

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 3, 2022
Town Council Chambers
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Approve the donation of a round of golf for four and two carts to be used for the Berlin Italian Club Pasta Dinner. All monies raised at the pasta dinner will go to the CT Breast Health Initiative, Inc. CT RACE IN THE PARK. Total value of the donation is \$220. – Golf Course
2. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the Coach V Memorial Golf Tournament. Total value of the donation is \$220. – Golf Course
3. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize during the 23rd Annual Chamber Golf Outing. Total value of the donation is \$220. – Golf Course
4. Topic re: Accept monetary donations totaling \$10,000.00 for the Berlin Peck Memorial Library and deposit \$10,000.00 into the Special Grants and donation fund. Move to appropriate the \$10,000.00 donation to the John Day Donation expenditure account in the Special Grants and Donation Fund. Move to accept the donation of a knitted shawl and yarn with an approximate value of \$40.00 to be used as a summer reading prize and move to accept the donation of a 36" X 24" framed print from the Finer Line Gallery with an approximate value of \$75.00 to be used as a summer reading prize. – Berlin-Peck Memorial Library
5. Topic re: Accept the donations of \$7550.00 and appropriate the funds to the Diving Equipment Expenditure Account. – Police Department
6. Topic re: Transfer \$109,437, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. – Finance

7. Topic re: Approve waiving the Police Traffic Control fees for the World Peach Ukrainian Relief Fundraiser which took place at the East Berlin United Methodist Church in the amount of \$1712.10.
– Town Manager
8. Topic re: To fund up to \$1,050 for the purchase of banners depicting Berlin that would be installed around the Kensington business district in celebration of the 300th Anniversary of Kensington and to grant an exception to the Town of Berlin Flag Flying Policy to allow the display of images related to Berlin on Street Light Pole Banners around the Kensington business district. – Town Manager
9. Topic re: Accept donation to the Berlin Animal Control Donation Account for \$260.00. – Animal Control

H. NEW BUSINESS:

1. Topic re: Grant permission for Paul Kendrick as his Eagle Scout project to perform the cleaning and repair of damaged headstones in Ledge Cemetery. – Cemetery Committee
2. Topic re: Increase P.O. no. 221940 for Air Balancing Service Co., of Newington, CT. up to \$25,000 as needed for Fiscal Year 2022, utilizing UCONN testing, adjusting and balancing contract no. DS060116-1-1 for work related to Berlin High School HVAC systems. - Facilities
3. Topic re: Approve bid no. 2022-32 and 2022-33 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: Kronenberger and Sons Restoration of Middletown, CT; Civitello Masonry, Inc. of Newington, CT; Mirek Masonry of Newington, CT; Mystic Air Quality Consultants, Inc. of Groton, CT; Eagle Environmental, Inc. of Terryville, CT; EnviroPlan LLC of West Hartford, CT; Enviromed Services, Inc. of Meriden, CT; Loureiro Engineering Associates, Inc, of Plainville, CT; and TRC Environmental Corporation of Windsor, CT. - Facilities
4. Topic re: Presentation by the Community Senior Center Advisory Committee. – Community, Recreation and Park Services
5. Topic re: Award RFP 2022-30 and authorize the Town Manager to enter into a contract with Linden Landscapes Architects, LLC for an amount not to exceed \$34,500 for the reconstruction of Percival Soccer Field. – Community, Recreation and Park Services
6. Topic re: Authorize the Town Manager to sign a five-year multi-function copier/printer/scanner lease agreement with the low bidder, Office Works, for the lease of devices at various Town and BOE locations for annual cost of \$57, 531 plus usage charges. - Finance
7. Topic re: Discussion on the proposed Defined Benefit Plan for Berlin Police Officers. – Town Manager and Police
8. Topic re: Approve a transfer of \$2,700 from Storm Related Overtime and appropriate \$2,000 into Commission Secretaries; \$47.00 into Worker's compensation; \$153.00 into Social Security and \$500.00 into Supplies Accounts and form a Charter Revision Commission and appoint the members

and the Charter Revision Commission shall submit its draft report by June 14th to the Town Clerk for submission to the Town Council at their June 21st meeting and recommendations to be considered by the Charter Revision Commission. – Town Council

I. TOWN MANAGER’S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS’ COMMUNICATION:

L. ACCEPTANCE OF MINUTES: April 19, 2022

M. EXECUTIVE SESSION:

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

N. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2022
SUBJECT: Timberlin Golf Club Donation – Berlin Italian Club Pasta Dinner

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 21, 2022, recommended approval of a round of golf for four and two carts to be used for the Berlin Italian Club Pasta Dinner. All monies raised at the pasta dinner will go to the CT Breast Health Initiative, Inc. CT RACE IN THE PARK. The dinner will be held on May 7, 2022. Total value of the donation is \$220.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used for the Berlin Italian Club Pasta Dinner. All monies raised at the pasta dinner will go to the CT Breast Health Initiative, Inc. CT RACE IN THE PARK. Total value of the donation is \$220.

Attachments:

Letter from Patty Murphy
Fee Waiver

Prepared By:

Jerry Salvio
Acting Director of Golf



Patty Murphy
80 Burnham Street
Berlin CT 06037

April 5, 2022

Timberlin Golf Club
330 Southington Road
Berlin, CT 06037

Dear Jerry Salvio-Director of Golf at

Spring is in the air. The Italian Club (IPIC) is soliciting auction and raffle items for raffle being held at the Pasta Dinner May 21, 2022 at the Italian Club. All money raised from the raffle will go to the CT Breast Health Initiative, Inc. CT RACE IN THE PARK which will be held on May 7, 2022.

What better raffle prize than a round of golf? We are hoping that you could help us with a donation of a round of golf for four people which includes a cart. Please call me with any questions.

Sincerely

Patty Murphy
860.301.4472

CT BHI's tax ID# 20-0495573



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Berlin Italian Club	Date: April 25, 2022
Contact Name: Patty Murphy	
Phone Number: 860-301-4472	
Event: Berlin Italian Club Pasta Dinner	Date of Event: May 7, 2022
Location of the Event: Berlin Italian Club, Berlin, CT	
What fee do you want waived: Round of golf for four and two carts. Total \$220.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: The event brings together the residents of Berlin to support the Berlin Italian Club and the CT Breast Health Initiative, Inc. CT RACE IN THE PARK.	

Town Manager review:

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

Yes

☒

No

☐

If so, which criteria:

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

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Italian Club

Comments:

Jerry Salvio Acting Director of Golf
Signature

April 25, 2022
Date

[Signature]
Town Manager Signature

4/26/22
Date

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

1. Fee Waiver Policy

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

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2022
SUBJECT: Timberlin Golf Club Donation – Coach V Memorial Golf Tournament

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on April 21, 2022, recommended approval of a round of golf for four and two carts to be used for the Coach V Memorial Golf Tournament Raffle/Silent Auction. The tournament will be held at Indian Hill Country Club on May 9, 2022. Total value of the donation is \$220.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the Coach V Memorial Golf Tournament. Total value of the donation is \$220.

Attachments:

Email Donation request from Craig Norton
Coach V Memorial Golf Tournament Brochure
Fee Waiver

Prepared By:

Jerry Salvio
Acting Director of Golf



Fwd: Foursome Donation Request - Coach Mike V Memorial Foundation

From: owen hughes (owenhughes@att.net)

To: gsalvio55@att.net

Date: Thursday, April 14, 2022, 03:28 PM EDT

Sent from my iPhone

Begin forwarded message:

From: CRAIG NORTON <craignorton@comcast.net>

Date: April 13, 2022 at 10:55:42 AM EDT

To: owenhughes@att.net

Subject: Fwd: Foursome Donation Request - Coach Mike V Memorial Foundation

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

From: CRAIG NORTON <craignorton@comcast.net>

To: "Jsalvio@town.berlin.ct.us" <Jsalvio@town.berlin.ct.us>

Date: 04/03/2022 5:31 PM

Subject: Foursome Donation Request - Coach Mike V Memorial Foundation

Hi Jerry,

I hope this email finds you well. My name is Craig Norton and I am reaching out as a volunteer for the Mike V Memorial Foundation. As you can see in the attached brochure, we have put together 501c3 non-profit organization in Mike's name. The goal of the Foundation will be to provide Berlin High School student athletes male and female with a scholarship that recognize their outstanding performance on the field/court as well as in classroom and community starting this calendar school year.

For this purpose, we would like to request a foursome to Timberlin GC that will be used in the raffle to generate funds for the scholarships.

Please let me know if you have any questions, I can be reached via email or feel free to reach out to me directly.

Sincerely,

Craig Norton

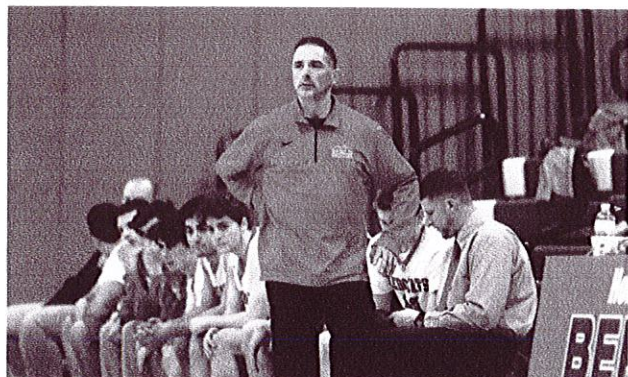
Craig Norton
72 Gianna Ln
Berlin, CT 06037
860-604-5276



Coach V Memorial Golf Tournament Raffle and Sponsor Brochure.pdf
3.4MB

Coach V Memorial Golf Tournament

"Accept Your Limitations, Then Exceed Them" - Coach V



Monday May 9, 2022 at INDIAN HILL COUNTRY CLUB

☐ **Business Sponsor.....\$400**
Includes: Tee sign, 4 dinner tickets
Logo on welcome banner

☐ **Hole Sponsor.....\$200**
Includes: Hole sign, name on banner.
please indicate name under business details

☐ **Raffle/Silent Auction Donation**

☐ **Dinner Only..... \$50**
Please indicate name under business details

IN LOVING MEMORY OF COACH MICHAEL VENEZIANO

Coach Michael Veneziano was raised in Berlin, he was a lifelong Berlin Redcoat, first as a fan during his childhood years, then as a player during his high school career and finally as a dedicated coach and mentor until his passing. "V", as we all knew him, was devoted to the student athletes he coached and the philosophy that high school sports were much more than just games. You see, V believed that high school sports provided student athletes with life skills such as teamwork, sacrifice, determination, perseverance and the will to push one's own limitations for the good of the team. V's core beliefs allowed him to succeed as a father, husband, son, coach, mentor and friend to all who he contacted in life.

It is with profound honor that we have formed the Coach Michael Veneziano Foundation. The goal of the Foundation will be to provide Berlin High School student athletes with scholarships that recognize outstanding performance on the field and court as well as in classroom and community.

Our first fundraising event, the Coach Michael Veneziano Foundation Golf Tournament, has received an overwhelming amount of support. Thanks to each and every person who has signed up to participate in the golf, committed to be a sponsor and volunteered to help the golf committee. To date, the golf is sold out but we are still hoping for more sponsors. Sponsorships are available at every level from Hole Sponsor to Business Sponsors and raffle donations. We also have dinner-only tickets available. Please consider joining us at Indian Hill Country Club for a fantastic dinner to honor V. The committee has put together a robust raffle and silent auction. We look forward to seeing you all as we cement V's legacy for years to come through the scholarships awarded from the Coach Michael Veneziano Foundation. God Bless.

Business Details:

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Total Enclosed: _____

Coach Michael Veneziano Foundation Inc. is a 501C 3 Non-Profit Organization



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Coach V Memorial Foundation	Date: April 25, 2022
Contact Name: Craig Norton	
Phone Number: 860-604-5276	
Event: Coach V Memorial Golf Tournament	Date of Event: May 9, 2022
Location of the Event: Indian Hill Country Club, Newington, CT	
What fee do you want waived: Round of golf for four and two carts. Total \$220.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: The goal of the Foundation is to provide Berlin High School student athletes male and female with a scholarship that recognizes their outstanding performance on the field/court as well as in the classroom and community starting this calendar year.	

Town Manager review:

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

Yes

☒

No

☐

If so, which criteria:

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

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: Coach V Memorial Foundation

Comments:

Jerry Salvio Acting Director of Golf
Signature

April 25, 2022
Date

[Signature]
Town Manager Signature

4/28/22
Date

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

1. Fee Waiver Policy

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

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 26, 2022
SUBJECT: Timberlin Golf Club Donation – Town of Berlin Economic Development

Summary of Agenda Item:

The Timberlin Golf Commission, voted via email and has recommended approval of a round of golf for four and two carts to be used as a raffle prize during the 23rd Annual Chamber Golf Outing at Stanley Golf Course. The event will be held May 17, 2022. Total value of the donation is \$220.

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize during the 23rd Annual Chamber Golf Outing. Total value of the donation is \$220.

Attachments:

23rd Annual Chamber Golf Outing Brochure
Fee Waiver

Prepared By:

Jerry Salvio
Acting Director of Golf





TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Greater New Britain Chamber of Commerce Contact Name: Chris Edge Phone Number: 860-828-7005	Date: April 26, 2022
Event: 23rd Annual Chamber Golf Outing	Date of Event: May 17, 2022
Location of the Event: Stanley Golf Course, New Britain	
What fee do you want waived: Round of golf for four and two carts. Total \$220.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin is part of the Greater New Britain Chamber of Commerce. This would give added exposure to businesses located in Berlin.	

Town Manager review:

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

Yes

☒

No

☐

If so, which criteria:

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

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: Greater New Britain Chamber of Commerce

Comments:

Jerry Salvio Acting Director of Golf
Signature

April 26, 2022
Date

[Signature]
Town Manager Signature

4/28/22
Date

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

1. Fee Waiver Policy

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



23rd ANNUAL Chamber Golf Outing

Tuesday, May 17, 2022
10:30am Scramble
Stanley Golf Course

**Course contests, on course refreshments, networking
 dinner, reception & raffle at
 Back-Nine Tavern
 245 Hartford Rd, New Britain, CT 06053**



Tournament Sponsor		
Two foursomes, 4 tee signs on the course and signage on the carts and scorecards, full page ad, reserved seating at dinner, recognition at lunch and dinner, on Chamber website, in e-newsletter and on social media		\$3,500
Platinum Sponsor		
One foursome, 2 tee signs on the course, full page ad, reserved seating at dinner, recognition at lunch and dinner, on Chamber website, in e-newsletter and on social media		\$2,000
Gold Sponsor		
One foursome, 1 tee sign on the course, half page ad, recognition at dinner, on Chamber website, in e-newsletter and on social media		\$1,000
Silver Sponsor		
Two golfers, half page ad, recognition on Chamber website, in e-newsletter and on social media		\$750
Bronze Sponsor		
1 tee sign on the course, half page, two guest dinner tickets.		\$500
Tee Sponsor		
Signage on the course		\$150
Full Page Ad	7-1/2"W x 10"H (pdf. or jpg.) Black/White advertisement.	\$100
Half Page Ad	7-1/2"W x 5-1/2"H (pdf. or jpg.) Black/White advertisement.	\$50
Individual Golfer		\$175
Dinner Only		\$75
Donations: Item for Raffle		Your Selected Item
Donations: 160 items for Golfer Bags		Your Selected Item

Registration, Payments & Advertisements are due by Mon., May 2nd

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 22, 2022

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	10,000.00	John Day Donation	in memory of John Day - no restrictions	Ruth Day
	10,000.00			
Equip/Merch	40.00	Knitted shawl and yarn	summer reading prize	Lisa Brown
	75.00	36" X 24" framed print from the Finer Line Gallery	summer reading prize	Andrea Raynor
	115.00			

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

There are no restrictions on the John Day donation. The library would like to use the funds for something permanent to honor John Day and will come back to Town Council for approval once decided.


ACTION NEEDED:

Move to accept monetary donations totaling \$10,000.00 for the Berlin Peck Memorial Library and deposit \$10,000.00 into the Special Grants and donation fund. Move to appropriate the \$10,000.00 donation to the John Day Donation expenditure account in the Special Grants and Donation Fund. Move to accept the donation of a knitted shawl and yarn with an approximate value of \$40.00 to be used as a summer reading prize and move to accept the donation of a 36" X 24" framed print from the Finer Line Gallery with an approximate value of \$75.00 to be used as a summer reading prize.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Director 

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2022
SUBJECT: Donation for Police Dive Team

Summary of Agenda Item:

The Police Department has received \$7550.00 in donations to the dive team.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Diving Equipment Expenditure Account # 100.15.1532.0.54000.01100.

Action Needed:

Move to accept the donations of \$7550.00 and appropriate the funds to the Diving Equipment Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25, 2022

SUBJECT: Budget Transfers to Clear Overbudget Accounts

Summary of Agenda Item:

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

Action Needed:

Move to transfer \$109,437, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments May 3, 2022

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Technology	001.05.0503.0.51125.00000		\$3,380.00	The new IT manager for the Police Department was hired at a pay rate higher than budgeted.
	001.30.3053.0.52200.00000	\$3,380.00		
Police	001.15.1532.0.51100.00000		\$22,845.00	The Town increased the Police Chief salary when the Commission backfilled the retired former Police Chief. When the former Chief retired, the Town paid unused vacation.
	001.15.1532.0.51120.00000	\$22,845.00		
VNA	001.30.3053.0.51125.00000		\$8,500.00	The Town paid out unused vacation to the former VNA Administrator.
	001.30.3053.0.52200.00000	\$8,500.00		
VNA	001.30.3053.0.51130.00000		\$1,362.00	The Town is paying a stipend to a clerical employee in the VNA for added job responsibilities.
	001.30.3053.0.52200.00000	\$1,362.00		
VNA	001.30.3053.0.51820.00000		\$1,350.00	Health insurance costs are determined during the budget process based on existing employee elections. New employees and existing employees who change their election during open enrollment may affect the in lieu of health insurance expense line.
	001.30.3053.0.52200.00000	\$1,350.00		
Facilities/School	001.20.2038.0.51125.00000		\$12,100.00	
	001.35.3561.0.51125.00000		\$10,400.00	The Town created and filled a new Facilities Superintendent role.
	001.30.3053.0.52200.00000	\$22,500.00		
Private Schools	001.35.3559.0.52200.00000		\$1,500.00	Due to changes in employee pension election, the Private Schools Pension account was overbudget.
	001.30.3053.0.51100.00000	\$1,500.00		
Schools	001.35.3561.0.51145.00000		\$48,000.00	Due to continued COVID tracing and overtime costs, the School Nurses account exceeded budget.
	001.30.3053.0.51100.00000	\$48,000.00		
GENERAL FUND TOTAL			<u>\$109,437.00</u>	
Water Control				
WATER CONTROL TOTAL			<u>\$0.00</u>	
GRAND TOTAL			<u>\$109,437.00</u>	




TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: **Technology** Fiscal Year: **FY2022** Date: **4/17/22**

To Acct #: 001.05.0503.0.51125.00000	Description: Mid Manager Personnel	Amount: \$3,380.00	Requested by: B. Freeman
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.30.3053.0.52200.00000	Description: Pension	Amount: \$3,380.00	Approved by: 
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Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The new IT manager for the Police Department was hired at a pay rate higher than budgeted.

Funds are available in the pension expense line because former VNA employees left town employment prior to vesting in the town pension match.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **4/18/22**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51100.00000	Department Head	\$22,845.00	M. McNally		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51120.00000	Professional Personnel	\$22,845.00	✓		

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Town increased the Police Chief salary when the Commission backfilled the retired former Police Chief. When the former Chief retired, the Town paid unused vacation.

Funds are available in the professional personnel account because the Deputy Chief was paid from the Department Head line while serving as Acting Police Chief.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	4/18/22
Comments:				

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:


Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	VNA	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.30.3053.0.51125.00000	Mid Manager Personnel	\$8,500.00	A. Anderson		

Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.52200.00000	Pension	\$8,500.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Town paid out unused vacation to the former VNA Administrator.

Funds are available in the pension expense line because former VNA employees left town employment prior to vesting in the town pension match.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			4/18/22
Comments:			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:




TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	VNA	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.30.3053.0.51130.00000	Clerical Personnel	\$1,362.00	A. Anderson		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.30.3053.0.52200.00000	Pension	\$1,362.00	

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Town is paying a stipend to a clerical employee in the VNA for added job responsibilities.

Funds are available in the pension expense line because former VNA employees left town employment prior to vesting in the town pension match.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			4/18/22

Comments:

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				


Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	VNA	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.30.3053.0.51820.00000	In Lieu of Health Insurance	\$1,350.00	A. Anderson		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.52200.00000	Pension	\$1,350.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

Health insurance costs are determined during the budget process based on existing employee elections. New employees and existing employees who change their election during open enrollment may affect the in lieu of health insurance expense line.

Funds are available in the pension expense line because former VNA employees left town employment prior to vesting in the town pension match.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	4/18/22
Comments:				

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Facilities/Schools	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.20.2038.0.51125.00000	Mid Manager Personnel	\$12,100.00	D. Solek		
001.35.3561.0.51125.00000	Mid Manager Personnel	\$10,400.00			
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.52200.00000	Pension	\$22,500.00	[Signature]		

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Town created and filled a new Facilities Superintendent role.

Funds are available in the pension expense line because former VNA employees left town employment prior to vesting in the town pension match.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			4/18/22
Comments:			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: **Private Schools** Fiscal Year: **FY2022** Date: **4/17/22**

To Acct #: 001.35.3559.0.52200.00000	Description: Pension	Amount: \$1,500.00	Requested by: A. Anderson
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 001.30.3053.0.51100.00000	Description: Department Head	Amount: \$1,500.00	Approved by: 
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Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

Due to changes in employee pension election, the Private Schools Pension account was overbudget.

Funds are available in the VNA Department Head account because the position remained vacant due to a structural reorganization early in FY22.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **4/18/22**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:


Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2022	Date:	4/17/22
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.51145.00000	Nurses	\$48,000.00	A. Anderson		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.51100.00000	Department Head	\$48,000.00			

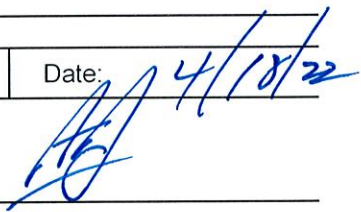
Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

Due to continued COVID tracing and overtime costs, the School Nurses account exceeded budget.

Funds are available in the VNA Department Head account because the position remained vacant due to a structural reorganization early in FY22.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			 4/18/22
Comments:			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 18, 2022

SUBJECT: World Peace Ukrainian Relief Fundraiser

Summary of Agenda Item:

The East Berlin United Methodist Church is requesting a waiver of Police Fees for the World Peace Ukrainian Relief Fundraiser. This was a fundraiser event for the people of Ukraine who are suffering because of the Russia-Ukraine crisis. All proceeds will be sent to aid the Ukrainian people who are in need. The event took place on March 25, 2022, at the East Berlin United Methodist Church at 139 Main Street in East Berlin, CT.

Action Needed:

Move to approve waiving the Police Traffic Control fees for the World Peach Ukrainian Relief Fundraiser which took place at the East Berlin United Methodist Church in the amount of \$1712.10.

Attachments:

Request for Fee Waiver
Berlin Police Department Invoice

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: <i>EAST BERLIN UNITED</i> Contact Name: <i>METHODIST CHURCH</i> <i>TIMOTHY ZIGMONT</i> Phone Number: <i>860-828-5450</i>	Date: <i>4/18/22</i>
Event: <i>WORLD PEACE UKRAINIAN RELIEF FUND</i>	Date of Event: <i>3/25/22</i>
Location of the Event: <i>139 MAIN ST EAST BERLIN, CT</i>	
What fee do you want waived: <i>POLICE FEE \$ 1,712.10</i>	
Identify the hardship incurred: <i>BLOCKING OF STREET FOR EVENT</i> <i>PUBLIC PROTECTION, NEWS TEAMS</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>UNITED METHODIST CHURCH</i> <i>FOOD BANK</i> <i>CHRISTMAS FOOD FOR FAMILIES</i> <i>THANKSGIVING FOOD FOR FAMILIES</i> <i>BERLIN FARM EVENTS</i>	

Town Manager review:

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

Yes



No



If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: EAST BERLIN METHODIST CHURCH

Comments: HAD FIRE IN CHURCH CAN NOT AFFORD FEE NOW


Signature

4/14/22
Date


Town Manager Signature

4/18/22
Date

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

1. Fee Waiver Policy

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

Please make checks payable to the Berlin Police Department
Term: Next 30 days

* 1046K-1me

BERLIN POLICE DEPARTMENT

Overtime/Private Duty Assignment

Invoice 22-231

Private Duty ☒ OT ☐

Assignment Date: 3-25-22 Assignment Time: 1800-2200 # of Officers: 3 Car: Y ☒ N ☐

Location/Reason for Assignment/Case #: Main St. - E. Berlin (World Peace Prayer)

Requestor: Timothy Zigmant Phone: (860) 770-0338

Call Received By: Bobok Assigned By: _____

Call Date/Time: 3-24-22 @ 0900

Time	<u>1800-2200</u>	Hrs.	<u>4</u>	Officer:	<u>Bobok</u>	Rate	<u>98.14</u>	Total	_____	Off. Initial	_____
Time	<u>1800-2200</u>	Hrs.	<u>4</u>	Officer:	<u>Gould</u>	Rate	<u>98.14</u>	Total	_____	Off. Initial	_____
Time	<u>1800-2200</u>	Hrs.	<u>4</u>	Officer:	<u>Schreiner</u>	Rate	<u>98.14</u>	Total	_____	Off. Initial	_____
Time	_____	Hrs.	_____	Officer:	_____	Rate	_____	Total	_____	Off. Initial	_____
Time	_____	Hrs.	_____	Officer:	_____	Rate	_____	Total	_____	Off. Initial	_____
Time	_____	Hrs.	_____	Officer:	_____	Rate	_____	Total	_____	Off. Initial	_____

Contractor Signature: _____

Invoice To: East Berlin United Methodist Church

139 Main Street

East Berlin, CT 06023

Services Rendered by BPD payable to:

Town of Berlin Police Department

240 Kensington Rd. Berlin, CT 06037

BPD 400 (Rev. 07/16)

Consent

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 22, 2022

SUBJECT: Banners Celebrating Kensington's 300th Anniversary

Summary of Agenda Item:

Berlin's Historical Society would like to celebrate the 300th Anniversary of Kensington in 2022 by installing Street Light Pole Banners around the Kensington business district depicting Berlin. The Historical Society is requesting the assistance of the Town with the purchase and the installation of the banners. The cost of the banners is estimated to be around \$1,050. The Town's Parks and Grounds Department has graciously offered to install the banners.

The Town Council adopted a Flag Flying Policy on January 4, 2022. The proposed banners fall outside of what is permitted under the current policy and would require the Council to grant an exception.

Action Needed:

Move to fund up to \$1,050 for the purchase of banners depicting Berlin that would be installed around the Kensington business district in celebration of the 300th Anniversary of Kensington.

Move to grant an exception to the Town of Berlin Flag Flying Policy to allow the display of images related to Berlin on Street Light Pole Banners around the Kensington business district.

Attachments:

Town of Berlin Flag Flying Policy
Certification of Sufficiency of Funds

Prepared By:

Arosha Jayawickrema, Town Manager

FLAG FLYING POLICY

TOWN OF BERLIN

RESOLVED, by its Town Council, the Town of Berlin adopts the following policy relating to the display of flags on Town owned or maintained properties "Policy"). The Policy shall be effective as of January 4, 2022 and remain in effect until modified or terminated by the Town Council.

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

- a. For any property owned by the Town of Berlin used as a veteran's memorial, the following flags may be flown at the discretion of the Town of Berlin Veteran's Commission:
 - i. POW/MIA Flag;
 - ii. The Official services flags of the Armed Forces of the United States of America; or
 - iii. An official flag, ensign, or service pennant of any military unit, in recognition of that unit's service to the State of Connecticut or United States of America.
- b. For any Town of Berlin owned property serving as an office, station or substation of the Town of Berlin Police Department and/or Fire Department, and any apparatus, vehicle or equipment of the Police and/or Fire Department, the official departmental flag and, subject to prior Town Council approval, a flag honoring or recognizing First Responders. For purposes of this Policy, "First Responder" shall mean police officers, firefighters, emergency medical technicians and paramedics.

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

Adopted by Town Council on January 4, 2022

This policy was amended January 18, 2022 by Town Council

Permission granted to the Town of Berlin Fire Department to display the following flags:

- Thin Blue Line: This flag show support for our law enforcement partners.
- Thin Red Line: This flag show support to brother fire/rescue partners
- FDNY/MIA 9/11: This flag shows support for those lost in, and survivors of, the terror attacks 9/11 in particular the members of the FDNY.

in accordance with Town policy adopted on January 4th 2022.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 22-Apr-22

Purchase Item or Contract: Town Manager		Requested by: A. Jayawickrema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Banners Celebrating Kensington's 300th Anniversary	\$1,050.00	\$1,050.00
			-
			-
			-
			-
TOTAL			\$1,050.00

Account No. 001.05.0507.0.53900.00000

Budgeted Amount.....	\$5,000.00	Available balance.....	\$3,928.68
Encumbrances to Date.....	\$96.32	Amount Needed for This Package.....	\$1,050.00
Expenditures to Date.....	\$975.00	Available Balance After Purchase.....	\$2,878.68

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 27, 2022
SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
April 8, 2022 to April 22, 2022	\$ 50.00 (cash)	Animal Care	Kris Nealon Berlin
	\$ 50.00 (check)	Animal food	Thomas Ottman Berlin
	\$ 110.00 (cash)	Animal Care & Animal food	Ryan Bird Eagle Scout Berlin
	\$ 50.00 (cash)	Animal Care	Catherine Salka Berlin

* Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 260.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer





TOWN OF BERLIN
Animal Control Department

April 11, 2022

Kris Nealon
33 Langdon Ct. Unit H4
Berlin, CT. 06037

Dear Kris,

Thank you for the donation of \$50 for the animals at the Municipal shelter.

It is so needed during this pandemic as the rescue that assists the shelter is unable to host any type of fundraiser at this time.

We hope the cat you adopted "Arwen", fits in well with your family and other pets. Thank you for adopting !! Please keep in touch with us. All monies are directly used for vetting animals to help adopt them out. Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



TOWN OF BERLIN
Animal Control Department

April 11, 2022

Thomas Ottman
53 Westview Ter.
Berlin, CT. 06037

Dear Thomas,

Thank you for your continued donation of \$50 for the animals at the Municipal shelter.

It is so needed during this pandemic as the rescue that assists the shelter is unable to host any type of fundraiser at this time.

We appreciate you thinking of us and the animals we care for.

All monies are directly used for vetting animals to help adopt them out.

Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



TOWN OF BERLIN
Animal Control Department

April 12, 2022

Ryan Bird
1270 Kensington Road
Berlin, CT. 06037

Dear Ryan,
Thank you for the additional donations of pet food and \$110 cash.
I continue to be amazed at what you and your Dad did. You are
helping so many animals that come into the shelter. We can vet them
and get them healthy to adopt and find them forever homes to love them.
We are very grateful you chose us to work with.
Thanks again.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25, 2022

SUBJECT: Permission to repair and clean damaged headstones at Ledge Cemetery

Summary of Agenda Item:

Paul Kendrick has proposed the restoration of headstones in the public cemeteries of Berlin, particularly Ledge Cemetery, for his Eagle Scout project. This task involves both the cleaning and repairing of damaged headstones at Ledge Cemetery. The headstone repairs should last from 10 to 20 years while the process of cleaning the headstones should remove decades worth of grime. This service project not only beautifies Ledge Cemetery but also preserves and honors the history of Berlin. Paul has already proposed this project in front of the Berlin Cemetery Committee and has received approval to proceed with his project.

Action Needed:

Move to grant permission for Paul Kendrick as his Eagle Scout project to perform the cleaning and repair of damaged headstones in Ledge Cemetery.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25, 2022

SUBJECT: Increase P.O. no. 221940 for Air Balancing Service Co. up to \$25,000
as needed for Fiscal Year 2022

Summary of Agenda Item:

In June of 2020, the State of Connecticut Department of Public Health issued a memo titled Guidance for School Systems for The Operation of Central and Non-Central Ventilation Systems During the Covid 19 Pandemic. The guidelines recommended commissioning, retro commissioning and balancing of school HVAC systems for maximum fresh air and air exchange. The Town of Berlin and Berlin Public Schools in conjunction with the necessary contractors, performed this work during 2020 and 2021 at all five schools. During the summer of 2021 with higher-than-average heat and humidity, Berlin High School and associated HVAC systems, experienced conditions that required further adjustments to work around the building and system impacts related to ambient conditions. The Balancer, Commissioning Agent and Controls Contractor worked to adjust the systems accordingly, so the proper operating and design criteria was still met. The extra time required by the balancing contractor has exceeded the current purchase order threshold. We are requesting to increase the purchase order up to \$25,000 as needed utilizing UCONN Contract no. DS060116-1-1 for the remainder of fiscal year 2022 to cover current and any future invoices as changes are finalized. Funding is available in Department 61 Contractual Services account no. 001.35.3561.0.53814.00000.

Action Needed:

Move to increase P.O. no. 221940 for Air Balancing Service Co., of Newington, CT. up to \$25,000 as needed for Fiscal Year 2022, utilizing UCONN testing, adjusting and balancing contract no. DS060116-1-1 for work related to Berlin High School HVAC systems.

Attachments:

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-Apr-22

Purchase Item or Contract: Schools		Requested by: D. Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Air Balancing Services (increase PO from \$7,900 to \$25,000)	\$17,100.00	\$17,100.00
			-
			-
			-
			-
TOTAL			\$17,100.00

Account No. 001.35.3561.0.53814.00000

Budgeted Amount.....	\$525,000.00	Available balance.....	\$183,490.15
Encumbrances to Date.....	\$71,716.39	Amount Needed for This Package.....	\$17,100.00
Expenditures to Date.....	\$269,793.46	Available Balance After Purchase.....	\$166,390.15

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: Aroscha Jayawickrema, Town Manager

DATE: April 25, 2022

SUBJECT: Award of Bid no. 2022-32 and 2022-33 for On -Call Facilities Related Services

Summary of Agenda Item:

The Facilities Department utilizes contractual services for projects, maintenance and repair of Town Sites and Buildings. During the Fiscal Year, expenditures may exceed the \$10,000 purchasing threshold either cumulatively or with a single encumbrance due to the workload, scope and costs associated with annual department operations. In conjunction with the Purchasing Department, On- Call services RFP no. 2022-32 and 2022-33 for Masonry, Environmental Engineering, Hazardous Materials Testing, Consulting and Industrial Hygiene Services were publicly bid to establish hourly rates, fees, and markup percentages. The agreements will be valid for the remainder of fiscal year 2022 and the entire fiscal year of 2023, with an option to renew at the end of the term. The request is to approve expenditures up to \$50,000 per fiscal year without exceeding the account balance. The firms will be chosen from the response list based on best pricing and availability per project. The agreements will be utilized between all Town and Board of Education Departments. The following firms have responded and appear able to commit to the agreements.

Bid no. 2022-32 On -Call Masonry Services

Kronenberger and Sons Restoration, Inc. of Middletown, CT
Civitello Masonry, Inc. of Newington, CT
Mirek Masonry LLC of Newington, CT

Bid no. 2022-33 On- Call Environmental Engineering and Hazardous Materials Testing, Consulting, and Industrial Hygiene Services

Mystic Air Quality Consultants, Inc. of Groton, CT
Eagle Environmental, Inc. of Terryville, CT
EnviroPlan LLC of West Hartford, CT
Enviromed Services, Inc. of Meriden, CT
Loureiro Engineering Associates, Inc. of Plainville, CT

TRC Environmental Corporation of Windsor, CT

Action Needed:

Move to approve bid no. 2022-32 and 2022-33 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.

Kronenberger and Sons Restoration of Middletown, CT
Civitello Masonry, Inc. of Newington, CT
Mirek Masonry of Newington, CT
Mystic Air Quality Consultants, Inc. of Groton, CT
Eagle Environmental, Inc. of Terryville, CT
EnviroPlan LLC of West Hartford, CT
Enviromed Services, Inc. of Meriden, CT
Loureiro Engineering Associates, Inc. of Plainville, CT
TRC Environmental Corporation of Windsor, CT

Attachments:

Bid Results

Prepared By:

Douglas Solek, Director of Facilities



Kronenberger & Sons Restoration, Inc.
of Middletown, CT

ATTACHMENT A – PROPOSAL FORM
On-Call Masonry Services

PROPOSER'S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)	\$	Mason - \$90.00 per hour Laborer - \$70.00 per hour
Mileage:	\$	0.74 per mile
Travel:	\$	90.00 per hour
Truck Fees:	\$	\$450.00/day, \$1265.00/week, \$3650.00/4 weeks

Material Mark Up Percentages (separate sheet can be attached):


% 20

Additional costs (if applicable):

Specialty equipment rental or other misc. items
\$ required to complete scope: cost + 20%

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Brian T. Kronenberger, President
Name and Title of Authorized Representative


Signature of Representative, Duly Authorized

April 21, 2022

Date

860-347-4600/no fax machine

Phone # and Fax

Civitillo Masonry, Inc.
of Newington, CT

ATTACHMENT A – PROPOSAL FORM
On-Call Masonry Services



ORIGINAL

PROPOSER'S FULL LEGAL NAME: Civitillo Masonry, Inc.

30 Elmwood Court - Newington, CT 06111 t-860-236-6111 f-860-236-5185

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)

Mason Foreman - \$127.00 / hr
Mason - \$112.00 / hr
\$ Laborer - \$86.00 / hr

Mileage:

\$ 0.00 - Included

Travel:

\$ 0.00 - Included

Truck Fees:

\$ 50.00 per day

Material Mark Up Percentages (separate sheet can be attached):


Needed materials per project requirements. 20%
% 20%

Additional costs (if applicable): Equipment

\$Equipment costs per schedule. Schedule will be provided at contract award.

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Carm D'Agostino
Name and Title of Authorized Representative


Signature of Representative, Duly Authorized

4-21/22

Date

t-860-236-6111 f-860-236-5185

Phone # and Fax

Mirek Masonry LLC of Newington, CT

ATTACHMENT A – PROPOSAL FORM On-Call Masonry Services

PROPOSER'S FULL LEGAL NAME: MIREK MASONRY

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate) \$ 120 / man hr
Mileage: \$ 2.50 / mi
Travel: \$ 72 / man hr
Truck Fees: \$ 725 / day

Material Mark Up Percentages (separate sheet can be attached):

% 10

Additional costs (if applicable):

\$ _____

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Mirek Mirek / owner
Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

04/20/2022
Date

(860) 670-3901
Phone # and Fax

G.L. Capasso, Inc. of New Haven, CT

ATTACHMENT A – PROPOSAL FORM
On-Call Masonry Services

PROPOSER'S FULL LEGAL NAME: G.L. Capasso, Inc.

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)	\$ <u>81.00</u>
Mileage:	\$ <u>2.00</u>
Travel:	\$ <u>3.00</u>
Truck Fees:	\$ <u>2.00</u>

Material Mark Up Percentages (separate sheet can be

attached): % 20

Additional costs (if applicable):

\$ Equipment TBD

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Phone # and Fax

Did
Not
Sign

Mystic Air Quality Consultants of Groton, CT

ATTACHMENT A – PROPOSAL FORM

On-Call Environmental Engineering and Hazardous Materials Testing, Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)

\$ Please see attachment

Mileage:

\$ ↓

Travel:

\$ ↓

Truck Fees:

\$ ↓

Material Mark Up Percentages (separate sheet can be attached):

% N/A

Additional costs (if applicable):

\$ N/A

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Christopher E. Eiden, CEO
Name and Title of Authorized Representative

[Signature]
Signature of Representative, Duly Authorized

Apr. 120, 2022
Date

800-247-7746 860-449-8860
Phone # and Fax

Attachment A – Proposal Form – Rates List

Time and Material Rates for Town of Berlin.

Rates for Spring 2022 and ending June 30, 2023.

(We can also provide individual quotes for special projects and large quantities rates.)

Labor Detail:

Labor Category	Unit Rate
Asbestos Inspector or Licensed Asbestos Project Monitor (prices include travel and most reports) Prices for monitoring include PCM air samples	\$95/hour Note: 6-hour minimum \$760/ full day \$450/half day Overtime 2 nd and 3 rd shifts and weekends add 30%
CIH/CSP/CIEC	\$125/hour \$900/day \$500/half day
Clerical Support	\$40/hour \$250/day \$150/half day
Use and Calibration of Equipment	\$ 100.00 per survey

(day=weekday normal working hours, 8 hours including travel, half day rate = normal working hours, 4 hours including travel (add 30% 2nd and 3rd shifts and weekends)

Additional Pricing for Services

Description	Unit Cost
Asbestos Air PCM same day	\$20.00 EA
Asbestos Air PCM 24 hour TAT	\$15.00 EA
Asbestos Air PCM 3 day TAT	\$6.00 EA
Asbestos Bulk PLM 1 day TAT	\$30.00 EA* requires rush shipping
Asbestos Bulk PLM 3 day TAT	\$15.00 EA
Asbestos TEM AIR 24 hour TAT	\$145.00 EA
Asbestos TEM AIR 2 day TAT	\$100.00 EA
Lead (chips, air, water, soil) 24 hour TAT	\$30.00 EA
Lead (chips, air, water, soil) 3 day TAT	\$15.00 EA
PCBs soxlet	\$135.00 EA (\$95/EA 10 or more)
Mold samples	\$ 70.00 EA (rush add 50%)
Other samples	
XRF testing	\$450/half day
* Rush Delivery of TEM or PLM samples to EMSL (Meriden) – Same Day TAT	\$175/trip
Final Reports per Project	\$100-\$200 EA
Shipping Costs (FedEx)	
• Standard Overnight	\$ 60.00 per shipment
• Priority Overnight	\$80.00 per shipment

ATTACHMENT A – PROPOSAL FORM
On-Call Environmental Engineering and Hazardous Materials Testing,
Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME:

Eagle Environmental
of Terryville, CT

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)	<u>\$ 70/hour</u>
Mileage:	<u>\$.58/mile</u>
Travel:	<u>\$ 70/hour</u>
Truck Fees:	<u>\$ None</u>

Material Mark Up Percentages (separate sheet can be attached):

% See Attached

Additional costs (if applicable):

\$ See Attached

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Peter J. Folino, President
Name and Title of Authorized Representative


Signature of Representative, Duly Authorized

April 21, 2022

Date

860-589-8257 860-585-7034
Phone # and Fax

EAGLE ENVIRONMENTAL, INC. – RATE SHEET 2021

Personnel Category

Principal	\$ 155.00/hr
Licensed Environmental Professional	\$ 140.00/hr
Senior Project Manager	\$ 115.00/hr
Project Manager	\$ 95.00/hr
Senior Consultant.....	\$ 85.00/hr
Licensed Asbestos Inspector.....	\$ 70.00/hr
Licensed Asbestos Project Monitor	\$ 70.00/hr
Licensed Asbestos Management Planner	\$ 95.00/hr
Licensed Lead Inspector.....	\$ 70.00/hr
Licensed Project Asbestos/Lead Designer.....	\$ 115.00/hr
Clerical.....	\$ 55.00/hr
AutoCAD.....	\$ 70.00/hr

Equipment

Rental Equipment\$ As Needed/Per Piece

Analytical

Bulk Sampling Analysis by PLM

24 hr turn around	\$ 18.00/ea
3 day turn around	\$ 15.00/ea
5 day turn around	\$ 13.00/ea

Lead Paint Samples (TCLP analysis)

48 hr turn around	\$ 90.00/ea
5 day turn around	\$ 80.00/ea

Bulk Sampling Analysis by PLM/Point Count

24 hr turn around	\$ 40.00/ea
48 hr turn around	\$ 35.00/ea
5 day turn around	\$ 35.00/ea

Lead Paint Samples (Wipe, Chip)

24 hr turn around	\$ 18.00/ea
48 hr turn around	\$ 15.00/ea
3-5 day turn around.....	\$ 12.00/ea

Bulk Sampling Analysis by TEM

24 hr turn around	\$ 60.00/ea
3 day turn around	\$ 55.00/ea

Microbial Air Sample Analysis (M001)

24 hr turn around	\$ 70.00/ea
5 day turn around	\$ 60.00/ea

Air Sample Analysis by PCM

Same day turn around.....	\$ 8.00/ea
---------------------------	------------

Microbial Bulk Sample Analysis (M041)

24 hr turn around	\$ 70.00/ea
5 day turn around	\$ 60.00/ea

Clearance Air Sample Analysis by TEM

6 hr turn around	\$ 110.00/ea
24 hr turn around	\$ 90.00/ea
48 hr turn around	\$ 80.00/ea
5 day turn around	\$ 75.00/ea

PCB in Caulk (EPA SW 846 8082)

24 hr turn around	\$ 125.00/ea
48 hr turn around	\$ 100.00/ea
5 day turn around	\$ 85.00/ea

Radon Analysis

3-5 day turn around.....	\$ 35.00/ea
--------------------------	-------------

EnviroPlan LLC of West Hartford, CT

ATTACHMENT A – PROPOSAL FORM
On-Call Environmental Engineering and Hazardous Materials Testing,
Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME: EnviroPlan LLC

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)

\$ 35.00

Mileage:

\$ No Charge

Travel:

\$ No Charge

Truck Fees:

\$ Not Applicable

Material Mark Up Percentages (separate sheet can be attached):

% Not Applicable

Additional costs (if applicable):

\$ See Attached Pricing Sheets

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Neal B. Freuden, President
Name and Title of Authorized Representative

Neal B. Freuden
Signature of Representative, Duly Authorized

Apr. 120, 2022
Date

860-977-5171
Phone # and Fax
Email: freuden@comcast.net

SUPPLEMENTAL SHEET: PRICING FOR SERVICES

LEAD:

- | | |
|---|--|
| 1. Lead Inspection with XRF,
(includes report) | One half day: \$ 450.00
Full Day: \$ 595.00 |
| 2. Collection of Paint Chip, Dust, Soil
and Water Samples: | Hourly Rate: \$85.00 |
| 3. Laboratory Analysis, 72 hour turnaround: | |
| Paint Chips: | \$20.00 |
| Dust: | \$17.50 |
| Soil: | \$25.00 |
| Drinking Water: | \$45.00 |

4. Lead Risk Assessment: Risk assessments are generally performed in conjunction with a lead inspection, so the cost of the additional work to conduct dust and soil sampling, which are the essential components of a lead risk assessment, will be invoiced at the hourly rate in item 2. Since the results will be incorporated into the inspection report, there will be no extra charge for a separate risk assessment report.

Page 2 of Supplemental Pricing Sheet

- | | |
|---|----------|
| 5. Labor for Clearance Inspection (includes report):
(Note: does not include cost for analysis of dust
and soil samples which will be billed according to the
prices in item 3 above). | \$450.00 |
| 6. Lead Abatement Plan (Facility Specific): | \$650.00 |
| 7. Lead Interim Control Plan (Facility Specific): | \$525.00 |
| 8. Lead Management Plan: | \$425.00 |

RADON

- | | |
|--|----------------------|
| 1. Radon in Air Testing for a one location
during a time period of 48-72 hours
with a Sun Nuclear Continuous Radon
Monitor: | \$250.00 |
| 2. Placement and Retrieval of Radon
Collection Canisters in School, Commercial and
Multi-Family Buildings for, Transmittal to the
Laboratory for Analysis and Development
of the Report: | Hourly Rate: \$85.00 |
| 3. Laboratory Analysis of the Radon Content in a
Canister, 5 day turnaround: | \$25.00 |

Page 3 of Supplemental Pricing Sheet

4. A Spike: \$295.00

ASBESTOS

1. Collection of Bulk Samples, Transmittal
to the Laboratory for Analysis and Development
of the Report:

: Hourly Rate: \$85.00

2. Laboratory Analysis with Polarized Light
Microscopy (PLM) per sample, 72
hour turnaround*:

\$25.00

*PLM is the standard method for the analysis
of bulk samples for asbestos. There are other
analytical methods which are more expensive such
as the use of a Transmission Electronic Microscope (TEM).
If the necessity arises for a different analysis than the
standard PLM, EnviroPlan will contact the laboratory,
obtain the pricing and share that with the appropriate
individual in the Town of Berlin for review and approval.

ATTACHMENT A – PROPOSAL FORM
On-Call Environmental Engineering and Hazardous Materials Testing,
Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)	\$ 65.00
Mileage:	\$ 0.58
Travel:	\$ N/A
Truck Fees:	\$ N/A

Material Mark Up Percentages (separate sheet can be attached):

% (see attached)

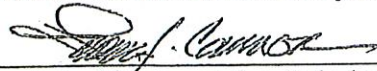
Additional costs (if applicable):

\$ N/A

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Lawrence J. Cannon, President

Name and Title of Authorized Representative


Signature of Representative, Duly Authorized

4/20/2022
Date

Tel: 203/238-4846 Fax: 203/238-4243
Phone # and Fax

Town of Berlin
On-Call Environmental Engineering and
Hazardous Materials Testing, Consulting
and Industrial Hygiene Services

RFP Number: 2022-33

April 21,2022
Bid Form

LABOR RATES	
	Unit Price/Hour
Field Technician/Project Monitor/ Inspector	\$65.00
Project Manager	\$65.00
Licensed Project Designer	\$65.00
Senior Industrial Hygienist	\$65.00
Certified Industrial Hygienist	\$65.00

TESTING/LAB FEES		
Lead:		Unit Price/Ea.
Lead Air/ Wipe/Chip/Soil Samples	48 hours (normal)	\$10.00
	24 hours	\$15.00
	6 hours	\$15.00
	3-5 business days	\$10.00
Lead In Water Samples	48 hours (normal)	\$65.00
	24 hours	\$65.00
	6 hours	\$65.00
	3-5 business days	\$45.00
TCLP Testing	48 hours (normal)	\$70.00
	24 hours	\$75.00
	3-5 business days	\$60.00
Asbestos:		
Phase Contrast Microscopy (PCM)	48 hours (normal)	\$15.00
	24 hours	\$15.00
	6 hours	\$15.00
	3-5 business days	\$5.00
Polarized Light Microscopy (PLM)	48 hours (normal)	\$25.00
	24 hours	\$25.00
	6 hours	\$25.00
	3-5 business days	\$25.00
Transmission Electron Microscopy (TEM)	48 hours (normal)	\$95.00
	24 hours	\$125.00
	6 hours	\$150.00
	3-5 business days	\$85.00

Radon:		
Air Samples	24 hours	\$65.00
	3-5 business days (normal)	\$55.00
Mold:		
Air: Direct Exam by Cassette	3 hours	\$95.00
	6 hours	\$95.00
	24 hours (normal)	\$95.00
	3-5 business days	\$75.00
Bulk/Swab/Tape Lift	3 hours	\$95.00
	6 hours	\$95.00
	24 hours (normal)	\$95.00
	3-5 business days	\$75.00

Equipment Fees		
Lead XRF Analyzer	per day	\$95.00
Data Ram	per day	\$95.00
Moisture Meter	per day	\$95.00
IAQ Meter	per day	\$95.00
4 Gas Meter	per day	\$95.00
PID	per day	\$95.00

Mileage		
Federal Rate	per mile	\$0.58

Loureiro Engineering of Danville, CT

ATTACHMENT A – PROPOSAL FORM On-Call Environmental Engineering and Hazardous Materials Testing, Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME: Loureiro Engineering Associates, Inc.

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)	\$ See attached
Mileage:	\$ 20 Per Trip
Travel:	\$ 100
Truck Fees:	\$ 75 Per Day

Material Mark Up Percentages (separate sheet can be attached):

% 15

Additional costs (if applicable): \$

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

David Fiereck, President
Name and Title of Authorized Representative


Signature of Representative, Duly Authorized

April 21, 2022
Date

Phone # 860.747.6181/Fax # 860.747.8822
Phone # and Fax

Loureiro

Hourly Rate Schedule

Category	Rate
Engineering & Consulting Services	
Expert Witness	\$300.00
Senior Principal	\$250.00
Principal/Officer	\$215.00
Technical Director	\$185.00
Senior Project Manager	\$185.00
Project Manager	\$165.00
Senior Project Engineer/ Hydrogeologist/Scientist	\$140.00
Project Engineer/ Hydrogeologist/Scientist	\$125.00
Senior Engineer/Hydrogeologist/Scientist	\$115.00
Engineer/Hydrogeologist/Scientist	\$105.00
Engineer I/Hydrogeologist I/Scientist I	\$95.00
Lab/Data Validation Manager	\$115.00
Chemist	\$80.00
Landscape Architecture Services	
Principal Landscape Architect	\$140.00
Senior Project Director, Landscape Architect	\$120.00
Project Director, Landscape Architect	\$100.00
Landscape Architect I	\$85.00
Landscape Architect II	\$75.00
LA Draftsman	\$65.00
Survey Services	
Survey Support	\$125.00
Production Technician	\$105.00
Survey Crew (2 Person)	\$175.00
Surveyor (w/robotic/GPS)	\$145.00
CADD/Support Services	
CAD Manager	\$125.00
Senior Designer/CAD Operator	\$97.50
Designer/CAD Operator	\$90.00
Senior Technician	\$75.00
Technician	\$65.00
Administrative Support	\$60.00

Reimbursable Expenses

Unless otherwise specified, expenses should be billed as follows:

1. Subcontracted services including production printing and equipment rentals will be billed at cost plus 15%.
2. Transportation will be billed at the IRS approved rate for personal vehicles plus 15%. Non-local travel expenses and per diem cost will be billed at cost plus 15%.
3. Application fees, permit fees and bond fees will be billed at cost plus 15%.
4. In-house printing and copying will be billed at the following rates:

Large Format Plots/Prints

Black & White - \$0.75/s.f. Color - \$1.75/s.f.

Mylar - \$9.00/s.f.

Meeting Exhibits

Matte Bond - \$2.00/s.f. Gloss Bond - \$3.00/s.f.

Reports

B&W - \$0.05/page Color - \$0.10/page

5. Supplementary equipment, material, and company-owned vehicles will be billed at itemized unit prices. A schedule of unit prices is available upon request

Loureiro Engineering Associates, Inc.

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

AN EMPLOYEE-OWNED COMPANY

TRC of Windsor, CT

ATTACHMENT A – PROPOSAL FORM
On-Call Environmental Engineering and Hazardous Materials Testing,
Consulting and Industrial Hygiene Services

PROPOSER'S FULL LEGAL NAME:

TRC Environmental Corp. (TRC)

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Labor (Hourly Rate)

\$ See attached pricing sheet.

Mileage:

\$.585 / mile

Travel:

\$ N/A

Truck Fees:

\$ N/A

Material Mark Up Percentages (separate sheet can be attached):

% 15

Additional costs (if applicable):

\$ See attached pricing sheet.

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Erik R. Plimpton PE, CHMM, CMC

Name and Title of Authorized Representative



Signature of Representative, Duly Authorized

April 20, 2022

Date

860.298.6280 / 860.298.6380

Phone # and Fax



21 Griffin Rd. North
Windsor, CT 06095

T 860.298.9692
TRCcompanies.com

April 20, 2022

Hourly Rates / Unit Costs

TRC shall utilize the following hourly rates and unit costs when billing Town of Berlin for services provided under anticipated contract for On-Call Environmental Engineering and Hazardous Materials Testing, Consulting and Industrial Hygiene Services:

• Principal in Charge	\$195/hour
• Senior Project Manager	\$175/hour
• Project Manager	\$125/hour
• Project Designer	\$100/hour
• CAD Designer	\$100/hour
• Inspector	\$75/hour
• Project Monitor	\$75/hour
• Project Monitor (<i>Overtime Rate</i>)	\$85/hour
• Project Monitor (<i>Premium Rate-Sundays or holidays</i>)	\$100/hour
• Report Writer	\$65/hour
• Certified Industrial Hygienist	\$215/hour
• Industrial Hygienist	\$100/hour
• Travel Mileage	\$0.585/mile
• PCM Air Sample Analysis	\$10/sample
• PLM Analysis (48-hour TAT)	\$15/sample
• PLM Analysis (24-hour TAT)	\$20/sample

Outside Laboratory Analytical Costs

Fees for samples analyzed by outside (non-TRC) laboratories shall be charged to Town of Berlin at cost plus 15% mark-up.