

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/85602488442?pwd=majM9OYR8e4mlNZl3zOrDn3qCLyfxq.1>

Meeting ID: 856 0248 8442

Passcode: 781347

+1-305-224-1968

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, December 17, 2024  
Town Council Chambers (in person)  
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 \$1,548.06 and deposit \$1,548.06 into the Unrestricted Donations account for the library's greatest need. – Berlin-Peck Memorial Library
2. Topic re: Transfer \$120,600, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance. - Finance
3. Topic re: Approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$1,852.20 that took place on November 30, 2024. – Police
4. Topic re: Approve AIM Healthcare services for the amount not to exceed \$24,500.00 to support Berlin VNA for the remaining fiscal year. – VNA
5. Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$500.00 and a donation of \$500.00 from the Economic Development Promotion Account to the Berlin Historical Museum for its exterior banners. – Economic Development

6. Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$750.00 to St Paul's Church to support the three (3) planned concerts in 2025. – Economic Development
7. Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to The Theatre Guild of Berlin, Inc. in support of their performance of Disney's Frozen Jr. in December of 2024. – Economic Development
8. Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to Berlin High School in support of their performance of Wizard of Oz in January 2025. – Economic Development

H. NEW BUSINESS:

1. Topic re: Update on the VNA Financials. - Mayor
2. Topic re: Approve the proposed reconfiguration of the VNA suite and plans provided by on-call contractors Jacunski Humes Architects (JHA) of Berlin, CT and construction estimate from MA & M dba Aresco Construction Company (ACC) of Middletown, CT for an amount not to exceed \$74,850 pending approval by the PBC (Public Building Commission) to reduce the contingency for Millenium Builders in the amount of \$75,000. - Facilities
3. Topic re: Call a Town Meeting at 6:45 p.m. on January 7, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance in the amount of \$1,331,320 for capital items. - Finance
4. Topic re: Call a Town Meeting at 6:45 p.m. on January 7, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation of \$264,212.46 of FEMA storm reimbursement funds for the development of an alternative fuel site at the Timberlin Golf Course and to fund costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain. - Finance
5. Topic re: Transfer \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund for the purchase of new Police vehicles, pending approval by the Board of Finance. - Finance
6. Topic re: Authorize the Interim Town Manager to accept the attached bid results for Back-up Services for Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer Systems (Contract #2025-08) and utilize the specialized services of any of the six Contractors, when issuing future purchase orders, depending on vendor availability and cost-effectiveness, through December 31, 2026. – Water Control
7. Topic re: Utilize the State of Connecticut Department of Administrative Services Contract #24PSX0071 to purchase precast concrete catch basin materials, concrete pipe, and related items using uncommitted funds from available accounts over the life of this contract. – Public Works
8. Topic re: Utilize the State Department of Administrative Services Unit Price Contract #24PSX0104 to purchase Guide Rail Repair and Installation Services through October 31, 2027 (or to a later date if further extended by the State), with the most responsive, cost-effective and qualified Contractor. – Public Works

9. Topic re: Waive the bidding procedures and authorize the Interim Town Manager to extend Contract #2022-12 with Pasquariello Electric Corporation of Madison, CT to provide Streetlight Maintenance Services through December 31, 2027, with no rate increase in Calendar Year 2025 and a five percent increase in labor and equipment rates for calendar years 2026 and 2027, respectively, as this is in the best interest of the Town.– Public Works
10. Topic re: Discussion about Restoration and Planning related to the Hawthorne Fire, Lamentation Mountain. – Conservation/Economic Development
11. Topic re: Approve waiving the town’s bidding procedures and award a four-year contract starting in January of 2026 with IQS in the amount of \$19,800 plus auditing fees of about \$4,000 (\$1.40 per document). There will be a onetime charge of \$6,000 to convert the historical records to the new software paid for by the Town Clerk’s Preservation Fund. – Town Clerk
12. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2025 and January of 2026. – Town Council

I. TOWN MANAGER’S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS’ COMMUNICATION:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| L. <u>ACCEPTANCE OF MINUTES:</u> | November 20, 2024 – Special Meeting |
|                                  | November 26, 2024                   |


M. EXECUTIVE SESSION:

1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town

N. ADJOURNMENT

Consent  
Agenda Item No. 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager 

**DATE:** December 6, 2024

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	200.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Susan Daniels
	48.06	Unrestricted Donations	for libraries greatest need	Lynn Lewis
	1,000.00	Unrestricted Donations	greatest need in memory of Guy Lombardi	Patricia Lombardi
	300.00	Unrestricted Donations	for libraries greatest need	Melissa Davis
	1,548.06			

**Funding:**

No funding needed


**Action Needed:**

Move to accept monetary donations totaling \$1,548.06 and deposit \$1,548.06 into the Unrestricted Donations account for the library's greatest need.

**Attachments:**

n/a

**Prepared By:**

Carrie Tyszka, Library Director 

Consent  
Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager



**DATE:** December 4, 2024

**SUBJECT:** Budget Transfers

**SUMMARY OF AGENDA ITEM:**

Over the course of each fiscal year, funds within the adopted General Fund budget are transferred between accounts for needs that have changed or opportunities that have arisen since the budget was adopted. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

**FUNDING:**

N/A – transfers between account – no new funding required.


**ACTION NEEDED:**

Move to transfer \$120,600, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance.

**ATTACHMENTS:**

Budget Adjustments spreadsheet  
Budget Change forms

**PREPARED BY:**

Kevin Delaney, Finance Director 

**Budget Adjustments  
December 17, 2024**

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Library	001.25.2544.0.51120.00000	Professional Personnel		\$75,600.00	The FY25 budget included a requested transition of four Library employees from the non-union Professional classification to the White Collar union classification. After reviewing the job descriptions with the White Collar union, the decision was made to leave the four employees in the non-union Professional classification. This transfer is needed to align existing budget funds with the classification these four employees are being paid under. There is no net budget impact for the Library or the Town of Berlin overall.
	001.25.2544.0.51130.00000	Clerical Personnel	\$75,600.00		
Nursing	001.30.3053.0.51145.00000	Nurses		\$45,000.00	The FY25 VNA budget was developed assuming per diem labor would be used for additional hours of patient care beyond the normal workday for the two full-time nurses. Current management has utilized full-time staff working overtime more than per diem labor during the fiscal year. This transfer aligns existing budget dollars to the actual way the VNA is being managed. There is no net budget impact to the VNA or overall Town budget.
	001.30.3053.0.51146.00000	Per Diem Labor	\$45,000.00		
		<b>GENERAL FUND TOTAL</b>	<u>\$120,600.00</u>	<u>\$120,600.00</u>	
		<b>WATER CONTROL TOTAL</b>	<u>\$0.00</u>	<u>\$0.00</u>	
		<b>CAPITAL PROJECTS TOTAL</b>	<u>\$0.00</u>	<u>\$0.00</u>	
		<b>GRAND TOTAL</b>	<u>\$120,600.00</u>	<u>\$120,600.00</u>	



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department: <b>Library</b>		Fiscal Year: <b>FY2025</b>	Date: <b>12/5/24</b>
To Acct #:  001.25.2544.0.51120.00000	Description:  Professional Personnel	Amount:  \$75,600.00	Requested by:  C. Tyszka
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>			
From Acct #:  001.25.2544.0.51130.00000	Description:  Clerical Personnel	Amount:  \$75,600.00	Approved by:  

Contingency Balance (If applicable):

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

The FY25 budget included a requested transition of four Library employees from the non-union Professional classification to the White Collar union classification. After reviewing the job descriptions with the White Collar union, the decision was made to leave the four employees in the non-union Professional classification. This transfer is needed to align existing budget funds with the classification these four employees are being paid under. There is no net budget impact for the Library or the Town of Berlin overall.

**Section 2: To be completed by Town Manager:**

Request approved  Disapproved  Partially Approved  Date: **12/5/24**

Comments:

**Section 3a: Town Council action:**

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

Comments:

**Section 3b: Board of Finance action:**

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

Comments:

**Section 4: To be completed by Finance Department:**

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



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>VNA</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>12/5/24</b>
To Acct #:	Description:	Amount:	Requested by:		
001.30.3053.0.51145.00000	Nurses	\$45,000.00	E. Halas		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.51146.00000	Per Diem Labor	\$45,000.00			

Contingency Balance (If applicable):

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

The FY25 VNA budget was developed assuming per diem labor would be used for additional hours of patient care beyond the normal workday for the two full-time nurses. Current management has utilized full-time staff working overtime more than per diem labor during the fiscal year. This transfer aligns existing budget dollars to the actual way the VNA is being managed. There is no net budget impact to the VNA or overall Town budget.

**Section 2: To be completed by Town Manager:**

Request approved  Disapproved  Partially Approved  Date: **12/5/24**

Comments:

**Section 3a: Town Council action:**

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

Comments:

**Section 3b: Board of Finance action:**

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


Comments:

**Section 4: To be completed by Finance Department:**

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



Consent  
Agenda Item No. 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Jr. Interim Town Manager   
**DATE:** December 10, 2024  
**SUBJECT:** 2024 Annual Tree Lighting

**Summary of Agenda Item:**

The Berlin Fire Departments are requesting a waiver of Police fees for the 2024 Annual Tree Lighting event. This event provides a no cost annual event for the residents and families of Berlin and provides help and monetary assistance to local veterans. The event took place on November 30, 2024.

**Funding:**

Officers assigned to this event would be paid from the extra duty account #001.15.1532.0.51440.00000.

**Action Needed:**

Move to approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$1,852.20 that took place on November 30, 2024.

**Attachments:**

Request for Fee Waiver, Town of Berlin Fire Department, preparer Kim Pethigal.

**Prepared By:**

Lt. Michael Jobes, Berlin PD





# TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Berlin Fire Departments		Date: 9/10/24
Contact Name: Kim Petrigan		
Phone Number: 860-252-7078		
Event: Annual Tree Lighting	Date of Event: 11-30-24	
Location of the Event: Main St. - between DO and Webster bank		
What fee do you want waived: Police Detour ( <del>1,369.15</del> ) - Michael 1,852.20		
Identify the hardship incurred: non-profit		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: The Berlin volunteer fire depts are non-profit and provide monetary help/assistance to our local veterans.		

### Town Manager review:

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

Yes  No

If so, which criteria:

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

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Berlin Volunteer Fire Dept.

Comments:

Kubrick Rothigal  
Signature

9/10/24  
Date

[Handwritten Signature]  
Town Manager Signature


12/10/24  
Date

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

1. Fee Waiver Policy

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

Agenda Item No. Consent  
4  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager   
**DATE:** December 6, 2024  
**SUBJECT:** AIM Healthcare services to support Berlin VNA

**Summary of Agenda Item:**

Edyta Halas, RN, Interim Administrator of the Berlin VNA was granted a waiver under DPH to serve as an Interim Administrator and Supervisor of Clinical Services. The waiver is contingent upon Berlin VNA having a home care consultant providing 10 hours weekly onsite to ensure the Public Health Code and Regulations are followed. Sara Szafranski (AIM Healthcare services) was already on board with the agency providing services for the past few years.

**Funding:**

This professional service would be paid from 001.30.3053.0.53920.00000 Professional Services. Estimated monthly cost will be \$3,500. which will total \$24,500.00 for the remaining fiscal year.

**Action Needed:**

Move to approve AIM Healthcare services for the amount not to exceed \$24,500.00 to support Berlin VNA for the remaining fiscal year.

**Attachments:**

DPH waiver extension

**Prepared By:**

Edyta Halas, RN, Interim Administrator/Supervisor of Berlin Visiting Nurse Association

EH

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD  
Commissioner

Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### HEALTHCARE QUALITY AND SAFETY BRANCH

September 5, 2024

W. Lee Palmer, Interim Town Manager  
Berlin Visiting Nurse Association  
240 Kensington Road  
Berlin, CT 06037-2655

License No. – HHC.C804010

Re: Waiver of PHC Section 19-13-D67 (a) (b) (Administrator) (Supervisor of Clinical Services)

Dear W. Lee Palmer,

The Department is in receipt of your request to waive the requirements of the Administrator and Supervisor of Clinical Services with regard to Edyta Hala, RN. Your request indicates Ms. Hala will serve as the interim Administrator and Supervisor of Clinical Services.

The request confirms your agency has six (6) or fewer FTE direct service staff, thus permitting one individual to serve both roles.

A determination has been made to approve the waiver for Edyta Hala, RN until December 31, 2024, contingent upon the following:

1. Consultant providing 10 hours weekly onsite to ensure the Public Health Code and Regulations are followed
2. Please submit monthly QAPPI reports to Elizabeth Heiney ([Elizabeth.Heiney@ct.gov](mailto:Elizabeth.Heiney@ct.gov)).
3. Please submit monthly grievances to Elizabeth Heiney. If none, please indicate such.

Please be advised this waiver expires **December 31, 2024** and is valid for the above employee. The waiver must be reapplied for after that time period unless the agency has hired an Administrator who meets the regulatory requirements.

Please be advised that the Facility Licensing and Investigation Section reserves the right to rescind this waiver if any time it is determined the needs of the entire resident population are not being met.

If you have any further questions, please contact the Department at (860) 509-7400.

Sincerely,

A handwritten signature in black ink that reads "Cheryl Davis, RN, BSN".

Cheryl Davis, RN, BSN  
Public Health Services Manager  
Facility Licensing and Investigations Section



Phone: (860) 509-7400 • Fax: (860) 509-7543  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

*Affirmative Action/Equal Opportunity Employer*



Consent  
Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager 

**DATE:** December 12, 2024

**SUBJECT:** Authorization for the Arts & Culture Ad Hoc Committee to Donate \$500.00 as well as allow the Economic Development Director to also donate \$500.00 to the Berlin Historical Museum for its exterior banners.

**Summary of Agenda Item:**

At its December 5, 2024 meeting, the Berlin Arts & Culture Ad Hoc Committee decided to help support a few local organizations in 2024 and 2025 with their performances and events. The Berlin Historical Museum, located at 305 Main Street in Berlin, but very few residents know they are there. They have been working on pursuing and purchasing banners which will highlight what the museum is and what amazing offerings they have. The Arts & Culture Committee voted to donate \$500.00 to them with an additional \$500.00 from the Economic Development Promotion budget as a match. They have received additional grants from the Greater New Britain Community Foundation and these monies will cover the remaining cost of the banners.

\$500.00 will come from from account 504.10.1017.0.53474.00000 - Supporting Arts Grant and Account 001.10.1017.53921.00000 – Economic Development Promotion.

**Funding:**

\$500.00 would come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant and \$500.00 from Account 001.10.1017.53921.00000 – Economic Development Promotion.


**Action**

Move to authorize the Arts & Culture Ad Hoc Committee to donate \$500.00 and a donation of \$500.00 from the Economic Development Promotion Account to the Berlin Historical Museum for its exterior banners.

**Attachments:**

1. Overview from the Berlin Historical Museum
2. Pictures of the banners

**Prepared By:**

Chris Edge, Economic Development Director 

## **Summary of Banner Project - Discover Berlin**

The Berlin Historical Society Museum is located at the corner of Peck and Main Streets, Kensington, CT. The entrance is on the Peck Street side of the building, adjacent to the parking lot. The majority of traffic is on Main Street, and although there is a sign identifying the building at the corner, many do not realize that it houses a museum with an extensive collection of artifacts addressing different categories such as art, industry, history, and culture. It is more than history. They are not aware that new exhibits are designed each year focused on current topics and/or historical anniversaries; for example, this year the Wide Awakes (1860), the designation of Berlin on the CT Freedom Trail, and the 29th CT Civil War Regiment of free blacks and former slaves were highlighted.

The goal is to revitalize and promote the museum as an asset that provides up-to-date exhibits, education programs, events, and experiences in a fair, just, and cost-effective manner for all members of the community and tourists (visitors) based on a foundation of IDEA (inclusion, diversity, equity, and accessibility) values. Admission is free.

Banners will feature images of artifacts and text to entice passersby to come in and explore this valuable town treasure. As we strive to evolve, it is imperative that all means be explored and viable ones be implemented. While technology serves a purpose, sometimes simpler options attract more attention.

The use of GripFlip Up Frames, made of high-grade aluminum, will stretch, tighten, and stabilize the banners and increase their durability and lifespan. In addition, they will spotlight the design and provide for interchangeability. This feature will enable us to create and easily install new banners that promote future education programs and exhibits that address the changing interests and diversity of our community. These frames will be mounted to the Main Street side of the building.

## **What Will We Achieve?**

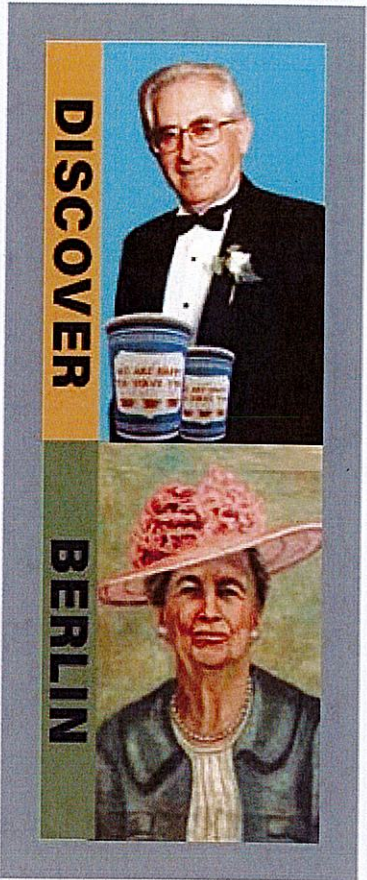
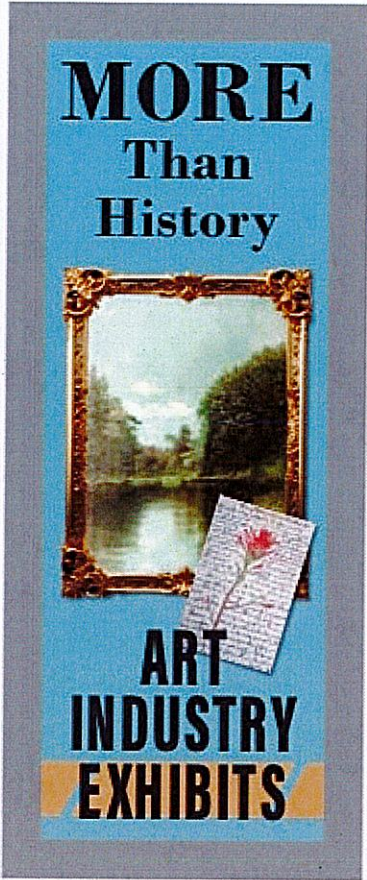
The Berlin Historical Society is an all-volunteer, non-profit organization devoted to preserving and sharing Berlin's rich cultural heritage through exhibits, education programs, and events that make the past relevant for today's generations. In order to accomplish this mission and grow the organization's membership, it is imperative to increase efforts by implementing new strategies and to evolve through new creative methods and avenues that reach more people and communicate who we are, the services we provide, and our purpose. This conversation can only occur if they walk through our doors.

The banners aim to arouse passersby's interest and curiosity, and extend an invitation to come in and explore. Greeted by friendly docents and the inclusive atmosphere within the museum, visitors will discover Berlin, enjoy a sense of belonging to a community, and will be integral to furthering IDEA (inclusion, diversity, equity, and accessibility) values through their feedback and input. Their input will help steer the museum's direction and strengthen our organization's mission.

Listening to their opinions and accepting their input encourages them to join and become a part of a community partnership through membership.


It is through connection with visitors that we can serve better as a resource that provides free educational and leisure experiences that inspire reflection and offer opportunities for social interaction and participation. The exhibits challenge visitors to think about the subject matter from their own perspective and consider alternative viewpoints. This process encourages critical thinking and leads to personal growth. Using storytelling techniques, art, history, industry, and culture come alive and help to build knowledge and empathy. However, without the "listeners" walking through our doors, the stories remain untold, and the museum becomes an underutilized asset and resource.

With grant funds, we will move a step closer in developing our potential, thus leading to future successes. There will always be new goals and objectives to strive for to avoid the organization becoming stagnant. Active pursuit of new creative avenues, such as this banner project, will assist us in not only attracting community members but also tourists. Their presence in town and use of Berlin businesses help the local economy. The banners invite and welcome all to come in and enjoy a fulfilling experience.





*Consent*  
**Agenda Item No. 6**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager   
**DATE:** December 12, 2024  
**SUBJECT:** Authorization for the Arts & Culture Ad Hoc Committee to Donate \$750.00 to St. Paul's Church for the three (3) concerts planned for 2025.

**Summary of Agenda Item:**

At its December 5, 2024 meeting, the Berlin Arts & Culture Ad Hoc Committee decided to help support a few local organizations in 2024 and 2025 with their performances and events. St. Paul's Church, who did a successful concert in the summer of 2024 is planning 3 concerts in 2025. In 2024, Economic Development partnered with St. Paul's to get people to see the concert and eat local. This will also be planned for 2025. The \$750.00 monies will help defray the cost of the event, as there is no cost for resident to attend the concerts.

The monies will come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Funding:**

The \$750.00 would come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Action**

Move to authorize the Arts & Culture Ad Hoc Committee to donate \$750.00 to St Paul's Church to support the three (3) planned concerts in 2025.


**Attachments:**

1. None

**Prepared By:**

Chris Edge, Economic Development Director 

Consent  
Agenda Item No. 7  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager   
**DATE:** December 12, 2024  
**SUBJECT:** Authorization for the Arts & Culture Ad Hoc Committee to Donate \$100.00 to The Theatre Guild of Berlin, Inc for its December 2024 Production of Disney's Frozen Jr.

**Summary of Agenda Item:**

At its December 5, 2024 meeting, the Berlin Arts & Culture Ad Hoc Committee decided to help support a few local organizations in 2024 and 2025 with their performances and events. The Theatre Guild of Berlin, Inc is putting on a production of Disney's Frozen Jr. and the Committee would like to donate \$100.00 to them to support their efforts.

The monies will come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Funding:**

The \$100.00 would come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Action**

Move to authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to The Theatre Guild of Berlin, Inc. in support of their performance of Disney's Frozen Jr. in December of 2024.


**Attachments:**

1. None

**Prepared By:**

Chris Edge, Economic Development Director 

*Consent*  
Agenda Item No. 8  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager   
**DATE:** December 12, 2024  
**SUBJECT:** Authorization for the Arts & Culture Ad Hoc Committee to Donate \$100.00 to Berlin High School for the support of the production of the Wizard of Oz.

**Summary of Agenda Item:**

At its December 5, 2024 meeting, the Berlin Arts & Culture Ad Hoc Committee decided to help support a few local organizations in 2024 and 2025 with their performances and events. Berlin High School will be putting on a performance of the Wizard of Oz in January of 2025 and the Committee would like to donate \$100.00 to them to support their efforts.

The monies will come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Funding:**

The \$100.00 would come from account 504.10.1017.0.53474.00000 - Supporting Arts Grant.

**Action**

Move to authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to Berlin High School in support of their performance of Wizard of Oz in January 2025.

**Attachments:**

1. None

**Prepared By:**

Chris Edge, Economic Development Director 

**Agenda Item No. 1**  
**Request for Town Council Action**

**TO: The Honorable Mayor and Town Council**  
**FROM: W. Lee Palmer, Interim Town Manager**  
**DATE: December 12, 2024**  
**SUBJECT: VNA Update on Financials**

**Summary of Agenda Item:**

The Mayor has asked for an update on the VNA Financials.

**Funding:**

N/A

**Action Needed:**

Discussion only on update of the VNA Financials.

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk



Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager



**DATE:** December 2, 2024

**SUBJECT:** VNA Suite Reconfiguration for Social Services and Registrar of Voters

**SUMMARY OF AGENDA ITEM:**

This request is predicated on the need to accommodate the additional space requirements for the Registrar of Voters due to new voting laws, and the Social Services Department related to the loss of the food pantry previously located on the First Floor and temporarily moved to the Public Works Conference Room on the Main Floor due to the renovations and expansion project of the Police Department. A proposed solution has been identified within the existing VNA space which would be divided into two (2) separate and distinct areas for these Departments. The VNA staff would move to the existing Social Services offices and the Social Services staff would move into one-half of the VNA suite along with the food pantry. The Register of Voters would occupy the other half of the VNA suite to accommodate the increased space needs due to new voting laws. The reconfiguration and renovation of the space will provide greater access to the space for the public through the rotunda of the Town Hall. In addition, the placement of the departments will maximize the use of the space programmatically and from a mandated perspective. It will also allow the Town to regain the Conference Room currently being utilized as the Food Pantry. The proposed plans have been reviewed with all departments impacted to ensure the reconfiguration will not impact operations or the public. Conceptual architectural plans and construction pricing were established utilizing current on-call vendors JHA and ACC. The proposed construction estimate would exceed the current approved threshold for ACC, so an increase is being requested. Additional scope and soft costs will be determined between town staff and additional contractors as needed.

**FUNDING:**

538.15.1532.0.54000.00300 (Pending PBC Approval of Millenium Contingency Reduction)

**ACTION NEEDED:**

Move to approve the proposed reconfiguration of the VNA suite and plans provided by on-call contractors Jacunski Humes Architects (JHA) of Berlin, CT and construction estimate from MA & M dba Aresco Construction Company (ACC) of Middletown, CT for an amount not to exceed \$74,850 pending approval by the PBC (Public Building Commission) to reduce the contingency for Millenium Builders in the amount of \$75,000.

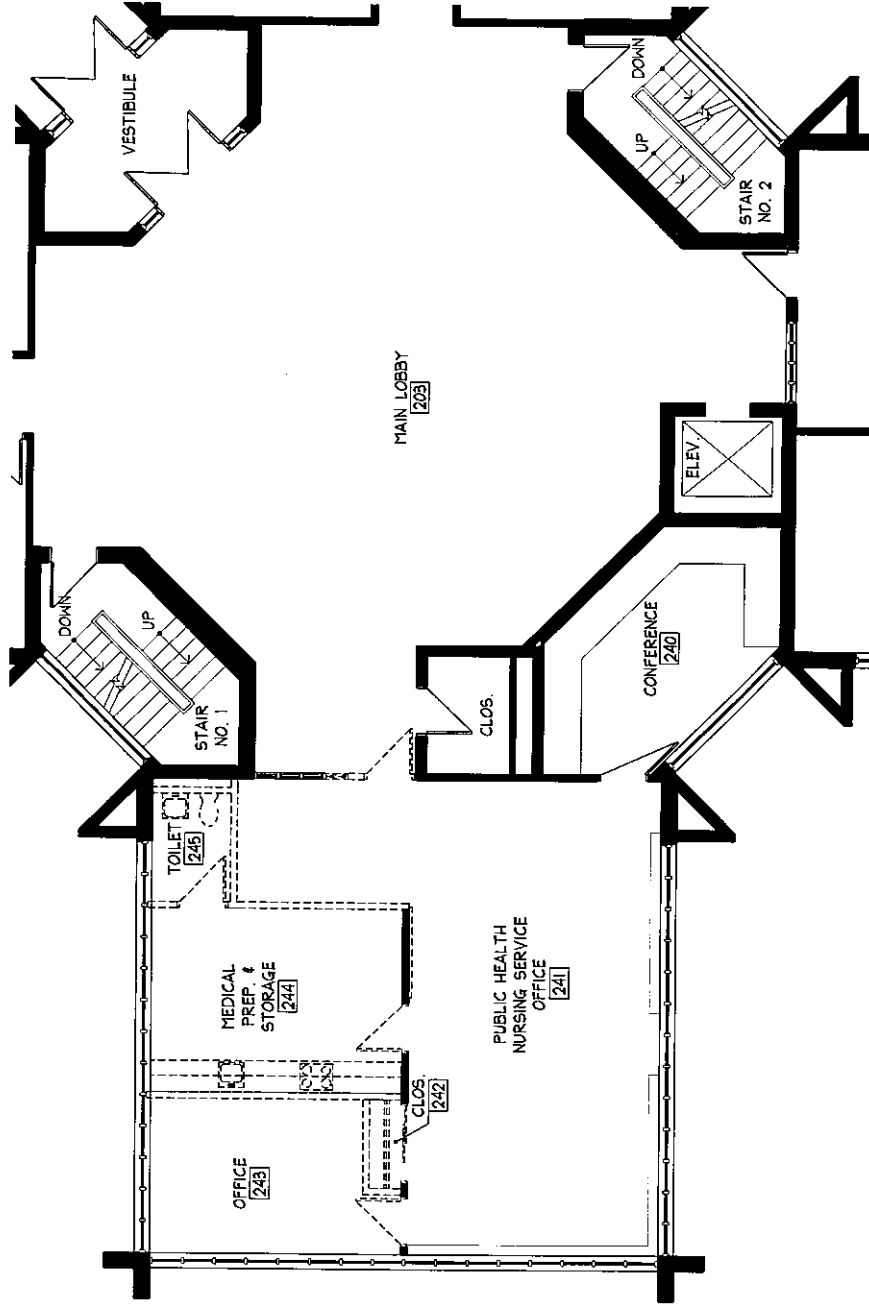
**ATTACHMENTS:**

JHA Proposed Demolition Plan  
JHA Proposed Floor Plan  
ACC Budget Estimate Proposal

**PREPARED BY:**

Douglas Solek, Director of Facilities





**LEGEND**

- EXISTING WALLS TO REMAIN
- DEMOLISHED WALLS
- NEW STUD WALLS
- EXISTING DOOR TO REMAIN
- DOOR, FRAME, AND HARDWARE TO BE REMOVED
- NEW DOOR

**PARTIAL DEMOLITION PLAN**

PROJ. NO. J4047  
DRAWING NO. **D-1.0**

SCALE: 1/8" = 1'-0"  
DATE:

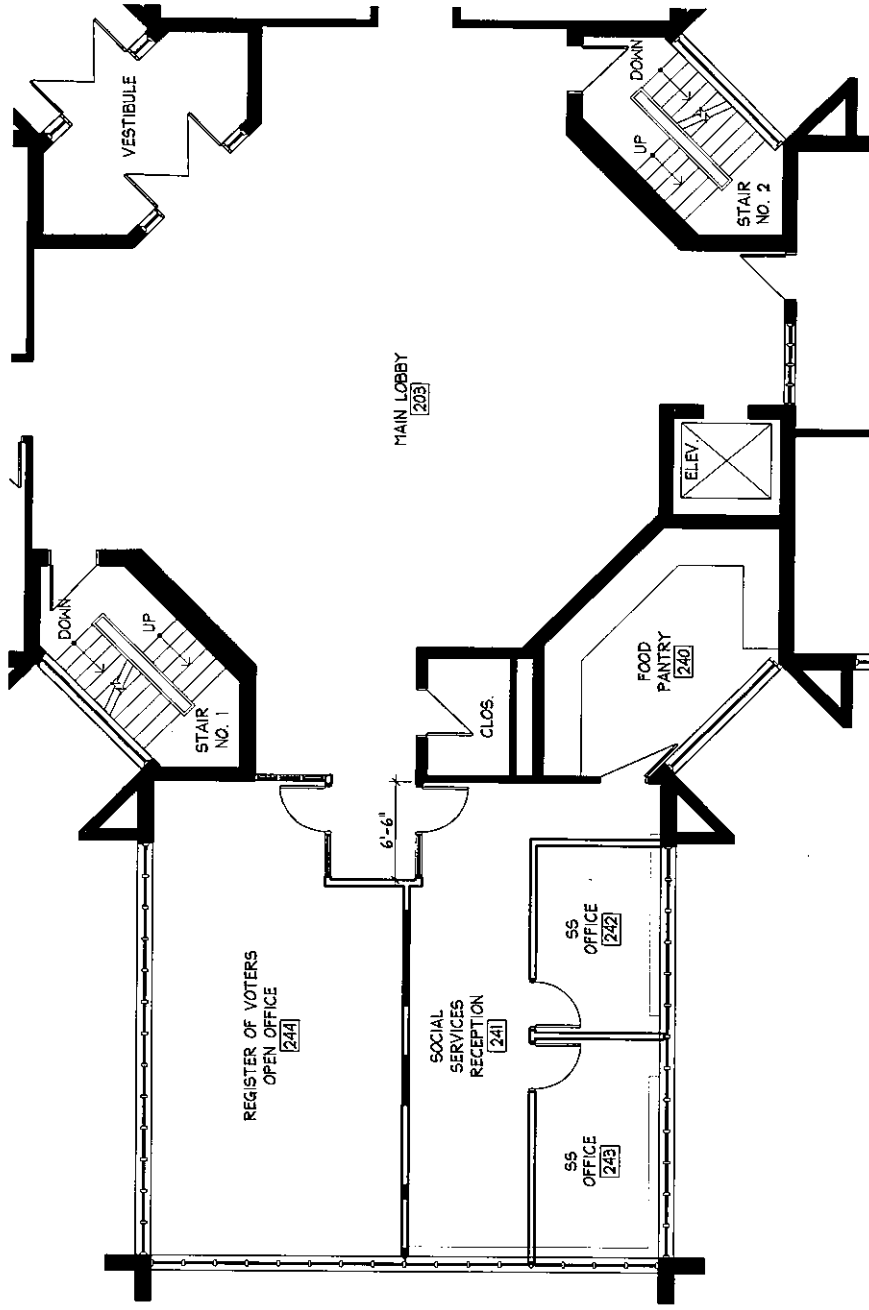
**PROGRESS DRAWING**  
NOT FOR CONSTRUCTION  
November 22, 2024

**BERLIN TOWN HALL**  
**VNA / PUBLIC HEALTH & NURSING SUITE**  
**RECONFIGURATION**







**240 KENSINGTON ROAD**  
**BERLIN, CONNECTICUT**

**JJH**  
**JACUNSKI HUMES ARCHITECTS, LLC**

15 MASSACHUSETTS DRIVE  
SUITE 101  
BERLIN, CT 06037  
TEL: 860.838.9251  
FAX: 860.838.9251



**LEGEND**

-  EXISTING WALLS TO REMAIN
-  DEMOLISHED WALLS
-  NEW STUD WALLS
-  EXISTING DOOR TO REMAIN
-  DOOR FRAME AND HARDWARE TO BE REMOVED
-  NEW DOOR

**JHAI**  
**JACUNSKI HUMES**  
**ARCHITECTS, LLC**  
 13 MASSIMO DRIVE  
 SUITE 401  
 BERLIN, CT 06037  
 TEL: 860.838.9271  
 FAX: 860.838.9223

**BERLIN TOWN HALL**  
**VNA / PUBLIC HEALTH & NURSING SUITE**  
**RECONFIGURATION**  
 240 KENSINGTON ROAD  
 BERLIN, CONNECTICUT

**PROGRESS DRAWING**  
 NOT FOR CONSTRUCTION  
 November 22, 2024

**PARTIAL FLOOR PLAN**  
 PROJ. NO. J0407  
 DRAWING NO. A-1.0  
 SCALE: 1/8" = 1'-0"  
 DATE:

General Contractors

**M.A. & M., Inc.**  
dba **ARESCO**  
**CONSTRUCTION**  
**COMPANY**

175 North Main Street  
Middletown, CT 06457  
Phone (860) 346-6621  
Fax (860) 344-8236

November 26, 2024

Mr. Doug Solek  
Director of Facilities  
Town of Berlin  
#11 Town Farm Lane  
Berlin, CT 06037

Re: VNA/ Public Health and Nursing Suite Final cost estimate

Dear Mr. Solek :

The following is our preliminary budget cost for the work at the Town Hall VAN/ Public Health and Nursing Suite per your sketch dated 11/22/2024 and our recent conversation revising the scope to leave some of the center wall but remove the existing bathroom area. I have provided a breakdown of cost allowances. Owner to handle any new blinds at windows. Any data wiring is by owner.

General Construction – demo walls, all ceilings, and millwork, new walls, new ceilings, new doors and hardware, vinyl base on new walls

\$39,850

Painting

\$5,000

HVAC( new diffusers existing heat/cool and thermostats to remain)/ Plumbing

\$5,500

Electrical work (includes new lights and 1,800 fire alarm allowance)

\$16,500

Our total budget cost for this work is

\$66,850

Add allowance for carpet tile in registrar office. \$5,000

Add allowance for welded sidelite frames with glass \$3,000

Sincerely,



Joseph D. Aresco  
President



**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager



**DATE:** December 4, 2024

**SUBJECT:** Call a Town Meeting to approve a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance to fund capital

**SUMMARY OF AGENDA ITEM:**

During the fiscal year 2025 budget process, staff submitted a total capital budget request of \$1,318,679. After carefully considering the items on the list and considering staff prioritization of the list, the Board of Finance included \$67,359 in the budget they submitted to the Town Council, and the Town Council approved the final budget that included only this amount. This proposal is a request to appropriate FY25 General Fund unassigned fund balance to advance several critical projects and purchases. Specifically,

<b><u>Project/Purchase</u></b>	<b><u>FY25 CIP</u></b>	<b><u>Amount</u></b>
	<b><u>Priority</u></b>	<b><u>Requested</u></b>
Sage Park Parking Lot	1	\$400,000
Install fire suppression units in 7 network closets (BHS)	1	166,320
Vans	1	150,000
Sidewalks - McGee	1	150,000
IAQ (Community Center)	1	150,000
Animal Control Van	2	70,000
Facilities - Truck	2	55,000
Large rotary mower (Public Grounds)	New	160,000
Timberlin sand trap engineering	New-PBC request	30,000
		<u>\$1,331,320</u>

This motion will fund all the open priority one items from the original FY25 CIP request. Further, two vehicle requests that have been deferred for a couple of cycles are included. A large mower for Public Grounds is requested to avoid the need to borrow a mower from a neighboring community. Finally, the PBC has requested the Golf Course secure an architectural design for the sand trap renovations, and this request will allow the previously approved Golf Course CIP funds to be used for needed course repairs while advancing the sand trap project.

**FUNDING:**

Funding will be provided from the General Fund Unassigned Fund Balance. This balance was increased with a FY24 General Fund budget surplus of \$614,000. The balance of the request will be taken from the existing fund balance.

6/30/2024 General Fund Unassigned Fund Balance (audited)	\$17,437,699
Previously approved non-budgeted appropriations (Water study, 55 Steele Blvd, KFD grant)	(\$575,000)
Current request	(\$1,331,320)
FY26 ADEC - closed DB pension plan	(\$295,617)
Projected 6/30/2025 General Fund Unassigned Fund Balance	<u>\$15,235,762</u>
Projected 6/30/2025 GF Unassigned FB as a % of FY25 GF Budget	14.9%

**ACTION NEEDED:**

Move to call a Town Meeting at 6:45pm on January 7, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance in the amount of \$1,331,320 for capital items.

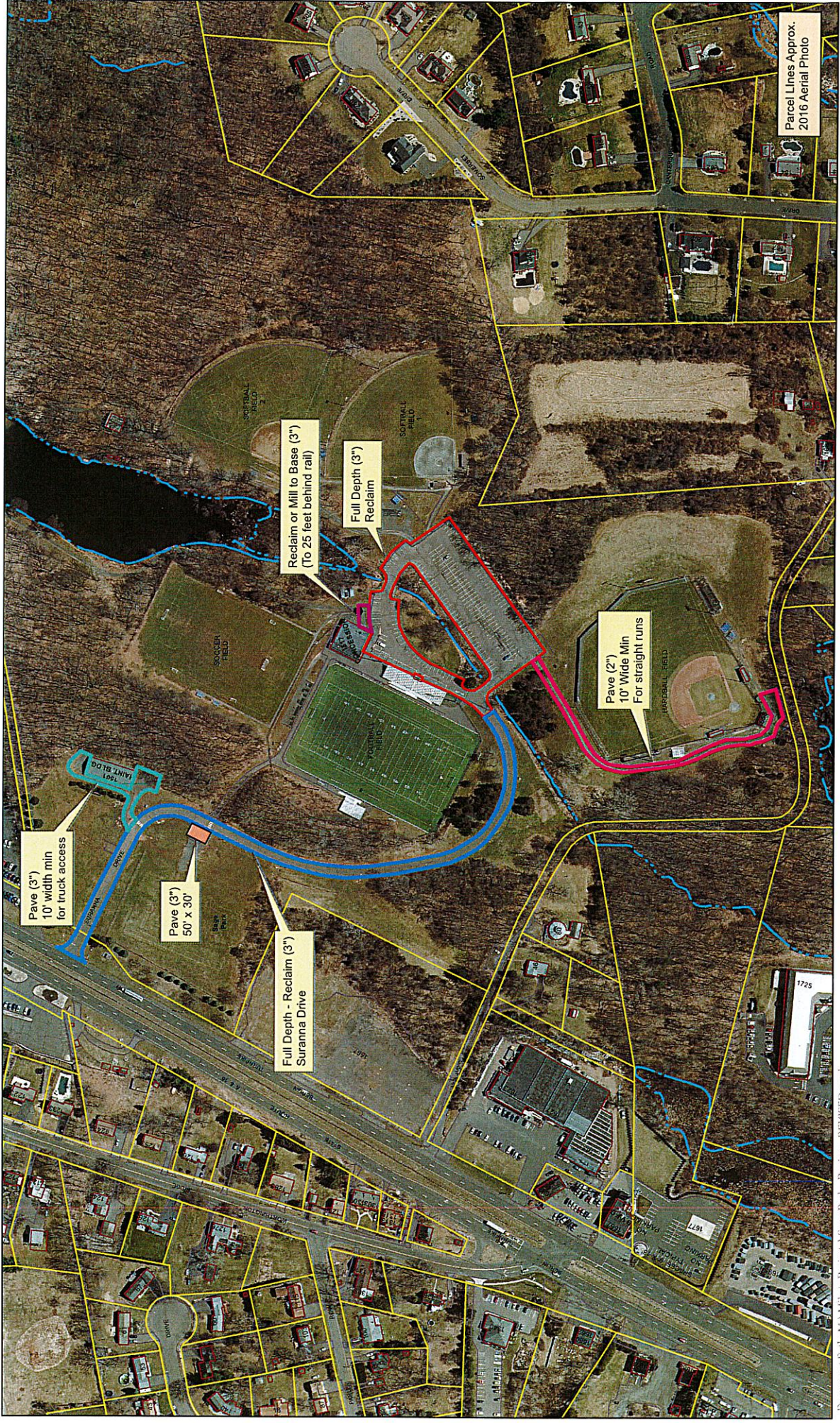
**ATTACHMENTS:**

Capital requests supporting documentation.

**PREPARED BY:**

Kevin Delaney, Finance Director *KD*

Sage Park - Paving Scope  
 (1517 Berlin Tpke, Berlin CT)



Pave (3")  
 10' width min  
 for truck access

Pave (3")  
 50' x 30'

Full Depth - Reclaim (3")  
 Suranna Drive

Reclaim or Mill to Base (3")  
 (To 25 feet behind rail)

Full Depth (3")  
 Reclaim

Pave (2")  
 Full Width Min  
 For straight runs

Parcel Lines Approx.  
 2016 Aerial Photo



March 19, 2024  
 Mike Ahern  
 240 Kensington Road  
 Berlin, CT 06037

Prices Based on State Bid 22PSX0196  
 Liquid Base \$587.50  
 Current Liquid as of 3/19/2024 - \$585.00

All work performed is pursuant to the State VIP Vendor In-Place paving contract 22PSX0196

Road Name	Square Yards	Milling	Reclaiming Hours	Grading Hours	1-1/4" Process ton / delivered	Tack Gallons	Leveling .5" Tons	Class 1 Binder 1.5" Tons	Class 2 Surface 1.5" Tons	Curb Linear Foot	Hand Work Tons	Total
Sage Park - (3")	9150	\$0.00	12	48	0	458	0	789	789	794	8	\$183,313.56
Reclaim		\$0.00	\$10,875.00	\$24,480.00	\$0.00	\$3,423.02	\$0.00	\$70,090.84	\$68,820.31	\$4,097.04	\$1,527.36	\$183,313.56
Suranna Drive (3")	4675	\$0.00	8	24	0	234	0	403	403	976	0	\$97,243.80
Reclaim		\$0.00	\$7,245.00	\$12,240.00	\$0.00	\$1,748.92	\$0.00	\$35,811.44	\$35,162.29	\$5,036.16	\$0.00	\$97,243.80
Maintenance Building (3")	790	\$0.00	0	4	0	40	0	68	68	0	0	\$14,328.96
Grade & Pave		\$0.00	\$0.00	\$2,040.00	\$0.00	\$295.54	\$0.00	\$6,051.56	\$5,941.86	\$0.00	\$0.00	\$14,328.96
Baseball (2" single course)	935	\$0.00	4	4	0	47	0	0	108	0	0	\$15,366.39
Grade & Pave		\$0.00	\$3,600.00	\$2,040.00	\$0.00	\$349.78	\$0.00	\$0.00	\$9,376.61	\$0.00	\$0.00	\$15,366.39
	0	\$0.00	0	0	0	0	0	0	0	0	0	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

HMA S0.50" \$88.81 ton  
 HMA S0.375" \$87.20 ton

Thank you,

Jay Koops  
 Galasso Materials LLC  
 60 South Main St  
 East Granby, CT 06026

Escalation as of 3/19/2024

Material Tons  
 Class 1 1,261  
 Class 2 1368

Adjusted Total with Escalation PG 1

Estimated Total PG1 \$310,252.71

esc/ton  
 \$0.00  
 \$0.00

total  
 \$0.00  
 \$0.00

\$310,252.71



Corporate Office:  
35 Philmack Drive  
Middletown, CT 06457

Tel: 800.966.0000  
Cell: 401-228-4786

[www.encorefireprotection.com](http://www.encorefireprotection.com)

CT0199117-E1 RI AC-004699  
MA 20686-A CT F1-0011511 RI39  
MA 006848 MA-CR 4674 RI-CR067

November 14, 2023

**Ashley Dorsey**  
**Director of Finance**  
Town of Berlin CT  
238 Kensington Road  
Berlin, CT 06037

**RE: Clean agent fire suppression system installation....High School IT room.**

- Our budget price for the work is....**\$23,760.00 dollars.**

**SCOPE OFWORK:** Installation of a Novec 1230 Clean Agent fire suppression room to protect the High School IT room.

The engineered system is specifically designed for Novec 1230 Fire equipment and complies with NFPA 2001, 2015 edition. The system utilizes an automatic, fixed pipe and nozzle distribution arrangement. The engineered system shall be installed in strict accordance with the Novec 1230 Fire Protection guidelines supplied with the design package at the time of purchase.

The mechanical package for each hazard shall each consist of Novec 1230 cylinders, cylinder framing, valves, actuation kits nozzles and warnings signs. The storage cylinder is sized to provide for one complete discharge cycle of the hazard. No provisions for a connected reserve (2nd cycle) are included.

Safety equipment for each hazard includes an electronic audible/visual alarm and a maintenance switch. The maintenance switch disarms the Novec 1230 system.

The system electrical package being offered includes a single hazard conventional control panel for the space including smoke detectors, release stations, horn/strobes, and a maintenance switch and will be designed in accordance with NFPA70, NFPA 70E, and NFPA 72. The fire system is activated by an electrical signal from either a hazard detector signal or manual release station activation. The System Control Panel controls the fire systems, monitors the input and output signals, releases agent as per programmed sequence, activates alarm signals and reports trouble conditions.

Based on the volumes provided, the hazards are designed for total flooding surface type fires. In a well-sealed enclosure, a Novec 1230 design concentration of 4.7% shall be achieved for protection of the class A, C hazards. It is assumed that the enclosure shall have an ambient temperature of 70° F and that the HVAC system will be shut down upon system discharge.

- **Novec 1230 clean agent fire extinguishing system with detection and controls**

Included is the following:

- Novec 1230 cylinder
- Conventional clean agent control panel
- Electric control head
- Electric pull station
- Cross zoned smoke detectors
- Key disable switch
- Abort switch
- Discharge nozzle
- Horn/Strobe
- Strobe
- Pipe and fittings
- Installation labor at open shop wage rates
- Drawings and calculations and submittals
- Novec 1230 notification signs
- Room enclosure testing (door fan tests)

**Exclusions:**

- Cutting, patching, painting, of any kind
- Door sealing
- Door closers
- Room sealing
- Removal or re-installation of ceiling or grid
- Room purging system
- Fire watch
- Temporary fire protection
- HVAC Shutdowns and or dampers
- EPO switches
- 120VAC power to the fire suppression releasing panel
- Additional devices added by the AHJ
- Prevailing wage rates

Thank you for the opportunity to provide a quotation for this project. Please feel free to contact me if there is anything else you may need.

Sincerely,

*Bud Forrest*

**Bud Forrest | Sales Executive**

**Encore Fire Protection**

c. 401-228-4786 | p.800-966-0000

[bforrest@encorefireprotection.com](mailto:bforrest@encorefireprotection.com)

**Payment Terms:**

- Net 30 days from invoice (Payment is required on invoice upon completion of project.)
- Balance is required at completion of project.)
- (Deposit is required upon submission of this agreement.)
- Progress Billing (Payments are based on an approved schedule of values and are Net 30.)

---

Accepted By-Signature

Date

---

Print Name

---

Title

---

Company

---

Purchase Order Number

---

Title

---

Company

---

Purchase Order Number





Douglas Mechanical Services  
 820 Four Rod Road  
 Berlin CT 06037  
 Phone: 860-357-4952  
 Fax: 860-357-4803



Lic #S1-394918 / HIC #0645793

**INVOICE**

<b>DATE</b>	<b>INVOICE #</b>	<b>CUST #</b>
9/2/2024	0000045824	0002204

**BILL TO:**

Town Of Berlin  
 11 Town Farm Ln  
 Berlin CT 06037

**SHIP TO:**

Library/Community Center  
 230 Kensington Rd  
 234 Kensington Rd  
 Berlin CT 06037

P.O. NUMBER	TERMS	SALES PERSON
	DUE ON RECEIPT	Doug

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
----------	-------------	------------	--------

Quoted Installation #45330 Price is for the change out of 5 and 10 ton water source heat pumps labeled #11 and #12. The TRANE units will be supplied by the Town of Berlin for this project. DMS will rig and properly remove both units., We will reclaim and properly dispose of old equipment.

As part of the project the new equipment will come with new piping kits that include the flex line balancing valve and control valve. DMS will drain system and install new full port ball valves on each units supply and return. After the install we will refill and purge air out of the lines. If this option is not available DMS will rent a pipe freeze system as to change the valves on the fly as to not interrupt the air conditioning in the building.

4 New full port ball valves  
 All removal and proper disposal of old equipment  
 All rigging and setting of new equipment  
 All new ductwork transitions were applicable  
 All high by DMS /Low voltage connections by others  
 All start up and testing  
 All warrantee's on Town of Berlin equipment to be time and material if applicable  
 1 year labor warranty from DMS on our workmanship  
 Total \$11,690.00  
 Price above includes labor, materials and taxes.

Note: This price is good for 15 days.

1.00	Labor-Change order add ons-	362.50	362.50
2.50	Apprentice labor-Change order add ons-	90.00	225.00
1.00	MAT MISC MATERIALS-1- 1 1/2" Y stringer , 1- 1" Y stringer, 1- 1 1/2 Bell & Gossett Circuit center, 1- 1" Bell & Gossett circuit , misc 1" & 1 1/2" black nipples and adapters, 9/17/2024 12:46:50 PM - JOANN - Final Invoice for completion of the job Inv 2 of 2	988.20	988.20

Your prompt payment is due upon receipt!!

Prompt payment is expected, if the invoice is not paid within 10 days, interest of 2.8 % for residential and 10.5 % for commercial will be charged to your account. If you have already provided your credit card number, please call/email us to authorize payment . You may also go to our updated website, we accept all

Douglas Mechanical Services  
 820 Four Rod Road  
 Berlin CT 06037  
 Phone: 860-357-4952  
 Fax: 860-357-4803



Lic #S1-394918 / HIC #0645793

**INVOICE**

<b>DATE</b>	<b>INVOICE #</b>	<b>CUST #</b>
9/2/2024	0000045824	0002204

**BILL TO:**

Town Of Berlin  
 11 Town Farm Ln  
 Berlin CT 06037

**SHIP TO:**

Library/Community Center  
 230 Kensington Rd  
 234 Kensington Rd  
 Berlin CT 06037

P.O. NUMBER	TERMS	SALES PERSON	
	DUE ON RECEIPT	Doug	
QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
	major debit and credit cards; www.douglasmechanicalservices.com. In addition we accept Venmo or Zelle. Thank you!  Please let us know if you have any questions or concerns, we would be happy to assist you, 860 357 4952 !		
<b>TOTAL</b>			<b>\$13,265.70</b>



**TRANE**

Trane U.S. Inc.  
2313 S 20th Street  
La Crosse, WI 54601  
United States

6069784 8-14-24 \$23,884.00

# Invoice

For questions please contact:

Connecticut TCS SO, CT  
Tel: 860-616-6600  
Fax: 860-616-6599

### Remit Payment To

Trane U.S. Inc.  
P. O. Box 406469  
ATLANTA, GA 30384-6469

Invoice Number	314702919
Invoice Date	19-JUL-2024
Customer No.	73420
Reference No.	B239850
Internal Account	2634670
Payment Terms	.5%10 NET30
Payment Due Date	18-Aug-2024
Discount Date	29-Jul-2024

### Bill To



000134

1Pass - B08 - 170404-2-20-1 - 134  
BERLIN TOWN HALL  
PHYSICAL SERVICES DEPARTMENT  
240 KENSINGTON RD STE 2  
BERLIN, CT 06037-2855

Customer Tax ID	
Inco Terms	
Supply Location	Connecticut TCS SO, CT
Shipping Method	ODFL
Tracking No.	
Freight Terms	FA-PPD
Bill of Lading	

<https://www.tranetechnologies.com/customer>  
CERTifyTax - for submittal of tax exemption certificates.  
iReceivables - access invoice copies, account balances & make payments.

### Sold To

BERLIN TOWN HALL  
PHYSICAL SERVICES DEPARTMENT  
240 KENSINGTON ROAD  
BERLIN, CT 06037  
UNITED STATES

### Ship To

BERLIN TOWN HALL  
ATTN: DOUG SOLEK BERLIN COMM  
11 TOWN FARM LANE  
BERLIN, CT 06037

1098407426

Tax/GST ID: 25-0900465	State Tax: 424.39 6.3500%	County Tax: 0.00 0.0000%	City Tax: 0.00 0.0000%	District Tax: 0.00 0.0000%
PST/QST ID:	CT	HARTFORD	BERLIN	

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	6683.29	0.00	424.39	0.00	7107.68

Special Instructions: Berlin Community Center HP-11 and HP-12 Replacemen

Sales Order	Order Date	Ship Date	Purchase Order
B2P908		19-JUL-2024	242754

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	X45050062020:Supply a return Line Note: hoses Model Number: X45050062020	2	EA		
2	X15330275040:Supply a return Line Note: ball valves Model Number: X15330275040	2	EA		
3	2705-8011-01-00:1st year Line Note: labor warr whole unit Model Number: 2705-8011-01-00	1	EA		
4	GEHG060B1*OKB0BRD010100110000 Line Note: 00000A000:Standard Efficiency WSHP (GEX) Model Number: GEHG060B1*OKB0BRD0101001100C000000A000 Serial Number: W24F09501 Tag Number: HP-12	1	EA		

Approved For Payment

P.O. 251238



000134



# turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06082  
Main Office: 860-763-3581 • FAX: (860) 763-5550

# QUOTE

Prepared For: Steve Woods  
**TOWN OF BERLIN/PUBLIC GROUNDS**  
15 TOWN FARM LANE; BERLIN, Connecticut  
6037 United States

Ship To: Berlin Grounds 5910 7.10.24  
Quote Number: Q162546  
Quoted Date: **11/15/2024**  
Prepared By: Brian Pope  
bpope@turfproductscorp.com

Qty	Model #	Description	MSRP	% Disc	Award	Extended
1	31699	Groundsmaster 5910 (T4)	\$197,313.00	22 %	\$153,904.14	\$153,904.14
1	114-5610	Work Light, Front or Rear (Cab Only)	\$580.51	22 %	\$452.80	\$452.80
1	L01_Allied	Tire 117-2901	\$183.39	100 %	\$183.39	\$183.39
1	L01_Allied	Wheel 125-5379	\$176.52	100 %	\$176.52	\$176.52
1	L01_Allied	Tire 131-2382	\$453.19	100 %	\$453.19	\$453.19
1	L01_Allied	Wheel 132-1392	\$474.59	100 %	\$474.59	\$474.59
2	L01_Allied	Blade Service Pack 132-1392	\$411.10	100 %	\$411.10	\$822.20

Toro Total:	<b>\$154,356.94</b>
Non – Toro Total:	\$2,109.89
Freight@Set Up:	\$3,533.00
Freight:	\$0.00
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
<b>Total Price:</b>	<b>\$159,999.83</b>



November 19, 2024

Mr. Sol Guerrero, PGA  
Town of Berlin  
240 Kensington Road  
Berlin, CT 06037

It was a pleasure visiting and touring Timberlin Golf Club on Friday, October 4, 2024 and discussing the scope of work planned in the near future. I am obviously very familiar with the course having worked on numerous Timberlin projects alongside Stephen Kay, GCA. I see the sand bunker project is likely to be divided into three (3) phases as follows:

**PHASE I** - Sand Bunker Design Plan, Fall/Winter 2024

**PHASE II** – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents, Fall 2024/Winter 2024 into 2025

**PHASE III** – Site Construction Visits, 2025 & 2026 (if necessary)

Timberlin needs an updated Sand Bunker Design Plan (Phase I) to organize the specific design for each individual sand bunker on each hole. The following is a description of what we would offer the Club before Phase II was to commence:

**PHASE I - Sand Bunker Design Plan**

As concerns a strategy – a Sand Bunker Design Plan will help Timberlin establish the specific design for each sand bunker and set the 3-phase schedule. The Plan will analyze all components of the sand bunkers on the golf course – location, placement, drainage, irrigation, sizing, shaping, visibility and grading. It will also analyze fairway contouring.

This Plan will be developed by working with a Committee or group usually composed of the Golf Professional, Superintendent, GM and a few members of various golfing abilities. Whoever you choose (and how many) to invite is fine with us.

The Plan involves meeting with the group one or two times to analyze the bunkers. This order and content can be further discussed and altered going forward and should begin as soon as possible.

Drawings of each golf hole on 11" x 17" paper at a scale of 1" = 100' are used as the main tool during the Plan's development. As ideas are discussed, developed, and revised, so are the drawings and the associated costs for the future construction. A priority schedule will also be discussed during Phase I.

The following meeting schedule could be the basis for Phase I:

**Meeting #1:** We will discuss the course in a group setting inside and outside. The purpose is to listen to the group's opinions as we go at this stage. It will allow everyone to have a voice right at the outset and for me to listen and understand the overall scope of the desired work. I would be taking many notes instead of preaching and offering too many opinions at this

initial stage. Discussions about the aesthetics and placement will be the primary focus. An example would be if a fairway sand bunker may need to be shifted up or back and reconstructed to make it either more or less challenging.

**Meeting #2:** Typically 2 weeks after the first meeting there is a sit down (inside) meeting to go over all the notes taken from the initial meeting with the first set of drawings. This is the longest of the meetings, as we will go hole by hole discussing everything. Estimated costs are discussed at this meeting.

**Meeting #3:** This is the final design meeting with revised plans before the Plan is completed and ready for commencement of construction drawings, construction specifications, construction details and bid sheets.

Our philosophy is that the Sand Bunker Design Plan is created by the Committee & the golf architect through group effort. Discussions should not be dominated by any one member, by the staff, or by the architect. A Plan is developed through logical discussion and analysis of various ideas. The golf architect's expertise and experience help resolve any conflicting opinions through creative solutions. Please note that the Sand Bunker Design Plan does not include construction drawings, details & specifications, bid document(s) & construction site visits. This will be under a separate phase (see below Phase II & III).

**PHASE II** – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents. This should take no more than two months to complete and to coordinate with other local entity boiler-plate items or outside engineering that may be necessary. We will assist in contacting potential golf contractors to bid the project.

**PHASE III** – Site Construction Supervision Visits – This begins after the contractor is selected and ready to go. Construction supervision is based on being at the site a minimum of one per week when the construction is in operation. All bunkers will be under the observation and approval of the Golf Architect as well as all approvals of contractor's invoices.

**Fee Summary:**

**PHASE I** - Sand Bunker Design Plan(s) - \$9,000

**PHASE II** – Construction Drawings, Construction Details, Construction Specifications, Construction Bid Documents - \$9,000

**PHASE III** – Site Construction Visits - \$10,000

Please note all office & travel expenses are included.

-----  
**TOTAL LUMP SUM FEE = \$28,000 (paid over 3 phases as detailed above)**

*Douglas Smith, A.S.G.C.A.*



89 Ridge Street • Eastchester, NY 10709 • (914) 715 - 7868

Town of Berlin Authorized Representative \_\_\_\_\_ date \_\_\_\_\_

Douglas Smith, GDU \_\_\_\_\_ date \_\_\_\_\_

**Agenda Item No. 4**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager



**DATE:** December 4, 2024

**SUBJECT:** Call a Town Meeting to approve a fiscal year 2025 non-budgeted appropriation of \$264,212.46 of FEMA storm reimbursement funds

**SUMMARY OF AGENDA ITEM:**

In response to a windstorm in August 2020, the President declared a state of emergency that opened the Town of Berlin to FEMA reimbursement for damages. Recently, the State of Connecticut and FEMA finalized the reimbursement audit. This request is to appropriate this reimbursement (\$264,212.46) to two projects related to resiliency and disaster mitigation efforts.

Alternative Fuel Site

The Town of Berlin has considered an alternative fuel site for several years. Funding was earmarked for this project in the Capital Non-Recurring Fund (\$72,051 in 500.20.2035.0.54000.01734). This motion requests to appropriate \$40,000 of FEMA reimbursement funds to the existing alternative fuel site account. While the Town intends to bid the project, the Fleet Manager secured a quote for the excavation project and a quote for the installation project at Timberlin Golf Course totaling \$105,843. The balance of the funds would be available for a 6% contingency.

Lamentation Mountain Fire

The Town of Berlin incurred unplanned labor and operating expenses putting out the fire on Lamentation Mountain. While costs continue to be submitted, the current total is over \$188,000. The total is expected to exceed \$200,000 when volunteer firefighter and additional Police hours are included. This motion requests to appropriate the balance of the FEMA reimbursement (\$224,212.46) to the Disaster Recovery Initiatives account in the Disaster Recovery Fund (196.05.0507.0.54000.00166) to cover these unplanned costs. The Town of Berlin has completed the initial stage of recovering these costs from FEMA through the Fire Management Assistance Grant.

**FUNDING:**

The funds were deposited into the Capital Non-Recurring Fund pending completion of the FEMA audit. Since the audit continued beyond the fiscal year when the funds were received, the money is currently in the Fund Balance account (500.00.0000.0.39408.00000).


**ACTION NEEDED:**

Move to call a Town Meeting at 6:45pm on January 7, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation of \$264,212.46 of FEMA storm reimbursement funds for the development of an alternative fuel site at the Timberlin Golf Course and to fund costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain.

**ATTACHMENTS:**

None

**PREPARED BY:**

Kevin Delaney, Finance Director 



**Agenda Item No. 5**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager



**DATE:** December 4, 2024

**SUBJECT:** Transfer \$150,000 from the Police Extra Duty Fund to the Capital Non-Recurring Fund for the purchase of Police vehicles

**SUMMARY OF AGENDA ITEM:**

The Extra Duty Fund was established at the start of fiscal year 2024 to accumulate Police vehicle charges from extra duty jobs. These fees reduce the amount required from the Berlin taxpayers to maintain a quality fleet for the department.

The Police Extra Duty Fund ended fiscal year 2024 with a \$169,944 balance. After waiting a period to collect receivables from extra duty jobs that had been billed but not collected, this transfer requests to move \$150,000 to the Police Vehicles account in the Capital Non-Recurring Fund.

**FUNDING:**

135.00.0000.0.39408.00000 Fund Balance (Police Extra Duty Fund)

**ACTION NEEDED:**

Move to transfer \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund for the purchase of new Police vehicles, pending approval by the Board of Finance.

**ATTACHMENTS:**

Budget Transfer Form

**PREPARED BY:**

Kevin Delaney, Finance Director 



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Police</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>12/5/24</b>
To Acct #:	Description:	Amount:	Requested by:		
<b>500.15.1532.0.54000.00004</b>	<b>Police Vehicles</b>	<b>\$150,000.00</b>	<b>K. Delaney</b>		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
<b>135.45.4567.0.59615.00000</b>	<b>Transfer to CNR</b>	<b>\$150,000.00</b>	<b>KD</b>		

Contingency Balance (If applicable):

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

The Extra Duty Fund was established at the start of fiscal year 2024 to accumulate Police vehicle charges from extra duty jobs. These fees reduce the amount required from the Berlin taxpayers to maintain a quality fleet for the department.

The Police Extra Duty Fund ended fiscal year 2024 with a \$169,944 balance. After waiting a period to collect receivables from extra duty jobs that had been billed but not collected, this transfer requests to move \$150,000 to the Police Vehicles account in the Capital Non-Recurring Fund.

**Section 2: To be completed by Town Manager:**

Request approved  Disapproved  Partially Approved  Date: **12/5/24**

Comments:

**Section 3a: Town Council action:**

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

Comments:

**Section 3b: Board of Finance action:**

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

Comments:

**Section 4: To be completed by Finance Department:**

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

**Agenda Item No. 6**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager 

**DATE:** December 5, 2024

**SUBJECT:** Award of Back-up Services for Routine Repairs, Emergency Repairs, and Minor Construction of Water and Sanitary Sewer System - Contract #2025-08

**Summary of Agenda Item:**

On December 4, 2024, The Berlin Water Control Commission (BWCC) opened bids requesting back-up services to perform routine and emergency repairs, and minor construction, within the Berlin Water Control jurisdiction, which the Town does not have the capacity to accomplish on its own. Six bids were received (attached), and due to the nature of the work and difficulty getting Contractors in emergencies, Staff is recommending that all six companies be added as specialized, on-call resources.

The contract is effective for two (2) years starting January 1, 2025 until December 31, 2026.

**Funding:**

Funding for this comes from accounts 843.50.5088.0.58042.000 (Water Main Repairs) and 844.55.5588.0.58063.00000 (Sewer Main Extension). Since this is a unit-price contract for an unspecified project, or work scope, a sufficiency of funds is not applicable. Each purchase order issued will be based on the work task, rates provided in the proposals, and available funds in the accounts.

**Action Needed:**

Move to authorize the Interim Town Manager to accept the attached bid results for Back-up Services for Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer Systems (Contract #2025-08) and utilize the specialized services of any of the six Contractors, when issuing future purchase orders, depending on vendor availability and cost-effectiveness, through December 31, 2026.

**Attachments:**

Bid Tabulation Form

**Prepared By:**

Ray Jarema, P.E., Water Control Manager




Berlin Water Control Commission  
Backup Contractors for Emergency Repairs  
Bid Summary Sheet - Contract # 2025-08

	<u>Contractor</u>	<u>Total Bid</u>
1)	Total Excavation, LLC	\$ 120,680.00
2)	AA Sewer & Water	\$ 171,550.00
3)	Butler Construction	\$ 173,380.00
4)	A-Z Services, LLC	\$ 190,850.00
5)	Dura Construction, LLC	\$ 227,400.00
6)	Staxx Construction Services, LLC	\$ 232,000.00

Agenda Item No. 7  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager 

**DATE:** December 5, 2024

**SUBJECT:** Utilize State of Connecticut DAS Contract # 24PSX0071 to Purchase Precast Concrete Materials

**SUMMARY:**

As part of our on-going street reconstruction and routine maintenance, the Highway Department (along with other Departments) rehabilitates various types of drainage structures including catch basins, manholes, piping, and outlet structures. Public Works has typically purchased materials to perform the above work using the State of Connecticut Department of Administrative Services (DAS) Precast Concrete Contract from the bidding vendors dependent upon pricing, delivery schedules, fuel and transportation costs. The most recent contract (24PSX0071, awarded in August 2024) will be utilized to purchase the required concrete materials.

Staff request to utilize this contract (and any contract extensions that the State may approve) using available funds from various accounts as approved by the Finance Department before issuance of Purchase Orders. Other departments, including Facilities, Public Grounds, Timberlin Golf Course, Berlin Water Control, and the Board of Education can utilize this DAS contract.

**FUNDING:**

- Grant Road Improvement Account (140.20.2037.0.54000.00509)
- Road and Bridge Improvement Account (140.20.2037.0.54000.00510)

**ACTION NEEDED:**

Move to utilize the State of Connecticut Department of Administrative Services Contract #24PSX0071 to purchase precast concrete catch basin materials, concrete pipe, and related items using uncommitted funds from available accounts over the life of this contract.

**ATTACHMENTS:**

- 1) State DAS Contract Summary #24PSX0071
- 2) United Concrete – Exhibit B Price Schedule

**PREPARED BY:**

James P. Horbal, Deputy Director of Public Works 

## Contract Summary

### General Information

Contract Number 24PSX0071  
Issue Date August 13, 2024  
Organization State of CT - DAS Procurement  
Status Active  
Multi Contractor Yes  
Contract

Title Precast Concrete Units and Related Items  
Description Precast concrete units including but not limited to; catch basins, steel manhole covers, risers and reducers.

Contract Administrator Dan Dion  
Email Address daniel.dion@ct.gov  
Request Number  
Solicitation Number 24PSX0071  
Enable Contract as Round Trip No  
P-Card Accepted No

### Commodity

Code	Description
30000000	Structures and Building and Construction and Manufacturing Components and Supplies
30100000	Structural components and basic shapes
72000000	Building and Facility Construction and Maintenance Services
72150000	Specialized trade construction and maintenance services

### Contractors

Name United Concrete Products Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Chris Moore	cmoore@unitedconcrete.com	800-234-7205
Name Connecticut Precast Corporation			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Stephen Domizio		2032688688

## Pricing Information

Contract Type DAS Contract  
Pricing Type Fixed Price with Unit Cost  
Total Value Condition Estimate  
Total Value(USD) 5,000,000.00  
Retainage Percent 0.00  
Retainage Notes  
Initial Expended Value(USD) 0.00  
Cumulative Encumbered/Expended Value(USD) 0.00  
Total Paid(USD) 0.00  
Remaining Balance(USD) 5,000,000.00  
Value to Go(%) 100.00  
Payment Terms Net 45 Days  
Payment Notes Net 30 days applied to Connecticut Precast Corporation (SBE)  
Delivery Terms Free On Board Destination  
Delivery Notes  
Other Notes

## Contract Period

Award Date August 13, 2024  
Effective Date August 17, 2024  
Expiration Date August 16, 2027  
Potential Final Expiration Date August 16, 2030

## Custom Fields

### Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

## Contract Clauses

No Clause(s) found

## Catalog Names

No catalog(s) found

## Document(s)

Document Name	Upload Date
24PSX0071- Connecticut Precast Corporation Exhibit B.xlsx	August 13, 2024
24PSX0071- Contract and Exhibits.pdf	August 13, 2024
24PSX0071- Multiple Supplier Contract Summary.xls	August 13, 2024
24PSX0071- United Concrete Exhibit B.xlsx	August 13, 2024

## Administrative Document(s)


No Documents Found

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	24PSX0071- Precast Concrete Units and Related Items												
2	Exhibit B- Price Schedule												
3	Name:	UNITED CONCRETE PRODUCTS, INC.											
4	Item	Description	Drawing No. in Attachment 4	Delivered District 1		Picked Up							
5				Each	Quantity 6 or more	Each	Quantity 6 or more						
6	Precast Concrete Catch Basin Tops with Grates												
7	Curb - Type "C" Catch Basin Top												
8	1	4" Concrete Park Curb or 4" Bit. Lip Park Curb	1a	No Award	No Award	No Award	No Award						
9	2	6" Bituminous Concrete Lip Curb	1a	No Award	No Award	No Award	No Award						
10	3	6" Concrete Curb or Stone Curb	1a	No Award	No Award	No Award	No Award						
11	Curbless - Type "C-L" Catch Basin Top												
12	4	Type "C-L"	1a	No Award	No Award	No Award	No Award						
13	5	Type "C-L" Double Grate Type I	1b	No Award	No Award	\$1,200.00	\$1,200.00						
14	6	Type "C-L" Double Grate Type II	1c	No Award	No Award	\$1,200.00	\$1,200.00						
15	Curb - Type "C" Catch Basin Double Grate Type I Top												
16	7	4" Concrete Park Curb or 4" Bit. Lip Curb	1b	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
17	8	6" Bituminous Concrete Lip Curb	1b	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
18	9	6" Concrete or Stone Curb	1b	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
19	Curb - Type "C" Catch Basin Double Grate Type II Top												
20	10	4" Concrete Park Curb or 4" Bit. Lip Park Curb	1c	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
21	11	6" Bituminous Concrete Lip Curb	1c	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
22	12	6" Concrete or Stone Curb	1c	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00						
23	Curb Median Barrier - "C-M" Catch Basin Top												
24	13	Catch Basin Top at Barrier Curb	1d	No Award	No Award	No Award	No Award						
25	Curb Gutterline - "C-G" Catch Basin Top												
26	14	C-G Catch Basin	1d	\$525.00	\$525.00	\$505.00	\$505.00						
27	Catch Basin Frames and Grates												
28	15	Catch Basin Grate	1h	\$290.00	\$290.00	\$285.00	\$285.00						
29	Steel Catch Basin Grate Riser for Type A & B Catch Basin Tops												
30	16	1"	1h or 1i	\$190.00	\$190.00	\$185.00	\$195.00						
31	17	1-1/2"	1h or 1i	\$200.00	\$200.00	\$195.00	\$195.00						
32	18	2"	1h or 1i	\$210.00	\$210.00	\$205.00	\$205.00						
33	19	Percentage off Catch Basin Tops, Frames and Grates not listed above				No Award							
34	Precast Concrete Spacers for Catch Basins												
35	Curbless - "C-L" and Curb - "C" Catch Basins (5'-4" x 4'-4")												
36	20	1-5/8"	2a	\$70.00	\$70.00	\$65.00	\$65.00						
37	21	2"	2a	\$65.00	\$65.00	\$60.00	\$60.00						
38	22	3"	2a	No Bid	No Bid	No Bid	No Bid						
39	23	4"	2a	\$75.00	\$75.00	\$70.00	\$70.00						
40	24	Percentage off concrete spacers not listed above				No Award							
41	Precast Concrete Reducers for Catch Basins												
42	25	Percentage off concrete reducers not listed above				No Award							
43	Precast Concrete Risers for Catch Basins (10' Deep or Less)												
44	Curb - "C" & Curbless - "C-L" Riser												
45	26	24"	2a	No Award	No Award	No Award	No Award						
46	27	30"	2a	No Award	No Award	No Award	No Award						
47	28	36"	2a	No Award	No Award	No Award	No Award						
48	29	42"	2a	No Award	No Award	No Award	No Award						
49	30	48"	2a	No Award	No Award	\$535.00	\$535.00						
50	31	24" With 4 Knockouts	2a	No Award	No Award	No Award	No Award						
51	32	30" With 4 Knockouts	2a	No Award	No Award	No Award	No Award						
52	33	36" With 4 Knockouts	2a	No Award	No Award	No Award	No Award						
53	34	42" With 4 Knockouts	2a	No Award	No Award	No Award	No Award						
54	35	48" With 4 Knockouts	2a	No Award	No Award	No Award	No Award						
55	Curb - "C" & Curbless - "C-L" Double Grate Type - I Riser												
56	36	24"	2b	No Award	No Award	\$345.00	\$345.00						
57	37	30"	2b	\$435.00	\$435.00	\$425.00	\$425.00						
58	38	36"	2b	No Award	No Award	\$515.00	\$515.00						
59	39	48"	2b	\$660.00	\$660.00	\$640.00	\$640.00						
60	40	24" With 4 Knockouts	2b	No Award	No Award	\$345.00	\$345.00						
61	41	30" With 4 Knockouts	2b	\$435.00	\$435.00	\$425.00	\$425.00						
62	42	36" With 4 Knockouts	2b	No Award	No Award	\$515.00	\$515.00						
63	43	48" With 4 Knockouts	2b	\$660.00	\$660.00	\$640.00	\$640.00						
64	Curb - "C" & Curbless - "C-L" Double Grate Type - II Riser												
65	44	24"	2c	No Award	No Award	No Award	No Award						
66	45	30"	2c	No Award	No Award	No Award	No Award						
67	46	36"	2c	No Award	No Award	No Award	No Award						
68	47	48"	2c	\$740.00	\$740.00	\$720.00	\$720.00						



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	24PSX0071- Precast Concrete Units and Related Items												
2	Exhibit B- Price Schedule												
3	Name:		UNITED CONCRETE PRODUCTS, INC.										
70	48	24" With 4 Knockouts					2c	No Award	No Award	No Award	No Award		
71	49	30" With 4 Knockouts					2c	No Award	No Award	No Award	No Award		
72	50	36" With 4 Knockouts					2c	No Award	No Award	No Award	No Award		
73	51	48" With 4 Knockouts					2c	\$740.00	\$740.00	\$720.00	\$720.00		
74	52	Percentage off concrete risers not listed above						No Award					
75	Precast Concrete Risers for Catch Basins (Greater than 10' Deep and Less Than 20' Deep)												
76	Curb - "C" & Curbless - "C-L" Riser												
77	53	12"					2a	\$185.00	\$185.00	\$180.00	\$180.00		
78	54	Percentage off concrete risers not listed above						No Award					
79	Precast Concrete Catch Basin Sump with Slab												
80	55	Type "C" or "C-L" for Catch Basins over 10' Deep					2d	No Award	No Award	No Award	No Award		
81	56	Type "C" or "C-L" for Catch Basins 10' Deep or Less					2d	No Award	No Award	No Award	No Award		
82	57	4'-4" x 7'-10" C and CL Type II					2f	No Award	No Award	No Award	No Award		
83	58	4'-4" x 7'-10" x 6" Slab Only for Catch Basins 10' Deep or Less					2f	\$355.00	\$355.00	\$345.00	\$345.00		
84	59	Percentage off concrete catch basin sumps with slabs not listed above						No Award					
85	8'-0" Reinforced Concrete Pipes (RCP)												
86	60	12" Dia.					3a	\$168.00	\$168.00	\$158.00	\$158.00		
87	61	15" Dia.					3a	\$190.00	\$190.00	\$180.00	\$180.00		
88	62	18" Dia.					3a	\$225.00	\$225.00	\$215.00	\$215.00		
89	63	24" Dia.					3a	\$335.00	\$335.00	\$325.00	\$325.00		
90	64	30" Dia.					3a	\$425.00	\$425.00	\$410.00	\$410.00		
91	65	36" Dia.					3a	\$540.00	\$540.00	\$525.00	\$525.00		
92	66	42" Dia.					3a	\$770.00	\$770.00	\$750.00	\$750.00		
93	67	48" Dia.					3a	\$955.00	\$955.00	\$925.00	\$925.00		
94	68	Percentage off concrete pipes not listed above						No Award					
95	8'-0" Reinforced Concrete Perforated (Slotted) Underdrain Pipes (RCP)												
96	69	12" Dia.					3b	\$318.00	\$318.00	\$308.00	\$308.00		
97	70	15" Dia.					3b	\$340.00	\$340.00	\$330.00	\$330.00		
98	71	18" Dia.					3b	\$375.00	\$375.00	\$365.00	\$365.00		
99	72	24" Dia.					3b	\$485.00	\$485.00	\$475.00	\$475.00		
100	73	30" Dia.					3b	\$575.00	\$575.00	\$560.00	\$560.00		
101	74	36" Dia.					3b	\$690.00	\$690.00	\$675.00	\$675.00		
102	75	42" Dia.					3b	\$950.00	\$950.00	\$930.00	\$930.00		
103	76	Percentage off concrete pipes not listed above						No Award					
104	Reinforced Concrete Pipe Ends												
105	77	12" Dia.					3c	\$410.00	\$410.00	\$400.00	\$400.00		
106	78	15" Dia.					3c	\$490.00	\$490.00	\$480.00	\$480.00		
107	79	18" Dia.					3c	\$530.00	\$530.00	\$510.00	\$510.00		
108	80	24" Dia.					3c	\$675.00	\$675.00	\$645.00	\$645.00		
109	81	30" Dia.					3c	\$750.00	\$750.00	\$730.00	\$730.00		
110	82	36" Dia.					3c	\$1,085.00	\$1,085.00	\$1,065.00	\$1,065.00		
111	83	42" Dia.					3c	\$1,450.00	\$1,450.00	\$1,425.00	\$1,425.00		
112	84	48" Dia.					3c	\$1,650.00	\$1,650.00	\$1,600.00	\$1,600.00		
113	85	Percentage off concrete pipe ends not listed above						No Award					
114	Precast Concrete Endwall												
115	86	Percentage off concrete endwall not listed						No Award					
116	Galvanized Steel Trash Rack at Existing RCP Culvert End (Dia.)												
117	87	Percentage off trash racks not listed above						No Award					
118	Galvanized Steel Safety Grate at Existing RCP Culvert End (Dia.)												
119	88	Percentage off steel culvert end safety grates not listed above						No Award					
120	Manhole Frame, Cover and Eccentric Cone												
121	89	38" Manhole Frame					4a	\$1,325.00	\$1,325.00	\$1,300.00	\$1,300.00		
122	90	38" Manhole Cover					4a	\$965.00	\$965.00	\$945.00	\$945.00		
123	91	38" Manhole Grate					4b	\$2,250.00	\$2,250.00	\$2,200.00	\$2,200.00		
124	92	6'- Dia. Reducer to 4'-0" Dia.					4c	No Award	No Award	No Award	No Award		
125	93	6'- Dia. Flat Slab Top for Riser					4c	No Award	No Award	No Award	No Award		
126	94	Percentage off items not listed above						No Award					
127	Manhole Spacer (Grade Ring) (Dia.)												
128	95	Percentage off concrete manhole spacers not listed above						No Award					
129	Steel Manhole Risers												
130	96	1" Adjustable Steel Extension Ring						\$850.00	\$850.00	\$825.00	\$825.00		
131	97	1 - 1/2" Adjustable Steel Extension Ring						\$950.00	\$950.00	\$925.00	\$925.00		
132	98	2" Adjustable Steel Extension Ring						\$1,050.00	\$1,050.00	\$1,025.00	\$1,025.00		
133	99	1" Fixed Steel Ring						\$750.00	\$750.00	\$725.00	\$725.00		
134	100	1 - 1/2" Fixed Steel Ring						\$850.00	\$850.00	\$825.00	\$825.00		
135	101	2" Fixed Steel Ring						\$950.00	\$950.00	\$925.00	\$925.00		
136	102	2 - 1/2" Fixed Steel Ring						\$1,050.00	\$1,050.00	\$1,025.00	\$1,025.00		

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	24PSX0071- Precast Concrete Units and Related Items												
2	Exhibit B- Price Schedule												
3	Name:		UNITED CONCRETE PRODUCTS, INC.										
137	103	3" Fixed Steel Ring						\$1,150.00	\$1,150.00	\$1,125.00	\$1,125.00		
138	104	Percentage off steel manhole risers not listed above						No Award					
139	Precast Concrete Manhole Risers (4' Dia.)												
140	105	1'					4c	No Award	No Award	No Award	No Award		
141	106	2'					4c	No Award	No Award	No Award	No Award		
142	107	Percentage off concrete manhole risers not listed above						No Award					
143	Precast Concrete Manhole Base												
144	108	Percentage off concrete manhole base not listed above						No Award					
145	Traffic Units												
146	Traffic Control Foundations												
147	109	Traffic Control Foundation Pedestal - Type I Precast					5a	\$215.00	\$215.00	\$175.00	\$175.00		
148	110	Traffic Control Foundation Controller - Type IV Precast					5a	\$415.00	\$415.00	\$375.00	\$375.00		
149	Concrete Handhole												
150	111	Concrete Handhole - 4" Type I					5b	No Award	No Award	\$65.00	\$65.00		
151	112	Concrete Handhole - 6" Type I					5b	No Award	No Award	\$80.00	\$80.00		
152	113	Concrete Handhole - 12" Type I					5b	No Award	No Award	\$140.00	\$140.00		
153	114	Concrete Handhole - 2" Type II					5b	No Award	No Award	\$40.00	\$40.00		
154	115	Concrete Handhole - 4" Type II					5b	No Award	No Award	\$45.00	\$45.00		
155	116	Concrete Handhole - 6" Type II					5b	\$75.00	\$75.00	\$55.00	\$55.00		
156	117	Concrete Handhole - 12" Type II					5b	No Award	No Award	No Award	No Award		
157	118	Precast Concrete Handhole Type I With Cover and two (2) Screws					5b	\$365.00	\$365.00	\$335.00	\$335.00		
158	119	Precast Concrete Handhole Type II With Cover and two (2) Screws					5b	No Award	No Award	\$200.00	\$200.00		
159	120	Precast Concrete Handhole Type II Bank Adapter					5b	No Award	No Award	\$90.00	\$90.00		
160	121	Type I Handhole Cover with two (2) Screws					5b	No Award	No Award	No Award	No Award		
161	122	Type II Handhole Cover with two (2) screws					5b	No Award	No Award	No Award	No Award		
162	123	4" Handhole Extension Type I					5b	No Award	No Award	\$65.00	\$65.00		
163	124	6" Handhole Extension Type I					5b	No Award	No Award	\$80.00	\$80.00		
164	125	12" Handhole Extension Type I					5b	No Award	No Award	\$140.00	\$140.00		
165	126	2" Handhole Extension Type II					5b	No Award	No Award	\$40.00	\$40.00		
166	127	4" Handhole Extension Type II					5b	No Award	No Award	\$45.00	\$45.00		
167	128	6" Handhole Extension Type II					5b	\$75.00	\$75.00	\$55.00	\$55.00		
168	129	12" Handhole Extension Type II					5b	No Award	No Award	No Award	No Award		
169	130	30" X 30" Bank Adapter					5b	No Bid	No Bid	No Bid	No Bid		
170	131	14" x 24" Bank Adapter					5b	\$110.00	\$110.00	\$90.00	\$90.00		
171	Illumination												
172	132	Illumination Concrete Handhole Type I					5c	\$190.00	\$190.00	\$170.00	\$170.00		
173	133	Illumination Concrete Handhole Type II					5c	\$120.00	\$120.00	\$100.00	\$100.00		
174	134	Illumination Concrete Handhole Type III					5c	\$185.00	\$185.00	\$165.00	\$165.00		
175	135	Type I - Recess Type Cover Plate with two (2) screws					5c	No Award	No Award	No Award	No Award		
176	136	Type II - Recess Type Cover Plate with two (2) screws					5c	No Award	No Award	No Award	No Award		
177	137	Type III - Recess Type Cover Plate with two (2) screws					5c	No Award	No Award	No Award	No Award		
178	138	Type I - Overlapping Type Cover Plate with two (2) screws					5c	No Award	No Award	No Award	No Award		
179	139	Type II - Overlapping Type Cover Plate with two (2) screws					5c	\$450.00	\$450.00	\$425.00	\$425.00		
180	140	Type III - Overlapping Type Cover Plate with two (2) screws					5c	No Award	No Award	No Award	No Award		
181	141	6' Illumination base						No Award	No Award	No Award	No Award		
182	142	Percentage off concrete traffic items not listed above						No Award					
183	Precast Concrete Curbing												
184	143	Percentage off concrete curbing items not listed above						No Award					
185	Guide Rail - Concrete Anchors												
186	144	3' x 3' Precast Anchor Block ( Type I ) with hardware ( Detail A)					13	\$495.00	\$495.00	\$470.00	\$470.00		
187	145	3' x 3' Precast Anchor Block ( Type I ) with hardware ( Detail B)					13	\$490.00	\$490.00	\$465.00	\$465.00		
188	146	End Anchorage Type 1					15	\$825.00	\$825.00	\$775.00	\$775.00		
189	147	End Anchor - Slope Cable (Old Style)					16	\$490.00	\$490.00	\$465.00	\$465.00		
190	148	Percentage off miscellaneous items not listed above						No Award					
191	Miscellaneous												
192	149	Percentage off miscellaneous items not listed above						0%					

**TO:** The Honorable Mayor and Town Council  
**FROM:** W. Lee Palmer, Interim Town Manager   
**DATE:** December 6, 2024  
**SUBJECT:** Utilize State of Connecticut DAS Contract # 24PSX0104 for Guide Rail Repair and Installation

**SUMMARY:**

The Highway Department periodically repairs and/or replaces guide rail systems along Town roadways. Due to the complexity of the systems, materials and pricing, Staff have chosen to utilize State Department of Administrative Services (DAS) Contracts for this type of work. The current DAS contract, #24PSX0104, is valid through October 31, 2027 (with potential time extensions approved by the State). This contract references five vendors approved to perform guide rail repairs and installations. Funding will be provided on an 'as-needed' basis from available accounts including Contractual Services, Grant Road Improvement, and Road and Bridge Improvements. Other departments, including Facilities, Public Grounds, Timberlin Golf Course, Berlin Water Control, and the Board of Education can utilize this DAS contract.

**FUNDING:**

- Contractual Services (001.20.2036.0.53814.00000).
- Grant Road Improvement (140.20.2037.0.54000.00509)
- Road and Bridge Improvements (140.20.2037.0.54000.00510)

**ACTION NEEDED:**

Move to utilize the State Department of Administrative Services Unit Price Contract #24PSX0104 to purchase Guide Rail Repair and Installation Services through October 31, 2027 (or to a later date if further extended by the State), with the most responsive, cost-effective and qualified Contractor.

**ATTACHMENT:**

Contract Summary Sheets (Contract #24PSX0104)

**PREPARED BY:**

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



## Contract Summary

### General Information

Contract Number 24PSX0104  
Issue Date October 03, 2024  
Organization State of CT - DAS Procurement  
Status Active  
Multi Contractor Yes  
Contract

Title Complete In Place Installation and Removal of Guide Rail and Impact Attenuation

Description Contractor shall provide the complete-in-place installation and removal (if specified) of metal beam guide rail, including transitional guide rail at fixed objects and/or bridge parapets, box beam, Merritt Parkway guide rail, 3-cable guide rail and impact attenuation systems at various locations within the State of Connecticut for the Client Agency. Contractor must furnish all labor, equipment, tools, materials, fittings, maintenance and protection of traffic, traffic control when specified, including uniformed flaggers, police and Truck or Trailer Mounted Attenuators, all signs, barricades, and devices erected, re-erected, maintained and removed by Contractor to perform the requested work.

Contract Administrator Eva M Orlinski  
Email Address eva.orlinski@ct.gov  
Request Number  
Solicitation Number 24PSX0104  
Enable Contract as Round Trip No  
P-Card Accepted No

### Commodity

Code	Description
22000000	Building and Construction Machinery and Accessories
72000000	Building and Facility Construction and Maintenance Services

## Contractors

<b>Name</b> Atlas Industrial Services LLC			
<b>Contact Type</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
Main Contact	Michael Picard		2034839013
<b>Name</b> Total Fence, LLC			
<b>Contact Type</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
Main Contact	Gina D'Errico	gina@totalfencellc.com	2034979096---
<b>Name</b> E.F. & G. Construction, Inc.			
<b>Contact Type</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
Main Contact	Robert Cassone	robert@eagle-fence.com	8607471288
<b>Name</b> The Quaker Corporation			
<b>Contact Type</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
Main Contact	Enrique Millares		8606211720
<b>Name</b> Durham Fence Company Inc.			
<b>Contact Type</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
Main Contact	Richard Kaika		8603499898

## Pricing Information

Contract Type	DAS Contract
Pricing Type	Fixed Price
Total Value Condition	Estimate
Total Value(USD)	18,000,000.00
Retainage Percent	0.00
Retainage Notes	
Initial Expended Value(USD)	0.00
Cumulative Encumbered/Expended Value(USD)	0.00
Total Paid(USD)	0.00
Remaining Balance(USD)	18,000,000.00
Value to Go(%)	100.00
Payment Terms	Net 25 Days
Payment Notes	
Delivery Terms	Free On Board Destination
Delivery Notes	
Other Notes	

## Contract Period

Award Date	October 16, 2024
Effective Date	November 01, 2024
Expiration Date	October 31, 2027
Potential Final Expiration Date	October 31, 2030

## Custom Fields

### Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

### Contract Clauses

No Clause(s) found

### Catalog Names

No catalog(s) found

### Document(s)

Document Name	Upload Date
24PSX0104 contract package.pdf	October 10, 2024
24PSX0104 Multiple Supplier Contract Summary.xls	October 11, 2024
Atlas Industrial Services Exhibit B.xlsx	October 10, 2024
Durham Fence Exhibit B.xlsx	October 11, 2024
Eagle Fence and Guiderail Exhibit B.xlsx	October 10, 2024
The Quaker Exhibit B.xlsx	October 10, 2024
Total Fence Exhibit B.xlsx	October 10, 2024

### Administrative Document(s)

No Documents Found


### Authorization

State of CT - DAS Procurement  
DOT - Purchasing  
DOT - Maintenance  
DOT - Planning

Transportation, Dept. of  
DOT - Construction Contracts Unit  
DOT - Rail, Office of  
DOT - Engineering & Construction

**Agenda Item No. 9**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** W. Lee Palmer, Interim Town Manager 

**DATE:** December 9, 2024

**SUBJECT:** Streetlight Maintenance Services- Contract #2022-12 Extension

**SUMMARY:**

Town Council awarded Contract # 2022-12 (Streetlight Maintenance Services) to the low bidder Pasquariello Electric Group (PEC) in January 2022. This contract has a three-year term which expires on December 31, 2024. PEC has successfully completed all work orders since engaged by the Town, and has provided excellent customer service to the Public Works Department and affected Town residents. Staff received the attached request from PEC for a three (3) year contract extension holding their existing rates for calendar year 2025, with a 5% increase for CY2026 and CY2027, respectively. The 5% increases are consistent with the original contract terms. Staff request Town Council approval of this request.

**FUNDING**

- Public Works Streetlight Account (001.20.2036.0.53935.00000) – Primary
- Contractual Services (001.20.2036.0.53814.00000) – Additional, if needed
- Grant Road Improvement Account (140.20.2037.0.54000.00509) - Additional
- Road and Bridge Improvement Account (140.20.2037.0.54000.00510) - Additional

**ACTION NEEDED:**

Move to waive the bidding procedures and authorize the Interim Town Manager to extend Contract #2022-12 with Pasquariello Electric Corporation of Madison, CT to provide Streetlight Maintenance Services through December 31, 2027, with no rate increase in Calendar Year 2025 and a five percent increase in labor and equipment rates for calendar years 2026 and 2027, respectively, as this is in the best interest of the Town.

**ATTACHMENT:**

PEC Extension Request (December 9, 2024)

**PREPARED BY:**

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





Pasquariello  
Electric Corp.  
1 Bishop Lane  
Madison, CT  
06443  
Phone: 203-787-  
1061  
Fax: 203-776-  
1648

**December 9, 2024**

**RE: Berlin Streetlighting Contract #2022-12**

**Mike with regards to the Contract Extension, see below:**

- This is a 3-year extension, keep existing rates as-is for 2025, then increase rates by 5% for 2026 & 2027. Based on Calendar Years, per original contract.

**It is a pleasure to work with you, your team and the Town of Berlin and we look forward to continuing our relationship.**

**Thanks,**

**Kenny Valente  
Vice President  
[Kvalente@peccorp.us](mailto:Kvalente@peccorp.us)  
(203)787-1061 Ext 124  
Pasquariello Electric Corporation  
1 Bishop Lane  
Madison Ct 06443**