

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 18, 2022

SUBJECT: 8-24 Review- YMCA Facility Use and Rental Agreements for use of Space at Hubbard School and McGee School for Daycare Facilities

Summary of Agenda Item:

At the July 20, 2021 Town Council Meeting, the Town Council approved the proposed Facility Use and Rental Agreements between the Town of Berlin, and the Meriden- New Britain-Berlin YMCA for use of space at Richard D. Hubbard School & Catherine M. McGee Middle School for daycare facilities. In return, per the language set forth in the agreements, the Berlin Board of Education will occupy the YMCA Building on Main Street in Berlin, CT for the Central Connecticut Transition Academy programs. The pre - approval from the Town Council allowed for design and engineering to take place so the project could be bid, and current costs could be established to ensure the agreements were financially viable for both parties. The previous agreements have been amended to reflect terms of the agreement now that construction costs are known. The revised agreements, bid award and appropriation of funds will come back to the Town Council for approval, once the Planning and Zoning Commission reviews the project per section 8-24 of the Connecticut General Statutes.

Action Needed:

Move to refer to the Planning and Zoning Commission for a Section 8-24 review the plan for the Town and BOE to lease space in McGee and Hubbard Schools to the YMCA for the purpose of operating its daycare services program.

Attachments:

Memorandum- YMCA Day Care at McGee and Hubbard Schools:
P&Z Commission Review (CGS.Section 8-24)

Prepared By:

Douglas Solek, Director of Facilities, Town of Berlin
Jeffrey Cugno, Director of Operations, Berlin Public Schools



Memorandum

TO: Berlin Town Council
Berlin Planning and Zoning Commission

From: Jeffrey P. Cugno
Director of Operations
Berlin Public Schools

Date: March 1, 2021

Subject: YMCA Day Care at McGee and Hubbard Schools:
P&Z Commission Review (CGS. Section 8-24)

Pursuant to CGS. Section 8-24, the Planning and Zoning Commission needs to review the Town's plan to lease any public property; in this case a portion of the McGee Middle School facility (McGee) and the Hubbard Elementary School facility (Hubbard).

The Town Council members know that the Town of Berlin and the Berlin Board of Education (BOE) have agreed to lease space in each of these schools to the Meriden-New Britain-Berlin YMCA (YMCA) for the use of operating a daycare facility.

For information purposes in regards to the Planning and Zoning Commission's review:

- The YMCA Day Care operation will be located on the Town property used for McGee Middle School on Norton Road and the Hubbard Elementary School on Grove Street.
- A daycare operation at these locations seems to be consistent with the Town Plan of Development, and the lease agreements mandate compliance with all applicable regulations
- The specific spaces chosen for the renovation and occupancy by the YMCA are not currently needed by the BOE for educational use, and the daycare operation use is considered to be a complementary use to the public schools.

- The maximum number of YMCA occupants at McGee will be fifty-two (52) students and twelve (12) staff members; and at Hubbard, thirty (30) students and six (6) staff members.
- The building area to be leased by the YMCA at McGee is approx. 2,436 sq. ft.; and at Hubbard it is approx. 1,333 sq. ft. The initial term of each lease is ten (10) years. There are termination clauses built into the agreements in case circumstances change for either party.
- The estimated cost of renovations for the Day Care at McGee is Two Hundred Fifty-Six Thousand Eight Hundred and Eighty Dollars (\$256,880); and at Hubbard is Forty-Nine Thousand Seven Hundred and Ninety Dollars (\$49,790). The funds for renovation will be provided by the YMCA.
- Please note that one of the reasons that the BOE was interested in proposing and supporting the leases with the YMCA is that:
 - in turn for allowing the YMCA to use space and operate the daycare in our buildings, the BOE shall have a Lease to use the YMCA building and property at 362 Main Street in Kensington to operate its Transition Academy for 18 to 22 yr. old students with special needs.
 - Therefore, the basic rental charge to the YMCA for space at McGee and Hubbard will be one dollar (\$1.00) each annually; and the basic rental charge to the BOE for space at 362 Main Street will be one dollar (\$1.00) annually.

The revised Facility Use and Rental Agreements (Agreements) regarding each school will be reviewed by the BOE for approval at its scheduled May 14th meeting, and the Agreements, appropriations and construction contract for the renovations will be reviewed by the Town Council at its scheduled March 15th meeting.

In the event the Planning & Zoning Commission and/or its staff requires any additional information regarding the Day Care development and the CGS. Section 8-24 review, the BOE Building Office and the Town Facility Department Office will do its best to provide the information.

Attached: CGS: Section 8-24

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report. Notwithstanding the provisions of this section, a municipality may take final action approving an appropriation for any proposal prior to the approval of the proposal by the commission pursuant to this section. The failure of the commission to report within thirty-five days after the date of official submission of the proposal to it for a report shall be taken as approval of the proposal. In the case of the disapproval of the proposal by the commission the reasons therefor shall be recorded and transmitted to the legislative body of the municipality. A proposal disapproved by the commission shall be adopted by the municipality or, in the case of disapproval of a proposal by the commission subsequent to final action by a municipality approving an appropriation for the proposal and the method of financing of such appropriation, such final action shall be effective, only after the subsequent approval of the proposal by (A) a two-thirds vote of the town council where one exists, or a majority vote of those present and voting in an annual or special town meeting, or (B) a two-thirds vote of the representative town meeting or city council or the warden and burgesses, as the case may be. The provisions of this section shall not apply to maintenance or repair of existing property, buildings or public ways, including, but not limited to, resurfacing of roads.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 17, 2022

SUBJECT: Contractual Services P.O Increase up to \$25,000 for Show Lighting, Corp.

Summary of Agenda Item:

The auditorium stage lighting system at Catherine M. McGee School is over 40 years old. Upon maintenance and inspection of the system in preparation for the spring concert, it has been determined that some of the major control components are failing and need replacement. Several of these components are available through retrofit options, along with equipment that was saved from the Berlin High School auditorium lighting system prior to the renovation. The local stage lighting contractor Show Lighting, Corp. of Berlin, CT has serviced the existing equipment for 30 years, and has offered several repair options with cost saving measures to further extend the existing system use until substantial upgrades can be funded. Work will be performed on a time & material basis with estimated costs to be \$20- \$25,000. Best efforts will be made to re- lamp and rebuild existing lighting fixtures along with the retrofit of the dimmer rack and control wiring. Once these first round of repairs and retrofits are completed, a further assessment and cost estimates will be provided for any additional repairs or upgrades needed. Preliminary estimates for a completely new stage lighting system are over \$150,000. Funding is available in the Department 61 Contractual Services Account 001.35.3561.0.53814.00000

Action Needed:

Move to approve a bid waiver for Show Lighting, Corp. of Berlin, CT and authorize a purchase order increase up to \$25,000 for repairs to the Catherine M. McGee School auditorium stage lighting system as this is in the best interest of the Town.

Attachments:

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 18-Feb-22

Purchase Item or Contract: McGee stage lighting system work		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	McGee stage lighting system work	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 001.35.3561.0.53814.00000 Contractual Services


Budgeted Amount.....	\$525,000.00	Available balance.....	\$224,754.88
Encumbrances to Date.....	\$66,010.37	Amount Needed for This Package.....	\$25,000.00
Expenditures to Date.....	\$234,234.75	Available Balance After Purchase.....	\$199,754.88

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 22, 2022
SUBJECT: Senior/Community Center - QA+M Contingency Bid Waiver

SUMMARY

As you are aware, the Town received a \$750,000.00 grant for the planning and design of a senior/community center from the State of Connecticut Department of Mental Health and Addiction Services. As per the Town Charter Section 8-11-3, the Commission of Aging and the Parks and Recreation Commission submitted Statements of Need to request that the planning process for a new Senior/Community Center address the needs of Town residents.

The Public Building Commission (PBC) was subsequently requested to advance the project, and retained the architectural services of Quisenberry Arcari Malik, LLC (QA+M) to conduct community out-reach and prepare a schematic design and construction cost estimates. Due to Covid-19, the public outreach was revised and extended beyond QA+M's original schedule, but has continued using a project-based website, smaller presentations and other methods. QA+M is continuing its support for the project, but is almost complete with the original pre-referendum scope and fees. The PBC is requesting to secure a contingency of \$100,000.00 for QA+M to:

- Provide as-needed support to the Town Council Advisory Committee
- Revise the schematic design and associated cost estimates in response to anticipated requests from the PBC and Town Council
- Provide other support in preparation for a public referendum.

Funds are available from Account # 537.25.2542.0.53712.00000 (Architectural & Engineering Fees).

ACTION NEEDED

Move to authorize the Town Manager to increase the pre-referendum fee and existing purchase order by \$100,000.00 as a contingency for Quisenberry Arcari Malik, LLC, to continue to support the Senior/Community Center project, as this is in the best interest of the Town.

ATTACHMENTS

Sufficiency of Funds

PREPARED BY:

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

MSA



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 22-Feb-22

Purchase Item or Contract: Senior Ctr./Comm. Ctr. QA+M Contingency		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Senior Ctr./Comm. Ctr. QA+M Contingency	\$100,000.00	\$100,000.00
			-
			-
			-
			-
TOTAL			\$100,000.00

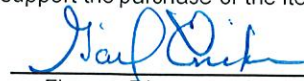
Account No. 537.25.2542.0.53712.00000 Architec. & Eng. Fees

Budgeted Amount.....	\$572,334.70	Available balance.....	\$403,300.00
Encumbrances to Date.....	\$169,034.70	Amount Needed for This Package.....	\$100,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$303,300.00

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. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 15, 2022
SUBJECT: Authorization to Apply for Joint Water Supply and Open Space Use for a Town Parcel on Woodlawn Road

Summary of Agenda Item:

The Town of Berlin and Berlin Water Control District own a 66-acre parcel (Map 10-1, Block 83, Lot 16) at the rear of Woodlawn Road. The parcel is registered with the Connecticut Health Department as a potential future water supply source. Previous investigations by the Water Control Commission identified that the ground water from the site would require treatment and there are no current plans to activate the site as a groundwater source. Recently the Planning and Zoning Commission approved a mixed-use development at a contiguous site at 404 Berlin Turnpike. The 404 Berlin Turnpike project would include 200 apartments and a donation of 19 acres to the Berlin Land Trust for open space use. Another mixed-use development proposal is now pending before the Planning and Zoning Commission for the property at 550-554 Berlin Turnpike that is also contiguous to the Town's Woodlawn parcel. The 404 Berlin Turnpike project identified a possible future connection via a bridge across the Mattabassett River between land to be donated to the Berlin Land Trust and the Town parcel. The concept of potential open space use of the Town's Woodlawn parcel deserves consideration regardless of whether it is connected to adjacent parcels at 404 or 550-554 Berlin Turnpike. FHI was hired to do a concept plan for potential open space use of the parcel (copy attached). The property has significant wetland areas, but the FHI study concluded that the parcel has good potential for open space use including fishing at Sportsmans Pond, subject to securing better public access to the parcel and to Connecticut Department of Health. approval of a change in use to include water supply and open space use.

The next step in the process to explore open space use for the Woodlawn parcel is to apply to the Connecticut Department of Health for a change in use of the parcel to include open space. The Conservation Commission has endorsed the submission of a change of use application to the Department of Health and the Water Control Commission is meeting on February 23rd and will consider authorizing staff to submit a change in use application. It is appropriate that the Town Council also authorize the submission to the Connecticut Department of Health of a change in use application for the Woodlawn parcel. If the change in use application is approved, then additional study of access and improvements required for open space would be needed and if the open space project is considered feasible and worthwhile, then steps can be taken to fund and implement project overtime.

Action

Move to authorize staff to submit a change of use application to the Connecticut Department of Health to permit open space use in combination with future water supply use of the Town of Berlin and Berlin Water Control District owned, 66-acre parcel at the rear of Woodlawn Road (Map 10-1, Block 83, Lot 16).

Attachments:

1. FHI Concept Plan for Open Space Use of Woodlawn Parcel.
2. Woodlawn Area map.

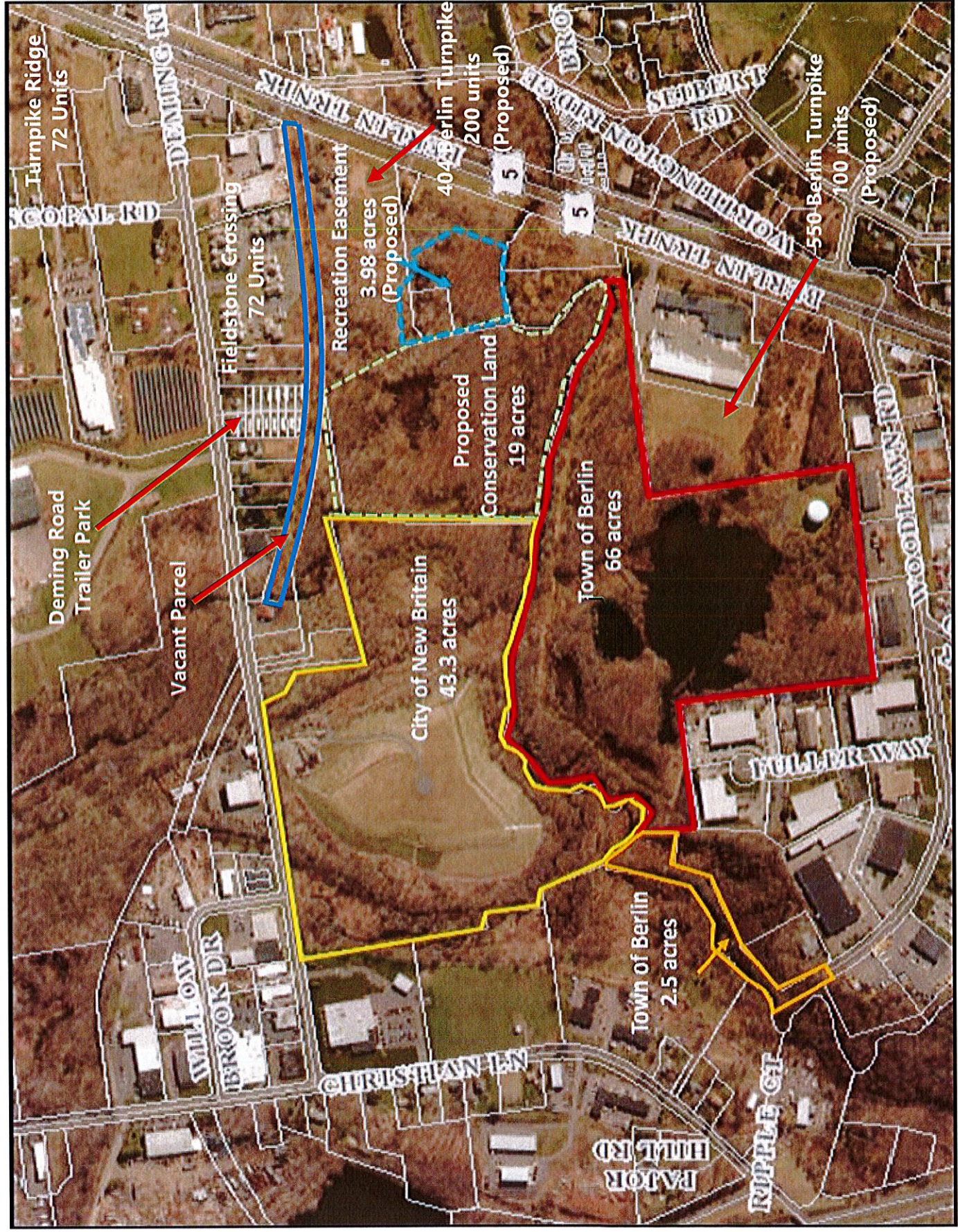
Prepared By:


Ray Jarema, Water Control Manager

Jim Mahoney, Economic Development Coordinator



PROPOSED OPEN SPACE - BERLIN TURNPIKE & DEMING ROAD

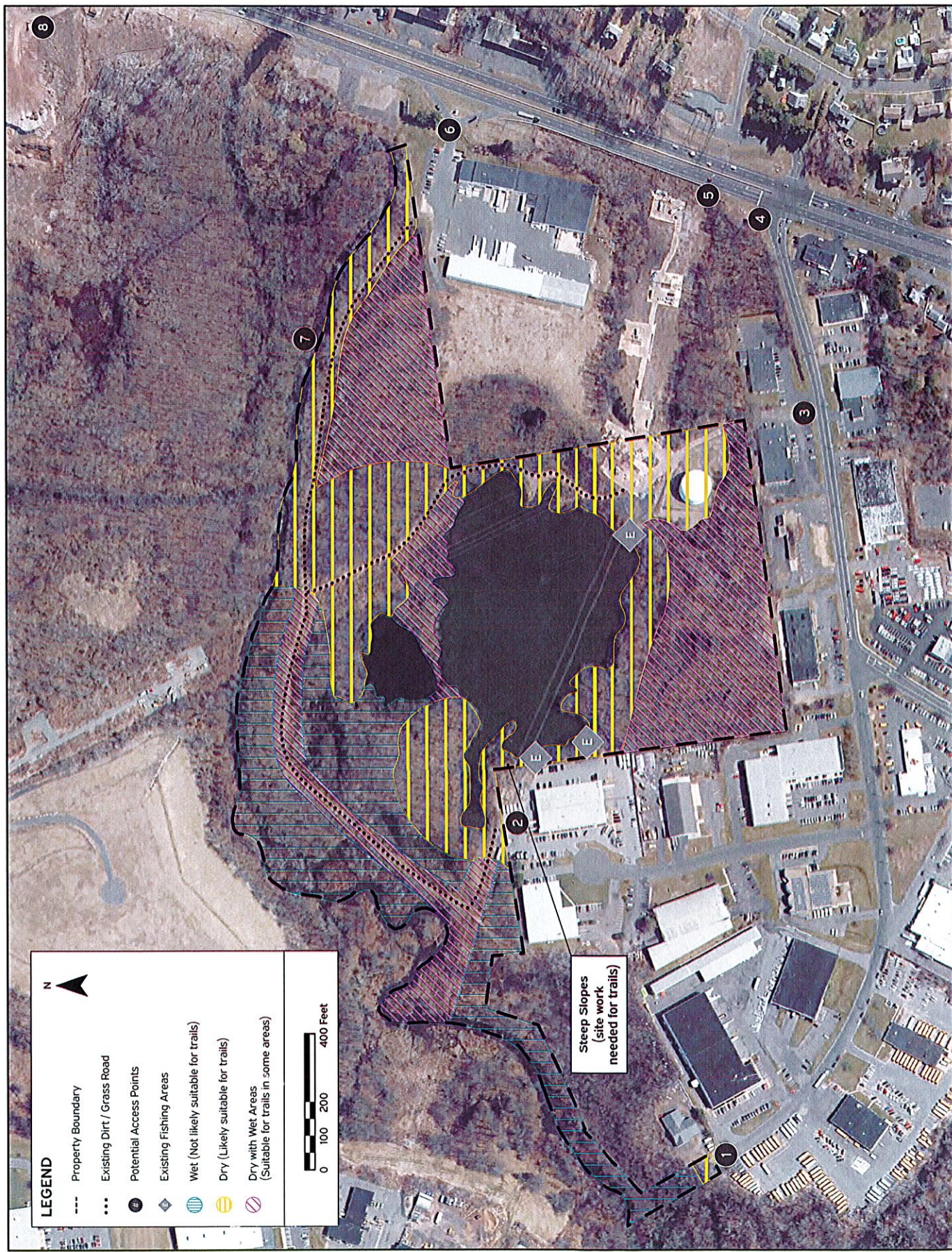




Woodlawn Open Space Design Concept

FHI
studio

Woodlawn Open Space Existing Conditions and Access Assessment



Potential Access Points

1. **Western end of Woodlawn Road:** The 2.5 acre parcel owned by the Town of Berlin is almost entirely situated at a lower elevation than Woodlawn Road. This 2.5 acre parcel is adjacent to the Mattabesset River to the east and was observed to have standing water, a high water table, and evidence of flooding. The lower elevation portion of this parcel would not be appropriate for a parking lot or trails, as it is mostly wetlands. Woodlawn Road is located to the south and east of the 2.5 acre parcel. Depending upon the location of the roadway and property lines, there could be an area that may be suitable for parking at the end of Woodlawn Road. There is approximately 18 feet of land located north of the end of Woodlawn Road at the same roadway elevation, before the land slopes down towards the river. Approximately three to four cars could be parked here, however site work and possibly a retaining wall may be needed. Since access to the Woodlawn Open Space (WOS) parcel is not recommended through this wet 2.5 acre parcel, the parking lot may not be needed.
2. **76 Fuller Way:** Access can be gained to the WOS property behind the commercial business at 76 Fuller Way. Access will connect to the existing dirt/grass access roads that transect the WOS property from west to east. These access roads have numerous wet areas, especially in the western portion. This is a good access point for the WOS property but requires crossing a commercial property not owned by the town.
3. **Water Tower:** The driveway to the water tower is located between 46 and 60 Woodlawn Road. This access point is dry, has areas that are suitable for parking, and a paved connection to Woodlawn Road. This is the preferred access point as it allows for direct access to Sportsman's Pond and the remainder of the WOS property. However the driveway is situated on land not owned by the town.
4. **Northwest corner of Woodlawn Road and Berlin Turnpike:** This property slopes steeply from Woodlawn Road and Berlin Turnpike to the north and west. Once down the slope the area is relatively dry, so this could be a suitable access point to the WOS property. However, access would be through a property not owned by the town.
5. **Property on Berlin Turnpike north of the northwest corner of Woodlawn Road and Berlin Turnpike:** A paved driveway and existing curb cut was observed that connects the Berlin Turnpike to the WOS property. This access point is suitable as it is dry and connects to the water tower section of the WOS property, however the driveway is situated on land not owned by the town.
6. **550 Berlin Turnpike:** Access to the WOS property is through the commercial ABC Supply Company property's northwest corner to the existing dirt/grass access road. This is a good access point for the WOS property but requires crossing a commercial property not owned by the town.
7. **Mattabesset River crossing:** A proposed 19 acre conservation parcel is located to the north of the WOS property, across the Mattabesset River. The Mattabesset River runs along the northern and western property line of the WOS property. The river is approximately 25 feet at its smallest width and wider in most places along this stretch. Access to the WOS property from the north would require a large river crossing with a structure that may be cost prohibitive. Wetlands surround the Mattabesset River in this area, so wetland and/or watercourse impacts would be anticipated for a river crossing here. State and Federal permits would be required for the crossing as well.
8. **404 Berlin Turnpike:** This property is located approximately 1,000 feet northeast of the WOS property. 404 Berlin Turnpike is currently being improved with a residential development. Any access to the WOS property from this parcel would require crossing the Mattabesset River, which may be a costly and impactful crossing.

Woodlawn Open Space Design Concept



Open Space Design Concept

The Woodlawn Open Space parcel can provide unique and enriching recreation opportunities to the residents of Berlin. The proposed Woodlawn Open Space Design Concept includes opportunities for visitors to access Sportsman's Pond for fishing, hike on several trails, gather at scenic locations, and enjoy the beauty this parcel has to offer, all while promoting responsible stewardship of the property.

The preferred entrance to the property is at the town-owned water tower, with an existing driveway located between 46 and 60 Woodlawn Road. An easement for use of the driveway would be needed. There is dry space available for parking, and easy access to the pond. Visitors with disabilities or limited mobility may benefit from this entrance/parking location as Sportsman's Pond can be easily and quickly accessed.

A loop trail is proposed to be able to traverse the property while enjoying views of the pond and surrounding wetlands. This trail includes use of the existing dirt/grass road in some areas and establishment of new trail sections as well. Several trails will connect to this loop trail to provide connections to adjacent residential and open space parcels. Trails are proposed in areas that are dry and safe to walk on. Trails are located to avoid wetlands and wet areas but a few crossings will likely be needed to complete the loop trail. These crossings may be accomplished with bog bridges or similar low-impact approaches. There is one area of steep slopes on the western edge of the pond that may require some site work to complete the loop trail. Trail surfaces will be dirt, with no concrete, stone, or other more impactful surface treatments proposed. A viewing platform is proposed on the northern shore of the pond to traverse the wetter areas and provide a space for observations. A turtle basking platform is located in the pond to enhance wildlife habitat. The basking platforms are also enjoyed by birds and frogs.

Five fishing access points are proposed to allow users the ability to fish from the edge of Sportsman's Pond. Two of the proposed fishing access points are located on the eastern side of the pond, close to the parking area for easy access. One is proposed on the southern shore of the pond, in the adjacent woodlands. The other two are proposed on the western shore

of the pond. These two areas can be developed into gathering areas, where picnic tables, chairs, benches, and other sitting opportunities are provided. Uses of these areas will not be limited to fishing. Picnicking, resting, photography, and other passive recreation uses are appropriate in these areas. The gathering areas provide exceptional views of the property. Fishing line disposal receptacles are proposed at the designated fishing areas to encourage recycling of fishing line and help prevent improper disposal that may harm the environment and wildlife.

A bridge is proposed in the northern portion of the property to cross the Mattabessett River and connect the future 19-acre open space parcel that is expected to be donated to the Berlin Land Trust as part of the 404 Berlin Turnpike Project. This bridge will be located on the northern border of the Woodlawn Open Space property, at the least wide river crossing location to minimize costs and impacts. Coordination with state and federal regulatory agencies will be completed to determine the bridge type, location, and materials. Future residential development to the north of the Woodlawn Open Space parcel will be connected to the property via this bridge as well.

The Woodlawn well has the potential to be used as a Public Water Supply Source, and therefore requires protection from activities that may contribute contamination to it. The well currently has a Connecticut Department of Environmental Protection (CT DEEP) Diversion permit and is an inactive well that would require treatment if it were to be utilized as a potable water source. Approval to use this area as a passive recreation site currently requires an evaluation and approval by the Connecticut Department of Public Health. The proposed passive recreation uses of the property will not impact the water quality of the well if it is properly managed.

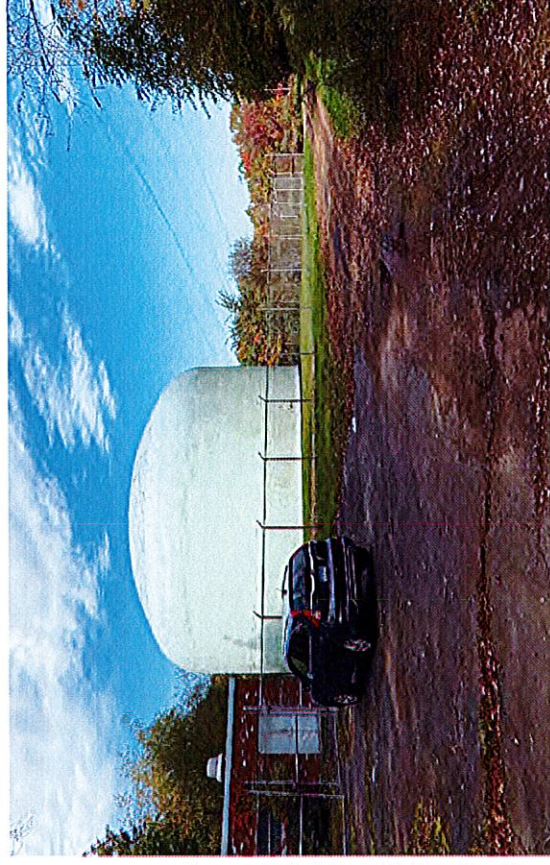
The design concept is based on a preliminary site walk, not a complete property assessment/investigation. Exact locations of proposed elements will be finalized on the ground after more detailed site assessments, including a wetland delineation, are completed at the property.

The Woodlawn Open Space property is a beautiful area of Berlin that can provide visitors passive recreation opportunities and encourage adjoining uses access to sustainably enjoy this scenic property.

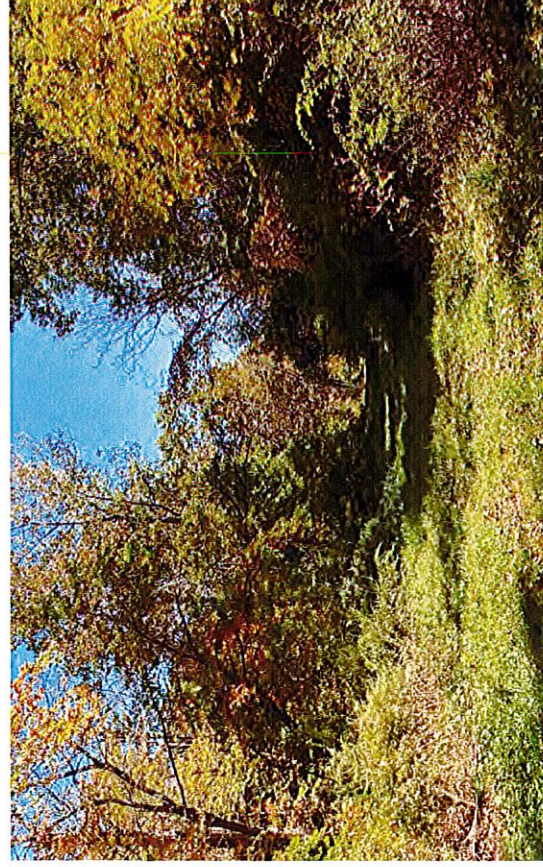
Photographs



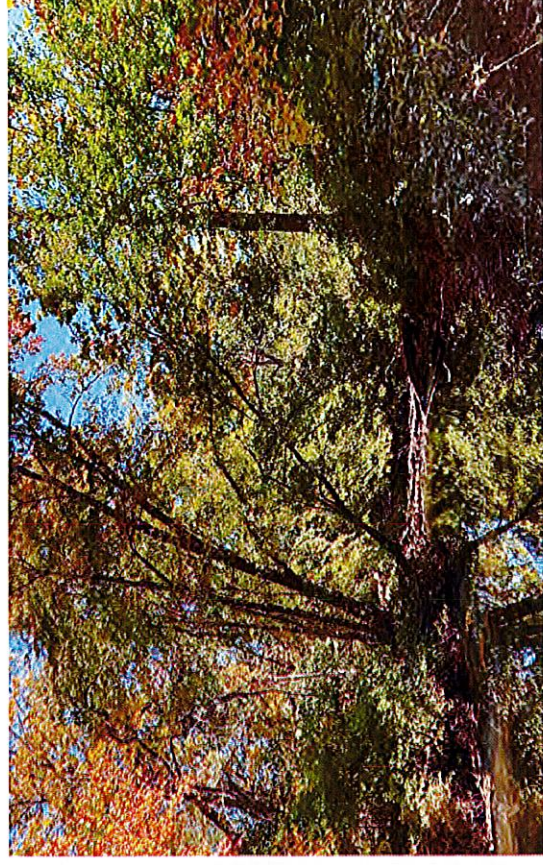
Preferred property access between 46 and 60 Woodlawn Road looking south



Parking area looking northwest

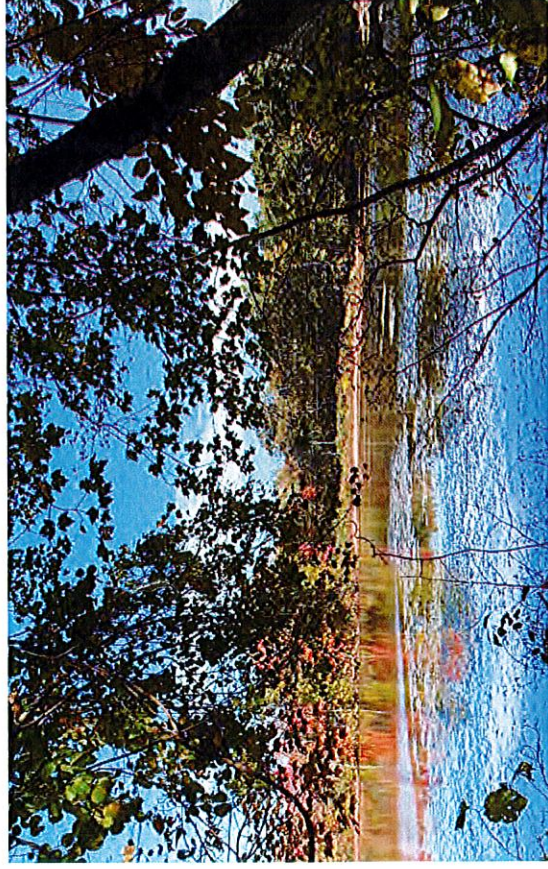


Existing dirt/grass road looking east

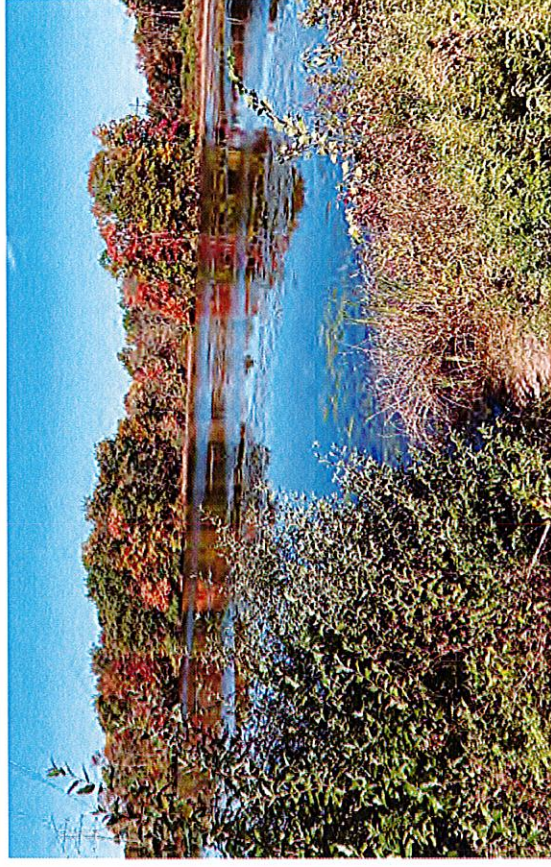


Mattabessett River crossing area looking east

Photographs



Southern fishing area looking north



Southeastern fishing area looking north



Southwest gathering/fishing area looking northeast



View from the viewing platform looking southeast

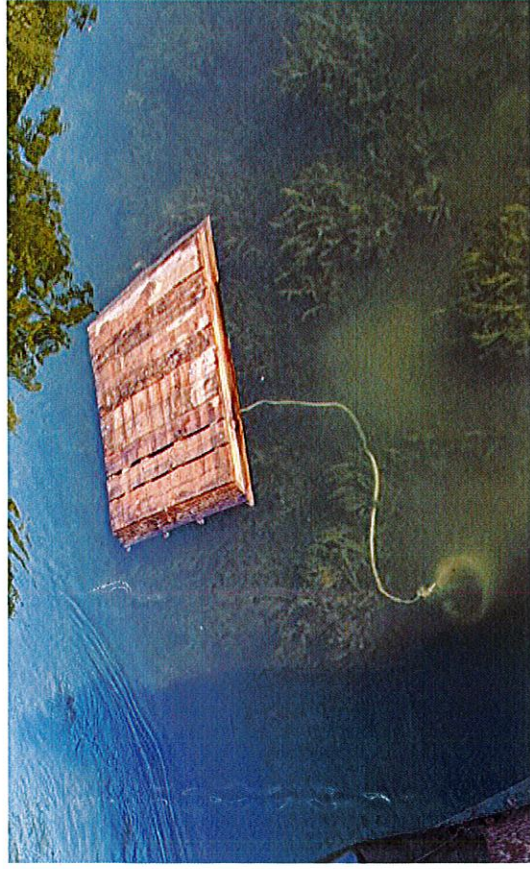
Photographs



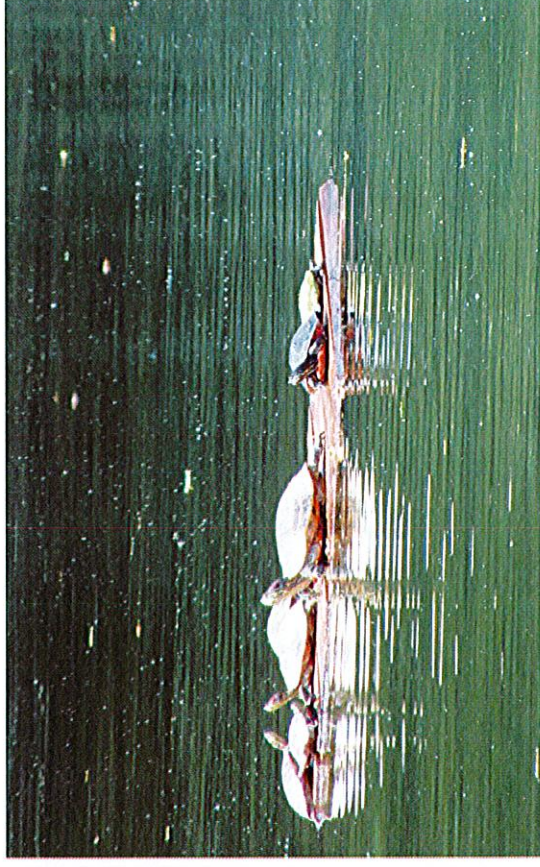
Viewing platform example



Viewing platform example



Turtle basking platform example



Turtles using basking platform

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 15, 2022

SUBJECT: Authorization for the Town Manager to Sign a Purchase Agreement Regarding Acquisition of a Parcel on Reservoir Road for Open Space

Summary of Agenda Item:

The Town Council previously authorized the Town Manager to enter into an agreement to buy a 1-acre portion of the properties at Map 13-3, Block 13, Lots 2 & 3, owned by Roger Svensk, for \$40,000. The 40-foot, 1 acre strip to be acquired would be along the western boundary of the parcels per the attached map. The acquisition would help improve the connection between Timberlin Park and Ragged Mountain and it would secure a portion of the path for the New England National Scenic Trail (NET)/Metacomet Trail through Timberlin Park to Reservoir Road. At present the NET goes over Short Mountain and passes through private properties. Rights to pass through these private properties are subject to rescission.

After further investigation it was determined that there is a steep slope where the parcel to be acquired meets Timberlin Park and that the future trail would be better routed along the south side of the parcels before entering Timberlin. Therefore, the Town requested an easement along a 10-foot strip on the southern boundary of the balance of the parcel to better connect the trail to Timberlin. The owner has agreed to include an easement over this additional 0.1-acre area for a cost of \$2,000. A modification of the previous authorization by the Town Council is needed to increase the purchase price to \$42,000.

Action Needed:

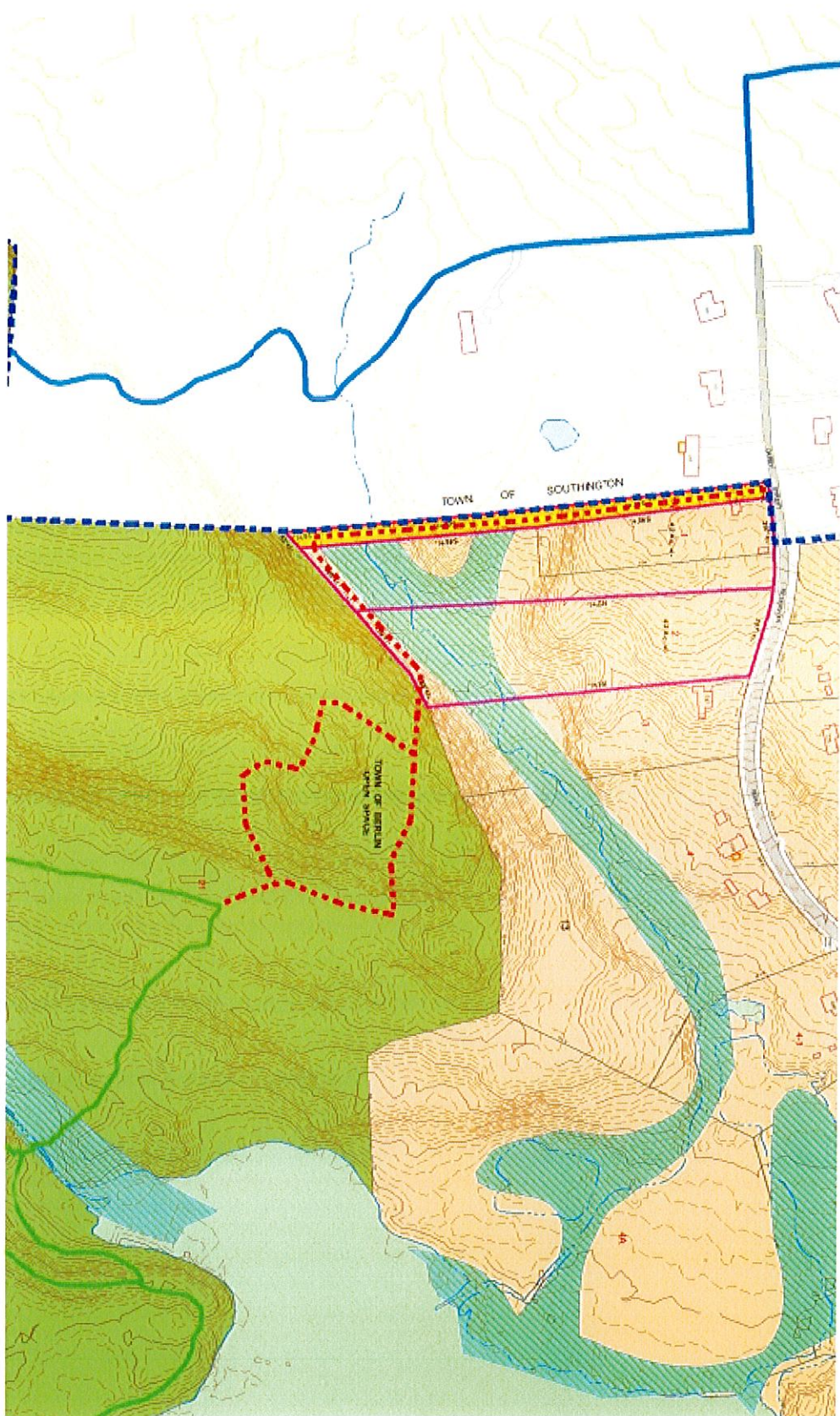
Move to authorize the Town Manager to enter into a purchase agreement with Roger Svensk for acquisition of a one-acre property and a 0.1-acre easement on Reservoir Road for a price of \$42,000, subject to review and approval of Corporation Counsel. This motion replaces the \$40,000 purchase agreement for the same property previously approved by the Town Council on January 18, 2022.

Attachments:

1. Map of the property with easement area.

Prepared By: Jim Mahoney, Economic Development Coordinator
Chris Edge, Economic Development Director

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Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: February 15, 2022

SUBJECT: Authorization for the Town Manager To Enter Into a Contract Amendment with Loureiro Engineering for Additional 2022 Services Related to the 889 Farmington Avenue Brownfields Project

Summary of Agenda Item:

Loureiro Engineering is the Town's licensed environmental professional for the Town property at 889 Farmington Avenue, now known as 55 Steele Boulevard. The Town Council authorized contract amendments for the project as it progressed. Starting in 2021, Loureiro provided a proposal for expected services for the calendar year. Timing of the project is dependent on outside considerations including work by Newport Realty on plans for development of 55 Steele Boulevard and progress on the plans and construction for the addition at 873 Farmington Avenue as it relates to the Environmental Land Use restriction to be filed on that property pursuant to the Town's agreement with the property owner. Therefore, there are Loureiro consulting services that were previously authorized that have not yet been provided. Nonetheless, at the Town's request, Loureiro provided the attached proposal for additional services expected to be required in 2022 but not previously authorized. Staff proposes that the Town Manager be authorized to enter an amendment to its contract with Loureiro Engineering for \$8,850 in additional 2022 services related to 889 Farmington Avenue with the cost charged to the Municipal Brownfields grant for 889 Farmington Avenue, Municipal Brownfields Grant, account # 540.10.1017.0.53961.00000.

Action

Move to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$8,850 for additional 2022 services related to 889 Farmington Avenue with the cost be charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town.

Attachments:

1. Sufficiency of funds.
2. Loureiro proposal

Prepared By:

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



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 15-Feb-22

Purchase Item or Contract: Loureiro Engineering-889 Farmington Ave.		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Contract amendment - Loureiro Engineering - 889 Farmington Ave.	\$8,850.00	\$8,850.00
			-
			-
			-
			-
TOTAL			\$8,850.00


Account No. 540.10.1017.0.53961.00000 Municipal Brownfields Grant

Budgeted Amount.....	\$712,020.60	Available balance.....	\$430,739.12
Encumbrances to Date.....	\$91,559.15	Amount Needed for This Package.....	\$8,850.00
Expenditures to Date.....	\$189,722.33	Available Balance After Purchase.....	\$421,889.12

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



February 14, 2022

Town of Berlin

Town Manager's Office, Room 1
240 Kensington Road
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

**RE: Proposal for 2022 Groundwater Monitoring and General Consulting Services
Former Pioneer Precision Products - 889 Farmington Avenue**

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. ("Loureiro") is pleased to submit this proposal to the Town of Berlin ("Town") for 2022 groundwater monitoring, reporting, and general consulting tasks associated with the Former Pioneer Precision Products facility at 889 Farmington Avenue, Berlin, Connecticut (herein after referred to as the "the Site").

1.0 Scope of Services

Our proposed scope of services reflects anticipated construction of the engineered control at the Site during the third or fourth quarter of 2022 and includes the following:

- Installation of monitoring wells for long-term groundwater monitoring associated with the engineered control;
- Completion of the first groundwater monitoring event in the fall of 2022 after construction of the engineered control liner system;
- Preparation and submittal of a technical memorandum summarizing the first groundwater event;
- Disposal of investigation derived wastes; and
- General technical support, including preparation of correspondence, participation on conference calls, data transmittals, or responding to requests for documents.

Costs associated with certain activities were previously authorized by the Town under Purchase Order (P.O.) No. 221075 for 2021 services, but were not fully utilized due to changes in the Site redevelopment schedule. Where applicable, the unused amounts have been accounted for in our proposed fees for 2022 and are identified in the cost summary table in Section 2.0.

1.1 Monitoring Well Installation and Development

Costs for installation of six monitoring wells on the Site was previously authorized by the Town of Berlin under Purchase Order (P.O.) No. 221075. Two monitoring wells (LEA-01 and LEA-02) were installed adjacent to the Boulevard in August 2021 pursuant to the engineered control groundwater monitoring plan (see attached Drawing). The plan has received preliminary approval by DEEP and

Loureiro Engineering Associates, Inc.

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

AN EMPLOYEE-OWNED COMPANY



requires the installation of four additional monitoring wells in the central and southern portions of the Site (LEA-03 through LEA-06). It is expected that monitoring wells LEA-03 through LEA-06 will be installed concurrently with the engineered liner in the late summer or fall of 2022.

Each new monitoring well will be installed using a Geoprobe® drive-point sampling rig and constructed using 10 feet of 1.5-inch internal diameter, polyvinyl chloride (PVC), pre-packed well screen, and appropriate length of PVC riser. A 4-inch diameter steel protective road box will be installed at the ground surface. The top of casing and surface elevation for each new monitoring well will be established by a Loureiro licensed land surveyor relative to mean sea level datum.

Monitoring wells will be developed upon completion to remove fine-grained sediments from the well screen and gravel pack. Development will be performed using surge and pump techniques. Groundwater removed during the well development process will be containerized and stored onsite in 55-gallon drums.

1.2 Monitoring Well Abandonment

Loureiro will complete the abandonment of two groundwater monitoring wells at 883 Farmington Avenue (PZ-10S and PZ-10D), as well as the five remaining monitoring wells in the DOT right-of-way bordering Farmington Avenue (MW-17, MW-18, MW-19 and MW-20). Each well will be abandoned in accordance with the Loureiro SOP entitled *Standard Operating Procedure for Monitoring Well and Piezometer Abandonment* and State of Connecticut Well Drilling Board Regulations (Section 25-128-56 and 25-128-57). The process of monitoring well abandonment includes chlorination, sealing, removal of the casing to 4 feet below ground surface, and completed with material consistent with the surrounding aquifer material. Costs for offsite monitoring well abandonment were previously authorized by the Chubb Insurance company and the Town under P.O. 221075.

1.3 Monitoring Well Sampling

Four groundwater monitoring events reflective of seasonal variability are required within two years after final soil remediation activities for a demonstration of compliance with the RSRs. The first semi-annual monitoring event will be completed in fall of 2022 following installation of the engineered control impermeable liner. In accordance with the engineered control monitoring plan, groundwater samples will be collected from the six onsite engineered control monitoring (LEA-1 through LEA-6) and three offsite monitoring (MW-13R, MW-14 and MW-16R) at 861 or 873 Farmington Avenue. Sample collection will be performed using modified low-flow sampling techniques.

Groundwater samples from each monitoring well will be analyzed for volatile organic compounds (VOCs), Connecticut Extractable total petroleum hydrocarbons (ETPH), polynuclear aromatic hydrocarbons (PAHs), and RCRA 8 metals plus copper, nickel and zinc.

The scope of services includes analysis of up to four samples for the Connecticut list of five Per- and Polyfluoroalkyl Substances (PFAS). Previous sampling of PFAS in March and July of 2021 identified PFAS in groundwater samples, but the data were inconclusive with respect to onsite versus



offsite sources. Additional evaluation of PFAS may be warranted pending further guidance from DEEP concerning adoption of PFAS values for surface water protection. If guidance is not provided in 2022, this task may be deferred.

1.4 Groundwater Monitoring Memoranda

Loureiro will provide technical memoranda summarizing results of the first semi-annual groundwater monitoring event. The memorandum will include copies of sampling logs, laboratory reports, and data summary tables referencing applicable RSRs criteria.

1.5 Disposal of Investigation Derived Wastes

Water from well development and sampling activities will be containerized in the existing overpacked storage drums at the Site. Disposal of the liquid waste will be arranged when the drums reach capacity.

1.6 General Consulting Services

We anticipate that additional services will be required during the course of the project by way of interim status updates, conference calls, electronic correspondence, supplemental information requests, and data transmittals. A time and materials allowance will be included in our cost estimates to cover these services.

2.0 Fees

A breakdown of costs for 2022 monitoring and general consulting services is presented in the attached cost summary table below. The total additional amount required to complete the 2022 monitoring and general consulting (excluding previous authorizations) is **\$8,850**.

Should you have any questions concerning this proposal, please feel free to contact me at (860) 410-2904.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

Kevin J. Bitjeman, L.E.P.
Senior Project Manager

Task No.	Description	Cost	Amt. of Prior Authorization Remaining (P.O.#221075)	Additional Amt. Required for 2022
1.1	Onsite Monitoring Well Installation and Development – 4 at \$2,750	\$11,000	\$11,000	\$0
1.2	Monitoring Well Abandonment(7 monitoring wells) – 2 days inclusive of labor, supplies, and equipment at @ \$3,500 per day	\$7,000	\$7,000	\$0
1.3	Groundwater Sampling (labor, equipment and direct expenses) - 1 at \$4,500	\$4,500	\$3,800	\$700
	Groundwater Analytical (9 samples plus QA/QC' Groundwater Analytical (9 samples plus QA/QC – VOCs, ETPH, PAHs and Metals)	\$2,660	\$0	\$2,660
	PFAS Analytical – 4 at \$385	\$1,540	\$1,050	\$490
1.4	Groundwater Monitoring Technical Memorandum – 1 at \$2,500	\$2,500	\$2,500	\$0
1.5	IDW Waste Profiling, Transportation and Disposal – 2 drums of groundwater at \$350 per drum	\$700	\$700	\$0
1.6	General Consulting Services (T&M Allowance)	\$5,000	\$0	\$5,000
	Total Cost of 2022 Services	\$34,900	\$26,050	\$8,850

Cynthia Costa

Town of Berlin | Generated 2/22/2022 @ 8:21 am by OnBoard2 - Powered by ClerkBase

VNA

Status

Name Cynthia Costa
Application Date 2/18/2022
Expiration Date 2/18/2121
Board Member Cynthia Costa
Status 

Board

Visiting Nursing Association Board
(VNA)

Vacancies

3

Status



Basic Information

Name
Cynthia Costa
Resume File
View / Download

Contact Information

Address
15 Tanglewood Ct
Berlin, AL 06037

Resident
Yes

Phone
860-515-4979

Email
ccosta12@comcast.net

Occupation

Employer
The Hand Center
Job Title
Manager of Operations

Other Questions

Question #1

Number of years in Berlin
50

Question #4

Tell us why you feel qualified for this appointment
Years of residency, occupational background


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?
• Republican 

Additional Information

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 FEB 22 AM 8:26

Kathy G. Jones
BERLIN, CT

CYNTHIA C. COSTA

Kensington, CT 06037 | 860.515.4979 | ccosta12@comcast.net

Director/Management Professional

A passionate, dedicated, and results-driven Medical Administrative professional with over 10 years of managerial experience providing optimum levels of customer service and medical practice support. Skilled in interacting with medical professionals, patients, and insurance companies to ensure accurate medication regimens. Able to cultivate strong customer relationships in medical environments. Known for superior interpersonal, communication, training, and interviewing abilities with robust customer orientation.

CORE COMPETENCIES

Leadership | Team Building | Communication | Microsoft Outlook | Practice Fusion | Systoc | Epic | eCW | Customer Service | Team Player | Business Operations | Basic Accounting | Document Handling | Patient Education | Meeting Scheduler | Medical Terminology | Relationship Building | Educator | Self-Motivated | Administrative Support | Inventory Management | Organization | Prioritization | Complex Problem-Solving | Office Management |

PROFESSIONAL EXPERIENCE

Staywell Health Centers/Waterbury, CT
Director of Practice Management

12/202-Current

- Plans, assigns, and coordinates Practice Managers' (6) and front desk staff (47) for assigned clinic site(s).
- The Director of Practice Management works with the Chief Financial Officer, Billing Manager, along with the Practice Manager(s) to coordinate revenue cycle functions between front desk, clinical, and billing-collection staff.
- Provides supervision to Medicaid Expansion team relative to eligibility and enrollment; providing training and ensuring accountability; reinforcing referrals whenever appropriate.
- Leads the team in educating patients about benefits they may be eligible for and assisting patients with those application procedures.
- Assure the organization adheres to appropriate registration, billing and collection policies and all applicable federal and state laws.
- Generate and analyze check-in / checkout, registration, appointment and scheduling reports, aid accounting and billing-collection staff in daily operations.
- Develops training programs to ensure data entry standardization, accuracy and integrity as well as adherence to collections policies and procedures. Mentors staff to develop skills necessary to improve their abilities.
- Establishes monitoring and auditing practices to assure accuracy of front desk data collection
- Attends community meetings as necessary.
- Oversees maintenance of FQHC clinic site(s) and office equipment providing recommendations for maintenance over time.
- Complies with all infection control policies and procedures outlined by the organization in accordance with professional, state, and federal guidelines.

First Choice Health Center | Manchester 9 Offices
Practice Administrator

9/201-12/2020

- Manages and directs the front office, billing and collection procedures along with each location's operation budget.
- Purchasing agent for all medical supplies based on budget.
- Trains staff on front office procedures and collections.

- Complies with all infection control policies and procedures outlined by the organization in accordance with professional, state, and federal guidelines.
- Attends community meetings as necessary.
- Environment of Care risk management and quality assurance logs in accordance with the Seven Life Safety Plans and serves as Safety Officer for assigned locations.

TRINITY HEALTHCARE OF NEW ENGLAND | Hartford, CT
Front Desk Supervisor/Executive Wellness Coordinator

04/2017 – 2019

- Demonstrated advanced expertise with medical billing, direct customer service, and Workers Compensation.
- Coordinated projects and assignments proactively and independently .
 - Supervised staff : reviewed assigned staff performance and provided coaching as needed.
- Verified adherence to department policies and procedures, which included patient privacy; directed daily front office operations; monitoring/prioritizing patient and work flows.
- Responded to questions and resolved complex patient complaints quickly and accurately .
- Ensured that all provided services comply with professional standards, and State and Federal regulatory requirements.
- Maintained facility cleanliness; ordered supplies; lead financial aspects of the business which included billing, banking, and accounting.
- Communicated with executives and others on examination scheduling; coordinated appointments with various specialists; and processed pertinent reports in a clear and concise manner.

ULTIMATE STAFFING/YALE UNIVERSITY
Clinical Receptionist

02/2017 – 04/2017

- Clinical receptionist and related administrative activities; scheduled meetings and patient appointments; created patient bump lists as a result of last-minute provider call outs; booked diagnostic tests/appointments at the hospital as well as with other medical facilities.
- Updated patient information and educated patients on procedures; assisted patients with forms; accepted/processed fees for service payments; initiated the billing process.
- Verified patient charts, medical records, and lab reports; copied/distributed medical records and reports.
- Compiled/posted information on standard forms; maintained/summarized logs and records; processed incoming/outgoing mail.

CONNECTICUT INTEGRATED NEURO SPINE, PC | Durham, CT
Office Manager

04/2016 – 02/2017

- Assisted in recruiting, hiring, training and reviewing staff performance to ensure adherence to department policies and procedures including patient privacy; and oversaw daily front office operations; monitored/prioritized work flows and efficient patient flows.
- Resolved complex patient issues and addressed questions regarding policies and procedures.
- Verified that services complied with professional standards, and State/Federal regulatory requirements.
- Provided oversight for facility cleanliness, equipment selections and ensured all worked properly. Supervised supply orders.
- Managed business financials including billing, banking, and accounting.
- Arranged and synchronized appointments, surgical procedures and ordered materials for surgical procedures.
- Verified insurance eligibility and ensured alignment with the insurance carrier's database.

EDUCATION / CERTIFICATIONS / COMMUNITY ENGAGEMENTS

Bachelor of Science, Education/Reading & Writing| Central Connecticut State University

Sexual Assault Crisis Certification | 2015

Community Engagements

Sexual Assault Crisis Counselor, YWCA | 08/2015 – Current

Coach, Berlin Bears Cheer leading, Berlin, CT | 08/2007 – 06/2010

Leader, Girl Scouts of America, Berlin, CT | 09/2007 – 06/2009



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. WATER CONTROL COMMISSION

2. _____

Name: Liam T Mitchell

Telephone No.: 860 818 5540 ✓

Home Address: 1005 Kensington RD
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 8 YEARS

Email Address: LIAMDESING@GMAIL.COM

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

Party Affiliation: RNC ✓

Educational Background (optional)

SELF OWNER
Present Employment (company/position)

44 WASHINGTON AVE
Business Address

Current and Past Civic/Community Involvement: _____

TOWN OF BERLIN
22 FEB 17 AM 9:33

Tell us why you feel qualified for this appointment: TEMP FOR THE LAST 3 YEARS

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

NONE

Signature: Liam T Mitchell Date: 2/16/2022

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88660421779?pwd=SjkxNHprM0tYMTdVb0tJbW5GcjRrUT09>

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:

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 Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF AWARD:

Water Fluoridation Quality Award - Presented to the Berlin Water Control Commission

“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”.

Mayor Kaczynski presented the award to Mike Perzanowski, Bill Dornfried, Mike Mendoza and Kyle Urciuoli of the Berlin Water Control Department and thanked them for their hard work keeping Berlin's water clean and safe.

E. PRESENTATION OF PROCLAMATION:

Proclamations in recognition of Black History Month and in recognition of Anne Wilchynsky's 100th Birthday were read by Mayor Kaczynski.

**PROCLAMATION
Berlin Town Council and Office of the Mayor
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

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

Mayor Kaczynski stated that he and Town Manager visited with Ms. Wilchynsky today and presented her with this proclamation.

F. AUDIENCE OF CITIZENS:

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo stated that he wanted to bring up a concern regarding the Town Charter and the appointment of Alternates to Boards and Commissions and read from Section 8-8-2 of the Town Charter, “thereafter in the month of January the Council shall appoint an alternate member to the Planning and Zoning Commission (PZC) to fill any expired term”. He added that similar language is found regarding alternates in the Board of Ethics (Ethics) under 8-19 of the Town Charter and stated that this language is not found under other appointed boards

Mr. Zarabozo stated that it seems that existing alternate members of the PZC and Ethics should have been selected and appointed to regular seats on their respective boards during the month of January. He added that both regular members leaving those boards were the result of term expirations and not resignation or other reasons.

During the Town Council meetings of January 18 and February 1, 2022 no appointments were made to PZC or Ethics despite having three alternates to be chosen from one of which has an outstanding appointment request. He understands that this could be an oversight or the fact that it is difficult to get residents to volunteer, however he would like the Council to rectify this situation this evening if his interpretation of the Charter is correct.

Corporation Counsel Donofrio explained that alternates do not automatically become regular members unless the Council appoints them as members. Section 8-8-2 of the Charter deals only with alternate members of the PZC while Section 8-8-1 pertains to regular members.

Councilor Urrunaga asked if an application for an alternate's position is received, and there is an alternate position vacant, does the Town Council have to fill that position in January as stated in the Charter. Corporation Counsel stated that the reality of it is there is no penalty, so if the position is not filled during that month, it doesn't mean it can't be filled in a future month.

G. MAYOR'S UPDATE:

The Affordable Housing Plan is still being worked on by the Affordable Housing Plan Advisory Committee.

The Community/Senior Center Advisory Committee has been studying other towns' Centers. The Committee will present their findings to the Town Council to determine plans going forward.

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

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

J. NEW BUSINESS:

1. Topic re: Appropriate \$35,000 from the Coronavirus Relief Funds (CRF) reimbursement to the police overtime expenditure account. – Police Department

Deputy Police Chief Chris Ciuci stated that the Berlin Police Department was granted \$35,000 in Coronavirus Relief Funds which was administered by the Connecticut Office of Policy and Management. The department was selected for several reasons including the crime challenges the Town experienced that were created or exacerbated by the pandemic.

The department used all of the funds for overtime payroll expenses for personnel devoted to mitigating or responding to these crimes.

Deputy Chief Ciuci added that crime figures are down for 2021 versus 2020.

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

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Water Control Manager Ray Jarema explained that it was recently determined that the motor on the pump in the Elton Road 1B Well had failed. SB Church had drilled and installed the well in 2014 and due to the urgent situation, they were called in to evaluate this problem and installed a temporary motor and pump to avoid service interruption to customers.

The new equipment will hopefully arrive in four weeks for immediate installation, SB Church will also take advantage of the situation to surge the well at the same time. Due to supply shortages an additional spare motor was also ordered.

Mr. Jarema added that SB Church is one of about three companies in the New England region that do this type of work due to it being a highly designed gravel pack well.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Director of Public Works Mike Ahern stated that the Town is required to submit an annual stormwater management report to the Connecticut Department of Energy and Environmental Protection (DEEP). Milone & MacBroom (now SLR International (SLR)) prepared the required Stormwater Management Plan in 2017 and has issued the annual plan updates to DEEP since that time. SLR has also assisted staff with reporting, mapping stormwater line and outfall sampling to date.

As SLR's combined work under other purchase orders will exceed the \$10,000 this request is for a bid waiver to retain SLR for this task.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Director of Public Works Ahern presented this item on behalf of Fire Administrator Jim Simons. Mr. Ahern stated that the Berlin Fire Department would like to contract the State Fire Academy to provide a Fire Officer I class.

Mr. Ahern added that this is a 96-hour course with 24 available seats and will run from April through June of 2022. The cost is \$10,770 and any seats not filled by Berlin Fire Department personnel will be sold to other fire departments within the State.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Director of Public Works Ahern presented this item on behalf of Fire Administrator Jim Simons. Mr. Ahern stated that this request is to replace worn Personal Protective Equipment (PPE) of the Berlin Fire Department. The replacement is determined by an annual comprehensive PPE inspection and includes turnout coats and pants, boots, helmets, gloves and water PPE.

This request is for the purchasing of the main ensemble of PPE (coats and pants) from C&S Specialty using the National Purchasing Partners Contract. The PPE are manufactured by Lion Apparel with each ensemble costing \$3,595.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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~~ \$33,673.40 utilizing State of CT DAS contract # 12PSX0194. – Municipal Garage

Director of Public Works Ahern presented this item on behalf of Fleet Manager Jim Simons. Mr. Ahern stated that in May of 2021 one of the Town's detective cars was involved in an accident and totaled. Town Council approval was received to purchase a Dodge Charger for \$27,400.80. In December of 2021 the Town was notified that Dodge is no longer manufacturing the Charger for police use.

Jim Simons contacted MHG of Marlborough, MA that the Town purchases their Ford vehicles from to determine availability and pricing utilizing the State of Connecticut DAS contract. The cost for a vehicle consistent with the Town's specifications is \$33,673.40, a difference of \$6,272.60.

The additional funding will come from the Police Vehicles account located within the General Insurance Fund.

Councilor Luddy moved to approve the purchase of one new Ford Utility Police Interceptor from MHQ of Marlborough MA in the amount of \$33,673.40 utilizing State of CT DAS contract # 12PSX0194.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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.

Councilor Luddy placed in nomination the name of Annmarie Marolda (D) of 433 Toll Gate Road for appointment to the Board of Ethics.

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

Vote being 7-0 in favor of Annmarie Marolda (D) to serve on the Board of Ethics. Term ending January 31, 2025.

2. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can be filled with a D, R, or U.

Councilor Luddy placed in nomination the name of Deborah Reed (R) of 71 Magnolia Lane for appointment as an Alternate to the Board of Ethics.

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

Vote being 7-0 in favor of Deborah Reed (R) to serve as an Alternate to the Board of Ethics. Term ending January 31, 2023.

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).

Councilor Luddy placed in nomination the name of Brian Kurnik (R) of 109 Randeckers Lane for appointment as Constable.

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

Vote being 7-0 in favor of Brian Kurnik (R) to serve as Constable. Term ending December 2023.

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.

Councilor Luddy placed in nomination the name of Donald Forcash (U) of 992 Worthington Ridge for appointment to the Historic District Commission.

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

Vote being 7-0 in favor of Donald Forcash (U) to serve on the Historic District Commission. Term ending January 31, 2023.

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.
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.

Councilor Luddy placed in nomination the name of Scott Hamel (R) of 73 Westview Terrace for appointment to the Planning and Zoning Commission.

Mayor Kaczynski asked if there were any further nominations.

Councilor Fazzino placed in nomination the name of Steven Biella Jr (U) of 84 Bernard Road for appointment to the Planning and Zoning Commission.

There being no further nominations Mayor Kaczynski declared the nominations closed.

Those voting in favor of Scott Hamel; Councilor Luddy, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Those opposed; Councilor Fazzino, Councilor Rosso, Councilor Urrunaga.

Vote being 4-3 in favor of Scott Hamel (R) to serve on the Planning and Zoning Commission. Term ending January 31, 2027.

- 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 be filled with D, R or U.

Councilor Luddy placed in nomination the name of Steven Biella Jr. (U) of 84 Bernard Road for appointment as Alternate to the Planning and Zoning Commission.

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

Vote being 7-0 in favor of Steven Biella Jr. (U) to serve as Alternate on the Planning and Zoning Commission. Term ending January 31, 2027.

- 18. VNA – Vacancy** - New term would be until January 31, 2024. 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. VNA – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.

- 21. Water Control Commission –Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U.

- 22. Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2024 Can only be filled with a D or U.

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

Councilor Luddy placed in nomination the name of Christine Mazzotta (R) of 405 Alling Street for appointment to the Zoning Board of Appeals.

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

Vote being 7-0 in favor of Christine Mazzotta (R) to serve on the Zoning Board of Appeals. Term ending January 31, 2023.

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

Councilor Luddy placed in nomination the name of Ryan Matson (U) of 431 Savage Hill Road for appointment to the Zoning Board of Appeals.

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

Vote being 7-0 in favor of Ryan Matson (U) to serve on the Zoning Board of Appeals. Term ending January 31, 2026.

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

Councilor Luddy placed in nomination the name of Corey Whiteside (R) of 386 Main Street, East Berlin for appointment to the Zoning Board of Appeals.

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

Vote being 7-0 in favor of Corey Whiteside (R) to serve on the Zoning Board of Appeals. Term ending January 31, 2027.

L. TOWN MANAGER'S REPORT:

- **Budget** – The Town Council should receive a copy of the proposed Fiscal Year 2023 budget next week as it will be reviewed by the Board of Finance during the first week of March. A review of the Grand List shows that it has grown by 2.9% which translates into about .9 of a mill.

The proposed Town budget is approximately \$2.3 million, the proposed Board of Education budget is \$2.2 million, and there is a capital increase of \$763,000 over the previous year. The combined Town and Board of Education budget requests and capital improvements would result in a 1.9 mill rate increase.

The Town Manager has requested two full time positions; a Superintendent of Facilities as well as an Assistant Town Planner as the Town will be going through a Plan of Conservation and Development, the Affordable Housing Plan, and there are about twelve major applications in line. This area needs to be invested in for economic development and growth for the Town. The Human Resources Director will also be moving full time to the Board of Education so a new full time Director will need to be hired for the Town. The Police Department is requesting two additional full-time officers and one dispatcher.

Over the last two years the Director of Golf position and two-and-a-half full time positions in the VNA were eliminated. This year the VNA Director and the Clinical Manager positions were combined, eliminating the Director position. These eliminations were approximately \$477,000 while the new positions requested are about \$440,000.

The Board of Finance Budget meeting will be held on March 2nd, two budget workshops will be held on March 9th & March 16th, a budget forum is scheduled for March 29th at 1:00 p.m. at the Senior Center, and the budget hearing will be March 29th at 7:00 p.m. at Berlin High School.

The Town Manager encouraged Town Council members to join the Board of Finance meetings and workshops as their schedules allow.

- **Police Union Workers Compensation Proposal** – the final document has not yet been received from Shipman and Goodwin, but the new language will eliminate the need for the employee to make payment to the Town for any differences in pay.
- **Police Defined Benefit Plan Option** - Regarding the Town's interest to further explore the Police Defined Benefit, the Finance Director has engaged the Town actuaries to determine the computations.
- Signs have been approved by the Conservation Commission based upon the Town's revised dog ordinances. These signs will remind dog owners that dogs are not allowed on playing fields, as well as signs reminding citizens that dogs must be kept on a leash while entering and exiting Bicentennial Park, as well as notifying of entering the off-leash meadow area of the park.
- The Golf Course Commission is meeting on Thursday February 17th and they will be discussing the outsourcing of maintenance for Timberlin. The Town Manager encouraged Town Council members to attend the meeting as the Commission may be making a recommendation.

M. SPECIAL COMMITTEE REPORTS:

- The Affordable Housing Plan Advisory Committee is compiling information obtained from the survey that was distributed in January and they will present their findings. They have also met with various groups including realtors, the Central Connecticut Health District, and the Town's Social Services staff to gather information.

- The Community/Senior Center Advisory Committee's recent meeting included a presentation from the Public Building Commission and the architect of the original building concept. Finance Director Kevin Delaney also spoke about costs associated with a project of this scope along with other capital improvements projects in town.

The New Britain/Berlin/Meriden YMCA will hopefully be able to attend the February 24th meeting to provide answers to the list of questions the Committee previously provided to them.

N. COUNCILORS' COMMUNICATION:

Councilor Veach stated that she has been working with Economic Development Coordinator Jim Mahoney regarding funding for some of the major projects that have been discussed.

O. ACCEPTANCE OF MINUTES:

January 27, 2022 – Joint Special Meeting

Councilor Paonessa moved to accept the January 27, 2022 Joint Special Meeting minutes.

Seconded by Councilor Veach.

Vote being 6-0-1 with Councilor Luddy abstaining. (MOTION CARRIED)

February 1, 2022 – Regular Meeting

Councilor Luddy moved to accept the February 1, 2022 Town Council Meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

P. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – New Britain PILOT Agreement

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – New Britain PILOT Agreement at 8:06 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 8:17 p.m.

Q. ADJOURNMENT:

Councilor Luddy moved to adjourn at 8:17 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Lisa J. Bush
Clerk of the Meeting