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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 26, 2024
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MAYOR'S UPDATE
- F. MEETING AGENDA – Immediately Following the Mayor's Update
- G. CONSENT AGENDA:
 - 1. Topic re: Accept monetary donations totaling \$1,087.43 and deposit \$630.00 into the Unrestricted Donations account for the library's greatest need and deposit \$457.43 into the Friends of the Library Miscellaneous account for the purchase of a program, program supplies, a prize for library card sign up month and an annual museum pass renewal. – Berlin-Peck Memorial Library
 - 2. Topic re: Authorize a resolution that the Berlin Town Council may adopt the Natural Hazard Mitigation Plan Update 2024-2029 as the official plan of the Town of Berlin. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them; Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council; and further resolve that W. Lee Palmer Jr., 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

3. Topic re: Approve waiving the Police Fees in the approximate amount of \$1,074.80 for the Holiday Shop and Stroll Event that took place on Saturday, November 16, 2024 at Griswold School from 9am -2pm. - Police Department

H. NEW BUSINESS:

1. Topic re: Authorize the Interim Town Manager to sign a three-year agreement (up to a total cost of \$124,201) with OpenGov/Vertosoft for the purchase of cloud-based procurement software utilizing Sourcewell contract #121923-SHI. - Finance
2. Topic re: Award Contract #2025-02 (Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer Systems) in the amount of \$170,750.00 to Earth Contractors. – Water Control
3. Topic re: Waive the Town’s bidding process to purchase a spare pump from Carlson System, LLC for the Deming Road Pump Station in the amount of \$38,350.00, as this in the best interest of the Town. – Water Control

I. APPOINTMENTS:

1. **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).**
2. **Economic Development Commission – Vacancy – Keith Bostrom resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.**
3. **Inland Wetlands & Water Courses Commission – Vacancy – John Russo resigned. Replacement term would be until January 31, 2027. Can be filled with a D or U.**
4. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate - Replacement term would be until January 31, 2026. Can be filled with a D or U.**
5. **Mattabassett District – Vacancy – 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 - 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.**
- 11. **VNA –Vacancy - Replacement term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above appointments).**
- 12. **Water Control Commission – Alternate – Vacancy –Term would be until January 31, 2027. Can be filled with a D, R or U.**
- 13. **Youth Services Advisory Board (Youth Agency Representative) – Vacancy – Adam Marzi resigned. Replacement term would be until January 31, 2025.**
- 14. **Youth Services Advisory Board (School Representative) – Vacancy – Jan Zagorski resigned. Replacement term would be until January 31, 2025.**
- 15. **Youth Services Advisory Board (Service Consumer) – Vacancy – Cyndi McKinnon resigned. Replacement term would be until January 31, 2027.**

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: November 12, 2024

N. EXECUTIVE SESSION:

- 1. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee – Town Manager

O. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager

DATE: November 15, 2024

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	100.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Susan B. Mulcahey
	30.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Suzanne Balay
	275.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Roberta Hamelin
	25.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Spring Brook Service, Inc.
	200.00	Unrestricted Donations	greatest need in memory of Barbara Brown	Lamentation Ladies Art & Literary Society
	457.43	FOL Misc. Acct.	one program, program supplies, a prize for library card sign up month and an annual museum pass renewal	Friends of the Library
	1,087.43			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$1,087.43 and deposit \$630.00 into the Unrestricted Donations account for the library's greatest need and deposit \$457.43 into the Friends of the Library Miscellaneous account for the purchase of a program, program supplies, a prize for library card sign up month and an annual museum pass renewal.

Attachments:


n/a

Prepared By:

Carrie Tyszka, Library Director

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

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

DATE: November 19, 2024

SUBJECT: A Resolution adopting the Capitol Region Natural Hazard Mitigation Plan Update, 2024-2029

Summary of Agenda Item:


The Capitol Region Council of Governments (CRCOG) has completed its Natural Hazard Mitigation Plan Update, 2024-2029 for the Town and is requesting a Resolution by the Town adopting the Plan. Adoption of the Plan will make the Town eligible for funding to alleviate the impacts of future hazards.

Action Needed:

Move to authorize a resolution that the Berlin Town Council may adopt the Natural Hazard Mitigation Plan Update 2024-2029 as the official plan of the Town of Berlin. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them; Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council; and further resolve that W. Lee Palmer Jr., as Interim Town Manager of the Town of Berlin, is authorized and directed to execute and deliver any and all documents on behalf of the Berlin Town Council and to do and perform all acts and things he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Attachments:

1. Resolution

Prepared By: Richard Cop Jr., Emergency Management Director 



TOWN OF BERLIN

CERTIFICATE OF ADOPTION
TOWN OF BERLIN TOWN COUNCIL

A RESOLUTION ADOPTING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2024-2029

WHEREAS, the Town of Berlin has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. flooding, extreme heat, droughts, severe storms such as thunderstorms and winter storms, dam failures, wildfires, and earthquakes) resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Berlin Town Council approved the previous version of the Plan in 2016 and 2019; and

WHEREAS, the Capitol Region Council of Governments, of whom the Town of Berlin is a member, has determined that climate change is affecting the frequency and severity of some hazards and therefore elected to expand the Hazard Mitigation Plan Update to become a Hazard Mitigation and Climate Adaptation Plan Update; and

WHEREAS, committee meetings were held and public input was sought in 2023 regarding the development and review of the Hazard Mitigation and Climate Adaptation Plan Update; and

WHEREAS, the Plan specifically addresses hazard mitigation and climate adaptation strategies and Plan maintenance procedures for the Town of Berlin; and

WHEREAS, the Plan recommends several hazard mitigation actions that will provide mitigation for specific natural hazards that impact the Town of Berlin, with the effect of protecting people and property from loss associated with those hazards while adapting to the effects of climate change; and

WHEREAS, the Capitol Region Council of Governments has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation and Climate Adaptation Plan Update under the requirements of 44 CFR 201.6; and

WHEREAS, adoption of this Plan will make the Town of Berlin eligible for funding to alleviate the impacts of future hazards; now therefore be it

RESOLVED by the town council:

1. The Plan is hereby adopted as an official plan of the Town of Berlin;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council.

Adopted this _____ day of _____, 2024 by the Town Council of Berlin, Connecticut

Town Manager

IN WITNESS WHEREOF, the undersigned has affixed his/her signature and the corporate seal of the Town of Berlin this _____ day of _____, 2024.

Town Clerk



3 Berlin

Community Overview

The Town of Berlin encompasses 26.3 square miles of land area and had 20,175 residents as of the 2020 census (a population density of 766 persons per square mile). Elevation ranges from approximately 15 to 767 feet. Nearly all the land area in Berlin drains to Mattabesset River, a tributary to the Connecticut River. Other major streams in Berlin include Belcher Brook, Willow Brook, and Webster Brook. A small portion of land in southern Berlin drains to Sodom Brook, a tributary to the Quinnipiac River.

Berlin is primarily a suburban community, with some rural areas. The town features mainly decentralized development, with a large retail strip located along the State Route 5/15 corridor and three distinct village centers (Berlin, East Berlin, and Kensington). In addition to State Route 5/15, other major transportation routes through Berlin include State Routes 9, 71, 71A, 72, 160, 364, and 372. An Amtrak commuter rail line and the Hartford Line commuter rail pass through Berlin and make a stop in the Kensington area on the west side of town. Berlin's major businesses and industries include construction, manufacturing, retail trade, and health care and social assistance.

Since the last plan update, several mixed use and apartment complexes have been constructed along the Berlin Turnpike and by the Berlin Train Station. While some redevelopment might occur in areas of flood risk, strict adherence to state and local flood regulations and the state building code will reduce overall risk.

Critical Facilities

In Berlin critical facilities include the Town Hall (which serves as the Emergency Operations Center), the Police Department (back-up EOC), four volunteer fire stations, the Senior Center, three Elementary Schools, one Middle School (secondary shelter), one High School (primary shelter), the Public Works Facility, an Ambulance Facility, and Marjorie Moore Housing Complex. The Town Hall has full backup power from a generator. The municipal sewer system includes twelve sewer pumping stations; the Water Control Department moves a portable generator from station to station during outages. The Town's Physical Services (Public Works) Complex at 19 Town Farm Lane is in the Special Flood Hazard Area (SFHA).

Table 3-1: Critical Facilities, Berlin

Facility	Shelter	Cooling Center	Generator
Town Hall			X
Berlin Fire Department (EOC)			X
East Berlin Fire Department			X
Kensington Fire Department			X
South Kensington Fire Department			X
Police Department (Backup EOC)			X
Senior Center		X	
Berlin High School	Primary		800 kW
Berlin Middle School	Secondary		Portable
3 Elementary Schools			
Marjorie Moore Section 8 Housing			X

Facility	Shelter	Cooling Center	Generator
12 sewer pumping stations			1 portable
Library		X	
1 Eversource Substation			
3 Eversource Area Work Centers			

During extreme heat events, Berlin Library and Senior Center can be opened as public cooling centers. Both of these facilities do not have generators. The Town is in discussions with the Housing Authority to pursue acquisition of a generator for the Senior Center; if a generator is obtained, this building could be used as a backup shelter.

The library would be used as a back up facility to the town hall if the town hall was ever rendered unusable.

Capabilities

The Town of Berlin's hazard mitigation capabilities include its sheltering capacity, Plan of Conservation and Development (POCD) and Emergency Operations Plan (EOP), training program, building codes and land use regulations, emergency supplies, and mutual aid agreements.

Berlin is committed preservation of open space and rehabilitation of flood hazard areas. The POCD emphasizes strategic and smart growth principles and redevelopment. The Town recognizes that the 1% and the 0.2% annual chance floodplains and floodways should be protected. The POCD incorporates elements of the initial hazard mitigation plan, including a discussion of climate change impacts on flooding, and the potential impacts of dam failure.

Berlin's municipal codes and ordinances limit any activities on floodplains that would increase flood risk, and stipulate multiple floodproofing requirements. The Town seeks conservation easements for all new developments and acquires properties (when funding allows) that provide ecosystem services. Subdivision regulations require burial of utilities in new developments.

Berlin maintains an Emergency Operations Plan, has identified a variety of resources to assist with response to hazard events, and runs a training program for its emergency personnel. The CivicReady emergency notification system provides alert coverage above the CT Alerts system.

Drainage and flooding complaints are submitted through the town website, to Public Works, or to the Police Department, and are then routed to either the Fire Department or Public Works. The Town regularly sandbags certain properties at risk of flooding and owns a sandbag loader to lower the response time. The Town also evacuates flooding areas when necessary.

Berlin has an annual inspection and maintenance schedule for its 37 bridges and its culverts. Bridge replacements are prioritized based on whether or not a bridge is undersized based on the most recent NRCC rainfall return periods. New construction is designed using the most recent NRCC rainfall return periods.

Removal of the ice and snow for town-owned roads is handled by town workers and contractors; the town handles debris removal. The Town has an informal program to review snow accumulation on town-owned roofs each winter, with clearing occurring when depths are sufficiently deep or wet.

Town departments have sufficient supplies to be prepared for the next major storm event. The Town has several chainsaws and a wood chipper, and a chipping and trimming contractor on call. Much of the tree trimming near power lines is conducted by Eversource Energy. The Town has a limited budget for tree maintenance (~\$15,000) which is considered sufficient at this time.

Berlin maintains mutual aid agreements with surrounding communities for fire protection. The Town has two dry hydrants, four 10,000-gallon underground storage tanks, and hydrants connected to municipal water systems. The Fire Department can require dry hydrants or cisterns in new developments. The Town has three Open Burning Officials.

The Town hired a consultant to perform dam inspections on a two-year and 5-year basis for its two dams based on the inspection requirements of Connecticut DEEP. The Town has prepared Emergency Action Plans (EAPs) for both dams and has copies of EAPs prepared for other dams whose failure could affect Berlin.

Bridges and culverts replaced since adoption of the 2016-2021 Hazard Mitigation Plan for the Former Central Connecticut Region ("2016 HMP") include the Farmington Avenue bridge and a culvert on High Road. Additional bridges are being reviewed for future replacement.

Berlin has posted information encouraging residents to sign up for the CivicReady emergency notification system on its website and emergency management Facebook page. Additionally, the police department has reverse 9-1-1 capabilities.

The Town's "Dam Breakage Plan" is scheduled for completion in July 2018. The plan evaluates the dam-failure inundation areas for the two Town-owned dams. The Town will encourage residents in the at-risk areas to sign up for the CivicReady emergency notification system.

Since the 2019 HMP, the following actions have been incorporated as capabilities:

- Conduct outreach to local small businesses with the aim of preventing the accidental release and pollution from chemicals stored and used at their facilities during or following natural hazard events.
- Coordinate with NEMO and CRCOG to share resources and gain technical support for hazard mitigation actions involving stormwater management and public outreach, which have parallel benefits related to MS4 stormwater permit compliance.

Capabilities to address natural hazards and the losses that they have caused, have increased since the last plan has been adopted.

Challenges

Challenges Overview

Berlin has experienced recurrent flooding throughout Town, with regular, localized flooding at known locations. Town staff report the Berlin is called "The Great Swamp" and that the town is always wet but the town knows the problem areas.

The town said they have seen an increase in people living in hotels and motels. There are some hotels and motels that will be converted into permanent housing. None of those facilities have generators.

Berlin is served by three public water systems that are interconnected with one another. The greatest areas of wildfire concern are the areas of Town that do not have public water service. These areas are located on the Metacomet side and the Southington side of Berlin. At the time of development of the 2016 HMP, the Town anticipated that a major burn would occur in the Ragged Mountain Preserve in the coming years because a significant amount of deadfall had accumulated. A number of fires have indeed occurred in that area, including small ones on May 5 and August 9, 2015, a large one on July 25, 2016, and another minor fire on April 17, 2017. Hikers are common in this area which increases potential risk for an accidental fire. A major burn in 1984 continued for a week and a half in this area.

A total of twenty-three dams could affect the Town of Berlin with their failure, and six Class C (high hazard) dams lie within the Town boundaries. The rupture of the Kenmere Dam in 1987 forced 80 million gallons of water into town; most of this water inundated a golf course, but had the downstream area been developed differently the outcome could have been far worse.

Hazard Losses

The economic losses faced by the community from natural hazards can be estimated by reviewing historic loss figures. Loss estimates are summarized below.

Average Annualized Losses

Average Annualized Loss (AAL) estimates are summarized below. Average Annualized Loss (AAL) figures are useful tools for comparison of the risks faced from different hazards with different likelihoods of occurring in a given time period. AAL estimates were prepared for each natural hazard which may impact Berlin. National Centers for Environmental Information (NCEI) data, from the last 20 years, was categorized by hazard and averaged based on the proportion of population within each town in the CROG Region. National Flood Insurance Program (NFIP) losses were calculated based on the 50 year span of the program. FEMA Public Assistance (PA) data from the past 11 years was categorized based on hazard and used to compute AAL. United States Department of Agriculture (USDA) from the past 10 years was calculated to get AAL. Expected Annual Loss data from the National Risk Index (NRI) was downloaded and categorized to get AAL for the below hazards. Dam failure data was taken from the 2019-2024 CROG Hazard Mitigation Plan (HMP) plan since no new dam failures have occurred in the past five years. The 2019 HMP Dam failures were sourced from the 2014 Connecticut Natural Hazard Mitigation Plan Update, with dam failure data supplemented by the National Performance of Dams Program and the Connecticut Department of Energy & Environmental Protection.

Table 3-2: Average Annualized Losses, Berlin

Hazard	Source	Average Annualized Losses (AAL)
Hurricanes/Tropical storms	NCEI	\$51,846.29
	NRI	\$938,769.89
	FEMA PA	\$26,001.55
Tornados/High Winds	NCEI	\$19,410.30
	NRI	\$215,527.68
Winter Storms	NCEI	\$15,376.43
	NRI	\$11,789.86
	FEMA PA	\$17,096.89
Flood	NCEI	\$15,715.35

Hazard	Source	Average Annualized Losses (AAL)
	NRI	\$73,434.10
	NFIP	\$7,725.98
Drought	NRI	\$15,552.07
	USDA	\$0.00
Extreme Heat	NRI	\$23,037.85
Wildfire	NRI	\$1,004.67
Earthquakes	NRI	\$54,866.18
Dam Failure	HMP	\$36.00

Other Hazard Costs

The impact of Severe Winter Storms on the Town of Berlin based on Winter Storm Alfred in late October 2011. Debris removal was the biggest impact, costing \$615,000.

Table 3-3: Estimated Impacts from a Severe Winter Storm Comparable to Winter Storm Alfred, Berlin

Impact of Severe Winter Storm	Estimated Losses
Number of Electrical Customers Served (2013)	9,622
Maximum Outages During Severe Winter Storm (2011)	6,868
Maximum Outages Percentage of Customers (2011)	71.38%
Number of Businesses Experiencing Outages	9
Total Lost Wages (Daily)	\$1,872.08
Average Lost Wages (Weekly)	\$55,514.00
Miles of Local Roads Plowed by Town of Berlin	103.72
Municipal Cost (Plowing, Road Treatment)	\$806,438.88

Sources: Eversource, CCRPA Internal Analysis

The total property damage related to the 1987 Kenmere Reservoir dam failure was \$187,000.

Losses Summary

A review of the above loss estimates demonstrates that the Town of Berlin has experienced significant expenses as a result of natural hazards and is at risk for additional losses if some of the less-frequent events were to occur. These actual and potential losses justify hazard mitigation actions to reduce losses in the future.

Mitigation Strategies and Actions

This HMCAP includes new goal statements that are aligned with *Resilient Connecticut* and the efforts of the GC3. The five new goals developed for this HMCAP were developed with cooperation from CIRCA in the *Resilient Connecticut* planning process, and are:

- Ensure that critical facilities are resilient, with special attention to shelters and cooling centers.
- Address risks associated with extreme heat events, especially as they interact with other hazards.

- Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.
- Reduce losses from other hazards.
- Invest in resilient corridors to ensure that people and services are accessible during floods and that development along corridors is resilient over the long term.

The previous goals of the 2019 HMP have been replaced and incorporated into these five new goals in accordance with the explanation in the Multijurisdictional document.

Noted Hazard Mitigation Needs

Over the course of Plan development, multiple hazard mitigation needs were noted:

- Acquire one a generator for the town library so it can be used as a backup facility to the town hall if needed.
- Acquire additional portable generators for all the sewer pumping stations.
- Purchase or elevate a home on Becker Avenue that frequently floods.
- Move forward with determining if the Physical Services Complex can be wet floodproofed and apply for funding.

Status of Previous Mitigation Strategies and Actions

The Town of Berlin reviewed the mitigation actions proposed in the 2019 HMP and determined the status of each. That information is included in the table below.

Table 3-4: Status of Previous Mitigation Strategies and Actions, Berlin

No.	Action	Notes	Status
4	Complete the Dam Breakage Emergency Plan.	Town staff said the plan has been updated through engineering and has been sent to the insurance carrier and DEEP.	Complete/ Remove
12	Explore rerouting of culverts upstream of Becker Avenue to protect Becker Avenue property.	Town staff report that rerouting of these culverts has not been completed. The Becker Avenue property in question is a single dwelling. The town has cleaned out the culvert which has lowered the potential for flooding for the one dwelling. Because of this increased maintenance, rerouting these culverts is not a priority for the town but town staff would still like to carry this action forward.	Carry Forward
14	Relocate gasoline lines feeding the Physical Services Complex to protect from flooding.	Town staff reported that relocation has not been completed. The tanks are all above ground and are not themselves very vulnerable to flooding, but there is an access concern about getting to the site during flood events. If access is blocked by floodwaters, the town can't refill the tanks. The town would need to purchase property to relocate the Physical Services Complex and the town staff report that this is unlikely to happen (See Action 9 for further discussion of this). The town has been working on a back-up plan for augmenting the gas supplies with the gas tanks located at the golf course. Town staff will check on the status of the golf course fuel back-up plan and will follow up with CIRCA about whether to revise or retire this action.	Retire
6	Update the local floodplain management ordinance to meet current State guidelines.	Town staff report that this is complete.	Complete/ Remove.
10	Contact the owners of Repetitive Loss Properties and nearby properties at risk to inquire about mitigation undertaken and suggest options for mitigating flooding in those areas. This should be accomplished with a letter directly mailed to each property owner.	Town staff said this has not been completed. This action will be retained since Berlin has multiple RL properties.	Carry Forward

No.	Action	Notes	Status
11	Work with CT DEEP to complete a formal validation of the Repetitive Loss Property list and update the mitigation status of each listed property.	Town staff said this has not been completed. This action will be retained since Berlin has multiple RL properties.	Carry Forward
2	Revise the subdivision/zoning code to offer incentives for low-impact development.	Town staff said the town has substantial requirements for drainage in the regulations related to development. The town also recently completed a new POCD, which will be incorporated into the zoning. The intent of this action is complete.	Intent is complete / Retire
9	Construct duplicate facilities for the Physical Services Complex at the golf course and Sage Park.	(See Action 14 for additional discussion related to the gas tanks at this facility). Town staff reported that the public works facility is located in a floodway and previous flooding occurrences have led to damages and cost the town money. There are four buildings that have been repeatedly flooded. The town has previously discussed relocating this complex, but town staff report that relocation is unlikely because there is no feasible property for relocation. Town staff report that the town has shifted its goal to be floodproofing this facility rather than relocating it. Town staff pointed to the Hartford Boathouse as an example of a floodproof facility. The town has already completed some studies related to this goal, and would be interested in seeking grant funding for this floodproofing project. Revise this action to incorporate this town input.	Carry Forward with Revisions Instead of relocating the facilities, floodproof the facilities.
3	Acquire generators for shelters and other critical facilities. The need for three generators has been identified to ensure that backup power is available for critical town functions. These include the purchase of an additional portable for the Town for general use, an additional portable generator for the Water Control Department to ensure that sewer pumping stations can be maintained during outages, and a new generator for the senior center.	Town staff reported that a generator has been installed for the Water Control Department well site. The town is in the process of transferring an extra generator from the high school to the senior center, which involves working with the housing authority. There is still interest in additional generator power for pump stations, as well as a generator for the library. CIRCA will follow up with town staff about the status of the generator for the senior center, and will update this action accordingly. Carry forward this action with revisions.	Carry forward with revisions based on the facilities that still need generators

No.	Action	Notes	Status
7	Coordinate with NEMO and CRCOG to share resources and gain technical support for hazard mitigation actions involving stormwater management and public outreach, which have parallel benefits related to MS4 stormwater permit compliance.	Town staff said they are compliant with MS4. This is a capability.	Capability/ Remove
8	Participate in EMI courses or the seminars and annual conference held by the Connecticut Association of Flood Managers.	Town staff reported that this has not been completed but they would like to carry this action forward.	Carry Forward
5	Conduct outreach to local small businesses with the aim of preventing the accidental release and pollution from chemicals stored and used at their facilities during or following natural hazard events.	Town staff said they ensure that all potentially hazardous chemicals are stored out of floodplains. This is a capability.	Capability/ Remove
13	Coordinate with CT SHPO to conduct historic resource surveys, focusing on areas within natural hazard risk zones (such as flood or wildfire hazard zones and areas near steep slopes), to support identification of vulnerable historic properties and preparation of resiliency plans across the state. This action leverages existing resources and best practices for protection of historic and cultural resources through an ongoing statewide initiative by CT SHPO.	Town staff would like to revise the action to "Acquire and review the new SHPO inventory layer", as recommended by CIRCA to other towns.	Carry forward with Revisions
1	Enter the Sustainable CT program through Registration and review actions that can be undertaken to pursue Certification. Make progress with the actions related to hazard mitigation.	Town staff said they have not joined SCT. The town does not currently have the capacity to enter the program but would like to keep this action for the future.	Carry Forward

Active Mitigation Strategies and Actions

The Town proposed to initiate several new mitigation actions for the upcoming five years. Additionally, a number of actions from the previous planning period are being carried forward or replaced with revised actions. These are listed below.

Each of the following actions has been prioritized based on FEMA guidelines, listed from highest to lowest priority, and numbered.

Table 3-5: Active Mitigation Strategies and Actions, Berlin

Number	Hazard Mitigation and Climate Adaptation Actions	Hazard Mitigation and Climate Adaptation Goal	Type of Action	Responsible Department	Approx. Cost Range	Potential Funding Sources	Timeframe	Priority	Hazard(s)	EJ?	PERISTS	STAPLEE Score	PERSISTS x STAPLEE =
BE1	Seek funding opportunities to floodproof the Physical Services Complex.	Ensure that critical facilities are resilient, with special attention to shelters and cooling centers.	Property Protection	Public Works	\$50,000 - \$100,000	FEMA HMA; Municipal CIP Budget; STEAP	07/2024 - 06/2029	Medium	Riverine and Pluvial Floods	Serves an EJ tract	19	6	114
BE2	Ensure that transportation and transit options are available to bring people to cooling centers.	Address risks associated with extreme heat events, especially as they interact with other hazards.	Preparedness & Emergency Response	Emergency Management	\$10,000 - \$50,000	Transit; IJUA BBFP	07/2024 - 06/2026	High	Extreme Heat	Benefits an EJ tract	19	3	57
BE3	Acquire generators for shelters and other critical facilities. The need for three generators has been identified to ensure that backup power is available for critical town functions. These include the purchase of an additional portable generator for the Town for general use, an additional portable generator for the Water Control Department to ensure that sewer pumping stations can be maintained during outages, and a new generator for the senior center.	Ensure that critical facilities are resilient, with special attention to shelters and cooling centers.	Preparedness & Emergency Response	Emergency Management	\$100,000 - \$500,000	FEMA HMA; STEAP	07/2024 - 06/2025	High	All Hazards	Serves an EJ tract	19	5	95

Number	Hazard Mitigation and Climate Adaptation Actions	Hazard Mitigation and Climate Adaptation Goal	Type of Action	Responsible Department	Approx. Cost Range	Potential Funding Sources	Timeframe	Priority	Hazard(s)	EJ?	PERISTS	STAPLEE Score	PERISTS x STAPLEE =
BE4	Conduct a town wide assessment of stream crossings to identify vulnerabilities and develop a priority list for maintenance and upsizing.	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Structural Project	Public Works	\$10,000 - \$50,000	DCRF; Municipal CIP Budget	07/2025 - 06/2027	Low	Riverine and Pluvial Floods	Benefits an EJ tract	19	6	114
BE5	Explore rerouting of culverts upstream of Becker Avenue to protect Becker Avenue property.	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Structural Project	Public Works	\$500,000 - \$1M	IUA AOP; FEMA HMA; Municipal CIP Budget	07/2026 - 06/2028	Medium	Riverine and Pluvial Floods	No	18	4	72
BE6	Contact the owners of Repetitive Loss Properties and nearby properties at risk to inquire about mitigation undertaken and suggest options for mitigating flooding in those areas. This should be accomplished with a letter directly mailed to each property owner.	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Property Protection	Planning	\$0- \$10,000	Municipal Operating Budget	01/2026 - 12/2026	High	Riverine and Pluvial Floods	No	19	7	133
BE7	Work with CT DEEP to complete a formal validation of the Repetitive Loss Property list and update the mitigation status of each listed property.	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Property Protection	Planning	\$0- \$10,000	Municipal Operating Budget	07/2024 - 06/2025	High	Riverine and Pluvial Floods	No	19	5	95
BE8	Expand public water systems to areas served by private wells when needed to address drought impacts and provide fire protection	Reduce losses from other hazards.	Water & Wastewater Utility Projects	Fire Department	>\$1M	DWSRF; FEMA HMA; STEAP	07/2024 - 06/2027	High	Drought/ Wildfire	Serves an EJ tract	20	8	160

Number	Hazard Mitigation and Climate Adaptation Actions	Hazard Mitigation and Climate Adaptation Goal	Type of Action	Responsible Department	Approx. Cost Range	Potential Funding Sources	Timeframe	Priority	Hazard(s)	EJ	PERISTS	STAPLEE Score	STAPLEE x PERISTS =
BE9	Work with the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) to develop an appropriate scope of work to address flooding and extreme heat concerns in Resilient Opportunity Areas (ROARs).	More than one goal.	More than one type	Public Works	\$0-\$10,000	CIRCA	07/2024 - 06/2027	Medium	Riverine and Pluvial Floods/Extreme Heat	Benefits an EJ tract	19	5	95
BE10	Review the Connecticut Cultural Resource Information System (ConnCRIS) to identify and understand historic and archaeological resources in areas of hazard risks found here: https://conncris.ct.gov .	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Property Protection	Planning	\$0-\$10,000	SHPO, Municipal Operating Budget	01/2026 - 12/2026	Medium	Wildfires/Tornadoes and High Winds/Riverine and Pluvial Floods	Benefits an EJ tract	19	9	171
BE11	Participate in EMI and DEMHS courses or the seminars and annual conference held by CIRCA and the Connecticut Association of Flood Managers.	Reduce flood and erosion risks by reducing vulnerabilities and consequences, even as climate change increases frequency and severity of floods.	Education and Awareness	Floodplain Manager	\$0-\$10,000	Municipal Operating Budget	01/2025 and annually during this month	High	All Hazards	Benefits an EJ tract	19	6	114
BE12	Enter the Sustainable CT program through Registration and review actions that can be undertaken to pursue Certification. Make progress with the actions related to hazard mitigation.	Reduce losses from other hazards.	Natural Resources Protection	Planning	\$0-\$10,000	Municipal Operating Budget	07/2024 - 06/2026	Low	All Hazards	Benefits an EJ tract	19	7	133
BE13	Update town website to include hazard mitigation and emergency preparedness tips for town residents, including	Reduce losses from other hazards.	Education and Awareness	Planning	\$0-\$10,000	Municipal Operating Budget	01/2025 - 12/2025	Medium	All Hazards	Benefits an EJ tract	18	7	126

Number	Hazard Mitigation and Climate Adaptation Actions	Hazard Mitigation and Climate Adaptation Goal	Type of Action	Responsible Department	Approx. Cost Range	Potential Funding Sources	Timeframe	Priority	Hazard(s)	EJ?	PERISTS	STAPLEE Score	PERSISTS x STAPLEE =
	sections corresponding to each hazard considered in this Plan Update.												

Figure 3-1: CIRCA Environmental Justice Rank and Critical Facilities, Berlin

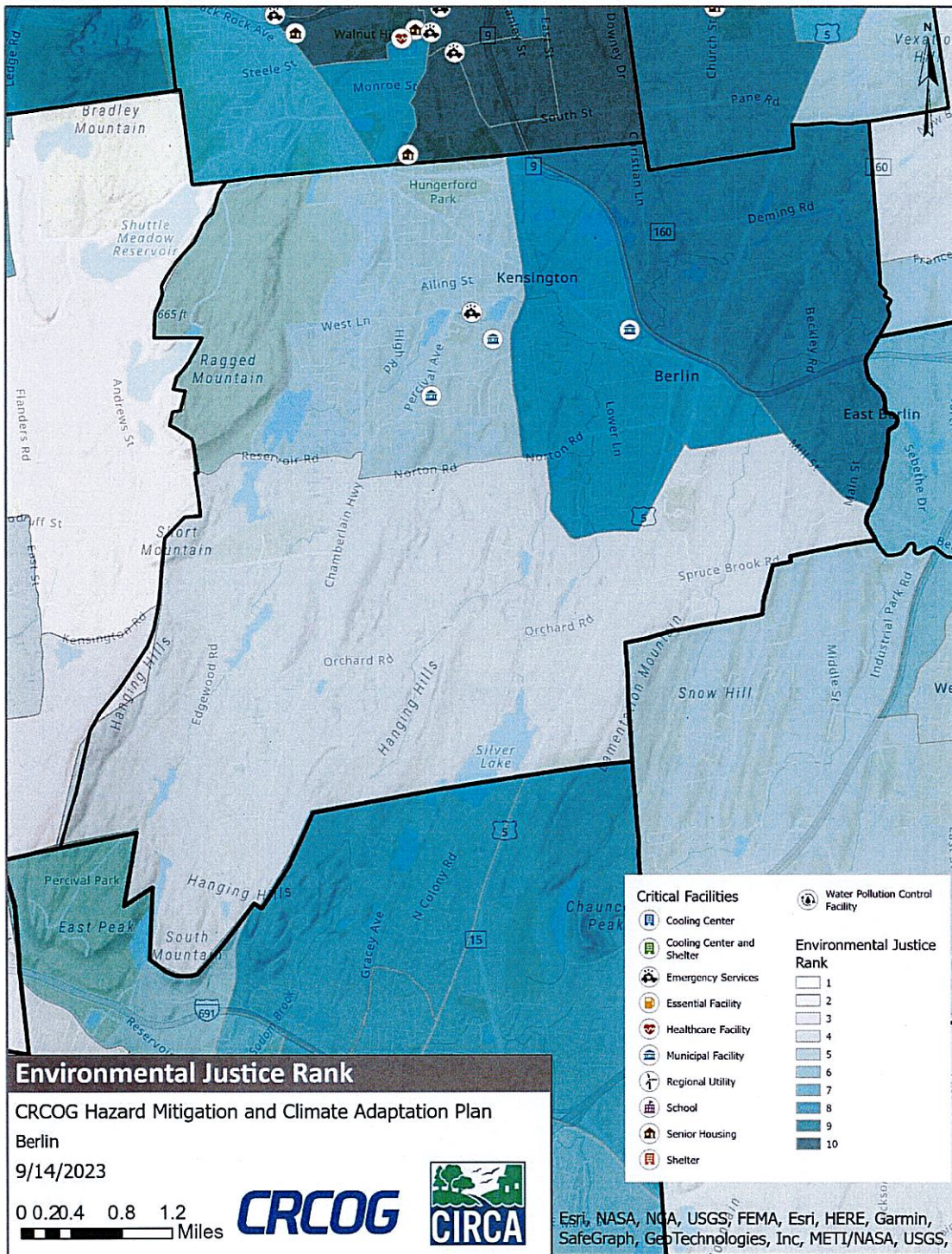


Figure 3-2: FEMA Flood Zones and Critical Facilities, Berlin

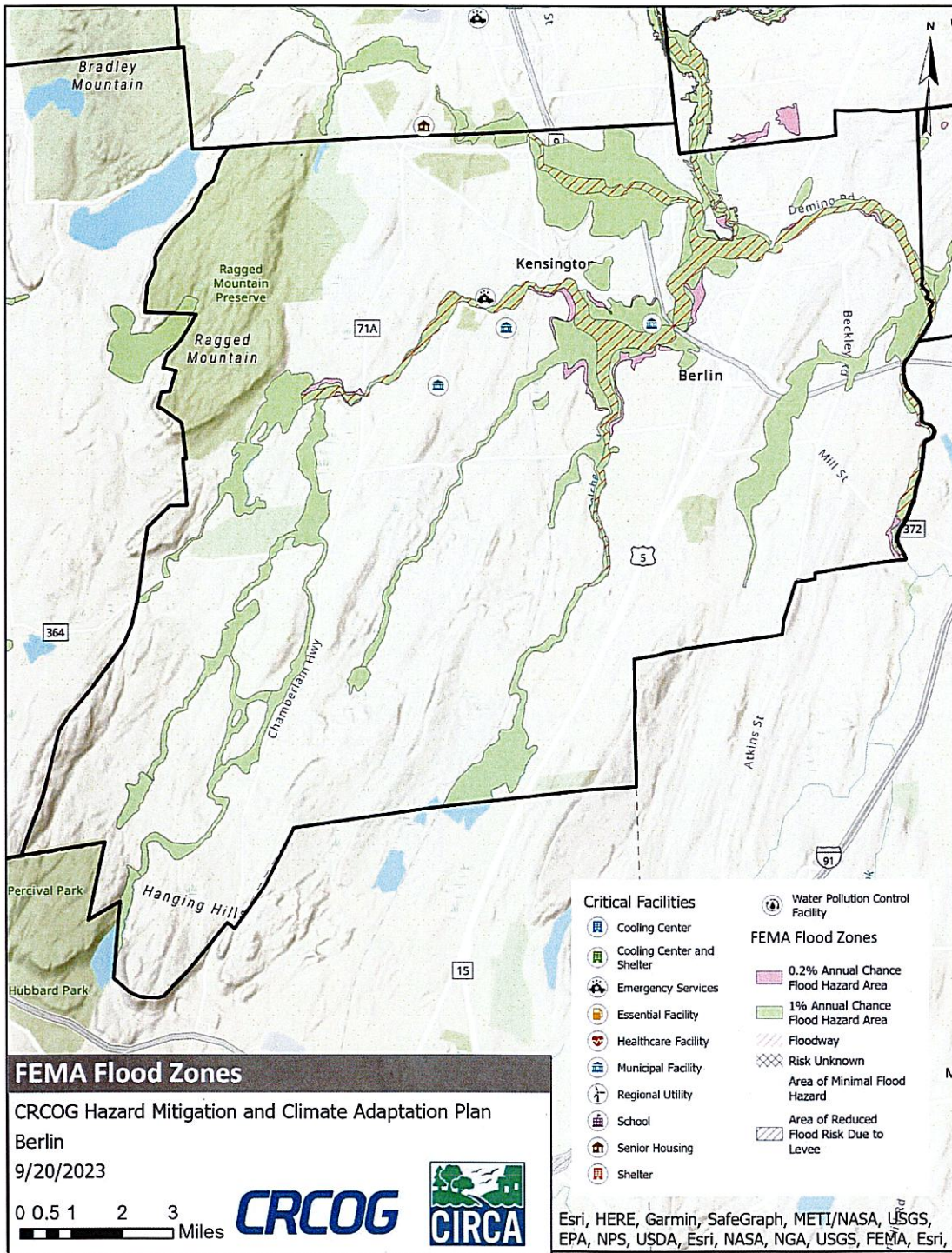


Figure 3-3: CIRCA Flood CCVI and Critical Facilities, Berlin

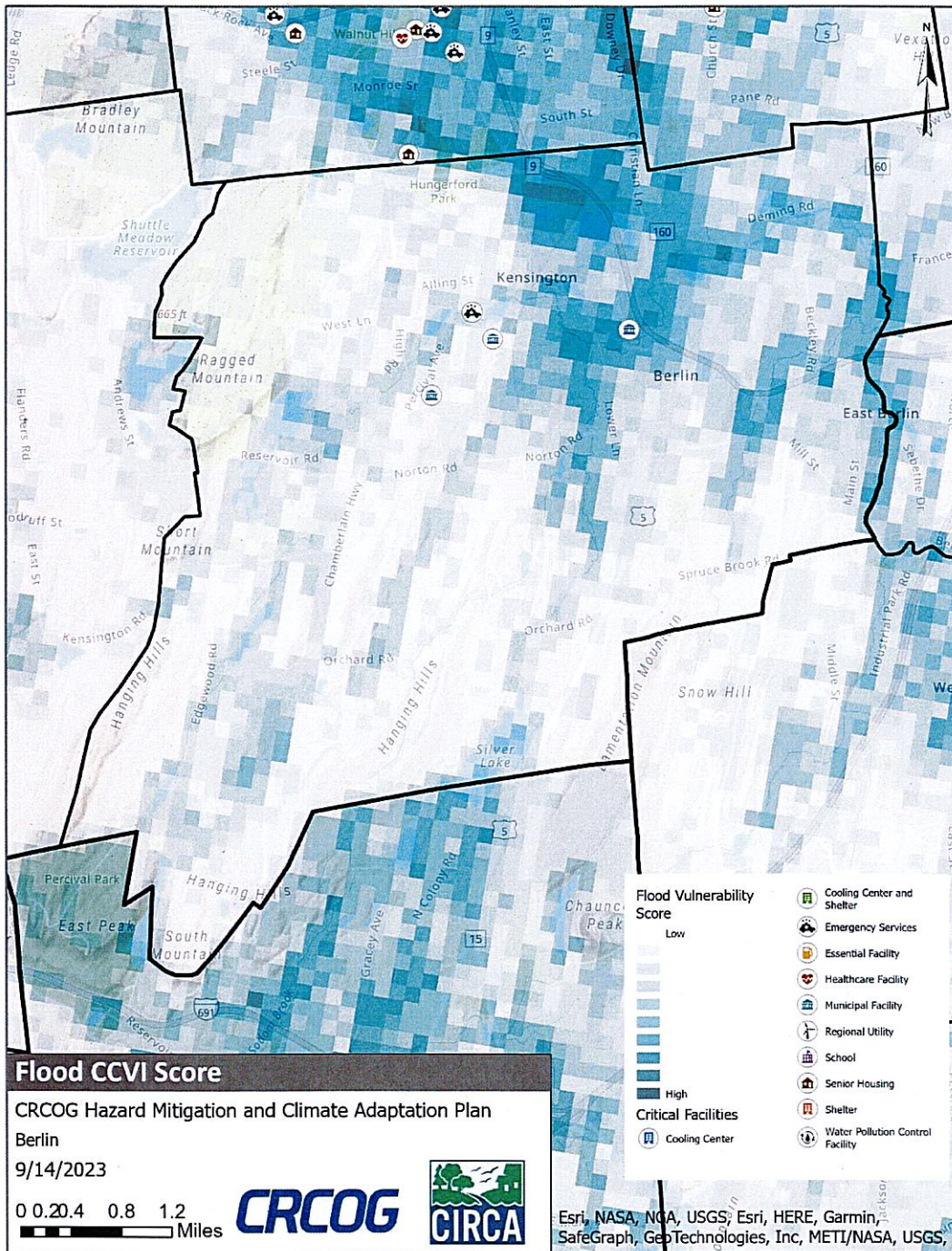


Figure 3-4: Dam Inundation Area and Critical Facilities, Berlin

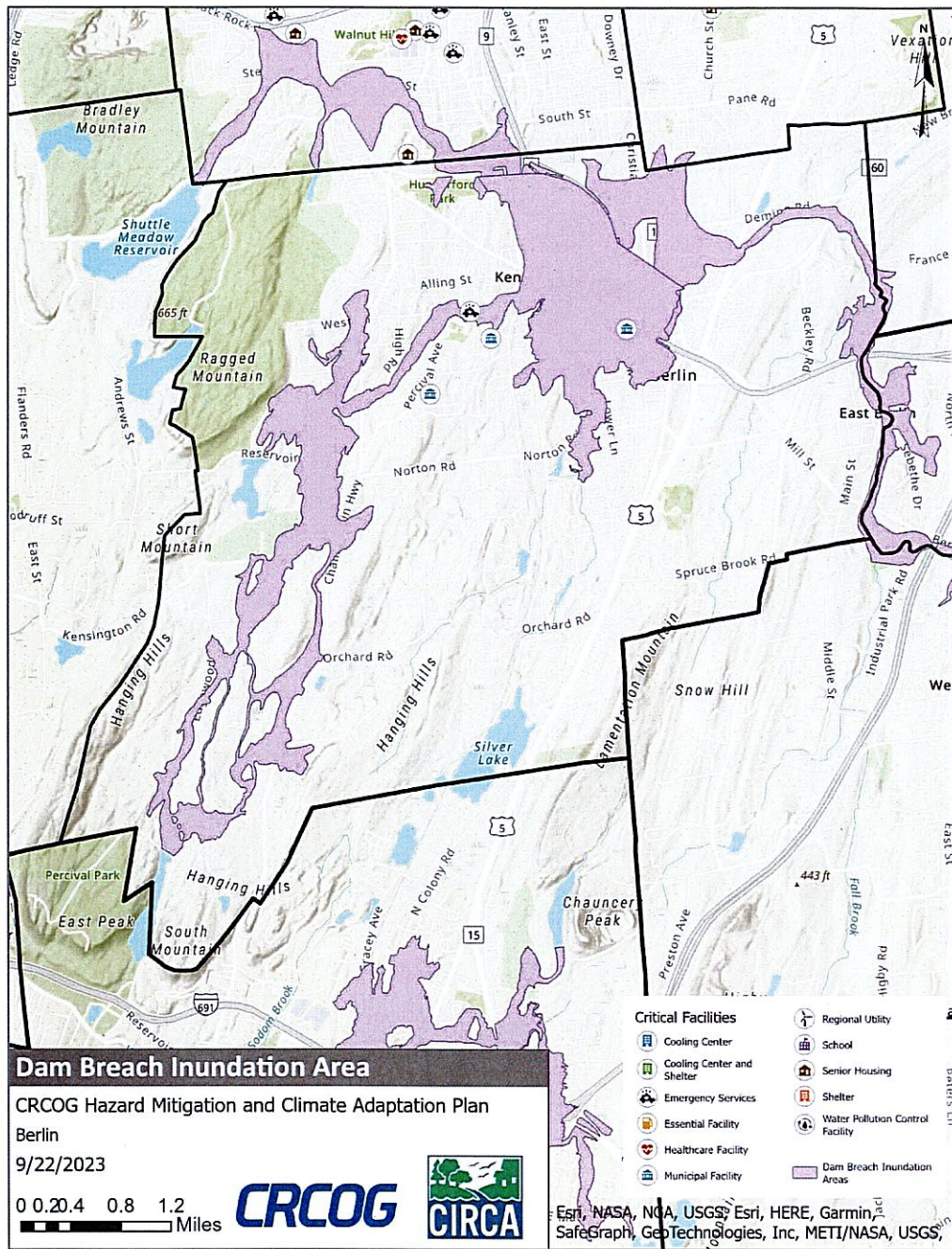
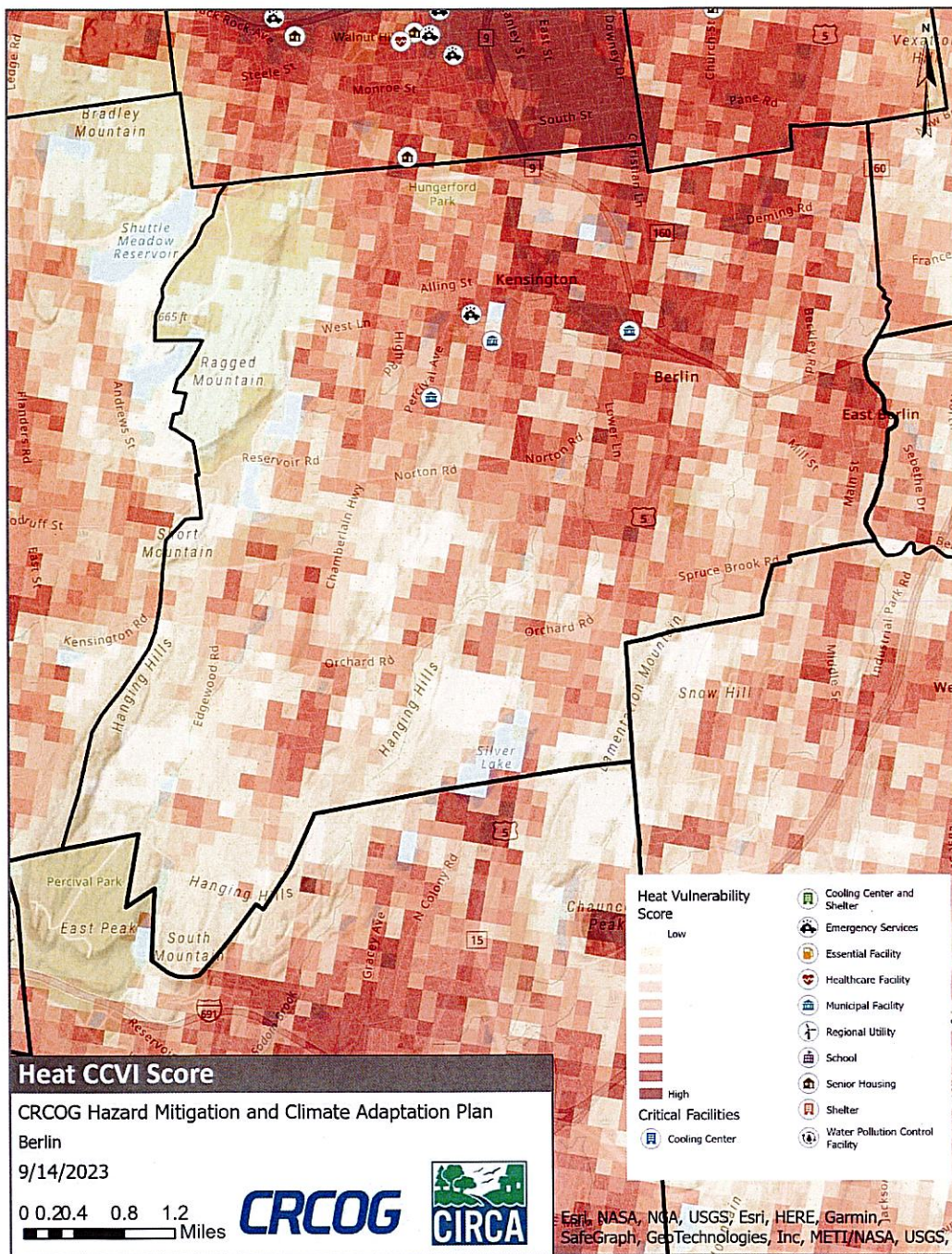



Figure 3-5: CIRCA Heat CCVI and Critical Facilities, Berlin



TO: The Honorable Mayor and Town Council

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

DATE: November 19, 2024

SUBJECT: Request for Fee Waiver – Griswold Parents Club “Holiday Shop and Stroll”

Summary of Agenda Item:

Griswold Parents Club is hosted a Holiday Shop and Stroll on Saturday, November 16, 2024. According to the application, this event was not for profit and is a school fundraising event for Griswold School students. The event featured vendors, face painting, games for children and family pictures.

Funding:

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

Action Needed:

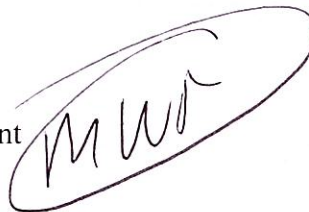
Move to approve waiving the Police Fees in the approximate amount of \$1,074.80 for the Holiday Shop and Stroll Event that took place on Saturday, November 16, 2024 at Griswold School from 9am -2pm.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN
Request for Fee Waiver

of Lt. Jobs

Form with fields: Requesting Organization: Griswold Parents club, Date: 11/18/24, Contact Name: Kristin Waszczuk, Phone Number: 860-655-9917, Event: Griswold Holiday Shop + Stroll, Date of Event: 11/16/24, Location of the Event: Griswold Elementary School, What fee do you want waived: Cost PD fee = \$859.84, Town 25% = \$214.96, Total = \$1074.80, Cost of 1 officer present at event 9am-2pm., Identify the hardship incurred: Parents Club / Fundraising for Elem. School, we don't make enough to cover the cost., Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Non-profit - funds made go back to the school and directly benefit students at Griswold.

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: Griswold Parents club

Comments:

Krist Wass
Signature

11/18/24
Date

[Signature]
Town Manager Signature

11/21/24
Date

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

1. Fee Waiver Policy

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

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager



DATE: November 15, 2024

SUBJECT: Move to authorize the Town Manager to sign a three-year agreement with OpenGov/Vertosoft for cloud-based procurement software.

SUMMARY OF AGENDA ITEM:

Currently, the Town of Berlin prepares, opens and tracks RFPs manually. Responses are received from vendors who monitor the Town of Berlin website or see the legal notice. Contracts are managed by each department without any expiration alerts.

The OpenGov platform provides several advantages over the current manual process.

- OpenGov provides a cloud-based platform that is used by over 7,000 vendors. Each vendor will have access to any RFP which increases the universe of potential bidders.
- The platform makes the creation of RFP, responding to questions, and opening/awarding of bids on-line and available to all registered users.
- The platform also provides a contracting module that will allow for easy access to bids and related contracts and provide alerts to department heads of contracts expiring within the established number of months.
- The platform allows for large files to be uploaded to the website eliminating the file size limitation of the current process.

OpenGov works with many towns in Connecticut. Every town the Purchasing Agent contacted provided a positive reference. The cost of the platform is \$35,848.25 in the first year (actual cost is prorated based on the start date) and increases five percent (5%) each year. There is a one-time professional services fee of \$29,800 to setup the Town of Berlin program. The pricing represents a discount to the Sourcewell national pricing (contract #121923-SHI).

FUNDING:

542.05.0503.0.54000.01008 Virtualization Hardware and Software (\$50,711.48 first year cost)
The cost in year 2 and later will be included in the Finance operating budget

ACTION NEEDED:

Move to authorize the Interim Town Manager to sign a three-year agreement (up to a total cost of \$124,201) with OpenGov/Vertosoft for the purchase of cloud-based procurement software utilizing Sourcewell contract #121923-SHI.

ATTACHMENTS:

OpenGov Investment & Project Planning document

PREPARED BY:

Kevin Delaney, Finance Director *KD*
Maryssa Tsolis, Purchasing Agent *MT*

OpenGov Preliminary Investment & Project Planning

Modern Solutions for High Performing Government



 **OPENGOV** Confidential, Do not share

October 21, 2024
Mike Langman, Account Executive
Steve Layne, Regional Sales Manager

OpenGov Cloud



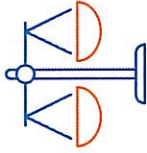
BUDGETING & PLANNING

- Operating Budget
- Capital Planning
- Workforce Planning
- Online Budget Book Publications



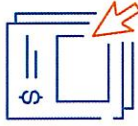
PROCUREMENT

- Solicitation Development
- Supplier Engagement
- Evaluations & Awards
- Contract Management



FINANCIALS

- Core Financials
- Utility Billing



TAX & REVENUE

- Property Tax
- Business Tax
- Operating Dashboard
- Public Portal



ASSET MANAGEMENT

- Asset Management
- Work Management
- Resource Management
- Infrastructure Planning



PERMITTING & LICENSING

- Forms & Workflows
- Public Portal
- Inspections
- Online Payments



REPORTING & TRANSPARENCY

- Dashboards | Performance
- Public Engagement

OpenGov Customer Engagement Model

Responsive Partnership - Throughout your Journey



Professional Services

Best-practice implementations from experienced partners

Award-Winning Support

Responsive support personnel with 180+ years of combined government and support experience

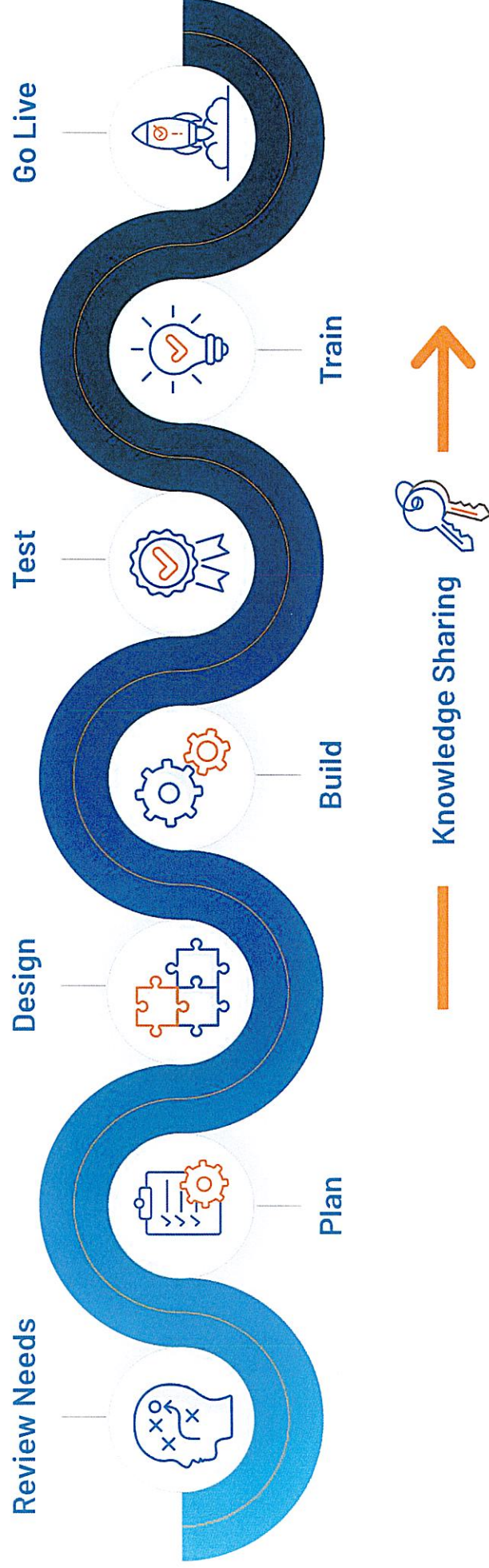
Customer Success

Ensuring your long-term success with OpenGov

OpenGov University

On-demand onboarding and continuous learning

Professional Services Deployment



Implementation Overview: Procurement @ Berlin, CT

Solicitation Development:

- Review + Confirm Solicitation Templates
- Design + get sign off on First and Second Template for use by Berlin in OpenGov system
- Configure remaining templates in system

Evaluations and Awards:

- Working sessions and trainings with end users to understand digital processes for awards and evaluations

Supplier Engagement:

- Provide iframe code and documentation to create Vendor Portal
- Import existing list of Vendors into the system
- Deploy generic templates
- Provide assistance to transition from paper to electronic bidding processes

Contract Management:

- Provide guidance and instruction for creating + managing contracts
- Map document metadata of contracts to be uploaded into the system
- Import contract records listed in the contract log
- Review and configure one contract template for Berlin

Phase	Deliverable	Month 1	Month 2	Month 3	Month 4	Month 5
Initiate	Project Kick off and Planning					
Validate	Requirements Matrix, Validation workshop					
	Solicitation Development					
	Solicitation Templates					
	Contract Management					
Configure	Contract templates					
Train	Admin Training					
Launch	Go Live, Hyper-Adoption, Project Closure					

Preliminary OpenGov Proposal: Procurement @ Berlin, CT


Annual Software Subscription, Professional Services Implementation, Ongoing Support & Maintenance for OpenGov Procurement. All Future Software Enhancements, Fixes, Updates included

OpenGov Proposal - Berlin, CT Procurement Cost Investment				
Subscription Year	Months	Software	Professional Services	Annual Total
Dec 1, 2024 - June 30, 2025	7	\$20,911.48	\$29,800.00	\$50,711.48
July 1, 2025 - June 30, 2026	12	\$35,848.25	\$0.00	\$35,848.25
July 1, 2026 - June 30, 2027	12	\$37,640.66	\$0.00	\$37,640.66

OpenGov Pricing Includes:

- Unlimited Users, Solicitations, Suppliers, Contracts, etc.
- Includes Solicitation Development, Supplier Engagement, Evaluations + Awards, and Contract Management
- 5% YoY Increase per Industry Standard after the first full 12-month term

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: W. Lee Palmer, Interim Town Manager 
DATE: November 14, 2024
SUBJECT: Request to Waive the Bidding Process for Carlson Systems

Summary of Agenda Item:

Berlin Water Control is completing the Deming Road Pump Station. This station replaced the older pump station that had three (3) pumps. The new design calls for two (2) larger horse power pumps, however it was decided that it would be a good idea to purchase another pump to keep as a spare. Carlson Systems can accommodate the necessary lead time and deliver the pump, as they are familiar with our pump stations and provide the best product and service.

Carlson Systems, LLC quoted a price of \$38,350 for the pump and we anticipate a 70% reimbursement from the Metropolitan District Commission (MDC) because they utilize the Deming Road Pump Station.

Funding:

844.55.5588.0.58062.00000 (Update Sewer Station) in the amount of \$38,350.00

Action Needed:

Move to waive the Town's bidding process to purchase a spare pump from Carlson System, LLC for the Deming Road Pump Station in the amount of \$38,350.00, as this in the best interest of the Town.

Attachments:

- 1) Sufficiency of Funds
- 2) Carlsen Systems Quote

Prepared By:

Ray Jarema, P.E.
Water Control Manager





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	11-Nov-24
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Pump for Deming Rd Pump Station	\$38,350.00	\$38,350.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$38,350.00

Account No. 844.55.5588.0.58062.00000- Update Sewer Stations

Budgeted Amount.....	<u>\$1,191,151.09</u>	Available balance.....	<u>\$526,222.66</u>
Encumbrances to Date.....	<u>\$172,186.82</u>	Amount Needed for This Package.....	<u>\$38,350.00</u>
Expenditures to Date.....	<u>\$492,741.61</u>	Available Balance After Purchase.....	<u>\$487,872.66</u>

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



41 CROSSROADS PLZ #107
WEST HARTFORD, CT 06117
203-663-1314
WWW.CARLSENSYSTEMS.COM

September 10, 2024

Berlin, CT Water Control
240 Kensington Rd
Berlin, CT 06037

Attn: Ray Jarema

RE: Deming Road Pump Station Upgrades – Spare Pump
Quote: 2409-5296

Carlsen Systems, LLC is pleased to offer the following quote:

One (1) Sulzer/ABS Model XFP 206J-CB2 PE350/6 wet pit submersible pump

- Rated for 3000 GPM @ 41.6' TDH
- 8" suction
- 8" discharge
- Sulzer/ABS Contrablock system with semi-open impeller and self-cleaning bottom plate
- 3.5" x 4.3" solids passing
- SS lifting hoop
- 47 HP motor, 460/3/60
 - Premium efficiency, 94.1% motor efficiency at 100% load as specified
 - Inverter duty rated
- Motor overtemp and seal fail protection
- 49 FT of power and control cable
- Factory Testing
 - Performance test, HI Grade 2B
 - Hydrostatic test
 - Motor Electrical Integrity Test
 - Vibration test

5 Year Municipal Warranty (3 Years Full, 2 Years Prorated)

Two (2) Meltric connectors (1 Power, 1 control)

Freight, FOB Factory

TOTAL PRICE: \$38,350.00

Estimated Delivery: 6-8 weeks after order release

CLARIFICATIONS AND EXCEPTIONS:

- Installation and wiring by others.
- Spare pump only, no controls, accessories etc included.
- This quote is valid for 60 days from the above date.

If you have any questions, please do not hesitate to call.

Sincerely,

Michael Hoover
Carlsen Systems, LLC

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager



DATE: November 14, 2024

SUBJECT: Award of Routine Repairs, Emergency Repairs, and Minor Construction of Water and Sanitary Sewer System - Contract #2025-02

Summary of Agenda Item:

On October 4, 2024, The Berlin Water Control Commission (BWCC) opened bids requesting outside services for a contractor to perform routine and emergency repairs, and minor construction, within the Berlin Water Control jurisdiction, which the Town does not have the capacity to accomplish on its own. Earth Contractors was the sole bidder at \$170,750.00. The contract is effective for two (2) years (January 1, 2025 - December 31, 2026). Earth Contractors, LLC is the current contractor for BWCC and is always responsive to requests. Staff is therefore recommending award of this contract to Earth Contractors, LLC.

Funding:

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

Action Needed:

Move to award Contract #2025-02 (Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sanitary Sewer Systems) in the amount of \$170,750.00 to Earth Contractors.

Attachment:

Earth Contractors, LLC Bid Proposal

Prepared By:

Ray Jarema, P.E., Water Control Manager





TOWN OF BERLIN, CONNECTICUT

ATTACHMENT A: PROPOSAL FORM

Contract for Routine Repairs, Emergency Repairs, and Minor Construction of the Water and Sewer Systems #2025-02

PROPOSER'S FULL LEGAL NAME: Earth Contractors

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Pricing:

***Must complete attached line-item bid spreadsheet and enter total proposal figures from each column below.**

A. Routine Repairs and Minor Construction Total:	\$	<u>45500</u>	/hr
B. Emergency Repairs Total:	\$	<u>49300</u>	/hr
C. Emergency Repairs Overtime Total:	\$	<u>75950</u>	/hr
		<u>170750</u>	

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Theodore Hrubiec
Name and Title of Authorized Representative

[Signature]
Signature of Representative, Duly Authorized

10/2/24
Date

860 828 1677
Phone # and Fax #



Mattabassett

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. The Mattabassett District Board
2. _____

Name: Nicholas Stevens Telephone No.: 860-462-8255

Home Address: 148 Hartland Ter. Berlin/Kensington
(Note: To apply, you must be a resident of Berlin) Number of years in Berlin: 2

Email Address: Stevensnib@gmail.com

Are you a Registered Voter? Yes Party Affiliation: Democrat unafil.
(Note: To apply, you must be a Registered Voter in Berlin)

B.S. Civil Engineering Technology (CCSU), M.S. Engineering and Operations Management (University of New Haven)
Educational Background (optional)

The Greater New Haven Water Pollution Control Authority
Present Employment (company/position)

260 East Street New Haven, CT 06511
Business Address

Current and Past Civic/Community Involvement: _____
Current - Berlin Water Control Commission

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 21 AM 9:19
Kathryn Heland
BERLIN, CT.

Tell us why you feel qualified for this appointment: I am a licensed Professional Engineer with 12 years of experience in the wastewater industry previously providing engineering consulting services for clients around the northeast US. I now work for the GNHWPCA managing treatment plant and pump station upgrades as well as sewer rehab and separation projects in the heart of downtown New Haven.

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: *Nicholas Stevens* Date: November 20th, 2024

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

Mr J. Stephen Hinchliffe, jr

Town of Berlin | Generated 10/7/2024 @ 8:39 am by OnBoardGOV - Powered by ClerkBase


Status

*Public Building
Commission*

Name Mr J. Stephen Hinchliffe, jr
Application Date 10/5/2024
Expiration Date 10/5/2123
Status Received

Board	Vacancies	Status
Public Building Commission	1	Pending

Basic Information

Name Mr J. Stephen Hinchliffe, jr
Resume File
 Download

Contact Information

Address
176 Burgundy Drive
Kensington, CT 06037

Yes, I am a resident
Yes

Email
stephen.hinchliffe@comcast.net

Phone
8607701281

Occupation

Employer
Retires

Job Title
Retired

What is your political party affiliation?
Unaffiliated ✓

Number of years in Berlin
58

Educational Background (optional)
BS Business Administration, MBA

Current and Past Civic/Community Involvement

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 OCT -7 AM 8:59
Kathy Gleason
BERLIN, CT.

Berlin Park & Rec Commission- 8 yrs, Berlin Youth Soccer Association- 38 yrs, South Kensington Fire Dept- Past Asst Chief

Tell us why you feel qualified for this appointment

Custom residential home construction in Berlin- 11 years experience

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 10/7/2024, 8:39:24 AM

Michael Urrunaga

Town of Berlin | Generated 11/13/2024 @ 8:32 am by OnBoardGOV - Powered by ClerkBase

Status


Name Michael Urrunaga
Application Date 11/12/2024
Expiration Date 11/12/2123
Status Received

Youth Services

Board	Vacancies	Status
Youth Services Advisory Board	1	Pending

Basic Information

Name
Michael Urrunaga

Resume File
 Download

Contact Information

Address
1075 Orchard Rd
Berlin, CT 06037

Yes, I am a resident
Yes

Email
ESPNMIKE@COMCAST.NET

Phone
8608392414

Occupation

Employer
ESPN

Job Title
Program Director

What is your political party affiliation?
Unaffiliated

Number of years in Berlin
22

Educational Background (optional)
BA Communications/Journalism

Current and Past Civic/Community Involvement

Town Council Member 2019-2022 Cubmaster Pack 5 2012-2020 Baseball Coach 2010-2018 Soccer Coach 2013-2018

Tell us why you feel qualified for this appointment

I have been a youth advocate since I started volunteering in the town and always look to help the youth of our community grow and thrive by example and by practice.

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

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Town Council Calendar 2025 and January 2026
(Routinely the 1st and 3rd Tuesday of the Month)

January 7th & 23rd

February 4th & 18th

March 4th & 18th

April 8th & 22nd

Budget Referendum April 29th - last Tuesday of April – Town Charter Sec. 7-6(b)

May 6th & 20th

Budget Referendum May 27th – held four weeks after the first referendum – Town Charter Sec. 7-6(e)

June 3rd & 17th

July 8th & 22nd

August – No meetings

September 2nd & 16th

October 7th & 21st

November 25th

Election Day November 4th, 2024

Swearing in ceremony is the 18th (no meeting between election and swearing in)

Thanksgiving will be November 27th.

December 9th

January 6^h & 20th - 2026

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/86237251883?pwd=MXL9gS3OXtEKVcWrSCoUwxxVP9aTgH.1>

Meeting ID: 862 3725 1883

Passcode: 250663

One tap mobile

+1-305-224-1968 # US

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 12, 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 7:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

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

Also in attendance:

Interim Town Manager W. Lee Palmer
Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF PROCLAMATION - Veterans' Remembrance Day

Mayor Kaczynski read the following proclamation which had also been read at the Veterans' Day ceremony at McGee.

Whereas: Each year, we pause to remember the men and women who have served selflessly in America's armed forces; sacrificing a great deal, including those who made the ultimate sacrifice, for our freedom and democracy; and

Whereas: As veterans, they deserve the respect and appreciation of all our citizens; and

Whereas: The citizens of the Town of Berlin are encouraged to honor our service men and women, including those listed as missing in action or prisoners of war, and to remember those who have lost their lives in service to our country; and

Whereas: On Veterans' Day we publicly salute these sacrifices by providing programs to pay tribute to our military veterans for all they have done, and continue to do, to make the world a better and safer place;

NOW, THEREFORE, BE IT RESOLVED, that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut do hereby officially proclaim November 11, 2024 as **Veterans' Remembrance Day** in the Town of Berlin.

Dated this 7th day of November 2024 at Berlin, Connecticut.

E. AUDIENCE OF CITIZENS:

Dennis Kern, 57 Cider Mill Road – Mr. Kern stated that he is president of the Berlin Land Trust and wanted to thank the Town Council for their support of the purchase of the Fontanella property on the Chamberlin Highway which is on tonight's agenda. It is a pristine piece of property and a beautiful example of the trap rock ridges of central Connecticut which deserves protection.

As part of the purchase the Berlin Land Trust will be contributing \$20,000, the Town will contribute toward the purchase, and the Town will also be applying for a State of Connecticut Open Space and Watershed Land Acquisition grant which the Land Trust also supports.

F. MAYOR'S UPDATE:

Update on Bright Feeds – Mayor Kaczynski stated that he and Representative Veach met with the Department of Energy and Environmental Protection (DEEP) and added that they will be attending the Bright Feeds meeting scheduled for November 20th. DEEP issued another letter to Bright Feeds requesting additional emissions testing from the smokestack on the property stating that Bright Feeds must submit an emissions test report within 60 days of completion of the test.

Bright Feeds is working on the purchase and installation of the thermal oxidizer that was discussed at the October 23rd meeting. This specialized equipment should be installed in February. In the interim they will be adding a temporary carbon filter system to their current system to assist with the odor issue.

Equipment that the Berlin Police Department purchased has been installed in the neighborhood where most of the noise concerns have been reported. It will collect data for the next two weeks which will then be analyzed.

Mayor Kaczynski added that the Lamentation Mountain fire is about 95% contained and FEMA reimbursement is expected to assist with the fire fighting expenses.

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

H. CONSENT AGENDA:

1. **Topic re: Accept monetary donations totaling \$807.71 and deposit \$616.70 into the Unrestricted Donations account for the library's greatest need and deposit \$191.01 into the Library's Agency account for the purchase of books and materials. – Berlin-Peck Memorial Library**
2. **Topic re: Approve Lumibility – Kid Steps to have rental fees of \$30/meeting at the Berlin Community Center waived. – Parks and Recreation**
3. **Topic re: Approve acceptance of a sign naming the outdoor Berlin High School basketball courts to the Tyler Cop Memorial Basketball Court in the amount of \$195 from the T Cop Foundation. – Parks and Recreation**
4. **Topic re: Approve waiving the Police Fees in the approximate amount of \$400.00 for the Gingerbread House Night Event that will take place on Monday, December 16, 2024 at Griswold School. - Police**
5. **Topic re: Accept the donation of the trailer valued at \$1,500 for the Berlin Police Cadet Program. – Police**
6. **Topic re: Accept the donations of \$10,250 and appropriate the funds to the Police K9 Program Expenditure Account. - Police**
7. **Topic re: Accept the donation of \$5,100.00 and appropriate the funds to the Supplies Expenditure Account. - Police**
8. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$150.00 and supplies/medical care valued at \$292.56. - Animal Control**
9. **Topic re: Approve waiving the fee of \$170.00 for the building permit for the installation of an industrial park sign at the corner of Old Brickyard and Porters Pass. – Economic Development**

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: Read the title of the proposed “RESOLUTION REALLOCATING PROCEEDS OF THE TOWN OF BERLIN’S \$4,560,000 GENERAL OBLIGATIONS BONDS, ISSUE OF 2024, DATED OCTOBER 8, 2024”, and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting. Also to approve a**

“RESOLUTION REALLOCATING PROCEEDS OF THE TOWN OF BERLIN’S \$4,560,000 GENERAL OBLIGATIONS BONDS, ISSUE OF 2024, DATED OCTOBER 8, 2024”, pending approval by the Board of Finance. Approve the transfer of \$850,000.00 of ARPA grant funds from the HVAC Upgrades account to the Buildings and Renovations account, both in the American Rescue Plan Fund, pending approval by the Board of Finance and to authorize the Director of Finance to modify all existing purchase orders, as needed, related to the Willard HVAC project that use ARPA funds and the Police Construction project that use bond funds to reflect the impact of the approved funding changes. – Finance

Finance Director Kevin Delaney stated that the Public Building Commission did take this matter up for review, but they are not in the position right now to release the contingency funds. This alternative effectively swaps the bond money the Town just issued from the Police Station project for the ARPA money at Willard.

There is enough money left on the Millenium contract for the Police Station that the ARPA money can go against that so it will be fully obligated and meet the Treasury requirements. The bond money will go to Willard and when that project is completed the remaining bond money would then be reallocated to a different project with Town Council approval. This swap would allow the Town to meet its December 31st legal obligation with the Millenium contract.

Councilor Paonessa moved to read the title of the proposed “RESOLUTION REALLOCATING PROCEEDS OF THE TOWN OF BERLIN’S \$4,560,000 GENERAL OBLIGATIONS BONDS, ISSUE OF 2024, DATED OCTOBER 8, 2024”, and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve a “RESOLUTION REALLOCATING PROCEEDS OF THE TOWN OF BERLIN’S \$4,560,000 GENERAL OBLIGATIONS BONDS, ISSUE OF 2024, DATED OCTOBER 8, 2024”, pending approval by the Board of Finance.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the transfer of \$850,000.00 of ARPA grant funds from the HVAC Upgrades account to the Buildings and Renovations account, both in the American Rescue Plan Fund, pending approval by the Board of Finance.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Director of Finance to modify all existing purchase orders, as needed, related to the Willard HVAC project that use ARPA funds and the Police Construction project that use bond funds to reflect the impact of the approved funding changes.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Presentation of Feasibility Study of Demore, Dinda, Bittner Jr. Memorial Pool Complex – Public Grounds/Parks and Recreation

Luke McCoy, Principal/Landscape Architect of Kaestle Boos Associates stated that the existing tennis courts are at the end of their lifespan, and he presented the concept of converting those courts into four pickleball courts with new fencing, drainage improvements, and an accessible walkway. The estimated cost of \$625,000 to \$700,000 is a full project cost which includes soft costs, contingencies, bonding, insurance, and escalation into 2025. Mr. McCoy added that all estimates given tonight include full project costs.

Development of a park and playscape to replace the current swing sets would include two new age-appropriate play structures, a shade structure, safety surfacing, and an accessible walkway. The estimated cost would be \$500,00 to \$550,000 for poured-in-place surfacing or \$400,00 to \$450,000 for wood fiber mulch surfacing.

The condition of the current pool house would require accessibility and code updates, structural renovations and updates, a new roof, and mechanical, engineering, and plumbing replacements. That cost estimate is \$1.3 million to \$1.5 million.

Based on the condition of the current wading pool the recommendation from KBA's pool consultant was to replace the pool either with another wading pool at an estimated cost of \$600,000 to \$650,000, or a splash pad at an estimated cost of \$500,000 to \$550,000.

Renovation of the main pool would extend its life ten to twenty years. Included in the estimate of \$2.75 million to \$2.9 million is the replacement of the top rail gutter, the complete walkway surrounding it, major repairs to the walls, replacing underground pump lines and the main drain, updating the pump and pool equipment which is currently outdated and smaller than needed for this size pool, and some work to the pavilion structure that runs along the pool.

The option of replacing the current pool with a new pool would provide a longer lifespan at the cost of \$3.5 million to \$3.65 million. This price also includes work on the pavilion structure along the pool.

The last option includes replacing the current pool with a 5,000 to 6,000 square foot splash pad. Work would include removing the pool structure as well as the concrete decking and filling in the area. The estimated cost of this would be \$2.6 million to \$2.75 million.

Mr. McCoy and Director of Community, Recreation and Parks Services Jen Ochoa stated that they will reach out to other towns to determine the sizes of their splashpads and the number of children they can accommodate. There was discussion regarding the number of parking spaces and if they

could accommodate the demand of the area. Mr. McCoy stated that there is the possibility of using the area where the current swing set is located to add parking.

Parks and Recreation Commission Chair Donna Bovee stated that the Commission supports the splash pad project. Mr. McCoy added that if the project were to move forward, he could anticipate the splash pad being ready for use in the summer of 2026.

Town Clerk Kate Wall reminded the Town Council that if the project will exceed \$5 million that it must go to referendum as part of either the Budget Referendum in the Spring or the Municipal Election in November.

NO ACTION NEEDED

3. **Topic re: Presentation on Police Servers, Storage and Licensing Upgrade for the 2026 Capital Budget. – Information Technology**

Director of Information Technology Brian Freeman stated that the Police Department's servers and storage will reach end of life by August 2025. These items were last purchased in 2018, and five to seven years is the typical lifespan. These systems include computer aided dispatch, and the ability to write reports and book prisoners.

If these items fail after August 2025 there is no guarantee of replacement parts being available and vendor software support would also not be available. Running software that is no longer supported can be risky as hackers can exploit known vulnerabilities and infect a system with viruses and malware.

The purpose of this capital request is to purchase new hardware with a five-year support contract, as well as to renew the Police Department's software and support licensing. The total cost of this project is \$225,000 plus an additional \$20,000 in contingency and prices are quoted under Connecticut State Contract.

Town Clerk Kate Wall added that the purpose of this presentation was to provide the Town Council with information prior to the budgeting process.

NO ACTION NEEDED

4. **Topic re: Authorize the Interim Town Manager to sign an agreement with Golf Design Unlimited and Doug Smith to be the Golf Course Architect for the Timberlin Bunker Project for no more than \$30,000. – Golf Course**

Director of Golf Sol Guerrero stated that he met with the Public Building Commission regarding the bunker project at Timberlin Golf Course and they requested that he obtain quotes from design architects. Three quotes were received with Golf Design Unlimited and Doug Smith being the lowest qualified bidder for this project.

Mr. Guerrero anticipates the project will commence in the Fall of 2025 to avoid interrupting the busy Spring and Summer golf seasons.

Councilor Paonessa moved to authorize the Interim Town Manager to sign an agreement with Golf Design Unlimited and Doug Smith to be the Golf Course Architect for the Timberlin Bunker Project for no more than \$30,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Authorize the Town Manager to enter into an agreement, with contingencies including completion of the section 8-24 review, to buy the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway for \$100,000, subject to review and approval of Corporation Counsel. – Economic Development**

Economic Development Coordinator Jim Mahoney stated that in follow up to previous Town Council agenda items, this agenda item is to authorize the Town Manager to enter into a purchase agreement related 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. The owner is willing to sell the parcel to the Town for \$100,000. The Town Council has authorized the use of \$7,000 from the payment in lieu of open space account and \$30,000 from the grant match account for this project.

The Berlin Land Trust has pledged to contribute \$20,000 toward the purchase price and has indicated that it may use up to \$7,000 of that amount for due diligence costs. The Town is also 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).

Mr. Mahoney added that if the grant is not received the Town can cancel the Purchase and Sale Agreement. If a partial grant is received, then he will return to the Town Council to discuss options.

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 now located on the 0 Chamberlain Highway property. A scenic loop side trail at the south end of Summit Wood and off the Metacomet trail to this property is recommended to demonstrate public access as is required for the State grant.

Councilor Paonessa moved to authorize the Town Manager to enter into an agreement, with contingencies including completion of the section 8-24 review, to buy the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway for \$100,000, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

6. **Topic re: Authorize the Interim Town Manager to sign an inter-local agreement with the City of Middletown concerning a State Recreational Trails Grant for the Lamentation**

Mountain/Pistol Creek Area, subject to review and approval of Corporation Counsel and to refer the project to the Planning and Zoning Commission for a review pursuant to section 8-24 of the Connecticut General Statutes. – Economic Development

Economic Development Coordinator Jim Mahoney stated that the City of Middletown and Town of Berlin jointly applied for and received a Connecticut Department of Energy and Environmental Protection (DEEP) grant under the Connecticut Recreational Trails Program, to improve trail connectivity and accessibility in the Lamentation Mountain area and improve and enhance the multi-use paths at the municipal open spaces located at the Pistol Creek properties in both towns.

To carry out the purposes of the grant, Middletown and Berlin will enter into an interlocal agreement whereby Middletown will be responsible for administering the DEEP Grant on behalf of the City of Middletown and Town of Berlin in accordance with the terms, conditions and requirements of the grant. Berlin will provide to Middletown its local share match contribution of \$50,000 as well as administrative and technical support required by Middletown to effectively and timely carry out all project activities that are funded with the DEEP Grant.

The project scope for the Pistol Creek/Lamentation Mountain area grant application includes improving Pistol Creek cart paths on both the Berlin and Middletown sections, signage, constructing additional improvements including bog bridges on the portion of the Mattabassett Trail that is in Berlin and Middletown, and parking improvements in Middletown for Pistol Creek.

Councilor Paonessa moved to authorize the Interim Town Manager to sign an inter-local agreement with the City of Middletown concerning a State Recreational Trails Grant for the Lamentation Mountain/Pistol Creek Area, subject to review and approval of Corporation Counsel and to refer the project to the Planning and Zoning Commission for a review pursuant to section 8-24 of the Connecticut General Statutes.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

Interim Town Manager Palmer stated that the Town of Berlin has experienced increased overtime and unplanned vendor bills associated with the State of Emergency related to the Lamentation Mountain fire. Further details and request for funding and application for reimbursement will be provided when a complete listing is available.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Mayor Kaczynski informed Town Clerk Kate Wall that the December 10th meeting will be rescheduled to December 17th.

Councilor Pruzin stated that the Town did a wonderful job on the reconstruction of the Little Peoples' Playground. He also attended the shredding event at the Senior Center on November 1st and they had a great turnout.

Councilor Pruzin added that the Veterans' Commission did a fantastic job with this year's Veteran's Day ceremony.

Councilor Veach confirmed that DEEP does plan to attend the next Bright Feeds meeting on November 20th. She is hopeful that there will be a resolution in the next couple of months.

Councilor Paonessa thanked Town Clerk Kate Wall and the Registrar of Voters for their hard work with the recent Presidential election.

Councilor Paonessa inquired about the status of the access road to Lamentation Mountain near the Carabetta property on the Berlin Turnpike. Representative Veach stated she had not heard any further information about it, but she can reach out to the Commissioner regarding it.

Councilor Rosso stated that he wanted to recognize the passing of Bob Simons stating that Mr. Simons was considered a Town father and was a force behind the Town's Fire Department.

M. ACCEPTANCE OF MINUTES:

October 15, 2024

October 23, 2024 – Special Meeting

Councilor Paonessa moved to accept the October 15, 2024 Town Council Meeting Minutes as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

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

Seconded by Councilor Coppola.

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

Abstain: Councilor Atkinson, Councilor Rosso

Vote being 5-0-2 (MOTION CARRIED)

N. 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, Rock River Realty v. Berlin, and proposed Settlement of Real Property Tax Appeal (Instant Property Solutions).

Councilor Paonessa moved to go into Executive Session: 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, Rock River Realty v. Berlin, and proposed Settlement of Real Property Tax Appeal (Instant Property Solutions) at 8:30 p.m. Invited in: Interim Town Manager Palmer, Corporation Counsel Donofrio and Tax Assessor Joe Ferraro.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 9:13 p.m.

O. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:14 p.m.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting