

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88615819251?pwd=d3BKYmZTSzdsc1VxQXJ6bndGOGpwdz09>

Meeting ID: 886 1581 9251

Passcode: 396631

+1 929 205 6099 US (New York)

AMENDED

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 26, 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 a prorated refund of \$289.80 to be issued to Mr. John Klein. – Golf Course
2. Topic re: Approve a credit in the form of a season pass to be used for one season within the next two golf seasons. – Golf Course
3. Topic re: Approve and appropriate three-hundred twenty-five-dollar (\$325.00) donation from the Timberlin Lady Niners Golf Club for deposit into the Timberlin Golf Club account. These funds are to be used exclusively to purchase a tree in memory of deceased Lady Niner members. – Golf Course
4. Topic re: Accept the donations of \$565.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
5. Topic re: Transfer \$32,775, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts, pending approval by the Board of Finance. – Finance

6. Topic re: Approve permission for consumption of alcoholic beverages (BYOB - beer and wine) and to charge a fee at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 85 people of all ages on Sunday, August 28, 2022 from 9:00AM – 8:30PM pending approval by the Parks and Recreation Commission. A buffet meal will be served with games for entertainment. Tulip Insurance will be obtained. – Parks and Recreation

H. NEW BUSINESS:

1. Topic re: Designate the area at Pistol Creek, as noted on the attached map, as a leash-free area for dogs. – Town Manager
2. Topic re: Accept the draft report from the Charter Revision Commission or make recommendations to the commission on the proposed amendments by the Charter Revision Commission to the Town Charter. – Town Clerk
3. Topic re: Waive the bidding process and to approve the purchase of the CrowdStrike Falcon Complete service from Omada Technologies of Portsmouth, New Hampshire on an ongoing basis with funding from the IT Computer Support Account for an amount of \$24,998.43, since this is in the best interest of the town. Also approve the supplementation of funds for the fiscal year 2022-23 for CrowdStrike Falcon Complete from the Business Continuity Hardware & Software Virtualization account for an amount of \$7000.00. – Information Technology
4. Topic re: Utilize the Capitol Region of Governments (CROG) Request for Proposal to approve the purchase of the Exchange Online 365 from Novus Insight for an amount not to exceed \$19,034.00. – Information Technology
5. Topic re: Approve the use of Town Forces and Equipment to assist American Legion Post 68 in re-grading a portion of their property located at 154 Porters Pass. - Public Works
6. Topic re: Approve the purchase of one 2022 Ford Police Interceptor from MHQ of Middletown CT. utilizing State of Connecticut, Department of Administrative Services Contract # 12PSX0194 for amount not to exceed \$34,612 and approve the purchase of replacement equipment and the labor to outfit a new Police vehicle from MHQ of Middletown CT, Utilizing State of Connecticut, Department of Administrative Services Contract # 21PSX0083 for of \$5,555. – Municipal Garage
7. Topic re: Approve the purchase of Goodyear and Bridgestone tires and related components using the State of Connecticut, Department of Administrative Services Contract # 18PSX00022 from Connecticut Tire, Sullivan Tire and DiPietro Tire, and also to waive the Town's purchasing requirements and purchase Michelin and "off brand" tires utilizing government pricing from these same three vendors, as this is in the Town's best interest. The total amount of expected tire transactions in fiscal year 2022/2023 is not to exceed \$35,000. – Municipal Garage
8. Topic re: Approve the purchase of one 2023 Ford Transit van from Tasca Ford of Berlin CT. utilizing State of Connecticut, Department of Administrative Services Contract # 19PSX0121 for amount not to exceed \$42,566. – Municipal Garage

9. Topic re: Waive the bidding procedure and purchase chemicals from Harrell's in the amount not to exceed \$93,773.04 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, SePRO and Bayer Chemical Companies. – Golf Course
10. Topic re: Waive the town's bidding procedure to approve the purchase of additional chemicals from Winfield Solutions in an amount not to exceed \$17,000 as this is in the best interest of the town. – Golf Course
11. Topic re: Approve a donation from Sustainable Engineering Solutions LLC, of Berlin, CT in the amount of four hours of HVAC commissioning services in lieu of building use of the Berlin High School Mechanical room for a retro -commissioning video backdrop. - Facilities
12. Topic re: Authorize the Town Manager to enter a contract with Friar Associates, an architect that is on the Town's on-call bid list, to prepare studies, conceptual plans and cost estimates related to the stabilization and reuse of the Ledge School, and to increase the authorized funding for this project to \$17,000, to be paid from the Townwide Professional Services account. – Economic Development/Facilities
13. Topic re: Authorize the Town Manager to execute subordination agreements with respect to the Town's mortgage related to a façade program grant that is recorded at Volume 773, page 226 of the Berlin Land Records, subject to the review and approval of Corporation Counsel. – Economic Development
14. Topic re: Accept the section 8-24 report from the Planning and Zoning Commission and to authorize the Town Manager to submit a Small Town Economic Assistance Program Grant Application for the Steele Boulevard Park project and to authorize a \$100,000 match from the Farmington Avenue Development (non-grant) account. – Economic Development
15. Topic re: Designate the Economic Development Department as the coordinator of Arts & Culture Programming and authorize the Town Manager to apply for a 2022 Department of Economic and Community Development Supporting Arts Grant Program. – Economic Development
16. Topic re: Approve the expenditure transfer of \$165,000 from the Part-time & Summer Help, Blue Collar Personnel, Overtime, Physical Therapist, Worker's Compensation, Health Aides, Social Security and Occupational Therapist accounts to the Computer Equipment account in the Technology Department, all in the General Fund, to fund the Town Hall server upgrades, pending approval by the Board of Finance.

Approve the expenditure transfer of \$30,341 from the Dispatchers account to the Computer Equipment account in the Police Department, all in the General Fund, to fund the Police Department server upgrades, pending approval by the Board of Finance.

Approve the expenditure transfer of \$150,000 from the Capital Equipment, Overtime, Health Aides, Worker's Compensation, Blue Collar Personnel, Social Security, Nurses, Contractual Services and Operating Materials accounts to the Fire Alarm Upgrades account in the Schools Department, all in the General Fund, to fund upgrades to the Willard Elementary School fire alarm, pending approval by the Board of Finance.

Approve the expenditure transfer of \$150,000 from the Pension, Mid-Managers Personnel, Social Security, Data Services, Databases, Supplies, Equipment, Books, Audio/Video, Contractual Services, Postage, Operating Materials, Professional Services and Non-Taxable Election Workers accounts to the Carpeting account in the Library Department, all in the General Fund, to fund replacement of the Library carpeting, pending approval by the Board of Finance.

Approve the expenditure transfer of \$20,000 from the Part-time & Summer Help, Worker's Compensation, and Social Security accounts to the Vans account in the Senior Center Department, all in the General Fund, to fund the Town's share of a new Senior Center van, pending approval by the Board of Finance.

Approve the expenditure transfer of \$35,000 from the Auto Parts, Irrigation, Golf Pro Contr. Serv., Natural Gas, Pro Share of Cart Rev, Vehicle Fuel and Water & Sewer accounts to the Pickup Truck account in the Golf Course Department, all in the General Fund, to fund the purchase of a used pickup truck, pending approval by the Board of Finance.

Approve the expenditure transfer of \$50,000 from the Medical Services account to the Bridges account in the Golf Course Department, all in the General Fund, to fund the replacement of on-course bridges at Timberlin Golf Course, pending approval by the Board of Finance.

Approve the expenditure transfer of \$40,000 from the Equipment and Electricity accounts to the Tractor account in the Golf Course Department, all in the General Fund, to fund the purchase of a used Kubota Tractor at Timberlin Golf Course, pending approval by the Board of Finance.

Approve the expenditure transfer of \$165,000 from the Worker's Compensation, Overtime, Extra Duty Police Officer, Social Security, Professional Personnel, Police Personnel, Computer Equipment, Telephone, Computer Support, Organizational Fees, Telecomm-Statewide Info, Equipment Rental, Telephone and Snow and Ice Materials accounts to the Vehicles account in the Police Department, all in the General Fund, to fund the purchase of three (3) new police vehicles, pending approval by the Board of Finance.

Approve the expenditure transfer of \$35,000 from the Snow & Ice Materials and Stormwater Drainage Analysis accounts to the Vehicles account in the Police Department, all in the General Fund, to fund the purchase of a new unmarked police vehicle, pending approval by the Board of Finance.

Approve the expenditure transfer of \$150,000 from the Refuse Disposal, Vehicle Fuel and Traffic Lights/Signals accounts to the Fire Alarm Upgrades account in the Schools Department, all in the General Fund, to fund upgrades to the Griswold Elementary School fire alarm, pending approval by the Board of Finance.

Approve the expenditure transfer of \$35,000 from the Recreation Program Help and Lifeguards/Pool Worker accounts to the Vehicles account in the Townwide Department, all in the General Fund, to fund cost overages in the purchase of vehicles, pending approval by the Board of Finance.

Approve the expenditure transfer of \$80,000 from the Worker's Compensation, Extra Duty Police Officer, Professional Personnel, Clerical Personnel, Computer Support and Maintenance accounts to the Parking Lot Repaving account in the Public Works Department, all in the General Fund, to fund

parking lot upgrades at the Kensington Fire Station, pending approval by the Board of Finance. – Finance Department

17. Topic re: Approve the appointment of Mr. Mike Ahern as the Temporary Town Manager during the absence of the Town Manager effective Wednesday, August 3, 2022, through Friday, August 12, 2022 until the Town Manager resumes managerial powers and duties. – Town Manager

I. APPOINTMENTS:

1. **Board of Ethics - Alternate – Vacancy** - Term would be until January 31, 2025. Can only be filled with a D or U.
2. **Cemetery Committee – Alternate – Vacancy** - Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Commission for Persons with Disabilities – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
4. **Conservation Commission - Alternate – Vacancy** - Term would be until January 31, 2026. Can be filled with an R or U.
5. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
6. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
7. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
8. **Historic District Commission – Vacancy** - New term would be until January 31, 2027. Can be filled with a D, R or U.
9. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
10. **Mattabassett District** – Robert Argazzi (R) term expires on 9/1/2022. Reappointment or replacement term would be until September 1, 2025. Can be filled with a D, R or U.
11. **Parks and Recreation Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R, or U.
12. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would expire on June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.

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

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

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

16. Water Control Commission – Alternate - Vacancy - New term would be until January 31, 2024. Can only be filled with a D or U if both of the above are R.

17. Zoning Board of Appeals - Alternate – Vacancy – Term would be until January 31, 2024. Can be filled with D, R, or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: July 12, 2022

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: July 11, 2022

SUBJECT: Golf Season Pass Refund for Mr. John Klein

Summary of Agenda Item:

Mr. John Klein has requested a refund for his 2022 Season Pass due to a medical disability. As per the Timberlin Refund Policy, the Timberlin Golf Commission voted on June 16, 2022, to approve a refund to be issued to Mr. John Klein. The amount of the refund is \$289.80. Mr. Klein's play stats are listed below.

John Klein	
Resident Senior Restricted Season Pass	\$490.00
(2) 18-Hole Rounds	(48.00)
(8) 9-Hole Rounds	(120.00)
Administrative Fee	(32.20)
Total Refund Requested-2022 Golf Season	\$ 289.80

Action Needed:

Move to approve a prorated refund of \$289.80 to be issued to Mr. John Klein.

Attachments:

None

Prepared By:

Jerry Salvio, Acting Director of Golf



Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 11, 2022
SUBJECT: Golf Season Pass Credit for Mr. Don Oliver

Summary of Agenda Item:

Mr. Don Oliver has requested a credit for his 2022 Season Pass due his inexperience in the game of golf. As per the Timberlin Refund Policy, the Timberlin Golf Commission voted on June 16, 2022, to approve a credit to be issued to Mr. Don Oliver in the form of a season pass to be used for one season within the next two golf seasons. The amount of the credit is \$490.00. Mr. Oliver's play stats are listed below.

Don Oliver	
Resident Senior Restricted Season Pass	\$490.00
(0) 18-Hole Rounds	(0.00)
(0) 9-Hole Rounds-Weekday	(0.00)
Administrative Fee	Waived
Total Credit Requested-2022 Golf Season	\$490.00

Action Needed:

Move to approve a credit in the form of a season pass to be used for one season within the next two golf seasons.

Attachments:

None

Prepared By:

Jerry Salvio, Acting Director of Golf



Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 11, 2022
SUBJECT: Accept and Appropriate Donation Received

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on May 19, 2022, recommended approval of a three-hundred twenty-five-dollar (\$325.00) donation from the Timberlin Lady Niners Golf Club for deposit into the Timberlin Golf Club account. These funds are to be used exclusively to purchase a tree in memory of deceased Lady Niner members.

Action Needed:

Move to approve and appropriate three-hundred twenty-five-dollar (\$325.00) donation from the Timberlin Lady Niners Golf Club for deposit into the Timberlin Golf Club account. These funds are to be used exclusively to purchase a tree in memory of deceased Lady Niner members.

Attachments:

None

Prepared By:

Jerry Salvio, Acting Director of Golf



Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 15, 2022
SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$565.00 in donations for supplies.

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

Action Needed:

Move to accept the donations of \$565.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 19, 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 \$32,775, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts, pending approval by the Board of Finance.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director 

Budget Adjustments July 26, 2022

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Fire	001.15.1531.0.51801.00000		\$22,250.00	
				Paid on Call
	001.15.1531.0.51800.00000	\$2,450.00		Reward Program
	001.15.1531.0.52225.00000	\$9,800.00		Physicals
	001.15.1531.0.53943.00000	\$5,000.00		Mileage
	001.15.1531.0.53945.00000	\$5,000.00		Training
For the last quarter of FY22, the Paid on Call account in short \$22,198. This shortage was caused by an increase call volume, primarily due to two heavy rain events, along with a small increase in monthly call volumes, Call stats: FY2021: 646 incidents, FY2022: 760 incidents.				
Legal			\$9,525.00	
	001.05.0506.0.53828.00000			Outside/Legal
	001.20.2037.0.51445.00000	\$9,525.00		Storm-related Overtime
The Town incurred higher than budgeted legal costs related to several legal actions during the fiscal year (Atkins Street lawsuit, Charter Revision, Property Tax appeals, P&Z appeals, Affordable Housing plan).				
Police			\$1,000.00	
	001.15.1532.0.53916.00000			Professional Development
	001.15.1532.0.52200.00000	\$1,000.00		Pension
The Police finished the year overbudget in professional development due to additional training required based on staffing level.				
GENERAL FUND TOTAL		\$32,775.00	\$32,775.00	
Water Control				
WATER CONTROL TOTAL		\$0.00	\$0.00	
GRAND TOTAL		\$32,775.00	\$32,775.00	



TOWN OF BERLIN


BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	#35 Fleet	Fiscal Year:	2021/2022	Date:	7/11/22
-------------	------------------	--------------	------------------	-------	----------------

To Acct #:	Description:	Amount:	Requested by:
001.15.1531.0.51801.00000	Paid on Call	\$22,250.00	Jim Simons

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

From Acct #:	Description:	Amount:	Approved by:
001.15.1531.0.51800.00000	Reward program	Physicals	
001.15.1531.0.52225.00000	Mileage	Training	
001.15.1531.0.53943.00000			
001.15.1531.0.53945.00000			

Contingency Balance (If applicable):

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

For the last quarter of fiscal Year 2022, the Paid on Call account is short \$22,198. This shortage was caused by an increase call volume, primarily due to two heavy rain events, along with a small increase in monthly call volumes. Call stats: FY 2021: 646 incidents. FY 2022: 760 incidents.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/18/22
--	--------------------------------------	---	----------------------

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:	Corporation Counsel	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.05.0506.0.53828.00000	Outside/Legal	\$9,525.00	K. Delaney		

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

From Acct #:	Description:	Amount:	Approved by:
001.20.2037.0.51445.00000	Storm-Related Overtime	\$9,525.00	

Contingency Balance (If applicable):

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

The Town incurred higher than budgeted legal costs related to several legal actions during the fiscal year (Atkins Street lawsuit, Charter Revision, Property Tax appeals, P&Z appeals, Affordable Housing plan).

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/18/22

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:	Police	Fiscal Year:	FY2022	Date:	7/18/22
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.53916.00000	Professional Development	\$1,000.00	C. Ciuci		

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

From Acct #:	Description:	Amount:	Approved by:
001.15.1532.0.52200.00000	Pension	\$1,000.00	

Contingency Balance (If applicable):

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

The Police finished the year overbudget in professional development due to additional training required based on staffing level.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **7/18/22**

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:
-------------------	-----	--------------------------	----------------

Consent
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 19, 2022

SUBJECT: Permission to consume alcoholic beverages (BYOB -beer and wine) and charge a fee at Sage Park Pavilion for the Ektamandal-Patel family picnic

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, August 11, 2022 will vote on this item. This is all pending Parks and Recreation Commission approval.

Ektamandal is requesting permission for consumption of alcoholic beverages (BYOB -beer and wine) at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 85 people of all ages on Sunday, August 28, 2022 from 9:00AM to 8:30PM. A buffet meal will be served with games for entertainment. Tulip Insurance will be obtained. The group is also requesting permission to charge a fee of \$10 per adult to help with the cost of food.

This is an annual event has been approved in the past. The Parks and Recreation Commission will vote on this August 11, 2022.

ACTION NEEDED:

Move to approve permission for consumption of alcoholic beverages (BYOB - beer and wine) and to charge a fee at Sage Park Pavilion for the Ektamandal - Patel family picnic for approximately 85 people of all ages on Sunday, August 28, 2022 from 9:00AM – 8:30PM pending approval by the Parks and Recreation Commission. A buffet meal will be served with games for entertainment. Tulip Insurance will be obtained.

ATTACHMENTS:

Alcohol Request Form

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services

TOWN OF BERLIN
Community, Recreation and Park Services
DIVISION OF PARKS & RECREATION

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: Ektamandal FACILITY REQUESTED: Sage Picnic Pavillion Area
CONTACT PERSON: Dinesh M. Patel DOB: 04/30/1965 PHONE: (860) 518-9056
STREET: 66 Deerfield Drive CITY: Berlin ZIP: 06037
RENTAL DATE: August 28, 2022 START TIME: 9:00AM FINISH TIME: 8:30PM
NATURE OF ACTIVITY: Family Picnic
AGE GROUP: 5 to 80 TOTAL ATTENDANCE: Approx. 85 MINORS: YES: ☒ NO: ☐
TYPE OF ALCOHOL: BEER: ☒ WINE: ☒ OTHER (EXPLAIN): _____
HOW DISPENSED: CASH BAR: No OPEN BAR: No BYOB: Yes
FOOD: YES: ☒ NO: ☐ HOW SERVED: SIT DOWN: _____ BUFFET: ☒ OTHER: _____
ENTERTAINMENT: YES: ☒ NO: ☐ TYPE: Kids games, Frisbee, Volleyball, No loud music
WILL FEES BE ASSESSED TO THOSE ATTENDING: YES: ☒ NO: ☐ EXPLAIN: \$10/per adult for food

SECURITY DEPOSIT: The use of alcoholic beverages in/around the premises is prohibited unless expressly authorized by proper permits. A Security Deposit is required.

DAMAGE FEES: Any cost resulting from damage to the premises occurring as a result of the lessee's use of the facility will be borne by the lessee.

INSURANCE (TULIP): Insurance is required by all groups requesting the use of alcoholic beverages.

I certify that the information given above is true and correct under the penalty of law. I understand that refusal to abide by the rules and privileges granted by the permit will lead to revocation, and that a refund of fees and security deposit will not be granted.

Date: 7/19/2022 Signature: Dinesh M. Patel

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

	Approved	Denied
Chief of Police <u>Matthew J. Hall IV</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Manager <u>Alexandra Jayaraman</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community, Recreation and Park Services Rep. _____	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Commission _____	<input type="checkbox"/>	<input type="checkbox"/>
Town Council _____	<input type="checkbox"/>	<input type="checkbox"/>

Reason for Denial: _____

State Liquor License required: Yes _____ No _____

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 18, 2022

SUBJECT: Proposed Leash Free area at Pistol Creek

Summary of Agenda Item:

When the Council passed a leash ordinance on December 14, 2021, the meadow area of the Bicentennial Park was designated as an off-leash area until another area in Town could be designated as one.

The Mayor, the Town Manager, Chair of Parks and Recreation, the Cross-Country Coach of the McGee Middle School, the Superintendent of Parks and Grounds, and a resident interested in creating a leash-free area for dogs explored various locations at Pistol Creek. The group recommends a fenced-in area of approximately 50,000 square feet, which is in the middle of the former fairway, right in front of the handicap parking lot off of Spruce Brook Road.

Action Needed:

Move to designate the area at Pistol Creek, as noted on the attached map, as a leash-free area for dogs.

Attachments:

Map of proposed leash free area.

Prepared By:

Arosha Jayawickrema, Town Manager



PROPOSED LEASH FREE AREA AT PISTOL CREEK



Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 18, 2022

SUBJECT: Recommendations to the Charter Revision Commission

Summary of Agenda Item:

A Public Hearing was held on July 12th by the Town Council to receive written and verbal comments on the proposed amendments to the Town Charter. The Council can make recommendations to the Charter Revision Commission (CRC).

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)].

CSS 7-191 (c) states: "If the appointing authority makes no recommendations for changes in the draft report to the commission within such fifteen days, the report of the commission shall be final and the appointing authority shall act on such report. If the appointing authority makes recommendations for changes in the draft report to the commission, the commission shall confer with the appointing authority concerning any such recommendations and may amend any provisions of the proposed charter, charter amendments or home rule ordinance amendments, in accordance with such recommendations, or the commission may reject such recommendations. In either case the commission shall make its final report to the appointing authority not later than thirty days after receiving such recommendations.

The Council may also make recommendations on the questions that the Charter Revision Commission will discuss at their next meeting.

Action Needed:

Accept the draft report from the Charter Revision Commission or make recommendations to the commission on the proposed amendments by the Charter Revision Commission to the Town Charter.

Attachments:

None

Prepared By: Kate Wall, Town Clerk 

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 26, 2022

SUBJECT: Purchase of CrowdStrike Falcon Complete

Summary of Agenda Item:

Our cyber insurance company has added several pre-requisites for client approval, one of them being an Endpoint Detection and Response (EDR) solution. Currently we only have an anti-virus program which covers just the Town Hall endpoints, not the Library or Police Department. The annual cost of this licensing is about \$2600 annually. This software does not meet the insurance company requirements and will not prevent ransomware and other cyber threats, also it is not managed by a professional cyber security team. The Director of Information Technology has investigated several replacement solutions and product demos. Several of these solutions were set up in a test environment to be evaluated. After several months of these evaluations, it was determined that a **managed** solution was needed to fully protect the Town for the following reasons.

- 1) The abundance of information provided by these products is overwhelming and would require several full-time cyber security experts to respond to.
- 2) While our current IT staff is trained in several areas, however cyber security is its own field with constantly evolving advanced threats and would require continued training in this area to stay proficient.
- 3) Threats are most likely to occur during off-hours when our staff would not be able to act on them in a timely manner.

Upon checking with some of the vendors that IT had already evaluated, most did not provide this “managed” support. IT reached out to Symantec, SentinelOne and CrowdStrike. Symantec does not deal with clients directly since being purchased by Broadcom, their support was found to be subpar, and they could not provide a managed solution. SentinelOne never responded to their request. CrowdStrike was very responsive, and it was determined that they do provide support directly and have a managed solution (Falcon Complete) which provides 24/7 monitoring and remediation. They also provide a dedicated account manager to work with their clients.

Some of the other vendors that were evaluated but did not meet our needs were Malwarebytes and Bitdefender. Malwarebytes did not have a managed EDR solution. Bitdefender’s managed EDR cost was much higher totaling over \$40,000 for only 226 endpoints and was not determined to be CJIS compliant.

The Town IT Director spoke with Jeff Brown, who is the CISO (Chief Information Security Officer) for the State of Connecticut as well as the Director of Information Technology at Rocky

Hill. Both were using Falcon Complete and were very happy with the product. CrowdStrike has a government cloud option that is CJIS compliant. CISA, the U.S. agency responsible for defending critical infrastructure and DISA (Defense Information Systems Agency- disa.mil) has chosen CrowdStrike as their solution as well.

For the reasons mentioned above and the fact that deploying and tweaking this product will take considerable time and effort, it is requested that this approval covers renewing this product each year going forward.

This product would provide protection for the Town and Police Departments as well as the library. IT Director, Brian Freeman asked CrowdStrike to lower their price to provide a quote for under \$30,000 for 325 endpoints, which they were able to do. They lowered their price by \$4,110 and included another 25 endpoints to meet this request. This was special pricing that CrowdStrike only offers to Omada Technologies which is a reseller based in Portsmouth, New Hampshire

The total cost for this product for the 2022-2023 fiscal year is **\$29,998.43**.

Funding will come from the Business Continuity Hardware & Software Virtualization account (542.05.0503.0.54000.01008) - **\$7,000.00**.

The remainder will come from the Information Technology Computer Support account 001.05.0503.0.53813.00000 - \$22,998.43 with an amount of \$2000.00 as contingency to total **\$24,998.43**.

The total from both accounts will be **\$31,998.43**.

Going forward, the full amount will come from the Information Technology budget directly.

Action Needed:

Move to waive the bidding process and to approve the purchase of the CrowdStrike Falcon Complete service from Omada Technologies of Portsmouth, New Hampshire on an ongoing basis with funding from the IT Computer Support Account for an amount of \$24,998.43, since this is in the best interest of the town.

Move to approve the supplementation of funds for the fiscal year 2022-23 for CrowdStrike Falcon Complete from the Business Continuity Hardware & Software Virtualization account for an amount of \$7000.00.

Attachments:

Omada Technologies Quote

Sufficiency of Funds

Bitdefender Quote

Press Release from CrowdStrike - CISA Selects CrowdStrike to Protect the Nation's Critical Endpoints and Workloads

DISA Communication from Public Affairs Office - DISA grants provisional authorization to CrowdStrike

Prepared By: Brian Freeman, Director of Information Technology





Omada Technologies, LLC
 36 Maplewood Avenue
 Portsmouth, NH 03801
 P: 603-610-8282
 F: 603-610-8116

Customer

Account Name: Town of Berlin, CT
 Contact: Brian Freeman
 Phone: 860-828-7095
 E-Mail: bfreeman@berlinct.gov

Date: 6/10/2022
 Expiration: 7/10/2022
 Quote No.: OMD-BER-061022-CRWD-COM
 Terms: NET 60
 FOB: Origin

Address Information

Bill To Name: Town of Berlin, CT
 Address: 240 Kensington Road
 Berlin, CT 06037

Ship to Name: Town of Berlin, CT
 Address: 240 Kensington Road
 Berlin, CT 06037

Omada Contact

Name: Carson Duggan
 Phone: 315-854-0519
 E-Mail: cduggan@omadatechnologies.com

Quote Detail

Line#	QTY	Part #	Description	List Price	Unit Price	Extended
CrowdStrike Subscriptions (1 Year)						
1	325	CS.FCSD.GOV.SOLN	Falcon Complete with Threat Graph Standard on Gov Cloud	\$ 325.83	\$ 97.75	\$ 31,768.43
2	325	CS.INSIGHTB.SOLN	Insight	\$ -	\$ -	\$ -
3	325	CS.PREVENTB.SOLN	Prevent	\$ -	\$ -	\$ -
4	325	CS.DISC.B.SOLN	Discover	\$ -	\$ -	\$ -
5	325	CS.FALCOMP.SGOV.SVC	Falcon Complete Subscription on Gov Cloud	\$ -	\$ -	\$ -
6	325	CS.OWB.SVC	Overwatch	\$ -	\$ -	\$ -
7	325	CS.TG.STD.GOV	Threat Graph Standard on GovCloud	\$ -	\$ -	\$ -
8	1	CS.FALCOMPONBC.SOLN	Falcon Complete: Complimentary CID	\$ -	\$ -	\$ -
CrowdStrike Support (1 Year)						
9	1	RR.HOS.ENT.EXPS	Express Support	\$ 3,120.01	\$ 2,340.01	\$ 2,340.01
CrowdStrike Training (1 Year)						
10	2	RR.PSO.ENT.NCAP	University LMS Subscription New Customer Access Pass	\$ -	\$ -	No Cost
Omada & CrowdStrike Extended Discount						\$ (4,110.00)
TOTAL:						\$ 29,998.43

Expected Lead Time _____

Estimated Shipping: \$ -
 Estimated Tax: \$ -

Signature _____
 Printed Name _____
 Signature _____
 Title _____
 Date _____
 Purchase Order # _____

GRAND TOTAL: \$ 29,998.43



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jul-22

Purchase Item or Contract: Endpoint Detection and Response solution		Requested by: Brian Freeman	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Endpoint Detection and Response solution	\$24,998.43	\$24,998.43
			-
			-
			-
			-
TOTAL			\$24,998.43

Account No. 001.05.0503.0.53813.00000 Computer Support

Budgeted Amount.....	\$114,979.00	Available balance.....	\$68,117.30
Encumbrances to Date.....	\$33,071.61	Amount Needed for This Package.....	\$24,998.43
Expenditures to Date.....	\$13,790.09	Available Balance After Purchase.....	\$43,118.87

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jul-22

Purchase Item or Contract: Endpoint Detection and Response solution		Requested by: Brian Freeman	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Endpoint Detection and Response solution	\$7,000.00	\$7,000.00
			-
			-
			-
			-
TOTAL			\$7,000.00

Account No. 542.05.0503.0.54000.01008 Virtualization Hardware and Software

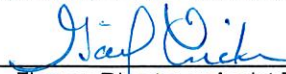
Budgeted Amount.....	\$87,710.61	Available balance.....	\$79,552.21
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$7,000.00
Expenditures to Date.....	\$8,158.40	Available Balance After Purchase.....	\$72,552.21

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

Techtroid, Inc
2377 Pawtucket Ave
East Providence, RI 02914
+1 4015196600
accounting@techtroid.com



Estimate

ADDRESS
Brian Freeman
Town of Berlin, Connecticut
240 Kensington Road,
Berlin, CT 06037

ESTIMATE 1022
DATE 01/26/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Bitdefender Managed Detection and Response Service-Enterprise 1 Year	Bitdefender Managed Detection and Response Service-Enterprise 1 Year	226	179.91	40,659.66

1 Year - Bitdefender Managed Detection and Response Service-Enterprise

TOTAL	\$40,659.66
-------	-------------

Accepted By

Accepted Date



LatAm

繁體中文

- 日本語
- 한국어
- عربي

PRESS RELEASE | MEDIA ON CROWDSTRIKE

[BACK TO PRESSROOM](#)

CISA Selects CrowdStrike to Protect the Nation's Critical Endpoints and Workloads

U.S. agency responsible for defending critical infrastructure chooses CrowdStrike's leading technology

fill

SUNNYVALE, Calif. – December 1, 2021 – [CrowdStrike Inc.](#), (Nasdaq: CRWD) a leader in cloud-delivered endpoint and workload protection, today announced that the Cybersecurity and Infrastructure Security Agency (CISA) has worked with multiple federal agencies to select CrowdStrike as one of the major platforms to support the Executive Order (EO) endpoint detection and response (EDR) initiative. CrowdStrike brings the cloud-native AI-driven power of the [CrowdStrike Falcon® platform](#) to secure critical endpoints and workloads for CISA and multiple other major civilian agencies and directly operationalize Executive Order (EO) 14028, the landmark guidance that unifies a number of initiatives and policies to strengthen the U.S. national and Federal Government cybersecurity posture.

Through the powerful combination of CrowdStrike's world-class technology, real-time threat intelligence on shifting adversary tradecraft and elite threat hunting, CISA will significantly strengthen its Continuous Diagnostics and Mitigation (CDM) program and advance its mission of securing civilian ".gov" networks and leading the national effort to understand and manage cyber and physical risk to critical infrastructure.

"CISA is on the front lines when it comes to defending our country's most critical assets against the endless and evolving threats that nation-state and eCrime adversaries present," said George Kurtz, co-founder and chief executive officer of CrowdStrike. "Improving our nation's defenses and cyber resiliency requires strong collaboration between the government and the private sector. This partnership will arm CISA and government agencies with CrowdStrike's powerful technology and elite human expertise to stop sophisticated attacks and protect our nation's critical infrastructure."

CrowdStrike Falcon is FedRAMP authorized and rapidly enables agencies to detect and automatically prevent cyberattacks at the edge. Powered by the Security Cloud and delivered through a single cloud-native agent, CrowdStrike delivers comprehensive protection at scale, reducing complexity and driving down operational costs, while empowering CISA security teams with hyper-accurate detections, automated protection and remediation, and elite threat hunting. Leveraging funds appropriated from The White House' American Rescue Plan, CISA and CrowdStrike will enhance the value of CDM Defend – the next iteration of Department of Homeland Security's (DHS) Continuous Diagnostics and Mitigation program – to deliver true operational security capabilities through a single integrated platform.

EO 14028 embraces some concepts which CrowdStrike introduced to the marketplace over the past decade – concepts that have become cybersecurity best practices for the private sector's most technologically advanced businesses. The Executive Order explicitly calls for the mandating of government entities to embrace cybersecurity tools and concepts such as threat hunting, EDR and IT modernization, and to prioritize the adoption of cloud technologies. The expanded partnership between CISA and CrowdStrike operationalizes these concepts as the two organizations look to rapidly strengthen public-private collaboration and cyber resiliency.

CrowdStrike is also proud to be one of the initial industry partners within CISA's newly launched Joint Cyber Defense Collaborative (JCDC), which will work to unify the cyber capabilities currently spread out across multiple federal agencies, many state and local governments, and countless private sector entities. CrowdStrike will work hand in glove with CISA and other partners to develop proactive and rapid response plans to better inform cyber risk management, and enhance a more unified defense against adversaries through intelligence sharing.

For more on CrowdStrike's public sector offerings, please visit our [website](#).

About CrowdStrike

[CrowdStrike Holdings, Inc.](#) (Nasdaq: CRWD), a global cybersecurity leader, is redefining security for the cloud era with an endpoint and workload protection platform built from the ground up to stop breaches. The CrowdStrike Falcon® platform's single lightweight-agent architecture leverages cloud-scale artificial intelligence (AI) and offers real-time protection and visibility across the enterprise, preventing attack endpoints and workloads on or off the network. Powered by the proprietary CrowdStrike Threat Graph, CrowdStrike Falcon captures approximately 1 trillion high-fidelity signals per day in real time from across the globe, fueling one of the world's most advanced data platforms for security.

Advertisements

 GO FROM PROJECT MANAGEMENT
TO PROFIT MANAGEMENT.

WIN WITH US

 Unanet[Latest News](#) [Acquisition & Procurement](#) [Agencies](#) [Cybersecurity](#) [Technology](#) [Executives](#) [News](#)[Wash100](#) [About Us](#) [Contact Us](#) [Advertising](#)

GOVERNMENT TECHNOLOGY / NEWS

DISA Authorizes CrowdStrike Platform for Controlled Unclassified Defense Info Protection

by Mary-Louise Hoffman April 8, 2022 1 min read

 CROWDSTRIKE



The Defense Information Systems Agency (DISA) has cleared a cloud-based CrowdStrike technology product to support cybersecurity of the Department of Defense's controlled unclassified data.

CrowdStrike received one-year provisional authorization to operate that allows the company to help DOD customers adopt its endpoint security platform to handle Impact Level 4 information, DISA said Wednesday.

DISA set March 24, 2023, as the expiration date on CrowdStrike's P-ATO.

The software-as-a-service offering is certified under the Federal Risk and Authorization Management Program's Moderate Impact baseline, hosted in the AWS GovCloud region and designed to help organizations protect devices, workload and user identities.

For CrowdStrike, the clearance from DISA marks a milestone in the company's push to expand the public sector market reach of its Falcon cybersecurity platform.

The technology vendor said Thursday it aims to secure IL-5 authorization to help DOD secure national security systems.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 26, 2022

SUBJECT: Purchase of Exchange Online for Police Department email system

Summary of Agenda Item:

Our cyber insurance company has added several pre-requisites for client approval, one of them being multi-factor authentication requirements for email systems. The Town and Library are using Office 365, so it was no issue to meet this requirement since MFA is included in O365. The police department is using an on-premises email server that does not support MFA. In researching options, the only solution that would work with our existing Outlook software and allow MFA to work on both mobile and web devices was Exchange Online 365.

The Town was approved to purchase Exchange Online on March 6, 2018 (Agenda Item G-12) through the Connecticut Center for Advanced Technology (CCAT). CCAT was awarded an RFP at that time through the Capitol Region of Governments (CROG). CCAT is now known as Novus Insight and has been a Town approved vendor that we currently use for backup and disaster recovery. Novus is very familiar with the Town's systems, and we would like to use them to maintain consistency as they are support for Office 365 for the Town and the Library.

Novus Insight services are available through an IT Services Cooperative managed by CRCOG to CRCOG, COST, and Purchasing Council towns. Berlin has used this procurement vehicle in the past (as have many towns in the State and the State of CT itself). See attached the paperwork related to that vehicle.

One part of the quote is for the Microsoft licensing itself. This is sole source, and the cost is the same no matter where it is purchased from. The other part of the quote is for the labor involved from Novus.

Another major advantage converting to Exchange Online is that each user would be upgraded to 100 GB of email storage, currently less than 5 GB. Also, attachments can be up to 150 MB in size where it is currently limited to about 30 MB.

This Exchange Online plan is specifically for government environments. Office 365 GCC environment provides compliance with federal requirements for cloud services, including

FedRAMP High, Defense Federal Acquisition Regulations Supplement (DFARS), and requirements for criminal justice and federal tax information systems (CJI and FTI data types).

The total cost for this product for the 2022-2023 fiscal year is **\$17,034.00**

Funding will come from the Police Computer Support account (001.15.1532.0.53813.000000). The request is for the quote of \$17,034 plus \$2000 in contingency for a total request of \$19,034.00

Action Needed:

- Move to utilize the Capitol Region of Governments (CROG) Request for Proposal to approve the purchase of the Exchange Online 365 from Novus Insight for an amount not to exceed \$19,034.00

Attachments:

Sufficiency of Funds

Novus Quote

Agenda Item G-12 from 2018

CROG Document: "IT Services Consultant Selection Process"

Prepared By: Brian Freeman, Director of Information Technology 



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 20-Jul-22

Purchase Item or Contract: Exchange Online 365		Requested by: Brian Freeman	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Exchange Online 365	\$19,034.00	\$19,034.00
			-
			-
			-
			-
TOTAL			\$19,034.00

Account No. 001.15.1532.0.53813.00000 Computer Support

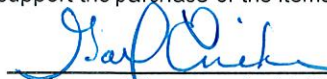
Budgeted Amount.....	\$94,000.00	Available balance.....	\$35,888.75
Encumbrances to Date.....	\$58,111.25	Amount Needed for This Package.....	\$19,034.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$16,854.75

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



Friday, July 15, 2022

Town of Berlin
Brian Freeman
240 Kensington Rd
Berlin, CT 06037
bfreeman@town.berlin.ct.us

Dear Brian,

Thank you for the opportunity to quote services to Town of Berlin.

Please review this proposal and let us know if you have any questions. If the proposal is acceptable, please electronically sign the agreement. A PDF copy of the electronically signed and finalized document will be emailed to you.

Our full terms and conditions for this Novus Insight service agreement are located on the web at <https://novusinsight.com/master-services-terms-conditions/>.

Sincerely,

Carl Fazzina
Senior Sales Manager
Novus Insight, Inc.



Microsoft 365 Project & Licenses 2022

Quote #DL004176 v2

Prepared For:

Town of Berlin
Brian Freeman
240 Kensington Rd
Berlin, CT 06037

P: (860) 828-7003
E: bfreeman@town.berlin.ct.us

Prepared By:

Novus Insight, Inc
Derek Lemery
222 Pitkin Street Suite 101
East Hartford, CT 06108

P: 860.282.4200
E: dlemery@novusinsight.com

Date Issued:

07.15.2022

Expires:

08.31.2022

Executive Summary

This quote is for a Microsoft 365 migration project, as well as Microsoft 365 GCC licenses for 1 year. These licenses will be procured through Novus Insight via the Microsoft Cloud Solution Provider (CSP) program. By signing this agreement, the customer accepts the terms and conditions of the latest Microsoft customer agreements referenced at <https://www.microsoft.com/licensing/docs/customeragreement> and allows Novus Insight to be the delegated partner on the corresponding Microsoft subscription(s). The client is responsible for necessary application paperwork for GCC (Government) eligibility.

This project is presented as time & materials. The client will only be billed for time used each month.

Consulting & Project Hours		Price
CTIERV19	Project Management - Microsoft 365 Project 4 Hours at \$205 / hour for project management, discovery, documentation, and coordination of migration from existing email setup. Fixed Fee.	\$820.00
CTIERIV19	Creation of Azure Active Directory / Sync new Microsoft 365 tenant 4 Hours at \$175.00/Hour, Time & Materials	\$700.00
CTIERIV19	Configure Microsoft 365 baseline security policies (DLP, MFA, etc.) 6 Hours at \$175.00/Hour, Time & Materials	\$1,050.00
CTIERIV19	Microsoft 365 Hybrid deployment, migration preparation, and email configuration 6 Hours at \$175.00/Hour, Time & Materials	\$1,050.00
CTIERIV19	Microsoft 365 Email migration assistance (as needed) 4 Hours at \$175.00/Hour, Time & Materials Novus Insight will assist with initial migration batch training, then handoff to onsite staff to migrate mailboxes and assist when needed.	\$700.00
CTIERIV19E	Night & weekend work (2 hours only if needed) After hours time for additional consulting as needed and for system testing. 2 Hours at \$262.00/Hour, Time & Materials	\$524.00
CTIERIV19	Out of scope work & project contingency 8 Hours at \$175.00/Hour, Time & Materials	\$1,400.00

See Appendix B for more information on Infrastructure Consulting services.

This agreement will be active from the date of client execution until December 31, 2022.

Subtotal

\$6,244.00

Microsoft Subscriptions		Price
AADP1_GCC_1YR	Azure Active Directory Premium P1 for GCC (Annual Pre-Paid) x65 - Azure Active Directory Premium P1 for GCC (Annual Pre-Paid) for 1 year. Azure Active Directory Premium provides single sign-on to thousands of cloud (SaaS) apps and access to web apps you run on-premises. Built for ease of use, Azure Active Directory Premium features multi-factor authentication (MFA) access control based on device health, user location, and identity and holistic security reports, audits, and alerts.	\$4,680.00

Microsoft Subscriptions		Price
ExchOnline2_GCC _1YR	Exchange Online (Plan 2) for GCC (Annual Pre-Paid) x65 - Exchange Online (Plan 2) for GCC (Annual Pre-Paid) includes messaging and calendaring accessible from PCs, the Web, and mobile devices with advanced archiving and compliance.	\$6,110.00
This agreement will be active for 1 year from the date of execution. Pricing is valid until August 31, 2022.		
These products are subject to Microsoft's terms and conditions.		
Customer accepts the latest Microsoft customer agreement referenced at https://www.microsoft.com/licensing/docs/customeragreement .		
Subtotal		\$10,790.00

Summary of Recurring Monthly Fees		Amount
One Time Group: Prepayment		
Total of Payments		\$17,034.00

Payment is due in full in advance, upon execution.

Quote Summary		Total Amount
Consulting & Project Hours		\$6,244.00
Microsoft Subscriptions		\$10,790.00
Total:		\$17,034.00

Taxes, shipping, handling and other fees may apply. The full terms and conditions can be found at <https://novusinsight.com/master-services-terms-conditions/>. This proposal expires in 45 days from creation. Client will be invoiced the full amount for the systems and support upon execution of the agreement. Payment is due within 30 days on invoice.

Acceptance

Novus Insight, Inc

Town of Berlin



Derek Lemery

Signature / Name

07/15/2022

Date

Signature / Name

Initials

Date



Appendix A - Rate Structure

Novus Insight's breadth of experience and knowledge is a valuable resource for our clients and Novus is always ready to take on additional challenges. Should our client request additional services or projects that fall outside the scope of this proposal Novus will be pleased to provide a separate proposal detailing the additional services and related cost based on our standard rates.

Service Consultant Tiers and Rates:

There are 5 Tiers of IT staff selected based on the client's requirements in support of any project.

- Tier I staff handle desktop support, workstation installations, workstation software patches, workstation security updates, user password resets, printing issues, and day-to-day issues confronting most users in an organization. \$95/hr; \$142/emergency hr*
- Tier II staff support users and smaller networks. They also can assist with technical projects that can impact small numbers of users, such as wireless controller configurations in small office environments. In addition, they can manage and maintain small networks that Tier III and Tier IV consultants have deployed. \$110/hr; \$165/emergency hr*
- Tier III staff manage smaller networks, can perform basic server migrations, and can handle technical projects that can impact many users, such as a larger network's switching and firewalls. In addition, they can manage and maintain more complex networks that Tier IV consultants have deployed. \$145/hr; \$218/emergency hr*
- Tier IV staff focus on larger technology deployments. Examples of Tier IV projects include setting up private cloud infrastructure, migrating environments to the cloud, virtualizing servers, virtualizing a desktop environment, and assessing the security profile of a network. Non-technical examples of Tier IV include strategic technology planning and consulting for smaller organizations. \$175/hr; \$262/emergency hr*
- Tier V are senior advisors and are responsible for strategic consulting at the intersections of process, technology, strategy, and mission. While these professionals tend to not to work directly with technology, there may be examples of highly specialized technology engagements that would also fit into Tier V. \$205/hr; \$305/emergency hr*

Tier of Professional	Standard Hourly Rate	Emergency Hourly Rate*
Tier I – Support Specialist	\$95	\$142
Tier II – Senior Support Specialist	\$110	\$165
Tier III – Junior Systems Administrator	\$145	\$218
Tier IV – Senior Systems Administrator	\$175	\$262
Tier V – Senior Advisor / CISO / VCIO	\$205	\$305

*Emergency Support/Special Rates services apply to emergency and/or planned projects and activities performed outside normal support hours. Emergency support will have a 4-hour response time to begin diagnosis or initiate service.

Appendix B - Infrastructure Consulting Details

Time & Materials Project.

These consulting services are offered as a Time & Materials project. The fee is determined based on the estimated labor, travel, and expenses related to the performance of the tasks detailed in this proposal. Given the unknowns within the project, the final costs may vary from the estimates detailed in this proposal. The client will be billed the actual time, travel, and expenses related to the project.

TOWN COUNCIL MEETING

Tuesday, March 6, 2018

G-12 Topic re: Utilize the Capitol Region Council of Governments (CRCOG) Request for Proposal and award the contract to purchase Exchange Online 365 to the Connecticut Center for Advanced Technology (CCAT) for an amount not to exceed \$34,248. – Information Technology **APPROVED**

Agenda Item No. G-12

Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Jack Healy, Acting Town Manager
DATE: March 6, 2018

SUBJECT: Purchase of Exchange Online 365

Summary of Agenda Item:

In December 2013, the Capitol Region Council of Governments (CRCOG) issued a Request for Proposal for the purposes of establishing a contract for services that provides IT technical assistance and services related to the expansion of the Connecticut Nutmeg Network and the needs of CRCOG to deliver cooperative services to municipalities over the network. CRCOG awarded the contract to the Connecticut Center for Advanced Technology (CCAT).

In 2016, the Town of Berlin joined other Nutmeg Network municipalities in an IT Services Cooperative to participate in an Information Technology Sales Agreement with CCAT for the provision of technical assistance and services to CRCOG as an agency, and to member communities.

There are several advantages of moving to Exchange Online 365. The product eliminates the need to upgrade the current Barracuda Spam Firewall and pay its yearly support costs. Exchange Online 365 automatically protects email messages against spam and malware.

Purchasing additional storage later will not be necessary as each user has 100 GB of mailbox storage. Attachment size has been an issue in the Town's on premises Exchange. Now users can send attachments messages up to 150 MB in size. There is also unlimited archived email storage.

The product meets HIPPA and other compliance standards.

In the event that our phone system is down, Exchange Online 365 offers unified messaging services that provide call answering, a dial-in user interface, and company automated attendant capabilities.

Upgrading to Exchange Online 365 meets the goals of the Town's Business Continuity/Disaster Recovery Plan to move applications to the cloud for access from remote locations.

Both Exchange on premises and Exchange Online 365 have yearly costs based on the number of mailboxes so there is not an additional contractual obligation. Migrating to Exchange Online 365 will not impact end users.

Action Needed:

Move to utilize the Capitol Region Council of Governments (CRCOG) Request for Proposal and award the contract to purchase Exchange Online 365 to the Connecticut Center for Advanced Technology (CCAT) for an amount not to exceed \$34,248.

Attachments: Sufficiency of Funds

Prepared By: Barbara Sagan

Capitol Region Council of Governments

241 Main St., Hartford, CT 06106
Phone: (860) 522-2217 FAX: (860) 724-1274
Web Page: www.crcog.org

TO: IT SERVICES RFP FILE
FROM: JENNIFER MARCH-WACKERS, MUNICIPAL SERVICES MANAGER
SUBJECT: IT SERVICES CONSULTANT SELECTION PROCESS
DATE: MARCH 3, 2014

Request for Proposals

CRCOG issued a Request for Proposals on December 18, 2013 for the purposes of establishing a contract for service that provides a broad range of bias-free IT technical assistance and services that are directly related to the expansion of the Connecticut Nutmeg Network and the needs of CRCOG to deliver cooperative services to municipalities over the network, as well as assisting municipalities with how they can leverage their network connection locally. The deadline for receipt of proposals was January 15, 2014 at 11:00 EST. A non-mandatory pre-proposal meeting was held on January 6, 2014.

CRCOG received 3 proposals from the following firms:

1. Connecticut Center for Advanced Technology - East Hartford, CT
2. EDGE Technology Services – Middletown, CT
3. XDF – Cromwell, CT

Review Process

The following individuals agreed to serve as the RFP Review and Selection Committee:

- Bobby Ashton (Glastonbury, CT)
- Jack McCoy (Manchester, CT)
- Paul Russell (Enfield, CT)
- Joyce Stille (Bolton, CT)
- Jennifer March-Wackers, CRCOG (staff)
- Pauline Yoder, CRCOG (staff)
- Erik Snowden, CRCOG (staff)

Committee members reviewed and discussed the consultant proposals in accordance with criteria established in the RFP on January 28, 2014. All three vendors were deemed responsive and were invited to interview with the RFP Review and Selection Committee on February 6, 2014.

Each interview was scheduled for approximately 1 hour in length. Consulting teams were instructed to make 20-minute presentations highlighting their approach to the project and their experience and ability to carry out required tasks. The presentation was followed by questions

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 20, 2022
SUBJECT: American Legion Post 68 Drainage

SUMMARY

As per the request of the American Legion Post 68 Members, Public Works Staff have met with several of the American Legion Board Members in an effort to offer advice to correct on-going drainage issues that have damaged their facility at 154 Porters Pass. More specifically, surface runoff generated from significant weather events have flooded their building. Several options were discussed, with the most economical being to re-grade a portion of the property to the rear of the building to re-direct surface runoff away from the rear of the building. Attached is correspondence from American Legion Post 68 Commander, Vincent Trigilia, requesting assistance from Town Staff (Highway Department) to assist Post 68 in re-grading the area around the building. Staff has estimated the Town's cost to perform the work (labor and equipment) at approximately \$2,000; no outside vendors or contractors are required to complete this work.

ACTION NEEDED

Move to approve the use of Town Forces and Equipment to assist American Legion Post 68 in re-grading a portion of their property located at 154 Porters Pass.

ATTACHMENTS

American Legion Post 68 Request for Assistance dated June 26, 2022

PREPARED BY

James P. Horbal, Deputy Director of Public Works



The American Legion
Bolton - Kasica - Patterson Post No. 68, Inc.
Berlin, Connecticut

Mr. Arosha Jayawickrema
Town Manager
Town of Berlin, CT

June 26, 2022

Dear Mr. Jayawickrema,

First, let me introduce myself. I am Vincent Trigila, Commander of American Legion Post #68, located at 154 Porters Pass here in Berlin. Our organization and James Horbal, Deputy Director of Public Works, have had conversation regarding rain water runoff from the adjacent property through the backside of the Legion property. Discussed were ways to deter the water from migrating into our facility during heavy rain.

We sought permission from the town as well as the property owner to construct an asphalt curb to divert the runoff water. After further inspection it was determined this was not feasible as the existing driveway would not support the curbing. Mr. Horbal suggested using town resources to create a swale and berm on our property to redirect the rain runoff. Our Legion post is requesting permission to have this problem resolved. Please feel free to contact myself or Mr. Horbal for the details concerning this situation. This action enables us to avoid constant flooding and further damage to our Veteran's organization. Thank you for your time and consideration on this ongoing issue.

For God and Country,

Vincent Trigila
Commander
American Legion Post #68

Agenda Item No.: 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 18, 2022
SUBJECT: Replacement of damaged Police Cruiser

Summary of Agenda Item:

A Police Vehicle was involved in a single car accident on 7/11/22 @ 04:12 in the morning. The accident happened on Four Rod RD. around the 500 block. The vehicle left the road, damaged the guardrail and went into the tree line. The Insurance company has determined the vehicle is a total loss.

Jim Simons, Fleet Manager has worked with the vendor MHQ to located an available new vehicle along with obtaining estimates to replace damaged equipment and the outfitting of the new vehicle.

Estimated cost of the project:

➤ New 2022 Police Interceptor utility	\$34,612
➤ Removal of equipment & replacement of damaged equipment	\$ 2,574
➤ Install graphics, new car	\$ 775
➤ Outfitting new vehicle	\$ 2,975
➤ Towing: Recovery, Transporting to & from MHQ	\$ 610
Total	\$41,546

An insurance account # 450.15.1532.0.54000.00004 "Police Vehicles" will provide the funding for this project, the insurance payout will be used to partially replenish this account.

That Insurance payoff on the vehicle and equipment is \$38,175. The loss to the town is \$3,371.

The vehicle, replacement equipment and the labor to outfit are being purchased from MHQ utilizing CT DAS contract numbers 12PSX0194 and 21PSX0083.

Action Needed:

Move to approve the purchase of one 2022 Ford Police Interceptor from MHQ of Middletown CT. utilizing State of Connecticut, Department of Administrative Services Contract # 12PSX0194 for amount not to exceed \$34,612.

Move to approve the purchase of replacement equipment and the labor to outfit a new Police vehicle from MHQ of Middletown CT, Utilizing State of Connecticut, Department of Administrative Services Contract # 21PSX0083 for of \$5,555.

Attachments:

None

Prepared By:

James C. Simons, Fleet Manager

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 18, 2022

SUBJECT: Approve the purchase of tires for the Town of Berlin Fleet from various vendors utilizing the State of Connecticut, Department of Administrative Services (DAS) Contract #18PSX00022 for Goodyear and Bridgestone tire, & the purchase of Michelin and off-brand tires utilizing the Connecticut state price list.

SUMMARY

Over the course of the fiscal year 2022/2023, the Fleet Garage is anticipating spending approximately \$35,000 on tires, wheels and related items. Tire manufacturers set the tire pricing/discounts for government agencies through purchasing agreements that can be statewide or national. The actual distribution of tires is through local vendors. The Town of Berlin has filed the necessary paperwork with three (3) local vendors to utilize Connecticut DAS Contract # 18PSX0022 in the purchase of Goodyear and Bridgestone tires.

Those Vendors are:

- Connecticut Tire of Berlin, CT
- Sullivan Tire of Meriden, CT
- DiPietro Tire of New Britain, CT

The selection of which vendor is used depends on who can supply the tires or service the most quickly. Connecticut Tire stocks mainly police tires, DiPietro Truck stocks tires and off-road equipment and Sullivan is a master distribution center.

The Fleet Garage also purchases Michelin and “off brand” tires that are used on applications not requiring “pursuit” rated or matched set tires such as administrative vehicles, light vans and pickup trucks. For those, the Fleet mechanics shop around looking for the best fit/price matching the needs. These purchases are made through various tire vendors using the government pricing list provided by the tire manufacturers.

ACTION NEEDED

Move to approve the purchase of Goodyear and Bridgestone tires and related components using the State of Connecticut, Department of Administrative Services Contract # 18PSX00022 from Connecticut Tire, Sullivan Tire and DiPietro Tire, and also to waive the Town’s purchasing requirements and purchase Michelin and “off brand” tires utilizing government pricing from these same three vendors, as this is in the Town’s best interest. The total amount of expected tire transactions in fiscal year 2022/2023 is not to exceed \$35,000.

ATTACHMENTS

Certification of Sufficiency of Funds

PREPARED BY 
James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 18-Jul-22

Purchase Item or Contract: Purchase of Tires for Town Fleet		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Tires	\$35,000.00	\$35,000.00
			-
			-
			-
			-
TOTAL			\$35,000.00

Account No. 001.20.2035.0.53220.00000 Tires

Budgeted Amount..... \$35,000.00

Available balance..... \$35,000.00

Encumbrances to Date..... \$0.00

Amount Needed for This Package..... \$35,000.00

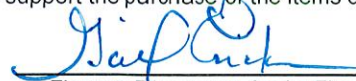
Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$0.00

Is a budget change needed? ☐ Yes ☒ No

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

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


Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

Agenda Item No.: 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: July 18, 2022
SUBJECT: Purchase of one 2023 Ford van for the Facilities Department, utilizing State of Connecticut, Department of Administrative Services contract # 19PSX0161.

Summary of Agenda Item:

Funding was provided in the fall of 2021 to replace one of Facilities departments vans. Due to supply chain issues the vehicle order bank was not opened until July of 2022.

Utilizing the State of Connecticut, DAS contract #19PSX0161 Jim Simons, Fleet Manager received pricing from Tasca Ford using the State of Connecticut, DAS contract #19PSX0161. The cost of the new van is \$42,566. Delivery of the van will be in 2023

Funding is located in Account #500.05.0507.0.54000.00012 Vehicle Reserve

Action Needed:

Move to approve the purchase of one 2023 Ford Transit van from Tasca Ford of Berlin CT. utilizing State of Connecticut, Department of Administrative Services Contract # 19PSX0121 for amount not to exceed \$42,566.

Attachments:

Certification of Sufficiency of Funds

Prepared By: 
James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 19-Jul-22

Purchase Item or Contract: Purchase of Ford Van		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	2023 Ford Van	\$42,566.00	\$42,566.00
			-
			-
			-
			-
TOTAL			\$42,566.00

Account No. 500.05.0507.0.54000.00012 Vehicle Reserve

Budgeted Amount.....	\$156,352.43	Available balance.....	\$155,637.09
Encumbrances to Date.....	\$715.34	Amount Needed for This Package.....	\$42,566.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$113,071.09

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: July 11, 2022

SUBJECT: 2022 Early Order Chemical Program (EOP)

Summary of Agenda Item:

The following brand name companies BASF, Syngenta, Bayer, SePRO, Corteva and Nufarm classify a portion of their products as agency products.

In order for a product to qualify as an agency product:

- All components, including the chemical compound and the inert, must be identical.
- The products must be sold to all end users (Timberlin or other end users) at the manufacturers set price.

The distributor/vendor then handles the distribution and invoicing of the agency products. In essence, Timberlin, or any end user, is actually purchasing directly from the manufacturer. The chemical pricing does not vary amongst the vendors/distributors as the pricing is set by the manufacture. If a vendor were to sell outside the contracted price, that vendor would lose their ability to purchase and use for resale materials from the brand name companies.

The brand name companies use the Early Order Program (EOP) to create additional sales and competition by offering large incentives. In many cases, the incentive offers are extended for the entire season. This allows the brand names companies to compete, or in many cases, beat the prices of many of the off patent materials.

The off-patent products do not participate in early order programs due to their built-in lower cost. Their lower cost is generally attributed to the use of lower grade inert or carrying compounds, and the off-patent products do not go through the patent process, which in many cases can cost upward of 180 million dollars for the brand name companies.

After the rebates and discounted total pricing from the brand name companies listed above, the cost of brand name chemicals are, in many cases, less than the pricing of off-patent chemicals.

Some of the advantages that are gained by using the brand name products include:

- A guarantee from the manufacturer that the brand name product will work properly, or the product will be replaced free of charge.
- A listing on the chemical label of all the inert material. The identification of the inert can be extremely important when mixing multiple chemicals.
- The brand name companies contribute significant funds to university studies, which in turn aid in the development of new chemistries that in many cases are extremely low in toxicity to humans and wildlife.

All the brand name materials that are recommended for purchase during the early order period will be needed for the 2022 golf season, regardless if they are purchased through the early order program, or at a later time. By taking advantage of the EOP, significant price reductions are realized. Post patent materials will still be used during the season, but in most cases, used in less sensitive areas such as fairways or tees.

In order to participate in the EOP, Timberlin must take delivery of the products by March 1, 2022 but will not be invoiced until July 1, 2022.

The Golf Supervisor, Jerry Salvio, is requesting authorization to purchase chemicals from the following manufacturers:

Manufacturer	Amount	Rebate	EOP Rebate/Additional in-Season Savings
BASF	\$36,895	\$9,223	25% rebate on EOP orders.
SYNGENTA	\$24,861	\$2,486	10% rebate on EOP orders and 7% off all in seasons pricing
SePRO	\$6,100	\$122	2 % Rebate
Bayer	\$12,595	\$503	4 % Rebate
Nufarm	\$7,210	N/A	Manufacturer Credit
Corteva	\$6,112	\$1,110	Manufacturer Quantity Rebate

Action Needed:

Move to waive the bidding procedure and purchase chemicals from Harrell's in the amount not to exceed \$93,773.04 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, Bayer, SePRO, Corteva and Nufarm Chemical Companies.

Attachments:

Sufficiency of Funds

Prepared By: Jerry Salvio, Golf Supervisor

A handwritten signature in blue ink, appearing to be "JS", enclosed within a blue oval.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Jul-22

Purchase Item or Contract: Golf Course Chemical purchases		Requested by: Jerry Salvio	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Harrell's purchases	\$93,773.04	\$93,773.04
1.00	Winfield Solutions purchases (additional \$7,000)	\$7,000.00	\$7,000.00
			-
			-
			-
			-
TOTAL			\$100,773.04

Account No. 001.25.2543.0.53243.00000 Fertilizer, Seed, Chemicals

Budgeted Amount.....	\$120,000.00	Available balance.....	\$110,000.00
Encumbrances to Date.....	\$342.50	Amount Needed for This Package.....	\$100,773.04
Expenditures to Date.....	\$9,657.50	Available Balance After Purchase.....	\$9,226.96

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 15, 2022

SUBJECT: Bid Wavier for Winfield Solutions

Summary of Agenda Item

The golf course has reached the \$10,000 spending threshold with Winfield Solutions. Due to the increase in the cost of chemicals, the current drought conditions, and the increased disease pressure, we find ourselves needing to purchase additional chemicals. We anticipate spending an additional \$7,000 for chemicals.

Action Needed:

Move to waive the town's bidding procedure to approve the purchase of additional chemicals from Winfield Solutions in an amount not to exceed \$17,000 as this is in the best interest of the town

Attachments:

Sufficiency of Funds

Prepared By: Gerald Salvio, Acting Director of Golf

A handwritten signature in dark ink, appearing to be "GS", enclosed within a large, loopy circular flourish.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Jul-22

Purchase Item or Contract: Golf Course Chemical purchases		Requested by: Jerry Salvio	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Harrell's purchases	\$72,116.00	\$72,116.00
1.00	Winfield Solutions purchases (additional \$7,000)	\$7,000.00	\$7,000.00
			-
			-
			-
			-
TOTAL			\$79,116.00

Account No. 001.25.2543.0.53243.00000 Fertilizer, Seed, Chemicals

Budgeted Amount.....	\$120,000.00	Available balance.....	\$110,000.00
Encumbrances to Date.....	\$342.50	Amount Needed for This Package.....	\$79,116.00
Expenditures to Date.....	\$9,657.50	Available Balance After Purchase.....	\$30,884.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 19, 2022

SUBJECT: Approval for Sustainable Engineering Solutions of Berlin, CT to utilize
The Berlin High School Mechanical Room as a Video Backdrop.

Summary of Agenda Item:

Sustainable Engineering Solutions, LLC of Berlin, Connecticut has done numerous commissioning and retro- commissioning projects for the Town of Berlin at the five schools and the Town Hall building as part of HVAC and IAQ projects. They have requested the use of space within the Berlin High School mechanical room as a backdrop for a retro-commissioning promotional video, with the filming anticipated to take four hours. Berlin High School will not be referenced in the video. As there is no established fee schedule for this building use request, SES has offered to donate 4 hours of their services in lieu of a rental fee. The video filming would be scheduled for the first week of August and the Contractor is current on their certificate of insurance.

Action Needed:

Move to approve a donation from Sustainable Engineering Solutions LLC, of Berlin, CT in the amount of four hours of HVAC commissioning services in lieu of building use of the Berlin High School Mechanical room for a retro -commissioning video backdrop.

Attachments:

Sustainable Engineering Solutions Email Request

Prepared By:

Douglas Solek, Director of Facilities

Doug Solek

From: Ernest Lawas <elawas@sustainable-eng.com>
Sent: Thursday, July 14, 2022 8:56 AM
To: Doug Solek
Cc: Katelyn Birge
Subject: BHS mechanical room for SES RCx video shoot

Hi Doug,

We looked at the space and it looks like it will work for us to use boiler room mechanical area to shoot our video.

As mentioned, we are requesting the town's permission to use the mechanical space as a backdrop to shoot a video to discuss retro-commissioning as it applies to existing buildings. We will not be mentioning the facility name or location or anything about the BHS construction project that took place. The sole purpose is to have an aesthetically consistent backdrop with the subject of the video.

We anticipate about it will take about 4 hours to shoot the required raw video and we would like to do that in the first week of August.

We appreciate the town's consideration of this request.
Let us know if there is any further information you need.

Thanks,

Ernie Lawas, PE, CCP, CEM, CEA, LEED AP
Principal

Sustainable Engineering Solutions, LLC.

120 Willow Brook Dr.

Berlin, CT 06037

t: (860) 270-0413 x701

c: (860) 490-2971

www.sustainable-eng.com

Follow us on LinkedIn! 



Certified
Commissioning
Firm



This e-mail communication, including all attachments to it, contains information from Sustainable Engineering Solutions, LLC and is confidential and privileged. This information is intended only for the use of the listed recipient(s). If you are not an intended recipient, you may not review, copy, or distribute this message or any attachment thereto. If you have received this communication in error, please notify the sender immediately by e-mail and delete the original message.