

Join Zoom Meeting

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Meeting ID: 876 5619 4778

Passcode: 566928

+1-646-931-3860

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 3, 2024
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION Berlin Lion's Club

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$1,473.64 and deposit \$50 into the library agency account for a book in memory of Francis Rivera and deposit \$150 into the unrestricted donations account and deposit \$1,273.64 into the friends of the library miscellaneous account to be used to fund 4 children's programs, children's program supplies and coffee supplies. Move to accept the donation of sandwiches to be used as refreshments with an estimated value of \$100. – Berlin-Peck Memorial Library
2. Topic re: Approve permission for consumption and BYOB at Timberlin Park Pavilion for Stephanie and Greg Fortunato for a 1st birthday party. Approximately 70 people in attendance ranging in all ages on Saturday, October 12, 2024, from 10 AM to 6 PM. Food will be served buffet style. Insurance will be obtained if permission is granted. – Parks and Recreation
3. Topic re: Accept the donations of \$2,078 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police Department

4. Topic re: Accept the donations of \$450 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$135.00 and supplies/medical care valued at \$248.00. - Animal Control
1. NEW BUSINESS:
 1. Topic re: Discussion only concerning continued conversation on Senior/Community Center - Mayor
 2. Topic re: Percival Soccer Field Update. – Public Grounds
 3. Topic re: Discussion about the Possible Acquisition of Parcel Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway. – Economic Development
 4. Topic re: Authorize a resolution that the Berlin Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate; and further resolve that W. Lee Palmer, as Interim Town Manager of the Town of Berlin, is authorized and directed to execute and deliver any and all documents on behalf of the Berlin Town Council and to do and perform all acts and things he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. – Emergency Management
 5. Topic re: Approve the continuation of the contract for Netsmart’s electronic health record and documentation system for one (1) year, amount not to exceed \$28,140. - VNA
 6. Topic re: Authorize the Police Department to execute a five-year sales plan to purchase 23 Tasers from sole provider Axon Enterprises for an amount not to exceed \$25,000 annually. – Police Department
 7. Topic re: Approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 23PSX0211 from Columbia Ford for an amount not to exceed \$30,000. – Municipal Garage
 8. Topic re: Waive the Town’s purchasing requirements to purchase the noted equipment and services for the Town of Berlin Fire Department from Municipal Emergency Services of Waterford, CT for an amount not to exceed \$33,000 as this is in the best interest of the Town. – Fire Administration
 9. Topic re: Authorize the use of Chemical Equipment Labs of DE, of Newton Square, Pennsylvania, for Treated Road Salt, utilizing the Capitol Region Council of Governments Contract #765 through June 30, 2025. – Public Works
 10. Topic re: Add sidewalks on Main Street, East Berlin from Berlin Street to Grove Street and eliminate the Four Rod Road sidewalk section between Norton Road and Wildemere Drive in WMC’s design scope. – Economic Development

11. Topic re: Move to call a special town meeting at 6:45pm on September 17, 2024, to discuss and approve a \$360,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund. Also to approve the attached resolution to authorize W. Lee Palmer, Interim Town Manager, to apply to the CT DECD for a \$360,000 additional municipal brownfields loan for the 55 Steele Boulevard (formerly known as 889 Farmington Avenue) and, if a loan is offered, to accept the loan, execute a loan proposal, loan agreement and other documents as necessary to secure and carry out the purposes of the loan and to appropriate the loan of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue and to refer this matter to the Board of Finance, subject to approval of Corporation Counsel. Also to authorize the Interim Town Manager to enter the eighth amendment to Purchase Agreement with Newport Realty Group LLC to confirm and better define Newport's obligations with respect to improvements that it will construct that are part of the Engineered Control project after closing on the purchase of the property, subject to review and approval of Corporation Counsel. – Economic Development
12. Topic re: Authorize the Interim Town Manager to execute an extension to brownfields sub-grant to the Town of Berlin from the Brownfields Cleanup Revolving Loan Fund (BCRLF) Grant from the United States Environmental Protection Agency of U. S. Environmental Protection Agency to the Capitol Region Council of Governments (CRCOG) for the 55 Steele Boulevard Project. – Economic Development
13. Topic re: Update on the search for new Town Manager. – Mayor

J. APPOINTMENTS

1. **Cemetery Committee – Vacancy – Alternate** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
3. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
4. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above appointment).
5. **Mattabassett District – Vacancy** – James Fallon's term expired August 31, 2023. Reappointment or replacement term would be until September 1, 2026. Can be filled with a D, R or U.
6. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.

- 7. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 8. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 9. **VNA – Vacancy** – Cara Status (Chair) resigned July 31, 2024. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
- 10. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 11. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 12. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above appointments).
- 13. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.
- 14. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.

Water Control Commission – Alternate – Vacancy –Term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above appointments)

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS’ COMMUNICATION:

N. ACCEPTANCE OF MINUTES: July 23, 2024
 August 6, 2024

O. 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 – Farmington Avenue

P. ADJOURNMENT



TOWN OF BERLIN
Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

The Berlin Lion's Club

On the 75th Anniversary of the Annual Berlin Fair.

The Fair began in 1948 as the Berlin Lion's Agricultural Fair which eventually became known as just "The Berlin Fair". It takes place on the weekend of the third Sunday of September. Unique and delicious food from local clubs, churches and non-profit organizations attract people from all over the state and beyond. Thrilling rides, exhibits, and farm animals are a draw for many but especially for the children. The Berlin Fair is the main event in town and as a result, the Lion's Club donates to numerous local charities and scholarships as well as statewide organizations. The hard work and dedication of the members of the Berlin Lion's Club is a testament to their unwavering commitment to their community.


In recognition of the excellent work of the Berlin Lion's Club on the 75th Anniversary of the Berlin Fair, the Berlin Town Council hereby congratulates them on this momentous occasion and wishes them continued success in the years to come.

Dated this 3rd day of September, 2024.

Mark Kaczynski, Mayor

Consent
Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

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

DATE: August 23, 2024

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	50.00	Library Agency Acct.	book in memory of Francis Rivera	Elizabeth Schreiner
	100.00	Unrestricted Donations	greatest need	John Churchill
	1,273.64	FOL Misc. Acct	4 children's programs, children's program supplies & coffee supplies	Friends of the Library
	50.00	Unrestricted Donations	greatest need	Sally and Carl Johnson
	1,473.64			
Equip/Merch	100.00	Sandwiches	refreshments for adult reader's retreat program	Sadie's Sunrise Café
	100.00			

Funding:

No funding needed


Action Needed:

Move to accept monetary donations totaling \$1,473.64 and deposit \$50 into the library agency account for a book in memory of Francis Rivera and deposit \$150 into the unrestricted donations account and deposit \$1,273.64 into the friends of the library miscellaneous account to be used to fund 4 children's programs, children's program supplies and coffee supplies. Move to accept the donation of sandwiches to be used as refreshments with an estimated value of \$100.

Attachments:

n/a

Prepared By:

Carrie Tyszka, 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: July 19, 2024

SUBJECT: Permission to consume alcoholic beverages (BYOB) for a 1st birthday party at Timberlin Park Pavilion on Saturday, October 12, 2024 from 10:00AM – 6:00PM

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, July 18, 2024, recommended permission for consumption and BYOB at Timberlin Park Pavilion for Stephanie and Greg Fortunato for a 1st birthday party. Approximately 70 people in attendance ranging in all ages on Saturday, October 12, 2024 from 10 AM to 6 PM. Food will be served buffet style. Insurance will be obtained if permission is granted.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

FUNDING:

No funding needed.


ACTION NEEDED:

Move to approve permission for consumption and BYOB at Timberlin Park Pavilion for Stephanie and Greg Fortunato for a 1st birthday party. Approximately 70 people in attendance ranging in all ages on Saturday, October 12, 2024, from 10 AM to 6 PM. Food will be served buffet style. Insurance will be obtained if permission is granted.

ATTACHMENTS:

Permission for the use of alcoholic beverages

PREPARED BY:

Jennifer Ochoa, Director Community, Recreation and Park Services 

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

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES

ORGANIZATION: _____ FACILITY REQUESTED: Timberlin Park Pavilion
 CONTACT PERSON: Greg Fortunato DOB: 04/12/89 PHONE: (860) 965-9349
 STREET: 44 Oak Terrace CITY: Durham ZIP: 06422
 RENTAL DATE: 10/12/24 START TIME: 10:00 FINISH TIME: 6:00 pm
 NATURE OF ACTIVITY: Violet's First Birthday
 AGE GROUP: 1-75 yo TOTAL ATTENDANCE: 70 MINORS: YES: NO: _____
 TYPE OF ALCOHOL: BEER: WINE: _____ OTHER (EXPLAIN): _____
 HOW DISPENSED: CASH BAR: _____ OPEN BAR: BYOB: _____
 FOOD: YES: NO: _____ HOW SERVED: SIT DOWN: _____ BUFFET: OTHER: _____
 ENTERTAINMENT: YES: _____ NO: TYPE: _____
 WILL FEES BE ASSESSED TO THOSE ATTENDING: YES: _____ NO: EXPLAIN: _____

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

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

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

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

Date: 07/02/2024

Signature: _____

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

	Approved	Denied
Chief of Police <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Manager <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community, Recreation and Park Services Rep. <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Council	<input type="checkbox"/>	<input type="checkbox"/>

Reason for Denial: _____

State Liquor License required: Yes _____ No _____

Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager



DATE: July 31, 2024

SUBJECT: Donations for Police Cadet Program

Summary of Agenda Item:

The Police Department has received \$ 2,078 in donations from Berlin Democratic Town Committee (700) and Anna Jarema (10) to the Police Cadet Program. The remainder of the funds (1,368) were misc. donors from a Cadet Fundraiser/Car Wash.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Cadet Program Expenditure Account # 100.15.1532.0.53472.00000.

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$2,078 and appropriate the funds to the Police Cadet Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe



Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager 

DATE: July 31, 2024

SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received \$450 in donations Beverly Peters (50), Alicia Smith (100), Manderson/Peters (200), and Donna Barrows (100) to the K9 Program.

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

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$ 450 and appropriate the funds to the Police K9 Program Expenditure Account.


Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe 

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: W. Lee Palmer, Jr., Interim Town Manager 
DATE: August 28, 2024
SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
July 15, 2024 to August 22, 2024	\$ 100.00 cks	Animal Care	Thomas Ottman Berlin
	\$ 25.00 Ck #1069	Animal Care	Paul Kay Southington
	\$ 10.00 Cash	Animal Care	Jose Beltram New Britain
	\$ 76.00 (value)	Special dog treats busy bones etc.	FOBAC Berlin
	\$ 62.00 (value)	KMR kitten formula	FOBAC Berlin
	\$ 50.00 (value)	Cat food	Joyce Merlini Berlin
	\$ 60.00 (value)	Hamster supplies	FOBAC Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

ACTION NEEDED:

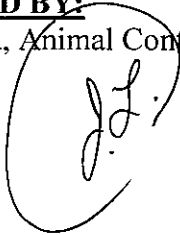
Move to accept donations to the Berlin Animal Control Donation Account for \$ 135.00 and supplies/medical care valued at \$ 248.00

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer

A handwritten signature in black ink, appearing to be "J.L.", is enclosed within a hand-drawn oval. The signature is positioned to the right of the printed name "Janice Lund, Animal Control Officer".



TOWN OF BERLIN
Animal Control Department
600 Christian Lane • Berlin, CT 06037
(860) 828-7055

August 20, 2024

Joyce Merlini
3 Langdon St # K201
Berlin, CT 06037

Dear Joyce,

Thank you so much for thinking of our animals at the shelter with the cat food donation. We appreciate the donations very much. It helps us to keep up our efforts in caring for our new animals so they can find homes.
Thanks again.

Sincerely,

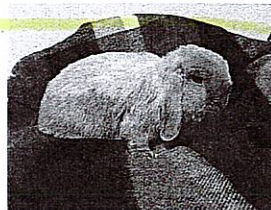
Jan Lund, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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



TOWN OF BERLIN
Animal Control Department
600 Christian Lane • Berlin, CT 06037
(860) 828-7055

July 25, 2024

Thomas Ottman II
53 Westview TER
Berlin, CT 06037

Dear Thomas,

Thank you so much for the generous gifts totaling \$100.00, We appreciate the donations. It helps us to keep up our efforts in vetting our new animals so they can find new homes, and to put it towards the care of our animals.
Thanks again.

Sincerely,

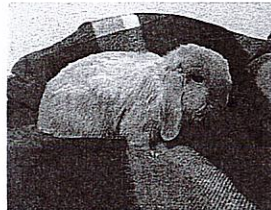
Jan Lund, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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

Questions?
1-800-672-4399
WWW.CHEWY.COM

Final Details for Order #1545288815

Order Placed: Aug 9, 2024

Order Total: \$75.79

Shipped on Aug 9, 2024

Qty Item

- 1 Benebone Bacon Flavor Wishbone Tough Dog Chew Toy, Large
- 1 KONG Classic Dog Toy, XX-Large
- 2 Busy Bone with Beggin' Twist'd! Long-Lasting Small/Medium Dog Treats, 6 count
- 3 Busy Bone with Beggin' Twist'd! Long-Lasting Small/Medium Dog Treats, 2 count

Sent To:

Berlin Animal Control
600 Christian Lane
Berlin, CT 06037-1426

Shipping Speed:

Flat-Rate Shipping

Item(s) Subtotal:	\$75.79
Shipping:	\$0.00
Adjustment Applied:	\$0.00
Total Before Tax:	\$75.79
Sales Tax:	\$0.00
Shipment Total:	\$75.79

Payment Information

Item(s) Subtotal:	\$75.79
Shipping:	\$0.00
Total Before Tax:	\$75.79
Sales Tax:	\$0.00
Order Total:	\$75.79
Balance Due:	\$0.00

Questions?
1-800-672-4399
WWW.CHEWY.COM

Final Details for Order #1545282396

Order Placed: Aug 9, 2024

Order Total: \$61.73

Shipped on Aug 10, 2024

Qty Item

1 PetAg KMR Kitten Milk Replacer Powder for Kittens, 28-oz can

Shipping Speed:

Flat-Rate Shipping

Item(s) Subtotal: \$61.73

Shipping: \$0.00

Adjustment Applied: \$0.00

Total Before Tax: \$61.73

Sales Tax: \$0.00

Shipment Total: \$61.73

Payment Information

Item(s) Subtotal: \$61.73

Shipping: \$0.00

Total Before Tax: \$61.73

Sales Tax: \$0.00

Order Total: \$61.73

Balance Due: \$0.00

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: August 20, 2024

SUBJECT: Senior/Community Center

Summary of Agenda Item:

The Town Council held a meeting on August 6, 2024, about the Senior/Community Center. This item is to continue that conversation about the Senior/Community Center

Funding:

None needed at this time

Action Needed:

Continued conversation on Senior/Community Center.

Attachments:

YMCA Presentation (emailed August 7, 2024 to Town Council)

Prepared By: Kate Wall

Mr. Colaresi added that Economic Development Coordinator Jim Mahoney has been very successful in obtaining a \$5,000 grant every year which is spent before using town funds.

Mr. Colaresi thanked the Town Council for funding the Cemetery Committee.

NO ACTION NEEDED

3. Topic re: Presentation from the YMCA. – Town Manager

Meriden, New Britain, Berlin YMCA (MNBBY) CEO John Benigni stated that tonight's presentation is to share what the YMCA could bring to Berlin and introduced COO Steve Markoja.

Mr. Markoja stated the YMCA is the leading nonprofit committed to strengthening community by connecting all people to their potential, purpose, and each other and the local MNBBY has served its communities for 166 years.

In 2023 the MNBBY welcomed over 192,000 visitors, provided childcare for over 1,600 children, and provided fun summer camp experiences. No one is turned away for inability to pay and in 2023 over \$1.7 million in scholarships was provided for memberships and programs.

In Berlin the MNBBY provides daycare at McGee Middle School and Hubbard Elementary School, as well as before and after school care at the three elementary schools. Camp Thundermoon is held at McGee during the summer, there is the Berlin YMCA Ski Club for grades 3 – 12, and the Berlin High School swim team practices at the Meriden YMCA.

The MNBBY serves active older adult members with a variety of activities such as yoga, aqua aerobics, and tai chi along with programs such as healthy cooking classes, and diabetes prevention. Older adults that are eligible to participate in fitness programs such as the Silver Sneakers program may even qualify for a YMCA membership at little or no cost. Over 50% of Berlin seniors could be eligible for these programs. The MNBBY also offers membership discounts to veterans.

A variety of membership options are available for the community which can be cancelled at any time.

A video presentation of the Meriden YMCA was shown, and a footprint of the building layout was explained. The pool at this facility is a six-lane pool designed to be multiple purpose which he stated is a bare minimum need for Berlin. Also part of that facility are multi-purpose rooms, gymnasium with suspended jogging track, locker rooms, a fitness center, and childcare room.

Mr. Benigni addressed a concern expressed by the owner of Powerhouse Gym during Audience of Citizens regarding the YMCA taking business away from local gyms stating that the YMCA is not meant to be an elite workout facility but more of a location for children and families to exercise together.

Mr. Benigni stated that the YMCA may not be able to fit every need stated in the statement of needs, but they will do an outstanding job serving the community.

Barbara Gombotz, Commission for the Aging Chair – Ms. Gombotz inquired as to how the YMCA arranges and conducts senior programming.

Mr. Benigni stated that the MNBBY offers Fit Senior Yoga, Silver Sneakers, Zumba Gold, aqua aerobics, tai chi, pickleball, Senior Fit, stretching, Brain Gym, cardiac rehab, a blood pressure program, diabetes prevention program, healthy cooking classes, Lunch and Learn, Y's Men, Mahjong, and Pool Pals.

Ms. Gombotz inquired about rooms designated for activities such as knitting. Mr. Benigni stated that there would not be a room designated for that specifically, but a room could be set up for a membership-driven knitting club that could be established.

NO ACTION NEEDED

4. **Topic re: Discussion on Tax Sales – Town Council**

Corporation Counsel Donofrio stated that at the Town Council meeting two weeks ago there were some questions about a Kensington Fire District (KFD) tax sale, and it had been agreed that Attorney Adam Cohen would be invited to address the matter with the Council. Attorney Cohen is joining via Zoom tonight.

Councilor Atkinson stated that one of the questions that had come up during the previous discussion was that after the KFD tax sale went through the Town of Berlin Revenue Collector made a discretionary call regarding the payoff amount of the debt owed to the Town of Berlin for taxes and interest without approval of the Town Council. Councilor Atkinson asked if Attorney Cohen believes that the Tax Collector has the discretion to do that and if so, what is the basis for that assertion.

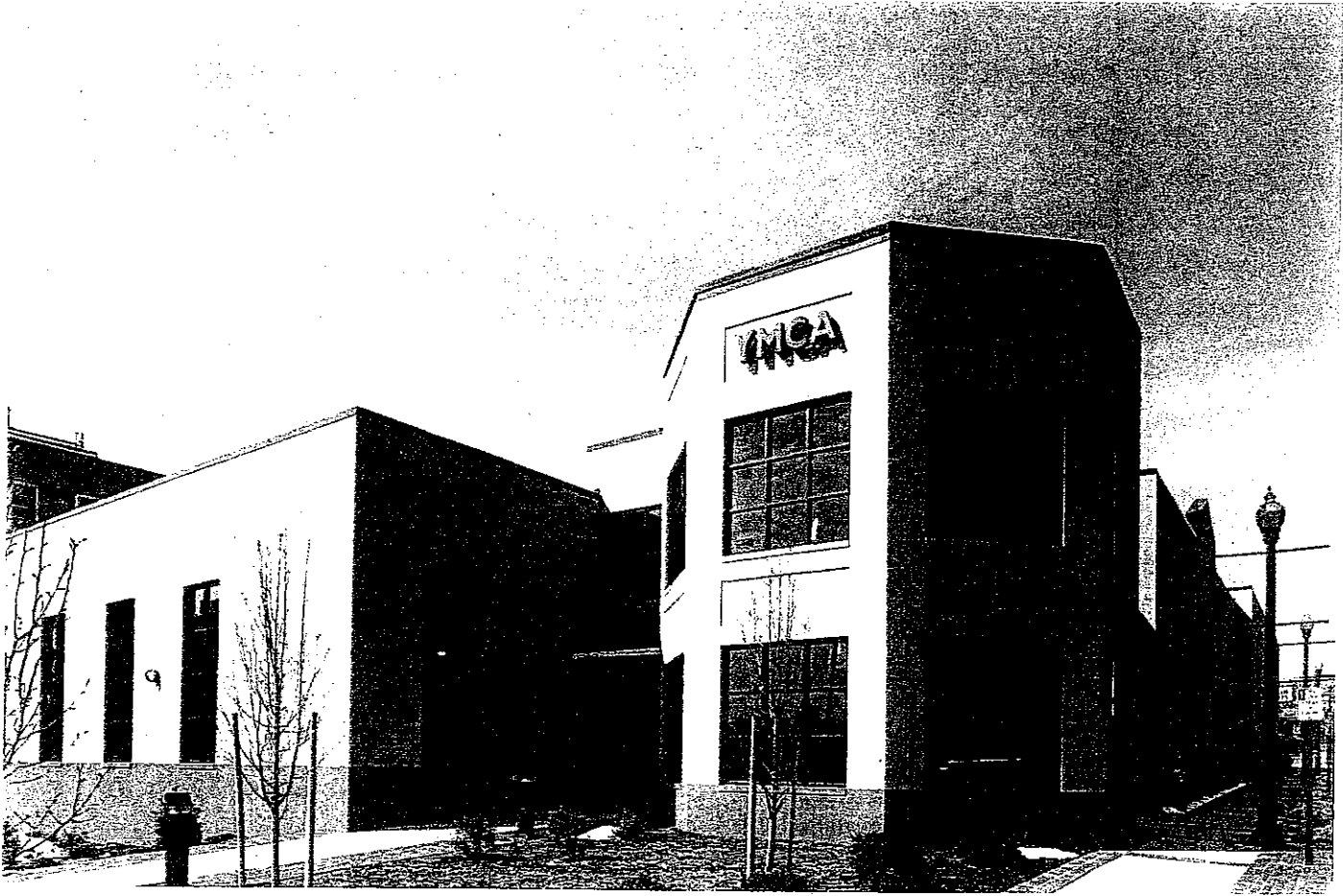
Attorney Cohen stated that the Tax Collector was his primary contact for direction on what the Town wanted to do regarding its tax liens which were not the subject of the Fire District's tax sale but which the purchaser would be responsible to pay after acquiring title to the property. The Tax Collector conveyed to Attorney Cohen that she would find out and later emailed him that the acceptable amount would be \$54,000. As far as the Tax Collector's legal authority Attorney Cohen stated that is purely a matter of the Town's internal rules or practices.

Councilor Paonessa asked if it was necessary for the Town of Berlin taxes to be settled at the KFD tax sale. Attorney Cohen stated that the Town could have conducted its own auction but at the time the KFD started its auction in 2013 the Town was invited to do that but declined. The notice made it clear that anyone that bought the property through the Fire District's auction would be liable for the Town's taxes. The KFD held its auction in 2013 but nobody bid on the property, and it is assumed that was because the Town was owed so much in taxes and there was a belief that there was a history of contamination on the property.

The auction sat postponed for ten years listed on Attorney Cohen's website and during those years he would occasionally receive an inquiry. In October 2022 a purchaser came through that was willing to accept the Town's offer of fifty cents on the dollar and that allowed the sale to go through.

Meriden YMCA

Meriden, Connecticut

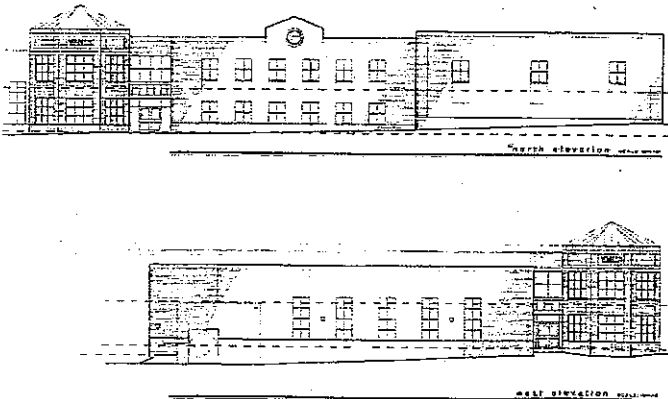


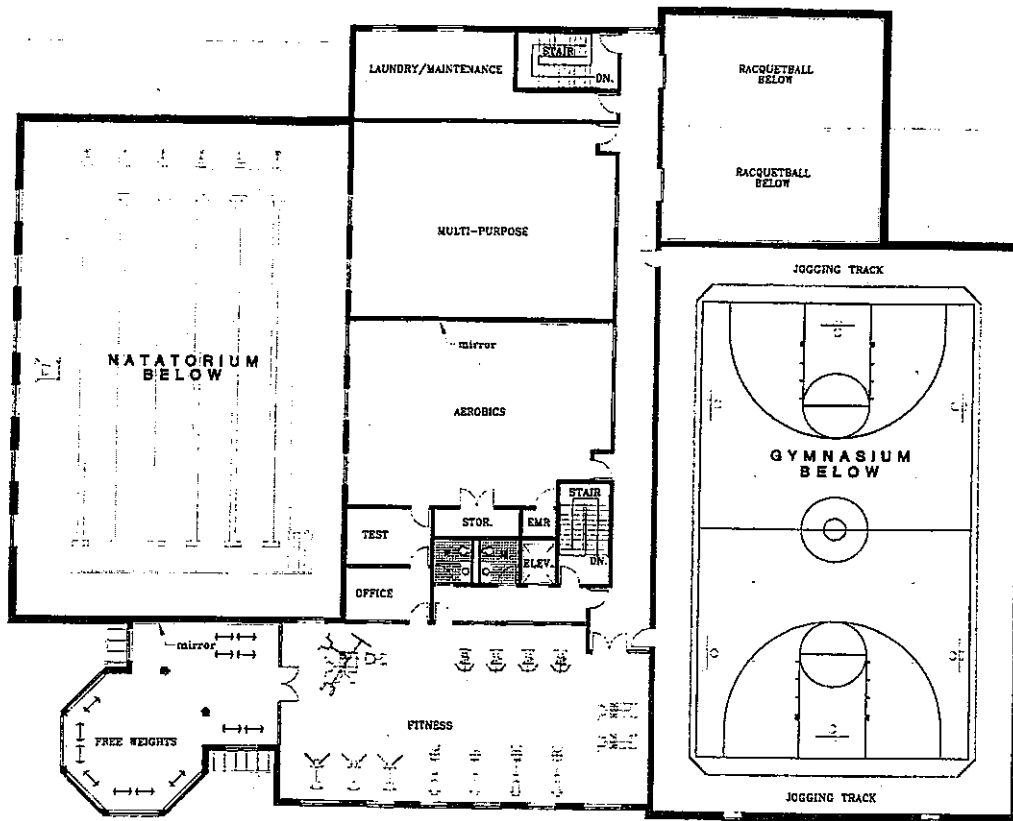
Client: Meriden YMCA
Meriden, Connecticut

Project: New 33,900 sq ft YMCA Facility consisting of: a Gymnasium with suspended Jogging Track; a Natatorium with 6 lane swimming Pool; Racquetball Courts; a Fitness Center; Free Weights Workout Room; Aerobics Room; Large & Small Multi-Purpose Rooms; Family Lockers, Adult Lockers & Children's Lockers; a Nursery; & Administrative Offices.

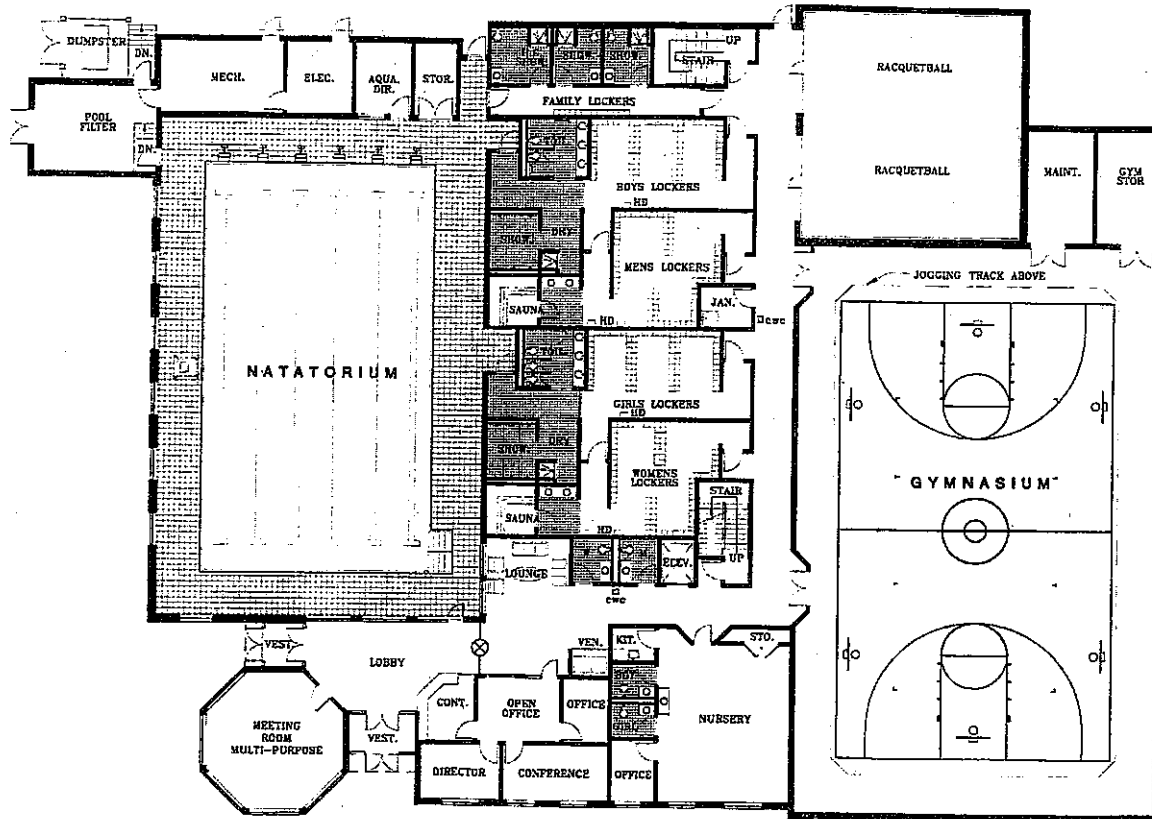
Features: The building was designed to fit on a tight downtown urban site and featured a prominent octagon with public meeting room overlooking Main Street.

Services: Programming; Site Planning & Building Design; Presentation Drawings; Construction Documents; Construction Cost Estimate.



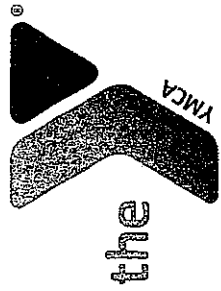


SECOND FLOOR PLAN



FIRST FLOOR PLAN





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

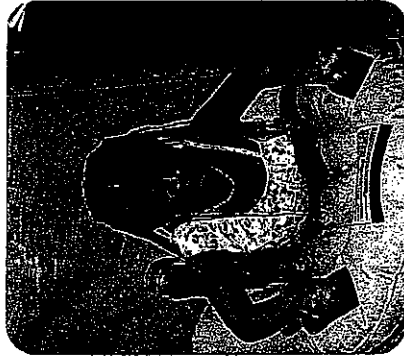
MERIDEN-NEW BRITAIN-BERLIN YMCA

HERE FOR OUR COMMUNITY

February 20, 2024

ABOUT THE Y

- The Y is the leading nonprofit committed to strengthening community by connecting all people to their potential, purpose and each other.
- The Y is made up of people of all ages, from all walks of life, working side-by-side to strengthen communities.
- Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity.
- Our core values are caring, honesty, respect and responsibility — they guide everything we do.

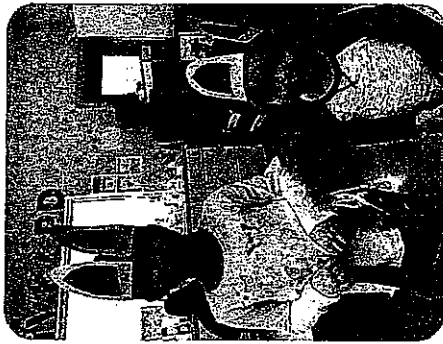


HOW THE MERIDEN-NEW BRITAIN-BERLIN YMCA (MNBYY) SERVES OUR COMMUNITY

The Y nurtures the potential of kids, promotes healthy living, and fosters a sense of social responsibility.

The Meriden YMCA has served our community for 156 years. The New Britain-Berlin YMCA has served our community for 166 years.

Our community mission continued even when our Y was closed in 2020. Our Y provided free child care to essential workers, virtual programs, outreach to senior members, food for families and more.



HOW THE MNBBY SERVES OUR COMMUNITY

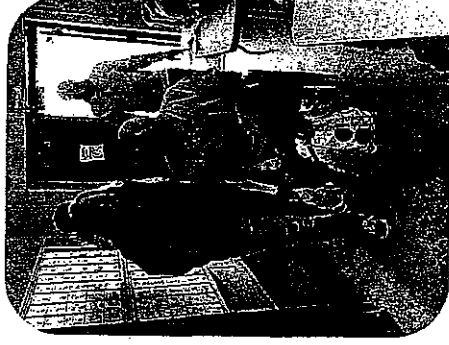
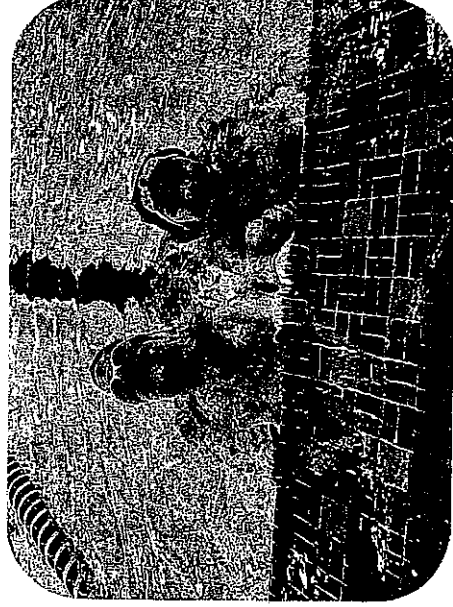
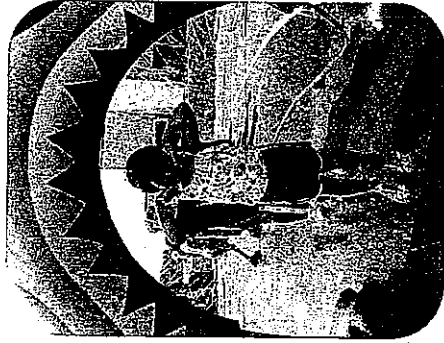
In 2023 the MNBBY:

- Kept over 11,000 members healthy, active and engaged
- Welcomed over 192,000 visits
- Employed 928 staff
- Provided child care for 1,625 children
- Provided 1,075 children with a fun summer camp experience at Mountain Mist in Meriden and Camp Thundermoon in Berlin
- Provided a fun summer camp experience to an average of 175 campers per week at Camp Thundermoon at McGee Middle School.



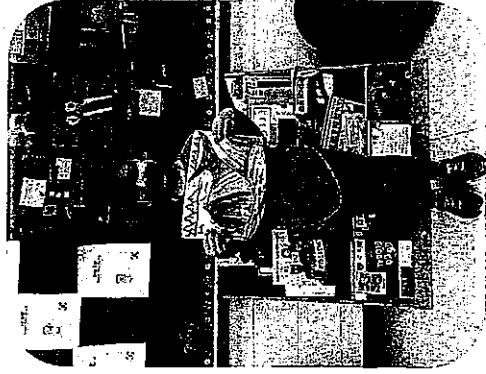
HOW THE MNBBY SERVES OUR COMMUNITY

- No one is turned away for inability to pay for those who demonstrate need.
- In 2023 our Y provided over \$1.7 million in scholarships for membership and programs.
- Our Y provided over 1000 holiday meals to our Meriden neighbors and holiday meals to our NBBY Hart House residents.



HOW THE MNBBY SERVES BERLIN

- Little Spartans at McGee and Little Huskies at Hubbard
- Before and After School Care at Griswold, Hubbard and Willard
- Camp Thundermoon at McGee Middle School
- Annual Tinsel Fun Run in collaboration with Berlin Parks and Recreation
- Berlin YMCA Ski Club for grades 3 - 12
- Berlin High School swim teams practice at the Meriden YMCA



HOW THE MNBBY SERVES OUR ACTIVE OLDER ADULT MEMBERS

- Fit Senior Yoga, Silver Sneakers, ZUMBA Gold, Aqua Aerobics, Tai Chi, Pickleball, Senior Fit, Stretching, Brain Gym
- Cardiac Rehab, Blood Pressure Program, Diabetes Prevention, Healthy Cooking Classes
- Lunch and Learn, Y's Men, MahJong, Pool Pals
- Silver Sneakers®, Silver and Fit and Renew Active programs cover the cost of membership. We currently have 2248 members enrolled. Estimate 68% of Berlin seniors could be eligible for these programs.
- Our Y offers membership discounts for veterans





Find Your Community. Find Your Y.





THANK YOU

MERIDEN-NEW BRITAIN-BERLIN YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.
meridenymca.org nbbymca.org

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: August 27, 2024

SUBJECT: Percival Soccer Field Update

Summary of Agenda Items: The renovation to Percival Soccer Field has been completed and the field is not performing to our standards. Several factors play into this, including soil lockup, water getting trapped inside the thatch layer causing shallow roots, and additional drainage is required on the west side of the field. We currently have been working with Dr. Henderson from UCONN to come up with some cultural practice and ideas for soil amendments to help address this issue.

Funding:

None


Action Needed:


None

Attachments:

None

Prepared By:

Steven T. Wood Superintendent of Parks & Grounds 
Jennifer Ochoa, Director of Community, Recreation, and Park Services

TO: The Honorable Mayor and Town Council
FROM: Lee Palmer, Interim Town Manager 
DATE: August 26, 2024
SUBJECT: Discussion about the Possible Acquisition of Parcel Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway

Summary of Agenda Item:

The Berlin Land Trust (BLT) requests that the Town consider acquiring a 15.74-acre parcel that is contiguous to the 420-acre Blue Hills Conservation Area and available for sale. BLT has pledged to contribute \$20,000 toward the purchase price. The property is owned by Mary Kate Fontanella. It has no road frontage and is located close to Summit Wood Drive. The Town Assessor's market value for the property is \$282,100 but the property falls under Public Act 490 is Connecticut's law (Connecticut General Statutes Sections 12-107a through 107-f) that allows farm, forest, or open space land to be assessed at its use value rather than its fair market or highest and best use value (as determined by the property's most recent "fair market value" revaluation) for purposes of local property taxation. The net assessment for the property is \$9,365. If it decides to pursue acquisition of the property, the Town would be eligible to apply for a grant for up to 50% of the acquisition cost from the Connecticut Department of Energy and Environmental Protection's Open Space and Watershed Land Acquisition Program.

Acquisition of the property would expand the area of Blue Hills Conservation Area and preserve an additional portion of the scenic ridgeline that runs east of Chamberlain Highway in south Kensington. The Blue Hills Conservation Area is part of a larger open space corridor that extends south over City of Meriden and Meriden Water Department land to Castle Craig and then back to Edgewood Road in Berlin. The larger open space area is traversed by the New England National Scenic Trail (NET)/Metacomet trail and the path of the Trail in this area is on public land. The NET is not located on the 0 Chamberlain Highway property

Funding:

Funding requirements will be determined if the Town Council decides to authorize staff to initiate negotiations to buy the property and when a subsequent Town Council action is considered to authorize the Interim Town Manager to enter into an agreement, with contingencies, to buy the property.

Action

Discussion

Attachments:

1. Berlin Land Trust Letter.
2. Property map.
3. Assessor's card.

Prepared By:

Chris Edge, Economic Development Director CE



Berlin Land Trust, Inc.

August 27, 2024

Sent by email

W. Lee Palmer
Town Manager
Berlin Town Hall
240 Kensington Road
Berlin, CT 06037

RE: Berlin Land Trust, Inc.

Dear Lee:

To clarify our letter of August 16, 2024, the amount of the contribution the Berlin Land Trust, Inc. ("BLT") is offering the Town of Berlin to assist in the purchase of the fifteen (15) +/- acre piece of land on the Berlin Turnpike is Twenty Thousand and 00/100 (\$20,000.00) Dollars. We understand that the town will apply for an OSWA grant for this open space acquisition.

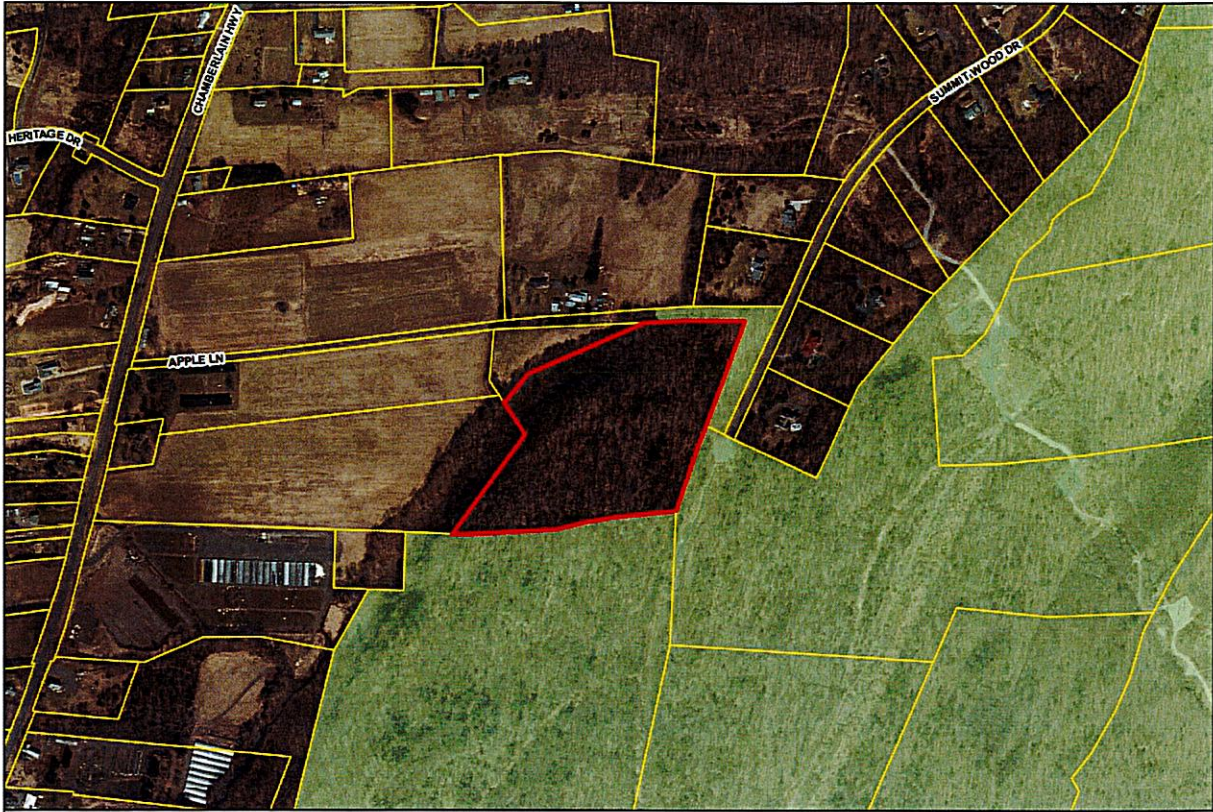
In consideration for this grant BLT seeks a standard form Conservation Easement, which of course, will be reviewed by the Town Counsel.

Thank you.

Very truly yours,

Dennis L. Kern
DLK/tt
Enclosure

Copy: Mayor Mark H. Kaczynski
Board of Directors
Jim Mahoney



Fontanella Parcel
Adjacency



Fontanella Parcel



Blue Hills Conservation Area



Property Line





Town of Berlin, CT

Property Listing Report

Map Block Lot **25-4-74-49**

Building # **1**

FID **103666**

Account **1461166**

Valuation Summary (Assessed value = 70% of Appraised Value)

Item	Appraised	Assessed	Subarea Type	Gross Area (sq ft)	Living Area (sq ft)
Buildings	0	0			
Extras	0	0			
Improvements					
Outbuildings	0	0			
Land	282100	9365			
Total	282100	9365			

Sub Areas

Outbuilding and Extra Features

Type	Description	Subarea Type	Gross Area (sq ft)	Living Area (sq ft)
Total Area				0

Sales History

Owner of Record	Book / Page	Sale Date	Sale Price
FONTANELLA MARY KATE	0701/1007	2014-08-12	0
FONTANELLA ERNEST J(EST) FONTANELLA MARY	0691/0989	2013-10-01	0
FONTANELLA ERNEST JACK	0644/0376	2010-12-23	0
FONTANELLA ROBERT GORDON +	0616/1036	2009-05-05	0
FONTANELLA NORMAS EST OF +	0568/0258	2006-05-11	0



Town of Berlin, CT

Property Listing Report

Map Block Lot 25-4-74-49

Building # 1 PID 103666 Account 1461168

Property Information

Property Location	0 CHAMBERLAIN HWY
Owner	FONTANELLA MARY KATE
Co-Owner	
Mailing Address	146 CHARLES ST CAMBRIDGE MA 02141
Land Use	6000 Tillable
Land Class	S
Zoning Code	MR-1
Census Tract	4002

District	0
Acreage	16.74
Utilities	UNKNOWN
Book / Page	0701/1007

Photo



Sketch

No Photo Available

Primary Construction Details

Year Built	0
Building Desc.	Tillable
Building Style	UNKNOWN
Stories	
Occupancy	
Exterior Walls	
Exterior Walls 2	
Roof Style	
Roof Cover	
Interior Walls	
Interior Walls 2	
Interior Floors 1	
Interior Floors 2	

Heating Fuel	
Heating Type	
AC Type	
Bedrooms	0
Full Bathrooms	0
Half Bathrooms	0
Extra Fixtures	0
Total Rooms	0
Bath Style	
Kitchen Style	
Fin BSMT Area	
Fin BSMT Quality	
Fin BSMT Area 2	
Fin BSMT Qual 2	

BSMT Garages	0
Fireplaces	0
Whirlpool Tub	0
Building Use	Vacant
Building Condition	
Industrial / Commercial Details (* Residential Not Applicable)	
Heat / AC	NA
Frame Type	NA
Baths / Plumbing	NA
Ceiling / Wall	NA
Rooms / Pries	NA
Wall Height	NA
First Floor Use	NA

Report Created On 8/26/2024

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: August 28, 2024

SUBJECT: Homeland Security Memorandum of Agreement

Summary of Agenda Item:

The Town of Berlin is required by the Federal Department of Homeland Security to enter into a Memorandum of Agreement (MOA) with the State of Connecticut Department of Emergency Services and Public Protection (DESPP). This MOA authorizes the DESPP to administer funds for regional projects coordinated by CRCOG.

Action Needed:

Move to authorize a resolution that the Berlin Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate; and further resolve that W. Lee Palmer, as Interim Town Manager of the Town of Berlin, is authorized and directed to execute and deliver any and all documents on behalf of the Berlin Town Council and to do and perform all acts and things he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Attachments: Resolution

Prepared By: Richard J. Cop Jr., Emergency Management Director

RJC



Town Of Berlin

Kate Wall, MMC
240 Kensington Road
Berlin, CT 06037
860-828-7036
kwall@town.berlin.ct.us

Office of the Town Clerk & Registrar of Vital Statistics

CERTIFICATION:

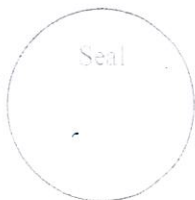
I, Kathryn J. Wall, the Town Clerk of Town Council, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on September 3, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Berlin Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that W. Lee Palmer, as Interim Town Manager of Town of Berlin, is authorized and directed to execute and deliver any and all documents on behalf of the Berlin Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

W. Lee Palmer now holds the office of Berlin Interim Town Manager and that he has held that office since August 6, 2024.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 4th day of September 2024.



Kathryn J. Wall, Town Clerk

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: August 19, 2024

SUBJECT: VNA Electronic Record System

Summary of Agenda Item:

Edyta Halas, Interim Health Care Administrator of the Berlin VNA, requests permission to continue with the current software contract with Netsmart for electronic health records and documentation system. Other systems were researched and quoted recently, but after reviewing the price comparison and expected disruptions to staff productivity with a change in documentation system, it was decided keeping Netsmart was in the best interest of the Agency and the Town.

Netsmart can continue without disruptions and the cost is \$28,140 for the year, which is already included in the FY 2024-2025 budget.

- Advanced MD- Quote is \$30,000 annually, which is more expensive than Netsmart.
- KanTime- Quote is \$24,000 annually but has a \$6,000 startup/initiation fee and we would also have to procure an electronic fax vendor (Netsmart includes the electronic fax as a feature of their system). With a change of systems, we would expect a 3-month period of decreased productivity and thus a decrease in revenue.

Funding:

account # 001.30.3053.1.42907.00000

Action Needed:

Move to approve the continuation of the contract for Netsmart's electronic health record and documentation system for one (1) year, amount not to exceed \$28,140.

Attachments:


None

Prepared By: Edyta Halas - VNA Interim Director



Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager 

DATE: August 26, 2024

SUBJECT: Taser 10 Bundle Plan

Summary of Agenda Item: The last five year Taser plan with Axon is expiring and the Tasers will be no longer be warrantied. The Berlin Police Department is seeking approval to enter into a new five year payment plan to purchase 23 Tasers. These Tasers will be paid with existing budgeted funds over the next five years and are a critical tool for officers to use on patrol. Axon is the Sole source provider for Taser which is the only authorized Conducted Energy Weapon authorized by the Berlin Police consistent with training specific to the Taser brand.

Funding:

The funding to pay for the Tasers is available in the Equipment-Taser account 001.15.1532.0.53209.00000.

Action Needed:

Move to authorize the Police Department to execute a five year sales plan to purchase 23 Tasers from sole provider Axon Enterprises for an amount not to exceed \$25.000 annually.

Attachments:

Quote

Prepared By:

Deputy Chief Drew Gallupe 

Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737



Q-542753-45341.918CG

Issued: 02/19/2024

Quote Expiration: 06/28/2024

Estimated Contract Start Date: 09/01/2024

Account Number: 114070

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Berlin Police Dept. - CT 240 Kensington Rd Berlin, CT 06037-2655 USA	Berlin Police Dept. - CT 240 Kensington Rd Berlin CT 06037-2655 USA Email:	Christian Gardner Phone: (480) 502-6209 Email: cgardner@axon.com Fax:	Brandon Lagueux Phone: (860) 828-7165 Email: blagueux@berlinpd.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$111,322.44
ESTIMATED TOTAL W/ TAX	\$111,322.44

Discount Summary

Average Savings Per Year	\$15,752.76
TOTAL SAVINGS	\$78,763.80

Payment Summary

Date	Subtotal	Tax	Total
Aug 2024	\$814.50	\$0.00	\$814.50
Nov 2024	\$20,402.76	\$0.00	\$20,402.76
Nov 2025	\$21,218.87	\$0.00	\$21,218.87
Nov 2026	\$22,067.63	\$0.00	\$22,067.63
Nov 2027	\$22,950.33	\$0.00	\$22,950.33
Nov 2028	\$23,868.35	\$0.00	\$23,868.35
Total	\$111,322.44	\$0.00	\$111,322.44

Quote Unbundled Price: \$190,086.24
 Quote List Price: \$153,535.56
 Quote Subtotal: \$111,322.44

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100845	TRUE UP - TASER 10 CERTIFICATION	23	3		\$45.36	\$45.36	\$3,129.84	\$0.00	\$3,129.84
C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	23	57	\$36.32	\$28.17	\$28.17	\$36,930.87	\$0.00	\$36,930.87
C00010	BUNDLE - TASER 10 CERTIFICATION	23	57	\$100.97	\$81.24	\$48.77	\$63,937.47	\$0.00	\$63,937.47
A la Carte Hardware									
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23			\$83.20	\$83.20	\$1,913.60	\$0.00	\$1,913.60
TTDock	TT Dock	1	57		\$1,741.11	\$36.77	\$2,096.16	\$0.00	\$2,096.16
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
A la Carte Warranties									
80398	AXON TASER X26P - EXT WARRANTY - HANDLE	30	3		\$9.05	\$9.05	\$814.50	\$0.00	\$814.50
Total							\$111,322.44	\$0.00	\$111,322.44

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	23	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	23	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100396	AXON TASER 10 - MAGAZINE - INERT RED	23	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	460	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	140	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100401	AXON TASER 10 - CARTRIDGE - INERT	230	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	19	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	4	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	23	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	4	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	11/01/2024
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	230	11/01/2024
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	140	11/01/2024
T7 Dock	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	11/01/2024
T7 Dock	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	11/01/2024
T7 Dock	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	11/01/2024
A la Carte	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23	11/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2025
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	190	11/01/2025
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2025
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	190	11/01/2025
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2026
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	180	11/01/2026
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2026
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	180	11/01/2026
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2027
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	190	11/01/2027
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2027
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	190	11/01/2027
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2028
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	180	11/01/2028
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	70	11/01/2028
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	180	11/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	23	12/01/2024	08/31/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	23	12/01/2024	08/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	12/01/2024	08/31/2029
BUNDLE - TASER 10 CERTIFICATION ADD-ON	101180	AXON TASER - DATA SCIENCE PROGRAM	23	12/01/2024	08/31/2029
BUNDLE - TASER 10 CERTIFICATION ADD-ON	20248	AXON TASER - EVIDENCE.COM LICENSE	23	12/01/2024	08/31/2029

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	23
BUNDLE - TASER 10 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	23
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80398	AXON TASER X26P - EXT WARRANTY - HANDLE	30	09/01/2024	11/30/2024
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	23	11/01/2025	08/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	23	11/01/2025	08/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	4	11/01/2025	08/31/2029
BUNDLE - TASER 10 CERTIFICATION	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	11/01/2025	08/31/2029
T7 Dock	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	11/01/2025	08/31/2029

Payment Details

Aug 2024		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item					
Gap Coverage	80398	AXON TASER X26P - EXT WARRANTY - HANDLE	30	\$814.50	\$0.00	\$814.50
Total				\$814.50	\$0.00	\$814.50

Nov 2024		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item					
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23	\$353.30	\$0.00	\$353.30
Year 1	100845	TRUE UP - TASER 10 CERTIFICATION	23	\$577.85	\$0.00	\$577.85
Year 1	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$461.57	\$0.00	\$461.57
Year 1	C00010	BUNDLE - TASER 10 CERTIFICATION	23	\$11,804.61	\$0.00	\$11,804.61
Year 1	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	23	\$6,818.42	\$0.00	\$6,818.42
Year 1	T7Dock	T7 Dock	1	\$387.01	\$0.00	\$387.01
Total				\$20,402.76	\$0.00	\$20,402.76

Nov 2025		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item					
Year 2	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23	\$367.43	\$0.00	\$367.43
Year 2	100845	TRUE UP - TASER 10 CERTIFICATION	23	\$600.97	\$0.00	\$600.97
Year 2	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$480.03	\$0.00	\$480.03
Year 2	C00010	BUNDLE - TASER 10 CERTIFICATION	23	\$12,276.78	\$0.00	\$12,276.78
Year 2	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	23	\$7,091.17	\$0.00	\$7,091.17
Year 2	T7Dock	T7 Dock	1	\$402.49	\$0.00	\$402.49
Total				\$21,218.87	\$0.00	\$21,218.87

Nov 2026		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item					
Year 3	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23	\$382.13	\$0.00	\$382.13
Year 3	100845	TRUE UP - TASER 10 CERTIFICATION	23	\$625.01	\$0.00	\$625.01
Year 3	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$499.23	\$0.00	\$499.23
Year 3	C00010	BUNDLE - TASER 10 CERTIFICATION	23	\$12,767.85	\$0.00	\$12,767.85
Year 3	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	23	\$7,374.82	\$0.00	\$7,374.82
Year 3	T7Dock	T7 Dock	1	\$418.59	\$0.00	\$418.59
Total				\$22,067.63	\$0.00	\$22,067.63


Nov 2027		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item					
Year 4	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	23	\$397.42	\$0.00	\$397.42
Year 4	100845	TRUE UP - TASER 10 CERTIFICATION	23	\$650.01	\$0.00	\$650.01
Year 4	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$519.20	\$0.00	\$519.20
Year 4	C00010	BUNDLE - TASER 10 CERTIFICATION	23	\$13,278.55	\$0.00	\$13,278.55
Year 4	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	23	\$7,669.81	\$0.00	\$7,669.81
Year 4	T7Dock	T7 Dock	1	\$435.34	\$0.00	\$435.34

Nov 2027			
Invoice Plan	Item	Description	
		Qty	Tax
		Subtotal	Total
		\$22,950.33	\$0.00
Total			\$22,950.33

Nov 2028			
Invoice Plan	Item	Description	
		Qty	Tax
		Subtotal	Total
Year 5	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	\$413.31
Year 5	100845	TRUE UP - TASER 10 CERTIFICATION	\$676.01
Year 5	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	\$539.97
Year 5	C00010	BUNDLE - TASER 10 CERTIFICATION	\$13,809.74
Year 5	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	\$7,976.58
Year 5	T7Dock	T7 Dock	\$452.74
Total			\$23,868.35

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

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

DATE: August 26, 2024

SUBJECT: Purchase auto parts and supplies from Columbia Ford of Columbia CT utilizing CT DAS contract # 23PSX0211.

Summary of Agenda Item:

Over the past two months, the Fleet Department has been made aware of a new vendor for Original Equipment Ford Auto Parts: Columbia Ford of Columbia CT. Columbia Ford holds a contract with Connecticut Department of Administrative Services # 23PSX0211

The Fleet Department has been trying Columbia Ford out for the last six weeks or so with very favorable results as they have a large selection of OEM Ford parts pricing is equal or better than local Ford dealers, and they deliver to Berlin twice a day.

Jim Simons, Fleet Manager, is requesting Columbia Ford be added to the list of preapproved vendors for Ford parts for an amount of \$30,000 utilizing CT DAS contract #23PSX0211

Funding:

Funding is located within the Fleet Garage budget, Account # 001.20.2035.0.53233.00000 Auto Parts.


Action Needed:

Move to approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 23PSX0211 from Columbia Ford for an amount not to exceed \$30,000.


Attachments:

None

Prepared By:


James C. Simons, Fleet Manager

TO: The Honorable Mayor and Town Council

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

DATE: August 26, 2024

SUBJECT: Waive the Town's purchasing requirements to purchase the noted equipment and services from Municipal Emergency Services of Waterford CT for an amount not to exceed \$33,000. This equipment and services will be used by the Town of Berlin Fire Department.

Summary of Agenda Item:

Over the course of the fiscal year 2024/2025, the Fire Department will be contracting for services from various vendors. This will be done by receiving comparative quotes or using purchasing agreements to obtain the best product and pricing for the town and our firefighters.

During this process, we have determined that Municipal Equipment Specialist / Shipman Fire Equipment (M.E.S.) is the sole-source vendor for our area or provided us with the best pricing for our purchases. In aggregate, the cumulative expenditures for the fiscal year require Town Council approval.

We have used M.E.S. in the past and are very pleased with their company.

An explanation, comparative pricing and funding stream follows.

a. Annual Pump Testing: Cost \$3,500

This is an OSHA and NFPA requirement. In the past we have hired an outside vendor and used the state boat launch area at Silver Lake. DEEP informed us that we are no longer allowed use the boat ramp for this.

M.E.S. has a contained test trailer that is capable of performing this service at the municipal complex yard. Performing the test at the municipal complex is more convenient, takes fewer man hours and is the same price as the previous vendor.

b. Fire Extinguisher Servicing: Cost \$4,000

The fire service utilizes many different types of fire extinguishers, many of which are larger units or contain a specialized extinguishing agent. This service includes the annual inspection, hydro testing (if needed), refilling and recharging the extinguishers when used.

c. Holmatro Hydraulic Rescue Inspection and Servicing: Cost \$19,000

These tools are commonly known as the "Jaws of Life" as they are the hydraulic power tools used to extricate trapped people in/under objects such as machinery, vehicles etc. We contract with factory trained technicians to perform an annual inspection of all the equipment. The inspection includes disassembling the tools, inspecting, adjusting, minor

repairs and reassembling them. M.E.S. is the sole source sales point, factory authorized repair vendor for Connecticut. These inspections and repairs are performed at our facility.

d. Scott SCBA Flow Testing and Repair: Cost \$12,500

Annual inspection and flow testing of self-contained breathing apparatus. This equipment is worn by firefighters when entering toxic or smoke-filled atmospheres. This service includes inspection, repair of any defects found, and flow testing to ensure the units function to factory specifications.

The flow testing is an OSHA reequipment. M.E.S. is the factory trained authorized dealer and repair facility.

Funding:

Fire Department FY25 budget has four accounts that will provide the funding source for these expenditures:

<i>Account Information</i>	<i>Items Funded</i>	<i>Amount</i>
#001.15.1531.0.53816.00000, Equipment Testing	a, b, c, d	\$24,860
#001.15.1531.0.53229.00000, Rescue Equipment	c	\$1,640
#001.15.1531.0.53219.00000, Operating Materials	b, d	\$2,000
#001.15.1531.0.53210.00000, Firefighting Equipment	b	\$4,500
<i>Total</i>		\$33,000

Action Needed:

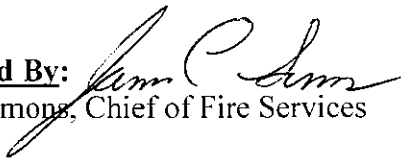
Move to waive the Town's purchasing requirements to purchase the noted equipment and services for the Town of Berlin Fire Department from Municipal Emergency Services of Waterford, CT for an amount not to exceed \$33,000 as this is in the best interest of the Town.

Attachments:

None


Prepared By:

James Simons, Chief of Fire Services



Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

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

DATE: August 27, 2024

SUBJECT: Contract Award for Treated Road Salt Purchase in Fiscal Year 2024-2025

SUMMARY:

The Highway Department's use of treated road salt de-icing materials has proven successful over the past winters. These products adhere to the roadways much more consistently and evenly, reducing "scatter", proving it safer for the environment, and results in cleaner streets in the spring, thus reducing our street sweeping disposal.

The Capital Region Council of Governments (CRCOG) Bid #765 for Treated Road Salt accepted bids from companies for a contract term of July 1, 2024 - June 30, 2025. Towns are to select a vendor appropriate for their region to provide reasonable services. We therefore recommend Chemical Equipment Labs of DE, Newtown Square, PA for treated road salt for the duration of the contract. We will be committing an annual quantity of material (2,000 tons at \$88.88/ton). As in the past, we are obligated to purchase at least 50% of the annual estimated quantity of material and are requesting an initial purchase order in the amount of \$88,880.00 with Council granting authority to purchase additional quantities, based upon need, through June 30, 2025.

FUNDING:

Funds are available in the Highway Department's budget, Account #001.20.2037.0.53217.00000 (Snow and Ice Materials). Additional accounts with available funds, including Grant Road Improvement (#140.20.2037.0.54000.00509) and Road and Bridge Improvement (#140.20.2037.0.54000.00510), can also be utilized for salt purchases during the season.

ACTION NEEDED:

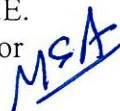
Move to authorize the use of Chemical Equipment Labs of DE, of Newton Square, Pennsylvania, for Treated Road Salt, utilizing the Capitol Region Council of Governments Contract #765 through June 30, 2025.

ATTACHMENTS:

- 1) CRCOG Bid Number 765 Results
- 2) Sufficiency of Funds

PREPARED BY:

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



Treated Road Salt Results - Bid # 765 (Contract Period 7/01/24 - 6/30/25)

#	Locked	Items	Apalachee Salt			Cargill, Incorporated - Salt, Road Salet			Chemical Equipment Labs of DE, Inc			Eastern Salt Company Inc.			LEED SALT			Morton Salt, Inc.					
			Quantity	Unit	Price	Quantity	Unit	Price	Quantity	Unit	Price	Quantity	Unit	Price	Quantity	Unit	Price	Quantity	Unit	Price	Quantity	Unit	Price
			Total Cost Selected # Selected (\$)																				
			\$ 2,314.5	0		\$ 1,140.41	0		\$ 2,191.96	0		\$ 3,000.0	0		\$ 777.28	0		\$ 2,189.74	0				
			Selected	Lowest																			
1		Region 1 (4)																					
#1-1	FALSE	Region 1 Treated Road Salt - (In Season)	\$ 0	\$ 90.35	12000	\$ 94	N/A	94	\$ 93.87	N/A	93.87	\$ 92.9	N/A	93.87	\$ 92.9	N/A	93.87	\$ 92.9	N/A	93.87	\$ 92.9	N/A	93.87
#1-2	FALSE	Region 1 Treated Road Salt - (Out of Season)	\$ 0	\$ 90.35	12000	\$ 94	N/A	94	\$ 99	N/A	99	\$ 92.89	N/A	99	\$ 92.89	N/A	99	\$ 92.89	N/A	99	\$ 92.89	N/A	99
#1-3	FALSE	Region 1 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 90	12000	\$ 94	N/A	94	\$ 92	N/A	92	\$ 92.9	N/A	92	\$ 92.9	N/A	92	\$ 92.9	N/A	92	\$ 92.9	N/A	92
#1-4	FALSE	Region 1 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 90	12000	\$ 94	N/A	94	\$ 95	N/A	95	\$ 92.89	N/A	95	\$ 92.89	N/A	95	\$ 92.89	N/A	95	\$ 92.89	N/A	95
2		Region 2 (4)																					
#2-1	FALSE	Region 2 Treated Road Salt - (In Season)	\$ 0	\$ 91.43	35675	\$ 97	N/A	97	\$ 94.06	N/A	94.06	\$ 92.15	N/A	94.06	\$ 92.15	N/A	94.06	\$ 92.15	N/A	94.06	\$ 92.15	N/A	94.06
#2-2	FALSE	Region 2 Treated Road Salt - (Out of Season)	\$ 0	\$ 91.43	35675	\$ 97	N/A	97	\$ 99	N/A	99	\$ 92.14	N/A	99	\$ 92.14	N/A	99	\$ 92.14	N/A	99	\$ 92.14	N/A	99
#2-3	FALSE	Region 2 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 90	35675	\$ 94	N/A	94	\$ 92	N/A	92	\$ 92.15	N/A	92	\$ 92.15	N/A	92	\$ 92.15	N/A	92	\$ 92.15	N/A	92
#2-4	FALSE	Region 2 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 90	35675	\$ 94	N/A	94	\$ 95	N/A	95	\$ 92.14	N/A	95	\$ 92.14	N/A	95	\$ 92.14	N/A	95	\$ 92.14	N/A	95
3		Region 3 (4)																					
#3-1	FALSE	Region 3 Treated Road Salt - (In Season)	\$ 0	\$ 92.67	20700	\$ 108	N/A	108	No Bid	No Bid	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid
#3-2	FALSE	Region 3 Treated Road Salt - (Out of Season)	\$ 0	\$ 92.66	20700	\$ 108	N/A	108	No Bid	No Bid	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid
#3-3	FALSE	Region 3 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 90	20700	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid	\$ 92.67	N/A	No Bid
#3-4	FALSE	Region 3 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 90	20700	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid	\$ 92.66	N/A	No Bid
4		Region 4 (4)																					
#4-1	FALSE	Region 4 Treated Road Salt - (In Season)	\$ 0	\$ 91.49	32150	\$ 97.5	N/A	97.5	No Bid	No Bid	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid
#4-2	FALSE	Region 4 Treated Road Salt - (Out of Season)	\$ 0	\$ 91.48	32150	\$ 97.5	N/A	97.5	No Bid	No Bid	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid
#4-3	FALSE	Region 4 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 90	32150	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid	\$ 91.49	N/A	No Bid
#4-4	FALSE	Region 4 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 90	32150	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid	\$ 91.48	N/A	No Bid
5		Region 5 (4)																					
#5-1	FALSE	Region 5 Treated Road Salt - (In Season)	\$ 0	\$ 88.88	28500	\$ 98	N/A	98	\$ 94.48	N/A	94.48	\$ 88.88	N/A	94.48	\$ 88.88	N/A	94.48	\$ 88.88	N/A	94.48	\$ 88.88	N/A	94.48
#5-2	FALSE	Region 5 Treated Road Salt - (Out of Season)	\$ 0	\$ 88.87	28500	\$ 98	N/A	98	\$ 99	N/A	99	\$ 88.87	N/A	99	\$ 88.87	N/A	99	\$ 88.87	N/A	99	\$ 88.87	N/A	99
#5-3	FALSE	Region 5 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 88.88	28500	\$ 94	N/A	94	\$ 92	N/A	92	\$ 88.88	N/A	92	\$ 88.88	N/A	92	\$ 88.88	N/A	92	\$ 88.88	N/A	92
#5-4	FALSE	Region 5 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 88.87	28500	\$ 94	N/A	94	\$ 95	N/A	95	\$ 88.87	N/A	95	\$ 88.87	N/A	95	\$ 88.87	N/A	95	\$ 88.87	N/A	95
6		Region 6 (4)																					
#6-1	FALSE	Region 6 Treated Road Salt - (In Season)	\$ 0	\$ 89.93	17400	\$ 98.75	N/A	98.75	No Bid	No Bid	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid
#6-2	FALSE	Region 6 Treated Road Salt - (Out of Season)	\$ 0	\$ 89.92	17400	\$ 98.75	N/A	98.75	No Bid	No Bid	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid
#6-3	FALSE	Region 6 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 89.93	17400	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid	\$ 89.93	N/A	No Bid
#6-4	FALSE	Region 6 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 89.92	17400	\$ 94	N/A	94	No Bid	No Bid	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid	\$ 89.92	N/A	No Bid

Berlin is located in Region 5 of the Treated Road Salt Districts as mapped by the Capital Region Purchasing Council.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	27-Aug-24
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1,000.00	Road Salt de-icing material	\$88.88	\$88,880.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$88,880.00

Account No. 001.20.2037.0.53217.00000 Snow & Ice Materials

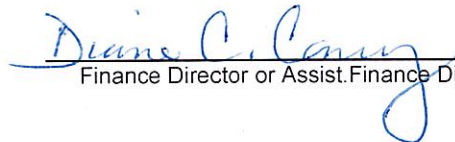
Budgeted Amount.....	\$175,000.00	Available balance.....	\$175,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$88,880.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$86,120.00

Is a budget change needed? Yes No

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

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


or:



 Finance Director or Assist. Finance Director

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

_____ Finance Director or Assist. Finance Director

TO: The Honorable Mayor and Town Council
FROM: Lee Palmer, Interim Town Manager 
DATE: August 26, 2024
SUBJECT: Modification to the Scope of the Town's Contract with WMC Consulting Engineers for Design Services for Sidewalks Projects

Summary of Agenda Item:

Pursuant to Bid # 2024-10, the Town has hired WMC Engineering for engineering services to design and prepare cost estimates for sidewalk projects on Kensington Road (Carriage Drive to Norton Road) and Four Rod Road (Norton Road to Wildemere Drive) that will be the subject of a FY 2025 Connectivity Grant application. Staff received comments from the Town Council and Planning and Zoning Commission during the consideration of the Transportation Alternatives Grant application for sidewalks that suggest that Four Rod Road sidewalks (Norton Road to Wildemere Drive) should not be a high priority. Therefore, staff suggests that Main Street, East Berlin from Berlin Street to Grove Street be substituted for the Four Rod Road section in WMC's design scope.

Funding:

This is a scope change to be done within existing funding.

Actions Needed:

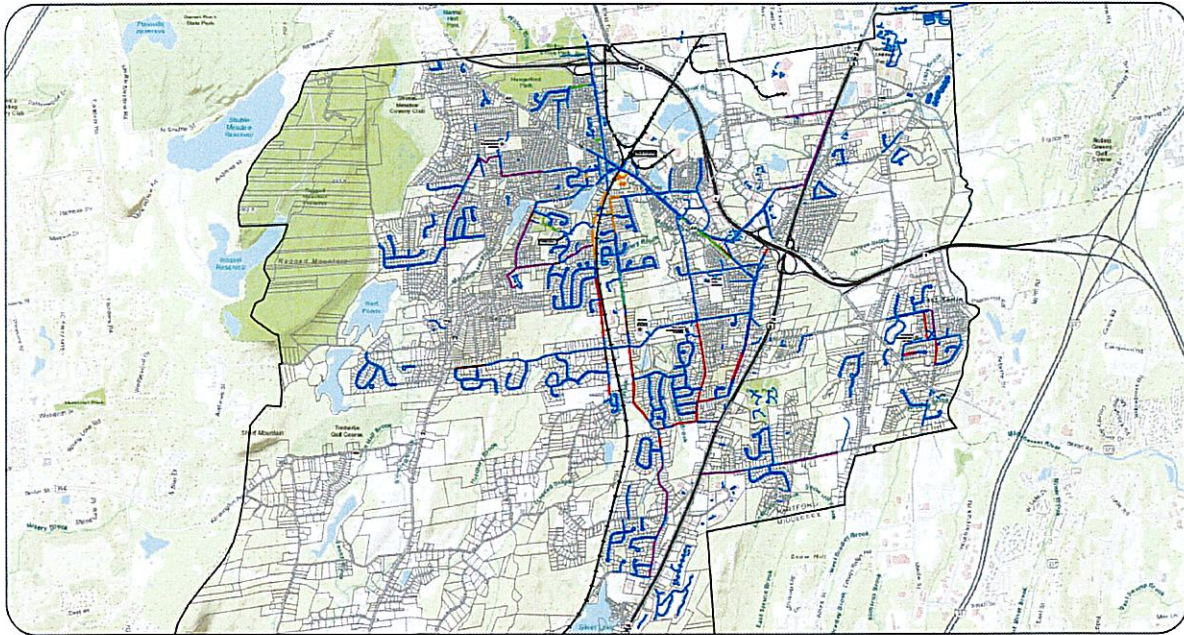
Move to add sidewalks on Main Street, East Berlin from Berlin Street to Grove Street and eliminate the Four Rod Road sidewalk section between Norton Road and Wildemere Drive in WMC's design scope.

Attachments:

Sidewalk master plan map.

Prepared By:

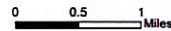
Chris Edge, Economic Development Director 



Town of Berlin, Connecticut
 Berlin Sidewalk Network Expansion Plan
 Connections to Schools and Neighborhoods



Map Produced: May 2024




DISCLAIMER:
 THIS MAP IS PREPARED FOR THE ENJOYMENT OF REAL PROPERTY WITHIN THE TOWN OF BERLIN AND IS COMPILED FROM VARIOUS PUBLIC PLATS, TAX MAPS, SURVEYS, PLANNING MAPS AND OTHER PUBLIC RECORDS. AND DATA SOURCES OF THIS MAP ARE HEREBY ADVISED THAT THE UNPUBLISHED PUBLIC RECORDS INFORMATION RELIABLE BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE TOWN OF BERLIN AND ITS EMPLOYEES ACCEPT NO LIABILITY FOR THE INFORMATION CONTAINED HEREIN.



Sidewalks	
Blue line	Existing
Orange line	Completed 2017, STEAP Grant
Green line	Completed 2023, Connectivity & STEAP Grants
Red line	Connectivity Grant Awarded 2023
Red dashed line	Sidewalks in Design Phase
Blue dashed line	Bonded by Developer
Orange dashed line	Newport Center Rail Trains, CT Community Challenge Grant 2023
Purple dashed line	Future Sidewalks

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager 

DATE: August 28, 2024

SUBJECT: Authorization for a Special Town Meeting to Consider a Non-Budgeted Appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund and for the Town Manager to Apply for and Enter Into Brownfields Loan Agreements Related to the 55 Steele Boulevard (formerly known as the 889 Farmington Avenue Property)

Summary of Agenda Item:

The Town Council authorized the Town Manager to apply for an additional State of Connecticut Department of Economic and Community Development Municipal Brownfields grant for the 55 Steele Boulevard Engineered Control Project and the State offered a grant of \$360,000 (a \$50,000 local match was previously approved). Subsequently, the State Attorney General's office ruled that the Town was not eligible for an additional grant for the project because it had previously received grants and a supplemental grant. Therefore, additional funding is needed to advance the project to completion. The Town entered a change order with the project contractor, B&W Paving, to resume work on the project. The change order has a funding cap provision such that work will again stop if the added \$360,000 in funding is not in place when the total B&W contract work reaches \$1,082,000. For its part, Newport has been proceeding with the expectation that work will continue and that it will be able to purchase the site and start ground up construction by the end of the year. For example, it has hired Nadeau Brothers as its concrete contractor to construct building footings and foundations. Providing additional funding will enable Newport Realty's 50-unit development project on the site, thus completing Newport's successful 55 Steele Boulevard project. Given the importance of advancing and completing the project in coordination with Newport's development, staff recommends that the Town Council schedule a special town meeting to consider a \$360,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund so that the change order funding cap can be removed from the B&W Paving contract, and the remediation project can continue without further delay. In addition, staff proposes that the purchase agreement between the Town and Newport Realty Group, LLC be further amended to confirm and better define Newport's obligations with respect to improvements that it will construct after closing on the purchase of the property, and that are part of the Engineered Control project.

Also, staff has been engaged in discussions with the Department of Economic and Community Development to provide the Town a forgivable loan of \$360,000 in lieu of the grant. The proceeds of this loan would be used for the same purposes as the planned Round 19 Brownfields grant and would be forgiven when the geopiers and geomembrane are installed. Interest on the

loan would accrue at 3% but no payments would be due in the first three years and both principal and accrued interest would be forgivable if the geopiers and geomembrane that are part of B&W Paving's contract are installed. The Town can secure the forgivable loan now. If the loan is secured and is forgiven, the funds could be used to replenish fund balance. These funds would also serve as an additional project contingency.

Funding:

The Town's \$50,000 match will be taken from the Farmington Ave Non-Grant account, as previously authorized. If approved at a special town meeting and subsequently by the Board of Finance, a \$360,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance will be made to the Farmington Avenue Non-Grant account in the Economic Development Fund. The forgivable loan will be an additional Town financial commitment, but the Town owns the site and will need to complete the remediation and it is highly likely that the loan will be forgiven. Loans funds will add to the project contingency and, if forgiven, the loan would become a grant and the funds could be used to restore fund balance of for other Town purposes. Proceeding with the additional funding will enable Newport Realty's 50-unit development project on the site to be completed without further delay, thus completing Newport's successful 55 Steele Boulevard project.

Actions

Move to call a special town meeting at 6:45pm on September 17, 2024, to discuss and approve a \$360,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund.

Move to approve the attached resolution to authorize W. Lee Palmer, Interim Town Manager, to apply to the CT DECD for a \$360,000 additional municipal brownfields loan for the 55 Steele Boulevard (formerly known as 889 Farmington Avenue) and, if a loan is offered, to accept the loan, execute a loan proposal, loan agreement and other documents as necessary to secure and carry out the purposes of the loan and to appropriate the loan of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue and to refer this matter to the Board of Finance, subject to approval of Corporation Counsel.

Move to authorize the Interim Town Manager to enter the eighth amendment to Purchase Agreement with Newport Realty Group LLC to confirm and better define Newport's obligations with respect to improvements that it will construct that are part of the Engineered Control project after closing on the purchase of the property, subject to review and approval of Corporation Counsel.

Attachments:

1. Authorizing resolution.

Prepared By:

Chris Edge, Economic Development Director *CE*

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, _____, _____, certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by _____
(Name of the Applicant)

at a meeting of its _____
(Governing Body)

duly convened on _____ and which has not been rescinded or modified in
(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)

SEAL

WHEREAS, pursuant to Connecticut General Statutes ("C.G.S.") Sec. 32-763 (for Brownfield Grant)

(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the _____ the Town of Berlin _____ make an application to the State for
(Applicant)

\$360,000 in order to undertake the 889 Farmington Avenue/55 Steele Blvd Brownfields Project
(Name and Phase of Project)

_____ and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

The Berlin Town Council

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes ("C.G.S.") Sec. 32-763 (for Brownfield Grant)

(State Statutory Reference)

2. That the filing of an application for State financial assistance by
The Town of Berlin

(Applicant)

in an amount not to exceed \$ 360,000 is hereby approved and that

W. Lee Palmer, Interim Town Manager


(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of
The Town of Berlin

(Name of Applicant)

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager 

DATE: August 28, 2024

SUBJECT: Authorization for the Interim Town Manager to Sign an Extension the CRCOG Regional Brownfields Grant Agreement of 55 Steele Boulevard

Summary of Agenda Item:

The Town has a \$200,000 brownfields sub-grant of a Brownfields Cleanup Revolving Loan Fund (BCRLF) Grant from the United States Environmental Protection Agency of U. S. Environmental Protection Agency to the Capitol Region Council of Governments (CRCOG) for the 55 Steele Boulevard Project. The current grant agreement expires September 30, 2024, and CRCOG has offered an extension of the grant period to September 30, 2025. The Town Council needs to authorize the Interim Town Manager to sign the grant extension.

Funding:

This grant provides funding for the 55 Steele Boulevard remediation project.

Action

Move to authorize the Interim Town Manager to execute an extension to brownfields sub-grant to the Town of Berlin from the Brownfields Cleanup Revolving Loan Fund (BCRLF) Grant from the United States Environmental Protection Agency of U. S. Environmental Protection Agency to the Capitol Region Council of Governments (CRCOG) for the 55 Steele Boulevard Project.

Attachments:

Grant extension agreement.

Prepared By:

Chris Edge, Economic Development Director 

**AMENDMENT
TO EPA BROWNFIELDS REVOLVING LOAN FUND (RLF) SUBGRANT
AGREEMENT
BY & BETWEEN
THE CAPITOL REGION COUNCIL OF GOVERNMENTS
AND
THE TOWN OF BERLIN, CONNECTICUT**

This represents an amendment to the existing Subgrant Agreement dated April 12, 2018 by and between the Town of Berlin, a municipal body corporate and politic, having a mailing address of 240 Kensington Road, Berlin, CT 06037 (hereinafter referred to as "Subgrantee") and the Capitol Region Council of Governments ("CRCOG"), a multi-discipline Council of Governments with thirty-eight member communities, with a mailing address of 350 Church St, Floor 3, Hartford, CT 06103, (hereinafter referred to as the "Grantor"). CRCOG is a recipient of a Brownfields Cleanup Revolving Loan Fund (BCRLF) Grant from the United States Environmental Protection Agency under Cooperative Agreement Number BF-96195801 and Cooperative Agreement Number BF-4B00A01465, which will be used to fund this project.

PRELIMINARY STATEMENT

CRCOG and the Town of Berlin entered into a Subgrant Agreement effective April 12, 2018, under which CRCOG agreed to provide the Town of Berlin the sum of not more than Two Hundred Thousand (\$200,000) Dollars ("Project Grant Funds") to be used by the Subgrantee for performing the hazardous substances remediation work pursuant to the Agreement. CRCOG and the Town of Berlin have agreed to amend and modify the Agreement to extend the subgrant agreement end date to September 30, 2025 in order to allow for completion of work included under the Agreement and in accord with the terms and conditions of Cooperative Agreement Number BF-96195801 and Cooperative Agreement Number BF-4B00A01465.

SUBGRANTEE AGREEMENT AMENDMENT

Specific terms of the Subgrant Agreement are amended as follows:

1. **WHEREAS**, the CRCOG is authorized under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) §104(k)(3)(B)(ii) and the Terms & Conditions of EPA Cooperative Agreement Number BF-96195801 and BF- BF-4B00A01465 to make loans and/or subgrants to eligible entities and non-profit organizations from these funds; and
 - a. In Section 49: The Term of the Agreement shall be from the date of execution by the Capitol Region Council of Governments and the Town of Berlin through and including September 30, 2025.
2. In Section 43: All notices, requests, instructions or other documents to be given hereunder to either party by the other shall be in writing and delivered personally or sent by certified or registered mail, postage prepaid, to the addresses set forth in this Agreement. Any such notice, request, instruction or other document shall be conclusively deemed to have been received and be effective on the date on which personally delivered or, if sent by certified or registered mail, on the day mailed to the parties as follows:

TO THE GRANTOR:

Matt Hart Executive Director
Capitol Region Council of Governments
350 Church St, Floor 3
Hartford, CT 06106

3. All other terms, conditions, and provisions of the Subgrantee Agreement, as modified and amended by this Amendment to the Agreement, shall remain unchanged, and the parties hereby ratify and confirm such terms, conditions and provisions. The Town of Berlin hereby

warrants and represents that neither it nor CRCOG is in breach or default of the Agreement, as modified and amended by this Amendment to the Agreement.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed in the name and on behalf of each of them (acting individually or by their respective officers or appropriate legal representatives, as the case may be, hereunto duly authorized) as of the day and year first written above.

Subgrantee

_____ **Date:** _____

Town of Berlin

Printed Name: _____

Grantor

_____ **Date:** _____

**Matthew W. Hart, Executive Director
CRCOG**

Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: August 28, 2024

SUBJECT: Update on search for new Town Manager

Summary of Agenda Item:

Our consultant firm has developed a profile of Berlin to send to prospective candidates for the Town Manager's position.

Funding:


Not needed.

Action Needed:

Update on search for new Town Manager

Attachments:

Profile

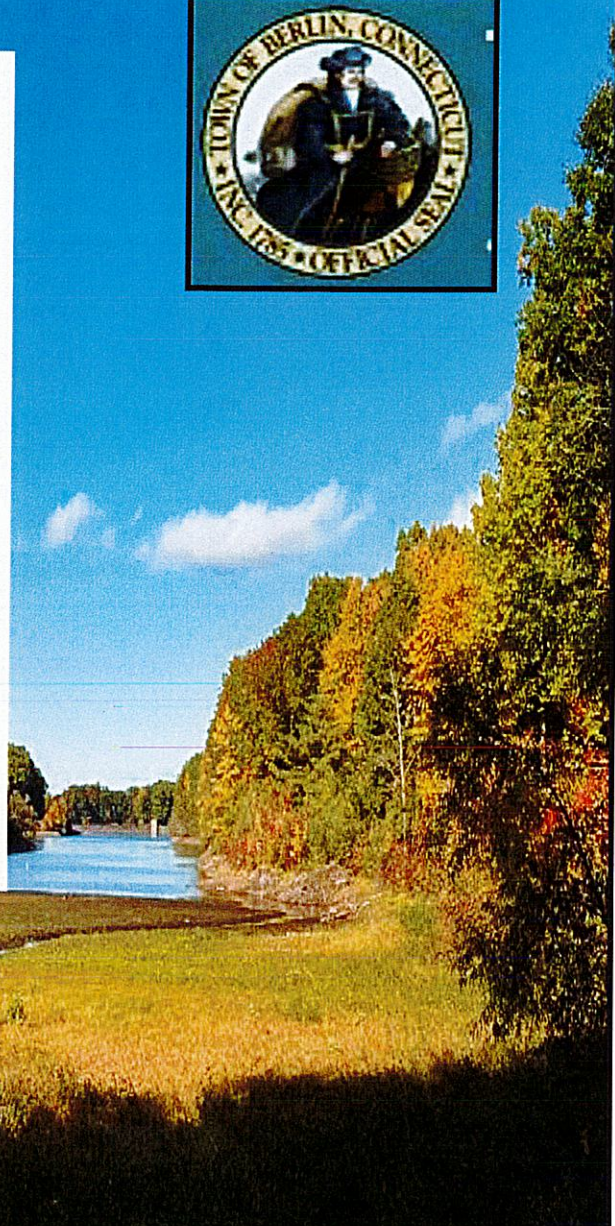
Prepared By: Kate Wall, Town Clerk 

**TOWN OF BERLIN
CONNECTICUT
Established 1785**

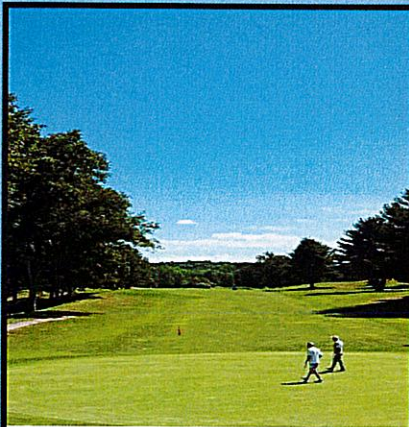


**Invites Candidates
To apply for the**

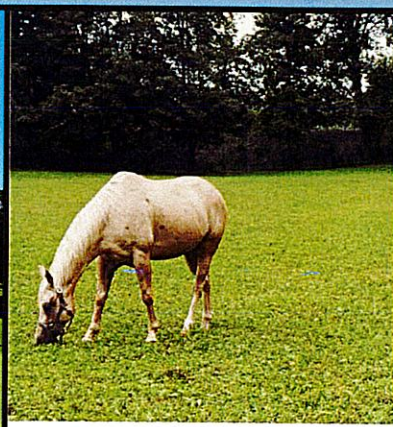
**TOWN MANAGER POSITION
2024**



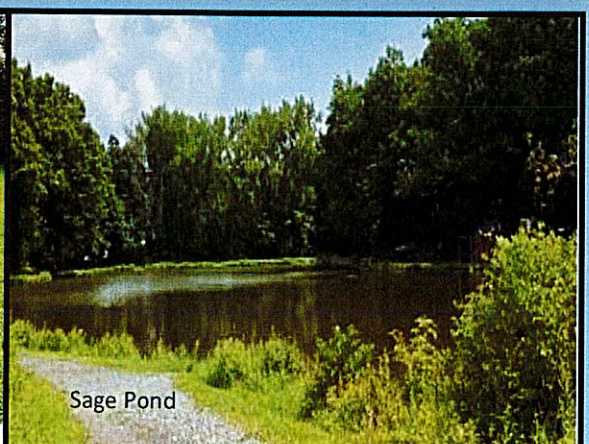
Lower Hart Pond



Timberlin Golf Course Image Source: Timberlin Golf Course



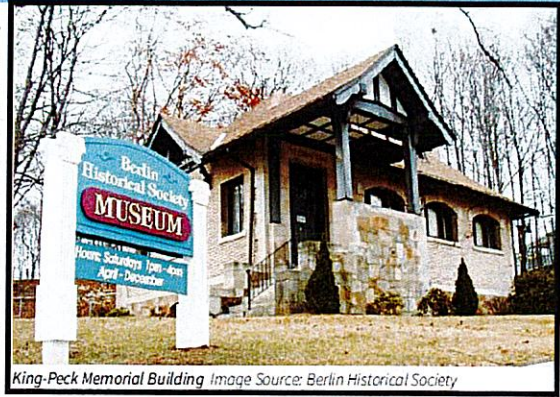
Matson Farm Image Source: Matson Farm



Sage Pond

TOWN HISTORY – COMMUNITY PROFILE

Berlin, Connecticut, the home of “The Yankee Peddler” is located at the geographic center of the state. In 1659, Sergeant Richard Beckley purchased 300 acres, he was the first settler in what was to become Berlin. Other families slowly followed, and in 1686 Captain Richard Seymour lead a group of families from Farmington to settle in the area. By 1705, the first ecclesiastical society was recognized, the First meetinghouse and cemetery were established a few years later, and the first schoolhouse built in 1717. In 1722 parts of the towns of Farmington, Wethersfield and Middletown were added to increase the land area, and the name changed to Kensington. 1785 brought incorporation of the towns which was then named Berlin (New Britain remained a part of Berlin until 1850).



King-Peck Memorial Building Image Source: Berlin Historical Society

Wares (such as the colonies first tinware's) in baskets were pedaled from house to house, and as surplus accumulated, wares were transported by mule and wagon, all over America and Canada. This was the birth of “The Yankee Peddler” a form of commerce. During the years from 1700-1750, farms, mills, ironworks and blacksmiths sprung up. In addition to tinware, ammunition was made from the local lead mines during the Revolutionary War. East Berlin Milling Co. produced cotton and woolen yarn which was spun into clothing and blankets. Simeon North, manufacturer of pistols, became the firms official pistol maker for the United States Government when he developed a system of interchangeable parts for pistols.

Berlin was on the direct route from New Haven to Hartford, with taverns and inns, serving as regular stage-coach stops for fresh horses, meals and sleeping accommodations. Two meetinghouses had been built, one in Kensington Parish, is still in use today as the Kensington Congregational Church. The Worthington Meetinghouse was in continuous use as a church, town hall, school and town offices until 1974. Berlin was proud to have one of the 75 official post offices designated by Benjamin Franklin.

1800's to Today The Berlin Railroad Depot opened as a way station on the New York, New Haven and Hartford line. The railroad still operates in town and now also goes to Springfield. The area has had considerable Transportation Oriented Development (TOD) in recent years. In 1886, the State Legislature granted a charter for the Harvest Festival, which grew into the Berlin Fair, held annually the first weekend in October bringing people from all over the State.

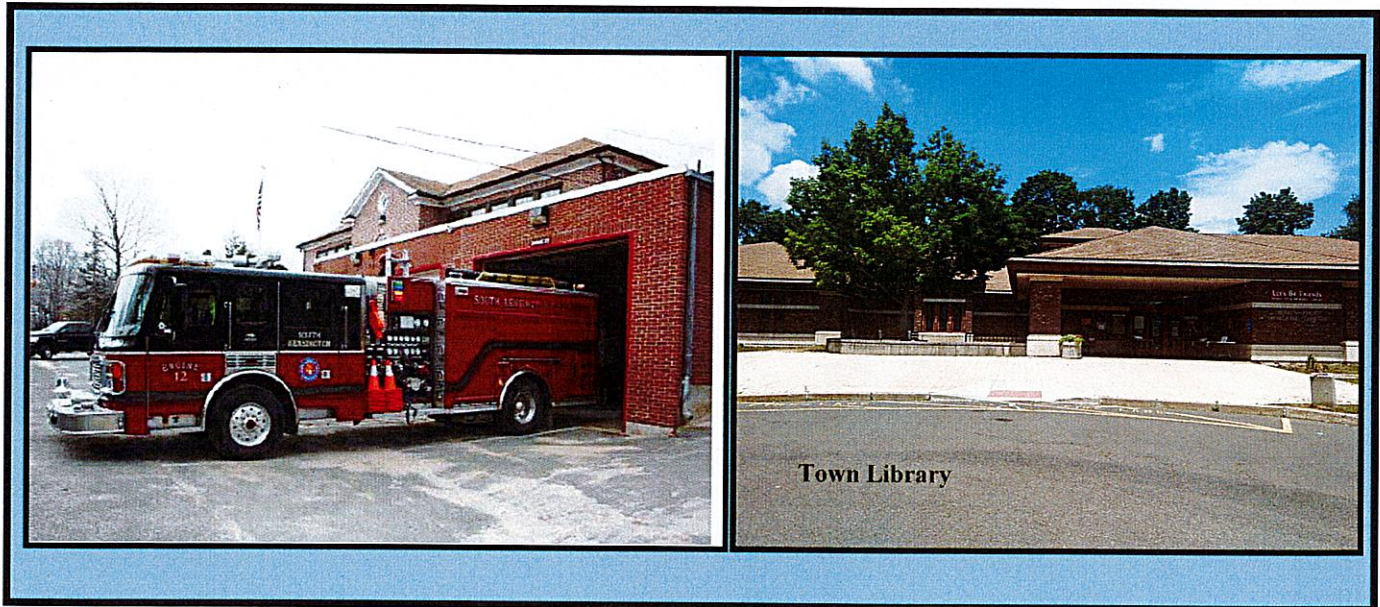
Today the Town is still known for its farming community even though the 20 working farms have been reduced to 2 and a number of farm stands. There are jobs in Berlin now for construction, manufacturing, heavy equipment, automotive, trades, utilities, communications and more. There are also some downtown areas that are walkable and include a number of new small businesses and restaurants that bring visitors and townspeople. Its central location in the State (Routes 9, 84 & 91) allows access to destinations such as Boston or New York within an hour and a half. The Town is a convenient location for commuting to jobs, and resources for quality-of-life services are in Berlin or within 30 minutes, as needed. The Town is also known for its open space and trails.

BERLIN FACTS & FIGURES –CERC 2024

- ◇ Population—20,149
- ◇ Land Area—26 sq. miles
- ◇ Number of Households—8,221
- ◇ Median Age—48
- ◇ Median Household Income—\$106,272
- ◇ Median Home Value—\$341,600
- ◇ Poverty Rate—5% vs State = 10%
- ◇ New Business Registrations 2023—240
- ◇ Public School Student Pop.—2,721
- ◇ Education Level—26%/BA & 19%/MS
- ◇ Number of Town Employees—180FT
- ◇ Bond Rating—AAA
- ◇ Eversource Utility—Largest Employer
- ◇ Top Industry Jobs—1,895 Manufacturing; 1,779 Health Care/Social Assistance; 1,250 Mgmt. of Companies & Enterprises; 832 Retail; 739 Accommodations & Food Service

Government Services—Refer to the next page for an Organizational Chart

- Water & Sewer Districts—One owned by the Town and 2 established by the State Legislature. However, many residents have wells and septic for water & sewer. There is a current study of all 3 water and sewer districts.
- Town participates in the Capitol Regional Council of Governments (includes transportation planning/funding and municipal purchasing council).
- Berlin has a contracted grant writer to assist the various departments.
- The Central Connecticut Health District is a regional agency that serves as the local health department for Berlin, Newington, Wethersfield, and Rocky Hill.
- The Town is served by a Volunteer Fire Department with 4 separate fire houses. One is owned by the Town and 3 others are 503c non-profits. All land, equipment and vehicles are purchased and owned by the Town. The Town contracts for paramedic services.
- The Police Chief and all police employees are hired by the 5 person Police Commission. However, the Police Chief's contract and budget must be approved by the Town Council.



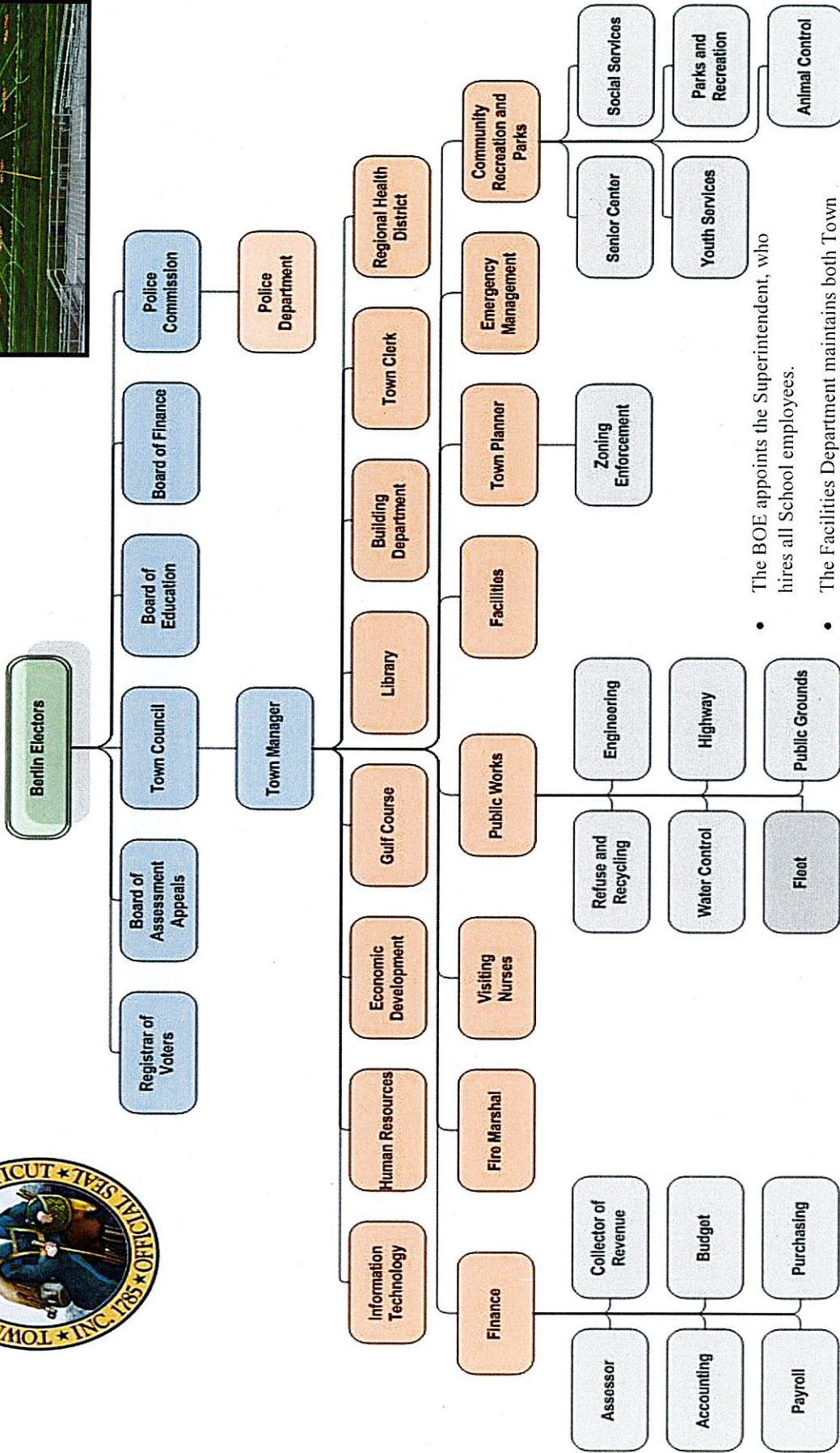
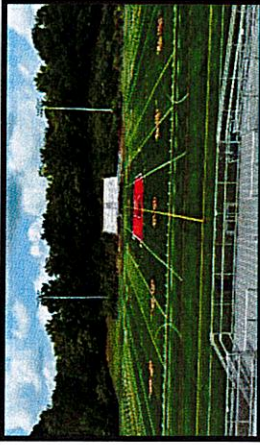
Form of Government

The Town of Berlin has a Council-Manager form of Government which was established in 1995. There are 6 Council members, all elected at large for two years with a minimum of 3 members of the Democratic and Republican party. The Mayor is elected separately for a two-year term at the same time as the Council and has only one vote. This means the full Council, including the Mayor will be 4/3 majority party.

The next election for Council and Mayor is in November 2025. The Town Manager is appointed or removed with a majority of the Council votes. The Council serves as the legislative body which approves the budget, determines the tax rate, sets community goals, and approves Town Ordinances. The Town Manager serves as the Chief Administrative Officer for the Town and supervises the Town Department Heads and employees. The Town Clerk serves as the Clerk to the Council in addition to handling statutory responsibilities.

Town of Berlin, Connecticut

Organizational Chart



• The BOE appoints the Superintendent, who hires all School employees.

• The Facilities Department maintains both Town and School Facilities.

• Engineering supports Wetlands Com; Planning supports PL&Z Com. ZBA, Conservation Com

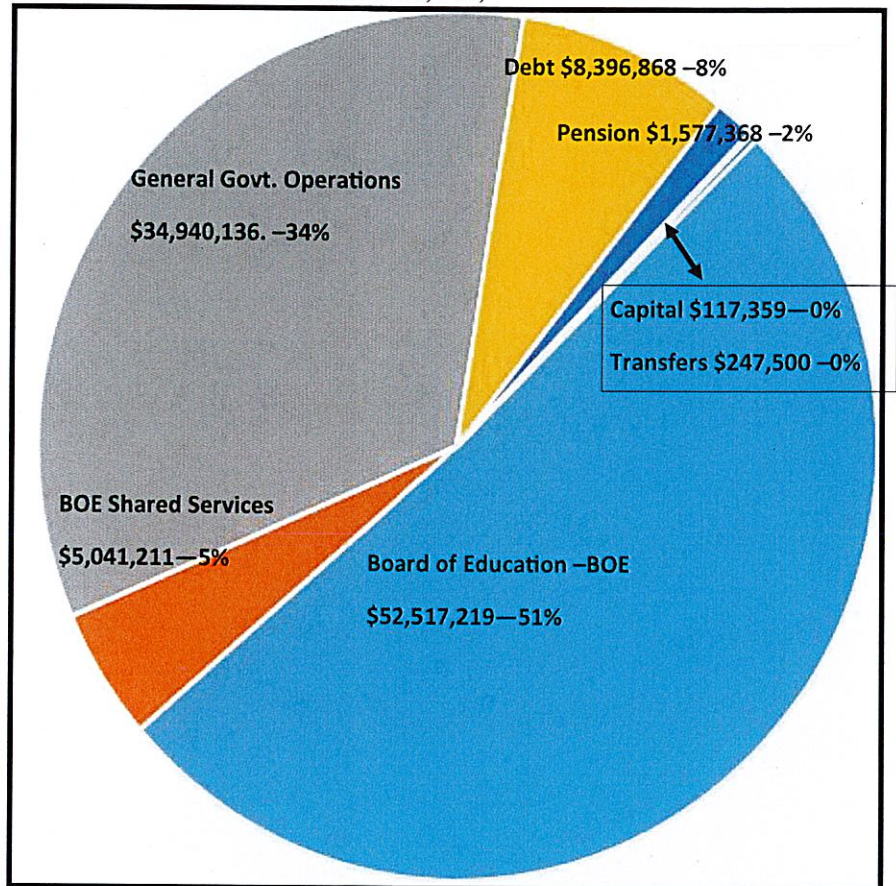


Budget Process

The Town Manager and Finance Director review and edit all Town Department budgets. The BOE & Superintendent provide their budget. The Town Manager and Finance Director put a proposed budget together to present to the Board of Finance (BOF). After a number of public hearings in front of the BOF, they prepare a recommended budget for the Town Council. After the Town Council approves the Budget, then a Public Hearing with presentations is held for the Citizens. Then the Budget goes to the Citizens for referendum. The questions are separated so citizens can vote for the Town Budget vs BOE Budget. If residents vote no on either question, then they are asked if it is too low or too high. If the Budget fails two times, then the Council & BOF determine the final budget.

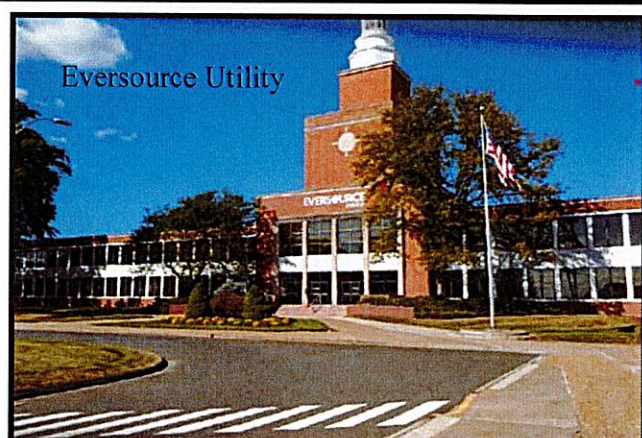
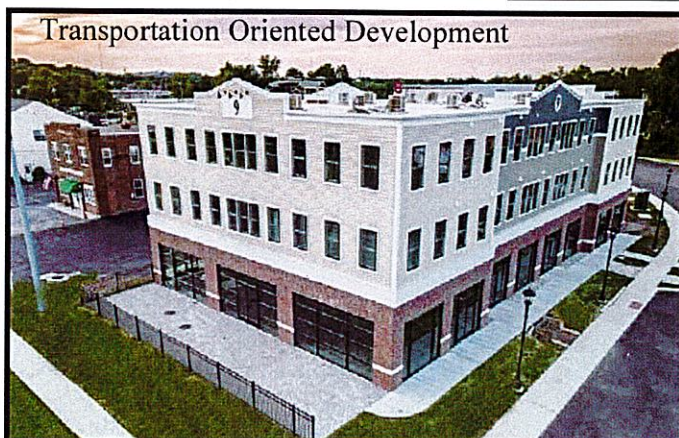
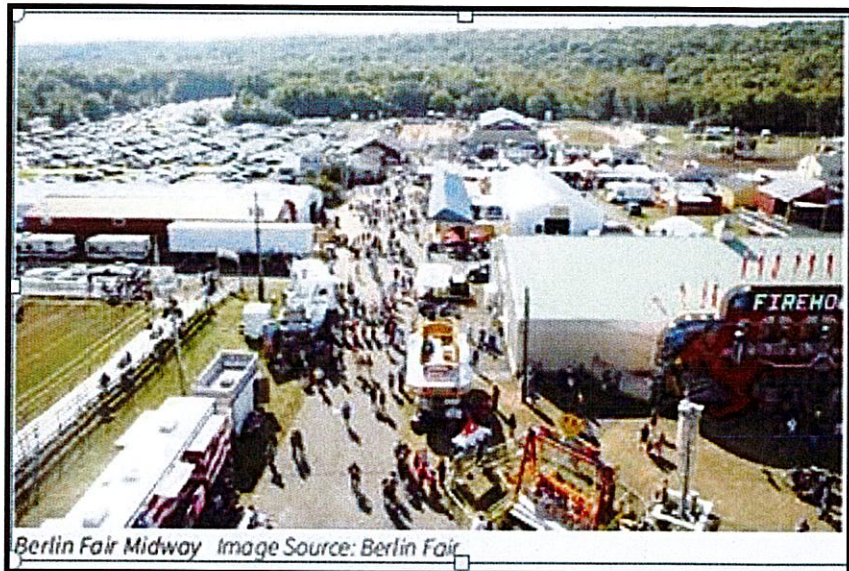
FISCAL YEAR 2024-2025 BUDGET FOR TOWN OF BERLIN

\$107,837,661



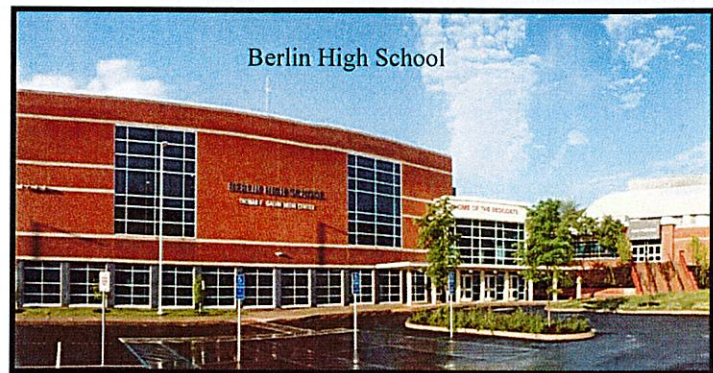
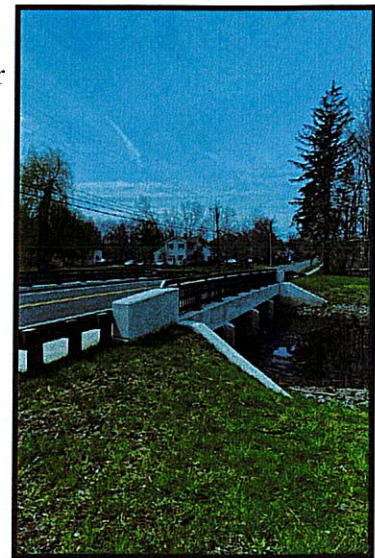
Town Manager Responsibilities

- Supervision, Direction and Administration all departments, agencies and offices except the Department of Education and the Police Department
- Ensures that all laws and ordinances governing the Town are executed
- Prepares an annual Town report
- Prepare and submit annual budget to the Board of Finance
- Keeps Council advised of the financial condition of the Town
- Prepares and makes presentations for the Town Council Meetings
- Recommends solutions to various programs and issues that face the Town
- Assure the smooth daily operation of town business and the health, safety and well-being of the Town and its residents, as well as during an emergency or disaster
- Appoints and removes all municipal employees in accordance with personnel and union contracts
- Shall execute and oversee all the purchases for municipal operations with the assistance of the Purchasing Agent, following best practices
- Works with six union contracts (Blue Collar, White Collar, Police, Mid-Management, Dispatcher & Nurses)
- Prepares Council Agendas with the Mayor and Town Clerk
- Collaborates with the Economic Development Director to promote new businesses in Berlin



CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ A leader who is knowledgeable, personable, and possesses a calm demeanor with excellent interpersonal and communications skills.
- ⇒ Proven experience of innovation and improvement of service delivery.
- ⇒ A team leader to work with an experienced and dedicated department heads and staff.
- ⇒ Collaborator with the Council to develop short-and long-term goals.
- ⇒ Experience with succession planning to replace seasoned staff, and the ability to promote recruitment of employees with diversity of experience and skills.
- ⇒ Ability to develop communication plans to inform staff, Council, and citizens about the Town's projects, meetings and budget referendums.
- ⇒ Demonstrated ability to create and maintain collaborative relationships with the Board of Education/Superintendent, Board of Finance, Town Council and other stakeholders
- ⇒ Ability to continue the promotion of great customer service in all departments by respecting the customers/citizens, explaining the regulations and finding ways to meet their needs if possible.
- ⇒ Provide support to employees by encouraging professional development, listening to their ideas to improve services and mentoring department heads.
- ⇒ Experience in evaluating organizational structures and encouraging operational teamwork.
- ⇒ Management skills by walking around and interacting with all staff.
- ⇒ Ability to be an effective listener with an open-door policy
- ⇒ Broad knowledge of municipal operations sufficient to guide departments and provide stable services and infrastructure improvements.
- ⇒ Solid background in budgeting and finances.
- ⇒ Experience with human resources, and labor relations and working with unions.

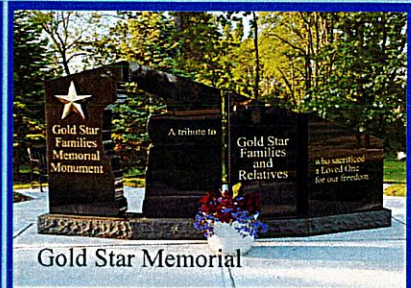
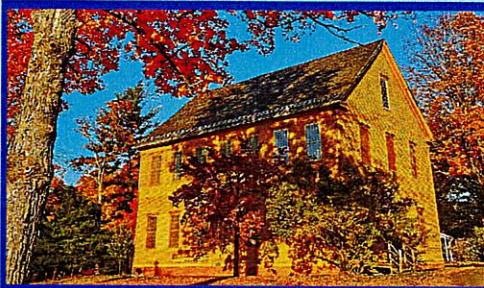


QUALIFICATIONS

- Bachelor's Degree required with 5-10 years management experience, with preference for municipal/government experience but not required if candidate has good operational/financial skills. MPA/MBA and ICMA/CM credential a plus, and CT CCMO certification a plus.
- Knowledge, skills and abilities should include: good communications skills, supervisory skills, labor relations knowledge, human resources experience, economic development experience, public/customer relations, ability to find, secure, and implement grants, excellent project management skills, budgeting experience and finance acumen to maintain a reasonable mill rate.

Opportunities & Challenges

- ⇒ The Budget Process is a challenge to balance the tax rate while responding to the requests from the citizens and departments to meet the expenses and added requests for services.
- ⇒ The Town has been working to reduce their debt after a large high school project, a number of other infrastructure projects and the purchase of Fire Trucks.
- ⇒ The budget pie chart shows minimal allocated funds for Capital Improvement projects (CIP), but numerous CIP projects have been funded by annual surpluses without increasing taxes.
- ⇒ The Town has a contracted grants writer that has helped to increase funds for special projects each year.
- ⇒ The Town has worked hard to increase the number of affordable housing units to meet the State requirement of 10% affordable housing to receive State grants.
- ⇒ There have been discussions for a few years about building a Senior Center/Community Center. Current discussions have started again to find solutions to meet the needs of the Seniors and Community within a reasonable budget. The indoor pool is part of the discussion as there is only one outdoor pool in operation with discussions of a splash pad at one of the closed pools.
- ⇒ There is a continuing need to update technology for improved services and to maintain security systems.
- ⇒ Current infrastructure projects include improvements to the Police Station, replacement of HVAC units on school buildings, and the usual roofs and roads.
- ⇒ The Town is committed to maintaining a balance of farms, trails and open space vs business, economic development as well as great neighborhoods.
- ⇒ Review other regional efforts to improve services, similar to the Regional Health District and the sharing of services, as the Facilities department serves the Town and BOE
- ⇒ The Town has started a new senior housing project after a long delay, which will need the Town Manager's supervision.
- ⇒ The Town wants to maintain their Triple AAA bond rating.
- ⇒ Similar to all Towns, there is a need to retain and attract great talent both for the Town and Schools.
- ⇒ Continue the welcoming service for development by the various land use offices.



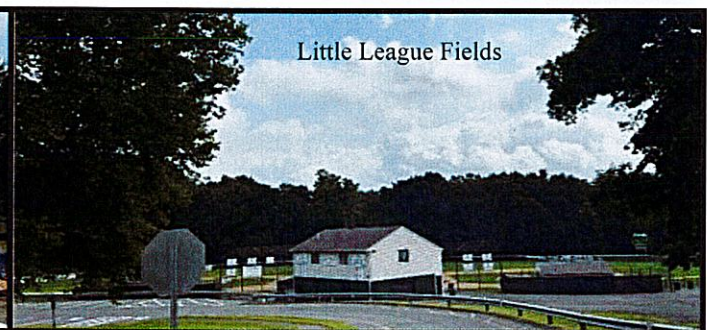
Economic Development

Since September 2020, there have been 105 ribbon cuttings/ground breakings with 95 of them being Connecticut or Berlin-owned. These and other locally owned firms have not just survived, but thrived during COVID due to the fact that 75 to 80% of the daytime population never stopped coming to work including those in manufacturing (Assa Abloy), communications (Comcast), energy (Eversource), transportation, construction and the trades. The demographics are phenomenal with a good portion of families (85% or so) owning their own homes which gives our residents stability and often they make the choice to eat local, spend local and support local. It makes Berlin a location that businesses like to locate as well as set up 2nd, 3rd, or even their 1000th location. A welcoming Town has promoted increased economic development.

Presently, there are 3 mixed-use projects in different degrees of construction with one by the Berlin Train Station (Transit Oriented Development-TOD) and two on the Berlin Turnpike. Estimated investment in all 3 is between \$70 and \$90 million.

Why Berlin, CT

- ⇒ Close knit community with strong connections and neighborhood support.
- ⇒ Ample amount of open space, which is supported by the Berlin Land Trust.
- ⇒ Dedicated support of Veterans, including the only Gold Star Memorial in CT.
- ⇒ Citizens appreciate the remaining farms and open land, as well as developing downtown areas that are walkable and include new small businesses and restaurants.
- ⇒ There are many different neighborhoods, crime rate low compared to neighboring towns. The tax rate is the lowest in the Capital Region based on a study last year.
- ⇒ Balanced community; a good mix of starter homes to high end homes and now multifamily-housing options.
- ⇒ Considerable number of volunteers on all the Boards and Commissions.
- ⇒ Town has their own golf course, a historic district, and a great Library.
- ⇒ Small town vibe but still growing and trying to be more.
- ⇒ People come to the Town for the good schools – test scores are increasing.
- ⇒ Wonderful place to raise a family; great walking and biking trails.
- ⇒ Close to Hartford, New Haven, and New Britain for cultural opportunities.
- ⇒ The train goes to Hartford, Springfield and to New Haven with connections to Metro North to NY or Amtrack to Boston.



Compensation and Application Process

The Town of Berlin offers a competitive salary commensurate with qualifications and experience. The Town provides a generous benefits package which includes health, dental, life insurance and paid vacation and sick leave. Additionally, the Town provides a defined contributions retirement plan and car allowance. Relocation assistance is negotiable. Residency is per Charter but the length of time to move into town is negotiable. Please contact the Consultant about more details on position, copies of Charter, budget, Plan of Development, financial audit, salary and negotiable length of time to move.

Berlin is an AA/EOE Employer

Website: <https://www.berlinct.gov/>

If you are interested in this exciting opportunity, or need additional details, please contact Ms. Frank at the address listed. To apply now please submit your cover letter and resume to Ms. Frank. Position will remain open until filled; first screening date is September 16, 2024. Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed quickly.

Ms. Randi Frank
Randi Frank Consulting, LLC
7700 Hoover Way
Louisville, KY 40219
203-213-3722
randi@randifrank.com
www.randifrank.com

Margaret Heeran

Town of Berlin | Generated 7/26/2024 @ 3:22 pm by OnBoardGOV - Powered by ClerkBase

*Inland
Wetlands*

Status

Name Margaret Heeran

Application Date 7/26/2024

Expiration Date 7/26/2123

Status Received

Board	Vacancies	Status
Inland Wetlands and Water Courses Commission	2	Pending

Basic Information

Name
Margaret Heeran

Resume File
 Download

Contact Information

Address
176 Alling Street
Berlin, CT 06037

Yes, I am a resident
Yes

Email
margaretheeran184@gmail.com

Phone
2038230318

Occupation

Employer
Riviera Law Group

Job Title
Litigation Paralegal

What is your political party affiliation? ✓
Republican

Number of years in Berlin
3-4

Educational Background (optional)
Uconn Law- graduation date 2027 Quinnipiac University-BA 2015

Current and Past Civic/Community Involvement

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 JUL 26 AM 11:28

Katrina Wallace
BERLIN, CT.

New Haven St. Patrick Day Parade Committee

Margaret Heeran
Inland Wetlands

Tell us why you feel qualified for this appointment

I am currently working as a litigation paralegal. I am able to read and interpret statutes and governing rules. I excel in analyzing arguments and identifying any potential weaknesses. Additionally, I am a fast learner and currently pursuing a part-time degree at UConn Law School. I have a strong interest in getting involved local town government.

Can you think of any reason that a conflict of interest could arise if you were appointed?

N/A.

Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)

Yes.

Generated 7/26/2024, 11:22:11 AM

Susan Ann Lewis

VNA

Town of Berlin | Generated 8/28/2024 @ 8:42 am by OnBoardGOV - Powered by ClerkBase

Status

Name Susan Ann Lewis
Application Date 8/27/2024
Expiration Date 8/27/2123
Status Received

Board

Visiting Nursing Association Board (VNA)

Vacancies

4

Status

Pending

Basic Information

Name
Susan Ann Lewis

Contact Information

Address
27 Pondsides Drive
Berlin, CT 06037
Yes, I am a resident
Yes
Email
salewis64@comcast.net
Phone
8608032069

Occupation

Employer
State of Ct
Job Title
RN

What is your political party affiliation?

Independent

unaffiliated

Number of years in Berlin

25

Current and Past Civic/Community Involvement

Past member friends of the Berlin VNA

Tell us why you feel qualified for this appointment

I worked for the VNA in the past and have an interest in their future.

Can you think of any reason that a conflict of interest could arise if you were appointed?

No

Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)

Yes

Generated 8/28/2024 @ 8:42 am

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 AUG 28 AM 10:47

Kathy Wall

BERLIN, CT.

Water Control



Please return application to:
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN
Application for Appointment to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointment to a Town board or commission.

Please list your Board/Commission preference below:

- 1. WATER CONTROL COMMISSION
2.

Name: WARREN K. BAETHGE Telephone No.: (860) 471-6440

Home Address: 13 CONCORD DRIVE BERLIN, CT 06037
(Note: To apply, you must be a resident of Berlin)
Number of years in Berlin: 10+

Email Address: wbaethge2@gmail.com

Are you a Registered Voter? YES Party Affiliation: Republican

B.S. IN CIVIL ENGINEERING FROM UCOWN (1974)
Educational Background (optional)

Retired since DEC. 2020
Present Employment (company/position)

Last Employer was Cardinal Engineering Associates, Meriden, CT
Business Address

Current and Past Civic/Community Involvement: NONE

Tell us why you feel qualified for this appointment: I have been working as a Civil Engineer since 1973. I have extensive experience in both private and public development. I have worked in Berlin with Roy Jaramon and the Water Control Commission for several years. I believe my experience/knowledge can benefit the Commission and the Residents of Berlin.

Can you think of any reason that a conflict of interest could arise if you were appointed?

No.

Signature: Warren K. Baethge Date: 08/29/2024

- 1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 AUG 29 AM 9:48
BERLIN, CT 06037

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88565897864?pwd=a3y8wly5LdXVGa67AUD78cf63vAAyH.1>

Meeting ID: 885 6589 7864

Passcode: 892988

+1-929-205-6099, US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, July 23, 2024
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Town Council Meeting to order at 7:05 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Kate Atkinson
Councilor Sandra Coppola
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Mark Pruzin
Councilor Peter Rosso
Councilor Donna Veach – *via Zoom, arrived at 8:22 p.m.*

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

Mayor Kaczynski stated that this is the last Town Council meeting for Town Manager Arosha Jayawickrema as he will be retiring from the Town of Berlin after five years. Mayor Kaczynski asked if anyone from the Town Council or in the audience wished to share anything with Arosha.

Councilor Rosso stated that Arosha has made strides in town government during his time in Berlin but gives him praise for how he handled the pandemic by keeping Town Hall open and services accessible to the public while other towns did not. Councilor Rosso added that it was clear from the time he met Arosha that he was the right person for the position as Town Manager for Berlin.

Councilor Pruzin stated that it has been an honor and privilege to work with Arosha adding that every time he has been at Town Hall Arosha has invited him into his office to say hello. Although it has only been a short time that he has known Arosha, he thanked him for all he's done.

Councilor Atkinson thanked Arosha for his graciousness and professionalism, adding that she wished she had had more time to work with him.

Councilor Coppola thanked Arosha for helping her transition onto the Town Council mid-term and appreciated how he reached out to her on a personal level when she lost her father.

Councilor Paonessa stated that he hopes the next part of his life brings him the same success he had in Berlin.

Corporation Counsel Jeff Donofrio stated that Arosha has always shown the same professionalism and calm demeanor behind the scenes that he shows in public. As Attorney Donofrio represents a number of municipalities he stated that Berlin's ability to remain open during the pandemic is in part due to Arosha's constituent-friendly approach to Town Hall.

Joanne Angelico-Stetson, 188 Stony Mill Lane – Ms. Angelico-Stetson stated that the Berlin Democratic Town Committee would like to thank Arosha Jayawickrema for his service to Berlin as he sits at his final Town Council meeting. His excellence over the last five years leaves an indelible mark and it is important that he is recognized for his accomplishments.

Arosha retires having overseen multiple effective grant applications for bridge repairs, recreational development, and HVAC improvements, the Police Department renovation, numerous budget preparations and referendums, town facilities administration, and navigating the unique perspectives and personalities of the Town Council, Board of Finance, and all boards and commissions. Berlin was incredibly fortunate having Arosha at the helm.

Mayor Kaczynski stated that Arosha brought a calmness to the town in interactions with the Town Council, the public, and staff. With his help and advice, the town has been able to move through a number of issues including the pandemic.

Mayor Kaczynski read the following proclamation in appreciation of retiring Town Manager Arosha Jayawickrema:

**TOWN OF BERLIN
Town Council
PROCLAMATION
BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes**

**Arosha Jayawickrema
Town Manager**

Upon His Retirement from the Town of Berlin

Arosha was originally appointed as Interim Town Manager on July 8, 2019, for a period of six months. Six months, however, turned into five years. Arosha had previously retired from the University of Hartford as the Vice President of Finance and Administration but had held several positions over his time there. He received his Bachelor of Business Administration in Accounting from the University of Texas and his Master of Business Administration in Accounting and Finance from the University of Hartford.

Arosha oversaw many changes while Town Manager but none more significant than the Town's operations during COVID. He was able to keep the Town services running with offices open to the public via appointment or access to drop boxes. Zoom meetings became the norm and conference rooms were outfitted with all the necessary components. He was able to get the Leash Law passed and a Dog Park created at Pistol Creek after many years in the making. He was instrumental in overseeing many infrastructure projects within the Town such as the Police Department renovation, HVAC for schools, and playing field improvements. He was a strong and fair leader, having the unique ability to remain calm and professional even under the most stressful situations. He entrusted his Managers and Department Heads with the confidence to make decisions in the best interests of the Town. His guidance was thoughtful, and his support was constant. Customer service was his top priority, and he stressed the importance of customer service not only when serving the public, but also internally amongst staff. His open-door policy was a reflection to this principal.

In recognition of his years of service to the Town of Berlin and the many contributions he has made to improve the quality of life for many of our townspeople, the Town Council hereby salutes Town Manager, Arosha Jayawickrema, and extends to him best wishes for a long and happy retirement.

Dated this 23rd day of July 2024 at Berlin, Connecticut.

Mark H. Kaczynski, Mayor

Town Manager Jayawickrema stated that when he began working for the Town of Berlin, he was greeted by the Department Heads who came to introduce themselves and offer their assistance. Residents also stopped into his office to wish him well and there was a nice feeling about it. He added that he is also appreciative of the Town Council which has also been very supportive throughout the years. He offered thanks to his colleagues of the Town as without them all the noted accomplishments would not have been possible.

The Town Manager thanked everyone for all they have done stating that it has been an honor and privilege to be a part of Berlin.

D. AUDIENCE OF CITIZENS:

William Richards, 811 Orchard Road – Mr. Richards stated that he is a member of the Public Golf Course Commission, and he fully endorses the bonding request of the Timberlin Golf Course that will be addressed by the Director of Golf during tonight's meeting

The capital improvements to the course will be appreciated by the course's leagues, citizens, and out-of-towners that bring revenue to Timberlin. The cost of the improvements will pay for themselves over time as he expects when members see the improvements they will accept any rate increases.

Gale Lemieux, 102 Wildermere Road – Ms. Lemieux stated that she is a member of the Public Golf Commission, and it is her understanding that there is about \$70,000 of proceeds that are going to be set aside in a CRN fund for capital improvements which are desperately needed.

Bunker renovations are going to be needed for Timberlin to remain competitive with other courses in the area which are all currently doing major improvements. Bridge work is also needed for safety purposes. Ms. Lemieux stated that she hopes that the Town Council will support the bonding for the Golf Course improvements.

Karen Heemsoth, 3 Watch Hill Road – Ms. Heemsoth stated that she has attended previous Town Council meetings, and she was reflecting on conversations about communicating accurate information to the community. After reviewing the Town's website, she found that information needed to be weeded through to find what you are looking for.

Ms. Heemsoth is suggesting that the Town Council look at the different sources of information for the Town which includes the website and the Town's Facebook page and consider how information is going out to residents and what can be done to improve that. She provided an example of a flyer Farmington has created for its' residents. Ms. Heemsoth added that she as well as others are willing to volunteer their time to assist.

Mayor Kaczynski added that he agrees it has been difficult to get information out to the public, and even mailing out postcard reminders didn't bring out more voters for the budget referendum.

Berlin Police Chief Matthew McNally stated that he would like to address the bicycle issues on Farmington Avenue and asked **Lieutenant Sean Solek** and **Detective Kevin Chaffee** to speak on the matter.

Lt. Solek stated that it is the Police Department's goal to help provide a safe environment for young people to enjoy the outdoor spaces in town. The Safe Kids Wear Lids program, which gets officers talking to kids when they come across them in the community, has been in place. Bike patrols have increased with over a dozen officers out in the community visiting businesses and interacting with youth on an everyday basis. The department partnered with Berlin High School students to produce a video with the School Resource Officer and bike patrol officers to highlight bike safety. A bike safety event is planned for the end of August with more information to come.

The Police Department has also been responding to citizen complaints, unsafe bike operation on town roads, and partnering with parents.

Detective Chaffee stated that he works in the Police Youth Bureau and back in March he provided data to the Town Council regarding complaints and traffic related incidents involving youth on bicycles adding that these issues were more prevalent at that time and recently the department has

averaged two complaints a month for unsafe operation. Recently they have made improvements in identifying the youth involved in these incidents and have partnered with their parents. The youth they have been dealing with are typically between the ages of 11 and 16 and so far, there haven't been any repeat offenders and therefore there haven't been any summonses or Juvenile Review Boards necessary.

Bruce LaRoche, 5 Worthington Lane – Mr. LaRoche stated that he would like to see bicycle friendly lanes in Berlin.

Police Chief McNally then addressed the Pickle Festival that was held at the fairgrounds in mid-July and attracted over 25,000 people over two days which raised concerns about events of that size in the future. Chief McNally added that when the organizers of the event originally applied for their permit, they estimated 1,500 to 2,000 attendees.

A meeting was held this afternoon with all parties involved in the event to discuss the issues that arose such as not having an appropriate amount of law enforcement officers, and not having medical personnel or fire services. The event held this month was similar in size to a fair day which is planned almost a year in advance.

Chief McNally stated that events of these types are going to continue to occur and therefore they need to be better prepared for therefore we need to be consistent on how events are treated and permitted. The Chief drafted a "Special Event Public Safety and Event Management Plan" to aid event organizers in planning safe events for over 1,000 attendees. He added that he believes the Town needs to create a committee to review existing policies and develop a new policy going forward. Chief McNally stated that they are currently looking at the agreement the Lion's Club has with event organizers to determine what changes can be made ahead of time for future events. The Central Connecticut Health District is also a good source of determining any possible increases to attendance than estimated as they issue vendor permits closer to the event time.

Corporation Counsel Donofrio agreed that the current permit application does need to be reviewed and that it can be adopted as a policy.

The next event scheduled for the fairgrounds is the Made in Connecticut Expo on August 10th and 11th and the Police Department is currently planning on how to staff that.

E. MAYOR'S UPDATE:

Mayor Kaczynski stated that the concert at St. Paul's Church which was held on July 18th went off well. The Berlin Theater Guild also held a performance of Brigadoon at Bethany Covenant Church on Friday evening which was a nice event in town.

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

G. CONSENT AGENDA:

1. **Topic re: Accept monetary donations totaling \$950 and deposit \$950 into the friends of the library miscellaneous account to be used to purchase 2 children's programs and an adult/child program. – Berlin-Peck Memorial Library**
2. **Topic re: Transfer \$71,500, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts. - Finance**
3. **Topic re: Accept the donations of \$3,125 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police Department**
4. **Topic re: Accept the donations of \$ 325.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department**
5. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$225.00 and supplies/medical care valued at \$ 314.00. - Animal Control**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Atkinson, Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Rosso, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. **Topic re: Authorize the Town Manager to enter into an Agreement with Haley Ward Engineers in the amount of \$140,000.00 to study the three water/sewer systems in Berlin (namely: Berlin Water Control, Kensington Fire District, and Worthington Fire District). – Water Control**

Town Manager Jayawickrema stated that this item was the subject of tonight's Special Town Meeting. Water Control Manager Ray Jarema presented information during that meeting.

Councilor Paonessa moved to authorize the Town Manager to enter into an Agreement with Haley Ward Engineers in the amount of \$140,000.00 to study the three water/sewer systems in Berlin (namely: Berlin Water Control, Kensington Fire District, and Worthington Fire District).

Seconded by Councilor Coppola.

Those voting in favor: Councilor Atkinson, Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Rosso, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

2. Topic re: Request the Public Building Commission to make a determination if the updated camera system will be included in the Police Station construction project, and, if not, to request the Public Building Commission to release \$60,000 of contingency in the Police Construction project to fund the required Police Station camera upgrade. - Police Department

Deputy Police Chief Drew Gallupe stated that prior to when the Police Station construction project began, they were aware that the current camera system would not be sufficient to handle the cameras that would be part of the new addition. In the interim the current camera system failed as it was an old system and could not be updated. The Department's service company Norcom was able to install a temporary system which can handle the current cameras but would not be able to handle the additional new cameras.

As the renovation project is about two months away from completion there has not been any direction about how the new system will be paid for therefore this request is to determine if the updated camera system will be included in the Police Station construction project.

Councilor Paonessa moved to request the Public Building Commission to make a determination if the updated camera system will be included in the Police Station construction project, and, if not, to request the Public Building Commission to release \$60,000 of contingency in the Police Construction project to fund the required Police Station camera upgrade.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Atkinson, Councilor Coppola, Councilor Paonessa, Councilor Pruzin, Councilor Rosso, Mayor Kaczynski.

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Approve the attached resolution to authorize W. Lee Palmer, Interim Town Manager, to apply to the CT DECD for a \$360,000 additional municipal brownfields grant for the 889 Farmington Avenue and, if a grant is offered, to accept the grant, execute a grant proposal, grant agreement and other documents as necessary to secure and carry out the purposes of the grant and to appropriate the grant of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue, subject to approval of Corporation Counsel. – Economic Development

Economic Development Coordinator Jim Mahoney stated that the authorization to sign the State of Connecticut Department of Economic Development brownfields grant needs to be reauthorized to allow the Interim Town Manager, W. Lee Palmer, to sign.

Councilor Paonessa moved to approve the attached resolution to authorize W. Lee Palmer, Interim Town Manager, to apply to the CT DECD for a \$360,000 additional municipal brownfields grant for the 889 Farmington Avenue and, if a grant is offered, to accept the grant, execute a grant proposal, grant agreement and other documents as necessary to secure and carry out the purposes of the grant and to appropriate the grant of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue, subject to approval of Corporation Counsel.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

4. **Topic re: Authorize the Town Manager to enter a Purchase and Sale Agreement with contingencies with Vesta Corporation/O’Riordan Migani Architects concerning the sale of the former Knights of Columbus Property at 143 Percival Avenue for development as affordable senior housing, subject to review and approval by Corporation Counsel. – Economic Development**

Town Manager Jayawickrema stated that since the time that this agenda item was created Corporation Counsel Donofrio and Economic Development Coordinator Jim Mahoney had a conversation with Vesta Corporation (Vesta) and at this time this will only be an update on the plan to move forward.

Mr. Mahoney stated that the timeline of the project was discussed with Vesta and the key thing they need to move on is the next funding round with the Department of Housing which is due in September. Corporation Counsel Donofrio is going to work with Vesta’s attorney over the next month to have a Purchase Agreement with appropriate terms and condition ready for the September 3rd Town Council meeting. Vesta is doing revisions to their site concepts and plans to have a community engagement session to obtain feedback from the public.

Corporation Counsel added that the original plan was to have Vesta sign an exclusive negotiating agreement which required them to outlay quite a bit of capital for engineering, architectural, and environmental items but they prefer to go just to a Purchase and Sale Agreement. What was discussed during a meeting today was revising the Negotiation Agreement to determine which items the Town wants them to focus on now so that they can get their application into the Department of Housing. What they need in the short term is access to the property to do their due diligence.

Rather than talking about the Purchase and Sales Agreement conceptually at this time, this will allow the Town Council to have the actual agreement before them at the next meeting.

TABLED

5. **Topic re: Modify the authorization to enter a contract with Loureiro Engineering approved by the Town Council on October 4, 2022 (agenda item H-6) from \$101,845 to \$47,274.33. Also authorize the Town Attorney to draft a letter to Loureiro modifying PO #241372 (preceded by PO #231744) to \$47,274.33 and closing PO #241372 to any additional charges. Also waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$25,500 for additional construction observation, general consulting, and waste characterization services related to the 55 Steele Boulevard Engineered Control project with the cost be charged to the Farmington Ave Development (non-grant) account, as this is in the best interest of the Town. – Economic Development**

Economic Development Coordinator Mahoney stated that as the Engineered Control project restarts, additional environmental consulting services are needed relative to construction observation, general consulting, and waste characterization. With the restart of these services, the existing purchase order is out of date and needs to be terminated and replaced with a new purchase order. Purchase order

#241372 (preceded by PO #231744) for construction observation and related services was originally authorized at \$101,845.00. A Town Council authorization is required to reduce purchase order #241372 that was originally authorized at \$101,845.00 by \$54,570.67 to a new purchase order amount limit of \$47,274.33.

Loureiro Engineering submitted a new proposal of \$25,500 dated 7/17/2024 to provide construction observation and related services that would partially replace the previous purchase order.

Therefore, staff requests that the Town Council reduce purchase order #241372 from \$101,845.00 to \$47,274.33, authorize the Town Attorney to send a letter to Loureiro Engineering notifying it of the purchase order reduction, and authorize a contract amendment with Loureiro Engineering for additional construction observation, general consulting, and waste characterization services for the 55 Steele Boulevard project of \$25,500.00.

Councilor Paonessa moved to modify the authorization to enter a contract with Loureiro Engineering approved by the Town Council on October 4, 2022 (agenda item H-6) from \$101,845 to \$47,274.33.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Town Attorney to draft a letter to Loureiro modifying PO #241372 (preceded by PO #231744) to \$47,274.33 and closing PO #241372 to any additional charges.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$25,500 for additional construction observation, general consulting, and waste characterization services related to the 55 Steele Boulevard Engineered Control project with the cost be charged to the Farmington Ave Development (non-grant) account, as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 6. Topic re: Approve a bid waiver and the proposal from Earth Contractors of Kensington, CT also an approved on-call contractor in the amount of \$35,000 which includes a \$3,000 contingency for all associated work required to remove and dispose of mobile home units 16 and 14 at no. 292 Deming Road. – Facilities**

Facilities Director Doug Solek stated that units 14 and 16 at the Deming Road mobile home park have become the possession of the Town due to death of residents or abandonment. It is recommended that these units be demolished due to health and safety concerns.

With unknown hazardous materials being a possibility a quote for demolition was received for budgeting purposes. However, when the owner of another unit contacted Earth Contractors for a demolition quote it was at that time that the vendor was made aware of the units owned by the Town that also needed to be demolished. Earth Contractors reached out to the Town and offered to provide a demolition estimate offering a cost savings for doing multiple units at the same time.

The contractor assumed the liability and did environmental testing of all three units and provided a proposal in the amount of \$32,000 to remove both Town-owned units which was at a lower cost than two previous quotes which assumed hazardous materials would be present. Funding was allocated in fiscal year 2025 for potential work at the site. Earth Contractors is a Town on-call contractor.

Councilor Paonessa inquired as to why the project was not put out to bid. Mr. Solek stated that baseline costs from two State contractors were received, and each exceeded the quote from Earth Contractors. The additional costs to hire hygienists and obtain abatement and remediation quotes is time and money that would exceed the lump sum pricing for multiple units that Earth Contractors is offering. Mr. Solek added that the health and safety concerns which include rodent infestation make this a time sensitive project.

Councilor Paonessa was concerned if the vendor had the proper Class B demolition license to remove the structures. Mr. Solek suggested making the approval contingent on the contractor having the proper license and added that the contractor has already spoken with the Town's Building Department about the demolition permit.

Councilor Paonessa moved to approve a bid waiver and the proposal from Earth Contractors of Kensington, CT also an approved on-call contractor in the amount of \$35,000 which includes a \$3,000 contingency for all associated work required to remove and dispose of mobile home units 16 and 14 at no. 292 Deming Road upon verification of necessary licenses.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 7. Topic re: Utilize sole source contractor Automated Building Systems of Glastonbury, CT and increase purchase orders as needed up to \$50,000 in Department 61 School Expenses, contractual services, and up to \$50,000 as needed in Department 38 Public Buildings contractual services for fiscal year 2025 without exceeding any account balances as this is in the best interest of the Town. – Facilities**

Facilities Director Solek stated that Automated Building Systems is the sole source provider in New England for the Town and School's energy management systems. As the annual service agreements and any work outside of the agreements exceeds the Town's purchasing guidelines this bid waiver is being requested, as has been done in past years.

Councilor Paonessa moved to utilize sole source contractor Automated Building Systems of Glastonbury, CT and increase purchase orders as needed up to \$50,000 in Department 61 School Expenses, contractual services, and up to \$50,000 as needed in Department 38 Public Buildings contractual services for fiscal year 2025 without exceeding any account balances as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Approve purchase order increases up to \$50,000 as needed during fiscal year 2025 in both department no. 38 and department no. 61 without exceeding account balances for the following National and State Contract Service providers below for associated maintenance, repair and service agreements on HVAC systems, Elevators, Fire and Security systems and IAQ mitigation measures at all Town and School Buildings. Johnson Controls, TRANE US, Carrier, ENCORE, KONE, Daikin Applied, Swan Associates, Security 101, Siemens and BELFOR. – Facilities**

Facilities Director Solek stated that several National and State contracts will be utilized at all Town and School buildings for various service agreements and repairs to elevators, HVAC equipment, fire, sprinkler and security systems and any potential IAQ or water mitigation measures. The vendors stated are current approved vendors and have a strong working relationship with the Town.

As this request exceeds the Town's purchasing guidelines this bid waiver is being requested, as has been done in past years.

Councilor Paonessa moved to approve purchase order increases up to \$50,000 as needed during fiscal year 2025 in both department no. 38 and department no. 61 without exceeding account balances for the following National and State Contract Service providers below for associated maintenance, repair and service agreements on HVAC systems, Elevators, Fire and Security systems and IAQ mitigation measures at all Town and School Buildings. Johnson Controls, TRANE US, Carrier, ENCORE, KONE, Daikin Applied, Swan Associates, Security 101, Siemens and BELFOR.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

9. **Topic re: Waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufacturers, in amount not to exceed \$45,000 as this is in the best interest of the Town. – Municipal Garage**

Fleet Manager Jim Simons stated that tire manufacturers set pricing and discounts for government agencies through purchasing agreements that can be statewide or national, but the actual distribution of tires is through local vendors. The selection of vendor that is used depends on who can supply the tire or service needed in a timely manner at the best price.

Councilor Paonessa moved to waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufacturers, in amount not to exceed \$45,000 as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Approve the purchase of auto parts and supplies using the Sourcewell Contract (032521-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$45,000. Also approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 19PSX0189 from Tasca Ford for an amount not to exceed \$30,000. Also waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$30,000, as this is in the best interest of the town and also waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$20,000, as this is in the best interest of the town. - Municipal Garage

Fleet Manager Simons stated that over the course of fiscal year 2025 the Fleet Garage anticipates using various vendors for auto parts and supplies for both cars and heavy-duty trucks which amounts will surpass the Town's purchasing guidelines. Vendors have contracts through purchase agreements, the State of Connecticut Department of Administrative Services, U.S. Communities, and Sourcewell. Funding is available in the Fleet Garage budget.

Councilor Paonessa moved to approve the purchase of auto parts and supplies using the Sourcewell Contract (032521-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$45,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 19PSX0189 from Tasca Ford for an amount not to exceed \$30,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$30,000, as this is in the best interest of the town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$20,000, as this is in the best interest of the town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Authorize the Town Manager to waive the bidding requirement for emergency repairs to the Shuttle Meadow Avenue Bridge by Mizzy Construction, Inc. of Plainville CT, for an amount not to exceed \$59,218.30, as this is in the best interest of the Town. – Public Works

Public Works Director Mike Ahern explained that the City of New Britain Water Department notified his department about an issue with the parapet wall of the Shuttle Meadow Avenue Bridge. Upon inspection Town staff found that two brownstone slabs along with two attached guide rail posts had become dislodged and had fallen into the water canal.

Mr. Ahern immediately contacted Mizzy Construction who had worked with the Town on replacing the Burnam Street bridge and an emergency repair plan to stabilize the bridge edge and replace the guide rail posts and rail was completed. An emergency approval/bid waiver of \$49,318.20 with a \$9,900 contingency was received from the Town Manager in order to complete the work. The final contract with Mizzy was coordinated with Corporation Counsel.

The emergency approval from the Town Manager allowed the repairs to be initiated sooner than a public bid process would have allowed. The repairs should be completed within three weeks.

Councilor Paonessa moved to authorize the Town Manager to waive the bidding requirement for emergency repairs to the Shuttle Meadow Avenue Bridge by Mizzy Construction, Inc. of Plainville CT, for an amount not to exceed \$59,218.30, as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Modify the previously approved and modified not-to-exceed amount of \$4,413,000.00 awarded to All State Construction, Inc. of Farmington, CT) for Contract No. 2023-20 for Unit Ventilator Replacement and HVAC Upgrades on the Emma Hart Willard Elementary School, to an amount not to exceed \$4,344,860.00. – Public Works

Public Works Director Ahern stated that he is presenting agenda items 12, 13 and 14 on behalf of the Public Building Commission (PBC).

This request is to reduce the contingency on the contract with All State Construction, Inc on the Willard Elementary School project by \$68,140 to use on the Griswold and Hubbard School projects. The project at Willard is nearly 80% complete with \$133,000 of contract allowances remaining therefore there is almost \$400,000 in contingencies when you add the remaining plus the allowances.

Councilor Paonessa moved to modify the previously approved and modified not-to-exceed amount of \$4,413,000.00 awarded to All State Construction, Inc. of Farmington, CT) for Contract No. 2023-20 for Unit Ventilator Replacement and HVAC Upgrades on the Emma Hart Willard Elementary School, to an amount not to exceed \$4,344,860.00.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Approve a bid waiver and proposal from Consulting Engineering Services, Inc of Middletown, CT for Griswold School HVAC engineering design services for an amount not to exceed \$17,000.00, as this is in the best interest of the Town. Also approve a bid waiver and proposal from Consulting Engineering Services, Inc of Middletown, CT for Hubbard School HVAC engineering design services for an amount not to exceed \$17,000.00, as this is in the best interest of the Town. – Public Works

Public Works Director Ahern stated that in 2016 Consulting Engineering Services, Inc (CES) prepared mechanical, electrical, and plumbing (MEP) design documents for Willard, Griswold and Hubbard Elementary Schools but the projects were not put out to bid at that time.

When Willard came to the forefront CES updated their drawings and went out to bid. Now that the Town has received State grants for Griswold and Hubbard the PBC requested and approved CES' proposals of \$17,000 per school for MEP design drawings and specs in accordance with the State grant requirements.

Councilor Paonessa moved to approve a bid waiver and proposal from Consulting Engineering Services, Inc of Middletown, CT for Griswold School HVAC engineering design services for an amount not to exceed \$17,000.00, as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve a bid waiver and proposal from Consulting Engineering Services, Inc of Middletown, CT for Hubbard School HVAC engineering design services for an amount not to exceed \$17,000.00, as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

14. Topic re: Approve a bid waiver and proposal from Friar Architecture of Farmington, CT for Griswold School HVAC architectural and civil engineering design services for an amount not to exceed \$34,070.00 (which includes a \$5,000.00 Owner's Allowance), as this is in the best interest of the Town. Also approve a bid waiver and proposal from Friar Architecture of Farmington, CT for Hubbard School HVAC architectural and civil engineering design services for an amount not to exceed \$34,070.00 (which includes a \$5,000.00 Owner's Allowance), as this is in the best interest of the Town. – Public Works

Public Works Director Ahern stated that for the Willard School HVAC project Consulting Engineering Services, Inc (CES) did the original mechanical and engineering design. As part of bid package extra drawings were needed for the outside chiller enclosure as well as all the outside utility lines running from the chiller enclosure, as well as architectural restoration, replacements for the ceilings, and pipe chases that had to be constructed so Friar Architecture (Friar) was retained. The Public Building Commission requested proposals from Friar to do the same for Griswold and Hubbard Elementary Schools.

Mr. Ahern explained that the reason Friar's costs are double those of CES as approved in agenda item #13 is because Friar must produce new drawings and specs. This cost of this project will be funded by the reduction in contingencies as approved in agenda item #12.

Councilor Paonessa moved to approve a bid waiver and proposal from Friar Architecture of Farmington, CT for Griswold School HVAC architectural and civil engineering design services for an amount not to exceed \$34,070.00 (which includes a \$5,000.00 Owner's Allowance), as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve a bid waiver and proposal from Friar Architecture of Farmington, CT for Hubbard School HVAC architectural and civil engineering design services for an amount not to exceed \$34,070.00 (which includes a \$5,000.00 Owner's Allowance), as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

15. Topic re: Discussion concerning the projects at Berlin High School Track and Timberlin Golf Course. – Public Grounds/Golf Course

Town Manager Jayawickrema stated that after the Public Hearing at the last Town Council meeting the Council had questions regarding the projects at the Berlin High School track and Timberlin Golf Course. Tonight, Public Grounds Superintendent Steve Wood and Director of Golf Sol Guerrero will provide additional information on the projects. He added that going forward when departments are requesting something like replacements, they will provide a history which would include the original cost of the item, the useful life, information on the original warranty, the current condition, and the reason for replacement along with quotes and pricing.

Berlin High School Track - Mr. Wood stated that the original high school track was installed in 1993-1994 at a cost of \$556,000 and has lasted almost 30 years. In 2008 the track was resurfaced and in 2018 the track started to show serious signs of wear but all that was appropriated in the budget was \$150,000 which allowed for a new layer of rubber over the top of the existing track. At the time it was estimated that it would last four or five years, and we are now going into year seven.

In 2021 the Board of Education requested that the track be redone. At that time the Biscaglio Field was being transformed from natural grass to synthetic turf, so a curb was installed between the field and the track, so it would be already in place when the new track was installed.

Currently the track is starting to show signs of the surface separating from the asphalt due to expansion and contraction which is causing small chunks to fall off. Mr. Wood believes that the track can be used for one or two more years but it will reach a point where it will become unusable and will have to be shut down.

During the course of the Biscaglio Field resurfacing Mr. Wood worked with H.I. Stone & Son, Inc and KBA to obtain quotes for what the track replacement project would cost which was compared to track projects at Southington, Middletown, and Portland High Schools with Portland being the most comparable. Copies of both quotes were provided to the Town Council.

Mr. Wood added that a new track would have a five-year warranty and a post-tension concrete track would have a 20-year warranty but would need to be resurfaced every seven years.

Timberlin Golf Course Bunker and Bridge Project – Mr. Guerrero stated that the last time the bunkers were repaired was in 2015 after a large storm. A \$400,000 insurance claim was received, and the repair included separating the sand and rock and draining with felt lining which was the technology at the time with a life capacity of ten to fifteen years.

A 2023 rainstorm washed out almost all the course's bunkers exposing the draining system, rocks, and felt lining and clogging draining pipes. A \$390,000 insurance claim was received for the repairs. The bunkers still require more maintenance labor and cost, as well as material costs for every rainstorm.

Mr. Guerrero explained that plans for the bunkers as part of the bonding project includes the addition of capillary cement, rather than felt lining, which provides better drainage with an approximate 25-year life span. Some companies provide a 10-year warranty on the cement. The benefits include less maintenance time and labor and less material costs after storms.

Of the total bonding funds being requested for Timberlin \$600,000 would be for the bunkers which along with the insurance funds received would put the total cost of the bunker project at close to \$1 million.

Regarding the bridge project, Mr. Guerrero stated that the bridges at Timberlin currently present a safety issue. They were last reconstructed in the mid-1980s and are constructed of wood on mafia blocks with asphalt on top. The wood is rotting and showing deterioration and age. They are also not rated to hold emergency vehicles and are very narrow at seven feet wide.

The plan for the new bridges will be to construct them out of pre-cast cement and they will be rated to accommodate emergency vehicles and provide ample space for walkers and golf carts. Of the total bonding funds being requested for Timberlin, \$300,000 would be used for the bridge project along with \$50,000 of CNR. Six bridges will be replaced.

NO ACTION NEEDED

16. Topic re: Discussion concerning Percival Heights Senior Housing Tax Abatement Request – Town Manager

Town Manager Jayawickrema stated that the Housing Authority Chair spoke during the July 9, 2024 Audience of Citizens requesting a tax abatement for the Percival Heights Senior Housing due to financial difficulties.

Corporation Counsel Donofrio stated that Connecticut General Statute 8-215 allows the Town Council to adopt an ordinance which is limited to abating in whole or in part real property taxes on

low or moderate income housing in which the abatement must be used to reduce housing rents to a level below what they would be without the abatement, effectuating quality or design improvements of the housing, or providing necessary related facilities or services in the housing.

The Town would have to adopt an ordinance and enter into a contract with the Housing Authority that would abate some or all of the taxes. The agreement would terminate if the property were no longer used for low- or moderate-income housing. Corporation Counsel Donofrio confirmed that the current year taxes due would need to be paid.

The Town Manager stated that the Housing Authority is applying for a \$450,000 grant for improvements to the facility. Corporation Counsel stated that as it is currently all low-income housing that would not be effectuating occupancy.

It was agreed that a full financial audit would be required from the Housing Authority before offering any abatement and they must also be current on their property taxes. The Town Manager will contact the Housing Authority Chair to make him aware of the information being requested and regarding the payment of current taxes due.

NO ACTION TAKEN

I. TOWN MANAGER'S REPORT:

- The Town Manager provided the Town Council with a Departmental Update which provides information from all departments including updates and initiatives.
- Matson Realty, the owners of 892 Farmington Avenue, is interested in selling the portion of their property that is used as a driveway for the Kensington Fire Department. An appraisal of the property put the value at \$28,000.

The current driveway veers over the Matson property so pricing is being obtained to determine the cost to straighten the driveway. Director of Public Works Mike Ahern stated that currently those prices range between \$120,000 and \$130,000 which includes moving the traffic signal. The project would also need Planning and Zoning approval.

Mayor Kaczynski stated that the agreement with Matson which allows the fire department the driveway access has expired but Mr. Matson has given the Town extra time to work out the situation. Now that the appraisal and project estimates have been determined Mayor Kaczynski will be in touch with Mr. Matson.

- Town Manager Jayawickrema has been creating a list of topics for the Interim Town Manager that the Town Council should be aware of which includes the VNA.

The Department of Public Health (DPH) has given pushback on the combined Clinical Supervisor/Administrator position for the VNA stating that the person in that position must be qualified in both areas. The last time the Town applied for a waiver from the DPH a qualified consultant was required for ten hours per week, and that waiver expired on June 30th. The Town Manager has contacted the DPH but has not heard back on whether the Town can continue with this model as the DPH knows it is a tough labor market.

Highway at 10:15 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio, and Economic Development Coordinator Jim Mahoney.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 10:37 p.m.

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 10:37 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Berlin Town Council Chambers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/82076935134?pwd=jwMh3uItFkYdBKrkSYZG7u8N8LrhDJ.1>

Meeting ID: 820 7693 5134

Passcode: 230337

+1-305-224-1968 US

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, August 6, 2024
Town Council Chambers (in person)
and Remote Meeting
6:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Special Town Council meeting to order at 6:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance:

Councilor Kate Atkinson
Councilor Sandra Coppola
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Mark Pruzin
Councilor Peter Rosso
Councilor Donna Veach

Also in attendance:

Interim Town Manager W. Lee Palmer, Jr. – *via Zoom*
Corporation Counsel Jeffrey Donofrio – *left at 6:58 p.m.*

D. NEW BUSINESS:

1. **Topic re: Substitute W. Lee Palmer, Interim Town Manager as the authority to apply for grants, enter into grant agreements and to execute other specific contracts including signing checks on behalf of the Town of Berlin, said authority having previously been authorized to former Town Manager, Aroscha Jayawickrema effective July 29, 2024. – Town Clerk**

Mayor Kaczynski stated that as W. Lee Palmer is now Berlin's Interim Town Manager, he needs to be granted authority by the Town Council for the various items stated in the motion.

Councilor Paonessa moved to substitute W. Lee Palmer, Interim Town Manager as the authority to apply for grants, enter into grant agreements and to execute other specific contracts including signing checks on behalf of the Town of Berlin, said authority having previously been authorized to former Town Manager, Arosha Jayawickrema effective July 29, 2024.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Discussion only concerning the proposal for Community/Senior Center. – Mayor

Mayor Kaczynski stated that the purpose of this discussion is to bring the Town Council, particularly the new members, up to date on the proposed Community/Senior Center (the Center).

Mayor Kaczynski stated that the process began with a study of possible locations for the Center with the Town-owned parcel across from Berlin High School on Patterson Way being selected for its central location and providing easy pool access for use by the high school.

An architect was hired and developed a 72,000 square foot plan for the Center which ultimately was deemed too large and expensive. An advisory committee was then formed which toured other centers throughout the state and provided a report to the Town Council on their findings including building size, amenities, and feedback from other towns. The Town then hired Jacunski Humes Architects to provide a space needs assessment for the Center and Brian Humes presented his findings earlier this year which reduced the building size to 52,000 square feet.

An alternate plan for the Center is for the YMCA to construct a facility in Berlin which would include a 30,000 square foot building with a pool on the Patterson Way property. The Town currently has a close relationship with the YMCA which includes childcare facilities at McGee Middle School and Hubbard Elementary School. During the process of developing those facilities the Town provided the spaces for childcare and the YMCA provided their Main Street location to the Town for the Transitional Academy. If the YMCA were to build a facility in Berlin the Town would lease the property to them.

Therefore, currently the Town has the options of the revised 52,000 square foot plan, the development of a facility by the YMCA, or developing a new plan. Mayor Kaczynski added that the combined square footage of the current Community Center and Senior Center locations is approximately 28,000 square feet and the Town does not have an indoor pool.

Mayor Kaczynski added that the Town is currently studying the East Berlin pool to determine the best use for the property as the pool needs repair and staffing issues have also been a concern. The property could be transformed to include a splash pad in place of the pool.

Councilor Atkinson asked if there were updated numbers on the per capita debt service and where Berlin ranks in 2024 vs 2019. Mayor Kaczynski stated that can be looked into, but Berlin should be in a better position now as debt has decreased substantially in the past nine years and the Town has been fairly conservative with bonding.

Councilor Veach inquired about the size of pool the Town would install. Mayor Kaczynski stated pool size and type is to be determined but having a pool with a diving platform presents large insurance premiums.

Councilor Coppola asked if the information provided previously by the YMCA could be forwarded to the Town Council. Town Clerk Kate Wall stated she would email that information. Mayor Kaczynski added that there were concerns expressed regarding the fees charged by the YMCA and stated that currently there are fees associated with some Senior Center programs, and that other town-owned centers charge fees to residents. The YMCA offers a Silver Sneakers program for seniors which allows for some insurance programs to pay for those programs.

Councilor Atkinson stated her biggest concern with the YMCA is the lack of control the Town would have over what is built and how it is used. Also, if they are proposing a smaller building than a town-owned building how much space would remain for Town use and what are the potentials for conflict of that space. With a town-owned building her concerns are the costs associated with it.

Mayor Kaczynski stated that he is unsure what the Town would be losing control of if the YMCA were to build a facility in Berlin and feels there would be a partnership between the two. He added that spending millions of dollars to build and maintain another town-owned building is more fiscally irresponsible.

Councilor Paonessa stated that if the YMCA were to open a facility in Berlin the Senior Center would remain in its current location, but he does not believe that voters would approve of the cost to build a town-owned Center and there are also the costs associated with running the facility. He added that if the YMCA were to build here that does not preclude the Town from investing in the current Senior Center.

Councilor Pruzin stated that in just three years between the proposals from QA+M in 2021 and Jacunski Humes in 2024 there has been a \$15 million increase in the project cost, although Jacunski provided only an estimate at the time of their space needs assessment.

Regarding space at the current Community and Senior Centers Mayor Kaczynski stated that he does not believe that space is the issue, but the need for a pool for the community as well as the high school swim team is the biggest issue. The YMCA could provide that without burdening the Town with additional debt as well as ongoing maintenance costs and that money can be used for other projects throughout town.

Councilor Rosso stated that he believes the Town can separate the projects by putting the pool on the footprint of the high school as the Town could be eligible for State funding and what isn't funded the Town can bond. As far as the Senior Center, the Town could contract with a builder to construct the building and the Town could rent it from them and when the pool bonding is paid off the Town could buy the Senior Center building.

Councilor Rosso added that he believes that the YMCA will need to sell their older Meriden and New Britain locations to pay for the new facility in Berlin which will become their central location, then all the members of those locations will need to come to Berlin which could impact town residents' use of the facility.

Mayor Kaczynski stated that building a pool at the high school is an interesting idea, but he is concerned that it would not be always assessable to the public especially by seniors and young families that would normally use it during the day.

Corporation Counsel Donofrio clarified that State reimbursement would only be for educational purposes adding that if a building is constructed for community purposes it would not be eligible for reimbursement.

Councilor Coppola stated that with the idea of putting a pool on school grounds there are different types of buildings that could be constructed that would allow the use by different groups. She added that if a Center were to be constructed by the Town, then the voters would have input via a referendum, however if the YMCA were to build the residents would not have a voice on that.

Mayor Kaczynski stated that he spoke with the owner of the Vale Co-Op on Four Rod Road regarding the cost to construct that building which is used for basketball and volleyball and he does not recall it being very expensive to construct. He added that another building to look at is the Rocky Hill School of Swimming.

The Council agreed that spending over \$50 million on building a new facility would not pass in a referendum and would not be fiscally responsible. They discussed looking at different types of buildings that could house just a pool, while also improving the current Senior Center buildings.

Mayor Kaczynski stated that he would like to have the Public Building Commission (PBC) look at the various building types that could be considered for a pool as well as the rent-to-own option suggested by Councilor Rosso. The findings of the PBC will be presented at a future Town Council meeting.

E. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 7:08 p.m.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting