

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/89657042985?pwd=shGbDOhHNJ7Cvm2FoRjarmZQkZnIE.1>

Meeting ID: 896 5704 2985

Passcode: 210670

+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, January 7, 2025 at 6:45 p.m. for the following purposes:

1. To approve a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance in the amount of \$1,331,320 for capital items, pending Board of Finance approval.
2. To approve a fiscal year 2025 non-budgeted appropriation of \$264,212.46 of FEMA storm reimbursement funds for the development of an alternative fuel site at the Timberlin Golf Course and to fund costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain, pending Board of Finance approval.

(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, January 7, 2025
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 donations to the Berlin Animal Control Donation Account for \$729.00 and supplies/medical care valued at \$890.23. – Animal Control

2. Topic re: Accept monetary donations totaling \$901.33 and deposit \$25.00 into the Unrestricted Donations account for the library's greatest need and deposit \$876.33 into the Friends of the Library Miscellaneous account for the purchase of a program, a museum pass renewal, program supplies and coffee supplies. – Berlin-Peck Memorial Library
3. Topic re: Approve Lisa DeSeno and ALS Alliance to charge a registration fee of \$30 for their Dan the Man 5K Run/Walk for ALS that will take place on Saturday, May 17, 2025 at the Pistol Creek trails. – Parks and Recreation
4. Topic re: Approve waiving the Police Traffic Control and Town fees in the amount of \$2,149.60 for the Theatre Guild of Berlin's Winter Children's Show-Disney's Frozen, Jr. which took place on December 18, 2024, at Berlin High School Auditorium. - Police
5. Topic re: Approve waiving the Police Traffic Control and Town fees in the estimated amount of \$ 2,300.00 for the Jim Day Memorial Tournament that will take place on January 12, 2025. – Police
6. Topic re: Accept the donations of \$868.00 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police
7. Topic re: Accept the donations of \$400.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
8. Topic re: Accept the donation of \$600.00 and appropriate the funds to the Supplies Expenditure Account. – Police

H. NEW BUSINESS:

1. Topic re: Approve a fiscal year 2025 non-budgeted appropriation of \$1,331,320 in General Fund Unassigned Fund Balance for renovations to the driveway/parking lot at Sage Park (\$400,000), the installation of a fire suppression system at BHS (\$166,320), new school vans (\$150,000), sidewalk renovations at McGee Middle school (\$150,000), replacement of nine (9) air quality systems at the Community Center (\$150,000), the purchase of a new van for Animal Control (\$70,000), the purchase of a new truck for Facilities (\$55,000), the purchase of a new large rotary mower for Grounds (\$160,000), and hiring an engineer for the proposed repair/renovation of sand traps at Timberlin Golf Course (\$30,000), pending approval by the Board of Finance. - Finance
2. Topic re: Approve a fiscal year 2025 non-budgeted appropriation of FEMA storm reimbursement funds in the amount of \$40,000 to the alternative fuel site account in the Capital Non-Recurring Fund for the installation of an alternative fuel site at Timberlin Golf Course and \$224,212.46 to the Disaster Recovery Initiatives account in the Disaster Recovery Fund for costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain, pending approval by the Board of Finance. – Finance
3. Topic re: Authorize the Town Manager to enter an amendment to the contract with FHI Studio in an amount not to exceed \$5,000 to be paid from the Plan of Devel. Update account and the Economic Development Contractual Services account, to assist with preparation of economic development related zoning ordinance amendments recommended in the Town's Plan of Conservation and

Development as this is in the best interest of the Town, subject to review and approval of Corporation Counsel. – Planning and Zoning/Economic Development

4. Topic re: Approve the attached resolution to authorize Ryan Curley, 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, subject to approval of Corporation Counsel. – Economic Development
5. Topic re: Authorize the Town Manager to accept the attached bid results for the Equipment Rental Contract (#2025-06) and utilize the services of Earth Contractors, McAllen Construction, WRR, Inc., Garf Trucking, LATEC, and J&J Brothers when issuing future purchase orders to one or more Firms, depending on vendor availability and cost-effectiveness, through December 31, 2026. – Public Works
6. Topic re: Award Contract #2025-10 (Scrap Metal Disposal), to Calamari Recycling Company, Inc. of Essex, CT for the period of February 1, 2025 through January 31, 2028. – Public Works
7. Topic re: Award the 2025 Gasoline Contract to East River Energy of Guilford, CT utilizing the Capitol Region Council of Governments (CRCOG) Bid # 771. – Municipal Garage
8. Topic re: Waive the Town of Berlin’s purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT, as this is in the best interest of Town. – Fire Administration

I. APPOINTMENTS:

1. Berlin-Peck Memorial Library Board – Robert Lewis (U) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
2. Berlin-Peck Memorial Library Board – Gail Marino (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
3. Berlin-Peck Memorial Library Board – Karen Pagliaro (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
4. Board of Ethics (Code of Ethics) – Annmarie Marolda (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.

5. Board of Ethics (Code of Ethics) - **Alternate** – Tiffany Bernard (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.
6. Cemetery Committee – Richard Benson (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2031. Can be filled with a D, R or U.
7. Cemetery Committee – Riza Brown (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2031. Can be filled with a D, R or U.
8. Citation Hearing Officer – Jon Paul Demko term expires January 31, 2025, and he is not seeking reappointment. Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
9. Commission for Persons with Disabilities – Andrew Pulcini (U) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
10. Commission for the Aging – Kathleen Murray (R) term expires January 31, 2025, and she is not seeking reappointment. Replacement term would be until January 31, 2030. Can be filled with a D, R or U.
11. Conservation Commission – Michael DeLorenzo (D) term expires January 31, 2025, and he is not seeking reappointment. Replacement term would be until January 31, 2030. Can be filled with a D, R or U.
12. Conservation Commission – Karen Pagliaro (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
13. 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).
14. Economic Development Commission – Vacancy – Keith Bostrom resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
15. Economic Development Commission – Dave Cyr (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.

16. Economic Development Commission – Vincent Fortunato (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
17. Golf Course Commission (Ladies’ Club Member) – Gale Lemieux (D) term expires January 31, 2025, and she is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
18. Golf Course Commission (Men’s Club Member) – Sebastian Senia (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointment).
19. Historic District Commission – E. William Cink, Jr. (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
20. Historic District Commission - **Alternate** – Palma (Pamela) Pethigal (U) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
21. 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.
22. Inland Wetlands & Water Courses Commission – William Jackson (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
23. Inland Wetlands & Water Courses Commission – Gary Pavano (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
24. Inland Wetlands & Water Courses Commission – David Rogan (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
25. Inland Wetlands & Water Courses Commission – Vacancy – **Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.

26. Parks and Recreation Commission – Anthony Butrimas (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
27. Parks and Recreation Commission – Don Dellaquila (D) term expires January 31, 2025, and he is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
28. Parks and Recreation Commission – Joseph Pulcini (U) term expires January 31, 2025, and he is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
29. 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.
30. Public Building Commission – Barton Bovee (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
31. Public Building Commission – Rocco Buccheri (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
32. Veterans' Commission – Vacancy – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
33. Veterans' Commission – Paul Eshoo (R) term expires January 31, 2025. (Moved to Meriden) Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
34. Veterans' Commission – Dean Revoir (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
35. VNA – Vacancy - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
36. VNA –Vacancy - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
37. VNA –Vacancy - Replacement term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above appointments).

38. VNA – Pamela Bannon (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
39. VNA – Brenda Chyra (R) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
40. VNA – Aurora Corteville (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
41. VNA – David Veronesi (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
42. Water Control Commission – Bruce Laroche (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
43. Water Control Commission – Vacancy – **Alternate** – Term would be until January 31, 2027. Can be filled with a D, R or U.
44. Youth Services Advisory Board (Youth Agency Representative) – Ed Battle term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
45. Youth Services Advisory Board (Service Consumer) – Nancy Cavaliere term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
46. Youth Services Advisory Board (Youth Officer) – Detective Kevin Chaffee term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
47. Youth Services Advisory Board (School Representative) – Karen Despres term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
48. Zoning Board of Appeals – Antonio Francalangia (D) term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

December 17, 2024

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 – Deb Realty (45 Chamberlain Hwy) Tax Appeal

O. ADJOURNMENT

TOWN MEETING PROCEDURES

1. **Call to Order – Mayor will open the meeting**
2. **Election of a Moderator (Nominations from the Floor)**
3. **Nominations closed**
4. **Eligibility to Vote – any person who is an elector of such town and any citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town (reference CGS Sec. 7-6.)**
5. **Clerk will read the Legal Notice**
6. **Is there a Resolution to come before the Town Meeting?
(Second Required)**
7. **Discussion on Resolution**
8. **Vote on Resolution**
9. **Mayor should then simply state the meeting is adjourned
(a motion is not necessary to adjourn Special Town Meeting)**

Revised 5/2/2018

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

January 7, 2025

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, January 7, 2025 at 6:45 p.m. for the following purposes:

1. To approve a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance in the amount of \$1,331,320 for capital items, pending Board of Finance approval.
2. To approve a fiscal year 2025 non-budgeted appropriation of \$264,212.46 of FEMA storm reimbursement funds for the development of an alternative fuel site at the Timberlin Golf Course and to fund costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain, pending Board of Finance approval.

Dated at Berlin, Connecticut this 20th day of December 2024.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date: Tuesday, January 2, 2025
New Britain Herald

Consent
Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 31, 2024

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
November 1, 2024 to December 27, 2024	\$590.23 value	Vet Care	F.O.B.A.C. Berlin
	\$90.00 cash	Animal Care	Christian Camacho Waterbury
	\$139.00 Ck# 1054	Animal Care	Sadies Sunrise Cafe Berlin
	\$50.00 Ck#65329131	Animal Care	Thomas Ottman Berlin
	\$35.00 cash	Animal Care	Nick Damiana Bristol
	\$65.00 cash	Animal Care	Joellen Vendetti Rocky Hill
	\$50.00 Cash	Animal Care	Maryann Grady Berlin
	\$50.00 Value	Dog Crate	Joann Cyr East Berlin
	\$50.00 Ck#2584	Animal Care	Christine Marchetti Manchester
	\$150.00 Cash	Animal Care	Ben Brady Bristol

Period	Amount	Purpose	Donor*
	\$250.00 (value)	dog & cat food & supplies	Dottie Fox (VFW) Berlin
	\$50.00 Ck# 4674	Animal Care	Diane Impronto Newington
	\$50.00 Ck# 65607358	Animal Care	M & T Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$729.00 and supplies/medical care valued at \$890.23

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer

#24-0153

INVOICE

Companion Animal Hospital

5 Kirby Rd.
Cromwell, CT 06416
860-632-7955

FOR: Ms. Berlin Animal Control
600 Christian Lane
Berlin, CT 06037
(860) 828-7055

Printed: 11-06-24 at 12:32p
Date: 11-06-24
Folder: 1452
Invoice: 137318

Date	For	Qty	Description	Price	Discount	Net Price
Services by Dr. Melina Rothert						
11-06-24	Milkshake	1	Boarding Feline*			27.50
Services by Dr. Barbara Hess						
10-09-24		1	Fecal with Giardia Elisa			63.00
10-09-24	Ronald	1	Fecal with Giardia Elisa			63.00
11-04-24	Milkshake	1	Fel. Distemper 1st Vaccine (FVRCP)			28.00
11-04-24		0.60	Strongid T (Worming)			11.48
11-05-24		1	Anesthesia (Inhalant) <30 lbs			128.00
11-05-24		1	Recovery Stay			45.50
11-05-24		1	Exploratory polyp	818.00	618.00	200.00 **
11-05-24		1	Cortisone Injection Small	48.00	26.00	22.00 **
Services by						
11-06-24			Mastercard payment			-590.23
Old balance	Charges	Tax	Payments	Discount		New balance
0.00	588.48	*1.75	590.23	644.00 **		0.00

Your invoice total reflects our **Non Discounted Clients** discount.

Reminders for: Ronald		Last done
04-09-25	Fecal with Giardia Elisa	10-09-24
10-08-25	Off-site visit with Vaccination	10-08-24
10-08-25	Ral	

Reminders for: **Mill**

04-09-25 Fecal

CREDIT CARD Sale

Application Label: Masters and Dept
XXXXXXXXXXXX3522 Exp: 11/14
CID: 4000000000000000
MSTERCARD Entry Method: Contactless
CHIP READ
ATC: 0025
AC: 0100000000000000

Total: 590.23

11/06/24 12:32:16

Resp Code: 00

Inv: 0000000000

IST: 0000

Invlt: 0000010

Apprvd: OnLine

TRM Ref #: 1100000551100



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

November 2, 2024

Christian Camacho
183 Deleware St.
Waterbury, CT 06708

Dear Camacho family,

Thank you so much for your generous donation.
We hope “Cookie” is doing well and fitting into your family.
It is greatly appreciated that you gave her a home.
We are thankful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

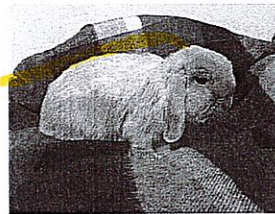
Jan Lund, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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



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

November 6, 2024

Sadies Sunrise Cafe
196 Berlin Turnpike
Berlin, CT 06037

Dear Friends at Sadie's Sunrise Cafe

Thank you very much for the donation from your fundraiser.
Your kindness & generosity will help go toward the animal care
and comfort here at our facility.
We look forward to working with you again in the future.
Thanks again.
Sincerely,

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



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



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

November 10, 2024

Thomas Ottman
53 Westview Terrace
Berlin, CT 06037

Dear Thomas,

Thank you so much for your very generous and monthly donation. It is greatly appreciated. All donations go to vaccines, spaying & medical care. We are thankful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



“ Ryder “



“ Mini “



“ Finn “

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



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

November 22, 2024

Nick Damiana
93 Grove St
Bristol, CT 06010

Dear Nick,

Thank you so much for your generous donation.
We hope "Bishop" is doing well and fitting into your family.
It is greatly appreciated that you gave him a home.
We are thankful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



" Ryder "



" Mini "



" Finn "

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



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

November 6, 2024

Joellen Vendetti
78 Concord St
Rocky Hill, CT 06109

Dear Joellen,

Thank you very much for the donation for “ Sprinkle”.
Your kindness & generosity will help go toward the animal care
and comfort here at our facility.
Thanks again.
Sincerely,

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



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



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

November 6, 2024

Maryann Grady
580 Beckley Rd
Berlin, CT 06037

Dear Maryann,

Thank you very much for the donation for “Stitch”.
Your thoughtfulness will help go toward the animal care and comfort here
at our facility.
Thanks again.
Sincerely,

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



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



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

November 15, 2024

JoAnn Cyr
294 Main Street
East Berlin, CT 06037

Dear JoAnn,

Thank you so much for your donation of the large dog crate!
It is greatly appreciated.

We are thankful for kind people like you who help us provide food and supplies for the animals we care for at the shelter.

Thanks again.

Sincerely,

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



“ Ryder “



“ Mini “



“ Finn “

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



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

November 22, 2024

Christine Marchetti
155 High St.
Manchester, CT 06040

Dear Christine,

Thank you so much for your generous donation.
We hope "Eclipse" is doing well and fitting into your family.
It is greatly appreciated that you gave her a home.
We are thankful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



"Ryder"



"Mini"



"Finn"

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



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

November 22, 2024

Ben Brady
48 Beths Ave. Unit 31
Bristol, CT 06010

Dear Mr. & Mrs. Brady

Thank you so much for your very generous donation.
It is greatly appreciated. All donations go to vaccines, spaying & medical care.
We are thankful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



“ Ryder “



“ Mini “



“ Finn “

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



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

December 12, 2024

Dottie Fox
99 Cole Lane.
Kensington, CT 06037

Dear Dottie & VFW Auxiliary,

Thank you so much for your very generous donation of dog & cat food & supplies. We thank you for thinking of us and our shelter and the animals we care for. We are grateful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



“ Ryder “



“ Mini “



“ Finn “

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



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

December 15, 2024

Diane Impronto
63 Cottonwood Rd
Newington, CT 06111

Dear Diane,

Thank you so much for your donation in memory of "Sammie".
We thank you for thinking of us and our shelter and the animals we care for.
We are grateful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



" Ryder "



" Mini "



" Finn "

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

Consent
2
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 19, 2024

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	25.00	Unrestricted Donations	for libraries greatest need	Anonymous Donor
	876.33	FOL Misc. Acct.	one program, one museum pass renewal, program supplies and coffee supplies	Friends of the Library
	901.33			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$901.33 and deposit \$25.00 into the Unrestricted Donations account for the library's greatest need and deposit \$876.33 into the Friends of the Library Miscellaneous account for the purchase of a program, a museum pass renewal, program supplies and coffee supplies.

Attachments:

n/a

Prepared By:

Carrie Tyszka, Library Director



Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 16, 2024
SUBJECT: Lisa DeSeno and ALS Alliance to charge a registration fee of \$30 for their Dan the Man 5K Run/Walk for ALS

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, December 12, 2024 recommended that Lisa DeSeno of ALS Alliance be able to charge a registration fee of \$30 for their Dan the Man 5K Run/Walk for ALS that will take place on Saturday, May 17, 2025 at the Pistol Creek trails at 9:00AM. About 150 people are estimated to be in attendance and the Berlin Police Department will be notified of the event.

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

FUNDING:

No funding needed.

ACTION NEEDED:

Move to approve Lisa DeSeno and ALS Alliance to charge a registration fee of \$30 for their Dan the Man 5K Run/Walk for ALS that will take place on Saturday, May 17, 2025 at the Pistol Creek trails.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services *JO*

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley- Town Manager RC
DATE: December 24, 2024
SUBJECT: Request for Fee Waiver – Theatre Guild Berlin “Winter Children’s Show-
Disney Frozen, Jr”

Summary of Agenda Item:

The Theatre Guild of Berlin held a Winter Children’s Show at Berlin High School on December 18, 2024. The Theatre Guild is a non-profit and is requesting that the police fees be waived. Request for fee waiver was made after the event took place.

Christopher Cote- President Berlin Theatre Guild

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 and Town fees in the amount of \$2,149.60 for the Theatre Guild of Berlin’s Winter Children’s Show-Disney’s Frozen, Jr. which took place on December 18, 2024, at Berlin High School Auditorium.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department

MWT



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Theatre Guild of Berlin, Inc. Contact Name: Christopher M. Cote - President Phone Number: 860-202-9121	Date: 12/19/2024
Event: Winter Children's Show - Disney's Frozen, Jr. Location of the Event: Berlin High School Auditorium	Date of Event: 12/8/2024
What fee do you want waived: Police Fee - we were unaware that this option was available prior to our event.	
Identify the hardship incurred: The Theatre Guild is a non-profit organization. Any monies raised are retained to our programs particularly our Holiday Children's show.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Our production of Frozen, Jr. included over 60 children - ages 3 to 17 y/o primarily from Berlin. We receive an annual grant from the Berlin Lions Club for our children's program. We also hold children's	

Summer Camps and our members volunteer in the Community.

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: Theatre Guild of Berlin, Inc

Comments:

Christopher M. Cote - President
Signature
CHRISTOPHER M. COTÉ

12/19/24
Date

Ryan J. Coughlin
Town Manager Signature

1/2/25
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. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley- Town Manager RC
DATE: December 16, 2024
SUBJECT: Request for Fee Waiver – Jim Day Memorial Tournament

Summary of Agenda Item:

Minutemen Youth Wrestling is hosting the Jim Day Memorial Tournament on January 12, 2025 at Berlin High School. The Minutemen Youth Wrestling Club is a non-profit located in Berlin that provides wrestling to K-8th grade children. They have awarded one-thousand-dollar scholarship(s) to Berlin High School Seniors and donations to families in need due to a traumatic event.

Minutemen Youth Wrestling/Mike Lukaszewski /Treasurer

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 and Town fees in the estimated amount of \$ 2, 300.00 for the Jim Day Memorial Tournament that will take place on January 12, 2025.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department

MWT



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Minutemen Youth Wrestling</i>	Date: <i>12/11/24</i>
Contact Name: <i>Mike Lukaszewski</i>	
Phone Number: <i>860-670-3118</i>	
Event: <i>Jim Day Memorial Tournament</i>	Date of Event: <i>1/12/25</i>
Location of the Event: <i>BHS</i>	
What fee do you want waived: <i>Extra duty Police for Jan-4pm \$2300</i>	
Identify the hardship incurred: <i>This expense would cancel out any potential profit we would receive from admission and concession.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>We are a non profit club which provides a pipeline of wrestlers to Merce and BHS. We award a yearly scholarship to BHS seniors who apply. Our board also votes on donations made to families in need due to a traumatic event.</i>	

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: Maintena Youth Wrestling

Comments:



Signature

12/11/24

Date



Town Manager Signature

12/17/2024

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. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager RC
DATE: December 26, 2024
SUBJECT: Donations for Police Cadet Program

Summary of Agenda Item:

The Police Department has received \$ 868.00 in donations from Mattabassett Rifle & Pistol Club (400), Hartford County Tax Collectors (250), Sal Fuschino (35), Ronald Stack (35), Richard Gomez (55) Misc. Donors cash donations (93) to the Police Cadet Program.

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

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$868.00 and appropriate the funds to the Police Cadet Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DA

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 26, 2024
SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received a \$400.00 donation from Beverly Polgroszek 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 \$400.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe *DC*

Consent
Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 26, 2024

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$600.00 in donations by Donna Barrows (200) Eleanor Hill (50), Gary and Carol Bouchard (100) and Thomas and Margaret Cugno (250) for supplies for a total of \$600.

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 \$600.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe *DA*

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 30, 2024

SUBJECT: Move to approve a fiscal year 2025 non-budgeted appropriation of \$1,331,320 in General Fund Unassigned Fund Balance to fund capital purchases and projects

SUMMARY OF AGENDA ITEM:

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

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

This motion will fund all the open priority one items from the original FY25 CIP request. Further, two vehicle requests that have been deferred for a couple of cycles are included. A large mower for Public Grounds is requested to avoid the need to borrow a mower from a neighboring community again in calendar 2025. Finally, the PBC has requested the Golf Course secure an architectural design for the proposed sand trap renovations, and this request will allow the previously approved Golf Course CIP funds to be used for needed course repairs while advancing the sand trap project.

FUNDING:

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

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


ACTION NEEDED:

Move to approve a fiscal year 2025 non-budgeted appropriation of \$1,331,320 in General Fund Unassigned Fund Balance for renovations to the driveway/parking lot at Sage Park (\$400,000), the installation of a fire suppression system at BHS (\$166,320), new school vans (\$150,000), sidewalk renovations at McGee Middle school (\$150,000), replacement of nine (9) air quality systems at the Community Center (\$150,000), the purchase of a new van for Animal Control (\$70,000), the purchase of a new truck for Facilities (\$55,000), the purchase of a new large rotary mower for Grounds (\$160,000), and hiring an engineer for the proposed repair/renovation of sand traps at Timberlin Golf Course (\$30,000), pending approval by the Board of Finance.

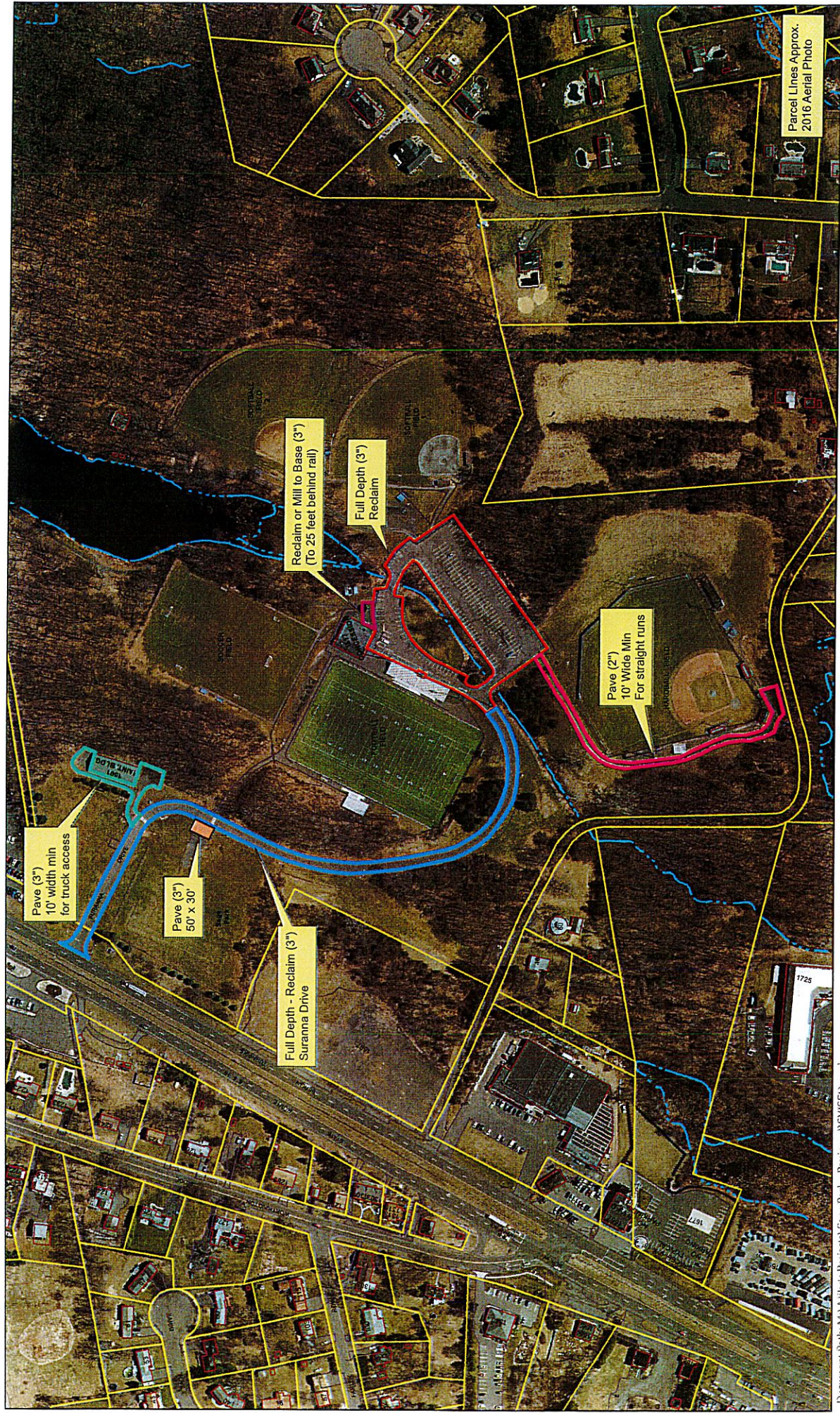
ATTACHMENTS:

Capital requests supporting documentation

PREPARED BY:

Kevin Delaney, Finance Director 

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





encore
FIRE PROTECTION
BOSTON HARTFORD PROVIDENCE

Corporate Office:
35 Philmack Drive
Middletown, CT 06457

Tel: 800.966.0000
Cell: 401-228-4786

www.encorefireprotection.com

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

November 14, 2023

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

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

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

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

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

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

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

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

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

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

Included is the following:

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

Exclusions:

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

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

Sincerely,
Bud Forrest

Bud Forrest | Sales Executive
Encore Fire Protection
c. 401-228-4786 | p.800-966-0000
bforrest@encorefireprotection.com

Payment Terms:

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

Accepted By-Signature Date

Print Name

Title

Company

Purchase Order Number

Title

Company

Purchase Order Number

BOE Current Transportation Fleet

Active	Van Number	Make/Model	Seating Capacity	Purchase Date	Purchase Price	Mileage 11/30/24
Yes	124	2008 Dodge Caravan - White	7	06/05/08	\$19,289	185,676
Yes	125	2008 Dodge Caravan - White	7	06/05/08	\$19,289	196,118
Yes	127	2008 Dodge Caravan - Grey	7	7/30/08	\$21,982	180,336
Yes	128	2009 Dodge Caravan - White	7	5/22/09	\$21,500	168,176
Yes	129	2009 Dodge Caravan - White	7	5/22/09	\$21,500	194,456
Yes	130	2009 Dodge Caravan - Blue	7	5/22/09	\$21,500	179,146
Yes	132	2010 Dodge Caravan - Tan	7	5/27/10	\$21,537	176,876
Yes	133	2011 Dodge Caravan - White	7	6/11/11	\$24,891	145,608
Yes	134	2011 Dodge Caravan - White	7	6/11/11	\$24,891	163,696
Yes	136	2012 Dodge Caravan SE - Silver	7	04/02/12	\$22,278	160,586
Yes	137	2012 Dodge Caravan SE - Silver	7	04/02/12	\$22,278	196,416
Yes	138	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	109,753
Yes	140	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	138,164
Yes	141	2014 Dodge Grand Caravan - Silver	7	6/16/14	\$19,277	140,031
Yes	142	2015 Dodge Grand Caravan - Silver	7	12/19/14	\$20,622	127,828
Yes	143	2015 Dodge Grand Caravan - White	7	8/14/15	\$21,991	136,546
Yes	144*	2015 Dodge Entervan Lift van - White	7	9/16/15	\$43,807	130,062
Yes	146	2013 Nissan Altima 2	5	12/20/13	\$22,242	211,886
Yes	147	2017 Ford Transit	10	6/15/17	\$31,012	71,029
Yes	148	2017 Ford Transit	10	9/18/17	\$31,012	97,913
Yes	149	2018 Ford Transit	10	6/13/18	\$31,396	61,568
Yes	150	2018 Ford Transit	10	3/18/18	\$31,396	82,344
Yes	151*	2019 Ford Transit	10	8/29/19	\$56,158	40,801

Yes	152*	2020 Ford Transit	7	6/18/20	\$58,501	50,292
Yes	153*	2020 Ford Transit	7	6/18/20	\$58,501	42,065
Yes	154	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	23,375
Yes	155	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	30,732
Yes	156	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$30,710	20,720
Yes	157	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$31,321	23,276
Yes	158	2022 Ford Transit Connect XLT Wagon	7	9/23/2022	\$31,321	18,705
Yes	159	2022 Ford Transit Connect XLT Wagon	7	9/27/2022	\$31,321	61,612
Yes	160	2023 Ford Transit Connect XLT Wagon	7	7/7/2023	\$40,566	52,319
Yes	161	2023 Ford Transit Connect XLT Wagon	7	10/30/2023	\$40,566	24,084
Yes	162	2020 Ford Fusion	5	1/3/2024	\$23,331	49,159

QUOTE-VIA EMAIL

Town of Berlin
240 Kensington Rd.
Berlin, CT 06037

Attention: Steve Wood

December 11, 2024

Re: Revised Quote including additional work
McGee Middle School, 1080 Norton Road

Dear Steve:

We are pleased to offer the following quote for the above mentioned project. This quote includes all labor, equipment, and materials necessary for the completion of the job. The additional scope of work is as follows:

Furnish & install 2 ADA handicap ramps -	\$ 2,704.00
Furnish & install 3,296 SF of monolithic curb and sidewalk -	\$71,984.64
Furnish & install 93.77 SY of bituminous concrete -	\$ 5,998.03
Furnish & install 80 SY of topsoil and turf establishment -	<u>\$ 707.20</u>
Total additional scope of work -	\$81,393.87
Original Quote -	<u>\$47,944.92</u>
Subtotal -	\$129,338.79
Contingency (15%) -	<u>\$ 19,400.82</u>
Total price of the project including additional work-	\$148,739.61

Thank you for the opportunity to offer this quote. If you need any additional information, please feel free to call.

Yours truly,

MariBeth Mahon

MariBeth Mahon

GENERAL CONTRACTORS

• Asphalt Paving • Parking Areas • Concrete • Road Construction • Excavation • Equipment Rental
WBE/SBE Contractor - Affirmative Action/Equal Opportunity Employer

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



INVOICE

DATE	INVOICE #	CUST #
9/2/2024	0000045824	0002204

Lic #S1-394918 / HIC #0645793

BILL TO:

Town Of Berlin
 11 Town Farm Ln
 Berlin CT 06037

SHIP TO:

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

PO NUMBER	TERMS	SALES PERSON
	DUE ON RECEIPT	Doug

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

Quoted Installation #45330 Price is for the change out of 5 and 10 ton water source heat pumps labeled #11 and #12. The TRANE units will be supplied by the Town of Berlin for this project. DMS will rig and properly remove both units., We will reclaim and properly dispose of old equipment.
 As part of the project the new equipment will come with new piping kits that include the flex line balancing valve and control valve. DMS will drain system and install new full port ball valves on each units supply and return. After the install we will refill and purge air out of the lines. If this option is not available DMS will rent a pipe freeze system as to change the valves on the fly as to not interrupt the air conditioning in the building.

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

Note: This price is good for 15 days.

1.00	Labor-Change order add ons-	362.50	362.50
2.50	Apprentice labor-Change order add ons-	90.00	225.00
1.00	MAT MISC MATERIALS-1- 1 1/2" Y stringer , 1- 1" Y stringer, 1- 1 1/2 Bell & Gosseset Circuit center, 1- 1" Bell & Gossett circuit , misc 1" & 1 1/2" black nipples and adapters.	988.20	988.20

9/17/2024 12:46:50 PM - JOANN - Final Invoice for completion of the job Inv 2 of 2

Your prompt payment is due upon receipt!!

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

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



Lic #S1-394918 / HIC #0645793

INVOICE

DATE	INVOICE #	CUST #
9/2/2024	0000045824	0002204

BILL TO

Town Of Berlin
 11 Town Farm Ln
 Berlin CT 06037

SHIP TO

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

PO NUMBER	TERMS	SALES PERSON
	DUE ON RECEIPT	Doug

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

major debit and credit cards; www.douglasmechanicalservices.com. In addition we accept Venmo or Zelle. Thank you!

Please let us know if you have any questions or concerns, we would be happy to assist you, 860 357 4952 !

TOTAL

\$13,265.70



TRANE

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

6069784 8-14-24 \$23,884.00

Invoice

Invoice Number **314702919**

For questions please contact:

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

Remit Payment To

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

Invoice Date **19-JUL-2024**

Customer No. **73420**

Reference No. **B239850**

Internal Account **2634670**

Payment Terms **.5%10 NET30**

Payment Due Date **18-Aug-2024**

Discount Date **29-Jul-2024**

Bill To



1Pass - B08 - 170404-2-20-1 - 134
BERLIN TOWN HALL
PHYSICAL SERVICES DEPARTMENT
240 KENSINGTON RD STE 2
BERLIN, CT 06037-2655

Customer Tax ID

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

Sold To

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

Ship To

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

<https://www.tranetechnologies.com/customer>

CERTifyTax - for submittal of tax exemption certificates.

iReceivables - access invoice copies, account balances & make payments.

1098-07-126

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

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

Special Instructions Berlin Community Center HP-11 and HP-12 Replacement

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

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	X45050062020:Supply a return Line Note: hoses Model Number: X45050062020	2	EA		
2	X15330275040:Supply a return Line Note: ball valves Model Number: X15330275040	2	EA		
3	2705-8011-01-00:1st year Line Note: labor warr whole unit Model Number: 2705-8011-01-00	1	EA		
4	GEHG060B1*OKB0BRD010100110000 Line Note: 00000A000:Standard Efficiency WSHP (GEX) Model Number: GEHG060B1*OKB0BRD01010011000000000A000 Serial Number: W24F09501 Tag Number: HP-12	1	EA		

Approved For Payment
WGR

P.O. 251238



000134



turf products

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

QUOTE

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

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

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

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



November 19, 2024

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

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

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

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

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

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

PHASE I - Sand Bunker Design Plan

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

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

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

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

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

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

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

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

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

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

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

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

Fee Summary:

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

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

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

Please note all office & travel expenses are included.

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

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



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

Town of Berlin Authorized Representative _____ date _____

Douglas Smith, GDU _____ date _____

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 30, 2024

SUBJECT: Move to approve a fiscal year 2025 non-budgeted appropriation of \$264,212.46 worth of FEMA storm reimbursement funds

SUMMARY OF AGENDA ITEM:

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

Alternative Fuel Site

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

Lamentation Mountain Fire

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

FUNDING:

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

ACTION NEEDED:

Move to approve a fiscal year 2025 non-budgeted appropriation of FEMA storm reimbursement funds in the amount of \$40,000 to the alternative fuel site account in the Capital Non-Recurring Fund for the installation of an alternative fuel site at Timberlin Golf Course and \$224,212.46 to the Disaster Recovery Initiatives account in the Disaster Recovery Fund for costs the Town of Berlin incurred extinguishing the fire on Lamentation Mountain, pending approval by the Board of Finance.

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director *KD*

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: December 31, 2024

SUBJECT: Amendment to a Contract with FHI Studio Concerning Amendments to the Zoning Ordinance related to Economic Development

Summary of Agenda Item:

FHI Studio was the Town's consultant concerning the preparation of the Town's Plan of Conservation and Development. The Plan recommended zoning text amendments related to economic development. FHI has given the Town a proposal to assist with the preparation of economic development related zoning text amendments as recommended in the Plan of Conservation and Development for a fee not to exceed \$5,000. The amendments concern changes to zones along the Berlin Turnpike (SPDD, SPDD Overlay, SPDD-2, BT-1, BT-2) and in the Kensington Village area (Core Area 2). Funds for working on the Economic Development amendment will be from account # 500.10.1014.0.54000.01404, Plan of Devel. Update and from account # 001.10.1017.0.53814.00000 the Economic Development Contractual Services.

Funding:

\$3,100 from account # 500.10.1014.0.54000.01404, Plan of Devel. Update and \$1,900 from account # 001.10.1017.0.53814.00000 the Economic Development Contractual Services.

Actions Needed:

Move to authorize the Town Manager to enter an amendment to the contract with FHI Studio in an amount not to exceed \$5,000 to be paid from the Plan of Devel. Update account and the Economic Development Contractual Services account, to assist with preparation of economic development related zoning ordinance amendments recommended in the Town's Plan of Conservation and Development as this is in the best interest of the Town, subject to review and approval of Corporation Council.

Attachments:

1. Proposal from FHI Studio.
2. Sufficiency of Funds.

Prepared By: Maureen Giusti, Town Planner
Chris Edge, Economic Development Director CE

Proposed Scope of Services for Assistance with Zoning Amendments Supportive of Economic Development Goals

12/16/24

As requested by James Mahoney (Economic Development Coordinator) and Chris Edge (Economic Development Director), FHI Studio has prepared a proposed scope of services for the continued development of zoning recommendations and/or amendments that would remove barriers to and facilitate redevelopment in the BT-1 and BT-2 zones, the SPDD zone, and the Kensington Core Area 2 zone.

This scope may be adjusted to meet the needs of the Town, provided that the resulting scope is conducted with the budgeted hours and fee.

This work will result in the preparation of draft zoning text amendments that may be adopted by the Town.

Scope

Task	Hours
1. Conduct up to two project coordination calls with the Town, including ongoing email and phone communications.	2
2. Develop specific zoning amendment recommendations for consideration of adoption at a public hearing.	13
3. Virtually attend up to two P&Z meetings to review and develop zoning recommendations.	4
4. Virtually attend up to two P&Z public hearing to provide testimony on behalf of the recommended amendments.	2
Total Hours	21

Fee

The lump sum fee for the proposed scope of services is not to exceed \$5,000 inclusive of direct costs. This is based upon an hourly billing rate of \$238.

Schedule

We anticipate completion of the zoning amendments/recommendations by March of 2025 and will follow a schedule as agreed upon with the Town.

Exclusions and Assumptions

1. Successful completion of this scope of services is not predicated upon adoption of the draft zoning amendments.
2. All amendments to be provided in MS Word or PDF format.
3. Up to one round of revision on draft amendments will be conducted.
4. FHI Studio will not conduct zoning map changes.
5. The production of drawings and graphics is excluded.





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	31-Dec-24
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	FHI Studio Contract Ammendment	\$5,000.00	\$5,000.00
			-
			-
			-
			-
			-
TOTAL			\$5,000.00

Account No. 500.10.1014.0.54000.01404- Plan of Development- \$3,100 **TOTAL** \$5,000.00

001.10.1017.0.53814.00000- Econ. Dev Contractual Services- \$1,900

Budgeted Amount.....	<u>\$19,482.54</u>	Available balance.....	<u>\$6,951.70</u>
Encumbrances to Date.....	<u>\$10,180.84</u>	Amount Needed for This Package.....	<u>\$5,000.00</u>
Expenditures to Date.....	<u>\$2,350.00</u>	Available Balance After Purchase.....	<u>\$1,951.70</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.

Diane C. Conway

 Finance Director or Assist. Finance Director

or:

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. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: December 31, 2024

SUBJECT: Authorization for the Town Manager to Apply for and Enter Into Brownfields Loan Agreements Related to the 55 Steele Boulevard (formerly known as the 889 Farmington Avenue Property)

Summary of Agenda Item:

The Town Council previously authorized the 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, subject to approval of Corporation Counsel. The Town is now ready to execute the Assistance Agreement documents so it is requested that the Town Council authorize the new Town Manager to enter into such agreements on behalf of the Town.

Funding:

The Town's \$50,000 match has been approved from the Farmington Ave Non-Grant account, as previously authorized. The Town also authorized \$360,000 in additional funding for the project. Newport Realty Group, LLC will contribute by agreeing to provide affordable housing units. The forgivable loan will be an additional Town financial commitment, but the Town owns the site and will need to complete the remediation so that it is highly likely that the loan will be forgiven. Proceeding with the loan will also enable Newport Realty's 52-unit development project on the site, thus completing Newport's successful 55 Steele Boulevard project.

Actions

Move to approve the attached resolution to authorize Ryan Curley, 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, subject to approval of Corporation Counsel.

Attachments:

1. Authorizing resolution.

Prepared By:

Chris Edge, Economic Development Director CE

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

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

resolution duly adopted by _____
(Name of the Applicant)

at a meeting of its _____
(Governing Body)

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

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

(Date)

(Signature and Title of Official)

SEAL

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

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

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

_____ and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

The Berlin Town Council

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes ("C.G.S.") Sec. 32-763 (for Brownfield Grant)
(State Statutory Reference)
2. That the filing of an application for State financial assistance by The Town of Berlin
(Applicant)
in an amount not to exceed \$ 360,000 is hereby approved and that

Ryan Curley, Town Manager

(Title and Name of Authorized Official)

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

The Town of Berlin

(Name of Applicant)

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 23, 2024
SUBJECT: Construction Equipment Rental - Contract # 2025-06

SUMMARY:

The Public Works Department received bids for "Equipment Rental" from six Contractors (see attached) on December 19, 2024. Heavy equipment and labor from this bid would be utilized to assist the Highway Department and Public Works Staff (as well as other Town Departments), on an as-needed basis, on road reconstruction/public works projects, as well as the completion of subdivisions, where the bonds have been called by the Planning and Zoning Commission. Various pieces of construction equipment would be utilized from excavators and bulldozers to dump trucks and manual labor forces. Rates, as proposed, are valid through December 31, 2026.

Dependent upon the work proposed and the type of equipment required, Contractors may be chosen based upon the hourly rate submitted for that piece of equipment. Due to the nature of the work, we are requesting that Council accept all six bids that were received, and direct Staff to utilize the most efficient and responsive Contractor available to perform the required work. The six firms are as follows: Earth Contractors, McAllen Construction, WRR, Inc., Garf Trucking, LATEC, and J&J Brothers.

FUNDING:

Due to the uncertainty of our rental needs at this time, it would be inappropriate to assign a specific dollar value to this contract. Funding would be provided from the appropriate construction-related project accounts.

ACTION NEEDED:

Move to authorize the Town Manager to accept the attached bid results for the Equipment Rental Contract (#2025-06) and utilize the services of Earth Contractors, McAllen Construction, WRR, Inc., Garf Trucking, LATEC, and J&J Brothers when issuing future purchase orders to one or more Firms, depending on vendor availability and cost-effectiveness, through December 31, 2026.

ATTACHMENT:

Bid Tabulation Form

PREPARED BY:

James P. Horbal, Deputy Public Works Director



**Engineering Department
Bid Tabulation Sheet**

Project No. #2025-06
Project EQUIPMENT RENTALS
Date December 19, 2024 2:00PM

Item	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)
Excavator, hydraulic, 2 yard, with operator	Earth Contractors	\$175.00	McAllen Construction, Inc.	\$225.00	WRR, Inc.	\$155.00	Garf Trucking, Inc.	N/A
Excavator, hydraulic, 3/4 yard, with operator	Earth Contractors	\$175.00	McAllen Construction, Inc.	\$200.00	WRR, Inc.	\$85.00	Garf Trucking, Inc.	N/A
Backhoe/Loader, rubber tired, with operator	Earth Contractors	\$125.00	McAllen Construction, Inc.	\$195.00	WRR, Inc.	\$110.00	Garf Trucking, Inc.	N/A
Dozer (D4 type or equivalent), with operator	Earth Contractors	\$135.00	McAllen Construction, Inc.	\$140.00	WRR, Inc.	\$150.00	Garf Trucking, Inc.	N/A
Dump Truck, 6 wheel, medium weight, with driver/laborer	Earth Contractors	\$95.00	McAllen Construction, Inc.	\$100.00	WRR, Inc.	\$90.00	Garf Trucking, Inc.	N/A
Tri-axle Dump Truck, medium weight, with driver/laborer	Earth Contractors	\$100.00	McAllen Construction, Inc.	\$120.00	WRR, Inc.	\$120.00	Garf Trucking, Inc.	\$118.00
Loader with Snow Blower, rubber tired, with operator	Earth Contractors	N/A	McAllen Construction, Inc.	N/A	WRR, Inc.	\$250.00	Garf Trucking, Inc.	N/A
Snow blower for Town loader (JD 544J, 3 yard), no operator, minimum 1,400 tons per hour	Earth Contractors	N/A	McAllen Construction, Inc.	N/A	WRR, Inc.	\$250.00	Garf Trucking, Inc.	N/A
Skid Steer (75 Hp min.) with 7-foot minimum width snow blower capable of loading dump trucks, with operator	Earth Contractors	\$160.00	McAllen Construction, Inc.	N/A	WRR, Inc.	\$200.00	Garf Trucking, Inc.	N/A
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	Earth Contractors	\$100.00	McAllen Construction, Inc.	\$115.00	WRR, Inc.	\$73.00	Garf Trucking, Inc.	N/A
Laborer	Earth Contractors	\$75.00	McAllen Construction, Inc.	\$90.00	WRR, Inc.	\$48.00	Garf Trucking, Inc.	N/A
Superintendent	Earth Contractors	\$100.00	McAllen Construction, Inc.	\$95.00	WRR, Inc.	\$76.00	Garf Trucking, Inc.	N/A

Item	Company	Proposed Rate (\$/Hour)	Company	Proposed Rate (\$/Hour)
Excavator, hydraulic, 2 yard, with operator	LATEC	\$115.00	J+J Brothers, LLC	\$175.00
Excavator, hydraulic, 3/4 yard, with operator	LATEC	\$94.00	J+J Brothers, LLC	\$150.00
Backhoe/Loader, rubber tired, with operator	LATEC	\$115.00	J+J Brothers, LLC	\$100.00
Dozer (D4 type or equivalent), with operator	LATEC	\$125.00	J+J Brothers, LLC	\$200.00
Dump Truck, 6 wheel, medium weight, with driver/laborer	LATEC	\$115.00	J+J Brothers, LLC	\$110.00
Tri-axle Dump Truck, medium weight, with driver/laborer	LATEC	\$135.00	J+J Brothers, LLC	\$115.00
Loader with Snow Blower, rubber tired, with operator	LATEC	\$135.00	J+J Brothers, LLC	\$500.00
Snow blower for Town loader (JD 544J, 3 yard), no operator, minimum 1,400 tons per hour	LATEC	N/A	J+J Brothers, LLC	\$750.00
Skid Steer (75 Hp min.) with 7-foot minimum width snow blower capable of loading dump trucks, with operator	LATEC	\$115.00	J+J Brothers, LLC	\$375.00
Compressor, 125 cfm, with jackhammer and related accessories, with operator/laborer	LATEC	\$115.00	J+J Brothers, LLC	\$275.00
Laborer	LATEC	\$85.00	J+J Brothers, LLC	\$50.00
Superintendent	LATEC	\$105.00	J+J Brothers, LLC	\$85.00

Additional Equipment		
Equipment	Company	Hourly Rate
Hydro Excavator with Air and Water Knife Driver and Laborer	Earth Contractors	\$300.00
Excavator, Hydraulic 20,000lbs Rubber Tracked	Earth Contractors	\$150.00
Excavator, Wheeled 14,000 lbs	Earth Contractors	\$135.00
Excavator, Hydraulic 13,000lbs Rubber Tracked	Earth Contractors	\$125.00
Excavator, Mini 8000lbs with Operator	Earth Contractors	\$125.00
Loader with 3.25 yd bucket or 2.5 yard side dump bucket and forks with operator	Earth Contractors	\$175.00
Loader with 1.5-2 yd bucket with forks and operator	Earth Contractors	\$140.00
Dozer (D6 type or equiv) with operator (20,000lbs)	Earth Contractors	\$150.00
Dozer (D7 type or equiv) with operator (35,000lbs)	Earth Contractors	\$175.00
Skid Steer with Operator Brush Hog, trencher, landscape rake, sweeper available	Earth Contractors	\$120.00
Tracked Skid Steer with op. Brush Hog, trencher, landscape rake, sweeper avail	Earth Contractors	\$130.00
Compressor, 125 CFM with 4" mole (hole hog) with operator/laborer	Earth Contractors	\$125.00
Hydro seeder with premium seed and mulch	Earth Contractors	0.18 sq/ft \$500.00 min

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 20, 2024
SUBJECT: Scrap Metal Disposal Award of Contract # 2025-10

SUMMARY:

Bids for “Scrap Metal Disposal” were received and opened by the Public Works Department on Wednesday, December 18, 2025. The bid was solicited for the disposal of light iron/mixed materials on a per ton basis through January 31, 2028. The materials to be disposed of are generated from the Town refuse contractor’s weekly curbside collection, and the Town's Transfer Station collection of non-combustible items. Pricing for the scrap disposal shall be established on the 1st day of each month, and will be used for the entire month based upon that value. Vendors are required to establish the percentage of value of the #2 bundle, export yard buying price in the American Metal Market Publication (Boston), that they will reimburse the Town for each and every ton of light iron/white goods removed from the Town's Transfer Station. Tonnage/Weight records and market pricing will be required with all invoices. Bids were received from four vendors: Calamari Recycling Company, Inc., Essex (140%), Waste Paper Company, Inc. (100% + \$20), Albert Brothers, Inc. (90%), and H.W. Green Company, Inc. (70%). Town Council has previously awarded this contract to Calamari Recycling who has been our vendor since 2018. Staff is recommending the contract be awarded to Calamari Recycling Company, Inc.

FUNDING:

Depending upon the fluctuating market value, the service has the potential to generate revenue of approximately \$40,000 to \$50,000 per year. Income Account 001.20.2036.0.42352.00000

ACTION NEEDED:

Move to award Contract #2025-10 (Scrap Metal Disposal), to Calamari Recycling Company, Inc. of Essex, CT for the period of February 1, 2025 through January 31, 2028.

ATTACHMENT:

Bid Form

PREPARED BY:

James P. Horbal, Deputy Director of Public Works



Scrap Metal Disposal #2025-10

December 18, 2024 2:00PM

Company		Light Iron/White Goods %
1	Albert Bros., Inc. of Waterbury, CT	90%
3	Calamari Recycling Co. Inc. of Essex, CT	140%
4	HW Green Company, Inc. of Plainville, CT	70%
5	Willimantic Waste Paper Co., Inc (Casella Waste Systems) of Willimantic, CT	100% + \$20.00
6		
7		
8		

Agenda Item No.: 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 30, 2024

SUBJECT: Award the 2025 Gasoline Contract to East River Energy of Guilford Connecticut utilizing the Capitol Region Council of Governments (CRCOG) Bid # 771.

Summary of Agenda Item:

The Town of Berlin’s current gasoline contract runs through to December 31, 2024. This contract and the successor contract will provide Gasoline for the Town’s fleet and operations at Timberlin Golf Course through December 31, 2025, for a total of 78,500 gallons of gasoline.

The Town of Berlin participated in the Capitol Region Council of Governments (CRCOG) bid #771 for this commodity. CRCOG provides two options within the bid:

- “*Option A*” the end user pays the “New Haven Harbor Price “on the day the fuel is purchased and a small transportation /administration fee.
- “*Option B*” allows the Town to purchase futures at the market price and pay the bidder for administration and delivery cost; this is how the Town has proceeded in the past.

Jim Simons, Fleet Manager, recommends “Option B” as it provides a stable budget figure over the life of the contract and in his past experiences, a positive result with lower overall cost.

Bid Result:

<i>Bidder</i>	<i>Option B</i>	<i>Option B cost</i>
Dennis K. Burke	0.1172	\$9,200
Dime Oil	0.2279	17,819
East River	0.0973	\$7,065
Tuxis Ohers	0.1056	\$8,289
Indicates low bidder		

On December 28, 2024, the price per gallon of gasoline with this proposal was \$2.3316 per gallon including taxes and fees. That would provide the Town with savings of \$0.2039 per gallon or \$15,966 over the duration of the contract. Estimated total contract value as of 12/28/24 is \$183,030.

Jim Simons, Fleet Manager, is recommending that the Town of Berlin award the 2025 Gasoline contract to East River Energy for a quantity of 78,500 gallons of gasoline with a contract expiration date of 12/31/2025.

Funding:

Funding will be provided for the Town's Fleet out of the 2025/26 Municipal Garage budget, Account # 001.20.2035.0.53106.00000 Vehicle Fuel.

Funding will be provided for Timberlin Golf Course from the 2025/26 Timberlin Golf Course budget, Account # 001.25.2543.0.53106.00000 Vehicle Fuel.

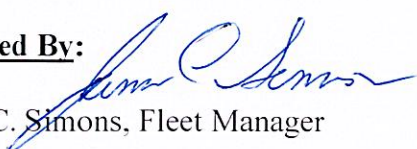
Action Needed:

Move to Award the 2025 Gasoline Contract to East River Energy of Guilford, CT utilizing the Capitol Region Council of Governments (CRCOG) Bid # 771.

Attachments:

None

Prepared By:


James C. Simons, Fleet Manager

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 2, 2024

SUBJECT: Approve waiving the Town's purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT

Summary of Agenda Item:

Firefighters within the Town of Berlin FD (TOB-FD) receive annual physical examinations to determine the health and ability to wear breathing respirators during their duties. Jim Simons, Fire Chief, anticipates that 80 physicals will be performed during the remainder of FY2024.

In the past, Town of Berlin Fire Departments used a few different medical doctors or medical establishments, never with desired results. Inconsistencies in delivery of standardized physicals, paperwork and billing issues have seemed to plague our program.

We researched three occupational health providers for a provider; Middlesex Hospital Occupational Health, Hartford Healthcare Occupational and Priority Urgent Care (our current provider). We looked at pricing, services and proximity to town.

Town of Berlin Fire Department proposed physical consists of the following:

- Basic Physical
 - OSHA questionnaire
 - Audio gram
 - EKG
 - Pulmonary function test and respirator physical
 - DOT physical
 - HEP B Vaccination
 - Urinalysis
 - Bloodwork

Proximity to 800 Farmington Ave, Kensington Fire Company

- Priority Urgent care 3.9 miles
- Hartford healthcare 4.5 miles
- Middlesex 13 miles

Cost Analysis:

	Hartford HC	Priority UC	Middlesex
Service			
Audiogram	\$ 50	\$ 65	\$ 53
EKG	\$ 75	\$ 95	\$ 82
DOT Physical	\$ 100	\$ 105	\$ 120
OSHA Questionnaire	\$ 30	\$ 20	\$ 32
Spirometry	\$ 50	\$ 50	\$ 84
HEP B Vaccination	\$ 68	\$ 51	\$ 109
Urinalysis	\$ 20	\$ 15	\$ 12
Total	\$ 393	\$ 401	\$ 492

After careful review, Mr. Simons believes that Hartford Healthcare Occupational Health in Plainville CT is the best option for the TOB-FD medical services. They have the expertise and facilities to perform a comprehensive service for us. This includes firefighter physicals, respiratory testing and review, onsite phlebotomist, X-ray machine, audiogram booth, and rehabilitation services with a complete gym and an urgent care service.

The estimated cost of these services is \$40,000 annually.

Funding:

Funding is located within the Fire Department budget in account:

- #001.15.1531.0.52225.00000 Physicals

Action Needed:

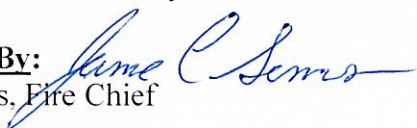
Move to waive the Town of Berlin's purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT, as this is in the best interest of Town.

Attachments:

Certificate of Sufficiency of Funds

Prepared By:

Jim Simons, Fire Chief





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	31-Dec-24
------	-----------

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Annual physicals for Fire Departments	\$40,000.00	\$40,000.00
	<i>(increase current \$11k PO to \$40k)</i>		
			-
			-
			-
			-
			TOTAL
Account No. 001.15.1531.0.52225.00000			\$40,000.00

Budgeted Amount.....	\$46,000.00	Available balance.....	\$45,717.90
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$40,000.00
Expenditures to Date.....	\$282.10	Available Balance After Purchase.....	\$5,717.90

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

2024 ECONOMIC DEVELOPMENT COMMISSION MEETING ATTENDANCE

Member	January	February	March	April	May	June	July	August	September	October	November	December	Attendance
Dave Cyr	X	X	X	X		X	X		X	X			8 of 10
Eld Iqazarian	X	X	X	X	X	X	X		X	X		X	10 of 10
Pete Campanelli	X		X	X	X	X	X					X	7 of 10
Chris Coppola	X	X		X		X	X		X	X		X	8 of 10
Bob Sisti	X	X	X		X	X	X		X	X		X	9 of 10
Keith Bostrom	X	X	X	X	X		X			RESIGNED		RESIGNED	N/A
Vince Fortunato	X	X	X	X			X	No meeting		X		X	7 of 10

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2024 DEC 30 AM 8:50

Kathy Glavin
BERLIN, CT.

Inland Wetlands Water Courses Commission
Attendance Sheet 2024

Inland Wetlands & Water Courses Commission Attendance Sheet 2024

Date	Notes:	Mike Cassetta	William Jackson	Dave Rogan	Peter Nieman (Chairman)	Gary Pavano	Rick White	John Russo
01/09/24	CANCELLED							
02/06/24		E	P	P	P	P	P	E
03/05/24		P	P	P	P	P	P	P
04/02/24		E	P	P	P	E	E	P
05/07/24		E	P	P	P	P	E	P
06/04/24		P	P	P	P	P	P	P
07/02/24		P	P	P	P	P	P	P
08/06/24		P	P	P	P	P	P	E
09/10/24		P	P	A	P	P	P	P
10/01/24		P	P	P	P	P	P	N/A
11/12/24	CANCELLED							
12/03/24	CANCELLED							
01/07/25								

P=Present
A=Absent
E=Excused

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2024 DEC 18 AM 9:31

Kathy Wass
BERLIN, CT

Parks & Recreation Commission Attendance

	2016												YTD		
	J	F	M	A	M	J	J	A	S	O	N	D		Attendance	
Bovee	U	U													40%
DeFazio															100%
DeFranco															63%
Dellaquila	U	U													80%
Hinchliffe	U	U													80%
Jortner, Jr															0%
O'Brien															50%
Sylvester	U	U													80%
Warner															0%
Zielinski	U	U													100%

- Not a Commission member for this period
 - No quorum

Reason for absence

- Afterhours business meeting
- Business travel outside ConUS
- Vacation
- Medical
- No reason given (blank)

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2024 DEC 18 AM 9:31

Kathy Wallace
BERLIN, CT.

Plan of Conservation & Development Implementation Committee
2024 Attendance Chart

Name:	Notes:	2024 Attendance Chart				
		01/25/24	04/25/24	06/27/24	10/24/24	
Joan Veley- Chair		P	P	P	E	
Edward Egazarian		P	P	P	P	
Guy Hoffman		P	P	P	P	
Lucas Van Zandt		P	A	P	P	
Bruce Laroché- Sect.		P	P	P	P	
Peter Nieman		P	P	P	P	
Leonard Tubbs		E	P	A	A	
John Diakun		E	P	P	P	
Sandra Coppola-Vice-Chair		P	P	P	P	

P= present
A=absent
E= excused

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2024 DEC 23 AM 10: 59
Kathryn Glavin
BERLIN, CT

Public Building Commission Attendance Sheet 2024

Date	Notes:	Thomas	Donald	Thomas	Rocco	Bart	Jason	Stephen
		Reid (Chairman)	Lombardo	Salimeno	Buccheri	Bovee	Scarano	Hinchliffe
01/11/24		P	E	P	P	P	P	
02/08/24		P	P	P	E	P	A	
03/14/24		P	E	E	P	P	P	
04/11/24		P	P	P	E	P	P	
05/09/24		P	P	P	E	P	P	
06/13/24		P	P	P	E	P	E	
07/11/24		P	P	P	E	P	P	
08/08/24		E	P	P	P	P	P	
09/12/24		P	P	P	P	P	P	
10/10/24		P	P	P	P	P	P	
11/14/24		P	P	P	P	P	E	
12/12/24		P	E	P	P	P	P	P
01/09/25								

P= present
A=absent
E= excused

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2024 DEC 18 AM 9:31

Kathy Quane
BERLIN, CT.



Veterans Commission

TOWN OF BERLIN
240 Kensington Road
Kensington, CT 06037

Berlin Veterans Commission 2024 Attendance Sheet

December 11, 2024

Meeting Dates

- 1) January 2, 2024 – Charles Colaresi, Thomas Uznanski, Paul Eshoo, Bruce Trevethan, Peter Galgano Jr., and Adam Revoir **were present**. Dean Revoir **was excused**.
- 2) February 6, 2024 – Charles Colaresi, Paul Eshoo, and Peter Galgano Jr. **were present**. Adam Revoir **was excused**. Bruce Trevethan and Dean Revoir **were absent**.
- 3) March 5, 2024 – Charles Colaresi, Paul Eshoo, Bruce Trevethan and Peter Galgano Jr. **were present**. Dean Revoir **was excused**.
- 4) April 2, 2024 – Charles Colaresi, Paul Eshoo, Jim Fiore, and Peter Galgano Jr. **were present**. Bruce Trevethan **was excused**. Dean Revoir **was absent**.
- 5) May 7, 2024 – Charles Colaresi, Paul Eshoo, and Peter Galgano Jr. **were present**. Bruce Trevethan and Jim Fiore **were excused**. Dean Revoir **was absent**.
- 6) June 4, 2024 – Charles Colaresi, Paul Eshoo, Peter Galgano Jr., and Jim Fiore **were present**. Bruce Trevethan and Dean Revoir **were absent**.
- 7) September 3, 2024 – Charles Colaresi, Paul Eshoo, Peter Galgano Jr., and Jim Fiore **were present**. Bruce Trevethan and Dean Revoir **were excused**.
- 8) October 1, 2024 – Charles Colaresi, Paul Eshoo, Peter Galgano Jr., and Jim Fiore **were present**. Bruce Trevethan and Dean Revoir **were excused**.
- 9) November 5, 2024 – Paul Eshoo, Peter Galgano Jr., and Jim Fiore **were present**. Bruce Trevethan and Charles Colaresi **were excused**. Dean Revoir **was absent**.
- 10) December 3, 2024 – Charles Colaresi, Paul Eshoo, Peter Galgano Jr., and Jim Fiore **were present**. Bruce Trevethan and Dean Revoir **were absent**.

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2024 DEC 11 PM 1:47

Kathryn Wall
BERLIN, CT.

Respectfully submitted,

Peter Galgano Jr.

Peter Galgano Jr., Secretary

Kathryn [Signature]

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BERLIN TOWN CLERK
2024 DEC 18 AM 9:31

Town of Berlin – Water Control Commission

2024 Attendance

P=Present / A=Absent / E=Excused / Z=Zoom

	January	February	March	April	May	June	July	August	September	October	November	December
	NOTES											
	'01/23/24 (cancel) Special 1/30/24	'02/27/24 (cancel)	'03/26/24	'04/23/24	'5/28/24 (cancel) Special 5/29/24	'06/25/24	'7/23/24 (cancel)	8/22/24	'9/24/24	10/22/24 (cancel)	11/19/24 Special 11/26/24 (cancel)	12/16/24 Special 12/17/24 (cancel)
Bruce Laroche Chairman	P		P			P		P	P		P	P
David Dorau						P		P	E		P	P
Liam Mitchell	P		P			P		P	P		P	P
Alvaro Garcia, Jr.	P		P (z)	A		P		P (z)	P (z)		P (z)	P (z)
Nicholas Stevens				Guest		P		P	P		P	P
Warren Baethge (Alternate)									P		P	P
Sebastian Senia (Alternate)									Guest		P	P
Barry Fairwood (passed)	P											
Tom Lasker (passed)	P		P	P	E							

Youth Services Advisory Board 2024 Attendance

	1/11/2024 No Quorum	2/8/2024 Cancelled	3/14/2024	4/11/2024 Cancelled	5/9/2024	6/13/2024 Cancelled	9/12/2024 Cancelled	10/10/2024 Cancelled	11/14/2024 Cancelled	12/12/2024
Members										
Nancy Cavaliere			X		X					X
Jan Zagorski * (Karen Despres)					X					X
Cindi Mckinnon ** (Mike Urrunaga)			X		X					
Adam Marzi*** (Ed Battle)	X			X						X
Nicole Tierney					X					X
Brett Kelly**** (Kevin Chaffee)	X				X					X
Nathan Delackome (secretary)	X		X							X
Staff										
Jaymee Miller (Staff Liaison)	X		X		X					X

Nicole Tierney and Nathan Delackome joined board in 6/23

* Jan Zagorski retired in June 2024 – Karen Despres joined as school representative in December 2024

** Cindi Mckinnon moved in July 2024 – Mike Urrunaga joined as community member in December 2024

*** Adam Marzi no longer works at Hungerford as of September 2024 – Ed Battle joined as youth agency representative in November 2024

**** Kevin Chaffee took over as youth detective in June 2024

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2024 DEC 30 AM 8:50

Kathy Quase

BERLIN, CT.



Berlin-Peck Memorial
Library Board

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Library Board 2. _____

Name: Karen Pagliaro Telephone No.: 860 878 5708

Home Address: 221 Stillmeadow Ln Number of years in Berlin: 38
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: kpagliari08@gmail.com

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

BSU RN
Educational Background (optional)

HHC, talent management / Farm Springs Rd / Farmington
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: member Library Board 2020-present
Volunteer w/ Pet therapy at Library

Tell us why you feel qualified for this appointment: patron of library for 38
yrs, going to the library often weekly

Can you think of any reason that a conflict of interest could arise if you were appointed? None

Signature: K Pagliaro Date: 11-21-24

1. We encourage you to attend meetings of any board or commission that 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 a final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 25 PM 1:20

Katlyn Wall
BERLIN, CT.



Berlin-Peck Memorial Library Board

Please return application to: Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Library Board

2. _____

Name: Robert M. F. Lewis

Telephone No.: 860-803-1482

Home Address: 27 Pondsides Dr (Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 23

Email Address: babalou66@comcast.net

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

Party Affiliation: Independent

Some College Educational Background (optional)

Pratt & Whitney Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Library Board V-Chairman

Tell us why you feel qualified for this appointment: Current Member, Frequent usage of library offerings

Can you think of any reason that a conflict of interest could arise if you were appointed? None

Signature: Robert M. F. Lewis

Date: 12/6/24

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

RECEIVED FOR RECORD BERLIN TOWN CLERK

2024 DEC -6 AM 11:27

Kathryn Gleason BERLIN, CT.

Board of Ethics
Alternate



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Board of Ethics 2. _____

Name: Tiffany Troubridge - Bernard Telephone No.: 8608743707

Home Address: 49 main st. Number of years in Berlin: 33
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: tiffanytroubridgebernard@gmail.com

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

masters in womens studies
Educational Background (optional)

self employed (llc)
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

DTC, secretary for P+R comm + HDC comm.

Tell us why you feel qualified for this appointment: _____

I am able to make impartial judgement & ascertain facts.

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

None

Signature: Tiffany Bernard Date: 11/22/24

1. We encourage you to attend meetings of any board or commission that 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.



Cemetery Commission

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. CEMETERY COMMISSION 2. _____

Name: RICHARD BENSON Telephone No.: 860, 828, 3365

Home Address: 360 SARAOE Hill Rd. Number of years in Berlin: 77
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: gabenson@comctn.net

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

15 YEARS
Educational Background (optional)

RETIRED, EXECUTIVE/Military Aide, LATE US SENATOR/
Present Employment (company/position/address) BOB LOWELL P. WEICKER JR.

Current and Past Civic/Community Involvement: CURRENT: Ambulance Committee,
PRES. WILKOR CEMETERY, FORMER: Republican Police Comm.,

Tell us why you feel qualified for this appointment: my 24 years VETERANS COUNCIL

AS PRESIDENT OF WILKOR CEMETERY AND MY INTEREST IN
PRESERVING THE CLOSED CEMETERIES IN BERLIN
Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Richard Benson Date: 11/

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 25 AM 10:52

Kathryn Wall
BERLIN, CT.



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Cemetery Committee 2. _____

Name: Riza Brown Telephone No.: 860 798 8321

Home Address: 32 MaryAnn Ct Number of years in Berlin: 30
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: elbrownii@comcast.net

Are you a Registered Voter? Y Party Affiliation: D
(Note: To apply, you must be a Registered Voter in Berlin)

Master's degree
Educational Background (optional)

New Britain Industrial Museum, Curator
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Cemetery Committee

Tell us why you feel qualified for this appointment: Have already served terms on the committee

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

Signature: [Handwritten Signature] Date: 11/29/24

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

RECEIVED FOR RECORD
TOWN OF BERLIN, CT
2024 DEC -2 AM 9: 28

Kathryn Wall
BERLIN, CT.

Citation Hearing Officer
Stepping Down

Kate Wall

From: Christi Sullivan
Sent: Wednesday, November 27, 2024 10:50 AM
To: Kate Wall
Subject: Fwd: My Application

FYI

[Get Outlook for iOS](#)

From: Christi Sullivan <csullivan@berlinct.gov>
Sent: Wednesday, November 27, 2024 10:49:30 AM
To: Jon Demko <jdemko@spectransport.com>
Subject: Re: My Application

Awe. Thank you for letting me know. Have a nice holiday.

[Get Outlook for iOS](#)

From: Jon Demko <jdemko@spectransport.com>
Sent: Wednesday, November 27, 2024 10:45:36 AM
To: jdemko <jdemko@spectransport.com>; Christi Sullivan <csullivan@berlinct.gov>
Subject: RE: My Application

Christi, I am going to step down.
Please get me gold watch ready.!

Jon Paul Demko
Specialty Transport Solutions International, Inc.

STSI

Supply Chain Solutions for High Value, Delicate and Mission Critical Products
10 Hawk's Landing East Berlin, CT 06023
P860.829.1629 F860-828-7527
Come See what we can do for you at www.spectransport.com

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 NOV 27 AM 11:07

Katrina Wall

BERLIN, CT.

From: jdemko <jdemko@spectransport.com>
Sent: Tuesday, November 26, 2024 10:25 AM
To: Christi Sullivan <csullivan@berlinct.gov>
Subject: RE: My Application

Hi, Christi
My address below
Have a great Thanksgiving!



W. LEE PALMER, JR.
Interim Town Manager

Commission for Aging
TOWN OF BERLIN
Office of The Town Manager

November 12, 2024

Kathleen Murray
36 Kenton Street
Kensington, CT 06037

Dear Kathleen,

Your term on the Commission for the Aging expires on January 31, 2025. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

Yes, I want to be considered for another term.

No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 19th or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to kwall@berlinct.gov or fax to 860-828-7068.

Sincerely,

W. Lee Palmer, Jr.

W. Lee Palmer Jr.
Interim Town Manager

LP:cms

Enclosure

11/22/24
★↓
Hi Kate - Due to a change in my health and resulting transportation to get somewhere without driving. I will not be able to stay on my Commission. I have notified Barbara and Tina, and will consider this my resignation letter. Kay
Have happy holidays.

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 NOV 25 AM 10:52

*Kathy G...
BERLIN, CT.*

Conservation Commission



TOWN OF BERLIN
Office of The Town Manager

W. LEE PALMER, JR.
Interim Town Manager

November 12, 2024

Michael DeLorenzo
28 Pebble Brook Court
Berlin, CT 06037

Dear Michael,

Your term on the Conservation Commission expires on January 31, 2025. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

_____ Yes, I want to be considered for another term.

X_____ No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 19th or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to kwall@berlinct.gov or fax to 860-828-7068.

Sincerely,

W. Lee Palmer, Jr.

W. Lee Palmer Jr.
Interim Town Manager

LP:cms

Enclosure

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 DEC -2 AM 11:06

Kathryn Gwall

BERLIN, CT.



Conservation Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Conservation Commission 2. _____

Name: Karen Pagliaro Telephone No.: 860 878 5708

Home Address: 221 Stillmeadow Ln. Number of years in Berlin: 38
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: kpagliaro@gmail.com

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

BSU RU (UConn)
Educational Background (optional)

Hartford HealthCare, Talent Management, Farms Spring,
Present Employment (company/position/address) Farmington

Current and Past Civic/Community Involvement: Conservation Commission
member 2011 - 2017, and 2020 to present

Tell us why you feel qualified for this appointment: I support the conservation of
Berlin land & open space

Can you think of any reason that a conflict of interest could arise if you were appointed? None

Signature: Karen A. Pagliaro Date: 11-21-24

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

RECEIVED FOR RECORDED
BERLIN TOWN CLERK
2024 NOV 25 PM 1:19

Kathy Gleason
BERLIN, CT.



Conservation Commission

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

- 1. INLAND WETLANDS & WATERCOURSES ^{I would}
- 2. CONSERVATION

Name: William A. JACKSON Telephone No.: (860) 213-3152

Home Address: 289 HIGHT ROAD Number of years in Berlin: 30+
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jacksonw@gmail.com / jesoi@sbcglobal.net

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

B.S.
Educational Background (optional)

JACKSON ENVIRONMENTAL, LLC, 289 HIGHT ROAD, BERLIN
Present Employment (company/position/address) CONSULTANT

Current and Past Civic/Community Involvement: IWWC - INLAND WETLANDS AND WATERCOURSES COMMISSION

Tell us why you feel qualified for this appointment: I am familiar with statutes and Regulations (Wetlands)

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

IWWC: I would need to recuse myself for applications I worked on as consultant

Signature: [Signature] Date: Nov 21, 2024

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

RECEIVED FOR TOWN CLERK
BERLIN TOWN CLERK
2024 NOV 21 PM 5:21

Katlynn G. Wall
BERLIN, CT.

Economic Development
Commission



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. EDC 2. _____

Name: DAVE CYR Telephone No.: 860-655-5590

Home Address: 245 COVE LANE Number of years in Berlin: 62
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: davecyr@comcast.net

Are you a Registered Voter? YES Party Affiliation: REPUBLICAN
(Note: To apply, you must be a Registered Voter in Berlin)

① C.C.S.U. - B.S. 1984 ② R.P.I. - MBA 1986
Educational Background (optional)

SELF-EMPLOYED
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: EDC, BRIC, ST. PAULS CHURCH SCHOOL BOARD

Tell us why you feel qualified for this appointment: I'VE BEEN ON EDC 24-25 YEARS.

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

Signature: Dave Cyr Date: 11-21-24

1. We encourage you to attend meetings of any board or commission that 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 a final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -9 AM 11:13

Kathy Galloway

BERLIN, CT.



Economic Development
Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. ECONOMIC DEVELOPMENT 2. _____

Name: VINCENT FORTUNATO Telephone No.: 860 5434045

Home Address: 86 MISTY MOUNTAIN Number of years in Berlin: 46 years.
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Vince@fortunatoconstruction.com

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

BS. ENGINEERING (UCONN) MBA - FINANCE (U. of HARTFORD)
Educational Background (optional)

FORTUNATO CONSTRUCTION, FOUNDER, 99 OLD BRICKYARD
Present Employment (company/position/address) BERLIN, CT

Current and Past Civic/Community Involvement: - EC. DEV. COMMISSION

Tell us why you feel qualified for this appointment: _____

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

Signature: [Signature] Date: 12/2/24

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -5 AM 11:46

[Signature]
BERLIN, CT.



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN

Golf Commission

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. Golf Commission

2. _____

Name: Sebastian J. Senia

Telephone No.: 860-828-1198

Home Address: 8 Dunham Dr Berlin Ct. 06037
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 49

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

Party Affiliation: Democrat

Educational Background (optional)

Retired from Aetna with 29 years of operational management experience

Attended the University of Hartford, Graduate of the Hartford Institute of Accounting

Present Employment (company/position)

Retired

Business Address

Current and Past Civic/Community Involvement: Alternate on the Water Control Commission. Park & Rec commission
Town of Berlin 90-98, Connecticut Board Basketball official CBCBO & IABBO 1992 to 2011. St Paul's co-chairman Berlin Fair. Middle school recreational coordinator. Little League coach

Statistician for Continental Basketball League NBA 93-98, Member of the Timberlin Mens Club for 30 years +

Tell us why you feel qualified for this appointment: Currently on the golf commission and would like to be re-appointed
I have been actively involved in the Timberlin golf course as a Park & Rec Commissioner and Golf Commissioner and player for 40 years. My experience can enhance the functions of the golf course, commission, and town.

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

Signature: *Sebastian J. Senia* Date: 11-30-2024

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

RECEIVED FOR RECORD
BERLIN TOWN PRK
2024 DEC 19 PM 5:46
Kathy Wallace
BERLIN, CT



Inland Wetlands

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. INLAND WETLANDS & WATERCOURSES ^{I WWC} 2. CONSERVATION

Name: William A. JACKSON Telephone No.: (860) 213-3152

Home Address: 289 HIGH ROAD Number of years in Berlin: 30+
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jacksonew@gmail.com / jesoi@sbcglobal.net

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

B.S.
Educational Background (optional)

JACKSON ENVIRONMENTAL, LLC, 289 HIGH RD, BERLIN
Present Employment (company/position/address) CONSULTANT

Current and Past Civic/Community Involvement: I WWC - INLAND WETLANDS AND WATERCOURSES COMMISSION

Tell us why you feel qualified for this appointment: I am familiar with statutes and Regulations (Wetlands)

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

I WWC: would need to recuse myself for applications I worked on as consultant

Signature: [Handwritten Signature] Date: Nov 21, 2024

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

RECEIVED FOR REGISTERED CLERK
BERLIN TOWN CLERK
2024 NOV 21 PM 5:21

Katrina Wall
BERLIN, CT.

Inland Wetlands



Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. INLAND WETLAND AND WATER COURSES COMMISSION 2. _____

Name: DAVID P ROGAN Telephone No.: _____

Home Address: _____ Number of years in Berlin: _____
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ROGAN ENTERPRISES @ CONNCT. NET

Are you a Registered Voter? YAP Party Affiliation: R
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

ROGAN ENTERPRISES LLC
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

Tell us why you feel qualified for this appointment: _____

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

Signature: DAVID P ROGAN Date: 12.10.24

1. We encourage you to attend meetings of any board or commission that 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.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC 10 AM 11:57

Katrina Wallace
BERLIN, CT.



Inland Wetlands

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. inland Wetlands, water courses 2. _____

Name: Gary Pavano Telephone No.: 860-841-9721

Home Address: 67 Hickory Hill Road Number of years in Berlin: 40
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: G.Pavano@Hotmail.com

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

Educational Background (optional)

Hospital for special care

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Inland wetlands commission

Tell us why you feel qualified for this appointment: I have been on the commission for 6 years

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

Signature: [Signature] Date: 12-1-24

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -6 PM 12:11

[Signature]

BERLIN, CT.



TOWN OF BERLIN
Office of The Town Manager

Parks & Recreation

W. LEE PALMER, JR.
Interim Town Manager

November 12, 2024

Joseph Pulcini
162 Crater Lane
Berlin, CT 06037

Dear Joseph,

Your term on the Parks and Recreation Commission expires on January 31, 2025. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

_____ Yes, I want to be considered for another term.

X_____ No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 19th or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to kwall@berlinct.gov or fax to 860-828-7068.

Sincerely,

W. Lee Palmer, Jr.

W. Lee Palmer Jr.
Interim Town Manager

LP:cms

Enclosure

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 NOV 27 PM 12: 32

Kathryn J. Wall
BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068
E-MAIL: lpalmer@berlinct.gov

Parks & Recreation



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Park + Rec Comm. 2. _____

Name: Anthony Butrimas Telephone No.: (860) 828-7756

Home Address: 921 Edgewood Road Number of years in Berlin: 52
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: butrima@comcast.net

Are you a Registered Voter? yes Party Affiliation: Republican
(Note: To apply, you must be a Registered Voter in Berlin)

Berlin High School Diploma, Bachelors Degree, CCSU
Educational Background (optional)

Self-employed, A-B Property Management, Kensington, CT
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Former President BHS Athletic Boosters, Member + VP of Berlin Lions Club

Tell us why you feel qualified for this appointment: Member of Park + Rec Commission since 2020.

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

Signature: _____ Date: 11/21/2024

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 25 AM 10:53

Kathryn Wall
BERLIN, CT.



Parks & Recreation

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Park & Rec

2. _____

****NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or None Golfed.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -3 PM 2:52

Kathryn Wall
BERLIN, CT.

Name: JASON Pelletier

Telephone No.: 860 930 4280

Home Address: 25 Pleasant Ave.
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 6

Email Address: JPell1275@gmail.com

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

Party Affiliation: Republican

Educational Background (optional)

Retired (Stat of CT, Judicial), Driver for HomeAides, Cromwell, CT
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Lion Club Berlin,

Tell us why you feel qualified for this appointment: Enjoy being involved in town activities & having a voice in town

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

Signature: *J Pelletier*

Date: 12/4/24

1. We encourage you to attend meetings of any board or commission that 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.
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Public Building

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 25 AM 10:08

Kathryn G...
BERLIN, CT.

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

Please list your Board/Commission preference below:

1. PUBLIC BLDG. COMM. 2. _____

Name: BARTON BOYCE Telephone No.: 860 989-7566

Home Address: 85 STEEPVIEW DR Number of years in Berlin: 34
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: BART1957@GMAIL.COM

Are you a Registered Voter? YES Party Affiliation: REPUBLICAN
(Note: To apply, you must be a Registered Voter in Berlin)

BACH OF ENGR UCONN
Educational Background (optional)

COLE CIVIL + SURVEY
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: ON PBC FOR 6 YRS

Tell us why you feel qualified for this appointment: PAST COMM. EXPERIENCE

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

Signature: [Signature] Date: 11/23/24

1. We encourage you to attend meetings of any board or commission that 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.
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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

Public Building

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. Public Building Commission

2. _____

Name: Rocco Buccheri

Telephone No.: 860 558 7303

Home Address: 86 Great Oak Drive

Number of years in Berlin: 25

(Note: To apply, you must be a resident of Berlin)

Email Address: rbucche1@yahoo.com

Are you a Registered Voter? Y

Party Affiliation: Republican

(Note: To apply, you must be a Registered Voter in Berlin)

Masters Degree - Business Administration - Albertus Magnus College

Educational Background (optional)

Newfield Construction Group - Risk Control Manager

Present Employment (company/position)

225 Newfield Ave, Hartford CT 06037

Business Address

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2025 JAN -2 PM 3:14

Katrina Gleason

BERLIN, CT.

Current and Past Civic/Community Involvement: Currently a Public Building Commissioner, On Board of Berlin Little

League (as league coordinator) On Board of Berlin Youth Football - (equipment manager). Have coached in all major youth

sports in Berlin for last 8 years.

Tell us why you feel qualified for this appointment: Have worked in the construction industry for 3.5 years as risk

manager, have been involved in risk aspects of construction jobs ranging from 1 MIL to 225 MIL in budget.

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

Construction Group - however if Newfield is involved in Berlin, CT Project, I abstain from any and all voting.

Signature:

Date: 1/2/2025

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.
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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.



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

Veterans

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Veterans Commission

2. _____

****NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -5 PM 12:03

Kathryn G. Wass
BERLIN, CT.

Name: Anthony G. Gagliardi

Telephone No.: 860-538-3421

Home Address: 875 High Road

Number of years in Berlin: 18

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: anthony.g.gagliardi3@gmail.com

Are you a Registered Voter? yes

Party Affiliation: Republican ✓

(Note: To apply, you must be a Registered Voter in Berlin)

MBA

Educational Background (optional)

Cigna / Corporate Finance Analyst / Bloomfield, CT

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Commander of Berlin, CT VFW,

member of American Legion, manager of Boxes to Boots, Upbeat member while

Tell us why you feel qualified for this appointment: Veteran with 13+ years

of service, and continuing service in the Reserves. Raised in Berlin

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

Signature: Anthony G. Gagliardi

Date: 10/18/2024

1. We encourage you to attend meetings of any board or commission that 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.

Water Control



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin W.C.C. Renewing 2. _____

Name: Bruce Larache Telephone No.: 860 6045880

Home Address: 5 Worthington Lane Number of years in Berlin: 72
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: lancemoos@comcast.net

Are you a Registered Voter? y Party Affiliation: D
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Ret

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Renewing

Tell us why you feel qualified for this appointment: 1

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

Signature: [Signature] Date: 11/26/

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 26 PM 1:35

Katrina Wall
BERLIN, CT



Youth Services

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Services Advisory Board 2. _____

Name: Edmond Battle Telephone No.: (860) 930-8893

Home Address: 127 North Rd East Hartford, CT 06118 Number of years in Berlin: 1
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Ed@valex.com

Are you a Registered Voter? NO
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: _____

Educational Background (optional)
Bachelor of Sociology

Present Employment (company/position/address)
Vale CO-OP (owner) 570 Paw Road Berlin, CT 06033

Current and Past Civic/Community Involvement: Youth Advisory Board

Tell us why you feel qualified for this appointment: Probation officer (22 yrs), Juvenile and have sat on many prevention and afterschool time boards

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

Signature: [Signature] Date: 12/30/24

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC 30 PM 1:01

Katlynn Wallace
BERLIN, CT.



Youth Services

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Service Advisory Board 2. _____

Name: Nancy Cavaliere Telephone No.: 860 828-1684

Home Address: 230 Vineyard Drive Number of years in Berlin: 37
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: nancyraecavaliere@gmail.com

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

BS M.S. CCSU Education
Educational Background (optional)

Retired Teacher / Griswold School PE
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: ^{too extensive to list} HOCC Auxiliary Board, Suburban Woman's Club of Greater New Britain, Alpha Delta Kappa - Teaching Sorority

Tell us why you feel qualified for this appointment: - extensive work with youth.

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

Signature: Nancy Cavaliere Date: 11/23/24

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
2024 NOV 25 AM 10: 52

Katlyn Wall
BERLIN, CT.

Youth Services



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. ~~Police Dept~~ Youth Services Advisory Board 2. _____

Name: Det. Kevin Chaffee Telephone No.: (860) 828-7193

Home Address: 240 Kensington Rd. Number of years in Berlin: 8
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: KChaffee@berlinpd.org

Are you a Registered Voter? N/A Party Affiliation: N/A
(Note: To apply, you must be a Registered Voter in Berlin)

N/A
Educational Background (optional)

Town of Berlin - Police Dept.
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Active Youth Officer/Detective
For Berlin PD

Tell us why you feel qualified for this appointment: N/A

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

Signature: [Signature] #236 Date: 11/18/2024

- 1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 NOV 18 PM 12:35

Katya Glaze
BERLIN, CT.



Zoning Board of Appeals

Please return application to:
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN
Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. ZBA 2. _____

Name: ANTONIO FRANCO Telephone No.: 860-841-6783

Home Address: 301 MORNELAND Number of years in Berlin: 30+
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jfranco@snet.net

Are you a Registered Voter? _____ Party Affiliation: _____
(Note: To apply, you must be a Registered Voter in Berlin)

BSEE MIBA
Educational Background (optional)

Retired
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

Tell us why you feel qualified for this appointment: _____

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

Signature: [Signature] Date: 12/1/24

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2024 DEC -5 AM 11:46

Kathy Gwinn
BERLIN, CT.

Join Zoom Meeting

<https://berlingov.zoom.us/j/85602488442?pwd=majM9OYR8e4mlNZI3zOrDn3qCLyfxq.1>

Meeting ID: 856 0248 8442

Passcode: 781347

+1-305-224-1968

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

A. CALL TO ORDER:

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

Also in attendance:	Interim Town Manager W. Lee Palmer
	Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

Dennis Kern, 57 Cider Mill Road – Mr. Kern stated that he is the President of the Berlin Land Trust (the Trust) and there are two issues of concern for the Trust that he would like to bring to the Town Council's attention. The first is the issue that occurred early this year with a property owner that encroached on Lamentation Mountain State Park property on the Berlin Turnpike. A meeting was held with the Department of Energy and Environmental Protection (DEEP) and other interested parties regarding this issue in September. Since that time DEEP has turned the matter over to the Attorney General's Office and Mr. Kern is concerned that could turn into a long-drawn-out process for a simple matter of encroachment. Therefore, the Trust is requesting that the Town of Berlin write a letter to the Attorney General asking them to act on this matter.

The second issue of concern for the Trust is the damage caused to Lamentation Mountain by the recent fire. New trails and roads need to be constructed, new plantings need to be investigated, there

is the concern of invasive plants in the area, among other things. The Trust is requesting assistance from Town staff to find funding sources to help restore and protect the mountain, as well as investigating new roads into that area as the Trust does not have the resources.

Representative Veach stated that her office will send a letter regarding the encroachment issue to the Attorney General's office and Mayor Kaczynski stated that the Town will also write a letter.

E. MAYOR'S UPDATE:

Mayor Kaczynski stated that an update regarding Bright Feeds' issues was to be sent out to concerned residents soon. That update will include the findings of the sound engineer along with his recommendations, as well as information on the Zoning Board of Appeals' (ZBA) denial of the request for a variance to increase the height of Bright Feeds' exhaust chimney stack.

Mayor Kaczynski asked Corporation Counsel Jennifer Coppola to address the reasons for denying the variance. Attorney Coppola stated that in Section 15 of the Town's Zoning Regulations one of the requirements for a variance is that there must be the presence of exceptional difficulty or unusual hardship. The ZBA denied the variance by a 5-0 vote feeling that the hardship was self-created. Attorney Coppola stated that no members of the public spoke in favor of the variance, there was no report, testimony, or correspondence from the DEEP in support of the increased stack height, and although Bright Feeds' representatives were present and stated that an air consultant had been retained no reports were offered into the record.

Mayor Kaczynski inquired about the ability to allow the variance if public health is a concern. Attorney Coppola stated that the Zoning Enforcement Officer did provide the ZBA with some guidance as this is a unique situation.

Mayor Kaczynski inquired about the residents' reasoning for speaking against allowing the variance. Attorney Coppola stated that she believes it was the concern that an increased stack height would just be moving the problem into another area and not addressing the actual odor issue, and it may not result in any reduction in the odors.

Attorney Coppola added that Bright Feeds has 15 days from the date of publication of the notice of decision to file an administrative appeal on the decision.

Councilor Veach expressed her frustration with the ZBA's decision.

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

G. CONSENT AGENDA:

Councilor Paonessa moved to move Consent Agenda Item #2 to New Business Item #1a for further discussion.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

1. **Topic re: Accept monetary donations totaling \$1,548.06 and deposit \$1,548.06 into the Unrestricted Donations account for the library's greatest need. – Berlin-Peck Memorial Library**
2. **Topic re: Transfer \$120,600, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance. - Finance**
3. **Topic re: Approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$1,852.20 that took place on November 30, 2024. – Police**
4. **Topic re: Approve AIM Healthcare services for the amount not to exceed \$24,500.00 to support Berlin VNA for the remaining fiscal year. – VNA**
5. **Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$500.00 and a donation of \$500.00 from the Economic Development Promotion Account to the Berlin Historical Museum for its exterior banners. – Economic Development**
6. **Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$750.00 to St Paul's Church to support the three (3) planned concerts in 2025. – Economic Development**
7. **Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to The Theatre Guild of Berlin, Inc. in support of their performance of Disney's Frozen Jr. in December of 2024. – Economic Development**
8. **Topic re: Authorize the Arts & Culture Ad Hoc Committee to donate \$100.00 to Berlin High School in support of their performance of Wizard of Oz in January 2025. – Economic Development**

Councilor Paonessa moved to approve Consent Agenda items #1, and 3 - 8 as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

- 1a. **Topic re: Transfer \$120,600, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance. – Finance**

Mayor Kaczynski stated that the question he had with this item is regarding the \$45,000 transfer of funds between the Per Diem Labor account and the Nurses account for additional hours within the VNA.

Finance Director Kevin Delaney stated that the Per Diem account is historically used for the various therapy accounts which were put together as a single account in the FY 2025 budget because those services are used as needed and going in they do not know what the patient mix will be.

They also incorporated the possibility of utilizing the per diem nurses if the volume rose to a certain level. In the interest of patient care, the Acting Director of VNA feels that using existing nurses rather than bringing in additional per diem staff for nursing alone is a better solution and as a result the Nursing ledger is overstated, and the Per Diem is understated. This is no way changes the VNA budget but simply moves funds between two lines specifically for patient care at the discretion of the Acting Director.

In this case most of the time the nurses would be paid at time and a half which is at or below what a per diem rate would be for the same services. This also provides for continuity and quality of patient care.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

1. Topic re: Update on the VNA Financials. – Mayor

Interim Town Manager Lee Palmer stated that the Berlin VNA (the VNA) is a home healthcare agency established under the Town of Berlin's Charter. Unlike other Town departments which are fully funded by tax dollars, the VNA is expected to generate its own revenue by providing services to residents. In recent years the VNA has struggled to be self-sustaining and profitable leading to significant budget cuts, for example their FY 2025 budget was reduced by \$419,656 from FY 2024 even though its' responsibilities have not changed.

The VNA's expenditures are in line with the FY 2025 budget, their revenue has decreased from \$395,938 in FY 2024 to \$284,868 however this decrease does align with the FY 2025 budget was expected as the VNA has cut one fulltime nursing position and eliminated two fulltime home healthcare positions. As of November 2024, the VNA's net loss is \$110,000 lower than the same period in FY 2024 however the VNA is performing better in relation to the budget due to the combination of staff reductions, careful oversight by Town and VNA department personnel, and ongoing focus on maintaining high quality patient care. Projecting out to the end of the fiscal year it is predicted that the VNA will end at a loss of \$500,000 versus ending at a loss of \$750,000 last fiscal year.

In the short term the VNA will incur additional costs for training the acting administrator who is working to obtain the credentials required to become the Full Time Director and Clinical Supervisor. Until she is fully accredited, which would be in approximately one year, the VNA must continue to retain a Consultant as mandated by the Department of Public Health.

NO ACTION NEEDED

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

Interim Town Manager Palmer introduced this item which is regarding reconfiguring the current VNA suite to accommodate the additional space requirements for the Registrar of Voters due to new voting laws, and the Social Services Department related to the loss of the food pantry space due to the Police Department expansion project.

Public Works Director Mike Ahern stated that he was asked to run this proposal by the Public Building Commission (PBC) at their last meeting and the Commission seemed agreeable to the project but there was no formal vote taken as the request did not come from the Town Council. The PBC believes there will be enough contingency remaining from the Police Department project to fund this project.

Director of Facilities Doug Solek stated that the cost estimates for the project were provided by the Town's on-call architect and on-call contractor based on a walk-through of the existing space and the expressed needs of the departments impacted. There will be additional soft costs as well as expenses for furniture and fixtures.

There were questions about what this agenda item was looking to do. After discussion it was decided that the motion needed to be to send the proposed reconfiguration to the Public Building Commission for their approval as well as obtaining their approval to reduce the contingency for Millenium Builders to fund the project.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 3. Topic re: Call a Town Meeting at 6:45 p.m. on January 7, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance in the amount of \$1,331,320 for capital items. – Finance**

Finance Director Kevin Delaney stated that during the FY 2025 budget process the Board of Finance elected to remove all but one capital item from the budget and directed the Town to come back for highest priority items later in the year pending completion of the audit.

This request is to call a Town Meeting to review the nine highest priority items that would use the surplus plus some additional fund balance. Department heads will be present at that meeting to discuss the requested needs.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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

Finance Director Delaney stated that in response to an August 2020 storm the Town of Berlin was open to FEMA reimbursement for damages. The State of Connecticut and FEMA recently finalized the reimbursement audit, and this request is to appropriate the funds to two projects related to resiliency and disaster mitigation efforts.

The Town incurred unplanned labor and operating expenses associated with the Lamentation Mountain fire and the total is expected to exceed \$200,000 and the request will be to appropriate \$224,212.46 of FEMA reimbursement to cover these unplanned costs.

The second request will be to appropriate \$40,000 of FEMA reimbursement funds to the existing Alternative Fuel Site account to establish an alternative fuel site at Timberlin Golf Course as the current fuel site location is in a flood plain.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Transfer \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund for the purchase of new Police vehicles, pending approval by the Board of Finance. – Finance**

Finance Director Delaney stated that in the FY 2024 budget a change was made to remove the Police Extra Duty Fund, which is revenue paid by private enterprises who hire officers and vehicles to assist at private events, out of the general fund and into its' own separate fund with the intention of using the funds that are charged for the use of vehicles to offset the purchase of Police vehicles.

The Police Extra Duty Fund ended FY 2024 with a \$169,944 balance. This transfer request is to move \$150,000 to the Police Vehicles account. The plan this year is to purchase \$220,000 in new Police vehicles and by using these funds collected from private duty jobs, the cost to taxpayers will only be \$70,000.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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

Water Control Manager Ray Jarema stated that the Town went out to bid requesting backup contractors to perform routine and emergency repairs and minor construction within the Berlin Water Control's jurisdiction which the Town does not have the capacity to accomplish on its own. They will also assist when the main contractor, Earth Contractors, is unable to respond.

Six bids were received and due to the nature of the work and difficulty getting contractors in emergencies Staff is recommending that all six companies be added as specialized on-call resources.

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

Seconded by Councilor Coppola.

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

Abstain: Councilor Paonessa

Vote being 6-0-1 (MOTION CARRIED)

7. **Topic re: Utilize the State of Connecticut Department of Administrative Services Contract #24PSX0071 to purchase precast concrete catch basin materials, concrete pipe, and related items using uncommitted funds from available accounts over the life of this contract. – Public Works**

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

Other departments, including Facilities, Public Grounds, Timberlin Golf Course, Berlin Water Control, and the Board of Education can utilize this DAS contract.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Utilize the State Department of Administrative Services Unit Price Contract #24PSX0104 to purchase Guide Rail Repair and Installation Services through October 31, 2027 (or to a later date if further extended by the State), with the most responsive, cost-effective and qualified Contractor. – Public Works**

Public Works Director Ahern stated that this request is to use the State Contract for guide rail repairs and installation. This contract references five vendors approved to perform these services. Funding will be provided on an 'as-needed' basis from available accounts.

Other departments, including Facilities, Public Grounds, Timberlin Golf Course, Berlin Water Control, and the Board of Education can utilize this DAS contract.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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

Public Works Director Ahern stated that Pasquariello Electric Group (PEC) was awarded the contract for Streetlight Maintenance Services in January 2022. This contract has a three-year term

which expires on December 31, 2024. PEC has successfully completed all work orders since engaged by the Town and has provided excellent customer service to the Public Works Department and affected Town residents.

Staff received a request from PEC for a three-year contract extension holding their existing rates for calendar year 2025, with a 5% increase for 2026 and 2027, respectively. The 5% increases are consistent with the original contract terms.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

10. Topic re: Discussion about Restoration and Planning related to the Hawthorne Fire, Lamentation Mountain. – Conservation/Economic Development

Economic Development Coordinator Jim Mahoney stated that Staff has had preliminary discussions about the post-fire conditions on Lamentation Mountain with the Connecticut Department of Energy and Environmental Protection (DEEP) and various other stakeholders including the cities of Meriden and Middletown, the Berlin Land Trust, and the Connecticut Forest and Park Association. The Town of Berlin owns three parcels totaling 48 acres in the fire area and staff has requested that DEEP's Forestry Unit prepare a report regarding damage to the Town properties.

It has been determined that the largest area affected was in Meriden, access paths to fight the fire were cut in Middletown, and fire access roads were built with the main access road being along the former Stantack Road right of way in Berlin and Middletown.

Based on preliminary discussions, stakeholders are interested in identifying funding sources for planning, restoration and improvement of the Lamentation Mountain area. A list of the scope of improvements has been attached to these Minutes.

The purpose of this agenda item is to start a conversation about the future of the Lamentation Mountain area and to determine if the Town Council wants staff to continue to engage in a dialogue with other stakeholders about the future of the area, the appropriate response to restoration and improvements after the fire, and the identification of possible funding sources for these purposes.

Unfortunately, communication issues occurred with Mr. Mahoney during his presentation.

NO ACTION NEEDED

11. Topic re: Approve waiving the town's bidding procedures and award a four-year contract starting in January of 2026 with IQS in the amount of \$19,800 plus auditing fees of about

\$4,000 (\$1.40 per document). There will be a onetime charge of \$6,000 to convert the historical records to the new software paid for by the Town Clerk's Preservation Fund. – Town Clerk

Town Clerk Kate Wall stated that the Town Clerk's office has used Cott Systems, Inc (Cott) as their vendor for land recordings, fee systems, marriage licenses, and dog licenses for many years and the current contract with Cott will expire in December of 2025.

On Christmas Day of 2022 there was a ransomware attack on Cott's cloud-based system which impacted the functionality of the Town Clerk's office for about a month. In February of 2023 Cott was sold to Valsoft Corporation, Inc and since that time there have been concerns with their service and responsiveness.

The Town Clerk's office went out to bid for the needed services and only one bid was received from a company that did not meet the needs and requirements of the office. No bid was received from Cott aka Valsoft.

The Town Clerk's office would like to move to a new vendor, Info Quick Solutions, Inc. (IQS), for these services in January 2026 and is asking for this approval now in order to prepare for the transition process. Ms. Wall added that there will be a cost increase to move to IQS, but the office requires a dependable vendor, and she believes the transition will benefit the Town in the long run.

Ms. Wall added that IQS will be housed on an in-house server at no additional cost to the Town and she feels more comfortable being on the server after the issue that occurred with Cott's cloud-based system in 2022.

Councilor Paonessa moved to approve waiving the town's bidding procedures and award a four-year contract starting in January of 2026 with IQS in the amount of \$19,800 plus auditing fees of about \$4,000 (\$1.40 per document). There will be a onetime charge of \$6,000 to convert the historical records to the new software paid for by the Town Clerk's Preservation Fund.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2025 and January of 2026. – Town Council

Councilor Coppola stated that the 2025 and January 2026 Town Council Meeting Calendar was presented to Council members at the previous meeting and asked if there were any conflicts or concerns with any of the proposed dates.

Councilor Paonessa moved to approve the adoption of the Town Council Meetings Calendar for 2025 and January of 2026.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

I. TOWN MANAGER'S REPORT:

Interim Town Manager Lee Palmer expressed his appreciation for the ability to work with the Town Council as this is his last meeting before turning over his duties to incoming Town Manager Ryan Curley.

J. SPECIAL COMMITTEE REPORTS:

None

K. COUNCILORS' COMMUNICATION:

Councilor Pruzin asked if the Meriden YMCA will still be presenting their proposal for a facility in Berlin. Mayor Kaczynski stated that they are on track to present early in 2025.

Councilor Pruzin inquired about moving forward with the East Berlin pool project. Mayor Kaczynski stated that a discussion can be added to an upcoming agenda.

Councilor Pruzin stated that his current Town Council tablet was updated to correct the issue they had been having with opening documents and attachments. He expressed his desire to replace the tablets with laptops in order to provide better functionality. The request to budget for these laptops and associated licenses will be discussed with the Finance Director.

Councilor Coppola stated that she visited the Berlin Lions' Holiday Tree Walk at the Berlin Fairgrounds and the event was well attended. She added that each night benefited a different charity.

Councilor Coppola also thanked the Fire Department for their assistance with the Tree Lighting.

Councilor Paonessa inquired about a Thank You event for the Fire Department for their response to the Lamentation Fire. Mayor Kaczynski stated that he will be in contact with Fire Administrator Jim Simons and the Fire Chiefs.

Councilor Veach stated that Tom Higgins passed away last week. Mr. Higgins was very involved with the Disabled American Veterans and the Elks Club.

L. ACCEPTANCE OF MINUTES:

**November 20, 2024 – Special Meeting
November 26, 2024**

Councilor Veach moved to accept the November 20, 2024 Special Town Council Meeting minutes as presented.

Seconded by Councilor Coppola.

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

Abstain: Councilor Paonessa

Vote being 6-0-1 (MOTION CARRIED)

Councilor Paonessa moved to accept the November 26, 2024 Town Council Meeting minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

M. EXECUTIVE SESSION:

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

Executive Session was not needed.

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:04 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting