

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: July 8, 2021

SUBJECT: Water Control Department Bid Waiver for Purchase of Water Meters and Radio Frequency Unit (RF)

SUMMARY:

The Berlin Water Control Commission (BWCC) has consistently purchased Neptune Meters from Ti-Sales (as they are the sole-source supplier for the Northeast Region). Berlin Water currently has 2,871 active accounts with several hundred irrigation/secondary meters. As the meters age and batteries expire, they are replaced on a rotating basis. To be pro-active, many of the radio frequency (Rf) units are being replaced every few years to avoid a lapse in customer billing. Funds will be provided from Account # 843.50.5086.0.58074.00000 (Radio Frequency Meters) and Account # 843.50.5088.0.58099.00000 (Rf Meter Reading Equipment).

ACTION NEEDED:

Move to waive the bidding requirements to purchase water meters, readers and frequency emitters directly from Ti-Sales of Sudbury, MA (as they are the sole-source supplier for the Northeast Region) in the amount of \$60,000 for the year, as this is in the best interest of the Town.

ATTACHMENTS:

None

PREPARED BY:

Ray Jarema, P.E., Water Control Manager



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2021

SUBJECT: Water Control Department Bid Waiver for Purchase of Pressure Reducing Valves (PRV)

SUMMARY:

Berlin Water Control purchases water from the New Britain Water Department at Christian Lane at the borders of New Britain and Berlin. Replacement strainers need to be replaced at this site, as they have not been changed since their installation in 1967. Additionally, there are pressure reducing valves (PRV) needed to reduce the pressure from the New Britain water distribution system that are in poor condition and subject to failure.

Harper-Haines is a specialized company dealing with the purchase and installation of pressure reducing valves. The cost of two new PRV's will be \$14,268.94 (a small percentage increase is included in case of a price increase). Therefore, we are requesting a bid waiver in the amount of \$15,000. Funds will be provided from Account # 843.50.5088.0.58107.00000 (Upgrade Meter Pit).

ACTION NEEDED:

Move to waive the bidding requirements to purchase two (2) pressure reducing valves from Harper-Haines in the amount of \$15,000, as this is in the best interest of the Town.

ATTACHMENTS:

- 1) Quotes
- 2) Sufficiency of Funds

PREPARED BY:

Ray Jarema, P.E., Water Control Manager



**Quote # 2210712-4000**

July 12, 2021

Berlin; Town of

Town Hall
240 Kensington Road
Berlin, CT 06037

Valid For: 60 Days

Tel: 860-828-7065
Fax: 860-828-7180
Email: rjarema@town.berlin.ct.us

Attn: Ray Jarema

Ref: Christian Lane 4" Valve Replacement

Dear Ray,

We are happy to provide the following quotation for the equipment as requested:

Item	Qty.	Size	Description	Unit Price	Ext. Price
1	1	4"	90-01 Pressure Reducing Valve: 90-01ABPVKCxHHFC, CRD(20-200 @ 140psi) 150 Flanged Globed, DS, P1P2 Gauges, X101 Position Indicator, Flex Tubing, Fusion Bonded Epoxy Coated, Includes Start-Up and Training By HHFC Technician.	\$5,904.47	\$5,904.47
Removal And Installation Of Valve To Be Done By Others					
Total quote for equipment as described above					\$5,904.47

Factory Lead Time: 7-9 weeks ARO
FOB: Costa Mesa, CA 92627
Payment Terms: 30 Days Net

The attached Terms and Conditions are incorporated herein

Best Regards,
Harper Haines Fluid Control

Leo Parraz

Leo Parraz
lparraz@harper-haines.com

www.harper-haines.com
125 Old Gate Lane Milford, Ct 06460
Phone 203.693.3740 Fax 203.547.6092
info@harper-haines.com

**Quote # 2210712-4002**

July 12, 2021

Berlin;Town of

Town Hall
240 Kensington Road
Berlin, CT 06037

Valid For: 60 Days

Tel: 860-828-7065
Fax: 860-828-7180
Email: rjarema@town.berlin.ct.us

Attn: Ray Jarema

Ref: Christian Lane 6" Valve Replacement

Dear Ray,

We are happy to provide the following quotation for the equipment as requested:

Item	Qty.	Size	Description	Unit Price	Ext. Price
1	1	6"	90-01 Pressure Reducing Valve: 90-01ABPCVKCXxHHFC, CRD(20-200 @ 130psi) 150 Flanged Globed, DS, P1P2 Gauges, X101 Position Indicator, Flex Tubing, with Left Handed Pilot, Includes Start-Up and Training By HHFC Technician.	\$8,364.47	\$8,364.47

Removal And Installation Of Valve To Be Done By Others

Total quote for equipment as described above

\$8,364.47

Factory Lead Time: 4-6 weeks ARO
FOB: Costa Mesa, CA 92627
Payment Terms:30 Days Net

The attached Terms and Conditions are incorporated herein

Best Regards,
Harper Haines Fluid Control

Fred Haines

Fred Haines
fhaines@harper-haines.com

www.harper-haines.com
125 Old Gate Lane Milford, Ct 06460
Phone 203.693.3740 Fax 203.547.6092
info@harper-haines.com



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Jul-21

Purchase Item or Contract: Pressure Reducing Valves		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Pressure reducing valves	\$15,000.00	\$15,000.00
			-
			-
			-
			-
TOTAL			\$15,000.00

Account No. 843.50.5088.0.58107.00000 Upgrade Meter Pits

Budgeted Amount.....	\$40,000.00	Available balance.....	\$40,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$15,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$25,000.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2021

SUBJECT: Authorization for the Town Manager to Enter Into a Brownfields Grant Agreement Related to the Connecticut Sand & Stone Properties, to Hire BETA Group, Inc. to Provide Continuing Environmental Consulting Services for the Project and to Authorize the Town Manager to Enter into an Agreement with Real Property Acquisition LLC and Connecticut Sand & Stone Corporation to Extend Forbearance, Provide for Site Access and to Set an Agreement Related to Conduct of Additional Testing and Public Sharing of Results

Summary of Agenda Item:

The Town received notification from Connecticut Department of Economic and Community Development (DECD) of award of a \$86,330 brownfields Assessment Grant for the continued environmental assessment of the Connecticut Sand & Stone properties at the rear of and connecting to New Britain Road, east of the Pan Am rail freight line. The Town also has \$13,670 remaining in a previous brownfields grant for this property. The properties are tax delinquent and under contract for sale to Real Property Acquisition LLC, an affiliated entity of Clean Earth/HARSCO. Clean Earth plans to beneficially reuse treated soils to fill portions of the property to create an industrial park and to dedicate remaining property for open space. Pilot legislation concerning the beneficial reuse of treated soils was passed by the 2021 session of the Connecticut General Assembly and Clean Earth will apply to have these sites included in the pilot. The Berlin Inland Wetlands and Watercourses Commission has approved Clean Earth's plan, subject to conditions including that the property be registered in a Connecticut Department of Energy and Environmental Protection cleanup program. Clean Earth will be supplementing the Town's additional environmental assessment work and has agreed to make its studies and analyses part of the public record. The Town was previously granted site access by the owner to conduct environmental investigations and it has a forbearance agreement (subject to required payments, which have been made) with Real Property Acquisitions LLC and Connecticut Sand & Stone Corporation that expires in November 2021. The Town needs to extend the site access agreement in order to undertake the investigations envisioned in the grant and it wants to confirm that Clean Earth will conduct additional environmental investigations and make the results part of the public record. Real Property Acquisitions LLC and Connecticut Sand & Stone Corporation also request an extension of the forbearance agreement to June 2022 in order to provide additional time for permitting and due diligence.

BETA Group, Inc. was previously selected by the Town through a competitive process to provide environmental consulting services for the Connecticut Sand & Stone sites and DECD has approval of a waiver of its bidding requirements for the use of BETA for the project. BETA

has provided the attached proposal for continued services at a not to exceed cost of \$68,325 and staff recommends authorization of contract amendments up to 15% of this amount (\$10,249) .

Actions needed are (1) to appropriate the \$86,330 Brownfields Grant to the Connecticut Sand & Stone Brownfields grant account 504.10.1017.0.54000.01416, (2) to approve the attached resolution to authorize the Town Manager to execute a grant proposal, the grant agreement and other documents as necessary to secure and carry out the purposes of the grant, (3) to enter into a Forbearance and Environmental Grant Related Agreement with Real Property acquisition LLC and Connecticut Sand and Stone Corporation to extend the forbearance period to June 2022, secure site access for environmental testing purposes and provide for cooperative environmental investigation efforts including that all investigations become part of the public record, (4) to waive bidding requirements in the best interest of the Town and authorize the Town Manger to enter into a consulting contract and amendments thereto with BETA Group, Inc. in amounts not to exceed \$78,573.75 to be paid from the Brownfields Assess.-CT Sand & Stone account # 504.10.1017.0.54000.01416.

Actions Needed:

Move (1) to appropriate the \$86,330 Brownfields Grant to the Connecticut Sand & Stone Brownfields grant account and to refer the appropriation to the Board of Finance, (2) to approve the attached resolution to authorize the Town Manager to execute a grant proposal, the grant agreement and other documents as necessary to secure and carry out the purposes of the Brownfields Assessment grant for the Connecticut Sand & Stone properties, (3) to enter into a Forbearance and Environmental Grant Related Agreement with Real Property acquisition LLC and Connecticut Sand and Stone Corporation to extend the forbearance period to June 2022, secure site access for environmental testing purposes and provide for cooperative environmental investigation efforts including that all investigations become part of the public record subject to the review and approval of Corporation Counsel, (4) to waive bidding requirements in the best interest of the Town and authorize the Town Manger to enter into a consulting contract and amendments thereto with BETA Group, Inc. in an amount not to exceed \$78,573.75 to be paid from the Brownfields Assess.-CT Sand & Stone account, per the scope of work attached, subject to approval of appropriation of the \$86,330 Brownfields Grant for the Connecticut Sand & Stone Brownfields project by the Board of Finance.

Attachments:

1. Brownfields Grant resolution
2. Proposal from BETA Group

Prepared By:

Jim Mahoney, Economic Development Coordinator
Chris Edge, Economic Development Director
Michael Ahern, Director of Public Works

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, _____, _____, certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by _____
(Name of the Applicant)

at a meeting of its _____
(Governing Body)

duly convened on _____ and which has not been rescinded or modified in
(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)

SEAL

WHEREAS, pursuant to Connecticut General Statutes ("C.G.S.") Sec. 32-763 (for Brownfield Grant) the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Berlin make an application to the State for \$86,330 in order to undertake the CT Sand & Stone Properties Brownfields Assessment per the Town's Round 13 Brownfield Municipal Grant Application and to execute an Assistance Agreement.

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

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes ("C.G.S.") Sec. 32-763 (for Brownfield Grants),
2. That the filing of an application for State financial assistance by THE TOWN OF BERLIN in an amount not to exceed \$ 86,330 is hereby approved and that Arosha Jayawickrema, Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of THE TOWN OF BERLIN.

July 13, 2021

Mr. James Mahoney
Economic Development Coordinator
240 Kensington Road
Berlin, Connecticut 06037

**RE: Proposal – Hydrogeological Investigation
Connecticut Sand & Stone Properties, Berlin, Connecticut**

Dear Mr. Mahoney:

At your request, BETA Group, Inc. (BETA) has prepared this proposal to conduct a hydrogeological investigation at the above-referenced property (the Site). The Site consists of four properties: 303 New Britain Road, 0 New Britain Road Lot 21, 0 New Britain Road Lot 11A, and 0 Route 9 Lot 2A. The four parcels total 75.79 acres and are improved by a dilapidated industrial-style building of 12,200 square feet. Of the four parcels, two are proposed for development and the other two properties are smaller parcels that will provide access to the development site from New Britain Road. The Site was formerly a clay pit that has been filled with fill of unknown origin. In order to determine the current hydrogeological conditions at the Site, BETA has developed the following Scope of Work.

Scope of Work

Task 1 - Preparation

BETA will conduct the following activities in preparation of the implementation of the field work for this investigation:

- Meet at the Site and, with Clean Earth's representatives, mark out the proposed boring locations in the field for utility locations purposes;
- At least 2 business days prior to the start of the drilling activities, notified "Call Before You Dig" and the Town of Berlin to mark utilities in the vicinity of the proposed boring locations; and
- Re-located any borings that conflict with existing utilities.

Task 2 - Soil Borings and Groundwater Well Installation

BETA will retain the services of a drilling subcontractor and oversee the advancement of fifteen (15) soil borings and the installation of groundwater monitoring wells in each of the fifteen (15) borings. These wells will be installed in five clusters of three nested monitoring wells. At each cluster, one shallow well (5-10 feet below grade), one mid-depth well (20-25 feet below grade) and one deep well (35-45 feet below grade) will be installed. Locations will be selected in coordination with Clean Earth's Licensed Environmental Professional.

Based on the observed Site conditions, an All-Terrain Vehicle hollow-stem auger drilling unit will be used to complete subsurface drilling activities. Each of the borings will be completed as a groundwater monitoring well to the appropriate depth below the water table as indicated above. The mid-depth and deep wells will be grouted to minimize migration between depths. Each well will consist of 2-inch diameter PVC and will have a steel standpipe with concrete collar. BETA will not be submitting any soil samples for laboratory analysis. Given the nature of the Site, BETA anticipates that the advancement of the borings and the installation of the fifteen (15) groundwater monitoring wells will be completed in seven working days.

Task 3 – Groundwater Monitoring Wells

In accordance with CTDEEP and U.S. EPA practices, the fifteen (15) new and two (2) existing monitoring wells will be developed appropriately to remove fine silt and sand from the well and to ensure a proper connection between the well and the surrounding aquifer prior to the collection of groundwater samples.

The depth to groundwater will be measured for the wells on the Site. After the wells are developed and allowed to come to equilibrium, groundwater samples will be collected from each of the seventeen (17) wells using standard CTDEEP sampling protocol. Groundwater samples will be submitted to a state-certified environmental testing laboratory for analysis of CTDEEP Extractable Total Petroleum Hydrocarbons (ETPH) by the CTDEEP methodology, total and dissolved Resource Conservation and Recovery Act (RCRA) 8 metals by various EPA methods, turbidity, color, and total dissolved solids.

Task 4 - Report

Upon completion of field activities and receipt of laboratory analytical results, BETA will complete and submit an investigation report to the client. The report will include a description of the investigatory methods used, the findings from the investigation, the implications of the findings, and any recommendations for additional response actions, investigation, and/or CTDEEP filings.

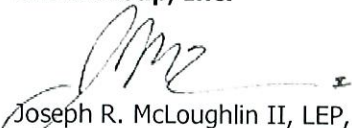
COMPENSATION

The proposed scope of services outlined herein will be completed on a time and expenses basis for the not-to-exceed total cost of **\$68,325**. The following is an approximate breakdown of the estimated costs:

Task #	Description	BETA Labor	Subcontractor Costs	Direct Expenses	Task Totals
1	Preparation				
	Preparation	\$2,120	----	\$100	\$2,220
	Subtotal (Task 1)	\$2,120	----	\$100	\$2,220
2	Soil Borings and Groundwater Monitoring Well Installation				
	Field work	\$9,300	\$28,500	\$1,500	\$39,300
	Subtotal (Task 2)	\$9,300	\$28,500	\$1,500	\$39,300
3	Groundwater Monitoring				
	Well Development	\$3,850	----	\$500	\$4,350
	Well Sampling	\$4,980	----	\$500	\$5,480
	Laboratory analysis	--	\$9,000	--	\$9,000
	Subtotal (Task 3)	\$8,830	\$9,000	\$1,000	\$18,830
4	Preparation of Report				
	Report	\$7,975	----	----	\$7,975
	Subtotal (Task 4)	\$7,975	----	----	\$7,975
Total Not-To-Exceed Cost.....					\$68,325

This environmental investigation will be performed in accordance with typical industry standards and protocol. BETA can only attest to the conditions observed at the time the investigation is performed. Should you have any questions regarding this proposal, please contact the undersigned at 401-333-2382. We look forward to working with you on this project.

Sincerely,
BETA Group, Inc.


Joseph R. McLoughlin II, LEP, LSP
Senior Associate



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 12, 2021

SUBJECT: Transfer of \$46,000 from the IT Mid-Managers Account to the Transfer to Other Funds account and Authorization for Hiring of Cisco LLC to Remove Asbestos Containing Material Piles from 889 Farmington Avenue

Summary of Agenda Item:

The Town found that there are asbestos containing materials (ACM) mixed into the fill piles that were created from excavations from the Boulevard project. One of the fill piles is material removed from the 889 Farmington Avenue property portion of the path of the Boulevard project and the other pile is material removed from the parcel that the Town leased from Connecticut Department of Transportation (DOT) to complete the Boulevard connection into the parking lot at the Berlin Train Station. The chain of events that led to the discovery of asbestos containing materials in the piles started when Town crews went to the site to place tarps over the piles to properly contain the piles on-site while arrangements were being made for reuse on-site or disposal off-site. The Town crews identified the possibility that the piles contained ACM and the Town's environmental consultant for the site, Loureiro Engineering, tested the piles and confirmed the presence of ACM. At that time the Town initiated a process to implement an emergency disposal of the materials, in consultation with the Department Economic and Community Development (DECD).

Loureiro Engineering identified three potential contractors and solicited bids on behalf of the Town for removal of the materials. A site walk was arranged for the contractors with William Apostolidis of Loureiro and Public Works Director Michael Ahern. Instructions were given and three bids were received and in reviewing the significantly diverging bids, it was identified that the contractors assumed different quantities of material to be removed. The Town then engaged its surveyor for the project, Franklin Survey, to develop a determination of the quantity of materials in the piles. Franklin surveyed the materials and estimated that the volume was 1,040 cubic yards, 430 cubic yards in the pile removed from 889 Farmington Avenue and 610 cubic yards in the pile from the Connecticut DOT parcel. The three contractors were then asked to submit revised estimates based on the actual quantities. Ramco decided not to submit a revised proposal. Proposals were submitted by Cisco and Alloy Group.

While we were in the process of obtaining revised bids, the staff also pursued the idea of placing a portion of the materials under the liner at 889 Farmington Avenue. The Town and its consultant engaged in a dialogue with both Connecticut Department of Energy and Environmental Protection (DEEP) and with the TOD Developer, Newport Realty Group that has an agreement to buy 889 Farmington Avenue from the Town and to construct a 64-unit apartment building adjacent to the Berlin Train Station. The Town asked DEEP if the materials could be buried under the liner on 889 Farmington Avenue and if so, how would it be regulated.

The question for Newport was how much material could be put under the liner based on Newport's site grading plan and was the material structurally suitable for reuse on the site. Another consideration with respect to Newport's project was about the timing of removal of materials given that Newport plans to do sub-liner work in late 2021 to enable the Town to install the liner as prescribed in its Remedial Action Plan for the site and Engineered Control Variance, both as amended. DEEP indicated that there was a possible path to move the material under the liner and keep it on the site but that the site would then be considered a regulated landfill. As such, the Town would have to do appropriate future reporting and would need to provide additional indemnification to Newport. Newport indicated that at most about half the ACM fill could be put under the liner on the site but that was subject to demonstration that the fill would be structurally suitable for this use.

Based on these discussions, the Town had a dialogue with its consultant Loureiro Engineering. Under any scenario, a Department of Public Health (DPH) approved alternative work practice application must be approved in order to move the ACM fill piles. If the material is placed under the liner, that work would need to coordinate with Newport's subliner utility and foundations/footing work so it is unlikely that the material could be moved at one time into place under the liner. That being the case, each action to move a portion of a pile would need to be treated as an asbestos disturbance and subject to contractor licensing, containment, and asbestos project monitoring requirements outlined by the DPH in the AWP approval. Based on Loureiro's experience with management of ACM-impacted soils on other recent projects, the DPH is expected to require full time oversight by a licensed Asbestos Project Monitor during relocation of the soil piles (which can only be performed by DPH licensed Asbestos Abatement Workers). Therefore, the material handling costs will be significantly higher to dispose of the materials on site than off-site. On that basis, any savings from reduced off-site disposal costs for the portion of the materials that might be able to remain on-site will be largely offset by the material handling costs associated with on-site reuse. Given the forgoing analysis, the Town has concluded that the best course of action is to remove all of the ACM fill from the site for the following reasons.

- Achieving a definite solution that will not delay the TOD project.
- Avoiding a renegotiation of indemnification agreements with Newport.
- Avoiding future regulatory costs if the site is classified as a solid waste landfill.
- Avoiding extra material handling costs to keep material on site.
- Consideration of the limited capacity for on-site placement of materials and the questionable structural suitability of the materials.

DECD has authorized the Town to waive its bidding requirement and proceed with the emergency response and to hire Cisco LLC for a cost of \$210,006. Quantity adjustments, if required, will be based on a unit cost per ton or cubic yard to be incorporated in the removal contract. Staff recommends a 10% contingency and a total contract authorization of \$231,006. Cisco is a qualified asbestos removal contractor under Connecticut DAS Contract 19PSX0249 and our Public Works Director and our environmental consultants have reviewed Cisco's proposal and find it to be reasonable.

Funding for this work will be from multiple source accounts because one pile of materials came from the 889 Farmington Avenue property and the other from the Connecticut Department of Transportation (CTDOT) parcel that the Town secured rights to build the section of the

Boulevard to connect to the Train Station parking area. The soil pile from 889 is 430 cubic yards of material (41.35% of the total volume) and the soil removed from the CTDOT parcel is 610 cubic yards (58.65% of the total). The cost of removing the pile that originated on 889 Farmington Avenue is estimated at \$95,521 (41.35% of the contract price including contingency of \$231,006) and the cost of removing the pile that originated on the CTDOT parcel is estimated at \$135,485 (58.65% of the contract price including contingency of \$231,006). The proposed sources of funding for the contract are as follows:

- \$77,291 from the Regional Brownfields grant for 889 Farmington Avenue, Demolition & Environ. Remediation account # 540.10.1017.0.53961.00000 (this is the remaining unobligated balance in this grant account).
- \$18,230 from the Municipal Brownfields grant for 889 Farmington Avenue, Municipal Brownfields Grant, account # 540.10.1017.0.53961.00000.
- \$90,000, (the approximate current balance) from the Farmington Ave Development (non-grant) account 504.10.1017.0.54000.01624, this account is used as a match for the Boulevard project.
- \$46,000 from the Farmington Ave Development (non grant) account (504.10.1017.0.54000.01624) to be made available for this purpose by a \$46,000 Transfer in surplus FY21 funds to the project account from the IT Mid-Managers (001.05.0503.0.51125.00000) account to the Transfer to Other Funds account (001.45.4567.0.59622.00000) for \$46,000. This transfer also requires the approval of the Board of Finance.

Actions Needed:

Move to Transfer \$46,000 from the IT Mid-Managers account to the Transfer to Other Funds account, subject to approval of the Board of Finance, for the removal of asbestos from 889 Farmington Avenue.

Move to waive the bidding process and authorize the Town Manager to enter into a contract with Cisco LLC in the amount of \$210,006 and to execute changes orders up to \$21,000 to be funded by \$77,291 from the Demolition & Environ. Remediation account, \$18,230 from Municipal Brownfields Grant account, \$136,000 from the Farmington Ave Development (non-grant) account pending approval of the \$46,000 transfer by the Board of Finance, as this is in the best interest of the Town.

Attachments:

Proposal from Cisco LLC
Budget Change Form

Prepared By:

Jim Mahoney, Economic Development Coordinator
Chris Edge, Economic Development Director
Michael Ahern, Director of Public Works

MSA

CISCO LLC
525 Ella Grasso Boulevard
New Haven, CT 06519

April 5, 2021

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

RE: Proposal - Load and Dispose Asbestos Contaminated Soil - **REVISED 6/3/21**
889 Farmington Ave., Berlin

Dear Mr. Ahern:

Cisco LLC is pleased to provide this proposal for disposal of approximately 1,352 tons of asbestos contaminated soil currently stockpiled at the referenced site. The weight estimate is based off a soil volume calculated at 1,040 cubic yards and multiplying the volume by 1.3 tons per cubic yard. Cisco will provide labor, equipment and materials to perform the following:

SCOPE

- Notify Call Before You Dig
- Complete CT DPH Notification
- Establish a work/exclusion zone around the soil stockpiles
- Set up a decontamination shower
- Double line all trucks
- Load out soil contaminated with friable/non friable asbestos
- Seal trucks prior to leaving site
- Prepare all shipping documents (Soil characterization sampling by others)
- Transport and dispose of soil at a subtitle D landfill

COSTS

Load, Transport and Dispose **\$ 155.33 per ton**

TOTAL ESTIMATE 1,352 tons @ 155.33 = **\$ 210,006.00**

Alternate Pricing

Mobilization **\$ 2,202.00 LS**

Soil Loading	\$ 4,800 per day
Soil Transportation and Disposal	\$ 139.50 per ton

Estimate Assuming 1,352 tons

Mobilization	1 @ 2,200.00 =	\$ 2,202.00
Soil Loading	4 @ 4,800.0 =	\$ 19,200.00
Soil Transport and Disposal	1,352 @ 139.50 =	\$ 188,604.00

TOTAL ESTIMATE	\$ 210,006.00
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Thank you for the opportunity to submit this proposal. Please contact me at 203-509-0493 with any questions.

Sincerely

Chris Dickman
President

Terms and Conditions

- Cisco LLC will have free and easy access to the site.
- One weeks notice is required prior to the commencement of the project.
- Cancellations require 24 hours notice to avoid being charged the scheduled day's rate.
- A signed Cisco LLC agreement is required.
- Cisco LLC's payment terms to established customers are 30 Days NET upon receipt of invoice. All overdue invoices will accrue interest at a rate 1.5%.
- This proposal is subject to additional charges for concealed or unknown conditions. Off specification disposal charges are an unknown condition.

Proposal Acceptance

The above project scope, pricing and conditions are satisfactory and hereby accepted. I am commissioning this work as an authorized representative of _____. Payment will be made as outlined in this proposal. My signature denotes a legal and binding contract. Client assumes full responsibility for all payment collection actions and associated fees. Please fax this signed acceptance proposal back to me at (203) 772-1084.

Acknowledge and Agree

Signature

Date

Title

Purchase Order Number



TOWN OF BERLIN


BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Economic Development	Fiscal Year:	FY2021	Date:	7/12/21
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To Acct #:	Description:	Amount:	Requested by:
001.45.4567.0.59622.00000	Transfers to Other Funds	\$46,000.00	C. Edge

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

From Acct #:	Description:	Amount:	Approved by:
001.05.0503.0.51125.00000	Mid-Manager Personnel	\$46,000.00	

Contingency Balance (If applicable):

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

Funds are required to cleanup contaminated soil as part of the Farmington Ave Development project. Funds remain in the IT Mid-Manager account because of vacancies throughout FY21.

Ultimately, the funds will be appropriated to the Farmington Ave Development (non grant) account in the Economic Development Capital Fund.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/12/21
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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"/>
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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"/>
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Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2021

SUBJECT: Authorization for Subordination of Town Façade Easement on 861 Farmington Avenue to an Environmental Land Use Restriction

Summary of Agenda Item:

The Town sold the property at 861 Farmington Avenue to 861 Farmington Avenue LLC for redevelopment and a condition of the sale is that 861 Farmington Avenue LLC agree to file an Environmental Land Use Restriction (ELUR) with the Connecticut Department of Energy and Environmental Protection (DEEP) for the property because there is a groundwater plume from the Town property at 889 Farmington Avenue that extends to 861 Farmington Avenue and the Land Use Restriction will help avoid future vapor issues at present and future buildings on the site. The Town subsequently provided a façade grant to 861 Farmington Avenue LLC to assist in the renovation of the façade and a façade easement was filed on the land records as is required under the façade grant program. DEEP requires that the façade easement be subordinate to the ELUR. Therefore, it is requested that the Town Council authorize the Town Manager to execute a subordination agreement to subordinate the façade easement to the ELUR at 861 Farmington Avenue.

Actions Needed:

Move to authorize the Town Manager to execute a subordination agreement to subordinate the façade easement to the ELUR at 861 Farmington Avenue, subject to the review and approval of Corporation Counsel.

Attachments:

None

Prepared By:

Jim Mahoney, Economic Development Coordinator

Agenda Item No.: 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2021

SUBJECT: Approval for Dept. 38 Purchase Order Increases for Contractors up to \$25,000

Summary of Agenda Item:

Over the course of fiscal year 2021/2022, the Facilities Department is anticipating utilizing various contractors for service and repairs beyond our normal scope of work. For most of these contracted jobs, Facilities staff will receive a minimum of three price quotes. Considering the cost, product availability, proprietary factory authorized service provider agreements, and urgency of job completion, a purchase from the Contractor that best suits our immediate needs at the time will be made. Below are the Contractors that we utilize the most due to favorable pricing, and diligence of job completion. Because of the high volume of work and contracted costs, we are requesting to waive the Town's bidding process and approve Purchase Order increases up to \$25,000, if needed, without exceeding the balance in the Dept. 38 Contractual Services account 001.20.2038.0.53814.00000. The Facilities Department has identified the following Contractors that we anticipate will require the purchase orders to cumulatively reach \$25,000 for the Fiscal Year 21/22:

WaterOne Tech	Landry Communications	Greenwood Roofing
Drain Dr.	Associated Security	Security 101
Johnson Controls	Trane US.	Automated Building Systems
Calvert Safe & Lock	Stanley Access Technology	Daikin Applied
Hussey Advantage	Swan Associates	Kone Elevator
Tull Bros.	Carrier	Encore Fire Protection

Action Needed:

Move to waive the Town's Bidding Procedures and approve issuing Purchase Orders in an amount not to exceed \$25,000 in FY 21-22 Dept. 38 Contractual Services account for each of the following Contractors; WaterOne Tech; Landry Communications; Drain Dr.; Associated Security; Security 101; Johnson Controls; Trane US.; Automated Building Systems; Calvert Safe & Lock; Stanley Access Technology; Daikin Applied; Hussey Advantage; Swan Associates; Encore; Kone Elevator; Tull Bros; Carrier; Greenwood Roofing, and Horton Electric, as this is in the best interest of the Town.

Attachments:

None

Prepared By:

Douglas Solek, Director of Facilities

Agenda Item No.: 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 13, 2021

SUBJECT: Approval for Dept. 61 Purchase Order Increases for Contractors up to \$25,000

Summary of Agenda Item:

Over the course of fiscal year 2021/2022, the Facilities Department is anticipating utilizing various contractors for service and repairs beyond our normal scope of work. For most of these contracted jobs, Facilities staff will receive a minimum of three price quotes. Considering the cost, product availability, proprietary factory authorized service provider agreements, and urgency of job completion, a purchase from the Contractor that best suits our immediate needs at the time will be made. Below are the Contractors that we utilize the most due to favorable pricing, and diligence of job completion. Because of the high volume of work and contracted costs, we are requesting to waive the Towns bidding process and approve Purchase Order increases up to \$25,000, if needed, without exceeding the balance in Dept. 61 Contractual Services account 001.35.3561.0.53814.00000. The Facilities Department has identified the following Contractors that we anticipate will require the purchase orders to cumulatively reach \$25,000 for the Fiscal Year 21/22:

ClearWater Industries	Greenwood Roofing	Landry Communications
Drain Dr.	Associated Security	Security 101
Johnson Controls	Trane US.	Tull Bros.
Calvert Safe & Lock	Stanley Access Technology	Kone Elevator
Hussey Advantage	Swan Associates	Daikin Applied
Horton Electric	Automated Building Systems	

Action Needed:

Move to waive the Town's Bidding Procedures and approve issuing Purchase Orders in an amount not to exceed \$25,000 in FY 21/22 Dept. 61 Contractual Services account for each of the following Contractors: ClearWater Industries; Landry Communications; Drain Dr.; Associated Security; Security 101; Johnson Controls; Trane US.; Tull Bros.; Calvert Safe & Lock; Stanley Access Technology; Hussey Advantage; Swan Associates; Kone Elevator; Daikin Applied, and Horton Electric, Automated Building Systems, as this is in the best interest of the Town.

Attachments:

None

Prepared By:

Douglas Solek, Director of Facilities



Agenda Item No.: 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 13, 2021
SUBJECT: Approval for Dept. 38 Purchase Order Increases for Operating Materials and Custodial Supplies up to \$25,000

Summary of Agenda Item:

Over the course of fiscal year 2021/2022, the Facilities Department is anticipating utilizing various vendors for daily materials and supplies. For most of these purchases, Facilities staff will receive a minimum of three price quotes. Considering both, the cost and product availability, a purchase from the vendor that best suits our immediate needs at the time will be made. Below are the vendors that we utilize the most due to favorable pricing and expeditious delivery of products. Because of the high volume of work and materials needed, we are requesting to waive the Town's bidding process and approve Purchase Order increases up to \$25,000, if needed, without exceeding the balance in the Dept. 38 Operating Materials Account 001.20.2038.0.53219.00000 and Custodial Supplies Account 001.20.2038.0.53244.00000.

The Facilities Department has identified the following vendors that we anticipate will cumulatively exceed \$10,000:

F.W. Webb
Electrical Wholesalers
Filter Sales & Service
MC Management
New England Industrial
C & C Custodial Supplies
Graybar Electric

Tull Brothers
John Boyle
Swan Associates
Hajoca (N.B. Plumbing)
K & S Distributors
Plimpton & Hills

Action Needed:

Move to waive the Town's Bidding Procedures and approve issuing Purchase Orders in an amount not to exceed \$25,000 in FY 21-22 Dept. 38 Operating Materials account for each of the following vendors: F.W. Webb; Electrical Wholesalers; Filter Sales & Service; MC Management; Tull Brothers; John Boyle; Swan Associates; Hajoca (New Britain Plumbing), Plimpton & Hills, Graybar Electric, New England Industrial, K & S Distributors, and C & C Custodial, as this is in the best interest of the town.

Attachments:

None

Prepared By:

Douglas Solek, Director of Facilities

Agenda Item No.: 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 13, 2021
SUBJECT: Approval for Dept. 61 Purchase Order Increases for Materials up to \$25,000

Summary of Agenda Item:

Over the course of fiscal year 2021/2022, the Facilities Department is anticipating utilizing various vendors for daily materials and supplies. For most of these purchases, Facilities staff will receive a minimum of three price quotes. Considering both, the cost and product availability, a purchase from the vendor that best suits our immediate needs at the time will be made. Below are the vendors that we utilize the most due to favorable pricing and expeditious delivery of products. Because of the high volume of work and materials needed, we are requesting to waive the Towns bidding process and approve Purchase Order increases up to \$25,000, if needed, without exceeding the balance in the Dept. 61 Operating Materials Account 001.35.3561.0.53219.00000.

The Facilities Department has identified the following vendors that we anticipate will cumulatively exceed \$10,000:

F.W. Webb
Electrical Wholesalers
Filter Sales & Service
MC Management
Plimpton & Hills

Tull Brothers
John Boyle
Swan Associates
Hajoca (New Britain Plumbing)
Graybar Electric

Action Needed:

Move to waive the Town's Bidding Procedures and approve issuing Purchase Orders in an amount not to exceed \$25,000 in FY 21-22 Dept. 61 Operating Materials account for each of the following vendors: F.W. Webb; Electrical Wholesalers; Filter Sales & Service; MC Management; Tull Brothers; John Boyle; Swan Associates; and Hajoca (New Britain Plumbing), as this is in the best interest of the town.

Attachments:

None

Prepared By:

Douglas Solek, Director of Facilities



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 12, 2021

**SUBJECT: Factory Direct Purchase of Seasons -4 Replacement Units RTU 1 & 2
for McGee Middle School**

Summary of Agenda Item:

In fiscal year 2021, funding was allocated for the replacement of RTU No. 1. This unit serves the main office, administration, and nursing areas. Future budget planning to replace RTU No. 2 which serves the computer lab and associated classrooms has been discussed. An Order of Magnitude cost analysis was completed along with Design and Engineering to review unit replacement options with a determination that the original equipment replacement option would be the most cost effective. In an effort to fully utilize the available funding, the original equipment manufacturer Seasons 4, Inc. of Douglasville GA. and their local representative Norris & Ferris of Simsbury, CT. have provided a proposal for the purchase of two direct replacement units in the amount of \$248,430.00 which includes a 5 percent project contingency for each vendor to cover current fluctuation and unknowns when installation is scheduled. A bid waiver is being requested for Seasons 4 and Norris & Ferris, as the factory direct and authorized original equipment distributors. Funding is available in the Department 61 Unexpended Education Funds Account 500.35.3561.0.54000.01733. Due to lead times, material procurements, shipping, and other unknown post COVID pandemic issues, it has been determined that this project is best suited for factory replacement equipment to be immediately purchased and stored in Town possession until installation can be coordinated during the summer recess of 2022, minimizing impact to school operations, and maintaining compliance with current indoor air quality requirements.

Action Needed:

Move to authorize bid waivers for Seasons 4, Inc. of Douglasville, GA. in the amount of \$232,312.50 and Norris & Ferris of Simsbury, CT. in the amount of \$16,117.50 which includes five percent (5%) contingencies for the purchase of replacement HVAC units RTU 1 & 2 at McGee Middle School, as this is in the best interest of the Town.

Attachments:

Order of Magnitude Budget Options
Norris & Ferris Proposal
CES Design & Engineering
Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



McGee Middle School - Order of Magnitude

Item	Cost
Original unit replacement (Trane)	
Trane Custom RTU-1 and RTU-2 (Hot Deck Cold Deck)	\$ 465,000.00

Original unit replacement (Seasons4)	
Seasons 4 - RTU-1 (Hot Deck Cold Deck)	\$ 114,800.00
Seasons 4 - RTU-2 (Hot Deck Cold Deck)	\$ 119,000.00
Total	\$ 233,800.00

Energy Compliant Replacement (Trane)	
Trane Creative Solutions Roof curb	\$ 280,000.00
Roof mounted ductwork modifications	\$ 85,000.00
Total	\$ 365,000.00

NORRIS & FERRARIS LLC

PHONE: (860) 651-1986

MANUFACTURERS REPRESENTATIVE

FAX: (860) 651-0295

PROPOSAL

TO: Doug Solek @ Town of Berlin

DATE: 3.16.2021

PROJECT: McGee Middle School

LOCATION: Berlin CT

QUOTED BY: Scott W. Puzzo

We are pleased to quote you on the following equipment:

ITEM A: Two (2) Seasons-4 Replacement Units (RTU-1&2)

Description Of Equipment

- ONE (1) DIRECT REPLACEMENT PACKAGE UNIT WITH 26 TONS OF DX COOLING, 400 MBH OF HOT WATER HEATING AND 9,000 CFM RTU-1
- ONE (1) DIRECT REPLACEMENT PACKAGE UNIT WITH 33 TONS OF DX COOLING, 460 MBH OF HOT WATER HEATING AND 12,000 CFM RTU-2
- 208/3/60 System Voltage Supply
- Refrigerant R410A
- Polyol Ester oil used with HFC refrigerants
- Intertek (ETL) listed equipment File 536162
- Unit manufactured to match existing roof curb and duct connection. Utility connections are located to require minimal field effort to re-connect system
- All motors three-phase with fuse and overload protection, motor contactors included
- Power block, terminal strip, and operational relays included in hinged weatherproof control panel
- Lifting lugs in base of unit for rigging of equipment
- Unit constructed of Pre-Painted Aluminum panels
- Selection must be made from Seasons-4 standard colors: mocha bronze, pueblo tan, and cadet gray.
- Double wall panel construction, no exposed insulation in conditioned air section of unit
- Hinged access doors with single lever multiple engagement latching system and door holdbacks.
- Unit bottom is completely panned.

Notes: Sales Tax Not Included ♦ Payment Terms Are Net 30 Days ♦ Prices Good For 60 Days ♦ Freight included unless otherwise stated

571 HOPMEADOW ST., SIMSBURY, CT 06070

NORRIS & FERRARIS LLC

PHONE: (860) 651-1986

MANUFACTURERS REPRESENTATIVE

FAX: (860) 651-0295

- Roof, side panels, doors and base insulated with 2" polyurethane foam with minimum R value of 13
- Curb Gasket shipped with unit for installation on customer supplied curb. Self adhesive gasket
- Scroll Compressor Design
- Variable Speed Compressor(s) for staging & capacity control
- Scroll compressor sound absorbing cover.
- Air Cooled Condensing Section; Direct Drive Fans
- Condenser coil guards - expanded aluminum
- Microgroove condenser coils - 5mm rifled copper tube aluminum fin condensing coils.
- Condenser Fan Inlet Guards
- Copper tube/aluminum fin DX Evaporator coil with rows and FPI as per specifications
- Stainless steel IAQ drain pan and deflector pans.
- Supply air fan - SWSI, airfoil, backward inclined, minimum Class I construction.
- Seismic spring isolators on supply blower rated through Zone 4
- Propeller exhaust fan.
- Premium efficiency ODP motor on supply air fan NEMA type B with Class F insulation and Service factor of 1.15
- Shaft grounding rings provided on supply blower motors
- Shaft grounding rings provided on exhaust blower motors
- Supply air blower to be direct drive
- Exhaust air blower to be direct drive
- Filter Gauge - (Mechanical Differential Pressure Type)
- Filters - 2" Pleated throw away type MERV 8 Efficiency
- Hot water coil installed in unit per specifications. Valves and actuators provided by OTHERS, mounted and wired by OTHERS at the JOBSITE.
- Water coil piping, valves & specialties installed in unit by others. MZ units: S4 provides opening in deck for field piping. S4 will not do ANY piping. Provide access to sections
- Install vent and drain valves on water coils that are installed vertically. Ship vent and drain valves loose for field installation on coils installed at an angle.
- Louvers installed in outside air inlet
- Louvers installed in exhaust air outlet
- Bird screen on all outside air inlets
- Outside air damper sized to meet airflow requirements.

Notes: Sales Tax Not Included • Payment Terms Are Net 30 Days • Prices Good For 60 Days • Freight included unless otherwise stated

571 HOPMEADOW ST., SIMSBURY, CT 06070

NORRIS & FERRARIS LLC

PHONE: (860) 651-1986

MANUFACTURERS REPRESENTATIVE

FAX: (860) 651-0295

- Return air damper sized to meet airflow requirements.
- Modulating economizer damper motors provided, wired and installed at the factory.
- Modulating damper motor as required.
- Gravity relief exhaust air damper sized to meet airflow requirements
- All multizone damper motors are provided, wired and installed by Seasons-4 at the factory.
- Service light with switch and 120 volt. 10 amp ground fault convenience outlet factory mounted and wired to a transformer in the control panel.
- Fused disconnect switch with through the door handle
- Encapsulated high and low pressure switches; direct mounted
- Manual reset high pressure switch and Auto reset low pressure switch
- Anti short cycle pumpdown systems
- Economizer controls for damper motors & drybulb changeover.
- Evaporator Freezestat (DX-LTC).
- Hot water coil freezestat.
- Clogged filter switch (unit mounted)
- Smoke detector (photoelectronic type) mounted in supply and return air section
- Phase Loss Protection
- Unit completely wired - wires numbered and color coded
- Automated Logic Control System
- Stand alone DDC temperature control system provided and mounted by SEASONS-4 at the factory (PROGRAMMING INCLUDED)
- Variable speed motor drive (VSD) on supply fan motor
- Variable speed motor drive (VSD) on exhaust fan motor
- Variable speed motor drive (VSD) on condenser fan motors
- Refrigerant piping to include suction filter and insulated suction line
- Refrigerant piping includes sight glass, liquid line filter drier, solenoid valve, and electronic/thermostatic EV
NOTE Electronic valve used on modulating circuit only
- Replaceable core liquid filter on each circuit.
- Liquid line filter with replaceable core and ball valves for isolation on each circuit (3)
- Complete operational testing of equipment by factory personnel prior to shipment
- Approximate freight to jobsite (or first location)
- Four (4) year extended compressor warranty.

Notes: Sales Tax Not Included ♦ Payment Terms Are Net 30 Days ♦ Prices Good For 60 Days ♦ Freight included unless otherwise stated

571 HOPMEADOW ST., SIMSBURY, CT 06070

NORRIS & FERRARIS LLC

PHONE: (860) 651-1986

MANUFACTURERS REPRESENTATIVE

FAX: (860) 651-0295

- Ten (10) year limited heat exchanger warranty
- Fifteen (15) year warranty on maintenance free aluminum cabinet
- Supervision of start up of equipment by factory trained personnel. Additional trips because the unit(s) are not ready for complete start up are not included.
- Onsite Measurement of existing equipment and Onsite Assistance at Rigging.
- PRICE QUOTED IS VALID FOR 30 DAYS FROM DATE OF THE QUOTE
- TOTAL PRICE - F.O.B.FACTORY - FREIGHT ALLOWED TO JOBSITE. NO FEDERAL, STATE, LOCAL, SALES, USE OR OTHER TAXES INCLUDED.
- Seasons 4 will not be responsible for delivery delays caused by Acts of God, Storms, Road Closings, Detours, Accidents, etc. at the manufacturing site or in transit to delivery.

TOTAL PRICE FOR ITEM A.....\$236,600

Notes: Sales Tax Not Included ♦ Payment Terms Are Net 30 Days ♦ Prices Good For 60 Days ♦ Freight included unless otherwise stated

571 HOPMEADOW ST., SIMSBURY, CT 06070



CLC
181 Middle Street
Berlin, CT 06037
T 860 433-4488
F 860 433-7188
www.clsinc.com

CES #2020419.00

BERLIN PUBLIC
SCHOOLS

238 KENNINGTON RD
BERLIN, CT 06037

REVISIONS	
NO.	DESCRIPTION

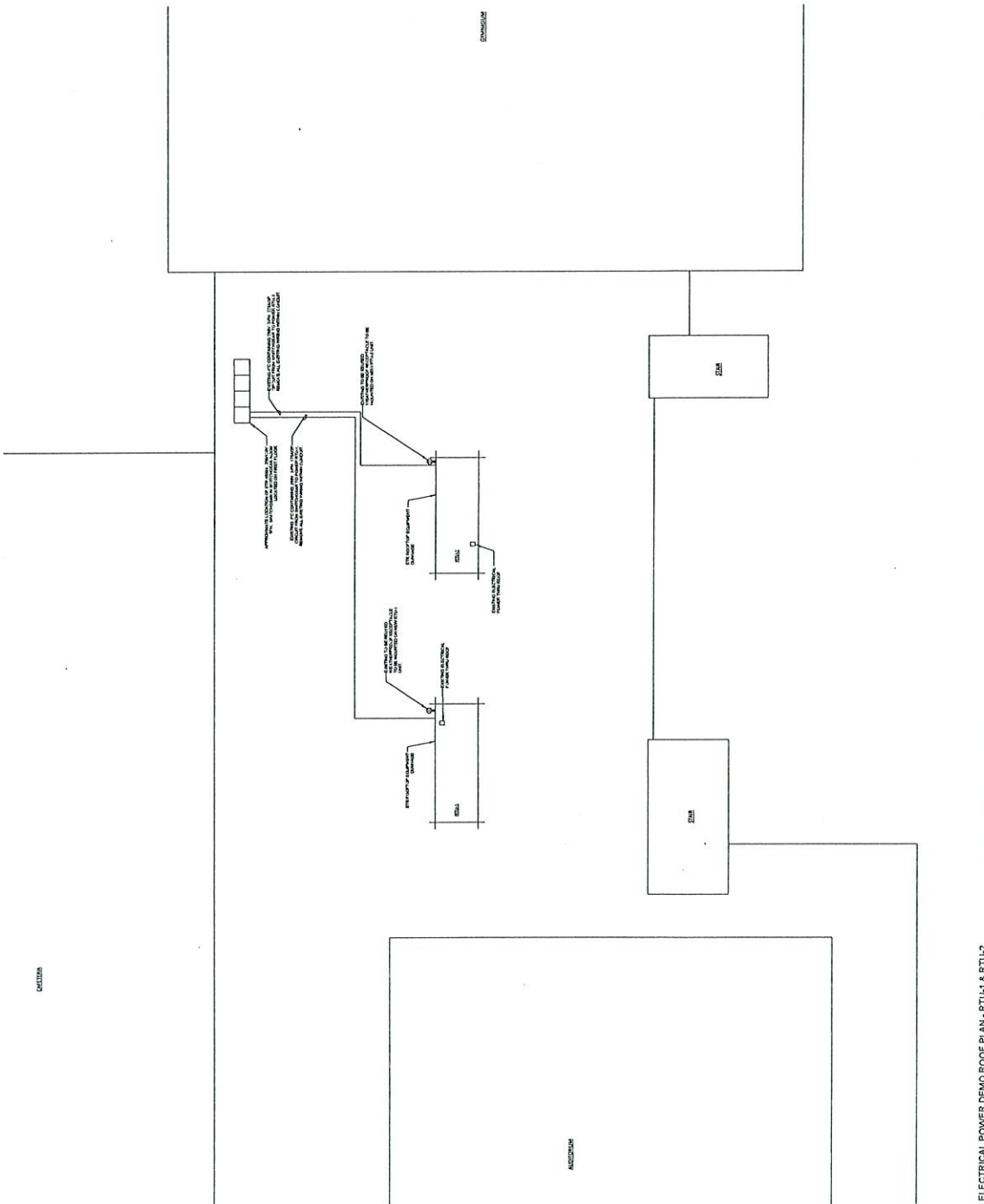
McGEE MIDDLE
SCHOOL
899 NORTON RD
BERLIN, CT 06037

ELECTRICAL
POWER DEMO
ROOF PLAN RTU-1
& RTU-2

DATE: Issue Date
PROJECT NO: 2020419.00
OWNER: CTS
CHECKED: SJS
ISSUED FOR: 100% CD
REVISIONS

Sheet no.

EPD1.00



1 ELECTRICAL POWER DEMO ROOF PLAN - RTU-1 & RTU-2

CES #2020419.00

BERLIN PUBLIC
SCHOOLS

238 KENSINGTON RD
BERLIN, CT 06037

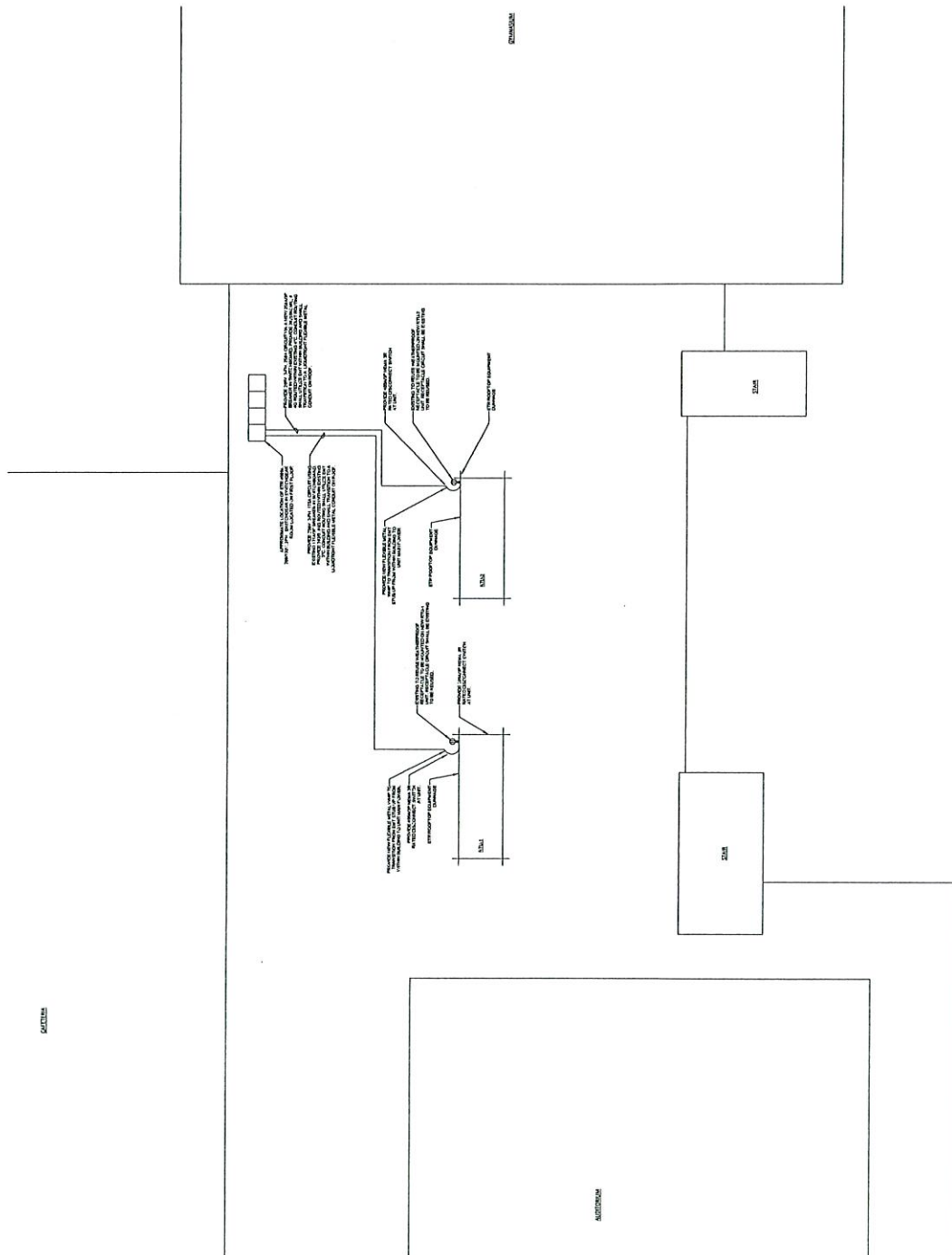
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McGEE MIDDLE
SCHOOL
899 NORTON RD
BERLIN, CT 06037

ELECTRICAL
POWER ROOF
PLAN

DATE: 2020/04/19 00:00
PROJECT NO: CB
DRAWN: SAS
CHECKED: 100% CD
ISSUED FOR: REVISIONS:

EP1.00





CIS
Consulting Engineering
Services, Inc.

1110 Main Street
Hartford, CT 06107
Tel: 860-525-1142
Fax: 860-525-1143
www.cis-engineering.com

CE: 20220418.00

BERLIN PUBLIC
SCHOOLS

238 KENSINGTON RD
BERLIN, CT 06037

NO.	DATE	DESCRIPTION

McGEE MIDDLE
SCHOOL

899 NORTON RD
BERLIN, CT 06037

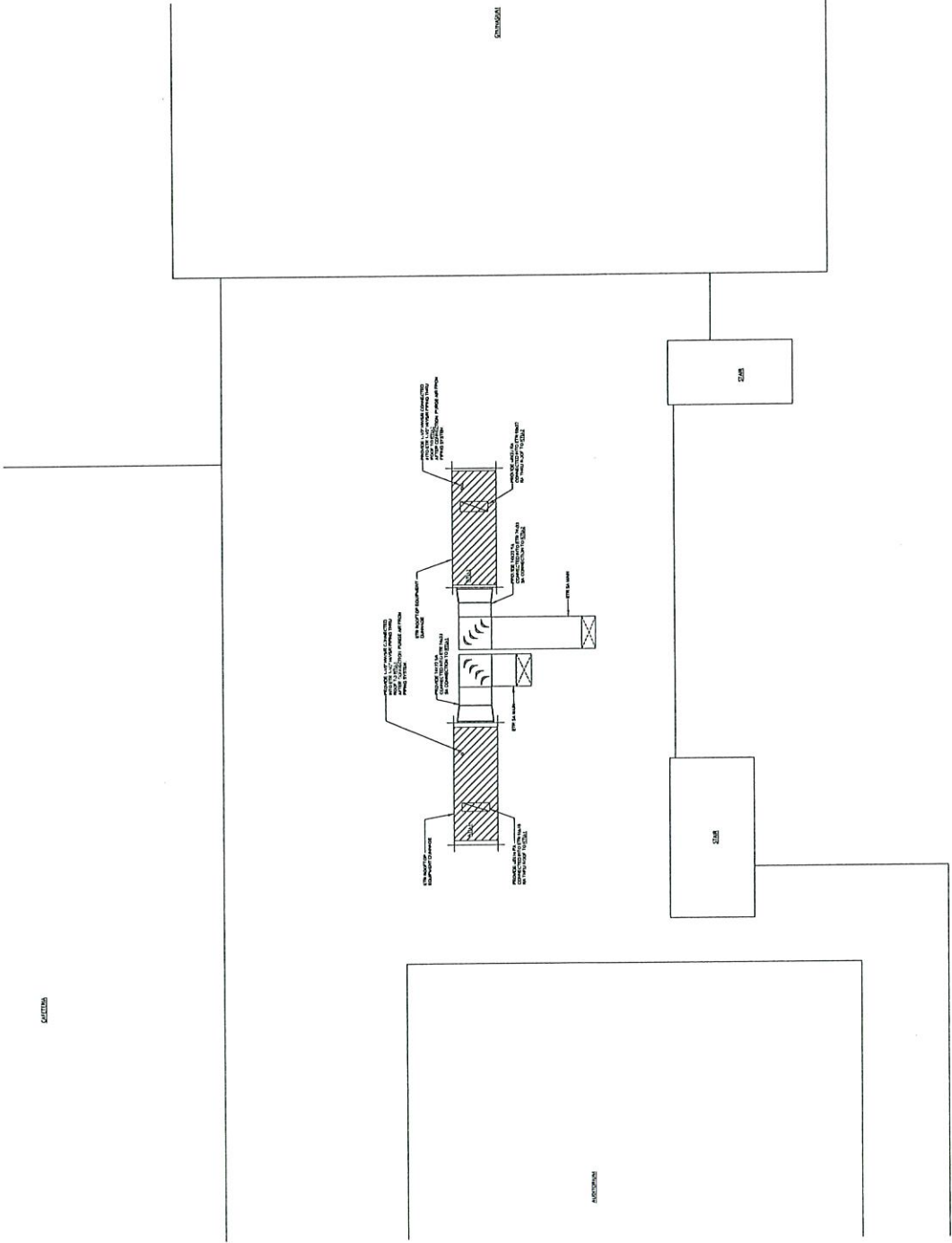
MECHANICAL
ROOF PLAN

DATE: Issue Date
PROJECT NO: 20200418.00
PROJECT NAME: McGEE MIDDLE SCHOOL
CHECKED: Designer
DESIGNED: Engineer
REVISED: 100% CD
REVISIONS:

M1.00

- MECHANICAL GENERAL NOTES

 1. CONSULT THE MECHANICAL ENGINEER FOR ALL MECHANICAL EQUIPMENT AND SYSTEMS TO BE INSTALLED ON THE ROOF.
 2. CONSULT THE MECHANICAL ENGINEER FOR ALL MECHANICAL EQUIPMENT AND SYSTEMS TO BE INSTALLED ON THE ROOF.
 3. MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MECHANICAL ENGINEER'S SPECIFICATIONS.
 4. MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MECHANICAL ENGINEER'S SPECIFICATIONS.
 5. MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MECHANICAL ENGINEER'S SPECIFICATIONS.
 6. MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MECHANICAL ENGINEER'S SPECIFICATIONS.



BERLIN PUBLIC
SCHOOLS

238 KENSINGTON RD
BERLIN, CT 06037

NO.	DATE	DESCRIPTION
REVISIONS		

McGEE MIDDLE
SCHOOL
899 NORTON RD
BERLIN, CT 06037

MECHANICAL SCHEDULES AND DIAGRAMS

DATE: _____
PROJECT NO: 2020419.00
DRAWN: _____
CHECKED: _____
ISSUED FOR: 100% CD
REVISIONS: _____

M6.00

ROOF TOP UNIT SCHEDULE

[illegible]

ROOF TOP UNIT DX COOLING COIL SCHEDULE

[illegible]

ROOF TOP UNIT HOT WATER COIL SCHEDULE

[illegible]

MECHANICAL CONTROLS & MONITORING NOTES

- [illegible]



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Jul-21

Purchase Item or Contract: Replace RTU #1 and #2 - McGee School		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Replace RTU #1 and #2 - McGee School	\$248,430.00	\$248,430.00
			-
			-
			-
			-
TOTAL			\$248,430.00

Account No. 500.35.3561.0.54000.01733 Unexpended Education Funds

Budgeted Amount.....	\$753,861.39	Available balance.....	\$753,861.39
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$248,430.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$505,431.39

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

Agenda Item No. 16
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 14, 2021

SUBJECT: Bid Waiver for Cott Systems, Inc.

Summary of Agenda Item:

The Town Clerk's Office uses Cott Systems, Inc. for their land records and dog licenses software. During the October 1, 2019 meeting, the Council approved a five-year contract with Cott Systems, Inc. for a yearly amount of \$10,800 with cloud support.

In May 2020, the Town Clerk asked the Council to approve increasing the number of licenses used in the office for their dog license program. The Council approved the one-time license fee and the increase of \$75.00 per month (total amount of \$900.00 per year) for the maintenance.

In fiscal year 20/21, the Town Clerk switched Auditors from an outside vendor to the audit being completed by Cott Systems. The outside vendor charged .50 cents per document compared to Cott Systems .485 cents per document. The audit this year will totally be done by Cott Systems. There has been an increase in the recording of land record documents. The Town Clerk is asking for \$2,400 for auditing.

The Town Clerk's Office also purchases supplies from Cott usually in the amount of \$200.00

Land Records software	\$10,800 (yearly fee)
Dog License maintenance	\$ 900 (yearly fee)
Auditor	\$ 2,400 (approx. yearly fee)
Supplies	<u>\$ 200</u>

Total Amount	\$14,300
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Kate Wall, Town Clerk would also like to start incorporating old land record indexes into our software which can then be assessable to the public including Attorneys and Title Searchers. Initially new software will be needed to be purchased and a new monthly support fee of \$150.00. The first project will be for the 1968-1971 land record indexes (both grantor and grantee) to be made available within our system. This information will be available both inhouse and on our website.

This project will cost 17,650 plus \$150 per month for support. The Town Clerk is suggesting that money from the Town Clerk's Fund be used to pay for the project and the support for fiscal year 2021/2022. In 2022/2023 the support will be included in the office's regular budget.

As funds permit, the Town Clerk would like to continue adding the land record indexes to the system. The funding should not be as expensive since this first project includes purchasing the software to search the older indexes.

Action Needed:

Move to waive the Town's bidding procedures to allow the Town Clerk's Office to continue to use Cott Systems, Inc. software for land records and dog licensing, provide maintenance, auditing services and supplies to the office for an amount not to exceed \$14,300 for fiscal year 2021/2022.

Move to waive the Town's bidding procedures and award a contract to Cott Systems, Inc. to host online index books for land records 1968-1971 in an amount not to exceed \$19,450.00.

Attachments:

Cott Systems Proposal for Online Index Books

Prepared By: Kate Wall, Town Clerk

A handwritten signature in black ink, appearing to be 'KW', is written over the text 'Prepared By: Kate Wall, Town Clerk'.



Proposal for

Hosted Online Index Books

for Land Records 1968 – 1971

Berlin, Connecticut

Kate Wall, Town Clerk

April 29, 2021

ONLINE
INDEX
BOOKS



Cott Systems, Inc.
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | cottsystems.com

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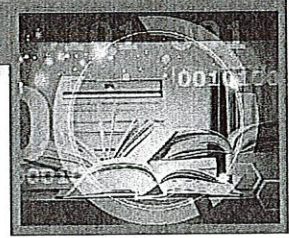
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SECTION 1: Our Solution



HISTORICAL RECORDS MANAGEMENT: ONLINE INDEX BOOKS

Increased Demand for Public Access Requires a New Way of Thinking

For many years, local governments have enjoyed the benefits of automated record filing systems. Today's tech-savvy searchers expect convenient internet access to records, but most jurisdictions only have electronic records dating back to the 70's or 80's when their first records management system was installed. This leaves many users with the task of traveling to their local public office to research historical records in the large handwritten indexes, books, cards, and files by hand.

Traditionally, reindexing was the only method available to expand the historical database. A successful reindexing project brought increased value to the searching public, but the process is extremely time-consuming, expensive, and opens up liability risks as humans input the data.

Online Index Books – Today's Alternative

Online Index Books (OIB) makes it possible for you to search digital copies of your original records without the expense and time commitment of reindexing. OIB combines digital images of the index books and related record books and our unique retrieval software to mimic your hard-copy indexing systems. Our professional staff understand the search logic utilized by your manual index systems and will work with you to create a system that fits your needs.

OIB allows users to search manual index books and their associated documents online. Users can search a name, be placed on the first page of the index book where that name resides, then electronically "page" through the appropriate section of the index. Once an entry is located, the user simply enters the book and page of the document to retrieve its image. Customized for your office, OIB eliminates manual searching, saving wear and tear on your valuable historical records.

ONLINE INDEX BOOKS FEATURES

- Custom built alphabetical breakdowns to match your manual system
- Support of multiple index series with different index methods
- Easy navigation of images through "thumbnails"
- Image viewer that supports magnify, pan, flip, rotate, and print
- Navigation buttons for viewing next and previous page or a specific page number
- Redacted image viewing for "public" searchers and unredacted image viewing for staff
- User rights that allow you to restrict document viewing to only internal staff

Index Intelligence

No doubt, you have demonstrated how to use your manual index books many times to searchers unfamiliar with your office. Because we "build" the search logic of your particular index into your Online Index Books solution,

there is no need to understand how the manual indexes work. Searchers answer a few search questions, and OIB will bring up the appropriate starting image for your search.

eCOMMERCE GATEWAY: RECORDhub

RECORDhub is Cott Systems' public access solution designed to offer industry leading flexibility. With RECORDhub, you can be online 24/7 providing a revenue generating gateway to quickly and easily search your land records from anywhere.



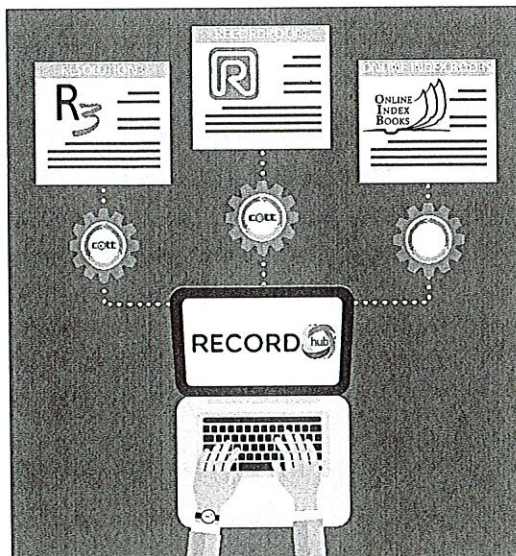
Housed in our secure, state-of-the-art data center, our redundant hardware architecture allows RECORDhub to guarantee high availability access. Using the latest in programming technology, our experts have designed a clean, straightforward, and intuitive interface. RECORDhub has a variety of subscription plans and rates that can be tailored to best meet your revenue generation goals. RECORDhub has been designed to enable self-service to avoid incurring administrative overhead. Using RECORDhub, you will experience both control and increased revenues combined with ease of use for your staff and constituents.

RECORDhub FEATURES

- Timely and accurate public access to your data
- Powerful, industry-leading search capability with Cott iQ technology
- Familiar, simple interface that reduces frustration and user support needs
- Flexible subscription plans and pricing for searchers
- Flexible revenue sharing to fit your needs and maximize your return on investment
- Revenue reports and purchase details from subscribers
- Quick Tips sheets, online instructional videos, and training tools

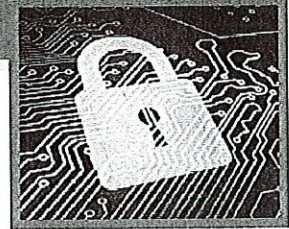
You Are in Control

RECORDhub puts you in charge with flexible subscription plans that allow you to set your own subscription rates. Subscription types can include Daily, Monthly, Annual, Per Minute, and Pay-As-You-Go. Access to user location information means you can even vary subscription prices for searchers inside and outside of your jurisdiction. With robust reporting, you have access to subscription, transaction, revenue, and user information. Customizable marketing materials provided by Cott help you promote RECORDhub to your constituents, drive usage, and increase revenue.



SECTION 2:

Hosted Records Management



Why Choose a Hosted Records Management System?

Making the transition to a cloud-based model offers tremendous benefits to your office. With the Cott Cloud, you have secure, easy access to your information anytime and from any location 24/7/365. With just a few steps, you can be up and running from anywhere, even if your physical office needs to be closed. In today's climate of increasing cyber risks and global uncertainty, the Cott Cloud model provides a layer of disaster recovery and security that is difficult and expensive to achieve at the local level. A hosted solution minimizes the initial investment when moving to a new platform while providing a dependable, powerful system that will consistently deliver the latest technology advancements.

Benefits of a Hosted Solution



ANYTIME, ANYWHERE ACCESS

Convenient, secure access to your information 24/7/365 regardless of location



BUSINESS CONTINUITY

Built-in disaster preparedness, recovery, and continuity



TOP-NOTCH SECURITY

Superior security measures to thwart cyber-attacks and malware disruptions



STREAMLINED INFRASTRUCTURE

No application server to install, less hardware to maintain, and no local backup storage needed



AUTOMATIC BACKUP

Automated and redundant backups to ensure data integrity and availability



COST SAVINGS

Lower costs with technology infrastructure provided remotely



BETTER RESOURCE UTILIZATION

Reduced burden on local IT resources allowing them to focus on key initiatives



FLEXIBILITY

Flexible and scalable to meet the demands on your local office

The Cott Cloud

Cott Systems has offered hosted records management for more than a decade. We strategically partner with Cologix, Inc. (cologix.com), an industry-leading data center located in Columbus, Ohio. The Cott Cloud Data Center provides multiple levels of protection with best-in-class uptime and high overall productivity. The data center is a Tier II Certified Constructed Facility designed to host mission-critical computer systems. Security features include compartmentalized security zones, 24/7 on-site personnel, and multiple access screenings using

a variety of identification methods. The systems' infrastructure is a high-performing virtualization platform resilient to hardware failures with the ability to recover automatically. It uses both hardware and software redundancies to ensure high availability.

The Cott Cloud infrastructure is isolated inside a secure cage and configured from the ground up for high availability and superior performance. Cott controls access to customer data using an automated workflow system. All requests are automatically logged, approved, and removed to ensure data is only accessed by authorized personnel. We follow a predetermined protocol when setting up virtual environments for our hosted customers precisely executed each time to ensure consistent data security and integrity. System optimization at each level ensures uptime of at least 99.5%, excluding planned maintenance downtime during non-business hours.

COTT SYSTEMS CLOUD DATA CENTER

- 99.5% system uptime, excluding planned maintenance
- Advanced security features with multiple levels of protection to ensure data integrity
- Independently audited using SOC1 and SOC2 Standards
- Compliant with HIPAA Privacy and Security Provisions, Payment Card Industry Security Standards (PCI-DSS), Internal Revenue Service Security Requirements (IRS 1075), and Tier IV data center standards

The Cott Cloud Technology Team

To ensure that your data is secure and the system is running at optimal levels around the clock, our team of network administration experts continually monitor our robust hosted system of servers, firewalls, network equipment, and components. The team utilizes industry-standard tools to enhance security and thwart cyber threats, including OSSEC, ManageEngine Active Directory monitoring, appliance-based network inspection provided by SonicWALL firewalls, and Sophos Antivirus solution.

Backup & Recovery

Our solution will perform all backups automatically in the Cott Cloud with no operator involvement. Cott Systems maintains not only the original system backup, but several separate data and image backups for every hosted client to ensure data redundancy and integrity. Backup copies are housed in the data center, as well as at Cott Systems' headquarters for an added layer of protection.

SECTION 3:

Project Management & Training



PROJECT MANAGEMENT OVERVIEW

Cott Systems has over 75 years of experience successfully managing and implementing both large and small projects in 21 states. We possess the expertise and knowledge, and our project management and training practices and policies have proven successful and result in a quality implementation.

Our Project Coordinator has been with Cott Systems for over 18 years and for the past 10 years has been directly responsible for image and data capturing, quality control, and delivery of final images. He is directly involved in every aspect of the project and works closely with the customer to coordinate media exchange and scheduling of our scan personnel, if required, at your location. As work progresses, he will keep you informed of the status and timeline. Several tasks will be actively worked at the same time.

Our project plan consists of several phases which start with reviewing the project scope mapped out by you and your Account Executive when 1st exploring the requirements for your office. The project plan encompasses how the software logic will be developed and how the system should best be configured for your office.

Utilizing an experienced project team with hundreds of installations under their belt coupled with proven project management principles, Cott Systems will establish a team to guide you through the different phases of the implementation. The team will include the following resources:

- **Data and Image Services Manager** – project management, support
- **Online Index Books Specialist** – software logic development, training, support
- **Implementation Specialist** – software configuration, data access permissions
- **Migration Manager** – import of the database and images to Cott Systems' solution

USER TRAINING

Our trainers have over 25 years of combined experience, and they understand the hurdles you face in getting everyone up to speed with minimal impact on daily operations. What sets our training programs apart from other companies is that we recognize that your needs are unique and tailor your training session accordingly. Every feature of the OIB search will be explained and demonstrated, and an OIB specialist will be available to you as a part of the support process after the training.

Your remote online training class will be scheduled to take place during normal office hours. We ask that you provide an environment conducive to focused learning away from interruptions and duties, and equipped with a PC, phone, and internet access.

A Note Regarding COVID-19

Cott Systems adheres to all applicable local, state, and federal guidelines regarding COVID-19. Travel and on-site work by Cott team members may be impacted by COVID-19 related restrictions. As your project progresses, we will work with you to make any necessary adjustments to coordinate the successful completion of your project.

SAMPLE PROJECT PLAN: HOSTED ONLINE INDEX BOOKS

The customer acknowledges that in order for Cott Systems to carry out the following implementation plan, the customer is required to fulfill the responsibilities described below:

Phase I – Planning

Receipt of signed contract by Cott Systems	Customer, Cott Systems
Project scope review	Cott Systems
Receive images from customer (as applicable)	Customer, Cott Systems
Capture record book images on-site (as applicable)	Cott Systems
Evaluate images for quality and completeness	Cott Systems, Customer
Catalogue and process images, software logic development	Cott Systems
Assignment of Implementation Specialist	Cott Systems
Dates/times set for remote online training	Cott Systems, Customer
Training/installation tickets created	Cott Systems

Phase II – Implementation

Hosted environment prepared for additional volume	Cott Systems
Software and data prepared for hosted environment	Cott Systems
Installation of data on hosted site	Cott Systems
Complete training with customer and finalize access to data	Cott Systems, Customer
Final project review	Cott Systems

Phase III – Post Implementation

30-day courtesy call from Customer Satisfaction Coordinator	Cott Systems
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SECTION 4:

Customer Support



Building a close relationship with our customers has been the key to our success. Cott Systems Customer Support is its own business unit that has board-level visibility and Key Performance Indicators (KPIs) to measure customer satisfaction levels, response/resolve rates, and answer times. Our analysts and programmers average seven years of industry experience, and are passionate about ensuring your experience is nothing less than excellent.

What you can expect from Cott Systems Customer Support

- A dedicated staff providing a customized level of service with a personal touch
- A support team grouped into areas of expertise working collaboratively to resolve issues
- Key Performance Indicators monitored at the executive level to ensure service requirements are met
- Random quality checks for each analyst to ensure that you are receiving the best service possible
- Management and analysts who meet weekly to review all open tickets
- A defined escalation procedure that includes bi-weekly review of accounts

Contacting Cott Systems Customer Support



1. CUSTOMER SUPPORT PORTAL

<https://cottsystems.microsoftcrmporthals.com/> – Customers can submit tickets, track support requests, and browse our knowledge base of information with how-to instructions.



2. TOLL-FREE HOTLINE

800-588- COTT – Customer Support is available Monday - Friday, 7am to 6pm EST, excluding holidays.

Voicemail – Customers have the option of leaving a voice mail message for the support team. Voicemail is checked hourly during regular business hours.



3. EMAIL

support@cottsystems.com – For less urgent issues, customers may email the support team. Email sent to this address is checked within one hour of receipt during regular business hours.

SECTION 5:

Pricing



1. Online Index Books with Records.

- Land Records, 1968-1971.

2. Index and Record Source. On-site scanning in Town of Berlin by Cott Systems.

3. Total Index Volumes. 2 (loose leaf, typed).

4. Total Record Volumes. 11 (loose leaf), 150 - 160. *Adkins*

5. Requirements.

- Customer must assign page numbers (1, 2, 3, 4) to every page in the index books (every page between the front and back binder, including sub-index pages & tabs) to be used in identifying and tracking each image.

6. GB of Images. This project will yield approximately 1 GB worth of images.

7. User Licenses. Unlimited search, rights to use software for term of contract.

8. Deployment. Hosted deployment.

9. RECORDhub eCommerce Gateway. Includes adding RECORDhub access to Online Index Books.

10. Implementation. Project management and service installation are included.

11. Training. Cott Systems will provide (1) one live webinar training session to you and your staff and Go-Live support. Trainees must be available during the designated training times as determined by Cott Systems and customer.

Fees | Initial Support/Service Term 60 months

\$17,650 and \$150 / month

TERM: The sixty (60) month contract term to begin 1st of the month following Go-Live (deployment).

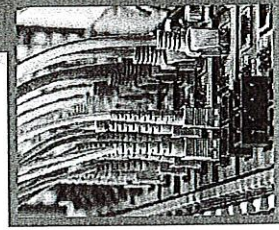
PLEASE NOTE: The pricing in this offer is valid through 8/31/2021. After this date, this offer will be priced at the current rate.

Pricing Authorized by: Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date: 4-29-2021

SECTION 6:

Hardware Specifications



Work & Search Stations

Use one of the following supported browsers:

- Internet Explorer 11
- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Broadband High-Speed Access

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/96239400437?pwd=TnlreERaU2FFeINEUktteVMrMCtVZz09>

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

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor JoAnn Angelico-Stetson
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Peter Rosso – *arrived at 7:38 p.m.*
Councilor Mike Urrunaga
Councilor Donna Veach

Those absent:

Councilor Brendan Luddy

Also in attendance:

Town Manager Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Connor Yorski, Berlin – Mr. Yorski stated that he is present tonight to request approval of his Eagle Scout project which is on the agenda. He explained that he is requesting to build a trailhead sign/community board at Pistol Creek which will include a posting board along with a custom map of the park. The board will replace the current board and include an overhang for rain shelter, plantings and paver stones that connect to the walking path. He hopes to have the sign installed by the beginning of September.

Donna Bovee, 85 Steepleview Drive – Ms. Bovee stated that two public forums were held regarding the proposed Community/Senior Center with about 25 people attending each session. She added that she provided an updated list of bullet points to the Town Manager and is requesting that the advisory committee for the Center be formed soon to assist in moving the project along if the Town wishes to have a referendum in April.

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**

Councilor Paonessa moved to approve the Consent Agenda as presented.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. **Topic re: Approve Connor Yorski's Eagle Scout Project to replace board at Pistol Creek walking area. – Parks and Recreation**

Mayor Kaczynski thanked Mr. Yorski for attending tonight's meeting and presenting his Eagle Scout Project during the Audience of Citizens. He added that he appreciates what Connor is planning to do at Pistol Creek.

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

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Director of Finance Kevin Delaney explained that USI Insurance Services (USI) was awarded the bid for employee benefits consulting services in 2015. During the past five years USI has saved the Town money and the consultant has provided a considerable amount of expertise. Last year Town Council agreed to extend the contract with USI one additional year because the Town was in the midst of negotiating a multi-year agreement with Anthem for health insurance.

Mr. Delaney added that the intent was to go out to bid again in the second half of FY 2021 but negotiations with Anthem took longer than anticipated. Now that it is the beginning of FY 2022 this request is for an additional waiver in order to renew the contract with USI and provide continuity with the intent to go out to bid for these services during the fiscal year.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Finance Director Delaney explained that at the end of July 2021 two active participants of the Defined Benefit retirement plan will retire. In order to ensure the Town will have sufficient funds on hand to meet payout requirements of any other retirements that may arise, and since the Town Council and Board of Finance do not meet in August, this request is to call for a Town Meeting to approve a non-budgeted appropriation to maintain a balance in the Pension/Actuarial account.

Mayor Kaczynski added that unfortunately these appropriations need to be made due to the pension not being funded for a number of years.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Finance Director Delaney explained that the previous owner of this piece of property on Orchard Road passed away and the property taxes have since been unpaid. The Town was approached by the adjoining property owner with an offer to purchase the property for the outstanding tax amount.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Library Director Kim McNally stated that the Berlin-Peck Memorial Library belongs to two consortiums, the first being the Connecticut Library Consortium which is made up of 800 member libraries and allows the library to take advantage of savings to purchase media items, books, and movie licenses to name a few. The second is the Library Connection, Inc which a consortium of 30 Connecticut libraries which allows the library, among other things, to take advantage their IT systems program therefore not having to employ an independent IT professional.

Ms. McNally is requesting to waive the Town's bidding procedures and approve the above listed purchase orders.

Councilor Paonessa moved 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.

- 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

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

- 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**

Water Control Commission Ray Jarema explained that the Water Department is currently experiencing issues with the pump at the Deming Road Pump Station. The Department needs to utilize a submersible pump to temporarily remove some of the pressure on the other three pumps. Ultimately this pump will be used at the Middletown Road Pump Station after construction begins on the Deming Road Station. The cost of the submersible pump is \$18,868.

Mr. Jarema added that the Town is looking to replace the Deming Road Pump Station with the MDC who will pay 60% of the repair cost but the Town is still negotiating a Memorandum of Understanding with them which is delaying the repair.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

- 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**

Acting Town Planner Maureen Giusti stated that the Planning and Zoning Commission (PZC) has been working to obtain a consultant for the required ten-year Plan of Conservation and Development update which is required by September 2023 and the Affordable Housing Plan as required by State statutes by June 2022.

The Town issued an RFQ which included utilizing 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 RFQ and an interview committee was formed. That committee chose to bring FHI Consultants (FHI) to the PZC which endorsed the selection of FHI at their June 17, 2021 meeting.

Ms. Giusti added that FHI's work will also include working with the PZC to consider possible modifications to the Berlin Turnpike Development (BTD) Zone regulations and to conduct a review of the entire Zoning Regulations to identify other sections for possible amendment.

The funds for this project will come from the Plan of Development Update account and offset in part by the anticipated \$15,000 Affordable Housing Plan Technical Assistance Grant from the Connecticut Department of Housing which the Town Manager was approved to apply for at the last Town Council meeting.

Ms. Giusti is therefore requesting that the Town Council approve the selection of FHI at the Town's consultant to prepare the Affordable Housing Plan and the Plan of Conservation of Development.

Economic Development Coordinator Jim Mahoney added that one thing the interview committee and the PZC liked about FHI was that they are a larger firm, and they proposed a vigorous community participation process including surveys and community engagement events. He added that with changes in markets due to COVID-19 it's a good time to do community outreach.

Councilor Paonessa moved so 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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

Deputy Chief Chris Ciuci stated that ammunition for firearms training is purchased from Jurek Brothers Inc via State Contract, and since the purchase amount exceeds the \$10,000 threshold Town Council approval is required.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Deputy Chief Ciuci stated that during the course of fiscal year 2022 police department employees will utilize various vendors to purchase uniforms, clothing, and equipment in accordance with the amounts stipulated in their collective bargaining agreements.

The vendors listed are most commonly used due to their favorable pricing, but it is impossible to predict where employees will make their purchases and in what amounts. Purchase orders may exceed \$10,000 for these vendors, but altogether will not exceed the budgeted amount of \$52,100.

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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**

Deputy Chief Ciuci stated that Utility Communications Inc has been the police radio vendor since 2012. They were also selected to complete the police radio upgrade project in 2017 with an agreement that they would provide optimal annual pricing for continued maintenance years two through five. The Police Department is happy with the service they provide and would like to continue using this vendor. As the amount exceeds \$10,000 Town Council approval is required.

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

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

Deputy Chief Ciuci stated that funding is available in the FY 2022 budget for the replacement of seven in-house computers. The department has worked with Winslow Technology Group LLC for a number of years, and they are on the State contract. As the amount exceeds \$10,000 Town Council approval is required.

Councilor Paonessa moved to approve the purchase of computers from Winslow Technology Group LLC for an amount not to exceed \$11,336.00 using State contract #18PSX0264AG.

Seconded by Councilor Veach.

Those voting in favor: Councilor Angelico-Stetson, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski

Abstained: Councilor Rosso

Vote being 5-0-1 (MOTION CARRIED)

Mayor Kaczynski inquired about the status of automobile break-ins and thefts in Berlin. Deputy Chief Ciuci stated that Berlin police officers have been doing a great job. Just recently there was a three-car crash on Chamberlain Highway involving a stolen car. Four individual officers located the four juveniles who had fled the scene. He added that this morning an alert citizen and officer located a car on Webster Square Road that had been stolen from Southbury.

He added that in June motor vehicle thefts remained stable and thefts from motor vehicles were down slightly. Overall thefts from motor vehicles are down 7% from this time in 2020.

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

Fleet Manager Jim Simons stated that this is the department's annual request for purchases over \$10,000. This year four vendors will be utilized: N.A.P.A. Auto Parts, Advanced Auto, Fleet Pride

and Tasca Ford. He added that his department always makes sure they obtain the best parts at the best cost and all but one of these vendors have either State or National contracts.

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 16PSX0069 from Tasca Ford for an amount not to exceed \$30,000.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 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**

Fleet Manager Simons stated that with the Fleet expanding and with the use of heavier trucks, there is only one heavy-duty lift which can hold up to 70,000 pounds. At times that lift is in use for a period of time and therefore unavailable when needed.

Mr. Simons stated that he would like to purchase six mobile lifts, each with an 18,000-pound capacity for a total ability to lift 108,000 pounds. This will allow the technicians to lift the Town’s six-wheel dump trucks as well as fire apparatus. As the units are mobile, they can be moved to any bay or facility.

He added that funds are available in the Building Renovation account as it was determined that due to the age of the building the cost of renovations would exceed the funds available. Mr. Simons believes the money would be better spent to enhance the operation of the garage by purchasing these six lifts.

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 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**

Fleet Manager Simons stated that Town Council previously approved the purchase of a used cargo van for use by the Facilities department. A used vehicle shortage and the demand for vans have driven up prices on good vans.

Mr. Simons has funds available in the Fleet Garage/Passenger Cars account and he is suggesting transferring \$10,000 from that account toward the purchase of the cargo van.

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 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**

Fleet Manager Simons stated that the Town's heavy-rescue truck, housed in the East Berlin Fire Department, was purchased in 2008 and is not scheduled to be replaced until 2028.

The truck developed a water leak in the cab roof and further investigation revealed a crack in the seam line between two sections of the roof structure. Mr. Simons recommends the Town contract with Turnpike Motors of Newington to complete this repair. Turnpike Motors has the facility to accept large trucks and perform repairs of this nature. The Town has used this vendor in the past for the repair of truck bodies with good results.

Mr. Simons added that the manufacturer went out of business shortly after the Town received the vehicle, therefore there is no ability to hold the manufacturer responsible for the repair.

Councilor Paonessa moved to approve the transfer of \$27,500 from account #001.05.0507.0.53927.00000 Contingency Account into account #001.45.4567.0.59622.00000 Transfer to Other Funds Account to fund the repair of MP #0322.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to waive the Town's purchasing requirements and approve Turnpike Motors of Newington CT. to repair MP#0322 Rescue 1 cab as outlined in their quote # 036210000552 for an amount not to exceed \$27,500 as this is in the town's best interest.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

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.

Councilor Paonessa placed in nomination the name of Susan Lewis (U) of 27 Pondsides Drive for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Susan Lewis (U) to serve on the VNA. Term ending January 31, 2023.

7. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Donna Rutkowski (U) of 44 Canterbury Road for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Donna Rutkowski (U) to serve on the VNA. Term ending January 31, 2023.

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

Councilor Paonessa placed in nomination the name of Emily Jensen (D) of 1443 Farmington Avenue for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Emily Jensen (D) to serve on the VNA. Term ending January 31, 2024.

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

Councilor Paonessa placed in nomination the name of Cindy Ferreira (U) of 364 Alling Street for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Cindy Ferreira (U) to serve on the VNA. Term ending January 31, 2024.

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

Councilor Paonessa placed in nomination the name of Cara H. Staus (R) of 67 Metacommet Drive for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Cara H. Staus (R) to serve on the VNA. Term ending January 31, 2024.

- 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:

- Community/Senior Center Subcommittee – The Town Manager provided the Town Council with an outline of information received from Donna Bovee regarding the proposed Center. He then turned discussion over to the Town Council.

Mayor Kaczynski stated that the Community/Senior Center project is something that would be wonderful for the Town of Berlin. He thanked those that are willing to assist with the process through the formation of a sub-committee and stated that at the next Town Council meeting members will be appointed.

The Mayor added that the sub-committee would be advisory only to provide updated information to the Town Council. He would like for a couple Council members to be a part of the sub-committee and stated that Brendan Luddy has expressed interest and Mike Urrunaga added that he would also like to join. Mayor Kaczynski added that he would also like to have a member of the Board of Finance on the sub-committee.

The Mayor stated that the sub-committee would be tasked with visiting other Community/Senior Centers and providing reports to the Town Council. Carrying costs and tax implications to residents also need to be determined. Councilor Paonessa stated that savings should also be looked at, such as the possibility of closing the oldest Town pool and the current Senior Center.

The Town Manager added that he wanted to make sure that the Council is comfortable with the tasks the sub-committee will be charged with. He also stated that currently Donna Bovee and Barbara Gombotz have offered to serve, along with three staff members, two Council members, and one Board of Finance member.

Donna Bovee added that staff involvement is very important as they have not had the opportunity to operate a facility like what is proposed. She suggested that the Council name at least one Berlin citizen who is not a part of a commission as a member of the advisory committee. Ms. Bovee suggested Tim Thurston who has participated in discussions at the recent forums and was involved in sub-committees when a Center was proposed in 1999.

Ms. Bovee stated that she believes that the Town needs to communicate this project better to residents adding that articles have been published in local papers and the information is on the website yet many residents still express that they are unaware of the proposed project. Her suggestion is making a Facebook page devoted solely to the project and also using other social media platforms such as Twitter. Mayor Kaczynski stated that he wants the sub-committee only communicating with the Town Council and not directly with the public.

Ms. Bovee added that the Council may want to consider having representatives attend PTO meetings, Rotary Club meetings, etc as a way of getting the project information out to the public.

Town Clerk Kate Wall strongly suggested that the sub-committee is provided with a secretary to ensure that minutes are taken which can then made available to the public via the Town website as a way as providing up-to-date information. She also suggested providing project and meeting information at the library that patrons will see when they enter and exit.

Another suggestion for posting forum information was on the sign at Volunteer Park by CVS. That board is owned by The Hungerford Nature Center and Councilor Veach stated that she could arrange for information to be posted there.

Ms. Bovee added that the Berlin Fair had also been suggested as a way to disseminate information on the conceptual design of the Center.

Mayor Kaczynski stated that there will always be residents that are unaware of projects, but the Town will do its' best to get the information out to residents.

- Blue Collar Contract – A copy of the July 1, 2021 to June 30, 2024 Blue Collar Employees Contract was provided to Town Council members.
- VNA – The Director and Clinical Supervisor will both be leaving soon. A Clinical Supervisor is needed as soon as possible, and the job has been posted. There is the possibility that one of the nurses could fill the position, at least on a temporary basis. The VNA is heavily regulated by State statute which spells out very clearly the qualifications required of the Director and Clinical Supervisor, etc and the Town Manager's main concern now is to make sure the Town is in compliance with State statute and that the VNA can continue to run.

- Ordinance Committee – A citizen has requested that the Town consider a noise ordinance. Currently the only noise ordinance is regarding construction equipment. The Town did previously consider a noise ordinance and the Town Manager will do some research and present it to the Town Council for discussion and consideration.
- Mayor Kaczynski inquired about the Police Pension Plan discussion. The Town Manager stated that the information from the actuaries should be available soon.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

None

L. ACCEPTANCE OF MINUTES:

June 15, 2021

Councilor Paonessa moved to accept the minutes of the June 15, 2021 Town Council Meeting.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

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 Opioid
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

Councilor Paonessa moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Rio Vista; Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Connecticut Opioid; and Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee – Town Manager Evaluation at 8:30 p.m.

Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, and Attorney Charles Andres.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Attorney Andres left Executive Session at 8:50 p.m.

Executive Session ended at 9:11 p.m.

N. ADJOURNMENT

Mayor Kaczynski moved to adjourn at 9:11 p.m.

Seconded by Councilor Paonessa

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting