygt Submersible Pump Model 4"NP353.185 Standard design, 1 5HP, 208 volt, three phase, 60Hz, 1750RPM, Hardened High Chrome Steel 464 code Impeller & Volute Insert ring with 50ft cable.	\$18,668.00	\$18,668.00

Note: Price does not include applicable taxes.

Delivery: 8 to 10 weeks.

Freight: Included.

Terms: See attached.

Validity: 30 days.

Please forward a **Purchase Order** or **Authorization on your Letter head**, if you wish to proceed with the above proposal. *P.O.*

Thank you for the opportunity to submit this proposal. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Serge Agudow

Serge Agudow

914-804-5567

sagudow@fleetpump.com

Sales Engineer

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 24, 2021

SUBJECT: Authorization for Hiring of FHI Consultants and to Increase the Town's Contract with New England Geosystems LLC to Prepare an Affordable Housing Plan and Plan of Conservation and Development

Summary of Agenda Item:

The Town issued a request for qualifications (RFQ) to retain a consultant to prepare an Affordable Housing Plan as required by State statutes by June 2022 and to prepare a Plan of Conservation and Development as required by September 2023. One assumption of the RFQ was that mapping for the plans would be done by the Town's GIS consultant, New England Geosystems LLC in order to take advantage of existing mapping and to assure that the work products were consistent with the Town's GIS system going forward. Three consultants responded to the request for qualifications and proposed scopes of work for the project. An interview committee was formed comprised on three members of the Planning and Zoning Commission, Chair Joan Veley, Vice-Chair Diane Jorsey and Secretary Brian Rogan and two staff persons, Acting Town Planner Maureen Giusti and Economic Development Coordinator Jim Mahoney. The Committee interviewed the three consultants and selected FHI Studio as the most qualified and negotiated a scope and fee for their services. FHI met with the Planning and Zoning Commission and the Commission endorsed their selection and recommends to the Town Council that FHI be selected as the Town's consultant to prepare an Affordable Housing Plan and a Plan of Conservation and Development for a fee not to exceed \$122,120 plus a \$10,000 allowance for project mapping by New England Geosystems LLC. FHI's work will also include work with the Planning and Zoning Commission to consider possible changes to the BTB portion of the Berlin Zoning Regulations and to conduct a review of the entire Zoning Regulation to identify other sections for consideration for possible amendment. As authorized by the Town Council at its last meeting, the Town Manager applied for an Affordable Housing Plan Technical Assistance Grant of \$15,000 from the Connecticut Department of Housing that may offset part of the cost of this project if the grant is awarded. This request is the next step in the process, for the Town Council to authorize the Town Manager to enter into a contract for a fee not to exceed \$122,120 and for a \$10,000 increase in the Town's contract with New England Geosystems LLC to provide mapping services for the projects. The funds would come from the Plan of Devel. Update account number 500.10.1014.0.54000.01404 that has a current balance of \$97,019 and that will be sufficient for billings in the current fiscal year and the remainder of the required funding (\$35,101 less the amount of the Department of Housing Grant, if awarded) will be requested in the FY23 budget.

Actions Needed:

Move to select FHI Studio to prepare an Affordable Housing Plan and Plan of Conservation and Development and to authorize the Town Manager to sign a contract with FHI Studio for a fee not to exceed \$122,120 and to increase in the Town's contract with New England Geosystems LLC by \$10,000 to provide mapping services for the projects, to be funded from the Plan Dev. Update account.

Attachments:

Proposal from FHI Studio.

Prepared By:

Maureen Giusti, Acting Town Planner 
Jim Mahoney, Economic Development Coordinator

Berlin Plan of Conservation and Development Update and Affordable Housing Plan Development

Scope of Services

Task 1: Project Coordination

The FHI Studio Team (comprised of FHI Studio and RKG Associates) will work under the direction of the Town's project manager and the Planning & Zoning Commission. The project coordination task will include the following elements:

1.1 Meet with Staff to Gather Information

FHI Studio will prepare for and conduct one meeting with staff to collect and identify available data and mapping. We will also review changes since the 2013 POCD including progress on implementation and issues and impediments to implementing the plan's recommendation.

1.2 P&Z Commission Meetings

FHI Studio will conduct up to thirteen (13) working meetings with the Planning & Zoning Commission to develop both the POCD and AHP. These meetings will be working sessions intended for the development of a plan vision and goals, review of project deliverables, the collection and sharing of project information, and the coordination of community engagement efforts. The meetings will utilize an interactive format that encourages discussion and will provide a work-group setting in which the technical team can learn about relevant local issues and concerns; discuss specific alternatives and establish appropriate methods and approaches to advancing study recommendations. It is anticipated that these meetings will be conducted via a virtual meeting platform, although our team is capable of conducting in-person meetings should public health conditions and guidance allow.

Project meetings will have the following main objectives:

- Conduct project kick-off meeting, discuss data needs, public outreach plan and schedule
- Present existing conditions findings and conduct a working session to develop and refine Plan visions and goals
- Discuss findings from community engagement efforts and consider refinements/alternations to engagement plan
- Conduct topic discussions based on community engagement and existing conditions findings
- Conduct an action and strategies discussion
- Present Plan drafts

1.3 Monthly Project Coordination Calls

FHI Studio will conduct monthly project coordination conference calls with the Town's project manager.

1.4 File Sharing: FHI Studio will provide and maintain an MS Teams/SharePoint site for sharing of data.

Monthly Progress Reports: FHI Studio will submit monthly progress reports with project invoices.

Task 1 Deliverables:

- One (1) Meeting with Town Staff
- Monthly meetings with Planning & Zoning Commission. FHI Studio to provide summary of actionable items, Town to record meeting minutes and provide meeting invitations.
- Monthly coordination calls with the Town's project manager
- Provision and sharing of files via MSTEams/Sharepoint site

Task 2: Community Engagement

FHI Studio will conduct a POCD update and AHP development process that includes authentic participation. We will do this by engaging a diverse group of stakeholders at all stages of the planning process. FHI Studio will take directed efforts towards engaging disadvantaged communities throughout the planning process. We will provide a variety of communication channels and understandable information to the community. FHI Studio will work with the Town to develop a contact list of project stakeholders and interested members of the public. The contact list will also form the basis for distributing project information, including meeting invitations, updates, and project announcements.

Special emphasis will be geared towards engaging the full diversity of residents and neighborhoods within the Town. This focus on broadening the diversity of public engagement can be directly applied to the Plan's outreach efforts and will provide opportunities to reach residents throughout the Town. Key outreach tools, techniques and applications that will be provided include:

2.1 Promotion of POCD and AHP

Social Media

The FHI Studio Team will work with the Town to identify the appropriate social media platforms to promote the plan, obtain comments and feedback, and utilize these platforms as an advertising tool for attracting interested in the plan and the events. Additionally, where appropriate FHI Studio staff can live stream events to appropriate social media platforms.

News Coverage

The FHI Studio Team will collaborate with the Town to identify the best methods for distributing information about the Plan update to the media. We will develop draft press releases for the Town's review and distribution to Town-approved media lists. Press releases will inform the public about the POCD and AHP process and how to get involved, as well as dates of public events. In addition to media releases, collateral materials will be developed to get the word out about the Plan – such as project flyers. These can be developed with brief information about the Plan, project contact information, the project/Town website address, and upcoming meeting dates/announcements. Flyers can be distributed via email or posted on public community boards.

Project Web Content

FHI Studio will provide content to the Town for posting on the Town's website. This will include the provision of general project information, findings, and recommendations, as well as announcements of the dates and times of upcoming meetings or other events.

2.2 Online Surveys

Online Survey for Boards and Commission

The FHI Studio Team will prepare an online survey to assess Board and Commission members priorities for the POCD and Affordable Housing Plans.

Online Public Survey

The FHI Studio Team will prepare an online survey to assess residents' issues, desires, and recommendations for inclusion in the POCD and AHP. We anticipate conducting one survey for both plans. The survey may include visual preferences, providing feedback on conditions and Town needs, and ranking of action items. The survey will be available on the project webpage and a link to the survey will be made available to the Town distribution via listservs and other channels. The FHI Studio Team will collaborate with the Town on survey question development and format. We will collect and summarize survey results in a memorandum for the Town.

Interactive Mapping Tool

FHI Studio will develop an interactive mapping comment tool that is accessible via a desktop computer and mobile platform. This tool will allow a person to provide specific geographic- based comments that will be geographically linked to the location of the comment or issue. We will provide a summary of results in map in tabular format.

2.3 POCD and AHP Meetings

FHI Studio will coordinate and/or participate in a range of meeting formats to engage stakeholders in discussion relevant to the POCD and AHP. As part of this effort, FHI Studio will coordinate with the Town in planning meetings and events and will provide the Town with messaging for public notices.

Interviews/Focus Group Meetings

The FHI Studio Team will conduct interviews with key stakeholders and stakeholder groups such as Boards and Commissions. Stakeholder interviews will allow the project team to talk directly with stakeholders with targeted interests and perspectives to better understand and address the needs of the local community. FHI Studio will work with the Town to identify and invite stakeholder groups as well as develop guided questions for discussion purposes. We will conduct up to six (6) interviews or focus group format meetings. We recommend reserving one meeting for addressing Affordable Housing needs in support of development of the Town's Affordable Housing Plan. Meetings will be up to two (2) hours in length and will be staffed by two (2) FHI Studio staff. Meetings may be conducted virtually or in-person. The Town will provide meeting space at no cost to FHI Studio.

Thematic Meetings

The FHI Studio Team and Town will identify specific topics requiring a meeting dedicated to that topic (theme). These meetings would be advertised and open to the public. Technical experts would also be invited to these meetings to provide expert input on the meeting topic. Potential topics may include economic development, housing, mobility, facilities and infrastructure, historic preservation, etc. We recommend reserving one meeting for addressing Affordable Housing needs in support of development of the Town's Affordable Housing Plan. Up to four (4) thematic meetings will be conducted. Meetings will be up to two (2) hours in length and will be staffed by two (2) FHI Studio staff. Meetings may be conducted virtually or in-person. The Town of Berlin will provide meeting space at no cost to FHI Studio.

POCD and AHP Virtual Public Presentation/Meeting

FHI Studio will conduct one (1) virtual public presentation/meeting addressing both the POCD and AHP that will enable the public to provide online input from the convenience of their home or smartphone. The purpose of the meeting will be to introduce the community to the Plan of Conservation Development and AHP, their purpose, and the planning process. Initial findings from existing conditions work will be presented and participants will be engaged in discussion regarding issues relevant to the POCD and AHP. The meeting will be up to two (2) hours in length and will be staffed by up to three (3) FHI Studio Team staff.

Public Hearing and Adoption Meeting for the Affordable Housing Plan

FHI Studio will attend a public hearing and a meeting for adoption of the Affordable Housing Plan. This may include a brief presentation, conducted by FHI Studio, summarizing the AHP planning process, findings, and recommendations. One (1) staff member from FHI Studio will attend the public hearing. The Town will provide all required legal notices and will host the meeting. One (1) staff member from FHI Studio will attend the adoption meeting. This assumes that the plan is not adopted at public hearing. Meetings will be conducted online or in-person if public health conditions allow.

Public Hearing and Adoption Meeting for the Plan of Conservation and Development

FHI Studio will attend up to two (2) public hearings and one (1) meeting for adoption of the Plan of Conservation and Development. The first hearing will be held for presentation of the draft plan, the second meeting will be held for presentation of the final POCD. The hearings may include a brief presentation, conducted by FHI Studio, summarizing the POCD planning process, findings, and recommendations. Up to two (2) staff members from FHI Studio will attend the public hearings. The Town will provide all required legal notices and will host the meetings. One (1) staff member from FHI Studio will attend the adoption meeting. This assumes that the plan is not adopted at public hearing. Meetings will be conducted online or in-person if public health conditions allow.

Task 2 Deliverables

Draft work produce will be shared with the Town prior to final delivery. Up to one round of revisions will be conducted on all work product.

- Social media promotion, communication with press, and provision of web content to Town for posting to Town's website.
- Up to five (5) unique promotional flyers from surveys and meetings to be provided to Town in PDF format.
- Two (2) online surveys including an interactive mapping tool. Provision of survey summaries.
- Six (6) focus group meetings. FHI Studio will coordinate and conduct meetings. Town will identify potential invitees. FHI Studio will provide meeting summaries.
- Four (4) thematic meetings. FHI Studio will coordinate and conduct meetings. Town will identify potential invitees. FHI Studio will provide meeting summaries.
- One (1) Virtual Public Meeting for POCD and AHP. FHI Studio to coordinate, conduct and provide meeting summary of comments and discussion.
- Attendance of one (1) public hearing and one (1) adoption meeting for AHP. Town to coordinate and conduct meetings. FHI Studio will present findings and recommendations. FHI Studio will provide a summary of actionable items. Town will provide meeting minutes.
- Attendance of two (2) public hearings and one (1) adoption meeting for POCD. Town to coordinate and conduct meetings. FHI Studio will present findings and recommendations. FHI Studio will provide a summary of actionable items. Town will provide meeting minutes.

Task 3: Existing Conditions Assessment

The FHI Studio Team will provide an analysis of existing conditions to inform the plans goals, strategies, and actions. Information will be provided in narrative, tabular, graphic, and map formats. Mapping will be provided to FHI Studio by the Town's mapping contractor, NEGEO. NEGEO will provide requested maps to FHI Studio in a format that is suitable to the POCD and AHP documents with minimum post-processing by FHI Studio. We will work with Town and NEGEO to obtain mapping and to integrate new data and mapping generated through the POCD update process into the Town's dataset. Under the direction of the Town, FHI Studio will focus on the following topic areas:

3.1 Demographic Trends

We place tremendous value in understanding the trends at work in communities. Berlin is an evolving community and it is incumbent upon us to understand the demographic and socioeconomic forces that are driving change in the Town and region. This effort will include collection, organization, presentation and review of data from US Census Bureau sources such as the 2010 Census, American Community Survey, and Longitudinal Employer-Household Dynamics. State of Connecticut data will also be incorporated including data from the Economic Resource Center, Department of Community and Economic Development, Department of Housing, CT Data Center, Secretary of State, and Department of Labor. We will also review data available from data sets such as ESRI Community and Business Analyst.

A firm understanding and presentation of the trends at work in Berlin will be foundational to the plan and will assist us with confirming or challenging perceptions. We will seek to answer questions such as:

- What are the population trends in Berlin and how is the population changing?
- How do demographic trends in Berlin compare to the other communities in the region and state?

3.2 Housing

We will gather information to better understand the demographic and economic composition of Berlin and how these factors impact current and future housing demand. This will include an honest an open discussion around:

- Who lives in Berlin today;

- Who is moving to Berlin;
- Where are they moving to within Berlin;
- What is attracting new residents to Berlin;
- What is the housing need and demand of residents in Berlin today and in the future, and;
- Where might be appropriate locations for housing in the Town?

To help inform this conversation, the FHI Studio Team will review Berlin's current housing inventory, development characteristics, and residential development trends, and the most innovative techniques ("best practices") being used regionally and throughout the Northeast to meet the needs of a variety of households at all market levels. Ultimately, the housing element will provide the following content in written, tabular, and graphics formats:

- General housing and household trends, household and family incomes, tenure, housing age, and housing costs;
- Residential development trends;
- Existing and future housing needs, considering the Town's housing stock and zoning requirements, along with regional demographic and development trends;
- Coordination with the zoning analysis to identify regulatory barriers and opportunities to meet housing needs, preserve neighborhood character, and achieve other POCD goals;
- Opportunities to provide for a variety of housing and mixed uses in neighborhood centers;
- Potential implementation resources, both financial and organizational;
- Local capacity for housing planning, policy, and implementation.

3.3 Affordable Housing

FHI Studio will collect baseline housing conditions data as part of the POCD update including but not limited to an inventory of housing supply, economic factors such as housing costs, and relevant demographics. That data will be used to inform the AHP. Data collection efforts will not be duplicated but the AHP may require unique or supplemental data to be collected to meet the needs of the AHP.

3.4 Land Use and Zoning

Managing the Town's growth will require an understanding of existing land use and anticipating the impact of changes to land use whether by change of use or intensification of those uses. Our work will focus on exploring areas that are best positioned to grow and/or change in use. We will also compare the Town's zoning districts and land use regulations to identify areas that should be considered for redistricting or a modification of the regulations.

This task will lay the foundation for recommendations of the Plan's future land use map. We will also provide specific recommendations regarding changes to the Town's zoning regulations that should be considered.

We will seek to answer the following questions:

- How are uses distributed through the Town and is the Town's zoning supportive of desirable land uses?
- Have there been significant shifts in the use of land in the Town over the last ten years?
- How is the Town planning for redevelopment and reuse of existing buildings?
- How will the Town manage Transit Oriented Development in proximity of its train station?

3.5 Conservation, Open Space & Recreation

The FHI Studio Team will inventory, map, and assess open space and environmental resources in the Town. This will include a review of conservation based environmental resources and active open space including Town parks and any State or private recreational facilities.

We will provide recommendations that seek to protect environmental resources, explore the potential for expanding open space and conservation lands, and improve and expand recreational resources for Berlin's growing population.

The assessment of parks and recreational facilities will consider the location of the Town's parks relative to its population and areas of population growth. We will also compare the Town's inventory of recreation facilities to standards found in comparably sized communities to assess whether the Town is lacking in specific facilities.

The goal of this effort is to protect open space and environmental resources while expanding the availability of open space to residents for passive and active recreation. We will answer questions such as:

- Where are the key open space and recreation assets?
- Are there deficits in the open space system?
- What areas are currently in, or targeted for, conservation?

3.6 Economic Development

Working with information from the Town and a variety of public and proprietary data sources, the FHI Studio Team will evaluate the potential for (and constraints to) economic development, considering local and regional employment base trends, available sites, surrounding land uses, and the “fit” between labor force characteristics and the employment base. We will work closely with Town staff to identify beneficial and practical economic enhancement strategies. This element of the POCD will also be informed by the following information in written, tabular, and graphics format:

- General economic indicators such as population, comparative education levels, per capita income, existing labor market and labor-shed, unemployment, tax base growth, and real estate sales trends;
- Employment base analysis: growth and change in local employment over time, industry strengths and weaknesses, and trends in Berlin compared with the surrounding region;
- Existing land and building space available for economic development and the best-suited businesses to these properties considering compatibility with adjacent uses;
- Adequacy of existing infrastructure and potential for expansion;
- Impact of state and other public and non-profit facilities, institutions, and lands;
- Impact of local regulations and policies on various types of economic development;
- Local capacity to carry out economic development.

3.7 Cultural and Historic Resources

Berlin's cultural and historic resources are central to the community's identity and character. We will identify, map, and document these resources and the needs surrounding these resources. Our team is experienced in working with communities to develop historic district applications, plans, and guidelines. The POCD planning process will afford us an opportunity to identify potential for improvement to the management and regulation of historic assets in the Town answering questions such as:

- What are Berlin's cultural and historic resources and where are they located?
- What programs or policies are in place to protect cultural and historic resources?

3.8 Mobility

Berlin's transportation network will be instrumental to supporting its population and economic growth. The Town has a relatively robust system, including highway access, CTfastrak service, bus service, and an extensive local roadway, bicycle, and sidewalk network. Our challenge will be to identify needs within that system and what the priorities are for improvement or expansion of the Town's transportation network.

Through a review of the transportation network, commuting trends, local and regional plans and studies, and discussion with residents and stakeholders, we will identify the most pressing transportation needs in the Town and develop recommendations that prioritize improvements to the transportation network that are feasible over the near and long-term.

3.9 Facilities and Infrastructure

We will provide a high-level assessment of the Town's infrastructure including its sewer network, stormwater infrastructure, public water supply, and utility infrastructure throughout the Town.

The goal of this task will be to identify current needs and assess the potential impact of future development on this infrastructure. We will also review the Town's recent annual MS4 permit reports to identify needed improvements that should be supported within the POCD to ensure compliance with the permit to protect the water quality with local watersheds. We will seek to answer the following questions:

- Are there areas that are under-served by facilities and infrastructure?
- What is the extent and condition of Town-owned facilities and infrastructure in the Town?
- Is the Town's facilities and infrastructure sufficient to support economic development and population growth?
- What efforts have been or are underway to maintain and expand facilities and infrastructure?
- Has the Town been successful in integrating green infrastructure and sustainable practices into projects?

Task 3 Deliverables

- Delivery of findings from all tasks to be provided in PowerPoint format for presentation to the Planning & Zoning Commission at monthly coordination meetings. Information to be provided in narrative, tabular, chart, map, and image format. Findings will be shared with the Town's project manager prior to presentation to the Planning and Zoning Commission. FHI Studio to conduct up to one round of revisions to PowerPoint presentation.

Task 4: BTD Update and Zoning and Subdivision Regulation Review

4.1 BTD Update

Working closely with the Town and Planning & Zoning Commission, FHI Studio will review and revise the Town's BTD zoning district regulations. FHI Studio will provide recommended revisions in a format suitable for adoption and inclusion into the Town's zoning regulations, to be conducted by the Town. FHI Studio will not attend public hearings for the adoption of the revised regulations.

4.2 Zoning and Subdivision Regulation Review

FHI Studio will review the Town's zoning and subdivision regulations and will identify areas of need within the regulations. FHI Studio will not provide regulation updates or revisions during this process. This effort is intended to identify future work that may be undertaken by the Town to address needs.

Task 4 Deliverables

- Revised BTD zoning regulations provided in MS Word in a format compatible with existing regulations. Regulations to be supplemented with tables and up to graphics as necessary. Up to two (2) rounds of revisions will be conducted.
- Summary of findings from Zoning and Subdivision Regulation Review including recommendations specific revisions or subsequent work that may be necessary to update the regulations. To be provided in memorandum format. Up to one (1) round of revisions will be conducted.

Task 5 AHP Document

Concurrent with the POCD update, FHI Studio will develop the Town's Affordable Housing Plan (AHP). We envision that the AHP will be a supplemental document to the POCD, presented as a section of the plan or as an appendix. It will also be organized and formatted as a stand-alone document meeting the requirements of CGS 8-30j. With 9.3% of its housing qualified as Affordable; Berlin is near the State's target of 10%. The goal of the AHP will be to guide the Town towards achieving the 10% mandate (acknowledging that pending developments may result in achieving this target) in a manner that adds value to the Town, meets the needs of its residents, and is appropriate to the community with respect to land use, infrastructure, and development patterns. Development of an AHP concurrent with the POCD update is beneficial to both plans and processes. As such, we will provide the following services in development of an AHP for Berlin that is compliant with State regulations and guidance as established by the Affordable Housing Plan and Process Guidebook released in December 2020.

5.1 Vision and Goals

Working with the Planning & Zoning Commission, FHI Studio will develop a vision statement for the plan and will identify plan goals based upon existing conditions findings and community outreach. The purpose of developing a vision statement is to establish a framework for the collection and assessment of information in support of the plan. The goals will build upon to vision statement and will identify the major policies or initiatives that the plan recommends.

5.2 Implementation Plan

Based upon the community vision, community engagement efforts, and existing conditions trends and findings, FHI Studio will develop an accountable implementation plan for the Affordable Housing Plan that provide targeted strategies and actions. The plans will identify responsible parties and/or policy champions for strategies and actions. The plan will also recommend funding sources for implementation items. FHI Studio will identify implementation indicators, benchmarks, and targets as feasible to measure progress towards implementation of strategies.

5.3 Draft and Final Documents

We will provide a PDF file of the draft AHP document to the Town and Commission for review and comment. Upon receipt of comments and by direction from the Town and Commission, FHI Studio will provide edits to the AHP and provide a PDF file of the document to the Town for submission to the Town Clerk and public review. Upon receipt of public comments, FHI Studio will provide final edits of the AHP.

The AHP document will summarize all relevant findings from the planning process and will meet the State's requirements and will be a useful resource for Town staff, commission and committee members, property owners, business owners, and residents.

We will provide the Town with ten (10) bound hard copies of the final AHP document. FHI Studio will also provide the final document in an interactive PDF format that provides hyperlinks between related content. The document will be easy to navigate and will be graphically appealing. FHI Studio will also provide key information from the document to the Town for posting on the Town's project webpage. FHI Studio will provide the Town with all supporting native format digital files.

5.4 Updates to AHP following Adoption of the POCD

FHI Studio will provide updates to the AHP that may be required based upon the findings and recommendations of the POCD which will be adopted at a later date than the AHP. Necessary updates and revisions are expected to be minor and will be conducted within the allotted fee for this task. FHI Studio will provide the Town with a print quality PDF of the revised document; hard copies will not be provided.

Task 5 Deliverables

- Development of Vision and Goals, documented in PowerPoint format. Ongoing review and revision as needed.

- Provision of AHP Implementation Plan to be provided to the Town in MS Excel and/or PDF format. Up to two (2) rounds of revision to be conducted.
- Draft AHP in PDF format. One round of revisions leading up to draft Plan.
- Final AHP in interactive PDF format. Ten (10) bound hard copies. One round of revisions leading up to final Plan.
- Revisions to AHP, as needed, following adoption of POCD. To be provided in interactive PDF format.

Task 6: POCD Document

6.1 Vision and Goals

Working with the Planning & Zoning Commission, FHI Studio will develop a vision statement for the plan and will identify plan goals based upon existing conditions findings and community outreach. The purpose of developing a vision statement is to establish a framework for the collection and assessment of information in support of the plan. The goals will build upon to vision statement and will identify the major policies or initiatives that the plan recommends.

6.2 Implementation Plan

Based upon the community vision, community engagement efforts, and existing conditions trends and findings, FHI Studio will develop an accountable implementation plan for the POCD that provide targeted strategies and actions. The plan will identify responsible parties and/or policy champions for strategies and actions. The plans will also recommend funding sources for implementation items. FHI Studio will identify implementation indicators, benchmarks, and targets as feasible to measure progress towards implementation of strategies.

6.3 Draft and Final Documents

We will provide a PDF file of the draft POCD document to the Town and Commission for review and comment. Upon receipt of comments and by direction from the Town and Commission, FHI Studio will provide edits to the POCD and provide a PDF file of the document to the Town for submission to the Town Clerk and public review. Upon receipt of public comments, FHI Studio will provide final edits of the POCD.

The POCD document will summarize all relevant findings from the planning process and will meet the State's requirements and will be a useful resource for Town staff, commission and committee members, property owners, business owners, and residents.

We will provide the Town with ten (10) bound hard copies of the final POCD document. FHI Studio will also provide the final document in an interactive PDF format that provides hyperlinks between related content. The document will be easy to navigate and will be graphically appealing. FHI Studio will also provide key information from the document to the Town for posting on the Town's project webpage. FHI Studio will provide the Town with all supporting native format digital files.

Task 6 Deliverables

- Development of Vision and Goals, documented in PowerPoint format. Ongoing review and revision as needed.
- Provision of POCD Implementation Plan to be provided to the Town in MS Excel and/or PDF format. Up to two (2) rounds of revision to be conducted.
- Draft POCD in PDF format. One round of revisions leading up to draft Plan.
- Final POCD in interactive PDF format. Ten (10) bound hard copies. One round of revisions leading up to final Plan.
- Provision of all supporting files, data, and interim deliverables in digital format via DVD or flash drive.

Project Schedule

FHI Studio will conduct the plan update within a sixteen-month schedule (see below). We will work with the Town to adjust this schedule as needed to meet critical deadlines and in response to the Town's needs.

Task	Month															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Project Coordination		◆	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
2. Community Engagement				◆	▲	◆	▲	▲	▲	▲	▲	▲	▲	▲	●	■
3. Existing Conditions Assessment																
4. BTD Update and Zoning and Subdivision Regulation Review																
5. AHP Document																
6. POCD Document																

- ◆ Information Gathering Meeting with Staff
- ▲ Monthly Planning and Zoning Commission Meetings
- ◆ Online Surveys
- ▲ Virtual Public Meeting and Presentations of POCD and AHP
- ▲ Thematic Meetings
- ▲ Focus Group Meetings
- Public Hearing for AHP
- Adoption of AHP
- Public Hearings for POCD
- Adoption of POCD

Fee

FHI Studio will complete the work as described in this scope for a lump sum total of **\$122,120**, inclusive of direct costs. FHI Studio will invoice the Town on a monthly basis by percentage of tasks as completed.

In-person meetings are assumed unless otherwise stated in our notes and assumptions. Should virtual meetings be conducted instead of in-person meetings (such as for the twelve P&Z Commission meetings), the labor hours assigned to each meeting would be reduced by two (2) hours per meeting (commensurate with a cost savings of \$330 per meeting). Additionally, direct expenses related to travel would not be expensed to the project.

Task	Task Description	Fee
1	Project Coordination	\$ 15,600
1.1	Meet with Staff to Gather Information	\$ 1,980
1.2	P&Z Commission Meetings	\$ 9,900
1.3	Monthly Project Coordination Calls	\$ 2,400
1.4	File Sharing	\$ 1,320
2	Community Engagement	\$ 30,000
2.1	Promotion of POCD and AHP	\$ 3,960
2.2	Online Surveys	\$ 5,280
2.3	POCD and AHP Meetings	\$ 20,760
3	Existing Conditions Assessment	\$ 18,000
3.1	Demographic Trends	\$ 2,000
3.2	Housing	\$ 2,000
3.3	Affordable Housing	\$ 2,000
3.4	Land Use and Zoning	\$ 2,000
3.5	Conservation, Open Space & Recreation	\$ 2,000
3.6	Economic Development	\$ 2,000
3.7	Cultural and Historic Resources	\$ 2,000
3.8	Mobility	\$ 2,000
3.9	Facilities and Infrastructure	\$ 2,000
4	BTD Update and Zoning and Subdivision Regulation Review	\$ 12,880
4.1	BTD Update	\$ 6,600
4.2	Zoning and Subdivision Regulation Review	\$ 6,280
5	AHP Document	\$ 12,240
5.1	Vision and Goals	\$ 2,000
5.2	Implementation Plan	\$ 5,000
5.3	Draft and Final Documents	\$ 3,920
5.4	Updates to AHP following Adoption of the POCD	\$ 1,320
6	POCD Document	\$ 31,400
6.1	Vision and Goals	\$ 3,000
6.2	Implementation Plan	\$ 10,000
6.3	Draft and Final Documents	\$ 18,400
	Direct Expenses	\$ 2,000
	Printing and Travel	\$ 2,000
	Total Lump Sum Fee	\$ 122,120

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 22, 2021

SUBJECT: Purchase of Training Ammunition

Summary of Agenda Item:

Annually the police department purchases ammunition necessary for firearms training. Jurek Brothers Inc. is on State of CT Contract # 19PSX0220 and has provided them with a \$12,137.85 quote for this year's order.

Action Needed:

Move to approve the purchase of ammunition from Jurek Brothers Inc. utilizing State of CT Contract # 19PSX0220 for an amount not to exceed \$12,137.85.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci