Join Zoom Meeting

https://berlinct-gov.zoom.us/j/85802504068?pwd=cnpoc1hmTzJIUUtNTklDbUhUVTBDdz09

Meeting ID: 858 0250 4068

Passcode: 380968

Dial by your location

+1 929 205 6099 US (New York)

6:45 PM - Town Meeting

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, November 30, 2021 at 6:45 p.m. for the following purposes:

To approve a FY22 non-budgeted appropriation of \$2,200,000 from the General Fund Unassigned Fund Balance to the Transfers to Other Funds, both in the General Fund, to fund the purchase of two new fire vehicles and the balance owed on a third new fire vehicle to be delivered in early 2022.

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 30, 2021
Town Council Chambers and
Remote Meeting
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MEETING AGENDA Immediately Following the Audience of Citizens
- F. CONSENT AGENDA:
- 1. Topic re: Approve a prorated refund in the amount of \$343.80 for Mrs. Linda Sorrentino. Golf Course
- 2. Topic re: Approve a prorated credit to be used at Timberlin Golf Club next season in the amount of \$836.00 for Mr. Scott Trevethan. Golf Course

- 3. Topic re: Approve request by Berlin Police Association to have field usage and light fees, not to exceed an amount of \$300 waived for a flag football game at Scalise Field on November 21, 2021 from 3:30PM 6:30PM. Parks and Recreation
- 4. Topic re: Approve the request of the Berlin Helping Berlin Foundation to waive the cost of two police officers, estimated at approximately \$569, associated with having a Powder Puff Flag Football Game Fundraiser at Sage Park on Tuesday, November 23, 2021. Town Manager
- 5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$75.00 and items valued at \$305.00. Animal Control
- 6. Topic re: Accept monetary donations totaling \$2,006.99 for the Berlin Peck Memorial Library and deposit \$1,275.00 into the library agency account to be used for the purchase of tools for our library of things, large print books and the libraries greatest needs and deposit \$405.80 into the friends of the library miscellaneous account for the purchase of programs and program supplies and deposit \$326.19 into the friends of the library credit card account for the annual renewal of the get response database and move to accept the donation of disposable face masks with an approximate value of \$30.00 to be used by library patrons and staff. Berlin-Peck Memorial Library
- 7. Topic re: Approve the donation from the Manzi Foundation to purchase 2 Automated External Defibrillators Valued at \$4,634 for use in the Fire Department. Fire Administrator
- 8. Topic re: Approve waiving the fees associated with hiring two Police officers to cover the Town of Berlin Fire Department Tree Lighting in an approximate amount of \$884.00 and approve waiving the fees associated with hiring two Public Ground employees to cover the clean-up after the Tree Lighting, in an approximate amount of \$480.00. Fire Administrator
- 9. Topic re: Accept the donation of \$325.00 and appropriate the funds to the Supplies Expenditure Account. Police Department

G. PUBLIC HEARINGS

Amendments to Chapter III Animals Sec. 3-2 Definitions and Chapter XVI Parks and Recreation and Open Spaces Sec. 13-32 Dogs.

Amendments to Section 16-15(d) of the Taxation and Finance Ordinance at Chapter XVI of the Town of Berlin Code Book to amend the process for applying for an exemption from personal property taxation of vehicles for the handicapped.

H. NEW BUSINESS:

1. Topic re: Approve a FY22 non-budgeted appropriation of \$2,200,000 from the General Fund Unassigned Fund Balance to the Transfers to Other Funds, both in the General Fund, to fund the purchase of two new fire vehicles and the balance owed on a third new fire vehicle to be delivered in early 2022, and to appropriate the \$2,200,000 to the Fire Truck account in the Firetruck Fund. – Fire Administrator/Finance

- 2. Topic re: Authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of December 31, 2021, to a new end date of June 30, 2022. Housing Authority/Economic Development
- **3.** Topic re: Transfer \$25,140.00, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. Finance
- **4.** Topic re: Authorize the Town Manager to provide a Purchase Order and to subsequently provide funds to purchase three (3) 2022 Ford Transit Connect vans in the amount of Thirty Thousand Seven Hundred and Ten Dollars and Thirty-Six Cents (\$30,710.36) each; totaling the amount of Ninety-Two Thousand One Hundred and Thirty-One Dollars and Eight Cents (\$91,131.08) pursuant to State Contract No: 19PSX0161. Board of Education
- 5. Topic re: Approve the purchase of one mid-size International dump truck with an all-season body, from Nutmeg International of Hartford, CT utilizing Sourcewell Contract # 060920-NVS for a price not to exceed \$166,456.59 and approve the purchase of one "Monroe" snow plow from Equipment Specialist of Hartford CT, for a price not to exceed \$9,258.75. Municipal Garage
- 6. Topic re: Waive the Town's purchasing requirements and purchase Gasoline from East River Energy of Guilford CT for the remainder of 2021 utilizing a "Differential" as this is in the best interest of the Town. Municipal Garage
- 7. Topic re: Approve the purchase of MDT (Mobile Data Terminals) from Winslow Technology Group LLC for an amount not to exceed \$45,280.00 using state contract # 13PSX0280-MNWNC-108. Police Department
- 8. Topic re: Adopt the proposed Flag Flying Policy and set an effective date therefor. Town Manager
- 9. Topic re: Authorize the Town Manager to waive the bidding requirements, and award the contract to StreetScan®, for an amount not to exceed \$22,762.00, for a comprehensive assessment of Town roadways, as this is in the best interest of the Town. Public Works
- 10. Topic re: Discussion of Contract #2022-03 Vehicle Wash Bay Public Building Commission
- 11. Topic re: Authorize the Town Manager to apply for a \$ 319,000 LoCIP grant for the reroofing and related work at the Grounds, Highway and Water Department buildings at Town Farm Lane, and appropriate the funds into the LoCIP Grounds, Highway and Water Department Reroofing Project Account pending OPM approval. Grounds, Highway and Water Departments
- 12. Topic re: Refer the construction of a trail to connect the Town Hall complex and Percival Park to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes. Economic Development
- 13. Topic re: Accept the favorable recommendation of the Planning and Zoning Commission regarding the 8-24 review as per the Connecticut General Statutes for a project to construct an engineered control installation on 889 Farmington Avenue and to coordinate with Newport Realty Group's improvements all as generally shown in the engineered control plan prepared by Loureiro

Engineering, and to direct staff to proceed to prepare bid documents for the project. – Economic Development

- 14. Topic re: Accept the favorable recommendation of the Planning and Zoning Commission regarding the 8-24 review as per the Connecticut General Statutes of a project to construct sidewalks within the Town's Right-of-Way as shown on Sidewalk Projects Town of Berlin map and to direct staff to proceed to prepare bid documents for the project. Economic Development
- 15. Topic re: Authorize staff to submit a letter of intent apply for a Community Challenge Grant for projects in the vicinity of the Berlin Train Station subject to the condition that staff report back to the Town Council regarding the project scope and match at its January 4, 2022, meeting. Economic Development
- 16. Topic re: Establish and appoint a seven (7) member advisory committee, consisting of the following individuals, Amy Balko, Christopher Coppola, Robert R. Dombrowski, Ann Gamelin, George Millerd, Tracy Shipman, and Tracy Sisti, to be known as the "Affordable Housing Plan Advisory Committee" for the purpose of working with Town staff and the consultant to advise on and engage the public in the process of preparing a draft Affordable Housing Plan for the Town of Berlin in compliance with Connecticut General Statutes § 8-30j, which draft Plan will be presented to the Town Council on or before May 1, 2022, for its review and approval, with any amendments it deems necessary. The Committee shall meet as required to fulfill its purpose and shall issue monthly status reports to the Town Council to update the Council on the work of the Committee. At its first meeting, the Committee shall elect a Chair, Vice Chair, and Secretary of the Committee. Town employees will attend the meetings of the Committee as available to offer their input and support of the work of the Committee based upon their specialized knowledge but will not be voting members of the Committee. Economic Development
- 17. Topic re: Transfer \$2,000 from Professional Personnel to Department Head, both in the Police Department General Fund budget, to pay the Police Chief for the period November 1, 2021, through November 4, 2021, noon. Town Manager
- 18. Topic re: Appointment of Town Council members to Sub-Committees

Standing Committees:

Ordinance Committee (3-5 members)

Rules and Procedures Committee (2-3 members)

Audit Committee (1-2 members)

Other Committees:

Physical Services Committee (1-3 members)

Committee to Oversee the "Robert Wolf Incentive Plan" (1-2 members)

Connecticut Conference of Municipalities (1member)

Central Connecticut Health District Committee (1 member)

Technology Committee (1-3 members)

Playing Fields Committee (2-4 members)

Plan of Development Committee (1 member)

Fire Strategic Committee (1-2 members)

Community Conversations (1-2 members)

Manager's Evaluation (1 member)

Meeting House (1 member)

Mattabessett Watershed (1 member)

Calendar (1 member)

I. APPOINTMENTS:

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

- **8.** Plainville Area Cable Television Advisory Council (PACTAC) <u>2 Vacancies</u> New terms would expire on June 30, 2021 and June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.
- 9. Public Building <u>Vacancy</u> -Term would be until January 31, 2023. Can be filled with a D, R or U.
- **10.** VNA <u>Vacancy</u> Replacement term would be until January 31, 2024. Can be filled with a D, R or U.
- **11. Water Control Commission Alternate <u>Vacancy</u>** -New term would be until January 31, 2026. Can only be filled with a D or U.
- **12. Youth Services Advisory Board Service Consumer-** <u>Vacancy</u> New term would be until January 31, 2024.
- **13. Zoning Board of Appeals** <u>2 Vacancies</u> New terms would be until January 31, 2023 and January 31, 2026. Can be filled with D, R, or U.
- J. TOWN MANAGER'S REPORT:
- K. SPECIAL COMMITTEE REPORTS:
- L. <u>COUNCILORS' COMMUNICATION</u>:
- M. <u>ACCEPTANCE OF MINUTES</u>: October 19, 2021 November 16, 2021

N. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Assa Abloy Tax Appeal

Item following Executive Session:

Discussion and action on proposed settlement of real property tax appeal by Assa Abloy concerning 225 Episcopal Road. – Corporation Counsel

O. ADJOURNMENT

LEGAL NOTICE TOWN OF BERLIN SPECIAL TOWN MEETING

NOVEMBER 30, 2021

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, November 30, 2021 at 6:45 p.m. for the following purposes:

1. To approve a FY22 non-budgeted appropriation of \$2,200,000 from the General Fund Unassigned Fund Balance to the Transfers to Other Funds, both in the General Fund, to fund the purchase of two new fire vehicles and the balance owed on a third new fire vehicle to be delivered in early 2022.

Dated at Berlin, Connecticut this 23rd day of November 2021.

BERLIN TOWN COUNCIL

ATTEST: Kathryn J. Wall

Publish Date: November 24, 2021

Consent

Agenda Item No. ____ Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

October 17, 2021

SUBJECT:

Golf Season Pass Refund for Mrs. Linda Sorrentino

Summary of Agenda Item:

Mrs. Linda Sorrentino has requested a refund for her 2021 Season Pass due to illness a (see attached Medical Letter). As per the Timberlin refund Policy, the Timberlin Golf Commission voted on September 16, 2021, to approve a refund. The amount of the refund is \$343.80. Mrs. Sorrentino's play stats are listed below.

Linda Sorrentino		
Resident Senior Restricted Season Pass	\$460.00	
(0) 18-Hole Rounds	(0.00)	
(6) 9-Hole Rounds-Weekday	(78.00)	
Administrative Fee	(38.20)	
Total Refund Requested-2021 Golf Season	\$343.80	

Action Needed:

Move to approve a prorated refund in the amount of \$343.80 for Mrs. Linda Sorrentino.

Attachments:

Medical Letter from Patrick H. McDermott, M.D.

Prepared By:

Jerry Salvio, Acting Director of Golf

Patrick H. McDermott, M.D. 1216 Farmington Avenue, Suite 101 West Hartford, CT. 06107

Phone: (860)560-7778 Fax: (860) 278-3863

June 30, 2021

Linda Sorrentino 165 Hummingbird Drive Berlin, CT. 06037

To Whom It May Concern,

This letter is to state that my patient, Linda Sorrentino, cannot participate in golf this year due to recent illness.

Thank you,

Patrick H. McDermott MD

PM/KH

Consent

Agenda Item No. ________ Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

October 17, 2021

SUBJECT:

Golf Season Pass Credit for Mr. Scott Trevethan

Summary of Agenda Item:

Mr. Scott Trevethan has requested a credit for his 2021 Season Pass due to illness a (see attached Medical Letter). As per the Timberlin refund Policy, the Timberlin Golf Commission voted on September 16, 2021, to approve a credit to be used at Timberlin for next season. The amount of the credit is \$836.00. Mr. Trevethan's play stats are listed below.

Scott Trevethan		
Resident Unrestricted Season Pass	\$1,050.00	
(2) 18-Hole Rounds	(64.00)	
(5) 9-Hole Rounds	(100.00)	
Administrative Fee	(50.00)	
Total Credit Requested-2021 Golf Season	\$836.00	

Action Needed:

Move to approve a prorated credit to be used at Timberlin Golf Club next season in the amount of \$836.00 for Mr. Scott Trevethan.

Attachments:

Medical Letter from Hartford HealthCare.

Prepared By:

Jerry Salvio, Acting Director of Golf

Patient's Name: Scott Trevethan MRN: 1002378993 D.O.B: 4/22/1970



Connect to healthier.™
HH Physical Medicine and Rehab - Cheshire
280 South Main Street
Cheshire CT 06410
Phone: 860-972-5107
Fax: 860-545-5593

June 21, 2021

Scott Trevethan

Patient:

Scott Trevethan

Date of Birth: 4/22/1970

To whom it may concern,

Patient is a status post lumbar disc herniation, pain and difficulty with functional activities. He is restricted from recreational activities that result in twisting of his lumbar spine like golf for at least 9-12 months. Thank you

Subramani Seetharama FAA PM&B-

Electronically Signed by: Debra E Wolicka, MA

Encounter Date: 6/21/2021

Page 1 of 1

Agenda Item No. **Request for Town Council Action**

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 12, 2021

SUBJECT:

Berlin Police Association to have field usage and light fees, not to exceed

an amount of \$300, waived for a flag football game at Scalise Field on Sunday,

November 21, 2021

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, November 11, 2021 recommended that Berlin Police Association have field usage and light fees, not to exceed an amount of \$300 waived for a flag football game at Scalise Field on November 21, 2021 from 3:30PM - 6:30PM.

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

ACTION NEEDED:

Move to approve request by Berlin Police Association to have field usage and light fees, not to exceed an amount of \$300 waived for a flag football game at Scalise Field on November 21. 2021 from 3:30PM – 6:30PM.

ATTACHMENTS:

Fee waiver

PREPARED BY:



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Berlin Police Association	
	Date: 11/8/2021
Contact Name: Detective Brett Kelly	
Phone Number: (860) 828 - 7189	- 07
Event: BPA Flag Football Game	Date of Event: 11/21/2021
Location of the Event: Scalise Field	
What fee do you want waived: Field fees and light fees	
Identify the hardship incurred:	
Non-profit organization of town employee.	J
Identify how your organization benefits the Town of Berlin	as outlined in the below criteria.
The state of the s	
Please be specific: Aids in funding the police ma pronics/outings for members of	ns Ball, Irunk or treat, and
. Pichics/outings for members of	the police department
Town Manager review:	
Does it meet the standards set forth in the "Policy on Fees and	Charges?"
	Charges?"
Does it meet the standards set forth in the "Policy on Fees and Yes No \(\square\)	l Charges?"
Does it meet the standards set forth in the "Policy on Fees and	l Charges?"
Does it meet the standards set forth in the "Policy on Fees and Yes No \(\square\)	l Charges?"
Does it meet the standards set forth in the "Policy on Fees and Yes No If so, which criteria:	
Does it meet the standards set forth in the "Policy on Fees and Yes No Sees and No Raises funds to supplement Town budgeted services.	wn.
Does it meet the standards set forth in the "Policy on Fees and Yes No Sees and No Sees an	wn. buted substantially to the community.
Poes it meet the standards set forth in the "Policy on Fees and Yes No No Sees and No 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 in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the "Policy on Fees and Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups, which have contributed in the Yes No Raises funds for Non-Profit groups for Non-Profit grou	wn. buted substantially to the community.

TOWN OF BERLIN Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Politic Asso	cration
Comments: The flag football game has more than participating. The BPA would like to use our for charity events and outings for our members.	twenty members limited funds
Signature	11 (3/2021 Date
Town Manager Signature	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.

Agenda Item No. # 4/
Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 15, 2021

SUBJECT:

Request to Waive the Cost of Two Police Officers for Powder

Puff Flag Football Fundraiser

Summary of Agenda Item:

Berlin Helping Berlin (BHB) is having a Powder Puff Flag Football Fundraiser event on Tuesday, November 16, 2021. It is anticipated that approximately \$1,500 will be raised which will be distributed between the Tyler Cop, Nick Zuk and the BHB Foundations. This is a fundraiser for financial assistance for those who are associated with the Town of Berlin. All the money raised, and anything purchased with the funds goes directly those in need. The event is being held at Sage Park and could exceed 200 people. The BOE policy requires that a police officer be on hand when the facilities are used, and attendance is over 200 people. BHB is seeking a waiver of the cost of two police officers as that expense would reduce the amount of money raised to help support the foundations and those most in need. The cost is estimated at approximately \$569.

Action Needed:

Move to approve the request of the Berlin Helping Berlin Foundation to waive the cost of two police officers, estimated at approximately \$569, associated with having a Powder Puff Flag Football Game Fundraiser at Sage Park on Tuesday, November 23, 2021.

Attachments:

Request for Fee Waiver Form Berlin Powder Puff Football Flyer

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Bestin Migh School Date: # 1/12/2021
Contact Name: John Johnaltz
Phone Number: (20) 628-6577
Event: Date of Event:
DERLIN YOUDER TUFF TOOTBAL 11/16/2021
Location of the Event: SAGE PARK
What fee do you want waived: Police - porsade clusty fee For two officers total = \$56868
701102-po 100011 chang 100 100
Identify the hardship incurred: LOSS of Frenchs For Local Foundations
with in the community
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:
Please see the alleched flyer.
The second secon
Town Manager review:
Town Manager review: Does it meet the standards set forth in the "Policy on Fees and Charges?"
Does it meet the standards set forth in the "Policy on Fees and Charges?" Yes No
Does it meet the standards set forth in the "Policy on Fees and Charges?"
Does it meet the standards set forth in the "Policy on Fees and Charges?" Yes No
Does it meet the standards set forth in the "Policy on Fees and Charges?" Yes No If so, which criteria:
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.
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.
Does it meet the standards set forth in the "Policy on Fees and Charges?" Yes No 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.

TOWN OF BERLIN Request for Fee Waiyer

Name of Non-Profit or Political Organization: Box	lin Helping Boxlin Foundation
Comments:	
Signature	Date
Signature	Date
Man / /	
Town Manager Signature	Date 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.

Powder Puff Football November 16/23, 2021



In memory of Tyler Cop, Nick Zuk and supporting BHB - Berlin Helping Berlin

Objective:

Berlin High School Powder Puff Football is a unique opportunity for female student-athletes to create teams to play flag football together while raising money for local foundations. The goal is for the community to safely come together to remember loved ones and have fun participating in, coaching, cheerleading and spectating at the event. The event goal is to have a feel like a varsity football game while raising money for the community.

Format:

*Each class (Freshmen, Sophomores, Juniors and Seniors) will have the opportunity to create 2 teams of 12 girls each + 1 or more Team Manager(s). The team manager(s) can only be students. There will be a total of 8 teams. On the event night, 4 teams will play games on divided fields set up on the football field at Sage Park. All 8 teams will play 4 games simultaneously on 25 yard wide fields at opposite ends of the football field. The winners will then play the winners of Game 1 and the Losers will play the losers of Game 1. The next round will consist of the other 4 teams / 2 fields. The Final round of 2 teams will be played on the entire field. Each game will be 2 - 20 minute halves with running time. In order to play, you must have a team manager/coach and any school employee who will organize a minimum of 5 practices with one mandatory practice meeting with Mr Arnold before game night.

Specifics:

Every team member must sign up online If you did not purchase a jersey last year, you must purchase a jersey this year for your team. All freshmen will have to purchase a new jersey. The cost of the jersey is \$30.00 which includes a \$10.00 donation to charity. Please be aware because of COVID, the game can be postponed and/or canceled at any time - You are still doing a great thing for some great charities! Every team may have multiple coaches/managers who must also sign up and purchase a jersey. The coach will not be allowed to play in the game.

We will be using the <u>USA Football Flag Football Rules</u> with these modifications:

- We will be allowed to lateral/pitch the ball backwards.
- Any time there is real contact, a flag will be thrown and one team will be penalized at the discretion of the Referee depending on the severity of contact.

Let's make this a safe and great night to remember and celebrate Berlin!

Mr. Arnold

Round 1	Round 2	Round 3
Championship Quarters	Championship Semis	Championship Finals
Game 1	Game 2	Game 3
Freshman 1 vs Junior 1	Winner of F/J 1 - Round 1	
Freshman 2 vs Junior 2	Vs	Full Field
Sophomore 1 vs Senior 1 Sophomore 2 vs Senior 2	Winner of S/S 1 - Round 1 Winner of S/S 2 - Round 1 VS	Winner of Round 2 VS Winner of Round 2
	Winner of F/J 2 - Round 1	
	Loser of F/J 1 - Round 1 VS	
	Loser of 5/5 1 - Round 1	
	Loser of F/J 2 - Round 1 VS	,
	Loser of 5/5 2 - Round 1	
2 - 20 minute halves	2 - 20 minute halves	2 - 20 minute halves

In the event of only 6 teams:

All teams will play 2 games minimum

3 Games will be played round 1 and 2 - 1 Game for the finals

Round 1	Round 2	Round 3 Full Field
Game 1 -Freshman Vs Junior Game 2 -Freshman Vs Sophomore Game 3 - Senior vs Senior (Exhibition)	Game 1 - Winner F/J Vs Senior Game 2 - Winner F/S Vs Senior Game 3 - Losers Round 1	Winner Game 1 Vs Winner Game 2

Agenda Item No. 5 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 22, 2021

SUBJECT:

Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

Period	Amount	Purpose	Donor*
Sept 5, 2021 to	\$ 100.00	Cat food	Lori Freeland
Nov 19, 2021	(value)		Berlin
	\$20.00	Animal Care	Anne Kay
	(cash)		Farmington
	\$ 50.00	dog food, flea	Louise Dornfried
	(value)	meds & treats	Berlin
	\$ 35.00	Cat food	Shelby Anderson
	(value)		New Britain
	\$ 10.00	Animal Care	Jimi Brahimi
	(cash)		Berlin
	\$20.00	Animal Care	Pat Chambrello
	(cash)		Berlin
	\$ 25.00	Animal Care	Kathryn Wnuk
	(ck# 7992)		Berlin
	\$ 20.00	kitten food	The Smiths
	(value)		Berlin
	\$100.00	litter, cat food	FOBAC
	(value)	•	Berlin

^{*} Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 75 and items valued at 305.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer



Animal Control Department

September 5, 2021

Lori Freeland 324 Berlin Street Berlin, CT. 06037

Dear Lori,

Thank you for the donation of the nine bags of dry cat food, seven sleeves of can cat food and the six loose cans of cat food! We appreciate you thinking of us and the animals we care for.

We are grateful for people like you that share our passion.

Sincerely,

Jan Lund, ACO Kate Matson, AACO



Yale_





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

240 KENSINGTON ROAD • BERLIN, CT 06037

TELEPHONE (860) 828-7055

FAX (860) 828-7068



Animal Control Department

September 7, 2021

Anne Kay 57 Garden Gate Farmington, CT. 06032

Dear Anne,

Thank you for the donation of \$20 for the adoption of our hamster. We hope he will bring you enjoyment. We appreciate you thinking of us and the animals we care for. We are grateful for people like you that share our passion.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

September 11, 2021

Louise Dornfried 67 O'Connell Drive Berlin, CT. 06037

Dear Louise,

Thank you for the donation of the 2 ½ cases of can cat food, 2 bags of treats and the flea and heartworm medication. We appreciate you thinking of us and the animals we care for. We are grateful for people like you that share our passion.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

October 17, 2021

Shelby Anderson 38 Forest Street New Britain, CT. 06052

Dear Shelby,

Thank you for the donation of the 3 bags of dry cat food. We appreciate you thinking of us and the animals we care for. We are grateful for people like you that share our passion. There are many cats here that will enjoy their new food! Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

October 20, 2021

Jimi Brahimi 292 Middletown Rd Berlin, CT. 06037

Dear Jimi & Jack,
Thank you for the donation of \$10. We appreciate you thinking of us and the animals we care for. All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting. Thanks again.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

October 20, 2021

Pat Chambrello 36 Tower Ave. Berlin, CT. 06037

Dear Pat,

Thank you for the donation of \$20. We appreciate you thinking of us and the animals we care for. All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting. Thanks again.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

November 2, 2021

Kathryn Wnuk 39 Mildrum Rd. Berlin, CT. 06037

Dear Kathryn,

Thank you for the donation of \$25 in memory of Chester Munyon. We appreciate you thinking of us and the animals we care for. All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting.

An acknowledgement will be sent to the Chicker family. Thanks again.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

October 25, 2021

The Smiths 14 Peck St.. Berlin, CT. 06037

Dear Smith family,

Thank you for the donation of can baby cat food. We often get in very young kittens and the Royal Canan is the best food to get them started. We appreciate you thinking of us and the animals we care for.

Thanks again.

Sincerely,

Jan Lund, ACO Kate Matson, AACO









Animal Control Department

November 2, 2021

Joanne Chicker 118 Chestnut Lane East Berlin, CT. 06023

Dear Joanne,
We are sorry for your loss of your father.
A donation of \$25 was received in his memory from Kathryn Wnuk of Berlin.
All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting.

Sincerely,

Jan Lund, ACO Kate Matson, AACO







Agenda Item No._______ Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 19, 2021

SUBJECT:

Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	600.00	Library agency acct	tools for library of things	Susan Peak
	50.00	Library agency acct	unclassified/greatest need	John Churchill
	25.00	Library agency acct	proctor exam donation	Anonymous
	500.00	Library agency acct	large print books	Ronald and Beverly Cook
	100.00	Library agency acct	unclassified/greatest need	Carl Johnson
	405.80	FOL misc. acct	programs and program supplies	Friends of the Library
	326.19 2,006.99	FOL credit card acct	get response database	Friends of the Library
Equip/Merch	30.00	Face masks	staff and patron usage	Andrea Raynor
	30.00			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$2,006.99 for the Berlin Peck Memorial Library and deposit \$1,275.00 into the library agency account to be used for the purchase of tools for our library of things, large print books and the libraries greatest needs and deposit \$405.80 into the friends of the library miscellaneous account for the purchase of programs and program supplies and deposit \$326.19 into the friends of the library credit card account for the annual renewal of the get response database and move to accept the donation of disposable face masks with an approximate value of \$30.00 to be used by library patrons and staff.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Library Director

Consent

Agenda Item No.: 7 **Request for Town Council Action**

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2021

SUBJECT:

Approve the Donation from the Manzi Foundation to purchase 2

Automated External Defibrillators Valued at \$4,634 for use in the Fire

Department.

Summary of Agenda Item:

The Manzi Foundation was generous to donate \$4,634.30 to be used to purchase 2 Automated External Defibrillators for use within the Fire Department.

Action Needed:

Move to approve the donation from the Manzi Foundation to purchase 2 Automated External Defibrillators Valued at \$4,634 for use in the Fire Department.

Attachments:

None

Prepared By: James C. Simons, Fire Administrator

Agenda Item No. 8 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2021

SUBJECT:

Waive the fees associated with hiring two police officers, to cover the Town of Berlin Fire Department Tree Lighting, as well as two Public

Grounds employees for clean-up.

Summary of Agenda Item:

The Town of Berlin Fire Department has been hosting the Annual Tree Lighting for the past 7 years. Each year the event gets bigger and bigger, hopefully this year will be no exception to that.

We are requesting the Town Council to waive the cost of hiring two Police officers with cruisers. This expense to the town if waived is \$884.00.

We are also requesting the Town Council to waive the cost of hiring two Public Grounds employees. This expense to the town if waived is \$480.00.

The Fire Department makes no money off of this event as all proceeds are donated to local veterans and to the Town Food bank.

Action Needed:

Move to approve waiving the fees associated with hiring two Police officers to cover the Town of Berlin Fire Department Tree Lighting in an approximate amount of \$884.00.

Move to approve waiving the fees associated with hiring two Public Ground employees to cover the clean-up after the Tree Lighting, in an approximate amount of \$480.00.

Attachments:

Fee Waiver Form

Prepared By: James C. Simons, Fire Administrator, Town of Berlin



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Town of Berlin Date:	
Contact Name: Jim Simons 11/22/2021	
Phone Number: 860.828.7078	
Event: Annual Tree Lighting Date of Event: 11/27/202	(
Location of the Event: Main St.	
What fee do you want waived: 2 police officers with cruisers	
Public Grounds for cleanup	
Identify the hardship incurred:	
Not budgeted.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:	
Provides rescue and services to the	
Town of Berlin.	
1 OVV 1 O1 DCI VIII.	
Town Manager review:	
Does it meet the standards set forth in the "Policy on Fees and Charges?"	
Yes	
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.	
Raises funds for Non-Profit groups, which have contributed substantially to the community.	

TOWN OF BERLIN Request for Fee Waiver

Name of Non-Profit or Political Organization: Town of Berlin Fire Department

Comments:	
Jam C Sern	4. 06. 24
Signature Signature	/1-29-2/ Date
Town Manager Signature	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. 9 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2021

SUBJECT:

Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$325.00 in donations for supplies.

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

Action Needed:

Move to accept the donation of \$325.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

NOTICE OF PUBLIC HEARING THE TOWN OF BERLIN November 30, 2021

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, November 30, 2021, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed topics:

- 1. Topic re: Amendments to Chapter III Animals Sec. 3-2 Definitions and Chapter XVI Parks and Recreation and Open Spaces Sec. 13-32 Dogs.
- 2. Topic re: Amendments to Section 16-15(d) of the Taxation and Finance Ordinance at Chapter XVI of the Town of Berlin Code Book to amend the process for applying for an exemption from personal property taxation of vehicles for the handicapped.

Dated at Berlin, Connecticut this 23rd day of November, 2021. ATTEST: Kathryn J. Wall

Publish Date: November 24, 2021

Agenda Item No. _____ Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: November 8, 2021

SUBJECT: FY22 Non-Budgeted Appropriation of \$2,200,000 General Fund Unassigned Fund

Balance to Purchase Fire Vehicles

Summary of Agenda Item:

Four fire vehicles were purchased in 2002 – Engines 4, 7, 8 and 12. The engine 12 replacement is being built and is expected to be delivered in early 2022. The next two scheduled to be replaced – engines 4 & 8 – are both pumpers. These were both manufactured by American LaFrance. American LaFrance filed for bankruptcy in 2008 and replacements parts are very hard to find. The Town has maintained both vehicles over the years since the bankruptcy, but the part shortages have created extended down times that sometimes requires technicians to modify or fabricate needed parts.

Pierce is the preferred vendor for these vehicles. In discussing the possible order, Pierce has indicated that commodity prices are driving a higher-than-normal annual increase in January 2022. Pierce is projecting to increase prices 10% in January (versus 3% historically). This request is to purchase two vehicles in December to save the Town approximately \$200k versus waiting until 2022 to place the order.

The Town has a projected 6/30/2021 General Fund unassigned fund balance of \$18.3 million. With historic low interest rates, the Town is projected to earn about \$50-60k on this savings in FY22. This request is to appropriate a portion of the unassigned fund balance to complete the purchase of the previously order fire vehicle (to be received in early 2022) and the purchase two additional new fire vehicles. In addition to addressing public safety needs, this funding approach allows the Town to avoid approximately \$30k in debt issuance costs and at least \$200k in interest expense. As shown below, after making the requested appropriation, the Town is projected to maintain \$10.7 million in General Fund unassigned fund balance – 11.5% of the FY22 General Fund budget and above the 11.0% policy floor.

Projected Unassigned Fund Balance (June 30, 2021) - UNAUDITED	\$18,331,594
FY22 Appropriated Unassigned Fund Balance (pension) FY22 Appropriated Unassigned Fund Balance (contingency) FY22 Appropriated Unassigned Fund Balance (debt service)	(\$5,310,640) (\$200,000) \$140,000
Appropriate to Firetruck Fund	(\$2,200,000)
Projected Unassigned Fund Balance (June 30, 2022) - UNAUDITED	\$10,760,954
FY22 General Fund Budget Projected Unassigned Fund Balance (June 30, 2022) - UNAUDITED as % of FY22 GF Budget	\$93,959,047 11.5%

Action Needed:

Move to approve a FY22 non-budgeted appropriation of \$2,200,000 from the General Fund Unassigned Fund Balance to the Transfers to Other Funds, both in the General Fund, to fund the purchase of two new fire vehicles and the balance owed on a third new fire vehicle to be delivered in early 2022, and to appropriate the \$2,200,000 to the Fire Truck account in the Firetruck Fund.

Attachments:

None

Prepared By: fun S James Simons, Fire Administrator

Agenda Item No. 2 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 19, 2021

SUBJECT:

Option Agreement for Development of K of C, 143 Percival Avenue, for

Affordable Senior Housing

Summary of Agenda Item:

The Chairman of the Housing Authority will provide a report on the status of the project. As previous reported at Town Council meetings, the Berlin Housing Authority is continuing to pursue funding to move forward with affordable senior housing at 143 Percival Avenue. To provide additional time for the Housing Authority to secure funding commitments, the Authority requests that the option period for purchase of the property be extended from an end date of December 31, 2021, to a new end date of June 30, 2022.

Action Needed:

Move to authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of December 31, 2021, to a new end date of June 30, 2022.

Attachments:

None

Prepared By:

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



Agenda Item No. 3 Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: November 15, 2021

SUBJECT: Budget Transfers to Clear Overbudget Accounts

Summary of Agenda Item:

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

Action Needed:

Move to transfer \$25,140.00, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments November 30, 2021

Explanation	After the resignation of the VNA Director and Assistant Director, the Town Manager reorganized the leadership of VNA/School Nurse operations. As a result of this reorganization, the Department Head (Director) position was not filled and the Mid-Manager position was assigned VNA Administrator responsibilities. This change was	accompanied by an increase in pay for the additional responsibilities. This transfer moves funding from the Department Head line to the Mid-Manager line to adjust the budget to reflect the new organizational structure.	The former VNA Director and Assistant Director were hired to code for billing until the staff member taking over the responsibility was trained.	Funding exists in the Department Head account because the Director position remains vacant.	Plow parts are being (and will continue to be) ordered for the upcoming	\$5,000.00 winter season. The vendor informed the Town that prices have increased 25% over prior year. Based on historical activity, the Snow & Los Materials account in the Caraca will be short of finds leading in to	the winter season.				
	After the resignation of the series of the s	accompanied This transfer m Manager line		Funding exists	Plow parts are	winter seas increased 25%					
입	\$18,300.00		\$1,840.00			\$5,000.00		\$25,140.00		\$0.00	\$25,1
From		\$18,300.00		\$1,840.00			\$5,000.00	\$25,140.00		\$0.00	\$25,140.00
	Mid-Managers Personnel	Department Head	Part-Time & Summer Help	Department Head		Snow & Ice Materials	Contingency	GENERAL FUND TOTAL		WATER CONTROL TOTAL	GRAND TOTAL
GL Account#	001.30.3053.0.51125.00000	001.30.3053.0.51100.00000	001.30.3053.0.51510.00000	001.30.3053.0.51100.00000		001.20.2035.0.53217.00000	001.05.0507.0.53927.00000				
Department	VNA		VNA			Garage			Water Control		



BUDGET CHANGE FORM

Section 1: To be completed by Department: Date: 11/15/21 Department: **VNA** Fiscal Year: FY2022 Requested by: To Acct #: Description: Amount: \$18,300.00 B. Vujs 001.30.3053.0.51125.00000 Mid-Managers Personnel Partially Are there funds from another account which can be requested: Yes X No Don't Know Approved by: Description: Amount: From Acct #: \$18,300.00 001.30.3053.0.51100.00000 Department Head Contingency Balance (If applicable): Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary): After the resignation of the VNA Director and Assistant Director, the Town Manager reorganized the leadership of VNA/School Nurse operations. As a result of this reorganization, the Department Head (Director) position was not filled and the Mid-Manager position was assigned VNA Administrator responsibilities. This change was accompanied by an increase in pay for the additional responsibilities. This transfer moves funding from the Department Head line to the Mid-Manager line to adjust the budget to reflect the new organizational structure. Section 2: To be completed by Town Manager: Request approved Disapproved Partially Approved Date: Comments: Section 3a: Town Council action: Request approved Disapproved Partially Approved Referred to Town Mtg. N/A Comments: Section 3b: Board of Finance action: Disapproved Partially Approved Referred to Town Mtg. Request approved Comments: Section 4: To be completed by Finance Department: Approved by Town Meeting Date approved: Budget Change #: JE#



BUDGET CHANGE FORM

Section 1: To be completed by Department: Fiscal Year: Date: 11/15/21 Department: VNA FY2022 Requested by: To Acct #: Description: Amount: B. Vujs 001.30.3053.0.51510.00000 Part Time & Summer Help \$1,840.00 Are there funds from another account which can be requested: Yes X No Partially Don't Know Approved by: Description: From Acct #: Amount: 001.30.3053.0.51100.00000 Department Head \$1,840.00 Contingency Balance (If applicable): Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary): The former VNA Director and Assistant Director were hired to code for billing until the staff member taking over the responsibility was trained. Funding exists in the Department Head account because the Director position remains vacant. Section 2: To be completed by Town Manager: Request approved Disapproved Partially Approved Date: Comments: Section 3a: Town Council action: Request approved Disapproved Partially Approved Referred to Town Mtg. N/A Comments: Section 3b: Board of Finance action: Disapproved Partially Approved Referred to Town Mtg. N/A Request approved Comments: Section 4: To be completed by Finance Department: Budget Change #: Approved by Town Meeting Date approved: JE#



BUDGET CHANGE FORM

Section 1: To be completed by Department: Department: Garage Fiscal Year: FY2022 Date: 11/15/21 To Acct #: Description: Requested by: Amount: Snow & Ice Materials \$5,000.00 J. Simons 001.20.2035.0.53217.00000 No X Are there funds from another account which can be requested: Yes Partially Don't Know From Acct #: Description: Amount: Approved by: 001.05.0507.0.53927.00000 \$5,000.00 Contingency \$300,000.00 Contingency Balance (If applicable): Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary): Plow parts are being (and will continue to be) ordered for the upcoming winter season. The vendor informed the Town that prices have increased 25% over prior year. Based on historical activity, the Snow & Ice Materials account in the Garage will be short of funds leading up to the winter season. Section 2: To be completed by Town Manager: Request approved L Disapproved Partially Approved Date: Comments: Section 3a: Town Council action: Referred to Town Mtg. N/A Request approved Disapproved Partially Approved Comments: Section 3b: Board of Finance action: Request approved Disapproved Partially Approved Referred to Town Mtg. N/A Comments: Section 4: To be completed by Finance Department: Budget Change #: Approved by Town Meeting Date approved: JE#

Agenda Item No. 4

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 30, 2021

SUBJECT:

Purchase of three (3) vans to be used for Student Transportation by the Berlin Public

Schools and the New Britain Transportation Company (NBTC).

Summary of Agenda Item:

The Berlin Public Schools transports students every school day to and from various facilities inside and outside of the District. Pursuant to the Agreement with the Berlin Board of Education, NBTC provides all the drivers and buses; while the BOE and Town provide the necessary vans. The fleet of vans provided includes approximately 30+/- vans of varying size. Each year we need to replace vans that have logged excessive miles and/or need expensive repairs in order to continue to provide efficient, economical and safe transportation for the students. This fiscal year we plan to purchase three (3) passenger vans at the the State Contract price from Gengras Ford. Due to COVID and the resulting supply chain, the ability to order new vans and the time necessary for production and delivery have been severely affected. We luckily have the opportunity to purchase vans that have been previously ordered by Gengras and should be delivered in early Spring. The amount requested is within the amount budgeted for such expenditures in the Town's FY 2022 General Fund Budget.

Action Needed:

Move to authorize the Town Manager to provide a Purchase Order and to subsequently provide funds to purchase three (3) 2022 Ford Transit Connect vans in the amount of Thirty Thousand Seven Hundred and Ten Dollars and Thirty-Six Cents (\$30,710.36) each; totaling the amount of Ninety-Two Thousand One Hundred and Thirty-One Dollars and Eight Cents (\$91,131.08) pursuant to State Contract No: 19PSX0161.

Attachments:

Quote submitted by Gengras Ford, LLC (State Contract No: 19PSX0161) dated November 8, 2021

Prepared By:

Jeffrey P. Cugno, Director of Operations, Berlin Public Schools

Gengras Ford, LLC

225 New Britain Avenue Plainville, CT 06062 Phone: 860.793.8885 www.gengras.com



Quote Number:

211105001.1

STATE CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2022	Passenger Wagon – 180° Swing-Out Rear Cargo Doors with Fixed Glass - S9F	\$ 25,987.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	Lis	t Price
1	Z2	Frozen White	\$	
2	PK	Cloth Seats - Palazzo Gray	\$	-
3	992	2.0L I4 GDI engine	\$	-
4	448	Eight speed Automatic Transmission	\$	190
5	STD	One (1) Spare Key	\$	
6	76S	Front and rear sensing system	\$	200.00
7	58Y	SYNC3/RR CAM/SSR/HD	\$	495.00
8	526	Adaptive Cruise Control	\$	795.00
9	43W	Quickclear Defrost	\$	300.00
10	94F	Front Fog Lamps	\$	125.00
11	96F	Splash Guards	\$	140.00
12	98A	Flex Fuel Compatible	\$	165.00
13	PRI	Retail to fleet	\$	900.00
14			\$	
15			\$	•
16			\$	
17			\$	
18			\$	
19			\$	
20			\$	
21			\$	•
22			\$	
23			\$	•
24			\$	
25			\$	-
		Total Options per Contract Price (list price)	\$	3,120.00
		Total Factory Options Discount (6%)	\$	(187.20)
		Total Options per Contract Price (net price)	\$	2,932.80

Gengras Ford, LLC

225 New Britain Avenue Plainville, CT 06062 Phone: 860.793.8885 www.gengras.com



Page 2

			Quote Number; Aftermarket Accessories	21	
	Vendor / Manufacturer	Hours	Description	Γ.	ist Delso
1	Other	1,0	Required Lettering (base STV required lettering only)	List Price	
2	Other	0.5	Carrying School Children Roof Sign	-	837.00
3	Other	1.0			
			All Safety Equipment required for STV	\$ 129.	
4	Other	2.4	CT DMV Inspection (labor time only)	\$	
5		0.0		\$	•
6		0.0		\$	
7		0.0		\$	
8		0.0		\$	
	Total Hours	4.9		I	
	h		Total Aftermarket Options (list price)	\$	1,441.9
			Total Aftermarket Options Discount (20%)	\$	(288.3
			T	_	
			Total Hours x \$130 / hour rate	\$	637.0
			Total Net Aftermarket Options plus Total Labor	\$	1,790.5
	Trade Allowance				
Year	Trade Allowance Moke	VIN		\$	
Year		VIN	Total Net Aftermarket Options plus Total Labor	\$	1,790.5
Year		VIN	Total Net Aftermarket Options plus Total Labor	\$ A	1,790.5 Illowance
Year		VIN	Total Net Aftermarket Options plus Total Labor	\$ A	1,790.5
Year		VIN	Total Net Aftermarket Options plus Total Labor Description / Mileage	\$ \$ \$ \$ \$ \$ \$ \$	1,790.5
Year	Make	VIN	Total Net Aftermarket Options plus Total Labor	\$ A	1,790.5
Year	Comments: Factory order, Gengras Force		Total Net Aftermarket Options plus Total Labor Description / Mileage	\$ \$ \$ \$ \$ \$ \$ \$	1,790.5
Year	Comments: Factory order. Gengras Forcinspection. The van will be inspection decal and inspec	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance	\$ \$ \$ \$ \$ \$ \$ \$	1,790.s
Year	Comments: Factory order. Gengras Forcinspection. The van will be inspection decal and inspecing passed". The BOE will be referred.	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,790.5
Year	Comments: Factory order. Gengras Forcinspection. The van will be inspection decal and inspec	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges State of CT Trade in Assessment (Note: Fee is payable to State of CT): Dealer Conveyance Fee (\$699.00) Registration Fee (estimated)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,790.5
Year	Comments: Factory order. Gengras Forcinspection. The van will be inspection decal and inspecing passed. The BOE will be registration.	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as esponsible for STV	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges State of CT Trade in Assessment (Note: Fee is payable to State of CT): Dealer Conveyance Fee (\$699.00) Registration Fee (estimated) DMV Inspection Fee (as required)	\$ A \$ \$ \$ \$ \$ \$ \$ \$	1,790.s
Year	Comments: Factory order. Gengras Forcinspection. The van will be on inspection decal and inspection decal and inspection decal and inspection. Customer:	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as esponsible for STV Berlin Board of Education	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges State of CT Trade in Assessment (Note: Fee is payable to State of CT): Dealer Conveyance Fee (\$699.00) Registration Fee (estimated)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,790.s
Year	Comments: Factory order. Gengras Forcinspection. The van will be reliable of the BOE will be registration. Customer: FIN Code:	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as esponsible for STV	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges State of CT Trade in Assessment (Note: Fee is payable to State of CT): Dealer Conveyance Fee (\$699.00) Registration Fee (estimated) DMV Inspection Fee (as required) Total Additional Fees	S	1,790.s
Year	Comments: Factory order. Gengras Forcinspection. The van will be on inspection decal and inspection decal and inspection decal and inspection. Customer:	I will arrange for CT DMV delivered with a CT DMV STV tion report marked as esponsible for STV Berlin Board of Education	Total Net Aftermarket Options plus Total Labor Description / Mileage Total Trade in Allowance Additional fees / Charges State of CT Trade in Assessment (Note: Fee is payable to State of CT): Dealer Conveyance Fee (\$699.00) Registration Fee (estimated) DMV Inspection Fee (as required)	\$ A \$ \$ \$ \$ \$ \$ \$ \$	1,790

Agenda Item No.: 5 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2021

SUBJECT:

Purchase of one mid-size International dump truck with an all-season

body, from Nutmeg International utilizing Sourcewell Contract # 060920-

NVS, and one Monroe snow plow from Equipment Specialist.

SUMMARY

Within the 2021/2022 fiscal year budget, funding was requested to replace one medium dump truck. Funding was finally approved in September of 2021. Nutmeg International holds a Sourcewell contract #060920-NVS. Off of this contract, Jim Simons - Fleet Manager, would like to purchase one 2023 International HV607 equipped with a four-season dump body and plow hitch for a price of \$166,456.59.

A snow plow will also be needed to complete this truck. Jim Simons would like to continue with the standardization of equipment and is recommending the purchase of a "Monroe" 11/36 full-trip municipal snow plow costing an additional \$9,258.75. This will bring the total price of the vehicle and related equipment to \$175,715.34, which is \$715.34 over the original requested budget amount of \$175,000. The additional funding would come out of the Vehicle Reserve account.

The Snow plow would be purchased from Equipment Specialist of Hartford CT.

Funding is located in the following accounts:

Dump Truck, Large: 500.20.2037.0.54000.00003 (\$175,000)

Vehicle Reserve: 500.05.0507.0.54000.00012 (\$715.34)

ACTION NEEDED

- 1. Move to approve the purchase of one mid-size International dump truck with an all-season body, from Nutmeg International of Hartford, CT utilizing Sourcewell Contract # 060920-NVS for a price not to exceed \$166,456.59.
- **2.** Move to approve the purchase of one "Monroe" snow plow from Equipment Specialist of Hartford CT, for a price not to exceed \$9,258.75.

ATTACHMENTS

Certification of Sufficiency of Funds

PREPARED BY

James C. Simons, Fleet Manager



CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	22-Nov-21

Purchase Item or	Contract:	Garage			Requested by	: Jim Simons	
QUANTITY			DESCRIPTION	ON		PRICE PER UNIT	\$ AMOUNT
1.00	Purchase	Highway Plow Truck				\$175,000.00	\$175,000.00
							-
							-
							-
							-
Account No.	500.20.2037	.0.54000.00003				TOTAL	\$175,000.00
Budgeted Amou	ınt	\$175,000.00		Available	balance	\$175,	000.00
Encumbrances	to Date	\$0.00		Amount N	leeded for This Package	\$175,	000.00
Expenditures to	Date	\$0.00		Available	Balance After Purchase	\$0	0.00
ls a budget cha	nge needed?	Yes	X No				
If so, has a bud	get change be	een prepared?	Yes		No		
	X	certify that there ARE suf	ficient funds a	available to s	support the purchase of the ite	ms described abov	Э.
or:					Finance Director or Assist.	Finance Director	-
		certify that a budget chan vith this certification to sup			must be processed concurr	ently	
					Finance Director or Assist.	Finance Director	-



CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

22-Nov-21

Purchase Item or	Contract:	Garage			Reques	ted by:	Jim Simons	
QUANTITY			DESCRIPTION	ION			PRICE PER UNIT	\$ AMOUNT
1.00	Purchase	e Highway Plow Truck					\$715.34	\$715.34
								-
								-
								-
								-
Account No.	500.05.0507	7.0.54000.00012					TOTAL	\$715.34
Budgeted Amou		\$156,352.43		Available ba	alance		\$156,	352.43
Encumbrances	to Date	\$0.00		Amount Ne	eded for This Packa	ge	\$71	5.34
Expenditures to	Date	\$0.00		Available B	alance After Purchas	se	\$155,6	637.09
Is a budget cha	nge needed?	Yes	X No					
If so, has a bud	get change b	een prepared?	Yes	1	No			
	X	certify that there ARE suffi	icient funds a	available to sup	oport the purchase of t	he items	described above	i.
or:				_	Finance Director or A	Assist.Fir	ance Director	
		certify that a budget chang vith this certification to supp			_must be processed co	oncurren	tly	
				-	Finance Director or A	Assist.Fir	nance Director	·



CERTIFICATION OF SUFFICIENCY OF FUNDS

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

						DATE	18-Nov-21
Purchase Item or Cont	ract: Garage	9			Requested by:	Jim Simons	
QUANTITY			DESCRIPTI	ON		PRICE PER UNIT	\$ AMOUNT
1.00	Purchase Highw	ay Plow Truck				\$175,000.00	\$175,000.00
							-
							-
							-
Account No. 500	20 2027 0 5400	00.0002				TOTAL	\$175,000.00
Account No. 500	.20.2037.0.5400	0.00003				7017.2	Ψ170,000.00
Budgeted Amount		\$175,000.00		Available balance		\$175,0	00.00
Encumbrances to Da	ate	\$0.00		Amount Needed for This	s Package	\$175,0	00.00
Expenditures to Date		\$0.00		Available Balance After	Purchase	\$0	.00
Is a budget change r	needed?	Yes	X No				
If so, has a budget cl	hange been pre	pared?	Yes	☐ No			
or:	l certify th	nat there ARE sufi	ficient funds a	rvailable to support the purch	hase of the items		ı
		nat a budget chan- certification to sup	500		essed concurrent	ly	

Finance Director or Assist.Finance Director



CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

18-Nov-21

						L	
Purchase Item or	Contract:	Garage			Requested by:	Jim Simons	
QUANTITY			DESCRIPTI	ON		PRICE PER UNIT	\$ AMOUNT
1.00	Purchase	Highway Plow Truck				\$715.34	\$715.34
							-
							-
							-
							-
Account No.	500.05.0507	.0.54000.00012				TOTAL	\$715.34
Budgeted Amo	unt	\$156,352.43		Available balance		\$156,	352.43
Encumbrances	to Date	\$0.00		Amount Needed for	This Package	<u> </u>	5.34
Expenditures to	Date	\$0.00		Available Balance A	fter Purchase	\$155,0	637.09
Is a budget cha	ange needed?	Yes	X No				
If so, has a buc	lget change be	een prepared?	Yes	☐ No			
or:	X I	certify that there ARE su	officient funds	A	ourchase of the items		ε.
OI.		certify that a budget cha vith this certification to su	0.70	ount of <u>\$</u> must be p	processed concurrer		
				Finance	Director or Assist.Fi	nance Director	ž.

Agenda Item No. <u>(</u> Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 19, 2021

SUBJECT:

Request to waive the purchasing requirements to purchase Gasoline from East

River Energy for the remainder of 2021.

SUMMARY

The Town of Berlin signed a contract to purchase 60,000 gallons of gasoline for 2021. We have used the contracted amount of Gasoline. The Town will need to purchase approximately 7,000 to 10,000 gallons of gasoline in addition for the month of December or until a new agreement is signed.

East River Energy of Guilford CT is our current supplier of gasoline and diesel; they have been our contracted supplier for the past 8 years. Jim Simons, Fleet Manager, has been in contact with East River to provide a solution to this situation. East River has agreed to continue to provide the Town of Berlin and Timberlin Golf with gasoline until a new agreement is signed.

Jim Simons has also provided the necessary documentation to CCROG to be included in their current gasoline bid process. That bid opening is scheduled for 12/15/2021.

For the remainder of 2021, Mr. Simons is requesting approval to purchase gasoline needed to operate the Town of Berlin's Fleet from East River Energy utilizing a "Differential" method. This means the actual price of gasoline is that of "New Haven Harbor Market Price"; in addition, the Town will pay the applicable taxes and trucking fees called "Differential", that fee is .0375 per gallon.

ACTION NEEDED

Move to waive the Town's purchasing requirements and purchase Gasoline from East River Energy of Guilford CT for the remainder of 2021 utilizing a "Differential" as this is in the best interest of the Town.

ATTACHMENTS

None

PREPARED BY

James C. Simons, Fleet Manager

Agenda Item No. 7 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

November 18, 2021

SUBJECT:

Winslow Technology Computer Replacement

Summary of Agenda Item:

Within the 2021/2022 budget, the Police Department received funding for the replacement of MDT (Mobile Data Terminals) used in the police cruisers. This funding is located in account # 001.15.1532.0.54000.01000. Winslow Technology Group LLC of Waltham, MA is a Dell authorized vendor. They have an existing relationship with the Police Department and offer state contract # 13PSX0280-MNWNC-108 pricing. They have provided a quote for \$45,280.00

Action Needed:

Move to approve the purchase of MDT (Mobile Data Terminals) from Winslow Technology Group LLC for an amount not to exceed \$45,280.00 using state contract # 13PSX0280-MNWNC-108

Attachments:

Certification of Sufficiency of Funds Quote

Prepared By:

Deputy Chief Chris Ciuci



CERTIFICATION OF SUFFICIENCY OF FUNDS

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

ORALIS		DATE	16-Nov-21
Purchase Item or	Contract: Dell computer replacements Requested by:	Chris Ciuci	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
16.00	Dell Lattitude 7220	\$2,830.00	\$45,280.00
	4		-
			-
			-
			-
Account No.	00 <u>1.15.1532.0.54000.01</u> 000 Computer Equipment	TOTAL	\$45,280.00
Budgeted Amou	unt\$60,000.00 Available balance	\$55,2	50.52
Encumbrances	to Date \$0.00 Amount Needed for This Package	\$45,2	80.00
Expenditures to	Date \$4,749.48 Available Balance After Purchase	\$9,9	70.52
Is a budget char	nge needed? Yes X No		
If so, has a bud	get change been prepared? Yes No		
or:	I certify that there ARE sufficient funds available to support the purchase of the item).
	I certify that a budget change in the amount of \$ must be processed co with this certification to support this commitment.	ncurrently	

Finance Director or Town Accountant



303 Wyman St. Ste 210, Waltham, MA 02451-1253 t. (781) 471-5021 f. (617) 507-6427

Number

WTGQ37421

Date

11/17/2021

Expiration 12/17/2021

Sold To

Police Department - Berlin, CT Oscar Espinoza 240 Kensington Road Berlin, CT 06037 United States

Phone 860-828-7170

Fax

Ship To

Police Department - Berlin, CT Oscar Espinoza 240 Kensington Road Berlin, CT 06037 United States

Phone 860-828-7170

Fax

Account Executive

Alex Zahoruiko 617-852-8819 azahoruiko@winslowtg.com

Line	Qty	Description	Unit Amount	Ext. Amount
1	16	Latitude 7220 Rugged	\$2,830.00	\$45,280.00
2		Dell Latitude 7220 Rugged, CTO		
3		8th Generation Intel Core i5-8365U Processor (4 Core,6MB Cache,1.6GHz,15W)		
4		Windows 10 Pro English, French, Spanish		
5		No Microsoft Office License Included 30 day Trial Offer Only		
6		Intel Core i5-8365U with u-blox NEO-M8 GPS card 16GB Memory		
7		No Out-of-Band Systems Management - vPro Disabled		
8		16GB 2133MHz LPDDR3 Memory		
9		M.2 512GB PCIe NVMe Class 40 Solid State Drive		
10		11.6", FHD (1920 x 1080), 1000 Nit Outdoor-Readable, AG/AS/AP, Glove-Capable Touchscreen		
11		Intel Wi-Fi AX200 Driver with Bluetooth		
12		Intel AX200 Wireless Card Rugged		
13		No Mobile Broadband Card		
14		2-cell (34Wh) 3-Year Limited Hardware Warranty Lithium Ion Primary Battery		
15		45 Watt AC Adapter		
16		No Security Software		
17		No Media		
18		US Power Cord		
19		Latitude Rugged 7220 Getting Started Guide		
20		US Order		

Line	Qty	Description	Unit Amount Ext. Amount
21		No Carrying Case	
22		2-cell (34wh) 3-Year Limited Hardware Warranty Lithium Ion Secondary Battery	
23		SERI Guide (ENG/FR/Multi)	
24		Custom Configuration	
25		System Regulatory Label	
26		Regulatory Label (WLAN)	
27		Windows 10 Additional Software	
28		Shipping Material, Shuttle	
29		Directship Info Mod	
30		No Option Included	
31		No Mouse	
32		No Removable CD/DVD Drive	
33		ENERGY STAR Qualified	
34		BTO Standard shipment Air	
35		No UPC Label	
36		5 MP HD IR webcam /8 MP rear camera with Flash and Dual Microphone	
37		WLAN Chassis No NFC	
38		Connector for I/O Expansion	
39		Mini Serial Port	
40		No Option Included	
41		No Security	
42		No AutoPilot	
43		No Removable CD/DVD Drive	
44		ProSupport Plus: Next Business Day Onsite, 2 Year Extended	
45		ProSupport Plus: Next Business Day Onsite, 3 Years	
46		Dell Limited Hardware Warranty Extended Year(s)	
47		Dell Limited Hardware Warranty Initial Year	
48		ProSupport Plus: Accidental Damage Service, 5 Years	
49		ProSupport Plus: Keep Your Hard Drive, 5 Years	
50		ProSupport Plus: 7x24 Technical Support, 5 Years	

Line Qty Description Unit Amount Ext. Amount

Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115

**Notes:

Contract # 13PSX0280-MNWNC-108

*Total: \$45,280.00

*Plus Applicable Taxes

Subject to manufacturer return policies, hardware, accessories, peripherals, and parts may be returned within 30 days from the date on the invoice for a credit or a refund of the purchase price paid, less any applicable restocking fees. Please note, software is not eligible for returns, credits, or refunds.

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

October 18, 2021

SUBJECT:

Flag Flying Policy

Summary of Agenda Item:

On occasion, the Town receives requests to fly or otherwise display flags at Town owned or maintained properties.

The Ordinance Committee held a Special Meeting on Thursday, October 14, 2021 and is in support of adopting the proposed Flag Flying Policy.

The following is the proposed Flag Flying Policy:

FLAG FLYING POLICY TOWN OF BERLIN

RESOLVED, by its Town Council, the Town of Berlin adopts the following policy relating to the display of flags on Town owned or maintained properties "Policy"). The Policy shall be effective as of _____ and remain in effect until modified or terminated by the Town Council.

No Flag other than the flags of the United States of America, State of Connecticut, and Town of Berlin (if and when a Town flag is adopted) may be flown or displayed on any properties owned or maintained by the Town of Berlin, with the following exceptions:

- a. For any property owned by the Town of Berlin used as a veteran's memorial, the following flags may be flown at the discretion of the Town of Berlin Veteran's Commission:
 - i. POW/MIA Flag;
 - ii. The Official services flags of the Armed Forces of the United States of America; or
 - iii. An official flag, ensign, or service pennant of any military unit, in recognition of that unit's service to the State of Connecticut or United States of America.
- b. For any Town of Berlin owned property serving as an office, station of substation of the Town of berlin Police Department and/or Fire Department, the official departmental flag.

In adopting this Policy, the Berlin Town Council declares that flagpoles owned or maintained by the Town of Berlin are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of the flags authorized herein, as government speech.

Action Needed:

Move to adopt the proposed Flag Flying Policy and set an effective date therefor.

Attachments:

None

Prepared By:

Arosha Jayawickrema, Town Manager