

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema

DATE: April 21, 2022

SUBJECT: RFP 2022-30 Architectural/Engineering, Feasibility Study, Design and Construction Administration Services for Percival Soccer Field

SUMMARY:

The Town of Berlin recently went out to bid for the Architectural/Engineering, Feasibility Study, Design and Construction Administration Services for Percival Soccer Field. The field is one of the primary Berlin Youth Soccer Fields, however it is also used by McGee Middle School, St. Paul's School, and some adult soccer groups.

Bid No. #2022-30 was advertised on February 28, 2022 and the bid opening was held on March 21, 2022. Bids were received from two vendors. After review of the bid results, both vendors were interviewed by a committee. Interviews took place on April 20, 2022 and it was a unanimous decision to move forward with the lowest and only qualified bidder, Linden Landscapes Architects, LLC. Linden Landscapes Architects, LLC has worked with the Town in the past and is more than qualified to handle the architectural/engineering, feasibility study, design and construction administration services for the reconstruction of Percival Soccer Field.

The interview committee recommends awarding RFP 2022-30 and authorizing the Town Manager to enter into contract with Linden Landscape Architects, LLC for an amount not to exceed \$34,500 (including a 15% contingency). The funds are available in the Percival Soccer Field Improvements Account (500.25.2545.0.54000.00747).

The interview committee is requesting Town Council approval of this recommendation.

ACTION:

Move to 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.

ATTACHMENTS:

Bid Results
Sufficiency of Funds

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services
Steven Wood, Superintendent of Parks and Grounds Department

**TOWN OF BERLIN, CONNECTICUT
PERCIVAL SOCCER FIELD RFP**

**ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
PERCIVAL SOCCER FIELD**

PROPOSER'S FULL LEGAL NAME: Westcott & Mapes, Inc.

New Haven, 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 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.

Phase I – Feasibility Study

Site Existing Conditions Assessment	\$	1400
Geotechnical and Soil Evaluation	\$	700
Conceptual Design	\$	2400
Conceptual Design Project Estimating	\$	1500
Public Outreach and Project Approval	\$	No Charge

Total Phase I Proposed Cost: \$ 6000

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization. The contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Design and Construction Administration

Design Development:	\$	11,300
Construction Documents & Permitting:	\$	7100
Bidding:	\$	3100
Construction Administration & Close-out:	\$	8700

Total Phase II Proposed Cost: \$ 30,200

**TOWN OF BERLIN, CONNECTICUT
PERCIVAL SOCCER FIELD RFP**

**ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
PERCIVAL SOCCER FIELD**

PROPOSER'S FULL LEGAL NAME:

Linden Landscapes Architects, 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 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.

Phase I – Feasibility Study

Site Existing Conditions Assessment	\$	\$ 3,000
Geotechnical and Soil Evaluation	\$	\$ 3,000
Conceptual Design	\$	\$ 3,000
Conceptual Design Project Estimating	\$	\$ 1,000
Public Outreach and Project Approval	\$	\$ 1,000
Total Phase I Proposed Cost:	\$	\$ 11,000

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization. The contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Design and Construction Administration

Design Development:	\$	\$ 4,000
Construction Documents & Permitting:	\$	\$ 10,000
Bidding:	\$	\$ 1,000
Construction Administration & Close-out:	\$	\$ 4,000
Total Phase II Proposed Cost:	\$	\$ 19,000



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Apr-22

Purchase Item or Contract: Public Grounds		Requested by: J. Ochoa	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Landscape Architect for Perceival Field Improvements	\$34,500.00	\$34,500.00
			-
			-
			-
			-
TOTAL			\$34,500.00

Account No. 500.25.2545.0.54000.00747

Budgeted Amount..... \$228,274.17

Available balance..... \$228,274.17

Encumbrances to Date..... \$0.00

Amount Needed for This Package..... \$34,500.00

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$193,774.17

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:

☐ 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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 26, 2022

SUBJECT: Award 5-year multi-function copier/printer/scanner lease agreement

Summary of Agenda Item:

The current Town 5-year multi-function copier/printer/scanner lease with Office Works and De Lage Landen Financial Services will expire on August 1, 2022. The Town and Board of Education issued a combined RFP with the intent of utilizing the larger number of machines to secure more favorable terms for the Town of Berlin. The RFP resulted in twelve responses (summary attached).

After reviewing all responses, the Town and BOE identified Office Works as the low bidder. The bid includes all machine materials and labor except paper. The bid will also provide tools to reduce paper utilization and enhance document security.

The total annual lease cost will be \$57,531 plus usage charges. Funding was included in the proposed FY23 BOE budget and in the General Government budget within the Townwide department (001.05.0507.0.53903.00000), Police (001.15.1532.0.53903.00000), Library (001.25.2544.0.53903.00000), VNA (001.30.3053.0.53903.00000) and Water Control (843.50.5086.0.53903.00000). Funding will be incorporated into future budgets for each year of the contract.

This motion is to authorize the Town Manager to sign a five-year contract with Office Works for the lease of multi-functional devices. The Town has used Office Works for the last eight years without issue.

Action Needed:

Move to 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.

Attachments:

RFP results spreadsheet

Prepared By:

Kevin Delaney, Finance Director

Town of Berlin
Multi-Function Bid Results (including alternates)

Town

Bidder	Brand	Annual Cost (except where difference is noted)					Annual Cost / Alternatives		Potential Escalator	CONTRACT TOTAL**			
		Lease	Usage*	Total	Alt #1	Alt #2	Alt #3	Alt #4			Alt #5	Year 1	Years 2-5
Office Works	Toshiba	\$16,728.12	\$10,938.37	\$27,666.49	\$642.60	Included	\$539.52	N/A	\$318.60	\$29,167.21	\$29,167.21	\$1,584.97	\$147,421.01
Prism	Toshiba	\$14,568.00	\$9,786.96	\$24,354.96	\$2,040.00	\$2,640.00	\$1,899.00	N/A	\$2,004.00	\$32,337.96	\$30,297.96		\$153,529.81
Ryan	Canon	\$16,980.00	\$10,650.52	\$27,630.52	\$612.00	\$1,500.00	\$870.00	N/A	\$480.00	\$31,092.52	\$31,092.52		\$155,462.58
ABS	Sharp	\$18,032.04	\$11,226.22	\$29,258.26	\$2,658.12	N/A	\$1,332.00	N/A	\$992.64	\$34,241.02	\$34,241.02		\$171,205.10
Konica-Minolta	Konica-Minolta (rightsized)	\$19,259.40	\$7,804.78	\$27,064.18	included	\$5,376.00	\$2,291.40	N/A	included	\$34,731.58	\$34,731.58		\$173,657.88
ABS	Canon	\$18,884.04	\$11,226.22	\$30,110.26	\$2,923.32	N/A	\$1,332.00	N/A	\$1,211.40	\$35,576.98	\$35,576.98		\$177,884.90
Base	Toshiba	\$18,000.00	\$11,226.22	\$29,226.22	\$1,101.60	\$2,892.24	\$2,874.96	N/A	\$1,224.00	\$37,319.02	\$37,319.02		\$186,595.10
Konica-Minolta	Konica-Minolta	\$28,097.28	\$7,804.78	\$35,902.06	included	\$5,376.00	\$2,398.08	N/A	included	\$43,569.46	\$43,569.46		\$217,847.28
UBEO	Ricoh	\$24,812.88	\$9,963.32	\$34,776.20	\$4,241.85	\$4,155.00	\$1,591.92	N/A	\$878.88	\$45,643.85	\$45,643.85		\$228,219.23
CBS	Xerox		No Response	\$0.00				N/A					
Xerox	Xerox	\$23,477.04	No Response	\$23,477.04	included	included	\$951.12	N/A	included				
ACT	Ricoh	\$21,486.36	No Response	\$21,486.36	\$747.24	\$1,379.36	\$512.28	N/A	\$803.76				

BOE

Bidder	Brand	Annual Cost (except where difference is noted)					Annual Cost / Alternatives		Potential Escalator	CONTRACT TOTAL**			
		Lease	Usage*	Total	Alt #1	Alt #2	Alt #3	Alt #4			Alt #5	Year 1	Years 2-5
Konica-Minolta	Konica-Minolta (rightsized)	\$36,932.40	\$5,997.89	\$42,930.29	included	\$11,760.00	N/A	\$1,102.20	N/A	\$55,792.49	\$55,792.49		\$278,962.47
Office Works	Toshiba	\$36,418.44	\$18,061.48	\$54,479.92	\$1,323.00	included	N/A	\$1,560.00	N/A	\$57,362.92	\$57,362.92	\$2,617.11	\$289,431.73
Prism	Toshiba	\$35,580.00	\$18,476.63	\$54,056.63	\$4,200.00	\$2,640.00	N/A	\$912.00	N/A	\$61,808.63	\$57,608.63		\$292,243.17
Ryan	Canon	39074.5	20121.0888	59195.589	\$1,260.00	\$1,500.00	N/A	\$1,044.00	N/A	\$62,999.59	\$62,999.59		\$314,997.94
Base	Toshiba	\$38,244.00	\$21,193.79	\$59,437.79	\$2,268.00	\$2,892.24	N/A	\$2,448.00	N/A	\$67,046.03	\$67,046.03		\$335,230.13
UBEO	Ricoh		Lease too high - usage not calculated as a result										
Konica-Minolta	Konica-Minolta		Lease too high - usage not calculated as a result										
CBS	Xerox		Non-responsive										
Xerox	Xerox		Usage unavailable - calculation incomplete										
ABS	Sharp		Lease too high - usage not calculated as a result										
ABS	Canon		Lease too high - usage not calculated as a result										
ACT	Ricoh		Usage unavailable - calculation incomplete										

TOTAL BOE & TOWN

Office Works		\$86,530.13	\$86,530.13	\$4,202.08	\$436,852.74
Prism		\$94,146.59	\$87,906.59		\$445,772.97
Konica-Minolta		\$90,524.07	\$90,524.07		\$452,620.35
Ryan		\$94,092.11	\$94,092.11		\$470,460.53
Base		\$104,365.05	\$104,365.05		\$521,825.23
					\$84,972.49

* Usage is based on FY21 actual volume and bidder proposed per page color/B&W rate

** Office Works included a potential 7% usage rate escalator in years 4 & 5. The stated cost assumed both years will experience the full 7% increase.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: April 25, 2022

SUBJECT: Proposed Defined Benefit Plan for Berlin Police Officers

Summary of Agenda Item:

As with any retirement plan, the main objective of a public safety pension plan should be to meet the long-term financial security needs of its participants while also meeting the strategic plan of the municipality in recruitment and retention of their personnel. In the not-too-distant past, there was a desire to move away from defined benefit plans (pensions) to more mobile defined contribution plans (i.e., 401K, etc.). With that mobility and over a period of more than a decade of moving towards DC plans from the DB plans, the personnel also became more mobile in their employment.

Being a police officer in this current socio-economic climate poses many issues. Police reform and accountability mandates; the media magnification of poor policing decisions; the constant recording of all work interactions for public scrutiny; a vocal minority of citizens calling for the defunding and disbanding of police; the reality of physical, mental and emotional harm when one enters the field of employment; and other variables have turned many away from a career in law enforcement. The potential pool of those persons wishing to enter law enforcement careers is shrinking rapidly. The issue of recruitment and retention becomes magnified when we discuss training and certifying employees. It takes just under a year of employment and training commitment in Connecticut, to create a certifiable police officer. This time continues to grow, as police reforms are implemented and so does the cost to the municipality that hires the probationary officer. Recruiting has become a major issue, and today's potential candidates are often looking for the most money and benefits offered from an agency before they will sign on. Many of these candidates are career mobile and will work for whoever offers the most.

Recruiting has become a problem as candidates know their worth and are shopping around for their employers. Predominantly, after salary, the second area looked into by a candidate in deciding where to work, is their retirement. Those agencies offering defined benefits (i.e., pension), are getting the best candidates over those offering defined contributions (i.e., 401k, etc.) All agencies are trying to draw their next generation employees from the same pool of potential candidates and those with the DB's are getting them over those offering DC's.

At the successful conclusion of that initial year, and with a couple of more years of experience, trained certified officers become a commodity. Officers are usually hired at younger ages, and as they become more skilled, their value increases. They begin to seek out the "best deal" for their future. Those agencies offering a pension become more favorable, and the officers, fully trained at our cost, will leave for the other agencies with the pension benefit.

Because of the hazards and the physical requirements associated with policing, officers tend to enter the profession young. Historically, a traditional pension has generally suited their needs well and provided members with the ability to retire at the age of 50 or 55 with a full pension benefit. In order for our department to compete for the best qualified candidates, and to retain the well-trained personnel we already have, the defined benefit is the way to go.

Attached is the proposed Police Tier II Defined Benefit Plan.

Action Needed:

Discussion

Attachments:

Agreement between the Town of Berlin, Connecticut and the Fraternal Order of Police Lodge 56 Berlin Police Union.

Town of Berlin Police Tier II Defined Benefit Plan

Prepared By:

Arosha Jayawickrema, Town Manager

Matt McNally, Chief of Police

Kevin Delaney, Finance Director

**Agreement between the
Town of Berlin,
Connecticut and the
Fraternal Order of Police
Lodge 56 Berlin Police
Union**

This AGREEMENT is entered into as of April ____, 2022, between the Town of Berlin, Connecticut, (the, "Town"), and the Fraternal Order of Police Lodge 56, Berlin Police Union (the, "Union"), for the purpose of describing the general terms of the defined benefit pension plan the parties have agreed to establish.

WHEREAS, police officers hired by the Town before July 1, 2000, have participated in the defined benefit pension plan under the following terms:

1. Officers shall contribute 6% of earnings
2. Town shall contribute actuarially required amounts, less members' contributions.
3. Normal retirement at 55 or 25 years of service credit.
4. Benefit calculation: 2.125% times highest average of 3 years earnings times service up to 30 years. Lump sum option.
5. Town defined benefit plan has 30 participants, \$8,117,929 net pension liability, and is 19.06% funded. 2021 CAFR.

WHEREAS, police officers hired by the Town after July 1, 2000, have participated in the defined contribution pension plan under the following terms:

1. Officers shall contribute 6% of earnings
2. Town shall contribute 2 times officer's contributions.
3. Fund is self-directed and guarantees no investment rate of return or payout to the officer.
4. Approximate amount of assets in DC accounts: \$4,330,000.00.

WHEREAS, the parties agree that the lack of a defined benefit pension plan impedes the recruiting, hiring, and retention of qualified officers.

THEREFORE, the parties agree to establish a defined benefit plan for police officers upon the following terms and conditions.

1. Creation
 - a. The Town will promptly provide a draft pension plan in compliance with federal

and state law incorporating the following provisions.

2. Funding:

- a. The Town's and Union's actuary shall calculate an agreeable cost of service credit by year for each of the current officers.
- b. Each officer may purchase service credit equal to their service at the Berlin Police Department.
- c. The cost shall be paid first by using the assets/funds in the defined contribution plan account of each officer, and then by payroll deduction spread over a reasonable period.
- d. The Town will be responsible for assuring that this purchase/transfer is tax-free to the officer. (The Town should consider the costs and benefits to the plan and the officers of simply transferring the investments held by the officers to the pension plan versus a mass liquidation and re-investment of the resulting funds.)
- e. Officers shall contribute 7% of their earnings, not including over-time, special duty, and other allowances, through pre-tax payroll deduction.
- f. The Town shall contribute 12% of participants' earnings not including over-time, special duty, and other allowance, no less frequently than monthly. This amount shall not be reduced by interest earned on the funds, investment returns, officers' contributions, or the Town's payment of any expense related to the administration of the pension plan.
- g. The parties will seek an amendment to the Charter to require the Town to fully fund Town sponsored pension plans.
- h. Without regard to the proposed Charter revision, the Town will maintain this plan by contributing any actuarially determined shortfall at least annually.
- i. Should the Town choose to utilize a pension obligation bond or other form of debt financing to meet its required contribution obligation, the Town will not utilize pension plan funds or earnings to pay interest, fees, or other costs associated with said borrowing.

3. Fund Management

- a. A five-person Pension Committee shall be established consisting initially of 2 appointments from the Union (1 two-year term, 1 four year term), 2 appointments from the Town (1 two year term, 1 four year term), and 1 appointment from the Police Commission (1 four year term). Thereafter, the Town, Union, and Police Commission members will be appointed to 4-year terms. The Town members must be citizens not

eligible for membership in the pension plan and not officials of the Town. The Police Chief and the Town's Finance Director shall serve ex-officio.

- b. Each member of the Pension Committee will sign the conflict of interest and ethics code of the Town when appointed and commit themselves to abiding by same.
- c. Within 6 months of formation, the Pension Committee will establish an investment policy. All investments shall be made with the care of a prudent investor and in compliance with the General Statutes.
- d. The Pension Committee shall meet no less than quarterly. Its agendas and meeting minutes shall be posted promptly on the Town's website. All meetings will comply with FOIA.
- e. Pension plan funds shall not be combined with or managed as a common pool with other post-retirement benefit funds sponsored by the Town.
- f. The Town will pay custodian and investment management charges associated with the pension plan.
- g. The Finance Director will report quarterly to the Pension Committee.
- h. An actuarial valuation of the plan's assets and liabilities shall be performed annually. No valuing actuary or their employer may be involved in the management of the pension plan's funds.
- i. The Town will provide to the Pension Committee at least annually information regarding the pension plan in the same format and level of detail as Exhibit K and Required Supplementary Information items RSI-2A through RSI-5B, to the Annual Comprehensive Financial Report.
- j. Upon receipt of the information described above, the Pension Committee shall meet with its investment advisor to undertake a critical review of the plan's performance, management, and asset allocation.

4. Benefits

- a. Normal retirement at 55 or 25 years of service credit.
- b. Benefit calculation: 2% times highest average of 3 years base salary times service up to 30 years.
- c. An officer who has vested in the pension plan and leaves the BPD before accruing 25 years of service credit or reaching age 55, will receive 2% times their final base salary times years of creditable service when they reach 55 years of age.
- d. Service credit may be earned or purchased only in full day increments.

- e. No lump sum option.
- f. Maximum years of creditable service: 30.
- g. Maximum benefit: 60% of base pay.
- h. 2% cost of living increase (COLA) annually.
- i. Current eligible Employees shall be vested after 5 years of service from the establishment of plan.
- j. Employees hired after the plan has taken effect shall be vested on a 10-year schedule.
- k. Officers who leave the BPD before vesting will have their contributions returned plus 3% interest.
- l. Officers who are permanently disabled shall have the choice of having their contributions returned plus 3% interest or the Pension Committee will use the contributions made by them and on their behalf by the Town to purchase a single premium annuity from a reputable insurance company.
- m. The Officers' and/or Town's contributions may not be reduced or terminated except by majority vote of the Pension Committee after the plan is declared insolvent by the valuing actuary.
- n. The plan may not be terminated, or the benefits reduced while the officers active on the day the plan is effective are living.

Agreed to this ____ day of April, 2022.

Town of Berlin, CT

Lodge 56, FOP

Town Manager

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: April 25, 2022
SUBJECT: Formation of Charter Revision Commission

Summary of Agenda Item:

At the Town Council meeting of April 19, 2022, the council discussed the formation of a Charter Revision Commission.

To form this commission, the Town Council will need to approve the resolution by at least a two-third vote. The commission must have not more than one-third of whom may hold any other public office in town. Also, only a bare majority of members shall be members of any one political party.

The Town Council may make recommendations to the commission on amendments to the Charter. The Town Council shall specify by resolution when the commission shall submit its draft report back to the council.

Funds will be needed for fiscal year 2021-2022. It is suggested that \$2,700.00 be transferred from Storm Related Overtime Account #001.20.2037.0.51445.00000 and \$2,000.00 appropriated to Commission Secretaries Account 001.10.1025.0.51305.00000; \$47.00 appropriated to Worker's Compensation Account 001.10.1025.0.52010.00000; \$153.00 appropriated to Social Security Account 001.10.1025.0.52100.00000 and \$500.00 appropriated to Supplies Account 001.10.1025.0.53201.00000

Action Needed:

Move to 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.

Move to form a Charter Revision Commission and appoint the following members:

Move that 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.

Move that the following recommendations be considered by the Charter Revision Commission:

Attachments:

Proposed Calendar
Budget Change Form

Prepared By: Kate Wall, Town Clerk

CHARTER REVISION COMMISSION SCHEDULE – TENTATIVE


2022
State Election Year

1. Town Council Meeting – **May 3, 2022** - Council appoints between 5-15 electors (not more than one-third of whom may hold another public office in the municipality, and with no more than a bare majority from the same political party) to Charter Revision. Also, the Town Council can make recommendations for Charter Revision at this time. The Town Council will also set the date for the Draft Report (suggested date **June 14th**) to be submitted to the Town Clerk. [CGS §7-190(a), 7-190(b)]
2. **Suggested date – Beginning of May** - Organizational meeting is held. Chairperson is elected. Meeting dates are scheduled.
3. Charter Revision Commission (CRC) - Schedule first public hearing. Must be prior to the beginning of any substantive work on charter amendments [CGS §7-191(a)] **May 12th**
4. CRC will meet according to meeting schedule.
5. Schedule second Public Hearing. Must be after the draft report to the Town Council has been completed, but not submitted, after which hearings the CRC may amend such report. The CRC may hold such other public hearings, as it deems necessary. [CGS §7-191(a)] **June 9th**
6. **June 14th** - CRC must submit draft to Town Clerk. [CGS §7-191(b)]
7. **June 21st** - Town Clerk submits draft to Town Council. [CGS §7-191(b)]
8. **Suggested date – July 12th** - Public Hearing by Town Council. The Council shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. [CGS §7-191(b)]
9. **Suggested date – July 26th** - Council must make recommendations within 15 days of Public Hearing to CRC. If the Council makes no changes, then this becomes the final draft. [CGS §7-191(b), 7-191(c)]
10. If needed the CRC has thirty days to make changes and submit final draft to Town Council. [CGS §7-191(c)]
11. Special Town Council Meeting may be needed - Council has fifteen days to accept or reject final draft. [CGS §7-191(d)]. May not be needed if CRC has no changes (see Item #10)
12. Town Council Meeting – **September 6th** – Election statutes states the last day to approve the question is September 8, 2022 – Last day for municipality to approve question(s) to appear on ballot at election (November 8, 2022). Town Clerk must keep full text of question on file in her office open to public inspection from time question is approved for submission through election. [CGS §9-370, 9-369a]



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: Charter Revision		Fiscal Year: FY2022	Date: 4/25/22
To Acct #:	Description:	Amount:	Requested by:
001.10.1025.0.51305.00000	Commission Secretaries	\$2,000.00	K. Wall
001.10.1025.0.52010.00000	Worker's Compensation	\$47.00	
001.10.1025.0.52100.00000	Social Security	\$153.00	
001.10.1025.0.53201.00000	Supplies	\$500.00	
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:
001.20.2037.0.51445.00000	Storm Related Overtime	\$2,700.00	

Contingency Balance (If applicable):

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

The Town Council has called for a Charter Revision Commission beginning work in May 2022. The expenditure lines were removed from the FY22 budget, so this transfer funds projected costs for the Commission to complete its work.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 4/25/22
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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CHARTER REVISION COMMISSION
SPECIAL MEETING
TUESDAY, MAY ____
BERLIN TOWN HALL
DOC MCINTOSH ROOM @6:00 PM

Organizational Meeting

1. Town Clerk will call the meeting to order
2. Roll Call
3. Commissioners will take the oath of office
4. Election of Chairman
5. Election of Vice-Chairman
6. Establish schedule of meetings – date, time and place
7. Schedule first public hearing
8. Review budget for Charter Revision Commission
9. Adjournment

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/82504607952?pwd=VmpMT0F4aUFDRlYyMjMzYnRRbTZyZz09>

Meeting ID: 825 0460 7952

Passcode: 475888

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, April 19, 2022
Town Council Chambers
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

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

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

Heidi Kropf, 225 Ellwood Road & Lorraine Stub, 2270 Chamberlain Highway – Ms. Kropf stated that she and Lorraine Stub volunteer with the Berlin Historical Society. This year marks 300 years since Kensington was granted permission to change its' name from The Great Swamp Parish of Farmington to Kensington in 1722. To celebrate this the Historical Society would like to work with the Town to hang banners on the black lamp posts in Kensington Village. These banners would be 2'x3', double sided, depict historic images of Kensington, and be made locally by Vital Signs at a cost of \$110 each. They are hoping to have nine banners made at a cost of just under \$1000. Steve Wood of Parks and Grounds will order banner brackets and his crew will hang the banners.

Ms. Knopf added that she thinks these attractive and educational banners would create interest, conversation, and pride in Berlin history. She also hopes that the brackets could be used in the

future to announce other events such as the Farmer's Market, Upbeat Picnic, the Berlin Fair, and the tree lighting ceremony.

Ms. Knopf provided examples of the banners including the Seven Sisters Bridge, the interior of the old Kensington train station, the original Berlin Savings Bank, and the train underpass to the Town Council. She stated that they would all say, "Celebrate Kensington 300 years 1722-2022". They are hoping for a Spring installation.

There was the thought of the Historical Society working with Economic Development to do a block party and Mayor Kaczynski stated that there had been discussion with businesses in the Kensington Village area of doing events this summer and maybe that could be combined with the Historical Society's idea.

Town Manager Jayawickrema stated that an agenda item requesting a \$1000 contribution from the Town for the banners will be incorporated into the next Town Council meeting.

Councilor Veach stated that the volunteers at the Berlin Historical Society do a wonderful job and give back immensely to the community. Without people like Heidi and Lorraine doing what they do the Town would not have the history and preservation of its' community that we do today.

E. MAYOR'S UPDATE

- Mayor Kaczynski inquired about having signs made and posted for the upcoming Budget Referendum. The Town Manager stated that he will inquire with Vital Signs.
- The Mayor inquired about having the pie chart flyer included with upcoming tax bills. The Town Manager stated that they will be included.
- The Gold Star Family Memorial dedication will be Saturday April 23rd at 1:00 p.m. Woody Williams, the last living Medal of Honor recipient from World War II, is expected to be at the ceremony.
- Economic Development has reported outstanding business growth with increased construction and development in Town. A number of new businesses have opened with 43 ribbon cuttings and ground breakings since September 2020.
- The Town has won their lawsuit with Rio Vista. Corporation Counsel Donofrio explained that the Town had two pieces of litigation filed against it with one being an appeal against the Planning and Zoning Commission by Rio Vista Associates. That appeal was from the Planning and Commission's denial of various complications filed by Rio Vista with respect to property that was the subject of litigation that settled in 2008. The judge dismissed that appeal.

The other litigation was a declaratory judgement action brought by Rio Vista Associates against the Town seeking to have the restrictive covenant in the settlement agreement

declared invalid. The Town filed a motion for summary judgement on that claim and that was granted as well.

Mayor Kaczynski thanked Corporation Counsel Donofrio and Coppola, as well as Atty. Chuck Andres who was hired as the Town's expert, for their work on this.

- Charter Revision will be discussed later in tonight's meeting.

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

G. CONSENT AGENDA:

1. Topic re: Approve the request of Berlin Lions Agricultural Fair to waive Building permit fees for replacing the siding on their building. The total amount of the fee to be waived is approximately \$525.00. - Building
2. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 55.00 and Pet food valued at \$ 1010.00. – Animal Control
3. Topic re: Accept monetary donations totaling \$320.00 for the Berlin Peck Memorial Library and deposit \$320.00 into the library agency account to be used for the acquisition of books and to purchase books in memory of Eileen Barriere and move to accept the donation of books with an approximate value of 185.78 and add them to the appropriate collection. – Berlin-Peck Memorial Library
4. Topic re: Approve Debra Tubbs of Rock N Roll Ice Cream Truck to sell ice cream, snacks and beverages at the following parks and playgrounds: Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Sage Park, Little Peoples Playground, and the Friendship Place at Willard School. – Parks and Recreation
5. Topic re: Approve acceptance of the donation 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
6. Topic re: Approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for two separate J & S Youth Soccer Camps which will take place June 20-23, 2022 from 5:00PM – 7:00PM at Percival Field and on August 15-19, 2022 from 5:00PM – 8:00PM on Sage Auxiliary at Sage Park. Both camps will have approximately 30 children. – Parks and Recreation
7. Topic re: Approve request by Saint Paul School to have field usage fees, not to exceed an amount of \$960 waived for the school soccer team practices at Percival Soccer Field and Willard Soccer Field for a number of dates in April, May and June 2022. – Parks and Recreation

8. Topic re: Approve accepting a 6' mahogany bench valued at \$250 with a 9" X 3" plaque to be placed at Paper Goods Pond in memory of Sandra Thomson Lund. – Parks and Recreation

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. PUBLIC HEARINGS

“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”.

Copies of said proposed ordinances are on file 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 bond ordinances.

Mayor Kaczynski convened the public hearing at 7:18 p.m. on the \$2,800,000 Water Line Replacement bond ordinance which is the subject of this public hearing and stated that the ordinance is available to the public and may be obtained at this meeting from the Town Clerk.

Mayor Kaczynski asked if there is a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Councilor Luddy moved to waive the reading of the ordinance and incorporate the wording of the ordinance into the record.

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

Those voting against: None

Vote being 7-0 (MOTION CARRIED)

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.

No public comments were made.

Mayor Kaczynski closed the public hearing at 7:21 p.m.

I. NEW BUSINESS:

1. **Topic re: Waive Rule Seven and adopt “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” be adopted. – Water Control**

Town Manager Jayawickrema introduced this item by stating this motion is to waive rule seven and adopt the ordinance presented at tonight’s Public Hearing.

Water Control Manager Ray Jarema stated that a bid opening was held this afternoon for this project. The bids need to be further reviewed but he believes that at this point in time the amount of this appropriation looks good.

Councilor Luddy moved to waive Rule Seven and adopt “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”.

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

Those voting against: None

Vote being 7-0 (MOTION CARRIED)

2. **Topic re: Waive the bidding requirements for GPRS, LLC to allow for additional leak detection work for an amount not to exceed \$2,000.00, as this is in the best interest of the Town. – Water Control**

Water Control Manager Jarema stated that earlier this year GPRS, LLC conducted a full analysis of the Berlin water distribution system, and four significant leaks were detected. The major leak was repaired, while three other leaks required more detailed analysis to determine their exact locations before considering how to precede. This additional work requires going over the \$10,000 spending threshold. Mr. Jarema added that the savings that is going to be seen from the water that is no longer leaking is going to be almost \$81,000 per year.

Councilor Luddy moved to waive the bidding requirements for GPRS, LLC to allow for additional leak detection work for an amount not to exceed \$2,000.00, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Allow the Town Manager to enter into a Fire Marshal Mutual Aid agreement with the Cromwell Fire District. – Fire Marshal**

Fire Marshal Steve Waznia stated that the Cromwell Fire District requested the Town of Berlin take into consideration entering into a Mutual Aid agreement to share Fire Marshal services when staff from either office may not be available to respond to an incident.

Councilor Rosso inquired if Cromwell would be covered under Worker's Compensation. Mr. Waznia stated that they would be covered under their own department and would also be paid by their own department.

Councilor Luddy moved to allow the Town Manager to enter into a Fire Marshal Mutual Aid agreement with the Cromwell Fire District.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. **Topic re: Waive the town's bidding procedure for Atlantic Golf and Turf for specific chemicals, seed, and equipment parts in an amount not to exceed \$16,000 as this is in the best interest of the town. – Timberlin Golf Course**

Acting Director of Golf Jerry Salvio stated that the golf course has reached the \$10,000 spending threshold due to unforeseen substantial increases in the cost of chemicals, seed, and select parts for equipment.

Councilor Luddy moved to waive the town's bidding procedure for Atlantic Golf and Turf for specific chemicals, seed, and equipment parts in an amount not to exceed \$16,000 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Waive the town's bidding procedure for Turf Products Corporation as they are the sole source provider for Toro parts and service in an amount not to exceed \$19,000 as this is in the best interest of the town. – Timberlin Golf Course**

Acting Director of Golf Salvio stated that the golf course has reached the \$10,000 spending threshold with Turf Products Corporation, the sole source provider for Toro parts and services. Due to the age of the equipment more funds are needed to maintain and repair the existing fleet.

Councilor Luddy moved to waive the town's bidding procedure for Turf Products Corporation as they are the sole source provider for Toro parts and service in an amount not to exceed \$19,000 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

6. **Topic re: Update on Branding/Awareness Campaign For The Town of Berlin – Economic Development**

Economic Development Director Chris Edge stated that additional marketing monies were approved in the 2021-2022 budget for the Economic Development Commission and the Economic Development Department. With all the new businesses opening in Berlin and the construction taking place, now is the time to spread the word to those outside of Berlin.

Tonight's presentation will introduce the Town Council to an effort that will be launched that will allow the Town of Berlin to brand itself as the place to be with the tagline *It's All In Berlin – Home to Community & Opportunity* as a way to bring people to Berlin to live, play, and spend money.

Mr. Edge stated that the Town website is great at providing information about services provided by the Town but so much is going on in Berlin that the Town needs to think more about economic development and tourism. A long-term goal is the development of the website, itsallinberlin.com.

The first step in the process is social media via Instagram and Facebook. There currently is no Berlin-centric hashtag for people to share good news, a great meal at a local restaurant or a good buy at a local business. Using #itsallinberlin will link all those good experiences in a central location. Partnering with local and regional media outlets will help get the word out about the campaign. Mr. Edge added that this hashtag has been in place for about a week with 81 followers so far.

Mr. Edge stated that work will begin with RJ Media Group, the parent company of the Berlin Citizen, on branding. He will also be connecting with social media experts, video experts and a website creator. The current year budget will fund setting up the website and launching the campaign by setting up social media. The fiscal year 2022-2023 budget includes a request for additional marketing and promotion funds.

The Town of Berlin has over \$80 million in development slated over the next 24 months. The Town has put a lot into the community over the years and the private sector is following it with their own money and that is what we should be telling people about. Mr. Edge added that of the over 40 ribbon cuttings held since Covid began, about 27 of those businesses are woman-owned and they would be appreciative of the Town's support with this campaign.

Councilor Fazzino stated that for many people their first point of contact with any town is what is seen online, so having all this information concentrated in one place in a visually appealing way hits the nail on the head. He thanked Mr. Edge for all he has done and continues to do for Berlin. Mr. Edge stated that it is because of town leadership and the willingness to be creative that a campaign like this can exist.

Mr. Edge added that for anyone interested, he provides "windshield tours" of Berlin highlighting many areas of growth and development changing the face of this community. Councilor Fazzino stated that he had taken a tour with Mr. Edge and learned so much about the town by seeing it from a different perspective, he also learned how the town is laid out and organized. He added that observing the great diversity of businesses was really encouraging for the future of Berlin.

Mayor Kaczynski stated that over 700 jobs have been created in Berlin in the past few years. Mr. Edge added that he would love to see the *It's All In Berlin* campaign material included in businesses HR packets for new employees.

Councilor Luddy added that he loves Mr. Edge's enthusiasm.

NO ACTION NEEDED

7. **Topic re: Approve a tax abatement for Alen Cecunjunin for the renovation of 797 Farmington Avenue 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 Edge stated that Alen Cecunjunin has submitted an application for the renovation of Cornerstone Restaurant at 797 Farmington Avenue. This tax abatement would be based on the increase in assessed value resulting from the improvements. The Economic Development Commission recommends Town Council's approval of this tax abatement.

Councilor Luddy moved to approve a tax abatement for Alen Cecunjunin for the renovation of 797 Farmington Avenue 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)

8. **Topic re: Approve a tax abatement for Kevin M. Budney Lifetime Trust for the construction of a 10,000 square foot building at 131 New Park Drive 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 Director Edge stated that the Kevin M. Budney Lifetime Trust has submitted an application for the construction of a 10,000 square foot building at 131 New Park Drive. This is the first building to be constructed on the former golf driving range property. The Economic Development Commission recommends Town Council's approval of this tax abatement.

Councilor Luddy moved to approve a tax abatement for Kevin M. Budney Lifetime Trust for the construction of a 10,000 square foot building at 131 New Park Drive 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)

9. **Topic re: Authorize the Town Manager to execute the attached subordination agreements with respect to the Town's right of first refusal to purchase 921 Farmington Avenue, recorded in Volume 697, page 1136 of the Berlin Land Records, subject to the review and approval of Corporation Counsel. – Economic Development**

Economic Development Director Edge stated that the Town has the right of first refusal for property located at 921 Farmington Avenue. The owners of the property are in the process of obtaining financing from Liberty Bank and the bank is requesting subordination by the Town of its' right of first refusal on the property.

Councilor Luddy moved to authorize the Town Manager to execute the attached subordination agreements with respect to the Town's right of first refusal to purchase 921 Farmington Avenue,

recorded in Volume 697, page 1136 of the Berlin Land Records, subject to the review and approval of Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: 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. – Public Works

Public Works Director Mike Ahern stated that each year the Public Works Department coordinates the reconstruction of Town roads which consists of pavement milling/reclaiming, restoration, and placement of bituminous surfaces. These services are bid with the Department of Administrative Services and staff is asking Town Council to approve the use of State Contract #22PSX00008 which Public Works, other Town departments, and the Board of Education can also utilize.

Mr. Ahern stated that there is an asphalt-escalation factor built into DOT contracts but at this time the cost is less than last year.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: 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. – Public Works

Public Works Director Ahern stated that Public Works staff reviewed pricing for crack sealing from both the State of Connecticut Department of Administrative Services and Capitol Region Council of Governments (CROG) for crack sealing materials and found the most economical pricing withing the CRCOG contract.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: 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. – Public Works

Public Works Director Ahern stated that Staff has chosen to utilize established unit prices offered through CRCOG Contract #725 which secures pricing for various pavement marking strategies that

can be utilized throughout the community. Due to variations in markings and unit prices between vendors, the Public Works Department will select the most cost effective and responsible contractor to perform the task at hand.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: 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. – Public Works

Public Works Director Ahern stated that the Town Council approved emergency repairs to the Glen Street Bridge in December 2021. New England Road, Inc has completed the repairs which addressed impacts from Hurricane Ida and previous storm flow. The bridge has now been stabilized until it can be rehabilitated or replaced.

Public Works 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 which provides 80% reimbursement to towns for eligible bridge design and construction. DOT confirmed that this bridge meets the criteria for the federal program and can assist with the preparation of an application at no cost to the Town and bridge design with their on-call engineering firms.

Mr. Ahern added that the Public Works Department would come back to the Town Council when the application is approved to present the total cost the Town would need to fund.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

14. Topic re: 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. – Public Works

Public Works Director Ahern stated that the Public Building Commission (PBC) engaged Friar Architecture (Friar) to prepare related site work and interior-related design drawings and specifications for the Willard HVAC project. Friar has completed this work and has been requested to prepare the upfront portion of the bid package. Friar's original proposal scope was only intended to assist the PBC on a Time and Material basis during the bid process and not to prepare the actual bid package.

The PBC is requesting that the contract amount be increased by an additional \$2,801 so Friar can complete the entire contract document and bid package for the project and assist the PBC and Town Purchasing Agent in issuing the Invitation to Bid.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

15. **Topic re: 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. – Planning and Zoning**

Town Planner Maureen Giusti stated that the developers of a multi-family development off West Lane have proposed dedicating an area for parking to serve users of the Ragged Mountain Preserve Trails. The Berlin Planning and Zoning Commission (PZC) voted unanimously at its' March 17, 2022 meeting to forward a favorable recommendation to Town Council for acceptance of this 1.01 acre parcel.

Ms. Giusti clarified 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 Ragged Mountain trail head. The parking layout shows the area could accommodate approximately 45 vehicles. The applicant proposes making these improvements to alleviate parking demand along West Lane prior to construction disturbance in the areas currently used for on-street trail parking.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

- The Town's Labor Counsel Kevin Roy of Shipman and Goodman is moving on. With the help of Corporation Counsel Donofrio an RFP was created to bid out the services for labor relations. It is hoped that the new Labor Counselor will be on board by July 1st.
- As a follow-up to the discussion at the last Town Council meeting regarding the Kensington Fire Department parking lot and inquiry into how the Department's furnace replacement was handled, the Town Manager spoke with Fire Administrator Jim Simons who informed the Town Manager that the furnace replacement that occurred about 10 – 15 years ago cost between \$25,000 and \$30,000.

Public Works Director Ahern will be in touch with the paving contractors the Town uses for road reconstruction to obtain pricing on the Kensington Fire Department parking lot repair.

- Governor Lamont will be visiting Berlin High School tomorrow between 9:50 and 11:00 a.m. There will be a presentation regarding Personal Finance and Math curriculum.
- The Gold Star Family Memorial monument will be dedicated on Saturday April 23rd at 1:00 p.m. at the Veterans Memorial Park.

K. SPECIAL COMMITTEE REPORTS:

The Senior/Community Center Advisory Committee report will be presented at the next Town Council meeting.

L. COUNCILORS' COMMUNICATION:

Mayor Kaczynski stated that members will need to be selected for the Charter Revision Committee. He added that language changes to different sections of the Charter need to be reviewed and it would not be as in depth as the 2016 Charter Revision. Town Clerk Kate Wall suggested that whoever the Town Council decides to put on the Committee be aware that they will need to commit to at least two or three months and be available immediately.

Councilor Paonessa stated that he and Representative Veach visited with the Fire Chief at Kensington Fire Department to view the parking lot situation. The Fire Department received quotes from several contractors and that they all had different ideas on how the repair should be handled. Councilor Paonessa believes that the Town does not need to hire a consultant as Public Works staff could provide input on how to treat the pavement and provide direction. Mayor Kaczynski asked the Town Manager to speak with Public Works to begin that process.

Councilor Fazzino stated that today he attended the first ever Berlin High School Career and Job Fair. There were about 20 businesses in attendance and a steady flow of students during the day. He added that he continues to be impressed with the focus on practical education at the high school and it was good to see the mutually reinforcing relationship between Berlin businesses and students.

M. ACCEPTANCE OF MINUTES:

April 5, 2022

Councilor Luddy moved to accept the Town Council Meeting minutes of April 5, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

N. EXECUTIVE SESSION:

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

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Rio Vista at 8:28 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, and Atty. Charles Andres.

Executive Session ended at 8:50 p.m.

O. ADJOURNMENT:

Councilor Luddy moved to adjourn at 8:50 p.m.

Seconded by Councilor Rosso

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting