

Join Zoom Meeting

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Meeting ID: 880 9621 7901

Passcode: 577125

+1-312-626-6799 US (Chicago)

6:45 PM – Special Town Meeting

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, September 17, 2024 at 6:45 p.m. for the following purposes:

1. To approve a non-budgeted appropriation of \$360,000 from the General Fund Unassigned Fund Balance FY25 to the Farmington Avenue Non-Grant account in the Economic Development Fund.
2. To approve a non-budgeted appropriation of \$75,000 from the General Fund Unassigned Fund Balance FY25 to the Volunteer Fire Department Grant account for the purchase of property adjacent to the Kensington Volunteer Fire Department.

(Please note: To participate and vote during a Town Meeting when using Zoom you will need to identify yourself by name and address and have a working camera that is “on” during the Town Meeting.)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, September 17, 2024
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION FIRST RESPONDERS’ DAY PROCLAMATION

E. AUDIENCE OF CITIZENS

F. MAYOR’S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$ 5,500.00 for the Powerhouse Gym Thanksgiving Day 5K that will take place on Thursday, November 28, 2024. - Police Department
2. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$3,100.00 for the Friar 4 Miler to be held on October 6, 2024. - Police Department
3. Topic re: Accept the donations of \$100.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
4. Topic re: Accept the donation of \$150.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
5. Topic re: Approve permission for consumption of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 80 people on Saturday, September 28, 2024. Food will be a sit-down dinner and there will be no entertainment. Insurance will be obtained if permission is granted. – Parks and Recreation

I. NEW BUSINESS:

1. Topic re: Appropriate \$75,000 from General Fund Unassigned Fund Balance FY 25 to the Volunteer Fire Department Grant Account and to provide a grant to the Kensington Volunteer Firemen’s Association for the District of Kensington and Town of Berlin for its purchase of a portion of the property located at 892 Farmington Avenue adjacent to the Kensington Fire Department to maintain its existing access drive to Farmington Avenue, and to refer this matter Corporation Counsel and to the Board of Finance. The funds shall be used solely for the purchase of the subject property and shall not be disbursed until the closing of the purchase. The purchase shall be subject to successful completion of a Phase I ESA, title search, survey and execution of a purchase and sale agreement and other customary closing documents. – Economic Development
2. Topic re: Appropriate \$360,000 in FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund, and to refer this matter to the Board of Finance. - Economic Development
3. Topic re: Authorize \$7,000 in funding from the Open Space (in lieu fee) account for a title search, an appraisal, review appraisal and a phase I environmental site assessment related to the potential acquisition of Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway. – Economic Development
4. Topic re: Authorize the Interim Town Manager to extend the duration of the Exclusive Negotiating Agreement with Vesta Corporation/O’Riordan Migani Architects 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 to a new expiration date of November 15, 2024, subject to review and approval by Corporation Counsel. – Economic Development

5. Topic re: Authorize the Interim Town Manager to amend SLR International Corporation's contract for the Spruce Brook Road Bridge Replacement Project to include the updated scope of services and fees in the amount of \$108,030, with a 15% contingency, for a total not to exceed amount of \$124,235. – Public Works
6. Topic re: Reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$60,000.00, as approved by the Public Building Commission, to allow the Police Department to purchase the required updated camera monitoring system. – Public Building Commission
7. Topic re: Approve awarding the contract to NEXGEN for CAD/RMS systems and equipment using funds provided in the Computer Support account up to \$58,000 since this is a sole source provider. - Police Department
8. Topic re: Approve waiving the Town's bidding requirements for Norcom and approve the purchase for the Avigilon video security system using funds as are available in the Buildings and Renovations account up to \$60,000 as this is in the best interest of the Town. - Police Department

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 or U.
4. **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.
5. **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.
6. **Public Building Commission** – Vacancy – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
7. **Veterans' Commission** – Vacancy – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.

8. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
9. **VNA –Vacancy** - Replacement term would be until January 31, 2027. 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 (Depending on the above appointments).
11. **Water Control Commission – Alternate – Vacancy – Term** would be until January 31, 2026. Can be filled with a D, R or U.
12. **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 appointment).

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS’ COMMUNICATION:

N. ACCEPTANCE OF MINUTES: September 3, 2024

O. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – (Riggins v. Berlin)

P. ADJOURNMENT

**LEGAL NOTICE
TOWN OF BERLIN
SPECIAL TOWN MEETING**

September 17, 2024

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, September 17, 2024 at 6:45 p.m. for the following purposes:

1. To approve a non-budgeted appropriation of \$360,000 from the General Fund Unassigned Fund Balance FY25 to the Farmington Avenue Non-Grant account in the Economic Development Fund.
2. To approve a non-budgeted appropriation of \$75,000 from the General Fund Unassigned Fund Balance FY25 to the Volunteer Fire Department Grant account for the purchase of property adjacent to the Kensington Volunteer Fire Department.

Dated at Berlin, Connecticut this 6th day of September 2024.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date:
Tuesday, September 10, 2024



TOWN OF BERLIN

Office of the Mayor

TOWN HALL • BERLIN, CT 06037

Mayor

Mark H. Kaczynski

Deputy Mayor

Charles R. Paonessa

FIRST RESPONDERS' DAY PROCLAMATION

WHEREAS: First Responders, both career and volunteer, include law enforcement officers, firefighters, emergency medical technicians, 911 dispatchers, and search and rescue personnel who bravely and selflessly risk their lives every day to protect families, visitors, and businesses; and

WHEREAS: First Responders do not hesitate to risk their own lives in order to save the lives of others, and their commitment to continued training, skill enhancement, and interagency cooperation make them prepared to serve, protect, and rescue other citizens 24 hours per day, 365 days a year; and

WHEREAS: First Responders are a vital part of every community, maintaining safety and order in times of crisis, and volunteering in our schools and community organizations; and

WHEREAS: Acts of kindness and appreciation from citizens provide first responders needed encouragement and support to confront the dangerous and uncertain situations they face every day.

NOW, THEREFORE, BE IT RESOLVED, I, Mark H. Kaczynski, by virtue of the authority vested in me as Mayor of Berlin, Connecticut, do hereby thank and applaud all First Responders for all their selfless acts of honor and bravery.

Dated this 28th day of September 2024

Mark H. Kaczynski, Mayor

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager



DATE: September 5, 2024

SUBJECT: Request for Fee Waiver – Powerhouse Gym 5K Road Race

Summary of Agenda Item:

Powerhouse Gym is hosting a 5K Road race to benefit several charities to be held on Thanksgiving 2024 in Berlin. This event is televised on Channel 3 and hosted by meteorologist Scott Haney. Charities to benefit are local causes with two being in New Britain that also serve Berlin families. Last year this event donated 6,000.00 to the Berlin VNA.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic Control fees in the estimated amount of \$ 5,500.00 for the Powerhouse Gym Thanksgiving Day 5K that will take place on Thursday, November 28, 2024.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Powerhouse Gym	Date: 9/2/2024
Contact Name: Jack Banks	
Phone Number: 860 836 4614	
Event: Powerhouse Gym 5K with WFSB 3	Date of Event: Thanksgiving Nov. 28, 2024
Location of the Event: 99 Webster Sq. Rd.	
What fee do you want waived: Police Officer Fee	
Identify the hardship incurred: All race proceeds are approximately equal to the fee. Last year we presented a check to Berlin Visiting Nurses for \$6,000. This year all proceeds will go to local charities	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: We will highlight the many virtues of the Town of Berlin live on TV for nearly 4 hours during Thanksgiving morning & also donate the majority of proceeds to local causes (2 are in New Britain but also serve Berlin families)	

Town Manager review:

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

Yes No

If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: official Name "Berlin Powerhouse SK"

Comments:

Jack Banks
Signature

9-2-2024
Date

[Signature]
Town Manager Signature

9/6/24
Date


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

1. Fee Waiver Policy

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

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: September 5, 2024

SUBJECT: Request for Fee Waiver – St. Paul Parish Friar 4 Miler Run

Summary of Agenda Item:

St. Paul Parish will be hosting a town wide event, Friar 4 Miler Run/Walk Gathering on the Green, on Saturday, on Saturday, August 12, 2023. The event is a combination of the 4 Mile Walk/Run, Social Gathering on the Green which includes music, games and fellowship. There is no participation fee, but all applicants are encouraged to bring a non-perishable food donation for the St. Clare Food Pantry. St. Paul is a non-profit religious organization that supports local communities in many ways.

St. Paul Parish has requested the assistance of the Berlin Police Department to help with traffic control at the church and designated intersections. It is estimated that the cost for 5 officers will be approximately \$2,990.00.

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

Action Needed:

Move to approve waiving the Police Traffic Control fees in the estimated amount of \$3,100.00 for the Friar 4 Miler to be held on October 6, 2024.

Attachments:

Fee Waiver Form
St. Paul Benefits the Town of Berlin

Prepared By:

Michael Jobes, Lieutenant Berlin Police Department 



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization:	Date:
Contact Name: Maura Gaffney	9/3/2024
Phone Number: 860-538-7450	
Event: Friar 4 Miiler	Date of Event: 10/6/2024
Location of the Event: St. Paul Parish Green and surrounding neighborhoods	
What fee do you want waived: Berlin Police Department - Road closures/traffic control	
Identify the hardship incurred: Please see attached	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Please see attached	

Town Manager review:

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

Yes No

If so, which criteria:

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

TOWN OF BERLIN

Request for Fee Waiver

Name of Non-Profit or Political Organization: St. Paul Parish

Comments:

Maura Gaffney

Signature

9/3/24

Date

Town Manager Signature

Date

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

1. Fee Waiver Policy

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

Identify the hardship incurred:

St. Paul Parish is a non-profit religious organization. Our parishioners support the local community in many ways. Participants in the “2024 Friar 4 Miler” will be asked to donate items to our St. Clare Food Pantry as part of this event. If the Parish is required to pay the fee for police presence (traffic control/road closures), the event will likely be canceled.

The Parish hosted a small trial run of this event in August of 2022 with the roads not closed, and it was decided that for safety reasons, it would only be held again if the roads were closed. (It was deemed particularly dangerous coming up over the hill on Hart Street.) The following year, in August of 2023, we hosted the event again, this time with the roads closed. All agreed that the event was much safer and much more enjoyable with the roads closed to traffic.

Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:

St. Paul Parish has a long-history as an integral and valuable member of the Berlin Community, providing many services, both physical and spiritual, to local residents. Below are just a few of the ways in which the parish supports the local community:

- The **St. Clare Food Pantry** at St. Paul Parish is an ongoing, weekly collection of nonperishable food items that are distributed to the Mobile FoodShare Program at the Sacred Heart Church campus in East Berlin, the Town of Berlin Food Pantry, and the Friendship Center in New Britain. In addition to weekly food donations, the St. Clare Food Pantry, through donations from our parishioners, provides Thanksgiving meals for 30 Berlin families in need, easing the burden on the Berlin Food Pantry to provide for these families. There are several other special collections held throughout the year as well.
- Members of our **Helping Hands Ministry** provide support to local senior citizens on a regular basis, many of whom are alone or homebound or separated from their loved ones. Our Helping Hands volunteers call or visit these local seniors at home to check in on them, spend time socializing with them, deliver groceries when needed, help with simple household chores, etc. This service is greatly appreciated by our seniors, many of whom are life-long residents of Berlin and who have made valuable contributions to the community over the years. Helping Hands volunteers visit residents at Ledgecrest Health Care and Worthington Manor as well, providing moral, spiritual and physical support to the elderly.
- Our **Social Action** and other ministries support those in need within our community in many ways: providing Christmas gifts to residents of the Klingberg Family Centers, Worthington Manor Retirement Center, Ledgecrest Health Care Center, CCARC and more through our Angel Tree project, providing Easter baskets to recovering victims of sex trafficking, providing free home repairs to local residents in financial need through the HomeFront project, and more.
- Spiritual Leadership - Our Franciscan Friars participate in civic ceremonies and special events held throughout the year, such as the Memorial Day and Veterans Day Ceremonies at Veterans Park, providing special blessings or benedictions for the community.
- Our parish **Knights of Columbus** Council #3675 hosts events, such as blood drives, winter coat drives, collections for veterans, and provides scholarships for local students. The **New Britain Council of Catholic Women**, another parish-affiliated group, provides scholarships to local students as well. Our parish **Boy Scout Troop 44** provides the opportunity for local youth and gives back to the community in many ways.

As this is a charitable, community-building, healthy family-friendly event, which also promotes and supports local businesses, we would be very grateful if the Town would waive the police fee for traffic control and road closures. Thank you for your consideration.

Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W Lee Palmer Jr., Interim Town Manager



DATE: September 6, 2024

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$150 in donations by Donna Barrows (100) Eleanor Hill (50) for supplies for a total of \$150.

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

Funding

No funding needed.


Action Needed:

Move to accept the donation of \$150.00 and appropriate the funds to the Supplies 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: W Lee Palmer Jr., Interim Town Manager



DATE: September 6, 2024

SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received \$100 in donations from the Mitchell Family (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 \$ 100.00 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 26, 2024

SUBJECT: Permission to consume alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, September 12, 2024 recommended permission for consumption of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 80 people on Saturday, September 28, 2024 from 12 p.m. to 10 p.m. Food will be a sit-down dinner and there will be no entertainment. 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 of alcoholic beverages (BYOB - beer and wine) at Pistol Creek for the Berlin Fire Department annual family picnic for approximately 80 people on Saturday, September 28, 2024. Food will be a sit-down dinner and there will be no entertainment. Insurance will be obtained if permission is granted.

ATTACHMENTS:

Permission for the use of alcoholic beverages

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation & Parks Services



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

PERMISSION FOR USE OF ALCOHOLIC BEVERAGES


ORGANIZATION: BERLIN FIRE DEPT FACILITY REQUESTED PISTOL CREEK
 CONTACT PERSON: MAT STURGEON PHONE: 960 3026492
 STREET: 35 BAXTER AVE CITY: BERLIN ZIP: 06037
 RENTAL DATE: 9-28-24 START TIME: 12:00 FINISH TIME: 10:00pm
 NATURE OF ACTIVITY: FAMILY PICNIC
 AGE GROUP: 1-85 TOTAL ATTENDANCE: 80 MINORS: YES: X NO:
 TYPE OF ALCOHOL: BEER: X WINE: X OTHER (EXPLAIN):
 HOW DISPENSED: CASH BAR: OPEN BAR: X BYOB:
 FOOD: YES: X NO: HOW SERVED: SIT DOWN X BUFFET OTHER
 ENTERTAINMENT: YES NO X TYPE:
 WILL FEES BE ASSESSED TO THOSE ATTENDING: YES NO X 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, (TULIP): Insurance is required by all groups requesting the use of alcoholic beverages.

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

Date: 8-21-24 Signature: 

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:	Approved	Denied
Chief of Police <u></u>	<u>X</u>	<u> </u>
Town Manager <u></u>	<u>X</u>	<u> </u>
Community, Recreation and Park Services Rep. <u> </u>	<u> </u>	<u> </u>
Parks and Recreation Commission <u> </u>	<u> </u>	<u> </u>
Town Council <u> </u>	<u> </u>	<u> </u>
Reason for Denial: <u> </u>		

State Liquor License required: Yes No

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager

DATE: September 9, 2024

SUBJECT: Authorization for a Non-Budgeted Appropriation of \$75,000 from General Fund Unassigned Fund Balance FY 25 to the Kensington Volunteer Fire Department Grant Account for the purchase of property adjacent to the Kensington Fire Department

Summary of Agenda Item:

The Kensington Volunteer Firemen's Association for the District of Kensington and Town of Berlin ("KVF") provides essential fire related services to the Town of Berlin. Part of the KVF's access drive for its fire station at 880 Farmington Avenue, Kensington is located on the abutting private property at 892 Farmington Avenue (owned by Mattson Realty LLC). To maintain access to Farmington Avenue via the main entry drive of the KVF, the Fire Department would need to either purchase land from the abutting property owner at 892 Farmington Avenue or relocate the access drive and move the existing signal at an estimated cost of \$100,000 to \$130,000. The abutting property owner has agreed to sell KVF the needed land, consisting of 0.07 acre, so that it can continue to use its existing access drive to Farmington Avenue for \$75,000. In recognition of the need to permanently resolve the issue of access from the fire station to Farmington Avenue, it is proposed that the Town provide a grant of \$75,000 to KVF so that it can acquire the land needed from the abutting property owner to maintain its access for the fire station to Farmington Avenue. KVF has agreed to assume any other costs associated with closing on acquisition of the property such as for its attorney fees, survey, Phase I ESA, and title search/insurance.

Funding:

A non-budgeted appropriation of \$75,000 from General Fund Unassigned Fund Balance FY 25 to the Volunteer Fire Department Grant Account for the purchase of property adjacent to the Kensington Fire Department.

Action

Move to appropriate \$75,000 from General Fund Unassigned Fund Balance FY 25 to the Volunteer Fire Department Grant Account and to provide a grant to the Kensington Volunteer Firemen's Association for the District of Kensington and Town of Berlin for its purchase of a portion of the property located at 892 Farmington Avenue adjacent to the Kensington Fire Department to maintain its existing access drive to Farmington Avenue, and to refer this matter Corporation Counsel and to the Board of Finance. The funds shall be used solely for the purchase of the subject property and shall not be disbursed until the closing of the purchase. The

purchase shall be subject to successful completion of a Phase I ESA, title search, survey and execution of a purchase and sale agreement and other customary closing documents.

Attachments:

Map of property to be acquired by the Kensington Volunteer Firemen's Association for the District of Kensington and Town of Berlin.

Prepared By:

Chris Edge, Economic Development Director

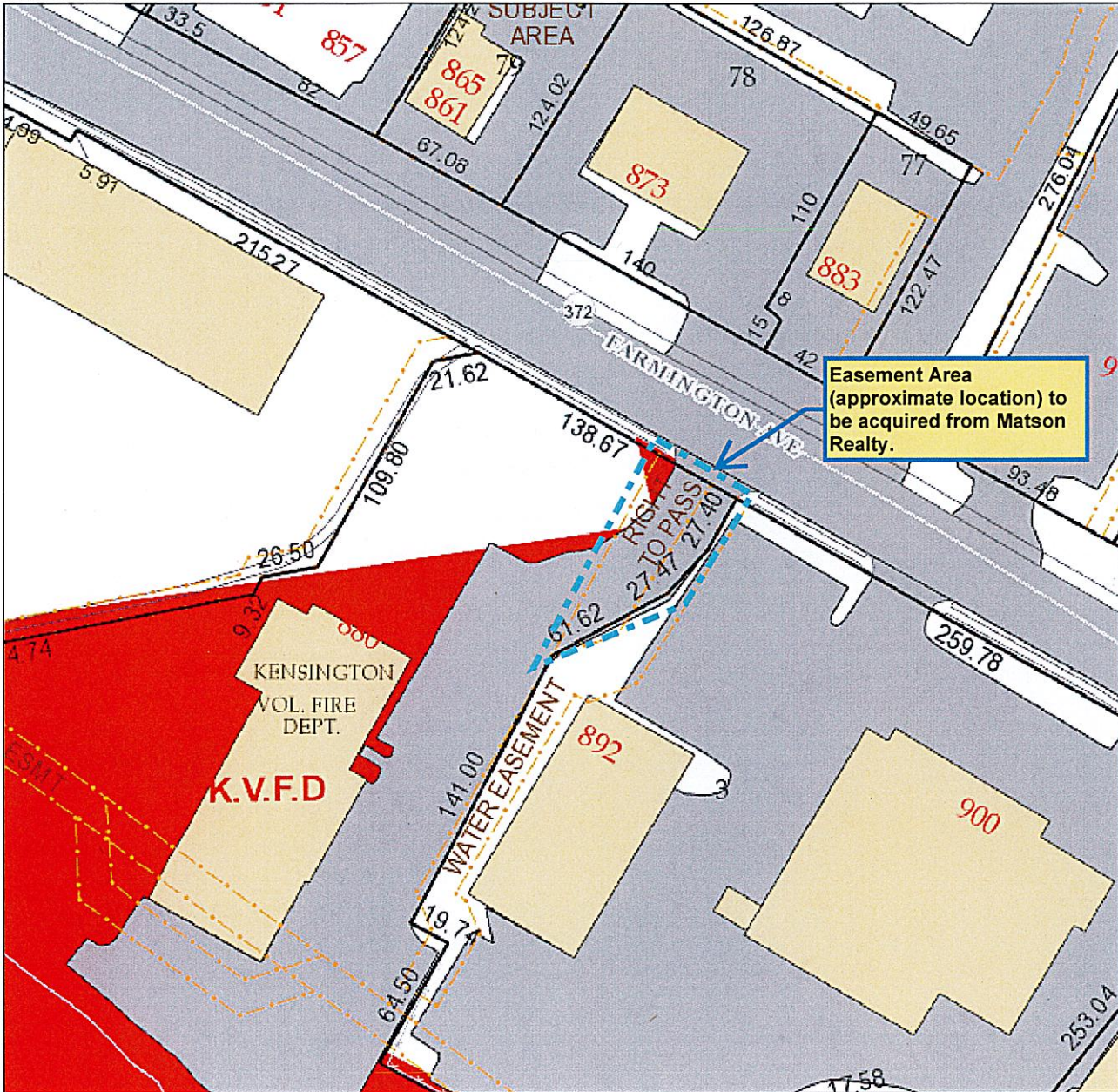
Town of Berlin

Geographic Information System (GIS)



880 and 892/900 Farmington Ave

Date Printed: 9/10/2024



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet



Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: September 9, 2024

SUBJECT: Authorization for a Non-Budgeted Appropriation of General Fund
Unassigned Fund Balance to the Farmington Avenue Non-Grant account in
the Economic Development Fund

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, the Town Council scheduled a special town meeting for September 17 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.

Funding:

A \$360,000 FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance will be made to the Farmington Avenue Non-Grant account 504.10.1017.0.54000.01624 in the Economic Development Fund.

Action

Move to appropriate \$360,000 in FY25 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Farmington Avenue Non-Grant account in the Economic Development Fund, and to refer this matter to the Board of Finance.

Attachments:

None

Prepared By:

Chris Edge, Economic Development Director *CE*

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: September 9, 2024

SUBJECT: Authorization for Due Diligence Services Related to Acquisition of Parcel
Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway

Summary of Agenda Item:

With the encouragement of the Berlin Land Trust (BLT), the Town has investigated acquiring the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway. This 15.74-acre parcel is owned by Amy Hurley and Mary Kate Fontanella and is contiguous to the Town's 420-acre Blue Hills Conservation Area. Staff has engaged in discussions with the agent for the property owner and believes that the owner is willing to sell the parcel to the Town for \$100,000. BLT has pledged to contribute \$20,000 toward the purchase price and the Town is eligible to apply for a grant for up to 65% of fair market value from the Connecticut Department of Energy and Environmental Protection's Open Space and Watershed Land Acquisition Program (OSWA). There is a current grant solicitation for the OSWA grant program with an application deadline of December 2. 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. The market value of the property, for purposes of the grant, will be determined by a yellow book appraisal and a review appraisal. If the purchase price for the property supports that the fair market value of the property is \$100,000 or more, then the projected Town costs for acquisition of the property could be offset by a state grant of \$65,000 and a Berlin Land Trust contribution of \$20,000. This would leave a net cost for the Town of acquisition for the Town of \$15,000 plus the cost of due diligence (appraisal, appraisal review, survey, title search and environmental review) that is estimated at \$15,000 so the total Town cost would be around \$30,000 or about \$2,000 per acre. In addition, there would be a cost to add off-street parking if that is determined to be needed.

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 Metacomet Trail is not located on the 0 Chamberlain Highway property. A scenic side trail off the Metacomet trail could be added in part on this property.

At its last meeting, Town Council members asked about public access to the parcel, the availability of public parking for persons wishing to access the property, and location of existing trails in relation to the subject property. Public access to the property would be either through Town property on the west side of Summit Wood Drive or from Chamberlain Highway via an access and parking easement that the Town has on and through 2215 Chamberlain Highway. There is on-street parking on Summit Wood Drive and Linden Drive. Additional parking and access are possible from the Metacomet Trail. Hikers of this section of the trail often park along Chamberlain Highway in Meriden where the Metacomet Trail cross Chamberlain Highway. To access the Metacomet trailhead at the intersection of Orchard Road and Kensington Road, hikers could park at the Scheer Property parking area at the Community Garden. The Conservation Commission has also proposed adding a parking area at the location of the existing barns near this Orchard Road and Kensington Road trailhead at Town owned Map 20-3, Block 74C, Lot 14. In terms of access from nearby trails, the parcel is the vicinity of the recently rerouted Metacomet trail. At the request of the Town, the Connecticut Forest and Park Association, that maintains this and all blue blazed trails in the State of Connecticut, relocated the path of the Metacomet trail this area because it used to go through the front yards of some property owners on the west side of Summit Wood Drive. Now the trail runs east of Summit Wood Drive and Linden Drive and around the cul-de-sac at the south side of Summit Wood Drive before it shifts to the west, toward the ridgeline and Chamberlain Highway.

To advance the process of considering acquisition of the property, staff suggests authorizing continuing negotiations to acquire the property and a title search, an appraisal, review appraisal and phase 1 environmental site assessment for a total cost not to exceed \$7,000 to be taken from the Open Space (in lieu fee) account, #516.10.1014.0.54000.01606. Given the December 2 OSWA grant deadline, it is important to secure an appraiser and review appraiser as soon as possible.

Funding:

516.10.1014.0.54000.01606 Open Space (in lieu - fee) \$7,000
001.05.0507.0.59622.00000 Transfer to Other Funds - Local Match for Grants \$30,000

Action

Move to authorize \$7,000 in funding from the Open Space (in lieu fee) account for a title search, an appraisal, review appraisal and a phase 1 environmental site assessment related to the potential acquisition of Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway.

Attachments:

1. Berlin Land Trust Letter.
2. Property boundary map.
3. Property topography map.
4. Trails and parking map.
5. Assessor's card.

Prepared By:

Chris Edge, Economic Development Director *CE*



Berlin Land Trust, Inc.

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 OSHA 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.

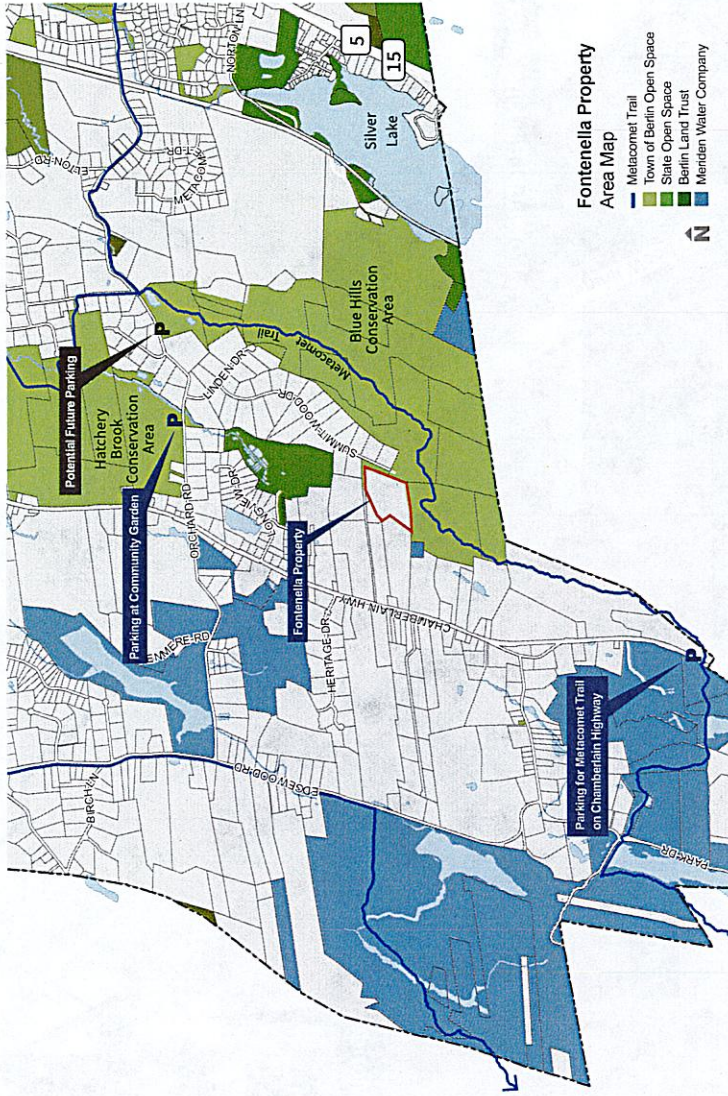
Thank you.

Very truly yours,

Dennis L. Kern
DLK/tt

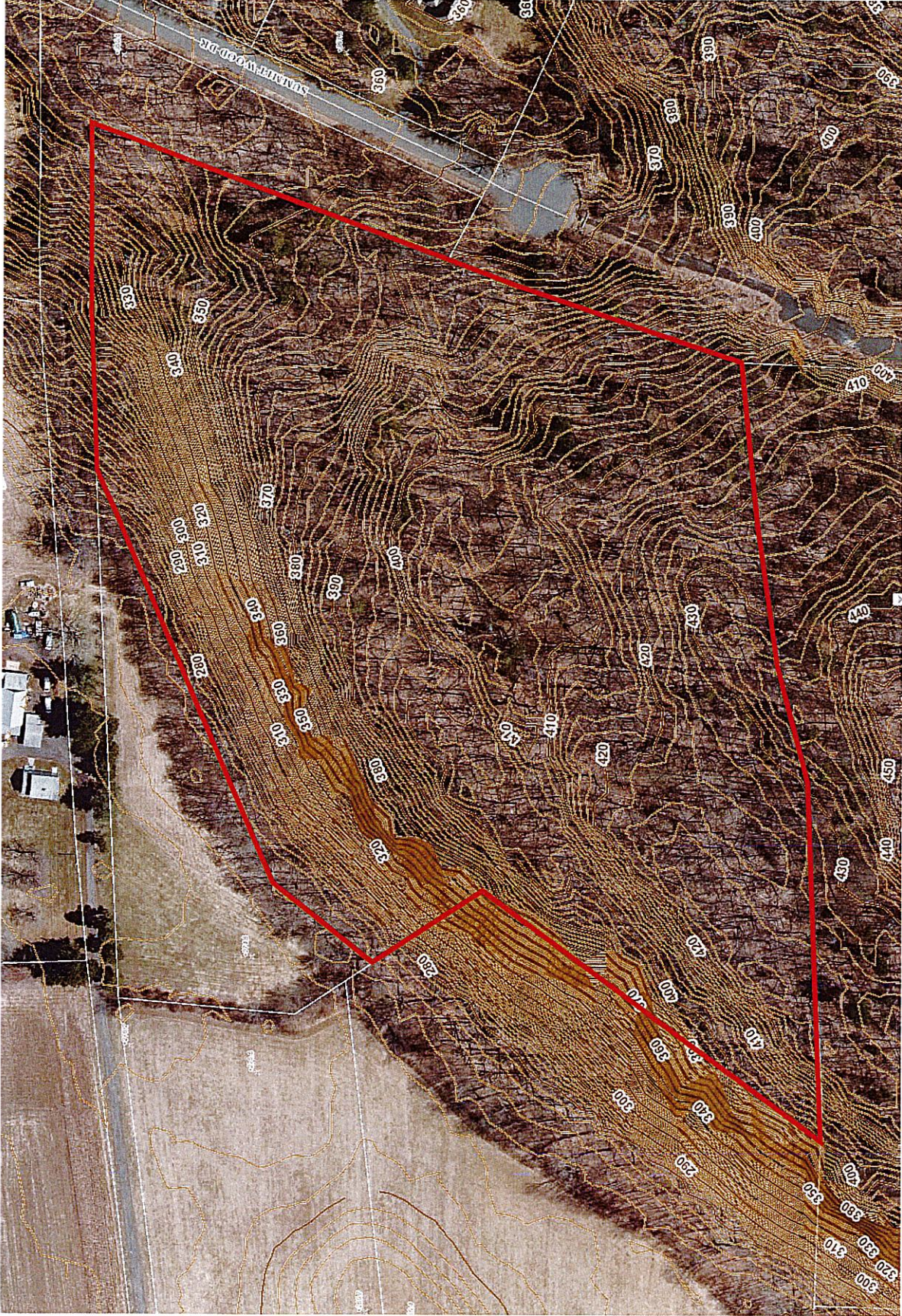
Enclosure

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



310 (A)

310 (A) 310 (A) 310 (A)



Fontenella Property
Topography Map

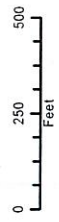




Fontanella Parcel

Adjacency

 Fontanella Parcel
 Blue Hills Conservation Area
 Property Line





Property Information

Property Location	0 CHAMBERLAIN HWY
Owner	FONTANELLA MARY KATE
Co-Owner	
Mailing Address	145 CHARLES ST CAMBRIDGE MA 02141
Land Use	6000 Tillable
Land Class	S
Zoning Code	MR-1
Census Tract	4002

District	0
Acreage	15.74
Utilities	UNKNOWN
Book / Page	0701/1007

Photo

PHOTO NOT

AVAILABLE

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 / Prtns	NA
Wall Height	NA
First Floor Use	NA

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager 

DATE: September 9, 2024

SUBJECT: Authorization for the Interim Town Manager to enter an Extension to the Exclusive Negotiating Agreement with Vesta Corporation/O’Riordan Migani Architects for Sale of the former Knights of Columbus Property at 143 Percival Avenue for Development of Senior Housing

Summary of Agenda Item:

The Town owns the former Knights of Columbus property at 143 Percival Avenue. The Town Council decided that the property would be a suitable location for affordable Senior Housing. The Town’s Affordable Housing Plan and Plan of Conservation support that there is a need in the community for affordable senior housing. On June 18, the Town Council authorized the Town Manager to enter into an Exclusive Negotiating Agreement 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 and this agreement is scheduled to expire on September 30. Vesta Corporation/O’Riordan Migani Architects are working on project concept plans and are engaged in discussions concerning project financing and the intended next step is for the parties to enter into a Purchase and Sale Agreement with contingencies, to facilitate efforts to secure financing for the project. An extension to the Exclusive Negotiating Agreement with Vesta Corporation/O’Riordan Migani Architects is needed to provide additional time for planning to better define the project and to prepare a draft Purchase and Sale Agreement with contingencies for consideration. Therefore, staff recommends that the Exclusive Negotiating Agreement with Vesta Corporation/O’Riordan Migani Architects be extended to a new expiration date of November 15, 2024.

Funding:

None.

Action Needed:

Move to authorize the Interim Town Manager to extend the duration of the Exclusive Negotiating Agreement with Vesta Corporation/O’Riordan Migani Architects 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 to a new expiration date of November 15, 2024, subject to review and approval by Corporation Counsel.

Attachments:


None.

Prepared By:

Chris Edge, Economic Development Director *CE*

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: September 9, 2024

SUBJECT: Spruce Brook Road Bridge – Approval of Design Services Scope and Fee Increase for SLR International

SUMMARY:

The Town has been working on the replacement of the Spruce Brook Road Bridge (Bridge No. 007020) under the Connecticut Department of Transportation (DOT) Local Bridge Program (LBP). Initially designed by SLR International Corporation (formerly Milone and MacBroom), the project was delayed due to permitting requirements and a Memorandum of Agreement with federal and state agencies related to the historical significance of the site. The project has now been approved by DOT to enter the new Local Bridge Program, which provides 50% reimbursement, as opposed to the previous 31.41%. A Commitment to Fund for the new LBP was executed by the Town Manager and DOT on July 1, 2024, with a total State grant of \$1,569,480.00.

SLR has been working under the original scope from the old LBP and has now submitted the attached updated scope and fee proposal. The updated scope includes design adjustments to meet current DOT standards, historical preservation tasks, structural design and load rating updates, and additional design services during construction. The total fee of \$108,030 consists of an updated design fee of \$97,950 (which includes \$18,900 in direct costs primarily for the historical consultant) and \$10,080 for design services during construction. Staff request that the Interim Town Manager be authorized to amend SLR's contract (with Corporation Counsel) to reflect the increased scope and fee, with an added 15% contingency to cover unforeseen costs during the design updates, bidding, and construction. Full-time construction engineering inspections and administration (during construction) will be formalized in a separate agreement.

SLR Scope Includes;

- Design updates to meet current DOT standards (Form 818) for bridge components and precast concrete elements, and to complete related load ratings for DOT review.
- Historical documentation, signage, and protection of historic elements for the Simeon North Pistol Factory site.
- Preparation and submission of a reapplication for the CTDOT Local Bridge Program (*completed and accepted by DOT*).
- Shop drawing reviews and consultation during construction.

FUNDING:

Spruce Brook Road Bridge Account (140.20.2037.0.54000.00540) - \$124,235.00.

ACTION NEEDED:

Move to authorize the Interim Town Manager to amend SLR International Corporation's contract for the Spruce Brook Road Bridge Replacement Project to include the updated scope of services and fees in the amount of \$108,030, with a 15% contingency, for a total not to exceed amount of \$124,235.

ATTACHMENT:

SLR Proposal dated September 4, 2024
Sufficiency of Funds

PREPARED BY:

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

A handwritten signature in blue ink, consisting of the letters 'MSA' in a stylized, cursive font, positioned below the typed name of the preparer.



September 4, 2024

Mr. Michael Ahern, PE, Director of Public Works
Town of Berlin
240 Kensington Road
Berlin, CT 06037

SLR Project No.: 141.12293.P0018

**RE: Design Services for the Replacement of Bridge No. 007020
Spruce Brook Road over Spruce Brook**

Dear Mr. Ahern,

In accordance with your request, SLR International Corporation (SLR) is pleased to submit this proposal for design services related to the completion of construction documents for the Spruce Brook Road bridge over Spruce Brook (Bridge No. 007020) as well as the Town of Berlin's (Town) reapplication to the Connecticut Department of Transportation (CTDOT) State Local Bridge Program (SLBP).

SLR (formerly Milone & MacBroom, Inc.) was initially contracted by the Town in October 2013 to provide design services for the replacement of the Spruce Brook Road bridge. Following the submission of permits to the U.S. Army Corps of Engineers (USACE) and Connecticut Department of Energy & Environmental Protection (CTDEEP) in February and March 2019, respectively, the project was delayed pending receipt of the approved permits. While CTDEEP provided its approval in July 2020, USACE approval was not received until August 2023.

The USACE Memorandum of Agreement (MOA) that was issued for this project included multiple conditions related to the historical nature of the site as follows:

- Preparation of a report documenting the history of the Simeon North Pistol Factory, including a written narrative, historic and contemporary photographs, and the results of prior archaeological investigations.
- Ensure both visual and physical barriers are installed around the former factory foundations to prevent any impacts during construction.
- Submission of a final documentation package, including the above-mentioned items and the results of onsite archaeological monitoring (by others) to USACE, the State Historic Preservation Office (SHPO), the Berlin Historical Society, the Berlin Historic District Commission, and the Town.

These tasks will be performed by our subconsultant, Historical Perspectives Inc. (HPI), and have been included in this proposal as a direct expense.

Due to the passage of time since the project was initiated, SLR recommends that the previously prepared contract documents be updated to meet current CTDOT criteria. The plans, specifications, and cost estimate would be revised from the CTDOT Form 816 standard specifications to reflect the current CTDOT *Bridge Design Manual* (BDM) and Form 818.

The CTDOT SLBP has also implemented changes, which SLR recommends the Town incorporate into the project. When the Spruce Brook Road bridge project began, CTDOT allowed for precast or prefabricated bridge components to be designed and load rated, if

needed, by the fabricator. As such, design and load rating of the proposed precast concrete arch was not previously included in the scope of work. Under current policy, CTDOT requires that the engineer of record design, detail, and prepare a load rating for precast or prefabricated bridge structures. The intent of this policy is to eliminate the potential for delays in fabrication or construction due to the review and approvals process for the load rating. Under this scope of work, SLR will design and detail the proposed precast concrete elements and prepare a load rating for submission to CTDOT.

In addition to the tasks outlined above to prepare the project for bid, it is our understanding that the Town, following discussions with CTDOT, intends to withdraw its current application to the CTDOT SLBP and reapply to the program to receive the current 50 percent reimbursement rate. To support the application, SLR will perform a visual assessment of the existing Spruce Brook Road structure and prepare the priority and sufficiency ratings required to secure funding. While customarily a formal National Bridge Inspection Standards (NBIS) inspection is required for application to the program, CTDOT has indicated that, given this is a reapplication, it will not require the reevaluation of the Spruce Brook Road culvert meet those standards. SLR will also prepare and compile the application documents for the Town.

This proposal also includes Shop Drawing Review and Consultation During Construction, tasks not previously included in the original scope of services.

We also respectfully request to renegotiate the final tasks remaining in our previous contract to reflect current billing rates:

- Task 3.0 – Bidding-Phase Services
- Task 5.0 – Educational Panels (Historic Consultant) [Added by Extra Work Agreement on October 5, 2016]

These tasks are detailed in the scope of services outlined below.

Scope of Services

To Task 5.0 – Educational Panels (Historical Subconsultant), add the following:

- 5.9 Reengage historical subconsultant and coordinate development of educational panel graphics.

Task 9.0 – Updating Contract Documents

- 9.1 Review and update the design plans to reflect the current CTDOT BDM and CTDOT *Standard Specifications for Roads, Bridges, Facilities and Incidental Construction* (Form 818).
- 9.2 Review and update the project manual to reflect Form 818 and current CTDOT contract requirements. Incorporate updated CTDOT Owned Special Provisions and incorporate new special provisions for any additional items required by the BDM or Form 818.
- 9.3 Revise the construction cost estimate to reflect the revisions made to the contract plans and specifications.
- 9.4 Revisions to Pistol Creek trail extension (e.g., changing to paved versus stone, verification of Americans with Disabilities Act (ADA) compliance).
- 9.5 Transmit record drawings to affected utilities. Prepare for, coordinate, and attend up to two utility coordination meetings (one on site and one virtual). Prepare and submit a record of meeting.



Task 10.0 – Structural Design and Load Rating

- 10.1 Prepare design computations for the precast concrete arch and update design calculations for the proposed wingwalls and headwalls to current design codes.
- 10.2 Perform a bridge load rating and prepare a load rating report in accordance with the CTDOT *Bridge Load Rating Manual*. Submit to CTDOT for review and comment. Incorporate comments and resubmit final report for record.
- 10.3 Develop structural details for the precast concrete arch and incorporate into the contract plans.

Task 11.0 – Shop Drawing Review

- 11.1 Perform reviews of shop drawings, working drawings submissions, and other contractor submittals required per the contract documents.

Task 12.0 – State Local Bridge Program Application

- 12.1 Perform visual field assessment of the existing Spruce Brook Road bridge. Prepare a memorandum summarizing the ratings for the key structural components (i.e., deck, superstructure, substructure) required to compute the Sufficiency and Priority Ratings for the bridge. The Sufficiency Rating shall be computed in accordance with the U.S. Department of Transportation Federal Highway Administration *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges*. The Priority Rating will be computed in accordance with the CTDOT *Local Bridge Program Manual*.
- 12.2 Compile the SLBP application, including the necessary forms, a written project narrative, select plan sheets, construction cost estimate, and project schedule. Submit to the Town for review and signature.

Task 13.0 – Direct Costs

A direct cost allowance will be set up for out-of-pocket expenses associated with mileage, printing, and reproductions and historical subconsultant costs for MOA Tasks and Educational Signage.

Task 14.0 – Design Services During Construction (Hourly)

- 14.1 Respond to issues that develop during construction and prepare and provide any necessary documentation associated with the following activities:
 - a. Requests for Information
 - b. Requests for Change
 - c. Design Initiated Change Orders
 - d. Field Observations
 - e. Attendance of Meetings



Professional Fees – Design Phase

SLR will perform the items stated above for the following lump sum fees:

Task 3.0 – Bidding-Phase Services (Updated)	(Lump Sum) \$6,500
Task 5.0 – Educational Panels (Updated)	(Lump Sum) \$960
Task 9.0 – Updating Contract Documents	(Lump Sum) \$24,900
Task 10.0 – Structural Design and Load Rating	(Lump Sum) \$26,040
Task 11.0 – Shop Drawing Review	(Lump Sum) \$13,960
Task 12.0 – State Local Bridge Program Application	(Lump Sum) <u>\$6,690</u>
Subtotal	\$79,050

Task 13.0 – Direct Costs	(Budget) <u>\$18,900</u>
Total	\$97,950

Professional Fees – Construction Phase

SLR will perform the items stated above for the following lump sum fee:

Task 14.0 – Design Services During Construction	(Hourly, not to exceed) <u>\$10,080</u>
Total	\$10,080

Standard Terms and Conditions

This proposal is subject to our Standard Terms and Conditions, which are attached hereto and incorporated herein.

Exclusions

The following items are specifically excluded from this proposal:

1. Additional regulatory permitting or screenings
2. Revisions to previously designed project elements beyond those outlined in this proposal
3. NBIS bridge inspection
4. Load rating of the existing bridge

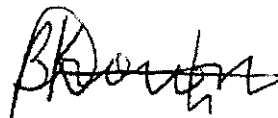
We thank you for the opportunity to present you with this proposal. Please feel free to contact either of the undersigned.

Regards,

SLR International Corporation



Shelley Plude, MS, PE
Principal Structural Engineer, Bridge Design Lead
splude@slrconsulting.com



Kwesi Brown, PE, PTOE
U.S. Manager of Transportation Engineering
kabrown@slrconsulting.com



DESIGN PROPOSAL SUMMARY

April 2, 2024

CONSULTANT: SLR International Corp.

PROJECT: Design Services for the Replacement of Bridge No. 007020
Spruce Brook Road over Spruce Brook

SLR PROJECT NO.: 141.12293.P0018

TOWN: Berlin

ITEM OF WORK (DESIGN PHASE)	TOTAL HOURS	TOTAL FEE
TASK 3 - BIDDING PHASE SERVICES (UPDATED)	34	\$ 6,500
TASK 5 - EDUCATIONAL PANELS (UPDATED)	4	\$ 960
TASK 9 - UPDATING CONTRACT DOCUMENTS	129	\$ 24,900
TASK 10 - STRUCTURAL DESIGN AND LOAD RATING	112	\$ 26,040
TASK 11 - SHOP DRAWING REVIEW	72	\$ 13,960
TASK 12 - STATE LOCAL BRIDGE PROGRAM APPLICATION	32	\$ 6,690
TOTAL COST	383	\$ 79,050

Task 13.0 - Direct Expenses	\$ 18,900
Design Phase Total	\$ 97,950

ITEM OF WORK (CONSTRUCTION PHASE)	TOTAL HOURS	TOTAL FEE
TASK 14 - DESIGN SERVICES DURING CONSTRUCTION (HOURLY)	52	\$ 10,080

Construction Phase Total	52 \$ 10,080
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Spruce Brook Road over Spruce Brook										Town of Berlin	
SLBP										141.12293.00018	
Location										Project No.	
Spruce Brook Road over Spruce Brook										007020	
Proposed Hours and Fees										Bridge No.	
141.12293.00018										Project No.	
Berlin										141.12293.00018	
Work Item	Senior Principal	Principal 2	Principal 1	Senior	Associate	Project	Staff	Clerical	TASK HOURS	TASK FEES	
TASK 3 - BIDDING PHASE SERVICES (UPDATED)											
3.1 Assist with Bid Advertisement			2						2		
3.2 Assemble Construction Docs for Bidding			2						6		
3.3 Respond to Questions, Issue Addenda			6						12		
3.4 Assist with Bid Evaluation			4						14	\$6,500.00	
TASK 5 - EDUCATIONAL PANELS (UPDATED)											
5.9 Reengage Historical Subconsultant, Coordinate Panel Effort			4						4	\$960.00	
TASK 9 - UPDATING CONTRACT DOCUMENTS											
9.1 Update Plans to Current Standards (CTDOT BDM, Form 818)			8						24		
9.2 Update Specs to Current Standards (CTDOT BDM, Form 818)		4	8						32		
9.3 Update Cost Estimate		2	6						24		
9.4 Revisions to Pistol Creek Trail			2		8				26		
9.5 Utility Coordination		4	0						23	\$24,900.00	
TASK 10 - STRUCTURAL DESIGN AND LOAD RATING											
10.1 Structural Design Calculations			12						12		
10.3 Bridge Load Rating		56	16						72		
10.4 Develop Structural Details			4						28	\$26,040.00	
TASK 11 - SHOP DRAWING REVIEW											
11.1 Shop Drawing Review			16		24				72	\$13,960.00	
TASK 12 - STATE LOCAL BRIDGE PROGRAM APPLICATION											
12.1 Visual Assessment and Memorandum			12		16				2		
12.2 SLBP Application			2						2	\$6,690.00	
TOTALS	0	66	113	0	48	144	0	12	383	\$79,050.00	
Rate*	\$ 275.00	\$ 255.00	\$ 240.00	\$ 225.00	\$ 195.00	\$ 170.00	\$ 150.00	\$ 105.00	\$ 79,050.00		
Direct Salary	\$0.00	\$16,830.00	\$277,120.00	\$0.00	\$9,360.00	\$24,480.00	\$0.00	\$1,260.00	\$79,050.00		

* SLR Discounted Rates

SLBP		Town of Berlin									
Location		Proposed Hours and Fees									
Spruce Brook Road over Spruce Brook		007020 Project No. 141.12293.00018									
Bridge No.		141.12293.00018									
Work Item	Senior Principal	Principal 2	Principal 1	Senior	Associate	Project	Staff	Clerical	TASK HOURS	TASK FEES	
TASK 14 - DESIGN SERVICES DURING CONSTRUCTION (HOURLY)											
14.J - Respond to RFIs, Change Orders, Field Changes, etc.			12		16	24			52	\$10,080.00	
TOTALS	0	0	12	0	16	24	0	0	52	\$10,080.00	
Rate*	\$ 275.00	\$ 255.00	\$ 240.00	\$ 225.00	\$ 195.00	\$ 170.00	\$ 150.00	\$ 105.00			
Direct Salary	\$0.00	\$0.00	\$2,880.00	\$0.00	\$3,120.00	\$4,080.00	\$0.00	\$0.00	\$10,080.00		

* SUR Discounted Rates

Direct Costs		Amount
1	<i>Mileage Budget (5 trips to Berlin)</i>	\$ 150.00
2	<i>Printing & Reproduction</i>	\$ 750.00
3	<i>MOA Tasks - Historical Perspectives, Inc. (DBE)</i>	\$ 11,500.00
4	<i>Educational Signage - Historical Perspectives, Inc. (DBE)</i>	\$ 6,500.00
5	-	\$ -
6	-	\$ -
7	-	\$ -
8	-	\$ -
9	-	\$ -
10	-	\$ -
11	-	\$ -
12	-	\$ -
13	-	\$ -
14	-	\$ -
15	-	\$ -
Total		\$ 18,900.00



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	10-Sep-24
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Design Services Fees	\$124,265.00	\$124,265.00
			\$0.00
			-
			-
			-
			-
Account No. 140.20.2037.0.54000.00540- Spruce Brook Bridge			TOTAL \$124,265.00

Budgeted Amount.....	\$1,996,435.33	Available balance.....	\$1,996,435.33
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$124,265.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$1,872,170.33

Is a budget change needed? Yes No

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

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

or:

 Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

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

DATE: September 6, 2024

SUBJECT: Police Station Renovation Project – Construction Contingency Reduction for Police Department Video Monitoring Equipment

SUMMARY:

The Public Building Commission (PBC) was charged with oversight of the Police Station Renovation Project, and as approved by Town Council and the Board of Finance, awarded the contract (# 2024-02) to Millennium Builders, Inc. of Bloomfield, CT (Millennium) in December 2023. Millennium's bid was \$2,524,700.00; the PBC recommended a contingency of 15 percent, so the final agreement total was not to exceed \$2,903,405.00. The PBC received the attached referral from Town Council to make a determination if the updated camera (monitoring) system will be included in the Police Station Construction project, and if not, to request the PBC to release \$60,000 of contingency to fund the required Police Station camera upgrade. At its meeting on August 8, 2024, the PBC approved releasing \$60,000 of Millennium's contingency as requested, to allow the Police Department to procure the video monitoring system. Staff are seeking Town Council approval of this reduction.

FUNDING:

- Account # 538.15.1532.0.54000.00300 – Buildings & Renovations (Construction Contingency)

ACTION NEEDED:

Move to reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$60,000.00, as approved by the Public Building Commission, to allow the Police Department to purchase the required updated camera monitoring system.

ATTACHMENTS:

Town Council Referral, dated July 24, 2024

PREPARED BY:

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

MSA



Town Of Berlin

240 Kensington Road
Berlin, CT 06037
860-828-7036

Office of the Town Clerk

July 24, 2024

RESOLUTION

TO THE BERLIN PUBLIC BUILDING COMMISSION:

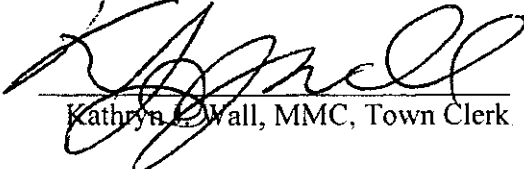
I hereby certify the following to be a true and exact copy of a resolution adopted by the Town Council, for the Town of Berlin, at its duly called and held meeting on July 23, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

1. Motion 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."

MOTION PASSED 6-0

IN WITNESS WHEREOF, I have set my hand and affixed the municipal seal of said municipality this 24th day of July 2024.

TOWN OF BERLIN, CONNECTICUT
OFFICE OF THE TOWN CLERK



Kathryn E. Wall, MMC, Town Clerk

Town Council Summary
Town Council Minutes - Portion

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: July 16, 2024

SUBJECT: Request for Public Building Commission review and make a determination of the source for funding for a replacement Video Camera Monitoring System needed to power cameras in the new PD renovation.

Summary of Agenda Item: As a part of the new building project/expansion of the police department new cameras will be added to the new areas. Our current video monitoring system would not have been capable of handling these additional cameras and a new system was needed. After the start of the project our existing video monitoring system failed and was too outdated to fix or update. Our service provider Norcom has installed a temporary system that is able to handle existing PD cameras but is not capable of adding the cameras from the new PD addition. The Police Department is seeking funding to pay for this new camera monitoring system that will be capable of handling all the existing cameras as well as the additional cameras from the addition. Many PD areas such as the sallyport and booking are mandated by law to have video recording capability. Without the replacement of this camera monitoring system we will not be able to use these new areas like the sallyport when completed. The replacement of this system is not currently included in the scope of the building project. The Police Department requests a determination of potential funds to purchase this new "Head End" portion of the camera monitoring system from Norcom our service provider. The cost of this new system is \$ 59,264.88. The Police Department is requesting consideration be given to using contingency funds from the renovation project or as part of the bonding to pay for this essential system.

Funding:

N/A – this motion is to request a determination of funding

Action Needed:

Move 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.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe

DC

- 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.

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Lee Palmer, Interim Town Manager 

DATE: September 4, 2024

SUBJECT: Bid Waiver request for NEXGEN

Summary of Agenda Item: NEXGEN is the CAD/RMS, dispatching and report writing system used by the Berlin Police Department and the majority of police departments in the state. This is a sole source provider. Annual maintenance to pay annual maintenance fees for this system up to \$ 58,000.

Funding:

The funding to pay the system is available in the Computer Support Account 001.15.1532.0.53813.00000.

Action Needed:

Move to approve awarding the contract to NEXGEN for CAD/RMS systems and equipment using funds provided in the Computer Support account up to \$58,000 since this is a sole source provider.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe 

TO: The Honorable Mayor and Town Council

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

DATE: September 6, 2024

SUBJECT: Bid Waiver request and Purchase Approval for Norcom and the Avigilon Video Security System

Summary of Agenda Item: As a part of the new renovation to the Police Department a significant number of new cameras are being added in the new addition. As a result a new Audio video recording system was needed. The PBC has approved releasing contingency funding for the project to cover the cost of the new system. Norcom is our current service provider and this system will need to be integrated into our current systems which Norcom already services and maintains. Norcom as a part of our current service contract will service and maintain this new Avigilon System. The Police Department is requesting that the Town Council waive the bidding requirements and approve the release of contingency funds and approve the purchase this new Avigilon video security system from Norcom for \$59,264.88.

Funding:

The funding to pay the system is available in the Buildings and Renovations Account 538.15.1532.0.54000.00300.

Action Needed:

Move to approve waiving the Town's bidding requirements for Norcom and approve the purchase for the Avigilon video security system using funds as are available in the Buildings and Renovations account up to \$60,000 as this is in the best interest of the Town.

Attachments:

Quote

Prepared By:

Deputy Chief Drew Gallupe 

Prepared For: Berlin Police Department
Deputy Chief Drew Gallupe

Prepared By: Andy Langlais – alanglais@norcomct.com
Matt Mercier – mmercier@norcomct.net

Date: April 8, 2024

Replace Existing Video NVR and provide temporary loan **\$59,264.88**

Executive Summary:

NorcomCT will provide an expandable Avigilon video security system NVR (recorder) to replace the existing and malfunctioning recorder which is recording activity at the police department.

This proposal includes a new Avigilon NVR only and will leverage existing cameras which are currently in use at the police department.

The proposed NVR is configured with 64 TB of memory (which is expandable to 160 TB), dual power supplies, and is analytic capable. This NVR will be viewed locally via existing customer supplied and installed monitor(s) and computers as well as remotely via the Avigilon Cloud Application. Spec sheet has been attached to this document.

No video analytics have been included.

Norcom's Responsibilities:

Loaner Unit

- Replace defective Milestone server with Norcom loaner Avigilon appliance.
 - Configure basic cameras
 - Audio may not be available based on encoding method
 - This loaner device is only capable of viewing and recording 20 cameras
 - Set up user credentials for up to 5 users
 - Usernames must be provided. Default passwords will be assigned
 - Install monitoring software on clients as needed
 - Provide basic instruction on system use

New Unit

- Upon receipt of new server, replace Norcom loaner with new server and configure.
 - Configure all cameras
 - Audio inputs will be configured based on customer’s existing camera capabilities
 - System diligence will need to be completed to determine if new Avigilon cameras will need to be purchased to provide for audio recording with new NVR. This will be quoted separately if needed.
 - Set up user credentials for up to 5 users
 - Provide instructions on use and configuration

Berlin Police Responsibilities:

- Provide IP addresses, user names and passwords for cameras
- Provide 2 AC power outlets on separate circuits
- Provide IP address and IT support for interface into existing IT systems
- Provide rack space for new server (2U)
- Responsible for exporting all video from loaner NVR onto a Berlin Police device prior to returning to Norcom.
 - Norcom is not responsible for any data migration or retention

Equipment List:

QTY	Item	Description
1	AINVR-PRM-64TB-NA	AI NVR Premium, 64TB, NA
34	UNITY8-ENT	Unity Enterprise camera channel

Notes:

1. As a result of the industry-wide, global semiconductor chip shortage the delivery time for any product(s) which contain semiconductor chips can vary greatly. Normal delivery times can range from 6 to 20 weeks. Norcom will track all orders and provide estimated shipping updates as they become available.
2. Quoted material and Special-Order items may be non-returnable or subject to a re-stocking fee
3. We have not provided any network cabling or configuration.
 - a. Customer will provide suitable IP network, switch ports and any network cabling as required.
4. To ensure stable operation of the Video Security System, UPS power is recommended. This proposal does not include UPS power.
5. Assumes work is completed during normal business hours
6. No new cameras are included.
 - a. System (as quoted) is designed and licenses to support 34 cameras and further expandable by adding licenses
7. Cameras may be expanded as needed with max recording bandwidth to 1.5Gbps with storage limitations



NORCOM SM

NORTHEASTERN COMMUNICATIONS, INC.

QUOTATION: C123434

7 Great Hill Road, Naugatuck, Connecticut 06770
(800) 223-9008 | customerservice@norcomct.com

- 8. Storage may be expanded from 64TB up to 160TB in chassis with drives (RAID 6)
- 9. Assumes network is stable and able to support video
- 10. Customer PCs will be used for monitoring.
 - a. ACC 7 is not officially supported on Microsoft Windows 7 or Windows Server 2012 (but continues support for Windows Server 2012 R2).
 - b. Most ACC software components are only available for 64-bit versions of Windows but the Avigilon Player remains available for both 32-bit and 64-bit Windows

Payment Terms: Net 30

Delivery: Normal Delivery time is from 6 to 20 weeks

Price Validity: 15 Days

Warranty: 90 Days Labor Normal Business Hours
Avigilon NVR – 5 years manufacturer’s depot warranty

Limit of Liability:

Customer shall be solely responsible for the acts or omissions of its personnel, contractors, and agents, including those responsible for operating the products and for the security of customer’s premises, personnel, and visitors.

Customer agrees to abide by all manufacturer’s recommendations relative to use, care and maintenance.

Northeastern Communications, Inc., dba NorcomCT will not be liable for any damages, including any lost profits, lost savings, loss of life or other incidental or consequential damages arising out of the use or inability to use this product, even if Northeastern Communications, Inc. or its employee has been advised of the possibility of such damages, or for any claim by any other party. Northeastern Communications, Inc. will have its liability limited to the repair or replacement of the supplied original equipment or program diskette, associated publication and any part or parts of the product or system purchased for the period of the warranty. Northeastern Communications, Inc. shall not be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, terrorist acts, shortage of supply, a manufacturer’s inability to deliver or produce the good or service, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties, war, or civil unrest.

Applicable Sales Tax and Shipping Will Be Added.

Pricing, Descriptions, Quantities, Conditions and Terms have been read and accepted.

Quotation Accepted By: _____ Title _____ Date: _____
(Signature of Authorizing Person)



www.norcomct.com

Joseph Kierwiak, IV

Town of Berlin | Generated 9/11/2024 @ 8:35 am by OnBoardGOV - Powered by ClerkBase

Status

Name Joseph Kierwiak, IV
Application Date 9/8/2024
Expiration Date 9/8/2123
Status Received

Board

Cemetery Committee

Vacancies

1

Status

Pending

Basic Information

Name
Joseph Kierwiak, IV

Contact Information

Address
170 Crater Lane
Berlin, CT 06037
Yes, I am a resident
Yes
Email
joe.kierwiak@my.ccsu.edu
Phone
8604903854

Occupation

Employer
Looking for work
Job Title
Unemployed momentarily

What is your political party affiliation?

Republican ✓

Number of years in Berlin

30

Current and Past Civic/Community Involvement

Berlin Historical Society member, past vice president. Eagle Scout

Tell us why you feel qualified for this appointment

I have a passion for preservatio, history and the maintenance of our local cemeteries. I conducted a project in college about our local cemeteries and visited most of them. I was amazed at the history of them and also the preservation of them. I would love to ensure our cemeteries are preserved for generations to come.

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 9/11/2024 @ 8:35 am

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 SEP 11 AM 8:41

Kathryn Wall

BERLIN, CT.

Joseph R. Kierwiak IV

(860)-490-3854 joe.kierwiak@my.ccsu.edu

Education

B.A., Central Connecticut State University, Anthropology

August 2012-May 2016

Work Experience

Project Coordinator- No Struggle No Success Inc

September 2023-June 2024

- Developed fundraising strategies, such as a CRM system.
- Built a directory of resources for all departments and clients.
- Managed external relationships for sustainable nonprofit operations.
- Assisted with development of policies and procedures that are regulated by federal and state guidelines.
- Prepared written reports on clients to submit to courts, lawyers, probation officers.
- Taught former incarcerated individuals on technology.
- Worked with case managers on balancing a caseload.
- Assisted with collection of UA samples from clients.
- Interviewed potential clients on policies and procedures of company program.
- Entered institutions to promote the work of the organization to soon to be released individuals.

Senior District Executive- Baltimore Area Council

February 2022-January 2023

- Served as the Executive Officer of the West Baltimore County District. Responsible for objectives in finance, membership, market share, retention, and training.
 - Maintain the Scouting programs to over 500 youth and over 400 adults in 25 units in communities of Western Baltimore County.
 - Select, manage, and advise area leaders and volunteers.
- Responsible for all fundraising objectives within the district more than \$70,000, including product sales, community development campaigns, as well as individual giving campaigns.

District Executive- Connecticut Yankee Council

September 2020-January 2022

- Served as the Executive Officer of the Southwest Connecticut District. Responsible for objectives in finance, membership, market share, retention, and training.
 - Maintain the Scouting programs to over 1500 youth and over 1000 adults in 50 units in communities of Southwestern Connecticut.
 - Select, manage and advise area leaders and volunteers.
- Responsible for all fundraising objectives within the district more than \$65,000, including product sales, community development campaigns, as well as individual giving campaigns.
- Serve as Camp Director for Scouts BSA Camp serving 14,000 scouts, 1000 adult leaders and 60 staff.
 - Manage a budget of 1 million dollars.
 - Exceeded expectations with a net gain of \$100,000 from the budgeted net.
 - Select, recruit, advise, train staff on proper council policies, and procedures.

District Executive- Connecticut Rivers Council

July 2018-June 2020

- Served as the Executive Officer of the Southeastern Connecticut District. Responsible for objectives in finance, membership, market share, retention, and training.
 - Maintain the Scouting programs to over 2500 youth and over 1000 adults in 60 units in communities of Southeastern Connecticut.
 - Select, manage and advise area leaders and volunteers.
- Responsible for all fundraising objectives within the district more than \$50,000, including product sales, community development campaigns, as well as individual giving campaigns.

Volunteer work

Rotary Club of Baltimore	June 2024-Present
Ebenezer D. Bassett Memorial Committee	Dec. 2016-June 2022
<ul style="list-style-type: none"> • Chairperson of Award Nomination Committee • Member of Nomination and Organizing Committee 	January 2017-June 2018 January 2017-June 2022
Berlin Historical Society Member	October 2013-June 2022
<ul style="list-style-type: none"> • Vice President • Board of Director 	June 2017-June 2020 June 2014-June 2022

Awards and Honors

Commissioned Professional Scouter	February 2019
Ebenezer D. Bassett Student Achievement Award	April 2016
Lt. Col. Thomas Knowlton Leadership Award	August 2015
Eagle Scout	December 2009
<ul style="list-style-type: none"> • Earned Bronze and Gold Palm 	

Join Zoom Meeting

<https://berlingov.zoom.us/j/87656194778?pwd=kDudyQPq3i13r8WLxKtoli8UenkHDU.1>

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:

Mayor Kaczynski called the Town Council meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

- Councilor Kate Atkinson – *via Zoom*
- Councilor Sandra Coppola
- Mayor Mark Kaczynski
- Councilor Charles Paonessa
- Councilor Mark Pruzin
- Councilor Peter Rosso
- Councilor Donna Veach – *via Zoom*

Also in attendance:

- Interim Town Manager W. Lee Palmer
- Corporation Counsel Jeffrey Donofrio – *via Zoom*

D. PRESENTATION OF PROCLAMATION: Berlin Lion's Club

Mayor Kaczynski stated that the following proclamation will be presented to the Berlin Lion's Club at the opening of the Berlin Fair next weekend.

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

E. AUDIENCE OF CITIZENS:

Rich Gagliardi, 1278 High Road – Mr. Gagliardi stated that he is Vice President of the Berlin Land Trust and he, along with other members present this evening, would like to encourage the Town Council to proceed with the purchase of the parcel on Chamberlain Highway that is the subject of agenda item #3 this evening. This property borders two other properties that the Town already owns and currently protects as open space. Adding this parcel will greatly enhance and compliment the existing properties and provide a larger space for plants and animals that currently live in the area.

Mr. Gagliardi added that the Berlin Land Trust would like to donate \$20,000 to support this purchase in exchange for a conservation agreement which would make the Land Trust a protector of this scenic town resource.

Tony Valenti, Newport Realty Group – Mr. Valenti stated that he is present to speak about agenda item #11 and the last grant needed to complete the Steele Center project. The Newport Realty Group supports this Brownfields Grant program and as soon as these funds are received construction can begin on 55 Steele Boulevard. They are anxious and excited to start work on this last building of the project.

F. MAYOR'S UPDATE:

Mayor Kaczynski stated that Bright Feeds has installed the noise and odor abatement equipment. The Department of Energy and Environmental Protection (DEEP) has visited the site and will make additional visits to monitor the noise and odor. Once a final report is received from DEEP it will be presented to the Town. Councilor Veach added that the Town and DEEP are working together to get the issues resolved.

Mayor Kaczynski and Deputy Police Chief Gallupe discussed the status of the Police Department camera system. Mayor Kaczynski stated that he believes that the Public Building Commission (PBC) agreed that there was funding in the Police Station renovation budget to pay for that system. Deputy Chief Gallupe stated that it could take up to 24 weeks to receive the equipment. Mayor Kaczynski will follow up with the PBC.

Mayor Kaczynski stated that the PBC was also looking at the Town Hall and Library roofs and should be returning a favorable opinion to go forward with the bonding for repairs. They are still also looking at the bunkers at Timberlin Golf Course.

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**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

I. NEW BUSINESS:

1. **Topic re: Discussion only concerning continued conversation on Senior/Community Center – Mayor**

Mayor Kaczynski stated that the purpose of this agenda item is to provide information to new Town Council members concerning the previous presentation from the YMCA regarding the Senior/Community Center. He asked all Town Council members to review this information and stated he would like to invite the YMCA to return at the next meeting to answer any questions the Council may have.

NO ACTION NEEDED

2. Topic re: Percival Soccer Field Update. – Public Grounds

Superintendent of Parks and Grounds Steve Wood stated that the renovation of Percival Soccer Field was completed in November 2023 and the field was used this past Spring and played very well. In July there were a couple of major rainstorms, and the field essentially began to float due to water getting trapped in the thatch layer.

The Parks and Grounds crew has used cultural practices of aerators and a shock wave machine which breaks up the soil down to about 10 inches. Tom Linden of US Pitchcare and Dr. Henderson of UConn have been on site to determine how the issue can be fixed. The current thought is that there are fine particles in the sand which lock up and prevent the drainage.

Mr. Wood stated that the field has still been in use, however with a rain event of two or three inches the field does not dry out as quickly as it should which makes it unplayable for a couple of days.

NO ACTION NEEDED

3. Topic re: Discussion about the Possible Acquisition of Parcel Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway. – Economic Development

Economic Development Coordinator Jim Mahoney stated that this 15.74-acre parcel is located next to the Blue Hills Conservation Area at the top of Summit Wood Drive and could offer scenic views of the Chamberlain Highway. This property is for sale and this discussion is to determine if the Town is interested in negotiating to purchase it.

Mr. Mahoney received information from Representative Veach that the State has invited applicants to apply for the Open Space and Watershed Land Acquisition grant program with a match of about 50%. The Berlin Land Trust has offered to contribute up to \$20,000 toward the purchase of the property.

Mayor Kaczynski invited Rich Gagliardi from the Berlin Land Trust to speak. Mr. Gagliardi stated that adding this parcel would preserve the visibility of the traprock ridge from the Chamberlain Highway adding to the scenic quality of that area, it could provide additional hiking and even climbing access, and would increase the open space for the plants and animals that are native to the area.

Berlin resident Dave Vogt stated that he does volunteer work for the Connecticut Forest and Parks Association and noted that the trail system in this area is part of the Metacomet Trail which is a nationally recognized trail.

Councilor Veach stated that her concern with acquiring this property is people parking on Summit Wood Drive. Mr. Gagliardi stated that the property in question is below that area. Currently the Berlin Land Trust's goal is to preserve the property and he is uncertain at this time how people would access the property. Councilor Veach stated that the whole plan should be looked at and parking should be determined before moving forward and added that maybe it could be possible to add a few parking spaces on the East side of the road where there are no homes.

Mr. Mahoney added that applications for the grant are due by early December however yellow book appraisals are required which not many appraisers do so time would be needed to make those arrangements. Mr. Mahoney stated he will continue discussions with the property owners to determine a better idea of pricing.

The Council agreed to revisit this item at the next meeting.

NO ACTION NEEDED

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**

Interim Town Manager Palmer introduced this item in which 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 the Capitol Region Council of Governments.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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**

Interim Town Manager Palmer stated that this item is for the approval of the continuation of the contract with Netsmart for an additional year. The VNA did their due diligence in obtaining comparative pricing and Netsmart is their current vendor.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 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**

Interim Town Manager Palmer introduced this item in which the Police Department is seeking approval to enter into a new five-year payment plan to purchase 23 tasers as the previous five-year agreement with Axon Enterprises is expiring and the tasers will no longer be warranted. Axon is the sole source provider for Taser. These tasers will be purchased with existing budgeted funds.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 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**

Interim Town Manager Palmer introduced this item in which the Fleet Department has been made aware of a new vendor for auto parts and supplies through the State of Connecticut DAS contract, Columbia Ford.

The Fleet Department has been trying them out for the last six weeks with very favorable results. Fleet Manager Jim Simons is requesting to add Columbia Ford to the list of preapproved vendors and open a purchase order with them.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 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**

Interim Town Manager Palmer introduced this item in which the Chief of Fire Services Jim Simmons is requesting a waiver of the Town's purchasing requirements to purchase equipment and services from Municipal Equipment Specialist (MES) which is either the sole source vendor or provided the best pricing.

Items include annual pump testing, fire extinguisher servicing, Jaws of Life inspection and servicing, and self-contained breathing apparatus testing and repair.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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

Interim Town Manager Palmer introduced this item in which Public Works is requesting approval to use Chemical Equipment Labs to purchase treated road salt. The Capitol Region Council of Governments accepted bids for a term of July 1, 2024 through June 30, 2025 and towns select a vendor appropriate for their area.

The Town of Berlin will be committing to an annual quantity of 2,000 tons and are obligated to purchase at least 50% of this annual quantity. The initial purchase order request will be for \$88,880 (50%) with Council granting approval to purchase additional quantities through June 30, 2025.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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

Economic Development Coordinator Jim Mahoney stated that staff received comments from the Town Council and the Planning and Zoning Commission regarding the Transportation Alternatives Grant application for sidewalks that the previous suggestion for sidewalks on Four Rod Road (Norton Road to Wildemere Road) should not be a high priority.

Staff therefore suggests that sidewalks on Main Street in East Berlin from Berlin Street to Grove Street be substituted for the Four Rod Road section in WMC Engineering's design scope. This segment would provide connectivity in the area of Hubbard Elementary School.

Mayor Kaczynski and Councilor Rosso inquired about adding sidewalks to Heather Lane between Briar Lane and Alling Street to provide connectivity in the area of Griswold Elementary School. Mr.

Mahoney stated that the first step would be to obtain surveys and then refresh cost estimates that he will bring back to Town Council.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 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**

Economic Development Coordinator Mahoney stated that the Town had been awarded a \$360,000 Department of Economic and Community Development (DECD) Municipal Brownfields grant for the 55 Steele Boulevard Engineered Control Project however 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. Additional funding is now needed to complete the project.

DECD is offering a forgivable loan of \$360,000 in lieu of the grant. The proceeds would be used for the same purpose of the grant and would be forgiven when the geopiers and geomembrane are installed. Interest would accrue at 3% but no payments would be due in the first three years and both principal and interest would be forgivable once those items are installed. These funds would also serve as an additional project contingency.

Mr. Mahoney added that the Town entered into a change order with the project coordinator, B&W Paving, to resume work on the project. The change order has a funding cap provision that work will again stop work if the added \$360,000 in funding is not in place when the total B&W Paving contract work reaches \$1,082,000. Therefore, this agenda item contains a request to call a Special Meeting to approve a \$360,000 FY 25 non-budgeted appropriation to the Farmington Avenue Non-Grant account in order to prevent work stoppage. When the State funds are secured, they would substitute for this or become an additional contingency.

Newport Realty has been proceeding with the expectation that work will continue and that they will be able to purchase the site and start ground up construction by the end of the year. Therefore, staff is also requesting 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 they take title to the property that are part of the Engineered Control project.

Mr. Mahoney added that the State has been very supportive of this project and he feels strongly that they will follow through on their commitment for the \$360,000 forgivable loan.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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

Interim Town Manager Palmer introduced this item in which 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.

Councilor Paonessa moved 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.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Update on the search for new Town Manager. – Mayor

Mayor Kaczynski stated that the consultant firm hired to perform the Town Manager search has developed a profile of Berlin to send to prospective candidates. Randi Frank Consulting sent out 1,162 emails to various organizations and candidates on August 30th.

The consulting firm will sort through candidate information and report to the Town Council.

NO ACTION NEEDED

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.

Councilor Paonessa placed in nomination the name of Margaret Heeran (R) of 176 Alling Street for appointment to the Inland Wetlands & Water Courses Commission - Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Margaret Heeran (R) to serve on the Inland Wetlands & Water Courses Commission - Alternate. Term ending January 31, 2026.

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.

Councilor Paonessa placed in nomination the name of Susan Ann Lewis (U) of 27 Pondsides Drive for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Susan Ann Lewis (U) to serve on the VNA. Term ending January 31, 2026.

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.

Councilor Paonessa placed in nomination the name of Warren K. Baethge (R) of 13 Concord Drive for appointment to the Water Control Commission - Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Warren K. Baethge (R) to serve on the Water Control Commission - Alternate. Term ending January 31, 2026.

14. Water Control Commission – Alternate – Vacancy – Term would be until January 31, 2026.
Can be filled with a D, R or U.

15. 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:

- The Town Manager had his first Department Head meeting this morning and it went very well.
- The emergency repairs to the Shuttle Meadow Avenue bridge are now complete.
- Mayor Kaczynski asked the Interim Town Manager to check on the status of the removal of the No Trespassing sign located at the entrance to Lamentation Mountain on the Berlin Turnpike at the Carabetta property.

L. SPECIAL COMMITTEE REPORTS:

None

M. COUNCILORS’ COMMUNICATION:

Councilor Pruzin stated that the study on the East Berlin pool complex was due in September. Mayor Kaczynski asked the Town Manager to put this on the next Town Council agenda.

Councilor Pruzin stated that an email was received from a resident of Reservoir Road who was concerned about speeding on that road. Councilor Pruzin contacted the resident and referred her to Deputy Police Chief Gallupe. Police Chief McNally stated that he has been in contact with the resident of Reservoir Road that sent the email.

Deputy Chief Gallupe stated that the Police Department receives numerous calls regarding speeding and aggressive drivers. The Patrol Lieutenant recently met with all the Sergeants and developed a list of specific areas in town that needed additional surveillance for speeders. The Department is ramping up their efforts throughout town and have begun conducting radar surveillance on Reservoir Road.

Councilor Paonessa inquired about a supposed street takeover that occurred on the Route 571 connector. Deputy Chief Gallupe stated that road is under State Police jurisdiction however the Berlin police do make an effort to respond to calls from residents in that area. The Berlin Police

recently worked with the State Police in this area and stop-sticks where place on that road which resulted in numerous flat tires and arrests.

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

Councilor Paonessa moved to accept the Town Council Meeting Minutes of July 23, 2024 as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the Special Town Council Meeting Minutes of August 6, 2024 as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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

Councilor Paonessa moved to go into Executive Session; 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 at 8:29 p.m. Invited in: Interim Town Manager W. Lee Palmer and Corporation Counsel Donofrio.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 8:41 p.m.

Councilor Paonessa moved to add Item #14 to the agenda.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

14. Topic re: Call a Special Town meeting for September 17, 2024 at 6:45 p.m. to approve a non-budgeted appropriation of \$75,000 from General Fund Unassigned Fund Balance FY 25 to the Volunteer Fire Department Grant Account for the purchase of property adjacent to the Kensington Fire Department.

Councilor Paonessa moved to call a Special Town meeting for September 17, 2024 at 6:45 p.m. to approve a non-budgeted appropriation of \$75,000 from General Fund Unassigned Fund Balance FY

25 to the Volunteer Fire Department Grant Account for the purchase of property adjacent to the Kensington Fire Department.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

P. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 8:44 p.m.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting