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

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 21, 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 monetary donations totaling \$1,785.61 and deposit \$73.79 into the Unrestricted Donations account for the library's greatest need and deposit \$300.00 into the Children's Donation account and deposit \$1,294.76 into the Friends of the Library Miscellaneous account for the purchase of two programs, two museum pass renewals and program supplies and deposit \$117.06 into the Friends of the Library Credit Card account for the purchase of program supplies, a gift card prize for the gingerbread house contest and a museum pass renewal. Also accept the donation of DVDs with an approximate value of \$15.00 and books with an approximate value of \$37.00 and add them to the appropriate department collections. – Berlin-Peck Memorial Library
2. Topic re: Authorize the Town Manager to apply for and accept, on behalf of the Town, a grant from the Neglected Cemetery Account, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award, to approve appropriation of the grant to the Cemetery Account and to refer the appropriation of the grant to the Board of Finance, if awarded. – Cemetery Committee

3. Topic re: Appropriate a \$5,976.00 supporting Arts Grant to the Supporting Arts Grant Account, pending approval by the Board of Finance. - Economic Development

H. NEW BUSINESS:

1. Topic re: Approve the 2025 Timberlin Golf Course Rates. – Golf Course
2. Topic re: Discussion only concerning Timberlin Golf Course FY26 Capital Request for the purchase of a Leaf Collector. – Golf Course
3. Topic re: Adopt the 2025 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, as necessary. – Finance
4. Topic re: Approve the purchase of one Ford F-350 pickup truck from Tasca Ford utilizing CT DAS Contract #19PSX0161 for an amount not to exceed \$54,600. – Municipal Garage
5. Topic re: Approve a tax abatement for 466 Deming LLC for the construction of a 3,960 square foot building at 466 Deming Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town’s tax abatement policy. - Economic Development
6. Topic re: Updated Feasibility Study of Demore, Dinda, Bittner Jr. Memorial Pool Complex. – Parks and Recreation
7. Topic re: Discussion about an Application for a Small-Town Economic Assistance Program Grant. – Economic Development
8. Topic re: Include debt service costs related to \$8,485,000 of new money bonding in the Town Manager’s proposed fiscal year 2026 General Fund budget. – Finance
9. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager

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. **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.
9. **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.
10. **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.
11. **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.
12. **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).
13. **Economic Development Commission – Vacancy** – Keith Bostrom resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
14. **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.

15. **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.
16. **Golf Course Commission (Ladies' Club Member)** – Gale Lemieux (D) term expires January 31, 2025. Does not want to be reappointed. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
17. **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).
18. **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.
19. **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.
20. **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.
21. **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.
22. **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.
23. **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.
24. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.

25. **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.
26. **Parks and Recreation Commission** – Don Dellaquila (D) term expires January 31, 2025. He is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
27. **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.
28. **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.
29. **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.
30. **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.
31. **Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
32. **Veterans' Commission** – Paul Eshoo (R) term expires January 31, 2025. He has moved out of town. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
33. **Veterans' Commission** – Dean Revoir (R) term expires January 31, 2025. He is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
34. **VNA – Vacancy** – Susan Ann Lewis has resigned. Replacement term would be until January 31, 2026. Can be filled with a D, R, or U.
35. **VNA – Vacancy** – Cyndi McKinnon has moved out of town. Replacement term would be until January 31, 2026. 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.
38. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above appointments).
39. **VNA** – Pamela Bannon (D) term expires January 31, 2025. She is not seeking reappointment. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
40. **VNA** – Brenda Chyra (R) term expires January 31, 2025. She does not want to be reappointed. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
41. **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.
42. **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.
43. **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.
44. **Water Control Commission – Vacancy – Alternate** – Term would be until January 31, 2027. Can be filled with a D, R or U.
45. **Youth Services Advisory Board (Youth Agency Representative)** – Ed Battle term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
46. **Youth Services Advisory Board (Service Consumer)** – Nancy Cavaliere term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
47. **Youth Services Advisory Board (Youth Officer)** – Detective Kevin Chaffee term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.
48. **Youth Services Advisory Board (School Representative)** – Karen Despres term expires January 31, 2025. Replacement or reappointment term would be until January 31, 2028.

**49. Zoning Board of Appeals** – Antonio Francalanga (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: January 7, 2025

N. ADJOURNMENT

*Consent*  
**Agenda Item No. 1**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** January 10, 2025

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	23.79	Unrestricted Donations	for libraries greatest need in memory of Verna DelCegno	Jennifer Glatz
	50.00	Unrestricted Donations	for libraries greatest need	Alison Churchill
	300.00	Children's Donation Acct.	for children's department in memory of Verna DelCegno	George & Debbie Uterstaedt
	1,294.76	FOL Misc. Acct.	two programs, two museum pass renewals, and program supplies	Friends of the Library
	117.06	FOL CC Acct.	program supplies, prize for gingerbread house contest and museum pass renewal	Friends of the Library
	1,785.61			
Equip/Merch	15.00	DVDs	add to appropriate department collection	various patrons
	37.00	Books	add to appropriate department collection	various patrons
	52.00			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$1,785.61 and deposit \$73.79 into the Unrestricted Donations account for the library's greatest need and deposit \$300.00 into the Children's Donation account and deposit \$1,294.76 into the Friends of the Library Miscellaneous account for the purchase of two programs, two museum pass renewals and program supplies and deposit



\$117.06 into the Friends of the Library Credit Card account for the purchase of program supplies, a gift card prize for the gingerbread house contest and a museum pass renewal. Move to accept the donation of DVDs with an approximate value of \$15.00 and books with an approximate value of \$37.00 and add them to the appropriate department collections.

**Attachments:**

n/a

**Prepared By:**

Carrie Tyszka, Library Director



Consent  
Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** January 9, 2025  
**SUBJECT:** Authorization for the Town Manager to Apply for and Accept a Neglected Cemetery Grant on Behalf of the Town

**Summary of Agenda Item:**

The Connecticut Office of Policy and Management has issued a request for proposals for the Neglected Cemetery Grant program. This program provides grants to assist with improvements to cemeteries that are no longer operated and maintained such as the cemeteries in Berlin that the Town of Berlin maintains by default because the original cemetery associations no longer exist. The Berlin Cemetery Committee is working to maintain and improve many neglected and abandoned cemeteries so this grant would be useful to assist their work. The Town previously received a Neglected Cemetery Grants in 2018 and 2023. The action required is for the Town Council to authorize the Town Manager to apply for and accept, on behalf of the town, a grant from the Neglected Cemetery Account, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award and to appropriate the grant to the Cemetery Account 100.10.1013.0.53247.00000, if awarded.

**Funding:**

No cash match is required for this grant. The most recent grant award was \$5,000 in 2023.

**Action**

Move to authorize the Town Manager to apply for and accept, on behalf of the Town, a grant from the Neglected Cemetery Account, and to authorize the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award, to approve appropriation of the grant to the Cemetery Account and to refer the appropriation of the grant to the Board of Finance, if awarded.

**Attachments:**

None

**Prepared By:**

Steven T. Wood Superintendent Parks and Grounds SV

Consent  
Agenda Item No. 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** January 10, 2025  
**SUBJECT:** Authorization to Appropriate a Supporting Arts grant from the Connecticut Office of the Arts

**Summary of Agenda Item:**

In partnership with the Berlin-Peck Library, the Economic Development Director applied for a Supporting Arts Grant from the Connecticut Office of the Arts within the Department of Economic and Community Development. We received notice that the Town of Berlin has been awarded a \$5,976.00 grant from the program. Staff requests that the Town Council appropriate the grant to account 504.10.1017.0.53474.00000, Supporting Arts Grant, and to refer this matter to the Board of Finance for its approval.

**Action:**

Move to appropriate a \$5,976.00 supporting Arts Grant to the Supporting Arts Grant Account, pending approval by the Board of Finance.

**Attachments:**

List of Awards by Organization/Town ✓

**Prepared By:**

Chris Edge, Economic Development Director CE  
Carrie Tszyka, Berlin-Peck Library



## FY25 Supporting Arts Grant Recipients

The Connecticut Office of the Arts awarded two hundred and thirty-seven (237) Supporting Arts grants totaling \$920,000.

Name of Organization	Town/City	Grant Award
ACT (A Contemporary Theatre) of CT	Ridgefield	\$5,344
ActUp Theater, Inc.	Hartford	\$3,082
Africa2World Foundation	Shelton	\$1,000
After School Arts Program, Inc.	Washington	\$3,561
Albert Schweitzer Organ Festival Hartford	West Hartford	\$5,027
Almira Stephan Memorial Playhouse, Inc.	Meriden	\$6,807
American Chamber Orchestra	Norwalk	\$4,603
American Mural Project	Winchester	\$3,947
Amity Teen Center Inc	Woodbridge	\$5,129
Arazzo Music Festival	Lebanon	\$1,356
Architecture Resource Center	Mew Haven	\$1,885
Art League of New Britain	New Britain	\$3,093
ArtEcon Initiative	New Haven	\$1,368
ARTFARM	Middletown	\$6,371
Artists for World Peace	Middletown	\$4,277
Artreach, Inc.	Norwich	\$2,888
Arts and Crafts Association of Meriden, Inc.	Meriden	\$4,753
Arts Cafe Mystic, The	Groton	\$4,254
Arts Center at Killingworth, The	Killingworth	\$3,558
Arts for Learning Connecticut Inc	Hamden	\$2,373
Avon Theatre Film Center Inc	Stamford	\$2,462
BackCountry Concerts, Inc.	Greenwich	\$3,128
Ballet Hartford Inc.	Hartford	\$2,749
Bantam Cinema & Arts Center	Litchfield	\$3,017
Beacon Falls Youth Theater Company	Beacon Falls	\$1,499

Beechwood Arts	Norwalk	\$2,894
Berlin, Town of / Arts & Culture	Berlin	\$5,976
Best Video Film & Cultural Center	Hamden	\$3,869
Bethel Arts Inc.	Bethel	\$1,000
Black Rock Theater	Fairfield	\$3,295
Branford Arts and Cultural Alliance, The	Branford	\$4,091
Breed Academy, The	New London	\$3,073
Bristol Symphony Orchestra, Inc.	Bristol	\$3,058
Broadway on Main	East Haven	\$2,596
Brookfield Craft Center, Inc.	Brookfield	\$2,847
Brookfield Theatre for the Arts, The	Brookfield	\$2,487
Camerata d'Amici	Ridgefield	\$3,823
Capital Classics, Inc.	Newington	\$4,790
Cappella Cantorum Inc	Essex	\$5,992
Carousel Museum, The	Bristol	\$4,512
cARTie Corp.	Shelton	\$5,346
CAST Inc.	Manchester	\$4,787
Center for Contemporary Printmaking, Inc.	Norwalk	\$5,018
Center Stage Theatre	Shelton	\$5,452
Charter Oak Cultural Center	Hartford	\$4,881
Charter Oak Performing Arts, Inc.	New Haven	\$3,435
Chestnut Hill Concerts	Guilford	\$3,627
Cinestudio, Inc.	Hartford	\$2,880
City Youth Theater	Waterbury	\$1,000
Clementina Arts Foundation Inc	Bridgeport	\$5,551
Community Music School, The	Centerbrook	\$3,095
Con Brio Choral Society, Inc.	Madison	\$3,053
Connecticut Ballet School, Inc DBA Connecticut Dance School	Fairfield	\$5,328
Connecticut Chamber Choir	Trumbull	\$2,369
Connecticut Choral Artists	New Britain	\$5,040
Connecticut Early Music Society	New London	\$5,338
Connecticut Hurricanes Drum & Bugle Corps, Inc.	Seymour	\$4,383

**Agenda Item No. 1**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 13, 2025  
**SUBJECT:** Timberlin Golf Course – 2025 Timberlin Golf Course Rates

**SUMMARY OF AGENDA ITEM:**

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2025 Timberlin rates. Upon further review, it is the Golf Commission's recommendation to have minimal increase in golf rates for 2025. We strategically increased rates where we are in demand; outings, leagues, and season passes. Daily fees also went up with a 2% increase in mind.

Please refer to attachment for the rates. The highlighted cells indicate change for 2025.

**FUNDING:**

No Funding Needed

**ACTION NEEDED:**

Move to approve the 2025 Timberlin Golf Course Rates.

**ATTACHMENTS:**

Proposed 2025 Fees ✓

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf

*SW*

**TIMBERLIN GOLF CLUB**  
**PROPOSED RATES AND PROJECTED REVENUE**  
**FOR CALENDAR YEAR 2025**

RESIDENT DESCRIPTION	2023 ACTUAL	2024 ACTUAL	AVG 2023 - 2024	2024 Rates	Proposed 2025 Rates	PROJECTED 2025 REVENUE	Sub-Total	Rate Variance 2024 vs. Proposed 2025	COMMENTS
<b>SEASON PASSES</b>									
Adult Unlimited	28	28	28	\$1,125.00	\$1,145.00	\$32,060.00		\$20.00	Anytime
Senior Unlimited	28	26	27	\$940.00	\$955.00	\$23,095.00		\$15.00	Anytime
Senior Restricted	100	93	97	\$915.00	\$925.00	\$89,662.50		\$10.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Unlimited	15	6	11	\$200.00	\$200.00	\$1,200.00		\$0.00	Hour Rate for those age 50 and above
Junior Restricted	19	21	20	\$340.00	\$355.00	\$5,590.00		\$25.00	Anytime
<b>GREENS FEES</b>							\$119,497.50	\$19.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Weekday 18	469	545	507	\$33.00	\$34.00	\$17,238.00		\$1.00	
Weekday Sr 18	642	638	640	\$23.00	\$24.00	\$14,160.00		\$1.00	
Weekday 9	615	660	633	\$21.00	\$22.00	\$13,515.00		\$1.00	
Weekday Sr 9	1,412	1,619	1,516	\$15.00	\$16.00	\$24,248.00		\$1.00	
Weekend 18	1,639	2,214	1,927	\$36.50	\$37.00	\$71,280.50		\$0.50	
Weekend 9	561	946	754	\$22.50	\$23.00	\$17,280.50		\$0.50	
Weekend Sr 9	5,238	6,612	6,612			\$158,172.00			
<b>NON RESIDENT</b>									
<b>SEASON PASSES</b>									
Adult Unlimited	15	19	17	\$1,600.00	\$1,630.00	\$27,710.00		\$30.00	Anytime
Senior Unlimited	20	20	20	\$1,400.00	\$1,425.00	\$28,500.00		\$25.00	Anytime
Senior Restricted	18	17	18	\$1,025.00	\$1,100.00	\$19,800.00		\$75.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Unlimited	4	6	5	\$500.00	\$525.00	\$2,625.00		\$25.00	Anytime
Junior Restricted	14	22	18	\$360.00	\$375.00	\$6,750.00		\$25.00	Monday - Friday and Saturday - Sunday after 3:00 pm
<b>GREENS FEES</b>							\$94,835.00		
Weekday 18	1,545	842	1,194	\$41.00	\$42.00	\$50,127.00		\$1.00	
Weekday Sr 18	2,061	1,455	1,758	\$33.00	\$34.00	\$59,172.00		\$1.00	
Weekday 9	475	471	473	\$26.00	\$26.00	\$12,288.00		\$0.00	
Weekday Sr 9	1,364	1,463	1,414	\$20.75	\$21.50	\$30,289.50		\$7.75	
Weekend 18	2,879	2,737	2,808	\$46.00	\$46.00	\$129,186.00		\$0.00	
Weekend 9	458	931	695	\$28.00	\$28.50	\$19,793.25		\$0.50	
Weekend Sr 9	8,782	7,899	8,341			\$301,548.50			
<b>OTHER</b>									
<b>CART FEES</b>									
18 Holes	10,847	11,109	10,928	\$22.57	\$22.57	\$247,773.46		\$0.00	Does not include outing carts
9 Holes	9,928	10,807	10,268	\$4.10	\$4.10	\$41,111.75		\$0.00	Does not include outing carts
18 Holes Cart Punch	121	99	110	\$203.13	\$203.13	\$22,344.30		\$0.00	10 Riders for the price of 9 Riders
9 Holes Cart Punch	185	180	183	\$126.40	\$126.40	\$23,169.25		\$0.00	10 Riders for the price of 9 Riders
Single Rider 18	3	3	3	\$30.00	\$30.00	\$120.00		\$0.00	
Single Rider 9	4	3	4	\$20.00	\$20.00	\$70.00		\$0.00	
<b>DRIVING RANGE</b>							\$438,238.76		
Range Balls - Small	3,115	3,752	3,434	\$5.00	\$5.00	\$17,167.50		\$0.00	
Range Balls - Large	976	1,070	1,023	\$9.00	\$9.00	\$9,207.00		\$0.00	
Adult Pass	5	3	4	\$175.00	\$175.00	\$700.00		\$0.00	
Outing Range Fee	4	3	4	\$175.00	\$175.00	\$700.00		\$0.00	
Jr. Range Pass	4	3	4	\$175.00	\$175.00	\$700.00		\$0.00	
HS Fee	2	2	2	\$500.00	\$500.00	\$1,000.00		\$0.00	Outing can purchase buckets a la cart
<b>OUTINGS</b>							\$31,749.50		
Shotgun under 100 players	639	600	620	\$63.00	\$65.00	\$40,287.50		\$2.00	Includes Green Fee & Cart Price Fund & Range are separate
Shotgun over 100 players	1,544	2,700	2,122	\$58.00	\$60.00	\$127,320.00		\$2.00	Includes Green Fee & Cart Price Fund & Range are separate
Night Golf	90	128	109	\$40.00	\$40.00	\$4,360.00		\$0.00	Includes Green Fee, Glow Equip and \$9.00 Prize Fund for Pro Shop
<b>MILITARY</b>							\$171,947.50		
18 Holes	252	304	278	\$26.00	\$26.00	\$5,980.00		\$0.00	
9 Holes	774	738	756	\$16.00	\$16.00	\$119,046.00		\$0.00	
<b>LEAGUES</b>							\$19,046.00		
Resident	1,954	1,850	1,902	\$10.00	\$20.50	\$38,991.00		\$1.50	
Resident Senior	694	788	741	\$16.00	\$16.00	\$11,936.00		\$0.00	
Non Resident	2,856	2,654	2,755	\$21.50	\$23.00	\$53,882.50		\$1.50	
Non Resident Senior	1,610	1,654	1,632	\$17.50	\$19.00	\$31,008.00		\$1.50	
<b>SPECIALS</b>							\$145,817.50		
Publications	1,409	1,695	1,552	\$40.00	\$41.00	\$52,080.00		\$0.00	
Twilight	2,120	1,098	1,609	\$23.00	\$23.00	\$38,616.00		\$0.00	Monday - Friday anytime or Saturday - Sunday after 12 PM
Junior 18	746	750	748	\$19.00	\$21.00	\$15,816.00		\$2.00	
Junior 9	3,128	3,590	3,359	\$12.00	\$14.00	\$49,825.00		\$2.00	Monday - Friday anytime or Saturday - Sunday after 3 PM
Misc Rounds (Specials)	1828	2895	2,217	\$25.00	\$25.00	\$55,412.50		\$0.00	
<b>Total Projected 2025 Revenue</b>							<b>\$1,692,589.26</b>		
Golf Revenue							\$1,018,288.50		
Season Passes							\$204,332.50		
Cart Revenue							\$438,238.76		
Driving Range							\$31,749.50		
Sub-Total							\$1,692,589.26		
Restaurant Rent							\$49,749.00		
<b>Total Projected Income</b>							<b>\$1,742,338.26</b>		

Total Proposed Budget **\$1,750,000.00**  
Net Income/(Loss) **\$7,691.74**

**NOTES**

1. **Timberlin Policies and Definitions** contain complete details regarding residence/eligibility and golfing at Timberlin. This info is available on the Golf Pass application.
2. **Nonresident taxpayers** with \$1,000 of personal property taxes paid in current year, Timberlin and Town of Berlin Employees entitled to resident rates.
3. Does not include Capital Improvement Program Fees (\$1.00 - 9 holes, \$2.00 - 18 holes). Does not include CT Sales Tax.
4. At the discretion of the Director of Golf, regular green fees up to 50% may be reduced for reunion weeks, days showing minimal advance bookings, spring/fall season, etc.)
5. Rain checks will not be given for CJP fees.
6. Season passes cannot be used during outlays.
7. Specifics indicate Greens Fees only. Cart's additional.



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

**TO:** The Honorable Mayor and Town Council

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** January 13, 2025

---

**SUBJECT:** Timberlin Golf Course – FY26 Capital Request – Leaf Collector

**SUMMARY OF AGENDA ITEM:**

Director of Golf, Sol Guerrero, is recommending for the Town of Berlin to consider purchasing a new leaf collector for Timberlin Golf Club. Our current machine is over 35 years old. We predict it to be made in the mid 80's. Our main issue is that we can't find parts anymore. The engine has been refurbished with non-original equipment manufacturer parts or with parts from other machines. If the machine fails us in the future, we will have a hard time cleaning up debris throughout the golf season and the leaves during the fall. An updated machine, with proper maintenance practices, will have a similar longevity as the previous machine. An updated machine will not only collect leaves and debris, it will also verti-cut tees and greens. A quote from A-OK Turf Equipment is attached but we will receive State Contract pricing once approved.

**FUNDING:**

FY26 General Fund Budget

**ACTION NEEDED:**

Discussion Only

**ATTACHMENTS:**

Quote from A-OK Turf Equipment ✓

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf



**A-OK Turf Equipment, Inc.**

1357 Main St  
 Coventry, RI 02816  
 (401) 826-2584  
 coryisaok@gmail.com

Date	Estimate #
11/19/2024	220535

Name / Address
Timberlin Golf Course Jerry Salvio 330 Southington Rd Berlin, CT 06037

Item	Description	Qty	Cost	Total
2750043	Super 600, 63" working width, with multi-purpose head, incl. low hitch, golf course kit and set of Dura verticutting blades (1-1/2") spacing	1	55,750.00	55,750.00T
1231507	Super Contour Kit (height-adjustable depth control roller at the rear of the multi-purpose head)	1	3,295.00	3,295.00T
	**Common Replacement Parts Pricing and QTY**			
1230008	Flail Blades Set - contains :  82 - 1230374 82- 1230375	1	1,297.89	1,297.89T
1014610	Carbide Tipped V/C Blade	42	22.14	929.88T
1014518	Super 500 / 600 Drive Belt - PL1295	1	298.92	298.92T
1230595	Wind Paddle	40	29.85	1,194.00T
P	***PRICE SUBJECT TO CHANGE AFTER 30 DAYS		0.00	0.00

Signature:	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$62,765.69

**Agenda Item No. 3**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** January 9, 2025  
**SUBJECT:** 2025 Fee Schedule

**SUMMARY OF AGENDA ITEM:**

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2023 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

**FUNDING:**

Not applicable - no cost impact to the Town of Berlin

**ACTION NEEDED:**

Move to adopt the 2025 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, as necessary.

**ATTACHMENTS:**

Proposed 2025 fee schedule ✓  
Summary of fee schedule changes ✓

**PREPARED BY:**

Kevin Delaney, Finance Director KD

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

	Town Fee	State Fee	Total
<b>Animal Control</b>			
1 Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00
2 Animal adoption	5.00	45.00	50.00
3 Quarantine of animal (per day - state)	15.00		15.00
4 Associated Legal Fees	Actual		Actual
5 Advertising of animal	Cost		Cost
6 Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00
7 Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost
8 Removal of Fees (Ticket is issued) – Code Section 3-12	50.00		50.00
9 Violation – Chapter Three of Code – per violation	100.00		100.00
10 Transporting animals to out of town vets after hours	Cost		Cost
11 <b>Assessor</b>			
12 Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00
13 Assessor card - .50/page front and back (state statute)	1.00		1.00
14 Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03
15 <b>Berlin-Peck Memorial Library</b>			
16 Lost/Severely Damaged Materials in Print	list price		list price
17 Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost
18 Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00
19 Passports (government issued document cost)	per statute		per statute
20 Notary Fee - CGS 3-95	5.00		5.00
21 Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$ .15 per pg.		\$ .15 per pg.
22 Computer Printing Fees - Color	\$ .25 per pg.		\$ .25 per pg.
23 Lost or Damaged Barcode	2.00		2.00
24 Lost or Damaged Audio or Video Case	2.00		2.00
25 Copies	.15/pg.		.15/pg.
26 Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00
27 Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00
28 Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00
29 Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00
30 Use of the Board Room (small room)	40.00		40.00
31 A \$5 fee will be assessed for anyone who signs up for a program but fails to attend when items were purchased specifically for number of attendees and no-show fee was clearly stated upon registration.			
32			
33			
34			

Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

Line Item	Description	Amount	YOY Change
36	<b>Building Inspection</b>		
37	Building Permit (Per \$1,000)	29.75	0.25
38	Per \$1,000, from \$1,000-\$3,000	14.75	0.25
39	Per \$1,000 thereafter		
	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.		
	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.		
40	The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials - The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.		
41	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	50.00	Set by court
42	Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate	100.00	100.00
43	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	25.00	25.00
44	Certificate of Building Compliance - Residential	50.00	50.00
45	Certificate of Building Compliance - Commercial	25.00	25.00
46	Third Inspection Fee		
47	<b>Engineering &amp; Public Works</b>		
48	Printing & Publications (Price per page):		
49	8 1/2 x 11	0.50	0.50
50	8 1/2 x 14	0.50	0.50
51	Map Copy 11 x 17	1.50	1.50
52	Map Copy 17 x 24	3.00	3.00
53	Map Copy 22 x 34	5.00	5.00
54	Map Copy 34 x 44	8.00	8.00
55	Inland Wetlands Map, 1" = 800'	5.00	5.00
56	Property Map, any scale	5.00	5.00
57	Contour Map, 1" = 200'	6.00	6.00
58	Zoning Map, 1" = 800'	2.00	2.00
59	Zoning Use and Bulk Table	5.00	5.00
60	Water or Sewer Map, 1" = 800'	2.00	2.00
61	Street Index Map (Printed), 1" = 2.5 mi.	5.00	5.00
62	Street Index Map, 1" = 1,600'	6.00	6.00
63	Plan of Development, 1" = 800'	0.50	0.50
64	All Other Printing, Per Sq. Ft. (\$0.50 min.)	100.00	100.00
65	Solid Waste Collection & Disposal Code Section 15-12		
66	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$95.00	15.00	15.00
67	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only		
68	Trash Bins (Replacement) - Payable to Trash-Away (not to the town) \$95.00	50.00	50.00
69	Contractor's License Fee		
70	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works.	1,250.00	1,250.00
71	Plus \$1.00 per linear foot of openings longer than 25 feet.	1.00 + varies	1.00 + varies
72	Late fee for failure to obtain permit (excluding emergency work)	100.00	100.00
73	Street Signs (each)	600.00	600.00
74	Monument Caps (each)	20.00	20.00
75	Driveway Permits	25.00	25.00
76	Burning Permits	10.00	10.00
77			

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL**  
**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

		Varies - deposit fee of \$5,000.00	Varies - deposit fee of \$5,000.00	
78	Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.			
79	<b>Fire Marshal</b>			
80	Blasting permits - state statute (29-3-49c)	60.00	60.00	
81	<b>Golf Course - Timberlin</b>			
82	<b>Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)			
83	Weekend			
84	18 holes	37.00	37.00	0.50
85	9 holes	23.00	23.00	0.50
86	Weekday			
87	18 holes	34.00	34.00	1.00
88	9 holes	22.00	22.00	1.00
89	Senior - 18 holes	24.00	24.00	1.00
90	9 holes	16.00	16.00	1.00
91	<b>Non-Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)			
92	Weekend			
93	18 holes	46.00	46.00	1.00
94	9 holes	28.50	28.50	0.50
95	Weekday			
96	18 holes	42.00	42.00	1.00
97	9 holes	26.00	26.00	1.00
98	Senior - 18 holes	34.00	34.00	1.00
99	9 holes	21.50	21.50	0.75
100				
101	<b>Active Military, regardless of residency (ID required)</b>			
102	18 holes (anytime)	25.00	25.00	
103	9 holes (anytime)	16.00	16.00	1.00
104				
105	BHS Golf Team - no charge for matches & supervised practices.	0.00	0.00	
106				
107	<b>Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))			
108	Unlimited	1,145.00	1,145.00	20.00
109	Senior - Unlimited	855.00	855.00	15.00
110	Junior - Unlimited	490.00	490.00	25.00
111	Senior Restricted (Mon-Fri only)	525.00	525.00	10.00
112	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00	200.00	
113	Junior - Restricted (Mon-Fri only)	355.00	355.00	15.00
114	<b>Non-Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))			
115	Unlimited	1,630.00	1,630.00	30.00
116	Senior - Unlimited	1,425.00	1,425.00	25.00
117	Junior - Unlimited	525.00	525.00	25.00
118	Senior Restricted (Mon-Fri only)	1,100.00	1,100.00	25.00
119	Junior - Restricted (Mon-Fri only)	375.00	375.00	25.00
120				



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

		For Profit	Non-Profit
154	Health Department – Regional Fees ( <a href="https://www.ccchd.org/">https://www.ccchd.org/</a> ) - EFFECTIVE 7/1/2023		
155	Full Operation Food Establishment		
156	Class I	200.00	100.00
157	Class II	265.00	135.00
158	Class III 0-50 seats	330.00	165.00
159	Class III 51 – 100 seats	375.00	185.00
160	Class III 101 + seats	455.00	225.00
161	Class IV Daycares	185.00	95.00
162	Class IV Nursing/Med	450.00	225.00
163	Class IV Other	455.00	225.00
164			
165	Itin. Vendor Class I	160.00	80.00
166	Itin. Vendor Class II	265.00	135.00
167	Itin. Vendor Class III	320.00	160.00
168			
169	Caterers Class I	160.00	80.00
170	Caterers Class II	265.00	135.00
171	Caterers Class III	320.00	160.00
172	Caterers Class IV	400.00	200.00
173			
174	Seasonal - Class I	145.00	70.00
175	Seasonal - Class II	175.00	90.00
176	Seasonal - Class III	215.00	105.00
177			
178	Grocery - <10,000 sq./ft - Class I	160.00	80.00
179	Grocery - <10,000 sq./ft - Class II	265.00	130.00
180	Grocery - <10,000 sq./ft - Class III	420.00	215.00
181	Grocery - >10,000 sq./ft	850.00	425.00
182			
183	2 <sup>nd</sup> re-inspection fee	50% of license	50% of license
184	No license penalty fee	50% of license	50% of license
185			
186	Plan Review	100% of license	100% of license
187			
188	Temporary license		
189	Class I - 1 Day	45.00	25.00
190	Class I - 2-14 Days	75.00	40.00
191			
192	Class II & III - 1 Day	65.00	35.00
193	Class II & III - 2-14 Days	130.00	65.00
194			
195	Farm market vendor-non-farmer, with food prep, individual portions, sampling	105.00	55.00
196			
197			



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL**  
**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

198	Motels				
199	1 to 25 units	215.00			
200	26 to 50 units	320.00			
201	51 to 75 units	375.00			
202	>75 units	425.00			
203					
204	<b>Septic Systems</b>				
205	Plan review + Permit to install – new	425.00			
206	Plan review + Permit to install – repair	185.00			
207	Subdivision Plan Review (first 3 lot reviews)	215.00			
208	Subdivision Plan Review - additional lots (per lot)	55.00			
209	19-13-B100a Review	80.00			
210	Soil Testing – Additional (Different Day)	215.00			
211	Soil testing – new (up to 4 pits and 2 percs)	215.00			
212	Soil testing – repair or 19-13-B100a review	160.00			
213					
214	<b>Private Well</b>				
215	Permit to install (includes multiple geothermal wells)	55.00			
216	Well abandonment/well casing extension permit	30.00			
217	Water test review and approval	30.00			
218					
219	<b>Public Swimming Pools</b>				
220	Permit to Operate - Seasonal	215.00	105.00		
221	Permit to Operate - Year Round	265.00	130.00		
222	Each additional pool	80.00	40.00		
223	Re-inspection fee	\$55.00 per pool	\$55.00 per pool		
224					
225	<b>Salon License</b>				
226	1 to 4 stations	105.00			
227	5 to 9 stations	140.00			
228	10+ stations	170.00			
229	Plan review	100% Lic. Fee			
230	Re-inspection fee	50% Lic. Fee			
231					
232	<b>Day Care Inspection</b>				
233	Re-licensure Inspection Fee	130.00	65.00		
234	Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.				
235	<b>Inland Wetlands Commission</b>				
236	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00	
237	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00	
238	Wetlands - Change in Boundary \$210 plus \$50 per acre	252.00+	58.00*	310.00+	
239	Inland Wetlands Regulation	10.00		10.00	
240	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee				

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

241	<b>Mobile Home Park Rental</b>							
242	Each Unit (per month) - late fee of \$15 charged if rent is paid after the 10th business day of the month	350.00						
243	<b>Parks &amp; Recreation</b>							
244	Halloween Event, per child	5.00						
245								
246	<b>Youth Athletic Leagues and Teams</b>							
247	Basketball – Winter 3 <sup>rd</sup> -8 <sup>th</sup> Grade Basketball, Boys & Girls	100.00			5.00		5.00	
248	Including \$10 Late Fee after deadline if spots are available in 3 <sup>rd</sup> -8 <sup>th</sup> grade winter basketball.	110.00			5.00		5.00	
249	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	120.00			10.00		10.00	
250	<b>Adult Recreational Sport Activities</b>							
251	Winter – Resident Women's 30 plus Recreation Volleyball - season	65.00			5.00		5.00	
252	Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	85.00			5.00		5.00	
253								
	<b>Recreation Programs Special Revenue Fund</b>							
254	Summer Program	100.00 per week			100.00 per week		5.00 per week	
255	Summer Program - any 4 day week	85.00 per week			85.00 per week		5.00 per week	
256	Summer Program - any 3 day week	70.00 per week			70.00 per week		5.00 per week	
257	Junior Counselors Fee for Summer Program	70.00 per week			70.00 per week		5.00 per week	
258	<b>Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)</b>							
259	Multi-Purp. Room- Whole Day- in Town Profit or Non-Profit	80.00			80.00			
260	Multi-Purp. Room, Half Day, up to 4 hours in Town, Profit or Non-Profit	50.00			50.00			
261	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00			100.00			
262	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00			60.00			
263	Meeting Room in Town Whole Day Profit or Non-Profit	30.00			30.00			
264	Meeting Room in Town Half Day up to 4 hours, Profit or Non-Profit	25.00			25.00			
265	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00			40.00			
266	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00			30.00			
267	<b>Berlin Community Center</b>							
268	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.							
269	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.							
270								
271								

All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

323	BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00				
324	BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00				
325	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)							
326	Lights Per Hour, Local	60.00		60.00				
327	Lights Per Hour, Non-local/For Profit	75.00		75.00				
328								
329	<b>PISTOL CREEK</b>							
330	<b>Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).</b>							
331	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00				
332	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00				
333	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00				
334	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00				
335	Outside Deck - Hourly Rate	30.00/hr		30.00/hr				
336	Damage Deposit Required of All Groups	90.00		90.00				
337	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00							
338	Field/Facility use key deposit	50.00		50.00				
339	All Supervision and Custodial costs will be paid out-of-pocket.							
340	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.							
341								
342	<b>Planning &amp; Zoning Commission*</b>							
343	Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00*	\$352 minimum	58.00*	\$410 minimum		
344	Subdivision or Resubdivision (more than 2 lots)	\$352 minimum	58.00*	\$352 minimum	58.00*	\$410 minimum		
345	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)							
346	Minimum	352.00	58.00*	352.00	58.00*	410.00		
347	Maximum	1,942.00	58.00*	1,942.00	58.00*	2,000.00		
348	Special Event Site Plan Review by Commission	152.00	58.00*	152.00	58.00*	210.00		
349	Special Event Administrative Review	50.00	50.00	50.00	50.00	50.00	50.00	
350	Subdivision Regulations print	15.00		15.00		15.00		
351	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	202.00	58.00*	260.00		
352	Site Plan Amendment (over 10,000 additional square feet)	232.00	58.00	232.00	58.00	310.00		
353	"Plan of Conservation and Development" print	30.00	30.00	30.00	30.00	30.00	5.00	
354	Zoning Regulations print	50.00	50.00	50.00	50.00	50.00	20.00	
355	Bulk Amendments to Zoning Regulations print	10.00		10.00		10.00		
356	Zoning Map – Black & White	8.00		8.00		8.00		
357	Zoning Map – Color	20.00		20.00		20.00		
358	Zone Map Amendment	252.00	58.00*	252.00	58.00*	310.00		
359	Text Amendment	402.00	58.00*	402.00	58.00*	460.00		
360	Map Copy 11 x 17	1.50		1.50		1.50		
361	Map Copy 17 x 24	3.00		3.00		3.00		
362	Map Copy 22 x 34	5.00		5.00		5.00		
363	Map Copy 34 x 44	8.00		8.00		8.00		
364	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	172.00 +	58.00*	230.00+		
365	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	172.00+	58.00*	230.00+		
366	Special Permit	222.00	58.00*	222.00	58.00*	280.00		
367	Certificate of Zoning Compliance	50.00		50.00		50.00		

\*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

Item No.	Description	Current Fee	2025 Fee	YOY Change
369	<b>Police</b>			
370	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):			
371	\$50 application fee PLUS \$10 per month -or-	50.00	50.00	
372	\$100 per year	100.00	100.00	
373	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00	100.00	
374	Parking Fines (Maximum) - Code Section 17-30	100.00	100.00	
375	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. - Code Section 17-30			
376	Daily storage plus towing charges - Code Section 17-32c & 17-31	25.00	25.00	
377	Towing (Illegal Parking) - Code Section 17-31	75.00	75.00	
378	Additional charges for each 24 hours held - Code Section 17-31	25.00	25.00	
379	Snow ban, if not towed - Code Section 17-32, 17-33(14)	75.00	75.00	
380	Snow ban, if towed - Code Section 17-32	75.00	75.00	
381	Other between curb sidewalk - Code Section 17-33	75.00	75.00	
382	Parking on wrong side of street - Code Section 17-33(1)	75.00	75.00	
383	Double parked - Code Section 17-33(11)	75.00	75.00	
384	Obstructing driveway - Code Section 17-33(12)	75.00	75.00	
385	Parking more than 12" from curb - Code Section 17-33(2)	75.00	75.00	
386	Improperly parked - Code Section 17-33(2)	75.00	75.00	
387	Parking too near hydrant (10') - Code Section 17-33(3)	75.00	75.00	
388	Blocked Crosswalk - Code Section 17-33(4)	75.00	75.00	
389	Parking too near street corner (25') - Code Section 17-33(5)	75.00	75.00	
390	Parking too near a stop sign (25') - Code Section 17-33(6)	75.00	75.00	
391	Parking in restricted area - Code Section 17-33(7)	75.00	75.00	
392	No Parking Zone (7/8/9) - Code Section 17-33 (7)	75.00	75.00	
393	No parking-tow zone, if not towed (1)(13) - Code Section 17-33(7)	75.00	75.00	
394	Handicapped Parking violation - Code Section 17-54	100.00	100.00	
395	Parking in fire lanes - Code Section 17-77	100.00	100.00	
396	Private property posted, if not towed - Code Section 17-90	75.00	75.00	
397	Private property posted, if towed - Code Section 17-90	75.00	75.00	
398	Daily storage plus towing charges - Code Section 17-91	25.00	25.00	
399	Towing (private property) cost plus - Code Section 17-91	75.00	75.00	
400	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way - Code Section 14-45	500.00	500.00	
401	Vendor Permits (Maximum) - Code Section 5-30	200.00	200.00	
402	Vendor Permits Penalty - per day - Code Section 5-36	199.00	199.00	
403	Guns Dealer's License (CGS 29-28(a))	200.00	200.00	
404	Photographs/Videos - per CD/DVD	20.00	20.00	
405	Photographs/Videos - per USB Drive	40.00	40.00	
406	Fingerprinting (CGS 29-17e)	10.00	10.00	
407	Police Reports (FOI-per page)	0.50	0.50	
408	Local Pistol Permit to carry (CGS 29-28(b))	70.00	70.00	
409	Raftic permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00	10.00-100.00	

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

410	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00	35.00			
411	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00	10.00			
412	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00			
413	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00			
414	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00	500.00			
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 <sup>rd</sup> alarm plus .25.00 each subsequent	50.00 3 <sup>rd</sup> alarm plus .25.00 each subsequent			
415		200.00	200.00			
416	Violation of littering – Ordinance – Code Section 7-10 (1-15)	100.00 first offense; 500.00 each subsequent	100.00 first offense; 500.00 each subsequent			
	Construction Noise Activity – Code Section 7-56	100.00	100.00			
417		100.00	100.00			
418	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00	100.00			
419	Snow/Ice Sidewalk – Code Section 14-11	100.00	100.00			
420	Violation of Off-Road Vehicles – Code Section 17-128	100.00	100.00			
421	Bingo Permit Fees (P.A. 17-231) – see statute for exemption related to Sr. Ctr & PTO/PTA					
422	Class A	75.00	75.00			
423	Class B	\$10 per day	\$10 per day			
424	Class C	50.00	50.00			
425						
426	Bazaar or Raffle Permit Fees (P.A. 17-231) – see statute for exemption related to Sr. Ctr & PTO/PTA					
427	Class 1	75.00	75.00			
428	Class 2	30.00	30.00			
429	Class 3	\$60 per day	\$60 per day			
430	Class 4	15.00	15.00			
431	Class 5	120.00	120.00			
432	Class 6	150.00	150.00			
433	Class 7	300.00	300.00			
	<b>Registrar of Voters</b>					
434	Voters List, per diskette	25.00	25.00			
435	Labels, per name (Labels Must Be Provided) – per state statute	0.03	0.03			
436						
	<b>Revenue Collector</b>					
437	Delinquent Tax Payer List, paper form, per page – per state statute	0.50	0.50			
438	Copy of a tax bill – per state statute	0.50	0.50			
439	Certification – 1st page, per page	1.00	1.00			
440	Certification – subsequent pages, per page	0.50	0.50			
441	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00	24.00			
442	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00	6.00			
443	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost	At cost			
444						

**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

445	Senior Center					
446	Class Fee	4.00			4.00	
447						
448	Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:					
449	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00			80.00	
450	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00			50.00	
451	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00			100.00	
452	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00			75.00	
453	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00			80.00	
454	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00			50.00	
455	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00			100.00	
456	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00			75.00	
457						
458	Kitchen with multi-purpose room, per hour fee	25.00/hr			25.00/hr	
459						
460	Classroom - Whole Day - in Town Profit or Non-Profit	50.00			50.00	
461	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00			40.00	
462	Classroom - Whole Day - Out of town Profit or Non-Profit	100.00			100.00	
463	Classroom – Half Day - Out of town Profit or Non-Profit	80.00			80.00	
464	Photocopies, per page – per state statute	0.50			0.50	
465	NEW Non-resident Membership Fee (Annually – originally adopted 02/05)	48.00			48.00	
466	RENEWING Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00			36.00	
467	Supervision/Custodial Costs will be charged for all after-hours events.					
468						
469						
470	<b>Town Clerk</b>					
471	Dog Licenses					
472	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00		7.00	8.00	
473	Dog License- Female or Male Dog – state statute 22-338(a)	1.00		18.00	19.00	
474	New Owner of Already Licensed Dog – state statute 22-339	1.00			1.00	
475	Replacement Tag – state statute 22-341	0.50			0.50	
476	Kennel License – per state statute 22-342	2.00		49.00	51.00	
477	Late Fee on dog license - per month – state statute 22-338(a)	1.00			1.00	
478	List of dogs - per name on list – FOI	0.03			0.03	

Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.

2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

YOY Change

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

Code	Description	Amount	YOY Change
479	Land Records - Maps - Trade Names		
480	Legal Documents (\$60 First Page) - state statute 7-34a	16.00	44.00
481	First page - state statute 7-34a	5.00	5.00
482	Each additional page - state statute 7-34a	20.00	20.00
483	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	49.00	110.00
484	Land Recording involving MERS Document (other than Release or Assignment) First Page	5.00	5.00
485	Each additional page of the above	32.00	127.00
486	Land Recording involving MERS Release or Assignment	1.00	1.00
487	Land Record, copy per page (in any format) - state statute 7-34a	2.00	2.00
488	Certification of land records per document - state statute 7-34a	20.00	20.00
489	Trade Name Certificate - state statute 7-34a (updated by PA 24-0111)	30.00	10.00
490	Subdivision Maps - state statute 7-34a	10.00	10.00
491	Survey Maps - state statute 7-34a	1.50	1.50
492	Map Copy 11 x 17	3.00	3.00
493	Map Copy 17 x 24	5.00	5.00
494	Map Copy 22 x 34	8.00	8.00
495	Map Copy 34 x 44	0.0025	0.0750
496	Conveyance Tax (Per \$1,000) - state statute 12-498(a)	2.00	2.00
497	Sales Ratio - state statute 7-34a	5.00	5.00
498	Documents with no known last address of grantee (land records) - state statute 7-34a	1.00	1.00
499	Documents - land records - if names of those executing, witnessing and acknowledging are not typed or printed under signature.		
500	Vital Statistics		
501	Vital Statistics to Resident Towns - state statute 7-76	2.00	2.00
502	Birth Certificate, Full size (Certified) - state statute 7-74(a)	20.00	20.00
503	Birth Certificate, Wallet Size (Certified) - state statute 7-74(a)	15.00	15.00
504	Death Certificate (Certified) - state statute 7-74(b)	20.00	20.00
505	Marriage License/Civil Union Certificate (Certified) - state statute 7-74(b)	5.00	5.00
506	Burial Permit - state statute 7-73(a) (Updated by PA 18-136)	5.00	5.00
507	Cremation Permit - state statute 7-73(a) (Updated by PA 18-136)	5.00	5.00
508	Marriage License - state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00
509	Misc. Fees		
510	Appointment of Notaries - state statute 7-34a (\$60.00 paid directly to state)	20.00	20.00
511	Notary Certification - state statute 7-34a	5.00	5.00
512	Notary Fee - state statute 3-95	5.00	5.00
513	Campaign Financing - Late Fee - state statute 9-623	100.00	100.00
514	Certification of Documents - Where Seal is Required - state statute - 7-34a	2.00	2.00
515	Sexual Oriented Business License - New License - Sec. 5-44 code book	500.00	500.00
516	Sexual Oriented Business License - Renewal - Sec. 5-46 code book	250.00	250.00
517	Violation of Town Seal - Sec. 2-1(d) code book	100.00	100.00
518	Photocopies, per page - state statute 1-212(f)	0.50	0.50
519	Photocopies of land records, per page (in any format) - state statute 7-34a - PA 12-187	1.00	1.00
520	Use of battery-powered, hand-held scanner - per occasion - state statute 1-212(g)	20.00	20.00
521	Fax, Per Page	1.00	1.00
522	Municipal Code	50.00	50.00
523	Filing Liquor Permits - state statute 30-53 (updated by PA 18-136)	20.00	20.00
524	Violation of Code Book - General Penalty - Sec. 1-15 code book	100.00	100.00





**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased goods or services and those goods or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.  
Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with the approval of the Town Manager.

**ADOPTED BY THE BERLIN TOWN COUNCIL January X, 2025**

Agenda Item No. 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 14, 2025  
**SUBJECT:** Purchase one 2024 Ford F-250 four-wheel drive pickup truck from Tasca Ford, utilizing the State of Connecticut, Department of Administrative Services Contract # 19PSX0161

**Summary of Agenda Item:**

The Facilities Department received funding to replace one pickup truck. Jim Simons, Fleet Manager has worked with the Facilities Superintendent Wayne Wright to specify and obtain pricing for a replacement truck utilizing the State of CT DAS Contract #19PSX0161.

The cost of the new pickup truck is \$52,000. Jim Simons recommends a 5% contingency bringing the request to \$54,600. The vehicle is currently at Tasca Ford as it was declined by another Municipality. Truck is already equipped with a tool box, back rack, bed liner and warning lights.

The truck being replaced is a 2010 Ford F-150 that the Garage has done extensive rust repair to include rocker panels and patching the floor.

**Funding:**

001.20.2038.0.54000.00015 Truck (\$55,000)

**Action Needed:**

Move to approve the purchase of one Ford F-350 pickup truck from Tasca Ford utilizing CT DAS Contract #19PSX0161 for an amount not to exceed \$54,600.

**Attachments:**

Certification of Sufficiency of Funds ✓

**Prepared By:**

*James Simons*  
James Simons, Fleet Manager



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jan-25

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	2024 Ford F-250 Truck	\$55,000.00	\$55,000.00
			-
			-
			-
			-
			-
<b>TOTAL</b>			<b>\$55,000.00</b>

Account No. 001.20.2038.0.54000.00015- Pick Up Truck

Budgeted Amount.....	<u>\$55,000.00</u>	Available balance.....	<u>\$55,000.00</u>
Encumbrances to Date.....	<u>\$0.00</u>	Amount Needed for This Package.....	<u>\$55,000.00</u>
Expenditures to Date.....	<u>\$0.00</u>	Available Balance After Purchase.....	<u>\$0.00</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.

*Deane 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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** January 14, 2025  
**SUBJECT:** Tax Abatement for 466 Deming LLC

**Summary of Agenda Item:**

466 Deming LLC was approved for a development at the corner of Deming Road and the Berlin Turnpike and has requested a tax abatement for the project. The project includes a 3,960 square foot building for a quick service restaurant for McDonalds. This building will be on the corner of the two roads where the former yellow building sat. This abatement would be based on the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for 466 Deming Road LLLC

**Actions Needed:**

Move to approve a tax abatement for 466 Deming LLC for the construction of a 3,960 square foot building at 466 Deming Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy.

**Attachments:**

- 1) A copy of the tax abatement application ✓
- 2) Estimated taxes and abated taxes ✓
- 3) A copy of the letter to abutters ✓

**Prepared By:** Christopher Edge, Economic Development Director CE

# Town of Berlin

Department of Economic Development

## Tax Abatement Application

Name of Operating Company: McDonalds Franchised Owner/Operator company TBD.

Name of Parent Company (If applicable): \_\_\_\_\_

Name of Entity that will own the real estate: 466 Deming, LLC

Mailing Address: 321 Main Street, Farmington, CT 06032

Project Address (If applicable): 466 Deming Road, Berlin, CT

Phone Number: 860-582-2403 Email: bsenese@calcoconstruction.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

Quick Service Restaurant with drive thru window and 32 seats.

\_\_\_\_\_  
\_\_\_\_\_

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal property expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

New 3,690 sq' building with kitchen equipment and dining room package. See architectural plans for specific quantities and specifications. Building Construction scheduled to start 6/16/2025 and complete 10/6/2025.

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director  
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: [cedge@town.berlin.ct.us](mailto:cedge@town.berlin.ct.us)

# Town of Berlin

## Department of Economic Development

Estimated Value of Real Estate Improvements: \$1,500,000

Estimated Value of Additional Personal Property: \$1,000,000

Number of Jobs to be Retained in Berlin: 0-New Business

Number of Jobs to be Created: 25

Additional Details (If needed):

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11/27/2024  
Date

Robert Anderson  
Signature of Company Representative

PRO FORMA - 466 DEMING LLC

Year	Estimated Assessment Increase	Mill Rate	Real Estate Taxes	Personal Property Taxes	Total Taxes	Tax Abatement	Net Taxes
1	2,100,000	30.21	\$ 63,441	\$ 6,344	\$ 69,785	\$31,721	\$ 38,065
2	2,100,000	30.51	\$ 64,075	\$ 6,408	\$ 70,483	\$25,630	\$ 44,853
3	2,100,000	30.82	\$ 64,716	\$ 6,472	\$ 71,188	\$19,415	\$ 51,773
4	2,100,000	31.13	\$ 65,363	\$ 6,536	\$ 71,900	\$13,073	\$ 58,827
5	2,100,000	31.44	\$ 66,017	\$ 6,602	\$ 72,619	\$6,602	\$ 66,017
6	2,100,000	31.75	\$ 66,677	\$ 6,668	\$ 73,345		\$ 73,345
7	2,100,000	32.07	\$ 67,344	\$ 6,734	\$ 74,078		\$ 74,078
8	2,100,000	32.39	\$ 68,017	\$ 6,802	\$ 74,819		\$ 74,819
9	2,100,000	32.71	\$ 68,698	\$ 6,870	\$ 75,567		\$ 75,567
10	2,100,000	33.04	\$ 69,384	\$ 6,938	\$ 76,323		\$ 76,323
11	2,100,000	33.37	\$ 70,078	\$ 7,008	\$ 77,086		\$ 77,086
12	2,100,000	33.70	\$ 70,779	\$ 7,078	\$ 77,857		\$ 77,857
13	2,100,000	34.04	\$ 71,487	\$ 7,149	\$ 78,636		\$ 78,636
14	2,100,000	34.38	\$ 72,202	\$ 7,220	\$ 79,422		\$ 79,422
15	2,100,000	34.73	\$ 72,924	\$ 7,292	\$ 80,216		\$ 80,216
16	2,100,000	35.07	\$ 73,653	\$ 7,365	\$ 81,018		\$ 81,018
17	2,100,000	35.42	\$ 74,390	\$ 7,439	\$ 81,829		\$ 81,829
18	2,100,000	35.78	\$ 75,133	\$ 7,513	\$ 82,647		\$ 82,647
19	2,100,000	36.14	\$ 75,885	\$ 7,588	\$ 83,473		\$ 83,473
20	665,000	36.50	\$ 24,270	\$ 7,664	\$ 31,935		\$ 31,935
	<b>Total</b>		<b>\$ 1,344,534</b>	<b>\$ 139,691</b>	<b>\$ 1,484,225</b>	<b>\$ 96,440</b>	<b>\$ 1,387,785</b>

Value of just over \$150,000 now (land value) - Estimated value of \$3,100,000



January 14, 2025

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the construction of a 3,960 square foot retail/restaurant building at 466 Deming Road. The applicant, 466 Deming LLC has requested a 5-year tax abatement on the increase in assessment. This abatement will allow the owner of the property to bring a new restaurant to Berlin.

This tax abatement will not increase your taxes, but will give 466 Deming LLC a small tax abatement over the 5 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** details for the meeting can be found on the town's website at [www.berlinct.gov](http://www.berlinct.gov). I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on January 21, 2025.

Please call me at 828-7005 if you have any questions in this regard.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C D' followed by a long horizontal line.

Christopher D. Edge  
Economic Development Director

**Agenda Item No. 6**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley *RC*  
**DATE:** January 14, 2025  
**SUBJECT:** Updated Feasibility Study of Demore, Dinda, Bittner Jr. Memorial Pool Complex

**SUMMARY:**

Luke McCoy, Principal/Landscape Architect from KBA will provide the findings of the updated estimates for the items mentioned by Town Council of the Feasibility Study of the Demore, Dinda, Bittner Jr. Memorial Pool Complex.

**FUNDING:**

Bonding or STEAP Grant Funds pending Town Council/Board of Finance decision

**ACTION NEEDED:**

No action needed.

**ATTACHMENTS:**

Presentation ✓

**PREPARED BY:**

Jennifer Ochoa, Director of Community, Recreation & Parks Services  
Steven Wood, Superintendent of Parks and Grounds Department

# Demore, Dinda, Bittner Jr. Memorial Pool Complex

Town Council Meeting

January 21, 2025



KBA

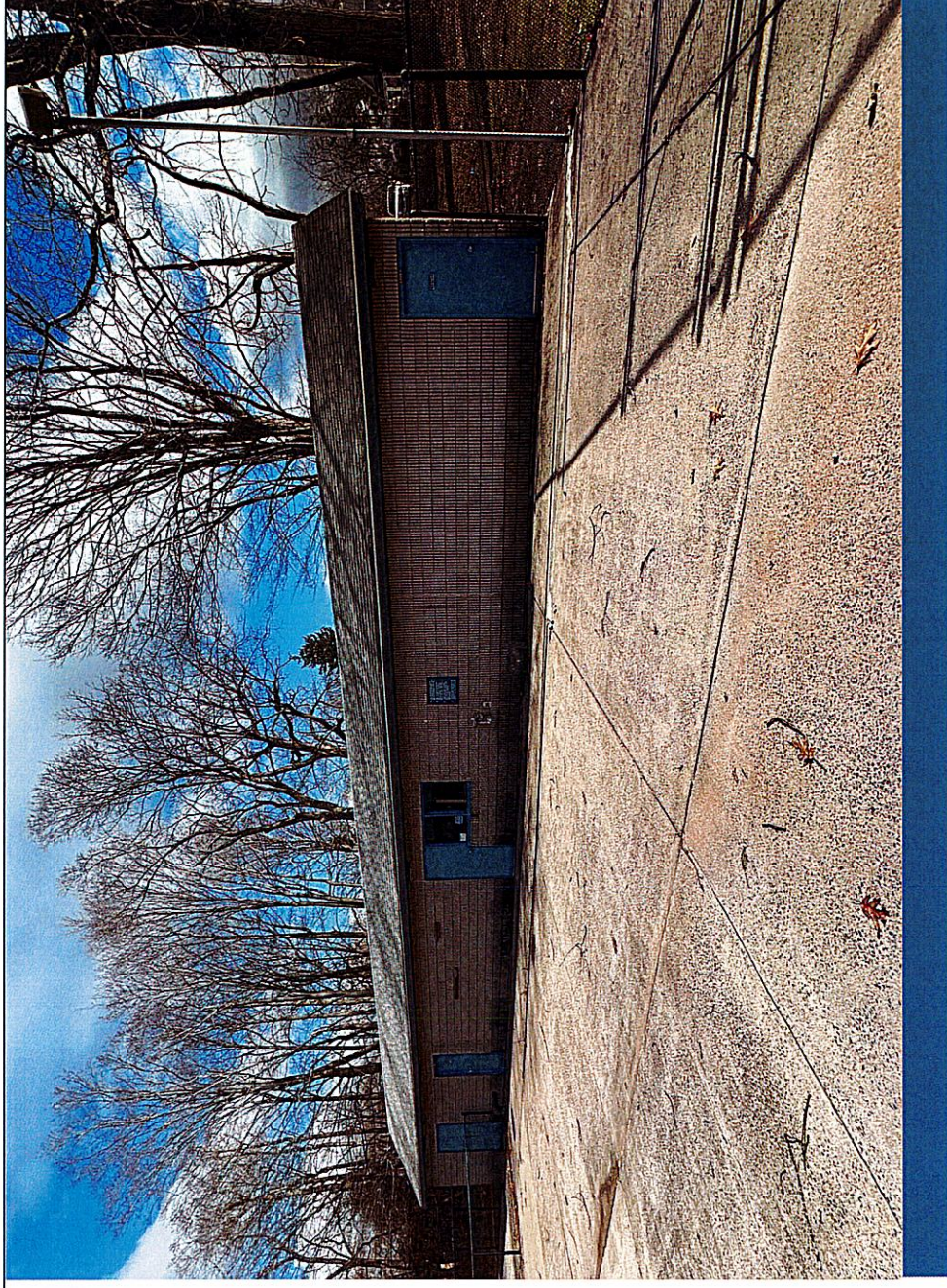
WS  
&  
S<sup>EM</sup>

# Pool House Renovation (reduced size)

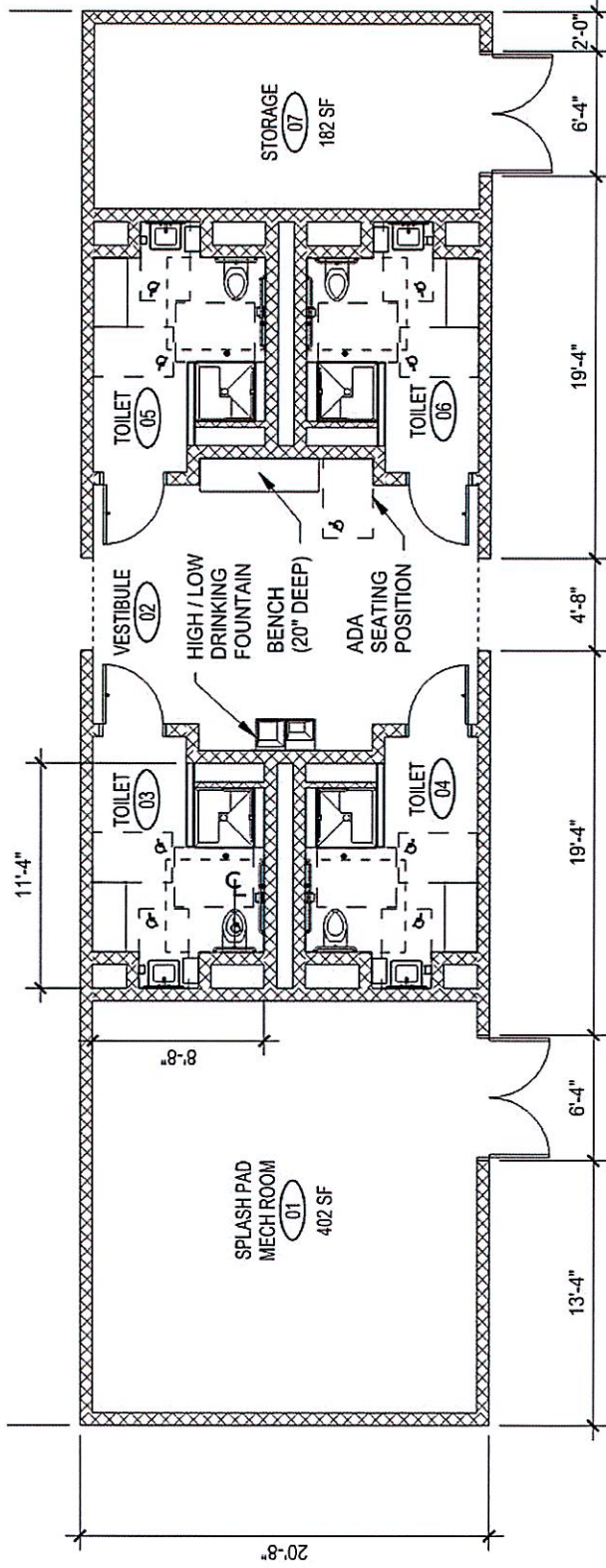
- Accessibility and Code Updates
- Structurally Renovations and Updates
- New Roof
- M/E/P Updates and Replacements

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\$1,150,000 – \$1,250,000



# POOL HOUSE REPLACEMENT



- Demolition, Abatement, and Sitework \$105,000 - \$120,000
  - New Building, Utilities, and Site Improvements \$800,000 - \$850,000
  - Contingency, Bonding, and Escalation \$150,000 - \$170,000
  - Owner Soft Costs \$95,000 - \$110,000
- \$1,100,000 - \$1,200,000**

# Wading Pool & Main Pool

- Replace with a New Splash Pad

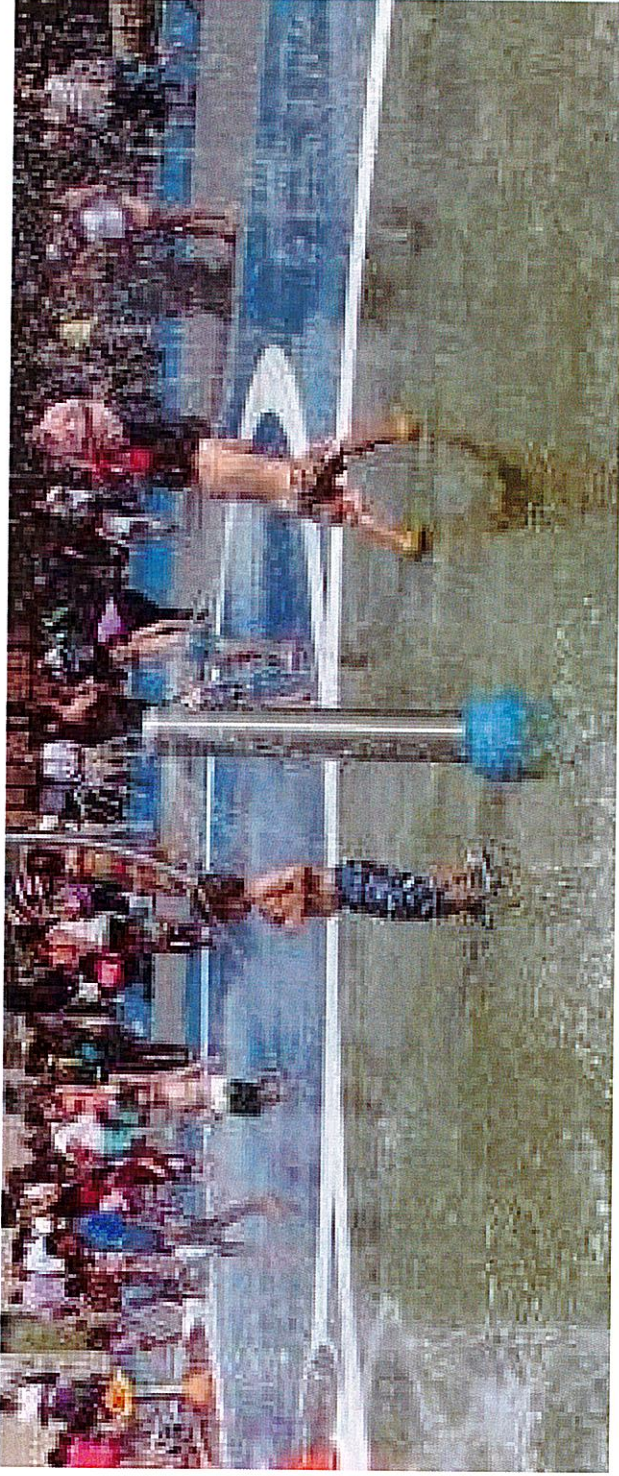
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\$1,750,000 - \$1,925,000  
(1,000 - 1,250 s.f.)

KBA



# NEW SPLASH PAD



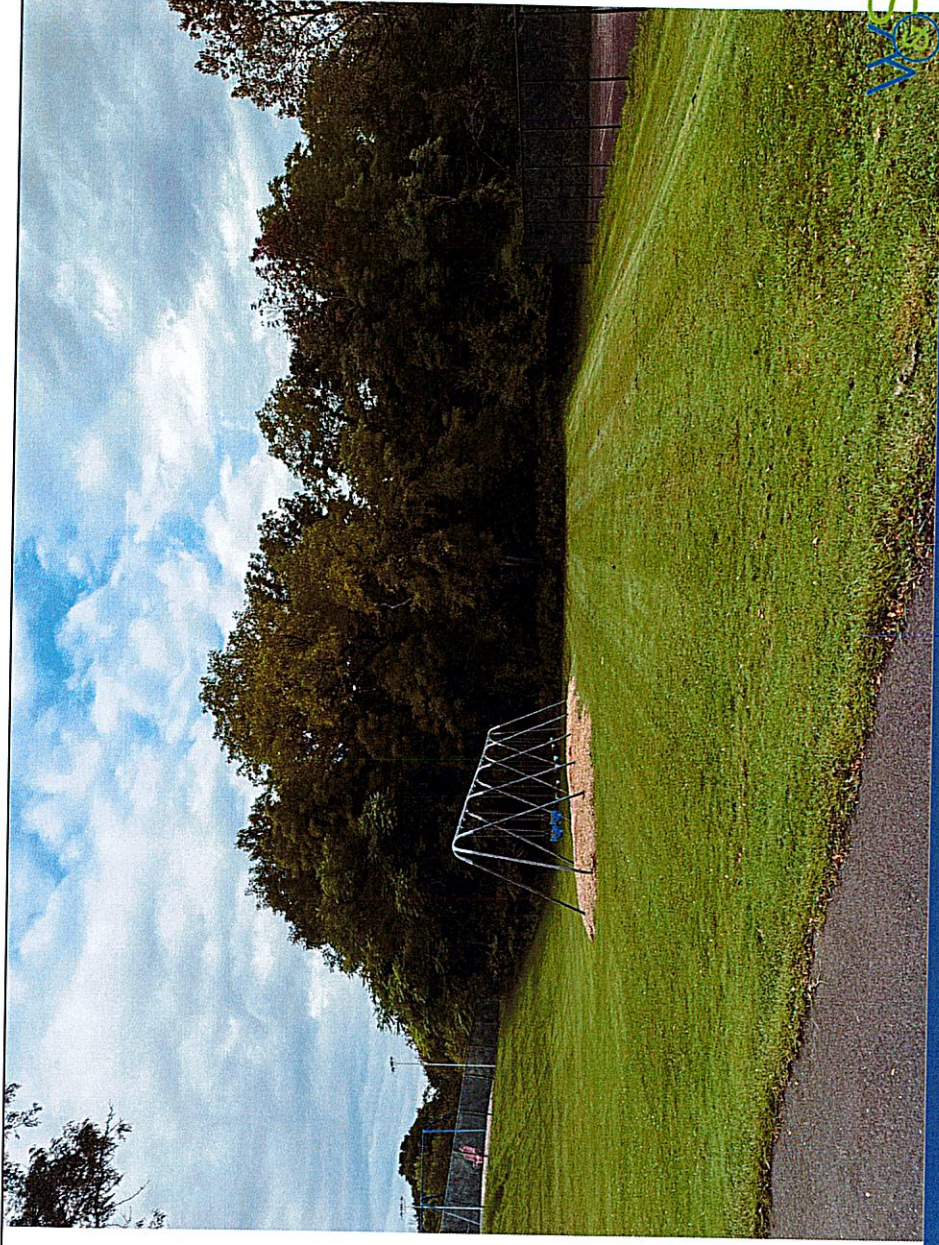
• Demolition, Fill, Utilities, and Sitework	\$200,000	-	\$225,000
• New Splash Pad, Shade Structure, and Walkways	\$1,200,000	-	\$1,350,000
• Contingency, Bonding, and Escalation	\$205,000	-	\$225,000
• <u>Owner Soft Costs</u>	\$110,000	-	\$125,000
	\$1,715,000	-	\$1,925,000

# New / Expanding Parking

- Remove existing swing set
- Sitework, drainage, & retaining walls
- New/ additional parking  
(40 total, 22 existing + 18 new)

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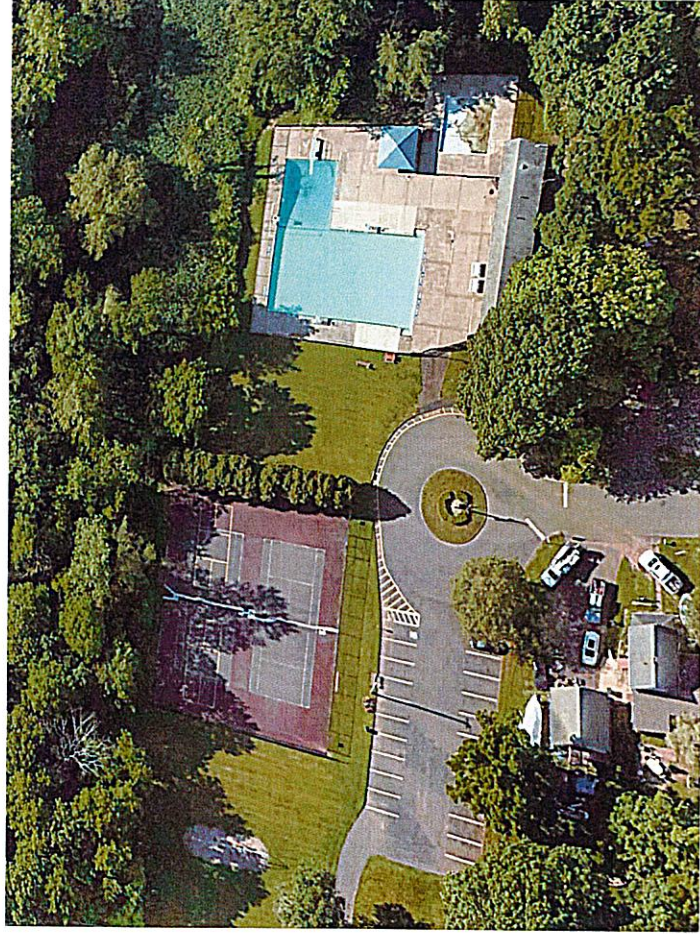
\$350,000 - \$400,000





# Potential Project Schedule

\*should funding be appropriated by March 1, 2025



- **Design and Permitting**  
(Spring - Summer 2025)      **6 – 8 months**
- **Bidding and Contract Award**  
(Fall 2025)      **2 months**
- **Shop Drawings, Submittals,  
& Mobilization**  
(Winter 2025/2026)      **1 – 2 months**
- **Construction**  
(Spring – Summer 2026)      **4 – 6 months**
- **Close-out**      **1 month**

KBA



Questions?

**TO:** The Honorable Mayor and Town Council

**FROM:** Ryan Curley, Town Manager RC

**DATE:** January 14, 2025

**SUBJECT:** Discussion about an Application for a Small-Town Economic Assistance Program Grant

**Summary of Agenda Item:**

The Connecticut Office of Policy and Management has issued an invitation to submit applications for a Small-Town Economic Assistance Program (STEAP) grant. The application deadline is February 20 and an authorization to submit the application and approval of local matching funds must be approved by the application date. The grant application timeline is short. The maximum grant amount has been increased from \$500,000 to \$1,000,000. A copy of the STEAP Guidelines for this grant round is provided as an Attachment. Note that there is not a matching requirement for the grant but providing a match of 20% or more is suggested. Key information about eligible projects and funding priorities follows.

**ELIGIBLE AND PRIORITY PROJECTS AREAS: Projects eligible pursuant to CGS Section 4-66c:**

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements.
- Recreational facility improvements.
- Solid waste disposal projects.
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities.
- Homeownership initiatives in collaboration with local community development financial institutions.
- Redevelopment of historic preservation areas that leverage private funds.
- Development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.
- Land acquisition associated with the above types of projects.

**Priority Project Areas:**

- Shovel-ready projects which are at a stage where project work can begin at STEAP contract approval (see below)
- Improving the quality of life and fiscal stability of municipality
- Making government more effective, efficient and customer friendly
- Promoting economic growth particularly in transit-oriented areas
- Public Service Answering Point (PSAP) Consolidation

- Developing our workforce
- Infrastructure (i.e. roads, bridges, public buildings)
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts

**Shovel-ready projects are defined as those which have:**

- Legislative body approval (i.e.: referendum, town meeting)
- All funding (other than STEAP funding) for the STEAP project secured  
Matching and Additional project funds.
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning)
- State approvals and permits in place, such as:  
State Historical Preservation Office (SHPO)  
Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications, and estimates) ready to be advertised.

At Town Council meetings in early 2024, expected upcoming grant opportunities and projected local matching requirements were discussed. The Town Council asked the Town Manager to prepare a specific funding proposal that outlined what grant applications were anticipated to be filed, the likely use of funds, and the required match or up front planning investment needed for the Town to submit competitive grant proposals. The following information was provided concerning the STEAP program, and it was the consensus of the Town Council at that time to consider applying for STEAP funds to contribute to the funding package to redevelop the site of the Denmore, Dinda, Bittner Jr. Memorial Pool.

STEAP – The STEAP 2024 round (now 2025 round) is expected to occur in late spring, early summer 2024. Maximum Grant amount is \$500,000 (now increased to \$1,000,000). A 20% municipal match of the total project is preferred, but not required. Berlin received a \$500,000 grant in the 2022 round. Almost all grant recipients in the 2023 round provided at least a 20% match.

- Potential Project: Use STEAP grant to contribute to the funding package to redevelop the site of the Denmore, Dinda, Bittner Jr. Memorial Pool.
- Proposed grant match funding level, \$100,000 (minimum, now \$200,000 based on an application for the new grant maximum amount of \$1,000,000.). It is likely that a greater local contribution will be required to accomplish this project.
- Estimated cost to prepare plans and costs estimates – The Town Council provided funding for Public Grounds and Parks and Recreation to hire KBA to put together a cost estimate and feasibility study for the Denmore, Dinda, Bittner Jr. Memorial Pool. A report on the status of this study is to be presented at the January 21 Town Council meeting).
- Track record – The Town has received many STEAP grants, including a \$500,000 grant for Steele Boulevard Park in 2022. No application was submitted in 2023 because the Town had a previous STEAP project that was not closed out. Many previous applications were for Transit Oriented Development related projects that are a priority funding category.

Based on the compressed timeline for the STEAP application and the status of the plans, studies, and cost estimates for the Denmore, Dinda, Bittner Jr. Memorial Pool site redevelopment, staff seeks guidance as to which project should be the subject of the Town's 2025 STEAP grant application. The present projection for phase 1 of the Denmore, Dinda, Bittner Jr. Memorial Pool redevelopment project is about \$4,500,000. If the Town applies for the maximum STEAP grant of \$1,000,000 it would need to authorize about \$3.5 million in matching funding prior to February 20. An alternative would be to apply for funding for the Boundless Playground project. If the cost of this project is about \$1,200,000, then it could be funded with a \$1,000,000 STEAP grant plus a \$200,000 local match (see funding section below).

**Funding:**

A \$200,000 match could be provided without authorizing additional bonding at this time. The Town issued an Athletic Facilities bond ordinance to fund the new softball field and part of Percival soccer field. There is \$194,600 authorized but unissued on that ordinance. If the Town Council agrees to use those bond proceeds for the local match, then we could use \$5,400 from the grant match account in the FY25 budget to cover the remaining local match to reach \$200,000.

**Action Needed:**

None

**Attachments:**

STEAP Guidelines ✓

**Prepared By:**

Chris Edge, Economic Development Director 



## 2025 GRANT ROUND

### SMALL TOWN ECONOMIC ASSISTANCE PROGRAM GUIDELINES

#### PROGRAM:

The Small Town Economic Assistance Program (STEAP) pursuant to C.G.S. §4-66g funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (C.G.S. §4-66c).



#### TIMELINE:

Application Release Date: Application Due Date: Award Date:

Thursday, January 9, 2025

On or before 4:00 PM Thursday, February 20, 2025 On or about April 3, 2025

#### APPLICATION INSTRUCTIONS:

- The complete application, any associated updates, addendums or related documents are available at Small Town Economic Assistance Program - STEAP.
- All submissions related to this application must be sent via email to [opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov). The subject-line of the email must include the municipality's name and "STEAP 2025 Application".
- The submission must be in PDF format.
- Applications are due on or before 4:00 PM on Thursday, February 20, 2025.
- The municipality must submit a completed copy of the "STEAP Application Checklist".
- The municipality must submit a "Statement of Work and Budget".

#### GRANT AWARD FUNDING:

STEAP funds are issued by the State Bond Commission and administered by the Office of Policy and Management (OPM). Funds can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities.

The 2025 STEAP grants will be funded from an aggregate amount of \$30,000,000. The total STEAP grant amount a municipality can receive each fiscal year is \$1,000,000. This includes individual and group applications. Individual grant award amounts will depend on the number of participating municipalities, and the number of qualified applications selected to receive an award.

In no event shall a municipality receive a grant unless and until the secretary determines, in the secretary's sole discretion, that the municipality has fully utilized or has plans to fully utilize any other funds previously granted to such municipality.

**MUNICIPALITY ELIGIBILITY:**

Eligible municipalities are listed on the attached STEAP Eligibility Listing. Municipalities which have an Urban Center Per Adopted State Plan of Conservation and Development are NOT eligible for either STEAP or the STEAP Opt-In Provision.

Municipalities which are designated as on the Public Investment Community Index (PIC), and/or a Distressed Municipality, are eligible to Opt-In to STEAP as long as the municipality does not have an urban center as per adopted plan. The Opt-in period shall be for four years. During that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding.

Municipalities that are eligible to opt into the STEAP program must submit their opt-in request **prior** to submitting their STEAP application.

Municipalities with projects more than five (5) years old or that have expired contracts that have not been closed out with the administering agency are ineligible to apply for new funding. Municipalities should contact the administering agency for previous award information to ensure compliance.

**MUNICIPAL MATCH:**

All project funding (other than STEAP grant award) must be secured as of the time of application.

A 20% municipal match of the total project is preferred, but not required, in accordance with the following:

- Match funds must be municipal funds, not funds from other state or federal grants;
- Municipal salaries and/or expenses cannot be counted toward the municipal match;
- Funds spent on studies, planning, design, engineering, cost of land and contract services needed to complete the project are acceptable matches;
- Match funds must be spent in their entirety prior to final reimbursement; and
- Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period

The municipal match commitment is not altered shall a project come in under expected costs. The reduction will be on the state grant side.

Shall a municipality not be able to complete their project and meet their municipal match during the contract period, the STEAP award shall be pro-rated based on the municipal match.

An authorizing referendum vote and/or resolution by the local legislative body, or, in any town where the legislative body is a town meeting, by a vote of the board of selectmen, which authorizes the Chief Executive Officer to accept such grant if awarded, and enter into and execute any and all agreements, contracts and documents necessary to obtain said 2025 STEAP Grant with the State of Connecticut. This authorizing vote and/or resolution needs to be submitted to the administering agency within thirty (30) days of grant award notice if not available at time of application.

**COMPLIANCE REQUIREMENTS:**

C.G.S. Sec. 8-23 requires each municipality to prepare or amend and adopt a plan of conservation and development (POCD) at least once every ten years. In accordance with Public Act 24-132, any municipality that fails to adopt a POCD every ten years shall be ineligible for discretionary state funding in excess of \$25,000 unless such prohibition is expressly waived by the OPM Secretary.

All STEAP-funded projects are subject to applicable federal, state, and local laws, ordinances, regulations.

Certain projects, if funded with a STEAP grant, may be subject to additional reviews, evaluations, permits, approvals, and/or certifications, including but not limited to: Commission on Human Rights and Opportunities (CHRO), Connecticut Environmental Policy Act (CEPA), Flood Management Certification (FMC); State Historic and Preservation Office (SHPO) review and determination; and/or Municipal Plan of Conservation and Development (POCD) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and/or certifications could significantly impact project costs and timelines.

The grantee should only submit applications for such projects when it is able to provide the detailed information that might be required for various state review processes and can continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines.

**CONTRACT:**

Grants awarded will have a four (4) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than five (5) years. Each STEAP grant shall have its own contract and shall not be combined with any other grant contract. STEAP grants are not intended to be “banked” or “grouped together” over the course of multiple years. Each award is to be used expressly for the purpose and scope of work as outlined in the awarded grant application.

Any STEAP application, its receipt, and/or any subsequent announcement or notification of an award associated with an application, does not constitute a contract. A contract exists only when you have submitted all required contractual documents and such documents are approved by the administering state agency, and the municipality is notified that the contract is fully executed. Do not incur any anticipated STEAP grant funded project expenditures until a contract is fully executed, as only those allowable expenditures incurred between the start and end dates as established on the fully executed contract can be reimbursed. Expenditures incurred before the contract start date or after the contract end date will not be reimbursed.

When a municipality is selected to receive a STEAP grant, the municipality will receive a notification letter from OPM indicating which state agency has been assigned to administer their award.

Municipalities should be prepared to enter a grant assistance agreement/contract with the administering agency shortly after being notified of an award, therefore municipalities should only apply for a project which is near-term. This means that the STEAP funded portion of the project should be “shovel-ready” or “nearly shovel-ready” at time of application. This is necessary to ensure that the grantee will be able to spend down their



grant funds within the defined term of the award, as funds not expended before the grant's end date will be forfeited.

**CHANGES IN CONTRACT:**

Only minor changes germane to the original scope from the approved application shall be approved by the administering agency. STEAP grant funds cannot be repurposed (used for a project other than the one for which it was awarded.)

- EXAMPLE: A STEAP grant is awarded for a sidewalk project. The original scope was to install 1000 feet of sidewalk. A scope change which would increase the sidewalk to 1200 feet would be germane, therefore would be allowable and could be approved. A scope change to instead use the funding for a veterans' memorial and NO sidewalks would not be germane, therefore cannot be allowed or approved.

**GRANT REIMBURSEMENT:**

All grant payments will be made on a reimbursement basis and only after the municipality has:

- Incurred and paid for the allowable STEAP-related allowable project expenditures incurred between the start and end dates of the contract
  - Match funds must be spent in their entirety (100%) prior to final reimbursement
- Unspent grant funds will not be repurposed for other uses. Such unspent funds will be returned

to the STEAP program account and will be used for awards made in future rounds.

The administering agency will provide guidance on what information must be submitted to seek reimbursement. Expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for reimbursement.

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**ELIGIBLE AND PRIORITY PROJECTS AREAS: Projects eligible pursuant to CGS Section 4-66c:**

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreational facility improvements;
- Solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Homeownership initiatives in collaboration with local community development financial institutions;
- Redevelopment of historic preservation areas that leverage private funds;
- Development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs; and
- Land acquisition associated with the above types of projects.

**Priority Project Areas:**

- Shovel-ready projects which are at a stage where project work can begin at STEAP contract approval (see below)
- Improving the quality of life and fiscal stability of municipality
- Making government more effective, efficient and customer friendly
- Promoting economic growth particularly in transit-oriented areas
- Public Service Answering Point (PSAP) Consolidation
- Developing our workforce
- Infrastructure (i.e. roads, bridges, public buildings)
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts

**Shovel-ready projects are defined as those which have:**

- Legislative body approval (i.e.: referendum, town meeting)
  - All funding (other than STEAP funding) for the STEAP project secured
- o Matching funds
- o Additional project funds

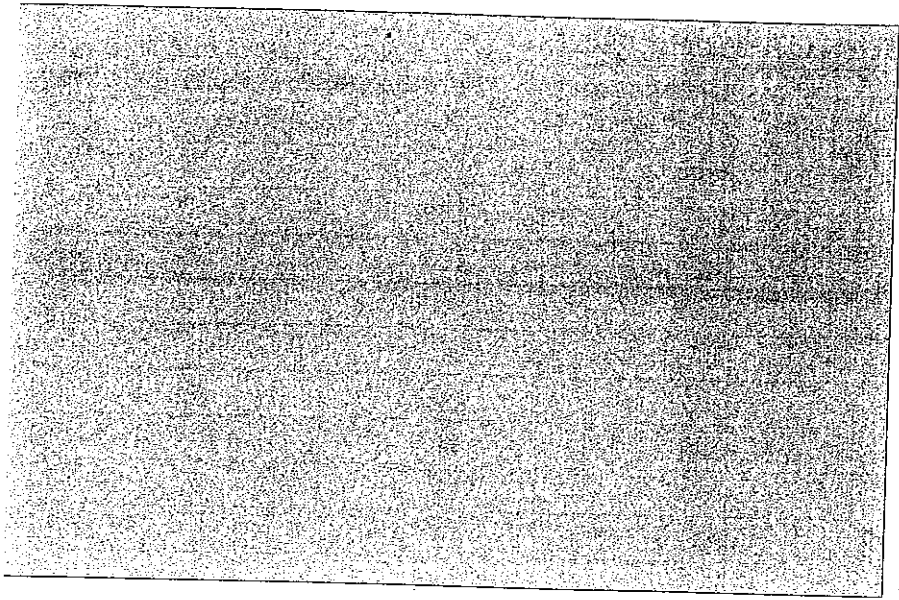
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning)
- State approvals and permits in place, such as:  
State Historical Preservation Office (SHPO)  
Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications, and estimates) ready to be advertised

**EXPENDITURES THAT CANNOT BE FUNDED BY STEAP GRANT FUNDS:**

- Programmatic expenditures or recurring budget expenditures are **not** eligible for STEAP or any other state bond program. OPM reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- Ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; meals, municipal salaries or employee expenses.
- Furniture, fixtures, and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. FF&E includes, but is not limited to desks, chairs, computers, electronic equipment, appliances, tables, bookcases, and partitions.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded.
- STEAP funds **cannot** reimburse design, studies, planning and/or engineering costs.
- STEAP funds **cannot** be used to represent the required municipal “match” or “share” portion for another state or federal grant.

**STEAP CONTACT INFORMATION:**

- Program information: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov) or 860.418.6355
- Application Submission: [opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)
- Questions related to an award (including questions about your grant contract/agreement, payment/reimbursement and a one-time extension), must be directed to the assigned state agency.



**C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM**

<b>Municipality</b>	<b>STEAP Eligible</b>	<b>PIC Community</b>	<b>Distressed Municipality</b>	<b>Municipality w/Urban Center Per Adopted Plan</b>
Andover	YES	NO	NO	NO
Ansonia	NO	YES	YES	YES
Ashford	YES	NO	NO	NO
Avon	YES	NO	NO	NO
Barkhamsted	YES	NO	NO	NO
Beacon Falls	YES	NO	NO	NO
Berlin	YES	NO	NO	NO
Bethany	YES	NO	NO	NO
Bethel	YES	NO	NO	NO
Bethlehem	YES	NO	NO	NO
Bloomfield	OPT-In Eligible	YES	NO	NO
Bolton	YES	NO	NO	NO
Bozrah	YES	NO	NO	NO
Branford	YES	NO	NO	NO
Bridgeport	NO	YES	YES	YES
Bridgewater	YES	NO	NO	NO
Bristol	NO	YES	YES	YES
Brookfield	YES	NO	NO	NO
Brooklyn	OPT-In Eligible	YES	NO	NO
Burlington	YES	NO	NO	NO
Canaan	YES	NO	NO	NO
Canterbury	YES	NO	NO	NO
Canton	YES	NO	NO	NO
Chaplin	OPT-In Eligible	YES	YES	NO
Cheshire	YES	NO	NO	NO
Chester	YES	NO	NO	NO
Clinton	YES	NO	NO	NO
Colchester	YES	NO	NO	NO
Colebrook	YES	NO	NO	NO
Columbia	YES	NO	NO	NO

**C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM**

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Cornwall	YES	NO	NO	NO
Coventry	YES	NO	NO	NO
Cromwell	YES	NO	NO	NO
Danbury	NO	NO	NO	YES
Darien	YES	NO	NO	NO
Deep River	YES	NO	NO	NO
Derby	OPT-In Eligible	YES	YES	NO
Durham	YES	NO	NO	NO
East Granby	YES	NO	NO	NO
East Haddam	YES	NO	NO	NO
East Hampton	YES	NO	NO	NO
East Hartford	NO	YES	YES	YES
East Haven	OPT-In Eligible	YES	YES	NO
East Lyme	YES	NO	NO	NO
East Windsor	OPT-In Eligible	YES	NO	NO
Eastford	YES	NO	NO	NO
Easton	YES	NO	NO	NO
Ellington	YES	NO	NO	NO
Enfield	NO	YES	NO	YES
Essex	YES	NO	NO	NO
Fairfield	YES	NO	NO	NO
Farmington	YES	NO	NO	NO
Franklin	YES	NO	NO	NO
Glastonbury	YES	NO	NO	NO
Goshen	YES	NO	NO	NO
Granby	YES	NO	NO	NO
Greenwich	YES	NO	NO	NO
Griswold	OPT-In Eligible	YES	YES	NO
Groton	NO	YES	YES	YES
Guilford	YES	NO	NO	NO
<b>C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM</b>				

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Haddam	YES	NO	NO	NO
Hamden	OPT-In Eligible	YES	NO	NO
Hampton	YES	NO	NO	NO
Hartford	NO	YES	YES	YES
Hartland	YES	NO	NO	NO
Harwinton	YES	NO	NO	NO
Hebron	YES	NO	NO	NO
Kent	YES	NO	NO	NO
Killingly	NO	YES	YES	YES
Killingworth	YES	NO	NO	NO
Lebanon	YES	NO	NO	NO
Ledyard	OPT-In Eligible	YES	NO	NO
Lisbon	OPT-In Eligible	NO	YES	NO
Litchfield	YES	NO	NO	NO
Lyme	YES	NO	NO	NO
Madison	YES	NO	NO	NO
Manchester	NO	YES	NO	YES
Mansfield	OPT-In Eligible	YES	YES	NO
Marlborough	YES	NO	NO	NO
Meriden	NO	YES	YES	YES
Middlebury	YES	NO	NO	NO
Middlefield	YES	NO	NO	NO
Middletown	NO	YES	NO	YES
Milford	YES	NO	NO	NO
Monroe	YES	NO	NO	NO
Montville	OPT-In Eligible	YES	YES	NO
Morris	YES	NO	NO	NO
Naugatuck	OPT-In Eligible	YES	NO	NO
New Britain	NO	YES	YES	YES
New Canaan	YES	NO	NO	NO

**C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM**

<b>Municipality</b>	<b>STEAP Eligible</b>	<b>PIC Community</b>	<b>Distressed Municipality</b>	<b>Municipality w/Urban Center Per Adopted Plan</b>
New Fairfield	YES	NO	NO	NO
New Hartford	YES	NO	NO	NO
New Haven	NO	YES	YES	YES
New London	NO	YES	YES	YES
New Milford	YES	NO	NO	NO
Newington	OPT-In Eligible	YES	NO	NO
Newtown	YES	NO	NO	NO
Norfolk	YES	NO	NO	NO
North Branford	YES	NO	NO	NO
North Canaan	YES	NO	NO	NO
North Haven	YES	NO	NO	NO
North Stonington	OPT-In Eligible	NO	YES	NO
Norwalk	NO	NO	NO	YES
Norwich	NO	YES	YES	YES
Old Lyme	YES	NO	NO	NO
Old Saybrook	YES	NO	NO	NO
Orange	YES	NO	NO	NO
Oxford	YES	NO	NO	NO
Plainfield	OPT-In Eligible	YES	YES	NO
Plainville	OPT-In Eligible	YES	NO	NO
Plymouth	OPT-In Eligible	YES	YES	NO
Pomfret	YES	NO	NO	NO
Portland	YES	NO	NO	NO
Preston	OPT-In Eligible	YES	NO	NO
Prospect	YES	NO	NO	NO
Putnam	OPT-In Eligible	YES	YES	NO
Redding	YES	NO	NO	NO
Ridgefield	YES	NO	NO	NO



Rocky Hill	YES	NO	NO	NO
Roxbury	YES	NO	NO	NO

**C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM**

<b>Municipality</b>	<b>STEAP Eligible</b>	<b>PIC Community</b>	<b>Distressed Municipality</b>	<b>Municipality w/Urban Center Per Adopted Plan</b>
Salem	YES	NO	NO	NO
Salisbury	YES	NO	NO	NO
Scotland	OPT-In Eligible	YES	NO	NO
Seymour	OPT-In Eligible	YES	NO	NO
Sharon	YES	NO	NO	NO
Shelton	YES	NO	NO	NO
Sherman	YES	NO	NO	NO
Simsbury	YES	NO	NO	NO
Somers	YES	NO	NO	NO
South Windsor	YES	NO	NO	NO
Southbury	YES	NO	NO	NO
Southington	YES	NO	NO	NO
Sprague	OPT-In Eligible	YES	YES	NO
Stafford	OPT-In Eligible	YES	NO	NO
Stamford	NO	NO	NO	YES
Sterling	OPT-In Eligible	YES	YES	NO
Stonington	YES	NO	NO	NO
Stratford	OPT-In Eligible	YES	YES	NO
Suffield	YES	NO	NO	NO
Thomaston	OPT-In Eligible	YES	NO	NO
Thompson	OPT-In Eligible	YES	NO	NO
Tolland	YES	NO	NO	NO
Torrington	NO	YES	YES	YES
Trumbull	YES	NO	NO	NO
Union	YES	NO	NO	NO

Vernon	NO	YES	NO	YES
Voluntown	OPT-In Eligible	YES	YES	NO
Wallingford	YES	NO	NO	NO
Warren	YES	NO	NO	NO
Washington	YES	NO	NO	NO

**C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM**

<b>Municipality</b>	<b>STEAP Eligible</b>	<b>PIC Community</b>	<b>Distressed Municipality</b>	<b>Municipality w/Urban Center Per Adopted Plan</b>
Waterbury	NO	YES	YES	YES
Waterford	YES	NO	NO	NO
Watertown	YES	NO	NO	NO
West Hartford	NO	NO	NO	YES
West Haven	NO	YES	YES	YES
Westbrook	YES	NO	NO	NO
Weston	YES	NO	NO	NO
Westport	YES	NO	NO	NO
Wethersfield	OPT-In Eligible	YES	NO	NO
Willington	YES	NO	NO	NO
Wilton	YES	NO	NO	NO
Winchester	OPT-In Eligible	YES	YES	NO
Windham	NO	YES	YES	YES
Windsor	OPT-In Eligible	YES	NO	NO
Windsor Locks	YES	NO	NO	NO
Wolcott	YES	NO	NO	NO
Woodbridge	YES	NO	NO	NO
Woodbury	YES	NO	NO	NO
Woodstock	YES	NO	NO	NO

**Agenda Item No. 8**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** January 13, 2025

**SUBJECT:** Approve the bond plan to be included in the Town Manager’s proposed fiscal year 2026 General Fund budget

**SUMMARY OF AGENDA ITEM:**

Annually, the Town of Berlin reviews capital needs and related funding sources. Bonding for larger projects and purchases that have a multi-year benefit allows the Town to spread the cost across the years when residents will benefit. After reviewing the proposed FY26 capital plan and considering cost estimates provided by external professionals, the proposed plan is to issue \$8,485,000 of new money debt in the fall of calendar year 2025. The proceeds will fund:

Athletic Facilities Bond (2025)	\$4,450,000	East Berlin Pool Area Renovations (requires a bond ordinance)
		- Pool demolition/splash pad installation (\$2.75M)
		- Pool house renovation (\$1.5M)
		- Additional parking (\$0.2M)
HVAC – Hubbard	\$1,600,000	
HVAC – Griswold	\$1,200,000	
Fire Vehicles (2025)	\$ 750,000	(requires a bond ordinance)
Roof replacement (2024)	\$ 485,000	(Berlin-Peck Library roof)

The Town will pay off \$7,098,500 in existing principal during fiscal year 2026. If the Town chooses to move forward with all the bonding items listed above, total debt will increase by \$1,386,500 by the end of fiscal year 2026. The capital/bond plan calls for \$27.6 million of new money borrowing from FY27 through FY30 (the out years of the five-year capital/bond plan).

	<u>FY26</u> <u>(Jul 2025)</u>	<u>FY27</u> <u>(Jul 2026)</u>	<u>FY28</u> <u>(Jul 2027)</u>	<u>FY29</u> <u>(Jul 2028)</u>	<u>FY30</u> <u>(June 2029)</u>	<u>FY27-30</u>
Public Safety	\$750,000	\$400,000	\$1,300,000	\$3,250,000	\$400,000	\$5,350,000
Physical Services	\$485,000	\$6,600,000	\$1,950,000	\$0	\$1,000,000	\$9,550,000
Parks, Recreation & Libraries	\$4,450,000	\$3,300,000	\$0	\$0	\$0	\$3,300,000
Schools	\$2,800,000	\$1,300,000	\$700,000	\$2,200,000	\$5,200,000	\$9,400,000
	<u>\$8,485,000</u>	<u>\$11,600,000</u>	<u>\$3,950,000</u>	<u>\$5,450,000</u>	<u>\$6,600,000</u>	<u>\$27,600,000</u>

**FUNDING:**

Calendar Year 2025 General Obligation Bond Issue


**ACTION NEEDED:**

Move to include debt service costs related to \$8,485,000 of new money bonding in the Town Manager's proposed fiscal year 2026 General Fund budget.

**ATTACHMENTS:**

Five-Year Debt Plan ✓

**PREPARED BY:**

Kevin Delaney, Finance Director 

Town of Berlin

Capital Improvement Plan (CIP) - Bond/BAN Details

Fiscal Year 2026 - 2031+

(Excludes Berlin Water Control - budgeted separately)

Department	Project	FY25 (Sep 2024)	FY26 (Jul 2025)	FY27 (Jul 2026)	FY28 (Jul 2027)	FY29 (Jul 2028)	FY30 (June 2029)	FY30+ (Jul 20xx)
Police Department	Eliminate coverage gaps in Police/Dispatch radios	\$1,300,000						\$0
Fire Department	Pumpers		\$400,000		\$800,000	\$2,000,000	\$400,000	\$0
Fire Department	Rescue Trucks				\$500,000	\$500,000		\$0
Fire Department	Engine/Tanker		\$750,000			\$750,000		\$0
Public Works	Spruce Brook Bridge							\$0
Public Works	Paper Goods Pond Dam				\$450,000			\$0
Public Works	Glen Street Bridge							\$0
Public Buildings	Chiller Replacement (Community Center/Library)	\$415,000	\$2,000,000					\$0
Public Buildings	Roof Repl-Est (Town Hall)		\$2,100,000					\$0
Public Buildings	Roof Replacement (Library)		\$485,000					\$0
Public Buildings	Pool Building - Percival				\$1,500,000			\$0
Public Buildings	Pool Building - East Berlin							\$0
Public Buildings	Police Station Renovations		\$2,500,000				\$1,000,000	\$0
Public Buildings	Highway/Grounds Building Modifications (floods)	\$860,000						\$0
Public Grounds	Replace artificial turf at Scalise Field							\$0
Public Grounds	East Berlin Recreational Complex Renovations							\$1,000,000
Golf Course	Bridges - 7 on course; \$50k per bridge (estimate)		\$4,450,000	\$2,500,000				\$0
Golf Course	Sand Traps			\$300,000				\$0
Schools	BHS Track - Repaving/Resurface			\$500,000				\$0
Schools	Boiler Replacement - Hubbard (2)					\$500,000	\$500,000	\$0
Schools	Boiler Replacement - Willard (2)					\$500,000	\$500,000	\$0
Schools	Boiler Replacement - Griswold					\$500,000	\$500,000	\$0
Schools	HVAC - Griswold	\$1,000,000	\$1,200,000					\$0
Schools	HVAC - Hubbard	\$1,400,000	\$1,600,000					\$0
Schools	5 science classrooms at McGee - upgrade 4 to NGSS/Convert 1 to regular classroom				\$700,000	\$700,000	\$700,000	\$0
Schools	Window Replacement - McGee						\$3,000,000	\$0
Schools	Window Replacement - Willard							\$2,000,000
Schools	Window Replacement - Griswold							\$1,800,000
Schools	Window Replacement - Hubbard							\$1,600,000
	TOTAL	\$4,975,000	\$8,485,000	\$11,600,000	\$3,950,000	\$5,450,000	\$6,600,000	\$6,400,000

	FY25 (Sep 2024)	FY26 (Jul 2025)	FY27 (Jul 2026)	FY28 (Jul 2027)	FY29 (Jul 2028)	FY30 (June 2029)
General Government	\$0	\$0	\$0	\$0	\$0	\$0
Community Development	\$0	\$0	\$0	\$0	\$0	\$0
Public Safety	\$1,300,000	\$750,000	\$400,000	\$1,300,000	\$3,250,000	\$400,000
Physical Services	\$1,275,000	\$485,000	\$6,600,000	\$1,950,000	\$0	\$1,000,000
Parks, Recreation & Libraries	\$0	\$4,450,000	\$3,300,000	\$0	\$0	\$0
Health & Human Services	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$2,400,000	\$2,800,000	\$1,300,000	\$700,000	\$2,200,000	\$5,200,000
	\$4,975,000	\$8,485,000	\$11,600,000	\$3,950,000	\$5,450,000	\$6,600,000

	YES	NO	NO	YES	YES	YES
Financing criteria based on the proposed capital & bond policies:						
Project/Asset Total Cost						
Cash	✓					
Bond (L-T)	✓					
Less than \$100,000						
\$100,000 - \$500,000						
More than \$500,000						✓

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** January 13, 2025  
**SUBJECT:** Submission of a List of Blighted Properties per Section 4-15 of the Ordinances of the Town of Berlin for Action by the Town Council

**Summary of Agenda Item:**

Article 2 of the Ordinances of the Town of Berlin is concerned with vacant and blighted buildings. This article defines vacant buildings and sets forth a process for the establishment of an "approved" list of blighted premises. This process requires that the Town Manager request a report of blighted properties per the definitions in the ordinance from Town department heads and that based on these reports and other information, the Town Manager prepare a blighted properties list and present it to the Town Council for approval, disapproval or modification. The Town Manager has requested a report of blighted properties from Town department heads, and based upon these reports and other information, is submitting herewith a list of blighted properties to the Town Council for approval, disapproval or modification. The Town Council has 75 days after receipt of this list to approve, disapprove or modify the blighted properties list.

**Funding:**

None needed

**Action Needed:**

Move to receive the blighted properties list from the Town Manager for consideration.

**Attachments:**



List of blighted properties from the Town Manager per Article 2 of the ordinances of the Town of Berlin entitled; "Vacant and Blighted Buildings" ✓

Blighted Property Inspection Sheet Sample ✓




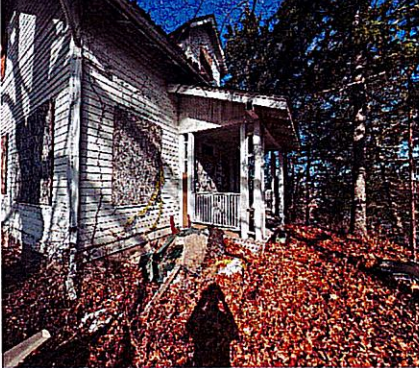
**Prepared By:**

Ryan Curley, Town Manager

Blighted Properties List  
January 14, 2025

Street No.	Street Name	Photo	Mailing Owner	Mailing Address	Reason(s) for Blight	Input Department	Comments	Official Notification Sent	Status
1162	Berlin Turnpike		CRL Hayek LLC		Overgrown, abandoned, vacant garage, boarded, dilapidated	Planning & Zoning	Structure demolished in 2024.	5/7/2015	Recommended to be removed from the blight list. Blight conditions seem to have been rectified.
477-479	New Britain Road		Robert Hare		Vacant, missing windows, overhang extensions, not being maintained	Planning & Zoning	Property purchased and renovated in 2024.	5/7/2015	Recommended to be removed from the blight list.
529	Berlin Turnpike		Jeffrey Respler @ Realty LLC	833 Glen Drive Woodmere, NY 11598	Vacant, broken windows and doors, dilapidated, history of vandalism, overgrown	Planning & Zoning; Police Department	Former Tesco Fork Lift. Owner has indicated in past that with each clean-up, property was vandalized again. Property has sat vacant for several years	5/7/2015	Recommend to remain on Blight List. *Possibly being sold. ZEO was contacted by an attorneys office for documents needed for a closing.
77	Elton Road		Raymond Szajkowski	per Corporation Counsel	Vacant and overgrown; structures deteriorating; neighbor complaints	Planning & Zoning	Property should remain on Blight list. The Town has been working for several years through corporation Counsel with the courts to compel compliance. The Town was allowed by the court to do a minimal amount of clean-up and maintenance.	5/7/2015	Recommend to remain on Blight List. Compliance being pursued by Corporation Counsel in Court-As of 1-3-25 The exterior blight cleanup has been completed by the Town.
1252	Farmington Avenue		Nando & Victoria Cialfi	12 Ridgeview Drive Farmington, CT 06032	No sign of occupancy, abandoned/inoperable motor vehicle in the rear yard. Overgrowth in the rear of the property.	Planning & Zoning	House across from Farmer's Cow Minimal cleanup in front and immediate vicinity around the house has been accomplished since being added to the Blight List. The rear still has an unoperable vehicle, overgrown lawn/shrubs and an old deteriorated shed	5/7/2015	Recommend to remain on Blight List. Remains vacant and not fully compliant
303	New Britain Road		Connecticut Sand & Stone Corp. President -Roger Toffolon at 7 West Main Street Plainville, CT 06062	8 Woodland Park Shelton, CT 06484	Abandoned, vacant, delapidated factory	Police Department; Economic Development	East of McDonalds access north of Prentiss Place (White Oak Property)- Owner is working with Town Economic Development office and pursuing approval from the State regarding contaminated soils for ultimately redevelopment for industrial use of the site. Obtained 2018 IWWC Approval for fill and regrading.	5/18/2015	Recommended to remain on blight list. PD reported continual squatting and trespassing due to neglect of property.

Blighted Properties List  
January 14, 2025

Street No.	Street Name	Photo	Mailing Owner	Mailing Address	Reason(s) for Blight	Input Department	Comments	Official Notification Sent	Status
983	Worthington Ridge		Martin Perzanowski	973 Worthington Ridge Berlin, CT 06037	Vacant, used for storage, overgrown, broken and boarded windows, roof compromised on rear addition.	Planning and Zoning	Old Town Hall, historic structure in the Worthington Ridge Historic District. "demo by neglect" is concern of HDC.	2/8/2023	Recommend to remain Blight List. Periodic communication with Zoning office that results in some work being completed on the property.
292	Deming Road		Town of Berlin	240 Kensington Road	Vacant	Town Manager	Vacant home in front of trailer park. Confirmed Town needs to tear down. Demo cut from FY' 2025 budget. Proposed for FY' 2026 budget as per Doug Solek, Facilities Director		Recommended to add for 2025 blight list.
198	Deming Road		THOR DEMING LLC	198 Deming Road	Vacant, overgrown with unsightly materials	Chris Edge; Econ Dev			Recommended to add for 2025 blight list.
1940	Berlin Turnpike		Hunter Management, LLC	350 CENTER ST WALLINGFORD CT 06492	Vacant, series threat to health and safety, missing or boarded windors, garage and other abondened items, overgrown grass and weeds	Police Dept	Attracting illegal activity and community complaints; see PD report		Recommended to add for 2025 blight list.



**BLIGHTED PROPERTY - INSPECTION SHEET**

PROPERTY ADDRESS: \_\_\_\_\_

MAP \_\_\_\_\_, BLOCK \_\_\_\_\_, LOT \_\_\_\_\_

Property Owner: \_\_\_\_\_

INSPECTION BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:


1. Any vacant building or structure, or  
any vacant part of a structure that is a separate unit, or  
a vacant parcel of land, or  
any accessory structure, or  
a fence,

and in which at least one (1) of the following additional conditions exists:

a.
----

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.
----

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1
2
3

1. Missing or boarded windows or doors;  
2. Collapsing or missing walls, roof or floor;  
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;

4
5

4. Foundation walls which contain open cracks and breaks;  
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;

6
7
8
9

6. Chimneys and similar appurtenances which are in a state of disrepair;  
7. Insect screens which contain tears or ragged edges;  
8. Vermin infestation;  
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;

10
11

10. Overgrown grass or weeds at least one (1) foot in height; or  
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

c.
d.
e.

- c. It is attracting illegal activity as documented in police department records;  
d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or  
e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

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2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

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3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: \_\_\_\_\_

**Join Zoom Meeting**

<https://berlinct-gov.zoom.us/j/89657042985?pwd=shGbDOhHNJ7Cvm2FoRjarmZQkZZnlE.1>

Meeting ID: 896 5704 2985

Passcode: 210670

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

**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:**

Mayor Kaczynski called the Town Council meeting to order at 7:25 p.m.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL:**

Those in attendance were:

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

Also in attendance:

Town Manager Ryan Curley  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS:**

None

**E. MAYOR'S UPDATE:**

A Bright Feeds update meeting will be held on Wednesday January 15<sup>th</sup> at 6:00 p.m. in Town Council Chambers.

Mayor Kaczynski welcomed new Town Manager Ryan Curley.

**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**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**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**

Town Manager Ryan Curley stated that this item was the subject of tonight's Town Meeting and an update to the motion was determined at that time.

Mayor Kaczynski reviewed the changes stating that the driveway/parking lot renovations at Sage Park and the sidewalk renovations at McGee Middle School were being removed as State funding was being looked at for those items. The van for Animal Control was being removed at this time and the replacement of nine air quality systems at the Community Center was going to be sent to the Public Building Commission for their review and input. An early fire warning system and shields is replacing the original request for the installation of a fire suppression system at the high school.

Councilor Paonessa moved to approve a fiscal year 2025 non-budgeted appropriation of \$445,000 in General Fund Unassigned Fund Balance for the installation of a fire early warning system and shields at BHS (\$50,000), new school vans (\$150,000), 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to refer the replacement of nine (9) air quality systems at the Community Center to the Public Building Commission.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 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**

Town Manager Curley stated that this item was also the subject of tonight's Town Meeting.

Mayor Kaczynski stated that the alternative fuel site at Timberlin has been being discussed for a number of years and makes good sense.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 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**

Town Planner Maureen Giusti stated that FHI Studio has been the Town's consultant for the preparation of the Town's Plan of Conservation and Development (POCD). The Plan recommended zoning text amendments related to Economic Development and FHI has provided a proposal to assist with the preparation of those text amendments.

Economic Development Director Chris Edge added that the amendments concern changes to zones along the Berlin Turnpike and in the Kensington Village area.

Councilor Coppola added her support for FHI as a member of the POCD Implementation Committee.

Councilor Paonessa moved 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 Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 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**

Town Manager Curley stated that the Town Council previously authorized the Interim Town Manager to apply for a \$360,000 municipal brownfields loan and this request is to now authorize Mr. Curley to make that application.

Economic Development Director Edge added that as previously discussed this is a forgivable loan and will be used to construct geo piers and cap over the site at 55 Steele Boulevard to allow for construction of apartments.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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**

Director of Public Works Mike Ahern stated that bids were received from six contractors for heavy equipment and labor to be utilized on an as-needed basis by various departments for road reconstruction and public works projects. Contractors will be chosen based upon the hourly rate for the equipment needed.

This request is for the Town Council to accept all six bids and to direct staff to utilize the most efficient and cost-effective contractor available to perform the required work.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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**

Public Works Director Ahern stated that four bids were received for the disposal of light iron/mixed materials on a per ton basis with Calamari Recycling providing the lowest bid. Calamari Recycling has been the town's vendor for this service since 2018 and staff is satisfied with their service.

Mr. Ahern added that depending on the fluctuating market value the service has the potential to generate revenue up to \$50,000 per year as the vendor will reimburse the Town for every ton of light iron/white goods removed from the Transfer Station.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**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**

Fleet Manager Jim Simons stated that the Town participated in the Capitol Region Council of Governments' bid for gasoline and he recommends awarding the gasoline contract to East River Energy for a quantity of 78,500 gallons with a contract expiration date of December 31, 2025. As of today, the price per gallon is \$2.4183 which can fluctuate based on the stock market.

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

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**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**

Fire Chief Jim Simons stated that fire fighter physical examinations are performed annually. After careful review of three area providers Mr. Simons recommends Hartford Healthcare Occupational Health of Plainville as the best option as they provide the required services.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**I. APPOINTMENTS:**

Town Clerk Kate Wall stated that she has created a spreadsheet for the Town Council to provide clearer information regarding upcoming Board and Commission appointments. Ms. Wall added that the spreadsheet will be updated before the next Council meeting and provided to the Town Council to aid in the appointment process.

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:**

- Laptops have been ordered for the Town Council.
- The Town Manager held his first Department Head meeting today and he will be meeting individually with them soon.

**K. SPECIAL COMMITTEE REPORTS:**

None

**L. COUNCILORS’ COMMUNICATION:**

Councilor Pruzin inquired about the status of the YMCA’s development of a facility in Berlin. Mayor Kaczynski stated that he has spoken with their potential developer and the Town Planner as there were some zoning questions regarding the property. He hopes to have more information to provide by the end of February.

Councilor Paonessa inquired about the status of the Berlin Land Trust’s request for the Town to send a letter to the Attorney General’s Office regarding the encroachment by a neighboring property owner onto Lamentation Mountain State property on the Berlin Turnpike. Town Clerk Kate Wall suggested that the Town Manager’s Office reach out to Land Trust President Dennis Kern to provide Corporation Counsel Donofrio with the needed background information.

Councilor Coppola inquired about the status of the generator installation at the Senior Center. The Town Manager will check with Facilities Director Doug Solek.

**M. ACCEPTANCE OF MINUTES:**

**December 17, 2024**

Councilor Paonessa moved to accept the December 17, 2024 Town Council Meeting minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**N. EXECUTIVE SESSION:**

**1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Deb Realty (45 Chamberlain Hwy) Tax Appeal**

Councilor Paonessa moved to go into Executive Session; Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Deb Realty (45 Chamberlain Hwy) Tax Appeal at 8:00 p.m. Invited in; Town Manager Ryan Curley and Corporation Council Jeffrey Donofrio.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 8:19 p.m.

**O. ADJOURNMENT:**

Councilor Paonessa moved to adjourn at 8:20 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting