

PLEASE NOTE – THIS LINK WILL BE USED FOR ALL FUTURE TOWN COUNCIL MEETINGS. YOU MUST USE THE PASSWORD – BERLIN (ALL CAPS)

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

Join Zoom Meeting

<https://berlingov.zoom.us/j/88916616949?pwd=EGudbqXAWRsRvTteZt8R0dl7QT0hwM.1>

Meeting ID: 889 1661 6949

Passcode: BERLIN

One tap mobile

+19292056099,,88916616949#,,,,*266782# US (New York)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 4, 2025
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION Black History Month

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$250.00 and supplies/medical care valued at \$50.00. – Animal Control
2. Topic re: Accept the donation of \$13,000 from Budney Aerospace. This donation is earmarked for Incident Management training provided by Combat Ready Fire and deposit the funds into the Programs and Activities Account. – Fire Administration
3. Topic re: Accept monetary donations totaling \$460 and deposit \$310 into the Library Agency account for books and materials and deposit \$150 into the Unrestricted Donations account for the library's greatest need. - Berlin-Peck Memorial Library

4. Topic re: Approve waiving the Police Traffic fees in the approximate amount of \$ 403.05 for the Griswold School Parents Club “Glow Dance” which will take place on January 31, 2025, at Griswold School. – Police Department
5. Topic re: Approve waiving the Police Traffic fees in the approximate amount of \$ 1,074.80 for the Willard PTO “Family Dance” which will take place on February 28, 2025, at Willard School. – Police Department
6. Topic re: Accept the donations of \$1,100.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
7. Topic re: Accept the donation of \$325.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department

I. NEW BUSINESS:

1. Topic re: Acknowledgement of donations from various sources including town’s residents, civic organizations and businesses to the Fire Department’s Benefit and Benefit fund. – Fire Administration
2. Topic re: Approve the purchase of one Ford F-250 pickup truck for the Police Department from Tasca Ford utilizing CT DAS Contract #19PSX0161 for an amount not to exceed \$54,600. – Municipal Garage
3. Topic re: Approve the Statement of Need for the Track Replacement at Biscoglio Field and refer said Statement of Need to the Public Building Commission to hire a consultant up to \$25,000 to prepare bid documents for the Track Replacement at Biscoglio Field. – Board of Education
4. Topic re: Approve awarding a contract to Creative Recreation for the purchase and installation of a new playscape at Willard School utilizing CT DAS Contract #23PSX0149 for an amount not to exceed \$207,750. – Public Grounds
5. Topic re: That the Town Manager, Ryan Curley be, and hereby is authorized to apply for and accept on behalf of the Town of Berlin, a 2025 STEAP program grant in the amount of \$1,000,000 for the Berlin Library/Town Hall Roof and Mechanical Improvement Project and, if such grant is awarded, to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2025 STEAP Grant with the State of Connecticut. Also to authorize the use of \$240,000 from the Roof Replacement account as a match for a 2025 STEAP grant application for the for the Berlin Peck Library Reroofing and Mechanical Replacement Project. – Economic Development/Facilities
6. Topic re: Approve Daikin Applied purchase order increases up to \$60,000 as needed for the remainder of fiscal year 2025 utilizing OMNIA Partners Contract no. R200401 for department no. 61 contractual services to cover the proposed cooling tower VFD upgrade and any additional repairs or components needed on the High School chillers outside of the service agreement. - Facilities
7. Topic re: Approve the funding allocations listed below for further consideration within Department numbers 38 and 61 Fiscal Year 2026 Capital requests pending further supporting documentation and site visits as needed and requested. – Facilities

DEPARTMENT 38:

1. \$100K for Town Hall, BOE and PD Suppression System Upgrades
2. \$650K for Sage Park Field Lighting Upgrades
3. \$200K for Worthington Meetinghouse Painting and Exterior Work

DEPARTMENT 61:

- \$50K for Griswold School Solar System Ballast Block Replacements.
\$150K for Willard School Original Front Restroom Sanitary and Domestic Re-piping Renovations.

J. APPOINTMENTS:

1. **Commission for the Aging – Vacancy** – Replacement term would be until January 31, 2030. Can be filled with a D, R or U.
2. **Conservation Commission – Vacancy** – Replacement term would be until January 31, 2030. Can be filled with a D, R or U.
3. **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).
4. **Economic Development Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
5. **Economic Development Commission** – Dave Cyr (R) term expired January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
6. **Economic Development Commission** – Vincent Fortunato (R) term expired January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
7. **Golf Course Commission (Ladies’ Club Member) – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
8. **Historic District Commission** – E. William Cink, Jr. (R) term expired January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
9. **Historic District Commission - Alternate** – Palma (Pamela) Pethigal (U) term expired January 31, 2025. Replacement or reappointment term would be until January 31, 2030. Can be filled with a D, R or U.
10. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.

11. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
12. **Parks and Recreation Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
13. **Parks and Recreation Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointment).
14. **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.
15. **Veterans’ Commission – Vacancy** – Bruce Trevethan passed away. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
16. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointment).
17. **VNA – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
18. **VNA – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
19. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
20. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
21. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
22. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
23. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
24. **VNA – Aurora Corteville (D)** term expired January 31, 2025. Replacement or reappointment term would be until January 31, 2028. Can be filled with a D, R or U.
25. **VNA – David Veronesi (D)** term expired 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.



TOWN OF BERLIN

Office of the Mayor

TOWN HALL • BERLIN, CT 06037

Mayor
Mark H. Kaczynski

Deputy Mayor
Charles R. Paonessa

PROCLAMATION

In Recognition of

BLACK HISTORY MONTH

- Whereas:** During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and
- Whereas:** Black History Month grew out of the establishment, in 1926, of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and
- Whereas:** the observance of Black History Month calls our attention to continue to battle racism and build a society that lives up its democratic ideals; and
- Whereas:** the Town of Berlin continues to be an inclusive community in which all citizens are respected and recognized for their contributions to our community and country; and
- Whereas:** to honor Dr. Martin Luther King, Jr. for his work for equal rights and as the most important voice of the American Civil Rights Movement for which he was awarded the Noble Peace Prize in 1964; and
- Whereas:** the Town of Berlin is proud to honor the history and contributions of African Americans in our community, throughout the state, and our nation.

NOW, THEREFORE, BE IT RESOLVED, that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut does officially recognize February 2025 as

BLACK HISTORY MONTH

Dated this 4th day of February 2025 at Berlin, Connecticut.

Mark H. Kaczynski, Mayor

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 29, 2025
SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
January 1, 2025 to January 24, 2025	\$200.00 Ck# 2341	Animal Care	Chris Fitzpatrick Wallingford
	\$50.00 Ck#4057	Animal Care	Theroux family Rocky Hill
	\$50.00 (value)	supplies	Pat Watson Berlin
	\$30.00 (value)	animal care	Dan Hayden Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$250.00 and supplies/medical care valued at \$80.00

ATTACHMENTS:

Thank you notes ✓

PREPARED BY: Janice Fuller, Animal Control Officer

JF



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

January 3, 2025

Pat Watson
181 Hudson Street
Berlin, CT 06037

Dear Pat,

Thank you so much for your donation of the comfy cat/small dog bed, cat food and laundry detergent.

We thank you for thinking of us and our shelter and the animals we care for.

We are grateful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

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



“ Ryder “



“ Mini “



“ Finn “

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



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

January 8, 2025

M. Theroux
449 Trinity Ridge
Rocky Hill, CT 06067

Dear Theroux family,

Thank you so much for your donation of \$50.
We hope "Zoomer" is adjusting well and you are happy with him.
Keep in touch and send a photo once in a while. I will put email address below.
We thank you for thinking of us and our shelter and the animals we care for.
We are grateful for kind people like you who help us provide a safe healthy place for our shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer
jfuller@berlinct.gov

Kate Matson, Assistant Animal Control Officer
kmatson@berlinct.gov



"Ryder"



"Mini"



"Finn"

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



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

January 8, 2025

Christopher Fitzpatrick
10 Nod Brook Rd.
Wallingford, CT 06492

Dear Christopher,

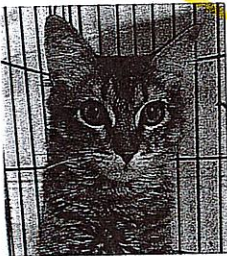
Thank you so much for your donation of \$200. It was very generous !
We hope "Spruce" is adjusting well and you are happy with him.
Keep in touch and send a photo once in a while. I will put email address below.
We thank you for thinking of us and our shelter and the animals we care for.
We are grateful for kind people like you who help us provide a safe healthy place for our
shelter pets to live until they find their forever homes.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer
jfuller@berlinct.gov

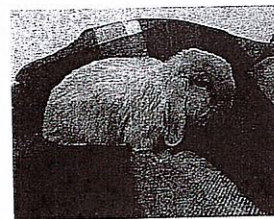
Kate Matson, Assistant Animal Control Officer
kmatson@berlinct.gov



"Ryder"



"Mini"



"Finn"

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



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

January 17, 2025

Dan Hayden
1145 Kensington Road
Berlin, CT 06037

Dear Dan,

Thank you so much for your donation of dog diapers and flea meds. We appreciate you thinking about the animals we care for. It is thanks to people like you, that our animals have a great stay while in our care.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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

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 25, 2025
SUBJECT: Donation from Kevin Budney of Budney Aerospace

Summary of Agenda Item:

Kevin Budney of Budney Aerospace has donated \$13,000 to the Town of Berlin Fire Departments. The donation is earmarked for incident management training from Combat Ready Fire. This is an intensive two-day program that will be held in Berlin, providing classroom sessions with simulations on incident command and incident operations.

Jim Simons is requesting the funds be transferred into account #100.15.1531.0.53400.00000, "Programs and Activities"

Funding:

None

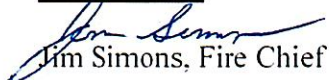
Action Needed:

Accept the donation of \$13,000 form Budney Aerospace. This donation is earmarked for Incident Management training provided by Combat Ready Fire and deposit the funds into the Programs and Activities Account.

Attachments:

None

Prepared By:


Jim Simons, Fire Chief

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

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: January 24, 2025
SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	50.00	Library Agency Acct.	books on photography in memory of Verna DelCegno	Roy and Josie Bergeron
	100.00	Library Agency Acct.	books and materials in memory of Verna DelCegno	Sherry Lang
	20.00	Library Agency Acct.	books and materials in memory of Verna DelCegno	Michelle Szylobryt
	140.00	Library Agency Acct.	children's books in memory of Charlie McCourt	Rebecca and Craig Bowman
	100.00	Unrestricted donations	for libraries greatest need in memory of Verna DelCegno	Judith Dahlgren
	50.00	Unrestricted donations	for libraries greatest need	John P. Churchill
	460.00			

Funding:
 No funding needed

Action Needed:
 Move to accept monetary donations totaling \$460 and deposit \$310 into the Library Agency account for books and materials and deposit \$150 into the Unrestricted Donations account for the library's greatest need.

Attachments:
 n/a

Prepared By: *CT*
 Carrie Tyszka, Library Director

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley- Town Manager RC
DATE: January 23, 2025
SUBJECT: Request for Fee Waiver – Griswold Parents Club “Glow Dance”

Summary of Agenda Item:

The Griswold Parent’s Club is hosting a “Glow Dance” on January 31, 2025 at Griswold School. According to the application this is not a high profit event and any monies raised goes back into the club to support Griswold School. The Griswold Parent’s Club is a non-profit and is requesting that the police fees be waived.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic fees in the approximate amount of \$ 403.05 for the Griswold School Parents Club “Glow Dance” which will take place on January 31, 2025, at Griswold School.

Attachments:

Request for Fee Waiver Form ✓

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Griswold Parents Club</i>	Date: <i>1/11/25</i>
Contact Name: <i>Mindy Lawoie</i>	
Phone Number: <i>860 916 5589</i>	
Event: <i>Glow Dance</i>	Date of Event: <i>1/31/25</i>
Location of the Event: <i>Griswold school</i>	<i>5:30 - 8pm \$403.05</i>
What fee do you want waived: <i>Police Fee</i>	
Identify the hardship incurred: <i>This event is not a high profiting event. Any funds raised will go right back into the parents club to help support griswold school!</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Griswold Parents club raises money all year to help support Griswold with any needs the town cannot may not be able to. we have purchased a therapy dog + piano We have purchased a therapy dog + piano therapy dog + piano last year + we are working to raise funds for another big project this year!</i>	

Thank you for your support!

Town Manager review:

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

Yes No

If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Griswold Parents Club

Comments:

Mindy Lavoie
Signature

1-11-25
Date


Town Manager Signature

1/24/25
Date

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

1. Fee Waiver Policy

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

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley- Town Manager RC
DATE: January 23, 2025
SUBJECT: Request for Fee Waiver – Willard Parent Teacher Organization “Family Dance”

Summary of Agenda Item:

The Willard Parent Teacher Organization (PTO) is hosting a “Family Dance” on February 28, 2025 at Willard School. According to the application the dance is being offered to the families of Willard at no cost. The Willard PTO is requesting that the police fees be waived.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic fees in the approximate amount of \$ 1,074.80 for the Willard PTO “Family Dance” which will take place on February 28, 2025, at Willard School.

Attachments:

Request for Fee Waiver Form ✓

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Emma Hart Willard Parent Teacher Organization (PTO)	Date: 1/19/2025
Contact Name: Melissa Gibbons	
Phone Number: 860-402-2876	
Event: Family Dance	Date of Event: Friday Feb. 28, 2025
Location of the Event: Willard Elementary School	
What fee do you want waived: Police coverage for the event, \$1,074.80. Rate \$107.48/hr plus town fee 25%, two officers	
Identify the hardship incurred: The dance is being offered to the families of Willard parents at no cost. Volunteers are offering their time and talents to make this a special event.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: The Willard PTO provides oppourtunities and experiences for students, their families and teachers through fundraising.	

Town Manager review:

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

Yes No

If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Willard PTO

Comments: Thank you for your support.

Melissa Gibbons
Signature

1/19/2025
Date

[Signature]
Town Manager Signature

1/24/25
Date

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

1. Fee Waiver Policy

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

Consent
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager
DATE: January 24, 2025
SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received \$1,100.00 in donations from Liam Mitchell (600) and David and Leslie Hawkins (500) to the K9 Program.

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

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$1,100.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DC

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager RC
DATE: January 24, 2025
SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$325.00 in donations by Donna Barrows (100) Eleanor Hill (25), Switches LLC (200) for supplies.

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

Funding

No funding needed.

Action Needed:

Move to accept the donation of \$325.00 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DA

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: January 25, 2025

SUBJECT: Donations from various sources to the Fire Department's Benefit and Benefit fund

Summary of Agenda Item:

On October 21st, 2024, at approximately 5:30 pm the Town of Berlin's Fire Departments were dispatched to Lamentation Mountain for a report of smoke on the mountain. The following 14 days turned out to be the Fire Department's most heartbreaking and challenging for our firefighters. Residents watched as fire openly burned in their backyards, heavy equipment moved in to build access roads to the fire, business owners watched as their parking lots were taken over to support the needs of firefighters from across the country and Canada who responded to assist our town.

When the crews finally extinguished the fire, the town's residents, civic organizations and business wanted to thank the Berlin's Fire Departments not only for what was done during those 14 days but also what the fire departments do every single day for the Town of Berlin. Donations of food, monies and events were made.

Many families and businesses provided food and dinners on scene to the tired, hungry firefighters coming off the mountain every morning and night. The Days Inn donated rooms allowing out of state fire crews a chance wash up and get some rest. Casa Mia did a benefit event for our fallen brother firefighter.

The Silver Ridge homeowners donated \$7,775, Powerhouse Gym \$3,000, the Berlin Lions Club provided turkeys for Thanksgiving dinners, the VFW is planning a barbecue in May, another dinner is being provided by Verbena Catering. Jim Simons acknowledges that due to the amount of support received a few may have been missed.

In closing, Fire Administrator Simons just wants the Town Council, town administration and citizens to have some idea of how our community stepped up in a time of need. Thank you all!

May we never forget our fallen brother Firefighter Robert Sharkevich of the Wethersfield Fire Department.

Funding:

None

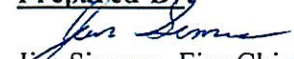
Action Needed:

Acknowledgement of donations from various sources including town's residents, civic organizations and businesses to the Fire Department's Benefit and Benefit fund.

Attachments:

None

Prepared By:


Jim Simons, Fire Chief

Agenda Item No. 2
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 Police Department received funding to replace one pickup truck. Jim Simons, Fleet Manager has worked with the Deputy Chief Gallupe of Berlin Police 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 2012 Ford F-150 that is not suitable for the work load that the police are using it for. This vehicle will possible be reused as a "Street Sign Maintenance" truck in Highway Department.

Funding:

Police Vehicles account # 500.15.1532.0.54000.00004

Action Needed:

Move to approve the purchase of one Ford F-250 pickup truck for the Police Department 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, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	30-Jan-25
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Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	2024 Ford F-250 Truck	\$54,600.00	\$54,600.00
			-
			-
			-
			-
			-
TOTAL			\$54,600.00

Account No. 500.15.1532.0.54000.00004- Police Vehicles

Budgeted Amount.....	\$195,528.18	Available balance.....	\$151,617.18
Encumbrances to Date.....	\$4,051.42	Amount Needed for This Package.....	\$54,600.00
Expenditures to Date.....	\$39,859.58	Available Balance After Purchase.....	\$97,017.18

Is a budget change needed? Yes No

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

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

or:

Diane C. Conway
Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

Agenda Item No. 3

Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: January 24, 2025
SUBJECT: Biscoglio Track Replacement (Statement of Need) - Berlin High School

Summary of Agenda Item:

The running track at Biscoglio Field, located at Berlin High School, has been a crucial component of Berlin Public Schools Athletic Programs, Physical Education Classes, and the Community. After years of extensive use, wear and deterioration, the replacement of the track is necessary. The conceptual cost estimates for this project range from \$800,000 to \$1,350,000 requiring a formal bid process. The Public Building Commission has requested that the Board of Education complete a Statement of Need for Town Council approval to hire a consultant to prepare bid documents and collect further information regarding this project. The Berlin Board of Education approved the Statement of Need at their meeting January 13, 2025. The estimated timeline for this project is to start in the Spring of fiscal year '26 and continue through the Summer of fiscal year '27.

Funding:

001.10.1027.0.53814.00000 Contractual Services

Action Needed:

Move to approve the Statement of Need for the Track Replacement at Biscoglio Field.

Move to refer said Statement of Need to the Public Building Commission to hire a consultant up to \$25,000 to prepare bid documents for the Track Replacement at Biscoglio Field.

Attachments:

[Statement of Need: Biscoglio Track Replacement \(Statement of Need\)](#) ✓
[Board of Education Minutes: January 13, 2025](#) ✓
[Initial Track Estimates](#) ✓

Prepared By:

Ashley Dorsey, Director of Finance & Operations, Board of Education



**Berlin Board of Education
Berlin, CT**

**EDUCATIONAL SPECIFICATIONS
(Statement of Need)
for**

Biscoglio Track Replacement

at

**Berlin High School
139 Patterson Way
Berlin, CT 06037**

January 13, 2025



Introduction

The running track at Biscoglio Field, located at Berlin High School, has been a crucial component of Berlin Public Schools' athletic programs, physical education classes, and community for years. After years of extensive use, wear, and deterioration, it has become evident that the track needs to be replaced, as some areas are no longer safe, effective, or conducive to performance and training. This statement outlines the need to replace the current running track by highlighting safety concerns, limitations on athletic development, and the overall benefit to the school community and the public.

Statement of Need: The primary concern with the current running track is safety. Due to the natural degradation of the surface over time, significant portions of the track have developed cracks, uneven areas, and worn-out lanes. In addition to safety, the school district and grounds department identified four drivers, illustrating the need for a track replacement.

1. Safety Concerns:

- **Increased Risk of Injury:** Uneven surfaces and cracks can lead to tripping hazards, sprains, and strains, particularly for athletes sprinting at high speeds or engaging in agility drills.
- **Decreased Traction:** A worn-out surface offers less grip, making it difficult for runners to maintain speed and stability. Low traction increases the likelihood of slipping, especially in wet conditions.
- **Inefficient Drainage:** Sections of the track show poor drainage, causing water to accumulate on the surface. Excess water disrupts training and creates additional safety hazards, including slippery conditions.

2. Track Surface Lifecycle

- **Issue:** The track was last resurfaced in 2018/2019 and has surpassed its normal lifespan of five seasons (approximately five years). The track has been in use for 6 full years.
- **Impact:** Tracks begin to degrade after five years of consistent use, and continuing to use the track beyond this period can lead to increased safety risks and performance issues.
- **Recommendation:** Resurfacing is necessary to maintain a safe and reliable environment for athletes, students, and community members.

3. Start Areas in 100m

- **Issue:** The starting zone of all lanes in the 100m area are worn down, the surface has deteriorated, and the starting blocks slide out due to lack of grip.
- **Impact:** Starting blocks losing traction will cause false starts, poor race performance, and lead to injury. This affects both sprinters' initial push off and their safety at the start of races.
- **Recommendation:** Resurfacing of the 100m starting areas, along with a focus on ensuring proper texture and grip for blocks.

4. Cracking

- **Issue:** The current track is starting to show signs of delamination which is causing the track surface to separate from the track's asphalt.
- **Impact:** Surface issues illustrate the breakdown of the track's material, reducing its ability to withstand regular use.

- **Recommendation:** Resurfacing to repair these areas and replace the damaged sections.

Project Rationale

A new running track will enhance the Physical Education (PE) curriculum and Athletic Program enabling students to engage in a broader range of activities and improving the overall quality of PE and athletics instruction. A safe, well-maintained track promotes long-term health benefits encouraging students to participate in regular physical activity, increasing cardiovascular health and mental well-being.

Replacing the Biscoglio track would have a profound impact on student and community engagement by increasing student motivation and participation, fostering school spirit, and extracurricular opportunities. Additionally, outside of school hours the track is available for public use. Access to the new facility will provide a safe space for community members to engage in various physical activities.

The Project

The conceptual estimate for the base track replacement is \$800,000 to \$1,350,000. Which includes:

- Demolition and site preparation
- Concrete curbing and drainage
- Asphalt paving, track surfacing, track striping
- Restoration of field event equipment (long jump, pole vault, shot put)
- Fencing
- Lawn restoration

The proposed project will take approximately three months to complete, with an anticipated start soon after students break for summer vacation.

Conclusion

Replacing the running track at Berlin High School is a necessity. The track's deterioration presents safety hazards, limits athletic performance, and inhibits the potential for hosting competitive events. A new, high-quality track would not only address these issues but also, provide a safe and effective training environment for athletes, and increase community engagement.

The Bisoglio Track Replacement at Berlin High School is a crucial investment in the health and safety of our students, the growth of our athletic programs, and the overall community. It will provide a long-lasting, quality facility that will be used for subsequent years and will help prepare students for future athletic and academic successes. We respectfully request the necessary resources to move forward with the track rehabilitation construction project to meet the needs of our students and community.

BERLIN BOARD OF EDUCATION

January 13, 2025

MINUTES

REGULAR MEETING

Attendance: Julia Dennis
Vanessa D'Anna
Brian DeLude
Melissa Gibbons
Jennifer Jurgen
Jaymee Miller – Remotely
Gina Nappi
Jessica Patraw
Peter Zarabozo – Arrived at 6:43 p.m.
Student Representatives: Anousha Hashim – Departed at 6:06 p.m.
Grace Buchholz – Departed at 6:06 p.m.

Also in attendance: Superintendent of Schools Brian J. Benigni; Director of Finance and Operations Ashley Dorsey; Director of Pupil Personnel Services Linda Holian; Supervisor of Special Education – Elementary Michelle Zeuschner; Supervisor of Special Education – Secondary Jenna DeRosa; Director of Human Resources Denise Parsons; Co-Directors of Curriculum Laurie Gjerpen and Kara Watson; Principal of Berlin High School Katie Amenta; Assistant Principals of Berlin High School Karen Despres and Brian Testroet; Principal of McGee Middle School Christopher Sullivan; Assistant Principal of McGee Middle School Deven Constant; Principal of Hubbard School Alfred Souza; Principal of Griswold School Jonathan Campbell; Principal of Willard School Tim Chiaverini; Dean of Students of Willard School Danielle Salina; Athletic Director and K-12 Physical Education Health Coordinator David Francalanga; and District Technology Coordinator Craig Szymanski.

I. CALL TO ORDER

Ms. Dennis called the meeting to order at 6:02 p.m. in the Board of Education (“the Board”) meeting room at 238 Kensington Road, Berlin, CT. The Pledge of Allegiance was recited.

II. COMMITTEE REPORTS/CORRESPONDENCE TO THE BOARD

A. Report of Board Members

Ms. Jurgen praised the district’s new messenger system to report a student’s absence.

B. Report of Student Representatives

Miss Hashim reported on the Semester One Senior Capstone Exhibition held on December 18, 2024. Miss Hashim reported on February 28, 2025 the Berlin High School Music and Theater Arts Department will present their annual musical, *The Wizard of Oz*, and today students of the new Southern Connecticut State University Business of Science Class began their final project presentations, following the format of the Capstone presentation.

Miss Buchholz reported students will complete midterms and Semester One finals for full year and half year classes January 21 through January 24, 2025, and last week Berlin High School hosted “Go Baby Go”, a program which modifies ride on cars for young children who experience mobility disabilities.

C. Committee Reports

Ms. Dennis reported the Finance and Operations Committee met on December 11, 2024, with Ashley Dorsey attending, and discussed the Superintendent's Proposed Budget for 2025-2026.

Mr. DeLude reported the Curriculum Committee met on January 6, 2025 and reviewed the new reading curriculum and recommended textbooks, which appear later in the agenda.

Ms. Dennis reported the Community Engagement Committee met on January 10, 2025 and discussed Committee goals and self-reflection, ways to engage the community, communication during the Budget season and the Board of Education Snapshot, Winter Edition.

D. Correspondence to the Board

There was no correspondence this evening.

III. AUDIENCE OF CITIZENS

No members of the Berlin community addressed the Board this evening.

IV. PERSONNEL

Retirements

1. Board of Education (BOE) Central Office – Office Assistant

Marlene Demma, office assistant at the BOE Central Office, has submitted her letter of intent to retire effective with the close of business on July 11, 2025.

Moved by Ms. Nappi, seconded by Ms. Jurgen, that the Board accept the retirement of Marlene Demma, office assistant at the BOE Central Office, effective with the close of business on July 11, 2025. Also to thank her for the 24 years of service she has provided to the Berlin Public Schools and wish her good health and happiness in her retirement years.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

2. Emma Hart Willard School – Speech Pathologist

Joan Schmidt, speech pathologist in the Preschool Program at Emma Hart Willard School, has submitted her letter of intent to retire effective June 30, 2025.

Moved by Ms. Jurgen, seconded by Ms. Gibbons, that the Board accept the retirement of Joan Schmidt, speech pathologist in the Preschool Program at Emma Hart Willard School, effective June 30, 2025. Also to thank her for the 19 years of

service she has provided to the youth of Berlin and to wish her good health and happiness in her retirement years.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

V. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Regular Meeting of December 9, 2024
 - 2. Special Meeting of December 16, 2024
- B. Monthly Budget Report – Period ending December 31, 2024
- C. Requests for a Leave of Absence
 - 1. Emma Hart Willard School – Speech Language Pathologist

Jacquelyn DeBarge-Rosman, speech language pathologist at Emma Hart Willard School, requested an unpaid leave of absence, for childrearing purposes, to begin immediately following her maternity leave through the remainder of the current school year and for the duration of the 2025-2026 school year.

- 2. Emma Hart Willard School – Teacher of Grade 3

Rachel Gaffey, teacher of Grade 3 at Emma Hart Willard School, requested an unpaid leave of absence, for childrearing purposes, to begin immediately following her maternity leave through June 30, 2025.

- 3. Richard D. Hubbard School – Teacher of Special Education

Michele Prior, teacher of special education at Richard D. Hubbard School, requested an unpaid leave of absence, for childrearing purposes, to begin immediately following her maternity leave through June 30, 2025.

Moved by Ms. Gibbons, seconded by Ms. Jurgen, to approve the consent agenda as presented.

FAVOR: ALL

MOTION CARRIED: 8:0; including President Dennis

VI. NEW BUSINESS

- A. Textbooks Recommended for Adoption

Co-Director of Curriculum and Instruction Laurie Gjerpen presented the Berlin Public Schools K-3 Reading Plans. Included in the presentation, a copy which was provided to Board members, was new legislation for all public-school districts; state approved programs; components of reading; selection timeline; reasoning why *Wit & Wisdom* was chosen as the district's new reading program for grades K-3; proposed components of reading - curriculum; proposed curricular programs; planning for the future; and a listing of colleagues also adopting *Wit & Wisdom*.

Ms. Gjerpen presented the following textbooks, recommended for adoption, to the members of the Board of Education:

Wit and Wisdom, by various authors, and published by Great Minds. This is a replacement textbook to be used in Grades K-3.

Heggerty: Phonemic Awareness (Kindergarten and Primary), by Dr. Michael Heggerty, et al, and published by Literacy Resources, Inc. This is a supplemental textbook to be used in Grades K and 1.

From Phonics to Reading, by Wiley Blevins, et al, and published by William H. Sadlier, Inc. This is a supplemental textbook to be used in Grades K-3.

Geodes, by various authors, and published by Great Minds. This is a supplemental textbook to be used in Grades K-3.

The textbooks have been reviewed and recommended for adoption by the Textbook Selection Committee. The Curriculum Committee reviewed the recommendations at its meeting on January 6, 2025. The recommended textbooks are available for viewing by contacting Laurie Gjerpen or Kara Watson. The textbook recommendation forms have been posted in Schoology.

Moved by Mr. DeLude, seconded by Ms. Jurgen, to adopt the textbooks, *Wit and Wisdom*, by various authors, and published by Great Minds; *Heggerty: Phonemic Awareness* (Kindergarten and Primary), by Dr. Michael Heggerty, et al, and published by Literacy Resources, Inc.; *From Phonics to Reading*, by Wiley Blevins, et al, and published by William H. Sadlier, Inc.; and *Geodes*, by various authors, and published by Great Minds.

**FAVOR: ALL
MOTION CARRIED: 8:0; including President Dennis**

B. Facilities Update

Director of Finance and Operations Ashley Dorsey provided a Facilities Update.

Griswold Seclusion Room: Ms. Dorsey reported the Seclusion Room is ready for use. The wall padding was installed the first week of January and construction is complete.

Ms. Dorsey stated Griswold School experienced minor flooding over the holiday break due to a faulty braided line from one of the sinks and several classrooms were flooded. There was quick response from the Facilities Department and custodial staff, and a mitigation company was hired to mitigate any water damage. Currently, there are no issues present, and the building was open for the start of school.

Willard HVAC Project: Ms. Dorsey reported the functional testing of the unit ventilators and fan coil units will begin this week and commissioning of the chiller is still scheduled for springtime.

Griswold and Hubbard HVAC Projects: Ms. Dorsey reported the bid packages are still being prepared with the plan to have those packages out for bids sometime in early spring with hope for full construction to start the end of spring or the beginning of summer. Ms. Dorsey stated the Public Building Commission requested the YMCA daycare program be relocated during the eighteen (18) months the project is to be underway due to safety concerns. Ms. Dorsey stated one classroom at Berlin High School has the potential to accommodate the YMCA daycare program with very little modifications to the existing space; however, the Town has not yet received reimbursement from the state for the high school construction project, and there is confusion as to whether or not having a daycare facility, operating out of the high school, will impact the reimbursement. Ms. Dorsey stated she is working with the state to see if the YMCA daycare program can operate on a temporary basis. If it cannot, another area, within the district, will need to be identified to accommodate the YMCA daycare program.

Berlin High School: Ms. Dorsey stated, over the winter break, a wall on the third floor mezzanine was constructed for a multi-purpose room to secure learning space and also to reduce the amount of sound overflowing into the main library area. Ms. Dorsey stated, once the door hardware is installed, the space will be complete.

In response to Ms. Paltraw's request for more information on the seclusion room, Principal Campbell responded, under law, seclusion can only be administered if a student is a danger to themselves or others until staff can intervene in a different way so staff and student are safe. Principal Campbell stated several identified staff members have PMT training, and there are specific techniques to safely escort a student.

Principal Souza stated there are very specific, clear guidelines for transferring a student to the seclusion room; there are very strict guidelines on how seclusion rooms are constructed; students are never left alone and are continually monitored; the program is held accountable for the use and rationale every time a student is placed in seclusion; and reports are timely completed. In response to Superintendent Benigni's question, how often has a student been in seclusion, Principal Souza stated there are some years when not at all.

C. Statement of Need – Biscoglio Track Replacement

The running track at Biscoglio Field, located at Berlin High School, has been a crucial component of Berlin Public Schools' athletic programs, physical education classes, and the community. After years of extensive use, wear, and deterioration, it has become evident that the track needs to be replaced, as some areas are no longer safe, effective, or conducive to performance and training. Director of Finance and Operations Ashley Dorsey stated the conceptual cost estimates for this project range from \$800,000 to \$1,350,000, requiring a formal bid process. Ms. Dorsey stated the conceptual cost estimates include demolition and site preparation; concrete curbing and drainage; asphalt paving, track surfacing and track striping; restoration of field event equipment (long jump, pole vault, shot put); fencing; and lawn restoration. The Public Building Commission has requested the Board of Education complete a Statement of Need for Town Council approval to hire a consultant to prepare bid documents and collect

further information regarding this project. Ms. Dorsey presented the Statement of Need, a copy which was provided to Board members, which has been posted in Schoology and responded to questions from Board members.

Moved by Mr. Zarabozo, seconded by Ms. Nappi, to approve the Statement of Need for the Track Replacement at Biscoglio Field, located at Berlin High School, and forward said Statement of Need to the Town Council for further consideration by the Public Building Commission.

FAVOR: ALL

MOTION CARRIED: 9:0; including President Dennis

VII. 2025-2026 SUPERINTENDENT'S PROPOSED BUDGET PRESENTATION

Superintendent Benigni presented his proposed 2025-2026 budget to the Board along with Director of Finance and Operations Ashley Dorsey. The presentation was guided by the budget priorities that were identified by the Board and Administrative Council. Board members were provided with a copy of the presentation.

Superintendent Benigni stated the goals for his proposed 2025-2026 budget are to provide quality education; prepare students for multiple options and opportunities; maintain favorable class sizes and course offerings; consistent support of student, staff and classroom technology; and commitment to a safe learning environment for all students and staff. Superintendent Benigni stated Berlin's mission is to empower students to be enthusiastic, curious learners and kind, compassionate leaders in the community and the world, and the core values are purpose, passion and pride. Superintendent Benigni shared Berlin's Beliefs about Learning and the Vision of the Graduate.

Superintendent Benigni shared the elementary and secondary school enrollment projections. Elementary enrollment is projected not to change, and secondary enrollment is projected to have 56 less students next year.

Superintendent Benigni's proposed 2025-2026 budget (\$56,403,365) has an overall increase of 7.4% (\$3,886,146). Superintendent Benigni stated last year's initial budget request was 6.4%. The state mandated reading program accounts for .95% of the overall proposed budget, essentially bringing the 2025-2026 proposed budget to 7.4%. Superintendent Benigni stated supplies, equipment and all other expenditures account for 1.19% of the overall increase and typically is the first area that receives cuts. End of year funds are used to purchase equipment and items taken out of the budget. Superintendent Benigni stated transportation and tuition has a nominal increase (.33%); utilities and contracted services account for .56% of the overall budget increase; and 4.37% of the overall budget increase is attributable to contractual obligations.

Ms. Dorsey stated the major drivers in Superintendent Benigni's Proposed Budget is the state mandated reading program; technology and equipment; staffing accounts; and materials and repair and maintenance cost.

Superintendent Benigni stated the Special Education Budget accounts for 24.2% (\$13,642,345) of the overall budget.

Administrative Salaries: There is an increase of \$82,694 or 2.61%, which is driven by a three (3) percent increase for all administrators, new annuity structure, additional vacation buyout day and salary adjustment for under budgeted accounts in fiscal year 2025.

Certified Salaries: There is an increase of \$1,019,787 or 4.37%, which is driven by a contractual increase of three (3) percent, ninety-nine (99) teachers advance in step and summer school teachers.

Non-Certified Salaries: There is an increase of \$510,085 or 6.19%, which is driven by the Athletic Trainer position, increase to the per diem substitute account, and custodial overtime. Non-certified staff includes Para Educators, clerical staff, custodians, occupational therapists, physical therapists, tutors, IT departments, per diem substitutes and the Athletic Trainer.

Employee Benefits: There is an increase of \$683,001 or 8.51%, which is driven by a 10% rate increase for medical insurance set by the Town and staff course reimbursement. Employee benefits include health insurance, social security and Medicare, pension, life insurance, retirement incentives, unemployment, annuity benefits and staff course reimbursement.

Contracted Services: There is an increase of \$288,644.66 or 12.97%, which is driven by software subscription services, Special Education professional services and professional development.

Utilities: There is an increase of \$7,808 or 1.58%, which is driven by the increase for natural gas and water and sewer.

Transportation: There is an increase of \$132,251 or 3.84%, which is driven by the contractual increase of three (3) percent for the 2025-2026 school year with New Britain Transportation, fuel, vehicle maintenance and repair and an increase in technical school runs.

Tuition: There is an increase of \$34,847 or 1.53%, which is driven by a three (3) percent increase for all Special Education outplacements for the 2025-2026 school year, one unanticipated Special Education outplacement and CNA Program tuition. Tuition includes Special Education Outplacements (Public and Private – budgeted net of excess cost), increase for independent study and adjustment for magnet and vocational school tuition.

Supplies, Textbooks and Materials: There is an increase of \$626,001.08 or 61.90%, which is driven by the state mandated reading program, increase for custodial supplies and materials and administrative supplies. Supplies include all educational and non-educational supplies, textbooks, consumable workbooks, athletic supplies and graduation supplies.

Equipment: There is an increase of \$439,124.26 or 202.58%, which is driven by classroom technology, one to one technology, infrastructure hardware, athletic equipment and operations equipment. Equipment includes technology (projectors, Chromebooks, iPads, laptops, personal computers and servers), athletics (baseballs, soccer balls and track equipment) and operations (phone replacements, shelving and custodial equipment).

All Other Expenditures: There is an increase of \$61,903 or 85.99%, which is driven by fee increases for professional organizations, fees for athletics and minor building improvements. All other expenditures include professional organizations, athletic tournament fees and minor building improvements.

Armed Security Department: There is an increase of \$24,671 or 6.17%, which is driven by new service weapons and a three (3) percent wage increase. Superintendent Benigni stated the Security Department budget is funded by the Town of Berlin and is not included in his Budget request.

Included in the presentation was the five year State and Federal funding; the Hartford Open Choice Enrollment and Funding History; the Open Choice anticipated budget for 2025-2026; historical excess cost reimbursements; ten year budget funding history; Berlin's five year adopted budgets compared to neighboring districts; FY25 Budget Percentage Increase for DRG D; the net current expenditure per pupil DRG D and State Comparison; Preview of Student Achievement Report ELA and Math SBA grades 3-8; Preview of Student Achievement Report Next Generation Science Standards – 11th Grade; Preview of Student Achievement Report SAT; and 2023-2024 recognitions.

A. Elementary Principals' Budget Presentations

Principals Souza, Kitzman and Campbell presented the Elementary Schools budget presentation. Board members were provided with a copy of their presentation.

Operational Budget: The Operational Budget has a slight increase to account for inflation.

Elementary Staffing Requests: Instructional Kindergarten paraprofessionals, Writing Interventionists for Tier 2 and Tier 3 support and a classroom teacher to account for enrollment.

B. Secondary Principals' Budget Presentations

Principal Sullivan presented the McGee Middle School budget. Board members were provided with a copy of his presentation.

Operational Budget: The Operational Budget has a slight increase in funding due to inflation on consumables, programs and/or equipment for art, math, world language and remedial. Departments remaining flat or slightly below the previous year's budget include English Language Arts, Social Studies and Technology/Media.

Mr. Sullivan is requesting funds to properly maintain, inspect and service equipment to support Project Adventure and the Wellness Program and to pilot the IXL Program for the 8th grade Science program.

Staffing: There are no new staffing requests for the 2025-2026 school year.

Principal Amenta presented the Berlin High School budget. Board members were provided with a copy of her presentation.

Operational Budget: The Operational Budget has a slight increase due to inflation for consumables, programs and/or equipment for Art, Family Consumer Science, Career Technology Education, Music

and School Counseling. Ms. Amenta stated the Career Technology Education is going through rebranding so new courses require equipment and technology to support student learning. Funds will also help sustain the development of the CNA, EMS and Firefighting courses.

Ms. Amenta stated departments remaining flat or slightly below the previous year's budget including Business, Language Arts, Health and Wellness, World Language, Math, Media and Physical Education.

Staffing: There are no new staffing requests for the 2025-2026 school year.

C. Curriculum & Instruction Budget Presentation

Co-Directors of Curriculum Laurie Gjerpen and Kara Watson presented the Curriculum and Instruction Budget for 2025-2026. Board members were provided with a copy of their presentation. Ms. Gjerpen stated the purpose of the Curriculum and Instruction Budget is to support curriculum additions, revisions and updates; learning and materials related to new state mandates; purchase of materials for new courses; professional learning for all staff in-district and out-of-district; and software subscriptions for teaching and learning. Ms. Gjerpen and Ms. Watson highlighted the following areas:

Instructional Supplies: Instructional Supplies include ESOL supplies, classroom support materials, summer reading supplies and books.

Tuition: Tuition includes independent study in Math and CNA Program. There is a large increase to accommodate two semesters for the CNA Program.

Other Certified Salaries: Other Certified Salaries include curriculum writing projects and teachers as leaders of professional learning.

Teaching and Learning Software: Teaching and Learning Software includes instructional software for the district, all curriculum areas and school libraries. There is a large increase because of price increases.

In-district Professional Development: In-district Professional Development includes literacy professional development related to state legislation, math, CTE Consultant and consultants for other departments. There is a large increase for literacy professional learning and administrative coaching.

Out-of-District Professional Development: Out-of District Professional Development includes registration fees for librarians, technology integration specialists, teacher leaders, department professional development (music, physical education and art), AP training and principal training.

Staff Travel: Staff Travel includes district staff that travel throughout the day to different buildings within the district and attending out-of-district professional learning sessions.

Non-Instruction Supplies: Non-Instruction Supplies include supplies for meetings.

Administrative Supplies: Administrative supplies include materials to support professional learning and curriculum updates, Art Around Town, District Art Show, Kindergarten Orientation and Welcome.

Textbooks: Textbooks include textbooks for McGee World Language and Elementary reading texts.

Other Professional Services: Other Professional Services include author visits.

Dues & Fees: Dues and Fees include professional organizations.

Field Trips: Field trips include transition field trips, learning about Berlin and elementary science.

D. Special Education Budget Presentation

Director of Pupil Personnel Services Linda Holian, along with Supervisor of Special Education – Elementary Dr. Michelle Zeuschner and Supervisor of Special Education – Secondary Jenna DeRosa, presented the 2025-2026 Special Education Budget. Board members were provided with a copy of their presentation.

Ms. Holian stated the purpose of the Special Education Budget is to support the learning and social and emotional needs of students with an Individualized Education Plan from 3 to 22 years old. The Special Education Budget consists of certified and non-certified salaries and benefits; instructional supplies; contracted services; equipment; tuition and transportation; Central Connecticut Transition Academy; and the extended school year services (summer school).

Ms. Holian stated the Special Education Budget is 24.2% (\$13,642,345) of the General Fund Budget.

Ms. Holian stated as of the October 1, 2024 data, 416 students receive services within district; 24 students receive services in out-of-district facilities; 4 students attend Magnet or Vo-Ag schools; 3 students receive a service plan; and 3 students are in a hospital, detention facility or homebound. Ms. Holian noted that as of January 1, 2025, 431 students are receiving services within the district, and she anticipates this number will increase by the end of the current school year.

Ms. Holian reported on the Special Education Programs for students with unique needs.

Ms. Holian highlighted the following areas:

Contracted Services: Contracted Services include Effective School Solutions services at Berlin High School and McGee Middle School, outside evaluators, interpreter services, field trips, ESY, nursing services, one on one nursing services, hearing impaired services, Compuclaim services, legal fees, assistive technology services and PMT training.

Supplies: Occupational therapists, physical therapists, speech/language and special education teachers purchase supplies needed to work with their students. This may include books, fidgets, sensory materials, testing materials, rewards and therapy materials.

Equipment: Equipment includes adaptive seating equipment for students with physical and motor needs.

Special Education Tuitions: Twenty-one (21) students are projected to attend out-of-district placements, which range from \$83,282 to \$236,959 depending upon placement, and transportation ranges from

\$20,885 to \$64,623. Two (2) students are projected to attend Magnet Schools. Ms. Holian stated when the Special Education Budget was created, it included excess cost reimbursement at 88%; however, she is hearing from the state that it may be much lower than that.

Ms. Holian is requesting one unanticipated and one anticipated tuition/transportation and an increase in supplies and field trips. Ms. Holian stated she requested a 1.00 FTE Board Certified Behavior Analyst and 6.00 FTE Para Educators; however, these positions were eliminated from the proposed budget.

E. District-wide Non-Instructional Programs/Athletics

District Technology Coordinator Craig Szymanski and Director of Finance and Operations Ashley Dorsey presented the Technology Budget. Board members were provided with a copy of the presentation. Mr. Szymanski is requesting funding for infrastructure as the current firewall high availability pair is reaching its end of life/support in 2026. The estimated cost is \$45,700.

Mr. Szymanski shared the software and licensing budget trends for fiscal years 2021-2022, 2022-2023 and 2023-2024; classroom technology computer and projector age distribution across locations over the last 13 years; and one to one technology budget trends for fiscal years 2021-2022, 2022-2023 and 2023-2024.

Athletic Director and K-12 Physical Education Health Coordinator David Francalangia presented the Berlin Athletics Budget. Board members were provided with a copy of his presentation.

Goals: Maintain the current athletic programs in order to meet the individual needs and interests of the students; provide a safe and secure environment for students to do their best on and off the field, while making sure students feel supported emotionally and academically; and continue to support the athletic programs, using a priority system with all coaches.

Operation/Instruction Budget: The overall budget for Berlin High School Athletics has an increase of 2.74% which includes an increase in contracted medical services (trainer) for a full time employee for the Board of Education and Athletics, first aid, equipment needs, sports awards, non-instructional supplies and increased equipment costs.

The overall budget for McGee Athletics has an increase of \$3,546. There is a slight increase in transportation and uniform replacement for girls basketball and soccer.

F. Site & Building

Board members were provided with a list of Site & Building requests from each of the schools, Central Office and the Security Department. Director of Finance and Operations Ashley Dorsey reviewed the list with Board members.

G. Capital Requests

Director of Finance and Operations Ashley Dorsey provided Board members with a list of the priority capital requests, totaling \$3,119,697. Included in the requests is the renovation and repurpose of the five

science classrooms at McGee Middle School (\$3,119,697); renovate and repurpose all elementary school lavatories (TBD); and renovation of the McGee auditorium to include new seating, flooring, stage, stage lighting and sound system (TBD).

Ms. Dorsey stated Site & Building and Capital requests are not included in the Board's Operating Budget. Ms. Dorsey explained where funding comes from and how the funds are allocated.

H. BOE Overall Review

Ms. Dennis requested Board members send her any questions by Thursday at 5:00 p.m. The Board will meet on Tuesday, January 21, 2025, for a budget discussion.

VIII. ADJOURNMENT

Moved by Mr. Zarabozo, seconded by Ms. Patraw, to adjourn at 8:47 p.m.

FAVOR: ALL

MOTION CARRIED: 9:0; including President Dennis

Respectfully submitted,

Melissa Gibbons, Secretary, Berlin Board of Education



8/22/2024

Steve Wood
Town of Berlin
Parks and Recreation Foreman
15 Town Farm Lane
Berlin, CT 06037

Re: Berlin High School – Running Track & Field Events Reconstruction Budget Estimate

Steve,

We have prepared the following information and budgetary estimate for the reconstruction of the existing running track and field event areas at Berlin High School. Our proposal includes the design and construction of a post-tensioned concrete track base in lieu of asphalt which will result in receiving a 20-Year Structural Guarantee.

This proposal includes the removal and disposal of the existing track up to the existing perimeter curb around the outside of the field that encases the perimeter drain and out to the existing perimeter fencing; neither of those items are proposed to be replaced.

The following is the responsibility of Others:

- Temporary construction fencing, if required.
- Any electrical or plumbing, if required.
- All sitework not specifically listed below.
- Permits and associated fees.
- Winter/Summer concrete, if required (ice, hot water, additives, etc.).

The following is the responsibility of Classic Turf Company:

A. Site Preparation and demolition.

- 1) Supply and install sediment & erosion control measures, where required.
- 2) Mill and remove existing track surface and asphalt paving.
- 3) Grade existing base material to proper slopes.

B. Post-Tension Concrete Track and D zones.

Classic Turf
437 Sherman Hill Road, P.O. Box 55
Woodbury, CT. 06798
T: 800-246-7951
classicturf.org



- 1) Form work will be installed around the entire perimeter of the prepared base.
- 2) Two layers of 6 mil poly will be installed over the prepared base. The first layer will run in the north south direction and the second layer will run in east west direction. All joints will be taped.
- 3) The post-tensioning cables will be installed according to the design. Cables to be 7 strand, 1/2" sheathed and greased cables, commercial grade with 50 mil plastic sheathing.
- 4) Double-fiberglass rebar will be installed on both sides of the anchors as shown on drawings (prepared by a licensed engineer in the State of CT) to act as back up bars.
- 5) A concrete slab will be placed inside the formwork. Concrete mix will be a specially designed mix used for post tension slabs.
- 6) After final stress, post-tension cable ends will be cut off inside the cone holes, exposed anchors and cables inside the cone holes will be first sprayed with a rubberized waterproof spray and then the cone holes will be filled with no-shrink grout (so edge of slab is flush and smooth).
- 7) The new concrete slab will be checked for flatness. Any low spots exceeding 1/8" in ten feet in any direction will be filled with 5000 psi epoxy concrete and brought to the proper elevation.

C. Concrete Runways: Long Jump, Pole Vault, etc.

- 1) Supply and install concrete runways at 5" thick.

D. Track Surface: For track, D-zones, Runways, and line striping:

- 1) Beynon BS100 track surface to be supplied and installed according to it's specification.
- 2) Supply and install track striping and markings.

E. Track equipment:

- 1) Supply and install Pole Vault Box (1).
- 2) Supply and install Long jump kick boards (2). **Note: pits with concrete perimeters to remain. Sand to be supplemented with additional sand as required.*

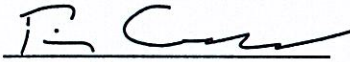
F. Total Estimated Costs:.....\$1,250,000 to 1,350,000.00

G. Guarantee:

- 1) The Classic Turf Company will guarantee the post tension concrete slab for a period of **20-years** from structural cracking, heaving, and settling.

Thank you for the opportunity. If you have any questions or need any additional information after reviewing the above proposal and specifications, please feel free to contact us.

Sincerely,



Ryan Conroy
Director of Sales
CLASSIC TURF COMPANY, LLC



All rights reserved. Pricing is valid for 30 days. Any use of materials in this proposal, including but not limited to, reproduction, modification, distribution and republication without the prior written consent of Classic Turf Company, LLC is strictly prohibited.

Classic Turf
437 Sherman Hill Road, P.O. Box 55
Woodbury, CT. 06798
T: 800-246-7951
classicturf.org



KBA ESTIMATE

**BERLIN HIGH SCHOOL
TRACK REPLACEMENT PROJECT**

CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

Project: Berlin High School Track Replacement
 Project #:
 Location: 139 Patterson Way
 Location: Berlin, CT

Computed By:
 Checked By:
 Date: 2024
 Revised:

HARD COSTS (CONSTRUCTION)

Item Description	Probable Cost	Category Cost
DEMOLITION AND SITE PREPARATION		\$66,660.75
SILT FENCE	\$5,250.00	
CONSTRUCTION ENTRANCE	\$2,500.00	
INLET PROTECTION - EXISTING DRAINAGE SYSTEM	\$900.00	
SITE DEMOLITION - TOPSOIL - REMOVE AND STOCKPILE ON SITE	\$2,686.50	
SITE DEMOLITION - TRACK SURFACING - REMOVE & DISPOSE	\$18,300.00	
SITE DEMOLITION - EXISTING ASPHALT - REMOVE AND AND DISPOSE (ASSUME 3")	\$27,000.00	
SITE DEMOLITION - 4' HIGH TRACK CHAINLINK FENCING - REMOVE & DISPOSE	\$5,024.25	
SITE DEMOLITION - TRACK EVENTS - REMOVE AND DISPOSE	\$5,000.00	
EARTHWORK		\$21,405.00
CONCRETE CURB & SLOT DRAIN REPAIRS	\$13,500.00	
GRADE - TRACK BASE	\$7,245.00	
GRADE - TRACK EVENT BASE	\$660.00	
RUNNING TRACK AND FIELD EVENTS		\$549,675.00
TRACK ASPHALT PAVEMENT (2" WEARING COURSE, 1.5" TOP COURSE)	\$197,625.00	
TRACK SURFACING (RED URETHANE EMBEDDED SANDWICH SYSTEM)	\$334,800.00	
TRACK STRIPING	\$17,250.00	
FIELD EVENT EQUIPMENT		\$48,930.00
LONG TRIPLE JUMP PIT CURB AND SAND	\$19,780.00	
LONG TRIPLE JUMP TAKE OFF BOARDS	\$1,700.00	
POLE VAULT BOX	\$1,750.00	
SHOTPUT RADIUS	\$4,200.00	
DISCUSS RADIUS AND CAGE	\$21,500.00	
EXTERIOR IMPROVEMENTS		\$93,450.00
4' HIGH TRACK CHAINLINK FENCING AND GATES	\$78,155.00	
WALKS AND DRIVES (2" SINGLE COURSE ASPHALT)	\$15,295.00	
LAWNS AND LANDSCAPE		\$9,750.00
SPREAD STOCKPILED TOPSOIL AND SEED OUTSIDE OF TRACK	\$9,750.00	

CONTRACTOR COSTS		
Item Description	Cost	
MOBILIZATION, BONDING, AND PROJECT CLOSEOUT	\$19,746.77	\$19,746.77
CONSTRUCTION ADMIN, LAYOUT & STAKING	\$7,898.71	\$7,898.71
CONTRACTOR COSTS:		\$27,645.48
Estimated Base Bid Hard Costs:		\$817,516
CONTINGENCY AND ESCALATION		
Item Description	Cost	
CONSTRUCTION CONTINGENCY (10%)	\$81,751.62	\$81,751.62
ESCALATION (CONSTRUCTION SUMMER 2024)	\$40,875.81	\$40,875.81
Estimated Base Bid Construction Cost:		\$940,144
PROJECT SOFT COSTS		
Item Description	Cost	
DESIGN & CONSTRUCTION CONTRACT ADMINISTRATION SERVICES	\$51,341.60	\$51,341.60
TESTING, PERMITTING, BIDDING, AND ADMINISTRATION FEES	\$7,898.71	\$7,898.71
CONCEPTUAL OPINION OF PROBABLE TOTAL PROJECT COSTS:		\$999,383.97
Legend		
s.y. = Square Yard	ea. = Each	
c.y. = Cubic Yard	l.f. = Linear Foot	
s.f. = Square Foot	l.s. = Lump Sum	



Ashley Dorsey <adorsey@berlinschools.org>

HI STONE ESTIMATE

RE: FW: Track Estimate

2 messages

Steve Wood <swood@berlinct.gov>

Fri, Jan 24, 2025 at 6:46 AM

To: Ashley Dorsey <adorsey@berlinschools.org>

Below is HI Stones estimate

Steve,

See budget numbers based on today's pricing, make sure you budget for escalation. Also, you may want to budget for loose track & field equipment, HJ Pads, PV Standards, hurdles etc. Budget will vary based on specified products. Please call with any questions.

-
Track Replacement Base Bid: Full Depth Reclaim or Mill, Regrade & Export as needed, sawcut/dem curb, Grade & Pave (3.5"), New Track Surface (Base Mat Structural Spray-Red, same as existing) and lawn restoration. **\$850,000-\$900,000**

Add to Remove & Replace CL Fence: \$100,000-\$125,000

Add to Remove & Replace Sand Pits & PV Box/Standards Pads: \$80,000

Add to Upgrade Track Surface to Sandwich System: \$200,000

Agenda Item No. 4/
Request for Town Council Action

TO: The Honorable Mayor and Town Council *RC*

FROM: Ryan Curley, Town Manager

DATE: January 23, 2025

SUBJECT: Purchasing and installation of new playscape for Willard School from Creative Recreation utilizing State of Connecticut, Department of Administrative Services Contract # 23PSX0149

Summary of Agenda Item:

The existing play structure at Willard School is over 30 years old and is beginning to show signs of serious deterioration. Maintaining the existing play structure will be extremely costly and not provide the necessary safety features that the newer structures are designed for. The administration at Willard School has asked that the installation of the new play structure be constructed this Summer and be ready for use by the start of the new school year.

A playground committee was formed consisting of members from the Willard PTO, Principal, Vice Principal, gym teacher, and several recess aides. This committee working with the Superintendent of Parks and Grounds interview several playground vendors and unanimously agreed on Creative Recreation reasons. These vendors presented various options in several categories, including aesthetics and design, creativity, the number of play elements, warranty considerations, pricing, and overall responsiveness to the needs of Berlin and Willard Schools.

Therefore, based on the evaluation of the committee, it is recommended that the Town move forward to replace the existing play structure with a new modern play structure that meets current safety standards set forth by American Society of Testing Materials, (ASTM) and the international Playground Equipment Manufacturers Association, (IPEMA).

Funding:

- LOCIP 500.25.2545.0.54000.12324 : \$187,290
- Playground Equipment 500.25.2545.0.54000.00722 : \$20,000
- Contractual Services Public Grounds 001.35.3561.0.53814.01735. \$1,000

Action Needed:

Move to approve awarding a contract to Creative Recreation for the purchase and installation of a new playscape at Willard School utilizing CT DAS Contract #23PSX0149 for an amount not to exceed \$207,750.

Attachments:

Sufficiency of funds
Creative Recreation Quote
Letter from Principal Willard School

Prepared By:

Steven T. Wood Superintendent of Parks & Grounds *SW*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	23-Jan-25
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Willard Playground	\$207,750.00	\$207,750.00
			-
			-
			-
			-
			-
TOTAL			\$207,750.00

Account No. 500.25.2545.0.54000.12324- FY24 LOCIP Grant

500.25.2545.0.54000.00722- Playground Equipment

001.35.3561.0.53814.01735- Contractual Services- Public Grounds

Budgeted Amount.....	\$295,246.59	Available balance.....	\$213,308.59
Encumbrances to Date.....	\$471.38	Amount Needed for This Package.....	\$207,750.00
Expenditures to Date.....	\$81,466.62	Available Balance After Purchase.....	\$5,558.59

Is a budget change needed? Yes No

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

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

or:

Diana C. Conner
Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director



Willard Elementary School

1088 Norton Road, Berlin, CT 06037
Phone: (860) 828-4151 • Fax: (860) 828-4178
Mr. Tim Chiaverini, Principal
Mrs. Danielle Salina, Dean of Students



January 27, 2025

To Whom It May Concern,

On behalf of the Willard Elementary School Community, I am writing to express our most heartfelt thanks for moving forward with our playground project. Your efforts will ensure that for years to come, students at Willard will enjoy an inviting space designed to promote physical and emotional development.

The new equipment and design will play an essential role in the overall well-being of our students. At Willard, the playground has always been a hub for learning, socializing, and fostering positive relationships. This upgrade will ensure that the playground will continue to be a source of great joy for our students for many years to come.

We are deeply grateful for your support. Together, we are creating a space where our students can grow, play, and thrive in a safe and dynamic environment.

Sincerely,

Timothy J. Chiaverini

Principal
Emma Hart Willard Elementary School



QUOTATION #012125

To:

Berlin Parks & Grounds
15 Town Farm Lane
Berlin, CT 06037
Attn: Steve Wood

Date 1/21/2025
Project Willard ES
Phone 860-828-7025
Email swood@town.berlin.ct.us

We propose to furnish and install the following described materials:

Qty	Item #	PLAYGROUND AREA – A	Price Total
1	Miracle	Kids Choice Miracle Playground	97,019.00
1	682	Glide Along Standard	13,601.00
1	4561	Tarantula Climber	4,602.00
1	2014BN	Accelerator Swing Bird Nest	9,828.00
1	MR0930	Tots Choice Arch Swing – 4 Bay	8,443.00
1	4551	Dome Climber	11,490.00
1	DAS	CT DAS State Contract Discount 17PSX0081	-28,997.00
1	Install	Factory Authorized Installation	55,980.00
1	Frt	Material Freight	5,219.00
1	Total	Project Total	\$177,185.00
Qty	Item #	PLAYGROUND AREA – B	Price Total
1	MR0930	Tots Choice Arch Swing – 5 Bay	14,188.00
1	4544	Tapered Tower	7,591.00
1	4543	Chaos Climber	9,629.00
1	845685	Net Climb Over	2,289.00
1	4545	Breakaways (Base 4x)	6,013.00
1	DAS	CT DAS State Contract Discount 17PSX0081	-7,942.00
1	Install	Factory Authorized Installation	10,890.00
1	Frt	Material Freight	2,295.00
1	Total	Project Total	\$44,953.00
Qty	Item #	PLAYGROUND AREA – B MAX BUDGET 175K	Price Total
2	4642	Angled Hyperbolix in lieu of Climb Over	\$52,626.00

PAYMENT TERMS: PURCHASE AND INSTALLATION OF EQUIPMENT*

Government Agencies:

- Net 30 from original invoice with approved credit

All others: (three installments)

- All payments will be made to Creative Recreation LLC.
- Payment of 1/3 down on total invoice enters the order (irrevocable letter of credit required for new customer, established customer must be in good standing).
- Payment of 1/3 original invoice due at time of receipt of goods
- **Balance due upon completion of installation with company check**
- Tax exempt certificate required with order, if applicable; otherwise taxes are the customer's responsibility.
- Creative Recreation reserves the right to require 50% down on custom orders
- Cancellations are **ONLY** accepted with the approval of Creative Recreation. All cancellations will carry a minimum of 25% restocking charge.

*UNLESS OTHERWISE NOTED, quote **does not** include installation, supervision, prevailing wages, freight, freight surcharges, permits, state or local approvals, performance bond, engineering seals, testing, site preparation, removal of excess dirt, dumpster fee, borders, safety surfacing, *unloading*, *storage*, security, fencing, plumbing and landscaping. Payment due Creative Recreation for any additional items is customer's responsibility and must be included with final payment.

_____ Please Initial Here

1/21/2025

Page 1 of 2

IF QUOTING INSTALLATION, PRICE ASSUMES:

- Normal soil conditions (must meet or exceed 2000PSF). Abnormal conditions include, but are not limited to stump dumps, ledge and underground springs.
- Easy ACCESS to site with trucks (Any re-seeding or repair required if trucks cross landscaping, sidewalks or grass areas are the responsibility of the customer unless otherwise noted.) Access to power and water.
- NO allowance for moving or repairing any underground utility lines such as electrical, telephone, gas, water or sprinkler lines that may be encountered during installation operations
- NO rock excavation. Any additional cost incurred as a result of hard rock conditions requiring extra equipment, or for utility removal or repair resulting in delay is the responsibility of the customer, unless these conditions are detailed on as built site drawings and initialed by all parties or are marked on the ground prior to quotation, fabrication and installation.

OWNER SITE PREPARATION AND MAINTENANCE ISSUES

Owner must provide safety fencing to be used by installer around the site. Desired small grade includes sod removal and flat/level surface with drainage. **DO NOT INSTALL DRAIN ROCK OR SPREAD SAFETY SURFACE PRIOR TO INSTALLATION.** Owner MUST call underground utilities prior to excavation and obtain all approvals/permits. Owner is responsible for keeping children off the playground for 72 hours to allow cement to set. It is the responsibility of the owner to maintain safety surfacing. It is suggested that the owner schedule regular safety and maintenance inspections of the equipment. Please note that this document is not intended to cover all owner responsibilities.

DELIVERY INFORMATION

Whenever possible, the customer will be given a 24 hour notice of delivery on a Miracle truck. Allow four to six weeks for delivery (or less) after receipt of order and deposit. Assistance is needed to unload (3 to 4 capable adults to assist the driver). Delivery point should be in close proximity to the construction site in a secured area. Equipment should be inventoried carefully after unloading. Any discrepancies should be noted on both copies of the freight bill and immediately brought to the attention of Creative Recreation. Visible damage to any piece of equipment should also be detailed on the freight bill. When inspecting, care should be given to minimize tearing of packaging. Packaging for any damaged product should NOT be discarded. If possible, damaged product should be returned in its original packaging. If concealed damage is found, contact Creative Recreation within one week of delivery to ensure that reporting procedures can be followed in a timely manner.

Quote good for 30 days, subject to review thereafter

<p>This quotation, after acceptance by the buyer and when thereafter approved in writing by an authorized official of the seller, will become a contract. Until so approved, it is not a contract and is not binding on the seller in any way. If buyer does not give acceptance within 30 days, this quotation is subject to possible price revision. Signature will not substitute for a Purchase Order if a Purchase Order is required by customer.</p>	<p>Creative Recreation LLC</p> <p style="text-align: right;"><i>John W. Hollerbach</i></p>
<p>Accepted By: _____ Printed Name of Buyer</p>	<p>Approved by: _____ John W. Hollerbach Authorized Signature</p>
<p>_____ Authorized Signature</p>	<p>Title: President Date: 1/21/2025</p>
<p>Date: _____</p>	<p>_____</p>

Unless otherwise provided as a special term, all shipments are F.O.B. seller's plant, Monett, MO. Allow at least four weeks for delivery upon receipt of order and any applicable deposit.



P.O. Box 330235 · West Hartford, Connecticut 06133
Tel 860.953.5336 · Fax 860.953.5337 · www.creativerec.com













TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: January 27, 2025

SUBJECT: Authorization for the Town Manager to Apply for a Small-Town Economic Assistance Program Grant for the Berlin Peck Library Reroofing and Mechanical Replacement Project

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, 2025, and an authorization to submit the application and approval of local matching funds must be approved by the application date. At its January 21, 2025, meeting, the Town Council directed staff to start working on a STEAP grant proposal for the Library/Community Center building located at 234 Kensington Road. Major project components and cost estimates are as follows:

1. Reroofing and associated work, \$650,000.
2. In kind replacement of water source heat pumps in the Community Center, \$150,000 (Equipment and Labor).
3. In kind replacement of the Cooling Tower that serves the Community Center Heat Pumps, \$100,000 (Equipment and Labor).
4. In kind replacement of the Air Handlers and Condensing Units that Serve the Library, \$200,000, (Equipment Only).
5. Labor to replace the Air Handlers and Condensing Units that serve the library, \$140,000 (Allowance).

A bid package has been prepared for the reroofing and associated work by Jacunski Humes Architects in coordination with staff and the Public Building Commission. Staff was able to obtain equipment quotes for the in-kind replacement of the heat pumps, cooling tower, air handlers and condensing units, with budget estimates and allowances allocated for the labor portions. Staff is requesting that the Town Manager be authorized to apply for a STEAP program grant in the amount of \$1,000,000 for the Berlin Library/Town Hall Roof and Mechanical Improvement Project, 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. In addition, it is recommended that the Town provide a \$240,000 local funding match for the project.

Funding:

Funding is available in account # 500.20.2038.0.54000.00317 Roof Replacement. This money was appropriated because of bond premium received with the September 2024 GO bond issue. The account has an uncommitted balance of \$342,021.

Action Needed:

Move that the Town Manager Ryan Curley be, and hereby is authorized to apply for and accept on behalf of the Town of Berlin, a 2025 STEAP program grant in the amount of \$1,000,000 for the Berlin Library/Town Hall Roof and Mechanical Improvement Project and, if such grant is awarded, to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2025 STEAP Grant with the State of Connecticut.

Move to authorize the use of \$240,000 from the Roof Replacement account as a match for a 2025 STEAP grant application for the for the Berlin Peck Library Reroofing and Mechanical Replacement Project.

Attachments:

None

Prepared By:

Chris Edge, Economic Development Director
Doug Solek, Facilities Director

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: January 27, 2025

SUBJECT: Daikin Applied Fiscal Year 2025 Purchase Order Increase for Department no. 61 Contractual Services

Summary of Agenda Item:

The two air conditioning chillers at Berlin High School are under a factory service agreement with Daikin Applied of Brookfield, CT utilizing OMNIA Partners contract R200401. During fiscal year 2025, additional repairs and component replacements were discovered and needed during inspections and operations that are not covered under the service agreement. Most recently at the end of the cooling season a repair was needed and upgrade recommended for the cooling tower. The sum of the cumulative invoices and proposed upgrade repair will exceed the current threshold of \$50,000. Approval to increase the purchase order up to \$60,000 as needed for the remainder of fiscal year 2025 is being requested to cover the proposed cooling tower drive upgrade and any additional work needed outside of the service agreement.

Funding:

001.35.3561.0.53814.01730

Action Needed:

Move to approve Daikin Applied purchase order increases up to \$60,000 as needed for the remainder of fiscal year 2025 utilizing OMNIA Partners Contract no. R200401 for department no. 61 contractual services to cover the proposed cooling tower VFD upgrade and any additional repairs or components needed on the High School chillers outside of the service agreement.

Attachments:

Certificate of Sufficiency of Funds ✓

Daikin Applied Proposal ✓

Prepared By:

Douglas Solek, Director of Facilities





TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	27-Jan-25
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Increase Daikin PO for BHS chiller repairs and parts	\$10,000.00	\$10,000.00
			-
			-
			-
			-
			-
TOTAL			\$10,000.00

Account No. 001.35.3561.0.53814.01730

Budgeted Amount.....	\$500,000.00	Available balance.....	\$132,848.66
Encumbrances to Date.....	\$83,984.68	Amount Needed for This Package.....	\$10,000.00
Expenditures to Date.....	\$283,166.66	Available Balance After Purchase.....	\$122,848.66

Is a budget change needed? Yes No

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

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

or:

Deane C. Corwin

 Finance Director or Assist. Finance Director

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

 Finance Director or Assist. Finance Director

DAIKIN APPLIED, OMNIA PUBLIC SERVICE & REPAIR QUOTE



New VFD Installation for Condenser Pump

BERLIN HIGH SCHOOL
139 Patterson Way
Berlin, CT 06037

OMNIA Certified Proposal #: R200401-CT-329956
OMNIA Membership ID: 5342022
Quote #: Q-62570

Prepared for:

Doug Solek
Facilities Director
BERLIN HIGH SCHOOL
Quote Document Date: 01/14/25

Prepared by:

Arthur Skoczolek
Account Manager
Phone: (203) 775-3477 Mobile: (203) 313-6404
E-mail: arthur.skoczolek@daikinapplied.com
Daikin Applied Americas, Inc.

Scope of Services

Daikin Applied Americas Inc. is pleased to offer the following Service & Repair Quote for your consideration. Thank you for selecting Daikin Applied Service Group to care for your building's system. Our service personnel have the knowledge and experience to deliver the best support available. Daikin is pleased to offer this Quote for your consideration.

- Repurpose existing one (1) three phase 20amp 480v feed from disconnect to existing motor
- Install one VFD on vertical kindorf rack
- Install one (1) 20amp 480v feed from disconnect to VFD and from VFD to motor
- Install one (1) ¾" conduit from disconnect to VFD for control wiring
- Installation of new ABB ACH580 VFD to condenser pump will be complete with the following accessories/options:
 - Bluetooth Enabled Keypad display with H-O-A selection
 - 6 Pulse drive with 5% equivalent line reactor
 - Standard network protocols - BACnet, N2, Modbus
 - Programmable Digital and Analog I/O
 - Damper control and run permissive
 - Fireman's override
 - 30 month on site parts warranty from date of shipment
- Start-up

Note: 3 way valve to be done by others.

Emergency Service Response

Emergency service is available on a 7-day, 24 hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate.

Equipment Repair

Daikin will perform all services during its regular working hours unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of Work will be performed by Company at an additional cost. Company will invoice such services at a special service and repair billing rate at Company's published labor rate for the service area.

Standard Inclusions:

The agreement includes travel to and from the site, planned maintenance materials, and any trips to supply depots to procure materials. The Owner will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference the planned maintenance activities section.

Standard Exclusions:

- All work to be performed during 'normal working hours'
- Any and all recommended/required repairs to be quoted separately

OMNIA Pricing and Acceptance

Feel free to contact me if you have any questions or concerns regarding the information contained in this Service & Repair Quote. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy so that we can begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

Investment Amount and Billing Terms:

Investment required to implement the proposed solution

\$16,711.00 (Sixteen Thousand, Seven Hundred Eleven dollars and Zero cents)

**Price does not include applicable sales tax*

This proposal for the sale of Daikin Applied's services, parts, and/or equipment, including the pricing and scope of work as described herein, is subject to the terms and conditions of and will be governed exclusively by Region 4 ESC Contract # R200401 ("OMNIA"), incorporated herein by reference. Any other terms and conditions, including those that may be contained in customer's Purchase Order or other customer documents, will have no force or effect unless mutually agreed to by the Parties. The OMNIA contract is available through OMNIA Partners at: (<https://www.omniapartners.com/suppliers/daikin-applied/public-sector/contract-documents#contract-375>)

Billing/Payment Terms*: Billed in full upon completion

*All billings are due immediately upon Receipt

This Quote will be honored by Daikin Applied for 30 days from the date on the front of the Quote. After 30 days, Daikin Applied reserves the right to evaluate cost changes (both increases and decreases) from the Quote.

Doug Solek
BERLIN HIGH SCHOOL
139 Patterson Way
Berlin, Connecticut 06037

Site Address:
BERLIN HIGH SCHOOL
139 Patterson Way
Berlin, CT 06037

Accepted by:

Approved by:

Doug Solek

(Print Full Legal Name of Customer)

(Print Full Legal Name of Daikin Applied Representative)

(Signature)

(Signature)

Facilities Director

(Title)

(Title)

Date:

Date:

Note: This Agreement is subject to final credit approval by Daikin Applied.



TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: January 28, 2025
SUBJECT: Discussion and Consideration of Fiscal Year 2026 Capital Requests for Department Numbers 38 and 61

Summary of Agenda Item:

Throughout the Capital Plan development and discussion of Fiscal Year 2026, the following Capital Projects have been identified as the highest priorities for the Facilities Department with respect to the overall list. The items listed below are for consideration to keep moving forward in the budget process, with additional supporting documentation forthcoming as needed and requested with the narratives and needs to be discussed during the meeting.

DEPARTMENT NO. 38:

1. Town Hall, BOE & PD Suppression System Upgrades = \$100K.
2. Sage Park Field Lighting LED upgrades = \$650K. (Qualifies for possible EVERSOURCE incentives).
3. Worthington Meeting House Exterior Painting and Restoration=(\$200K). Qualifies for potential 50% State Historic Preservation Grant Match with a 2025 Application Process.

DEPARTMENT NO.61:

1. Griswold School Solar System Ballast Block Replacements =\$50K
2. Willard School Original Building Front Restrooms Sanitary and Domestic Re Piping=\$150K.

Funding:

TBD

Action Needed:

Move to approve the funding allocations listed below for further consideration within Department numbers 38 and 61 Fiscal Year 2026 Capital requests pending further supporting documentation and site visits as needed and requested.

DEPARTMENT 38:

- 1.\$100K for Town Hall, BOE and PD Suppression System Upgrades
- 2.\$650K for Sage Park Field Lighting Upgrades
3. \$200K for Worthington Meetinghouse Painting and Exterior Work

DEPARTMENT 61:

1. \$50K for Griswold School Solar System Ballast Block Replacements.
2. \$150K for Willard School Original Front Restroom Sanitary and Domestic Re piping Renovations.

Attachments:

None

Prepared By:

Douglas Solek, Facilities Director

2025 Vacancy and Reappointment List
Berlin Boards and Commissions

REVISED: JANUARY 29, 2025

Board / Commission Name	Last Name	First Name	Affiliation	Position / Notes	Term End Date
Commission for the Aging	VACANCY		Can be filled with D, R or U	Member	1/31/2030
Conservation Commission	VACANCY		Can be filled with D, R or U	Member	1/31/2030
	Jackson	William	Republican	Seeking NEW Appointment; currently on IWWCC	
Constables	VACANCY		Can be filled with D, R or U	Member	12/31/2025
	VACANCY		Can be filled with D, R or U	Member	12/31/2025
	VACANCY		Can be filled with D, R or U	Member	12/31/2025
	VACANCY		Can be filled with D, R or U	Member	12/31/2025
Economic Development Commission	VACANCY		Can be filled with D, R or U	Member	1/31/2029
	Cyr	Dave	Republican	Member	1/31/2025
	Fortunato	Vincent	Republican	Term expired; renewed term would be until 1/31/2030	1/31/2025
	Drag	Maggie	Unaffiliated	Seeking NEW appointment	
	Wilcox	John N.	Republican	Seeking NEW appointment	
Golf Course Commission	VACANCY		Ladies' Club Member & Can be filled with D, R or U	Ladies' Club Member	1/31/2028
Historic District Commission	Cink Jr.	E. William	Republican	Term expired; renewed term would be until 1/31/2030	1/31/2025
Historic District Commission - ALTERNATE	Pethigal	Palma	Unaffiliated	Alternate; renewed term would be until 1/31/2030	1/31/2025
Inland Wetlands and Water Courses Commission	VACANCY		Can be filled with D or U	Member	1/31/2028
Inland Wetlands and Water Courses Commission - ALTERNATE	VACANCY	ALTERNATE	Can be filled with D or U	Alternate	1/31/2026
Parks and Recreation Commission	VACANCY		Can be filled with D, R or U	Member	1/31/2028
	VACANCY		Can be filled with D, R or U (Depending on above appt)	Member	1/31/2028
	Pelletier	Jason	Republican	Seeking NEW appointment	
	Heemsoth	Kerin	Unaffiliated	Seeking NEW appointment	
	Sullivan	Samantha	Democrat	Seeking NEW appointment	
Plainville Area Cable Television Advisory Council (PACTAC)	VACANCY		Can be filled with D, R or U	Member	6/30/2025
	VACANCY		Can be filled with D, R or U	Member	6/30/2025
Veterans' Commission	VACANCY		Can be filled with D, R or U	Member	1/31/2026
	VACANCY		Can be filled with D, R or U (Depending on above appt)	Member	1/31/2028

**2025 Vacancy and Reappointment List
Berlin Boards and Commissions**

REVISED: JANUARY 29, 2025

Board / Commission Name	Last Name	First Name	Affiliation	Position / Notes	Term End Date
Visiting Nursing Association Board (VNA)	VACANCY		Can be filled with D, R or U	Member	1/31/2026
	VACANCY		Can be filled with D, R or U	Member	1/31/2026
	VACANCY		Can be filled with D, R or U	Member	1/31/2027
	VACANCY		Can be filled with D, R or U	Member	1/31/2027
	VACANCY		Can be filled with D, R or U	Member	1/31/2027
	VACANCY		Can be filled with D, R or U	Member	1/31/2028
	VACANCY		Can be filled with D, R or U	Member	1/31/2028
	Corteville	Aurora	Democrat	Member	1/31/2025
Water Control Commission - ALTERNATE	VACANCY	ALTERNATE	Can be filled with D, R or U	Alternate	1/31/2027
Youth Services Advisory Board	Despres	Karen	School Representative	Renewed term would be until 1/31/2028	1/31/2025
Zoning Board of Appeals	Francalangia	Antonio	Democrat	Term expired; renewed term would be until 1/31/2030	1/31/2025



Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Agency for the Aging _____ 2. _____

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

Name: Arlene Greco Telephone No.: 203 906-3736

Home Address: 100 Spring Valley Drive, Berlin, CT 06037 Number of years in Berlin: 2 yr 5 mos.
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: grecoarlene@yahoo.com

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

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Current Member of Berlin Republican Town Committee

See Attached: _____

Tell us why you feel qualified for this appointment: I have 24 years of experience in Executive Management,

Strategic Planning and Fundraising for non-profit organizations, volunteer experience and a desire to make a difference for aging adults in my home town.

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

Signature: Arlene Greco Date: 1/31/25

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 JAN 31 AM 11:35

Katlyn Wallace

BERLIN, CT.

Application for Town of Berlin Commission for the Aging
Arlene Greco, 100 Spring Valley Drive, Berlin, CT 06037

Dear Berlin Town Council Members,

Please accept the attached Application for Appointment to the Town of Berlin Commission for the Aging. While I have lived in Berlin a short period of time (since August 2022), I have a desire to be engaged within the community and to help make a difference in the lives of its senior citizens.

I have gained strong transferable skills through my extensive experience at an Executive Management level, in Strategic Planning, and in volunteerism. I believe these skills and experiences, as well as my communication skills, can be an asset to the Commission.

Reviewing Commission for the Aging meeting minutes from 2023/24 and the Community/Senior Center Space Needs Assessment, and following the updates, has given me a great understanding and overview of the Commission and its objectives and goals.

I feel I can have a positive impact in the Berlin community by being a part of this vital Commission as it studies the condition and needs of elderly persons and helps to bring them into their best future.

Below is a list of my current and past Civic/Community Involvement as well as highlights of some of successes while working as part of a team with shared and focused goals.

Current Civic/Community Involvement:

17 Months **Berlin Republican Town Committee** – Chair, BRTC Outreach Committee
9 Years **Master's Table**, Volunteer serving community meals and assisting Board of Directors with strategic planning and board development in the Lower Naugatuck Valley
Chairman of the Board of Directors – 2 years

Past Community Involvement:

14 Years **Derby/Shelton Rotary - 2016-17 President**
5 Years **Treasured Time** – As part of the Family Relations team, have worked to create memories for over 20 families with a parent with a life-threatening illness
5 Years **Valley Philanthropy Council**, member – **Chairman 3 years**
A highlight to my successful interaction and collaboration with non-profits is the five years I served as a member of the Valley Philanthropy Council, a council of highly effective organizational leaders and fundraising professionals representing 11 non-profit organizations that worked together to raise awareness and the culture of philanthropy in the Lower Naugatuck Valley.

Under my direction as the Council chair, we developed a community art show, The Art of Giving, created and presented an annual Distinguished Leader of the Year Award, and nominated two winning Valley leaders for the CT Chapter of the Association of Fundraising Professionals Volunteer Fundraiser of the Year and Philanthropist of Year.

Other:

24 years of Executive Management experience
Recipient of Women Making a Difference in the (Lower Naugatuck) Valley Award
Participant in Leadership Greater Hartford Executive Orientation Program
Completed the Women's Business Development Council Passion to Profit Entrepreneurial Training Program
Completed Creating a Successful Business Plan Course through Ed-2-Go

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BERLIN, CT

2025 JAN 31 AM 11:35

Kathy Greco

BERLIN, CT



Conservation Commission #2

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

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

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

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

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

B.S.

Educational Background (optional)

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

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

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

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

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

Signature: [Signature] Date: Nov 21, 2024

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

RECEIVED FOR TOWN CLERK
BERLIN, CT
2024 NOV 21 PM 5:24

Katrina Wood
BERLIN, CT.

Maggie Drag

Town of Berlin | Generated 1/21/2025 @ 8:55 am by OnBoardGOV - Powered by ClerkBase

Econ Dev
#4, 5 + 6

Status

Name Maggie Drag
Application Date 1/20/2025
Expiration Date 1/20/2124
Status Received

Board	Vacancies	Status	Actions
Economic Development Commission	1	Pending	

Basic Information

Name Maggie Drag
Resume File Download

Contact Information

Address 1544 Kensington Road
Berlin, CT 06037
Yes, I am a resident Yes
Email maggiedrag@homecare4u.com
Phone 8608290208

Occupation

Employer Euro American Homecare, LLC
Job Title Founder/Owner

What is your political party affiliation?

~~Republican~~ U

Number of years in Berlin

25 years

Tell us why you feel qualified for this appointment

As a long-term business owner and resident of Berlin, I bring a unique and valuable perspective to the Economic Commission Board. My experience running a successful business has equipped me with a deep understanding of the local economic landscape, the challenges faced by businesses, and the opportunities for growth. As an active resident of the community, I have built strong relationships with fellow residents, business owners, and local leaders, which will help in fostering collaboration and driving economic initiatives. My commitment to the town's prosperity and strategic vision for the future make me a well-qualified candidate.

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

No.

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

Yes. Unaffiliated ✓



Econ Dev
#4, 5 + 6

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

TOWN OF BERLIN Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Economic Development Comm. 2. _____

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

Name: John N. Wilcox

Telephone No.: 860-202-3958

Home Address: 610 Lower Lane
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 58

Email Address: john610@gmail.com

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

Party Affiliation: Republican ✓

14 yrs
Educational Background (optional)

Present Employment (company/position/address): Dartmouth Johnson Hillside Landscap Co. 162 Burnham

Current and Past Civic/Community Involvement: Boy Scouts, Little League

Tell us why you feel qualified for this appointment: As a life long resident and business owner in town I would like to help preserve the quality of the town.

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

Signature: [Handwritten Signature] Date: 1/21/2025

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE

2025 JAN 21 AM 9:23

Kathryn G. Wall
BERLIN, CT.



Economic Development Commission

4, 5 + 6

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

TOWN OF BERLIN Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. EDC 2. _____

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

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

Email Address: davecyr@comcast.net

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

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

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

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

Tell us why you feel qualified for this appointment: I'VE BEEN ON EDC 24.25 YEARS.

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

Signature: Dave Cyr Date: 11-21-24

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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BERLIN TOWN CLERK
2024 DEC -9 AM 11:13

Kathy Gwinn
BERLIN, CT.



Economic Development
Commission

4, 5, 6

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. ECONOMIC DEVELOPMENT 2. _____

Name: VINCENT FORTUNATO Telephone No.: 800 543 4045

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

Email Address: Vince@fortunatoconstruction.com

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

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

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

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

Tell us why you feel qualified for this appointment: _____

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

NONE

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

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
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BERLIN TOWN CLERK
2024 DEC -5 AM 11:46

[Signature]
BERLIN, CT.



Historic District #8

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

TOWN OF BERLIN Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Historic District 2. _____

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

Name: E. William Cink Telephone No.: 860 877-6590

Home Address: 21 Sunset Ln Number of years in Berlin: ≈ 20
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ewcink@gmail.com

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

Educational Background (optional)

Retired Deputy Fire Marshal
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Historic District Comm

Tell us why you feel qualified for this appointment: Active in the District for
≈ 15 years

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

Signature: _____ Date: 1-28-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
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BERLIN TOWN CLERK
2025 JAN 28 AM 11:33

Katlynn Gleason
BERLIN, CT.

Historic District #9



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

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. HDC 2. _____

Name: Palma Pethigal Telephone No.: 860-829-0829

Home Address: 81 Ledge Rd. East Berlin Number of years in Berlin: life long
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ppethigal@hotmail.com

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

Educational Background (optional)

NA

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Historical Society

Friends of Meetinghouse - HDC

Tell us why you feel qualified for this appointment: Have served on HDC since 2000?

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

Signature: Palma Pethigal Date: 1/22/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE
2025 JAN 28 AM 9:30

Katrina Gleason
BERLIN, CT.

TOWN OF BERLIN
JAN 28 AM 9:21



Parks & Recreation

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

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

#12 + #13

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

Please list your Board/Commission preference below:

1. Park & Rec

2. _____

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

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

Kathryn G. Wall
BERLIN, CT.

Name: Jason Pelletier Telephone No.: 860 930 4280

Home Address: 25 Pleasant Ave. Number of years in Berlin: 6
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: JPell1275@gmail.com

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

Educational Background (optional)

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

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

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

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

Signature: [Signature] Date: 12/4/24

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



Parks & Recreation

#12 + #13

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Recreation Commission 2.

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

Name: Kerin Heemsoth

Telephone No.: 860-538-1843

Home Address: 3 Watch Hill Road (Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 37

Email Address: kerinjones@gmail.com

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

Party Affiliation: Independent unafi.

092 as a School Administrator (Sacred Heart University) & Master's Degree along with 6th Year Degree in School Psychology (University of Hartford)

Educational Background (optional)

Stay at Home Mom for Just Under 2 Years. Last role was Special Education Supervisor for Glastonbury Public Schools.

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Little Blessings Preschool Board Member (Aug 2023 to Present);

Berlin Youth Soccer Association (MiniKickers Supervisor Jan 2024 to Present); Participant in Town Council & Other Meetings.

Tell us why you feel qualified for this appointment: I've attended/spoken at town meetings & I feel confident that

I have actionable ideas that can help make Berlin a better place for residents of all ages. I'm experienced at using Social Media to gain shareable input from moms.

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

Signature: Kerin Heemsoth

Date: 1/9/2025

- 1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD BERLIN TOWN CLERK'S OFFICE 2025 JAN 13 AM 10:24

Katryn Gueall BERLIN, CT.



Parks & Recreation
#12 & #13

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Berlin PARKS & RECREATION BOARD 2. _____

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

Name: Samantha Sullivan Telephone No.: 860-993-7618

Home Address: 18 Garden Dr. Number of years in Berlin: 15
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Babysunsign@gmail.com

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

Bachelors Degree in Social Work with Minors in Psychology and Sociology

Educational Background (optional)

Currently have a TOFL Certificate through VIP KID based in China and teach English, Science, and Social Studies to children online

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: I am a board member and co-treasurer of the Berlin Free Library

Tell us why you feel qualified for this appointment: Please see attached paper

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

No way. I love this town and have such high respect for all the employees and board members in town

Signature: [Handwritten Signature] Date: 1/27/2025

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 JAN 23 PM 4:56

[Handwritten Signature]

BERLIN, CT

Subject: Application for Berlin CT Parks and Recreation Board

To the wonderful, hard-working staff of the Berlin Parks and Recreation Board,

I am writing to express my interest in serving on the Berlin CT Parks and Recreation Board. I believe my background and passion for community engagement make me a strong candidate for this position.

I have a deep appreciation for the importance of parks and recreational programs in fostering community well-being and enhancing the quality of life for residents. My professional experience in Social Work and Education has equipped me with the skills necessary to contribute effectively to the board. I care deeply about the town's children and have had meetings with the Berlin economic planner, the town manager, and detectives at the police station to find ways to help the youth in our town.

I have experience applying for grants and networking with non-profits that can help our town achieve its goals. I have already attempted to apply for grants for the Parks and Rec department, but as I was not officially affiliated with Parks and Rec or an employee of the town, I could not receive funding. As a board member, I would be able to apply for grants that could significantly benefit our town.

Over the last five years, I have advocated for the children and families of Berlin. I have actively attended and spoken at many Parks and Rec, Town Council, Finance Board, and Board of Education meetings. I have conducted extensive research, gathered statistics, and reached out to other towns for ideas. However, I feel my greatest accomplishment was getting more Berlin residents passionate about improving the town's parks and children's activities. By rallying parents online and in person, I encouraged them to attend town meetings and to voice their ideas and concerns. I truly believe that by getting the town to hear what residents cared about, we were able to help secure more funding and resources for the Berlin Parks and Rec. With the hard work of your staff, you were able to allocate those funds and upgrade Little Peoples Park and add in more rec programs! I am so proud of the Parks and Rec staff and feel that this is just the beginning of making Berlin an even more family-friendly town.

I have been a resident of Berlin both as a child for four years and as an adult for the last fifteen years, and I bought my first house here in town five years ago. I have both attended and taught story times in town, started a baby sign language program, and am on the board and co-Treasurer at the Berlin Free Library. My children and I take part in so many of the programs here in town and we have met so many amazing people here.

Many of you may know me, and I have always worried that you dislike me because of my "spirited" speeches, but I am just so intensely passionate about Berlin and have so much

respect for each of you. I want you to know how deeply I care about this town and how committed I am to it. I promise to work incredibly hard to achieve great things for Berlin. I appreciate all the work that has been done by the Parks and Rec staff and know how hard you work. I would be absolutely honored to work with you.

I believe my commitment to promoting healthy lifestyles and creating inclusive recreational opportunities aligns with the goals of the Parks and Recreation Board. I am excited about the opportunity to bring my enthusiasm and many ideas to the board and work collaboratively with other members to enhance our community's recreational offerings.

Thank you for considering my application. I look forward to the possibility of contributing to the Berlin CT Parks and Recreation Board.

Warm regards,

Samantha Sullivan

18 Garden Dr. Berlin, CT 06037

(860) 993-7618

Email: Babysunsign@gmail.com



VNA #17

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. VNA
2. _____

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

Name: Aurora Corteville Telephone No.: 860-839-0318

Home Address: 19 Timberwood Rd. Number of years in Berlin: 21
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Aurj cort@gmail.com

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

B.A. in Education
Educational Background (optional)

Present Employment (company/position/address) _____

Current and Past Civic/Community Involvement: SOIC3 Non profit cat rescue director

Tell us why you feel qualified for this appointment: I am currently on the board.

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

Signature: Aurora Corteville Date: 1-21-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE

2025 JAN 21 PM 4:28

Katrina G. Wallace
BERLIN, CT.



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

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth Service Advisory Board 2. _____

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

Name: Karen Despres Telephone No.: 860 670 6219

Home Address: 32 Pheasant Dr. Middletown, CT 06457 Number of years in Berlin: N/A
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Kdespres@berlinschools.org

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

Educational Background (optional)

Berlin HS - Assistant Principal
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: I have worked with the town of Berlin's Social Services for approx 15 yrs

Tell us why you feel qualified for this appointment: I have worked for BPS as a school counselor and administrator for approx 15y

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

Signature: [Handwritten Signature] Date: 1/17/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 JAN 23 PM 1:00

Katrina G. Ward
BERLIN, CT.



Zoning Board of Appeals #28

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

TOWN OF BERLIN
Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. ZBA 2. _____

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

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

Email Address: jfranco@snet.net

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

BSEE MBA
Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

Tell us why you feel qualified for this appointment: _____

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

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

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

Kathryn G. Wall
BERLIN, CT.

Parks & Recreation Commission Attendance

2024

	J	F	M	A	M	J	J	A	S	O	N	D	YTD Attendance	Reason for absence
Bovee	U	U	U	U	U	U	U	U	*	U	U	U	100%	Afterhours busness meeting
Butrimas	U	U	U	U	U	U	U	U	*	U	U	U	100%	Business travel outside ConUS
Dellaquila	U	U	U	U	U			U	*	U	U	U	83%	Vacation
Pulcini	U	U	U	U	U			U	*			U	67%	Medical
Starr	U	U	U	U	U	U	U	U	*		U	U	100%	
Van Zandt	U	U		U	U	U		U	*	U	U	U	100%	
Vale da Serra			U	U	U	U	U		*	U	U	U	100%	

- Not a Commission member for this period

- No quorum

- Meeting Canceled

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

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/89837296598?pwd=yNPUVSOkgkVtgtUfb5yU2w5lybQWQA.1>

Meeting ID: 898 3729 6598

Passcode: 272622

+1-646-931-3860 US

*** Zoom link was not functioning therefore no meeting video is available on the Town's YouTube channel.**

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Wednesday, January 15, 2025
Town Council Chambers (in person)
Remote Meeting
6:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Town Council Meeting to order at 6:35 p.m. due to technical issues with Zoom meeting link.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were: Councilor Sandra Coppola
 Mayor Mark Kaczynski
 Councilor Charles Paonessa
 Councilor Mark Pruzin
 Councilor Peter Rosso
 Councilor Donna Veach

Absent: Councilor Kate Atkinson

Also in attendance: Town Manager Ryan Curley
 Corporation Counsel Jeffrey Donofrio

D. NEW BUSINESS:

1. **Topic re: Presentations concerning Bright Feeds.**
 - a. **Mayor Kaczynski and State Representative Veach will provide updates.**
 - b. **DEEP will provide an update.**
 - c. **Attorney Donofrio will comment on any legal matters.**

PUBLIC WILL BE INVITED TO ADDRESS THE TOWN COUNCIL WITH QUESTIONS AND CONCERNS AFTER THE PRESENTATIONS.

1a) Mayor Kaczynski provided the following updates

- Bright Feeds provided a letter to the Town Council regarding an update on their odor and noise mitigation efforts. The letter stated that the thermal oxidizer equipment is on schedule to be delivered in late February and installed in early March. They are continuing to push the manufacturer for an expediated arrival and installation, and Bright Feeds is working with them on details regarding site and utility needs.

Bright Feeds is confident that this custom-designed system will provide a permanent odor solution as it is the highest-level solution available and eliminates offensive smells by destroying 98% of all organic compounds in exhaust flows.

Bright Feeds stated that they sought to increase the height of the plant's stack as an interim measure to minimize potential impacts from their operations however that request was denied by the Zoning Board of Appeals. Per subsequent discussions with DEEP, as of this morning Bright Feeds is discontinuing overnight operation as a significant interim measure as they prepare for the installation of the thermal oxidizer.

Bright Feeds will continue to work with a sound consultant to ensure that when the thermal oxidizer is installed it will be consistent with a permanent sound solution.

- The Fire Department was dispatched to the area on Sunday after the report of an odor by six residents, but the Fire Department was unable to detect anything when they arrived.
- A sound engineer was hired to review the previous sound report that was collected. He will be conducting his own sound study and Mayor Kaczynski asked Corporation Counsel Donofrio to speak on that. Attorney Donofrio stated that a third-party consultant was hired to evaluate compliance with the Town's noise ordinance. Steve Haas of HS Acoustics was provided the data that had been obtained by Berlin Police Department however there are too many variables with that data therefore HS Acoustics will take their own sound measurements in accordance with their internal standards and will provide a report on their findings.

1b) DEEP Update and Audience Questions

Director of the Air Enforcement Division for DEEP, Jake Felton stated that several complaints have been received over the past year and a half related to the Bright Feeds facility and as a result multiple inspections of the site and surrounding areas were made in 2023 and 2024. During the May 15 and 16, 2024 inspection staff documented nuisance odors and violation notice 20311 was issued. DEEP continues to document nuisance odors at the facility and their investigation remains open and active.

Bright Feeds has stated that they will be installing a regenerative thermal oxidizer (RTO) to replace the current odor neutralizing system that the facility currently operates. An RTO is a highly robust air pollution control device and is generally considered more effective than other odor mitigation technology. Given that the RTO is a custom designed system, DEEP believes that the February/March installation estimate is a reasonable if not aggressive timeframe.

Regarding Bright Feeds' request for a variance to increase their stack height that was denied by Berlin's Zoning Board of Appeals (ZBA) due to resident opposition, Mr. Felton stated that DEEP believes that increasing the stack height could have reduced odors. Dispersion enhancements are effective in reducing ground level pollutant concentrations however commentors at the ZBA meeting expressed concern that making the proposed dispersion enhancements would have only pushed the odors downwind and this is an improbable scenario due to atmospheric dilution.

On November 4, 2024 DEEP issued a test requirement letter to Bright Feeds requiring them to test their dryer stack for several pollutants. Bright Feeds complied with the requirement to submit a test protocol within 15 days and DEEP provided feedback on the test protocol to ensure testing would be occur under representative operating conditions and that the proper EPA test methods would be utilized. In general, testing is performed by a third-party contractor and audited by DEEP staff. This testing occurred on Friday January 10th and was monitored by five DEEP staff members who were monitoring both the process and the testing.

Currently DEEP has very preliminary results for total volatile organic compounds. Results for speciation and particulate matter are not yet available as these require laboratory analysis which is ongoing. The preliminary results indicate that Bright Feeds' emissions will likely exceed the 15 ton per year permitting threshold under DEEP's regulations. Bright Feeds will be required to report all test results within 60 days of the testing. DEEP will make the test results available to the public once they are received.

Based on those preliminary test results, the DEEP met with Bright Feeds, and they have agreed to implement interim measures pending installation of the RTO. These measures include reducing operating hours by 50% by eliminating night operations, reducing the capacity of materials processed, and rejecting certain feed stocks like raw dough and fresh pasta which may give rise to odor when processed.

Mr. Felton added that Bright Feeds operates under a solid waste authorization issued by DEEP's Waste Engineering and Enforcement Division. DEEP's clean air permitting programs are based on the potential emissions of regulated air pollutants from a facility. The ownness is on the project owner or operator to apply for a Clean Air Act permit and Bright Feeds did not do so. DEEP is now investigating whether a Clean Air Act permit is required and based on the preliminary stack test data DEEP believes that one is required. The stack test results will yield emission factors that can be used to make this determination.

There was discussion at a previous meeting about how a similar facility in Massachusetts was able to be shut down due to similar issues. Mr. Felton stated that that facility was processing lobster shells and fish products which Bright Feeds is not.

DEEP has communicated extensively with the Connecticut Attorney General's Office but the content of those conversations is subject to attorney client privilege. DEEP has been working with Berlin's local health district, the Central Connecticut Health District, as well as the Connecticut Department of Public Health.

As the investigation of this matter remains open and active DEEP will not be commenting on enforcement strategies however if at any point DEEP does not believe that Bright Feeds is making honest and diligent progress towards compliance their enforcement will be adjusted accordingly. Mr. Felton added that DEEP is committed to seeing to the full resolution of this issue.

Mayor Kaczynski asked for members of the audience to speak or ask questions at this time.

Ryan Malloy, Juniper Lane – Mr. Malloy stated that he wanted to clarify that citizens were opposed to the stack height increase at the ZBA meeting because Bright Feeds did an independent study but left that out during the meeting. The first data received was during tonight's meeting. Citizens weren't opposed to the height increase but were opposed to approving it without data. Citizens also want more data from the local and State health districts.

Mr. Malloy expressed concern that Bright Feeds was able to prepare for the testing that was done which could have allowed them to refrain from burning certain items which would allow for more favorable readings. He believes random checks should be performed if that is allowed.

James Ostroski, Tasca Ford – Mr. Ostroski thanked DEEP for moving forward with the testing and inquired about Bright Feeds meeting the requirement for the Clean Air Act permit and the feasibility of a cease-and-desist order until that permit is obtained as it could be ten weeks before the RTO is fully functional.

Mary Kathryn LaRose, 26 Woodruff Lane – Ms. LaRose stated she attended the ZBA meeting in which the stack height variance was denied and wanted to clarify that if residents had the information that DEEP presented this evening about atmospheric dispersion they might not have been opposed. Ms. LaRose added that the ZBA had their own reasons for not granting the variance adding that once the variance was in place it would allow other businesses the ability to also raise their stack heights.

June Daly, 67 Homecrest Drive – Ms. Daly asked for more understanding about DEEP's Solid Waste Management division after Mr. Felton stated that Bright Feeds is releasing waste at a higher level. Ms. Daly also asked for a better understanding of what the Health Department has been doing to assist with this process.

Tyler Ciaffaglione, 520 Worthington Ridge – Mr. Ciaffaglione stated that people are still getting sick. He agrees with Mr. Malloy that random tests should be performed by DEEP at the facility because believes Bright Feeds is also burning plastic and Styrofoam.

Jake Felton, DEEP – Mr. Felton stated that he was not trying to be critical of the ZBA’s decision or public comments at that meeting and added that he wanted to address some of the concerns brought forward this evening.

Regarding concerns that Bright Feeds was running at 50% capacity during the testing or that feed stocks at that time were different than usual, Bright Feeds was required to submit records of feed stocks, supplies, and process rates prior to the test so that on the day of the test DEEP would be reasonably assured that they were running at near maximum capacity and using representative feed stocks. DEEP’s assessment was that both were true. The required Clean Air Act permit that will now be required will allow DEEP much more insight, and monitoring and record keeping will be required.

Mr. Felton wanted to clarify that Bright Feeds is not burning anything. Their system works more like a dryer. Regarding the comment about burning plastic and Styrofoam, the facility does have de-packaging system to remove the packaging and DEEP has never observed any packaging being processed with the food.

Mr. Felton stated that just because a company does not have a permit does not fit the criteria for a cease-and-desist order which has a certain and very high evidentiary burden under state statute. The voluntary measures being implemented by Bright Feeds are the fastest way to reduce emissions and those measures are being monitored by DEEP.

Stack testing is performed by a third-party and therefore test scheduling, as opposed to random testing, is required to allow for all involved parties to participate. However, measures are taken to make sure that the testing is done representatively and correctly, and there are very experienced auditors present.

Mr. Felton clarified that the feed stock he has been mentioning is the food items that go into the dryer to make their product and include bakery items with packaging being removed upstream of the drying process.

When asked why Bright Feeds did not have the Clean Air Act permit from the beginning, he explained that permitting is based on potential emissions. To calculate potential emissions, emissions factors are needed however there were none for this type of facility as it is unique and the first of its kind in the state. Emissions factors are now being obtained from the stack testing results which can then be used for permit applicability determination. Mr. Felton added that the ownness is for the project owner or operator to apply for the permit and Bright Feeds did not do that and that is why DEEP continues to investigate permit applicability under the Clean Air Act.

Mr. Felton stated that this category of source is not subject to any Federal regulations requiring stack testing therefore DEEP took a unique step of requiring stack testing under State Regulation 22A-174-5 which provides DEEP the authority to require that testing when there is no other regulatory requirement to test. The establishment of emission factors is generally a years-long process carried out by the Federal Government.

Ryan Malloy, Juniper Lane – Mr. Malloy stated that he still believes that Bright Feeds was operating at a reduced rate during the testing. He added that he believes that they will increase their operations during the day to make up for shutting down their overnight operations, and residents will still be breathing in contaminated air. He believes they should be shut down.

Jim Phelps, 177 Windy Knoll Drive – Mr. Phelps asked DEEP to explain their correlation with the Attorney General’s Office as Bright Feeds received \$1 million from the State so there should be something in that agreement that ties in with enforcement on DEEP’s end.

Mr. Felton stated that the Attorney General’s Office is the attorney for DEEP and DEEP is in constant contact with them. FOIA requests can be made to the Attorney General’s Office but the records being requested could be subject to attorney client privilege.

Gabriele Frigon, Director of Waste Engineering and Enforcement for DEEP – Ms. Frigon stated that the one permit that Bright Feeds holds under the name Smart Feeds is a beneficial use determination. The Beneficial Use Statute is 22a-209f and that allows a manufacturing facility to seek a beneficial use determination authorization from the department if they are using solid waste as a feed stock. The authorization was issued in February of 2022 with the first phase allowing Bright Feeds to receive material, aggregate it, and then ship it off to a processing facility while constructing their facility. Phase two was operating as the processing facility with criteria that needed to be met regarding their feed stock and how they operate according to standard conditions for any facility managing solid waste.

As a result of discussions at the previous Bright Feeds meetings Ms. Frigon’s division determined that they needed to do an inspection to see how the facility was operating. Inspectors conducted an unannounced inspection in December 2024 to evaluate their compliance with each of the conditions in the beneficial use determination authorization. There were some housekeeping issues both inside and outside of the facility and DEEP will be abiding by their enforcement response policy.

Although Bright Feeds is the first of its kind facility in Connecticut that does not mean that the years and decades of expertise that permit writers and enforcement staff have are not applicable to them. There are aspects of other facilities that are comparable to Bright Feeds which are brought to bear on an application. Bright Feeds is not under regulated.

Charles Brown, Central Connecticut Health District (CCHD) Director – Mr. Brown stated that that CCHD has been working with DEEP and the Connecticut Department of Public Health (DPH) to exam current data and the potential to gather additional data to address the health concerns of the community. He hopes to be able to address this at the next meeting.

When asked what the hours of operation will now be at Bright Feeds since they will be ceasing overnight production Mr. Felton stated he does not have the specifics at this time but that will be verified this week. Mayor Kaczynski stated that the information will be shared via the Town’s website.

Ryan Malloy wanted to clarify a statement made earlier that Bright Feeds is processing plastics, etc which was based on an image associated with their Google account. Mr. Malloy stated that Bright

Feeds deleted their Google account, and someone created a fake account and posted stock images not associated with them.

Mr. Malloy added that Bright Feeds has stated that it is solving a Connecticut waste problem, but he has learned that 95% of the waste that is processed is coming from Massachusetts and New Jersey.

Ms. Frigon stated that DEEP cannot regulate where the material comes from as the business is not required to reveal specifically who their clients, they are only required to disclose their downstream clients. The product is also regulated by the Connecticut Department of Agriculture as they are processing animal feed.

Ms. Frigon also wanted to reiterate that Bright Feeds is not combusting anything, they are driving off the moisture in the feed stock which is creating the odors. Certain levels of criteria need to be met, and they need to make sure there are no non-organic materials such as plastics in the process.

CCHD Director Charles Brown addressed concerns that came up again about health risks. The CCHD has been actively working with DPH and DEEP to determine what the path forward is to obtain actionable data which is acquired over time. Unfortunately, DPH was not able to attend tonight's meeting to describe that process in more detail as they are the experts on it. He will work to get them to attend the next meeting.

Mayor Kaczynski stated that this was a very informative meeting, and updates will continue to be posted as they are received. Information obtained will be put out in a written update in February.

The next meeting will be held on Wednesday March 19th at 6:00 p.m.

E. ADJOURNMENT:

Councilor Rosso moved to adjourn at 7:53 p.m.

Seconded by Councilor Paonessa.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/83691854320?pwd=1Li6WRtwASGJSZWTYuii87HJloja8R.1>

Meeting ID: 836 9185 4320

Passcode: 046370

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**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:

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

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

Also in attendance:

Town Manager Ryan Curley
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

Rhonda Olisky of the State of Connecticut Department of Economic and Community Development stated that she works for the Office of the Arts and that Berlin's Economic Development Director Chris Edge reached out to her to determine how Berlin could obtain funding for the arts, and she assisted him through the process. Now Berlin is one of a handful of municipalities that is obtaining art funding through the State program. Ms. Olisky presented the Town of Berlin with a check for just under \$6,000 for arts and cultural activities.

Jim Norton, 36 Steepleview Drive – Mr. Norton, Chairman of the Golf Course Commission, stated that the Commission is in support of the 2025 Timberlin Golf Course Rates that are on tonight's agenda.

E. MAYOR'S UPDATE:

None

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**

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 the 2025 Timberlin Golf Course Rates. – Golf Course

Director of Golf Sol Guerrero stated that the Golf Course Commission unanimously approved the 2025 Timberlin Golf Course rates with increases placed strategically where there is demand such as outings and season passes. Some other fees were increased two percent, but others were not as the feeling was that they were already high in the market. The last fee increase was in 2023.

Councilor Paonessa moved to approve the 2025 Timberlin Golf Course Rates.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Discussion only concerning Timberlin Golf Course FY26 Capital Request for the purchase of a Leaf Collector. – Golf Course

Town Manager Curley introduced this item stating that Top Managers were asked to discuss capital requests for the fiscal year 2026 budget and Director of Golf Guerrero will explain the Golf Course's request for the purchase of a Leaf Collector.

Mr. Guerrero stated that the current leaf collector at Timberlin is over 35 years old and it has been having some issues recently. The biggest concern has been finding parts and repairs have been done using parts from other machines.

The machine they are proposing to purchase is not only for leaf collection but can also be used for picking up debris and grass clippings. The current machine is mostly used in the fall while the new machine can be used year-round.

NO ACTION NEEDED

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

Finance Director Kevin Delaney stated that Town of Berlin fee changes have been made for 2025. Several of the fee increases are Statutory-based, and Parks and Recreation does an annual review to make sure they are keeping pace with minimum wage requirements while keeping in mind that many residents utilize the affordable programs.

This request is to also allow amendments to the fee schedule to include any updates to the Regional Health Districts fees if necessary.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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

Town Manager Curley introduced this item stating that this 2024 pickup truck is for use by the Facilities Department to replace one aging truck. The cost is \$52,000 with a 5% contingency.

Fleet Manager Jim Simons stated that the purchase of this item was approved at the last Town Council meeting and this motion is to approve the purchase.

Mr. Simons added that Tasca Ford had two trucks available that were refused by another municipality, which met Berlin's needs. Because they were ordered over a year ago, they are being purchased under a 2019 State contract. The Town will be purchasing one of those trucks which is already outfitted with needed equipment and Mr. Simons noted that this is a Ford F-250, not a F-350 as noted in the agenda item.

Councilor Paonessa moved to approve the purchase of one Ford F-250 pickup truck from Tasca Ford utilizing CT DAS Contract #19PSX0161 for an amount not to exceed \$54,600.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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

Economic Development Director Chris Edge stated that a McDonald's restaurant is planned for the property located at 466 Deming Road. Mr. Edge hopes that this will spur development of that corner of the Berlin Turnpike which has been dormant for a very long time. This request is for a five-year tax abatement.

Mayor Kaczynski added that Berlin's Tax Abatement Program has been very successful in bringing new businesses into town.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Updated Feasibility Study of Demore, Dinda, Bittner Jr. Memorial Pool Complex. – Parks and Recreation

Director of Community, Recreation and Parks Services Jen Ochoa stated that tonight Luke McCoy of Kaestle Boos Associates will provide a more detailed feasibility study of the Demore, Dinda, Bittner Jr. Memorial Pool Complex in East Berlin. Discussion at a previous Town Council meeting resulted in a request to consider a Phase One approach to include the splash pad, building, and parking.

Mr. McCoy stated that renovating the existing pool house and reducing its size would be the same estimated cost as a full pool house replacement which would include demolition and sitework, a new building, utilities, and site improvements, soft costs, and contingency costs. The new building would be smaller than the current building and would handle just the needs of a splash pad including four individual bathrooms, as well as mechanical and storage rooms.

Replacing the main pool and wading pool with a new splash pad would be at an estimated cost of \$1.7 to \$1.9 million. This would include demolition of the current pools, fill, and sitework along with the new splash pad, shade structure, walkways, soft costs, and contingency costs. Mr. McCoy added that the water used in the system would not be recirculated as there are additional staff costs associated with testing recirculated water four times a day.

New expanded parking would be added to the site at an estimated cost of \$350,000 to \$400,000 which would include sitework, drainage, retaining walls, removal of the current swing set, and the addition of 18 new parking spots to the 22 existing spots.

The potential project schedule, should funding be appropriated by March 1, 2025, puts construction close at late 2026.

Mayor Kaczynski stated that he would like the Public Building Commission to review this project.

Councilor Paonessa moved to send the Demore, Dinda, Bittner Jr. Memorial Pool Complex project to the Public Building Commission for review.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Discussion about an Application for a Small-Town Economic Assistance Program Grant. – Economic Development

Town Manager Curley introduced this item stating that the State Office of Policy and Management recently announced a new round of STEAP (Small Town Economic Assistance Program) grants for 2025 with an application deadline of February 20th. This year funding has been increased from \$500,000 to \$1 million with no matching grant requirement however, a 20% match is suggested.

Shovel-ready projects are more likely to be funded, and the Town Hall and Library roof projects were considered however the Town Hall building does not qualify for the funding.

Economic Development Coordinator Jim Mahoney stated as there is a small window of time before applications are due, he would like to get some direction from the Town Council on which projects they would like to consider for this grant.

Along with the Library/Community Center roof there was previous discussion regarding air handlers that are needed in the building, and he has spoken with Facilities Director Doug Solek about some additional items that may be needed there as well.

Finance Director Kevin Delaney stated that the bond premium from the September bonding was applied to the roof projects and has so far been used for the architectural work. The intent was to use the bond premium for the Town Hall roof as that was slated to be done first, however if the preference was to use the bond ordinance availability as the grant match for the work on the Library/Community Center roof that would at least allow for the grant application.

There was discussion about using the grant funding for the Sage Park parking lot however Representative Veach stated that an application was put in with the bonding committee.

Mr. Mahoney stated that STEAP grant awards are expected to be announced around April 3rd however funds cannot be spent until an assistance agreement is in place. This could potentially delay the roof projects.

Mr. Solek added that as a Phase Two project, there are two major air handlers and air conditioner condensers that are original to the Library from 1989 that would need to be done along with the cooling tower that serves the Community Center. Pricing is expected soon and will be presented to the Public Building Commission.

The Town Council agreed to move forward with using the STEAP grant to fund the Library/Community Center roof and air handler systems if awarded. Phase Two items could be included if the larger grant amount is received.

Mr. Mahoney will return to the next Town Council meeting with a request for approval to apply for the grant.

NO ACTION NEEDED

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

Town Manager Curley introduced this item stating that this is a request to approve the bond plan to be included in the Town Manager's proposed fiscal year 2026 General Fund budget.

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 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, total debt will increase by \$1,386,500 by the end of fiscal year 2026.

Finance Director Kevin Delaney stated that included in the \$8,485,000 plan is \$1.6 million for the Town's portion of the Hubbard School HVAC project and \$1.2 million for Griswold School HVAC project. Mayor Kaczynski stated that Hubbard School would most likely be done first.

Finance Director Delaney added that this is in relation to the capital plan as well and it is important to have appropriated debt service amount within the budget prior to issuing. From everything heard earlier about the East Berlin Pool Renovations portion of the Athletic Facilities Bond it would be better served to borrow the funds needed for that in the later part of 2026 rather than 2025.

Two areas Mr. Delaney would like the Town Council's feedback on are finishing off the Police Station work and the bunker repairs at Timberlin Golf Course. The Town Council previously

approved \$30,000 for architectural services for the bunkers and there is about \$400,000 in insurance money to bring the bunkers back to their condition before the storm damage, but an additional \$500,000 to \$750,000 would be needed to improve the bunkers to avoid future problems. If the second part of the Police Station renovation comes in at or below the available funding that is left on the bond ordinance, that can be done and bonded at any time. The Golf Course would require revisiting the Athletic Facilities Bond Ordinance that was tabled last year.

Mr. Delaney added that Town has received three of the four fire trucks needed with one expected to arrive in 2026 which would require a 50% down payment of \$750,000. The Library roof replacement could potentially come out of the Town Manager's budget if STEAP grant funds are received but Mr. Delaney stated that the bonding and debt service related to it should remain in the budget at this time.

The capital/bond plan calls for \$27.6 million of new money borrowing from FY27 through FY30 with \$11.6 million in FY27 assuming the East Berlin Pool and High School Track projects are done. Figures range from \$4 million to \$6.6 million per year as we move out to FY30. Mr. Delaney added that those figures include boiler and window replacement at some schools.

Mayor Kaczynski recommends including the \$1.6 million for the Hubbard School HVAC, \$750,000 for the fire truck, \$485,000 for the Library roof replacement which could possibly be pulled if the STEAP grant is received, and \$750,000 toward the bunker improvements.

Town Manager Curley stated that grants were received for the HVAC projects, and he wanted to make sure those grants wouldn't be jeopardized by not including the Griswold School HVAC in FY26 bonding. Mr. Delaney stated that the grant awards were distributed in the first third of calendar year 2024. There were concerns about equipment and contractor availability delaying projects with so many HVAC projects occurring throughout the state at the same general time and requesting an extension is certainly appropriate. What may be a concern is if the entire project is pushed beyond the original deadline.

The Town Manager and Finance Director agreed with moving forward with the \$3,585,000 as broken down above.

Councilor Paonessa moved to include debt service costs related to \$3,585,000 of new money bonding in the Town Manager's proposed fiscal year 2026 General Fund budget.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager

Town Manager Curley stated that per the Ordinances of the Town of Berlin the Town Manager requests a list of blighted properties from department heads and presents that list to Town Council for approval, disapproval, or modification.

There are two properties on the current list that are recommended to be removed from the list due to substantial progress made to the condition of the properties. Those properties are located at 1162 Berlin Turnpike and 477-479 New Britain Road.

There is one Town-owned property on the list, which is located at 292 Deming Road, in front of the mobile home park. Funding for demolition was cut from the previous years' budgets. Facilities Director Doug Solek stated that he will obtain a new estimate for the demolition.

Councilor Coppola stated that she has concerns about two properties on the list due to police reports of illegal activity and community complaints. Those properties are located at 303 New Britain Road and 1940 Berlin Turnpike. Town Planner Maureen Giusti stated that the former Connecticut Sand & Stone property at 303 New Britain Road was expected to be redeveloped through State program which has since stalled and is not expected to go through at this point. The 1940 Berlin Turnpike property is located just south of three other properties that are part of an affordable housing plan.

Economic Development Director Chris Edge provided background information on the 303 New Britain Road property stating that the owner has been working with the Town and pursuing approval from the State regarding contaminated soils to ultimately redevelop the property for industrial use however DEEP has been delayed due to lack of application. Mr. Edge is uncertain about the future of the redevelopment.

Ms. Giusti stated that in regard to the 77 Elton Road property, she recommends that it remain on the blight list as the Town has been working for several years through its' Corporation Counsel and the courts to compel compliance, and the Town was allowed by the court to do a minimal amount of clean up and maintenance on the property.

Mr. Edge added that he has been in contact with the owners of 529 Berlin Turnpike and there has been some possible interest in purchasing the property.

There was discussion about the vacant parcel located at 1 Main Street in Kensington. Ms. Guisti stated that it is classified as vacant land and can therefore revert to overgrowth. The Town Council would like to see development of that property.

Town Manager Curley stated that there is no action to be taken this evening and if the Town Council takes no action on the blighted property list within 75 days the list is deemed received. However, if the Council wishes to make any changes to the list the Town Manager will come back to the Council to approve those changes. There is also a notification procedure to property owners that their property is on this list.

NO ACTION NEEDED

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.

Councilor Paonessa placed in nomination the name of Robert Lewis (U) of 27 Pondsides Drive for appointment to the Berlin-Peck Memorial Library Board.

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

Vote being 7-0 in favor of Robert Lewis (U) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2028.

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.

Councilor Paonessa placed in nomination the name of Gail Marino (R) of 24 Casner Drive for appointment to the Berlin-Peck Memorial Library Board.

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

Vote being 7-0 in favor of Gail Marino (R) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2028.

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.

Councilor Paonessa placed in nomination the name of Karen Pagliaro (D) of 221 Stillmeadow Lane for appointment to the Berlin-Peck Memorial Library Board.

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

Vote being 7-0 in favor of Karen Pagliaro (D) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2028.

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.

Councilor Paonessa placed in nomination the name of Annmarie Marolda (D) of 433 Tollgate Road for appointment to the Board of Ethics (Code of Ethics).

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

Vote being 7-0 in favor of Annmarie Marolda (D) to serve on the Board of Ethics (Code of Ethics). Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Tiffany Bernard (D) of 49 Main Street for appointment to the Board of Ethics (Code of Ethics) - Alternate.

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

Vote being 7-0 in favor of Tiffany Bernard (D) to serve on the Board of Ethics (Code of Ethics) - Alternate. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Richard Benson (R) of 360 Savage Hill Road for appointment to the Cemetery Committee.

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

Vote being 7-0 in favor of Richard Benson (R) to serve on the Cemetery Committee. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Riza Brown (D) of 32 Maryann Court for appointment to the Cemetery Committee.

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

Vote being 7-0 in favor of Riza Brown(D) to serve on the Cemetery Committee. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Andrew Pulcini (U) of 162 Crater Lane for appointment to the Commission for Persons with Disabilities.

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

Vote being 7-0 in favor of Andrew Pulcini (U) to serve on the Commission for Persons with Disabilities. Term ending January 31, 2028.

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.

Councilor Paonessa placed in nomination the name of Karen Pagliaro (D) of 221 Stillmeadow Lane for appointment to the Conservation Commission.

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

Vote being 7-0 in favor of Karen Pagliaro (D) to serve on the Conservation Commission. Term ending January 31, 2030.

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).

Councilor Paonessa placed in nomination the name of Sebastian Senia (D) of 8 Dunham Drive for appointment to the Golf Course Commission (Men's Club Member).

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

Vote being 7-0 in favor of Sebastian Senia (D) to serve on the Golf Course Commission (Men's Club Member). Term ending January 31, 2028.

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.

Councilor Paonessa placed in nomination the name of William Jackson (R) of 289 High Road for appointment to the Inland Wetlands & Water Courses Commission.

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

Vote being 7-0 in favor of William Jackson (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2027.

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.

Councilor Paonessa placed in nomination the name of Gary Pavano (R) of 67 Hickory Hill Road for appointment to the Inland Wetlands & Water Courses Commission.

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

Vote being 7-0 in favor of Gary Pavano (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of David Rogan (R) of 775 High Road for appointment to the Inland Wetlands & Water Courses Commission.

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

Vote being 7-0 in favor of David Rogan (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Anthony Butrimas (R) of 921 Edgewood Road for appointment to the Parks and Recreation Commission.

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

Vote being 7-0 in favor of Anthony Butrimas (R) to serve on the Parks and Recreation Commission. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Barton Bovee (R) of 85 Steepleview Drive for appointment to the Public Building Commission.

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

Vote being 7-0 in favor of Barton Bovee (R) to serve on the Public Building Commission. Term ending January 31, 2030.

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 D, R or U.

Councilor Paonessa placed in nomination the name of Rocco Buccheri (R) of 86 Great Oak Drive for appointment to the Public Building Commission.

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

Vote being 7-0 in favor of Rocco Buccheri (R) to serve on the Public Building Commission. Term ending January 31, 2030.

31. Veterans' Commission – Vacancy – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Anthony Cruz (R) of 40 Kelly Ann Court for appointment to the Veterans' Commission.

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

Vote being 7-0 in favor of Anthny Cruz (R) to serve on the Veterans' Commission. Term ending January 31, 2027.

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.

Councilor Paonessa placed in nomination the name of Anthony Gagliardi (R) of 875 High Road for appointment to the Veterans' Commission.

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

Vote being 7-0 in favor of Anthony Gagliardi (R) to serve on the Veterans' Commission. Term ending January 31, 2028.

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 is not seeking reappointment. 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.

Councilor Paonessa placed in nomination the name of Bruce Laroche (D) of 5 Worthington Lane for appointment to the Water Control Commission.

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

Vote being 7-0 in favor of Bruce Laroche (D) to serve on the Water Control Commission. Term ending January 31, 2030.

- 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.

Councilor Paonessa placed in nomination the name of Ed Battle for appointment to the Youth Services Advisory Board (Youth Agency Representative).

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

Vote being 7-0 in favor of Ed Battle to serve on the Youth Services Advisory Board (Youth Agency Representative). Term ending 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.

Councilor Paonessa placed in nomination the name of Nancy Cavaliere for appointment to the Youth Services Advisory Board (Service Consumer).

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

Vote being 7-0 in favor of Nancy Cavaliere to serve on the Youth Services Advisory Board (Service Consumer). Term ending 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.

Councilor Paonessa placed in nomination the name of Detective Kevin Chaffee for appointment to the Youth Services Advisory Board (Youth Officer).

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

Vote being 7-0 in favor of Detective Kevin Chaffee to serve on the Youth Services Advisory Board (Youth Officer). Term ending 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 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:

- The Town Manager met with Berlin Land Trust President Dennis Kern to obtain information regarding the encroachment by a neighboring property owner onto the State's Lamentation Mountain property on the Berlin Turnpike. Per the Land Trust's request, the Town Manager sent a letter to the Attorney General's Office to show support of that office investigating this concern.
- Town Council laptops are in. Please make sure to contact Dave Mazzaccaro in IT to arrange pickup.
- After technical difficulties with Zoom during last week's meeting regarding Bright Feeds the Town Manager and Town Clerk met with IT and it was decided to use the same meeting ID for all Town Council meetings going forward. This will allow participants to always have the meeting ID available to them.

It was also determined that the issue last week was that the meeting ID disappeared from Zoom and the computer crashed simultaneously. A backup computer is now going to be available.

- The Town put out an announcement today regarding the Berlin Citizen which stated that the Citizen will no longer be delivered to all residents' mailboxes, but they have hired a third party which will be distributing the paper on to driveways. Information provided by the Citizen stated that residents could opt out of receiving delivery.
- The Town Manager thanked Steve Wood and Mike Ahern for their assistance with a bond request for the Sage Park parking lot and the sidewalks at McGee.
- The Town Manager has been touring Town facilities to familiarize himself with the Town.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Paonessa thanked the Highway Department for the great job they did clearing Town roads after the recent snowstorm.

Councilor Pruzin inquired if the YMCA would be presenting information to the Town Council next month. Mayor Kaczynski stated that he will touch base with them.

Corporation Counsel Donofrio stated that the Town's insurance carrier stated that an insurance waiver would be appropriate regarding the new gym equipment at the Police Department. The Town could then purchase the equipment but not be held responsible for injuries. Mayor Kaczynski asked Deputy Chief Gallupe to provide quotes for the equipment.

Councilor Rosso stated that East Berlin resident Bruce Trevethan passed away today. Mr. Trevethan was a great baseball player and that was his love, he was also a longtime member of the Veterans' Commission.

M. ACCEPTANCE OF MINUTES:

January 7, 2025

Councilor Paonessa moved to accept the January 7, 2025 Town Council Meeting minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:09 p.m.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting