Join Zoom Meeting

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Meeting ID: 879 9501 6551

Passcode: 677616

+1 929 205 6099 US (New York)

Special Meeting – 6:45 PM - A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, February 7, 2023 at 6:45 p.m. for the following purposes:

To approve a non-budgeted appropriation of \$403,000 from the FY23 Municipal Revenue Sharing Grant account in the General Fund to the Buildings & Renovations account in the Police Construction Fund.

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 7, 2023
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: Accept monetary donations totaling \$1,385.17 and deposit \$1,385.17 into the library agency account for the libraries greatest need, the purchase of books for second through fourth graders in memory of Charlie McCourt, the purchase of children's graphic novels and the purchase of diversity books by African American and Latinx authors. Berlin-Peck Memorial Library
- 2. Topic re: Approve donating eight wooden chairs from the children's department to a neighboring library. Approximate value of eight chairs is \$20.00. Berlin-Peck Memorial Library

- 3. Topic re: Accept the donation of \$150.00 and appropriate the funds to the Police K9 Program Expenditure Account. Police Department
- 4. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$220.00 for Animal Care and supplies valued at \$35.00 Animal Control

H. <u>NEW</u> BUSINESS:

- 1. Topic re: Appropriate the FY23 Municipal Revenue Sharing Grant of \$403,000 to the Buildings & Renovations account in the Police Construction Fund, pending approval by the Board of Finance. Also authorize the Town Manager to enter into an agreement with ScanOptics of Manchester, CT to scan Town and Board of Education documents utilizing State contract 19PSX0006AE, pending approval of the non-budgeted appropriation by the Board of Finance. Finance
- 2. Topic re: Approve the purchase of a used 1-ton dump truck, for an amount not to exceed \$35,000 with the noted approvals, as this is in the town's best interests. Approve the purchase of a used pull tractor, for an amount not to exceed \$40,000 with the noted approvals, as this is in the town's best interest. Municipal Garage/Golf Course
- 3. Topic re: Waive the bidding procedure and purchase chemicals from Harrell's & Winfield United, in the amount not to exceed \$115,254.50 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, and Corteva Chemical Companies. Golf Course
- 4. Topic re: Approve the 2023 Timberlin Golf Course Rates. Golf Course
- 5. Topic re: Adopt the 2023 fee schedule and allow amendments to the 2023 fee schedule to include updated Regional Health District fees, if necessary. Finance
- 6. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$6,500,000 for the addition and renovations of the Berlin Police Station, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, February 21, 2023, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,500,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION AND AUTHORIZING THE ISSUE OF \$6,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". Finance
- 7. Topic re: Approve and authorize the Town Manager to execute the Amended Extension of Employment Agreement with Chief of Police, Matthew McNally, from November 1, 2022 October 31, 2026. Human Resources
- 8. Topic re: Approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 12PSX0194 for an amount not to exceed \$38,427.63. Police Department

- 9. Topic re: Approve a transfer of \$12,000 from the VNA Pension account to the VNA Computer equipment account, both in the general fund, for the purchase of computers, tablets, and associated software and equipment for VNA staff. VNA
- 10. Topic re: Authorize the Town Manager to contract with Fuss & O'Neill of Manchester CT to provide Design Services During Construction for the LOTCIP Road Project to reconstruct Christian Lane, Deming Road and Porters Pass, for an amount not to exceed \$41,000.00, as this is in the best interest of the Town. Public Works
- 11. Topic re: Approve a tax abatement for Priority LLC for the construction of a 9,500 square foot building at 1865 Orchard Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% year 4 and 10% in year 5 per the town's tax abatement policy. Economic Development
- 12. Topic re: Approve a tax abatement for Quantum of Berlin II LLC for the construction of a 22,500 square foot building at 500 Four Rod Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy. Economic Development
- 13. Topic re: Approve a tax abatement for Bocada 250 Webster Square LLC for the construction of a 32,000 square foot building at 250 Webster Square Road of 50% in year 1, 50% in year 2, 40% in year 3, 40% year 4, 30% in year 5, 20% in year 6 and 10% in year 7 per the town's tax abatement policy. Economic Development
- 14. Topic re: Refer the relocation of a portion of the town right of way for an abandoned section of Wigwam Road to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes and to the Police Department for its review. Economic Development
- 15. Topic re: Appoint Donna Risolo to the Audit Committee, Town Manager's Evaluation Committee, and Ordinance Committee. Town Clerk

I. <u>APPOINTMENTS:</u>

- 1. Berlin-Peck Memorial Library Board Sharon Powell (U) (does not want to be reappointed) term expires on January 31, 2023. Reappointment term would be until January 31, 2026. Can be filled with a D, R or U.
- **2.** Commission for Persons with Disabilities Vacancy- Term expires on January 31, 2023. Replacement term would be until January 31, 2026. Can be filled with a R or U.
- **3.** Conservation Commission Vacancy Alternate Term would be until January 31, 2026. Can be filled with a D, R or U.
- **4.** Conservation Commission Vacancy Alternate Term would be until January 31, 2026. Can be filled with a D, R or U depends on the above appointment.
- 5. Constables 3 Vacancies Terms would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).

- **6. Economic Development Commission Vacancy** (Richard Chasse resigned) Term would be until January 31, 2025. Can be filled with a D, R or U.
- 7. Inland Wetlands & Water Courses Commission Vacancy Term would be until January 31, 2024. Can only be filled with a D or U.
- **8.** Inland Wetlands & Water Courses Commission Frederick White (U) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can only be filled with a D or U.
- 9. Inland Wetlands & Water Courses Commission Alternate Steve Biella, Jr. (U) (does not want to be reappointed) term expires on January 31, 2023. Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- **10. Inland Wetlands & Water Courses Commission** Alternate John Russo, Jr. (U) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
- 11. Parks and Recreation Commission Vacancy (Legnani resigned) Term would be until January 31, 2024. Can be filled with a D, R or U.
- **12.** Parks and Recreation Commission Vacancy Term would be until January 31, 2025. Can be filled with a D, R or U.
- **13.** Parks and Recreation Commission Anthony Butrimas (R) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D or U if above both filled with a R.
- **14. 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.
- **15. Planning and Zoning Commission Vacancy** Alternate (Legnani resigned) Term would be until January 31, 2024. Can be filled with a D, R or U.
- **16. Public Building Commission** James Ouellette (D) term expires on January 31, 2023. (Does not want to be reappointed) Replacement would be until January 31, 2028. Can be filled with a R, D or U.
- 17. VNA Frances Geschimsky (R) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- **18. VNA** Andrew Legnani (D) term expires on January 31, 2023. (He does not wish to be reappointed.) Replacement would be until January 31, 2026. Can be filled with a D, R or U.

- 19. VNA Peter Zarabozo (U) term expires on January 31, 2023. (He does not want to be reappointed) Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- **20.** VNA Donna Rutkowski (U) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- **21.** Water Control Commission Vacancy Alternate Term would be until January 31, 2024. Can be filled with a D, R or U.
- **22.** Water Control Commission Vacancy Alternate New term would be until January 31, 2026. Can be filled with a D, R or U.
- **23.** Water Control Commission Vacancy Alternate New term would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above two appointments).
- **24. Youth Services Advisory Board Youth Vacancy -** New term would be until January 31, 2026.
- **25. Youth Services Advisory Board Service Consumer** Donald Geschimsky term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026.
- **26. Zoning Board of Appeals Vacancy** Alternate Term would be until January 31, 2024. Can be filled with a D, R or U.
- J. TOWN MANAGER'S REPORT:
- K. SPECIAL COMMITTEE REPORTS:
- L. COUNCILORS' COMMUNICATION:
- M. ACCEPTANCE OF MINUTES:

January 17, 2023

N. <u>EXECUTIVE SESS</u>ION:

Upon 2/3 vote, convene in executive session pursuant to C.G.S. sections 1-200(6)E) and 1-210(b)(5)(A) and (B): Berlin water system.

O. <u>A</u>DJOURNMENT

Special Town Meeting Tuesday, February 7, 2023 Town Council Chambers Berlin Town Hall 6:45 PM

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, February 7, 2023 at 6:45 p.m. for the following purposes:

To approve a non-budgeted appropriation of \$403,000 from the FY23 Municipal Revenue Sharing Grant account in the General Fund to the Buildings & Renovations account in the Police Construction Fund.

Kathryn J. Wall Berlin Town Clerk

Publication January 31, 2023

Agenda Item No. / Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 27, 2023

SUBJECT:

Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cook	100.00	T :1	C 1'1	
Cash	100.00	Library agency acct.	for libraries greatest need	Curtis J. Peplau
			books for 2nd-4th graders	
,			in memory of Charlie	
	140.00	Library agency acct.	McCourt	Laurie Gjerpen
			for children's graphic	
	145.17	Library agency acct.	novels	Crystal Gentry
			for diversity books by	
			African American and	Lions Club
	1,000.00	Library agency acct.	Latinx authors	Charities
	1,385.17			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$1,385.17 and deposit \$1,385.17 into the library agency account for the libraries greatest need, the purchase of books for second through fourth graders in memory of Charlie McCourt, the purchase of children's graphic novels and the purchase of diversity books by African American and Latinx authors.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Director

Consent

Agenda Item No. 2 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 27, 2023

SUBJECT:

Discard 8 wooden chairs in children's department purchased in 1989

Summary of Agenda Item:

The Berlin Peck Library has several wooden chairs purchased in 1989 and would like to donate eight of them to another library. We are finding that we have more chairs than we need and would like to discard ones that have been in storage for years. The Finance department listed the chairs for sale but there were no bidders. The approximate value for all eight chairs would be \$20.00.

Action Needed:

Move to approve donating eight wooden chairs from the children's department to a neighboring library. Approximate value of eight chairs is \$20.00.

Attachments:

Prepared By:

Kimberly McNally, Library Directon

Consent

Agenda Item No. 3 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 20, 2023

SUBJECT:

Donations for K9 Program

Summary of Agenda Item:

The Police Department has received a \$50.00 donation to the K9 Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the K9 Program Expenditure Account # 100.15.1532.0.53225.00000.

Action Needed:

Move to accept the donation of \$50.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Chris Ciuci

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

February 1, 2023

SUBJECT:

Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
Jan 10, 2023 to	\$ 50.00	Animal Care	Thomas Ottman
Jan 27, 2023	(bank check)		Berlin
	\$ 100.00	Animal Care	Rich Gagliardi
	(check # 6776)		Berlin
	\$ 70.00	Animal Care	Josh Goodwin
	(cash)		Cromwell
	\$ 35.00	Senior dog food	FOBAC
	(value)	for Imp # 051	Berlin

^{*} Unless a name is mentioned, donors requested anonymity

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 220.00 for Animal Care and supplies valued at \$ 35.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer



TOWN OF BERLIN Animal Control Department

600 Christian Lane • Berlin, CT 06037 (860) 828-7055

January 9, 2023

Thomas Ottman 53 Westview Terrace Berlin, CT. 06037

Dear Thomas,

Thank you for the donation of \$ 50. Your continuous support is a blessing and we appreciate it very much. Thanks so much for thinking of us and the animals we care for. With kind people like you, we can continue to help the homeless animals in our shelter. Thanks again.

Sincerely,

Jan Lund, Animal Control Officer Kate Matson, Assistant Animal Control Officer







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



TOWN OF BERLIN

Animal Control Department

January 9, 2023

Rich Gagliardi 1278 High Rd. Kensington, CT. 06037

Dear Rich,

We are very sorry for your loss of your wife Deenie.

We thank you for the donation of \$ 100 received in her memory.

All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting.

Deenie sounded like a very special person in her love of animals.

Sincerely,

Jan Lund, ACO Kate Matson, AACO







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

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 27, 2023

SUBJECT: Appropriate \$403,000 from the FY23 Municipal Revenue Sharing Grant and authorize the Town Manager to sign a contract with ScanOptics for the scanning of Town and Board of Education files

Summary of Agenda Item:

Over the past several months, the Town and Board of Education have met with scanning vendors to obtain quotes to scan and remove files currently stored in the future (new) Police Station area. After carefully reviewing the vendors, the Town and Board of Education recommends hiring ScanOptics based on their experience with other municipalities, Boards of Education and the State of Connecticut, their thorough understanding of Connecticut records retention laws, their existing partnerships with other parties on the project (Laserfiche and DropBox for storage, Infoshred for document destruction), and their ability to complete the project in the required timeframe. ScanOptics is on State contract 19PSX0006AE. Based on the Town/BOE scanning volume and the vendor's State contract rates, the quote (with a \$15,000 contingency) for the project is \$403,000.

During the FY23 budget development process, towns were advised by the State of Connecticut Office of Policy & Management not to budget for the Municipal Revenue Sharing Grant, and Berlin followed that guidance. Early in FY23, the State made the decision to pay out the grant. As a result, Berlin received \$403,938.07 in non-budgeted revenue. This motion requests to use this non-budgeted grant revenue to fund document scanning in advance of the Police Station construction project.

The funds were deposited into the Municipal Revenue Sharing Grant (001.00.0000.2.44352.00000) account in the General Fund. The funds will be transferred to the Buildings & Renovations account (538.15.1532.0.54000.00300) in the Police Construction Fund.

Action Needed:

Move to appropriate the FY23 Municipal Revenue Sharing Grant of \$403,000 to the Buildings & Renovations account in the Police Construction Fund, pending approval by the Board of Finance.

Move to authorize the Town Manager to enter into an agreement with ScanOptics of Manchester, CT to scan Town and Board of Education documents utilizing State contract 19PSX0006AE, pending approval of the non-budgeted appropriation by the Board of Finance.

Attachments:

None

Prepared By:
Kevin Delaney, Finance Director



Agenda Item No.: 2 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 30, 2023

SUBJECT:

Waive the Town of Berlin purchasing requirements for the purchase of one (1) used 1 ton dump truck and one (1) pull tractor for use at Timberlin

Golf Course.

Summary of Agenda Item:

Fiscal year 2022 surplus funding contained approval for the purchase of a used 1 ton dump truck and a used 40HP pull tractor.

It is very difficult to purchase used vehicles and equipment when the town's approval process may take a few weeks. Jim Simons, Fleet Manager, is requesting to waive the town's purchasing requirements and allow these purchases after obtaining the approval of the following town administrative officials:

- Town Manager Arosha Jayawickrema
- Director of Golf Sol Guerrero
- Public Works Director Mike Ahern

Funding for the purchase of these used vehicle and equipment are located in accounts:

- Pickup truck #500.25.2543.0.54000.00015, \$35,000
- Tractor # 500.25.2543.054000.00135, \$40,000

Action Needed:

Move to approve the purchase of a used 1 ton dump truck, for an amount not to exceed \$35,000 with the noted approvals, as this is in the town's best interests.

Move to approve the purchase of a used pull tractor, for an amount not to exceed \$40,000 with the noted approvals, as this is in the town's best interest.

Attachments:

Certification of Sufficiency of Funds

Prepared By: Kenn



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

Finance Director or Assist. Finance Director

31-Jan-23

Purchase Item or	Contract: Used pull tractor for the Golf Course Requested by:	Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Used pull tractor for the Golf Course	\$40,000.00	\$40,000.00
	(not to exceed \$40,000)		\$0.00
			-
			=
_			-
			-
Account No.	500.25.2543.0.54000.00135 Tractor Backhoe	TOTAL	\$40,000.00
Budgeted Amou	nt \$42,492.24 Available balance	\$41,7	37.24
Encumbrances t	to Date \$0.00 Amount Needed for This Package	\$40,0	00.00
Expenditures to	Date	\$1,73	37.24
Is a budget char	nge needed? Yes X No		
lf so, has a budg	get change been prepared? Yes No		
or:	I certify that there ARE sufficient funds available to support the purchase of the items Finance Director or Assist.Fin	_	
ļ	I certify that a budget change in the amount of \$\ must be processed cond with this certification to support this commitment.	currently	



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

Finance Director or Assist. Finance Director

31-Jan-23

<u> </u>						
Purchase Item or	Contract:	Used dump truck for the G	Golf Course	Requested by:	Jim Simons	
QUANTITY		1	DESCRIPTI	ON	PRICE PER UNIT	\$ AMOUNT
1.00	Used 1 to	on dump truck for the Go	olf Course		\$35,000.00	\$35,000.00
	(not to	exceed \$35,000)				\$0.00
						-
						_
						_
						-
Account No.	500.25.2543	.0.54000.00015 Pickup T	Truck		TOTAL	\$35,000.00
Budgeted Amou	ınt	\$35,000.00		Available balance	\$35,0	000.00
Encumbrances	to Date	\$0.00		Amount Needed for This Package	\$35,0	00.00
Expenditures to	Date	\$0.00		Available Balance After Purchase	\$0	.00
ls a budget char	nge needed?	Yes	X No			
If so, has a budo	get change be	en prepared?	Yes	No		
or:	X	certify that there ARE suffic	cient funds a	evailable to support the purchase of the item Finance Director or Assist.F		
		certify that a budget change		must be processed conmitment.	ncurrently	

Agenda Item No. 3 Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 30, 2023

SUBJECT: 2023 Early Order Chemical Program (EOP)

Summary of Agenda Item:

The following brand name companies BASF, Syngenta, Bayer, SePRO, and Corteva 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 2023 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, 2023 but will not be invoiced until July 1, 2023.

The Golf Director, Sol Guerrero, is requesting authorization to purchase chemicals from the following manufacturers:

Manufacturer	Amount	Rebate	EOP Rebate/Additional in- Season Savings
BASF	\$41,032.22	\$9,848	24% rebate on EOP orders.
SYNGENTA	\$35,871.50	\$3,228	9% rebate on EOP orders and 6% off all in seasons pricing
SePRO	\$6,660	\$133	2 % Rebate
Bayer	\$24,998.62	\$1,750	7 % Rebate
Corteva	\$6,692.16	N/A	Manufacturer Quantity Rebate

Action Needed:

Move to waive the bidding procedure and purchase chemicals from Harrell's & Winfield United, in the amount not to exceed \$115,254.50 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, and Corteva Chemical Companies.

Attachments:

None

Prepared By:

Sol Guerrero, Director of Golf



Agenda Item No. <u>//</u> Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 26, 2023

SUBJECT:

2023 Proposed Timberlin Golf Course Rates

Summary of Agenda Item:

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2023 Proposed Timberlin Golf Course Rates. The Golf Commission and Golf Professional, Marc Bayram, were very involved with the rates revision.

Please refer to attachments.

Action Needed:

Move to approve the 2023 Timberlin Golf Course Rates.

Attachments:

- Proposed 2023 Rates
- FY24 Budget

Prepared By:

Sol Guerrero, PGA -Director of Golf



TIMBERLIN GOLF CLUB PROPOSED RATES AND PROJECTED FOR CALENDAR YEAR 2023	TED REVENUE								
DESCRIPTION	2022 ACTUAL	2021 ACTUAL	AVG 2021 - 1-11/2022	2022 Rates	Proposed 2023 Rates	PROJECTED 2023 REVENUE	Sub-Total	Rate Variance 2022 vs. Proposed 2023	COMMENTS
SEASON PASSES Adult Unlimited	36	34		\$1,100.00	Ш			\$25.00	Anylime
Senior Unlimited Senior Restricted	100	28	27	\$815.00	Ш	\$22,260.00		\$25.00	Anytime Monday - Friday and Saturday - Sunday after 3:00 pm
Super Senior Restricted	υ Ç	3,		\$200.00	П	П		\$0.00	New Rate for those age 90 and above
Junior Restricted	16	2		\$315.00	\$340.00		\$122,990.00	\$25.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Weekday 18	231		325	\$31.50		\$10,708.50		\$1.50	
Weekday Sr 18 Weekday 9	875			\$20.00		Ш		\$1.00	
Weekday Sr 9	2,141	1,733		\$14.00	\$15.00			\$1.00	
Weekend 9	442			\$21.00		Ш	\$135,038.25	\$1.50	
NON RESIDENT									
SEASON PASSES	23			\$1,450.00	\$1,600	\$34 400.00		\$150.00	Anvlime
Senior Unlimited	16	15	16	\$1,250.00	\$1,400.00	\$21,700.00		\$150.00	Anytime
Senior Restricted	33			\$925.00	0	\$4.500.00		\$150.00	Monday - Friday and Saturday - Sunday after 3:00 pm Anytime
Junior Restricted	9	9	9	\$315.00	\$350.00	\$2,100.00	\$82,587.50	\$35.00	Monday - Friday and Saturday - Sunday after 3:00 pm
GREENS FEES Weekday 18	482	1,200						\$2.00	
Weekday Sr 18	1,452	2,541						\$2.00	
Weekday 9 Weekday Sr 9	1,463	1,647						\$1.00	
Weekend 18	1,955	2,396	2,176	\$43.00	\$45.00	\$97,897.50	\$256 814 75	\$2.00	
A COUNTY OF THE PARTY OF THE PA	267	115		Ш	П	П	0.000	2	
CART FEES									
18 Holes	13,555	12,676	13,116	\$19.75		\$296,016.84		\$2.82	
18 Holes Cart Punch	136	137		\$158.00	\$203.13	\$27,727.25		\$45.13	10 Rides for the price of 9 Rides
Single Rider 18	8	17		\$25.75		\$375.00		\$4.25	TO Kides for the price of 9 kides
Single Rider 9	12	4	8	\$15.99	\$20.	\$160.00	\$476,693.03	\$4.01	
Range Balls - Small	1,172	1,260		\$4.00		\$6,080.00		\$1.00	
Range Balls - Large Outing Range Fee	787 616	1,416	1,016	\$5.00	\$9.00	\$7,668.00		\$2.00	
Shotaun under 100 plavers	374	198		\$59.00				\$2.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Shotoun over 100 players	1,406	1,318	1,362	\$55.00	\$56.00	\$76.272.00	6100 268 00	\$1.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
MILITARY	077	76		950.50			00.000,000	0000	illicudes Green ree, Grow Equip and \$5.00 Prize Fund for Pro Shop.
WD 18 holes	135	63	98	\$25.00	\$25.00	\$2,475.00	05 225 58	\$0.00	Anytime
LEAGUES									
Resident Resident Senior	280	201	856	\$17.50	\$19.00	\$3,848.00		\$1.50	
Non Resident	1,358	2,093		\$20.00		\$37,098.25	000000	\$1.50	
SPECIALS	1,640	LCI, L		00.014		\$24,438.75	\$61,639.50	\$1.50	
Publications	3.232	2.739		\$26.00		\$119.420.00		\$14.00	Moday - Friday anytime or Saturday - Sunday after 12 PM
Junior 18	688	634		\$17.00	\$19.	\$12,559.00		\$2.00	Manday Edday partime or Saturday Sunday after 10 DM
Junior 9	2,467	1,778	2,123	\$11.00	\$12	\$25,470.00	\$236,728.00	\$1.00	Monday - Friday anytime of Saturday - Sunday after 12 PM
Misc Rounds (Specials)			7,000,E	I Total Projected 2023 Revenue	2023 Revenue	\$1,617,664.63	\$1,498,836.53		
				Golf Revenue		\$816.566.00			
				Season Passes		\$205,577.50			
				Driving Range		\$20,000.00			
				Sub-Total Restaurant Rent	-	\$1,518,836.53			
				Total Projected Income	Income	\$1,567,136.49			
				Total Proposed Budget	l Budget	\$1,525,000.00			
				The Harmer 1-	ice				
NOTES									

1. Tranentin Policies and Definitions contain complete details regarding resident/lage eligibility and golfing at Timbertin Policies are allabile on the Golf Pass application.
2. Non-resident taxpayers with \$1,000 of personal property axes paid in current year. Timberlin and Town of Berlin Employees entitled to resident rates.
3. Season pass Card Abdress must shall as Timberlin DR of the Golf and the Card and the Card

GENERAL FUND BUDGET FY2023/24

EXPENSE						FY24	
		FY22	F	723	Department	Manager	Bd of Fin
Account	Description	Actual	Adopted	Amended	Requested	Approved	Approved
2543 - Gol	f Course						
51 Wages-Salarie	es						
51100.00000	Department Head	9,202	9,727	9,727	75,000	75,000	
51125.00000	Mid-Managers Person	96,208	97,262	99,450	103,041	103,041	
51135.00000	Blue Collar Personnel	213,896	229,312	229,312	200,772	200,772	
51160.00000	Cart Haulers (Starters, Ra	45,111	40,000	40,000	139,776	139,776	
51305.00000	Commission Secretary	1,225	1,625	1,625	1,625	1,625	
51400.00000	Overtime	30,394	31,226	31,226	31,226	31,226	
51510.00000	Part time & Summer H	22,194	84,149	84,149	50,000	50,000	
51805.00000	Longevity	3,300	3,300	3,300	3,300	3,300	
Wages-Salarie	s Total	421,531	496,601	498,789	604,740	604,740	0
E2 Erinan Banafit	.						
52 Fringe Benefit 52010.00000	Worker's Compensatic	15,802	15,672	15,672	21,594	21,594	
52100.00000	Social Security	30,916	38,106	38,106	46,379	46,379	
52110.00000	Unemployment Compa	11,300	30,000	30,000	17,500	17,500	
52200.00000	Pension Pension	26,142	29.054	29,054	32,460	32,460	
52220.00000	Insurance, Life, Disabil	1,051	1,593	1,593	2,007	2,007	
52235.00000	Health Insurance	86,321	63,480	63,480	92,772	92,772	
52300.00000	Uniforms	3,059	5,400	5,400	7,000	7,000	
Fringe Benefits	-	174,591	183,305	183,305	219,712	219,712	0
53 Professional/		40 500	68,156	68,156	74.405	71,105	
53102.00000	Electricity	46,500			71,105	22,500	
53105.00000	Natural Gas	22,572	21,428	21,428	22,500		
53106.00000	Vehicle Fuel	21,370	37,500	37,500	51,750	51,750 4,500	
53201.00000	Supplies	1,321	3,000	3,000	4,500		
53202.00000	Irrigation	21,002	17,000	17,000	22,500	22,500 10,000	
53208.00000	Equipment	2,413	7,500 7,500	7,500 7,500	10,000 7,500	7,500	
53219.00000	Operating Materials	2,177 23,114	30,000	30,000	35,500	7,500 35,500	
53233.00000	Vehicle Parts	7,000	10,000	10,000	13,000	13,000	
53241.00000	Sand, Divot Mix, & Stor		120,000	120,000	130,000	130,000	
53243.00000	Fertilizer, Seed, Chem.	95,845 23,228	27,500	27,500	30,000	30,000	
53245.00000	Maintenance & Repair	22,391	28,747	28,747	30,000	0,000	
53501.00000	Pro Share - Cart Reven	138,885	156,640	156,640	90,000	90,000	
53510.00000	Golf Pro - Contractual	52,741	52,741	52,741	78,750	78,750	
53603.00000	Golf Cart Lease	28,168	37,664	37,664	32,289	32,289	
53730.00000	Insurance Computer Support	4,897	8,000	8,000	17,120	17,120	
53813.00000	Refuse Disposal	6,237	6,861	6,861	7,890	7,890	
53823.00000	•	1,707	2,000		4,000	4,000	
53902.00000	Telephone	7,330	13,310	13,310	14,641	14,641	
53917.00000	Water & Sewer		8,500		10,000	10,000	
53940.00000	Advertising	8,500 25,037	28,996		33,241	33,241	
53941.00000	Bank Fees for Credit C	440	20,990		2,000	2,000	
53944.00000	Organizational Fees	100	300		300	300	
53945.00000	Training	4,340	5,881		11,762	11,762	
53950.00000 Professional/T	Internet Service	567,316	699,874	-	700,348	700,348	
		,		•	• **	•	
54 Capital Outlay		_		_	-		
54000.00128	Greensmower	0	0		0	0	
54000.00135	Kubota Tractor	0	0		0	50.000	
54000.00516	Bridges	0	0		50,000	50,000	
Capital Outlay	ys Total	0	0	0	50,000	50,000	0
Golf Course Total		1,163,438	1,379,780	1,381,968	1,574,800	1,574,800	0
		<u> </u>				-	

Agenda Item No. 5 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 27, 2023

SUBJECT:

2023 Fee Schedule

Summary of Agenda Item:

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2020 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

Action Needed:

Move to adopt the 2023 fee schedule and allow amendments to the 2023 fee schedule to include updated Regional Health District fees, if necessary.

Attachments:

Proposed 2023 fee schedule Summary of fee schedule changes

Prepared By:

Kevin Delaney, Finance Director



2023 Town of Berlin Fee Schedule Changes

New fees:

- Parks & Recreation:
- Added senior season & daily pool pass rate to the schedule
- Added Biscoglio Field to Sage/Scalise grounds & custodial fees
- Added a 3-day week summer program fee to the schedule

· Fee changes:

- Animal Control: Eliminated copy fees
- Library: Eliminated printing & copying charge for first 10 black & white pages (color charges remain)

Parks & Recreation:

- Increased youth athletic league & team fees
- Increased summer program & junior counselor fees
- Removed pandemic fees from the schedule
- Removed Veterans Park gazebo and/or grounds rental fee from the schedule
- Scalise/Sage fees were increased
- Non-Local/For Profit field rental fees were increased
- Pistol Creek outside deck hourly fee was increased
- Several wording updates were made
- Timberlin changes as outlined by the Golf Course Director
- Request approval to update fee schedule if Health Department updates their regional fees in 2023

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

		Crianges nignilighted	nea				
-	Animal Control	Town Fee S	State Fee	Total	Town Fee	State Fee	Total
2	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
က	Animal adoption	5.00	45.00	50.00			
4	Quarantine of animal (per day - state)	15.00		15.00			
2	Associated Legal Fees	Actual		Actual			
9	Advertising of animal	Cost		Cost			
7	Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00			
œ	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
o	Removal of Peces (Treket is issued) – Code Section 3-12	50.00		50.00			
10	Violation – Chapter Three of Code – per violation	100,00		100 00			
-	Transporting animals to out of town vets after hours	Cost	r	Cost			
12	Assessor						
13	Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (POI)	1.00		1.00			
14	Assessor card - 50/page front and back (state statute)	1.00		1.00			
15	Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
16	Berlin-Peck Memorial Library						
17	Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00			
9	Lost/Severely Damaged Materials in Print	list price		list price			
0	Lost/Severely Damaged Materials out of Print	average in print		average in print			
2 6	100 mm and	cost		cost			
2 2	Fassports (Town processing fee) - increasing from \$25 to \$55 effective April 1, 2018	35.00		35.00			
- 6	Passports (government issued document cost)	per statute		per statute			
77	Notary Fee - CGS 3-95	5.00		5.00			
23	Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		S.15 per pg.			
24	Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.			
25	Public Fax Machine Fees - U.S., Canada, Caribbean: First page/each additional page (portion to Library)	1.75/1.00		1.75/1.00			
56	Public Fax Machine Fees - International: First page/each additional page (portion to Library)	3.95/3.45		3.95/3.45			
27	Lost or Damaged Barcode	2.00		2.00			
87	Lost or Damaged Audio or Video Case	2.00		2.00			
53	Copies (first 10 black & white pages no charge; color and black & white over 10 pages fee listed)	.15/pg.		.15/pg.			
30	Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
31	Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100,00			
32	Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00			
33	Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	00.09		00'09			
34	Use of the Board Room (small room)	40.00		40.00			
35	An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.	ities.					
36	A §5 fee will be assessed for anyone who signs up for a program but fails to attend the program.	m.					

Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

38				
	Building Inspection			
_	Ruilding Dormit (Por &1 000)			
5 4	DATEMENT FUND (\$1.00) DATEMENT FUND (\$2.000)	-	-	
	1	.75	-	
· ·	Per 8, 5000 thereafter	14.75 0	0.25 15.00	
	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000,00 or 100 percent of the fee that otherwise would be due		However if the	
		increase provided for in the	its section.	
	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation	d such other substantial	proof and documentation	
2	ling Official deems necessary to validate the fee waiver request. The	within 30 days of receipt	of a complete	
2				
44	The above includes the State of Coun. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials – The Town gets to keep \$0.01 and the State receives \$0.25	vn gets to keep \$0.01 and	the State receives \$0.25	
45	Danelly for Overmeina a borns without a Cartificate of Cheamanasa Ordinasasa.	The second second		
2 4		Set by court	Set by court	
2 5	Centricing of Occupancy, One of two Family Dwening, per visit building inspector of his Detegate	50.00	20.00	
, ,	Cettificate of Occupancy. Any Other Dwelling Type or structure per visit fee	100.00	100.00	
ρ.	Certificate of Building Compliance - Residential	25.00	25.00	
49	Certificate of Building Compliance - Commercial	50.00	50.00	
20	Certificate of Zoning Compliance	50.00	50.00	
_	Third Inspection Fee	25.00	25.00	
	Engineering & Public Works			
53	Printing & Publications (Price per nage):			
54	8 1/2 x 11	050	05.0	
55	41.7 × 01.8	05.0	05.0	
92	Man Constitution 1 v 17	0.50	0.50	
2 2	Man Copy 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	06.1	1.50	
5 6	Map Copy 17 x 24	3.00	3.00	
0 0	Map Copy 22 x 34	5.00	5.00	
0 0	Map Copy of X 44	8.00	8.00	
000	Inland Wellands Map, 1" = 800	5.00	5.00	
10	Property Map, any scale	5.00	5.00	
62	Contour Map, $1^n = 200^\circ$	5.00	5.00	
63	Zoning Map, 1" = 800'	00.9	00'9	
	Zoning Use and Bulk Table	2.00	2.00	
65	Water or Sewer Map, 1" = 800'	5.00	5.00	
99	Street Index Map (Printed), 1" = 2.5 mi.	2.00	2.00	
67	Street Index Map, 1" = 1,600°	5.00	5.00	
89	Plan of Development, 1" = 800"	00'9	00'9	
69	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50	0.50	
20	Mylar Printing, Per Sq. Ft. (\$2 min.)	2.00	2.00	
7	Solid Waste Collection & Disposal Code Section 15-12	100.00	100.00	
72	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$75.00			
73	Mattress/Box Spring Disposal (per unit charge) - curbside piekup only	15.00	15.00	
74	Trash Bins (Replacement) - Payable to Trash-Away (not to the town) \$75.00			
75	Contractor's License Fee	50.00	50.00	
	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Case are			
	exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is			
9/	in place (and accepted) by the Dept, of Public Works	1,250.00	1,250.00	
77	Plus S1.00 per linear foot of openings longer than 25 feet.	1.00 + varies	1.00 + varies	
1 82	Late fee for failure to obtain permit (excluding emergency work)	100.00	100.00	
l		Washington of American	200 NO. CO. CO. CO. CO. CO. CO. CO. CO. CO. C	

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Street Signs (each)	00'009	00'009		
Monument Caps (each)	20.00	20.00		
Driveway Pemilis	25.00	25.00		
CD-CAD drawing (max. 3 files w/5 lavers)	50.00	50.00		
Burning Pennits	10.00	10.00		
l'esting for New Roadways Fee is \$5,000 Cash. As per Planning and Z lopers are required to deposit with the Town a fee of \$5,000 to be used				
independent tesmig company for near tesmig inspection or new public founds. Open acceptance of the figures-way by the flowing may remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed. Validate	Varies – deposit fee of \$5,000.00	Varies- deposit fee of \$5,000.00		
Fire Marshal				
Blasting permits - state statute (29-349c)	00.09	00.09		
Golf Course - Timberlin				
Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				
Weekend 18 holas	36 50	36 50	000	0000
or proces	22.50	22.30	1.50	1.50
Weekday				
18 holes	33.00	33.00	1.50	1.50
9 holes	21.00	21.00	1.00	1.00
Senior — 18 holes	23.00	23.00	1.00	1.00
	15.00	15.00	1.00	1.00
Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CP), Carts and CT Sales Tax)				
Weekelid 18 holes	45.00	45.00	2 00	00.0
9 holes	28.00	28.00	1.50	1.50
Weekday				
18 holes	41.00	41.00	2.00	2.00
) holes	25.00	25.00	1.00	1.00
Senior - 18 holes	33.00	33.00	2.00	2.00
y notes	50.07	57.07	1.50	1.50
Resident/Non-Resident Junior Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				T
	19.00	19.00	2.00	2.00
9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	12.00	12.00	1.00	1.00
Antino Militaria, convolutions of enacidance (II) considered				1
18 holes (anvine)	25 00	25 00		I
9 holes (anytime)	15.00	15.00		
1811S Golf Team – no charge for matches & supervised practices.	0.00	0.00		1
Resident Golf Passes (excludes Capital Improvement Program (CIP))				
Unlimited	1,125.00	1,125.00	25.00	25.00
Senior – Unlimited	840.00	840.00	25.00	25.
Junior – Unlimited	465.00	465.00	25.00	25.00
Senior Restricted (Mon-Fit only)	515.00	515.00	25.00	25.
Super Sentiar Restricted (Month): age 90 and above)	200.00	200.00	00.50	
Junot — resultated utility of principles of	040.040	040.00	77.00	00.62
Unlimited Unimited	1,600,00	1.600.00	150.00	150 00
Senior – Unlimited	1,400.00	1,400.00	150.00	150.00
Junior - Unlimited	200.00	500.00	00.09	00.09
Senior Restricted (Mon-Fri only)	1,075.00	1,075.00	150.00	150.00

Changes highlighted

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referenda - Fees same as resident; OR, (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given for CIP fees. (g) non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. 40.00 35.00 25.00 30.00 2.00 00 Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.) Golf Lengues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered. 35.00 25.00 30.00 2.00 00 Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOT Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee Capital Improvement Program (CIP) - Rain checks are not given for CIP fees. Outing revenue does not include prize fund or driving range costs. Folf Carts (per person) - fees are gross before sales tax Non-Berlin Citizens will pay an additional \$10.00 atchery Brook Conservation Garden League Fees - Non- Resident Driving Range: SEE 10' x 25' plot 20' x 20' plot 18 holes x 20° plot 131 132 133 134 135 136 137 139 140 141 145 146 148 149 150 151 151 144 154 155 156 157 158 159 160 161

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

82		5 6 6			
163	Health Department - Regional Fees (https://www.cchd.org/forms) - EFFECTIVE 7/1/2020				
164	Full Operation Food Establishment	For Profit	Non-Profit		
165	Class I	190.00	95,00		
166	Class II	250.00	125.00		
167	Class III 0-50 seats	310.00	155.00		
168	Class III 51 – 100 seats	350.00	175.00		
169	Class III 101 + seats	425.00	212.50		
170	Class IV Daycares	175.00	87.50		
171	Class IV Nursing/Med	425.00	212.50		
172	Class IV Other	425.00	212.50		
173					
174	Itin. Vendor Class I	150.00	75.00		
175	Ifin. Vendor Class II	250.00	125.00		
176	Itin. Vendor Class III	300.00	150.00		
177					
178	Calerers Class I	150,00	75.00		
179	Caterers Class II	250.00	125.00	l	
180	Caterers Class III	300.00	150.00		
181	Calerers Class IV	375.00	187.50		
182					
183	Seasonal - Class I	135.00	67.50		
184	Seasonal - Class II	165.00	82.50		
185	Seasonal - Class III	200.00	100.00		
186					
187	Grocery - <10,000 sq./ft - Class I	150.00	75.00		
188	Grocery - <10,000 sq./ft - Class II	250.00	125.00		
189	Grocery - <10,000 sq./ft - Class III	400.00	200,00		
190	Grocery ->10,000 sq./tì	800.00	400.00		
191					
192	2 nd re-inspection fee	50% of license	50% of license		
193	No license penalty fee	50% of license	50% of license		
194					
195	Plan Review	100% of license	100% of license		
196					
197	Temporary license				
198	Class I - 1 Day	40.00	20.00		
199	Class 1 - 2-14 Days	70.00	35.00		
200					
201	Class II & III - 1 Day	00.09	30.00		
202	Class II & III - 2-14 Days	120.00	00.09		
203					
204	Farm market vendor-non-farmer, no food prep, individual portions, sampling	60.00	30.00		
205	Farm market vendor-non-farmer, with food prep, individual portions, sampling	100.00	50.00		
206	Farm market vendor – farmer selling farm products	0.00	n/a		
207					
208					

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Motels			
1 to 25 units	200.00		
26 to 50 units	300,00		
51 to 75 units	350.00		
>75 units	400.00		
Septic Systems			
Plan review + Permit to install – new	400.00		
Plan review + Permit to install - repair	175.00		
Subdivision Plan Review (first 3 lof reviews)	200.00		
Subdivision Plan Review - additional lots (per lot)	50.00		
19-13-B100a Review	75.00		
Soil Testing – Additional (Different Day)	200.00		
Soil testing – new (up to 4 pits and 2 peres)	200.00		
Soil testing – repair or 19-13-13100a review	150.00		
Private Well			
Permit to install (includes multiple geothermal wells)	50.00		
Well abandonment/well casing extension permit	25.00		
Water test review and approval	25.00		
Public Swimming Pooks			
Permit to Operate - Seasonal	200.00	100.00	
Permit to Operate - Year Round	250.00	125.00	
loo	75.00	37.50	
Re-inspection fee	\$50,00 per pool	\$50.00 per pool	
Nahon License			
1 to 4 stations	100.00		
o to 9 stations	130.00		
10+ stations	160.00		
and the second of the second o	100% Lic. Fee		
Ke-inspection fee	50% Lic. Fee		
Day Care Inspection	1		
Re-Incensive Inspection Fee	120.00	00 09	
	0000	2000	
Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities to an activities are an expensive the formal and powering by the Stories of Comparison and formal and activities facilities wanted and powering by the Stories of Comparison and Schools are schools and schools and schools and schools are schools are schools are schools are schools and schools are schoo	t, their departments and	facilities including publ	lic schools and school-related activities u
food event or to obtain a seasonal permit, and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.	partment of Agriculture	ers, not rot promit groups and who sell only farm	or agenetes applying for a permit to run products at a given event.
Inland Wetlands Commission			
Wetlands - Regulated Activity and Floodplain Permit	152 00 58	58.00*	
Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	t	1	
Wetlands - Change in Boundary \$210 plus \$50 per acre.	t	L	
Infand Watanda Davidation			

251 reflected in the Total Fee

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary *Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program 5.00 2.00 5.00 0.00 New 5.00 All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council. 5.00 5.00 5.00 75.00 per week 90.00 per week 110.00 350.00 00.001 5.00 100,00 105.00 60.00 80.00 60.00 per v 80.00 30.00 25.00 40.00 85.00 50.00 30.00 Changes highlighted 75.00 per week 90.00 per week 60 00 ner week 110.00 105.00 350.00 100.00 90.00 85.00 100.00 30.00 Supervision/custodial costs will be added for all after hours use. 00.09 80.00 50.00 25.00 40.00 5.00 30.00 Recreation Programs Special Revenue Fund by program. Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50. Including additional \$10 fee for any registrations accepted after evaluations if space is available deadline if spots are available in 3rd-8th grade winter basketball. Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours) Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50 Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non- Profi Winter - Non-Resident Women's 30 plus Recreation Volleyball - season Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit Winter - Resident Women's 30 plus Recreation Volleyball - season Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit Winter - Non-Resident Men's 31 yrs. Plus Basketball - season Meeting Room Out of Town, Whole Day, Profit & Non-Profit turp. Room- Whole Day- In Town Profit or Non-Profit Iouse - Currently vacant. Renovations needed, Fee TBD Unit 07/01/2022 - 06/30/2023 (per month) rd-8th Grade Basketball, Counselors Fee for Summer Youth Athletic Leagues and Teams Summer Program - any 4 day week Mobile Home Park Rental Berlin Community Center Ialloween Event, per child Parks & Recreation 270 271 273 273 274 275 276 277 278 278 279 278 279 279 278 279 278 279 278 252 253 254 254 255 256 257 258 259 260 261 262 263 264 265 266 266 267 268 269 286 284

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Non local/For profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section IB. 165.00 non-res 155.00 Res \$70/hour 130/110 be rented at least 3 hour 140.00 105.00 105.00 120.00 105.00 120.00 25.00 85.00 55.00 10.00 5.00 50.00 210.00 210.00 10.00 00'06 55.00 65.00 S60/hour 420.00 S50/hour Changes highlighted 165.00 non-re 155.00 Res \$70/hour 130/110 \$20/hour 10.00 140.00 140.00 210.00 120.00 105.00 120.00 55.00 90.00 420.00 105.00 105.00 210.00 85.00 20.00 10.00 50.00 65.00 S60/hour 25.00 5.00 00'06 55.00 S50/hour 1.00 Swim Team - each participant is given a swim pass (residents only). Resident first/second child Penalty for violation of Open Space Ordinance 4-97, per offense BHS & McGee Basketball and Tennis Courts – Local Equipment if requested/Retainer and refundable Scalise Football Field/Biscoglio Field, Sage Grounds Rates (minimum of 3 hours) Custodial Rates (minimum of 3 hours) All fields, per hour, non-local/For-profit Facility/Stadium Non-Local/For Profit Swim Team Non-Resident per child Lifeguard Training Course Deposit for Pavilion - Refundable Field Light Fees (New Fee St All fields, per hour local .ocal/Full Day (8 hours+) Season Pass - Individual Pavilions Timberlin/Sage Non Local/For Profit Adult Non-Resident Non local/For Profit STOOT BOOTTUO Replacement Tag Concession Local All fields deposits: Usage Deposit Local ocal 287 288 289 290 291 292 293 294 295 296 296 298 328 329 330 331 332 333 334 335 335 336

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

YOY Change

•							
339	BHS & McGee Baskethall & Tennis Courts Non-Local	35.00	35.00				
340	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)	ourt)					
277							
- to	Lights Per Hour, Local	50.00	50.00				
342	Lights Per Hour, Non-local/For Profit	65.00	65.00				
343							
344	PISTOL CREEK						
345	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).			 -			
346	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00	100.00			1	
347	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00	75.00				
348	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00	200.00				
349	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00	150.00	I			
350	Outside Deek - Hourly Rate	30.00/hr	30.00/hr	5 00	9		5.00
351	Damage Deposit Required of All Groups	90.00	00'06				00.0
352	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00						
353	Field/Facility use key deposit	50.00	50.00				
354	All Supervision and Custodial costs will be paid out-of-pocket.						
355	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.			 		-	
356						-	

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

lots X\$250 (plus state fee of \$60) Total number of 410.00 *There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total minimum 15.00 8410 210.00 310.00 25.00 30.00 10.00 310.00 460.00 1.50 230.00+ 230.00+ 410 8.00 3.00 5.00 8.00 \$8,00* \$8,00* \$8,00* \$8.00* \$8.00* \$8.00* \$8.00* *00.85 \$8.00* \$8.00* \$8.00* \$8.00* 58.00 Changes highlighted 250.00 per lot, plus \$2 minimum 1,942.00 152.00 15.00 252.00 252.00 172.00 ± 25.00 30.00 8.00 20.00 3.00 5.00 8.00 352 Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft over 5,000) Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved Subdivision or Resubdivision (more than 2 lots) Planning & Zoning Commission* Subdivision or Resubdivision (2 lots) Special Event Site Plan Review Subdivision Regulations Zoning Regulations oning Map - Colo Map Copy 17 x 24 Map Copy 22 x 34 Map Copy 34 x 44 Text Amendment Map Copy 11 x 1 Maximum Fee 358 359 357

381	Fee			
382	Police			
383	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion);			
384	\$50 application fee PLUS \$10 per month -or-	50.00	50.00	
385	\$100 per year	00.001	00.001	
386	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations)	100.00	100.00	
387		00.001	100.00	
388	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double Code Section 17-30			-
389	Daily storage plus towing charges – Code Section 17-32e & 17-31	25.00	25.00	
390	Towing (Illegal Parking) - Code Section 17-31	75.00	75.00	-
391	Additional charges for each 24 hours held – Code Section 17-31	25.00	25.00	
392	Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00	75.00	
393	Snow ban, if towed - Code Section 17-32	75.00	75.00	
394	Other between curb sidewalk – Code Section 17-33	75.00	75.00	
395	Parking on wrong side of street – Code Section 17-33(1)	75.00	75.00	
396	Double parked - Code Section 17-33(11)	75.00	75.00	
397	Obstructing driveway – Code Section 17-33(12)	75.00	75.00	
398	Parking more than 12" from curb – Code Section 17-33(2)	75.00	75.00	
399	Improperly parked – Code Section 17-33(2)	75.00	75.00	
400	Parking too near hydrant (10') – Code Section 17-33(3)	75.00	75.00	
401	Blocked Crosswalk – Code Section 17-33(4)	75.00	75.00	
402	Parking too near street corner (25) - Code Section 17-33(5)	75.00	75.00	
403	Parking too near a stop sign (25') – Code Section 17-33(6)	75.00	75.00	
404	Parking in restricted area – Code Section 17-33(7)	75.00	75.00	

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

		Changes highlighted		
405	No Parking Zone (7)(8)(9) - Code Section 17-33 (7)	75.00	75.00	
406	No parking-tow zone, if not towed (1)-(13) - Code Section 17-33(7)	75.00	75.00	
407	Handicapped Parking violation - Code Section 17-54	100.00	100.00	
408	Parking in fire lanes - Code Section 17-77	100.00	100,00	
409	Private property posted, if not towed – Code Section 17-90	75.00	75.00	
410	Private property posted, if towed – Code Section 17-90	75.00	75.00	
411	Darly storage plus towing charges – Code Section 17-91	25.00	25.00	
412	Towing (private property) cost plus – Code Section 17-91	75.00	75.00	
413	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way - Code Section 14-45	500.00	500,00	
414	Vendor Permits (Maximum) — Code Section 5-30	200.00	200.00	
415	Vendor Permits Penalty – per day – Code Section 5-36	00.661	199,00	
416	Guns Dealer's Lucense (CGS 29-28(a))	200.00	200.00	
417	Photographs/Videos – per CD/DVD	15.00	15.00	
418	Photographs/Videos - per USB Drive	30.00	30.00	
419	Fingerprinting (CGS 29-17c)	10.00	10.00	
420	Police Reports (FOI-per page)	0.50	0.50	
421	Local Pistol Permit to carry (CGS 29-28(b))	70.00	70.00	
422	Rafile permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00	10,00-100,00	
423	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00	35.00	
424	Alarm Renewal - Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00	10.00	
425	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00	
426	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00	
427	6-22 Fine doubles if not paid within	500.00	500.00	
	False Alarm Fine – Ordinance – Code Section 6-19	50 00 3 rd alarm	50.00 3rd alarm	
		plus '25.00	plus 25.00 each	
		each	Subsequent	
428		subsequent		
429	Violation of littering - Ordinance - Code Section 7-10 (1-15)	200.00	200.00	
	Construction Noise Activity – Code Section 7-56	100.00 first	100.00 first	
		offense; 500.00	offense; 500.00	
430		each subsequent	each subsequent	
431	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) - Code Section 4-25	100.00	100.00	
432	Snow/tee Sidewalk – Code Section 14-11	100.00	100.00	
433	- 1	100.00	100.00	
434	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to St. Ctr & PTO/PTA			
435	Class A	75.00	75.00	
436	Class B	\$10 per day	\$10 per day	
43/	Class C	50.00	50.00	
439	Review or Bothle Domvit Flows (P. A. 17,231), axia statuta for exemption related to St. C'te & PlFC/PlFA			
440		75.00	75 00	
441	Class 2	30.00	30.00	
442	Class 3	\$60 per day	\$60 per day	
443	Class 4	15.00	15.00	
444	Class 5	120.00	120.00	
445	Class 6	150.00	150.00	
446	Class 7	300.00	300,00	
777	Daniet en af Volane			
110	WESTER OF VOICES			
448	Volets List, per diskette	25.00	25.00	
448	Labels, per name (Labels Must Be Provided) – per state statute	0.03	0.03	
450	Revenue Collector			
451	Delinquent Tax Payer List, paper form, per page – per state statute	0.50	0.50	
452	Copy of a tax bill – per state statute	0.50	0.50	

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

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453	Certification - 1st page, per page	1.00		1.00		
454	Certification - subsequent pages, per page	0.50		0.50		
455	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00		
456	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	00'9	H	00'9		
457	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost	H	Atcost		
458	Senior Center		\vdash			
459	Class Fee	4.00	F	4.00		
460			-			
461	Room rentals—staff costs will be added for all after bours use and whole day rental is charged after 4 hours;					
462	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
463	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
464	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	00.001		100.00		
465	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00		
466	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
467	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
468	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.001		
469	Multi-Purpose Room B - Half Dav, Out-of-Town, Profit or Non-Profit	75.00		75.00		
470						
471	Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr		
472						
473	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00		
474	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00	_	40.00		
475	Classroom –Whole Day - Out of town Profit or Non-Profit	00.001		100.001		
476	Classroom – Half Day - Out of town Profit or Non-Profit	80,00		80.00		
477	Photocopies, per page – per state statute	0.50		0.50		
478	Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00		36.00		
479	Supervision/Custodial Costs will be charged for all after-hours events.					
480						
481	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
482	Town Clerk					
483	Dug Licenses		-			
484	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00	8.00		
485	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	00.81	19.00		
486	New Owner of Already Licensed Dog state statute 22-339	1.00		1.00		
487	Replacement Tag — state statute 22-341	0.50		0.50		
488	Kennel License – per statte statute 22-342		49.00	51.00		
489	Late Fee on dog license - per month – state statute 22-338(a)	1.00		1.00		
490	List of dogs - per name on list – FOI	0.03		0.03		
6						

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

		Citatiges inglinigited	naıı			
491	Land Records - Maps - Trade Names					
492	Legal Documents (S60 First Page) – state statute 7-34a					_
493	First page – state statute 7-34a	00'91	44.00	00.09		_
484	Fach additional page – state statute 7-34a	5.00		5.00		_
495	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00	l	20.00		_
496	Land Recording involving MERS Document (other than Release or Assignment) First Page	49 00	00 01	159.00		_
497	Each additional page of the above	5.00		\$ 00		_
498	Land Recording involving MERS Release or Assignment	32.00	127 00	159.00		_
499	Land Record, copy per page (in any format) – state statute 7-34a	100		1 00		_
200	Certification of land records per document – state statute 7-34a	2.00		2.00		_
501	Trade Name Certificate – state statute – 7-34a (undated by PA 18-136)	00 01		00 01		_
505	Subdivision Maps – state statute 7-34a	30.00		30.00		_
503	Survey Maps - state statute 7-34a	10.00	I	10.00		-
504	Map Copy 11 x 17	1 50		1.50		_
505	Nan Copy 17 x 24	3.00		3.00		,
909	Map Copy 22 x 34	5.00		5.00		_
507	Nan Copy 34 x 44	8.00		0.00		_
508	Conveyance Tax (Per ST 000) — state statute 12-498(a)	90.00	03200	0.00		_
509	Sales Rano – state sinute 7-34a	0.000	0.070.0	0.00		_
510	Decembers with no known last addresse of grantes than escorded state status 7.34s	2.00	1	2.00		_
511	Partition of the property of t	5.00	1	5.00		_
- 0	TACHTHER - TAIRLE DECORDS - IT HAIRES OF THOSE EXECUTING, WHITESSING AND ACKNOWLEDGING ARE NOT TYPED OF PITHER UNDER SIGNATURE.	00.1		1.00		_
7 0	Vital Statistics					
513	VIIal Statistics to Resident Towns – state statute 7-76	2.00		2.00		
514	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00		_
515	Birth Certificate, Wallet Size (Certified) — state statute 7-74(a)	15.00		15.00		_
516	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00		_
517	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00		_
518	Burial Pernit – state statute 7-73(a) (Updated by PA 18-136)	5.00	t	5 00		_
519	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5 00		2.00		_
520	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00	50.00		_
521	Misc. Fees					_
522	Appointment of Notaries — state statute 7-34a (500 00 paid directly to state)	20.00		20 00		
523	Notary Certification – state statute 7-3-4a	5.00		5 00		
524	Notary Fee – state statute 3-95	5.00		5.00		_
525	Campaign Financing – Late Fee – state statute 9-623	100,00		100.00		_
526	Certification of Documents - Where Scal is Required - state statute - 7-34a	2.00		2.00		_
527	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00	l	500.00		_
528	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00	l	250.00		_
529	Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00		_
530	Photocopies, per page – state statute 1-212(2)	0.50		0.50		_
531	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00		_
532	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00		_
533	Fax, Per Page	1.00		1.00		_
534	Municipal Code	50.00		50.00		_
535	Filing Liquor Permits — state statute 30-53 (updated by PA 18-136)	20.00		20.00		_
536	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		_

YOY Change

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

537 Town N 538 Bilghted 539 Treasu 540 Month 541 Replan 542 Returr 543 AT & 544 AT & 545 Verizo 546 T-Mol 547 Crown 548 Water 549 Water 540 Inspection 550 Inspection 551 Permit Fe 852 costs 552 costs 81,000 Water 81,000 St.000	Town Manager Blighted Buildings – Code Section 4-16 Treasurer's Office Monthly processing fee for Cash Performance Bonds over \$5,000.00 Replacement check fee Returned Check fee (C.G.S. 52-565a) Cell tower rental A.T. & T. monthly rent - contract expires November Verzon monthly rent - contract expires December	150.00	+	150.00	
	Buildings – Code Section 4-16 rer's Office ly processing fee for Cash Performance Bonds over \$5,000.00 ceneral check fee (C.G.S. \$2-565a) I monthly rent - contract expires November an monthly rent - contract expires December	150.00		150.00	
[E]	Ity processing fee for Cash Performance Bonds over \$5,000.00 coment check fee Check fee (C.G.S. 52-565a) Itower rental Throuthly rent - contract expires November				
	ly processing fee for Cash Performance Bonds over \$5,000.00 cement check fee red Check fee (C.G.S. 52-565a) I monthly rent - contract expires November an monthly rent - contract expires December				
	cement check fee Led Check fee (C.G.S. 52-565a) Lower rental T monthly rent - contract expires November an monthly rent - contract expires December	8.00		8.00	
	led Check fee (C.G.S. 52-565a) Tower rental Tomorthy rent - contract expires November an monthly rent - contract expires December	10.00		10.00	
	T monthly rent - contract expires November on monthly rent - contract expires December	20.00		20.00	
	T monthly rent - contract expires November an monthly rent - contract expires December				
	monthly rent - contract expires December	3,306.76		3,306.76	
Pe Pe		2,860.22		2,860.22	
 	T-Mobile monthly rent - contract expires March	1,884.47		1,884.47	
>	Crown Base - contract expires March	1,724.52	r	1,724.52	
S E S	Water Control	WCC Fee State	State Fee	Total	
Pe Pe	Water Control Commission Regulations		-	16.00	
Pc	inspection of water taps not made by BWCC staff	125.00	-	125.00	
	Pernit Fee for Secondary Meter	100.00		100.00	
L	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the amplication public hearing and legal notice required	250 00		250.00	
	Water System Connection Charge (Abutting Property): S21 per front foot (S30 per front foot on divided highway); plus S2,000 for first unit; plus S1,000 for each additional unit. For non-residential property: S2,000 for first unit plus S800 each, for the second through tenth unit PLUS S250 for	iit; plus S250 for			
553 cach u	each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$375 for Water Permit.				*******
Sewer S1,200 554 unit or	Sewer System Connection Charge (Abutting Property): S30 per front foot (S39 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,200 for each additional unit. For non-residential property: \$2,500 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$125 for Sewer Permit.	it; plus for each			
<u> </u>	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten). PLUS \$375 for Water Permit.	unit; plus			
	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$125 for Sewer Permit.	unit; plus			
557			H		
558 Zoning	Zoning and Zoning Board Fees				
	ZIBA Application (Approval, variance, special permits)	152.00 58.	\$8.00*	210.00	
	Additional Related Variance on same property.	77.00 58.	*00.85	135.00	
_	Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00	
562 Zoning	Zoning Compliance Letter or Certification	50.00	1	50.00	
L	The Compliant Approval Compliance Letter	50.00	†	50.00	
	Ton taile (versions) 2RA Andra Vehicle License	T	*00 85	380.00	
L	Gasoline License	\dagger	58.00*	380.00	
L	- Ordinance	day	F	50.00 per day	
568 ZBA P	ZBA Permits for Satle of Alcoholic Beverages	H	*00.85	380.00	
Junkec	e Sections 7-30-7-35	100.00 per day of	Н	100.00 per day of	
569		non-compliance	ĕ	non-compliance	
*Ther	*There is a \$60,00 Land Use Application Fee established under CGS Sec. 22a-27j \$58,00 goes to the State of CT - \$2,00 is retained by the Town - this is reflected in the Total	e Town - this is re	flected in	n the Total	
570 Fee					

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the restrictive refund policies provided those policies are communicated to users at the time of purchase.

Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundent, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2023

Agenda Item No. 6 Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 27, 2023

SUBJECT: Set Public Hearing on "AN ORDINANCE APPROPRIATING \$6,500,000

FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION, AND AUTHORIZING THE ISSUE OF \$6,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE

MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

SUMMARY:

The Public Building Commission (PBC) engaged Jacunski Humes Architects, LLC to design plans for the Addition and Renovations to Berlin Police Department project. In February 2022, the projected cost of the project (excluding \$300,000 appropriated in October 2022) was \$4,900,000.

The current plan is to award bids in June 2023. The Town must have funding appropriated at the time the bid is awarded. Given actual 2022 and expected 2023 inflation, supply chain conditions since the original estimate was developed and adding debt issuance costs, the requested amount for the bond ordinance is \$6,500,000. Section 6-10-6 of the Town Charter reads, "Adoption of an ordinance exceeding five million (\$5,000,000.00) dollars shall be subject to automatic referendum approval by a majority of those voting thereon." The actual amount bonded will be determined after the project is awarded and a potential allocation of fiscal year 2023 surplus funds is considered.

To line up funding for this project by the planned June award date, and to avoid the incremental cost of a separate referendum, the vote on the proposed ordinance must be added to the April 2023 budget referendum ballot. The ordinance process must start now to make the April ballot deadline and comply with all notice requirements.

ACTION NEEDED:

Move to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$6,500,000 for the addition and renovations of the Berlin Police Station, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, February 21, 2023, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,500,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION, AND AUTHORIZING THE ISSUE OF \$6,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

ATTACHMENTS:

Project Cost Estimate from February 2022

PREPARED BY:

Matthew McNally, Police Chief Doug Solek, Facilities Director

JOSEPH JACONSKI HUMES ARCHITECTS, LLC

Addition and Renovations to Berlin Police Department Berlin, CT

February 11, 2022 PROJECT COST WORKSHEET Hard Coefe.

Hard Costs:		Design-	PHASE 1	PHASE 2	PHASE 3	ANY
		Bidding				PHASE
Sitework and Carport Structures	\$266,880		\$66,880			\$200,000
Addition and Interior Renovations	\$3,609,370		\$2,709,370	\$800,000	\$80,000	\$20,000
Subtotal	\$3,876,250		\$2,776,250	\$800,000	880,000	\$220,000
Soft Costs:						
Architectural/Engineering Fees	\$300,000	\$240,000	\$30,000	\$20,000	\$10,000	
Clerk / Project Management Fees	\$150,000		\$75,000	\$50,000	\$25,000	
Furniture, Fixtures, Equipment (& Design)	\$100,000		\$50,000	\$25,000		
High Density Shelving / Appliances	w/in hard costs					
Land Surveying Services (T-2)	\$5,000	\$5,000				
Geotechnical Engineering / Soil Testing	not anticipated					
Independent Materials Testing / Inspections	\$8,000		\$4,000			\$4,000
Commissioning Services	\$30,000		\$20,000	\$5,000	\$5,000	
Console Furniture / Radio System relocation	not anticipated					
Telephone / Data System Equipment	\$50,000		\$30,000	\$10,000	\$10,000	
Building Equipment / AV Systems	\$50,000		\$30,000	\$10,000	\$10,000	
Printing, Advertising	\$2,000	\$2,000				
Relocation / Moving Expenses	\$10,000		\$7,500	\$1,500	\$1,000	
Utility Company Backcharges	not anticipated					
Builder's Risk Insurance Policy	\$25,000		\$25,000			
Owner's Legal Fees / Bonding Costs	TBD by Owner					
Administrative Costs / Owner's Expenses	\$10,000	\$3,000	\$5,000	\$1,000	\$1,000	
Permitting Fees	assumed waived					7,4
Subtotal	\$740,000	\$250,000	\$276,500	\$122,500	\$87,000	\$4,000
Project Contingency (15%)	\$583,750	\$50,000	\$350,000	\$120,000	\$12,000	\$51,750
Project Total	\$5,200,000	\$300,000	\$3,402,750	\$1,042,500	\$179,000	\$275,750

Agenda Item No. Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

February 2, 2023

SUBJECT:

Chief of Police – Amendment to Extension of Employment Agreement

SUMMARY:

• The Human Resources Director was made aware by the Finance Department that the Chief of Police recently executed Extension of Employment Agreement included the following language which after review, was found to also be in the initial 1-year contract agreement.

- <u>Health Insurance</u>: The Chief has waived participation in the Town's health insurance plan and the base salary reflects payment from the Town in consideration of the waiver.
- It was believed that the Chief of Police had received the health insurance waiver in the prior 1-year contract by error. The Chief was notified immediately that based on the current agreement language; waiver payments would stop until further notice. The Human Resources Director stated that neither the Finance Dept. or Human Resources Dept. had an issue with the Chief continuing to receive payments for the medical waiver, but would require that the Police Commission provide approval of this amendment to the existing agreement.
- The Board of Police Commission provided approval for this amendment via a letter dated January 25, 2023 which was received by the Human Resources Dept. on January 31, 2023.
- The Chief of Police will receive any retroactive payment(s) owed to him.

The Human Resources department is requesting Town Council approval of this Amended Extension of Employment Agreement.

ACTION NEEDED:

Move to approve and authorize the Town Manager to execute the Amended Extension of Employment Agreement with Chief of Police, Matthew McNally, from November 1, 2022 – October 31, 2026.

ATTACHMENTS:

Copy of Board of Police Commissioners Letter to Mayor Mark Kaczynski, Town Council Members and Town Manager, Arosha Jayawickrema dated January 25, 2023

Amended Executed Extension of Employment Agreement

PREPARED BY:

Paula Carabetta, Human Resources Director (Town)



TOWN OF BERLIN

BOARD OF POLICE COMMISSIONERS 240 KENSINGTON RD. BERLIN, CT 06037-9990

Mayor Mark Kaczynski; Town Council Members; Town Manager Arosha Jayawickrema

January 25th, 2023

Greetings,

On January 25th, 2023, at the monthly Berlin Police Commission meeting, the full commission went in to executive session to address an issue that came up with the recent extension of the police chief's contract. The contract extension that was agreed upon was for the Chief to keep everything as the same in his first year of employment with the Town of Berlin. During his first year, and after he was engaged in employment, he did not take the Town's medical insurance plan and was compensated with the stipend for not doing so. This was arranged through the previous Human Resource Director and he filled out the required paperwork and received the payment.

Immediately after the recent approval of his four-year extension, he was notified that he was not eligible for the stipend anymore and that he was paid in error last year, but that the town would not be seeking reimbursement. Of course, had he have been notified of this prior to agreeing to the four-year extension with "everything being left the same as his first year" there would have been some discussion of this, and may have resulted in a period of negotiation.

The members of the Police Commission came out of executive session and a motion was made to amend his contract extension to reinstate his stipend for not taking the Town's medical insurance. The vote was a unanimous 5-0, with all parties voting, to amend his current contract extension in perpetuity that he be compensated with the same stipend as he received his first year of employment with the Town of Berlin. He is amenable to this amendment.

The Berlin Police Commission is presenting this to the members of the Town Council and yourself to approve the correction and adjustment, as I was directed to do so by the current Human Resources Director. Thank you for your attention to this matter.

On behalf of the Berlin Police Commission,

Steven K. Wilson, Chairman

JAN 31 PM4:02 JAN 31 '23 PM4:02

EXTENSION OF EMPLOYMENT AGREEMENT CHIEF OF POLICE

THIS AGREEMENT ("Agreement") is made as of the _____day of <u>November</u>, <u>2022</u> by and between the Town of Berlin ("the Town") acting herein through its Town Manager, Arosha Jayawickrema, subject to the consent of its Town Council and Board of Police Commissioners (the "Commission"), and **MATTHEW MCNALLY** ("MCNALLY" or the "Chief").

WITNESSETH

WHEREAS, the Chief of Police is a contract employee with conditions and terms of employment, salary and benefits to be determined by a written agreement negotiated by the Board of Police Commissioners, approved by the Town Council and executed by the Town Manager; and

WHEREAS, the Town desires to employ MCNALLY as its Chief of Police and MCNALLY desires to serve in said capacity, upon the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

- **EMPLOYMENT.** The Town hereby employs the Chief, and the Chief hereby accepts employment as the Chief of Police of the Town of Berlin, Connecticut, upon the terms and conditions hereinafter set forth.
- **TERM.** The term of said employment is for a period of four (4) years, commencing November 1, 2022, and terminating October 31, 2026. The four-year term of this Agreement shall be considered an extension of the original Employment Agreement terminating on October 31, 2022.
- 3 <u>DUTIES</u>. The Chief shall devote his full time and energies and shall faithfully perform all of the duties of Chief of Police of the Town of Berlin as set forth in the job description attached hereto and incorporated herein by reference. The Chief shall maintain open lines of communication with the office of the Town Manager and shall keep the Town Manager, the Mayor and the Chairman of the Commission informed of significant police department business in a timely manner. As a department head, the Chief shall attend all meetings called by the Town Manager which may require Police Department coordination, input or involvement.

At all times during the term of this Agreement, the Chief's sole employment shall be as Chief of Police. "Sole employment" as used herein shall not be construed to prohibit the Chief from occasional work other than for the Town, including teaching, writing or consulting, provided such other work is performed after regular work hours, during weekends, holidays and/or vacations and further provided that such work does not bring the Town into disrepute or impair the Chief's efficiency or effectiveness in performing his duties for the Town. The Town is not responsible for any costs associated with such occasional work, nor will the Town reimburse the Chief for any such costs.

- 4 HOURS. The Town and the Chief recognize that he is responsible for the continuous operation of the police department, 7 days each week, 24 hours each day. The normal working hours of the Chief will be at least 40 hours each week, regularly scheduled Monday through Friday in the daytime. The Chief will often be called upon to perform duties outside of his normal working hours, including but not limited to observation of department activities at all hours, attendance at meetings and responding in the case of emergencies. In recognition of this need to work flexible hours, the Chief will be allowed reasonable discretion and flexibility in setting his hours of work, provided that he gives notice to the Chairman of the Commission of any adjustments to his regular work schedule.
- 5 <u>RESIDENCY</u>. The Chief shall establish his primary residence in Berlin, Connecticut within one year hereof unless the Commission issues a written waiver or extension of this requirement.
- **PERFORMANCE GOALS.** The Commission, with input from the Town Manager, the Mayor and the Chief, shall establish reasonable performance goals and objectives for the Chief. The Chief shall meet with the Commission at least once per month during the one-year term of this Agreement for purposes of discussing the Chief's performance. The Commission or the Chief may initiate more frequent discussions of the Chief's performance whenever such discussions are deemed to be appropriate. Failure of the parties to fulfill the provisions of this paragraph concerning performance goals shall not invalidate, impair or modify any other provision or paragraph of this Agreement.

7. <u>COMPENSATION</u>.

A. Salary. The Chief's base annual salary shall be one hundred forty-seven thousand two hundred ninety dollars (\$147,290.00) for the first year of this Agreement. Thereafter, if the term of this Agreement is extended by written agreement of the parties, the Chief's salary shall be considered and determined by the Commission on an annual basis. The base salary shall be paid in equal installments in accordance with the schedule of salary payments in effect for other Town Department Heads. In each subsequent year of this Agreement, the Chief shall have a performance review subject to the provisions of paragraph 6 herein above, and decisions as to future salary increases shall be made following such reviews, subject to the recommendation by the Commission and final approval of the Town Manager.

B. Fringe Benefits. The Town shall provide the following fringe benefits to the Chief:

(1) Paid Holidays and Vacation:

Paid Holidays shall be in accordance with what is provided to the other Department Heads of the Town. Currently, twelve paid holidays and two floating holidays are granted to Department Heads.

Vacation leave with pay shall be provided as follows: The Chief shall receive twenty (20) days of vacation leave with pay for each year of this agreement. Unused vacation shall not be carried over one year to the next. The Chief shall receive payment for all unused vacation at the time of termination of this Agreement.

(2) Personal Days/Sick Days:

- (a) Sick leave and personal time shall be in accordance with the sick leave and personal time afforded to other Department Heads of the Town.
- (3) <u>Disability Benefits for Non-Job-Related Illness or Injury</u>. The Chief shall be eligible for the same disability benefits for an extended absence due to non-job-related illness or injury as is afforded to other Department Heads of the Town.
- (4) <u>Health Insurance</u>. The Chief has waived participation in the Town's health insurance plan. In lieu of coverage, the Chief will receive on an annual basis, the following amount (paid quarterly): Family \$2,500.00
- (5) <u>Life Insurance</u>. The Town shall provide life and accidental death and dismemberment insurance to the Chief in accordance with the coverage benefits afforded to other Department Heads of the Town.
- (6) <u>Uniforms and Cleaning</u>. The Chief shall be eligible for an annual clothing allowance in the amount of \$950 per fiscal year.
- (7) <u>Vehicle</u>. The Town shall provide the Chief a fully insured motor vehicle for his exclusive and lawful use appropriate to his position. The Town-issued vehicle shall not be operated outside of the state of Connecticut.
- (8) <u>Pension</u>. The Chief shall be eligible to participate in retirement investment options in the Town's 401a employer matching program and/or the Town's 457 plan (Roth or pre-tax) in accordance with the options afforded to other Department Heads of the Town.
- C. <u>Expense Reimbursement</u>. The Chief shall be reimbursed for out-of-pocket expenses, such as dues, subscriptions, travel and professional conference fees, incurred in the performance of his professional duties on behalf of the Town; provided that such expenses have been

appropriately funded in the police department budget and processed by the Finance Department, in accordance with the Town's established finance procedures.

8 <u>MEDICAL EXAMINATION/DRUG AND ALCOHOL TESTING</u>. The Chief shall submit to a comprehensive medical examination in each year prior to the Effective Date of this Agreement or the effective date of any extension or renewal thereof. A statement from the examining physician certifying to the satisfactory ability of the Chief to perform his duties shall be filed with the Board of Police Commissioners and placed in the Town medical file, pursuant to Connecticut General Statutes §31-128. Any cost of said medical examination and report which is not covered by the Chief's health insurance shall be borne by the Town. The Town Substance Abuse Prevention provisions applicable to regular police officers shall apply to the Chief.

9. **TERMINATION.** This Agreement may be terminated as follows:

- **A.** The Town, upon the prior approval of the Commission, and the Chief may terminate, amend or extend this Agreement, in writing, at any time by mutual written agreement;
- **B.** The Chief may terminate this Agreement by resignation or retirement, giving as much notice as possible, but in no event less than forty-five (45) calendar days;
- C. The Chief may be dismissed for just cause in accordance with Connecticut General Statute §7-278, whereupon the Agreement shall be terminated;
 - **D.** Upon expiration of this Agreement unless extended by the parties hereto in writing; or
 - **E.** Upon the death of the Chief.

In the event of the death of the Chief (unless his employment had been previously terminated pursuant to the terms of this Agreement or the expiration thereof) the Chief's beneficiary, and if none his estate, shall within sixty (60) calendar days from the date of death be paid all accrued but unused vacation.

The Chief shall be deemed "permanently disabled" under the provisions of this paragraph 9, if it is determined, as hereinafter provided, that he suffers from either a physical or a mental disability that substantially impairs his performance of his essential job duties with reasonable ADA accommodations and will continue to so substantially impair his performance for a period greater than one year beyond the date of the determination.

In the event the disability determination is made by the Chief's physician, the Town may appoint a physician to review the determination. In the event the disability determination is made by a physician appointed by the Town, the Chief's physician may review the determination. When there is a conflict between the opinion of the Chief's physician and the opinion of the physician selected by the Town, a third physician, mutually appointed by the first two physicians, shall render his opinion, which shall prevail. Physician fees shall be paid by the Town, unless otherwise covered by the Chief's health insurance.

In the event that the physician's determination is that the Chief is permanently disabled, as

hereinbefore defined, and the Chief does not voluntarily resign his employment, then the Commission shall have the right to relieve him of his duties and to conduct proceedings to terminate this Agreement.

- 10. <u>ENTIRE AGREEMENT</u>. The provisions of this Agreement supersede all of the provisions of any and all prior written and oral agreements. The parties agree that this Agreement represents the entire agreement between the parties with respect to the employment of the Chief.
- 11. <u>AMENDMENT</u>. This Agreement may be amended and/or modified at any time by mutual agreement, provided, however, that any modification and/or amendment must be in writing, must be approved by the Commission and must be executed by both parties hereto.
- ARBITRATION. Any controversy, claim or breach arising out of or relating to this Agreement shall initially be submitted for settlement to the Commission. If the Chief is not satisfied with the decision of the Commission, which decision shall be rendered within thirty (30) calendar days from the date of submission of the controversy, then the Chief may submit the controversy, claim or breach issue to a single neutral arbitrator selected pursuant to the labor arbitration rules then pertaining to the American Arbitration Association, provided, however, that in the event of dismissal, the Chief shall have the option to appeal to the Superior Court, in accordance with Connecticut General Statutes Section 7-278, or to seek arbitration of the dispute.

Arbitration shall take place in accordance with the labor and employment rules of the American Arbitration Association and the Connecticut Arbitration Act. The award of the arbitrator shall be final and binding upon all parties. The arbitrator shall be limited to the express terms of this Agreement and shall not have the power to modify, amend or delete any terms or provisions of this Agreement. The costs of arbitration, including the cost of the arbitrator and all other costs relating to the services and proceedings, shall be borne equally by the Town and the Chief; however, the arbitrator may award costs, fees and expenses of arbitration.

- 13 <u>INDEMNIFICATION</u>. The Town shall protect and save harmless the Chief, pursuant to Connecticut General Statutes Section 7-101a, as amended.
- SAVINGS CLAUSE/APPLICABLE LAW. If any provision of this Agreement shall be declared void or unenforceable by any court or administrative body of competent jurisdiction, such provision shall be deemed to have been severed from the remainder of this Agreement, and the balance of the Agreement shall continue in all respects to be valid and enforceable, provided that such severance does not defeat the purposes and intent of this Agreement, in which case the severed provision shall be deemed replaced by a legally permissible and enforceable provision that comes closes to reflecting the original agreement and intent of the parties. This Agreement supersedes any conflicting provision of the Town of Berlin Personnel Rules. This Agreement shall be construed according to the laws of the State of Connecticut.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year hereinafter set forth, and to a duplicate of the same tenor and date.				
Witness:	CHIEF OF POLICE			
	MATTHEW J. MCNALLY	Date		

Witness:	THE TOWN OF BERLIN
	By:
	Arosha Jayawickrema Date Town Manager, duly authorized
	Acknowledged By:
Witness:	BOARD OF POLICE COMMISSIONERS
	By: By: Date Chairman, duly authorized

Agenda Item No. 8 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 20, 2023

SUBJECT: Police Vehicle Emergency Equipment Transfer, Purchase, and Installation

Summary of Agenda Item:

The Police Department requests permission to contract with MHQ Inc. of Middletown, Connecticut for the transfer, purchase, and installation of equipment for four police vehicles. MHQ has been awarded State Contract #21PSX0083 for equipment and installation services. The quoted cost of equipment and services for the four vehicles is \$38,427.63. Funds for this purpose are available in the Police Department's CNR Police Vehicles & Equipment Account #500.15.1532.0.54000.00004.

Action Needed:

Move to approve awarding the contract to MHQ Inc. for the transfer, purchase, and installation of equipment for four police vehicles under State Contract # 12PSX0194 for an amount not to exceed \$38,427.63.

Attachments:

Certificate of sufficiency of funds Ouotes

Prepared By:

Deputy Chief Chris Ciuci



CUSTOMER

Company/Dept:	Berlin PD	Date:	1/9/2023
Contact:	Chris Cuici	Valid for:	*60 Days
Street Address:		Customer #:	
City, State, Zip:	8	Contract:	21PSX0083
Phone:		Sales Rep:	K. Fritsch
E-Mail	h.		

Admin SUV

ITEM NUMBER	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
SFIONR	SPITFIRE ION RED	\$134.20	2	\$268.40
SFIONB	SPITFIRE ION BLUE	\$134.20	2	\$268.40
TLMIB	MINI ION T-SERIES LIGHT BLUE	\$90.89	1	\$90.89
TLMIR	MINI ION T-SERIES LIGHT RED	\$90.89	1	\$90.89
XONB	ION LIGHT BLUE W/ SMOKE LENS	\$109.80	2	\$219.60
XONR	ION LIGHT RED W/ SMOKE LENS	\$109.80	2	\$219.60
VTX609B	VERTEX SUPER-LED LIGHT BLUE	\$82.96	1	\$82.96
VTX609R	VERTEX SUPER-LED LIGHT RED	\$82.96	1	\$82.96
VTX609C	VERTEX SUPER-LED LIGHT WHITE	\$82.96	2	\$165.92
SA315P	SA315P SPEAKER, BLACK PLASTIC	\$238.51	1	\$238.51
SAK66D	SA-315 MT KIT EXPLORER DRVR	\$29.89	1	\$29.89
60CREGCS	12V WHT/RED 6" COMPARTMENT LT	\$148.84	1	\$148.84
cs	RADIO WITH ANTENNA WHIP	\$75.00	2	\$150.00
ALPHASL	ALPHA SL REMOTE SIREN	\$184.22	1	\$184.22
NMOKUD20MPL	RADIO CABLE 20'	\$24.00	1	\$24.00
PLSW15	TOGGLE SWITCHES	\$6.00	3	\$18.00
SS	SHOP SUPPLIES	\$125.00	1	\$125.00
LABOR	INSTALLATION LABOR	\$75.00	18	\$1,350.00
			TAX:	
			TOTAL:	\$3,758.08

TERMS AND CONDITIONS

Deferrals and Cancellations of Sales Orders

In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for noncontract sales, the following MHQ policy shall prevail.

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items* beyond the delivery date confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to MHQ in writing. MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed – the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, MHQ shall negotiate deferral terms with the customer's purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

Special Order and Non-Cancellable/Non-Returnable Items (NCNR)

Certain items and material are categorized as "Special Order" or "NCNR." Attempts to cancel shall be handled on an individual basis. Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

NCNR items are not cancellable with our suppliers. MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer's purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

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ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

х			
PRINT NAME			
x			
TITLE			_
х			
SIGNATURE			_





CUSTOMER

Company/Dept:	Berlin PD	Date:	1/9/2023
Contact:	Chris Ciuci	Valid for:	*60 Days
Street Address:		Customer #:	
City, State, Zip:		Contract:	21PSX0083
Phone:		Sales Rep:	K. Fritsch
E-Mail			

Patrol - Car 17

ITEM NUMBER	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
вв2МНQ4	LIBERTY II 54" LIGHTBAR	\$2,450.00	1	\$2,450.00
C399	CENCOM CORE WCX CONTROL CENTER	\$818.62	1	\$818.62
C399K4	OBDII CANPORT CABLE KIT FORD	\$36.60	1	\$36.60
CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	\$273.89	1	\$273.89
CV2V	VEHICLE-TO-VEHICLE SYNC MODULE	\$214.72	1	\$214.72
CEM16	EXPANSION MODULE	\$168.97	1	\$168.97
CVS1012INUT	CONSOLE INTERCEPTOR UTILITY	\$433.44	1	\$433.44
CFP05	0.5" FILLER PLATE	\$9.36	2	\$18.72
CFP2	2" FILLER PLATE	\$9.36	1	\$9.36
CEB50CCS1P	HAVIS BRACKET FOR CONTROLLER	\$26.64	1	\$26.64
CUP21001	HAVIS CUP HOLDER	\$48.24	1	\$48.24
CARM108	HAVIS ARM REST	\$179.28	1	\$179.28
CAP03251	HAVIS POCKET	\$36.72	1	\$36.72
СМСВ	MAG MIC BRACKET	\$13.68	2	\$27.36
MMSU1	MAG MIC CLIP	\$31.45	2	\$62.90
12J	ION DUO RED/BLUE	\$118.95	6	\$713.70
IONC	ION LIGHT WHITE	\$102.48	2	\$204.96
MCRNTB	STUD MOUNT MICRON BLUE	\$92.72	1	\$92.72
MCRNTR	STUD MOUNT MICRON RED	\$92.72	1	\$92.72
VTX609B	VERTEX SUPER-LED LIGHT BLUE	\$82.96	1	\$82.96
VTX609R	VERTEX SUPER-LED LIGHT RED	\$82.96	3	\$248.88
VTX609C	VERTEX SUPER-LED LIGHT WHITE	\$82.96	2	\$165.92
SA315P	SA315P SPEAKER, BLACK PLASTIC	\$238.51	1	\$238.51
SAK66D	SA-315 MT KIT EXPLORER DRVR	\$29.89	1	\$29.89
60CREGCS	12V WHT/RED 6" COMPARTMENT LT	\$148.84	1	\$148.84
TLMIB	MINI ION T-SERIES LIGHT BLUE	\$90.89	1	\$90.89
TLMIR	MINI ION T-SERIES LIGHT RED	\$90.89	1	\$90.89
P1000UINT20A	SINGLE PRO-CELL 1/2 PARTITION	\$2,859.36	1	\$2,859.36
SC6	SANTA CRUZ UNIVERSAL CUFF LOCK. #2 KEY	\$214.19	1	\$214.19
SC7009A	WEAPON LOCK TIMER	\$44.10	1	\$44.10
500-0008	Hint TM5126APPIU20 Computer Mount	\$682.20	1	\$682.20
PKGKB1081	Keyboard with Quick Release Mount	\$642.24	1	\$642.24
C6PCS25	25' CAT6 PATCH CABLE	\$10.00	2	\$20.00
MHQ0010	EQUIPMENT COVER	\$110.00	1	\$110.00
NMOKUD20MPL	RADIO CABLE 20'	\$24.00	1	\$24.00
CGX	CHARGE GUARD	\$77.04	1	\$77.04

PLSW15	TOGGLE SWITCHES	\$6.00	зГ	\$18.00
5026	FUSE BLOCK	\$45.00		\$90.00
SS	SHOP SUPPLIES	\$295.00	1	\$295.00
	Remove: RADIO WITH ANTENNA WHIP, CAMERA			
CS LABOR	SYSTEM, Computer Dock/Keyboard	\$75.00	4	\$300.00
LABOR	INSTALLATION LABOR	\$75.00	36	\$2,700.00
			TAX:	
			TOTAL:	\$15,082.47

TERMS AND CONDITIONS

Deferrals and Cancellations of Sales Orders

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x		
PRINT NAME	 	
х		
TITLE	 	
x		
SIGNATURE		





CUSTOMER

Company/Dept:	Berlin PD	Date:	1/9/2023
Contact:	Chris Ciuci	Valid for:	*60 Days
Street Address:		Customer #:	
City, State, Zip:		Contract:	21PSX0083
Phone:		Sales Rep:	K. Fritsch
E-Mail		CONTROL OF THE CONTRO	

Unmarked - Solek and Gallope

ITEM NUMBER	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
BSFW50Z	FROTN INNER EDGE	\$1,162.05	1	\$1,162.05
BS50ZRBA	REAR INNER EDGE R/B/A	\$1,245.01	1	\$1,245.01
C399	CENCOM CORE WCX CONTROL CENTER	\$818.62	1	\$818.62
С399К4	OBDII CANPORT CABLE KIT FORD	\$36.60	1	\$36.60
CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	\$273.89	1	\$273.89
CV2V	VEHICLE-TO-VEHICLE SYNC MODULE	\$214.72	1	\$214.72
CEM16	EXPANSION MODULE	\$168.97	1	\$168.97
CVSX1800INUT	CONSOLE INTERCEPTOR UTILITY	\$511.92	1	\$511.92
CAPX101	FRONT CONSOLE PLATE	\$26.64	1	\$26.64
CEBXWHE1	HARDWARE HIT FOR WHELEN CORE	\$7.20	1	\$7.20
CARM1001	ARMREST WITH LOCKING POCKET	\$228.96	1	\$228.96
CFP05	0.5" FILLER PLATE	\$9.36	2	\$18.72
CFP2	2" FILLER PLATE	\$9.36	1	\$9.36
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CGX	CHARGE GUARD	\$77.04	1	\$77.04
5026	FUSE BLOCK	\$45.00	2	\$90.00
SS	SHOP SUPPLIES	\$295.00	1	\$295.00
LABOR	INSTALLATION LABOR	\$75.00	32	\$2,400.00

	i	
	TAX:	
\$9,793.54	TOTAL:	
2	Vehicles:	
\$19.587.08	and Total:	Gra

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*Purchased	ltems
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SIGNATURE

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	ORDER ACKNOW	VLEDGEMENT	
By signing this document you are a	greeing to the above	e terms and conditions	of this order from MHQ, In
x			
PRINT NAME			
x			
TITLE			



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE

Finance Director or Assist. Finance Director

23-Jan-23

Purchase Item or Contract:	Transfer, purchase and install of	cruiser equip. Requested by:	Chris Ciuci	
QUANTITY	DESC	CRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00 Transf	er, purchase and installation of	cruiser equipment	\$38,427.63	\$38,427.63
				\$0.00
				-
				-
				:-
				-
Account No. 500 <u>.15.15</u>	32.0.54000.00004 Police Vehic	les	TOTAL	\$38,427.63
Budgeted Amount	. \$239,546.17	Available balance	\$92,5	34.39
Encumbrances to Date	. \$143,504.22	Amount Needed for This Package	\$38,4	27.63
Expenditures to Date	. \$3,507.56	Available Balance After Purchase	\$54,1	06.76
Is a budget change needed	d? Yes X	No		
If so, has a budget change	been prepared?	Yes No		
X or:	I certify that there ARE sufficient f	funds available to support the purchase of the items Jack		s.
	I certify that a budget change in the with this certification to support the		currently	

Agenda Item No. 9 Request for Town Council Action

TO:

The Honorable Mayor and Town Council

FROM:

Arosha Jayawickrema, Town Manager

DATE:

January 31, 2023

SUBJECT: Berlin VNA Technology Equipment- Transfer, Purchase, and Installation

Summary of Agenda Item: Alea Piatek, Administrator of the Berlin VNA, requests permission to move forfeited remaining funds from account 001.30.3053.0.52200.00000 (Pension) to 001.30.3053.0.53208.00000 (Computer Equipment) for the one-time purchase of 5 replacement desktop computers from Winslow Technology Group totaling \$8,220.00 with an additional cost of \$2,125 for software from Black Rock Technology Group for all new computers; both totaling \$10,345.00. The desktop computers will ensure continued work without unexpected interruptions from computer failures. New purchase of 6 tablets from T-Mobile which will provide better protection against a possible HIPPA violation as per diem staff had previously been instructed to use their own computer which puts protected information at a serious risk. We will also change our cellular provider from Verizon to T-Mobile for cost effectiveness as well as additional coverage areas. T-Mobile is offering free new phones (6) for nurses and aides, and 2 free air cards for staff as needed. Through Verizon currently, we pay \$378.65 monthly (\$4,543.80 annually). With updates of changes to equipment the Verizon bill would change to \$358.65 monthly (\$4,303.80 annually). T-Mobile's price is \$264.96 monthly (\$3,179.52 annually). The new contract with T-Mobile for cellular and data services will create a cost savings of \$93.69 per month (\$1,124.28 annually).

<u>Action Needed:</u> Move to approve a transfer of \$12,000 from the VNA Pension account to the VNA Computer equipment account, both in the general fund, for the purchase of computers, tablets, and associated software and equipment for VNA staff.

Attachments:

Certificate of sufficiency of funds Quotes

Prepared By: Alea Piatek- Administrator of the Berlin VNA





Budget Change #:

TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department: Department: **VNA** Fiscal Year: FY2023 Date: 2/1/23 To Acct #: Description: Amount: Requested by: 001.30.3053.0.53208.00000 Computer Equipment \$12,000.00 A. Piatek Are there funds from another account which can be requested: Yes X No Partially Don't Know From Acct #: Description: Amount: Approved by: 001.30.3053.0.52200.00000 Pension \$12,000.00 Contingency Balance (If applicable): Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary): he VNA department is responsible for purchasing and budgeting for maintenance of computers and related equipment. The department was informed bythe IT department to plan to replace 5 computers in the office for full time staff. These funds will go towards purchaing those computers to replace the existing failing computers. The computers are a required piece of equipment to continue department work. The remainder of the funds will go towards the one time purchase of tablets for per-diem staff. Currently, per diem staff utilizes their own personal computer or device for accessing the electronic medical system we use for patient care. This is concerning and puts the VNA at risk for exposure or mishandling of protected health information under HIPPA. Staff should only utilize equipment provided by the VNA with adequate safety measures in place to protect sensitive patient information. Obtaining these tablets will ensure better protection of patient information and compliance under the HIPPA laws. Funding is available in the VNA pension because of the forfeiture of employe match when an employee resigned prior to vesting in the pension plan. Section 2: To be completed by Town Manager: Request approved Disapproved Partially Approved Date: 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:

Approved by Town Meeting

Date approved:



Black Rock Technology Group 211 State Street Suite 203 Bridgeport, Connecticut 06604 United States http://www.brtg.com (P) 203-873-0513 (F) 203-916-7205

Quotation (Open) Expiration Date Date Dec 22, 2022 03:46 PM 02/28/2023 EST **Modified Date** Jan 30, 2023 03:50 PM EST Quote # 114746 - rev 1 of 1 Description Microsoft Office Standard 2021 Volume Perpetual License SalesRep Davis, Chris (P) 203-218-6609 (F) 203-916-7205 **Customer Contact** Freeman, Brian (P) 860-828-7095

bfreeman@town.berlin.ct.us

Customer

Town of Berlin (TO3322) Freeman, Brian 240 Kensington Rd Berlin, CT 06037 United States (P) 860-828-7000 Bill To Town of Berlin Freeman, Brian 240 Kensington Rd Berlin, CT 06037 United States (P) 860-828-7000 bsagan@town.berlin.ct.us Ship To
Town of Berlin
Freeman, Brian
240 Kensington Rd
Berlin, CT 06037
United States
(P) 860-828-7000
bsagan@town.berlin.ct.us

Customer PO:	Terms:	Ship Via:
	Undefined	UPS Ground
Special Instructions:		Carrier Account #:

# 1	mage Description	Part#	Qty	Unit Price	Total
1	Office LTSC Standard 2021 (NCE COM BAS PER 1TM)	MSOFFSTD21PERP	5	\$425.00	\$2,125.00

Thank you for the Opportunity to quote. Please let us know if there are any questions or modifications needed for this quote, or if you need a quote for another project. Have a Great Day!

Most items are NC/NR if we are able to provide a return, please note restocking fees may apply!

 Subtotal:
 \$2,125.00

 Tax (.0000%):
 \$0.00

 Shipping:
 \$0.00

 Total:
 \$2,125.00



303 Wyman St. Ste 210, Waltham, MA 02451-1253 t. (781) 471-5021 f. (617) 507-6427

Number WTGQ47598-01

Date

1/30/2023

Expiration

3/1/2023

\$6,145.00

Sold To

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

Ship To

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

Account Executive

Alex Zahoruiko 617-852-8819 azahoruiko@winslowtg.com

Phone 860 828 7000

Fax

Phone 860 828 7000 Fax

Qty Line Description Unit Amount | Ext. Amount OptiPlex 7000 1 5 \$1,229.00 OptiPlex 7000 Micro 2 12th Generation Intel Core i7-12700T (12 Cores/25MB/20T/1.4GHz to 3 4.7GHz/35W) Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish No Microsoft Office License Included 5 16GB (1x16GB) DDR4 Non-ECC Memory 6 M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive 7 M2X3.5 Screw for SSD/DDPE 8 9 No Additional Hard Drive NO RAID 10 OptiPlex 7000 Micro with 35 W CPU 11 130 Watt A/C Adapter 12 US Power Cord 13 Intel Wi-Fi 6E 2x2 AX211 Bluetooth 5.2 Wireless Card 14 Internal Antenna 15 Intel Wi-Fi AX211 16 No Additional Cable 17 Optional Serial Port 18 Dell KB216 Wired Keyboard English 19 Dell Optical Mouse - MS116 (Black) 20

Line Qty	Description Unit Amount Ext. Amount
21	No Cable Cover
22	SupportAssist
23	Dell(TM) Digital Delivery Cirrus Client
24	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)
25	Waves Maxx Audio
26	Dell SupportAssist OS Recovery Tool
27	Dell Optimizer
28	IRST Driver
29	ENERGY STAR Qualified
30	Dell Watchdog Timer
31	Quick Start Guide
32	Print on Demand Label
33	Trusted Platform Module (Discrete TPM Enabled)
34	Shipping Material
35	Shipping Label
36	Regulatory Label for OptiPlex 7000 Micro 130W
37	Intel Core i7 vPro Enterprise Processor Label
38	Desktop BTS/BTP Shipment
39	Fixed Hardware Configuration
40	Internal Speaker
41	No Option Included
42	EPEAT 2018 Registered (Gold)
43	Intel vPro Enterprise
44	SMALL BUSINESS
45	Dell Limited Hardware Warranty Plus Service
46	ProSupport Plus: Accidental Damage Service, 5 Years
47	ProSupport Plus: Keep Your Hard Drive, 5 Years
48	ProSupport Plus: Next Business Day Onsite 5 Years
49	ProSupport Plus: 7x24 Technical Support, 5 Years
50	Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115

Line Qty	Description Unit Amount Ext. Amount
21	No Cable Cover
22	SupportAssist
23	Dell(TM) Digital Delivery Cirrus Client
24	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)
25	Waves Maxx Audio
26	Dell SupportAssist OS Recovery Tool
27	Dell Optimizer
28	IRST Driver
29	ENERGY STAR Qualified
30	Dell Watchdog Timer
31	Quick Start Guide
32	Print on Demand Label
33	Trusted Platform Module (Discrete TPM Enabled)
34	Shipping Material
35	Shipping Label
36	Regulatory Label for OptiPlex 7000 Micro 130W
37	Intel Core i7 vPro Enterprise Processor Label
38	Desktop BTS/BTP Shipment
39	Fixed Hardware Configuration
40	Internal Speaker
41	No Option Included
42	EPEAT 2018 Registered (Gold)
43	Intel vPro Enterprise
44	SMALL BUSINESS
45	Dell Limited Hardware Warranty Plus Service
46	ProSupport Plus: Accidental Damage Service, 5 Years
47	ProSupport Plus: Keep Your Hard Drive, 5 Years
48	ProSupport Plus: Next Business Day Onsite 5 Years
49	ProSupport Plus: 7x24 Technical Support, 5 Years
50	Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115



303 Wyman St. Ste 210, Waltham, MA 02451-1253 t. (781) 471-5021 f. (617) 507-6427

QUOTE

Number WTGQ47598-01

Date

1/30/2023

Expiration

3/1/2023

Sold To

Town of Berlin, CTBrian Freeman
240 Kensington
Berlin, CT 06037

Ship To

Town of Berlin, CTBrian Freeman
240 Kensington
Berlin, CT 06037

Account Executive

Alex Zahoruiko 617-852-8819 azahoruiko@winslowtg.com

Phone 860 828 7000

Fax

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Fax

Line	Qty	Description	Unit Amount Ex	ct. Amount
1	5	OptiPlex 7000	\$1,229.00	\$6,145.00
2		OptiPlex 7000 Micro		. ,
3		12th Generation Intel Core i7-12700T (12 Cores/25MB/20T/1.4GHz to 4.7GHz/35W)		
4		Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish		
5		No Microsoft Office License Included		
6		16GB (1x16GB) DDR4 Non-ECC Memory		
7		M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive		
8		M2X3.5 Screw for SSD/DDPE		
9		No Additional Hard Drive		
10		NO RAID		
11		OptiPlex 7000 Micro with 35 W CPU		
12		130 Watt A/C Adapter		
13		US Power Cord		
14		Intel Wi-Fi 6E 2x2 AX211 Bluetooth 5.2 Wireless Card		
15		Internal Antenna		
16		Intel Wi-Fi AX211		
17		No Additional Cable		
18		Optional Serial Port		
19		Dell KB216 Wired Keyboard English		
20		Dell Optical Mouse - MS116 (Black)		

Line	Qty	Description	Unit Amount E	xt. Amount
51	5	Dell 27 Monitor - P2722H	\$290.00	\$1,450.00
52	5	Dell Micro AIO Stand MFS22	\$85.00	\$425.00
53	5	Dell Monitor Slim Soundbar - SB521A	\$40.00	\$200.00
**Not	es:			

Contract # 13PSX0280-MNWNC-108

*Plus Applicable Taxes

*Total:

Subject to manufacturer return policies, hardware, accessories, peripherals, and parts may be returned within 30 days from the date on the invoice for a credit or a refund of the purchase price paid, less any applicable restocking fees. Please note, software is not eligible for returns, credits, or refunds.



Quote prepared for Town of Berlin / Nursing Services 1/30/2023

Dear Aliyah,

Thank you for giving us the opportunity to put a quote together for T-Mobile services for the Town of Berlin Ct.

Based on the information that you provided here is your T-Mobile quote:

- 2 Free Mobile Hot Spots / Unlimited Data \$29.40 /\$58.80 Monthly / \$705.60 Yearly
- 6 Samsung Galaxy Tab S7 FE Tablets (12.4 screen)-\$669 Each/\$4,014 (One time equipment Charge) Unlimited Data with Hotspot \$10.00 /\$60 Monthly / \$720 Yearly
- 6 Free Samsung Galaxy A32 Voice lines Unlimited Talk, Text, and Data \$24.36 /\$146.16
 Monthly / \$1,753.92 Yearly

Total Equipment Charge for Tablets - \$4,014

Total Monthly - \$264.96

Total Yearly - \$3,179.52

Please reach out with any questions as I am here to help!

Best,

Stacey

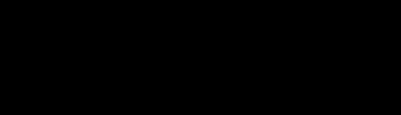
Stacey.durant1@t-mobile.com

860-960-4440

PROPOSAL – TRANSITION TO FIRSTNET

	FIRSTNET
J0X(c) \$	
2,529.93	
Proposal Summary Proposed Cost	
19101	
\$ 00.5	
HirstNet Data Only Unlimited 7 40.00 \$ 280.00	(67 dalis) (5/25/29/93)
FirstNet Basic Talk Text, Data Unlimited \$ 22.99 \$	BOOKINGS LEGITORS BEST SELECTION FOR THE PROPERTY OF THE PROPE
FirstNet Smartphone Talk, Text; Data, Tether Unfinited 6 \$ 44.99 \$ 269.94	*** Sensinguabase Senson
FirstNet Smartphone Talk, Text; Data Onto Online (GB) Onto Onto Onto Onto Onto Onto Onto Onto	STATE OF STATE STATE STATE OF
nthly Solution	Hardware
	Stephen Polis
Built with AT&T	Prepared by:
FIRSTNET	Presented to: Visiting Nurses Association

- Activation Incentives apply after 3-4 billing cycles
- Estimated taxes and fees NOT included in proposal pricing and can vary based on state and applicable gov fees Customer Owned equipment must be verified before being placed on FirstNet network





Built with AT&T



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