

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 12, 2022

SUBJECT: Award of Bid for Reconstruction of Town Roadways - Public Works

SUMMARY:

Each year the Public Works Department coordinates the reconstruction of a number of local roads. The reconstruction consists of activities such as pavement milling/reclaiming, restoration, and placement of bituminous surfaces. In keeping with past practices, these services are awarded to a contractor that has bid this service with the State Department of Administrative Services (DAS), and is available to provide the services based on the contractual bids of DAS. The State DAS Contract that provides for these services is identified as Contract #22PSX0008. Staff are requesting Council to approve the use of Contract #22PSX0008 with its respective vendors in which Public Works, other Town departments, and the Board of Education can utilize the lowest, most cost effective, vendor and/or vendors to complete the 2022/2023 Road Reconstruction Program and other paving projects. Spending will not exceed available funds.

ACTION NEEDED:

Move to approve utilizing the State of Connecticut Department of Administrative Services Contract #22PSX00008 for the purpose of reconstructing/paving of Town roadways and other paving projects.

ATTACHMENTS:

Cover Pages for State of CT, DAS Paving- Contract award #22PSX0008

PREPARED BY:

James P. Horbal
Deputy Director of Public Works





Contract Number:

22PSX0008

**Bituminous Concrete
Materials and Bridge Deck
Membrane Waterproofing
(Complete-in-place)**

State of Connecticut

AND

**All States Construction, Inc.,
American Industries, Inc., Charles
Pasteryak Jr Inc, Comer Contracting
Inc, Empire Paving, Inc., Galasso
Materials, LLC, J.H. Lynch & Sons,
Inc., Laydon Industries, LLC, O & G
Industries, Inc., Palmer Paving
Corporation, Tilcon Connecticut Inc.,
and Waters Construction Company**

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 12, 2022
SUBJECT: Asphalt Pavement Crack Sealing

SUMMARY:

The Public Works Department is preparing to commence its annual roadway maintenance program for the 2022 Construction Season. In an effort to help preserve the life of existing, relatively newer roads, a contractor is retained to crack-fill roads that are beginning to deteriorate and show evidence of alligator, transverse and longitudinal cracking. Public Works Staff reviewed pricing for crack sealing from both the State of Connecticut D.A.S. and the Capitol Region Council of Governments (CRCOG) contracts for Crack Sealing Materials, and found the most economical pricing within the CRCOG contract. This contract provides for the use of several blends of asphalt mixtures to be used dependent upon the existing roadway conditions. Therefore, Staff are requesting the authority to utilize the use of CRCOG's Contract #721, and select the most cost-effective and responsible contractor to perform asphalt pavement crack sealing services throughout the community. Contract #721 is valid through September 30, 2022. Funding for Public Works projects will be provided from account 140.20.2037.0.54000.00510, Road & Bridge Improvement in the amount of \$50,000.00. Other Town departments and the Board of Education can also utilize this contract, with available funds from their accounts.

ACTION NEEDED:

Move to authorize the Town Manager to enter into a unit price contract to purchase Asphalt Pavement Crack Filling Services utilizing CRCOG Contract #721 with the most cost-effective and qualified contractor.

ATTACHMENTS:

- 1) Sufficiency of Funds
- 2) Cover page of CRCOG Contract Award #721

PREPARED BY:

James P. Horbal, Deputy Director of Public Works



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 11-Apr-22

Purchase Item or Contract: Pavement Crack Sealing		Requested by: Jim Horbal	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Pavement Crack Sealing	\$50,000.00	\$50,000.00
			-
			-
			-
			-
TOTAL			\$50,000.00

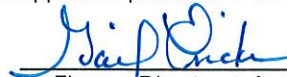
Account No. 140.20.2037.0.54000.00510 Road & Bridge Improvement

Budgeted Amount.....	\$606,688.60	Available balance.....	\$487,295.73
Encumbrances to Date.....	\$63,886.84	Amount Needed for This Package.....	\$50,000.00
Expenditures to Date.....	\$55,506.03	Available Balance After Purchase.....	\$437,295.73

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



CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #721 Asphalt Pavement Crack Sealing

Issue Date:	As listed on crcog.bonfirehub.com
Deadline for Questions:	As listed on crcog.bonfirehub.com
Response Deadline:	As listed on crcog.bonfirehub.com
Response Location:	crcog.bonfirehub.com

I. MODIFICATIONS TO GENERAL TERMS AND CONDITIONS

INTENT

The Capitol Region Purchasing Council, on behalf of certain CRPC members, requests bids for ASPHALT PAVEMENT CRACK SEALING using the hot pour method, for the contract period of October 1, 2021 through September 30, 2022. Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each CRPC member will be required before any work is started, and shall contain information concerning the quantity and type of asphalt pavement crack sealing required, the desired materials to be used, the preferred work schedule, and any other relevant data. **This bid is intended for projects that do not meet the threshold for State of Connecticut prevailing wages as codified in the General Statute section 31-53 and 31-53a. Projects that meet or exceed the threshold shall not be purchased through this bid.**

Vendors who wish to submit a bid for the Cold Applied Mulch Sealing method may submit an alternate bid which contains documentation on Organic Cover Material, Mulch Seal Liquid Material, and equipment.

In general, specifications for asphalt pavement crack sealing found in ASTM D6690 will apply.

BID AWARD

A bid award shall be made by each respective CRPC member to the lowest responsible, responsive bidder(s) for their specific needs. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the CRPC member and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications. The issuance of a Purchase Order from a CRPC member constitutes an award, and such awards may be made to one or more vendors.

Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection. Note that service and scheduling shall be major factors in awarding the contract, and shall consist of the contractor's availability to return to do small jobs during the contract period, as well as to perform work during off-hours (e.g., nights, weekends). Note that the CRPC members reserve the right to make their awards on a section-by-section basis in order to take advantage of the most favorable bid price for each item.

ESTIMATED QUANTITIES

The quantities specified herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of CRPC members which decide to make an award off this bid (as participation is voluntary), the needs of the using departments of the various CRPC members and changes in State and Local Regulatory Agency's regulations. Furthermore, budget reductions may make it impossible for a CRPC member to undertake some or all of the proposed work. The determination of the type of asphalt pavement crack sealing to

be used will be made by the individual CRPC member under the guidance of the State and Local Regulatory Agencies.

INSURANCE

All respondents are required to submit, **with their bids**, the endorsement page of your insurance policy(ies) (or an equivalent piece of documentation) which demonstrates the firm's current coverages and limits for General Liability, Automobile Liability and Worker's Compensation Insurance, as well as the Certificate of Insurance.

BID SURETY

A bid bond is not required for this bid. A performance bond in the amount of one hundred percent (100%) of each Purchase Order may be required of the successful bidder, if the awarding town requests one.

II. TECHNICAL SPECIFICATION, ADDITIONAL REQUIREMENTS

1. GENERAL DESCRIPTION OF WORK TO BE ACCOMPLISHED

The awarded contractor(s) shall be responsible for providing all labor, equipment, and materials necessary to clean and seal cracks in existing asphalt pavements and milled roads, using the hot pour materials method. All work performed by the contractor will be approved by the CRPC member's appointed Supervisor.

2. SCOPE OF SERVICES

All-inclusive bids shall be submitted, covering labor, equipment and materials for the items listed in the bid response. Such work shall include, but is not limited to, related cleaning, road preparation, traffic control and clean-up.

a. Equipment

The equipment required is: Air Compressor, melting kettle, application wand and show, hot air lance, and shall conform to the requirements provided by the awarding entity. On the information sheet, each respondent shall note all equipment that he/she owns and will use in performing this contract. The respondent shall also indicate any other machines available to him/her through lease, etc.

Maintenance

The Contractor shall keep and maintain their work in good repair for a period of ninety (90) days from the date of completion of the work on the respective streets. It is agreed and understood that the Contractor will at any time during this period, upon notification in writing from the Supervisor, and without expense to the CRPC member, immediately execute all repairs which may be necessary, as determined by said Supervisor by reason of defective workmanship or pavement/roadway use.

b. Cleaning/Road Preparation

The awarded Contractor shall clean the existing asphalt road surface of all dirt, sand, oil, grease and loose materials by brooming, blowing, or flushing with pressurized water as approved in advance by the awarding entity. All unsealed cracks, all previously sealed cracks with the

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 12, 2022
SUBJECT: Traffic Guidelines - Street Line Painting Bid Award

SUMMARY:

The Public Works Department is preparing contract work to provide for pavement markings in conjunction with the 2022 road reconstruction season. Staff have chosen to utilize established unit prices offered through the contracting efforts of the Capitol Region Council of Governments (CRCOG). CRCOG Contract #725 entitled "Traffic Guidelines" secures pricing for various pavement marking strategies that can be utilized throughout the community. Funding for Public Works projects is available from two accounts: 001.20.2036.0.53949.00000 (Public Works Street Lining) and 140.20.2037.0.54000.00515 (Capital Items – Bonded Road Improvements). CRCOG Contract #725 pricing is valid through December 31, 2022. Due to variations in the type of markings and unit prices between vendors, the Public Works Department will select the most cost effective and responsible Contractor to perform and complete the task at hand. Other Town departments and the Board of Education can also utilize this contract, with available funds from their accounts.

ACTION NEEDED:

Move to authorize the Town Manager to enter into a unit price contract to purchase street line painting services utilizing CRCOG Contract #725 with the most cost- effective and qualified Contractor.

ATTACHMENT:

1) CRCOG Title Page Contract #725

PREPARED BY:

Jim Horbal, Deputy Director of Public Works





CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #725 TRAFFIC GUIDELINES AND PAINTED PAVEMENT MARKINGS

<u>Issue Date:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Deadline for Questions:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Response Deadline:</u>	<u>As listed on crcog.bonfirehub.com</u>
<u>Response Location:</u>	<u>crcog.bonfirehub.com</u>

**CAPITOL REGION PURCHASING COUNCIL
INVITATION FOR BID
TRAFFIC GUIDELINES

BID SPECIFICATION**

I. MODIFICATIONS TO STANDARD TERMS AND CONDITIONS

INTENT

The Capitol Region Purchasing Council, on behalf of certain CRPC members, requests bids for TRAFFIC GUIDELINES for the contract period of January 1, 2022 through December 31, 2022. Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each CRPC member will be required before any work is started, and shall contain information concerning the quantity and type of traffic guidelines required, the desired materials to be used, the preferred work schedule, and any other relevant data.

In general, the specifications in the federal government's Manual on Uniform Traffic Control Devices (MUTCD) 2003 edition, as amended and the State of Connecticut Department of Transportation's Standard Specifications for Roads, Bridges and Incidental Construction (Form 816), as amended will apply. A copy of Form 816 may be downloaded off of the CONNDOT website at <http://www.ct.gov/dot/cwp/view.asp?a=1385&Q=506628&PM=1> . In general, specifications for pavement marking tape found in ASTM D4505 will apply.

BID AWARD

A bid award shall be made by each respective CRPC member to the lowest responsible bidder(s). The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the CRPC member and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications.

Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection. Note that service and scheduling shall be major factors in awarding the contract, and shall consist of the contractor's availability to return to do small jobs during the contract period, as well as to perform work during off-hours (e.g., nights, weekends). Note that the CRPC members reserve the right to make their awards

on a section-by-section basis in order to take advantage of the most favorable bid price for each item.

ESTIMATED QUANTITIES

The quantities specified herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of CRPC members which decide to make an award off this bid (as participation is voluntary), the needs of the using departments of the various CRPC members and changes in State Traffic Commission regulations. Furthermore, budget reductions may make it impossible for a CRPC member to undertake some or all of the proposed work. The determination of the type of lines to be used will be made by the individual CRPC member under the guidance of the State Traffic Commission.

INSURANCE

All respondents are required to submit, **with their bids**, a copy of the cover sheet from their insurance policy(ies) (or an equivalent piece of documentation) which demonstrates the firm's current coverages and limits for General Liability, Automobile Liability and Worker's Compensation Insurance.

BID SURETY

A bid bond is not required for this bid. A performance bond in the amount of one hundred percent (100%) of each Purchase Order may be required of the successful bidder.

II. TECHNICAL SPECIFICATION, ADDITIONAL REQUIREMENTS

1. GENERAL DESCRIPTION OF WORK TO BE ACCOMPLISHED

The awarded contractor(s) shall be responsible for providing high quality PAVEMENT MARKINGS services in accordance with the attached specifications. All work performed shall be done in conformance with applicable sections of the Manual of Uniform Traffic Controls (MUTCD) 2003 edition as amended and the State of Connecticut Department of Transportation's Standard Specifications for Roads, Bridges and Incidental Construction Form 816, as amended. Pavement Marking Tape shall conform with the ASTM D4505 standard.

For painted markings, the drop-on method of application shall be used, consisting of a combination of pigmented binder and glass spheres, which will provide a reflective surface marking on highway pavements. All paint used must be compliant with applicable federal, state or local environmental regulations.

Pavement marking tape shall comply with the specifications in ASTM D4505 of latest issue.

2. SCOPE OF SERVICES

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 12, 2022

SUBJECT: Glen Street Bridge - Replacement

SUMMARY:

The Town Council approved a contract award to complete emergency repairs on the Glen Street Bridge (DOT No. 06955) in December 2021. The attached summary provides background and details, for reference. New England Road, Inc has completed these repairs, which addressed impacts from Hurricane Ida and previous storm flow. The nature of these repairs will not allow the current reduced load rating to be lifted, but have stabilized the bridge until it can be rehabilitated or replaced.

Staff met with the Connecticut Department of Transportation (DOT) at the bridge on April 1, 2022 to discuss eligibility of this bridge for the Federal Local Bridge Program. This federal program provides 80% reimbursement to municipalities for eligible bridge design and construction. DOT confirmed that this bridge meets the criteria for the federal program, and (with its on-call engineering firms) can assist in both the preparation of an application and the ultimate design of the bridge replacement. Staff are requesting approval from the Town Council to apply to the DOT for a full-replacement project under this federal program. Note that there is no obligation by the Town to DOT until the application is approved and the Town signs a Commitment to Fund. The Public Works Department would come back to the Town Council at that time to request authorization, and to present the total cost that the Town would need to fund. There is no cost to the Town for DOT assistance on the application.

ACTION NEEDED

Move to authorize the Town Manager and Staff to apply to the Connecticut Department of Transportation for the Federal Local Bridge Program, for replacing Glen Street Bridge No. 06955.

ATTACHMENTS:

Previous Agenda Item Summary (Dec 2021)

PREPARED BY:

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



Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 7, 2021

SUBJECT: Glen Street Bridge- Emergency Repairs

SUMMARY:

The Public Works Department and AI Engineers, Inc. of Middletown, CT have been working this past year on the final design and obtaining agency approvals for a rehabilitation of the Glen Street Bridge (DOT No. 06955). Connecticut Department of Transportation (DOT) recent annual inspection reports had indicated that the metal pipe arch culvert needs rehabilitation or replacement due to the poor condition of the invert (culvert bottom). Page 1 (attached) from a previous Request for Proposal (RFP) provides a relevant summary of the bridge condition at that time. DOT, Town Staff, and AI Engineers met at the bridge site on October 21, 2021 at DOT's request to review the bridge condition due to impacts from Hurricane Ida on September 1st and 2nd, 2021. DOT inspectors found increased perforations and undermining beneath the culvert bottom, and recommended short term repairs if the longer-term approach could not be implemented quickly, to avoid bridge closure. DOT and the Town Engineering Department also agreed to increase inspection frequency, and to inspect after any major rain events, to monitor for any additional undermining.

As the proposed rehabilitation project (re-lining the circular culvert) is currently under federal review, and may require significant adjustment or a different solution due to agency feedback and the increased impacts due to Ida, Staff requested proposals from three (3) pre-qualified bridge contracting firms on emergency repairs to keep the bridge stable and open until the ultimate repair/replacement is approved and can be bid. The attached quotes were received by Monday, December 6, 2021, and ranged from \$137,000 to \$213,600. Staff and AI Engineers reviewed all of the proposals, which include a number of alternative emergency repair solutions, and recommend that New England Road, Inc (NERI) be selected, with the deduct alternative of using concrete in lieu of grouted rip rap at the inlet and outlet (this saves \$2,400.00). NERI's adjusted quote of \$134,600 is responsive, and proposes the following emergency repairs to maintain bridge integrity over the next year or so:

- Install concrete (including pressure grouting) under and around the circular culvert to fill in voids and stabilize surrounding fill
- Install cast-in place concrete at the inlet and outlet to fill in eroded areas and minimize the potential for future scour
- Install a concrete invert (pipe base) in the circular culvert to protect the pipe from further damage and undermining
- Add rip rap (large stone) further upstream and downstream to fill eroded channel areas and provide further scour protection

This contract will be a combination of lump sum and unit cost items, as the estimates of required concrete are preliminary. The ultimate cost will be based on how much grout and concrete is placed, so Staff request Town Council approval to award this contract with a 20% contingency for an amount not to exceed \$161,500. Funding for this contract will be provided from the Glen Street Bridge Account (# 140.20.2037.0.54000.00547).

ACTION NEEDED:

Move to authorize the Town Manager to enter into a contract agreement with New England Road, Inc. of Clinton, CT for Emergency Repairs to the Glen Street Bridge No.06955 for the amount of \$134,600.00, and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$161,500, as this is in the best interest of the Town.

ATTACHMENTS:

Introduction on Glen St Bridge (from a prior RFP)
Sufficiency of Funds
Quotes from NERI, Mizzy Construction, and Dayton Construction

PREPARED BY:

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

Agenda Item No. 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 12, 2022

SUBJECT: Friar Architecture Contract Increase for the Willard Elementary School HVAC Project

SUMMARY:

The Town Council referred the Elementary Schools HVAC project (for the Griswold, Hubbard, and Willard schools) to the Public Building Commission (PBC) to “further pursue the projects at all three schools to establish a project cost to fund in future budgets along with project design, bidding, construction, and commissioning”. The Town Council subsequently approved an appropriation for the Willard School HVAC design update by Consulting Engineering Services, Inc (CES) of Middletown, CT; this HVAC design work has been completed. The PBC also engaged Friar Architecture (Friar) out of Farmington, CT to prepare related site work and interior-related design drawings and specifications for the Willard HVAC project to supplement CES’ mechanical, electrical, and plumbing (MEP) design documents, and to assist the PBC as-needed during the bidding process. (Friar’s proposal is attached.) Friar has completed its design drawings and specifications, and has been requested to prepare the upfront portion of the bid package (i.e., invitation to bid, AIA contracts and forms, general and supplementary conditions, special requirements, proposal form, etc.) Friar’s original proposal scope was only intended to assist the PBC on a Time and Materials (T&M) basis during the bid process, and not to prepare the actual bid package. The contract amount was increased to \$9,999 with Town Manager approval in March 2022. The PBC is requesting that the contract amount be increased an additional \$2,801 to \$12,800 so that Friar can complete the entire contract document and bid package for the Willard School HVAC project, and assist the PBC and Town Purchasing Agent in issuing the Invitation to Bid (when so directed). This work includes providing the PBC with the required AIA contract and bond forms and modifying these for this project. Friar can also assist the PBC and Town Purchasing Agent in evaluating bidder questions and issuing addenda, and on bid/qualifications reviews and contractor evaluation/selection.

Funds are available from Account # 500.35.3561.0.54000.00364 (Willard HVAC).

ACTION NEEDED:

Move to increase the Willard School HVAC design contract with Friar Architecture of Farmington, CT to \$12,800, as this is in the best interest of the Town.

ATTACHMENTS:

Friar Proposal for Willard Elementary School HVAC Renovations signed 8/26/21
Sufficiency of Funds

PREPARED BY:

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

MSA



August 5, 2021
Revised August 12, 2021

Mr. Thomas Reid
Chairman
Public Building Commission
240 Kensington Road – Room 120
Berlin, CT 06037

Re: Town of Berlin – Willard Elementary HVAC Renovations
Friar Project #: 2021-066A

Dear Thomas:

I am pleased to submit this proposal for services pertaining to the above referenced project. We will work with the Town of Berlin and the MEP Engineer hired for the documentation and design of renovating the existing HVAC system to facilitate the design, coordination, bidding and successful contract administration of the work.

We understand the scope of services to include the following:

- Meetings with the Owner to confirm the Scope of Work for the project and recommended design development of the proposed work, including vendor information.
- Third-party review and coordination of the design drawings
 - Provide a survey in the proposed location of any site located mechanical equipment, review of zoning regulations, design of any required pads or equipment support, determine routing of below grade utilities and design of any required grading and drainage.
 - Provide supplemental Architectural and Interior Design details as may be required to support the MEP design
 - Plans and specifications will be reviewed and presented for final approval
- Assist the Town of Berlin with project bidding, addenda, scope reviews and Contract award
 - To be provided as determined by the Town of Berlin and billed on an hourly basis per the attached Hourly Billing Rates
- Provide clerk-of-the works services during construction to verify compliance with the Contract Documents.
 - Attend all project meetings and report back to the Town of Berlin on progress, quality, and safety of the work.

We understand it is your intent to develop plans for review and approval by the Board of Education and municipal agencies as may be required, with the intent of the work being constructed over the 2022 Summer Break.

Fee:

Friar Architecture proposes the work be performed for the following **not to exceed fees** at our preferred hourly rates per the enclosed "2021 / 2022 Preferred Hourly Billing Rates – Berlin":

For meetings, design coordination, assistance with developing opinions of probable construction costs and detailing: **Previously Completed**

For site related design services, drawings and specifications: **Seven Thousand Three Hundred Dollars (\$7,300)**

For assistance with project bidding, addenda, scope reviews, and Contract award (as needed, billed hourly): **One Thousand Five Hundred Dollars (\$1,500)**

Clerk-of-the works services during construction to be negotiated under a separate agreement.

We are available to start work as soon as we have entered into agreement with you. Upon acceptance of this proposal, Friar Associates will provide a services based on the terms and conditions included in AIA Document B104 Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope.

We will invoice for services completed to date on a monthly basis. Any required printing costs, testing, and permitting fees are reimbursable.

We look forward to continuing to work with you on this important project for the Town of Berlin. If this proposal is acceptable to you, please sign below and return one copy. If you have any questions, please do not hesitate to contact me.

Yours truly,



Bryce Sens, AIA
Associate
Friar Architecture Inc.

Accepted by,



Mr. Thomas Reid
Chairman, Public Building Commission

Date: 8/26/21

Enc: 2021 / 2022 Preferred Hourly Billing Rates – Berlin

2021 / 2022 Preferred Hourly Billing Rates - Berlin

Architectural Fees:

Principal	\$ 175.00 / hour
Associate	\$ 150.00 / hour
Senior Project Manager	\$ 120.00 / hour
Registered Architect / Project Manager	\$ 100.00 / hour
Architectural Project Leader	\$ 95.00 / hour
Architectural Designer / Intern	\$ 90.00 / hour
CA / MEP Coordinator	\$ 90.00 / hour
AutoCAD Operator	\$ 80.00 / hour

Interior Design Fees:

Project Manager	\$ 90.00 / hour
Designer	\$ 80.00 / hour
Intern	\$ 70.00 / hour

Support Personnel Fees:

Administrative	\$ 80.00 / hour
Technical	\$ 50.00 / hour
Secretarial	\$ 40.00 / hour

Note: These rates are specific to the Willard Elementary, Hubbard Elementary and Griswold Elementary HVAC Renovations



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-Apr-22

Purchase Item or Contract: Friar contract increase - Willard HVAC		Requested by: Mike Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Friar Architechture contract increase - Willard HVAC project	\$2,801.00	\$2,801.00
			-
			-
			-
			-
Account No. 500.35.3561.0.54000.00364 HVAC - Willard			TOTAL \$2,801.00

Budgeted Amount.....	\$26,000.00	Available balance.....	\$4,001.00
Encumbrances to Date.....	\$10,924.00	Amount Needed for This Package.....	\$2,801.00
Expenditures to Date.....	\$11,075.00	Available Balance After Purchase.....	\$1,200.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 13, 2022

SUBJECT: Conditional Acceptance of land for parking for Ragged Mountain Preserve trailhead, West Lane

Summary of Agenda Item:

In response to a referral from the Town Council, at its meeting of March 17, 2022, the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for acceptance of a 44,100 s.f. (1.01 acre) portion of Map 1-4 Block 10 Lot 1 on the north side of West Lane ("Subject Property") to be conveyed to the Town for the purpose of parking to serve users of the Ragged Mountain Preserve Trails in accordance with CGS §8-24.

The Planning and Zoning Commission is considering an application for a Planned Residential-2 multi-family development on 110 acres of Shuttle Meadow Country Club property to the north of West Lane. The development proposal includes dedicating an area for parking off West Lane, adjacent to the Ragged Mountain Preserve trailhead. This summary corrects and clarifies that if the development proposal is approved by the PZC, the applicant would improve the parking area with an asphalt apron, driveway and as required for handicap parking stalls, gravel surface, drainage and pedestrian path to the established Ragged Mountain Preserve trail near West Lane. The applicant is proposing to transfer the land to the Town if PZC approval is granted and make improvements to alleviate parking demand along West Lane prior to construction disturbance in the areas currently used for on-street trail parking. The parking layout shows the area could accommodate approximately 45 vehicles with related drives.

At the time of its review of the 2020 Zone Map Amendment that set the stage for the development application, the Conservation Commission suggested the applicant consider dedication of an area for trail parking with their development plan. If the application is granted, the Town should accept the deed of the Subject Property, subject to appropriate contingencies (e.g., a clean Phase I ESA).

Actions Needed:

Move to accept transfer to the Town of 1.01 acres of MBL 1-4-10-1 north of West Lane with parking improvements for the purposes of conservation area parking as depicted on plan entitled The Preserve at Shuttle Meadow, Sheet D4, Construction Details - Trail Head Parking prepared for The Preserve SM, LLC dated December 2, 2021, revised to March 21, 2022, Prepared by Harry E Cole and Sons, Plantsville, CT, and subject to a clean Phase

I ESA (if the Town opts to obtain the same) and the review and approval of satisfactory transaction documents by Corporation Counsel and to authorize the Town Manager to execute such transaction documents as are necessary to effectuate the transfer.

Attachments:

1. Planning and Zoning Commission March 17, 2022, Notice of Decision re: 8-24 referral
2. The Preserve, Plan Sheet D4, Construction Details - Trail Head Parking
3. The Preserve, Sheet O1, Overall Site Development Plan, with parking area circled

Prepared by:

Maureen K Giusti, AICP, Town Planner





Town of Berlin

Planning and Zoning Department
240 Kensington Road
Berlin, Connecticut 06037
www.berlinct.gov


Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

March 24, 2022

TOWN OF BERLIN NOTICE OF DECISION

SUBJECT: Connecticut General Statutes §8-24 Review and Recommendation to the Town Council of the Matter of Conveyance to the Town of 1.01 acres of MBL 1-4-10-1 North of West Lane for the Purposes of Conservation Area Parking

At its Regular Meeting of March 17, 2022, the Berlin Planning and Zoning Commission, after review in accordance with Section 8-24 of the Connecticut General Statutes, voted unanimously to forward a favorable recommendation to the Town Council for the matter of conveyance to the Town of 1.01 acres of MBL 1-4-10-1 north of West Lane for the purposes of conservation area parking.



Maureen Giusti, AICP
Town Planner

Maureen K. Giusti, AICP, Acting Town Planner/ZEO. 860-828-7060. mgciuti@berlinct.gov
Zoning Enforcement Officer, 860-828-7008.
Frances Semnoski, Land Use Administrator. 860-828-7066. fsemnoski@berlinct.gov



engineering, surveying, planning.

878 South Main Street
P.O. Box 44
Plainville, CT 06047 • 0044
Tel. (860) 528-4484
Fax. (860) 529-0198
www.hickok.com

PROJECT NAME:

THE
PRESERVE" AT
SHUTTLE
MEADOW
off West Lane
Kensington, Connecticut

PREPARED FOR:

THE PRESERVE
SM, LLC

CONSTRUCTION
DETAILS - TRAIL
HEAD PARKING

Date: December 2, 2021

Document M: 57436

Project No. 771306	F.B.I.
Approved By _____	Special Agent _____

Revisions	Created By: UND	Approved By: UND
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Date:	Description:
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Rev. 21, 2022	Rev. per Town Staff Comments
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项目来源	项目类别
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NAME	DATE
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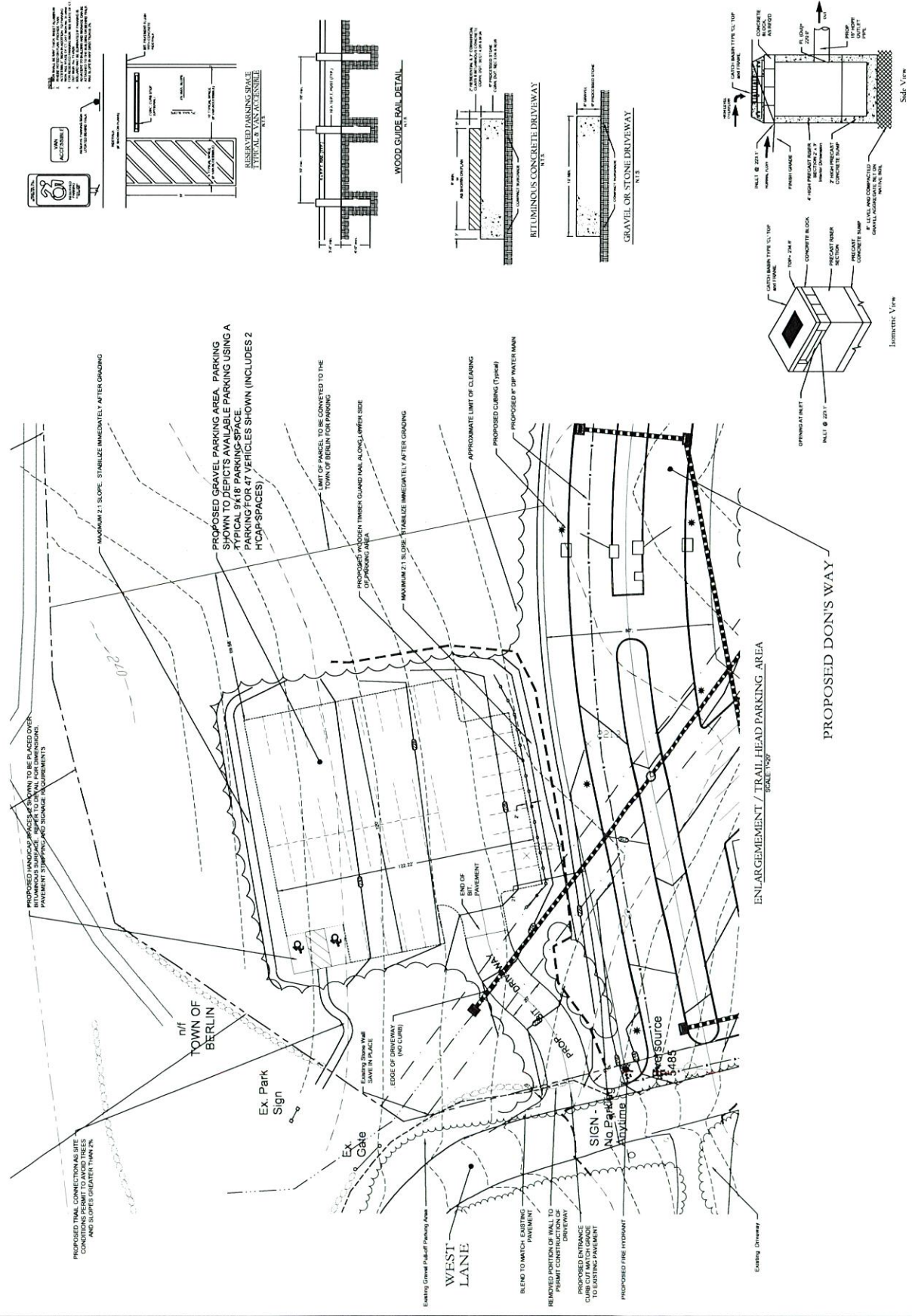
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D4



DETAIL - INLET DRAINAGE STRUCTURE

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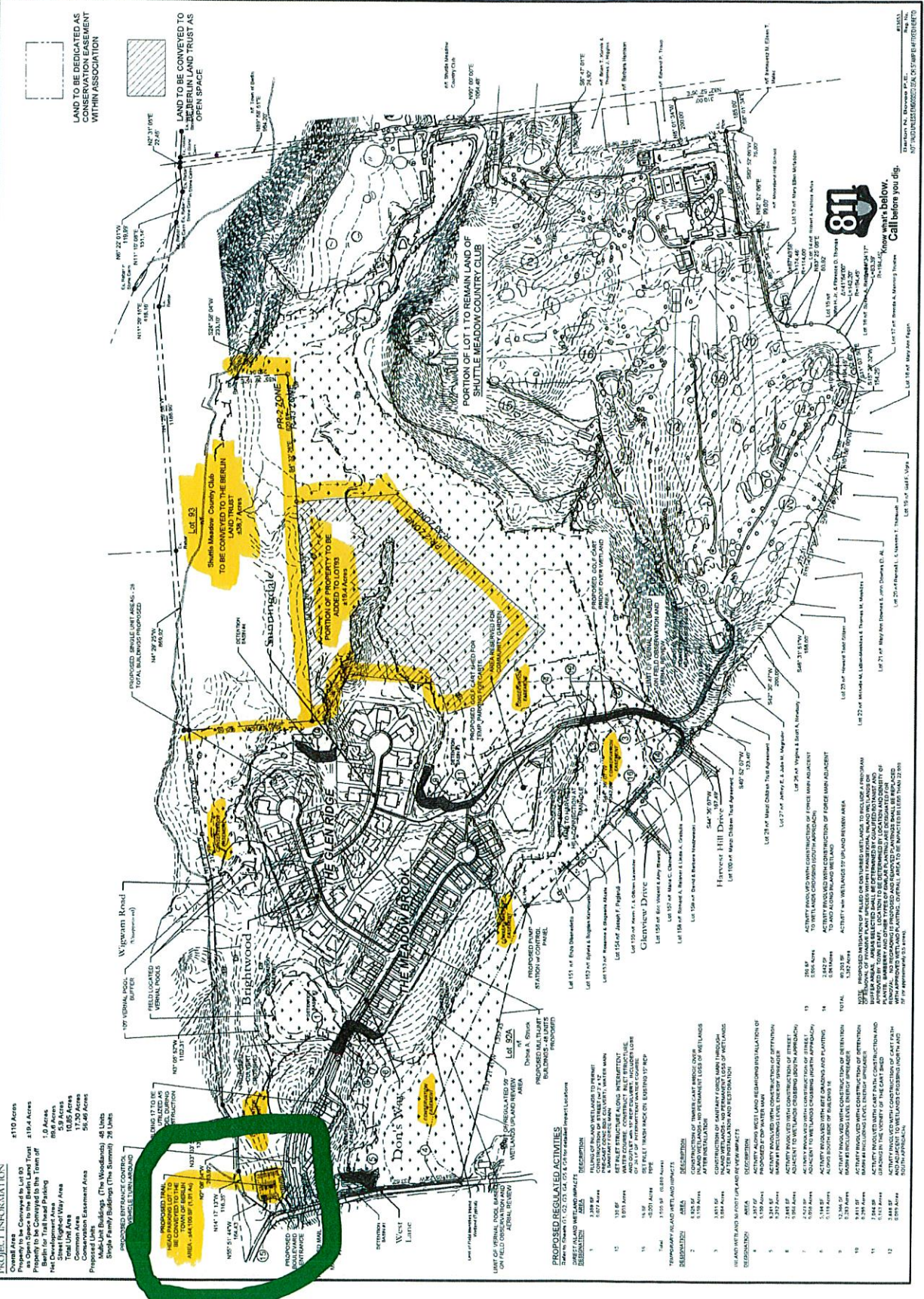
co
le
SM, LLC
 engineering, surveying, planning
 410 Main Street
 Westport, CT 06894
 Tel: 203.261.1111
 Fax: 203.261.1112
 www.cole-sm.com

PROJECT NAME:
 "PRESERVE" AT
 SHUTTLE
 MEADOW
 off West Lane
 Kensington, Connecticut

PREPARED FOR:
 THE PRESERVE
 SM, LLC

**OVERALL SITE
 DEVELOPMENT
 PLAN**

Scale: 1" = 100'
 Date: August 24, 2021
 Project # 17348
 Client: The Preserve SM, LLC
 Drawing: Overall Site Development Plan
 Sheet: 01 of 01



NOT A PROFESSIONAL ENGINEERING SEAL OR EXEMPTED FROM THE REQUIREMENTS OF THE PROFESSIONAL ENGINEERING ACT

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/86789132060?pwd=bXBIMlhoTXRDbEdoalU0cEVhLzY5QT09>

Meeting ID: 867 8913 2060

Passcode: 046179

1-929-205-6099 (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, April 5, 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. PRESENTATION OF PROCLAMATION National Public Health Week

Mayor Kaczynski read the following Proclamation:

PROCLAMATION

WHEREAS, the American Public Health Association has proclaimed April 4 through April 12, 2022 as National Public Health Week;

WHEREAS, this year's theme "Public Health is Where You Are" concentrates on how the places we are physically, mentally, and societally impact our health and lives; and

WHEREAS, by building healthier, stronger, and safer places to live, the United States can be the healthiest nation in one generation: and

WHEREAS, for twenty-seven years the annual celebration of National Public Health Week reminds us of the fundamental role that our own state and local health departments play every day in the health of our communities: and

WHEREAS, the Health District, in partnership with the four towns, has been dedicated and driven to reduce morbidity and mortality from COVID-19 over the last two years: and

WHEREAS, the Town of Berlin, together with its neighboring towns of Rocky Hill, Newington, and Wethersfield, receives quality public health service through its regional health department, the Central Connecticut Health District, now in its twenty-sixth year of service.

NOW, THEREFORE, I, Mark H. Kaczynski, do hereby proclaim

**April 4 to April 12, 2022 as
National Public Health Week**

In Berlin, Connecticut. I encourage all our citizens to join me in this celebration and in acknowledging the critical role of public health in prevention and in helping individuals and communities to achieve and maintain good health.

Signed this 4th day of April 2022

Mark H. Kaczynski, Mayor

E. AUDIENCE OF CITIZENS

None

F. MAYOR'S UPDATE

None

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

H. CONSENT AGENDA:

1. Topic re: Approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 28, 2022, from 8:00 AM to 4:00 PM. The rain date is Sunday, May 29, 2022. – Parks and Recreation
2. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of \$200 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday,

April 23, and Saturday, April 30, 2022, at Sage Park Pond from 8 AM to 10 AM. – Parks and Recreation

3. Topic re: Approve permission for consumption and serving of alcoholic beverages (open bar) at Pistol Creek for Amanda Haraghey's wedding reception for approximately 85 people on Saturday, September 24, 2022, from 8 AM to 7 PM. Food will be served and there will be radio music. Tulip Insurance will be obtained if permission is granted. – Parks and Recreation
4. Topic re: Approve the Friends of Berlin Animal Control to hold a giveaway event at the Berlin Animal Control Facility on Saturday, April 23, 2002 from 11:00AM to 2:00PM. – Animal Control
5. Topic re: Authorize Town Manager, Aroscha Jayawickrema, to apply for the Historic Documents Preservation Grant for the 2023 Targeted Grant in the amount of \$7,500. Upon receipt grant funds are to be deposited into the Special Grant Fund account. – Town Clerk
6. Topic re: Authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way that is appropriate for farm use. – Town Manager
7. Topic re: Accept monetary donations totaling \$130.00 for the Berlin Peck Memorial Library and deposit \$130.00 into the library agency account to be used to purchase 2 books and a donation to the Wildlife Conservation Society in memory of Justin Good. – Berlin-Peck Memorial Library
8. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 55.00 and Pet food valued at \$85.00. – Animal Control
9. Topic re: Authorize the payment of \$1,350 toward the match for a brownfield assessment grant from the Naugatuck Valley Council of Governments (NVCOG) for properties at 1 Main Street and 0 Maple Street. – Economic Development
10. Topic re: Extend Contract #2020-21 with Laydon Construction, for an additional six months (through June 30, 2022), for miscellaneous concrete sidewalk services at the existing unit rates. Funding will be provided by established line-item accounts within the fiscal year 2021/2022 departmental budgets. – Public Works

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

I. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, Connecticut on Tuesday April 5, 2022, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance entitled:

“AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN.”

Copies of said proposed ordinance are on file and open to public inspection at the Office of the Town Clerk.

Following the public hearing, the Town Council is expected to consider and act upon the ordinance.

Mayor Kaczynski convened the public hearing for an ordinance amending the voting districts of the Town of Berlin. The ordinance which is the subject of the public hearing is available to the public in the Office of the Town Clerk.

Town Manager Jayawickrema introduced the subject of the public hearing by stating that every ten years changes are made to the State’s Congressional, State Senate and State House of Representative districts. This year the Town of Berlin voting districts were affected by a change to the State Representative districts.

Registrar of Voter Joan Veley, speaking also for Registrar of Voters Christy Miano, stated that due to the 2020 Census the State has made changes to the State Representative districts that affect Berlin. Ms. Veley presented a map showing the current five voting districts for the Town. She then stated that the State’s redistricting of the 30th and 83rd House Districts has split the Town of Berlin in half.

After much research by the Registrars regarding voter population and considering the needs and concerns of the voters of Berlin, they developed a new three voting district map for the Town to consider with the 83rd District, which contains more land mass than voters, consisting of 4,913 eligible voters in one local voting district and the 30th District consisting of eligible 10,357 voters being split into two local voting districts with proposed district 2 containing 5,179 voters and proposed district 3 containing approximately 5,100 voters.

Proposed voting locations for the newly proposed districts would be Hubbard and Griswold Elementary Schools in the 30th House District and Willard Elementary School in the 83rd House District. These locations were considered by determining their distance from the center of town.

Mayor Kaczynski added that the redistricting plan for the State is created by a State bipartisan commission with their recommendation being to create two voting districts in Berlin but upon discussion with the Registrars it was determined that three districts would be the better option. He also added that staffing the current five polling locations has been a problem.

Councilor Veach who represents the 30th House District stated that she had no input in the redistricting but was simply asked a few questions by the eight-member bipartisan commission and was informed of the changes when the public was informed. She added that these changes have nothing to do with transparency, equity or preventing voters from having the ability to vote.

Mayor Kaczynski stated that unfortunately the Senior Center will no longer be a voting location.

Ms. Veley added that she wanted the public to know that both Registrars of Voters along with Town Clerk Kate Wall worked diligently to come up with the best plan possible for the voters of Berlin to make it as fair and equal as possible to everyone.

Ms. Veley stated that the current five polling locations will remain in effect for the April 26, 2022 Budget Referendum but the Registrars must then have all district changes made into the State Voter system by May 3, 2022. These new districts will then be in affect if there is a second Budget Referendum on May 24, 2022.

Mayor Kaczynski stated that as much as the Town attempts to get as much information as possible out to voters ahead of time about the redistricting, they plan to have Town employees stationed at the VFW and Senior Center to direct voters to their new voting locations.

Mayor Kaczynski opened the Public Hearing for comments.

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo stated that although the State has disrupted the current layout of Town voting districts, that does not mean that the State gets to dictate how we lay out our Town districts. In order to keep a fourth district and possibly incorporate the VFW or Senior Center as a voting location he proposes taking the area between the railroad tracks and the Berlin Turnpike and expanding it out toward the Senior Center. This would create a third location within the 30th House District with each district containing approximately 3,000 voters.

He questioned if the goal is to eliminate all of the Town's polling locations and push absentee balloting.

Ms. Veley addressed this concern and stated that the registrars looked at absentee balloting and when talking about those that are eligible to vote they are not providing the information that a number of those people vote by absentee. Therefore, when stating that a district has 4,900 eligible voters, they can say that a percentage of those voters will be voting by absentee ballot or not voting at all.

Ms. Veley added that she is not sure that adding a fourth district will help. Mr. Zarabozo inquired if the Registrars thought it was feasible does the possibility exists to carve a fourth district into the Town. Ms. Veley stated it's possible to do any number of districts.

George Millerd, 1231 Orchard Road – Mr. Millerd stated that leaving the Senior Center voting location in place with the possibility of having to split ballots between the 30th and 83rd districts will only lead to confusion. If new districts need to be created anyway, he does not see the value in carving out a fourth district as everybody has to move anyways.

Tim Grady, Beckley Road – Mr. Grady stated that his parents moved to Berlin in 1961 and voted at Kensington Grammar School, then later voted at Griswold School. As an adult he voted at the American Legion but when he moved, he voted at Griswold School and then at Hubbard School. Mr. Grady stated that this is a regular process and the difference between driving two miles versus

three miles is not that complicated. If need be extra voting machines can be added in the new locations to handle additional voters.

Roy Fox, 99 Cole Lane – Mr. Fox stated that it's clear that the State wants to go to paper ballots which he believes are corrupt. Reducing the number of polling places will lead to longer lines and frustrated voters who will then demand of their legislators to make absentee ballots more accessible. He requests that the Town Council vote against three polling places.

Ms. Veley responded by stating that the number of checkers will be increased in the three polling places and additional voting stations will be available. The Registrars will do all that they can to prevent voters from standing in long lines.

Ms. Miano stated that, as an example, currently they are managing 4,100 eligible voters at the Town's largest voting district Griswold School. Having 4,913 eligible voters proposed for Willard is only a difference of 800 voters and the State provides the Registrars with a formula to increase the voting booths needed at each location. Ms. Miano provided examples of past November election voter turnout for Griswold, once again as an example, stating that in the November 2016 pre-Covid Presidential election Griswold had 3,824 eligible voters with 3,010 voters appearing at the polling place with no issues.

Councilor Fazzino inquired if the Registrars had talked with other towns regarding how it has played out regarding lines at the polls or traffic patterns, particularly with polling locations at neighborhood schools, when the number of polling places has been reduced. Ms. Miano explained that the State allows up to 11,000 eligible voters per polling location, so Berlin is well below that number, adding that the Town of Cromwell has only one voting location for 11,000-plus voters with no issues. She stated that the Registrars considered various scenarios with different polling locations and determined that keeping three current locations along with keeping voters in the two House Districts separate was the cleanest way to handle the situation.

Ms. Veley added that when the State first suggested two voting districts for Berlin the Registrars' immediate thought was to use Berlin High School for one of the locations, but accessibility concerns removed the high school from consideration.

Tom Gerent, 308 Spruce Brook Road – Mr. Gerent stated that he has seen on television that people have waited in line for up to eight hours in order to vote but he does not believe that will be the case in Berlin. In regard to the use of absentee ballots he believes there is a lot of misinformation regarding them and added they do have their place in the process particularly in areas where wait times are excessive. He added that there should be a Federal regulation that you shouldn't have to wait more than two or three hours in line to vote.

Raul Fernandez, 71 Whispering Brook – Mr. Fernandez stated that his concern is with the speed that redistricting is being forced upon the Town and the idea of just two voting districts is lunacy and he appreciates the efforts to make three districts. He does not think it is fair for the seniors and he would like for the Town to at least try to make the Senior Center a voting location.

Councilor Fazzino inquired if the Town did not present a redistricting plan to the State by the May 5th deadline would there be other opportunities to present one after further study. Ms. Veley stated that a decision needs to be made as soon as possible so that computer entry can be done after the April 26th Referendum but before May 5th. Ms. Veley stated that it is a manual process into the State's online computer program.

Mayor Kaczynski inquired if a letter will be sent out to voters regarding their new polling place. Ms. Veley stated that they are hoping that the system will automatically generate a letter that can be sent to voters. She says "hoping" because they have never had to do a district change during their time in office. Mayor Kaczynski stated that if a letter is not generated then they will need to come up with another way of notifying voters. The Registrars stated there are other ways of notifying them including publishing information in The Citizen, along with the information session the Registrars and Town Clerk will be holding at the Berlin-Peck Memorial Library on June 9, 2022.

Dorothy Fox, 99 Cole Lane – Ms. Fox stated she is concerned about voting at Griswold School due to issues she recalls when dropping her sons off there for school. She inquired if police will be present to assist voters/drivers. She also inquired as to why the poll workers are required to work such long shifts and whether those shifts could be split.

Ms. Miano stated that the State recommends that shifts are not split but accommodations have been made for that in the past for certain positions. Ms. Veley explained that each of the functions at the polls is very specific and has follow-up paperwork that each worker is responsible for. For example, a checker is responsible at the end of the night to count the number of voters they have processed for voting in their book which must equal the number of votes in the voting machine. If that number does not balance and a shift was split, there is no way to determine where the error was made. Ms. Veley added that by going down to three polling locations she can pull experienced workers from the closed locations to work at the three locations.

Mayor Kaczynski inquired if poll workers were paid or volunteers. Ms. Miano stated that they are paid on a tiered system starting at minimum wage with Moderators and Assistant Registrars being paid more due to their level of work.

Councilor Fazzino inquired about the number of surplus poll workers that will result from closing two polling locations. Ms. Miano stated that it changes based on the type of election or referendum and the location. Also, additional workers can be added on the spot if a polling location is becoming busy.

Mayor Kaczynski closed the Public Hearing at 8:04 p.m.

J. NEW BUSINESS:

- 1. Topic re: Approve Jameson Urrunaga's Eagle Scout project to construct an information board at the Veterans Memorial Park and waive the building permit fee of \$30.00 and Planning and Zoning fee of \$50.00. – Veterans' Commission**

Town Manager introduced Jameson Urrunaga and asked him to explain his project to the Town Council.

Mr. Urrunaga stated that his Eagle Scout project is to build a posting board in Veterans Memorial Park in the vicinity of the pavilion near the flag poles. His goal is to help the Veterans' Commission with the distribution of information to the public on events and fundraisers. The project has an estimated budget of approximately \$860.

Mr. Urrunaga explained that the board will have sliding plexiglass doors with an area inside for posting information, similar to a kiosk you would see at a trail head.

Town Clerk Kate Wall stated that the Veterans' Commission requested she inform the Town Council that the Commission is in full support of this project.

Councilor Luddy moved to approve Jameson Urrunaga's Eagle Scout project to construct an information board at the Veterans Memorial Park and waive the building permit fee of \$30.00 and Planning and Zoning fee of \$50.00.

Seconded by Councilor Paonessa.

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

Abstain: Councilor Urrunaga

Vote being 6-0-1 (MOTION CARRIED)

2. Topic re: Presentation of the 2022-2023 Mattabassett Sewer District Budget – Mattabassett Sewer District

Mattabassett Sewer District Executive Director Art Simonian and Board of Directors Chairman John Dunham were present to present the 2022-2023 Mattabassett Sewer District Budget.

Mr. Simonian stated that there were challenges this year with the budget and increases were seen in the cost of electricity, pensions, and capital expenditures. Electricity costs were driven by higher natural gas costs and an increase in distribution costs by Eversource. An energy savings project has just been completed which should net the District about a \$100,000 savings per year.

Berlin saw an increase in flows over the past two to three years. Berlin's five-year flow went from 14.9% to 15.42% which directly reflects in the budget.

The addition of Middletown to the District resulted in credits to the Charter Member towns. This year Berlin realized a credit of \$148,405 directly related to the addition of Middletown. Berlin has received a total of \$1,807,000 in credits due Middletown joining the District. When all is said and done Berlin should received about \$2.5 million in credits. Unfortunately, the credits that Berlin receives decrease each year with a 2.5% reduction this year.

Berlin's budget went up about 9% but when factoring the credit decrease and the increase in flows it's really about 6% which is consistent with other similar size towns.

The District had a significant capital increase of about 22% this year due to significant repairs they needed to undertake. They will also be using \$500,000 in income remaining from this fiscal year to reduce next year's budget.

Mr. Dunham added that due to the District's strong financial position they were able to self-finance their energy improvements. They also refinanced their bonded indebtedness from their Clean Water Fund loan which saved \$800,000 overall. Just prior to Covid the District renegotiated with the unions for four-year agreements which locked in wage increases at a lower rate where with inflationary pressures now they would have been in a weaker bargaining position.

Mr. Simonian added that the unions are also paying a higher percentage of medical costs which were negotiated on a sliding scale. Regarding pension costs, the percentage the District pays to the State went up 19% with some of that increase coming from pension liability.

Councilor Urrunaga asked if long-term projects were being looked at when considering capital plans. Mr. Simonian stated that there is a five-year capital improvement plan and there is an Engineering Committee which looks twenty to thirty years out for any major repairs. The plant was built in 1968 and the main nine-mile-long trunk line which runs from New Britain into Cromwell is the single largest infrastructure the District has, and a recent investigation shows the pipe is in very good shape.

Mr. Dunham added that capital projects are not bonded but made part of the budget which makes for a sound financial footing.

NO ACTION REQUIRED

3. Topic re: Adopt "AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN." – Registrars of Voters

Mayor Kaczynski stated that this was the Public Hearing item this evening. He appreciates the input and comments from the public.

Councilor Rosso stated that he believes that pay for poll workers should be increased to help attract more people to work. He also stated that there should be a way to notify voters that are affected by the polling location changes. This is not the first time Berlin has had to deal with polling location changes and it may be an inconvenience for some at first, but the Town will be prepared to take care of those people by directing them to their new location.

Councilor Paonessa stated that he will support this item because the Registrars of Voters worked very hard to come up with a solution.

Councilor Luddy stated that he will also support this item but added that in his research he discovered that the State Legislature pays an expert almost \$90,000 to determine the district line changes.

Councilor Veach stated that Town officials will make it as easy as possible for voters to be aware of these changes. Whether it's informational handouts, someone placed at polling locations to direct voters to new locations, or mailings to households.

Councilor Fazzino stated that his main concern is voter accessibility. He is also concerned with the timeframe the State gave the Registrars to make these changes however he does appreciate the hard work put in by the Registrars to come up with this plan. He added that he would be more comfortable with three voting districts within the 30th House District and also stated that he agrees with keeping districts separate based on House Districts to avoid confusion with ballots.

Councilor Urrunaga thanked the Registrars for the great amount of work put into this in a very short amount of time. He added that he is in support of accessibility for voters and in regard to having the Senior Center as a polling location, it could be added back but you would be changing the population of people that are voting there anyway.

Mayor Kaczynski stated that no one is happy with the redistricting including the Registrars and Town Clerk who will need to put in extra time to make the changes, but the best has to be made out of the situation. He added that he was surprised to learn that the entire town of Cromwell votes at just one location and he has never heard any complaints about that.

The Mayor added that Berlin does not need to wait another ten years to make a change if this redistricting does not work out. The Town will also find every way possible to notify residents of these changes.

Councilor Luddy added that if any residents of Berlin are available to work on election day they should speak to the Registrars.

Councilor Luddy moved to adopt "AN ORDINANCE AMENDING THE VOTING DISTRICTS OF THE TOWN OF BERLIN."

Seconded by Councilor Paonessa.

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

Those voting against: Councilor Fazzino

Vote being 6-1-0 (MOTION CARRIED)

4. Topic re: Accept the draft Berlin Affordable Housing Plan and schedule a public hearing on the Plan for 7:00 PM on May 17, 2022.- Economic Development

Town Manager Jayawickrema introduced this item by stating that Town Council members received the Affordable Housing Plan (AHP) draft in advance and hopes they have had time to read it over. The Affordable Housing Plan Advisory Committee Chairman George Millerd is here tonight to provide a brief overview of what the Committee did and what their recommendations are.

Mr. Millerd stated that he will be speak briefly about the insights gathered by the Committee that went into forming their goals, strategies and actions. Economic Development Coordinator Jim Mahoney will then speak on the strategies and actions that become The Plan.

The Committee's prime directive was to advise and provide input to Berlin's initial AHP that must be delivered to the State no later than June 1, 2022. The State believes that having an AHP will help towns have a more diverse and affordable housing stock. Connecticut General Statute 8-30g establishes a standard of 10% of a town's housing stock be affordable to households at 80% of the area medium income which is about \$104,000 for our area. If a town has not met the 10% threshold CGS 8-30g includes an appeals process that allows developers to override local zoning denials of affordable housing proposals in that town so reaching the 10% standard gives towns much greater control of where and when affordable housing complexes are induced into the town.

Through its' deliberations the Committee learned that Affordable Housing is a much more complex issue than just meeting that 10% goal. Based on 2021 data 9.02% of Berlin's housing stock is classified as affordable with 178 additional units coming on that are approved but not yet built.

Regarding meeting the requirements of CGS 8-30g the Town of Berlin has done an admirable job although there are still too few affordable housing options for some groups including seniors and the Town's less affluent residents. Although Berlin has made great progress there is still much work to be done.

This draft plan is being delivered at a time when affordable housing will be challenging due to a tight housing market, supply chain issues, rising construction costs, and rising interest rates. All the gaps will not be able to be closed at once, so the Committee is concentrating on the most acute needs. He added that many of the proposed actions begin with "evaluate" as they are prudent paths to explore but they are complex recommendations with potential unintended consequences. The Committee only had three months to work on this so more analysis of these actions is needed by the entity that ultimately will be responsible for implementation, such as the Planning and Zoning Commission before these strategies can become actionable.

Mr. Millerd then discussed the five areas that the Advisory Committee feels need more attention and focus over the next five years. New developments are happening all the time and while affordable housing counts are increasing overall housing counts are also increasing. One opportunity to increase the contribution toward the 10% threshold is to try and incorporate more of the existing properties into the count. Berlin has a significant inventory of houses and rentals that could qualify as an affordable house or rental if they had the required CHFA financing or deed restrictions requiring they be kept affordable. An example is the Town-owned mobile home park on Deming Road which is not included as affordable housing because there are no deed restrictions requiring them to be kept affordable.

There has been an acute shortage in the affordable single-family housing supply in the past couple of years. Unfortunately, first time home buyers using CHFA mortgages were non-existent as they were continually outbid by upper income households. When a home is purchased using CHFA funds it automatically becomes affordable housing. When that house is later purchased without CHFA funds it is no longer considered part of the affordable housing inventory and from 2020/2021 18 houses were removed from that inventory in Berlin.

When households are paying more than 30% of their household income for housing costs, they are considered to be housing-cost burdened. Renters in Berlin are more likely to be housing-cost

burdened compared to homeowners with the vast majority falling in the extremely low and very low-income tiers.

The Town has some zoning provisions that require developers to provide a percentage of units affordable at the 80% Area Median Income (AMI) level, but these units will not necessarily meet the needs of those that fall in the lower income tiers.

The Committee believes that the number one priority from a community standpoint that needs to be addressed in the next five years is the need for affordable housing for seniors. There are two groups of seniors that the Committee wants to focus on with different housing situations and needs.

The first group is those with limited incomes of which many fall in the 30% AMI level (extremely low income) or 50% AMI level (very low income). Berlin only has 398 age-restricted affordable units available and many of these have extensive waiting lists. Funding for affordable senior housing is extremely difficult to obtain.

The second group of seniors are those with modest incomes living in modest single-family homes. Many of these have households with greater than 80% AMI. As these residents age many have the desire to sell their homes and move into smaller single-level homes or age restricted complexes. Currently Berlin has only 63 age-restricted market rate apartments. A consequence of this is that seniors tend to stay in their houses longer and many are unable to keep up with repairs. This limits the number of available homes for new first-time CHFA home buyers.

Economic Development Coordinator Jim Mahoney stated that the Committee plans on doing some fine tuning to the Plan if the Town Council accepts it this evening. He added that the overall goal is to meet the 10% goal and to provide for the housing needs of all Town residents.

The first strategy is to provide more homeownership opportunities. The Committee worked to come up with ideas on how to provide those opportunities including partnering with organizations such as Habitat for Humanity, strategies to create more deed restricted homes in the Town's zoning regulations, and incentives to help assist affordable homeowners.

The second is to support the need for more affordable Senior Housing including supporting the Berlin Housing Authority's project that is already in the pipeline on Percival Avenue.

Zoning regulations currently allow the Berlin Housing Authority to develop senior housing in single family residential zones and the Committee wants to explore allowing other developers the same ability.

Other Zoning items to evaluate are; universal design accessibility requirements for new multi-family housing being developed, lobbying State and Federal Representatives to encourage more funding for affordable senior housing, zoning regulations to support more affordable housing, reviewing zoning districts to add items such as two-family homes and duplexes where they are not currently allowed, having a broad range of housing opportunities to suit the residents of Berlin, allowing mixed-use developments and other potential redevelopment areas two of which include Ferndale Plaza and Webster Square, further evaluating the Berlin Turnpike Development Zone which currently allows affordable and multi-family housing units as the number of sites is limited, looking at increasing

densities in core area two in the Kensington Overlay Zone, and looking at accessory dwelling unit regulations.

The 2023 Plan of Conservation and Development (POCD) is ongoing, and the recommendation is for that plan to support affordable housing. Coming out of that process is the plan to create an implementation committee as structure is needed to implement the recommendations of the AHP.

Mr. Mahoney added that the Committee wants to maintain active staff with skills to support and administer Affordable Housing programs and provide training for members of Town boards and staff involved in those programs, continue to monitor the AHP specific for projects that are approved to make sure developers are meeting their obligations under the plan, continue and expand communication to the public regarding affordable housing in the community, look at how to prioritize affordable housing for those with the most need, and explore how to create deed restrictions to reserve units for lower income groups.

If the Town Council accepts this draft plan and agrees to schedule a May 17, 2022 Public Hearing then the AHP, with a few clean-up items, will be published 35 days in advance of that Public Hearing.

Mayor Kaczynski thanked all involved for the work involved in creating the AHP. He added that all of Connecticut faces affordable housing issues and Berlin strives to make more affordable housing available for its' residents as represented by the 9.02% figure. Most towns in Connecticut are not there that percentage.

He added that the Senior Housing project was approved by Planning and Zoning many years ago and it has been very frustrating that it has still not been constructed. Unfortunately, the State changes its' requirements for Senior Housing funding every year and, in fact, it can no longer be called Senior Housing or they won't fund it. The Berlin Housing Authority has been working for many years to get the project going and may be close to finally getting that State funding.

Mr. Mahoney added that on a positive note Metro Realty just received their building permits for the 88-unit project on Deming Road which includes 30% affordable units. Mayor Kaczynski stated that it's good to see the Town moving in the right direction.

Mr. Millerd stated that there are 38 towns, mostly cities, that are over the 10% threshold due to their number of low-cost rentals. Of the remaining towns Berlin ranks second at 9.02% with only Wethersfield rating slightly higher.

Councilor Fazzino stated that it's very encouraging to see the emphasis on Senior Housing as that is such a significant need in Berlin. He inquired if there is any identification of any Berlin Turnpike properties having the potential for mixed-use development or is the focus more designated toward Kensington Village/Farmington Avenue area. Mr. Millerd stated that there is a large project with 200 apartments along with retail space and a gas station underway at 404 Berlin Turnpike.

Councilor Luddy moved to accept the draft Berlin Affordable Housing Plan and schedule a public hearing on the Plan for 7:00 PM on May 17, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Send a fiscal year 2023 Board of Education budget of \$49,082,596 and a General Government budget of \$47,543,182 to the Annual Budget Referendum on April 26, 2022. – Finance

Town Manager Jayawickrema stated that the Board of Finance voted on March 29, 2022 to submit the Board of Education and General Government budgets to the Town Council.

Prior to the Board of Finance Workshop, the Board of Education had requested a 4.7% increase which was reduced to 2.5%. The General Government budget requested increase was 7% which was reduced to 3.2%. These adjustments along with adjustments to revenues are reflected on page two of the document provided to the Town Council. The total overall increase is 2.81% for a total budget of \$96,625,778 which represents a mil-rate increase from 33.93 to 34.31.

The Town Manager added that the State is working on a plan to cap the motor vehicle mil-rate at 29, however the State used the October 2020 Grand List which is lower than the 2021 List therefore the real estate and personal property mil-rate will need to be increased slightly by .08 to make up the difference.

Mayor Kaczynski thanked all those involved in the budget process and reminded everyone that there has been no mil-rate increase in the past two years during the pandemic. The Town did strive to provide a zero increase this year, but inflation prevented that. The mil-rate increase of .38 translates to a \$74 tax increase for the year for a house assessed at \$280,000. The Town is running well and funding some capital equipment as well as projects involving roads and bridge repair.

Mayor Kaczynski added that the Town Council has been attending the Board of Finance Budget meetings providing advice and working together to get the most reasonable budget possible.

Councilor Luddy thanked the Board of Finance and those involved in the budget process. He stated that it was good to see everyone working together and starting the process early so items could be discussed. Councilor Luddy added that he had attended the forums at the Senior Center and Berlin High School via Zoom as was surprised to see not many in attendance.

Councilor Fazzino inquired if there was consensus on the ARPA funds. Councilor Veach stated that the Town is still waiting for some additional funding from the State but has not heard anything. Mayor Kaczynski explained that \$6.2 million was received in Covid Relief Funds from the Federal Government and \$5.3 million remains with some having been used last year and \$300,000 being used to offset the budget. It was the consensus of the Board of Finance, the Board of Education and the Town Council that that money would go towards HVAC upgrades at the three elementary schools beginning with the oldest, Willard Elementary. It is estimated to cost \$5 million per school for these upgrades.

Mayor Kaczynski added that other projects being done include renovations to the Police Department which still has its' 1970's set-up, bridge repairs, and road paving as well as other infrastructure projects all while keeping our taxes reasonable. Offering tax abatements to businesses has drawn more to Berlin and when they begin paying full taxes that will help off-set larger mil-rate increases to residents.

The Board of Education has had a difficult couple of years due to Covid and the Town is doing the best it can for them raising their profile amongst surrounding towns as far as percentages given to them. A strong education system will attract new residents and businesses to Berlin.

The Town has continued to pay down their bonded debt which is currently at \$79 million down from about \$112 million.

Councilor Luddy moved to send a fiscal year 2023 Board of Education budget of \$49,082,596 and a General Government budget of \$47,543,182 to the Annual Budget Referendum on April 26, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 6. Topic re: Approve the issuing of a Purchasing Order in the amount not to exceed \$30,000.00 for maintenance and replacement of playground equipment and approve hiring Creative Recreation utilizing the State of Connecticut Administrative Service Contract #17PSX0081 for fiscal year 2021/2022. – Parks and Grounds**

Superintendent of Parks and Grounds Steve Wood stated that his department is looking to utilize the above referenced State of Connecticut Contract to replace several pieces of playground equipment throughout town. There is a piece of equipment at Little People's Playground that needs to be repaired, swings at Percival Pool that have been there since the 1980s need to be replaced and moved from the tree line, and adaptive play equipment to be added to the Community Playground on Worthington Ridge.

Councilor Luddy moved to approve the issuing of a Purchasing Order in the amount not to exceed \$30,000.00 for maintenance and replacement of playground equipment and approve hiring Creative Recreation utilizing the State of Connecticut Administrative Service Contract #17PSX0081 for fiscal year 2021/2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 7. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$2,800,000 for the planning, acquisition and construction of a new 16" ductile iron water main, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, April 19, 2022 at 7:00 p.m. on an ordinance entitled "AN ORDINANCE APPROPRIATING \$2,800,000 FOR WATER LINE REPLACEMENT ON THE BERLIN TURNPIKE AND AUTHORIZING THE ISSUE OF \$2,800,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". – Water Control**

Water Control Manager Ray Jarema stated that a review has indicated that a 20" diameter concrete water pipe along the Berlin Turnpike from Deming Road to Woodlawn Road that was installed in 1966 has the potential for catastrophic failure.

The Berlin Water Control Commission (BWCC) intends to replace the 20" pipe with a 16" ductile iron pipe, leaving the concrete pipe abandoned in place to reduce the cost of the project. The project cost estimate is \$1.7 million but the BWCC is asking for a \$2.8 million due to contingencies and added that the lead time for the ductile iron pipe is currently 25 weeks. The actual bid opening will be on April 19, 2022. A temporary bond is needed and will be funded by a low interest loan (2% for 20 years) from the Department of Public Health. The BWCC is looking for a start time of late fall for the project.

Councilor Luddy added that typically such a large contingency is not requested but in his line of work he has recently seen 15% contingencies added onto projects.

Councilor Paonessa inquired about replacing a 20" line with a 16" line and asked to clarify that the 20" line has a 12" restriction. Mr. Jarema stated that was correct and confirmed the 16" line will have a much better flow.

Councilor Luddy moved to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$2,800,000 for the planning, acquisition and construction of a new 16" ductile iron water main, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, April 19, 2022 at 7:00 p.m. on an ordinance entitled "AN ORDINANCE APPROPRIATING \$2,800,000 FOR WATER LINE REPLACEMENT ON THE BERLIN TURNPIKE AND AUTHORIZING THE ISSUE OF \$2,800,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Approve the revised Facilities Lease Agreements between the Town of Berlin, the Berlin Board of Education, and the Meriden-New Britain-Berlin YMCA for use of space at Richard D. Hubbard School, Catherine M. McGee Middle School, and the YMCA building on Main St. in Berlin. Receive the construction funds from the YMCA into Other Receipts and appropriate to School Modification-YMCA Daycare. Move to award bid no. 2022-14 to LINK General Contracting of Tariffville, CT in the amount of \$346,440.50 which includes a 10 percent base bid project contingency, temporary doors and PCO no. 2. – Board of Education/Facilities**

Facilities Director Doug Solek explained that the Town Council meeting of July 20, 2021 the proposed Facility and Use Rental Agreements between the Town of Berlin, the Berlin Board of Education, and the Meriden-New Britain-Berlin YMCA were approved.

The pre-approval from 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 all parties. The previous agreements have been amended to reflect new terms now that construction costs are known.

The YMCA will issue payment to the Town of Berlin for the total construction costs in the amount of \$306,670 which includes a 10% project contingency and temporary door costs. There will be an additional payment made to cover price increases since the bid receipt date identified by the contractor in PCO no.2 in the amount of \$39,770.

The construction portion of the project was publicly bid as project number 2022-14 with LINK General Contracting being the low bidder.

Berlin Public Schools Director of Operations Jeff Cugno thanked everyone for their help in putting this project together adding it's a good project for the town. He stated that he hopes that within the next month or two this will be a completed project.

Councilor Luddy moved to approve the revised Facilities Lease Agreements between the Town of Berlin, the Berlin Board of Education, and the Meriden-New Britain-Berlin YMCA for use of space at Richard D. Hubbard School, Catherine M. McGee Middle School, and the YMCA building on Main St. in Berlin. Receive the construction funds from the YMCA into Other Receipts and appropriate to School Modification-YMCA Daycare. Move to award bid no. 2022-14 to LINK General Contracting of Tariffville, CT in the amount of \$346,440.50 which includes a 10 percent base bid project contingency, temporary doors and PCO no. 2.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

9. **Topic re: Award bid no. 2022-16 through 24 for On-Call Services and approve expenditures up to \$50,000 per bid no., per vendor for fiscal year 2022 and 2023, not to exceed the total contractual services approved budget in each fiscal year, to the following vendors as this is in the best interest of the Town: Silver Petrucelli & Associates of Hamden, CT; Jacunski Humes Architects of Berlin, CT; Friar Associates of Farmington, CT; Russell & Dawson, Inc. of East Hartford, CT; Antinozzi Associates, P.C of Bridgeport, CT; BMA Construction of Berlin, CT; Aresco Construction Company of Middletown, CT; ERC Locksmith of Waterbury, CT; Bigelow Electric of Berlin, CT; The Mercury Group of Stratford, CT; On Site Electric LLC of Wallingford, CT; T&T Electrical Contractors of Hartford, CT; Sustainable Engineering Solutions, LLC of Berlin, CT; Salamone & Associates, P.C. of Wallingford, CT; Cardinal Engineering Solutions of Middletown, CT; Consulting Engineering Services of Middletown, CT; Silver Petrucelli & Associates of Hamden, CT; Russell & Dawson, Inc. of East Hartford, CT; AI Engineers of Middletown, CT; Douglas Mechanical Services of Berlin, CT; Air Temp Mechanical Services, Inc. of Southington, CT; Francis J. Hubeny, Inc. of Plantsville, CT; Environmental Systems Corporation of West Hartford, CT; JMB Plumbing of Berlin, CT; Premier Building Associates of Branford, CT; Shoreline Restoration of East Haven, CT; Offshore Construction of Manchester, CT; and Joseph D. Bombardier of Wallingford, CT. - Facilities**

Town Manager Jayawickrema introduced this item and Town Clerk Kate Wall stated that bid awards for 2022-16 through 2022-24 have been combined into this one item instead of having multiple agenda items for similar requests.

To clarify the reading of the motion Corporation Counsel Donofrio stated that since this item is for nine different On-Call contracts he recommends identifying moving to approve the proposed award and then identify the scope of each on-call (i.e., engineering, architecture) to the firms identified in the motion.

Facilities Director Solek stated that it is difficult to know an exact dollar amount per project or what they may spend with a vendor throughout the year, so this allows his department to have an established hourly rate and get a proposal once a project is more defined knowing the rates going into the project. By going to this short list of vendors it will save on advertising and going out to bid having firms ready to go, many that they've worked with in the past.

Councilor Luddy moved to award the following bids; bid no. 2022-16 On-Call Architectural Services, bid no. 2022-17 On-Call Carpentry Services, bid no. 2022-18 On-Call Door and Hardware Services, bid no. 2022-19 On-Call Electrical Services, bid no. 2022-20 On-Call Engineering Services, bid no. 2022-21 On-Call HVAC Services, bid no. 2022-22 On-Call Plumbing Services, bid no. 2022-23 On-Call Roofing Services, and bid no 2022-24 On-Call Window & Glazing Services and approve all the contractors as noticed in the agenda. And also, to approve expenditures up to \$50,000 per bid no., per vendor for fiscal year 2022 and 2023, not to exceed the total contractual services approved budget in each fiscal year to these contractors.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Waive the town's bidding procedures and authorize the Town Manager to enter a contract amendment with Alta Environmental in an amount not to exceed \$2,500 for assessment of groundwater standards alternatives for the property at 1567 Berlin Turnpike to be paid from the insurance account, since this in the best interest of the Town. – Economic Development

Economic Development Coordinator Jim Mahoney stated that Alta Environmental is the Town's consultant for the property located at 1567 Berlin Turnpike, a former car dealership in front on Sage Park. The Town has been doing post remediation monitoring with a goal of demonstrating compliance with State standards to close out the project.

Environmental insurance for the property is now being handled by Fortitude Re and they have agreed to pay the cost of this additional work.

Councilor Luddy moved to waive the town's bidding procedures and authorize the Town Manager to enter a contract amendment with Alta Environmental in an amount not to exceed \$2,500 for assessment of groundwater standards alternatives for the property at 1567 Berlin Turnpike to be paid from the insurance account, since this in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Waive the town's bidding requirements and authorize the Town Manager to enter into a consulting contract with BETA Group, Inc. in an amount not to exceed \$12,500 to be paid from the Brownfields Assess.-CT Sand & Stone #2 account, since this in the best interest of the Town. – Economic Development

Economic Development Coordinator Mahoney stated that BETA Group, Inc (BETA) is the Town's environmental consultant for the Connecticut Sand & Stone property off of New Britain Road.

Contract amendments with BETA totaling \$78,000 were authorized by the Town Council in 2021 to continue environmental testing including the installation and testing of six new well clusters. Additional time and drilling costs were required to advance the soil borings and to install the monitoring wells. The original drilling estimate included one day of clearing and five days of drilling but due to the encountered conditions clearing took two days and drilling took six and a half days.

The cost of the additional work was \$7,500 and in addition staff recommends a contingency authorization of \$5,000.

Councilor Luddy moved to waive the town's bidding requirements and authorize the Town Manager to enter into a consulting contract with BETA Group, Inc. in an amount not to exceed \$12,500 to be paid from the Brownfields Assess.-CT Sand & Stone #2 account, since this in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Approve a tax abatement for KevKai Properties LLC for the construction of a 10,000 square foot building at 239 Christian Lane of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development

Economic Development Coordinator Mahoney stated that KevKai Properties LLC (KevKai) is constructing a 10,000 square foot building on Christian Lane. They will occupy 5,000 square feet and lease out the additional space.

The Economic Development Commission recommends that the Town Council approve this standard tax abatement for KevKai.

Councilor Luddy moved to approve a tax abatement for KevKai Properties LLC for the construction of a 10,000 square foot building at 239 Christian Lane of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement. – Town Manager

Town Manager Jayawickrema stated that as a recipient of a Small Cities Community Development Block Grant it is a requirement that our community actively evidence its' commitment to and support for the principles and practices of Fair Housing and Equal Opportunity.

April is designated as Fair Housing Month and as such is an ideal time for Berlin to reaffirm this commitment.

The Town must also readopt the Fair Housing Resolution, Fair Housing Policy Statement, Affirmative Action Policy Statement, and Compliance with Title VI of the Civil Rights Act of 1964.

Councilor Luddy moved to readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement and the Compliance with Title VI of the Civil Rights Act of 1964 Statement.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

K. APPOINTMENTS:

1. **Board of Ethics - Alternate – Vacancy** - Term would be until January 31, 2025. Can only be filled with a D or U.
2. **Cemetery Committee – Alternate – Vacancy** - Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Commission for Persons with Disabilities – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
4. **Conservation Commission – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
5. **Conservation Commission - Alternate – Vacancy** - Term would be until January 31, 2026. Can be filled with an R or U.
6. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
7. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D 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 (with no more than a bare majority to be from one political party (Section 8-6)).
9. **Historic District Commission – Vacancy** - New term would be until January 31, 2027. Can be filled with a D, R or U.
10. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
11. **Parks and Recreation Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R, or U.
12. **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.
13. **VNA – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Pamela Bannon (D) of 70 Bannan Lane for appointment to the VNA.

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 Pamela Bannon (D) to serve on the VNA. Term ending January 31, 2025.
14. **VNA – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
15. **Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U
16. **Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U
17. **Water Control Commission – Alternate - Vacancy** - New term would be until January 31, 2024. Can only be filled with a D or U if both of the above are R.
18. **Zoning Board of Appeals - Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with D, R, or U.

L. TOWN MANAGER’S REPORT:

- A replacement for VNA Supervisor Barbara Vujs has been hired. Alea Anderson comes from Hartford Home Healthcare and has all the qualifications, credentials and experience

needed for the position. Prior to Hartford Home Healthcare Ms. Anderson was a school nurse and worked for a VNA.

The Department of Public Health has been notified of her hiring and the Town is in compliance with them.

- Stump grinding has begun on Worthington Ridge and 34 stumps will be removed this Spring.
- Due to the theft of catalytic converters from town vehicles at the Animal Control facility their vehicles will now be parked on the Town Farm Lane property in a locked area in the evening.
- The Town Manager reminded the Town Council that direction is still needed to move forward with the Berlin Police Department renovation. The Town Manager will put the item on the next agenda.

Mayor Kaczynski asked Police Chief McNally to provide any other thoughts on the plans. Chief McNally stated that the Police Commission wanted to discuss some cuts to bring costs down. He will be speaking with the Chairman of the Police Commission and believes this item will be part of their next agenda. The Mayor asked Chief McNally to bring their ideas and concerns to the next Town Council meeting.

The Council members discussed that this project would probably be phased in over two or three years.

- A final approval letter has been received from the Department of Energy and Environmental Protection that Berlin has received \$2,774,254 for the turf field at Biscaglio Field and a scoreboard for Scalise Field at Sage Park. The turf field must be done in 24 months and the Town has three years to install the scoreboard.

The Town Manager added that former Speaker of the House Joe Aresimowicz helped Berlin obtain this funding.

M. SPECIAL COMMITTEE REPORTS:

Councilor Luddy reported that the Community/Senior Center Advisory Committee is winding down with a meeting tomorrow night. A final report will soon be provided to the Town Council.

Councilor Urrunaga inquired about how the Committee should present their findings to the Council. Mayor Kaczynski requested that the initial report be presented directly to the Town Council so it can be reviewed, and questions can be asked.

N. COUNCILORS' COMMUNICATION:

Councilor Veach inquired if any Council members had heard anything more about the fire at the Methodist Church in East Berlin. Mayor Kaczynski stated that there was water damage to the interior of the building, but the fire was contained to the roof area. Luckily a neighbor was up at 4 a.m. and alerted the fire department to the fire.

Councilor Veach also asked for prayers for the people of Ukraine.

Mayor Kaczynski stated that in speaking with Councilor Veach they want to work to get the Kensington Fire Department parking lot repaired as discussed at a previous Town Council meeting. Councilor Veach stated that three bids have been received with a cost of approximately \$125,000.

Councilor Paonessa questioned if the Town owned the parking lot and if not, could we spend money on repairing it? The Town Manager stated that the Town did not own it, Mayor Kaczynski stated that the Town provided funds in the past to the Kensington Fire Department to repair their boiler. Corporation Counsel stated they are a separate entity from the Town. The Town Manager will ask Fire Administrator Jim Simons if he recalls how the Town handled the payment for fixing the boiler in the past.

Councilor Luddy pointed out that Town-owned firetrucks are housed at that fire house and the poor state of the parking lot can affect their condition.

There was discussion about having Town employees prep the site and seeing if a paving contractor can provide the Town with any extra materials as a cost-saving measure.

O. ACCEPTANCE OF MINUTES: March 8, 2022 – Joint Meeting

Councilor Luddy moved to accept the March 8, 2022 Joint Town Council/Board of Finance Meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

March 15, 2022

Councilor Luddy moved to accept the March 15, 2022 Town Council Meeting minutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

P. ADJOURNMENT

Councilor Luddy moved to adjourn at 10:09 p.m.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting