

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 21, 2021
Remote Meeting and
Town Council Chambers
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

F. MEETING AGENDA – Immediately Following the Audience of Citizens

G. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$1,680.89 for the Berlin Peck Memorial Library and deposit \$510.00 into the library agency account and deposit \$1,134.37 into the friends of the library miscellaneous account for the purchase of two programs, program supplies and a museum pass renewal and deposit \$36.52 into the friends of the library credit card account for the purchase of children's/teen program supplies and move to accept the donation of books with an estimated value of \$62.00 to be added to the appropriate collection. – Berlin-Peck Memorial Library
2. Topic re: Approve the request by Mary Corrigan on behalf of Saint Paul Church to waive the Planning and Zoning Application Special Event fee of \$150.00 for the "Prayer Garden Green Annual Picnic" event. – Planning and Zoning
3. Topic re: Approve the fee waiver in the amount of \$385.00 allowing one Police Officer to patrol the Berlin Fire Departments Jeep show. – Fire Administrator
4. Topic re: Accept the donation of flower boxes built by Eagle Scout Tyler Barber to support projects by our Elementary School Blast Program students located at Willard. – Board of Education

H. NEW BUSINESS:

1. Topic re: Approve accepting a 5" X 7" plaque celebrating Rotary's 100 years of service to the community valued at \$220 and a 10' Pink Dogwood valued at \$400 to be planted in-front of Willard School by the Parks and Grounds Department. – Public Grounds
2. Topic re: Approve the issuing of a Purchase Order in the amount not to exceed \$18,000.00 utilizing the Department of Administrative Service Contract #19PSX0182AA in FY 2021-2022 for United

Site Services Northeast Inc. for the weekly cleaning and maintenance of 13 portable restrooms. – Public Grounds

3. Topic re: Approve the donation from the Kensington Fire Department of a Drone Valued at \$4,623. – Fire Administrator
4. Topic re: Approve the purchase of one generator from H.O. Penn utilizing a Sourcewell Contract # 120617-CAT, for an amount not to exceed \$28,111. – Municipal Garage
5. Topic re: Approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and Bridgestone tires and off “Brand” tires utilizing Government pricing provided by the manufactures from, CT Tire, Sullivan Tire and DiPietro Tire in an amount not to exceed \$35,000. – Municipal Garage
6. Topic re: Waive the bidding process and award Jacunski Humes Architects, LLC of Berlin, CT the contract to provide architectural design and cost estimating services for the Police Department Locker Room Renovation project in an amount not to exceed \$25,000, as this is in the best interest of the Town. – Public Building Commission
7. Topic re: Waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$30,000.00 to Crafc, Inc of Millbury, MA from the Highway Equipment and Paving Box accounts for the purchase of an Asphalt Hot Box Trailer for the Highway Department, as this is in the best interest of the Town. – Public Works
8. Topic re: Discussion of mask mandate – Town Manager

I. APPOINTMENTS:

1. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
2. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Commission for Persons with Disabilities – Vacancy** -Term would be until January 31, 2022. Can be filled with a D, R or U.
4. **Conservation Commission – Vacancy** -Term would be until January 31, 2024. Can be filled with a D, R or U.
5. **Constables – 5 Vacancies** -Terms would be until December 2021. Can be filled with D, R, or U.
6. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.

7. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with a D, R or U.
8. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
9. **Public Building – Vacancy** -Term would be until January 31, 2023. Can be filled with a D, R or U.
10. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
11. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2026. Can only be filled with a D or U.
12. **Youth Services Advisory Board – Service Consumer- Vacancy** – New term would be until January 31, 2024.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: September 7, 2021

N. EXECUTIVE SESSION:

1. Pending Claims – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims -

Mediation with Worthington Fire District

Mediation with Kensington Fire District

Mattabassett Billing

Settlement of Key Equipment Finance Tax Appeal

O. ADJOURNMENT

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 13, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	500.00	Library Agency Acct.	greatest need	Melissa A. Davis
	10.00	Library Agency Acct.	greatest need	Anonymous
	36.52	FOL Credit Card Acct.	children's/teen program supplies	Friends of the Library
	1,134.37	FOL Misc. Acct.	2 programs, program supplies and museum pass renewal	Friends of the Library
	1,680.89			
Equip/Merch	62.00	Books	add to collection	Various
	62.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$1,680.89 for the Berlin Peck Memorial Library and deposit \$510.00 into the library agency account and deposit \$1,134.37 into the friends of the library miscellaneous account for the purchase of two programs, program supplies and a museum pass renewal and deposit \$36.52 into the friends of the library credit card account for the purchase of children's/teen program supplies and move to accept the donation of books with an estimated value of \$62.00 to be added to the appropriate collection.

ATTACHMENTS:

None

PREPARED BY:

Kim McNally, Library Director

Consent
2

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 14, 2021

SUBJECT: Fee Waiver – Saint Paul Church Parish Picnic 2021

Summary of Agenda Item:

Mary Corrigan, for Father Joseph Benicewicz, OFM, Conv, Pastor of the Saint Paul Church is requesting a waiver of the Planning and Zoning Commission's Special Event application fee.

Saint Paul's Church hosts the special event at the Prayer Garden Green Annual Picnic which will be held on October 3, 2021 at the Saint Paul Church property located at 642 Alling Street in the R-11 zone.

The Special Event application fee is \$150.00 plus the \$60.00 State fee (\$58.00 going to the State and \$2.00 retained by the Town). The \$60.00 State fee cannot be waived. Therefore, the amount requested to be waived is \$150.00.

The Planning and Zoning Commission approved the special event application at a public meeting held on September 2, 2021. They will require a Block Party road closure approval from the Police Department, a building permit for the temporary tent to be erected on their property and Health District approval for food service.

The Church promotes its event as a non-profit, community building event which. There is no entry fee. There is minimal review time for staff, and the event is consistent with the goals of the Plan of Conservation and Development.

Action Needed:

Move to approve the request by Mary Corrigan on behalf of Saint Paul Church to waive the Planning and Zoning Application Special Event fee of \$150.00 for the "Prayer Garden Green Annual Picnic" event.

Attachment:

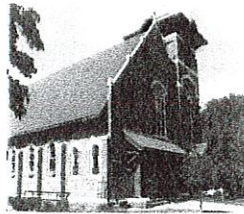
1. Fee Waiver Request by Mary Corrigan
2. Letter of request signed by Pastor Benicewicz

Prepared By:

Maureen K. Giusti AICP, Acting Town Planner



FILE COPY



Saint Paul Church

467 Alling Street
Kensington CT 06037
(860) 828-0331 • Fax (860) 828-7620

August 9, 2021

Town of Berlin
Planning & Zoning Commission
240 Kensington Road
Berlin CT 06037

Dear Planning & Zoning Commission:

Saint Paul Parish has submitted an application to use its parish green for our annual parish picnic on Sunday, October 3, 2021. I am respectfully requesting a waiver of fees for this application.

As you know, Saint Paul Parish has had a strong presence in the Berlin community for over 140 years. Our parish consistently contributes to the greater Berlin community (by way of yearly food drives, clothing drives, community giving during the holidays, etc.). We believe in giving back.

Parish volunteers have been working diligently to secure donations to help defray the cost to our parish. Our picnic is free of charge and all are welcome. Waiver of this fee would help.

I thank you for your consideration.

Sincerely,

Fr. Joseph Benicewicz, OFM, Conv.

Fr Joseph Benicewicz, OFM, Conv
Pastor

Town of Berlin
Received

AUG 11 2021

Planning & Zoning Department
Berlin, Connecticut



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: St Paul Parish	Date: 8/24/2021
Contact Name: MARY CORRIGAN	
Phone Number: 860-828-8044	
Event: Parish Picnic	Date of Event: 10-3-2021
Location of the Event: Parish Green	
What fee do you want waived: Town Application fee \$150.00 for special event	
Identify the hardship incurred: This is a free picnic and all are welcome. This waived fee will defray the cost	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Our parish contributes to the Berlin community by way of food drives, clothing drives and community giving during the holidays	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes

☒

No

☐

If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☒ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: St Paul Parish

Comments:

May Cupan
Signature

9-15-2021
Date

Archie Gagnier Sr.
Town Manager Signature

9/15/21
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.

Consent
3

Agenda Item No.: 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 13, 2021

SUBJECT: Request for fee waiver to provide Police Officer coverage for the Berlin Fire Department's Jeep show.

Summary of Agenda Item:

Request for fee waiver to provide one Police Officer for the Berlin Fire Department's Jeep show being held at Berlin High School on October 16 from 3:30 to 7:30 PM. The value of this waiver is \$385.

The Jeep show is part of Berlin Fire Department's effort to raise money for town Veterans in need. All proceeds will be donated to the Veterans.

Action Needed:

Move to approve the fee waiver in the amount of \$385.00 allowing one Police Officer to patrol the Berlin Fire Departments Jeep show.

Attachments:

Fee Waiver Form

Prepared By:

James C. Simons, Fire Administrator



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: <i>Berlin Fire Dept.</i>	Date: <i>9-10-21</i>
Contact Name: <i>Joe LaVallee Sr.</i>	
Phone Number: <i>860 878-2022</i>	
Event: <i>Berlin Fire Dept. Jeep Show</i>	Date of Event: <i>OCT. 16, 2021</i>
Location of the Event: <i>Berlin High School</i>	
What fee do you want waived: <i>Berlin Police Fee for having an Officer at our event on Oct 16, 2021 at the Berlin High School. Officer hours will be 3:30 pm to 7:30 pm. Cost is approximately \$385.00 TOTAL</i>	
Identify the hardship incurred:	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>The Berlin fire dept. has been doing fund raisers for town veterans for the last 10 years. We added a Jeep show this year. All money raised stays in town and goes to our veterans in town. We ask that all fees be waived to support our veterans.</i>	
<i>Thank you J. LaVallee Sr</i>	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes



No



If so, which criteria:



Raises funds to supplement Town budgeted services.



Raises funds for programs normally funded by the Town.



Raises funds for Non-Profit groups, which have contributed substantially to the community.



Nationally or State affiliated program which provide programs for local youth.



Raises funds for scholarships of Berlin students.



Raises funds for elderly citizens.

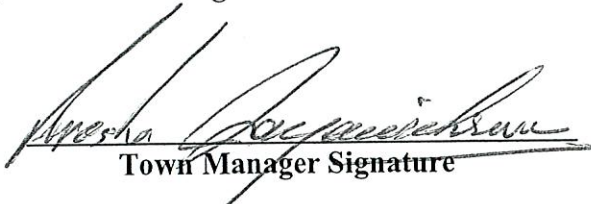
TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Vol. Fire Dept

Comments:


Signature

9/14/21
Date


Town Manager Signature

9/14/21
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.

2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.

3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.

4. Golf Course charity fees will be set at the 18 hole resident rate.

5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.

6. Any and all fee waivers are at the sole discretion of the Town Council.

Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 16, 2021

SUBJECT: Approval of Donation of Flower Boxes for Willard School Courtyard by Eagle Scout.

Summary of Agenda Item:

Tyler Barber of Scout Troop # 41 has designed, built and delivered flower boxes for installation at the Willard School Courtyard. The flower boxes are to be donated to support projects by our Elementary School Blast Program students located at Willard. The students and staff working in that Program will be in charge of maintenance. Tyler developed the Project while working on his Eagle Scout Badge. Tyler informed the School that he has enlisted in the Marines leaving for Parris Island in September. Tyler is a BHS Grad.

Action Needed:

Move to accept the donation of flower boxes built by Eagle Scout Tyler Barber to support projects by our Elementary School Blast Program students located at Willard .

Prepared By: Jeffrey P. Cugno, Director of Operations, Berlin Public Schools
Megan Sirois, Principal, Willard Elementary school

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: September 9, 2021

SUBJECT: Tree and plaque donation from New Britain Rotary-Berlin Club

SUMMARY:

The New Britain-Berlin Rotary Club is celebrating their 100-year anniversary and looking to donate a 5" X 7" plaque valued at \$220 and a 10' Pink Dogwood valued at \$400 to be planted in front of Willard School by the Parks and Grounds Department.

The Berlin Parks and Grounds Department and Willard School are requesting Berlin Town Council approval of this recommendation.

ACTION NEEDED:

Move to approve accepting a 5" X 7" plaque celebrating Rotary's 100 years of service to the community valued at \$220 and a 10' Pink Dogwood valued at \$400 to be planted in-front of Willard School by the Parks and Grounds Department.

ATTACHMENTS:

Plaque proof

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds

SW



100th Anniversary 2021

Rotary Club of New Britain-Berlin

Rotary Club of Kensington-Berlin

Rotary District 7890

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: September 9, 2021

SUBJECT: Monthly Rental of Portable Restrooms utilizing the State of Connecticut Administrative Service Contract #19PSX0182AA for United Site Services Northeast, Inc.

SUMMARY:

The Berlin Parks and Grounds Department is requesting to utilize the Department of Administrative Service Contract #19PSX0182AA to cumulatively spend up to \$18,000 with United Site Services Northeast Inc. for fiscal year 2021 - 2022. This vendor supplies multiple cleanings which are required per CDC guidelines due to COVID-19 on a weekly basis. The company has supplied wonderful service for the last several years with the weekly cleaning and maintenance of 13 Portable Restrooms. This also includes special events throughout town between the months of April through December. These funds are available in the Sanitation account 001.25.2545.0.53746.00000.

ACTION NEEDED:

Move to approve the issuing of a Purchase Order in the amount not to exceed \$18,000.00 utilizing the Department of Administrative Service Contract #19PSX0182AA in FY 2021-2022 for United Site Services Northeast Inc. for the weekly cleaning and maintenance of 13 portable restrooms.

ATTACHMENTS:

Sufficiency of funds

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 15-Sep-21

Purchase Item or Contract: Public Grounds		Requested by: Steve Wood	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Portable Restrooms	\$18,000.00	\$18,000.00
			-
			-
			-
			-
TOTAL			\$18,000.00

Account No. 001.25.2545.0.53746.00000

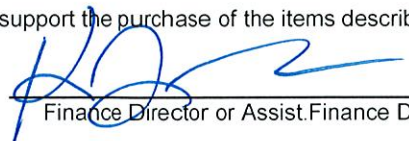
Budgeted Amount.....	\$18,000.00	Available balance.....	\$18,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$18,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No.: 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 13, 2021
SUBJECT: Approve the Donation from the Kensington Fire Department of a Drone Valued at \$4,623.

Summary of Agenda Item:

Kensington Fire-Rescue had made several attempts over the past year to obtain a donation to purchase a public safety drone. They were able to receive grant funds for the purchase of the drone. These devices are typically more powerful and better equipped drones than the ones designed for individual or recreational use. Ultimately, we selected a DJI Mavic 2 Enterprise that had modifications performed by Enterprise UAS.

The total purchase price was \$4,623 dollars.

This device will provide a great addition to our toolbox. Not only does the drone have both a standard camera and a thermal imaging camera, but there are several attachments we can use including a bright light and speaker, giving the ability for someone to spot it in the air as a signal and also provide notification in a wider area. We also have a smart controller and a padded box for safety.

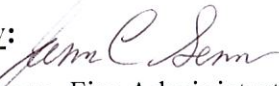
The drone will be assigned to Kensington Fire-Rescue but will be available to all public safety departments. Personnel need to be trained and certified in the use of the drone. Also an operational policy is currently being created on the drone use.

Action Needed:

Move to approve the donation from the Kensington Fire Department of a Drone Valued at \$4,623.

Attachments:

None

Prepared By: 
James C. Simons, Fire Administrator
Chief Jeffery Pajor, Kensington Fire/Rescue

Agenda Item No.: 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 13, 2021
SUBJECT: Purchase a Caterpillar standby generator to be used at the Ellwood communication site utilizing a Sourcewell Contract # 120617-CAT

Summary of Agenda Item:

At the top of Ellwood Road, on property owned by the Kensington Fire District, the town has one of its main communication sites. This site contains the repeater and transmitters for various town departments, both emergency and routine services. In order to complete this project, and to ensure public safety, we need to protect the site against loss of electrical power. This requires that we provide a standby generator.

Chief Jeff Pajor, who led the radio upgrade project with Facility Superintendent Doug Solek, received quotes from three vendors. Caterpillar was the lowest price quoted.

Additional costs to complete the installation are:

- Crane Services
- Concrete Pad
- Electrical Connection

After warranty coverage expires, maintenance will be provided by the Town of Berlin Fleet Department.

Action Needed:

Move to approve the purchase of one generator from H.O.Penn utilizing a Sourcewell Contract # 120617-CAT, for an amount not to exceed \$28,111.

Attachments:

None

Prepared By: 
James C. Simons, Fire Administrator

Agenda Item No.: 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: August 30, 2021
SUBJECT: Approve the purchase of Tires for the Town of Berlin Fleet from various vendors utilizing the State of Connecticut, Department of Administrative Services Contract #18PSX00022 for Goodyear and Bridgestone tire.

Summary of Agenda Item:

Over the course of the fiscal year 2021/2022, the Fleet Garage is anticipating spending approximately \$35,000 on Tires, wheels and related items. Tire manufactures set the tire pricing/discounts for government agencies through purchasing agreements that can be statewide or national. The actual distribution tires are through local vendors. The Town of Berlin has filed the necessary paperwork with 3 local vendors to utilize CT DAS Contract # 18PSX0022 in the purchase of tires.

Those Vendors are:

- CT Tire of Berlin, CT
- Sullivan Tire of Meriden, CT
- DiPietro Tire of New Britain, CT

The selection of which vendor is used comes down to who can supply the tires or service the quickest. CT tire stocks mainly Police tires, DiPietro Truck stocks tires and Off-Road equipment and Sullivan is a master distribution center.

The Fleet garage also purchases "Off Brand" tires that are used on applications not requiring "Pursuit" rated or matched sets tires such as Administrative vehicles, light van and pickup trucks. For those the Fleet mechanics shop around looking for the best fit/price matching the needs. These purchases are purchased through various tire vendors using Government pricing list provided by the manufactures.

Action Needed:

Move to approve the purchase of tires and related components, using the above State of Connecticut, Department of Administrative Services Contract # 18PSX00022 for Goodyear Tires and Bridgestone tires and off "Brand" tires utilizing Government pricing provided by the manufactures from, CT Tire, Sullivan Tire and DiPietro Tire in an amount not to exceed \$35,000 as this is in the town's best interest.

Attachments:

Certification of Sufficiency of Funds

Prepared By:

James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Sep-21

Purchase Item or Contract: Tires		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Tires (balance to arrive at \$35,000)	\$29,178.00	\$29,178.00
			-
			-
			-
			-
TOTAL			\$29,178.00

Account No. 001.20.2035.0.53220.00000 Tires

Budgeted Amount.....	\$35,000.00	Available balance.....	\$29,178.00
Encumbrances to Date.....	\$4,100.00	Amount Needed for This Package.....	\$29,178.00
Expenditures to Date.....	\$1,722.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

☐ 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

Finance Director or Assist.Finance Director

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: August 30, 2021

SUBJECT: Contract Award to Jacunski Humes Architects, LLC for the Police Department Locker Project

SUMMARY:

The Town Council referred the Police Department's Locker Room Renovation project to the Public Building Commission (PBC) in May 2021, along with the associated Statement of Need. The intent of this referral is for the PBC to determine the cost and feasibility of expansion and renovation of the Police locker room facilities. After meeting with Police Department and Police Commission representatives, and reviewing the initial information provided, the PBC directed Staff to obtain a proposal from Jacunski Humes Architects, LLC (JHA) for related architectural and cost estimating services. JHA has provided design services to the Police Department in the past, and is very familiar with the existing space in the lower level of the Town Hall. The attached proposal from JHA total \$25,000, and includes the following tasks that can be approved in a phased manner by the PBC:

- Update existing space needs and site needs assessment
- Schematic design for the Police Department space, with a focus on the Male / Female Locker Room expansion / renovations as the initial phase of a proposed overall master plan
- Professional Cost Estimate
- Final Report

The scope outlined above will provide the basis for the schematic layout and construction cost estimates for this project, and will be funded from the Professional Services Account (001.05.0507.0.53920.00000).

ACTION NEEDED:

Move to waive the bidding process and award Jacunski Humes Architects, LLC of Berlin, CT the contract to provide architectural design and cost estimating services for the Police Department Locker Room Renovation project in an amount not to exceed \$25,000, as this is in the best interest of the Town.

ATTACHMENTS:

JHA proposal for PD Locker Project dated August 12, 2021
Sufficiency of Funds

PREPARED BY:

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

MSA

DESIGN AGREEMENT
**UPDATE STATEMENT OF NEED,
SCHEMATIC DESIGN, & PROFESSIONAL COST
ESTIMATING SERVICES
for the
BERLIN POLICE FACILITY, BERLIN, CT**

The following provisions shall constitute an Agreement between the Town of Berlin, 240 Kensington Road, Berlin, CT 06037, acting by and through its Public Building Commission, hereinafter referred to as “Owner”, and Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT 06037, hereinafter referred to as “Consultant”, effective as of the 12th day of August, 2021. In consideration of the mutual covenants contained herein, the parties agree as follows:

Article 1: Scope of Work:

The Consultant shall furnish all equipment, labor and materials necessary to fulfill tasks as outlined within Article 1. The Consultant shall perform in full the following services:

Description of Tasks to be Performed

UPDATE STATEMENT OF NEED:

Update to existing Space Needs and Site Needs Assessment

1. Working from the “Space Needs Assessment for Berlin Police Department”, (dated September 2008, Revised December 2013, Revised January 2015) as prepared by Jacunski Humes Architects, LLC; conduct meeting(s) with designated Berlin Police Department staff to review the following:
 - a. Determine priorities of the needs of the Berlin Police Department and reduce overall gross square footage estimate to conform to available space on the lower level of 240 Kensington Road.

- b. Available space for consideration by the Berlin Police Department includes all existing space currently utilized, or formerly utilized by, the Berlin Police Department.
 - c. New space available for consideration by the Berlin Police Department includes all existing lower level “storage space” currently utilized by the School Department and located adjacent to Berlin PD spaces.
 - d. All space currently utilized for mechanical / electrical / plumbing / fire protection systems shall remain in place to support the needs of the Berlin Police Department, School Department, and Town Hall offices.
2. Inquire as to present and future site requirements for the Berlin Police Department
- a. Parking - public and staff
 - b. Impound area
 - c. Refueling
 - d. Maintenance
 - e. Security
 - f. Antenna requirements

Establish Space Parameters for Identified Needs

- 1. Give square foot dimensions to identified areas of the departments
 - a. Indicate hierarchy of spaces
 - b. Indicate furniture/equipment requirements of spaces
 - c. Indicate desired capacity of assembly spaces/locker rooms
- 2. Update previously prepared Space Needs Assessment to reflect current information for needs and anticipated sizes for each function.
- 3. Designate anticipated net square footage for each function and anticipated gross square footage needs for all areas compared to available gross square footage of available space.

Owner Review and Critique

1. Comparison between updated Space Needs Assessment and existing / available space on the lower level of 240 Kensington Road
2. Site visits to newly constructed Police Facilities (if desired)
3. Owner's approval to proceed to Schematic Design Phase

Schematic Design:

Schematic Design Phase

1. Translate space needs into floor plans, to scale, taking into account continued operations to police department functions, phased construction approach(s), and contractor's access to areas of renovation.
2. Prepare floor plans, to scale, to clearly document compliance with space needs, site needs, and efficient space utilization.
3. Design to include Male / Female Locker Room expansion / renovations into the initial phase of a proposed overall master plan of development.
4. Prepare comparative analysis chart between Space Needs Study and Schematic Design solution (s.f. comparisons).

Owner's Review and Critique

1. Review floor plans for conformance with functional requirements of police department.
2. Recommend and review optional plan layouts to the satisfaction of the Owner
3. Owner's approval to proceed to Professional Cost Estimate Phase.

Professional Cost Estimate:

Professional Cost Estimate

1. Provide detailed professional cost estimate of proposed scheme (projected hard costs)
2. Incorporate Owner's desired phasing approach(s), if any.
3. Prepare anticipated costs for projected soft costs
4. Prepare total project budget suitable for Owner's turnkey completion of the project as described
5. Review Owner's approval process and funding sources to determine scheduled timeline for project completion

Owner's Review and Critique

1. Review documentation of professional cost estimate and project budget.
2. Owner's approval to proceed to Final Report based upon deliverables.

Final Report and Recommendations:

Final Report and Presentation

A Final Report of all work will be compiled and presented to the Owner. Final Report will include:

1. Executive Summary
2. Updated Space Needs Assessment
3. Updated Site Needs Assessment
4. Schematic Design Documents (lower level floor plans)
5. Professional Cost Estimate
6. Proposed Schedule / Timeline

A total of ten (10) hard copies and one (1) electronic copy will be provided for the Owner's use.

The total number of meetings with the Owner, Police Department Staff, other Town bodies, are not limited by our agreement. Jacunski Humes Architects, LLC will attend, as far as able and as necessary, all meetings of the Owner, end users, and other town bodies to fully explain our deliverables and to promote this project towards funding approvals.

The Consultant shall assist in preparing necessary information in a form acceptable to the Owner. The Consultant shall be available, as far as able, to attend the meetings of the Owner and prepare presentations as deemed necessary. The Owner to provide to the Consultant for their use, floor plans of existing building and site plan of existing site configuration. All existing plans to be reproducible and be provided at an appropriate scale.

Article 2: Time of Performance:

The Consultant shall carry out the project as specified in Article 1 above beginning on the date of this Agreement as stated above, and shall complete all items as listed above according to the schedule of the Owner.

It is anticipated that the entire project will take approximately two (2) months to complete the final report and presentation as set forth in Article 1. However, the Consultant and Owner acknowledge and understand that time is of the essence in regards to receiving the final report.

Article 3: Compensation

The Owner shall pay the Consultant for the performance of the work outlined in Article 1 above the Fixed Fee, Lump Sum amount of Twenty Five Thousand Dollars and zero cents (\$25,000.00). Billing to the Owner will be monthly based on percentages of work that was completed by presentation of a monthly invoice to the Owner for payment. As of the date of this agreement, there is zero dollars (\$0.00) due the Consultant.

Billing of the Lump Sum Fixed Fee shall conform to the following payment schedule:

- a. Project Research / Update Space and Site Needs Assessment / Establish Space Parameters: \$5,000.00
 - c. Schematic Design: \$12,000.00
 - d. Professional Cost Estimate / Estimate of Total Project Costs: \$6,000
 - e. Final Report: \$2,000.00
- TOTAL FEE: \$25,000.00**

Final payment shall be due upon thirty (30) days of submission of invoice following Owner's receipt of all deliverables, specifically final report and/or oral presentation to Owner as described in Article 1, receipt of electronic documentation and subject to the time limitation as set forth in Article 2.

Consultant acknowledges that each Phase, "a" through "e" listed above is a separate Phase. Consultant shall secure the consent of the Owner before proceeding to each subsequent Phase.

Article 4: Contract Documents:

The following documents form the Contract and all are as fully a part of the Contract as if attached to the Agreement or repeated herein:

- 1. This Agreement.
- 2. Amendments, changes, or other revisions mutually agreed upon between the parties.

Article 5: Availability of Funds:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The Consultant shall not commence work until Owner notifies Consultant in writing to proceed with the project.

Article 6: Assignment:

The Consultant shall not make any assignment nor subcontract any portion of this Agreement without the prior approval of the Owner. Jacunski Humes Architects, LLC intends to utilize the services of FV Consulting, Inc., Newton MA to provide professional cost estimating services.

Article 7: Contract Termination:

The Owner may suspend or terminate this Agreement by providing the Consultant with ten (10) days written notice for reasons outlined as follows:

1. Failure of the Consultant, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Consultant.
3. A determination by the Owner that the Consultant has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity regarding the implementation of the Agreement.
4. Termination for the Owner's convenience without cause. Owner shall be responsible for all costs incurred by the Consultant up to the notice of termination for the purposes of this Agreement only. No additional termination compensation will be paid by the Owner.

Article 8: Applicable Law:

The Consultant agrees to comply with all applicable laws, regulations, or ordinances of the State of Connecticut effecting the successful completion of this Agreement. The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, persons, and employees.

Article 9: Indemnification:

The Consultant shall comply with the regulations of all applicable laws, rules, and regulations in connection with the services of the Consultant, and shall exonerate, indemnify and hold harmless the Owner's officers, agents, and all employees (1) from and against any damages, expenses, or claims arising from any alleged violations of said laws, rules and regulations by the Consultant, and (2) from and against any local taxes or contributions imposed or required under the Social Security, Worker's Compensation, and Income Tax Laws. Further, the Consultant shall exonerate, indemnify and hold harmless the Owner with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Consultant's liability under the Contract or as otherwise provided by law.

The terms of this Article shall apply to the Consultant or anyone directly or indirectly employed by the Consultant, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party indemnified thereunder. In any and all claims against the Town, or any of its agents or anyone directly or indirectly employed by the Consultant, or anyone for whose negligent acts any of them may be liable, indemnification obligation under this paragraph shall not be limited in any way by a limitation on the amount or type of damages, compensation or benefits payable by or for the custodial consultant, under workers' compensation acts, or other related policies of insurance.

Article 10: Amendments:

All amendments, change orders, or any changes to the provisions specified in this Agreement can only occur when mutually agreed upon by the Owner and Consultant. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the Owner and Consultant. Additionally, all amendments, change orders and changes shall be approved by the Owner's funding source prior to execution by the Owner and Consultant. No amendment, change order, or change to the Agreement provisions shall be made until after the written execution of the amendment, change order, or change to the Agreement by both parties.

Article 11: Insurance:

The Consultant shall be responsible to and shall indemnify (pursuant to Article 9) the Owner for any property damage or bodily injury caused by it, any of its subcontractors, employees, representatives, or agents in the performance of, or as a result of, the work under this Agreement. The Consultant hereby certifies that they are insured for workers compensation, property damage, personal and product liability including professional liability, errors and omissions comprehensive general liability, and motor vehicle liability, and shall maintain in full force and effect all insurance for the duration of this Agreement. Prior to the commencement of any work under this Agreement, the Consultant shall name the Owner as an additional insured in the Consultant's comprehensive general liability and motor vehicle liability coverage. The Consultant shall provide the Owner with Certificates of Insurance for coverage as stated in amounts of coverage that is currently maintained by the Consultant.

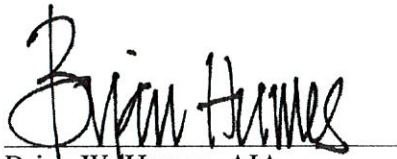
Design Agreement

Town of Berlin / Jacunski Humes Architects, LLC

Page 10 of 10

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037

A handwritten signature in black ink, appearing to read "Brian Humes", written over a horizontal line.

Brian W. Humes, AIA
Member

Town of Berlin
240 Kensington Road
Berlin, CT 06037

Thomas B. Reid
Chair, Public Building Commission

END OF AGREEMENT



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 31-Aug-21

Purchase Item or Contract: Public Works		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	PBC Police Station Design	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 001.05.0507.0.53920.00000

Budgeted Amount.....	\$80,000.00	Available balance.....	\$55,000.00
Encumbrances to Date.....	\$25,000.00	Amount Needed for This Package.....	\$25,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$30,000.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 14, 2021
SUBJECT: Purchase of an Asphalt Hot Box Trailer for the Highway Department

SUMMARY:

The Highway Department would like to purchase an Asphalt Hot Box Trailer for pothole and road repairs. This purchase will allow the department to use hot mix asphalt rather than cold patch material. Using hot mix asphalt from a heated and insulated hopper will produce longer lasting repairs and reduce asphalt waste, particularly in colder weather and during the winter season, when plowing removes most cold patch repairs over subsequent storm events. The hot box will also allow the department to maintain heated asphalt for longer working times and for storage overnight should a crew need several days to make roadway repairs. The Highway Department obtained quotes from three suppliers, as summarized in the attached table, and Staff field-tested the KM 6000 and the Falcon MI10259. Based on the submitted quotes and feedback from the field testing, Staff recommend purchasing the KM 6000TEDD from Crafc, Inc. for a total price of \$27,979.50. This hot box trailer can hold up to three tons of asphalt on a hydraulically operated dump body with dual loading doors; see the attached quote and product information for more details. Staff request approval for a Purchase Order totaling \$30,000, to ensure sufficient funds are available at the time of the order.

Funding for the asphalt hot box trailer is proposed to come from the following two accounts:

- \$25,000 from the Highway Equipment account (001.20.2037.0.53208.00000)
- \$ 5,000 from the Paving Box account (500.20.2037.0.54000.00171)

ACTION NEEDED:

Move to waive the bidding process and approve issuing a Purchase Order in an amount not to exceed \$30,000.00 to Crafc, Inc of Millbury, MA from the Highway Equipment and Paving Box accounts for the purchase of an Asphalt Hot Box Trailer for the Highway Department, as this is in the best interest of the Town.

ATTACHMENTS:

Summary Table – Asphalt Hot Box Trailer Quotes
Sufficiency of Funds (2)
Crafc Quote – KM 6000TEDD & Product Information

PREPARED BY:

Michael S. Ahem, P.E., Director of Public Works
Steven Karp, Highway Superintendent



Highway Department - Asphalt Hot Box Trailer Quotes (as of 9/10/2021)			
Supplier	Crafco, Inc. (Millbury, MA)	Tyler Equipment (Berlin, CT)	Tri County Contractors Supply (West Springfield, MA)
Asphalt Hot Box Trailer	KM 6000TEDD	Falcon MI10259 (see Note 1)	CRE-250AH-TR
Hot Box Trailer Base Unit (Diesel)	\$ 22,377.00	\$ 29,922.00	\$ 28,950.00
Loading Hoist/ Electric Winch	\$ 2,565.00	\$ 1,044.00	---
Loading Boom/Manual Winch	---	---	\$ 925.00
Release Agent Tank / Basket	\$ 472.50	See Note 2	See Note 2
Upgrade to 16" tires	Included	Included	Included
Spare Tire / Mounting Frame	\$ 472.50	See Note 2	See Note 2
Compactor Basket	Room available on trailer	\$ 258.00	Included
Strobe Light (Rear)	\$ 517.50	Included	Included
Dump Option for Material Hopper	Included	Included	Included
Shovel / Tool Rack	Included	Included	\$ 840.00
Shipping	\$ 1,575.00	\$ 1,426.00	Included
Total Package	\$ 27,979.50	\$ 32,650.00	\$ 30,715.00
Warranty	12 months (Tires & Battery) 24 months (Machine) 5 Years (Frame)	24 months (Machine) Lifetime (Frame)	12 months
NOTES:			
1) Tyler / Falcon quote based on Sourcwell Contract No. 052417-FRM.			
2) As the Crafco quote was more competitive, no additional pricing/info was requested on these items.			



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Sep-21

Purchase Item or Contract: Asphalt hot box trailer		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Asphalt hot box trailer	\$25,000.00	\$25,000.00
			-
			-
			-
			-
Account No. 001.20.2037.0.53208.00000 Equipment			TOTAL \$25,000.00


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

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Sep-21

Purchase Item or Contract: Asphalt hot box trailer		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Asphalt hot box trailer	\$5,000.00	\$5,000.00
			-
			-
			-
			-
TOTAL			\$5,000.00

Account No. 500.20.2037.0.54000.00171 Paving box

Budgeted Amount.....	\$5,000.00	Available balance.....	\$5,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$5,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

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



6165 W. Detroit St.
Chandler, AZ 85226
(602) 276-0406 (800) 528-8242
FAX: (480) 940-0313

Quote To: Account Code: 920395

TOWN OF BERLIN

Arthur G. Simonian

240 KENSINGTON RD.
BERLIN, CT 06037
US

Mobile:

Phone: 860-828-7014

Fax: 860-828-7180

Email:

Project Title: Stock KM 6000TEDD for Berlin CT DPW

Bid Date:

Bid Number:

Project Start Date: 6/30/2021

Ship Before:

Quote Effective Dates: 6/30/2021 TO 7/30/2021

QUOTE #

BBBQ45816

Date Quoted 6/30/2021

EXPIRATION DATE ~~7/30/2021~~

Extended by Sales App.

Ship To: Account Code: 920395

TOWN OF BERLIN

240 KENSINGTON RD.
BERLIN, CT 06037
US

Arthur G. Simonian

860-828-7014

Terms: NET 30

F.O.B.: PPD-ADD FREIGHT

Ship Via: Truck/Common Carrier

Sales Group:

Quoted By: Nick Dell'Isola

Sales Office: 160- Andrew McBride

Estimated Time to Ship After Receipt of Order: Quoted at time of order

Customer: TOWN OF BERLIN

Project Title: Stock KM 6000TEDD for Berlin CT DPW

Quote Number BBBQ45816

Date 06-30-21

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
KM 6000TEDD	KM 6000TEDD Trail, Electric Break, Diesel, Dumping	ea	1	\$22,377.0000	\$22,377.0000
KM300046-MA01	HOIST, LOADING, WINCH, 400/800	EA	1	\$2,565.0000	\$2,565.0000
KM300013-MA01	TANK SOLVENT FOR KM HOT BOX	EA	1	\$472.5000	\$472.5000
KM300095-MA01	SPARE TIRE - KM HOT BOX	EA	1	\$472.5000	\$472.5000
KM300092-MA01	STROBE LIGHT 6" DOME - AMBER	EA	1	\$517.5000	\$517.5000

Sales Tax	\$0.00
Sub Total	\$26,404.50
Shipping Charges	\$1,575.00
Total	\$27,979.50

COMMENTS:

To place an order please contact the Crafcro Newtown Ct Supply Center at 203-304-1455

Pricing is on stock KM6000TEDD ser#1902035TEDD6C2M2-52716 ONLY

If you have any questions please contact

Customer: TOWN OF BERLIN

Project Title: Stock KM 6000TEDD for Berlin CT DPW

Quote Number BBBQ45816

Date 06-30-21

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
Nicholas Dellisola Territory Manager 774-200-8910 Nick.dellisola@crafco.com					

NOTE:

WARNING:

Products on this quote may be labeled in accordance with California Proposition 65.

California purchasers refer to <http://crafco.com/resources/Prop-65.xlsx>

For Terms and Conditions of purchases go to: <https://crafco.com/Terms-of-Sale.pdf>

Quantities may be limited at Crafco's discretion.

Pricing and availability are subject to change without notice.

Pricing does not include applicable taxes. Tax exemption forms must be on file prior to invoicing. Unpaid sales tax will be reported to State and Local tax authorities. Extension is net after terms.

FOB DEFINITIONS:

PPA- Delivered; freight included.

PPD- Delivered; freight separate.

Pavement Preservation Products Restocking Policy

RETURN POLICY

Crafco will only accept the return of products that have been authorized in writing in advance, and proof of purchase is required. Not all purchases are returnable. This is a Return Policy for non-warranty claims. Refer to the product data sheet for information about warranty and claims for warranty reimbursement.

All returns are subject to restocking fees.

All products returned must be in the original packaging and be in good and salable condition.

Crafco reserves the right to charge repackaging fees in addition to restocking fees.

The customer is responsible for all shipping costs of returned products.

Request information on the acceptability for returns for any specific product when ordering.

Nonreturnable Products

Not all products are returnable. Products that have a shelf life or are considered made to order, or special order may not be returned.

No used parts may be returned and any part or product that is non-standard or obsolete is not returnable.

Product	Return Status
Athletic Surfacing Products, Cure & Commercial Liquids, Equipment, Geocomposites, Paint, Sealcoat, and Silicone	Non-Returnable

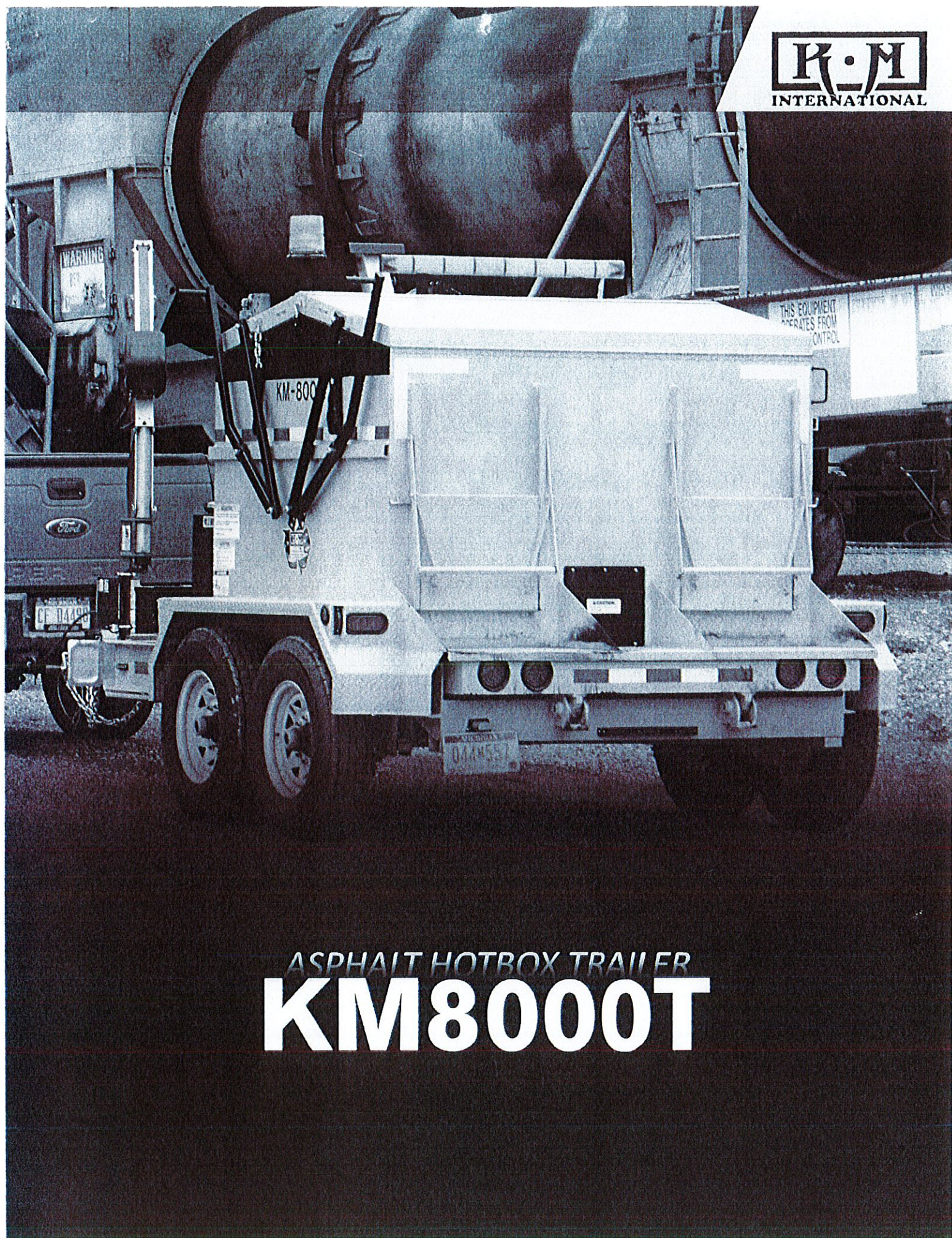
Restocking Fees

All returnable products have a restocking fee if returned.

Product	Restocking Fee
Parts	15% of part purchase price
All Other Products	25% of product purchase price

How to Return an Item

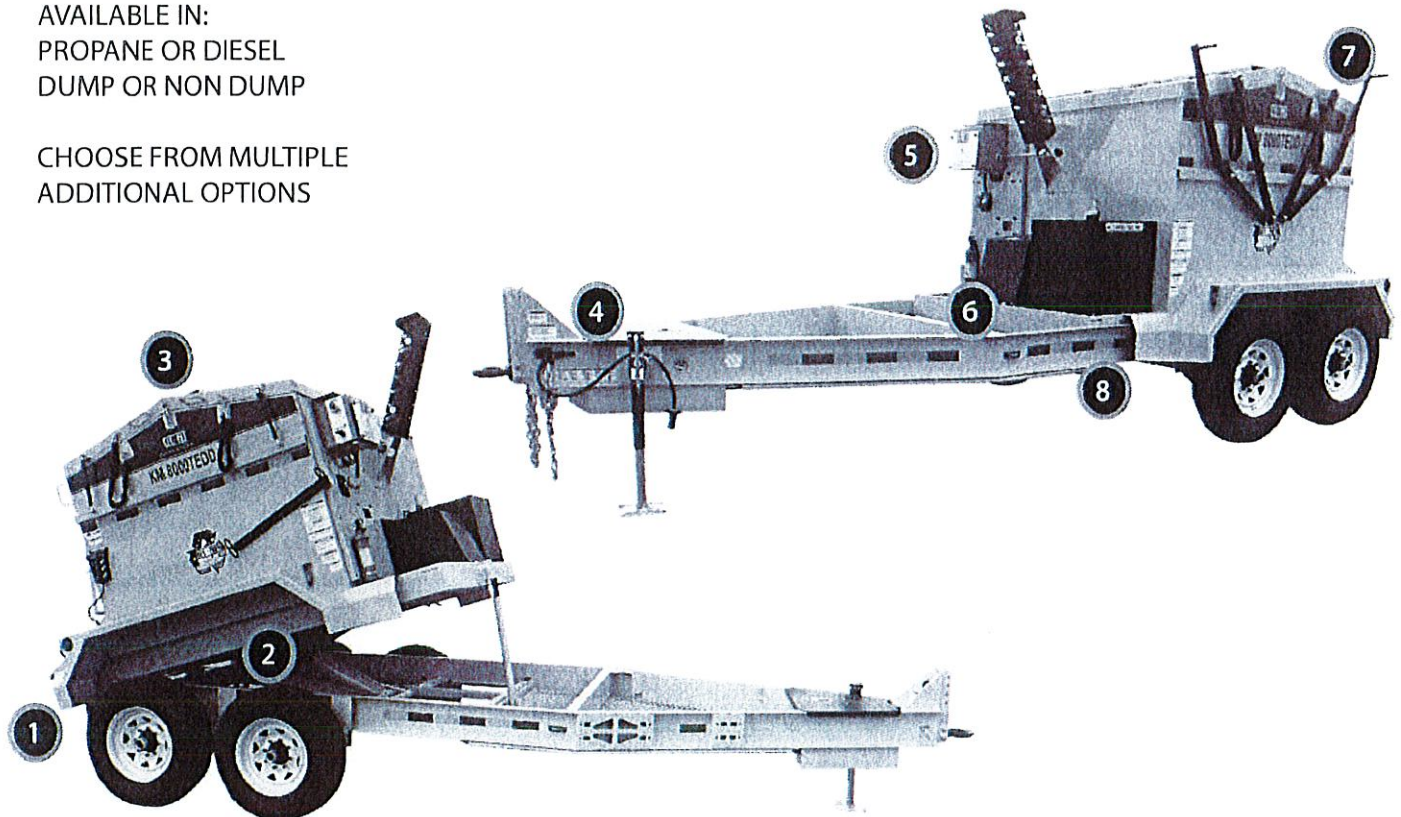
1. To obtain authorization contact your customer service representative.
2. A written authorization will be faxed or emailed to you.
3. A copy of the Return Authorization must accompany the material being returned.



ASPHALT HOTBOX TRAILER
KM8000T

AVAILABLE IN:
PROPANE OR DIESEL
DUMP OR NON DUMP

CHOOSE FROM MULTIPLE
ADDITIONAL OPTIONS



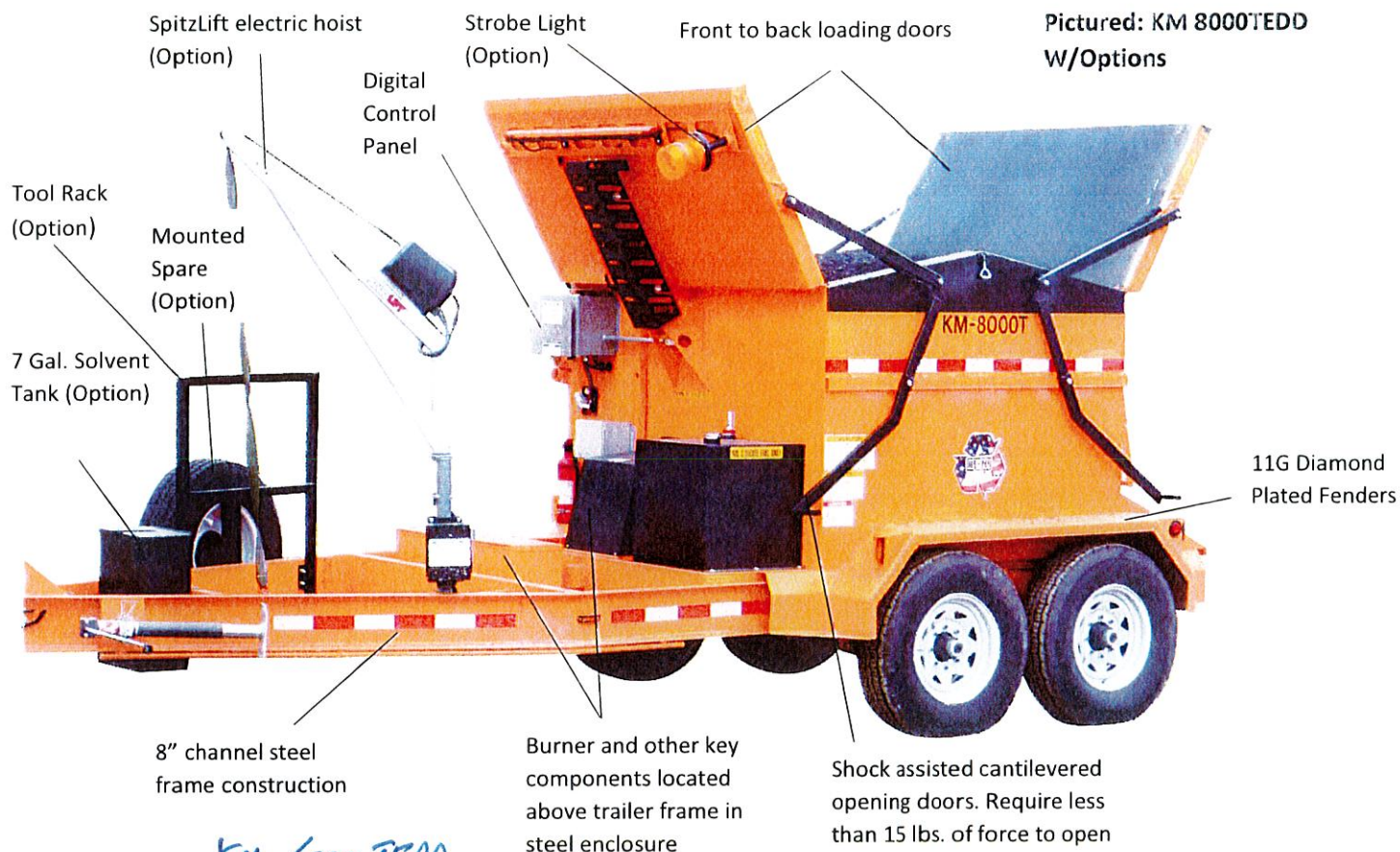
- 1 HEAVY DUTY DIAMOND PLATE FENDERS
- 2 SINGLE ~~30 INCH~~ HYDRAULIC DUMP OPTION
- 3 DUAL LOADING DOORS OPEN
- 4 RECESSED BATTERY BOX
- 5 ~~PROTECTED~~ DIESEL CONTROL PANEL
- 6 PROTECTED BURNER LOCATED ABOVE THE FRAME IN STEEL ENCLOSURE
- 7 SHOCK ASSISTED LOADING DOOR HANDLES REQUIRING LESS THAN 15LBS. OF PRESSURE TO OPEN
- 8 HEAVY DUTY 8" CHANNEL STEEL FRAME. INDUSTRY LEADING 5 YEAR WARRANTY ON TRAILER FRMAE



Heat Retention: Triple Wall Construction with high efficiency insulation
Temperature Control: Thermostatically controlled heating system for better fuel efficiency
Cost Savings: Maintain HMA for up to 48 hours or Reclaim bulk stored virgin HMA
Low Maintenance: Burner and key components mounted above frame and in steel enclosure
Ease of Use: Front to back loading doors with cantilevered handles
Diesel or Propane Fired (2 30Lb. Propane Cylinders included with Propane units)
52' Dump feature (additional option)



www.kminternational.com | (800) 492-1757

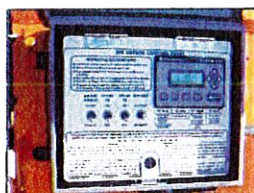


**Pictured: KM 8000T EDD
W/Options**

KM 8000 TEDD

Specifications	KM 8000T Hotbox Reclaimer Trailer
Capacity	8,000 Lbs. 6,000 lbs
Heating Element	105,000BTU Diesel Burner 60,000 BTU Propane Burner
Construction	All triple welded steel, 16G Skin and 12G asphalt compartment
Dump (Optional)	52° Hydraulic scissor hoist 16,000LB lifting capacity
Filling Doors	Two insulated lids
Shovel Doors	Two insulated doors on sliding track design. 17"W x 21"L
Dimensions	216" x 96" x 84"
Axles	Dual 7,000lb leaf spring axles
Weight	4,450Lbs.
Lighting	LED Lighting
Warranty	2 years on parts and workmanship 5 year of trailer frame structure
Options	Spare tire, Solvent Tank, Tack Tank , Strobe Light, Arrow Board , Winch and Davit, Torch, Spray Tack Unit

For full specifications or pricing contact KM International or an Authorized Dealer



Diesel control panel utilizes PLC and HMI digital control system. Control panel has 168 hour (7 day) on delay timer and low temp thermostat.



Burner and other key components are located above trailer frame and in steel enclosure. By locating the burner above the trailer frame it is protected from road debris and grime, resulting in a low overall maintenance cost.



Dual shovel doors making it easy for two people to shovel at once.

Toll Free: 800-492-1757

Website: www.kminternational.com



Your KM International Dealer is:

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: September 13, 2021
SUBJECT: Indoor Mask Mandate

Summary of Agenda Item:

On August 5th, Governor Ned Lamont signed an executive order that gives Connecticut town and city officials the authority to require universal use of masks/face coverings in public spaces (subject to certain exceptions in the Executive Order and DPH rules). Executive Order No. 13A provides municipal leaders the option of requiring masks in indoor public places for their respective towns and cities. If implemented, the requirement would apply to all people and businesses, regardless of vaccination status. Discussion of the suitability of exercising the option of universal masking is appropriate at this time.

Attachments:

None.

Prepared By:

Arosha Jayawickrema, Town Manager



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.

TOWN OF BERLIN
21 AUG 16 AM 9:28

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

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

Number of years in Berlin: 34

Email Address: kpagliaro8@gmail.com

Are you a Registered Voter? Yes

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

Party Affiliation: D

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.

SEP 12 11:54 AM '21
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://berlinc-t-gov.zoom.us/j/82135893015?pwd=NDJKbDFZc1hTWkd2VnRKTUVVPU0lvQT09>

Meeting ID: 821 3589 3015

Passcode: 447360

Phone -

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 7, 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

Those absent were:

Councilor JoAnn Angelico-Stetson
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MAYOR'S UPDATE

Mayor Kaczynski stated that he wished to address the August 23, 2021 Board of Education (BOE) meeting and clarify the mask policy. There was some confusion on whether masks needed to be

worn at the meeting. Masks were not required at the July Board of Education meeting as school was not in session at that time, and even though school was not in session during the August meeting a freshman orientation was being held that evening. The Mayor stated that the mask requirement was not explained very well by the BOE and Superintendent of Schools Brian Benigni which he mentioned to them that evening. He added that he met with the Mr. Benigni and Acting Chief of Police Chris Ciuci to develop a plan for the meeting, which was rescheduled for August 25, 2021 and that meeting went well.

Town Manager Jayawickrema was asked to explain the policy that was created for Town employees. He explained that his goal as Town Manager is to keep Town employees healthy. He is following recommendations from the CDC, the State of Connecticut Department of Public Health, and the local Health District to require those that are unvaccinated to always wear a mask while indoors. For those that are vaccinated but can not remain six feet apart, masks should also be worn. Customers will not be denied service if they are unmasked. He added that this policy was sent to Town employees, not Board of Education employees or Police employees.

Mayor Kaczynski requested that Councilor Luddy share what was discussed at the first meeting of the Subcommittee for the Proposed Community Senior Center. Councilor Luddy stated that the objective of the subcommittee is to be an advisory committee to the Town Council, review the Statements of Need from the Commission of Aging and the Parks and Recreation Commission, and to investigate neighboring towns' Centers.

F. MEETING AGENDA – Immediately Following the Audience of Citizens

G. CONSENT AGENDA:

- 1. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize during Berlin Social & Youth Services Timber Cup Golf Tournament. Total value of the donation is \$244. – Golf Course**
- 2. Topic re: Approve request by Master Sergeant, Jon Grady and the 439th Quartermaster Company U. S. Army Reserves to have the Pistol Creek deck fee of \$100 waived for their Company Organizational Day, Saturday, September 18, 2021. – Parks and Recreation**
- 3. Topic re: Approve the request of the Wellspring Church to waive all fees associated with permitting of the temporary tent. Fee waiver not to exceed \$170.00. – Building Department**
- 4. Topic re: Authorize the Town Manager to accept the \$4,000 Juvenile Review Board Grant on behalf of the Town, and to appropriate the funds to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance. – Youth Services**
- 5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 81.48 and items valued at \$87.16. – Animal Control**
- 6. Topic re: Accept monetary donations totaling \$1,362.44 for the Berlin Peck Memorial Library and deposit \$970.61 into the children's donation account for the purchase of books and**

programs and deposit \$391.83 into the friends of the library miscellaneous account for the purchase of programs, program supplies and a museum pass renewal and move to accept the donation of books with an estimated value of \$28.98 to be added to the appropriate collection and move to accept the donation of clasp envelopes with an estimated value of \$10.00 to be used as office supplies and move to accept the donation of 22 acrylic book holders with an estimated value of \$600.00 to be placed on the large print shelves. – Berlin-Peck Memorial Library

- 7. Topic re: Accept the donation of \$1050.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department**
- 8. Topic re: Approve the request by Gwen McCann of the Kensington Congregational Church to waive the additional \$79.90 Law Enforcement Attendance fee for the “Festival on the Hill” event. – Planning and Zoning**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

H. NEW BUSINESS:

- 1. Topic re: Waive the Town’s bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,522.00, since this is in the best interest of the town. – Parks and Recreation**

Director of Community, Recreation and Park Services Jen Ochoa explained that the Parks and Recreation Department has used Vermont Systems for its’ Recreation Management software for almost 20 years. The system contains all their data bases, and is used for program registration, facility rentals and scheduling along with other services. The price has increased from past years due to the need to move to cloud-based software to be inline with the Town’s Business Continuity Plan.

Councilor Luddy moved to waive the Town’s bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,522.00, since 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, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

2. **Topic re: Authorize the Town Manager to enter into a contract agreement #2022-01 with SimiTree Healthcare Consulting as the lowest responsive bidder for a Performance Review and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$25,000. – VNA**

Town Manager Jayawickrema introduced this item by explaining that during the budget process the Board of Finance requested that the Town hire a consultant to review the VNA to examine ways to increase revenue and address deficiencies. Request for Bids in December of 2020 resulted in no bids being returned. A second request resulted in two bids being received in August of 2021.

Nursing Administrator and Clinical Supervisor of the Berlin VNA Barbara Vujs was introduced to the Town Council by the Town Manager. Ms. Vujs stated that the time frame for delivery is four to six weeks, and three to four months for implementation.

Councilor Luddy moved to authorize the Town Manager to enter into a contract agreement #2022-01 with SimiTree Healthcare Consulting as the lowest responsive bidder for a Performance Review and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$25,000.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

3. **Topic re: Accept up to \$35,000.00 in Coronavirus Relief Funds from OPM, for reimbursement of allowable police department expenses associated with their efforts to combat crime challenges exacerbated by the pandemic. – Police Department**

Acting Chief of Police Chris Ciuci stated that the police department was notified that they were eligible to apply for up to \$35,000 in Federal Coronavirus Relief Funds administered by the Connecticut Office of Policy and Management. The funds may be used for payroll expenses for personnel substantially devoted to mitigating or responding to Covid-19 related events.

The Town of Berlin Police Department was selected to receive these funds based on crime challenges the Town experienced which were created or exacerbated by the pandemic, the Department's participation in task forces and other coordinated efforts in the region to respond to pandemic-related public health and safety needs.

Councilor Luddy moved to accept up to \$35,000.00 in Coronavirus Relief Funds from OPM, for reimbursement of allowable police department expenses associated with their efforts to combat crime challenges exacerbated by the pandemic.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

4. Topic re: Approve the purchase of thermal printers and associated components from Telrepc, utilizing GSA Schedule 70 Contract 47QTCA19D00MM, for an amount not to exceed \$15,280. – Police Department

Acting Chief of Police Ciuci explained that in the fiscal year 2022 police department budget \$16,000 was requested to purchase thermal printers and associated components for police cruisers. Telrepc of Wallingford, Connecticut provided a quote for the equipment that totals \$15,280.

Councilor Luddy moved to approve the purchase of thermal printers and associated components from Telrepc, utilizing GSA Schedule 70 Contract 47QTCA19D00MM, for an amount not to exceed \$15,280.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

5. Topic re: Approve the increase of purchase orders, if needed, in Fiscal Year 2022 to BELFOR Property Restoration of Wallingford, CT utilizing OMNIA Partners Contract R191601 for up to \$50,000 utilizing Department 61 School Expenses and up to \$25,000 in Department 38 Public Buildings, as this in in the best interest of the Town. – Facilities

Director of Facilities Doug Solek explained that the Town has building codes and standards that must be followed along with guidelines provided by the State of Connecticut Department of Public Health regarding fresh air in buildings. Climate conditions over the summer caused some unforeseen conditions in the relocatable buildings at Griswold School prior to school opening.

BELFOR Property Restoration, an approved contractor through the Town's insurance carrier CIRMA, was able to provide equipment to assist with the water situation at Griswold. As there are several instances where mitigation and remediation services are needed within Town and School buildings related to water and IAQ issues that are below the Town's insurance deductible but exceed the purchasing threshold this request is to have authority to increase purchase orders as needed throughout the year.

Councilor Luddy moved to approve the increase of purchase orders, if needed, in Fiscal Year 2022 to BELFOR Property Restoration of Wallingford, CT utilizing OMNIA Partners Contract R191601

for up to \$50,000 utilizing Department 61 School Expenses and up to \$25,000 in Department 38 Public Buildings, 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, Mayor Kaczynski

Vote being 5-0 (MOTION CARRIED)

6. **Topic re: Transfer \$105,000 from the Police Personnel account and \$52,500 from the Police Pension account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.**

Transfer \$125,000 from the Refuse Disposal account, \$45,000 from the Streetlighting account and \$5,000 from the Blue-Collar Personnel account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$100,000 from the Recreation Program Help account, \$25,000 from the Blue-Collar Personnel account and \$25,000 from the Lifeguards/Pool Worker account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Blue-Collar Personnel account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Telephone account, \$35,000 from the Electricity account and \$15,000 from the Natural Gas account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Vehicle Fuel account and \$50,000 from the Mid-Managers Personnel account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$50,000 from the Contractual Services account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Transfer \$45,000 from the Schools Worker's Compensation account, \$35,000 from the Issue of June 2020 account, \$35,000 from the Schools Overtime account, \$30,000 from the Schools Contractual Services account and \$5,000 from the Fire Department Worker's Compensation account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance. – Finance

Finance Director Kevin Delaney explained that during the fiscal year 2022 budget process the Board of Finance removed most capital requests and asked the Town Manager to request the items using any projected fiscal year 2021 surplus. Based on the current projection it was determined that the Town would be looking at a \$1.8 million surplus. This surplus was primarily driven by unexpected

position vacancies as well as Covid-driven savings in Contractual Services where work was unable to be performed during the first half of fiscal year 2021.

This request is to transfer \$932,500 of the projected surplus balance to support several capital needs items that are important investments into the community. Mr. Delaney met with several department heads to discuss their capital needs, one of which was repairs needed at the Demore, Dinda, Bittner Memorial Pool. While this project is not included in this transfer request, it is an important capital need of the Town and should be addressed within the annual capital funding plan.

Mr. Delaney provided brief descriptions of the eight requests. The first item is for \$157,500 to purchase three police cruisers which are routinely replaced. The second item is for \$175,000 to purchase a medium-sized truck for the highway department. The third item is for \$150,000 to replace two older vehicles that are close to 20 years old; a truck for Public Grounds used for snow clearing and a van for Facilities. The fourth item is for \$50,000 to address several items in Town buildings identified in a study of American with Disabilities Act compliance. The fifth item is for \$100,000 to replace gutter heating coils that have begun to fail at Town Hall which has caused ice dams leading to flooding in parts of the Police Department. The sixth item is for \$100,000 to finish the Fire Radio Replacement project instead of borrowing for the additional costs, lowering the Town's debt load. The seventh item is for \$50,000 is to supplement Town staff costs for installing two new rooftop HVAC units at McGee Middle School. The eighth item is for \$150,000 that will enable Facilities to replace the leaking roof at the South Kensington Fire Department. Once the funding is in place Facilities will bid the project at return to Town Council to award the bid.

Councilor Luddy moved to transfer \$105,000 from the Police Personnel account and \$52,500 from the Police Pension account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$125,000 from the Refuse Disposal account, \$45,000 from the Streetlighting account and \$5,000 from the Blue-Collar Personnel account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$100,000 from the Recreation Program Help account, \$25,000 from the Blue-Collar Personnel account and \$25,000 from the Lifeguards/Pool Worker account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$50,000 from the Blue-Collar Personnel account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$50,000 from the Telephone account, \$35,000 from the Electricity account and \$15,000 from the Natural Gas account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$50,000 from the Vehicle Fuel account and \$50,000 from the Mid-Managers Personnel account, both in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$50,000 from the Contractual Services account, in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Luddy moved to transfer \$45,000 from the Schools Worker's Compensation account, \$35,000 from the Issue of June 2020 account, \$35,000 from the Schools Overtime account, \$30,000 from the Schools Contractual Services account and \$5,000 from the Fire Department Worker's Compensation account, all in the FY21 General Fund, to the Transfer to Other Funds account, pending approval of the Board of Finance.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

7. Topic re: 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. – Public Works

Public Works Director Mike Ahern explained that 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. LOTICIP 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 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 LOTICIP funding for the project; LOTICIP 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 for the lower three inches of road level. Fresh asphalt will be placed on the top layer.

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 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 recommends increasing the value of Contract #2021-01 to \$144,000.00. The additional funding will be provided from the Bonded Road Improvement Account.

Mr. Ahern added that improvements will also be made to traffic markers including a left turn lane pocket at Episcopal Road, a right turn lane from Deming Road onto the Berlin Turnpike, and improvements to the Deming Road and Christian Lane intersection.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

8. Topic re: 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. – Public Works

Public Works Director Ahern stated that 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.

Therefore, it is recommended that Morton Salt provide the treated salt for the duration of the contract. The Town will be committing an annual quantity of material (2,000 tons at \$68.85/ton). Funds are available in the Highway Department's budget for Snow and Ice Removal.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

9. Topic re: 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. – Public Works

Public Works Director Ahern explained that the Public Works Department terminated its contract for streetlight 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) of Madison, CT to perform streetlight 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 streetlight 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 streetlights until the on-call contract is issued. Funding will be provided from the Street Lighting account.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

10. Topic re: 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. - Planning and Zoning/Economic Development

Economic Development Coordinator Jim Mahoney stated that the Town of Berlin was awarded a \$15,000 Affordable Housing Plan Technical Assistance Grant by the Connecticut Department of Housing. 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.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

11. Topic re: 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. – Economic Development

Economic Development Coordinator Mahoney stated that the Town Council previously authorized 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.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

12. Topic re: 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. – Economic Development

Economic Development Coordinator Mahoney stated that the Town Council had 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 off of New Britain Road. The authorization needs to be renewed because it needs to be done within 30 days of the date the Town Manager signs the agreement.

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

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

13. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager

Town Manager Jayawickrema stated that Article 2, Section 4-15 of the Ordinance of the Town of Berlin 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 departments 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 Council has 75 days after receipt of this list to approve, disapprove or modify the blighted properties list. If no action is taken by the Town Council, the blighted properties list provided by the Town Manager becomes the official list.

Councilor Rosso inquired about the Elton Road property as there was communication from the Town Attorney that there would be closure. The Town Manager stated that the Town will need to try a different approach as the taxes on the property have been being paid.

Corporation Counsel Donofrio stated that with a blight complaint it is investigated, and a notice of violation is issued. If the property owner doesn’t comply then you bring action in court that provides the Town specific relief based on the blight complaint. The chief complaint now is an odor at the property, but the Health Department did not find any evidence of infestation. The Town needs a violation of a Building or Health Code in order to enter the building. As stated by the Town Manager, a different approach may need to be considered.

Councilor Luddy moved to receive the blighted properties list from the Town Manager for consideration.

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

I. APPOINTMENTS:

1. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
2. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Conservation Commission – Vacancy** -Term would be until January 31, 2024. Can be filled with a D, R or U.
4. **Constables – 5 Vacancies** -Terms would be until December 2021. Can be filled with D, R, or U.
5. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
6. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with a D, R or U.
7. **Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
8. **VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
9. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2026. Can only be filled with a D or U.
10. **Youth Services Advisory Board – Service Consumer- Vacancy** – New term would be until January 31, 2024.

J. TOWN MANAGER’S REPORT:

- Improving communication with Town Council Members – The Town Manager stated that he shares information with the Mayor and holds monthly meetings with Councilor Urrunaga. He suggests that the information be shared with the other Council members when they caucus so everyone feels like they are part of the conversation.
- VNA – Last year the VNA posted a \$900,000 deficit. The goal is to bring that deficit down to about \$700,000 this year and perhaps \$500,000 next year. Two positions were eliminated effective July 1st combined with an Administrative and Clinical Supervisor. SimiTree, as discussed in Agenda item #2, will examine the best ways to improve the upline of the VNA.
- Timberlin Golf Course – A number of joint meetings between Town Council and the Golf Commission have been held. The Statement of Need needs to be modified and will be sent to

the Council. In planning for next fiscal year, the Town Manager wants to consider allowing any revenue made at by the Golf Course to be rolled forward to the following fiscal year, if they lose money it will come off of that.

- Ordinance Committee items – The leash law needs to be addressed as well as a flag policy for the Town. Also, the current noise ordinance only refers to construction and the possibility of a general noise ordinance may need to be addressed.
- Town Website – It has been a priority to improve the website and a smart search function has been added. There is also a section entitled “How Do I?” which includes links to paying taxes and Town meeting videos, along with other frequently requested information.
- Joint Meeting of Town Council and TPZ will be held on Thursday September 9th at 6:00 p.m. with discussion on land use legislation. A Joint Meeting of Town Council and the Board of Finance will be held on Thursday September 16th at 6:00 p.m. with a presentation on the America Rescue Plan.
- The Town has typically been asked to assist with a street sweeper and associated labor to help clean up the fairgrounds after the Berlin Fair. Town Managers in the past have approved this request and the Town Manager wanted to make the Council aware of this practice. The cost of labor and the street sweeper provided is about \$520. In the future this request should be submitted to the Council for approval.
- Road paving on Winesap, Cider Mill and Cole Lane will occur on September 13th – 15th. A letter was sent by the Mayor to residents of those streets.
- Internet provider Netspeed is installing fiber throughout Berlin to give residents another option for their cable and internet service.

K. SPECIAL COMMITTEE REPORTS:

The Advisory Subcommittee for the Community/Senior Center was discussed during agenda item E however the Town Manager requested that Corporation Counsel Donofrio speak about the meeting.

Attorney Donofrio stated that there appears to be some confusion about what the subcommittee’s roll is and what their charge is as an advisory committee to the Town Council. He stated that it was his understanding that the Council is looking for the Subcommittee to do research and obtain public input then bring that information back to the Council. For them to do that he explained that there are three items to be focused on; the program needs, determining feasible alternatives that exist to deliver those programs, and reaching a consensus on a recommendation for the project.

Mayor Kaczynski noted that the public forums needed to make it clearer that the project being presented is still a conceptual design and public input is still needed.

L. COUNCILORS’ COMMUNICATION:

Councilor Luddy stated that the Berlin Fire Department will be holding a 9/11 Memorial Ceremony this Saturday morning.

M. ACCEPTANCE OF MINUTES:

July 20, 2021

August 3, 2021 - Special Meeting

August 12, 2021- Special Meeting

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

Seconded by Councilor Paonessa.

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

Vote being 5-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the Minutes of the August 3, 2021 Special Town Council Meeting.

Seconded by Councilor Urrunaga.

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

Abstain: Councilor Luddy

Vote being 4-0-1 (MOTION CARRIED)

Councilor Luddy moved to accept the Minutes of the August 12, 2021 Special Town Council Meeting.

Seconded by Councilor Paonessa.

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

Abstain: Councilor Urrunaga

Vote being 4-0-1 (MOTION CARRIED)

N. EXECUTIVE SESSION:

1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Reservoir Road

Executive session removed from agenda.

O. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:38 p.m.

Seconded by Councilor Rosso.

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

Vote being 5-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting