

Board of Finance
Capital Committee
April 04, 2024, Meeting
5:30PM



TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 6

ASSESSOR
(860) 779-3411 Option 6

Board of Finance
Capital Committee Meeting Agenda
Thursday, 4/4/2014, 5:30 pm, via Google Meet and at
Clifford B. Green Memorial Center

Google Meet joining info

Video call link: <https://meet.google.com/jcw-chvz-pyi>

Or dial: (US) +1 321-430-0783 PIN: 692 516 776#

More phone numbers: <https://tel.meet/jcw-chvz-pyi?pin=6743140853142>

Members of Committee: Lou Brodeur, Ben Langevin, Matt Allen, Al Fitzgerald, and Andrew Dionne

1. Call to order
2. Take attendance & establish quorum
3. Approve meeting minutes of 3/28/24
4. Public comment
5. Review the following requests:
 - a. Brooklyn Land Use and Building Department: This request is for \$73,762.00 and would digitize all records into digitized electronic records. Presently, when requests are received, it is necessary to manually find these records and generate copies.
 - b. Review requests from East Brooklyn Fire Department: This request is to purchase 3 new E-Hydraulic Hurst Tools at a price of \$44,114.00 to complement the Hurst Combi tool which was purchased through ARPA funding.
 - c. This request is from Park and Recreation: They are requesting \$10,000.00 to install fencing along Riverside Park to keep people from driving in the river and to keep them off the grass. During one of our many rainy events a couple of weeks ago, someone deliberately drove on the grass and made a considerable mess of the area.
 - d. We were also supposed to hear back from Resource Recovery with additional pricing on their project. I have had no correspondence with them.
6. The next meeting is scheduled for 4/15/24 at 5:30 pm. At this meeting, we will put together our recommendations to the Board of Finance. Hopefully, we can make our presentation to the Board of Finance on 4/17/24, which is their normal monthly meeting date.
7. Public comment
8. Adjourn

Lou Brodeur, Chairman



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Board of Finance
Capital Committee Meeting Minutes
Thursday, 3/28/2024, 5:30 pm, via zoom & at
Clifford B. Green Memorial Center

Present: Lou Brodeur, Ben Langevin, Matt Allen, and Andrew Dionne
Absent: Al Fitzgerald
Also Present: Austin Tanner, Gabe Bryant, Craig Barrette, Justin Phaiyah, Dave Lee
Via Zoom: Patricia Buell, Amy Genna, Mike Podzaline, Bill Skene

1. Call to order: L. Brodeur called the meeting to order at 5:30 pm.
2. Take attendance & establish quorum: Members were present, except A. Fitzgerald (excused).
3. Public comment: None
- A. Dionne made a motion to accept the meeting minutes of March 20, 2024; M. Allen seconded; and the motion passed. L. Brodeur provided a chart of what has been requested thus far.
4. Review five requests from the Brooklyn Board of Education:
 - a. Network Infrastructure: This request would replace the network switches in the school system. They are requesting \$138,491.00 and have also received a grant of \$60,000.00. Gabe Bryant is present to explain this request.

G. Bryant stated that the "switches", the backbone of the network that connects everything in the school to the internet and to each other, are at the end of sale, and the next step after this is end of life. There will be no support or updates, which is a security problem, and we want to replace them before this happens. He said he is certain we will be granted the ERate funds of \$60,000.00, it is usually a formality, so the balance to the Town would be \$78,491.00. He went out to bid on ERate and obtained five quotes. G. Bryant answered questions from the Board members.
 - b. BES Freezer/Cooler Replacement: This request has been on the list since 2018, and the BOE is requesting replacement this year. The cost is estimated at \$18,000.00. Craig Barrette is here to answer questions on this request
 - C. Barrette said both of the walk in freezers at the Elementary Schools are at the end of life and have been like that for some time and there have been quite a few costly repairs. He received an estimate today from MCR today for \$16,200.00 and that includes replacing both units, labor and parts, and they will take away the old units.
 - c. Update Trend Controls with Siemens: This request would update the controls system on the Preschool/Kindergarten wing for the HVAC system. Craig Barrette will present a plan and answer questions.

C. Barrette said that the elementary early childhood wing has the most up-to-date HVAC air conditioning that we currently have; however, the system that controls it, called Trend, is currently out of date and to get parts for it is not feasible. We currently have Siemens controls for both buildings and he would like to switch this portion of the building over too so it can be controlled with the same program. It will save on energy and will allow him to control it better. He said he has a quote from Harry Grodsky that if we do it by May 1, 2024, it would be \$34,600.00 and after that date, it would be \$38,250.00. The Board Members discussed this briefly with C. Barrette and P. Buell.
 - d. Sidewalks: Last year, we approved \$16,000.00 for the sidewalk project. The estimate has come in at \$31,000.00, and they are requesting \$15,000.00 to complete the project. Craig Barrette will answer questions on this project.

C. Barrette discussed this project and stated that it is necessary to make pickup and drop off of students safer and speedier. Board Members stated that they think the estimate is on the low side, because a lot of concrete will be necessary, and they asked C. Barrette to provide a more accurate estimate just as soon as he hears back from the contractor or calling a local concrete vender to see if he can get a rough idea on the concrete. C. Barrette also said he can explore getting a grant for this project.

- e. HVAC System: This project has been ongoing for the last two years and is ready to be presented to the State of Connecticut for funding. Last year, the ARPA Committee awarded the BOE with \$150,000.00 to fund complete plans. The estimated cost of the project is \$3-4 million which the Town has to bond, and the State will reimburse 70% of the project. The final cost to the Town will be \$900,000.000 - \$1.2 million.

C. Barrette presented this Capital request stating that most of the HVAC systems are at the end of life, especially the Auditorium at the Middle School, and that the systems will have to have regular inspections as required by law starting in this upcoming year. He said it is likely that the project may be funded by a grant from the Department of Administrative Services would happen. C. Barrette answered questions from the Board members.

G. Bryant also presented a request for \$10,000.00 to upgrade the phone system at the Town buildings. He said the phones run at a very old operating system and there is so much he cannot do with them. He said the best quote that he received was from JKS and he answered some questions from the Board Members.

5. Review requests from Board of Fire Commissioners: Not today.

6. The next meeting is scheduled for April 4, 2024 at 5:30 pm, at which time Parks and Recreation, Brooklyn Land Use/Building Department, and the Board of Selectmen will make their request and any others that we might receive. It was confirmed that the next meeting is April 4, 2024 at 5:30 pm.

7. We may need to add an additional meeting: L. Brodeur will try to come up with a couple of dates for a second meeting after April 4, 2024.

8. Hopefully, we can make our presentation to the Board of Finance on April 17, 2024, which is their normal monthly meeting date.

9. Public comment: M. Podzalne about the Board of Fire Commissioner's meeting the previous night.

10. Adjourn: A. Dionne made a motion to adjourn the meeting at 6:25 pm; M. Allen seconded; and the meeting adjourned.

Respectfully submitted,
Lisa Mileski, Recording Secretary

Brooklyn, Ct. Capital Requests for year 2024-2025

Dept.	Request	Amount	Facts/Reason	Rate Need
BOE	Update Trend Controls with Siemens	\$38,250	This request would update the control system on the Preschool/Kindergarden wing for the HVAC system.	The present system doesn't control the temperature properly in this building which means they need to open and close valves manually to control temperature of building
BOE	Sidewalks at rear of the schools	\$15,000	Last year we awarded a grant of 16k which was insufficient to complete the project as required due to inflation.	This is a safety issue for the students walking in the same area as the traffic with no sidewalks to enter the schools. The students presently have to walk on the grass to enter the school.
Town Hall	Phone System	\$10,000	The present phoned system is no longer supported by the vendor and needs to be replaced.	If not replaced, it could cause security and compatability issues.
Sub-total		\$517,250		
Brooklyn Public Schools	Upgrade HVAC system at the schools	3-4 Million	This project was started 3 years ago and has been progressing at a slow pace. The town awarded the BOE a grant of \$150,000 in ARPA funds to do engineering studies and complete plans for the project. Now the state DAS is requiring the school to conduct inspections. This will cost \$500,000 to complete these projects. The town will have to award additional ARPA money and the BOE will allocate this years leftover money to make up the 500K.	The town has been investigating this project since Sandy Hook and the Covid pandemic. Opening windows is a security risk and without fresh air during covid made things worse. The state of Connecticut highly recommends HVAC systems and will reimburse at the 70% rate.
			This project will have to be bonded for the full amount and the town will be reimbursed at 70% of the total cost.	

Brooklyn, Ct. Capital Requests for year 2024-2025

Dept.	Request	Amount	Facts/Reason	Rate Need
DPW	New 6-wheel dumptruck w/ sander built-in and 10' plow	\$250,000	This vehicle will replace the oldest truck in the present fleet which will be disposed of upon delivery of new truck.	Historically the capital committee has been replacing one large truck every other year.
DPW	New fire alarm system at DPW garage	\$7,000	The present alarm system has been having major problems with false alarms and having the present alarm company service the system and its problems	The town is looking to go with a local vendor to install the new system and be able to supply service immediate when needed.
Recreation	Replacement of Recreation vehicle	\$12,000	The present recreation vehicle is 11 years old and considerably larger than needed. It is no longer considered a plow truck. It will be utilized for towing the mower trailer, picking up supplies and other recreation needs,	The old Ford F-250 will be traded toward the new vehicle. (\$21,000) trade-in allowance toward new vehicle, 2024 Ford Bronco or comparable.
Resource Recovery	Installation of 12' X 20' X 4" pad with pergola style roof.	\$10,000	This new platform will be utilized to store hazardous waste paint products. This new area will keep the waste dry and visible to the attendants to closely monitor what residents dispose of.	Where the waste paint is presently stored, it isn't visible for the attendants to monitor it continuously.
BOE	Network infrastructure switches	\$138,500 (\$60,000) \$78,500	This request would replace the network switches in the school system and also plan on receiving \$60,000. grant to reduce total request.	This will keep the school's digital infrastructure operational and eliminate system failures and system vulnerability.
BOE	Elementary school Freezer/ Cooler	\$18,000	This request which has been on the replacement list since 2018 and recently been repaired multiple times.	If this should fail when no one is working, it could cost the school for lost food.

Date: 4/4/2024
To: Capital Committee Members
From: Lou Brodeur, Chairman
Subject: Critiquing Capital Requests

The following is a list of ways to critique request that we have received this year:

1. Does this request fall into the category of want or need?
2. Does this request save the town money or is it an additional cost?
3. Can this request be postponed and not affect the cost or effectiveness?
4. Is this request a safety issue?
5. Does this request affect health and life safety issues?
6. Can this request qualify for a potential grant to cover a portion or all the request?
7. Requested additional information never received.

This is what I have and if you have additional methods of critiquing requests, feel free to use them.

Thanks,

Lou

Town of Brooklyn Capital Funding Program

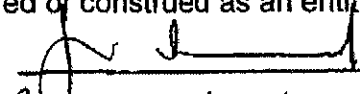
To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

Applicant Name: Brooklyn Land Use and Building Departments

Capital Funding Request: \$ 73,762.00

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed:  Date: 2/29/24
Signed: Margaret Washburn Date: 2/29/24
Wetlands Zoning and Blight Enforcement Officer

- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

Brooklyn's Land Use department needs to modernize and transform its paper permit and paper site files to digitized electronic records. These records include archived and active application and permit records and supporting documents for: Building; Planning and Zoning; Inland Wetlands; Zoning Board of Appeals as well as site plans, as-builts and pertinent correspondence. The resulting electronic files would be indexed (by Street Name and Number) resulting in actionable data and plans that would be easily accessible while dramatically decreasing the physical footprint needed for storage of paper files. The ability to meet state record retention requirements and respond promptly to Freedom of Information Act requests will be far superior and more efficient than current methods. Internal workflows will become more automated with digitized records, and Land Use staff will be able to retrieve and share information quickly. Staff focus will shift from paper shuffling and processing to enhanced relationship building and management. The electronic files will be hosted within our existing

Town of Brooklyn Capital Funding Program

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Signed: _____ **Date:** _____

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Permit Link platform for an annual fee of Fifteen-hundred (\$1,500.00) dollars.

- 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

Yes, in good standing.

- 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

The Town Land Use office applied for and received a grant in the amount of Six-thousand (\$6,000.00) dollars through the Historic Documents Preservation Program/State of Connecticut State Library. Third-party outreach and bidding have been completed. This grant will allow for a minimal number of files (approximately 12 cabinet drawers out of 83 cabinet drawers) to be scanned with two-weeks' notice required to the vendor.

The Land Use department has also procured two proposals for a full digital conversion of its permit records from third-party vendor(s) who specialize in data capture for State Agencies. Each vendor has provided a project overview, estimated scope, and schedule for completion. The process would begin with a coordinated, scheduled, and secure pickup of all files, followed by document preparation to ready the files for image capture. All services will be completed in a mutually agreed upon timeframe, estimated to be two months in duration.

- 4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

There are no known projects with a similar scope within the Town of Brooklyn. We would rely on the experience of the proposed vendor(s) who have completed similar projects for other Municipalities, State Agencies, Housing Authorities, and Non-profits. This project falls in line with the State of Connecticut's goal to modernize and improve access and sharing of data by way of a digital transformation.

- 5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

The Land Use department receives multiple requests daily (via email, phone and in person) for historical and current property information. A greater level of efficiency

and a more automated workflow is needed in the processing of permits and responding to customer inquiries. Due to the increased volume and the time needed to search paper files (located in office cabinets or in basement storage), this process can take several days or even up to a week requiring an inordinate amount of staff time. Having searchable digital records that allow customers or Town staff to have information readily available and at their fingertips will substantially improve workflow and ultimately customer service. Improved customer service results in improved community relationships and positive reputational views of the Town and its ability to be effective partners with its residents.

6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
- b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?

Although this request does not have a direct capital impact for real estate purchase and/or improvement, there is a correlation and value add with converting to a digital footprint from a tangible footprint. A considerable amount of space currently occupied by cabinets and totes containing active files, plans and archived records will be freed up and available for an alternate or consolidated use by the Town. Potential cost savings would be realized by freeing up and/or consolidating space.

7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?

Land Use staff have consulted with two industry-leading premier vendors who specialize in intelligent data management solutions for the capture, classification, storage and retrieval of documents. Each has provided a comprehensive scope of work with a breakdown of estimated costs. Both estimates are attached hereto. Our preferred vendor is UBEO Business Services as their scope and project assumptions seem best in line with our desired outcome.

8) **Financial Analysis:** Please outline a basic financial analysis that should include the

- a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

- As a guide, please consider the following:

- **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)? A one-time payment.
- **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
- **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted. Through our existing Permit Link platform an annual fee of Fifteen-hundred (\$1,500.00) dollars would be incurred for cloud storage.

Please see attached:

- (1) Brooklyn Land Use and Building Department – Activity Summary
- (2) Permit Link Reports: Permit Work Type Reports for years 2019 – 2023, Building Permits.
- (3) Permit Link Reports: Permit List for Any for years 2019 – 2023, Zoning Permits.
- (4) Grant (\$6,000.00) application signed September 27, 2023
- (5) Grant (\$6,000.00) Letter dated September 28, 2023
- (6) Fully-executed Grant (\$6,000.00) Contract:
Targeted Grant FY 2024, Cycle 2 – Grant # 019-OI -24
- (7) Grant (\$6,000.00) expenditure: UBEO Proposal dated September 21, 2023 – for initial file scan of 3 cabinets.
- (8) UBEO Proposal dated January 18, 2024 (remaining file scan).
- (9) Scanoptics Proposal dated September 27, 2023.

- 9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

A grant in the amount of \$6,000.00 was received from the CT State Library/Historical Documents Preservation Program to begin the digitization of a limited amount of records - equal to three (3) cabinet drawers out of a total of eighty-three (83) file cabinet drawers. To realize the benefit of this grant, it is necessary that ALL historical data and active files be digitized within the same general timeframe. The result would then be a logical and automated Land Use workflow. Benefits would include:

- a. Greater efficiency in processing permit applications;
- b. A central repository of information;

- c. Online searchable documents and data for staff and customers/residents;
- d. Freeing a portion of staff time and backlog to focus on Town priorities and more value-added projects;
- e. Improved organization, efficiency and reputational impacts will result in less staff turnover;
- f. Positive community partnerships by making data and records more accessible and therefore more transparent;
- g. Will create a green solution to processing and retaining applications, supporting documents, archived information and active files;
- h. Will lead to a more business-friendly method in processing applications and requests for information;
- i. Will better manage the risk that exists now with being tied to physical files and building access in order to effectively work;
- j. Significant reduction of office paper (to include printer & scanner) usage.

Should we not receive capital funding approval to digitize the remaining records outside of those covered by grant money, it will negate the benefit provided by the grant funding. It will become an unrealistic exercise to keep scanned files/documents separate from those not scanned. Intermingling of scanned/not scanned records will quickly invalidate any short-term benefit achieved by the grant funding.

10) Community Impact: Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?

Utilizing online electronic records is a best practice approach to modernizing and automating office workflow. It will also result in a proactive approach in managing risk as it relates to potential disruptions in building and/or paper accessibility such as that caused by weather-related or other unforeseen disruptive situations. An example of this is the water damage that caused a shutdown of the Land Use and Building offices at the Clifford B. Green Memorial Center building from February 2023 to September 2023. Had there been electronic records, staff would have been able to continue functioning and responding to community requests for information and applications timely without undue and excessive burden to either, to include a significant backlog.

As noted in line item 9 above, having data and records at your fingertips will result in greater transparency (and the perception thereof), positive community interaction and ultimately better community/resident partnerships. As a result, participation in Town activities, events and even volunteerism on various Commissions may be more appealing and may motivate residents to participate more than current levels.

APPLICATION
TARGETED GRANT FY 2024
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2023)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: **Town of Brooklyn**
Use full municipality name, ie 'Town of ' or 'City of '

Name of Municipal CEO: **Austin Tanner** **Title:** **First Selectman**

Phone with Area Code: 860-779-3411 x11

Email: a.tanner@brooklynct.org

Name of Town Clerk: **Katherine Bisson** **Title:** **Town Clerk**

Phone with Area Code: 860-779-3411 x36

Email: k.bisson@brooklynct.org **Check if Designated Applicant:**

TC Mailing Address: P.O. Box 356 Brooklyn, CT 06234

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2023 Cycle 2: September 30, 2023

Grant Contract Period: The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

Maximum Grant Allowed: \$6,000 Small Municipality Population less than 20,000
 \$8,000 Medium Municipality Population between 20,000 and 69,999
 \$11,000 Large Municipality Population of 70,000 or greater

Amount Requested: \$ 6,000

Grant Category(ies): Inventory and Planning Organization and Indexing
 Program Development Storage and Facilities
 Preservation/Conservation *See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 6,000.00	\$ 856.00	\$ 6,856.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 6000.00	\$ 856.00	\$ 6856.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. Number each question and answer. If applying for more than one project, questions 1 through 3 must address each project separately and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. Describe the project. State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.
2. Provide vendor/personnel info & timeframe. For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.
3. State what will be accomplished. Explain how the project will impact the records, the office and/or the municipality.
4. Provide a detailed budget. If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
5. Attach supporting documents. For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Katherine Bisson, the Town Clerk, as the agent for making the above application.

Austin Tanner
Signature of MCEO

9/27/23
Date

Austin Tanner, First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2024 Targeted Grant Guidelines* have been met.

Katherine Bisson
Signature of Applicant (MCEO or Town Clerk if Designated)

9/27/23
Date (*must be same as or later than above date*)

Katherine Bisson, Town Clerk
Name and Title of Applicant

For State Library Use Only

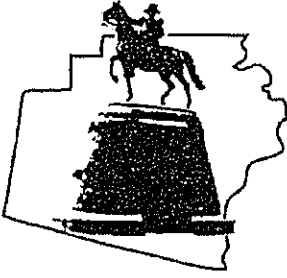
Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date



TOWN OF BROOKLYN

69 South Main Street • Suite 21
BROOKLYN, CONNECTICUT 06234
860-779-3411 Ext. 12

September 28, 2023

Office of the Public Records Administrator
Targeted Grant: FY 2024
Historic Documents
Preservation Grant Program

Town of Brooklyn
4 Wolf Den Road
P.O. Box 356
Brooklyn, CT 06234
Katherine Bisson, Town Clerk

1. Under Grant Category Organization and Indexing, the town of Brooklyn is looking to digitize its Building and Land Use Department records. This will include application and permit records (approved, in process and ongoing) along with their supporting documentation, for: the Building and Land Use Department, Planning and Zoning Commission (PZC), the Inland Wetlands and Watercourses Commission (IWWC), and the Zoning Boards of Appeals (ZBA).
2. The vendor under consideration is UBEO, a leading premier provider of document imaging, conversion and document management services, located in Middletown, Connecticut. They will utilize LaserFiche document management software to image capture and index scanned records. Please see the attached quote prepared by Valerie Lazzari and dated September 21, 2023. Upon grant approval we will confirm a start date with the vendor. We anticipate the work to begin within one week of grant approval and signing of the Customer Order Authorization.
3. Currently we only have paper documents which are housed in sixteen file cabinets. This project will enable our Building and Land Use departments to have quick access to records to better serve our town residents. An improved response time with greater accuracy will enhance customer satisfaction while optimizing town resource(s) time.

Utilizing online records is a best practice approach in that records will be more-easily accessible and searchable. It also results in a proactive approach in managing risk as it relates to potential disruptions in building and/or paper file accessibility.

Taking an online records approach will enhance record retention requirements while potentially reducing recurring labor costs, the needed footprint allocated to filing cabinets and the potential of filing errors. It will result in a more environmentally friendly solution.

4. We expect to have only one project with one vendor.
5. Supporting documents are attached.

Katherine Bisson

Respectfully submitted,
Katherine Bisson, Town Clerk
Town of Brooklyn

Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106

GRANT CONTRACT

Targeted Grant FY 2024, Cycle 2 — Grant # 019-OI-24

This contract made between the State of Connecticut, Connecticut State Library (hereinafter "State Library") and the **Town of Brooklyn** (hereinafter "Contractor") pursuant to C.G.S. §§ 11-8i through 11-8n, inclusive.

WHEREAS, the State Library's Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program ("Program") for the purpose of preserving and managing historic documents;

WHEREAS, all Connecticut municipalities are eligible to apply for a Targeted Grant ("Grant") from this Program; and

WHEREAS, the Contractor is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a Grant for an amount not to exceed **\$6,000** (hereinafter "Grant Funds"), for the following (hereinafter referred to as the "Project") as approved in the municipality's Targeted Grant Application on **December 15, 2023**, on file at the State Library:

A. Records conversion project to improve access to a collection of public records.

2. **The approved Project Budget is as follows:**

	Expense Type	Funds Approved
1.	Consultants/Vendors	\$ 6,000.00
2.	Equipment	\$
3.	Supplies	\$
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	TOTAL	\$ 6,000.00

The Contractor is responsible for any Project expenses greater than the Grant Funds.

3. **Contract Period.** The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2023, or the date of approval of this contract by the State Librarian or, if applicable, the Connecticut Attorney General, whichever is later, through June 30, 2024.** Any Grant Funds remaining unexpended on **June 30, 2024**, must be returned to the State Library with the *Project Evaluation/Expenditure Report*.
4. **Payment.** The State of Connecticut shall assume no liability for payment of services under the terms of this contract until the Contractor is notified that this contract has been approved. Payment to the Contractor shall be processed within 45 days of approval of this contract, or within 45 days of the first day of this contract period, whichever is later.

5. **Contract Amendment.** To request approval for a change to the Grant's purpose, methodology, budget and/or completion deadline, the Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two (2) months prior to the then-current end of the contract period. (a) The State Library must approve any changes to the Grant's purpose and/or methodology which are deemed significant by the State Library. (b) The State Library must approve any budget reallocation that exceeds ten percent (10%) of the total Grant Funds. The Contractor may reallocate up to ten percent (10%) of the total Grant Funds among line items contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. (c) The State Library must approve any extension to the completion deadline. The Contractor must notify the State Library immediately if difficulties arise that could affect the timely completion of all grant work and expenditures. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.
6. **Final Report.** The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at ctstatelibrary.org, for receipt at the State Library by **September 1, 2024**. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the Grant and the requirement that the Contractor return the full Grant Funds, as well as loss of eligibility for the next grant cycle. This filing deadline shall not be extended. Financial and other supporting documentation for the grant must be maintained by the municipality as part of the grant file in accordance with the municipal records retention schedules.
7. **Insurance.** The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the State Library prior to the performance of services.
8. **Indemnification.** The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. **Audit Requirements for State Grants.** For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the State Library for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.
10. **Inspection of Work Performed.** (a) The State Library or its authorized representative shall at all times have the right to enter into the Contractor's or subcontractor's premises, or such other places where duties under this Contract are being performed, to inspect, to monitor or to evaluate the work being performed in accordance with C.G.S. § 4e-29 to ensure compliance with this contract. The Contractor and all subcontractors must provide all reasonable facilities and assistance to State Library representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. Written evaluations pursuant to this paragraph shall be made available to the Contractor. (b) The Contractor must incorporate this section verbatim into any contract it enters into with any subcontractor providing services under this contract.
11. **Refund.** The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within thirty (30) days from the notice in writing by the State. In the event that the Contractor fails to make such refund,

the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.

12. **Governing Law.** This contract and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.
13. **Assignment.** The Contractor shall not assign any of its rights or obligations or sublet under this contract, voluntarily or otherwise, in any manner without the prior written consent of the State Library. The State Library may void any purported assignment in violation of this paragraph and declare the Contractor in breach of contract. Any cancellation by the State Library for a breach is without prejudice to the State Library or the State's rights or possible claims.
14. **Claims Against the State.** The sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
15. **Executive Orders and Other Enactments.**
 - (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the State Library's authority to require compliance with the Enactments.
 - (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
 - (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.
16. **Termination.** The State may terminate this contract upon thirty (30) days written notice to the Contractor if the Contractor fails to comply with this contract or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.
17. **Sovereign Immunity.** The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.



CT STATE CONTRACT # 19PSX0006

Prepared by:

Valerie Lazzari,

Digital Imaging Specialist at UBEO

January 18, 2024

Valerie Lazzari
Digital Imaging Specialist

ubeo Business Services
909 Middle Street
Middletown, CT 06473
Vlazzari@ubeo.com
860-262-1178

Town of Brooklyn CT
Lisa M. Lindia / Terry Mahanna
69 South main Street
Brooklyn, CT 06234

Dear Lisa and Terry

Thank you for your interest in UBEO Business Services, a leading premier provider of high-volume document imaging, conversion, and document management services. UBEO Business Services - Digital Print and Imaging facility located in Middletown CT has been in operation for nearly two decades. Our primary mission has been to accurately capture images from a variety of media (e.g., paper, large format drawings, microfilm, microfiche, aperture cards, electronically stored information, etc.) and provide means for upload to any database-ready format. Our emphasis is on quality, performance, and mutual project success while maintaining confidentiality and chain of custody throughout the process. In doing this, it has translated into thousands of satisfied customers who have entrusted UBEO Business Services with their critical business documents in the legal, healthcare, education, state, and local government verticals.

UBEO Business Services uses a combination of both service bureau level capture technologies, and visual inspection to ensure a quality product. We utilize LaserFiche document management software as our image capture and indexing platform for all scanned images. UBEO can assist with providing a storage media (Electronic Content Management System) for clients who do not currently have a document management platform and are looking to invest in a fully automated system to store and retrieve the documents both on prem or in the cloud.

Our scanning process uses a combination of technologies and labor best practices to maximize the efficiencies in delivering the highest quality work product to our clients more quickly, accurately and cost effectively. UBEO's labor infrastructure, coupled with our experience uniquely positions us to deliver a superior work product under budget and within deadline.

Ultimately, our intent is to build a strong relationship with you on this opportunity and the attached proposal details the process in which we wish to do so. If you feel there is anything that has not specifically addressed or included, please let us know so we may make modifications to be more representative of your specific needs.

Finally, we understand there are alternate options for the services outlined in our proposal and we sincerely appreciate your consideration of UBEO Business Services as your business partner of choice for this important project. Thank you and we look forward to working with you in the very near future.

Warm Regards,
Valerie Lazzari

Executive Summary

Town of Brooklyn has identified numerous documents in paper form that require digitization to regulate retention policies and create a document automation that will be used for internal review and retrieval. UBEO Business Services is working with Town of Brooklyn to identify the number of pages and the scope of work. Once these records have been digitized, the solution will allow the following:

- Implement a document retrieval process saving time and money.
- Internally manage a "Go forward" scanning solution with a drag and drop process for current digital files & records and utilizing scanners / MFP's for hard copy documents.
- Implement digital workflow

Production Scope & Assumptions

Volume & Condition

Building and Zoning

- Estimate 54 File Cabinet Drawers in paper form to be converted to digital/electronic images.
 - Each Drawer is estimated to produce ~5,000 images or a total population of 270,000 resultant images.
 - Each Drawer is estimated to hold 5% intermingled Wide Format 13,500
- Estimated 10 Clear Tubs of wide format.
 - Each Tub is estimated to produce ~200 images or a total population of 2,000 resultant images.

Inland | Wetland | Subdivision

- Estimate 13 File Cabinet Drawers in paper form to be converted to digital/electronic images.
 - Each Drawer is estimated to produce ~5,000 images or a total population of 65,000 resultant images.
 - Each Drawer is estimated to hold 5% intermingled Wide Format 3,250

ZBA | PZC

- Estimate 13 File Cabinet Drawers/boxes in paper form to be converted to digital/electronic images.
 - Each Drawer is estimated to produce ~5,000 images or a total population of 135,000 resultant images.
 - Each Drawer is estimated to hold 5% intermingled Wide Format 6,750

Project Assumptions:

- Originals are estimated to have an average run rate/throughput of 699-899 IPH.
- Population is estimated to contain a low percentage of duplex/double-sided pages.
 - Each double-sided page will yield two (2) deliverable images.
- Documents are physically organized into file folders that include some identifying information on the file folder tabs.
 - Each folder is anticipated to produce an average of 300 images per folder.
- Documents may contain various physical binding elements (e.g., Acco clips, staples, paperclips, etc.) that will require removal or bursting by UBEO prior to scanning.
- Most document pages are in a condition that is suitable for loading into a mechanized document handler/feeder for scanning.
- All document pages are anticipated to include standard, tabloid/11"x17", and wide format pages

Document Preparation

UBEO Business Services will prepare the documents for image capture, including removing any fasteners/physical binding elements and repairing originals that may be damaged or torn prior to scanning.

Document preparation is classified as heavy preparation.

- Please refer to Appendix A: Definition of Pricing Grades for additional preparation options.

Image Capture

- All pages delivered to UBEO will be imaged including file folder covers and tabs.
- Pages will be captured as multipage searchable pdf images per folder.
- UBEO will capture black & white and color originals (e.g., charts, graphs, photographs, and highlighting) as bi-tonal (black & white) images at 300 dpi resolution.

Image Quality Control

UBEO Business Services will perform Standard Quality Control: All images are reviewed during the scanning process. And not a separate process.

- Please refer to *Appendix A: Definition of Pricing Grades* for additional detail for quality control options

Document Reassembly

After scanning, UBEO Business Services will return original documents to their containing file folder in the same order. UBEO will not replace fasteners, binding elements (e.g., staples, paper clips or put back on ACCO clip prongs) or return to containing folder(s). UBEO Business Services barcode sheets inserted during document preparation and scanning may be included with original documents after scanning.

- Document reassembly is classified as no reassembly.
- Please refer to *Appendix A: Definition of Pricing Grades* for additional reassembly options.

Index Capture

UBEO Business Services will perform manual domestic capture of the following fields.

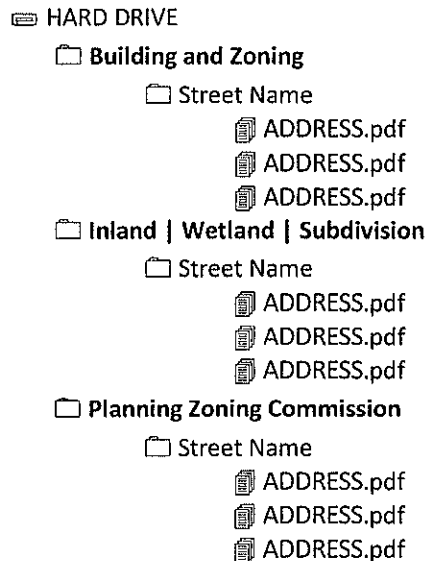
1) File Folder Information (Street Name)

- Up to 35 characters
- Alphanumeric Field
- Value is located on the file folder tab.

Optical character recognition (OCR) will be performed on ALL images.

Output

- Images will be delivered in multi-page searchable pdf file format per folder.
- Resultant images, index data and OCR will be delivered on an external hard drive for archival storage and retrieval.



Location & Schedule

- Offsite scanning will be completed at UBEO Business Services secured scanning center in Middletown, CT.
- Project commencement is estimated to begin within one week of receipt of this Customer Order Authorization.
- Chain of custody is documented upon pick-up/delivery and an UBEO Business Services representative will transfer confidential client documents to a secure imaging center for preparation and scanning.
- UBEO Business Services will retain images on UBEO Business Services production server(s) throughout the project for up to thirty (30) days after final delivery. After thirty (30) days from delivery of data and images,
- UBEO Business Services not responsible for maintaining any archival image or data information in connection with the delivery.
 - Original media will be shredded 30 days after scanning is complete and written approval is given.

Unit Pricing Table

Service Category	Description	Unit Price	Unit
Transportation	Document Transportation Includes Labor & Mileage	\$250.00	Per Round Trip
Document Preparation	Document Boxing / Preparation	\$18.00	Per hour
UBEO Boxes	UBEO Supplied Boxes	\$3.00	Per Box
Document Scan	Scan 300 DPI	\$.055	Per Image
	Index Capture	\$.06	Per Folder
	OCR	\$.015	Per Image
Project Management	Project Management	150.00	Per Hour
Media Delivery	Hard Drive	\$250.00	Per Drive
Comments:			
~All quantities are estimated - UBEO will invoice for actual volumes processed~			

Budgetary Estimate (Not a Fixed Price Estimate)

Building & Zoning:

##	Description	Unit	Quantity	Unit Price	Extended Price
1	Document Transportation includes labor	Per Image	3	\$ 250.00	\$ 750.00
2	Document Boxing / Prepping	Per Hour	540	\$ 18.00	\$ 9,720.00
3	UBEO Boxes	Per Box	108	\$ 3.00	\$ 324.00
4	Document Imaging	Per Image	270,000	\$ 0.055	\$ 14,850.00
5	Wide Format Scanning	Per Image	15,500	\$ 0.800	\$ 12,400.00
6	OCR	Per Image	270,000	\$ 0.015	\$ 4,050.00
7	Indexing	Per Field	2,700	\$ 0.04	\$ 108.00
8	Project Management	Per Hour	5	\$ 150.00	\$ 810.00
9	USB Hard Drive	Per Drive	1	\$ 250.00	\$ 250.00
<i>All quantities are estimated - UBEO will invoice for actual volumes processed</i>				Estimated Pre-Tax Total:	\$ 43,262.00

Inland | Wetland | Subdivision:

##	Description	Unit	Quantity	Unit Price	Extended Price
1	Document Transportation includes labor	Per Image	1	\$ 250.00	\$ 250.00
2	Document Boxing and Prepping	Per Hour	130	\$ 18.00	\$ 2,340.00
3	UBEO Boxes	Per Box	26	\$ 3.00	\$ 78.00
4	Document Imaging	Per Image	65,000	\$ 0.055	\$ 3,575.00
5	Wide Format Scanning	Per Image	3,250	\$ 0.800	\$ 2,600.00
6	OCR	Per Image	65,000	\$ 0.015	\$ 975.00
7	Indexing	Per Field	650	\$ 0.04	\$ 26.00
8	Project Management	Per Hour	1	\$ 150.00	\$ 195.00
<i>All quantities are estimated - UBEO will invoice for actual volumes processed</i>				Estimated Pre-Tax Total:	\$ 10,039.00

ZBA | PZC:

##	Description	Unit	Quantity	Unit Price	Extended Price
1	Document Transportation includes Boxing up of documents	Per Image	1	\$ 250.00	\$ 250.00
2	Document Boxing and Prepping	Per Hour	270	\$ 18.00	\$ 4,860.00
3	UBEO Boxes	Per Box	14	\$ 3.00	\$ 42.00
3	Document Imaging	Per Image	135,000	\$ 0.055	\$ 7,425.00
4	Wide Format Scanning	Per Image	6,750	\$ 0.800	\$ 5,400.00
5	OCR	Per Image	135,000	\$ 0.015	\$ 2,025.00
6	Indexing	Per Field	1,350	\$ 0.04	\$ 54.00
7	Project Management	Per Hour	3	\$ 150.00	\$ 405.00
<i>All quantities are estimated - UBEO will invoice for actual volumes processed</i>				Estimated Pre-Tax Total:	\$ 20,461.00

UBEO BUSINESS SERVICES**Accepted by**

Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Appendix A: Definition of Pricing Grades

Document Preparation

Client Preparation: Client will perform 100% of the prep. All barriers removed all pages loose. All bar code sheets, patch sheets and document coding sheets are inserted by customer.

Medium Preparation: More than 25% of the population has staples, clips, post it notes or other barriers. Prep also includes mixed paper sizes that require more handling and organizing, and any projects marked "copy tagged pages only." Originals may need special handling with the possibility that photocopying prior to scanning will be needed (if applicable, copy price will be separate). A&A Office Systems, INC. will insert standard bar code and document coding sheets as needed.

Quality Control

Standard Quality Control: All images are reviewed by the scanning specialist at the time of image capture, not as a separate process.

Full/Image-to-Page Quality Control: All images are reviewed during the scanning process. Each image is also reviewed against its original page for page for quality by a QC Specialist.

Document Reassembly

No Reassembly: All documents will remain loose. No removal of bar code and document coding sheets necessary.

Heavy Reassembly: Re-Assemble documents as original. All staples, clips or other barriers replaced as original.

NOTES:

ubeo
BUSINESS
SERVICES

#thepowerofU

VALERIE LAZZARI

Digital Imaging Specialist

O: 475.434.7686 C: 860.262.1178



*Connect with me
on LinkedIn!*



Lou Brodeur <lou.brodeur@gmail.com>

East Brooklyn Capital Request

1 message

Bill Skene <rskene@mortlakefire.com>

Thu, Apr 4, 2024 at 12:33 PM

To: Austin Tanner <a.tanner@brooklynct.org>, "lou.brodeur@gmail.com" <lou.brodeur@gmail.com>

Butch, I am notifying you that I am withdrawing the Capital request for the East Brooklyn Fire Department. I would like to thank the capital committee for their time.

William Skene
Chief, East Brooklyn Fire Department

Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

Applicant Name: East Brooklyn Fire Department

Capital Funding Request: \$ \$44,114

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: William R. Shone **Date:** 03/18/2024

- 1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

The purchase of new battery operated hydraulic rescue tools. These tools will replace the tools purchase with the apparatus in 2012. The current tools have not been serviced since in 10 years and there are no authorized service technicians in the New England.

- 2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

Yes

- 3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

Once we have the approval we will place the order for the tools.

- 4) **Applicant Capacity:** Please describe your experience and the experience of the Board or individuals that will help you to accomplish your proposal. Has there been successful experience in a proposal of scale and complexity?

none

- 5) **Demonstration of Need:** Please describe the need(s) fulfilled by your proposal. If possible, please demonstrate or quantify what need or needs have been unmet to date.

As a guide, please consider the following questions: Will this funding satisfy the replacement of something currently being done? Will this funding help to alleviate some present exposure to the Town? Will this funding make some other equipment, entity or funding obsolete?

The replacement of the tools will replace equipment that are outdated and can not be serviced due to lack of qualified techs.

- 6) **Site Factors:** For proposals which involve real estate, the purchase and/or improvement of real estate, or the location of a particular item, please demonstrate that the item or items:

- a) will be in a strategic or quality location;
- b) obtained with the expenditure is/will be appropriate for its location. Please consider the following questions: Is it appropriate for the environment in which it will be located? Will it be necessary to have some proximity to services or distances from neighborhoods?

none

- 7) **Project Costs:** Please demonstrate the costs associated with project and the manner in which they have been compiled. Please consider the following questions: Are the costs for the proposal supported by quotations or bids? Does a contract already exist for the service or item? When will the most reliable costs be received? Have consultants been available to evaluate these costs?

We are requesting the authority to purchase the following:

Hurst Cutter	S789	\$15,223.00
Hurst Spreader	SP555	\$16,661.00
Hurst Ram	R522	\$12,220.00
	Total	\$44,114.00

see attached quote

8) **Financial Analysis:** Please outline a basic financial analysis that should include the a) method of payment; b) estimated cost vs. benefit; and c) cost of operation.

- As a guide, please consider the following:
 - **Method of Payment:** Does the size and cost involved lend itself to a one-time payment or would the expenditure require some degree of financing (e.g. bonding or seller financing)?
 - **Cost/Benefit:** For proposals which generate an income or savings, a Net Present Value (NPV) or Internal Rate of Return (IRR) Analysis along with a Payback Period Analysis may be appropriate. For services, a privatization versus in-house analysis may also be appropriate. For items which may provide some intangible benefits, something other than a numerical cost/benefit analysis may be appropriate.
 - **Operating or Holding Costs:** Upon acquisition requires an addition/reduction of staff, additional equipment, insurance, maintenance, or special servicing, then it should be noted.

one time payment

9) **Leveraging/Cost Effectiveness:** Proposals that require the least amount of scarce resources would be desirable. Will outside subsidies, grants, fundraising, or other funding be leveraged with Town funding for this proposal? If so, please identify the total cost of the proposal less these other sources of funding to identify the amount being requested. If grant funding is available for the acquisition, the applicant should attach a copy of the completed grant application and detail past experience and success in obtaining like grants.

none

10) **Community Impact:** Please explain how this capital funding would result in a positive community impact.

As a guide, please consider the following questions: Is there need? Would this funding coincide or work in concert with a documented community or neighborhood revitalization strategy? Is there local support for this proposal from residents, businesses and/or community groups?

The tools will replace the hydraulic tools purchased with the apparatus in 2012. These tools can not be service locally as there are not licensed techs in New England and require the vehicle and the tools to be driven to New Jersey.

These tools are essential in the use of extrication of people from Motor vehicle accidents.

FIREMATIC SUPPLY CO., INC.

651 Brook Street Rocky Hill, CT 06067-3401
860-571-7372

KHannigan@firematic.com
WebSite: www.firematic.com

Quote



DATE 3/18/2024	PAGE 1
QUOTE NUMBER QT115901	
EXPIRE DATE 4/15/2024	

Quoted To
BILL SKENE
 East Brooklyn Fire Dept.
 418 SOUTH WAY
 DANIELSON, CT 06239

Ship To
 East Brooklyn Fire Dept.
 418 SOUTH WAY
 DANIELSON, CT 06239

CUSTOMER NO. 540	CONTRACT NO.	PHONE NO. (203)774-1192	SALESPERSON KEVIN HANNIGAN	CUSTOMER PO. NO.
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LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	HUR2724890009	HURST S789 E3 CUTTER PACKAGE, (2) 9Ah BATTS, 110V CHARGER	1	15,233.00	15,233.00
2	HUR2714550009	HURST SP555 E3 SPREADER PACKAGE, (2) 9Ah BATTS, 110V CHARGER	1	16,661.00	16,661.00
3	HUR2734490009	SC 758 E3 COMBI 9Ah PACKAGE (2) 9AH BATTS & (1) 110V CHARGER	1	17,167.00	17,167.00
4	HUR2744870009	R522 E3 RAM, 9Ah PACKAGE, 2 BATTERIES, CHARGER	1	12,220.00	12,220.00
5	FREIGHT IN	FREIGHT FROM MANUFACTURER	1	0.00	0.00

Comments

Amount
By:

61,281.00
KEVIN HANNIGAN

Town of Brooklyn Capital Funding Program

To be considered for funding through the Capital Funding Program, please complete the application by providing a narrative summary of your proposal and describing how your proposal best meets the funding criteria of the program. For additional information regarding program criteria, please view the Capital Funding Program Guidelines.

Providing back-up material or financial analysis to support your application is encouraged.

Applicant Name: Town of Brooklyn - Flooris Community Center
Health Dept

Capital Funding Request: \$ 24,245

I have read the program guidelines and acknowledge that the Town of Brooklyn reserves the right to delay, suspend or rescind any funding due to a material change in the context of a request for funding or due to a material change in the financial condition or outlook for the Town AND that no recommendation for funding will be considered or construed as an entitlement by the applicant.

Signed: Austin Tamer **Date:** 4/7/24

1) **Proposal Summary:** Please describe the nature of and reason for the capital request and summarize how this expenditure will provide some benefit to the Town of Brooklyn.

*The community has been neglected for years.
The rugs are in bad shape down stairs.*

2) **Good Standing:** To the best of your knowledge, are you, as the applicant, in good standing with regulatory agencies/boards, an ethics board, or creditors? If you answer "No" to any of these items, please elaborate.

yes

3) **Readiness to Proceed:** Please describe the timetable for fulfilling your proposal. Are you able to proceed immediately or will you require a lead time, a bidding period or a commitment of other funding prior to you executing your proposal?

Need To go out to Bid

INVOICE

Ford's Warehouse of Chips

12400 S. York
 Winston, CA 92390
 (951) 800-7272
 (951) 800-7272

(1844)

TO: ASQUITH AHEAD

DATE: 4/2/2014
 CUSTOMER ORDER NO: 69541005
 SALESPERSON: BRADLEY
 TAX: 0.00

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<i>SPRINKLES M.C. R. Pops / CORE</i>		
	<i>W/1. DONG GERMAN'S AHEAD</i>		
	<i>3000 lbs</i>		
	<i>315.88</i>		

