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Meeting ID: 886 6042 1779

Passcode: 096668

1 929 205 6099 US (New York)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 15, 2022
Town Council Chambers and
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF AWARD

Water Fluoridation Quality Award

Mike Perzanowski

Bill Dornfried

Mike Mendoza

Kyle Urciuoli

E. PRESENTATION OF PROCLAMATION

Black History Month

Anne Wilchynsky-Celebration of 100th Birthday

F. AUDIENCE OF CITIZENS

G. MAYOR'S UPDATE

H. MEETING AGENDA – Immediately Following the Mayor's Update

I. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$150.00 – Animal Control
2. Topic re: Appropriate \$600 from the sale of two old computer servers to the Police Computer Equipment account. – IT Department
3. Topic re: Accept the donation of \$300.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department

4. Topic re: Reappropriate \$4,000 of the Juvenile Review Board Grant from the Grants and Donation Fund to the General Fund, subject to approval by the Board of Finance. – Social Services
5. Topic re: Authorize Berlin Social & Youth Services to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account then appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance. – Social Services
6. Topic re: Approve the Berlin Peck Memorial Library applying for a grant through the Connecticut Education Network to fund network upgrades to enhance CEN performance for the library. This will in turn improve performance for the libraries network in general and provide much needed upgrades that would otherwise need to be calculated into the budget. The total dollar amount of the grant is to be determined based on assessment findings. – Berlin-Peck Memorial Library

J. NEW BUSINESS:

1. Topic re: Appropriate \$35,000 from the Coronavirus Relief Funds (CRF) reimbursement to the police overtime expenditure account. – Police Department
2. Topic re: Waive the bidding requirements for S.B. Church to repair and replace the pump and motor for the Elton Road Well 1B in the amount of \$45,000.00, as this is in the best interest of the Town. – Water Control
3. Topic re: Authorize the Town Manager to waive the bidding requirements and issue a purchase order to SLR International for \$2,485.00 to prepare the state mandated annual MS4 stormwater management report, as this is in the best interest of the Town. – Public Works
4. Topic re: Waive the Town of Berlin bid requirements and contract the State of Connecticut Fire Academy to provide a Fire Officer I class at a cost of \$10,770, since this is in the best interest of the town. – Fire Administrator
5. Topic re: Approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$35,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS16008. – Fire Administrator
6. Topic re: Approve the purchase of one new Ford Utility Police Interceptor from MHQ of Marlborough MA in the amount of \$22,673.40 utilizing State of CT DAS contract # 12PSX0194. – Municipal Garage

K. APPOINTMENTS:

1. **Board of Ethics** – Kevin Hines (U) term expires on 1/31/2022. He has served six years and cannot be reappointed (Section 8-19 of Town Charter). Replacement term would be until January 31, 2025. Can only be filled with a D or U.

2. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can be filled with a D, R, or U.
3. **Board of Ethics - Alternate – Annmarie Marolda (D)** term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can only be filled with a R or U if the above appointment is filled with an D.
4. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
5. **Commission for Persons with Disabilities – Vacancy** -Term would be until January 31, 2025. Can be filled with a D, R or U.
6. **Conservation Commission - Alternate – Vacancy** -Term would be until January 31, 2026. Can be filled with an R or U.
7. **Constables – Vacancy** -Term would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).
8. **Constables – Vacancy** -Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
9. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
10. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
11. **Historic District Commission – Vacancy** -Terms would be until January 31, 2023. Can be filled with D, R or U.
12. **Historic District Commission** – New term would be until January 31, 2027. Can be filled with a D, R or U – depending on the above appointment.
13. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
14. **Parks and Recreation Commission** – New term would be until January 31, 2025. Can be filled with a D, R, or U.

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

January 26, 2022

Ray Jarema
Berlin Water Control Commission
240 Kensington Road
Berlin, CT 06037

Dear Mr. Jarema:

The Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health Office of Oral Health and Drinking Water Section are pleased to present you with this 2020 Water Fluoridation Quality Award certificate. This award recognizes public water systems that adjust the fluoride concentration in drinking water and achieve a monthly optimal fluoride level for 12 consecutive months of the year. Your water system has successfully maintained the optimal fluoride level for 12 consecutive months in 2020, as documented in the Water Fluoridation Reporting System.

Community water fluoridation has been recognized by CDC as one of 10 great public health achievements of the 20th Century. CDC recommends water fluoridation as a safe and effective way to reduce tooth decay by twenty-five percent (25%) among children and adults. Community water fluoridation is also one of the most cost effective and equitable ways to improve oral health. In fact, every \$1 invested in fluoridation saves at least \$20 in costs for dental treatment.

In the United States, seventy-three (73%) percent of the U.S. population, or 207 million people, are served by community water systems and have access to optimally fluoridated tap water. In 2020, ninety percent (90%) of Connecticut residents on public water systems receive the benefits of optimally fluoridated water. This award represents a high level of operator care and should encourage you to continue your commendable efforts. Congratulations on your outstanding efforts and accomplishment.

Sincerely,

Handwritten signature of Lori J. Mathieu.

Lori J. Mathieu
Public Health Branch Chief
Environmental Health & Drinking Water Branch
Connecticut Department of Public Health

Handwritten signature of Elizabeth J. Conklin.

Elizabeth J. Conklin
Health Program Supervisor
Office of Oral Health
Connecticut Department of Public Health

Enclosed: 2020 Water Fluoridation Award Certificate



Phone: (860) 509-7101 • Fax: (860) 509-7111
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



Water Fluoridation Quality Award

BERLIN WATER CONTROL COMMISSION Connecticut

The Centers for Disease Control and Prevention (CDC)'s support for community water fluoridation is based on more than 75 years of experience and research to show that water fluoridation is safe and effective for promoting good oral health. CDC commends this water system for providing high-quality water fluoridation for 12 consecutive months in 2020 representing a high level of operator care and accomplishment.



Casey Hannan, MPH
Director, Division of Oral Health
National Center for Chronic Disease
Prevention and Health Promotion
Centers for Disease Control and Prevention



Theresa "Tracy" J. Boelmer, P.E.
National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease
Prevention and Health Promotion
Centers for Disease Control and Prevention



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



2020



TOWN OF BERLIN

Office of the Mayor

TOWN HALL • BERLIN, CT 06037

Mayor
Mark H. Kaczynski

Deputy Mayor
Brenden T. Luddy

PROCLAMATION In Recognition of **BLACK HISTORY MONTH**

- Whereas:** During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and
- Whereas:** Black History Month grew out of the establishment, in 1926, of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and
- Whereas:** the observance of Black History Month calls our attention to continue to battle racism and build a society that lives up its democratic ideals; and
- Whereas:** the Town of Berlin continues to be an inclusive community in which all citizens are respected and recognized for their contributions to our community and country; and
- Whereas:** to honor Dr. Martin Luther King, Jr. for his work for equal rights and as the most important voice of the American Civil Rights Movement for which he was awarded the Noble Peace Prize in 1964; and
- Whereas:** the Town of Berlin is proud to honor the history and contributions of African Americans in our community, throughout the state, and our nation.

NOW, THEREFORE, BE IT RESOLVED, that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut does officially recognize February 2022 as

BLACK HISTORY MONTH

Dated this 15th day of February 2022 at Berlin, Connecticut.

Mark H. Kaczynski, Mayor



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

Anne Wilchynsky

On the celebration of her 100th Birthday, February 15, 2022.

Anne began her life in Southington, CT on February 15, 1922. She worked for the State of Connecticut until the time of her retirement. She was the Treasurer for the local VFW Women's Auxiliary until just last year. She is skilled in crocheting and makes afghans for veterans. Anne is a puzzle enthusiast. She loves doing and solving them. She often frames completed jigsaw puzzles.

In acknowledgement of her long and active life, the Berlin Town Council hereby salutes **Anne Wilchynsky** as she celebrates her 100th Birthday with family and friends and extends best wishes for many more years of health and happiness.

Dated this 15th day of February 2022.

Mark Kaczynski, Mayor

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 09, 2022
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*
Jan 20, 2022 to Feb 4, 2022	\$ 50.00 (ck # 266)	Animal Care	Richard Brogadir Woodbridge
	\$ 75.00 (ck # 175)	Animal Care	Wethersfield Game Club Glastonbury
	\$ 25.00 (ck # 4593)	Animal Care	William Constantine Newington

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 150.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer



TOWN OF BERLIN
Animal Control Department

January 24, 2022

Dick & Tina Brogadir
43 Richard Sweet Dr.
Woodbridge, CT. 06525

Dear Dick & Tina,
Thank you for the \$50 donation to our shelter.
We appreciate you thinking of us and the animals we care for.
We are happy to hear the kitty you adopted last year is doing so well.
We enjoy hearing from past adopters, Please keep in touch.
All money 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



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



TOWN OF BERLIN
Animal Control Department

January 31, 2022

Vivian Hiltz
155 Summit Wood Dr.
Kensington, CT. 06037

Dear Vivian,

We are very sorry for the loss of William.

A donation of \$ 75 was received in his memory from
The Wethersfield Game Club and a \$ 25 donation was received from
William & Carolyn Constantine.

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



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



TOWN OF BERLIN
Animal Control Department

January 31, 2022

Wethersfield Game Club, Inc.
237 Wickham Rd.
Glastonbury, CT. 06033

Dear Members of Wethersfield Game Club,
We are sorry for the loss of your friend & member William Hiltz.
A donation of \$ 75 was received in his memory from
you. We will acknowledge the family of your kindness.
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



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



TOWN OF BERLIN
Animal Control Department

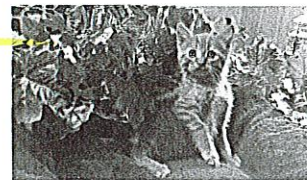
January 31, 2022

Mr. & Mrs. William Constantine
121 Winslow Dr.
Newington, CT. 06111

Dear Mr. & Mrs. Constantine,
We are sorry for the loss of your friend William.
A donation of \$ 25 was received in his memory from
you. We will acknowledge the family of your kindness.
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



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

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 31, 2022
SUBJECT: Transfer of funds from Sale of Servers to Police IT Budget

Summary of Agenda Item:

The Director of Information Technology was able to sell two old Police Department servers for the sum of \$600 on the Public Surplus website through the Purchasing Department. Brian Freeman, Director is asking that the funds be appropriated into the Police's budget account number 500.15.1532.0.54000.01000 Computer Equipment.

Action Needed:

Move to appropriate \$600 from the sale of two old computer servers to the Police Computer Equipment account.

Attachments:

None

Prepared By: Brian Freeman, Director of Information Technology



Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 7, 2022

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received a \$300.00 donation for supplies.

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

Action Needed:

Move to accept the donation of \$300.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent
4

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 31, 2022

SUBJECT: Juvenile Review Board Grant

Summary of Agenda Item:

The Connecticut Department of Children and Families and the Connecticut Youth Services Association have renewed our Juvenile Review Board Grant for fiscal 2021-22 in the amount of \$4,000. The grant supports providing case management services to JRB clients.

Initially, funds were requested to be deposited in the State Grants revenue account 100.05.0505.2.44801.00000, and appropriated to the Part Time Help 100.30.3054.0.51510.00000, Worker's Comp. 100.30.3054.0.52010.00000, and Social Security 100.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant. To ease administration, the funds will be deposited to revenue account 001.00.0000.8.45301.00000 and appropriated to the Part Time Help 001.30.3054.0.51510.00000, Worker's Comp. 001.30.3054.0.52010.00000, and Social Security 001.30.3054.0.52100.00000 expense accounts.

Action Needed:

Move to change the appropriation of the Juvenile Review Board Grant from the Grants and Donation Fund to the General Fund, subject to approval by the Board of Finance.

Attachments:

None

Prepared By:



Doug Truitt, Director of Social & Youth Services

Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 26, 2022

SUBJECT: Connecticut State Opioid Response Initiative Grant Application

Summary of Agenda Item:

Berlin Social & Youth Services has the opportunity to partner with Wethersfield Social & Youth Services to apply for Connecticut State Opioid Response Initiative funding that would be used to provide opioid abuse education and prevention services for our two towns. Funds would be used to increase public awareness of Opioid Use Disorder and available treatment, provide Narcan training for community members, and address other behavioral health needs in the community.

The Berlin Department of Social & Youth Services will submit a grant request of \$5,000 to Amplify, Inc., our Regional Behavioral Health Action Organization as designated by the State of Connecticut Department of Mental Health and Addiction Services. Funds will be deposited in the State Opioid Response Grant revenue account 100.30.3054.2.44808.00000, and appropriated to the State Opioid Response Grant expense account 100.30.3054.0.53449.00000 to be used according to the terms of the grant.

Action Needed:

Move to authorize Berlin Social & Youth Services to apply to Amplify, Inc. for a grant in the amount of \$5,000 in Connecticut State Opioid Response Initiative funds, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Opioid Response Grant revenue account.

Move to appropriate the \$5,000 grant to the State Opioid Response Grant expense account, subject to approval by the Board of Finance.

Attachments:

Prepared By: 
Doug Truitt, Director of Social & Youth Services

Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 9, 2022

SUBJECT: Apply for a grant from Connecticut Education Network

Summary of Agenda Item:

The Berlin Peck Memorial Library would like authorization to apply for a grant through the Connecticut Education Network (CEN) to secure state funding in order to perform network upgrades to improve CEN performance for the library. Our technical support provider Novus is partnering with CEN and the Connecticut State Library in this grant. If awarded, Novus will do a state funded network assessment, provide a report, and make recommendations for areas of network improvement, purchase/procure network hardware and install and test the hardware. This goal of initiative is to maximize internet and network-based experience by helping assess, remediate, and upgrade internal connections of the network infrastructure. Many local area networks (LAN) and wireless LANs (WLAN or Wi-Fi Networks) may benefit from equipment and associated infrastructure upgrades internal to their buildings. They hope to build an infrastructure plan for the future in support of operations, patron use and bridging the digital divide in the communities. There is no cost to receive this grant.

Action Needed:

Move to approve the Berlin Peck Memorial Library applying for a grant through the Connecticut Education Network to fund network upgrades to enhance CEN performance for the library. This will in turn improve performance for the libraries network in general and provide much needed upgrades that would otherwise need to be calculated into the budget. The total dollar amount of the grant is to be determined based on assessment findings.

Attachments:

None

Prepared By:

Kimberly McNally, Library Director

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 7, 2022
SUBJECT: Appropriation of Coronavirus Relief Funds (CRF)

Summary of Agenda Item:

The police department was eligible, applied for, and was granted \$35,000.00 in federal Coronavirus Relief Funds (CRF), which was administered by the Connecticut Office of Policy and Management (OPM). The police department was selected for several reasons, including but not limited to the crime challenges the town experienced, which have been created or exacerbated by the pandemic.

The department used all \$35,000 for payroll expenses (overtime) for personnel that was devoted to mitigating or responding to crime challenges exacerbated by the pandemic. They are requesting that the funds be appropriated to the police overtime expenditure account # 001.15.1532.0.51400.00000.

Action Needed:


Move to appropriate \$35,000 from the Coronavirus Relief Funds (CRF) reimbursement to the police overtime expenditure account.

Attachments:

Prepared By: 
Deputy Chief Chris Ciuci

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: February 2, 2022

SUBJECT: Waive Bidding Requirements for S.B. Church to Repair and Replace the Motor and Well Pump for Elton Road Well 1B

SUMMARY:

In 2014, S.B. Church, a division of Weston & Sampson CMR, Inc., drilled and installed the Elton Road Well. This well is capable of producing approximately 350 gallons per minute (or 0.5 million gallons per day), and the pump typically runs 20 hours a day. Recently this well pump started cycling, and it was determined that the motor on the pump failed. Because this was an urgent situation, SB Church was called in to evaluate the problem. Water Control must urgently purchase a new motor and pump at the Elton Road Well. We only have one active well operating at this time, so SB Church installed a temporary motor and pump to avoid interruption to customers. The new equipment will hopefully arrive in four weeks for immediate installation. Due to supply shortages, an additional spare motor was ordered. The cost (with an approximate 10% contingency fee) is \$45,000.00. Funds will be taken from the Elton Rd Well Maintenance Account (843.50.5083.0.56706.00000) in the amount of \$7,000 and the Elton Rd Account (843.50.5088.0.58069.00000) for the remaining \$38,000.00.

ACTION NEEDED:

Move to waive the bidding requirements for S.B. Church to repair and replace the pump and motor for the Elton Road Well 1B in the amount of \$45,000.00, as this is in the best interest of the Town.

ATTACHMENT:

- 1) Quote from S.B. Church
- 2) Sufficiency of Funds

PREPARED BY:

Ray Jarema, P.E., Water Control Commission



Wednesday, February 2, 2022

Town of Berlin
Water Control Commission
240 Kensington Highway
Berlin, CT 06037

SB CHURCH

49 Great Hill Rd, Oxford, CT 06478
tel: 203-888-2132
www.westonandsampson.com

Re: Proposal to Furnish & Install New Motor w/ Power Cable at Well 1B (Rev 1)

Attn: Mr. Ray Jarema,

As requested, SB Church (SBC) hereby submits the following proposal to Town of Berlin Water Control Commission to install a new submersible motor, pump & spare motor (w/ power cable) at Well 1B. SBC is also including an optional price to redevelop the well while the well is out of commission. Our scope of service and fees are as follows:

Scope of Services

- Mobilize men & equipment to/from Berlin, CT.
- Pull the existing pumping equipment.
 - No additional repairs will be made without prior written authorization from owner.
- Furnish & install a new 50 HP 6" HITACHI motor 3 phase 460 volt motor with power cable.
 - Estimated delivery is 3-4 weeks
- Furnish and install a SIMFLO SP7L-4 Submersible pump end.
 - Estimated delivery is 3-4 weeks
- Disinfect well by the addition of a minimum 50ppm chlorine solution.
- Reassemble and install and test pumping equipment.
- Prepare and deliver Report summarizing the on-site activities, data collected and any equipment modifications.
- Furnish Spare 50 HP 6" HITACHI motor 3 phase 460 volt motor with power cable.

Service Exclusion

- Chlorinate, sample and test water quality before pumping the well water into the system
- Make well site accessible for service trucks and equipment (i.e. plowing & clearing of vegetation)
- Disconnect/Install SCADA sensors (if applicable)

Optional Services - Redevelopment

- Pull & Install of pumping equipment cost is covered under items above
- Set, maintain and later remove developing tools including double agitator surge block and airlift.
- Redevelop well by a combination of chemical treatments and mechanical surging & pumping.
 - All chemical solutions will be neutralized in a temporary holding tank.
 - The water shall be discharged to waste from our settling tank.
- Disinfect well by the addition of a minimum 50ppm chlorine solution.
- Prepare and deliver a detailed Well Cleaning Report summarizing the on-site activities, data collected and any equipment modifications.

Fee

DESCRIPTION	ESTIMATE	UNIT	UNIT COST	EXTENSION
Furnish & Install New Motor w/ Power Cable	1	/lump sum	\$15,098.00	\$15,098.00
Furnish SIMFLO SP7L-4 Submersible pump end	1	/lump sum	\$4,800.00	\$4,800.00
Furnish Spare Motor w/ Power Cable	1	/lump sum	\$7,398.00	\$7,398.00

Cost: **\$27,296.00**

Optional Services - Redevelopment

Equipment & Crew	4	/day	\$2,990.00	\$11,960.00
Redevelopment Chemicals				
NuWell 220	3	/gallon	\$105.00	\$315.00
Muriatic Acid	120	/gallon	\$16.00	\$1,920.00
Sodium Hypochlorite	7	/gallon	\$14.00	\$98.00
Neutralization Chemicals	1	/lump sum	\$400.00	\$400.00

Redevelopment Cost: **\$14,693.00**

Authorization for Optional Task: Yes / No **Total Cost with Optional Task: \$41,989.00**

Terms

- No additional out-of-scope work will be completed without prior written approval from the Owner.
- Pricing is valid for 45-days and excludes payment of prevailing wage rates and taxes. Payment terms are net 30-days.
- Field work will be scheduled only upon return of a signed copy of both this proposal and the attached Terms & Conditions.
- If this work is tax exempt, please provide a Tax Exempt Certificate along with the signed proposal for our records.
- SB Church is an operating division of Weston & Sampson CMR, Inc. 55 Walkers Brook Drive, Suite 100, Reading, MA 01867.

We trust that you will find this quote complete, however, if you have any questions or require additional information please contact Bob Mitchell at 203-206-1208 or via email at Mitchell.Robert@wseinc.com.

SB Church/Weston & Sampson CMR, Inc.

Scope, Pricing and Terms & Conditions Accepted by:



(for the Town of Berlin)

Bob Mitchell
Project Manager

Date: _____ P.O. #: _____

Total Amount Approved: \$ _____

Company: SIMFLO

Name:

Date: 2/1/2022

SIMFLO®**Pump:**

Size: SP7L (4 stage)
 Type: VERTTURBINE
 Synch Speed: 3600 rpm
 Curve:
 Specific Speeds:
 Dimensions:
 Vertical Turbine:

Speed: 3450 rpm
 Dia: 5.72 in
 Impeller: SP7L
 Ns: 2068
 Nss: 8619
 Suction: 5 in
 Discharge: 5 in
 Bowl Size: 7.19 in
 Max Lateral: 0.75 in
 Thrust K Factor: 4.2 lbf/ft

Search Criteria:

Flow: 360 US gpm Head: 400 ft

Fluid:

Water
 Density: 62.32 lb/ft³
 Viscosity: 0.9946 cP
 NPSHa: ---

Temperature: 68 °F
 Vapor Pressure: 0.3391 psi a
 Atm Pressure: 14.7 psi a

Motor:

Standard: US
 Enclosure: TYPE 1
 Sizing Criteria: Max Power on Design Curve

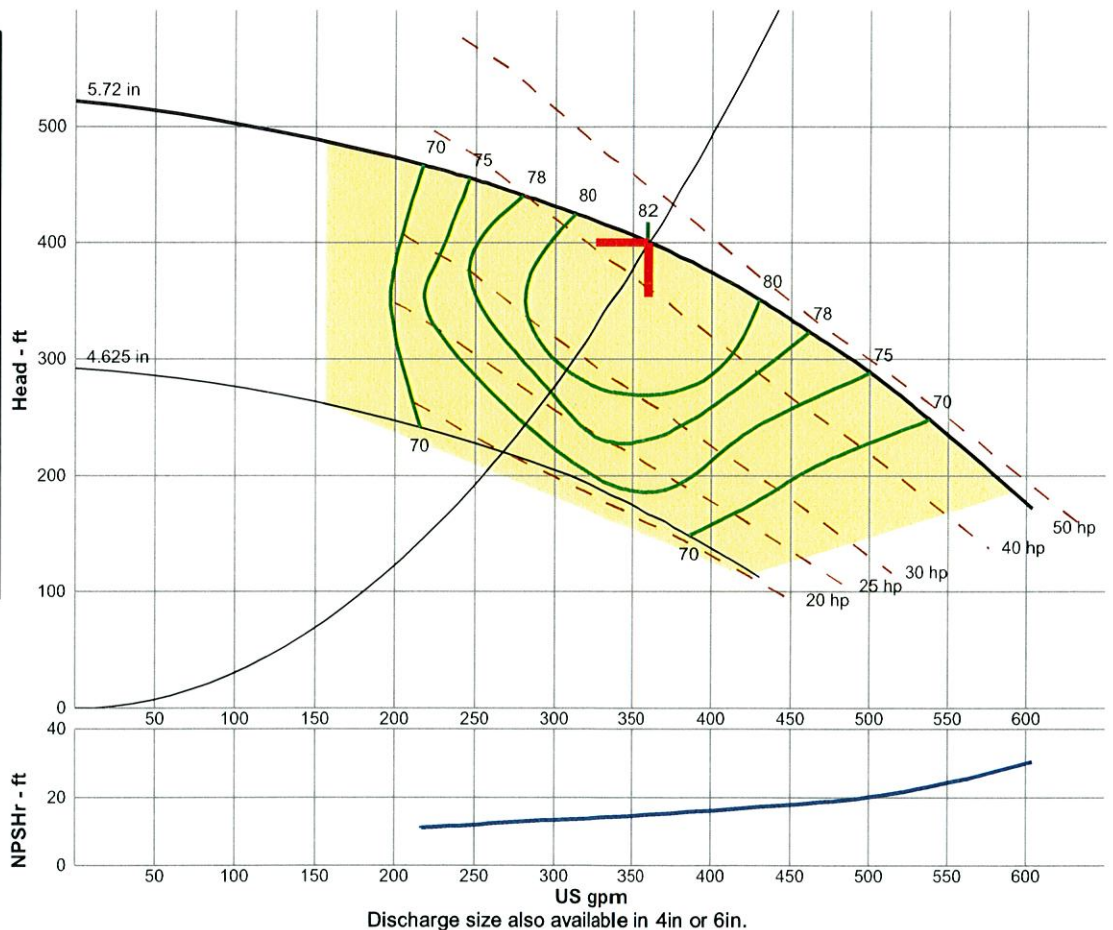
Size: 50 hp
 Speed: 3600 rpm
 Frame: ----

Pump Limits:

Temperature: ---
 Pressure: 743 psi g
 Sphere Size: 0.531 in

Power: 262 hp
 Eye Area: 7.79 in²

---- Duty Point ----	
Flow:	360 US gpm
Head:	401 ft
Eff:	82%
Power:	44.4 hp
NPSHr:	14.9 ft
---- Design Curve ----	
Shutoff Head:	522 ft
Shutoff dP:	226 psi
Min Flow:	---
BEP:	82% @ 359 US gpm
NOL Power:	48.5 hp @ 500 US gpm
-- Max Curve --	
Max Power:	48.5 hp @ 500 US gpm

**Performance Evaluation:**

Flow US gpm	Speed rpm	Head ft	Efficiency %	Power hp	NPSHr ft
432	3450	350	79.9	47.7	17.3
360	3450	401	82	44.4	14.9
288	3450	437	78.5	40.4	13.1
216	3450	467	69.9	36.5	11.2
144	3450	---	---	---	---



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 3-Feb-22

Purchase Item or Contract: Motor and well pump - Elton Rd. Well 1B		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Motor and well pump - Elton Rd. Well 1B	\$38,000.00	\$38,000.00
			-
			-
			-
			-
TOTAL			\$38,000.00

Account No. 843.50.5088.0.58069.00000 Elton Rd Well

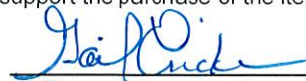
Budgeted Amount.....	\$78,845.00	Available balance.....	\$44,420.00
Encumbrances to Date.....	\$34,425.00	Amount Needed for This Package.....	\$38,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$6,420.00

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 2-Feb-22

Purchase Item or Contract: Motor and well pump - Elton Rd. Well 1B		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Motor and well pump - Elton Rd. Well 1B	\$7,000.00	\$7,000.00
			-
			-
			-
			-
TOTAL			\$7,000.00

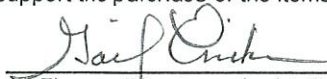
Account No. 843.50.5083.0.56706.00000 Maint. Pump plant - Elton

Budgeted Amount.....	\$12,000.00	Available balance.....	\$7,100.00
Encumbrances to Date.....	\$4,165.51	Amount Needed for This Package.....	\$7,000.00
Expenditures to Date.....	\$734.49	Available Balance After Purchase.....	\$100.00

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 7, 2022

SUBJECT: Bid Waiver for SLR International – Annual Stormwater Report

SUMMARY:

The Town is required, under the state's Municipal Separate Storm Sewer Systems permit, to submit an annual stormwater management report to the Connecticut Department of Energy and Environmental Protection (DEEP). This permit, known as the MS4 General Permit, was issued by DEEP in 2016. Milone & MacBroom (now SLR International out of Glastonbury, CT) prepared the required Stormwater Management Plan in 2017, and has assisted Staff with reporting, mapping stormwater lines, and outfall sampling to date. As shown on the attached proposal, SLR's total fee is \$2,485.00. Staff request a bid waiver to retain SLR for this task.

Bid Waiver Basis

- A bid waiver is required as SLR's combined work under other PO's exceeds \$10,000.
- The relatively low fee for this task does not warrant a public bid
- SLR prepared the Stormwater Management Plan in 2017, and has issued these annual stormwater plan updates to DEEP since that time
- SLR recently completed sampling at 23 stormwater outfalls, and the analytical results will need to be incorporated into the annual report

Funding will be provided from the following account:

- 001.20.2036.0.53971.00000 – Stormwater Drainage Analysis

ACTION NEEDED:

Move to authorize the Town Manager to waive the bidding requirements and issue a purchase order to SLR International for \$2,485.00 to prepare the state-mandated annual MS4 stormwater management report, as this is in the best interest of the Town.

ATTACHMENTS:

SLR Proposal dated January 31, 2022
Sufficiency of Funds

PREPARED BY:

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

MSA

PROFESSIONAL SERVICES CONTRACT FOR

Town of Berlin

CLIENT

Name: Town of Berlin attn: Mike Ahern, PE
Address: 240 Kensington Road
City: Berlin, CT
Phone: (860) 828-7014

PROJECT

SLR International Corporation's services will be provided in connection with the project listed below:

2022 MS4 stormwater permit annual report (for 2021 activities)

SCOPE OF WORK

SLR International Corporation's services will be performed as described below:

Preparation of an annual MS4 summary report of 2021 permit related activities.

FEE FOR SERVICES

SLR International Corporation's fee for the services described herein will be provided on fixed fee basis in the amount of \$ **2,485**. The proposed fee does not include payment of any fee to the CT DEEP or for the posting of public notices.

Signing of this Professional Services Contract by Client and SLR International Corporation (Consultant) authorizes SLR International Corporation to complete the scope of work as described herein in consideration of the mutual covenants set forth in the attached Terms and Conditions. The effective date of this contract is 1/31/2022.

AGREED TO BY CLIENT:

Signature: _____
Name: _____
Title: _____
Date: _____

AGREED TO BY CONSULTANT:

Signature: Scott G. Bristol
Name: Scott G. Bristol
Title: Principal Consultant
Date: 1/31/2022

SLR US TERMS AND CONDITIONS

1. **SCOPE OF SERVICES:** Consultant will commence services as specified in the Scope of Work. Consultant may also perform consulting tasks in addition to the Services ("Extra Services") provided Consultant and Client have agreed to the scope and fees for such extra services.
2. **FEE FOR SERVICES:** Consultant's fee for the Services shall be provided on a time and materials or fixed fee basis. Consultant's rates are listed on the attached Rate Schedule. Consultant may adjust its rates, from time to time, provided however that Client shall be provided at least thirty days' advance written notice of such adjustment.
3. **TIMES OF PAYMENTS:** Consultant will, on a monthly basis and/or upon the completion of the Services, submit invoice(s) for the un-billed portion of Services or Extra Services actually completed. Client agrees to pay the invoiced amounts within thirty (30) days from the date of the invoice. Any payment that is not received by Consultant within said 30 days shall be considered delinquent. Consultant reserves the right to include a late payment charge, at a rate of 1 percent per month. Consultant reserves the right to suspended services under this agreement until all payment delinquencies have been remedied.
4. **ACCESS, APPROVALS, and PERMITS:** Client shall arrange for access to and make all provisions for Consultant to enter upon public and private property as required for Consultant to perform the Services. Consultant will assist Client in obtaining access, if requested by Client. Client, at its expense, shall furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approval and consents from others as may be necessary for completion of the Project, unless otherwise arranged for in writing with Consultant.
5. **STANDARD OF PERFORMANCE – LIMITED WARRANTY:** Consultant warrants that its findings, recommendations, or professional advice provided hereunder will be prepared and presented in a manner consistent with professional and industry standards at the time Services are performed. Consultant makes no other warranty or representation, express or implied, and Client accepts said Limited Warranty.
6. **FORCE MAJEURE:** Neither party to this Agreement shall be liable to the other party for delays in performing the Services that may result from strikes, riots, war, acts of terrorism, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party ("Force Majeure").
7. **HAZARDOUS SUBSTANCES:** If state or federally regulated hazardous, toxic or dangerous wastes as defined by state or federal regulations (hereinafter "wastes") are encountered at the site, and if these "wastes" require handling, transportation or disposal at an off-site facility, Consultant may assist in advising the Client of the Client's options. However, Consultant will not "arrange" (as defined in 42 U.S.C. 9607) for disposal of, accept title to, sign manifests for, take control of, or be deemed a "generator" of any "wastes." Client shall defend, indemnify and hold Consultant harmless from any claims, damages, fines and fees, litigation or expenses, arising out of or in any way related to the presence of "wastes" on or beneath the site where the Services are to be performed, or the handling, transportation and disposal of any "wastes" in the course of Consultant's performance of this Agreement, including any repair, cleanup or detoxification thereof, or preparation and implementation of any removal, remedial, response, closure or other plan with respect thereto (regardless of whether undertaken due to governmental action). This indemnity of Consultant is intended to operate as an agreement pursuant to, but not limited to, Section 107(e) of the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA") 42 U.S.C. Section 9607(e), to hold harmless, defend and indemnify Consultant from liability in accordance with this section.
8. **CLIENT-PROVIDED INFORMATION:** Unless otherwise agreed, Consultant shall be entitled to rely, without further inquiry or investigation, on all information furnished to Consultant by Client. Client hereby represents that any information provided to Consultant does not and will not, to the best of Client's knowledge, contain any untrue or misleading information or any omissions that would be relevant to Consultant's analysis and performance of the Services.
9. **DISPUTES OR CLAIMS:** If Client in good faith disputes any invoiced fees or expenses, it shall have the right to withhold payment of such disputed amount; provided, however, Client shall notify Consultant in writing within thirty (30) days of receipt of the disputed invoice and shall make a good faith effort to resolve such dispute quickly with Consultant. Any claim brought by Client against Consultant shall be brought not later than two years after the date of substantial completion of services or the expiration of appropriate statute of limitations, whichever is earlier.
10. **ASSIGNMENT:** Neither Consultant nor Client shall assign this Agreement (except Accounts Receivable) without the prior consent of the other party, which shall not be unreasonably withheld.
11. **INDEMNITY: Indemnification by Client.** Client hereby agrees to indemnify, hold harmless, and defend Consultant, its owners, officers, directors, employees and agents (collectively, the "Indemnitees"), from and against any and all liabilities, penalties, fines, forfeitures, fees, demands, claims, causes of action, suits, judgments and costs and expenses incidental thereto, including attorneys' fees (collectively, "Damages"), which any or all of the Indemnitees may hereafter suffer, incur, be responsible for or pay out, including for personal injuries, property damage, or contamination of or adverse effects on the environment, to the extent caused by, or arising from or in connection with this agreement, or any actions or omissions or willful or reckless misconduct of Client, its employees, officers, owners, directors or agents in the performance of this Agreement, or the violation of any law, ordinance or regulation by Client. Such indemnity shall exclude Damages to the extent they arise as a result of any grossly negligent actions or omissions or willful or reckless misconduct of Consultant or its employees, officers, owners, directors or agents.
Indemnification by Consultant. Consultant hereby agrees to indemnify, hold harmless, and defend Client, its owners, officers, directors, employees and agents (collectively, the "Indemnitees"), from and against any and all liabilities, penalties, fines, forfeitures, fees, demands, claims, causes of action, suits, judgments and costs and expenses incidental thereto, including attorneys' fees (collectively, "Damages"), which any or all of the Indemnitees may hereafter suffer, incur, be responsible for or pay out, including for personal injuries, property damage, or contamination of or adverse effects on the environment, to the extent caused by, or arising from or in connection with a breach of this Agreement by Consultant, or any grossly negligent actions or omissions or willful or reckless misconduct of Consultant, its employees, officers, owners, directors or agents in the performance of this Agreement. Such indemnity shall exclude Damages to the extent they arise as a result of any grossly negligent actions or omissions or willful or reckless misconduct of the Client or its employees, officers, owners, directors or agents.
12. **LIMIT of LIABILITY:** The entire liability of Consultant and Consultants agents, representatives and employees shall be limited to \$50,000.
13. **CONSEQUENTIAL DAMAGES:** In no event shall either party to this Agreement be liable for any lost profits or revenue; loss of use or opportunity; loss of good will; costs of substitute facilities; cost of capital; or for any special, consequential, indirect, or punitive damages.
14. **SAFETY:** It is the responsibility of the Client to provide and maintain a safe working environment for its employees, Consultant's employees and that of Consultant's subcontractors, agents, the public and any other third party.
15. **INDEPENDENT CONTRACTOR:** Consultant is an independent contractor. Neither Consultant nor its employees, agents or subcontractors are to be construed as the agents, servants, partners, joint venturers or employees of Client or to have authority to act for or on behalf of the Client.
16. **ATTORNEY'S FEES AND EXPENSES:** In the event of a dispute under this Agreement, the prevailing party shall be entitled to reasonable attorneys' and experts' fees and other costs and expenses incurred directly or indirectly at arbitration, trial, or appeal.
17. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between Client and Consultant regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a document signed by both parties and in writing.
18. **TERMINATION:** Either party may terminate this Agreement upon 10 days written notice to the other. Either party may terminate this Agreement immediately in the event of a material breach by the other party to perform in accordance with the terms hereof but only if said breach is through no fault of the terminating party and said breach is not corrected before the date of termination. If this Agreement terminates for any reason, Client shall pay Consultant for all Services and Extra Services previously authorized and performed up through the termination date. If this Agreement terminates other than for breach on the part of the Consultant, or for Force Majeure, Consultant shall also be paid reasonable termination expenses and subcontractor termination and related closeout costs incurred by Consultant.
19. **CHOICE OF LAW:** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of Washington.
20. **UTILITIES:** Client assumes sole responsibility for locating all utilities and site-specific underground facilities, for the coordination of the work with the owners of such utilities during the subsurface exploration or construction, for the safety and protection thereof, and for the repair of damaged utilities, unless such services are within the scope of a Letter of Authorization.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 4-Feb-22

Purchase Item or Contract: Annual Stormwater Report		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Annual Stormwater Report	\$2,485.00	\$2,485.00
			-
			-
			-
			-
TOTAL			\$2,485.00


Account No. 001.20.2036.0.53971.00000 Stormwater Drainage Analysis

Budgeted Amount.....	\$40,000.00	Available balance.....	\$30,938.71
Encumbrances to Date.....	\$7,601.35	Amount Needed for This Package.....	\$2,485.00
Expenditures to Date.....	\$1,459.94	Available Balance After Purchase.....	\$28,453.71

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist. Finance Director

or:

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

Finance Director or Assist. Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 15, 2022

SUBJECT: Request to waive the Town of Berlin bid requirements and contract the State of Connecticut Fire Academy to provide a Fire Officer I class at a cost of \$10,770.

Summary of Agenda Item:

The Town of Berlin Fire Department (TOBFD) would like to contract the State Fire Academy to provide a Fire Officer I class for a delivery cost of \$10,770. This class would be held at one of our fire company's training rooms (to be determined) starting in April and ending in June of 2022.

Funding for the class will be provided out of the following TOBFD accounts:

- Programs account # 100.15.1531.0.53400.00000: \$2,500
- Training account #. 001.15.1531.0.53945.00000: \$6,270
- Professional development # 001.15.1531.0.53916: \$2,000

Any seats not filled by TOBFD personnel will be sold on a first come, first served basis to other fire departments within the state. Funding from those sales will then be used to replenish the programs account and for future training classes.

Action Needed:

Move to waive the Town of Berlin bid requirements and contract the State of Connecticut Fire Academy to provide a Fire Officer I class at a cost of \$10,770, since this is in the best interest of the town.

Attachments:

Certification of Sufficiency of Funds

Prepared By:


James Simons, Fire Administrator



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Feb-22

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire Officer I class	\$6,270.00	\$6,270.00
			-
			-
			-
			-
TOTAL			\$6,270.00

Account No. 001.15.1531.0.53945.00000

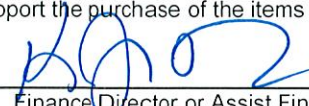
Budgeted Amount.....	\$30,000.00	Available balance.....	\$14,244.46
Encumbrances to Date.....	\$1,150.00	Amount Needed for This Package.....	\$6,270.00
Expenditures to Date.....	\$14,605.54	Available Balance After Purchase.....	\$7,974.46

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 8-Feb-22

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire Officer I class	\$2,000.00	\$2,000.00
			-
			-
			-
			-
TOTAL			\$2,000.00

Account No. 001.15.1531.0.53916.00000

Budgeted Amount.....	\$2,500.00	Available balance.....	\$2,500.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$2,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$500.00

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 8-Feb-22

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire Officer I class	\$2,500.00	\$2,500.00
			-
			-
			-
			-
Account No. 100.15.1531.0.53400.00000			TOTAL \$2,500.00


Budgeted Amount.....	\$2,518.56	Available balance.....	\$2,518.56
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$2,500.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$18.56

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: February 14, 2022

SUBJECT: Purchase of Firefighter Personal Protective Equipment (PPE) from C & S Specialty and the Fire Store.

Summary of Agenda Item:

Each year the Fire Departments replace a fraction of the PPE in use. The replacement is determined by an annual comprehensive PPE inspection. The inspection takes into account the age, wear, condition and level of activity of the firefighter. Equipment inspected are turnout coats and pants, boots, helmets, gloves and water PPE. The Town of Berlin Fire Department (TOBFD) has budgeted \$55,000 for replacement PPE in FY2022. The funding for the PPE account #001.15.1531.0.53216.00000.

The TOBFD is requesting that the main ensemble of PPE (Coats and Pants) be awarded to C & S Specialty utilizing the NPPgov (National Purchasing Partners) Contract # PS16008 expiring 7/14/2022. This will be the 4th year our firefighter's turn-out coats and pants are manufactured by Lion Apparel. The TOBFD performs a review of PPE used in an effort to purchase a high-grade ensemble to protect our men and women. Lion Apparel was very well received by the review committee and now with firefighters wearing the equipment. TOBFD is requesting to spend an amount not to exceed \$35,000 on turn-out coats and pants. Each ensemble costs \$3,595.

The remainder of the funding within this account will be used to replace 2 ice rescue suits and 3 personal floatation devices, 15 pairs of boots, 8 Helmets and 22 pairs of Firefighter gloves from various vendors.

Action Needed:

1. Move to approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$35,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS16008.

Attachments:

Certification of Sufficiency of Funds

Prepared By: 
James C. Simons, Fire Administrator



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Feb-22

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire Personal Protective Equipment (PPE)	\$3,318.00	\$3,318.00
			-
			-
			-
			-
TOTAL			\$3,318.00

Account No. 500.15.1531.0.53216.00000

Budgeted Amount.....	\$31,500.00	Available balance.....	\$3,318.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$3,318.00
Expenditures to Date.....	\$28,182.00	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 8-Feb-22

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire Personal Protective Equipment (PPE)	\$44,182.00	\$44,182.00
			-
			-
			-
			-
TOTAL			\$44,182.00

Account No. 001.15.1531.0.53216.00000

Budgeted Amount.....	\$55,000.00	Available balance.....	\$53,465.00
Encumbrances to Date.....	\$15.00	Amount Needed for This Package.....	\$44,182.00
Expenditures to Date.....	\$1,520.00	Available Balance After Purchase.....	\$9,283.00

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.: 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 8, 2022
SUBJECT: Purchase one Ford Utility Police Interceptor from MHQ utilizing State of CT DAS contract # 12PSX0194.

Summary of Agenda Item:

On May 27, 2021 one of our detective cars was involved in an accident. The accident resulted in the vehicle being totaled. Jim Simons, Fleet Manager, received pricing and Town Council approval to purchase a Dodge Charger for \$27,400.80. In December, Gengras Dodge notified the town that Dodge is no longer manufacturing the Charger for police use. Jim Simons contacted MHQ from who we purchase our Ford Police vehicles to determine availability and pricing utilizing the DAS contract. The cost for a Fleet vehicle consistent to the town's specifications will cost \$33,673.40. The difference in cost is \$6,272.60.

The additional funding, if approved, will come from account #450.15.1532.0.54000.00004 Police Vehicles which is located within the General Insurance fund.

Action Needed:

Move to approve the purchase of one new Ford Utility Police Interceptor from MHQ of Marlborough MA in the amount of \$22,673.40 utilizing State of CT DAS contract # 12PSX0194.

Attachments:

None

Prepared By:

James C. Simons, Fleet Manager

Board of Ethics



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.

Please list your Board/Commission preference below:

1. ETHICS COMMITTEE

2. _____

Name: ANNMARIE MAROLA

Telephone No.: 860 877-1085

Home Address: 433 TOLL GATE RD

Number of years in Berlin: 16

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

Email Address: aemarolda@gmail.com

Party Affiliation: DEMOCRAT ✓

Are you a Registered Voter? YES

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

Educational Background (optional)

REGISTERED NURSE UCONN HEALTH

Present Employment (company/position)

263 FARMINGTON AVE. FARMINGTON CT.

Business Address

Current and Past Civic/Community Involvement: I AM AN ACTIVE PARENT IN MY COMMUNITY
I HAVE BEEN A BOYS SCOUTS FIN 8 YEARS (XC, TRACK, GYM, JUDO, SWIM, DANCE)
I HAVE VOLUNTEERED IN THESE EVENTS IN VARIOUS POSITIONS & NEEDS FOR THE TEAMS.

Tell us why you feel qualified for this appointment: I AM AN INVOLVED PERSON IN THE COMMUNITY
AND I HAVE BEEN AN ALTERNATE ON THE ETHICS COMMITTEE FOR THE LAST

YEARS AS AN ALTERNATE BUT WAS VOTED IN AS A FULL MEMBER ON SEVERAL OCCASIONS

Can you think of any reason that a conflict of interest could arise if you were appointed? NEED

Signature: [Signature] Date: 1/3/2021

RECEIVED FOR RECORD

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.

Kate Wall

Board of Ethics

From: Arosha Jayawickrema
Sent: Friday, February 4, 2022 10:21 AM
To: Maura
Cc: Kate Wall
Subject: RE: Board of Ethics Vacancy

Dear Ms. Chasse,

Sorry to hear about your request to withdraw your application from being considered for the Board of Ethics, but I appreciate your candor.

Perhaps you might consider the opportunity sometime in the future when you have a little extra time.

Thanks for informing us and I wish you the very best.

Arosha

Arosha Jayawickrema
Town Manager
Town of Berlin
240 Kensington Road
Berlin, CT 06037
Phone: 860-828-7003
Fax: 860-828-7068
www.town.berlin.ct.us

-----Original Message-----

From: Maura <Mchasse2@comcast.net>
Sent: Friday, February 4, 2022 9:53 AM
To: Arosha Jayawickrema <ajayawickrema@berlinct.gov>
Subject: Board of Ethics Vacancy

Dear Mr. Jayawickrema,

I recently submitted an application for membership on the Board of Ethics. After further consideration, however, I am not able to commit to this position at the present time. I ask that my application be withdrawn with apologies for any inconvenience that this has caused.

Maura Chasse

Sent from my iPhone

Planning & Zoning

Mr. John M Russo, Jr.

Town of Berlin | Generated 2/10/2022 @ 8:30 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mr. John M Russo, Jr.

Application Date

2/9/2022

Expiration Date

2/9/2121

Status

Received

Board

Planning and Zoning Commission

Vacancies

2

Status

Pending

Basic Information

Name

Mr. John M Russo, Jr.

Contact Information

Address

17 Edgewater Circle
Berlin, CT 06037

Resident

Yes

Phone

2039078346

Email

jayrusso32@gmail.com

Occupation

Employer

State of Connecticut

Job Title

Assistant Attorney General

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 FEB 10 AM 8:32

Kathy Russo
BERLIN, CT.

Other Questions

Question #1

Number of years in Berlin

1 (as of April, 2021)

Question #2

Educational Background (optional)

JD, Quinnipiac University School of Law; BA, Clemson University

Question #3

Current and Past Civic/Community Involvement

Alternative, Berlin Inland Wetlands & Watercourses Commission (2022-Present)

Question #4

Tell us why you feel qualified for this appointment

My law practice includes land use related matters. Prior to entering state service, I also handled matters for clients before various municipal land use boards and commissions.

Question #5

Can you think of any reason that a conflict of interest could arise if you were appointed?

I may recuse myself if there was an application that involved certain state agencies I currently represent, including but not limited to the Connecticut Department of Transportation.

Question #6

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

Yes.

Political Party

What is your political party affiliation?

- Republican ✓

Additional Information



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

TOWN OF BERLIN
Application for Appointment to Boards and Commissions

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

21 DEC 29 PM 2:33
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Planning + Zoning Commission

2. _____

Name: Steven Biella Jr

Telephone No.: (960) 883-8985

Home Address: 24 Bernard Road
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 5

Email Address: ~~biella~~ staxxconstruction@gmail.com

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

Party Affiliation: Unaffiliated

Educational Background (optional)

Staxx Construction Services LLC - Operations Manager
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Planning & Zoning Commission,
Inland Wetlands Commission, Water Commission & Cemetery

Tell us why you feel qualified for this appointment: I have served on multiple
commissions for five years.

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

Signature: Steven Biella Jr

Date: 12/28/21

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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.

RECEIVED FOR RECORD
TOWN CLERK
21 DEC 29 PM 4:13

Kathryn G. Wall
BERLIN, CT.

FRED CAMPANELLA

Zoning Board of Appeals

Town of Berlin | Generated 1/25/2022 @ 12:29 pm by OnBoard2 - Powered by ClerkBase

Status

Name

FRED CAMPANELLA

Application Date

1/25/2022

Expiration Date

1/25/2121

Status

Received

Board

Zoning Board of Appeals

Vacancies

2

Status

Pending

Basic Information

Name

FRED CAMPANELLA

Contact Information

Address

12 WATCH HILL RD
BERLIN, CT 06023

Resident

Yes

Phone

8609827332

Email

ACCURATEAUTOCT@AOL.COM

Occupation

Employer

ACCURATE AUTOMOTIVE

Job Title

OWNER

Other Questions

Question #1

Number of years in Berlin

65

Question #3

Current and Past Civic/Community Involvement

All-American Soap Box Derby, Berlin Little League, Berlin Softball Coach

Question #4

Tell us why you feel qualified for this appointment

I have lived in town my entire life, I've served the Berlin Police Department for 30+ years as one of their wrecker services. I have been in front of the board as my business grew from building to building in town as well as built my house here.

Question #5

Can you think of any reason that a conflict of interest could arise if you were appointed?

no

Question #6

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

YES

Political Party

What is your political party affiliation?

• Independent

Unaffiliated

Additional Information



Please return application to:

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

Zoning Board of Appeals

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.

Please list your Board/Commission preference below: Mazzotta

1. ZBA OR ZBA alt. either is fine

Name: Christine Mazzotta Telephone No.: 860-716-7947

Home Address: 405 Alling St. Number of years in Berlin: 10
(Note: To apply, you must be a resident of Berlin)

Email Address: christine@CDPMS.com

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

Masters
Educational Background (optional)

@ Entrepreneur → transitioning to private
Present Employment (company/position) @ 50 Property Mgt. firm
Home office

Business Address

Current and Past Civic/Community Involvement:

on file

Tell us why you feel qualified for this appointment:

Renew

Can you think of any reason that a conflict of interest could arise if you were appointed?

NO

Signature: CM

Date: 10/10/21

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.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK

2021 DEC 20 PM 3:19

Kelly Wade

BERLIN, CT.



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.

Please list your Board/Commission preference below:

TOWN OF BERLIN
22 FEB 7 PM 3:41

1. ZONING 2. _____

Name: Scott Hamel Telephone No.: 860-550-2451

Home Address: 73 Westview terrace Number of years in Berlin: 14
(Note: To apply, you must be a resident of Berlin)

Email Address: Scottsflowersinc@yahoo.com

Are you a Registered Voter? Yes Party Affiliation: Republican
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Scotts Flowers
Present Employment (company/position)

678 Arch Street, New Britain, CT
Business Address

Current and Past Civic/Community Involvement: Commissioner Park and Recreation
New Britain, Zoning Commissioner New Britain, Vice chairman
of Zoning New Britain

Tell us why you feel qualified for this appointment: _____

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

Signature: [Signature] Date: 2/7/22

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 FEB -7 PM 3:52
Kathy G. Wade
BERLIN, CT.

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.
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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.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2021 JAN -3 AM 8:59
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Zoning Board of Appeals

2. _____

Name: Corey Whiteside

Telephone No: 860.719.7021

Home Address: 386 Main St. East Berlin
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 25

Email Address: coreyswhiteside@att.net

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

Party Affiliation: Republican ✓

Masters / Professional Accounting; CPA
Educational Background (optional)

Sound Community Services, Inc. New London CT
Present Employment (company/position)

21 Montauk Ave New London 06320
Business Address

Current and Past Civic/Community Involvement: ZBA; BRTC; St. Paul's; Sacred Heart

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2021 JAN -3 AM 8:59

Kathy Gleason
BERLIN, CT.

Tell us why you feel qualified for this appointment: Prior Experience; CPA = healthy skepticism and objectivity

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

Signature: Corey Whiteside

Date: 12/30/21

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Mr. John M Russo, Jr.

Zoning Board of Appeals
Inland Wetlands

Town of Berlin | Generated 1/11/2022 @ 1:25 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Mr. John M Russo, Jr.

Application Date

1/11/2022

Expiration Date

1/11/2121

Board Member

John M Russo, Jr.

Status

Validated

Republican ✓

Board (Rank)

Vacancies

Status

Zoning Board of Appeals (1)

2

Pending

Inland Wetlands and Water Courses Commission (2)

1

Pending

Basic Information

Name

Mr. John M Russo, Jr.

Contact Information

Address

17 Edgewater Circle
Berlin, CT 06037

Resident

Yes

Phone

2039078346

Email

jayrusso32@gmail.com

Occupation

Employer

State of Connecticut

Job Title

Assistant Attorney General

John M Russo, Jr.
Continued

Other Questions

Question #1

Number of years in Berlin

REDACTED

Question #2

Educational Background (optional)

REDACTED

Question #3

Current and Past Civic/Community Involvement

REDACTED

Question #4

Tell us why you feel qualified for this appointment

REDACTED

Question #5

Can you think of any reason that a conflict of interest could arise if you were appointed?

REDACTED

Question #6

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

REDACTED

Political Party

What is your political party affiliation?

REDACTED

Additional Information



Please return application to:

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

Zoning Board of Appeals

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.

Please list your Board/Commission preference below:

1. Zoning Board of Appeals

2. _____

Name: Ryan Matson

Telephone No.: (860) 655-0958

Home Address: 431 Savage Hill Road
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 38 years

Email Address: Ryan.Matson@Comcast.net

Unaffiliated ✓

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

Party Affiliation: Independent

Educational Background (optional)

Savage Hill Cattle Company

Present Employment (company/position)

431 Savage Hill Road, Berlin, CT.

Business Address

Current and Past Civic/Community Involvement: Volunteer With Berlin Lions
Club for Ten years, member of the lions club for
17 years.

Tell us why you feel qualified for this appointment: I am confident with my
experience being involved with multiple Berlin businesses, that
I can bring some common sense perspective to the board.
Can you think of any reason that a conflict of interest could arise if you were appointed? _____

I cannot think of any.

Signature: [Signature]

Date: 2/9/22

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2021-2022

Boldface items approved by Bd. of Finance and Town Council.
All others approved by Town Manager.

Bud.Chg.	#	Department	Contingency	Fund Bal.	Other General Fd.	Other Fund	Comments
	22-01	Finance			\$4,400.00		Computer Support (from Part time help)
	22-02	Townwide		\$2,210,640.00			Pension/Actuarial Funding
	22-03	Animal Control			\$170.00		Telephone (from Maint. & Repair)
	22-04	Economic Devel.			\$4,832.83		Salary increase for Director (from Salary Continuation)
	22-05	Nursing			\$5,000.00		Part Time Help (from Dept. Head)
	22-06	Building Inspection			\$250.00		Uniforms/safety equip. (from Mld Managers)
	22-07	Townwide		\$3,100,000.00			Pension/Actuarial Funding
	22-08	Town Clerk			\$92.50		Computer Support (from Supplies)
	22-09	Golf				\$4,900.00	Parts for backhoe overhaul (from CNR Backhoe)
	22-10	Highway				\$5,000.00	Paving Box (from CNR Wood Chipper)
	22-11	Library			\$1,200.00		Maint. & Repair (from Data Services)
	22-12	Public Works			\$500.00		Water.Storage Yard Monitoring Wells (from Contrac. Serv.)
	22-13	School Expenses			\$75.00		Org. Fees (from Training)
	22-14	Registrar of Voters			\$170.00		Org. Fees (from Truck Rental)
	22-15	Nursing			\$1,175.00		Prof. Devel. (from Pension)
	22-16	School Expenses			\$200.00		Physicals for Nurses (from Training)
	22-17	Golf			\$4,999.00		Fertilizer/Chemicals (from Equipment)
	22-18	Nursing			\$2,620.00		Training (Pension)
	22-19	Public Works			\$477.97		Street Signs (from Refuse Disposal)
	22-20	Police			\$2,000.00		Department Head (from Professional Personnel)
	22-21	Nursing			\$18,300.00		Mid Manager Personnel (from Department Head)
	22-22	Nursing			\$1,840.00		Part Time Help (from Dept. Head)
	22-23	Municipal Garage		\$5,000.00			Snow & Ice Materials
	22-24	Municipal Garage			\$2,000.00		Operating Materials (from Fuel)
	22-25	Police			\$3,000.00		Prof. Devel. (from Physicals)
	22-26	School Expenses			\$26,120.00		Electricity Lighting Cont. Upgrades (from Electricity)
	22-27	Economic Devel.				\$5,000.00	516 Fund Land Appraisal Serv. (from Admin. Pistol Creek and Misc.)
	22-28	Town Clerk			\$50.00		Org. Fees (from Prof. Devel.)
	22-29	Library			\$5,000.00		Equipment (from Audio/Video Materials)
	22-30	Animal Control			\$350.00		Supplies (from Part Time)
	22-31	Senior Services			\$30.00		Training (from Mileage)
			\$5,000.00	\$5,310,640.00	\$84,852.30	\$14,900.00	
		Cumulative Appropriations					\$5,310,640.00
		Bal. of Contingency Account					\$295,000.00

Fee Waivers and Donations Approved by Council
Fiscal Year 2021/22

<u>Date</u>	<u>Value</u>
7/20/2021 Waive Police fees - Willard 5K Fun Run	\$2,289.00
7/20/2021 Waive Police fees - Berlin Fair	\$29,236.00
9/7/2021 Donation of 4 rounds of golf and 2 carts - Timber Cup Tournament raffle prize	\$244.00
9/7/2021 Waive rental fee at Pistol Creek deck - U.S. Army reserves	\$100.00
9/7/2021 Waive permit fees for temp. tent - Wellspring Church	\$170.00
9/7/2021 Waive additional Police fees - Kens. Cong. Church Festival on the Hill	\$79.90
9/21/2021 Waive P & Z special event fee - St. Paul annual picnic	\$150.00
9/21/2021 Waive Police fees - BVFD Jeep show	\$385.00
10/5/2021 Waive Police fees - Hungerford Pumpkin Palooza	\$1,000.00
10/19/2021 Waive fees for the installation of two tents - Hungerford	\$165.00
11/30/2021 Waive field usage and light fees - flag football game at Scalise field	\$300.00
11/30/2021 Waive police fees - Berlin Helping Berlin Powder Puff fundraiser	\$569.00
11/30/2021 Waive Police fees - Tree Lighting	\$884.00
11/30/2021 Waive Public Grounds OT charges - Tree Lighting	\$480.00

\$36,051.90

TOWN OF BERLIN
SPECIAL MEETING
JOINT TOUR OF SCHOOLS
BOARD OF EDUCATION/TOWN COUNCIL/BOARD OF FINANCE
Thursday, January 27, 2022
McGee Middle School and Griswold Elementary School
6:30 PM

MINUTES

A. CALL TO ORDER

Tour of Catherine M. McGee Middle School started at 6:30 PM.

Members present:	Town Council	Mayor Mark Kaczynski Councilor Jack Fazzino Councilor Peter Rosso Councilor Donna Veach Councilor Mike Urrunaga
	Board of Finance	Chairman Sal Bordonaro Tim Grady George Millerd Raul Fernandes
	Board of Education	President Julia Dennis Gina Nappi Matthew Tencza
	Staff Present	Principal Salvatore Urso Assistant Principal Tim Chiaverini Superintendent Brian Benigni Director of Business Operations Jeff Cugno Facilities Director Doug Solek Town Clerk Kate Wall

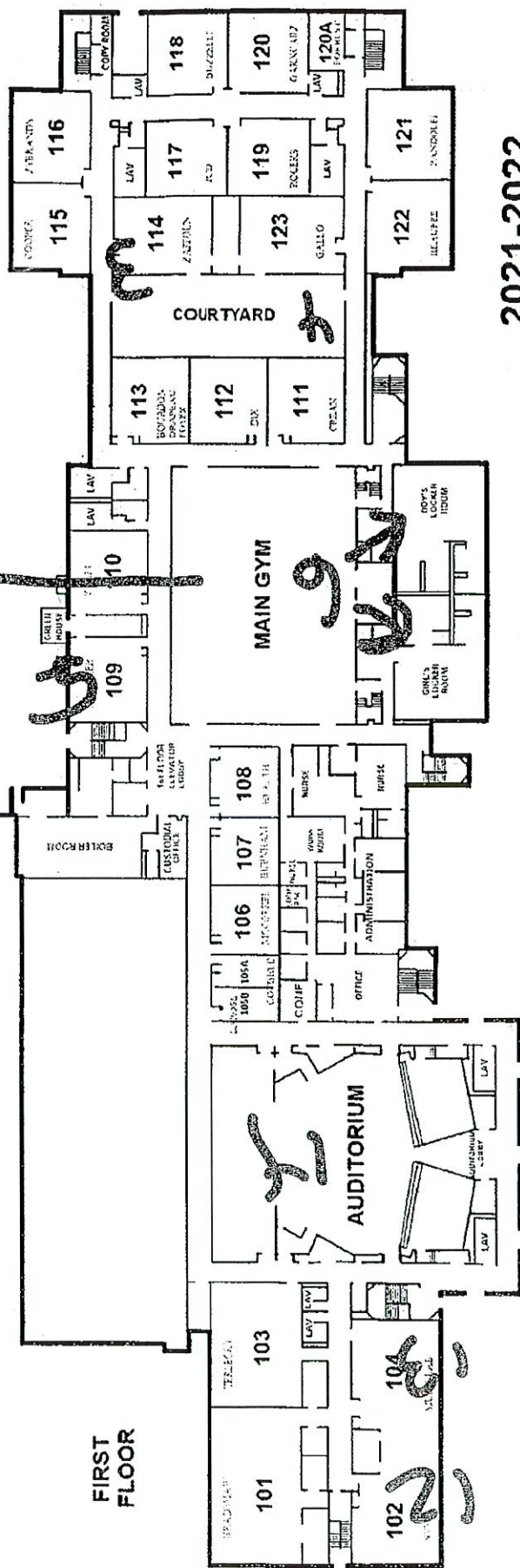
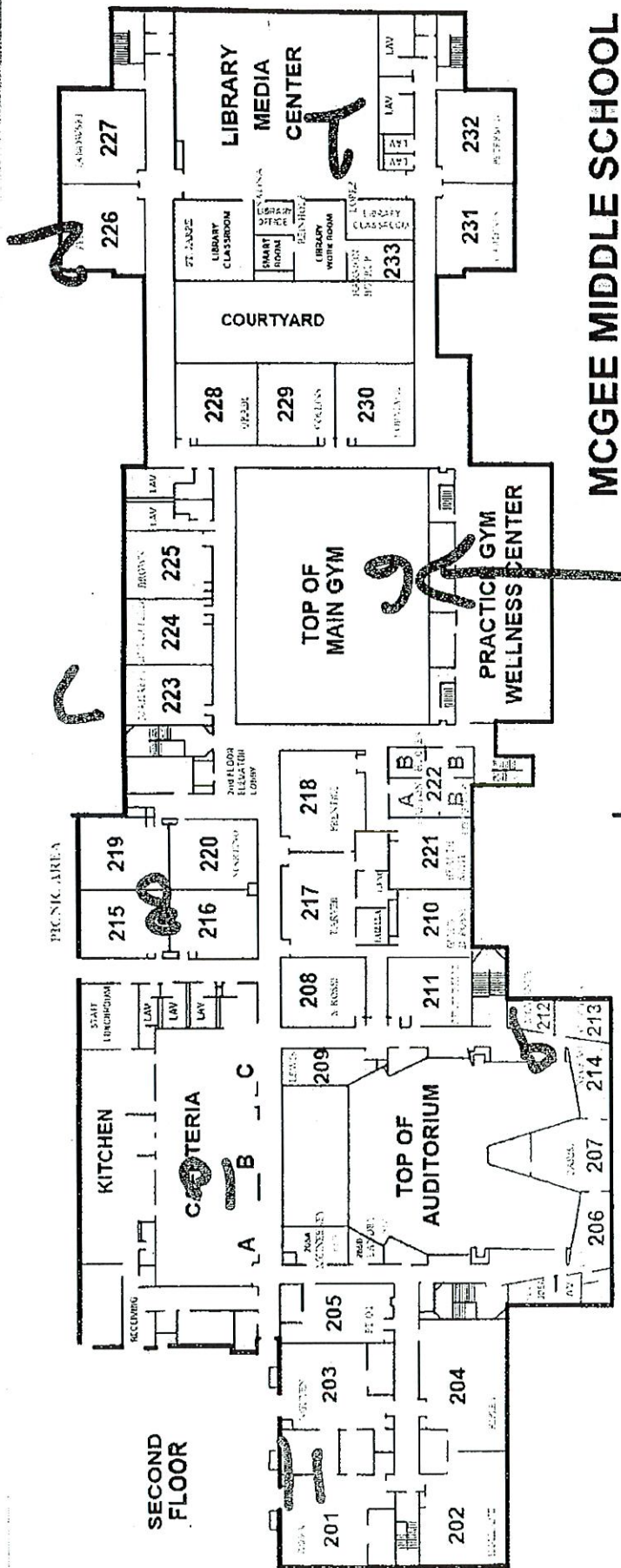
The tour of McGee Middle School was led by Principal Urso and concluded at 7:25 P.M.

The tour of Mary E. Griswold Elementary School started about 7:40 P.M.

Members present:	Town Council	Mayor Mark Kaczynski Councilor Jack Fazzino Councilor Peter Rosso Councilor Donna Veach
	Board of Finance	Chairman Sal Bordonaro Tim Grady George Millerd Raul Fernandes
	Board of Education	President Julia Dennis Gina Nappi Matthew Tencza

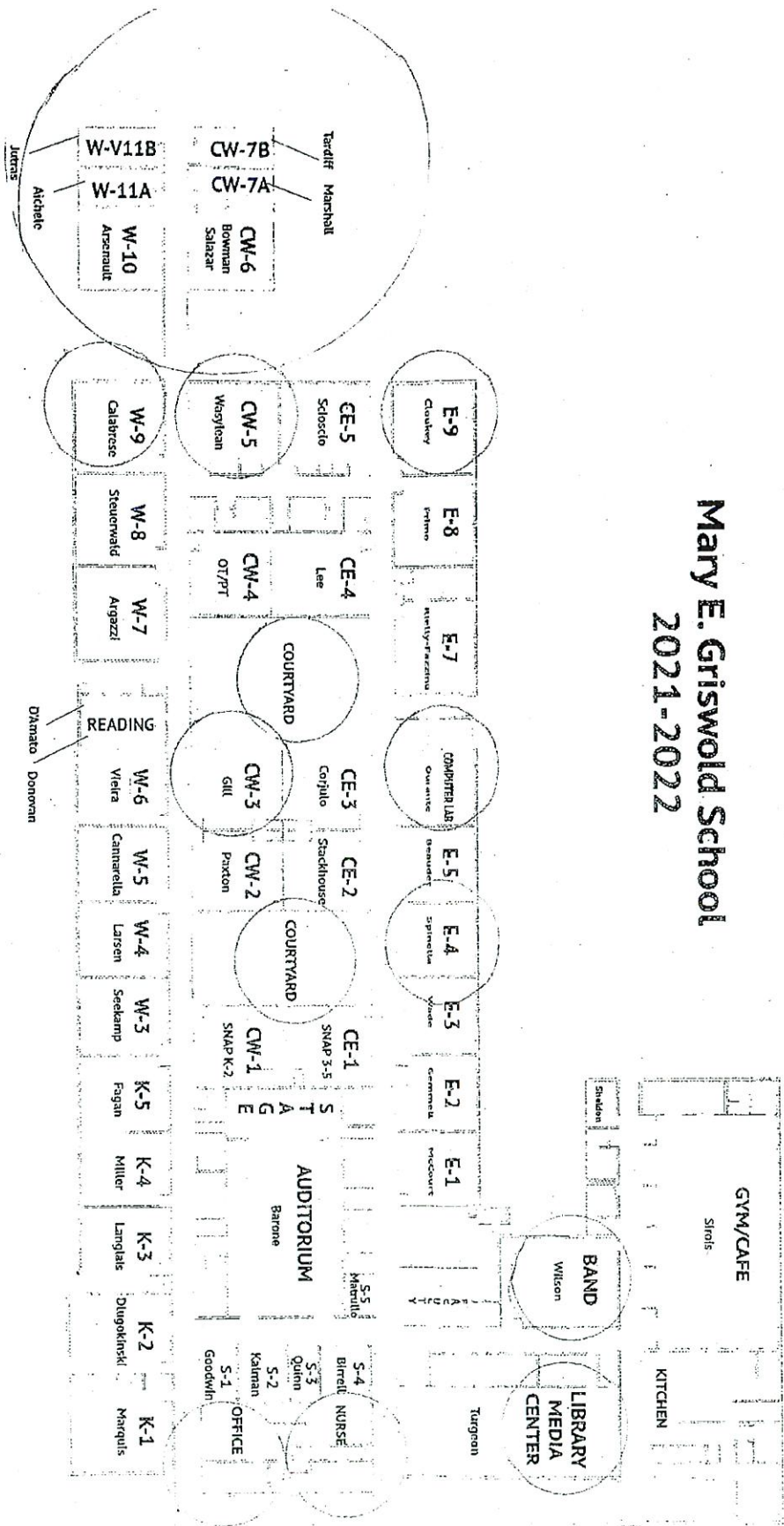
McGee Building Tour 2022

Location	Purpose	Notes
Library Media Center Space	Library Collection Media Literacy Research Literacy Intervention	
226	Typical "new section" classroom - furniture 1995 will be 30 years old	
114	"New section" science lab	
Courtyard	Newest Space	
109	1969 Science Rooms in need of renovation	
Gym - Lunch / Wellness Boys Locker Room	Renovations Girls Locker Room not Renovated	
223 Mahaffy	Typical 1969 Math	



2021-2022

Mary E. Griswold School 2021-2022



Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/87418544184?pwd=U213Q3p1RjVmRXRtSlVTSEFgwYitNdz09>

Meeting ID: 874 1854 4184

Passcode: 891780

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 1, 2022
Town Council Chambers and
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

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

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Gale Lemieux, 102 Wildermere Road – As a member of the Public Golf Course Commission Ms. Lemieux provided an update on the Timberlin Golf Course 50th Anniversary Celebration was originally planned for 2020 but was not held due to Covid.

As time has passed it is no longer feasible to hold the celebration at this time however over \$13,000 was raised from generous sponsors. The Golf Course Commission has been working on a proposal to install a large clock on the first tee to commemorate the 50th anniversary as well as recognize the sponsors.

The sponsors are being contacted to see if they are okay with the clock proposal since their donation was intended for a different purpose and some approvals have already been received. Quotes for

installation costs have also been received. Ms. Lemieux will return to Town Council with more detailed information once it has all been compiled.

Ms. Lemieux also wished to address the 2022 Timberlin Golf Course Rates item which is on tonight's agenda. As a reminder, the Golf Course Commission (the Commission) is charged with providing revenue projections based on a proposed budget provided by the Town. At a Commission meeting it was suggested that perhaps a three-year running average of revenues may be something to be considered due to factors that are out of their control such as the weather. Therefore, Ms. Lemieux is asking that the Ordinance Committee consider reviewing the ordinance relating to the golf course revenues.

Peter DeFazio, 92 Wildermere Road - Mr. DeFazio, Chairman of the Public Golf Course Commission, stated that the Commission is considering a product that aids in deterring a golf cart operator from driving into restricted areas, allows for tracking of the carts, and will assist in keeping up speed of play by allowing to see where significant gaps are on the golf course.

Without the use of rangers on the course that have been eliminated due to costs, degraded conditions have been noted due to carts traveling into restricted areas. This product will also alert staff if anyone uses a golf cart without paying or after the closing of the golf shop. The Commission feels this is a viable option that will help preserve conditions of the Timberlin Golf Course and provide golfers with a better golfing experience.

Golf Professional Marc Bayram will work together with the Golf Commission and the Director of Golf to structure a plan whereby there is no burden on the taxpayer for this product. Due to time constraints of the Golf Course Rates submission deadline that are on tonight's agenda for approval, Mr. DeFazio informed the Town Council that the Commission will be returning to the Council to request a modification to the proposed rates in order to pay for this additional expense.

Atty. Craig Fishbein of Fishbein Law Firm, LLC – Atty. Fishbein stated that he represents the complainant in agenda item #7. The backup presented to the Town Council is very brief and merely states there was an ethics violation. Procedurally the job of the Town of Berlin Board of Ethics is to make a finding and if it does make a finding that comes to the Town Council for the penalty phase.

In order to analyze the penalty phase Atty. Fishbein stated that it is important for the Town Council to be aware of the background and stated that the issue in question began at the September 15, 2020 Town Council meeting when the respondent, former Councilor Joanne Angelico-Stetson (Angelico-Stetson) raised the question of Councilor Veach (Veach) being involved in the discussion of the Police pension program due to her husband being a Berlin Police officer.

Two days after the meeting Christian Damiani (Damiani), a staff member of State Representative Cathy Abercrombie, files an ethics complaint against Veach in which he makes the complaint about the pension issue and also about the Town's Statement of Financial Interest. At the Ethics hearing it is admitted that that complaint was shared with Angelico-Stetson as well as the Democratic Town Committee chair Kristen Campanelli.

This Ethics complaint was submitted to the Town Clerk's office who then refers it to the Board of Ethics who dismisses the complaint on October 16, 2020.

Two days later the Berlin Democratic Town Committee expends over \$3,000 publishing a mailer approved by Angelico-Stetson claiming that Veach is being investigated by the Board of Ethics, even though at that time the complaint had been dismissed. In addition, Angelico-Stetson purchased Facebook ads making the same claim. On December 21, 2020 a single payment of \$500 is made to Damiani by the Angelico-Stetson campaign.

Under the Ethics Code for the Town of Berlin at the time that a complaint is filed it is considered confidential.

Atty. Fishbein then stated that under the Code of Ethics the Town Council can choose to remove, censure and reprimand, issue a civil penalty up to \$1,000, or request restitution of any pecuniary benefits because of the violations committed by the respondent.

E. MAYOR'S UPDATE

- The Town did a great job getting through the recent winter storm with roads kept clear throughout the duration. The Mayor thanked Public Works Director Mike Ahern and his crew.
- The Affordable Housing Survey deadline closed and there was a good response. The Affordable Housing Committee will provide those results and continue their work in developing the Plan that is due to the State by June 1st.
- There will be a meeting of the Community/Senior Center Advisory Committee on Thursday January 3rd.

F. MEETING AGENDA – Immediately Following the Mayor's Update

G. CONSENT AGENDA:

1. **Topic re: Accept monetary donations totaling \$250.00 for the Berlin Peck Memorial Library and deposit \$250.00 into the library agency account to be used to purchase a large print book in the name of Linda Guzzardi, investment books in memory of John Day and preschool age books in memory of Charlie McCourt and move to accept the donation of books with an approximate value of \$44.00 to be added to the collection. – Berlin-Peck Memorial Library**
2. **Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$500 to provide additional testing 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**
3. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 185.00 and items valued at \$35.00. – Animal Control**

4. Topic re: Transfer \$16,793.77 from the Chotkowski Properties Open Space account to the Open Space Acquisition account, both in the Land Acquisition & Development Fund, to pay for the Town's purchase of a one-acre parcel of land on Reservoir Road. – Finance

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. Topic re: Discussion and possible action concerning Berlin Visiting Nurse Association Performance Review. – VNA

Town Manager Jayawickrema stated that consulting firm SimiTree Healthcare (SimiTree) was hired to perform a review of the Berlin VNA operations. SimiTree Directors Anthony Smith and Charles Breznicky Jr will present their findings presentation at tonight's meeting.

SimiTree conducted an assessment of the Berlin VNA in November 2021 in order to gain an understanding of the workflows and technology used by the home health team and provide recommendations for process improvements. They also identified opportunities to optimize Devero utilization. They returned 21 findings which they will consolidate for tonight's meeting.

In 2021, with the last full month of data available being for October, referrals averaged 35 per month. At the time of the assessment there was 36 active patients with 40% of them being CCCI patients, maintenance patients that are typically seen about once a month. In excluding those maintenance patients this averages about 10 to 12 patients per nurse with the industry averaging 20 to 25 patients per nurse. These findings resulted in SimiTree stating that there is room for the VNA to grow without hiring additional staff. Since the assessment SimiTree has found that there are currently 51 active patients with CCCI patients at 21.5%.

In analyzing visits by clinical grouping SimiTree found that those visits for neuro/stroke related care and visits for "other" diagnosis are significantly higher than the industry average. There should be a discussion of the skilled need during case conferencing. They also recommend that staff meet the five to six patient visits per day and suggested assigning staff visits by their proximity to patients in order to have a more productive day.

In regard to analyzation of financial information it was determined that the gross margin and net margin of the Berlin VNA is significantly below national average with the major factor being overall lack of revenue generation. SimiTree recommends focusing on expanding the census to 100 patients to improve these margins.

Mayor Kaczynski stated that the Town has been working with the VNA to improve their bottom line. It is a tough environment these days in healthcare especially for a VNA this size and they are consistently \$1 million in deficit every year. He added that the Berlin VNA is part of the Town's Charter and any changes to it would require Charter revision, therefore the Town is looking at other ways to improve the bottom line.

Berlin VNA Administrator and Clinical Supervisor Barbara Vujs stated she appreciated the information provided by SimiTree to help improve the VNA. As of today, their census is 55 patients and they are trying to improve their visit utilization however education of staff and patients regarding changes in Medicare billing has been time consuming.

The VNA has also been utilizing an online system for paperwork that has reduced travel to the office by staff, they have been doing inhouse billing and coding, chart reviews, and education. Recent quarterly reviews showed an increase in compliance with Medicare guidelines from 80% to 92% and Ms. Vujs believes those percentages will continue to increase in the next quarter. She added that she is very proud of the Berlin VNA staff as they have been working very hard to generate these improvements while admitting 26 or 27 new patients a month.

The VNA has seen about nine to ten referrals per week, and they are not refusing as many referrals as before with those that have been refused going into nursing homes or not needing VNA services for one reason or another. Ms. Vujs added that they have been working on marketing the VNA by visiting nursing homes and assisted living facilities to let them know that the VNA is taking new patients which has led to a number of referrals.

Ms. Vujs concluded by stating that the VNA is managing their time and resources better, and she is hoping that within a few months they will be seeing huge improvements.

NO ACTION TAKEN

2. Topic re: Award Bid No. 2022-15 for the Hubbard and Griswold School Casework to Aresco Construction Company, of Middletown, CT in the amount of \$66,000, which includes a 5 percent overall project contingency. – Facilities

Director of Facilities Doug Solek stated that in fiscal year 2022 funding was allocated for closet cubbies in various classrooms at Hubbard School and for instrument storage in the relocated music room at Griswold School. The project was publicly bid as RFP 2022-15 with three bids received. The low bidder chose to exclude themselves from the project and the second low bidder, Aresco Construction Company, completed the scope review and will accept the project.

Councilor Luddy moved to award Bid No. 2022-15 for the Hubbard and Griswold School Casework to Aresco Construction Company, of Middletown, CT in the amount of \$66,000, which includes a 5 percent overall project contingency.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Waive the bidding requirements for Northeast Laboratories to allow for payments up to \$17,000.00 so that the Berlin Water Control Commission remains in compliance with water quality tests established by the Connecticut Department of Health, as this is in the best interest of the Town. – Water Control

Water Control Manager Ray Jarema stated that water quality testing is mandated by the Connecticut Department of Health and in September of 2021 Berlin Water Control conducted a systemwide test

for lead and copper which is required every three years. The additional test results were collected in this fiscal year rather than last therefore increasing costs this year. Northeast Laboratories of Berlin is most familiar with the Town's requirements and procedures.

Councilor Luddy moved to waive the bidding requirements for Northeast Laboratories to allow for payments up to \$17,000.00 so that the Berlin Water Control Commission remains in compliance with water quality tests established by the Connecticut Department of Health, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Approve the 2022 Timberlin Golf Course Rates. – Golf Course Commission

Acting Director of Golf Jerry Salvio stated that the Timberlin Golf Course must meet the Town ordinance by matching revenues to expenses while also staying competitive with surrounding courses and providing fair rates to the residents of Berlin.

Provided to Town Council tonight is the proposed fiscal year 2023 budget with a 2.8% increase in expenses which Mr. Salvio believes is fair due to increases in the cost of doing business and inflation. The rate increases proposed are also reasonable and competitive with surrounding courses.

Working with the Public Golf Course Commission, the Town Manager and the Finance Director they went by the actual figures for fiscal year 2022 knowing that they had a bad July and August, and that can be the buffer. Going forward they will provide the two-year and three-year averages in order to compare apples to apples.

Councilor Luddy moved to approve the 2022 Timberlin Golf Course Rates.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Adopt the 2022 fee schedule and allow amendments to the 2022 fee schedule to include updated Regional Health District fees, if necessary. - Finance

Finance Director Kevin Delaney stated that the fee schedule was developed with input from department managers and with consideration of cost changes and current economic conditions.

The 2022 fee schedule contains one new "fee", the Pistol Creek Facility Key Fee, which is actually a deposit. The passport photo fee is being removed from the Library fees as that service is no longer offered, while their color copy fee is being reduced to 25 cents. Parks and Recreation is no longer offering the per-night fee for men's basketball and woman's volleyball and replacing it with a fee to participate in those programs. They will also be increasing season pass rates for men's basketball along with some Local Team Field Rental rates.

The Police Department has increased fees associated with photographs and videos. The Town Manager has increased mobile home rent for the Town owned mobile home park on Deming Road from \$300 to \$350 per month. This fee is for the rental of the land along with provided water and has not been increased in many years.

The Regional Health District sets its fees independently and if any changes are made they will be incorporated into the Fee Schedule and the updated schedule will be posted on the Town's website.

Councilor Luddy moved to adopt the 2022 fee schedule and allow amendments to the 2022 fee schedule to include updated Regional Health District fees, if necessary.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Move to appoint Town Council Members to the following Subcommittees:

Calendar Committee (1 member) – **Councilor Luddy**
Community Conversations (1-2 members) – **Councilor Fazzino, Mayor Kaczynski**
Connecticut Conference of Municipalities (Mayor) – **Mayor Kaczynski**
Fire Committee (2-4 members) – **Councilors Rosso, Veach, Paonessa and Urrunaga**
Manager's Evaluation (All seven Council Members) – **All Council Members**
Mattabessett Watershed (1-2 members) – **Councilor Paonessa**
Meeting House (1 member) – **Councilor Veach**
Playing Fields Committee (2-4 members) – **Councilors Rosso, Urrunaga, Luddy and Veach**

Councilor Luddy moved to appoint the Town Council Members to the Subcommittees as noted above.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Pursuant to Sections 1-4(a)(1) and 1-6 of the Berlin Ethics Policy and Section 9-5 of the Town Charter, consideration and action in response to the Board of Ethics' December 21, 2021, finding of a violation of the Ethics Policy and Code of Ethics relative to Complaint #2021-001. – Town Manager

Town Manager Jayawickrema introduced this item by stating that the Complainant's attorney summarized this item during the Audience of Citizens. This item is now up for discussion by the Town Council.

Mayor Kaczynski stated that the letter from the Board of Ethics Chairman provided only the Board's decision but was short on facts, and as the Town Council is tasked with deciding the penalty, he believes that more facts are needed.

Corporation Counsel Donofrio explained that a probable cause hearing was held, which under State Law and the Town's Ethics Policy is confidential. After probable cause was found a hearing took

place over two evenings in November and December of 2021. Now according to the Town's Ethics Policy, the entire file is open to the public as a violation of the Policy was found.

Mayor Kaczynski stated that the Town Council should see all the information in order to make a fair judgement as to what the penalty should be. Corporation Counsel explained that there was only a handful of evidence provided during the hearing and that there are the recordings of the two hearings. The respondent has filed an appeal in Connecticut Superior Court of the Board of Ethics' findings and therefore the recordings of the two hearings will need to be transcribed. The Town Council may either wait for those transcripts or listen to the recordings. Corporation Counsel stated that typically those transcripts take two to four weeks to be returned by the transcription service.

Mayor Kaczynski inquired how the Superior Court appeal affects the Town Council's decision. Corporation Counsel stated that there is not a Statute that provides for a stay pending the appeal of a Board of Ethics decision. Counsel also stated that a penalty can be rescinded if the Superior Court rules in favor of the respondent.

The Town Council determined that they would wait until the transcripts and evidence can be reviewed before deciding on the penalty.

NO ACTION TAKEN

I. APPOINTMENTS:

1. **Board of Ethics** – Kevin Hines (U) term expires on 1/31/2022. He has served six years and cannot be reappointed (Section 8-19 of Town Charter). Replacement term would be until January 31, 2025. Can only be filled with a D or U.
2. **Board of Ethics – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R, or U.
3. **Board of Ethics – Alternate** – Annmarie Marolda (D) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can only be filled with a R or U if the above appointment is filled with an D.
4. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
5. **Commission for Persons with Disabilities – Vacancy** -Term would be until January 31, 2025. Can be filled with a D, R or U.
6. **Conservation Commission – Alternate – Vacancy** -Term would be until January 31, 2026. Can be filled with an R or U.
7. **Constables – Vacancy** -Term would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).

8. **Constables – Vacancy** -Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
9. **Constables – Vacancy** – Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
10. **Constables – Vacancy** – Term would be until December 2023. Can only be filled with D or U if any of the above appointments are filled with a R (with no more than a bare majority to be from one political party (Section 8-6)).
11. **Historic District Commission – Vacancy** -Terms would be until January 31, 2023. Can only be filled with R or U.
12. **Historic District Commission** – New term would be until January 31, 2027. Can be filled with a D, R or U.
13. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
14. **Parks and Recreation Commission** – New term would be until January 31, 2025. Can be filled with a D, R, or U.
15. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would expire on June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.
16. **Planning and Zoning Commission** – New term would be until January 31, 2027. Can be filled with a D, R or U.
17. **Planning and Zoning Commission – Alternate** – Steven Biella Jr. (U) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can only be filled with R or U.
18. **VNA – Vacancy** – New term would be until January 31, 2025. Can be filled with a D, R or U.
19. **VNA – Vacancy** – New term would be until January 31, 2025. Can be filled with a D, R or U.
20. **Water Control Commission –Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U.
21. **Water Control Commission –Alternate – Vacancy** -New term would be until January 31, 2024 Can only be filled with a D or U.

22. Zoning Board of Appeals – Vacancy – New term would be until January 31, 2023. Can be filled with D, R, or U.

23. Zoning Board of Appeals – Vacancy – New term would be until January 31, 2026. Can be filled with D, R, or U.

24. Zoning Board of Appeals – Corey Whiteside ® term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can be filled with a D, R or U.

NO ACTION TAKEN

J. TOWN MANAGER'S REPORT:

- Town department updates were provided to the Town Council to keep them informed of all that is being done by Town staff.
- Covid test kits are being offered online by the Federal government and information will be posted online for residents. N95 masks are still available from the Town.
- Communicating information to residents has been a struggle over the past few months. Information is always posted on the Town website and the Town's Facebook page but getting residents to go online is a challenge. Therefore, the Town Manager would like to provide a service that would allow residents to sign up for push notifications allowing them to receive notifications from the Town such as breaking news, meeting information, Parks and Recreation programs, etc.
- The Zoning Enforcement Officer has resigned.
- After the presentation by BrightView regarding their possible maintenance of the Timberlin Golf Course the Public Golf Commission had some discussions of the matter and they will be meeting with the Town Manager.

K. SPECIAL COMMITTEE REPORTS:

The Community/Senior Center Advisory Committee has visited the Putnam YMCA and Meriden YMCA to view the options they offer. The Committee provided the YMCA with some questions, and they will be presenting to the Committee in the near future. The next meeting will be held on Thursday February 3rd at 6:00 p.m. in the Board of Education conference room.

The Affordable Housing Plan Advisory Committee will be meeting on Wednesday February 2nd at 6:00 p.m. in Town Council Chambers. As of their last meeting they had received over 700 responses to the survey and there was an encouragement to send out again and the Town Clerk's office sent it out again to Board and Commission members and the chairs of the Democratic and Republican Town Committees. The Superintendent of Schools also distributed the survey.

L. COUNCILORS' COMMUNICATION:

Councilor Veach thanked Mike Ahern for filling in while the Town Manager was out.

Councilors Veach and Fazzino stated that the tour of Griswold Elementary and McGee Middle had a good turnout from the various Boards that were invited. The schools are in wonderful condition.

M. ACCEPTANCE OF MINUTES:

January 13, 2022 – Joint Meeting

Councilor Luddy moved to accept the Town Council Meeting Minutes of January 13, 2022.

Seconded by Councilor Paonessa.

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

Abstained: Councilor Fazzino, Councilor Rosso

Vote being 5-0-2 (MOTION CARRIED)

January 18, 2022 – Regular Meeting

Councilor Luddy moved to accept the Town Council Meeting Minutes of January 18, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Luddy moved to adjourn at 8:37 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting