

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 30, 2021
SUBJECT: LOTCIP Road Project - Design Services Contract #2021-01 Amendment

SUMMARY:

The Town received an initial Commitment to Fund from the Connecticut Department of Transportation (DOT) for \$3.558 million for road improvements through the Local Transportation Capital Improvement Program (LOTICIP) for three Town roadways: Christian Lane, Deming Road, and Porters Pass. This 2.57-mile paving and road improvement project is currently anticipated to be completed during the 2022 construction season. LOTCIP funds provide for the majority of the overall construction costs, but the program requires towns to fund the required design, permitting, and bidding prior to construction. Town Council awarded the design/bidding portion of the project to Fuss and O'Neill, of Manchester, CT in the fall of 2020 for an amount not to exceed \$111,240.00.

During the initial "Design Phase" of the project, Task Amendment No. 1 for \$9,500.00 (attached) was approved to conduct additional test borings and geotechnical analysis to refine the pavement design. After subsequent design and cost estimation, Fuss & O'Neill supported the Town in securing additional LOTCIP funding for the project; LOTCIP participation now totals \$3.9 million. As part of this support, Fuss & O'Neill investigated and recommended a paving technique called Cold In-Place Recycling (CIPR) for the project to offset potential cost increases. (CIPR is a process that mills off a pavement section, reprocesses the millings using low heat and additives, and then places the reprocessed bituminous concrete down in one treatment train. The cost savings are significant, as no new asphalt needs to be trucked in.) Fuss & O'Neill also prepared additional cost estimates and supporting documentation, responded to comments from DOT and the Capital Region Council of Governments (CRCOG), and attended additional meetings to help Staff secure the additional funding and to advance to final design.

Fuss & O'Neill has submitted the attached Task Amendment No. 2 totaling \$32,800. The CIPR aspect was never envisioned for this project, and comments from DOT and CRCOG have added other non-scope work to the project as noted within their memo. Based upon the additional work that has to be performed, Staff recommend increasing the value of Contract #2021-01 to \$144,000.00. The additional funding will be provided from the Bonded Road Improvement Account (140.20.2037.0.54000.00515).

ACTION NEEDED:

Move to authorize the Town Manager to approve Task Amendment No. 2 for the LOTCIP Road Project and to increase Contract #2021-01 with Fuss and O'Neill of Manchester, CT to an amount not to exceed \$144,000.00.

ATTACHMENTS:

Fuss and O'Neill Task Amendments 1 and 2
Sufficiency of Funds

PREPARED BY:

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

MSA



FUSS & O'NEILL

January 13, 2021

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

Re: Task Amendment No 1 - Additional Pavement Testing
Pavement Structure Improvements – Contract #2021-01
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A10

Dear Mr. Ahern:

Fuss & O'Neill, Inc. is pleased to submit this agreement for additional pavement testing services on Christian Lane, Deming Road, and Porters Pass in Berlin, Connecticut associated with project number 2021-01.

Project Understanding

As part of the pavement improvement project on the referenced streets, Fuss & O'Neill has identified the need for additional pavement testing. Supplemental analyses are necessary for additional optimization of the proposed pavement sections as well as for validation and confirmation of the proposed full depth reclamation treatment.

Fuss & O'Neill will work with a designated subcontractor to perform additional borings. Staff will be on-site to perform Dynamic Cone Penetrometer (DCP) tests in order to provide additional validation and refinement of the proposed pavement designs. Samples of existing hot mix asphalt (HMA) and granular subbases will be collected and submitted to a designated subcontractor for gradation.

The updated data will be combined with existing information to produce refined pavement section designs for the project roadways as well as the full depth reclamation/reconstruction and structural improvement (mill & overlay) treatments.

The detailed scope of services on the following page will be completed.

146 Hartford Road
Manchester, CT
06040
t 860.646.2469
800.286.2469
f 860.533.5143
www.fandn.com

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Vermont

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Michael Ahern, P.E.

January 13, 2021

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Scope of Services

Additional Pavement Testing and Design

- Fuss & O'Neill to stake out or otherwise mark locations of explorations for utility clearance on a drawing.
- Plan and conduct a subsurface exploration program consisting of up to nine (9) test borings to obtain soil information for design of new pavement section. Borings will be staggered from one side of the street to the other along the length of the corridor. Boring depths will range between 3 to 5 feet.
- Fuss & O'Neill will engage a drilling subcontractor to perform the test borings. The subcontractor will contact Call Before You Dig (CBYD) for clearance of public utilities prior to undertaking exploration work, and the Town will waive any necessary street opening permits.
- Fuss & O'Neill staff will attend the field borings to perform Dynamic Cone Penetrometer (DCP) testing and to take possession of samples to remit for testing.
- Prepare and provide logs of subsurface explorations.
- Perform laboratory testing on selected soil samples recovered from the explorations. We propose to perform up to six (6) grain size analyses.
- Perform analyses related to the geotechnical engineering aspects of design and construction, and prepare an engineering report in accordance with CTDOT Soil and Foundation Unit guidelines that will include the following items, as applicable to the project and site:
 - Plan showing locations of subsurface explorations.
 - Logs of explorations.
 - Summary of subsurface conditions as interpreted from explorations, including the results of DCP testing.
 - Results of laboratory testing.
 - Comments regarding suitability of the proposed pavement section, and potential premium cost items during subgrade preparation such as removal of unsuitable soils.
 - Completion of a flexible pavement design using the American Association of State Highway and Transportation Officials (AASHTO) 1993 guide. This design will include up to 3 alternatives for a proposed pavement section and will include guidance regarding geotechnical aspects of construction; such as subgrade preparation, removal of unsuitable soils, excavation and filling, use of reclaimed asphalt from the site as subbase, re-use of existing pavement subbase. The analyses will meet or exceed LOTCIP requirements.



Michael Ahern, P.E.
January 13, 2021
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Fees

Fuss & O'Neill proposes a budget of **\$9,500** be established for professional services in support of this effort. This lump sum task will be billed monthly as a percentage complete and the budget would not be exceeded without expressed authorization.

Direct costs for any mileage, reproductions and mailings are included in the above costs. Our General Terms and Conditions from our original agreement dated October 22, 2020 will apply to the services described above.

Unless expressly instructed by the client to the contrary, Fuss & O'Neill will consider the data provided by organizations that are engaged with respect to mapping current climate conditions and follow the recommendations of applicable municipal, state and/or federal guidelines and standards for design, including consideration of project purpose and location, and future climate conditions relevant to the design life and/or anticipated service life or duration of the project, using applicable available data relevant to the project geography.

Receipt of a signed copy of the Authorization to Proceed enclosed with this proposal will serve to authorize the work outlined in the Scope of Services.

Thank you for requesting consulting service from Fuss & O'Neill. We look forward to working with you on this project.

Sincerely,

John A. Guzze, PE
Senior Transportation Engineer

Kristen Solloway, PE
Vice President | Department Manager

Attachments: Authorization to Proceed



FUSS & O'NEILL

Michael Ahern, P.E.

January 13, 2021

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Authorization to Proceed

Re: Authorization to Proceed
Task Amendment No 1 - Additional Pavement Testing
Pavement Structure Improvements – Contract #2021-01
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A10

I hereby authorize Fuss & O'Neill to proceed with the above-referenced project in accordance with the original General Terms and Conditions dated October 22, 2020 and this Task Amendment Number 1. I understand that billing will be monthly, payable within thirty (30) days of date of invoice with interest accruing at the rate of 1.5% per month thereafter. I further understand that Town of Berlin will be responsible for the reasonable cost of collection.

Printed Name

Date

Signature

Title



FUSS & O'NEILL

July 30, 2021

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

Re: Task Amendment No. 2
Pavement Structure Improvements – Contract #2021-01
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A10

Dear Mr. Ahern:

Fuss & O'Neill, Inc. (F&O) is pleased to submit this Task Amendment for consulting services related to contract #2021-01 (Pavement Structure Improvements) in order to address costs associated with Town requested analyses, investigations, and coordination for Cold In-Place Recycling (CIPR). CIPR was determined to be a viable option once additional pavement testing services were conducted as part of Task Amendment No. 1 and the Preliminary Design (30%) construction estimate was compiled using traditional paving techniques. After receiving Capitol Region Council of Governments (CRCOG) approval regarding CIPR's methodology and cost benefits, Fuss & O'Neill will utilize this pavement treatment for the remainder of the design process including Final Plans For Review (90%) and Final Design (100%).

Task Amendment No. 2 will also include items associated with the police commission approval process, signal plan creation for the Route 9 on-ramp, and an expanded bid package due to the CIPR treatment. This amendment will be completed under the terms and conditions of our original agreement titled "Proposal for Transportation Engineering and Related Services" and dated October 22, 2020.

Background

Fuss & O'Neill completed a due diligence effort to determine if CIPR, as the primary paving treatment, was appropriate for this project. This due diligence included supplemental analyses performed under Task Amendment No. 1, additional optimization of the proposed pavement sections, and validation and confirmation of the proposed full depth reclamation treatment. In early 2021, Fuss & O'Neill also contacted several paving experts verifying that Christian Lane and Deming Road are suitable candidates for this type of pavement rehabilitation. As a result of this effort CIPR is recommended as the primary paving treatment on a large portion of the project.

146 Hartford Road
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06040

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Vermont

Michael Ahern, P.E.

July 30, 2021

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In April, an estimate justification memorandum was compiled comparing the construction items, quantities, and costs between the LOTCIP application, Preliminary Design (30%) estimate, and the use of CIPR where suitable. On April 22nd, the Town of Berlin and Fuss & O'Neill presented their findings to CRCOG to discuss the projects' budget increase and CIPR's benefits.

F&O continued its efforts by coordinating with the Pavement Unit at CTDOT to ensure the Department will not categorically reject CIPR as a viable pavement option since the State has not implemented this type of treatment on their roadways before. This level of coordination and correspondence was requested by CRCOG prior to presenting the projects' revised scope and budget to the Transportation Committee (TC) in May. On May 24th, the Town of Berlin and Fuss & O'Neill attended the TC meeting, where formal approval was awarded allowing the town to proceed. Per F&O's original contract, a preliminary construction bid package will be compiled during the 90% design phase and finalized during the 100% design phase. It has been determined that due to the infrequent use of CIPR, the specifications and overall project manual will need to be elaborated to ensure the Contractor is not only able to perform the work, but provide quality work in both installation and testing procedures.

Funds associated with TA No. 2 will not only account for the scope items completed above, but include fees pertaining to the expanded bid package. The following tasks will be updated with revised budgets incorporating work previously conducted and work necessary hereafter to complete the design to 100%.

The detailed scope of services below will be completed:

Scope of Services

Task 01 – Meetings

This task includes the following meetings:

- 1) Meeting with CRCOG and the Town on April 22, 2021 to discuss the projects' budget increase, estimate comparisons and CIPR's benefits.
- 2) Meeting with CRCOG and the Transportation Committee on May 24, 2021 providing support for the revised scope and budget approval.
- 3) CRCOG's on-board review meeting on July 22nd at 1pm.
- 4) A second on-board review meeting is anticipated with CRCOG after the Final Design For Review (90%) submission, prior to the Final Design (100%) phase.
- 5) A third on-board review meeting is anticipated with CRCOG and the CTDOT following the Final Design (100%) submission. Once CRCOG endorses the FD package, it is assumed this meeting will assist the Department by providing them the latest scope, budget

Michael Ahern, P.E.

July 30, 2021

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and CIPR information necessary before the design package is distributed to other support units within the Department. It is anticipated the Pavement Unit will attend this meeting prior to reviewing the FD package.

Exclusions:

- Meeting attendance is limited to the meetings expressly detailed in the scope of services. A separate agreement can be provided if attendance at additional meetings is requested.

Task 03 – Permitting

Fuss & O'Neill coordinated with the Berlin Police Commission in order to comply with their local permitting process as it pertains to the relocation, removal, reset and/or new traffic signs throughout the three corridors. These tasks included advancing the Pavement Marking & Signing (PVT) drawings prior to the 90% phase, preparing for and addressing comments, and creating separate plans for their monthly commission meeting in order to receive formal approval.

Additionally, the CTDOT Division of Traffic requested the traffic signal plan (TSP) of record be updated to depict the proposed pavement markings and signs at the intersection of Christian Lane and the Route 9 on-ramp. Since the Department does not have an existing Microstation (DGN) drawing to update, they requested a file be created. Fuss & O'Neill will create a new Microstation file, incorporate base-map information obtained from the Town and the DOT, transcribe the existing signal phasing and timing data as necessary, and depict the proposed pavement markings and lane-use signs on the plan. One round of comments from the Division of Traffic on the new DGN file and TSP is also included.

Fuss & O'Neill will coordinate with the State Historic Preservation Office (SHPO) as the Environmental Review Form from the Department indicates consultation with SHPO is required. A Permit Need Determination Form (PNDF) form will also be submitted to the Water Resources Unit as requested within the report for further evaluation.

Exclusions:

- Revisions based on SHPO comments and additional permits requested by the Department are not included as no impacts are assumed.
- Fuss & O'Neill will update the TSP at the intersection of Deming Road and Route 5/15 (Berlin Turnpike) per the original scope of work.
- The existing signal plans at the intersections of Christian Lane and Deming Road, Porters Pass at Farmington Avenue, Christian Lane at the Route 9 off-ramp and the Christian Lane / Massirio Drive / Skinner Road / Porters Pass will not be updated per the original scope of work. A separate agreement can be provided if these plans of record are requested to be updated to reflect the proposed conditions.

Michael Ahern, P.E.

July 30, 2021

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Task 04 – Preliminary Design (30%)

This task includes the following items:

- 1) Investigated CIPR guidelines, procedures, construction activities, line items and unit costs with paving contacts and professional colleagues.
- 2) Developed an estimate justification memorandum per LOTCIP / CRCOG guidelines comparing the construction items, quantities, and costs between the original LOTCIP application, Preliminary Design (30%) estimate, and the use of CIPR where suitable.
- 3) Coordinated with the Pavement Unit at CTDOT to assess their experience, knowledge and review guidelines to ensure the Department will not categorically reject CIPR as a viable pavement option as requested by CRCOG.

Task 05 – Final Plans For Review (90%)

This task includes the following items:

- 1) Base-map enhancements
 - a. Field verification
 - b. Transcribe line-work from CTDOT's Microstation survey file into our AutoCAD base-map drawing which will be utilized for re-evaluating the minor roadway widening, building location and traffic signal plan creation / update.
 - c. ROW adjustments
 - d. Incorporation of property addresses
 - e. Revisions pertaining to sewer & drainage record mapping on Porters Pass, driveway openings, curbing locations and material, sign adjustments, text alterations, incorporation of mailboxes and other roadside elements (controller cabinets, railings, fences, poles etc. - if necessary)
- 2) Revise the project's bid package to include treatments for the use CIPR
 - a. Evaluate data and project manual information from known paving contacts that have utilized CIPR in nearby states.
 - b. Assess and incorporate similar provisions within the special provisions and Notice to Contractor sections of the bid package to ensure the Contractor is not only able to perform the work, but provide quality work in both installation and testing procedures.
- 3) Research and provide quantities, bid items and unit prices associated with CIPR.

Exclusions:

- Comments pertaining to showing all signal equipment (span poles, wires, pedestrian signals, etc.) and other traffic related appurtenances at each of the intersections are not included in the base-map enhancements.

Michael Ahern, P.E.

July 30, 2021

Page 5

Task 06 – Final Design (100%)

This task includes the following items:

- 1) Finalize the projects bid package utilizing CIPR
 - a. Complete necessary provisions within the special provisions and Notice to Contractor sections of the project manual.
- 2) Finalize quantities, bid items and unit prices associated with CIPR.

Task 07 – Bidding Assistance

No additional scope items will be added to Task 07 at this time. It shall be noted that supplemental comments from the Local Roads Division at the Department are anticipated based on recent project submissions. The Local Roads Division often provides comments on the Final Design (100%) package prior to endorsing the project and completing the Project Authorization Letter (PAL). Due to the complexity and type of pavement treatment (CIPR) we are proposing, the Pavement Unit within CTDOT may also request additional information beyond their standard review. Thus, it shall be noted that these comments and/or requests may require a separate agreement to complete and finalize the design.

Fees

Fuss & O'Neill proposes a budget of **\$32,800** be established for professional services in support of this effort. This lump sum task will be billed monthly as a percentage complete and the budget would not be exceeded without expressed authorization.

Task	Description	Basis	Original Fee	Add'l Fee
01	Meetings	Lump Sum	\$5,300	\$4,200
02	Topographic Survey	Lump Sum	\$25,300	N/A
03	Permitting	Lump Sum	\$17,500	\$6,500
04	Preliminary Design (30%)	Lump Sum	\$17,400	\$3,600
05	Final Plans For Review (90%)	Lump Sum	\$15,000	\$13,500
06	Final Design (100%)	Lump Sum	\$9,500	\$5,000
07	Bidding Assistance	Lump Sum	\$2,700	N/A
08	Additional Pavement Testing – TA1	Lump Sum	\$9,500	N/A
TOTAL LUMP SUM FEE INCREASE				\$32,800

Direct costs for any mileage, reproductions and mailings are included in the above costs.



Michael Ahern, P.E.

July 30, 2021

Page 6

Our General Terms and Conditions from our original agreement dated October 22, 2020 will apply to the services described above.

Unless expressly instructed by the client to the contrary, Fuss & O'Neill will consider the data provided by organizations that are engaged with respect to mapping current climate conditions and follow the recommendations of applicable municipal, state and/or federal guidelines and standards for design. This includes consideration of project purpose and location, and future climate conditions relevant to the design life and/or anticipated service life or duration of the project, using applicable available data relevant to the project geography.

Receipt of a signed copy of the Authorization to Proceed enclosed with this proposal will serve to authorize the work outlined in the Scope of Services.

Thank you for requesting consulting service from Fuss & O'Neill.

Sincerely,

John A. Guzze, PE
Senior Transportation Engineer

Kristen Solloway, PE
Vice President | Department Manager

Attachments: Authorization to Proceed



Michael Ahern, P.E.

July 30, 2021

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Authorization to Proceed

Re: Authorization to Proceed
Task Amendment No. 2
Pavement Structure Improvements – Contract #2021-01
Berlin, Connecticut
Fuss & O'Neill Reference No. 20200757.A10

I hereby authorize Fuss & O'Neill to proceed with the above-referenced project in accordance with the original General Terms and Conditions dated October 22, 2020 and this Task Amendment Number 1. I understand that billing will be monthly, payable within thirty (30) days of date of invoice with interest accruing at the rate of 1.5% per month thereafter. I further understand that Town of Berlin will be responsible for the reasonable cost of collection.

Printed Name

Date

Signature

Title



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 17-Aug-21

Purchase Item or Contract: LOTCIP Road project amendment		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Amendment #2 for LOTCIP road project	\$32,800.00	\$32,800.00
			-
			-
			-
			-
TOTAL			\$32,800.00

Account No. 140.20.2037.0.54000.00515 Bonded Road Improvement


Budgeted Amount.....	\$347,597.65	Available balance.....	\$32,800.07
Encumbrances to Date.....	\$286,191.26	Amount Needed for This Package.....	\$32,800.00
Expenditures to Date.....	\$28,606.32	Available Balance After Purchase.....	\$0.07

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 20, 2021
SUBJECT: Contract Award for Treated Salt Purchase Fiscal Year 2021-2022

SUMMARY:

The Highway Department's use of treated road salt de-icing materials has proven successful over the past winters. These products adhere to the roadways much more consistently and evenly, reducing "scatter", proving it safer for the environment, and results in cleaner streets in the spring, thus reducing our street sweeping disposal.

The Capital Region Council of Governments (CRCOG) bid #718 for treated salt accepted bids from companies for a contract term of July 1, 2021 - June 30, 2022. Towns are to select a vendor appropriate for their region to provide reasonable services. We therefore recommend Morton Salt provide the treated salt for the duration of the contract. We will be committing an annual quantity of material (2,000 tons at \$68.85/ton). As in the past, we are obligated to purchase at least 50% of the annual estimated quantity of material and are requesting an initial purchase order in the amount of \$68,850.00 with Council granting authority to purchase additional quantities, based upon need, through June 30, 2022. Funds are available in the Highway Department's budget, Account #001.20.2037.0.53217.00000 (Snow and Ice Removal).

ACTION NEEDED:

Move to authorize the use of Morton Salt for treated road salt utilizing the Capitol Region Council of Governments Contract #718 for snow and ice control through June 30, 2022.

ATTACHMENT:

Sufficiency of Funds

PREPARED BY:

James P. Horbal, Deputy Director of Public Works



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 20-Aug-21

Purchase Item or Contract: Treated road salt purchase		Requested by: Jim Horbal	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Treated road salt de-icing materials - 1,000 tons	\$68,850.00	\$68,850.00
			-
			-
			-
			-
TOTAL			\$68,850.00


Account No. 001.20.2037.0.53217.00000 Snow and Ice Removal

Budgeted Amount.....	\$175,000.00	Available balance.....	\$175,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$68,850.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$106,150.00

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.


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. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 30, 2021
SUBJECT: Bid Waiver for Pasquariello Electric Corporation (PEC)

SUMMARY:

The Public Works Department terminated its contract for street light maintenance with Siemens Mobility, Inc in 2020 due to problems with response time and overall management. After Staff research, the department retained Pasquariello Electric Corporation (PEC) out of Madison, CT to perform street light maintenance. (PEC is an Eversource emergency electrical contractor, and was highly regarded by several references checked by Staff). The department intends on issuing a Request for Proposals for on-call street light maintenance, but currently has a backlog of work orders that will exceed PEC's current purchase order.

The Public Works Department is pleased with the support and responsiveness of PEC, and is requesting to increase the current purchase order by \$25,000 to focus on clearing a significant portion of the backlog in the short-term. This will allow the department to continue to respond to service requests for the Town's 2,600 street lights until the on-call contract is issued. Funding will be provided from Account No. 001.20.2036.0.53935.00000 (Street Lighting).

ACTION NEEDED:

Move to authorize the Town Manager to waive the bidding requirements and increase the purchase order to Pasquariello Electric Corporation by \$25,000 for Town streetlight maintenance, as this is in the best interest of the Town.

ATTACHMENTS:

Sufficiency of Funds

PREPARED BY:

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

MSA



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Aug-21

Purchase Item or Contract: Public Works		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Pasquariello Electric Corporation	\$34,900.00	\$34,900.00
			-
			-
			-
			-
TOTAL			\$34,900.00

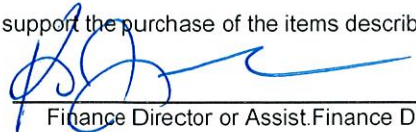
Account No. 001.35.3561.0.53814.00000

Budgeted Amount.....	\$200,000.00	Available balance.....	\$93,610.20
Encumbrances to Date.....	\$90,603.06	Amount Needed for This Package.....	\$34,900.00
Expenditures to Date.....	\$15,786.74	Available Balance After Purchase.....	\$58,710.20

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. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: August 25, 2021

SUBJECT: Authorization for Town Manager to Execute a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant Agreement

Summary of Agenda Item:

The Town Council authorized the Town Manager to submit an application to the Connecticut Department of Housing for an Affordable Housing Plan Technical Assistance Grant in the amount of up to \$15,000. The Department of Housing has notified the Town that it has been awarded the grant and that the authorizing resolution for signing the notice of grant award must be within 30 days of the date of signature. This grant opportunity is intended to enable eligible municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. In accordance with Section 8-30j of the Connecticut General Statutes, Affordable Housing Plans are required to be adopted by June 1, 2022. The Town has hired FHI Studio to prepare the Affordable Housing Plan in conjunction with the process to update the Town's Plan of Conservation and Development. Actions needed are to authorize the Town Manager to sign the notice of grant award, to approve appropriation of the grant funds to account number 500.10.1014.0.54000.01419, Affordable Housing Plan Technical Assistance Grant, and to refer the appropriation of funds to the Board of Finance.

Action Needed:

Move to authorize the Town Manager to sign the notice of grant award for a Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant of \$15,000, to appropriate the grant funds to the Affordable Housing Plan Technical Assistance Grant account, and to refer the appropriation to the Board of Finance.

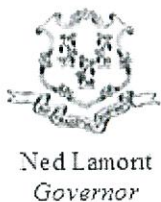
Attachments:

Notice of grant award

Prepared By:

Jim Mahoney, Economic Development Coordinator
Chris Edge, Economic Development Director
Maureen Giusti, Acting Town Planner





STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



NOTICE OF GRANT AWARD
Affordable Housing Plan Grant Technical Assistance Program – Round 2

The State of Connecticut, acting herein by the Department of Housing, hereby makes the following grant award in accordance with Connecticut General Statutes (“CGS”) § 8-30j, as amended, the grant solicitation, and the attached grant application, if applicable.

Grantee	<u>Town of Berlin</u>
Address	<u>240 Kensington Road</u>
City/State/Zip	<u>Berlin, CT 06037</u>
Town Code	<u>007</u>
Federal Employer ID No.	<u>06-6002016</u>
State Agency Code	<u>DOH46900</u>
<hr/>	
DOH Grant No.	<u>AHPG: 2021-007-003</u>
Date of Award	<u>September 1, 2021</u>
Period of Award	From: <u>September 1, 2021</u> To: <u>October 31, 2022</u>
Amount of Award	State: <u>\$ 15,000</u> Grantee Match: <u>\$ 0</u> Other: <u>Town Share \$ 5,100</u>
Total Budget	<u>\$ 20,100</u>
Grantee Fiscal Year	From: <u>July 1</u> To: <u>June 30</u>

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:

1. I have the authority to execute this agreement on behalf of the grantee; and
2. The grantee will comply with all the requirements of the original Notice of Grant Award.

BY: _____
Signature of Authorized Official

Typed Name and Title of Authorized Official

Date

FOR THE STATE OF CONNECTICUT DEPARTMENT OF HOUSING

BY: _____
Signature of Authorized Official
Seila Mosquera-Bruno
Typed Name and Title of Authorized Official

Date

For DOH Business Office Use Only

<u>DEPT</u>	<u>PROG</u>	<u>FUND</u>	<u>SID</u>	<u>ACCOUNT</u>	<u>PROJECT</u>	<u>CHART 1/2</u>	<u>BR</u>
DOH46900		12039	40233		DOH	n/a	n/a

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: August 24, 2021

SUBJECT: Authorization for the Town Manager to enter into a Contract Amendment with Loureiro Engineering for Services Related to Monitoring the Removal of the Fill Piles from the Boulevard Project

Summary of Agenda Item:

The Town Council authorized hiring Cisco to remove the asbestos containing material (ACM) fill piles on 889 Farmington Avenue. The Town will need to have this process monitored by its Licensed Environmental Professional for the site, Loureiro Engineering. Loureiro provided an inspection services proposal of \$12,000 based on the expected 10-day duration of the work and 8-hour days. Staff proposes that the Town Manager be authorized to enter into an amendment to its contract with Loureiro Engineering to provide \$12,000 in inspection services related to the removal of the ACM contaminated fill piles on 889 Farmington Avenue with the cost charged to the Municipal Brownfields grant for 889 Farmington Avenue, Municipal Brownfields Grant, account # 540.10.1017.0.53961.00000.

Action

Move to waive the bidding process and authorize the Town Manager to enter into a contract amendment with Loureiro Engineering of \$12,000 to provide inspection services related to the removal of the ACM contaminated fill piles on 889 Farmington Avenue with the cost be charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town.

Attachments:

1. Sufficiency of funds.
2. Proposal from Loureiro Engineering.

Prepared By:

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 24-Aug-21

Purchase Item or Contract: Loureiro Eng. amendment - removal of fill pile		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Loureiro Eng. contract amendment - services related to removal of	\$12,000.00	\$12,000.00
	contaminated fill pile at 889 Farmington Ave.		
			-
			-
			-
			-
TOTAL			\$12,000.00

Account No. 540.10.1017.0.53961.00000 Municipal Brownfields Grant

Budgeted Amount.....	\$641,888.70	Available balance.....	\$641,888.70
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$12,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$629,888.70

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



July 20, 2021

Town of Berlin
240 Kensington Rd.
Berlin, Connecticut

Attn.: James Mahoney

**RE: Proposal for Professional Environmental Consulting Services
Project Monitoring for Soil Removal
889 Farmington Avenue, Berlin, Connecticut**

Dear Mr. Mahoney:

In response to your request, Loureiro Engineering Associates, Inc. (LEA or "Consultant") is pleased to submit this proposal to the Town of Berlin ("Client") for project monitoring.

1.0 Background

The ACM-impacted material is present at 889 Farmington Ave. Berlin, Connecticut. The Client has requested technical assistance associated with the proper handling and removal of the ACM-impacted material.

2.0 Scope of Services

The purpose of the technical assistance is to allow for the use of alternative work practices for the handling and removal of ACM that has been identified in the soil piles. More specifically, the services proposed include the following:

- Supply a full-time licensed asbestos project monitor during the implementation of the AWP for the processing and removal of the visible ACM from the ACM-impacted material.
- Document the implementation of the AWP and the performance of the abatement work with a comprehensive close out report.

3.0 Fees

On the basis of our understanding of the project and the services described herein, we propose to complete the project on a time and material basis with a top limit of \$12,000 a breakdown of the fees is outlined below.

Project Monitoring Services (\$1,200 per 8-hour day) 10 days: \$12,000

TOTAL \$12,000

Loureiro Engineering Associates, Inc.

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

AN EMPLOYEE-OWNED COMPANY



Our proposed fees are based on our current understanding of the project and the level of effort necessary to complete the scope of services specified herein. Should additional information or circumstances affect the level of effort necessary to complete the proposed work, we will inform you in advance of any potential impact to the proposed fees and/or schedule. We will not exceed the fees indicated above without the prior written authorization from you.

4.0 Schedule

We are prepared to initiate the work described above immediately upon receipt of authorization to proceed. We anticipate that we will complete the work within 3 weeks of authorization.

5.0 Terms and Conditions

The Terms and Conditions in the Master Services Agreement between Consultant and Client shall apply to all services provided by Consultant. In the event the Client issues a purchase order or other instrument related to the Consultant's services, it is understood and agreed that such document is for the Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the Terms and Conditions in the Master Services Agreement.

6.0 Supplemental Services

In the event the Consultant is to prepare for or appear in any litigation on behalf of the Client or is to perform other services not included herein, additional compensation shall be paid the Consultant, charges for which will be based upon Consultant's fee schedule at the time the additional services are performed.

We appreciate the opportunity to present this proposal and look forward to the opportunity to work with you on this project. Receipt of a signed copy of this Proposal or issuance of a purchase order referencing this Proposal will serve to authorize the work outlined in the Scope of Services. If you would like us to proceed with this work, please sign the following authorization to proceed and return it to me. If you have any questions regarding this proposal, please contact either William Apostolidis at 860-410-2930.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

A handwritten signature in black ink that reads "William Apostolidis".

William Apostolidis
Senior Project Manager

Authorization to Proceed



I hereby authorize Loureiro Engineering Associates, Inc. to proceed with the work described in this Proposal and in accordance with the Master Services Agreement between Consultant and Client. I understand that I will be billed monthly and that payment is due and payable within 30 days of the date of the invoice, with interest accruing at the rate of 1.5% per month thereafter.

Signature

Date

Title

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 1, 2021

SUBJECT: Authorization for the Town Manager to Enter Into a Brownfields Grant Agreement Related to the Connecticut Sand & Stone Properties

Summary of Agenda Item:

In July, the Town Council passed a resolution authorizing the Town Manager to sign an agreement regarding 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. The authorization must be renewed because it needs to be within 30 days of the date the Town Manager signs the agreement. We have completed the grant proposal process and we now expect to receive the grant agreement for signature within the next week.

The action needed is 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.

Actions Needed:

Move 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 a Brownfields Assessment Grant in the amount of \$86,330 for the Connecticut Sand & Stone properties.

Attachments:

1. Brownfields Grant resolution

Prepared By:

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

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.

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: August 25, 2021

SUBJECT: Submission of a List of Blighted Properties per Section 4-15 of the Ordinances of the Town of Berlin for Action by the Town Council

Summary of Agenda Item:

Article 2 of the Ordinances of the Town of Berlin is concerned with vacant and blighted buildings. This article defines vacant buildings and sets forth a process for the establishment of an "approved" list of blighted premises. This process requires that the Town Manager request a report of blighted properties per the definitions in the ordinance from Town department heads and that based on these reports and other information, the Town Manager prepare a blighted properties list and present it to the Town Council for approval, disapproval or modification. The Town Manager has requested a report of blighted properties from Town department heads and, based upon these reports and other information, is submitting herewith a list of blighted properties to the Town Council for approval, disapproval or modification. The Town Council has 75 days after receipt of this list to approve, disapprove or modify the blighted properties list.

Action Needed:

Move to receive the blighted properties list from the Town Manager for consideration

Attachments:

List of blighted properties from the Town Manager per Article 2 of the ordinances of the Town of Berlin entitled; "Vacant and Blighted Buildings"

Blighted Property Inspection Sheet Sample

Prepared By:

Arosha Jayawickrema, Town Manager

Blighted Properties List
Presented to Town Council
August 24, 2021

Street No.	Street Name	Mailing Owner	Mailing Address	Mailing City	State	Mailing Zip Code	Reason(s) for Blight	Input Department	Comments	Certified Letter Sent	Status
529	Berlin Turnpike	Judith Steinman	53 Harvest Lane	Rocky Hill	CT	06067	Vacant, broken windows and doors, dilapidated, history of vandalism, overgrown	Development Services; Police Department	Former Tesco Fork Lift Received notice that he no longer works for State DEEP. Currently, living with girlfriend in New Britain; alleged address given to Denise McNair 6/1/2016. Inoperable motor vehicles have been removed from driveway. Initial letter dated 2/24/2015 came back as unclaimed/unable to forward. Checked with Assessor and Tax Office; Assessor only has 77 Elton Road, Berlin CT and Tax Office only has P.O. Box 874. Per Maureen Giusti in Zoning, Town was unable to reach him in prior years using his work address with the DEEP. Second letter to work address sent 3/18/2015.	5/7/2015	As of 2/2018-was bought and considerable clean up was done by new owner. Had new ideas for property usage.
77	Elton Road	Raymond Szalkowski	c/o DEEP Eastern District Headquarters; 209 Hebron Road	Marlborough	CT	06447	Vacant and overgrown; structures deteriorating; neighbor complaints	Development Services; Police Department		5/7/2015	Another letter sent 6/2/2016 from Town Manager office to be delivered by a Marshal (Mike DeLorenzo). Tax office mailing bills to 77 Elton Road; refund check returned to town as undeliverable in November 2015. August 14, 2017 regular letter and certified letter went out to 77 Elton Road and was returned unopened. April and September 2018 letters were sent to PO Box 151 in Berlin CT and to 22 Marmon Street, 1st Floor in New Britain, 06053. Pictures were taken in August of 2018 and a clean up was organized soon thereafter. Certified letter was sent on 4/26/2021 and was returned unopened from PO Box 341. Business closed with date 5/29/2021 was written on envelope. WORK WAS DONE ON PROPERTY BY TOWN TO CLEAN UP.
1162	Berlin Turnpike	Florence Chiaravolloti	144 South Brook Road	Hampton	CT	06247	Overgrown, abandoned, vacant garage, boarded, dilapidated	Development Services; Police Department	Lee Trucking/old gas station House across from former Arby's Initial letter dated 2/24/15 sent to 1541 Farmington Avenue, Berlin and came back as undeliverable and unable to forward. Checked with Assessor and Tax office who gave current address as 12 Ridgeview Drive, Farmington, CT 06032; letter resent on 3/4/15 with response extension to 3/13/15.	5/7/2015	As per Chris Edge, nothing happening on this property.
1252	Farmington Avenue	Nando & Victoria Ciaffi	12 Ridgeview Drive	Farmington	CT	06032	No sign of occupancy, abandoned/inoperable motor vehicles, overgrown including vines growing up porch. Enforcement orders returned undelivered.	Development Services; Police Department		5/7/2015	Letters were sent in late 2019. Owner responded by cleaning some things in front of property. Needs further review to make determination. Owners were notified in July 2021 that lawn needed mowing. They mowed the front and sides.
303	New Britain Road	Connecticut Sand & Stone Corp.	7 West Main Street	Plainville	CT	06062	Abandoned, vacant, dilapidated factory	Department; Economic Development	Rear of McDonalds (White Oak Property)	5/18/2015	As of 2/2018, remains blighted.

OK
SUMMIT
8/25/21

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: _____

MAP _____, BLOCK _____, LOT _____

Property Owner: _____

INSPECTION BY: _____

TITLE: _____

DATE: _____

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1
2
3

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;

4
5

6
7
8
9

10
11

10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

c.

- c. It is attracting illegal activity as documented in police department records;

d.

- d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or

e.

- e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: _____



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

TOWN OF BERLIN
2020 SEP 15 AM 9:28

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:

1. Conservation Commission

2. _____

Name: Karen Pagliaro

Telephone No.: 860-878-5708

Home Address: 221 Still Meadow Lane Kensington

Number of years in Berlin: 34

(Note: To apply, you must be a resident of Berlin)

Email Address: kpagliaro8@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: D

(Note: To apply, you must be a Registered Voter in Berlin)

UConn Bachelor of Science in Nursing

Educational Background (optional)

HHC

Present Employment (company/position)

181 Patricia Genova Dr., Newington CT 06111

Business Address

Current and Past Civic/Community Involvement: _____

Conservation Commission, 2020-present, presently alternate member/ member 2011-2017

Library Board 4/2020 until present

Tell us why you feel qualified for this appointment: have served on this board for a total of 8+ years, Community

Garden Coordinator for 6 yrs, passionate about this topic

Can you think of any reason that a conflict of interest could arise if you were appointed? no

conflict of interest identified

Signature: Karen Pagliaro, electronically signed

Date: 8/13/21

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Karen A. Pagliaro, RN, BSN

221 Still Meadow Lane

Kensington, CT 06037

860.878.5708

Email: kpagliaro8@gmail.com

SUMMARY OF QUALIFICATIONS

Experienced in health care that includes Medicare and Medicaid guidelines, Community Resources and Connecticut State regulations; an effective problem solver, manager of staff and resources; deals effectively with multiple tasks and conflicting priorities.

PROFESSIONAL EXPERIENCE

9/2007 to present **Hartford HealthCare**

5/2020 to present **Hartford HealthCare Community Network, Newington CT**

Director, Community Relations

Oversees building existing and new community strategic relationships on behalf of the Community Network division.

- Manages Fund and grant raising on behalf of the Community Network
- H3W Leadership Behaviors Credentialed Facilitator
- HRO Credentialed Facilitator
- Nursing Peer Support Colleague
- Assists the Community Network with participation in Medical Missions, Hartford HealthCARES and the Colleague Assistance Fund
- Plans and coordinates divisional events, influenza clinics and the Nightingale Awards
- Oversees the administration of Covid-19 vaccinations at the HHC CT Convention Center vaccine clinic, over 83,000 vaccinations given between 12/28/20 and present
- Plans and coordinates homebound vaccinations working with various health districts

9/2007 to 5/2020 **Hartford HealthCare at Home, Wethersfield, CT** (03/2015 to 5/2020)

Director of Community and Government Relations

Directs all grant related opportunities, oversees grant programs including Meals on Wheels, Nurturing Families Network; directs community influenza clinics, community clinics, and acts as a liaison for state government.

- Heart of the Agency Award, October 2008.
- H3W Credentialed Leadership Behaviors Facilitator
- Liaison to Assisted Living Facilities
- Emergency Management Coordinator
- Interim Director Hospice, Center for Hospice Care

Regional Director of Clinical Operations, Southington

(01/12-03/2015)

Branch Director, Cheshire

(1/11-12/11)

Clinical Supervisor, Glastonbury

(09/07-01/11)

7/1984 to 9/2007

Visiting Nurse Association of Central Connecticut, Inc.

- Held various roles including certified staff nurse, Hospice Nurse, Hospice On-Call and Director of Community Affairs

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science Degree in Nursing

APPOINTMENTS **Notary Public**

4/15/2019 to 4/30/2024

AWARDS/ASSOCIATIONS/CLUBS

2021	Citation from the CT General Assembly recognizing work at a first responder/Covid Vaccine Clinics
2019	Nightingale Award for Excellence in Nursing
2019	Ella Grasso Women in Leadership Award
2017	American Lung Association, Award for Innovation Approaches to Offer Vaccinations
2005 to present	Dr. Lorraine G. Spranzo Scholarship Selection Committee (Community Foundation of Greater New Britain)
2005 to present	Corporator, Hospital of Central CT (HOCC)
2018 to present	Pet Therapy Volunteer Team: HOCC/Arbor Rose Assisted Living/Miller Memorial
2018 to present	Tails of Joy, Volunteer Board of Directors (June 2021-present)
4/2020 to present	Board of Directors, Berlin Peck Memorial Library, Town of Berlin
3/2020 to present	Commissioner, Conservation Commission, Town of Berlin
2011 to 2017	Commissioner, Conservation Commission, Town of Berlin
2013 to 2020	CAHCH – Government Relations Committee
2017 to 2019	Town Council, Town of Berlin, CT
1990 to 2011	Junior Woman's Club of Berlin, Inc. Past President 1995/1996, 2009/2011, Outstanding Member 1995



Please return application to:
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN
Application for Appointment to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

21 SEP 1 AM 11:54
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Conservation Commission 2. _____

Name: Mary Kathryn LaRose

Telephone No.: 860 828 1012

Home Address: 26 Woodruff Lane
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 45 years

Email Address: mklarose@aol.com

Are you a Registered Voter? yes
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: Republican

Univ. of Ct. BS Elem Educ, 1973 CCSU MS Reading, continued
Educational Background (optional) study in Education 1974-90's (?)

Retired teacher - 35 yrs in New Britain. 13 years part-time
Present Employment (company/position) employment with Kelly Educational Staffing
2008-June, 2021.

Business Address _____

Current and Past Civic/Community Involvement: Berlin Jr. Women's Club, past volunteer,
FOBAC volunteer, past; Current Member of Berlin Repub. Town
Committee, current alternate on Conservation Commission

Tell us why you feel qualified for this appointment: I have served as an alternate on
the Conservation Comm for about 2 years and feel that I will
be able to be more valuable as a full voting member.
Can you think of any reason that a conflict of interest could arise if you were appointed? _____

No

Signature: Mary Kathryn LaRose

Date: 8/31/21

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/99219668498?pwd=RTB3YUFaenJTUkl0RXBVTXNrVnB5dz09>

Meeting ID: 992 1966 8498

Passcode: 836520

Connect by phone

+19292056099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 20, 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:

Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Mike Urrunaga
Councilor Donna Veach

Those Absent:

Councilor JoAnn Angelico-Stetson

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Traci Kissane, 44 Brandagee Lane – Ms. Kissane stated that the Willard School PTO has planned a 5K Race and Fun Run for the Willard School and Berlin communities to be held on Sunday September 26th. The proceeds from the event will benefit the Willard school community by providing programs and activities to enrich the students' educational experience.

Local businesses have contributed over \$5,000 in sponsorships and those funds will cover the expenses of running the event so that all the monies from participant registrations will go directly to the PTO.

She stated that she is at tonight's meeting to request that the Town Council waive the cost of the Police traffic fees which total \$2,289. She added that she hopes this event will become a yearly occurrence in Berlin. This item is Consent Agenda item #4.

Donna Bovee, 85 Steepleview Drive – Ms. Bovee stated that she is chairperson of the Parks and Recreation Commission and thanked Mayor Kaczynski, Town Clerk Kate Wall, and Senior Center Director Tina Doyle for helping organize the Public Forum for the proposed Community/Senior Center that was held today at the current Senior Center. There were 97 in attendance and 20 attending via Zoom. She hopes to continue to get information out to the public and also to work with school PTOs to allow parents to become more involved in the project as it moves forward.

Ms. Bovee thanked the Town Council for moving forward and appointing members to the sub-committee tonight. She stated that the members will work to be neutral and fact-finding in order to present facts to the public before any referendum adding that she hopes party affiliations will be put aside for the best interest of the community.

She added that she hoped the Town Council would appoint a Berlin resident to the sub-committee that is not already part of a Board or Commission. Her suggestion is Tim Thurston, who has been on past commissions when previous Centers were considered. She believes a resident will bring a different perspective to the sub-committee.

Town Clerk Kate Wall added that the video from today's presentation is available on the Town website's "In the Spotlight" section.

Tim Thurston, 100 Saw Mill Drive – Mr. Thurston stated that he was unaware that an advisory council had already been selected for the Community/Senior Center. He added that he has been an avid swimmer since he was a young child and has since been a competitive swimmer and coach. His son is the coach of the high school swim team, and his wife is the former coach of the high school men's and women's swim teams. As the new Center will include a pool, he feels he can bring his expertise in that area as an ordinary member of the Berlin community so if there is a nomination for that position he would like to be considered.

Mayor Kaczynski then took this time to recognize Detective Sean McMahon of the Berlin Police Department as "Employee of the Quarter" for the second quarter of 2021 as part of the department's BEST program. Detective McMahon is a 32-year veteran of the department and their only tested promoted Detective. Mayor Kaczynski then read the following write-up of some of the notable work Detective McMahon was involved with during the second quarter of 2021.

"Over the past three months there were a number of calls for service where Detective McMahon assisted our patrol officers during the evening hours. One occurred on May 26th and involved an active fight between two individuals near a Berlin Turnpike business. Detective McMahon

responded to the location, separated the individuals, and played an integral role in the subsequent domestic violence arrest.

On June 19th Detective McMahon engaged in a foot pursuit after responding to an active larceny of a Berlin Turnpike business. Detective McMahon successfully apprehended a fleeing suspect who had trespassed on the property intending to steal catalytic converters.

“On June 25th Detective McMahon responded to the area of Chamberlain Highway and Village Lane after four juveniles driving a stolen car crashed into two other vehicles and fled the scene. Detective McMahon located one juvenile in the nearby neighborhood, pursued them on foot, and was able to make the arrest.

During this period Detective McMahon submitted recommendations to improve our department awards program, which included a longevity award pin and certificate that honors our officers time in-service, and he also designed a new department challenge coin. Sean is a stalwart of our Detective Bureau and has mentored many acting detectives and supervisors over the course of his career.”

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. CONSENT AGENDA:

- 1. Topic re: Approve a prorated cash refund of Mr. Sytulek’s 2021 Timberlin Golf Club season pass in the amount of \$1,095. – Golf Course**
- 2. Topic re: Accept monetary donations totaling \$775.00 for the Berlin Peck Memorial Library and deposit \$62.00 into the media lab account and deposit \$500.00 into the library agency account for the purchase of adult fiction books and deposit \$213.00 into the friends of the library miscellaneous account for the purchase of a museum pass and programs. – Berlin-Peck Memorial Library**
- 3. Topic re: Approve permission for consumption of alcoholic beverages (BYOB) – beer and wine and charge a \$20 fee per person at Timberlin Park Pavilion for the Class of 1969 class reunion requested by Paula Carlson on Saturday, September 18, 2021 from 2:00 PM to 6:00 PM. for approximately 50 adults in attendance with catered sandwiches and no entertainment. Tulip Insurance will be obtained if permission is granted. – Parks and Recreation**
- 4. Topic re: Approve waiving the Police Traffic Control fees in the amount of \$2,289.00 for the Willard PTO Run Back to School 5K Fun Run which takes place on Sunday, September 26, 2021; rain date Sunday, October 3, 2021. – Town Manager**
- 5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$100.00 and items valued at \$60.00. – Animal Control**
- 6. Topic re: Approve waiving the Police Traffic Control fees for the Berlin Lions Club’s 2021 Berlin Fair in the approximate amount of \$29,236. (Said figure to be exactly determined after the Fair). – Town Manager**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

G. NEW BUSINESS:

1. Topic re: Appropriate \$3,100,000 of FY22 General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund anticipated DB pension payout, pending approval of the Board of Finance. – Finance

Finance Director Kevin Delaney stated that as explained during the Town Meeting, this appropriation is to replenish the pension fund. Two retirements are pending for July 30th and after those retirements the Town will be down to a balance that will only fund monthly annuity payouts and expenses. He added that for the past few years the Town has followed a pay-as-you-go approach which funded one to two retirements in advance. As there are no Town Council meetings during the month of August this request is being made now in order to avoid any delays in case there are any additional retirements in that time.

Councilor Luddy moved to appropriate \$3,100,000 of FY22 General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund anticipated DB pension payout, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

2. Topic re: Appoint the members noted in Attachment B to the Community / Senior Center sub-committee and charge the members to complete the tasks outlined in Attachment A and report to the Council periodically. – Town Manager

Town Manager Jayawickrema stated that the Town Council members were provided with Attachments A and B in the agenda packet.

Mayor Kaczynski added that three forums for the proposed Community/Senior Center have been presented by the architect. The next step in the process is forming a sub-committee that will be charged with the tasks outlined in Attachment A. He added that the sub-committee will report to the Town Council, their meetings will be open to the public and no votes will be taken. Two Council members will be part of the sub-committee and will report back to the Town Council.

The Mayor stated that the project has been through all the appropriate commissions of the Town including the Public Building Commission and the Planning and Zoning Commission. It has been a long process, but he believes all the information needs to be gathered and made available to the public before the referendum.

He added that at this time the core appointments will be made and the addition of other members, such as requested by Ms. Bovee during the Audience of Citizens, can be done before the sub-committee's first or second meeting.

The sub-committee members being appointed tonight are Donna Bovee, Barbara Gombotz, Tim Grady, Brendan Luddy, Dave Cyr and Mike Urrunaga. Community, Recreation & Park Services Director Jen Ochoa will be the Staff Liaison who will serve as a resource for the sub-committee for questions regarding the facility. The Mayor added that the Town Council appreciates the help this sub-committee will provide in gathering and flushing-out information for the proposed Center.

Councilor Luddy moved to appoint the members noted in Attachment B to the Community / Senior Center sub-committee and charge the members to complete the tasks outlined in Attachment A and report to the Council periodically.

Seconded by Councilor Paonessa.

Councilor Urrunaga inquired about when the Town Council will discuss adding additional members to the sub-committee. Mayor Kaczynski stated that will be done at the next Town Council meeting scheduled for September 7, 2021.

Town Manager Jayawickrema added that the sub-committee Chair can bring in expertise as needed such as consulting the Finance Department, Public Building Commission, and even residents with backgrounds in related fields of discussion.

Donna Bovee stated that adding members to the sub-committee after it has already met, as suggested by Mayor Kaczynski, is not the best way for that person to understand what has already been discussed. She added that she is hoping the sub-committee could begin meeting in August. Ms. Bovee also stated that she believes the members appointed to the sub-committee lean heavily toward one political party and she hopes that all members can put party affiliation aside.

Councilor Veach stated that she believes that keeping the sub-committee to fewer members is more manageable. She added that citizens, such as Tim Thurston, have something to add the process but it is easier to get things accomplished with a smaller group.

Councilor Urrunaga added that getting a full cross section of the community is important as it is a Community/Senior Center and Mr. Thurston has shown an extreme interest in making sure that the voice of the community is heard, and he is in favor of adding him to the sub-committee. Councilor Urrunaga added that as there are two members of the Town Council being appointed, he feels that two members of the Board of Finance should also be appointed.

Mayor Kaczynski stated that the possibility of adding additional members will be discussed at the next Town Council meeting but stated again that the meetings are open to all, and all opinions will be listened to. He added that the Town will make sure that the meetings are well publicized.

Councilor Luddy added that he is the Chief Estimator for The Mackenzie Company and he is very familiar with public building projects. He will bring that experience to the sub-committee.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Update on Paper Goods Ponds treatment and permitting. – Public Grounds

Superintendent of Parks and Grounds Steve Wood stated that he has been in contact with several companies over the past year regarding the fish kill issue at Paper Goods Pond last year and the serious water chestnut bloom this year that has now spread to Railroad Pond. After meeting with the vendors, he is looking to contract with Water & Wetland LLC for a three-year term beginning this year.

Mr. Wood added that a permit from the State of Connecticut Department of Energy and Environmental Protection (DEEP) will be received in the next couple of weeks and he wanted to make sure the Town Council was aware of the treatment now as they do not meet during the month of August. Mr. Wood introduced Joe Onorato of Water & Wetlands LLC.

Mr. Onorato stated that he has been in contact with Mr. Wood over the course of the past year after a treatment for invasive plants at Paper Goods Pond caused a fish kill. The likely cause of that event was low-dissolved oxygen, so they discussed how to manage the water chestnut moving forward and avoid situations like that from occurring again.

Water & Wetlands LLC has filed for a permit with DEEP and once that permit is issued treatment can begin. The water chestnut must be treated before mid-August as each of the plants has dozens of seeds which drop and bloom annually, therefore the chestnut must be treated before the seeds drop. Next year the seed bed will bloom again and be treated. Eventually the seed bed will be depleted, and the remaining plants can be pulled by hand.

Mr. Onorato added that the entire shoreline will be posted with neon green signs noting restrictions, however the treatment is extremely safe. Field notes are also provided to the Town after the treatment. He also discussed aeration of the pond with Mr. Wood which will mix the oxygen throughout and include dissolved oxygen which will limit the chances of another fish kill.

A similar plan would be put in place for Railroad Pond however that can not be done this year as it is falls in the NDDB (Natural Diversity Data Base) as a rare species habit which requires additional review for the permitting process which won't be done by the mid-August deadline for water chestnut treatment.

Phragmites, non-native invasive plants, located along the shoreline area adjacent to the parking lot will be treated later in the season by spraying and the systemic herbicide would translocate to the roots killing the plant and providing carry-over treatment eventually allowing native plants to take over.

Mayor Kaczynski requested that a letter be sent to residents whose properties surround Paper Goods Pond making them aware of the treatment plan. Mr. Wood stated that he had planned on sending a letter outlining the treatment process to residents in that area. He added that there has been incorrect information on social media stating that the Town has no money in the budget to allow for treatment which is not the case as there is \$20,000 in the Parks and Grounds Department fiscal year 2021/2022 budget to treat these waterways. Unfortunately, the Town did not receive the \$20,000 grant that was applied for through the DEEP, but the budgeted funds are adequate for these treatments.

Councilor Veach requested that the signs posted after treatment be larger than those posted last year. Mr. Onorato stated that the signs posted by his company are 8.5 x 11, a bright green color and are posted in numerous places around the treated area.

Councilor Paonessa inquired about the price of the aeration process mentioned. Mr. Wood stated that the cost is approximately \$17,000 and Mr. Onorato explained that the process involves compressors placed in sound-dampening boxes on the shore which pump air into the water through weighted hoses onto diffusing discs which have been placed on the bed of the pond.

Mayor Kaczynski thanked Mr. Onorato for his presentation.

NO ACTION NEEDED

4. Topic re: Waive the Town's bidding procedure and approve the issuing of a Purchase Order in the amount not to exceed \$30,000 for two ExMark Zero Degree mowers with accessories from Cofiell's Sport & Power Equipment, as this is in the best interest of the Town. – Public Grounds

Superintendent of Parks and Grounds Steve Wood stated that the department's current zero-degree mowers are about 13 years old and have been having issues over the last couple years and these repairs are becoming costly. The long-term goal is to relocate these mowers out to open space areas such as Pistol Creek where the machines take a lot of abuse clearing trails, etc. Having two new pieces of equipment will be more efficient for mowing and result in less down time.

Councilor Luddy moved to waive the Town's bidding procedure and approve the issuing of a Purchase Order in the amount not to exceed \$30,000 for two ExMark Zero Degree mowers with accessories from Cofiell's Sport & Power Equipment, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

5. Topic re: Authorize the Town Manager to enter into the proposed Facility Use and Rental Agreements with the YMCA for both the McGee Middle School and the Hubbard Elementary School. - Board of Education

Town Manager Jayawickrema introduced this item by stating that these agreements are for the use of portions of McGee Middle School and Hubbard Elementary School by the YMCA for daycare facilities. He added that Director of Operations for Berlin Public Schools, Jeffrey Cugno, has spent a good amount of time working with the YMCA on the agreements and they have been reviewed by Corporation Counsel Donofrio and the Town Manager.

Mr. Cugno stated that the YMCA plans to lease space at both McGee and Hubbard Schools in order to provide its daycare services for infants, toddlers and preschoolers. In return for the requested approval by the Town of Berlin and the Board of Education (BOE) of these agreements, the YMCA will provide space at its property on 362 Main Street in Berlin for the Transition Academy. The agreements outline the terms and conditions under which the YMCA can occupy and operate at McGee and Hubbard. There is a separate lease proposed between the YMCA and the BOE outlining the terms and conditions under which the Transition Academy can occupy and operate at 362 Main Street which is owned by the YMCA.

All the subject leases call for a one-dollar (\$1.00) annual rent, various responsibilities for the landlords and tenants, a term of seven (7) years with option for three (3) additional years, appropriate insurances, and termination and cross-default provisions. The BOE and the YMCA believe that these reciprocal arrangements proposed will benefit each in an equitable manner.

Mr. Cugno added that the BOE and the YMCA have had a long and fruitful relationship with one another through the years which has been expanding over the years with this being the most recent partnership to provide for the students and families of Berlin.

At the Hubbard Elementary School, the YMCA daycare program will occupy one large classroom with about 30 daycare participants and about six staff members. The square footage provided will be a little over 1000 square feet. The space at McGee Middle School will encompass four classrooms with a total space of about 1400 square feet. Daycare participants will number about 52 students with about 12 staff members.

He added that there are cross-defaults on both leases, so whatever happens on one lease also affects the other, making it very equitable for both parties.

The YMCA space at 362 Main Street will be a great facility for the Transition Academy. The Academy had used part of the space in the past but now will have use of the entire facility. Director of Pupil Personnel Services Linda Holian has done a great job developing that program on behalf of the Berlin Board of Education and there is the possibility of a partnership with the Cromwell Transition Academy to make it the Central Connecticut Transitional Academy.

Ms. Holian added that there are currently 11 students in the Academy as two recently graduated. Next year there will be 15 Berlin students and six or seven students from Cromwell. She went on to explain the purpose of the Transition Academy stating that all public schools are required to have transition services for their students aged 18 to 22. The focus of Berlin's Transition Academy is to get the students out into the community working at job sites by giving them skills that make them employable. Most of the students' time is spent working in the community while time at the Academy is spent working on resume and interviewing skills, budgeting, preparing their lunches for the work week, as well as other community activities.

Mayor Kaczynski thanked all involved for working on the agreement.

Corporation Counsel Donofrio agreed that the leases are very fair and balanced. He added that a termination-for-convenience provision was added to the agreement that kicks in after three years so that if there is a change of plans there doesn't need to be a default in order to work together to reallocate the space. This allows for a prorated reimbursement to the YMCA for capital costs and set up costs.

Councilor Luddy moved to authorize the Town Manager to enter into the proposed Facility Use and Rental Agreements with the YMCA for both the McGee Middle School and the Hubbard Elementary School.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

6. Topic re: 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. – Water Control

Water Control Manager Ray Jarema explained that during the February billing by Connecticut Water Company it was discovered that there was a large number of non-bills which was determined to be caused by failing batteries in the Rf (radio frequency) devices. Approximately 250 additional Rf devices were purchased and an additional 352 will need to be purchased this year. As the units age the batteries expire and need to be replaced on a rotating basis.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

7. Topic re: 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. – Water Control

Water Control Manager Jarema explained that the pressure reducing valves (PRV) that are needed to reduce the pressure from the water distribution system on the main line from New Britain Water on

Christian Lane are in poor condition and subject to failure. Additionally, replacement strainers at this site need to be replaced as they have not been changed since their installation in 1967.

He added that it was also just determined that the valves that isolate this line are also failing so the total cost of the project could total \$30,000 to \$40,000.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

8. Topic re: Appropriate the \$86,330 Brownfields Grant to the Connecticut Sand & Stone Brownfields grant account and to refer the appropriation to the Board of Finance.

Town Manager Jayawickrema introduced this item and requested that Economic Development Coordinator Jim Mahoney summarize the four items for which he is requesting approval.

Mr. Mahoney stated that the Town has been working on the Connecticut Sand & Stone properties on New Britain Road for quite some time. These properties have been vacant, tax-delinquent and have environmental issues. A Brownfields Grant was received to perform evaluations of the property and subsequently Clean Earth and its affiliates have entered into a contract to purchase the property. Clean Earth has also entered into forbearance agreements with the Town and has been making monthly payments on the back taxes.

Clean Earth plans to beneficially reuse treated soils to fill portions of the property to create an industrial park. 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.

The Town was previously granted site access by the owner to conduct environmental investigations and the agreement expires in November 2021. The Town needs to extend the site access agreement in order to undertake the investigations envisioned in the grant. The property owners 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 to provide environmental consulting services for the Connecticut Sand & Stone sites, and they have provided a proposal for continued services at a cost not to exceed \$68,325 and staff recommends authorization of contract amendments up to 15% of this amount.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

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.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

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.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

Waive bidding requirements in the best interest of the Town and authorize the Town Manager 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. – Economic Development

Councilor Luddy moved to waive bidding requirements in the best interest of the Town and authorize the Town Manager 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

9. **Topic re: 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.**

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. – Economic Development

Town Manager Jayawickrema explained that after this item was placed on the agenda there were new developments, and he has decided to remove this item. A short Zoom meeting may be scheduled for the first week of August regarding this agenda item.

REMOVED FROM AGENDA

10. **Topic re: 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. – Economic Development**

Economic Development Coordinator Mahoney stated that a condition of the sale of 861 Farmington Avenue to 861 Farmington Avenue LLC was that the buyer agree to file an Environmental Land Use Restriction (ELUR) for the property because there is a groundwater plume from Town property at 889 Farmington Avenue that extends to 861 Farmington Avenue. The ELUR 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 and a façade easement agreement was filed on the land records as is required by the program. The Department of

Energy and Environmental Protection requires that the façade easement be subordinate to the ELUR. Therefore, it is requested that the Town Council authorize the Town Manager to execute this subordination agreement.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

11. Topic re: 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. – Facilities

Town Manager introduced this item, as well as the following three items, by stating that these four items are bid waivers for materials and contractors. Mayor Kaczynski stated that there are a large number of bid waivers, and he is aware that Town employees are doing their due diligence, but he just wants to make sure that the Town is getting the best value for the money. He requested Director of Facilities Doug Solek provide some background information on agenda items #11-14 and the reason for the waiver requests.

Mr. Solek explained that the majority of these vendors are on State or National contracts or consortiums with the others being local vendors. The request for the waiver is because the \$10,000 threshold can be exceeded this summer and in order to not have to stop work, they are making this request now.

He added that RFPs for On-Call Services are being developed for items that relate to these. He has been in discussion with Purchasing and Corporation Counsel Donofrio with the plan to have the RFPs out by the second half of the summer and be awarded in early fall.

Facilities staff will receive a minimum of three price quotes and considering the cost, product availability, proprietary factors, and urgency of job completion a purchase from the contractor that best suits the immediate needs at the time will be made.

Councilor Paonessa inquired about some vendors being listed on all four agenda items and the possibility of a vendor being awarded up to \$100,000. Mr. Solek stated that there is that possibility but that is why they have multiple vendors to utilize, and the On-Call Services RFP will also address that issue.

Councilor Luddy inquired if these bid waivers allow the Town to acquire items in a timely manner considering delays many industries are facing. Mr. Solek stated it does and continued relationships with existing vendors is also beneficial for that reason.

Town Manager Jayawickrema added that a goal has been to look at big ticket items and the time that it has not been put out to bid, then plot that on a graph and use that information to determine what needs to be put out to bid again. It is impossible to bid everything out every year but using this concept will allow the Town to rebid many items in a reasonable time.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

- 12. Topic re: 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. – Facilities**

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

- 13. Topic re: 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 Bothers; 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. – Facilities

Councilor Luddy moved 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 Bothers; 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

- 14. Topic re: 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 Bothers; John Boyle; Swan Associates; and Hajoca (New Britain Plumbing), as this is in the best interest of the town. – Facilities**

Councilor Luddy moved 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 Bothers; John Boyle; Swan Associates; and Hajoca (New Britain Plumbing), as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

- 15. Topic re: 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. – Facilities**

Director of Facilities Solek explained that in fiscal year 2021 funding was allocated for the replacement of RTU No. 1 at McGee Middle School. 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.

It was determined that original equipment replacement would be the most cost-effective option. Season 4, Inc, the original equipment manufacturer, and their local representative Norris & Ferris of Simsbury, CT have provided a proposal for the purchase of two direct replacement units. Due to lead times, material procurements, and other post-COVID issues this equipment will be purchased immediately and stored in Town possession until installation can be coordinated during the summer school recess of 2022. Fortunately, due to the maintenance and repair of the existing units, those should continue to operate through the remainder of this summer and the beginning of the school year.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

16. Topic re: Waive the Town's bidding procedures to allow the Town Clerk's Office to continue 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.

Town Clerk Kate Wall stated that this agenda item is for the Land Record system utilized by the Town Clerk's office, along with the associated land record auditor, dog licensing program and supplies. There has been an increase in land record recordings over the past year, which has led to an increase in related expenses. Ms. Wall added that the Town Clerk's office has a five-year contract with Cott for the Land Record system which became effective in 2019.

Ms. Wall added that her second request this evening would allow the 1968-1971 land record indexes (grantor and grantee), along with associated land record images to be placed online and made assessable to the public including attorneys and title searchers. Currently the online land record system goes back to 1972.

The cost of the project includes the initial purchase of the software for \$17,650 plus \$150/month for support. The Town Clerk is suggesting that funds from the Town Clerk's Dollar Fund be used to pay for the project and the support for fiscal year 2022. In fiscal year 2023 the support will be included in the Town Clerk's regular budget. Additional land record indexes can be added to the system as funds permit.

Councilor Luddy moved to waive the Town's bidding procedures to allow the Town Clerk's Office to continue 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

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. – Town Clerk

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

H. TOWN MANAGER'S REPORT:

- Senior Center reopening – A number of seniors have questioned why the Senior Center has not been able to fully reopen. The Town Manager reached out to the Central Connecticut Health District to inquire about reopening and was given the go ahead. The Senior Center will reopen as early as next week in a careful manner with the only item in question being how to handle the food service.

I. SPECIAL COMMITTEE REPORTS:

None

J. COUNCILORS' COMMUNICATION:

None

K. ACCEPTANCE OF MINUTES:

July 6, 2021

Councilor Paonessa moved to accept the Town Council Meeting Minutes of July 6, 2021, as presented.

Seconded by Councilor Veach.

Those voting in favor: Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Those abstaining: Councilor Luddy

Vote being 5-0-1 (MOTION CARRIED)

L. EXECUTIVE SESSION:

- 1. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Water Control Manager**
- 2. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager**

Councilor Luddy moved to go into Executive Session: Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Water Control Manager; and Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee. – Town Manager at 8:44 p.m. Invited in: Ray Jarema, Corporation Counsel Donofrio, Town Manager Jayawickrema.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

Ray Jarema left Executive Session at 9:07 p.m.

Executive Session ended at 10:00 p.m.

M. ADJOURNMENT

Councilor Luddy moved to adjourn at 10:00 p.m.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, 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

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/96285590014?pwd=dnRtRFI1MbjdQc0RNRHc1Y1VYeGZBUT09>

Meeting ID: 962 8559 0014

Passcode: 100102

One tap mobile

+19292056099 (New York)

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, August 3, 2021
Remote Meeting
6:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 6:02 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
Councilor Mike Urrunaga
Councilor Donna Veach

Those absent were:

Councilor Brenden Luddy

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. 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

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 at

2021-08-03 Special Town Council Meeting Minutes

6:04 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, Atty. Charles Andres.

Seconded by Councilor Rosso.

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

Vote being 6-0 (MOTION CARRIED)

Executive session ended at 6:37 p.m.

E. ADJOURNMENT

Meeting adjourned at 6:37 p.m.

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Join Zoom Meeting

<https://town-berlin-ct-us.zoom.us/j/91975302908?pwd=ZHJIUDFtSkIybVJMY2RMaUs1TUdzdz09>

Meeting ID: 919 7530 2908

Passcode: 057702

1 929 205 6099 US (New York)

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Thursday August 12, 2021
Remote Meeting
6:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 6:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Donna Veach

Those absent were:

Councilor JoAnn Angelico-Stetson
Councilor Mike Urrunaga

Also in attendance:

Town Manager Arosha Jayawickrema

D. AUDIENCE OF CITIZENS

None

E. MEETING AGENDA – Immediately Following the Audience of Citizens

F. NEW BUSINESS:

1. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Cisco LLC in the amount of \$219,024 and to execute change orders up to \$50,544 to be funded by \$77,291 from the Demolition & Environ. Remediation account and \$192,277 from Municipal Brownfields Grant account, as this is in the best interest of the Town. - Economic Development

Town Manager Jayawickrema stated that at the July 20, 2021, Town Council meeting this item had been tabled to obtain additional information regarding the removal of asbestos containing materials (ACM) from 889 Farmington Avenue. Since that meeting, Economic Development Coordinator Jim Mahoney has been working with various groups to determine the best way to move forward without any cost to the Town.

Mr. Mahoney explained that excavated material from the path of the Boulevard was determined to contain some asbestos materials. The Town's consultant on the project, Loureiro Engineering, obtained three proposals for an emergency removal with the lowest bid from Cisco LLC, a qualified asbestos removal contractor under State of Connecticut Contract.

Originally it was thought that funds would come from Contingency Funds for the Boulevard along with Brownfields Grant Funds for the 889 Farmington Avenue site because part of the materials had come from property owned by the State of Connecticut Department of Transportation that had been placed on the 889 Farmington Avenue site. Subsequently approval was received from the Connecticut Department of Economic and Community Development to use the Brownfields Grant Funds to cover the entire cost. The unobligated balance of \$77,291 from the Regional Brownfields Grant will be used along with \$192,277 from the Municipal Brownfields Grant for the removal. These amounts include a contingency.

Mr. Mahoney stated that the reason this needs to be moved on is because in order for Newport Realty Group to finalize their plans for the residential building at 889 Farmington Avenue, additional borings must be done, and the ACM piles are on the boring location. A sub-liner must be placed on the property to isolate contaminated soils so there is a sequence of events that needs to occur; moving the piles of ACM, additional borings, Newport finishes the design and sub-liner work, and the Town places the liner. The prompt removal of ACM will allow the project to continue to move forward.

Councilor Luddy moved to waive the bidding process and authorize the Town Manager to enter into a contract with Cisco LLC in the amount of \$219,024 and to execute change orders up to \$50,544 to be funded by \$77,291 from the Demolition & Environ. Remediation account and \$192,277 from Municipal Brownfields Grant account, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Veach, Mayor Kaczynski.

Vote being 5-0 (MOTION CARRIED)

G. ADJOURNMENT

Councilor Luddy moved to adjourn at 6:09 p.m.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Rosso, Councilor Veach, Mayor Kaczynski.

Vote being 5-0 (MOTION CARRIED)

Submitted by,

Lisa J. Bush
Clerk of the Meeting