

PLEASE NOTE – THE FOLLOWING 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://berlinc-t-gov.zoom.us/j/88916616949?pwd=EGudbqXAWRsRvTteZt8R0dl7QT0hwM.1>

Meeting ID: 889 1661 6949

Passcode: BERLIN

+1-929-205-6099 (New York)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 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. AUDIENCE OF CITIZENS

E. MAYOR’S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$400.00 and supplies/medical care valued at \$50.00. - Animal Control
2. Topic re: Transfer \$23,740, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance. - Finance
3. Topic re: Accept monetary donations totaling \$2,074.80 and deposit \$1,000 into the Children’s Donation account for the purchase of healing library kits and deposit \$118.72 into the Friends of the Library credit card account for the purchase of child/teen program supplies and deposit \$956.08 into the Friends of the Library miscellaneous account for the purchase of two museum pass renewals, an adult program, child/teen program supplies and coffee supplies. – Berlin-Peck Memorial Library

4. Topic re: Approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2025 baseball season at the following locations: Petit fields, Dennehy and Centurelli fields. – Parks and Recreation
5. Topic re: Approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 24, 2025, from 8:00 AM to 2:00 PM. The rain date is Sunday, May 25, 2025. – Parks and Recreation
6. Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
7. Topic re: Accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account. – Police

H. NEW BUSINESS:

1. Topic re: Discussion concerning the formation of a Local 250th Commission celebrating the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America.
2. Topic re: Accept a donation of approximately 130 plants valued at an estimated \$1,700 (including delivery) from the Kensington Garden Club to be planted and maintained at Little People's Playground. – Parks and Recreation
3. Topic re: Reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$37,631.09, as approved by the Public Building Commission, to allow the Police Department to procure Fitness Equipment, Armory Shelving, and Additional Camera Licenses. – Public Building Commission
4. Topic re: Approve the purchase of gym equipment from Total Fitness for amount not to exceed \$35,000. – Police
5. Topic re: Approve the purchase of 43 ballistic vests for the Police Department from Security Uniforms up to \$ 42,000 utilizing state contract 17PSX0024. – Police
6. Topic re: Authorize the Town Manager to sign an Agreement for Installation of Access Gate or Barrier with Eversource for a gate on Town property within the ROW of Map 26-3-Block 74B Lot 6, as shown on the attached map, subject to final review and approval of Corporation Counsel. – Planning and Zoning
7. Topic re: Award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$140,000 which covers the cost of the original proposal. – Water Control
8. Topic re: Waive the bidding process for Haley Ward Engineers for the preparation of bid documents, Drinking Water State Revolving Fund loan submission, and engineering oversight of the Meriden

water Main interconnection for an amount not to exceed \$137,500.00, as this is in the best interest of the Town. – Water Control

9. Topic re: Approve the partial release of the existing sewer easements and grant a new sewer easement for Berlin Commerce Park Associates, LLC located at 99 Clark Drive, Berlin, CT as this is in the best interest of the Town. - Water Control
10. Topic re: Award the 2025/26 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 774. – Fleet Garage
11. Topic re: Appropriate \$29,781.50 from the Sale of Land, Labor, & Materials Revenue Account to the Vehicle Reserve to be used for the purchase of vehicles Account in the Capital Nonrecurring Fund, pending approval by the Board of Finance. – Fleet Garage
12. Topic re: Approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$80,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065. Also approve the purchase of Gemtor Belts from Grainger in an amount not to exceed \$10,000 and approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$13,000. – Fire Administration

I. APPOINTMENTS:

1. **Conservation Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
2. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
3. **Golf Course Commission (Ladies’ Club Member) – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
4. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.
5. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
6. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
7. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
8. **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).

- 9. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 10. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 11. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 12. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
- 13. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
- 14. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
- 15. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
- 16. **Water Control Commission – Vacancy – Alternate** – Term would be until January 31, 2027. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

February 6, 2025 – No vote needed
February 18, 2025

N. ADJOURNMENT

Consent
Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 26, 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*
February 1, 2025 to February 21, 2025	\$50.00 Ck# 7322	Animal Care	Madelyn Bodley East Berlin
	\$50.00 Ck#65881290	Animal Care	Thomas Ottman Berlin
	\$250.00 Ck# 7076	Animal Care	Richard Gagliardi Berlin
	\$50.00 Cash	Vaccines Chloe & kitty	Linda Karmelowicz Berlin
	\$ 50.00 (value)	Pet supplies	Anonymous

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$400.00 and supplies/medical care valued at \$50.00

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

February 3, 2025

Thomas Ottman II
53 Westview TER
Berlin, CT 06037

Dear Thomas,

Thank you so much for your continued support and kindness of the monetary donation to our facility. Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes!

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



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

February 3, 2025

Rich Gagliardi
1278 High Road
Kensington, CT 06037

Dear Rich,

Thank you so much for the monetary donation in memory of your wife Deenie Gagliardi. Your support and kindness means so much to us and we are honored to accept this donation from a wonderful fellow animal lover. Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes!

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



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

January 23, 2025

Madelyn Bodley
63 Main Street
East Berlin, CT 06023

Dear Madelyn

Thank you very much for the donation \$50.00 and of wet cat food and treats and supplies. Your kindness & generosity will help with the animal care and comfort at our facility.

Thanks again.
Sincerely,

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



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: March 4, 2025

SUBJECT: Budget Transfers

SUMMARY OF AGENDA ITEM:

Over the course of each fiscal year, funds within the adopted General Fund budget are transferred between accounts for needs that have changed or opportunities that have arisen since the budget was adopted. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

FUNDING:

N/A – transfers between account – no new funding required

ACTION NEEDED:

Move to transfer \$23,740, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance.

ATTACHMENTS:

Budget Adjustments spreadsheet ✓

Budget Change forms ✓

PREPARED BY:

Kevin Delaney, Finance Director 


**Budget Adjustments
March 4, 2025**

<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Registrars	001.05.0510.0.51115.00000	Elected Personnel		\$10,000.00	This transfer is to fund a one-time stipend to each Registrar (\$5k each) for additional hours worked for early voting in calendar year 2024.
	001.05.0507.0.51815.00000	Salary Continuation	\$10,000.00		
					Per the Berlin Town Charter, this transfer will be effective April 1, 2025, since it transfers between two departments.
Police	001.15.1532.0.53248.00000	Misc Equipment		\$13,740.00	The Berlin Police Department was awarded a federally-funded HRRR Speed Enforcement grant. Part of the funding will be used to purchase four (4) Stalker Radar Unit DSR2X devices for \$3,435 per device.
	001.15.1532.0.51420.00000	Grant Overtime	\$13,740.00		
		GENERAL FUND TOTAL	<u>\$23,740.00</u>	<u>\$23,740.00</u>	
		WATER CONTROL TOTAL	<u>\$0.00</u>	<u>\$0.00</u>	
		CAPITAL PROJECTS TOTAL	<u>\$0.00</u>	<u>\$0.00</u>	
		GRAND TOTAL	<u>\$23,740.00</u>	<u>\$23,740.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Registrars	Fiscal Year:	FY2025	Date:	2/20/25
To Acct #:	Description:	Amount:	Requested by:		
001.05.0510.0.51115.00000	Elected Personnel	\$10,000.00	C. Miano/J. Veley		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0507.0.51815.00000	Salary Continuation	\$10,000.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

This transfer is to fund a one-time stipend to each Registrar (\$5k each) for additional hours worked for early voting in calendar year 2024.

Per the Berlin Town Charter, this transfer will be effective April 1, 2025. since it transfers between two departments.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 2/20/25
Comments:			

Section 3a: Town Council action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 3b: Board of Finance action:

Request approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Referred to Town Mtg. <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:				

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2025	Date:	2/20/25
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.53248.00000	Misc. Equipment	\$13,740.00	D. Gallupe		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51420.00000	Grant Overtime	\$13,740.00			

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The Berlin Police Department was awarded a federally-funded HRRR Speed Enforcement grant. Part of the funding will be used to purchase four (4) Stalker Radar Unit DSR2X devices for \$3,435 per device.

Section 2: To be completed by Town Manager:

Request approved Disapproved Partially Approved Date: **2/20/25**

Comments:

Section 3a: Town Council action:

Request approved Disapproved Partially Approved Referred to Town Mtg. N/A

Comments:

Section 3b: Board of Finance action:

Request approved Disapproved Partially Approved Referred to Town Mtg. N/A

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 21, 2025
SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	1,000.00	Children's Donation Acct.	healing library kits	The Berlin Lion's Charities, Inc.
	118.72	FOL Credit Card Acct	child/teen program supplies	Friends of the Library
	956.08	FOL Miscellaneous Acct.	two museum pass renewals, an adult program, child/teen program supplies and coffee supplies.	Friends of the Library
	2,074.80			

Funding:
 No funding needed

Action Needed:
 Move to accept monetary donations totaling \$2,074.80 and deposit \$1,000 into the Children's Donation account for the purchase of healing library kits and deposit \$118.72 into the Friends of the Library credit card account for the purchase of child/teen program supplies and deposit \$956.08 into the Friends of the Library miscellaneous account for the purchase of two museum pass renewals, an adult program, child/teen program supplies and coffee supplies.

Attachments:
 n/a

Prepared By:
 Carrie Tyszka, Library Director *CT*

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 19, 2025
SUBJECT: Berlin Little League to sell food, beverages, ice cream, candy and merchandise for the 2025 baseball season

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 13, 2025 recommended the Berlin Little League be able to sell food, beverages, ice cream, candy, and merchandise (magnets and water bottles) for the 2025 baseball season at the following locations: Petit fields, Dennehy and Centurelli fields.

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

ACTION NEEDED:


Move to approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2025 baseball season at the following locations: Petit fields, Dennehy and Centurelli fields.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services



Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 19, 2025
SUBJECT: Berlin Volunteer Fire Department to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck Event

SUMMARY:

The Berlin Parks and Recreation Commission at a meeting on Thursday, February 13, 2025, recommended that Berlin Volunteer Fire Department be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 24, 2025, from 8:00 AM to 2:00 PM. The rain date is Sunday, May 25, 2025. All proceeds raised will be donated to the local Veterans.

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

ACTION NEEDED:

Move to approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 24, 2025, from 8:00 AM to 2:00 PM. The rain date is Sunday, May 25, 2025.

ATTACHMENTS:

None

PREPARED BY:

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

Consent
Agenda Item No. 6
Request for Town Council Action

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

Summary of Agenda Item:

The Police Department has received \$200.00 in donations from Liam Mitchell (200) 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 \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DA

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: February 24, 2025

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$125.00 in donations by Donna Barrows (100) Roberta Kramer (25) 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 \$125.00 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: February 25, 2025
SUBJECT: 250th Anniversary of the signing of the Declaration of Independence and the formation of the United States of America

Summary of Agenda Item:

In celebration of the 250th anniversary of the signing of the Declaration of Independence the Town of Berlin may wish to form a Local 25th Commission.

Funding:

To Be Determined

Action Needed:

Discussion concerning the formation of a Local 250th Commission celebrating the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America.

Attachments:

Governor's Executive Order No 22-2 ✓
America 250 / CT Planning Guide ✓
Forming a Local 250th Commission ✓

Prepared By: Kate Wall, Town Clerk

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 22-2

WHEREAS, the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America will occur on July 4, 2026; and

WHEREAS, Connecticut is embarking on a multi-year commemoration, celebration, and reflection on the 250th Anniversary of the American War for Independence; and

WHEREAS, the United States Congress established the United States Semiquincentennial Commission to provide for the observance and commemoration of the 250th anniversary of the founding of the United States and related events through local, state, national, and international activities, planned, encouraged, developed, and coordinated by a national commission representative of appropriate public and private authorities and organizations; and

WHEREAS, the United States Semiquincentennial Commission encourages states to establish state-level commissions to plan and coordinate activities within each state celebrating the 250th anniversary of the nation's founding; and

WHEREAS, the establishment of the Connecticut Semiquincentennial Commission will enhance tourism, economic development, historic education and preservation, and outdoor recreation within the state; and

WHEREAS, the Connecticut Semiquincentennial Commission will coordinate, engage, and liaise with the U.S. Semiquincentennial Commission, and other local, county, and state commissions, as well as private and public organizations and partners, including, but not limited to, the America 250 Foundation and the American Battlefield Trust; and

WHEREAS, the Commission will develop, encourage, and execute an inclusive celebration, commemoration, and observance of the 250th anniversary of the Declaration of Independence through civic, cultural, and historical education events and programming; and

WHEREAS, the Commission will promote the documentation, identification, and preservation of cultural and historic resources, including archives, buildings, landscapes, objects, and sites related to the semiquincentennial period.

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

I. There is a Connecticut Semiquincentennial Commission (the "Commission").

II. Membership.

a. The Commission shall consist of the following members:

- i. The Governor, or the Governor's designee;
- ii. The Commissioner of the Department of Education, or the Commissioner's designee;
- iii. The Commissioner of the Department of Aging and Disability Services, or the Commissioner's designee;
- iv. The Commissioner of the Department of Economic and Community Development, or the Commissioner's designee; and
- v. Up to three members of the public appointed by the Governor.

b. The following are invited to be members of the Commission:

- i. The Secretary of the State, or the Secretary's designee;
- ii. The State Historic Preservation Officer designated pursuant to 36 CFR 61.2, or the Officer's designee;
- iii. The State Historian, or the State Historian's designee;
- iv. The State Librarian, or the State Librarian's designee;
- v. A representative of the Connecticut Humanities Council;
- vi. A representative of the Connecticut Library Association;
- vii. A representative of the Commission on Women, Children, Seniors, Equity & Opportunity;

- viii. A representative of the Mohegan Tribe;
- ix. A representative of the Mashantucket Pequot Tribal Nation;
- x. A representative of the Connecticut Historical Society;
- xi. A representative of the Connecticut Democracy Center;
- xii. A representative of the Connecticut League of History Organizations;
- xiii. A representative of the Mary and Eliza Freeman Center for History and Community; and
- xiv. A student or youth leader recommended by the Executive Director of the Old State House.

- III. Members of the Commission shall not receive any compensation for their service.
- IV. Members of the Commission shall be subject to the Connecticut Codes of Ethics, which are found in Chapter 10 of the Connecticut General Statutes.
- V. The Commission and members of the Commission shall be subject to the Connecticut Freedom of Information Act, which are found in Chapter 14 of the Connecticut General Statutes.
- VI. The Governor shall appoint a chair and vice-chair from among the members of the Commission.
- VII. The Commission shall:
 - a. Assist in ensuring that any observance of the semiquincentennial of the American Revolution is inclusive and appropriately recognizes the experiences and points of view of all people affected by the events surrounding the American Revolution:
 - b. Encourage civic, historical, educational, economic, arts and other organizations throughout the state to organize and participate in activities to expand the understanding and appreciation of the significance of the American Revolution:

- c. Collaborate with state and local tourism agencies to promote the state as a prominent cultural and heritage tourism destination for American Revolution history;
- d. Encourage interdisciplinary and scholarly examination of the American Revolution;
- e. Explore the ways in which the ethos of the United States' national founding period and the two hundred fifty years that follow influence the United States' present and can shape its future;
- f. Develop, encourage, and execute an inclusive celebration of the 250th anniversary of the Declaration of Independence, Revolutionary War, and founding of the United States of America and all its people through civic cultural and historical education and programming;
- g. Coordinate, engage and liaise with the US Semiquincentennial Commission and other state and local commissions and private and public organizations and partners;
- h. Establish an advisory council, or other such entities as it deems necessary, composed of citizens at large who have knowledge of history and interest in its Semiquincentennial celebration to assist the Commission in its work;
- i. Have the administrative and technical support of the Department of Economic and Community Development; and
- j. Hold at least semi-annual meetings:
 - i. At times and places to be determined by the Chair; and
 - ii. That are open to the public in accordance with Section 1-225 of the Connecticut General Statutes.

VIII. The Commission shall further:

- a. Submit an action plan to the Governor and General Assembly by January 1, 2023, that outlines the Commission's goals, mission, and recommendations, and an annual report each subsequent

year that includes any update on the action plan, implementation benchmarks, and related deadlines and schedules;

- b. Commemorate the semiquincentennial of the American Revolution and Connecticut's participation and contributions to it, including, but not limited to, developing activities in recognition of the historic, social, legal, cultural, and political forces that caused the American Revolution and influenced its course and outcomes;
- c. Collaborate with and assist other state and national organizations with programs and activities for the observance of the semiquincentennial of the American Revolution in the state;
- d. Facilitate American Revolution-related activities throughout the state;
- e. Provide assistance to municipalities and nonprofit organizations for the development of programs, projects, and activities pertaining to the American Revolution that have lasting educational value within the state; and
- f. Support the creation of educational opportunities for students and all members of the public who wish to explore the intricacies of the founding period of the United States.

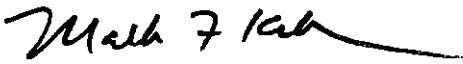
IX. The Commission shall terminate on June 30, 2028.

Dated at Hartford, Connecticut, this 1st day of July 2022

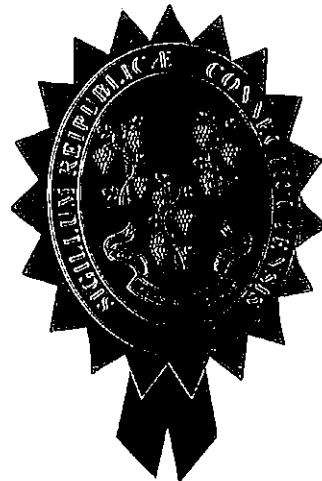


Ned Lamont
Governor

By His Excellency's Command



Mark Kohler
Secretary of the State





AMERICA 250 | CT PLANNING GUIDE

In 2026, the United States will commemorate the 250th anniversary of the signing of the Declaration of Independence and the founding of the country. It is an opportunity for reflection on the ideals of the nation's founders and a time to consider the path forward in expanding our realization of those ideals today.

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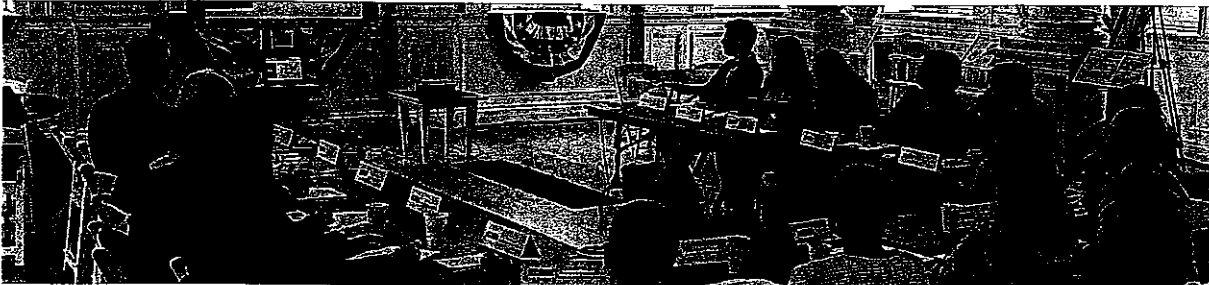
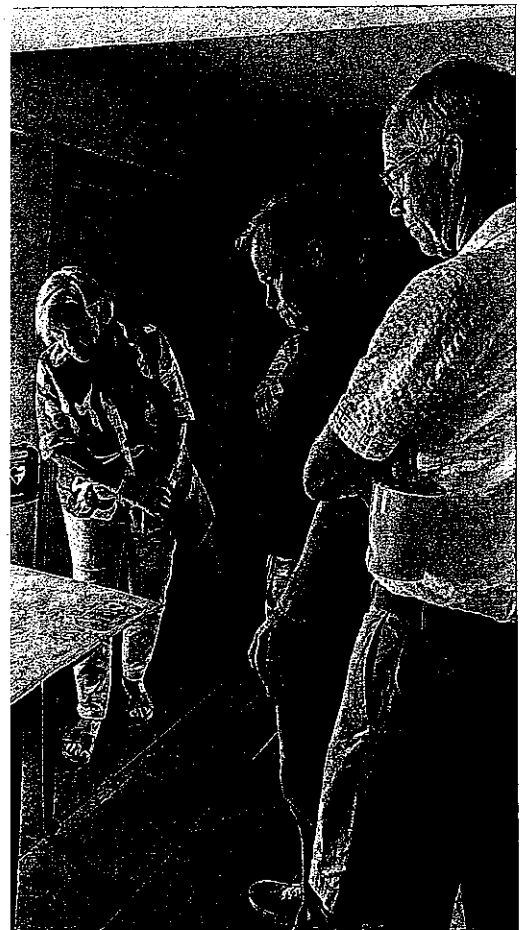


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USING THIS GUIDE

2026 will mark the 250th anniversary of the Declaration of Independence, the foundational document of the revolution that occurred in the late 18th century and resulted in the creation of the United States of America.

Planning for such an important commemoration in a comprehensive way can be a daunting task. Because of this, the America 250 | CT Commission has produced this planning guide to provide suggested commemorative themes, ideas, and information.

The Commission encourages partnerships between various organizations within your community—museums, libraries, community centers, schools, municipal offices and commissions, and others who contribute to creating vibrant local spaces—in order to develop a commemoration that includes a variety of voices and perspectives.

GUIDING VALUES



Events surrounding the commemoration of the 250th will take a variety of forms, from celebratory to analytical to commemorative, and will involve people with a variety of backgrounds and beliefs. Regardless of what form their participation takes, we ask organizations to work to align their initiatives with inclusive themes and values, to make welcome as many people from across Connecticut's communities as possible, and to encourage people to consider the future repercussions of today's actions. To do so, all projects, events, and programs should call for mutual respect and empathy. All activities should be accessible to as many people as possible; please bear in mind and attempt to accommodate socioeconomic, physical limitations, language, and other potential barriers to access. We ask, too, that organizations support one another in our collective efforts, including by sharing knowledge and resources whenever possible. Center relationships and the process of developing trust, and be honest and candid with all involved in the process.

BEYOND 1776

The founding legislation for the National Endowment for the Humanities states, "Democracy demands wisdom and vision in its citizens." We recognize this as the foundation for reinvigorating our democracy. By recognizing this moment in our history, the nation has the opportunity to lay the groundwork for a reawakening of civic engagement by encouraging the participation of all residents.

By thinking about this commemoration beyond the events and actions of 1776, we are able to consider the ever-evolving history of our state and nation. Expanding the scope of the commemoration allows us to reach new audiences that in the past have not seen themselves in commemorations of the American Revolution, while at the same time ensuring that every community in the state can engage with at least one theme, whether that community was the scene of an event directly related to the American Revolution or not.

There are many ways for local government, historians, historical societies, civics groups, and museums to begin this process. In several towns across the state there are commissions and committees being formed to coordinate and facilitate 250th-related planning and programming.

If you choose to do so, please send your information to Cyndi Tolosa, Project Manager for the America 250 | CT Commission, at ctolosa@ct250.org. Your information will be added to the website and shared with people who may be looking to get involved.



CONNECTICUT THEMES

Many of the America 250 | CT themes are drawn from Governor Ned Lamont's Executive Order 22-2 and align with themes established by the American Association for State and Local History (AASLH) in their *Making History at 250: The Field Guide for the Semiquincentennial*.

Each community or organization may choose to use one or all of the themes in this planning guide as inspiration to begin to think about commemorating the 250th anniversary of the signing of the Declaration of Independence.

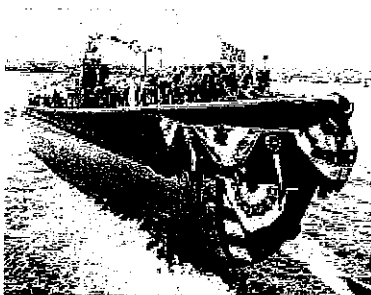
Each local community has its own unique story to tell and unique role in the history, culture, and civics of Connecticut.

TELL INCLUSIVE STORIES

The 250th serves as inspiration for CTH, its grantees, and the people of Connecticut to deal with and share stories that represent all of its people, past and present. For much of our history, the United States has excluded people—women, free and enslaved African Americans, Indigenous people, immigrants, people with disabilities, the poor, and many others—from full participation and representation in the nation’s political, economic, and cultural life. This commemoration is an opportunity to continue the nation’s reckoning with the past, both its glory and its missteps and flaws. By telling previously untold stories we will enable everyone to find a place in our nation’s narrative.

What stories remain untold in your community?

Whose voice has been heard in the past? How is this an opportunity to lift other voices?



Electric Boat submarine

Ideas

- How has **education** played a role in inclusion and exclusion?
- How can **industry** open avenues to untold stories?

People

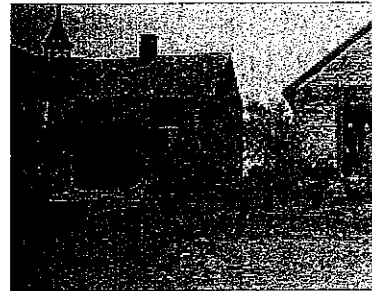
- John Anderson, Black governor
- Lemuel Haynes, minister
- Hannah Bunce Watson, publisher
- Toney, Black Loyalist refugee
- Capt. John T. Gonsalves, captain of the Charles W. Morgan



Lemuel Haynes

Places

- Amistad Schooner, New Haven
- Mary & Eliza Freeman Center, Bridgeport
- Foreign Mission School, Cornwall
- Windham Textile Mill
- Old New-Gate Prison and Viets Tavern



New-Gate Prison Yard

Events

- Robert Jacklyn and Land Ownership for People of Color - 1719
- Amistad Trial - 1839
- Opening of the American School for the Deaf - April 15, 1917
- Passing of the Gay-Rights Bill - May 1, 1991



American School for the Deaf

POWER OF PLACE

Connecticut is comprised of eight counties, 169 towns and cities, five recognized tribes, and countless communities with unique identities and contributions. The creation of a community-based structure will allow each of Connecticut's towns and cities to define their own programs and ideas about how they can engage their citizens. The building of an understanding of our American past will begin in the public spaces dedicated to learning: libraries, community centers, local museums, and historic sites. CTH will ensure the alignment between Connecticut's 250th activities and those of the greater region and nation, building relevance and aligning the state with other areas.

What makes your community unique?

What places and stories are typically preserved and valued? What other places exist?



Keney Park, Hartford

Ideas

- Who was a part of your **community** historically and how did that change?
- How did the **natural environment** shape your community?

People

- Abigail Hinman, New London
- Gladys Tantaquidgeon, Uncasville
- Igor Sikorsky, Stratford
- Hannah Occuish, New London
- William Lanson, New Haven



Igor Sikorsky

Places

- Fort Griswold, Groton
- Washington-Rochambeau Revolutionary Route
- Mashantucket
- Prudence Crandall House, Canterbury
- Naval Submarine Base, New London



Prudence Crandall House

Events

- The Sons of Liberty topple statue of King George III - July 9, 1776
- British burn Danbury - April 26, 1777
- British burn Fairfield - July 7, 1779
- Washington & Rochambeau meet in Wethersfield - May 21-22, 1781



Toppling statue of King George III

People

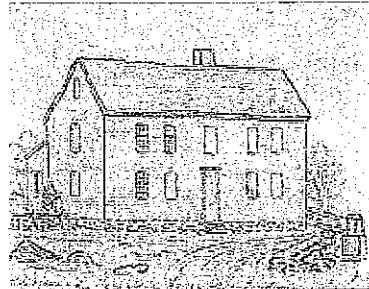
- Amos Doolittle, engraver
- Henry Barnard, education reformer
- Wallace Nutting, antiquarian
- Theodate Pope Riddle, architect
- Joshua Hempstead, diary 1711-58



Theodate Pope Riddle

Places

- Connecticut Museum of Culture & History, Hartford
- Connecticut State Library, Hartford
- Hempstead Houses, New London
- Connecticut Women's Hall of Fame
- Hartford History Center



Joshua Hempstead
Diary

Events

- Annual burning of Benedict Arnold effigy
- Black Lives Matter protests, June 2020
- Connecticut State Historical Records Advisory Board, est. 1976
- Lafayette's Farewell Tour, 1824-25



Burning Benedict
Arnold's effigy

FOR THE COMMON GOOD

As we reckon with what the nation's 250th means in Connecticut, we will encourage civic engagement to continue to build our communities, state, and nation using the democratic ideals outlined in our founding documents. The 250th anniversary offers an opportunity to reconsider the origins of our government, democratic institutions, and broader civic life, and a chance to reflect on the ways we have changed them over time. Discussions about our democracy and civic intuitions can help strengthen understanding, inspire action, and reveal ways that all of us can participate in and shape our democracy.

How can understanding the origins of our government inform civic engagement today?

How do we determine who is an American?



Signing of the
Constitution

Ideas

- How have ideas of **citizenship** changed since 1776?
- What is a **representative democracy**? How do we encourage or discourage participation and representation?
- How have our **founding documents** changed in the last 250 years? Why?

People

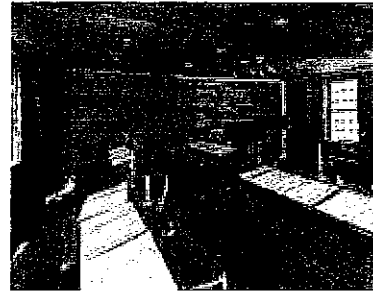
- Thomas J. Dodd, state senator
- Ella Grasso, governor
- Isabella Beecher Hooker, suffragist
- Rev. Martin Luther King Jr., civil rights leader
- Maria Colón Sánchez, activist



Martin Luther King

Places

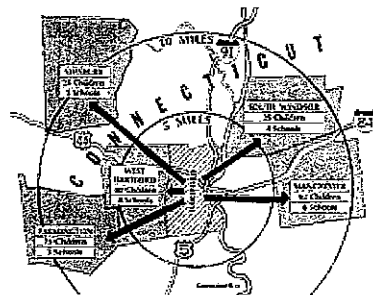
- Legislative Office Building, Hartford
- Mashantucket Pequot Museum & Research Center, Mashantucket
- Old State House, Hartford
- Peace Center of Connecticut, Hartford
- Litchfield Law School, Litchfield



Litchfield Law School

Events

- Adoption of the Fundamental Orders - January 14, 1639
- CT General Assembly Approves the Declaration of Independence - October 10, 1776
- Sheff v. O'Neill - March 3, 1999
- Mashantucket Pequot Tribal Nation granted federal recognition - October 18, 1983



Map of school bussing
(Sheff v. O'Neill)

RESOURCES

EDUCATIONAL RESOURCES

The **Connecticut Council for the Social Studies** will be hosting conferences for students and teachers focused on the themes of the 250th.

Teachers and students are encouraged to participate in **Connecticut History Day** and develop projects related to the 250th and the themes for this commemoration.

ConnecticutHistory.org is a state public history resource that provides engaging, well-researched stories about Connecticut history that link to reliable primary and interpretive resources.

Connecticut's **Kid Governor** immerses 5th graders in a real election for the CT Kid Governor, a fellow 5th grader who will represent them during a one-year term of active leadership. The program teaches about state government, voting, elections, and civic participation.

The Museum of the American Revolution has put together a **Summer Reading List** for 2023 young readers, covering books appropriate for ages 7-14.

TeachIt provides inquiry-based activities that reinforce the principles found in the state social studies frameworks to help Connecticut's teachers bring Connecticut history into the classroom. Additional lessons will also be created.

ONLINE RESOURCES

Connecticut Archives Online (CAO) was undertaken by the Western Connecticut State University Archives in 2008 and is a project that facilitates searching archival holdings in our state.

Connecticut Collections (CTCo) is a resource for teachers and students, researchers, other organizations looking to learn more about their own collections, and history and art lovers. It brings together resources from museums and archives throughout the state in one place.

The **Connecticut Digital Archive (CTDA)** is part of the Digital Preservation Repository Program at the University of Connecticut. It is dedicated to the maintenance, delivery, and preservation of a wide range of digital resources for educational and cultural institutions and State Agencies in Connecticut.

Connecticut Explored is the nonprofit magazine of Connecticut history. Anyone with an interest in the untold stories of Connecticut's past can satisfy their curiosity with each issue of *Connecticut Explored*. The magazine offers a variety and range of stories that connect our past to our present and future.



administered by **CThumanities**

CT Humanities (CTH) is the non-profit organization recognized by the State of Connecticut to coordinate and lead the plans for commemorative, educational, and civics-based initiatives leading up to and during 2026. CTH will serve as the administrative agent and act as the nonprofit fiduciary on behalf of any activities undertaken by the America 250 | CT Commission.

As the principal grantmaking organization for history, cultural, and civics organizations in Connecticut, CTH will bring together communities and cultural resources throughout our state and lead the sector in developing a meaningful commemoration.

ABOUT THE COMMISSION



In order to recognize this moment in our history, Governor Ned Lamont established the America 250 | CT Commission with Executive Order 22-2. The mission of the commission is to plan and coordinate activities commemorating the 250th anniversary of the nation's founding; and enhance tourism, economic development, historic education and preservation, and outdoor recreation within the state; and coordinate, engage, and liaise with the U.S. Semiquincentennial Commission, and other local, county, and state commissions, as well as private and public organizations and partners. The Commission will develop, encourage, and execute an inclusive celebration, commemoration, and observance of the 250th anniversary of the Declaration of Independence through civic, cultural, and historical education events and programming; and will promote the documentation, identification, and preservation of cultural and historic resources, including archives, buildings, landscapes, objects, and sites related to the semiquincentennial period.

To learn more about the America 250 | CT Commission, including upcoming meetings and to read the Executive order, visit CT250.org.

STAY CONNECTED

info@ct250.org

www.ct250.org

A large black horizontal bar spans the width of the page. In the center of this bar is a white circle with a black outline. Inside the circle, the word "LOGO" is written in a bold, black, sans-serif font.

LOGO

Forming a Local 250th Commission

By Johanna Porr Yaun



ANTHONY DA CRUZI / UNSPLASH

Many of us remember the Bicentennial period and the excitement surrounding 1976. Big corporations got into the spirit by rebranding their products with the stars and stripes, school children were tasked with civically inspired essay contests, and a reenacting community grew up around local historic sites. Bicentennial displays were everywhere, in every local historical society, and they even found their way into town halls, schools, and courthouses. Even if you weren't in the field in 1976, you've probably seen dusty and worn Bicentennial displays in forgotten corners of museums or finally being retired from public view. The commemoration of America's 200th birthday was all-encompassing, trickling down to even the smallest village museums. But why was it so ubiquitous?

Forming a Local 250th Commission

The answer is simple: organization and funding. In states in the Northeast, the commemoration was planned a decade in advance and by paid, dedicated staff. Through the program they set in motion, municipalities were able to apply for status as “a Bicentennial community” and receive rights to use unified branding and templates. Once official, these municipalities could request funds to cover the costs of exhibits, lectures, publications, school group tours, and patriotic parades.

But the upcoming 250th anniversary, the Semiquincentennial, is not structured with top-down funding guaranteed to local governments like the

Bicentennial was fifty years ago. The work of producing local initiatives is less centralized administratively, and therefore will be unevenly—and perhaps poorly—funded. In addition to that, we must also contend with a decentralized public awareness. Going viral in 1976 meant getting some airtime on one of the primary television networks. This time around, professionals and amateur

enthusiasts need to work together to avoid the pitfalls of over-politicized media and manage to get our information out to the public.

But before we can even begin thinking about shared calendars or media strategies, we need to figure out how to legitimize the grassroots committees that will do the heavy lifting as we decide how to frame out the upcoming decade. If you are reading this and your community hasn't gotten started yet, it's on you to act now!

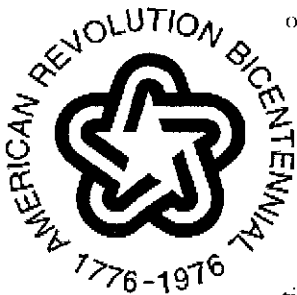
In 2016, the U.S. Congress passed H.R. 4875, establishing the United States Semiquincentennial Act, later rebranded as America 250. This commits the federal

government to commemorating the 250th anniversary of the American Revolution with a primary focus on the Fourth of July in Philadelphia, but only until the resolution's termination date on December 31, 2027. Individual states, including New York, have taken it upon themselves to establish their own broader timeframes of commemoration.

In order for directives and (possible) funding to flow down to the local level, it's important that regions, counties, boroughs, towns, villages, and cities establish local Semiquincentennial commissions. The America 250 entity is not engaging in local research or programming planning, but if the work is done on the local level, the information can be brought to them for inclusion in the nationwide network.

Engage Elected Officials and Tourism Departments

Without the strong federal and state organization and financial support of the past, history organizations on a local level will have to invest in the planning process. But it will be worth it! As the History Relevance Initiative (active 2012–2021) explained, bringing residents and students a greater understanding of local history enhances critical thinking skills and gives communities a sense of identity.



Commemorative events like this one, where the Daughters of the American Revolution marked the 250th anniversary of the Boston Massacre, can bring local government, interest groups, history organizations, and communities together around a unified theme.



FOURBOROUGH PHOTO

Our local governments also benefit via the economic development that comes with catering to heritage tourists (which are the best kind of tourists). They spend more, they stay longer, and they form long-term bonds with the historic sites that they visit. Study after study demonstrates that our museums and historic sites are anchor institutions that create economic ecosystems of their own, putting money in the hands of small shop and restaurant owners nearby. It also helps government budgets in the short term through hotel and sales tax revenue, and in the long term by attracting new investors.

Collaborative regional opportunities such as the Semiquincentennial also enhance museum and historic site professional networks by fostering communication between institutions. This results in the flow of resources and research, as well as new audiences.

This commemorative period is an opportunity to share responsibility with elected officials and tourism departments. They'll be able to garner support and secure needed funding if they feel like they are engaged in the process from the beginning. Forming a commission through your local government improves communication, establishes legitimacy for your actions and future requests, and allows you to use existing PR platforms to bring likely and unlikely stakeholders together.

Strategies for Forming a Commission

There are four broad approaches to forming a Semiquincentennial commission. Although circumstances vary, as a government historian I believe that the most direct way to create a sense of community ownership and secure buy-in from government officials is to lead the effort with a formal commission. The goal here is to choose the option that best enables an atmosphere that will attract a diverse commission that brings together history professionals as well as stakeholders from outside of the history and museum professions.

Strategy 1: By Executive Branch

If you feel that your best path is to inspire your city manager, village administrator, or county executive to endorse the mission to form a Semiquincentennial Commission, then you can start by writing a letter to that office holder. The letter should state the importance of the commemoration, make an argument for how it will benefit the community, and then outline how the commission will be constituted. This message should be delivered in writing and in person, if possible, to emphasize the importance.

- In Orange County, New York, County Executive Steven M. Neuhaus is active as a United States Navy Reservist, as well as a vocal supporter of veterans' issues. For this reason, I chose to approach

him and he was enthusiastic to issue Executive Order No. 2 of 2019 to establish the Orange County Semiquincentennial Commission. Because Orange County is home to dozens of important Revolutionary War sites and museums such as West Point Military Academy and Washington's Headquarters in Newburgh, and because the period of significance for these places spans the full length of the war, we decided to retain the commission from the time of the order until the end of 2033.



Successful commissions benefit from the involvement or support of local government.

Strategy 2: By Legislative Branch

If you feel that your community would benefit from a broader base of support in this initial phase, you can approach your elected body and request the passing of a resolution. This approach can also start with a letter to the board leader, or perhaps a member who represents a ward or district that contains an important anchor institution poised to benefit. Or you can work with their administrative staff to create a Legislative Action Request. Either way, the request should include the significance of the anniversary, the civic and educational potential, and an outline of how the commission will be constituted.

- In Saratoga County, New York, where county government is managed by a Board of Supervisors, County Historian Lauren Roberts created the Saratoga County Semiquincentennial Commission via a resolution passed by the board. She looked back at former

STYLING: JACQUELINE HUNTER

Forming a Local 250th Commission

resolutions that had been passed for the 225th anniversary and the Bicentennial and used them as guidelines to create the new resolution. The resolution defines guidelines for who serves on the commission, ensuring that stakeholders from different groups have a seat at the table. It also defined the span of the commission becoming active at the time of passing (2021) through the end of 2033.

The two important pieces of information to include in either the executive order or resolution request are 1) the time frame of the active commission and 2) the structure and requirements for membership for the commission. A lot of the other details can be figured out in the following phases.

Span of Commission: Each community has factors that will inform the decision of how long the commission should remain active. If your community has tenuous connections to the events and people of the Revolution, it's possible that a commission effective only until 2026 will be necessary. If you are on the East Coast, it is more likely that you will choose dates of significance that terminate at the end of 2033.

Structure of Membership: The size of the commission can be based on a symbolic or practical number. This will differ greatly based on geographic region or density of participating institutions. Some might correlate the structure of the membership to the number of municipalities represented, or to the number of school districts. In Orange County, New York, these options would have yielded us too many members since we have 44 municipalities and 17 school districts. We chose instead to use the number 13 to symbolize the 13 colonies because it was manageable to organize that number of people into regular communication.



Commission projects can include researching and fundraising for new historic markers for your community.

Tip #1 Consider an executive order if you have a dynamic government manager who is willing to be a strong advocate for the commission. Consider a resolution if you are eager to build a wide base of support for the commemoration. Finally, consider a nonprofit if you are confident that you have the skills and connections necessary to raise donation-based funding.

Tip #2 Choose a commemorative period based on what suits your local resources, relevancy, and level of interest. Consider whether putting all your energy into a tighter time frame will have a greater impact on the community or whether you will need to spread out the commemoration to cover the anniversaries that are important to each of your local stakeholders.

Tip #3 Draft the letter to your local government with language that will be easily adapted to the final executive order, proclamation, or resolution so that it is easier for administrative staff to fulfill your request.

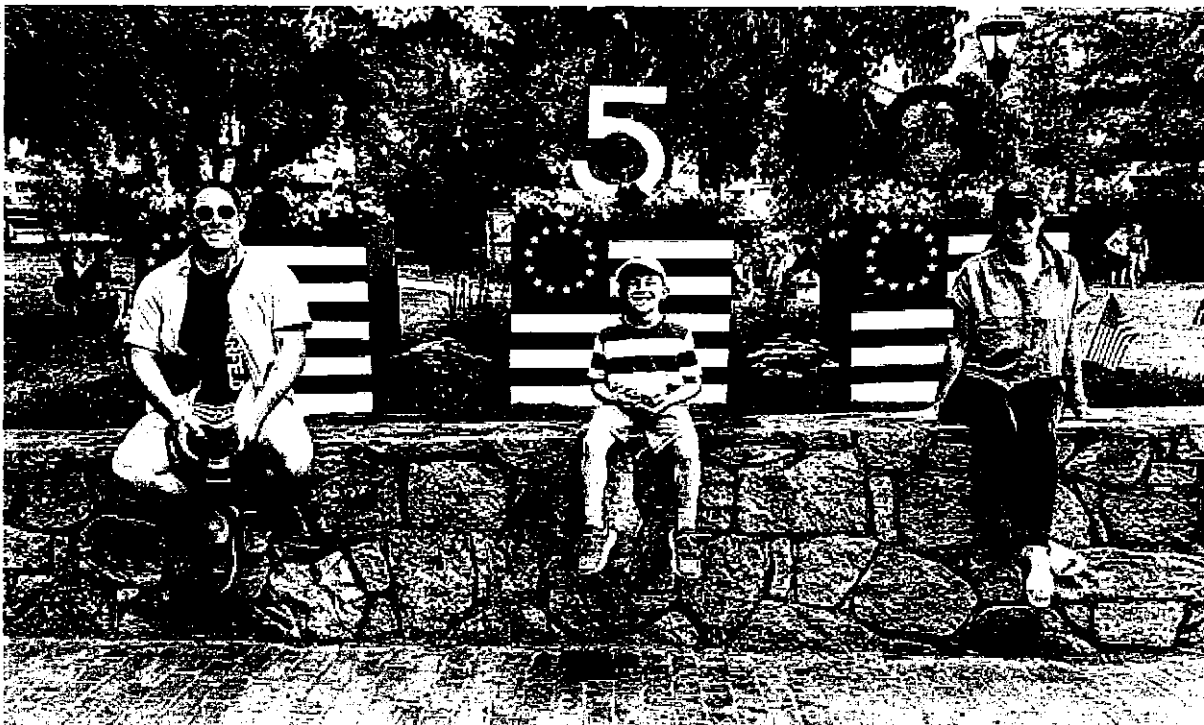
Tip #4 Predetermine a plan for choosing commissioners. Think about how you will ensure that the commissioners represent a swath of regions, institutions, and skillsets. Will it be open to anyone, or will seats be designated? (i.e. County Historian, a representative of the majority/minority political party, the Parks Commissioner, the director of the local historical society, a teacher, a curator, librarian, or whatever is relevant to your specific needs.)

Tip #5 Consider who might need to be left off the commission. For instance, the director of your most significant local museum may seem like a shoo-in, but if public funding is to be funneled through your commission and they are the most likely to apply, will that become a conflict of interest?

Strategy 3: A Nonprofit 501(c)(3) with a Board of Trustees

If you feel that there is enough community support to sustain the commemorative effort via donations and grant writing, or if you feel that a lack of governmental support leaves a vacuum that could be better filled through a public fundraising campaign, then it might be best to form a nonprofit with a board of trustees. This can be attached to a specific location of significance or represent a larger municipal boundary. Having a nonprofit also opens the possibility for collaboration as a larger region which may work well in communities that are not as saturated with Revolutionary War connections.

- In Westchester County, New York, a group of stakeholders came together under the leadership of Constance Kehoe to form a nonprofit. They have been able to raise money through private donations and grants and these efforts have been nimbler than the governmental bodies thus far. The group has held events, sponsored programming, and used grant money to create "Living



250th activities are opportunities to bring generations together (like the author and her family here) and work with local schools to create programming that meets their needs and standards.

History To-Go,” a catalog of living history professionals, their rates, and programming descriptions to make it easier for local museums, schools, and libraries to support local history professionals.

Strategy 4: A Committee or Working Group

If you are in a wide range of “other” situations, ranging from there being so much interest that it’s difficult to be non-political to the other end of the spectrum that this is seemingly not important enough to your community to be on the radar of local officials, then there might be a need to forgo commissions and nonprofits in favor of a committee or working group.

- In Dutchess County, New York, under the direction of the County Historian William P. Tatum, chairs of local level planning committees were invited to join a larger county-wide committee with representation from the Dutchess County Historical Society, the Board of Education, and Dutchess County Community College. This less formal arrangement gives stakeholders a forum for collaboration without politicizing the matter. This works well in Dutchess County’s situation because they are collaborating with other levels of organization, so fundraising can be done more advantageously on the local level and grant money can be accepted via the larger Hudson Valley 250 Working Group if/when it is available.

The goal here is to choose the option that best enables an atmosphere that will attract a diverse and active group that brings together professionals with stakeholders from outside of the history and museum professions.

Appointing Commissioners

In communities with strong museum professional networks, or in the case of New York where we have the existing Local Historians Law of 1919, it may be quite obvious as to who may want to serve on the Semiquincentennial Commission. However, it’s important to cast the net wide. By making a public announcement through media outlets asking for volunteers, you may attract new talent. Potential commissioners should be vetted to ensure that they understand the role that they are signing up for, know that it’s unpaid, and have some skills that contribute to the mission. A good way to gauge these factors is to ask for a letter of interest or resumé to be submitted to the appointing body.

A press release in local newspapers might attract good candidates, but you should also deliver the request for applicants directly to the institutions that you know will be your natural allies. You can consider teachers, museum professionals, historical society trustees, members of ancestral organizations, local business owners, genealogists, professors, graduate students, authors, media and marketing professionals, or anyone else who

has civic connections or simply has a creative disposition and is willing to serve. Bringing together as many different perspectives and supporting skills as possible will enhance the process of managing the commemoration.

Tip #1 Although the executive or board will have the power to appoint commissioners, it is beneficial to gather and review letters of interest and make recommendations to the appointing body. They will likely value your suggestions as it'll make the vetting process easier for their staff.

Tip #2 The perfect balance for assembling a commission is to co-mingle seasoned public history experts with younger professionals, college students, and members of the public with complementary skills. The goal is not only to plan events and programming, but to pass the torch generationally and culturally.

Tip #3 Create terms of service (perhaps two or three years each) to broaden the base of interest and to reduce the commemoration fatigue that comes from relying on the same volunteers for the long haul.

Phases of the Commission

Writers and Thinkers (Wisdom): Right now, it's important to have members of the commission who are able to provide substance. During this phase, it will be important to make the big decisions about purpose and identity and also map out the trajectory of the full commemorative period. In regions that are dense with related history, this group will need to be knowledgeable about the local sites and stories in order to work on guides, exhibits, brochures, and lesson plans in preparation for the anniversary years.

Promoters and Organizers (Work): Moving towards 2026, it will be important to have a team in place that can promote the work of the commission, be ambassadors of the plans, and help organize and budget for events.

Dignitaries and Public Officials (Wealth): From approximately 2026–2033 (or your specific commission termination date), it will be important to bring many unlikely allies into the fold. This is the time to engage local politicians, policymakers, and nonprofit leaders to ensure that they are stakeholders and witnesses to the success of the commission. If they see the educational, civic, and economic benefits of the commemoration, they will be more likely to support local history initiatives in the future. This is the chance to ensure that funding and resources are earmarked to continue supporting history initiatives beyond the 250th anniversary.

Funding Considerations

It's possible that federal or state money might trickle down to local commissions, so even if you don't feel that a formal commission will benefit the planning process,

your elected officials will be receptive to ensuring a potential funding conduit. If they are hesitant to the idea, just ask them to imagine having to decline public funds because the commission isn't official.

But as many of you will know from recent experiences with COVID-19, these types of promises can be subject to cancellation if sudden budget constrictions require cuts. All too often, humanities funding is targeted for these clawbacks. To avoid being tethered to budget decisions on the federal or state level, your local commission should pursue funds from the designating government. Every community will have a different approach to requesting reliable funds. This might range from asking for an annual planning budget of \$5,000 to support planning meetings and cover printing of brochures or press materials, to proposing a much larger and longer-term investment of something like \$1 million to be allocated as grants to historic structures that need substantial preservation investment.

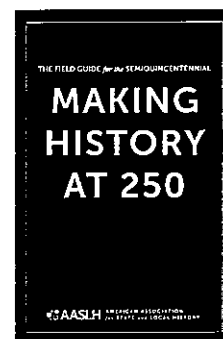
If there are no public funds available, or if you feel that supplemental funding is needed, consider partnering with an existing nonprofit to act as the accountant or chartering your own to accept donations.

Creating Themes for an Educational Strategy

Congratulations, you have a commission! The local government officials are interested. It's time to structure your commemorative plans. Do you have just one person, place, or event to center all of the activities around? Are you interested in engaging all of your local institutions in learning about broader civic topics? Or do you have lots of small historical sites and societies that all want to be involved? Again, this may be very specific to your community, so there are individual factors at play.

The best way to navigate the sheer immensity of historical content, and to endure the decade of planning and executing ahead of us, is to frame the planning process around themes. There are two approaches to choose from, or you can borrow from both:

1. Select broad civic-based themes to help guide local discussions. This seems to be the approach of entities representing larger geographic regions or institutions. This model helps to foster interest from communities that may not feel that they are connected directly to the Revolutionary War, but can be led back there through the exploration of the war's reverberating impacts. This is the approach that AASLH and the New York State Historian have taken.





Connecting with local schools, libraries, and youth organizations is vital for bringing your 250th content and programming to young learners. From K-12 classrooms to scouting organizations and Boys & Girls Clubs, the 250th commemoration can spark lifelong interests in history and civics.

2. Form themes that are pulled directly from the historical timelines. This approach anchors the programming in material culture, including primary documents, objects, structures, and archaeological remains. This model ensures that the public in general and students in particular are building a web of understanding that can be a foundation for future self-education and enrichment.

Tip #1: At the first meeting of the newly appointed commissioners, bring them together to brainstorm which themes they feel would resonate with your community.

Tip #2: Create a guide committee so that a smaller group of commissioners can focus on research and writing, while others' time can be allocated towards networking, fundraising, or planning programming in subsequent phases.

Tip #3: Connect with social studies teachers and librarians to ensure that you are incorporating themes that will be relevant to classroom material.

Tip #4: By charting your local themes with the national themes developed by AASLH for the 250th, you can put a contemporary spin on previous work.

Creating a Guide

The next step is to create a guide to help teachers, museum professionals, and the public to form their own programming around the themes. This can be as simple as a one-page handout explaining the themes and how they can be adapted to showcase local history. Or it can be an elaborate compilation of primary documents, timelines, locations of significance, or even full lesson plans.

This guide should be disseminated to each museum, historical society, social studies teacher, librarian, tourism office, and chamber of commerce by the end of 2023 to ensure that each institution has time to plan ahead and incorporate the themes into their programming.

Along with the guide, these entities should be informed that you are not asking them to drop everything they have planned to get onboard. Rather, if each institution or stakeholder is willing to create just one exhibit or program that connects to the theme each year, that will be enough to have a collective impact.

The External Work

When laid out in full, this all may seem overwhelming. But the task at hand is to create the framework that will unify the effort to commemorate the 250th anniversary of the American Revolution, not to put yourself into a position where you are trying to orchestrate every detail. In Orange County, New York, we have more than sixty museums and nearly twenty school districts. If each commit to hosting just one program or exhibit that is on theme, the impact will be substantial.

Since I became involved with planning for the Semiquincentennial in 2019, I have heard from many stakeholders about their fears of burnout. Among the contributors to this impending commemoration fatigue are:

- The sheer amount of history to be interpreted
- The potential length of the anniversary
- Ongoing need to maintain will and interest from elected officials



Events like reenactments can make history visible on the landscape and interest new audiences.

- Need to engage diverse stakeholders in decision-making
- Technological and educational changes since 1976
- Changing standards in history/social studies education
- Decline of school field trip opportunities
- Getting state and local government on board
- Widespread lack of funding

With all these stressors in mind, here are strategies being leveraged by local commissions, nonprofits, and committees to address them:

Tip #1 Work directly with libraries if there is no way to reach students and families in a school setting.

Tip #2 Think regionally to reflect historical events more accurately as often municipal borders have shifted from historical lines and it may be relevant that a regional landscape plays a dominant role in the story.

Tip #3 Partner with strong arts, music, business, artisan, and hospitality industries on collaborative projects to enhance each other's endeavors and goals. Be open to abstract points of entry to attract new audiences and bring a greater diversity of community voices to the endeavor.

Tip #4 Compile information to provide to outside groups so that they can help themselves without direct

involvement from the commission or committee. This might include providing a list of speakers and reenactors, reading lists for book clubs, information about museums with traveling programs, timelines of important dates, or a resource guide for researching from local collections.

History organizations today are faced with a challenge to create an important commemoration without the kind of guaranteed public and political support that was taken for granted in the past. We in the history community are tapped into silos that we'll need to activate through word-of-mouth, activism, and social media. We are tasked with this difficult mission while also needing to convey the message that this is not an obscure club for historians; everyone is welcome and encouraged to participate in this once-in-a-generation opportunity that is just around the corner.



Johanna Porr Yaun serves as County Historian in Orange County, New York, and teaches historic preservation at SUNY Westchester Community College. In 2019 Johanna facilitated the formation of the Orange County Semiquincentennial Commission and has since co-chaired the Hudson Valley 250 Working Group and served on the Office of State History Field Guide Committee. Contact Johanna at johannayaun.com.

Learn more about Semiquincentennial planning and how you can get involved at aaslh.org/250.

America 250 | CT Themes

The founding legislation for the National Endowment for the Humanities states presciently that “democracy demands wisdom and vision in its citizens.” We recognize this as the foundation for reinvigorating our democracy. By recognizing this moment in our history, the nation has the opportunity to lay the groundwork for a reawakening of civic engagement by encouraging the participation of all residents. America 250 | CT is leading the state’s efforts to support diverse, inclusive, and impactful programs in collaboration with cultural, education, history, and arts organizations throughout the state.

Tell Inclusive Stories




The 250th serves as inspiration for CTH, its grantees, and the people of Connecticut to deal with and share stories that represent all of its people, past and present. For much of our history, the United States has excluded people—women, free and enslaved African Americans, Indigenous people, immigrants, people with disabilities, the poor, and many others—from full participation and representation in the nation’s political, economic, and cultural life. This commemoration is an opportunity to continue the nation’s reckoning with the past, both its glory and its missteps and flaws. By telling previously untold stories we will enable everyone to find a place in our nation’s narrative.



Power of Place

Connecticut is comprised of eight counties, 169 towns and cities, five recognized tribes, and countless communities with unique identities and contributions. The creation of a community-based structure will allow each of Connecticut’s towns and cities to define their own programs and ideas about how they can engage their citizens. The building of an understanding of our American past will begin in the public spaces dedicated to learning: libraries, community centers, local museums, and historic sites. CTH will ensure the alignment between Connecticut’s 250th activities and those of the greater region and nation, building relevance and aligning the state with other areas.

Doing History

 English

To renew public engagement with history, the public must be invited to participate in the process of doing history. CTH will work with organizations in the cultural sector to drive collaborative and innovative approaches to celebrating the nation's 250th. Using avenues such as the digital humanities, cross-sector convenings, and engagement with social studies teachers, we will build a collaborative environment and provide access for all state residents to cultural experiences. Inviting audiences to engage with the historical method can help them become more comfortable with the ambiguous, contested, and always-evolving nature of history. The commission's work will focus on the role of Connecticut, its people, sites, and historic context of the time. It can boost tourism in the state by amplifying the story at historic sites, trails, and buildings, and by constructing programs around notable events.

For the Common Good

As we reckon with what the nation's 250th means in Connecticut, we will encourage civic engagement to continue to build our communities, state, and nation using the democratic ideals outlined in our founding documents. The 250th anniversary offers an opportunity to reconsider the origins of our government, democratic institutions, and broader civic life, and a chance to reflect on the ways we have changed them over time. Discussions about our democracy and civic intuitions can help strengthen understanding, inspire action, and reveal ways that all of us can participate in and shape our democracy.

CThumanities

The America 250 | CT Commission is administered by CT Humanities. To learn more, visit cthumanities.org.

Major support for America 250 | CT provided by:



www.gutenberg.org/files/19844/19844-h/19844-h.htm

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 20, 2025

SUBJECT: Request acceptance of a donation of approximately 130 plants valued at approximately \$1700 (includes estimated \$250 delivery) to be planted at Little People's Playground from the Kensington Garden Club.

Summary of Agenda Item:

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 13, 2025 recommended accepting a donation of approximately 130 plants valued at an estimated \$1,700 (including delivery) from the Kensington Garden Club. The plants would be planted and maintained by the Kensington Garden Club at the fence lining Little People's Playground. There would be 5 feet each side of the entrance gate where nothing would be planted. The Parks and Grounds Department is in favor of this donation and will work with the Kensington Garden Club on delivery.

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

Funding:

No funding needed

Action Needed:

Move to accept a donation of approximately 130 plants valued at an estimated \$1,700 (including delivery) from the Kensington Garden Club to be planted and maintained at Little People's Playground.

Attachments:

Kensington Garden Club Presentation ✓

Prepared By:

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



Planting Proposal

Little People's Park, Kensington

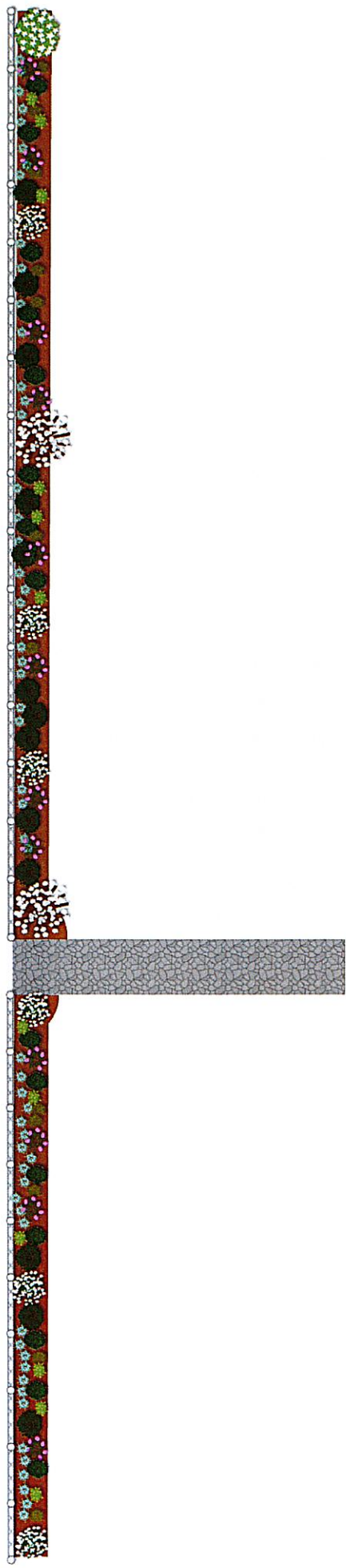
Ted Johnson

Design Objectives

- Fill bed approximately 3-4' deep along perimeter fence
- Use non-flowering plants—except for early flowering shrubs—to minimize pollinator interaction with children and parents
- Provide color and interest through leaf color and shape
- Use plants that require minimal maintenance
- Use 1-3 gal. shrubs sourced locally to provide as much early growth as possible
- Grasses sourced from outside CT as landscape plugs to minimize cost
- Approximately 130 plants in total
- Wholesale plant cost approximately \$1000, not including shipping/delivery. Installation labor and initial mulching (1" only) undecided

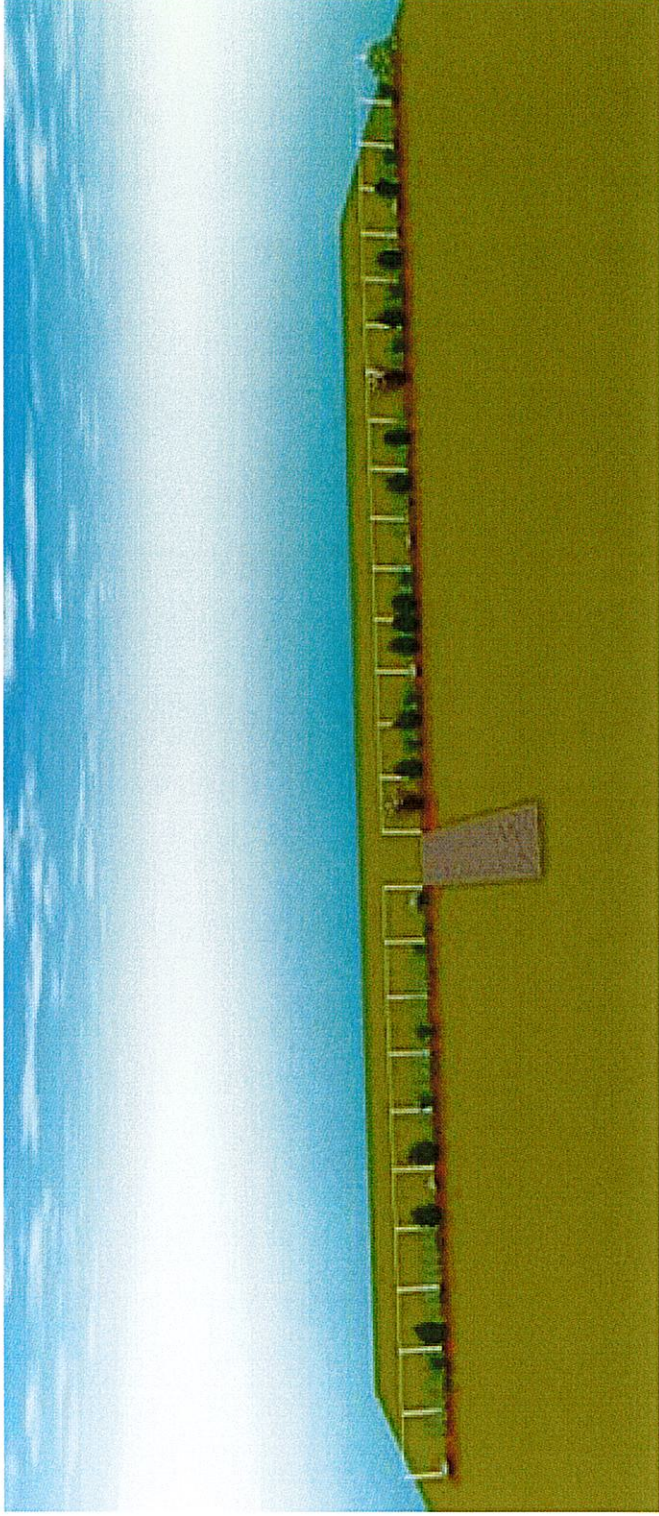
Plant List

- Beach Plum — *Prunus maritima*, 2 plants
- Black Chokeberry — *Aronia melanocarpa* Ground Hug, 6 plants
- Bearberry — *Arctostaphylos uva-ursi*, 15 plants
- Maple Leaf Viburnum — *Viburnum trilobum* Bailey's Compactum, 1 plant
- Inkberry — *Ilex glabra*, 13 plants
- Little Bluestem — *Schizachyrium scoparium*, 56 plants
- Pink Muhly Grass — *Muhlenbergia capillaris*, 15 plants
- Prairie Dropseed — *Sporobolus heterolepis*, 28 plants



Overall Plan

Allows for early Spring flowers to minimize interaction between pollinators and humans



3D View

Shrubs are represented with as-planted growth

Beach Plum

- Native to CT
- Easy to maintain shrub with profuse flowers
- Blooms in April
- Fruit is prized by birds



Black Chokeberry Ground Hug

- Native to CT
- 1-2 feet in height
- White flowers in mid Spring
- Berries prized by birds



Bearberry

- Native to CT
- White/Pink flowers in late Winter, Early Spring
- Very low ground cover shrub
- Berries prized by birds



Maple Leaf Viburnum – Baileys Compactum

- Native to CT
- Compact size
- Flowers in May
- Berries are prized by birds



Inkberry

- Native to CT
- Dark, evergreen foliage
- Compact



Little Bluestem

- Native to CT
- Upright, clumping habit
- Stupendous fall color



Pink Muhly Grass

- Native to CT
- Colorful clumping grass
- Beautiful late season color



Prairie Dropseed

- Native to CT
- Clumping habit
- Excellent ground cover grass



Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 24, 2025
SUBJECT: Police Station Renovation Project – Construction Contingency Reduction for Police Department Fitness Equipment, Armory Shelving, and CCTV/Camera Licenses

SUMMARY:

The Public Building Commission (PBC) was charged with oversight of the Police Station Renovation Project, and as approved by Town Council and the Board of Finance, awarded the contract (# 2024-02) to Millennium Builders, Inc. of Bloomfield, CT (Millennium) in December 2023. Millennium's bid was \$2,524,700.00; the PBC recommended a contingency of 15 percent, so the final total was not to exceed \$2,903,405.00. At its February 13, 2025 meeting, the PBC approved a reduction in the construction contingency for the Police Station Project by \$37,631.09 to allow the Berlin Police Department to procure the following:

- **Fitness Equipment (\$34,434.00)** – To be installed in the new Training Center.
- **Shelving System for Armory (\$2,390.00)** – To organize the new Armory/Gun Cleaning areas.
- **Three Camera Licenses (\$807.09)** – By Norcom for additional cameras installed by Millennium.

The procurement of these items will enhance the operational effectiveness of the new facilities and ensure proper outfitting of key areas. Staff are seeking Town Council approval of this contingency reduction.

FUNDING:

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

ACTION NEEDED:

Move to reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$37,631.09, as approved by the Public Building Commission, to allow the Police Department to procure Fitness Equipment, Armory Shelving, and Additional Camera Licenses.

ATTACHMENTS:

Total Fitness Equipment Quote, dated October 16, 2024 ✓
Inner Space Systems quote, dated April 15, 2024 ✓
Norcom CT Quote, dated February 10, 2025 ✓

PREPARED BY:

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

MSA



Smith Machine

VST600-PLG2

Now dedicated strength training enthusiasts can take on a variety of heavy lifts with a Smith Machine featuring a 90-degree path of motion. It's been tested to withstand over a million reps, more than four times the industry standard, and refined ergonomics keep even the most intense sets comfortable. Best of all, our ultra-stable design is as easy-to-use as it is low-maintenance.

- 90-degree path of motion to accommodate a variety of exercises
- Linear bearings for smooth operation
- Counterbalanced 9.7-kg / 21-lb. bar takeoff for exceptionally low starting resistance.
- Open frame makes it easy to enter and exit
- Six weight storage horns



Frame

Frame Color	Matte Black
Frame Finish	Proprietary two-coat powder process

Tech Specs

Overall Dimensions	224.3 x 122.5 x 232.2 cm / 88.3" x 48.2" x 91.4"
Product Weight	204 kg / 449 lbs.
Max User Weight	150 kg / 330 lbs.
Max Training Weight	250 kg / 550 lbs.
Starting Resistance	9.7 kg / 21 lbs.

User Amenities

Instructional Placards	Muscle call outs, start and finish exercise illustrations
Weight-storage Horns	6 weight-storage horns for max 20-kg / 45-lb. plates

SPR1000

Pro Clubline Commercial Power Rack

Body-Solid
ProClubLine



Special Features

- 3" x 3" 11-gauge steel Mainframe construction
- 1" hole spacing and laser-cut numbers on uprights
- Expansion for weight storage and spotter access
- Monkey Bar or Connecting Bar will bolt two racks together
- Includes two J-Cup liftoffs and two premium safety spotter bars
- Weight Capacity: 1000lbs
- 81" L x 53" W x 89" H, 350 lbs.

Warranty



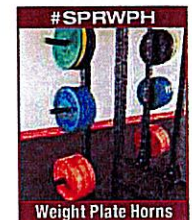
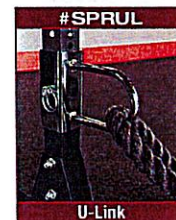
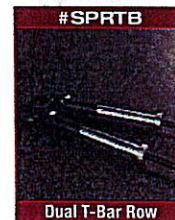
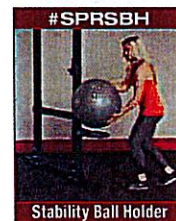
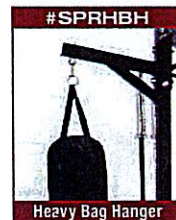
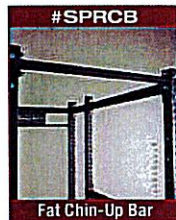
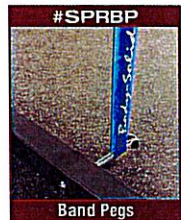
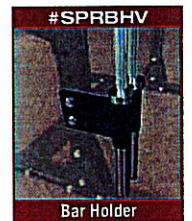
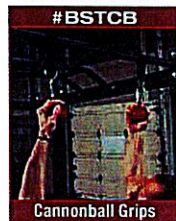
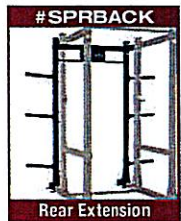
Frame & Welds Lifetime
Bushings and Hardware 3 Years
Pad, Rollers and Grips 1 Year



Frame & Welds Lifetime
Bushings and Hardware Lifetime
Pad, Rollers and Grips Lifetime



Optional Attachments



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ADJUSTMENTS		FRAME & CABLES		TECH SPECS	
User adjustment range	N/A	Frame color	Matte Black	Overall dimensions	120.5 x 201 x 215 cm / 47.4 x 79.1 x 84.6"
Color coded pivots & points of adjustment	Yes	Frame finish	Proprietary two-coat powder process	Total weight	219 kg / 482 lbs.
		Machine anchoring	4 machine anchoring locations		
		Cable transmission	Internally lubricated cables & fittings		

USER AMENITIES		WEIGHT STACK	
Instructional placard	Muscle call outs, start & finish exercise illustrations	Total stack weight	100 kg / 220 lbs.
Placard color coding	Yellow (upper body)	Weight plate increments	6.8 kg / 15 lbs.
Contoured seat	Yes	Consistent stack height	Yes
		Weight stack guarding	Full front and rear shields

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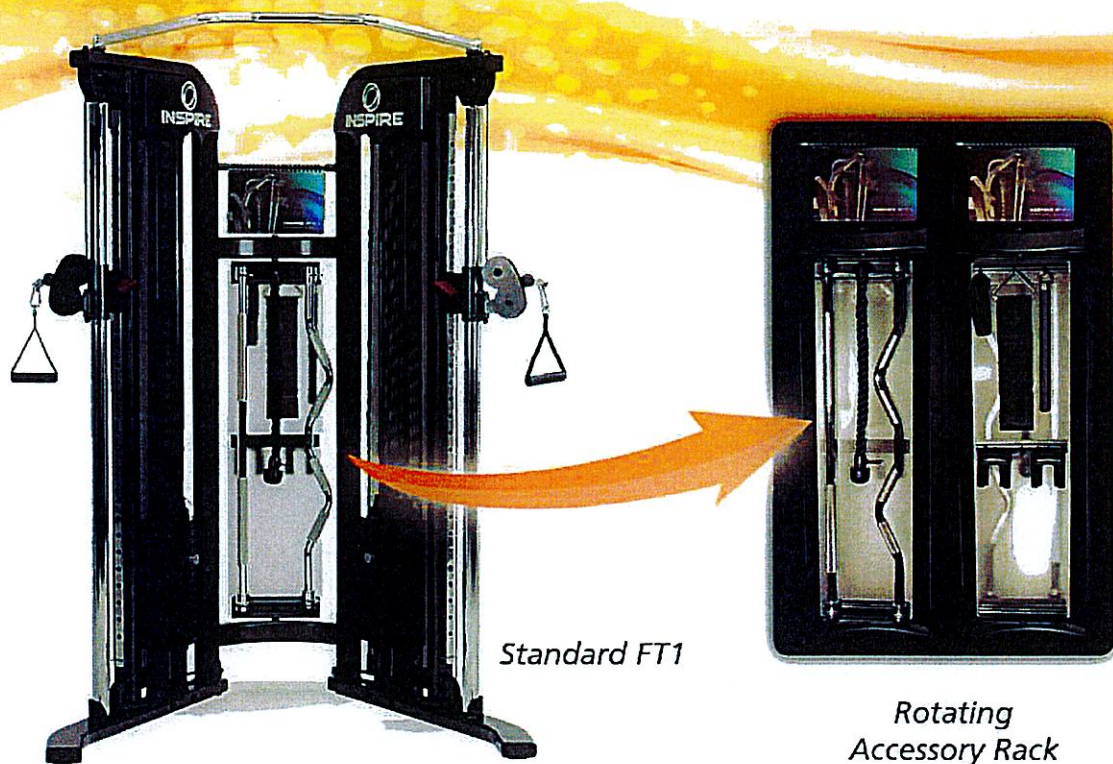


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information

Shown with Optional Bench

FT-1

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FT1 Product Specifications

Frame: Heavy-duty rectangular and round tubular steel.

Powder Coated Finish: The Electrostatic Powder Coat offers a durable, maintenance free finish.

Instructional Flip Chart: Offers color photos with over 40 different exercises right at your finger tips.

User-friendly adjustments: The quick, one-handed adjustable high/low pulley system adjusts to more than thirty height positions for all of your exercise needs.

Dual Independent Weight Stacks: The dual weight stacks allow you to work each side of the body independently for a more balanced workout.

Split Resistance: .5 resistance ratios provide a smooth, continuous feel and a longer range of motion for more versatility in your exercise movements.

Weight Stacks: 2 - 165 lb Commercial Weight Stacks with Solid Guide Rods and Center Drilled Weight Plates.

Rotating Accessory Holder: Includes the Multi-Functional Belt, Easy Curl Bar, Straight Bar, Ankle Cuff, Swing Handle, Tricep Rope, 2 – Single Handles, and 2 – 5 lb add-on weights.

Options Available: FID Bench, 50lbs Weight Stack add-on, and Abdominal Bar.

Warranty: Inspire (Health In Motion LLC.) Multi-Gyms have a (Residential) Lifetime Limited Warranty and a 10 Year Light-Commercial Warranty. Visit your local dealer for

Dimensions:

FT1 Footprint: Depth 47" x Width 54" x Height 81.5"

FT1 Footprint w / Optional Bench: Depth 83" x Width 54" x Height 81.5"

Inspire/Health In Motion LLC. reserves the right to alter product specifications at any time.

This product covered by one or more of the following US Patents and others pending:
5,330,405; 5,961,427; 5,944,641; 7,905,818; 7,837,600; 7,645,217; 8,096,929; 7,722,513.



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Choose our leg press station to help those serious about strength training target their lower-body muscles with a natural, effective path of motion. It's been tested to withstand over a million reps, more than four times the industry standard, and refined ergonomics keep even the most intense sets comfortable. Best of all, our ultra-stable design is as easy-to-use as it is low-maintenance.

- Swing-style press design encourage a natural and effective path of movement
- Molded polyurethane foam pads and contoured touchpoints for comfort
- Extra-large, non-slip platform provides secure and comfortable foot placement
- Angle of the back pad easily adjusts to maximize comfort
- Assistance handle on the foot plate makes it easy to enter and exit
- Built-in band pegs allow for resistance training
- Two weight storage horns



Frame

Frame Color	Matte Black
Frame Finish	Proprietary two-coat powder process

Tech Specs

Overall Dimensions	231.5 x 138.4 x 150.9 cm / 91.1" x 54.5" x 59.4"
Product Weight	209 kg / 461 lbs.
Max User Weight	150 kg / 330 lbs.
Max Training Weight	300 kg / 660 lbs.
Starting Resistance	29 kg / 64 lbs.

User Amenities

Instructional Placards	Muscle call outs, start and finish exercise illustrations
Upholstery	Polyurethane molded foam
Elastic Band Peg	Allows elastic resistance training
Weight-storage Horns	2 weight-storage horns for max 25-kg / 55-lb. plates

S70 ASCENT TRAINER



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In addition to the smooth, natural, low-impact exercise experience made possible by our near-silent suspension design, the S70 Ascent Trainer adds adjustable incline with variable stride length and multi-position handlebars. This unique combination lets users of all sizes hop on and get a workout that feels like it was made just for them.



BLUETOOTH CONNECTIVITY

Now users can pair their Bluetooth heart rate strap or connect to favorite FTMS-compatible training apps like Kinomap, Zwift and more.

FRAME

Model Number	S70-05
Frame Type	Heavy gauge welded steel, Ascent Trainer*
Variable Stride Length	51-58 cm / 20"-23"
Step-On Height	22 cm / 8.5"
Power Incline	15%-37%
Resistance System	2-stage generator
Resistance Range	1-20
Pedal Type	Oversized with rubber inserts
Pedal Spacing	5.1 cm / 2"
Handlebar Design	Multi-position dual action, stationary with resistance / incline toggles and contact heart rate grips
Extras	Water bottle holder, accessory tray, reading rack

TECH SPECS

Assembled Dimensions	191 x 89 x 173 cm / 75" x 35" x 68"
Assembled Weight	160 kg / 352 lbs.
Max User Weight	182 kg / 400 lbs.
Power Requirements	Self-powered or optional 120v

CONSOLE

Display	10 x 14 white dot-matrix LED profile display, alphanumeric LEDs, CSAFE
Programs	Sprint 8*, Manual, Interval, Fat Burn, Random, Target HR, HR Weight Loss, HR Interval, HR Hill, Trail 2K, Trail 8K, Glute Burn, Summit Hike, Mountain Trek, Stair Climb, Fitness Test, Custom
Workout Feedback	Distance, Speed, HR, % Max HR, Watts, METs, RPM, Calories, Time, Resistance
Heart Rate	Contact, telemetric, Bluetooth
Bluetooth	Yes; Heart rate, FTMS transmits speed and other data to training apps
CSAFE	Yes
WiFi	No



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ADVANCED PERFORMANCE. EXCEPTIONAL STYLE

Our advanced T600 treadmill combines performance, durability and contemporary style to elevate the exercise experience. A powerful motor and an extra-large running surface accommodate hard workouts, and heavy-duty components stand up to the toughest environments for years. Perhaps best of all, the refined styling of the frame and console will make the T600 an attention-grabbing highlight of your fitness offering.



BLUETOOTH CONNECTIVITY

Now users can pair their Bluetooth heart rate strap or connect to favorite FTMS-compatible training apps like Kinomap, Zwift and more.

FRAME

Model Number	T600-03
Frame Type	Heavy gauge welded steel
Running Area	152 x 55.4 cm / 60" x 22"
Cushioning System	UltraZone cushioning system
Deck Thickness	25.4 mm / 1" reversible
Drive System	4.2 hp AC dynamic response drive system
Speed Range	0.5-12 mph
Incline Range	0-15%
Extras	Water bottle holder, reading rack

TECH SPECS

Assembled Dimensions	215 x 91 x 154 cm / 85" x 36" x 61"
Assembled Weight	178 kg / 392 lbs.
Max User Weight	182 kg / 400 lbs.
Power Requirements	120 V, 15A dedicated circuit
Power Supply	NEMA 5-15 (requirement may vary outside the USA)

CONSOLE

Display	10 x 14 white dot-matrix LED profile display, alphanumeric LEDs, dedicated HR zone display
Programs	Manual, Interval, Time Goal, Distance, Goal, Calories Goal, Random, Target HR, Weight Loss, Fitness Test
Workout Feedback	Time, Pace, Incline, Distance, Speed, Level, Calories, METs, Target HR, Actual HR, Profile
Heart Rate	Contact, telemetric, Bluetooth
Bluetooth	Yes; Heart rate, FTMS transmits speed and other data to training apps
CSAFE	No
WiFi	No



SCL 835

Experience™ Series

StairClimber III

Product Highlights

The Precor SCL® 835 far exceeds the status quo and invites you to step up to an experience that will delight. Made from durable, high-performance parts and tested beyond industry standards, the StairClimber is built for reliability. The thoughtful design prevents sweat, dirt, and fluid ingress to deliver an ultra-smooth operation and effective cleaning in a single pass. It invites exercisers to step on and off with ease, exercise with confidence, and stay motivated with engaging content.

Product Features

Dynamic Step Control

The Dynamic Step Control™ system, with an industry-leading tolerance of +/- 0.5 steps per minute, ensures an accurate, consistent step rate, whether slow or fast, for exercisers of all sizes.

Low Maintenance Step Chain

To decrease downtime, service panels can be removed in under one minute to easily access internal components. Constructed of high-strength steel, the 428 O-ring motorcycle step chain requires no planned maintenance - simply inspect annually. Clean and lubricate only if needed.

Tested Beyond Industry Standards

The StairClimber has exceeded industry standards, withstanding over 30 different tests, conducted over 10,000 hours in the lab and field for reliability that operators can trust.

Motivating Workouts

Geographically-inspired milestone workouts entice exercisers to climb 30 well-known landmarks like the Empire State Building, or the Great Pyramid. Customizable and pre-programmed HIIT workouts designed specifically for the StairClimber offer additional motivation.

Specifications

Dimensions (L x W x H): 59 x 31.7 x 84 in / 150 x 81 x 213 cm

Equipment Weight: 375 lb / 170 kg

Power: 120 volt, 15 amp circuit

Recommended Ceiling Height: 9 ft 9 in / 3 m

Step Height: 8 in / 20 cm

Step Dimensions (D x W): 11 in x 20.8 in / 28 cm x 53 cm

Step Rate Range: 20 to 165 steps / minute (SPM)



Storm Grey



Black Pearl

Refined colorways with dark Tungsten covers and two frame color options, Storm Grey and Black Pearl.

Total Workouts: 10

Fit Tests: WFI and CPAT

Language: English, French, German, Hebrew, Italian, Japanese, Portuguese, Russian, Spanish

Asset Management: Optional with Preva®Sync™ Module

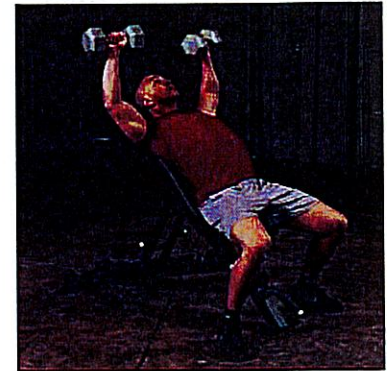
Entertainment: Optional - 15 in / 38.1 cm Personal Viewing System (PVS)

Accessories: Integrated Reading Rack, Mobile Device Charger
Optional - Cable Management

Warranty: Visit www.precor.com for warranty terms.

SFID325B Pro Clubline Adjustable Bench

Body-Solid
Pro Club Line



Weights sold separately

SFID325B Adjustable Bench

Body-Solid's new Pro Clubline SFID325B Adjustable Bench is designed to meet any facility's requirements without breaking the bank. Utility benches are a critical part of any commercial or vertical market facility. The Pro Clubline SFID325B Adjustable Bench adjusts from decline (-18°) to flat to 5 incline positions, (15°, 30°, 45°, 60° and 80°), with the back pad and seat pad adjusting separately. The SFID325B Adjustable Bench has a tested weight capacity of over 1000 pounds with its commercial grade 2"x3" 11-gauge steel. Thick durable upholstery holds up in any use and won't bottom out. Oversized wheels with a front transport handle make the SFID325B Adjustable Bench easy to move. The perfect match for dumbbell workouts, smith machines, squat racks and power racks.

Weight: 75 lbs.

Dimensions: 58"L x 25.5"W x 18"H

Special Features

- Independent back pad and seat pad adjustments
- 1000 pound capacity tested
- Thick, durable padding
- Transport wheels for easy movement
- Back pad adjusts flat, incline (15, 30, 45, 60 and 80 degrees) and decline (-18 degrees)
- Seat pad adjusts flat, 10, and 18 degrees

Warranty



Frame & Welds Lifetime
Bushings and Hardware 3 Years
Pad, Rollers and Grips 1 Year



Frame & Welds Lifetime
Bushings and Hardware Lifetime
Pad, Rollers and Grips Lifetime

PREACHER CURL BENCH

SKU: 5011

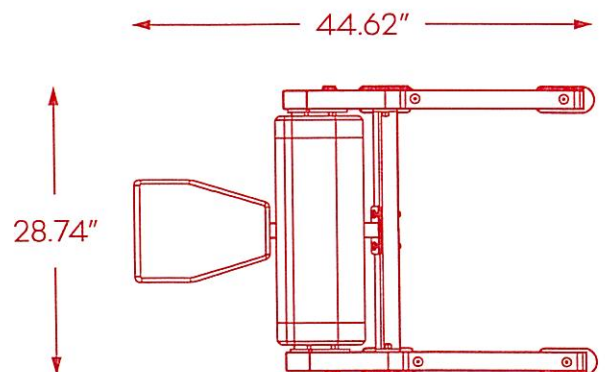


Seat adjustable up to 7 inches



STANDARD FEATURES

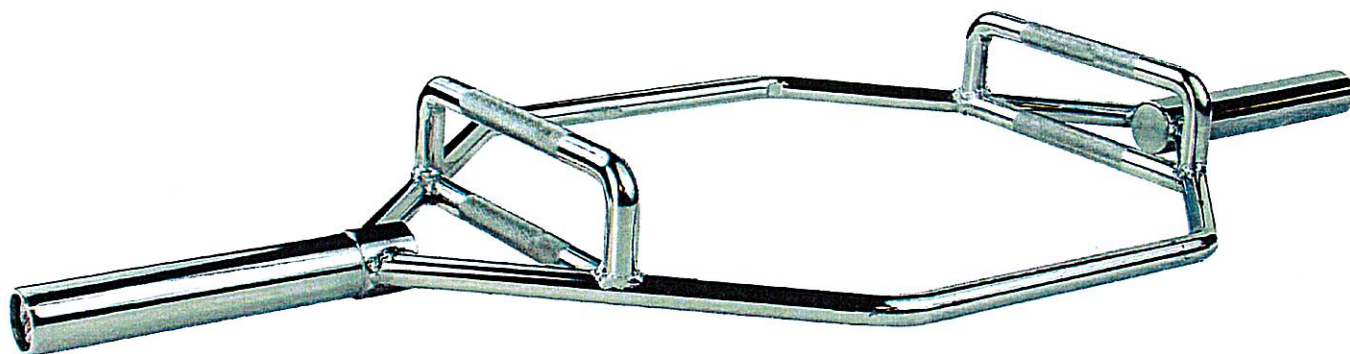
- Open front for access to do standing exercises.
- Seven seat heights from 18" to 25".
- Thick protective guards on bar rails.



OTB50RH

Body-Solid Olympic Shrug Bar

Body-Solid
Built for Life



OTB50RH

Olympic Shrug Bar (Raised Handles)

Body-Solid's new OTB50RH Olympic Shrug Bar features innovative raised handles allowing for easier and safer workouts. The raised handles on the OTB50RH Olympic Shrug Bar not only make this shrug bar easier to lift from the ground but also reduces strain and tension on your hands and back while performing squats, deadlifts, shrugs and more.

The OTB50RH Olympic Shrug Bar's unique design eliminates contact with your upper thighs and front torso providing greater range of muscle contraction and deep tissue development when performing shrugs, deadlifts, bench presses, military presses, squats and lunges.

Special Features

- 9.75" loadable sleeve space
- Knurled handles for grip
- Load is centered and not off axis like traditional deadlifts, putting less stress on the spine
- Works trapezius muscles with shrug lifts
- Use for stiff legged deadlifts and Romanian deadlifts
- 600 Lb. Capacity
- 25.50mm Bar Diameter
- 9" Handles

Weight: 45 lbs

Dimensions: 56"L x 24"W

(25" from interior handle to interior handle)

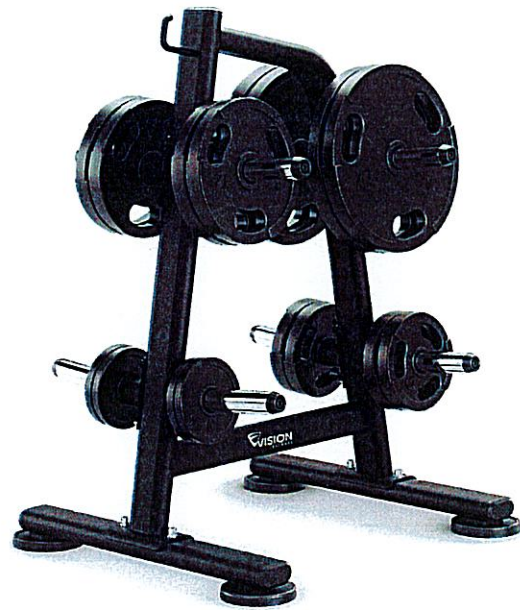


Weight Tree

VST600-FW67

Complete your strength training offering with a weight tree that keeps your plates organized and easy to access. It's been tested to withstand hard use in tough environments, and our ultra-stable design is virtually low-maintenance.

- Angled weight storage horns position the heaviest weight plates farther from the ground for easier to removal and replacement
- Eight angled weight storage horns for Olympic plates
- Band holder offers convenient storage for multiple resistance bands
- Horn bumpers protect frame finish



Frame

Frame Color	Matte Black
Frame Finish	Proprietary two-coat powder process

Tech Specs

Overall Dimensions	91.6 x 83.1 x 120.8 cm / 36.1" x 32.7" x 47.6"
Product Weight	47 kg / 104 lbs.

User Amenities

Elastic Band Peg	1 peg for resistance band storage
Weight-storage Horns	8 weight-storage horns for max 25-kg / 55-lb. plates

ORT Rubber Grip Olympic Plates

Body-Solid®
Built for Life



ORT Rubber Grip Olympic Plates

Body-Solid Rubber Grip Olympic Plates surpass competitor's weight plates in quality, accuracy, reliability and price. Quad-grip design guarantees safer and easier performance. Body-Solid Rubber Grip Olympic Plates are encased in durable, heavy-duty rubber to prevent scuffing or damage to equipment, walls or floors. These plates feature an integrated metal sleeve providing a smooth, secure fit onto any Olympic bar.

Special Features

- Encased in heavy impact-resistant rubber
- Quad-grip design
- Impervious to rusting, chipping, flaking or losing their color
- Metal sleeve provides a secure fit onto any Olympic bar

Item #	Weight	Width	Diameter
ORT2.5	2.5lb	1"	7 ¹ / ₄ "
ORT5	5lb	1 ¹ / ₄ "	8 ¹ / ₄ "
ORT10	10lb	1 ¹ / ₄ "	10 ³ / ₄ "
ORT25	25lb	1 ³ / ₄ "	13 ³ / ₄ "
ORT35	35lb	1 ³ / ₄ "	15 ³ / ₄ "
ORT45	45lb	2"	17 ³ / ₄ "
ORT100	100lb	3 ¹ / ₄ "	17 ³ / ₄ "

OBPX and OBPXC Chicago Extreme Bumper Plates



Item #	Weight	Width	Color
OBPX10.....	10lb.....	1".....	Black
OBPX15.....	15lb.....	1¼".....	Black
OBPX25.....	25lb.....	1⅜".....	Black
OBPX35.....	35lb.....	2⅜".....	Black
OBPX45.....	45lb.....	2⅞".....	Black
OBPX260.....	260lb.....		Black

Item #	Weight	Width	Color
OBPXC10.....	10lb.....	1".....	Green
OBPX15.....	15lb.....	1¼".....	Black
OBPXC25.....	25lb.....	1⅜".....	Yellow
OBPXC35.....	35lb.....	2⅜".....	Blue
OBPXC45.....	45lb.....	2⅞".....	Red
OBPXC260.....	260lb.....		Assorted

OBPX and OBPXC Chicago Extreme Bumper Plates

The Chicago Extreme Bumper Plates are the most durable plates in the Body-Solid lineup; featuring superior durability with a quality smooth finish and classic color. Every plate is made to the IWF standard diameter of 450mm (17.72"). The Chicago Extreme Bumper Plates have a thinner width than the other Body-Solid bumper plates allowing you to load more weight on the bar.

Constructed with the highest-standards in mind, Body-Solid Chicago Extreme Bumper Plates are factory tested to withstand drops and heavy use. The 1 year commercial warranty for the 10lb and 15lb plates, and 3 year commercial warranty for the 25lb, 35lb and 45lb plates ensures your investment is protected.

Special Features

- Diameter 450mm (17.72"), IWF Standard
- Collar Opening 50.8mm (2" Olympic size)
- Available in 10lb, 15lb, 25lb, 35lb and 45lb sizes
- 1 Year Commercial Warranty for 10lb and 15lb
- 3 Year Commercial Warranty for 25lb, 35lb and 45lb

Warranty



10lb and 15lb 1 Year
25lb, 35lb and 45lb 3 Years



INNER SPACE SYSTEMS

PRICE QUOTATION:

PRESENTED TO

Berlin Police Dept.
40 Kensington Rd.
Berlin CT. 06037

DATE: 4/15/2024

PRESENTED BY: AR

F.O.B. DESTINATION

SHIPPING POINT

This quotation is presented for your information and prepared in duplicate.

To order the items listed, sign and return for acceptance.

DESCRIPTION OF EQUIPMENT/SERVICES	AMOUNT
<p>1 section 4-post shelving system for Armory:</p> <ul style="list-style-type: none"> 1 section-36" w x 12' d x 86.75" h-with 6 shelf openings + top cover. 1 section -36" w x 12' d x 86.75" h-with 2 levels of components for long guns. <p style="text-align: right; margin-right: 50px;">Total price includes delivery/installation</p>	<p>\$2,390.00</p>

taxes additional, if applicable
 4 weeks free storage of product in local warehouse
 customer's responsibility to instruct us when to ship items and
 advise of any schedule changes 4 weeks prior to product
 shipping.
 quotes good for a minimum of 90 days

When order is hereby placed, as per the terms and
 conditions of the above quotation, subject to acceptance
 at the home office of Inner Space Systems, Inc

Accepted by: _____

Accepted by:

Andrew Rakowsky
Inner Space Systems, Inc.
 1663 Rte. 22-Ste. A5
 Brewster, N.Y. 10509
 Ph. (845) 279-7447
 fax (845) 279-7755
 E-Mail: andy@innerspacesystems.com

Presented by: _____



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

Prepared For: Berlin Police Department
Deputy Chief Drew Gallupe

Prepared By: Doug Fuchs – dfuchs@norcomct.com
Matt Mercier – mmercier@norcomct.net

Date: February 10, 2025

3 Avigilon License for new customer supplied cameras \$807.09
(No Labor has been included in the quote – licenses only to be installed by customer)

Equipment List:

QTY	Item	Description
3	UNITY8-ENT	Unity Enterprise camera channel

Notes:

Quoted material and Special-Order items may be non-returnable

Payment Terms: Net 30
Delivery: NA
Price Validity: 15 Days
Warranty: NA

Limit of Liability:

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

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

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

Applicable Sales Tax and Shipping Will Be Added.

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

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

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager RC
DATE: February 21, 2025
SUBJECT: Gym Equipment Purchase

Summary of Agenda Item:

The Berlin Police Department is requesting to purchase gym equipment from the contingency fund as recommended by the Public Building Commission as part of the Police Department Expansion Project. The company selected from three quotes and approved by PBC is Total Fitness with the final cost including installation at \$34,434.00. Total Fitness utilizes State Contract Pricing #18PSX0320.

Funding:

The funds to pay for the gym equipment will come from account 538.15.1532.0.54000.00300.

Action Needed:

Move to approve the purchase of gym equipment from Total Fitness for amount not to exceed \$35,000.

Attachments:

Quotes ✓

Prepared By:

Deputy Chief Drew Gallupe DG

ROGUE®

614-358-6190 545 E. 5th Ave
 team@roguefitness.com Columbus, OH 43201 United States

QUOTE: #177201

VERSION: 2

BILL TO: Brett Kelly 240 Kensington Road Berlin, CT 06037 United States	SHIP TO: Brett Kelly 240 Kensington Road Berlin, CT 06037 United States
Ship Method Freight - RL	Total Weight 4003.26LBS

Total Equipment Cost	\$23,880.33
Discount	\$1,731.32
Shipping	\$1,726.85
Tax	\$1,516.12
Total	\$25,391.98

Pay Now

Brand	SKU	Item Description	QTY	Price	Total	Details
Rogue	IP0051-2	2.5LB Rogue Black Olympic Plate - Pair	4	\$14.25	\$57.00	
Rogue	IP0053-2	5LB Rogue Black Olympic Plate - Pair	4	\$22.80	\$91.20	
Rogue	IP0514-10-2	Rogue HG Bumper 2.0 - 10LB - Pair	6	\$55.83	\$334.98	
Rogue	IP0514-25-2	Rogue HG Bumper 2.0 - 25LB - Pair	6	\$105.45	\$632.70	
Rogue	IP0514-45-2	Rogue HG Bumper 2.0 - 45LB - Pair	5	\$174.80	\$874.00	
Rogue	RA2889-BLBR	1.2 Ohio bar - Black Zinc Bright Zinc	1	\$287.63	\$287.63	
Rogue	RA0482-BLACK-MG	Rogue Iso Leg Press 35 (MG Black)	1	\$6,015.63	\$6,015.63	
Rogue	RA0711	Rogue TB-2 Trap Bar	1	\$415.00	\$415.00	
Rogue	RA1372-BLACK-MG	Monster Stand Alone Lat Pull Down Low Row (MG Black)	1	\$3,175.00	\$3,175.00	
Rogue	RF0644	Rogue Vertical Plate Tree 2.0	1	\$221.20	\$221.20	
Rogue	RF0959-BLACK-MG-TXT-FP	Rogue Adjustable Bench 3.1 (MG Black - Txt) - FP Pad	2	\$595.00	\$1,190.00	
Rogue	RF0523	Rogue RML-690 Power Rack	1	\$1,691.00	\$1,691.00	
Rogue	IP0917	Rogue Echo Rower v1.1	1	\$895.00	\$895.00	
Rogue	STR0005	STEPR PRO+ (27" Connected Console)	1	\$7,999.99	\$7,999.99	

FITNESS SHOWROOMS AVON
 395 W MAIN STREET
 AVON CT 06001
 860 674-9965



Sales Quote	
48354629	
Estimated Date	Document Date
12/01/24	11/24/24

Sold To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

Ship To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

	Terms	Salesperson	Customer #	Store
	No Terms	AB	48354629	48
Printed: 11/24/24 04:10PM				
D - Delivery				

Ln#	Model/Brand/Description	Order	Price	Amount
1	D Model: BS019 Brand: HUDST FIREMANS RACK	1	\$1,299.00	\$1,299.00
2	D Model: DR001 Brand: HUDST DEFINITION SMITH W/RACK	1	\$1,999.00	\$1,999.00
3	D Model: HPT-POWER-TOWER Brand: HUDST HUDSON POWER TOWER	1	\$799.00	\$799.00
4	D Model: X041 Brand: HUDST SUPER LAT ROW COMBO	1	\$2,999.00	\$2,999.00
5	D Model: HLPHS-LEGPRESS Brand: HUDST HUDSON LEGPRESS/HACK	1	\$1,599.00	\$1,599.00
6	D Model: 4TR-LCD Brand: STAR STAR TRAC 4 SERIES TREAD LCD	1	\$3,200.00	\$3,200.00
7	D Model: 4CT-10 Brand: STAR STAR TRAC 4 SERIES ELLIP W/10	1	\$3,200.00	\$3,200.00
8	D Model: 4UB-10 Brand: STAR STAR TRAC 4 SERIES UPR W/10	1	\$2,000.00	\$2,000.00
9	D Model: DR016 Brand: HUDST HUDSON MANHATTAN BENCH	2	\$650.00	\$1,300.00

Thank You for your business. Have a Great Day!

FITNESS SHOWROOMS AVON
 395 W MAIN STREET
 AVON CT 06001
 860 674-9965



Sales Quote	
48354629	
Estimated Date	Document Date
12/01/24	11/24/24

Sold To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

Ship To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

Terms	Salesperson	Customer #	Store
No Terms	AB	48354629	48
Printed: 11/24/24 04:10PM			
D - Delivery			

Ln#	Model/Brand/Description	Order	Price	Amount
10	D Model: SCSWB2B Brand: INSPR SCS BENCH	1	\$450.00	\$450.00
11	D Model: SCSPC Brand: INSPR INSPIRE ARM ATTATCHMENT	1	\$50.00	\$50.00
12	D Model: HEX-TRAP-BAR Brand: HUDST HUDSON HEX TRAP BAR	1	\$150.00	\$150.00
13	D Model: HIT7017B Brand: HUDST SUPER STUDIO PLATE TREE	1	\$299.00	\$299.00
14	D Model: 7FTOCHR Brand: HUDST HUDSON 7FT OLYMPIC CHROME BAR	1	\$99.00	\$99.00
15	D Model: OLYR2.5LB Brand: HUDST HUDSON 2.5LB OLY RUBBER PLATE	4	\$4.25	\$17.00
16	D Model: OLYR5LB Brand: HUDST HUDSON 5LB OLY RUBBER PLATE	4	\$8.50	\$34.00
17	D Model: OLYR10LB Brand: HUDST HUDSON 10LB OLY RUBBER PLATE	4	\$17.00	\$68.00
18	D Model: OLYR25LB Brand: HUDST HUDSON 25LB OLY RUBBER PLATE	4	\$42.50	\$170.00

Thank You for your business. Have a Great Day!

FITNESS SHOWROOMS AVON
 395 W MAIN STREET
 AVON CT 06001
 860 674-9965



Sales Quote	
48354629	
Estimated Date	Document Date
12/01/24	11/24/24

Sold To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

Ship To
BERLIN POLICE DEPARTMENT 240 KENSINGTON ROAD BERLIN, CT 06037

Terms	Salesperson	Customer #	Store
No Terms	AB	48354629	48

Printed: 11/24/24 04:10PM

D - Delivery

Ln#	Model/Brand/Description	Order	Price	Amount
19	D Model: OLYR35LB Brand: HUDST HUDSON 35LB OLY RUBBER PLATE	4	\$59.50	\$238.00
20	D Model: OLYR45LB Brand: HUDST HUDSON 45LB OLY RUBBER PLATE	4	\$76.50	\$306.00
21	D Model: MAINTENANCE Brand: FITSH PREVENTATIVE MAINTENANCE 1 YEAR 2 VISIT PREVENTATIVE MAINTENANCE PROGRAM	1	\$0.00	\$0.00

Merchandise:	\$20,276.00
Delivery Charge:	\$1,622.08
Tax:	\$1,390.53
Total Sales Quote:	\$23,288.61

Thank You for your business. Have a Great Day!

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: February 20, 2025

SUBJECT: Bid Waiver request for Security Uniforms

Summary of Agenda Item:

The Berlin Police Department is requesting a bid waiver to purchase ballistic vests from Security Uniforms utilizing state contract 17PSX0024. The ballistic vests are being purchased as a part of a grant that reimburses 50% of the cost of the vests as our current vests are expiring soon.

Funding:

The funds to pay for the Ballistic Vests are contained in the Uniform Account 001.15.1532.0.52300.00000.

Action Needed:

Move to approve the purchase of 43 ballistic vests for the Police Department from Security Uniforms up to \$ 42,000 utilizing state contract 17PSX0024.

Attachments:

Sufficiency of Funds ✓

Prepared By:

Deputy Chief Drew Gallupe DG

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 25, 2025
SUBJECT: Authorization for Eversource for installation of an access gate or other barrier in its ROW off Orchard Road, MBL 26-3-74B-6

Summary of Agenda Item:

Eversource is requesting an agreement with the town to allow a gate or similar barrier to be installed by Eversource at the entry point of the Transmission Right-of-Way to the east of the homes along Summit Wood Drive. The intention of the gate is to prevent ATV access. Eversource indicated the request was prompted by an abutting property owner who requested access be blocked. The agreement allows for the Town to have its own locked access through the gate. At its October 8, 2024 meeting, the Conservation Commission voted unanimously to support the request noting that there would be no adverse impact to the trail and ATV use is a known problem in the area. Connecticut Forest and Parks Association (CFPA) who maintains the trail system, also had no objection to the installation. Eversource has agreed to the agreement as edited by Corporation Council.

Funding:

None.

Action Needed:

Move to authorize the Town Manager to sign an Agreement for Installation of Access Gate or Barrier with Eversource for a gate on Town property within the ROW of Map 26-3-Block 74B Lot 6, as shown on the attached map, subject to final review and approval of Corporation Counsel.

Attachments:

1. Aerial map showing location of installation ✓
2. Draft agreement with Eversource ✓

Prepared By:

Maureen Giusti, AICP, Town Planner *MGiusti*



Agreement for Installation of Access Gate or Barrier

Gate or Barrier Location: Orchard Road, Berlin, CT (MBL - 26-3-74B-6) Case # - R26141

Property Owner(s): Town of Berlin

Address: 240 Kensington Road, Berlin, CT 06037

Line Number(s): 3041/3754 **Structure #:8686 Project Name/Number:** Southington Substation to Black Rock Junction

This is to confirm your agreement with Eversource Energy, referred to herein as (EVERSOURCE) to install an access gate or other barrier, on your property, within EVERSOURCE's right-of-way ("Agreement"):

1. You agree that EVERSOURCE is not required or obligated to build and/or maintain an access gate or other barrier, and that EVERSOURCE only does so upon your signing of this Agreement;
2. The gate or other barrier shall be constructed and located generally as shown on the attached drawing;
3. The gate shall be locked with linked chains which allow for locks to be placed by both EVERSOURCE and you, as the property owner, to allow access through the gate by either EVERSOURCE or you without a key to the other party's lock;
4. You agree that the gate or other barrier may be constructed, maintained, replaced and removed by EVERSOURCE, but EVERSOURCE is not obligated to do so, and that EVERSOURCE, its contractors and/or subcontractors may access the gate or other barrier for entry to the EVERSOURCE right-of-way with vehicles, equipment and personnel for work on the EVERSOURCE right-of-way or on the gate or other barrier;
5. You waive and release all claims and demands against EVERSOURCE, now or in the future, for any damage, loss, cost or expense arising out of or in any way related to the use of the gate or other barrier, or the installation, maintenance, repair or replacement of the gate or other barrier, by EVERSOURCE, its contractors and/or subcontractors;
- ~~5.6.~~ EVERSOURCE agrees to indemnify, defend and hold harmless the Town and its agents from and against any and all claims arising out of or relating to EVERSOURCE'S installation and use of the access gate or other barrier.
- ~~6.7.~~ This Agreement binds and benefits your heirs, executors, administrators, successors and assigns and the successors and assigns of EVERSOURCE. This Agreement does not abridge or otherwise affect the rights acquired by EVERSOURCE in the easement associated with your property; and
- ~~7.8.~~ You agree to cooperate with EVERSOURCE in connection with the gate or other barrier, and in connection with any lock used for the gate, as set forth in this Agreement.

You may contact Eversource Transmission Maintenance Department at (860) 665-3858 for any problems or issues with the gate or other barrier after installation.

Please confirm your authorization and agreement as set forth above by signing below.

ACKNOWLEDGED AND AGREED:

Owner: Town of Berlin

Sign: _____

Date: _____, 2025

Print: _____

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curly, Town Manager *RC*
DATE: February 24, 2025
SUBJECT: Contract Award for DPC Engineering, LLC Contract # 2023-14

SUMMARY:

On June 15, 2023, there was a bid opening for the evaluation of the existing infrastructure and financial assets of the Berlin Water Control. There was only one bidder, DPC Engineering, LLC. This company is very familiar with the waste water operation of the Berlin Water Control Commission. The bid was much higher than our budgeted amount. Therefore, a meeting with Staff, and the Consultant indicated that the best course of action was to break the project into two phases, namely water and sewer. The water report has been completed and a template has been established for the sewer evaluation to be completed this fiscal year.

FUNDING:

Funds are available in the Water Control budget, Account #844.55.5086.0.56924.00000 (Outside Consulting Services) in the amount of \$ 65,000.00 and Account # 844.55.5586.0.53814.00000 (Contractual Services) in the amount of \$25,000.

ACTION NEEDED:

Move to award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$140,000 which covers the cost of the original proposal.

ATTACHMENTS:

- 1) Breakout of Project by Water/Sewer Evaluation ✓
- 2) Sufficiency of Funds ✓

PREPARED BY:

Ray Jarema, P.E., Water Control Manager



Task #	Task Description	Sub-Total by Task (Original Proposal)	Current P.O. (Water Assets)	Proposed PO (Wastewater Assets and Water/Sewer Pipes)
1	Elton Road Well Field - wells, equipment and generator, appurtenances, including land, and treatment building	\$ 4,105.15	\$ 4,105.15	\$ -
2	Woodlawn Well - location - existing building, well, and land	\$ 3,000.15	\$ 3,000.15	\$ -
3	Lamentation Tank - water storage (2 million gallons), and land	\$ 2,575.15	\$ 2,575.15	\$ -
4	Bicentennial well site location (inactive) - land, well	\$ 2,575.15	\$ 2,575.15	\$ -
5	Atkins Hill Tank site - land (former water storage tank)	\$ 2,915.15	\$ 2,915.15	\$ -
6	Connection with New Britain Water Department - meter pit	\$ 2,235.15	\$ 2,235.15	\$ -
7	Connection with Metropolitan District Commission (MDC) - meter vault and booster pumps	\$ 2,235.15	\$ 2,235.15	\$ -
8	Connection with Cromwell Fire District	\$ 2,235.15	\$ 2,235.15	\$ -
9	Connection with Kensington Fire District - meter pit	\$ 2,235.15	\$ 2,235.15	\$ -
10	Connection with Worthington Fire District at seven (7) meter pits and five (5) valve locations	\$ 10,325.76	\$ 10,325.76	\$ -
11	Connection to Mattabassett (force main pump station)	\$ 2,235.15	\$ -	\$ 2,235.15
12	Approximately 545 hydrants in water distribution system	\$ 9,847.20	\$ 9,847.20	\$ -
13	Quincy Trail - Booster Station, vault and land	\$ 2,380.00	\$ 2,380.00	\$ -
14	Sewer Pump Stations (10), pumps, appurtenances and land a) Deming Road (scheduled for upgrade) b) Berlin Turnpike c) Middletown Road d) Stan Chem e) Worthington Ridge f) Briar Patch g) Stillmeadow Lane h) Orchard Road i) Toll Gate Road j) Worthington Point	\$ 29,768.64	\$ -	\$ 29,768.64
15	Sewer Meter Stations (8), meters, vault and appurtenances a) Assa Abloy (Deming Rd) b) Field Stone (Deming Rd) c) Commerce Street d) White Oak e) Mill Street (Rte 372) f) Baxter Avenue g) Berlin Street h) Estates of Berlin	\$ 14,745.76	\$ -	\$ 14,745.76
16	Belcher Brook - Sewer line - relined	\$ 2,235.15	\$ -	\$ 2,235.15
17	Webster Square 42" - sewer relined	\$ 2,235.15	\$ -	\$ 2,235.15
18	Field office - 49 Town Farm Lane - equipment, vehicles, building, etc.	\$ 10,942.88	\$ -	\$ 10,942.88
19	Administration, 240 Kensington Rd - Town Hall (rental) facility and miscellaneous office equipment and supplies	\$ 9,922.88	\$ 9,922.88	\$ -
Total (Original Proposal) =		\$ 118,749.94	\$ 56,587.21	\$ 62,162.74
A1	Water Pipes	\$ 7,627.40	\$ -	\$ 7,627.40
A2	Sewer Pipes	\$ 11,934.78	\$ -	\$ 11,934.78
Total (Original Proposal Plus Supplemental Tasks) =		\$ 138,312.13	\$ 56,587.21	\$ 81,724.92

included in water eval. ?

\$70,782.03
51,219.85

*29,000 }
65,000 }*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	24-Feb-25
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	DPC Engineering Contract	\$140,000.00	\$140,000.00
1.00	DPC Engineering- Approved PO 251191	(\$57,688.23)	(57,688.23)
			-
			-
			-
			-
TOTAL			\$82,311.77

Account No. 844.55.5586.0.56924.00000- Outside Consulting Services

844.55.5586.0.53814.00000- Contractual Services

Budgeted Amount.....	\$125,000.00	Available balance.....	\$97,725.00
Encumbrances to Date.....	\$13,753.07	Amount Needed for This Package.....	\$82,311.77
Expenditures to Date.....	\$13,521.93	Available Balance After Purchase.....	\$15,413.23

Is a budget change needed? Yes No

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

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

or:

 Finance Director or Assist.Finance Director

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

_____ Finance Director or Assist.Finance Director

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curly, Town Manager *RC*

DATE: February 24, 2025

SUBJECT: Waive the Bidding Process for Haley Ward Engineers for the Meriden Interconnection and Submission for Department of Public Health Drinking Water State Revolving Fund Project Funding

SUMMARY:

Berlin Water Control needs to address the interior corrosion of its Lamentation Tank. It has been determined that the tank needs to be taken out of service, therefore an interconnection with Meriden is essential. Haley Ward has designed the new water main, but because of delays, it has been suggested that the project be split into two (2) fiscal years. This fiscal year the bidding for a contractor and administrative requirements with the State will be necessary. Next year, Haley Ward will provide engineering oversight of the projects for the interconnection with Meriden. Therefore, this fiscal year project will be \$63,800.00 (including a 10% contingency). The next fiscal year proposal will be \$73,700.00 (with a 10% contingency).

FUNDING:

Funds are available in the Water Control budget, Account #843.50.5086.0.56924.00000 (Outside Consulting Services) in the amount of \$ 63,800.00 for the current fiscal year, and Account # 843.50.5086.0.53814.00000 (Outside Consulting Services) in the amount of \$73,700.00 for the next fiscal year for a total project cost not to exceed \$137,500.00.

ACTION NEEDED:

Move to waive the bidding process for Haley Ward Engineers for the preparation of bid documents, Drinking Water State Revolving Fund loan submission, and engineering oversight of the Meriden water Main interconnection for an amount not to exceed \$137,500.00, as this is in the best interest of the Town.

ATTACHMENTS:

- 1) Haley Ward Proposal ✓
- 2) Sufficiency of Funds ✓

PREPARED BY:

Ray Jarema, P.E., Water Control Manager





HALEY WARD®
ENGINEERING | ENVIRONMENTAL | SURVEYING

January 29, 2025

Mr. Raymond Jarema, PE, Manager
Town Of Berlin Water Control Commission
240 Kensington Road
Berlin, CT 06037

RE: Proposed Scope of Services, Provide DWSRF Assistance and Construction Administration, 12" Water Main Interconnection with City of Meriden, CT

Dear Mr. Jarema:

I am pleased to submit our proposed Scope of Services for your review and acceptance. As discussed, we have assumed that the project would be bid and constructed in the second half of 2025, with a construction contract duration not to exceed five months. We have also assumed construction inspection over a two-month period.

SCOPE OF SERVICES

- 1) DWSRF Assistance – Haley Ward (HW) will assist the Town of Berlin Water Control Commission in coordination with the DPH in administering the DWSRF paperwork and requests during the project. Services will include follow-up on all DWSRF Construction checklists, providing contract schedule of values, verifying Prevailing Wage signs and rate compliance, verifying MBE/WBE contracts, verifying American Iron and Steel (AIS) certifications and field follow-up, and routine communications with the DPH throughout the project.

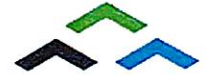
Also included will be routine collaboration with the City of Meriden Water Department, to address their needs at the interconnection meter pit.

- 2) Contract Administration – HW will provide contract administration for the estimated five-month duration the construction contract. HW will provide the following services:

Mr. Ray Jarema | 1-29-25 | 4010107 | Page 1

2210 Main Street, P.O. Box 1088, Glastonbury, CT 06033
T: 860.659.3100 | HALEYWARD.COM





- Prepare contracts for signing at a pre-construction meeting,
- Attend a pre-construction meeting,
- Provide three additional plan sets to the selected contractor,
- Work with the Town and property owners along the route to finalize any potential customer service connections, fire protection connections, and fire hydrants along the route,
- Answer contractor, owner, and other questions and RFI's for the duration of the contract,
- Review contractor submittals for conformance with contract documents,
- Prepare change orders as required throughout the contract,
- Review contractors pay requisitions for accuracy,
- Review compliance with prevailing wage rate schedules,
- Attend regular construction meetings at key times during the contract. For this project, we anticipate bi-weekly meetings during the three months of active construction (6 budgeted),
- Near the end of construction, provide a punch list of items which require completion by the contractor, and attend one additional meeting to verify these punch list items have been satisfactorily completed.

3) Assumptions- We have projected man-hours for a five-month contract duration. If these durations change significantly, we may require additional hours to complete our work based on the Contractor's schedule. If this occurs, we will submit a Contract Change Order request.

Our rates also assume this project would be constructed during the second half of 2025.

PROPOSED FEES

We propose to complete this work on a fixed fee basis, based on the construction contract durations listed in this proposal. Haley Ward will complete this Scope of Work for a fixed fee of \$ 58,000, broken down as follows:

1) DWSRF Assistance	\$ 12,000
2) <u>Construction Administration</u>	<u>\$ 46,000</u>
TOTAL FEE	\$ 58,000

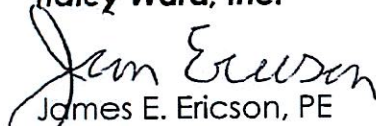


By reference, the attached Professional Services Terms and Conditions are part of this proposal and any resultant contract. In addition, the attached Schedule of Charges (effective December 1, 2024) will be used as a basis for any additional out-of-scope work authorized by the Town.

I hope you find this proposal acceptable, and we look forward to continuing to serve the Town of Berlin on this project.

Please contact our office with any questions or comments.

Respectfully submitted,
Haley Ward, Inc.


James E. Ericson, PE
Regional Manager | Vice President


James E. DeSellier, PE
Project Manager

ACCEPTED BY: _____

DATE: _____



HALEY WARD®

ENGINEERING | ENVIRONMENTAL | SURVEYING

January 29, 2025

Mr. Raymond Jarema, PE, Manager
Town Of Berlin Water Control Commission
240 Kensington Road
Berlin, CT 06037

RE: Proposed Scope of Services, Provide Construction Observation Services and As-Built Drawings, 12" Water Main Interconnection with City of Meriden, CT

Dear Mr. Jarema:

I am pleased to submit our proposed Scope of Services for your review and acceptance. As discussed, we have assumed that the project would be bid and constructed in the second half of 2025, with a construction contract duration not to exceed five months. We have also assumed construction inspection over a two-month period.

SCOPE OF SERVICES

- 1) Resident Inspection Services – HW will provide full time resident inspection services for the estimated two-month duration of construction. In general, HW will provide the following services:
 - Attendance at a pre-construction meeting,
 - Notifying the engineer and owner of differing field conditions, or discrepancies or faulty work performed by the contractor,
 - Taking detailed measurements during construction, to assist in preparing as-built drawings,
 - Taking quantity measurements of various construction items, for use in verifying pay requisition submittals,
 - Preparing written construction reports to document contractor activities throughout the construction,
 - Attending job meetings throughout the duration of this contract,
 - Witnessing testing conducted by the contractor.

Mr. Ray Jarema | 1-29-25 | 4010107 | Page 1

2210 Main Street, P.O. Box 1088, Glastonbury, CT 06033
T: 860.659.3100 | HALEYWARD.COM





- Providing a MBE certified engineer/inspector for a portion of the construction, to fulfill DWSRF procurement requirements.
- 2) As-Built Drawings - Upon the completion of construction, we will prepare a set of as-built drawings for the water main project, based on measurements provided by the Contractor. We will provide the Town with both paper copies and PDF copies for your files.
- 5) Assumptions- We have projected man-hours for a five-month contract duration and two months of active construction which requires observation. If these durations change significantly, we may require additional hours to complete our work based on the Contractor's schedule. If this occurs, we will submit a Contract Change Order request.

Our rates also assume this project would be constructed during the second half of 2025.

PROPOSED FEES

We propose to complete this work on a fixed fee basis, based on the construction contract durations listed in this proposal. Haley Ward will complete this Scope of Work for a fixed fee of \$ 67,000, broken down as follows:

1) Construction Observation*	\$ 60,000
2) <u>As-Built Drawings</u>	\$ 7,000
TOTAL FEE	\$ 67,000

*Note: Construction observation allowance based on 45 days x 9 hours x \$ 135/hour, plus reimbursable expenses (mileage, etc). Will be adjusted based on actual hours worked.

By reference, the attached Professional Services Terms and Conditions are part of this proposal and any resultant contract. In addition, the attached Schedule of Charges (effective December 1, 2024) will be used as a basis for any additional out-of-scope work authorized by the Town.



I hope you find this proposal acceptable, and we look forward to continuing to serve the Town of Berlin on this project.

Please contact our office with any questions or comments.

Respectfully submitted,
Haley Ward, Inc.


James E. Ericson, PE
Regional Manager | Vice President


James E. DeSellier, PE
Project Manager

ACCEPTED BY: _____

DATE: _____



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	24-Feb-25
------	-----------

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Meriden Interconnection Bidding for Contractor and Admin Requirements	\$63,800.00	\$63,800.00
			-
			-
			-
			-
			-
TOTAL			\$63,800.00
Account No. <u>843.50.5086.0.56924.00000- Outside Services- Consulting</u>			

Budgeted Amount..... <u> \$200,000.00 </u>	Available balance..... <u> \$103,686.77 </u>
Encumbrances to Date..... <u> \$61,477.32 </u>	Amount Needed for This Package..... <u> \$63,800.00 </u>
Expenditures to Date..... <u> \$34,835.91 </u>	Available Balance After Purchase..... <u> \$39,886.77 </u>

Is a budget change needed? Yes No

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

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

Diane C. Conway

 Finance Director or Assist. Finance Director

or:

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

 Finance Director or Assist. Finance Director

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curly, Town Manager *RC*

DATE: February 24, 2025

SUBJECT: Approval of Partial Release of Existing Sewer Easements and Grant a New Sewer Easement for Berlin Commerce Park Associates, LLC

SUMMARY:

It appears that a sewer line that runs under a building at Berlin Commerce Park (99 Clark Drive) was abandoned when the building was expanded, but the sewer easements granted to the Town for that sewer line was never released. Since this building is intended to be sold, the owner wishes to correct this situation. The abandoned sewer line easement should be eliminated and a new easement for the existing sewer line should be granted. Berlin Water Control Staff verified the existing physical conditions. It has been concluded that partially releasing the easement, per the proposal by Attorney Peter Alter (attached) will not cause adverse impacts to our system in the future.

ACTION NEEDED:

Move to approve the partial release of the existing sewer easements and grant a new sewer easement for Berlin Commerce Park Associates, LLC located at 99 Clark Drive, Berlin, CT as this is in the best interest of the Town.

ATTACHMENT:

- 1) Berlin Commerce Park Associates, LLC Proposal ✓

PREPARED BY:

Ray Jarema, P.E., Water Control Manager



After Recording Please Return To:

Cohn Birnbaum & Shea P.C.
CityPlace II, 15th Floor
185 Asylum Street
Hartford, CT 06103
Attn: Richard J. Shea, Jr., Esq.

**PARTIAL RELEASE OF EXISTING SEWER EASEMENTS
AND GRANT OF NEW SEWER EASEMENT**

This PARTIAL RELEASE OF EXISTING SEWER EASEMENTS AND GRANT OF NEW SEWER EASEMENT ("Agreement") is made this __ day of _____, 2025 by and between **BERLIN COMMERCE PARK ASSOCIATES, LLC**, a Connecticut limited liability company, having an address of 277 Culver Street, Newington, Connecticut 06776 ("Grantor") and **THE TOWN OF BERLIN**, a municipal corporation having its territorial limits within the County of Hartford and the State of Connecticut ("Grantee").

BACKGROUND:

A. The Jones Loomis Company, Inc., then owner of that certain parcel of land known as 99 Clark Drive, Berlin, CT, which comprises a portion of such larger property known as Berlin Commerce Park, as more particularly shown on Schedule A attached hereto (the "Property"), granted that certain Sewer Easement to the Town of Berlin dated April 25, 1984, which sewer easement was recorded on the land records of the Town of Berlin in Volume 234, Page 807 ("Easement #1").

B. C.D. of Berlin, Inc., then owner of that certain parcel of land known as 91 Clark Drive, Berlin, CT, which comprises a portion of the Property, granted that certain Grant of Sewer Easement to the Town of Berlin dated March 24, 1987, which sewer easement was recorded on the land records of the Town of Berlin in Volume 264, Page 609 ("Easement #2", and together with Easement #1, sometimes collectively referred to herein as the "Existing Sewer Easements").

C. Buildings known as Unit 1 and Unit 3 on the Property were built over a portion of Easement #1 and Easement #2, and the current owner of the Property, Grantor, is in the process of selling the Property to HMC Berlin Investment Partners LLC and desires to release those portions of the Existing Sewer Easements no longer in use, and grant to Grantee a new sewer easement to service the Property going forward.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. Partial Release of Existing Sewer Easements.

- a. Grantor and Grantee do hereby remise, release, discharge and quitclaim to the other, with Quitclaim Covenants, such interest as each may have in and to that certain portion of Easement #1 and that certain portion of Easement #2 as more particularly bounded and described as (i) "20' WIDE SEWER EASEMENT VOL. 234/PG. 807 REF. MAP-17 CROSSHATCHED AREA TO BE EXTINGUISHED", and (ii) "20' WIDE SEWER EASEMENT PER VOL. 264/PG. 609 AND REF. MAP-18 CROSSHATCHED AREA TO BE EXTINGUISHED", respectively (collectively, the "Released Portions of Existing Sewer Easements"), shown on Sheet 1 of the

survey entitled "ALTA/NSPS Land Title Survey prepared for HMC Berlin Investment Partners LLC, 80, 91, 99, 100 & 105 Clark Drive, Berlin, Connecticut, Scale 1"=50' November 27, 2024, Revised 2-6-25" prepared by Eric Seitz Land Surveying, Inc., 501 Voluntown Road, Griswold, CT 06351 (the "Survey"), a copy of which is attached hereto as Schedule A, and which Survey shall be filed on the land records of the Town of Berlin.

- b. This Agreement shall release the Released Portions of Existing Sewer Easements only and is not intended to affect the remainder of the Existing Sewer Easements as they pertain to the Property. Said remainder of the Existing Sewer Easements shall remain in full force and effect as shown on the Survey.

2. Grant of New Sewer Easement.

- a. Grantor hereby gives, grants, bargains, sells and confirms unto Grantee, its successors and assigns forever a perpetual, non-exclusive and permanent easement (the "New Sewer Easement") to lay, maintain, operate, construct, use, alter, repair and replace sewer lines and appurtenances thereto in, under, through, on and over the Property as more particularly bounded and described as "PROPOSED 20' WIDE APPURTENANT SEWER EASEMENT IN FAVOR OF THE TOWN OF BERLIN TO BE FILED IN THE TOWN OF BERLIN LAND RECORDS" on Sheet 1 of the Survey attached hereto as Schedule A, a copy of which shall be filed on the land records of the Town of Berlin.
- b. Within the New Sewer Easement, this grant includes the right of Grantee to enter in and upon the Property and New Sewer Easement and to pass and repass over same and excavate therein for the purposes hereinabove described. Grantee shall also have the right, within the New Sewer Easement, to cut trees and bushes, disturb the soil and ground cover located therein, and to perform other work necessary or convenient for the design, construction, maintenance, inspection, use, operation, repair, alteration, replacement or protection of said sanitary sewer facilities and appurtenances thereto; provided, however, that Grantee does not materially interfere with any prior encumbrances of record. Grantee shall, at its sole cost and expense, promptly replace and restore any disturbed and/or damaged land or improvements to materially the same condition as existed prior to such disturbance or damage.
- c. Grantor specifically reserves for itself and its successors and assigns, the exclusive right to construct, modify, demolish, and reconstruct all improvements on the Property outside the area of the New Sewer Easement at any time and from time to time, and to continue to use the Property within which the aforesaid New Sewer Easement has been granted, for any uses and purposes which shall not unreasonably interfere with the use thereof by Grantee, its successors and assigns, in fulfilling the purpose for which the New Sewer Easement is granted.
- d. Grantee shall not erect, or allow to be erected, any structures on or within the New Sewer Easement, and shall not conduct any work within the New Sewer Easement that blocks any driveway, parking or access to any buildings on the Property, other than for a temporary period of time. Grantee shall not perform any work that could impact the footings and foundation of any buildings on the Property, or otherwise

cause damage to the structure of any such buildings, and shall use commercially reasonable efforts to minimize disruption so as to not materially affect Grantor's use and enjoyment of the Property.

3. Binding Effect. Notwithstanding anything contained herein to the contrary, the rights and obligations herein shall run with the land and bind and inure to the parties' successors and assigns.

4. No Waiver. The failure by any party to enforce against the others any term or provision of this Agreement shall not be deemed to be a waiver of such party's right to enforce against the other parties the same or any other such term or provision in the future.

5. Severability. Any provision in this Agreement that is held to be illegal or unenforceable shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law.

6. Headings. The section headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof.

7. No Partnership. Nothing in this Agreement shall be construed to make the the parties hereto partners or joint venturers or render any of such parties liable for the debts or obligations of any other.

8. Governing Law. This Agreement is made under and shall be interpreted, construed and enforced in accordance with the laws of the state in which the Property is located without regard to its choice of law provisions.

9. Entirety and Amendments. This Agreement embodies the entire agreement between the parties and supersedes all prior agreements and understandings, written or oral, relating to the subject matter hereof. This Agreement may be amended or supplemented only by an instrument in writing executed by all of the parties hereto.

10. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of such counterparts shall constitute one agreement.

TO HAVE AND TO HOLD the above-granted right(s), privilege(s) and authority unto the parties hereto and their successors and assigns forever, to its and their own proper use and behoof.

[Signatures on following page]

GRANTEE:
THE TOWN OF BERLIN

Name:

By: _____

Name:

Title:

Duly Authorized

Name:

STATE OF CONNECTICUT)

)

) ss. _____

_____, 2025

COUNTY OF _____)

)

On this ____ day of _____, 2025, personally appeared, _____,
signer and sealer of the foregoing instrument, and acknowledged the same to be his/her free act and
deed, and the free act and deed of **THE TOWN OF BERLIN**, before me.

Name:

Commissioner of the Superior Court

Notary Public

My Commission Expires:

Agenda Item No.: 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 23, 2025
SUBJECT: Award the 2025/26 Diesel Contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments (CRCOG) Bid # 774.

Summary of Agenda Item:

The Town of Berlin’s current diesel contract runs through to June 30, 2025. This contract and the successor contract will provide Diesel Fuel for the Town’s fleet and operations at Timberlin golf course through June 30, 2026, for a total of 32,500 gallons of diesel fuel.

The Town of Berlin participated in the CRCOG Bid #774 for this commodity. CRCOG provides two options within the bid:

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

Jim Simons, Fleet Manager, recommends “Option B” as it provides a stable budget figure over the life of the contract and in his past experience, a positive result with lower overall cost. East River Energy of Guilford CT. was the lowest bidder for both locations in Berlin.

Bid Result:

Bidder	Opion B	Option B cost
Dime Oil	\$ 0.2213	\$ 7,192.25
Dennis k Burke	\$ 0.2092	\$ 6,799.00
East River	\$ 0.2009	\$ 6,529.25

Jim Simons, Fleet Manager, is recommending that the Town of Berlin award the diesel fuel contract to East River Energy of Guilford CT for a quantity 32,500 gallons of “On-road winter blend” diesel fuel with a contract expiration date of 6/30/2026.

Funding:

Funding will be provided out of the 2026 Municipal Garage budget, Account # 001.20.2035.0.53106.00000 Vehicle Fuel.

Action Needed:

Move to Award the 2025/26 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 774.

Attachments:

None

Prepared By:

James C. Simons, Fleet Manager

A handwritten signature in blue ink, appearing to read "James C. Simons", is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke at the end.

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 10, 2025

SUBJECT: Approve the transfer of funds from Land, Labor & Materials to Vehicle Reserve Account.

Summary of Agenda Item:

The Town of Berlin has sold surplus items utilizing the online auction site, "Public Surplus", with the proceeds of the sold items deposited to account 500.00.0000.8.45301.00000, Sale of Land, Labor & Materials in the Capital Projects Fund.

During Fiscal Year 24/25, the Fleet Department sold various vehicles listed below equaling a net of \$29,781.50. In an effort to assist in purchasing vehicles and equipment, Jim Simons, Fleet Manager is requesting to transfer these proceeds from the Sale of Land, Labor and Materials Revenue Account #500.00.0000.8.45301.00000 to the Vehicle Reserve Account #500.05.0507.0.54000.00012.

Power Box Asphalt Paver	\$330
Water Tanker	\$300
Onan 45kw Generator	\$725
Fisher Steel Caster Spreader	\$200
Fisher Steel Caster Spreader	\$200
2009 Ford Expedition	\$2,075
Viking Plow	\$113.50
Viking Plow	\$113.50
Viking Plow	\$113.50
2008 Chevy Silverado	\$3,450
2011 Ford F250 4x4 with Plow	\$3,550
2008 Dodge Stratus	\$310
2011 Ford Crown Victoria	\$1,076
2012 Ford F350 XL 4x4 with Plow	\$10,200
2015 Ford Expedition	\$4,900
2011 Ford Crown Victoria	<u>\$2,125</u>
Total	\$29,781.50

Funding:

No Funding Needed

Action Needed:

Move to transfer \$29,781.50 from the Sale of Land, Labor, & Materials Revenue Account to the Vehicle Reserve to be used for the purchase of vehicles Account in the Capital Nonrecurring Fund, pending approval by the Board of Finance.

Attachments:

None

Prepared By: *James C. Simons*
Jim Simons, Fleet Manager

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 25, 2025
SUBJECT: Purchase of Firefighter Personal Protective Equipment (PPE) from various vendors as needed.

Summary of Agenda Item:

Each year the Town of Berlin Fire Department (TOB-FD) replaces a fraction of the PPE it uses. Garments are replaced based on an annual review and inspection. The inspection considers the age, wear, and condition. The review takes into consideration the level of participation of the firefighter. The PPE inspected includes turnout coats and pants, boots, helmets, gloves and water PPE.

The TOB-FD requests that Lion Apparel be awarded the main PPE ensemble (Coats and Pants) contract, purchased via their local distributor C & S Specialty through NPPgov Contract # PS60065. This will be the 6th year Berlin's firefighters' turn-out coats and pants are manufactured by Lion Apparel. We have received complimentary reviews from our members pertaining to the wearability, durability and interactions with C&S and Lion. The cost per set is \$4,180.15.

Other purchases include boots, helmets, gloves, and rescue harnesses. The vendors for these purchases are:

- Firematic Supply, Rocky Hill CT.
- Fire Tech and Safety, Tyngsborough MA.
- The Fire Store, Coatesville PA
- Dragon Fire, Chesterfield VA.
- Grainger, Lake Forest IL.

Selection of Vendor relies on price and availability.

The additional funding will replace the Rescue Harnesses used by firefighters on Ladder Trucks and Squad Units.

Quantity of items being purchased:

- 20 Pairs of Boots
- 28 Helmets
- 21 Gemtor Rescue Harnesses
- 11 Set of PPE for primary use

Funding:

- Protective clothing #001.15.1531.0.53216.00000 -\$95,000
- Rescue Equipment #001.15.1531.0.53229.00000 - \$6,000
- Equipment Account #001.15.1531.0.53208.00000 - \$6,000

Action Needed:

Move to approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$80,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065.

Move to approve the purchase of Gemtor Belts from Grainger in an amount not to exceed \$10,000.

Move to approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$13,000.

Attachments:

Certification of Sufficiency of Funds ✓

Prepared By:


James C. Simons, Fire Chief



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-Feb-25

Purchase Item or Contract: Fire Department		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Protective Clothing	\$95,000	\$95,000

Account No. 001.15.1531.0.53216.00000

TOTAL \$95,000

Budgeted Amount..... \$100,000

Available balance..... \$98,779

Encumbrances to Date..... \$0

Amount Needed for This Package..... \$95,000

Expenditures to Date..... \$1,221

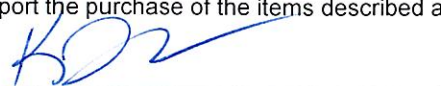
Available Balance After Purchase..... \$3,779

Is a budget change needed? Yes No

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

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

or:


Finance Director or Town Accountant

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

Finance Director or Town Accountant



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 25-Feb-25

Purchase Item or Contract: Fire Department		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Rescue Equipment	\$6,000	\$6,000

Account No. 001.15.1531.0.53229.00000 TOTAL **\$6,000**

Budgeted Amount..... <u> \$12,000</u>	Available balance..... <u> \$9,427</u>
Encumbrances to Date..... <u> \$1,640</u>	Amount Needed for This Package..... <u> \$6,000</u>
Expenditures to Date..... <u> \$933</u>	Available Balance After Purchase..... <u> \$3,427</u>

Is a budget change needed? Yes No

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

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

or:

 Finance Director or Town Accountant

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

 Finance Director or Town Accountant



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	25-Feb-25
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Purchase Item or Contract: Fire Department		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Equipment	\$6,000	\$6,000
TOTAL			\$6,000

Account No. 001.15.1531.0.53208.00000

Budgeted Amount..... \$30,000
 Encumbrances to Date..... \$4,176
 Expenditures to Date..... \$11,738

Available balance..... \$14,086
 Amount Needed for This Package..... \$6,000
 Available Balance After Purchase..... \$8,086

Is a budget change needed? Yes No

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

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

or:

 Finance Director or Town Accountant

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

 Finance Director or Town Accountant



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. GOLF 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:

LADY NINERS / Ladies Club (2/20/25)

Name: LORI SHIRLEY Telephone No.: 860-748-7467

Home Address: 60 LOWER LANE Number of years in Berlin: 23
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: LSAMTY13@GMAIL.COM

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

Educational Background (optional)

CIGNA HEALTHCARE - IMPLEMENTATION SPECIALIST - BLOOMFIELD

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: NONE

Tell us why you feel qualified for this appointment: GOLFER - CURRENT MEMBER OF LADY NINERS AND IN THE PROCESS OF JOINING THE TIMBERLIN WOMEN'S GOLF CLUB.

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

Signature: [Handwritten Signature] Date: 2/14/2025

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 FEB 18 PM 1:00

Kathryn Gleason
BERLIN, CT

TOWN OF BERLIN
SPECIAL BOARD OF FINANCE-TOWN COUNCIL BUDGET MEETING
FEBRUARY 6, 2025
Large Board of Education Meeting Room or Remote Meeting
6:00 P.M.

<https://berlinc-tov.zoom.us/j/4148724481?pwd=SkpBQmd1U0NoNTF5U0dWTXZGVUhiUT09&omn=83414766996&from=addon>

Call-in Option: 1 929 205 6099
Meeting ID: 14 872 4481
Passcode: 539615

A. CALL TO ORDER – CHAIR, BOARD OF FINANCE

Mr. Bordonaro called the meeting to order at 6:00 P.M.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Board of Finance Members Present: Sal Bordonaro, Raul Fernandes, Tim Grady, Denise McNair, Gerald Paradis

Board of Finance Members Absent: George Millerd

Town Council Members Present: Mayor Kaczynski, Charles Paonessa, Mark Pruzin

Town Council Members Absent: Kate Atkinson, Sandra Coppola, Donna Veach, Peter Rosso

Staff Present:

Ryan Curley – Town Manager
Kevin Delaney – Finance Director
Jim Simons – Fleet Manager/Fire Administrator
Doug Solek – Facilities Director
Steve Wood – Grounds Superintendent
Len Zielinski – Budget Manager
Diane Conway – Assistant Finance Director
Kate Wall – Town Clerk

D. NEW BUSINESS

1. Introduction – Chair, Board of Finance

Fleet Manager/Fire Administrator Simons said the Town Council recently approved bonding \$750k to replace a fire truck. The fire truck that needs to be replaced is 27 years old and would be received in 2030. It is a 3k gallon tanker truck that is used in non-hydrant areas.

Chairman Bordonaro said we are interested in what capital projects need to be done. We bonded \$4.6M in September 2024 for elementary school HVAC projects at Hubbard and

Griswold and for the police radio project. The list of 2026 capital requirements is worth \$12.6M. We will see how much we can fund through the general fund and budget surplus. The motor vehicle valuation is different this year due to state statute and it will cause a shortfall in revenue.

2. Town Council discusses their fiscal year 2026 priorities

Mayor Kaczynski said we have plans to renovate the East Berlin pool by adding a splash pad. Plus, there are some smaller projects such as lights at the Sage Park parking lot. Facilities Director Solek said the restrooms at Hubbard also need major repairs, we are starting to lose fixtures and functionality due to the age of the infrastructure. Finance Director Delaney said these items were discussed at the capital projects meeting and were moved forward.

Councilor Paonessa asked if the golf course must cover any debt service for projects with the way that the ordinance is written. Also, do we have any town wide bridge projects to consider. Director of Finance Delaney said we are getting ready to do the bridges at Spruce Brook Rd., Kensington Rd., and Edgewood Rd. There would be some state reimbursements with the bridges.

Mayor Kaczynski said a \$3M McGee science classroom project came up a year ago and it was not on a former list. The Public Building Commission looked at it and there are some upgrades needed but the infrastructure is still in good shape. I would suggest discussing it further with PBC. Also, we need to further discuss the boilers and find out if the high school track has more life in it. Mr. Fernandes said it would be fine to just seal the track. Finance Director Delaney said that Facilities Director Solek will be at the next Town Council meeting to discuss boilers.

Mayor Kaczynski added that the town will be looking into how take-home town vehicles are being used. Finance Director Delaney said it reduces reimbursement mileage costs if town employees have a take home vehicle. There is also a discussion about selling the general pool cars to help purchase new vehicles.

3. Town Council guidance on (if not discussed during #2 above) VNA merger

Mr. Fernandes asked about the VNA providing quarterly numbers to the Board of Finance. Finance Director Delaney said we are working on it.

4. Board of Finance questions of the Town Council

Mr. Grady asked for a town vehicle list. Mr. Paradis also asked if there are any initiatives that the Town Council is looking at for the operating budget. Are there any new programs. Mayor Kaczynski said no. Finance Director Delaney said the Police Department would like to move to having 48 officers. Their end goal is to get to 50 sworn officers. The additional part-time new hire would focus on providing body cam footage videos. Chairman Bordonaro said we will hear from the Police Department at the future budget meetings regarding increasing their headcount.

E. ADJOURNMENT

Chairman Bordonaro moved to adjourn at 6:58 p.m.

Seconded by Mr. Fernandes

Those voting in favor: Mayor Kaczynski, Commissioner Paonessa, Commissioner Pruzin, Chairman Bordonaro, Mr. Fernandes, Mr. Grady, Ms. McNair, Mr. Paradis

Vote being 8-0.

Submitted by,
Alina Brown

PLEASE NOTE – THE FOLLOWING 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://berlinct-gov.zoom.us/j/88916616949?pwd=EGudbqXAWRsRvTteZt8R0dl7QT0hwM.1>

Meeting ID: 889 1661 6949

Passcode: BERLIN

+1-929-205-6099 (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 18, 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 Sandra Coppola
 Mayor Mark Kaczynski
 Councilor Charles Paonessa
 Councilor Mark Pruzin
 Councilor Peter Rosso
 Councilor Donna Veach – *via Zoom*

Absent: Councilor Kate Atkinson

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

D. AUDIENCE OF CITIZENS:

Rich Gagliardi, 1278 High Road – Mr. Gagliardi stated that he is the Vice President of the Berlin Land Trust and on behalf of the Land Trust he would like to encourage the Town Council to take the necessary steps to include the Town of Berlin in the Federal Highlands Conservation Act Boundaries which is on the agenda this evening.

The inclusion of Berlin within these boundaries could potentially provide the Town with the financial resources needed for preserving the natural beauty of forests and farmlands and preserving our remaining cultural and historic properties. There is no cost to the Town of Berlin.

Dennis Kern, 57 Cider Mill Road – Mr. Kern stated that he is the President of Berlin Land Trust and that joining the Federal Highlands Conservation Act Boundaries is a win-win for the Town of Berlin and he appreciates the Town Council’s support of this worthy project.

E. MAYOR’S UPDATE:

None

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

G. NEW BUSINESS:

1. Topic re: Approve naming _____ to fill the vacancy on the Police Commission. Term would be until November 18, 2025. – Mayor

Mayor Kaczynski stated that Police Commission member Paul Eshoo moved out of Berlin and therefore had to step down from the Commission. Per the Town Charter, the Town Council can fill that position until the next election.

Councilor Paonessa moved to approve naming John Fotis Diakun to fill the vacancy on the Police Commission. Term would be until November 18, 2025.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Mayor Kaczynski stated that Mr. Diakun is a member of the Planning and Zoning Commission and an attorney for the City of New Britain.

Town Clerk Kate Wall swore Mr. Diakun into the Police Commission.

2. Topic re: Authorize Town Manager, Ryan Curley, to sign the ten-year lease agreement for the tabulators. – Registrars of Voters

Town Manager Ryan Curley introduced this item stating that the current voting tabulators are about 20 years old and due for replacement.

Republican Registrar of Voters Joan Veley stated that the distribution of tabulators to each town was determined by the State. There was discussion about whether Berlin would be receiving 10 or 15 tabulators. As the number was uncertain at this time the motion was amended to reflect the Schedule A being attached.

Councilor Paonessa moved to authorize Town Manager, Ryan Curley, to sign the ten-year lease agreement for the tabulators with the amended Schedule A attached.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Presentation on the purchase of Flock Cameras for FY26 using the Capital Budget. – Police

Town Manager Curley stated that as it is budget season departments were asked to present their capital requests to the Town Council, so they better understand the department requests.

Deputy Police Chief Drew Gallupe stated that the Police Department has found that they are falling behind on crime prevention technology and Flock Cameras are one of the tools that surrounding departments are using. Berlin Police receive information from those neighboring departments' cameras but with a significant delay.

Lieutenant Sean Solek of the Investigation Division stated that advancements in technology have given law enforcement great opportunity to increase investigations of crimes of property which many times lead to crimes of violence.

Twelve License Plate Readers (LPR) cameras would be placed strategically throughout Berlin to collect instant photos of license plates and vehicle fingerprints which creates a searchable database linked to NCIC for stolen vehicles, wanted persons, Amber Alerts, etc which could alert law enforcement to what is happening in the community and respond accordingly therefore mitigating crime before it occurs.

Several surrounding communities currently use this technology and there have been several cases solved in Southington through the use of these cameras. An arrest warrant is currently in the process of being obtained for a suspect in a robbery that occurred in Berlin in 2024 through information obtained from another community's Flock Camera.

Lieutenant Solek stated that an analysis was done, and the Department feels that 12 cameras is an adequate number to cover most of the town's major thoroughfares. A Flock Camera representative stated that the only people that have access to the information obtained by the cameras are sworn law enforcement officers for investigatory use. The cameras are also not used for traffic enforcement.

Lieutenant Solek added that the equipment would be leased, and the Town would own the data collected. The installation fee can be waived if a contract is signed within 30 days.

NO ACTION NEEDED

4. Topic re: Approve the purchase of a SWOZI autonomous paint machine from Turf Robotics LLC utilizing the Educational Date Services Bid 12284 for amount not to exceed \$44,950.00. – Public Grounds

Superintendent of Parks & Grounds Steve Wood stated that the Town has many athletic fields that are currently lined in the spring and fall by a crew of employees putting in a lot of time between measuring and lining the fields.

The Parks and Grounds Department currently has two paint machines that have worked well however SmithCo no longer manufactures this machine, making it increasingly difficult to purchase parts.

The SWOZI holds approximately 7.5 gallons of paint. Currently it would take three and a half hours to lay out a soccer field with three crew members while the SWOZI can line the same field in 28 minutes.

This machine will be used to line 12 soccer fields, six lacrosse fields, two football fields, and 13 baseball and softball foul lines. Fields will be able to be modified and adjusted throughout the season as certain areas become worn from excessive play.

The cost of the machine will be paid for out of the Playing Fields Improvement Fund which is funded by fees paid by organizations that rent Town fields.

Councilor Paonessa moved to approve the purchase of a SWOZI autonomous paint machine from Turf Robotics LLC utilizing the Educational Date Services Bid 12284 for amount not to exceed \$44,950.00.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

5. Topic re: Authorization to Request that Berlin be Included in the Federal Highlands Conservation Act Program Boundary. – Economic Development and Planning and Zoning

Town Manager Curley stated that this request is for Berlin to be included in the Federal Highlands Conservation Act Program which is a terrific opportunity and could make the Town eligible for future potential grant funding.

Honor Lawler, Project Manager of the Trust for Public Land stated that the Highlands Conservation Act is a special opportunity which allows towns with a certain geography in the states of Connecticut, New York, New Jersey, and Pennsylvania to request inclusion. The benefit is that it can complement a conservation project enhancing parks and open space funding within the municipality and it pairs well with the State of Connecticut's Open Space Grant program.

There are no cost, fees, or obligations associated with being included in the Program. It is simple an opportunity.

Councilor Paonessa moved to pass the following Resolution and have it incorporated into the minutes.

WHEREAS, the Highlands region, encompasses more than three million acres of Pennsylvania, New York, New Jersey, and Connecticut; and

WHEREAS, the Highlands region is an area of national significance, possessing substantial natural beauty, containing contiguous forest and productive farmland, numerous cultural and historic sites, plentiful recreation opportunities, and the protection and supply of important drinking water sources for over fifteen million people; and

WHEREAS, the U.S. Congress passed the Highlands Conservation Act, Public Law 10-421 that was signed into law by the President of the United States on November 30, 2004, designating the Highlands as a significant national conservation priority region; and

WHEREAS, the Highlands Conservation Act authorizes the Secretary of the Interior and the Secretary of Agriculture to provide financial assistance to Highlands States to preserve and protect high priority conservation land in the Highlands region; and

WHEREAS, the United States Fish and Wildlife Service manages a voluntary grant program to assist Highlands States, local units of government, and private forest and farm landowners in the conservation of land and natural resources in the Highlands region in coordination with willing sellers; and

WHEREAS, land preservation efforts in the Highlands region should link the parks, historic sites, wetlands, wildlife habitats, streams, rivers, reservoirs, watershed, trails, scenic and natural lands and other protected areas unique to the region for the enjoyment of future generations;

NOW THEREFORE BE IT RESOLVED that the Berlin Town Council supports being included in the federal Highlands boundary, as maintained by the U.S. Fish and Wildlife Service for the Highlands Conservation Act grant program, thereby qualifying for financial and technical assistance provided by the U.S. Congress and authorizes the Mayor to submit a letter and such supporting material that is required to request that Berlin be included in the federal Highlands boundary.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Town Manager Curley added that in order for Berlin to be able to join the Highlands region the boundaries must be contiguous so one of our neighboring towns also needs to join, therefore Economic Development Coordinator Jim Mahoney has reached out to the City of New Britain.

- 6. Topic re: Authorize the Town Manager to execute a grant agreement with The Kensington Volunteer Firemen’s Association for the District of Kensington and Town of Berlin (“KVF”) to provide a \$75,000 grant for its purchase of a portion of the property located at 892 Farmington Avenue adjacent to the Kensington Fire Department to maintain its existing access drive to Farmington Avenue, subject to review and approval of Corporation Counsel. – Economic Development**

Corporation Counsel Jeff Donofrio stated that the Town Council previously appropriated \$75,000 to provide a grant to the Kensington Volunteer Firemen’s Association for its purchase of a portion of the property located at 892 Farmington Avenue adjacent to the Kensington Fire Department to maintain its existing access drive to Farmington Avenue.

This request is to authorize the Town Manager to execute the grant agreement with the Kensington Fire Department.

Councilor Paonessa moved to authorize the Town Manager to execute a grant agreement with The Kensington Volunteer Firemen’s Association for the District of Kensington and Town of Berlin (“KVF”) to provide a \$75,000 grant for its purchase of a portion of the property located at 892 Farmington Avenue adjacent to the Kensington Fire Department to maintain its existing access drive to Farmington Avenue, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 7. Topic re: Presentation on Department numbers 38 and 61 Fiscal Year 2026 Capital requests pending further supporting documentation and site visits as needed and requested. DEPARTMENT 38: \$50K for Timberlin Clubhouse electrical panel upgrades; \$150K for Timberlin Maintenance Building Reroofing, gutters, windows and door replacements \$200K for Town Hall and Library LED Lighting Upgrades. DEPARTMENT 61: \$100K for replacement of one boiler at Willard School; \$200K for McGee School LED Lighting Upgrades. – Facilities**

Facilities Director Doug Solek stated that the following items are capital requests for Departments 38 and 61 in the fiscal year 2026 budget.

Department 38 maintains the infrastructure at the golf course related to the buildings. The maintenance building at Timberlin is a metal building that is beginning to deteriorate, and a large amount of operational funds have been going into the building, but more substantial improvements including roofing, gutters, doors, and windows are needed with a request for \$150,000. The original 1970s electrical panel in the clubhouse is being maxed out due to expansion of the clubhouse and Pro Shop over the years and needs to be upgraded with a request for \$50,000.

Also within Department 38 is the request for LED lighting upgrades at the Library/Community Center and Town Hall buildings which could qualify for programs through Eversource and result in electrical cost savings for the Town. The request for this project is \$200,000.

Within Department 61 there is also the opportunity for LED lighting upgrades at McGee Middle School with a request for \$200,000 for this project, and for the replacement of one or two boilers at Willard Elementary School and the capital request for this item is \$100,000. The boilers were presented to the Public Building Commission, and they are in support of the option presented to them.

NO ACTION NEEDED

8. Topic re: Approve the purchase of one Toro “Groundsmaster 5910” Mower and appropriate accessories for the Parks and Grounds Department utilizing Sourcewell contract #129829, for an amount not to exceed \$160,000. – Fleet Garage

Fleet Manager Jim Simons stated that the Parks and Grounds Department received funding to replace one large mower. Superintendent for Parks and Grounds Steve Wood worked with Mr. Simons to identify the appropriate machine that will meet the Town’s needs and has an excellent product review. The local dealer for this machine is Turf Products of Enfield, Connecticut.

This mower will replace a seven-year-old Jacobson mower that has had a number of issues. That mower will either be traded in or sold at auction.

Councilor Paonessa moved to approve the purchase of one Toro “Groundsmaster 5910” Mower and appropriate accessories for the Parks and Grounds Department utilizing Sourcewell contract #129829, for an amount not to exceed \$160,000.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

9. Topic re: Presentation on the Vehicles and Equipment for Consideration in the FY26 Budget. – Fleet Garage

Fleet Manager Simons stated that he breaks down the list of vehicles and equipment for replacement into two tiers with Tier 1 being those recommended for replacement the in the fiscal year 2026 budget.

Tier 1 items include the following:

<i>Department</i>	<i>Description</i>	<i>Tier 1</i>
Public Works	Pickup truck	\$ 55,000
Fire Department	Command vehicle	\$ 80,000
	E10 Body Repair	\$ 55,000

Facilities	Van	\$ 55,000
Highway	Loader	\$ 229,500
	Track Loader	\$ 90,000
Park and Grounds	Small Dump Truck	\$ 125,000
Police Department	Police Cars **	\$ 220,000
Senior Center	Bus **	\$ 130,000
Total		\$ 984,500
** Possible funding from other sources		

Possible alternative funding for the Senior Center Bus is a DOT grant which has been applied for. The Police Department is currently using funding from private duty jobs towards police car purchases.

Mayor Kaczynski requested a list of Police vehicles from Mr. Simons including age, mileage, and who they are assigned to, as well as take-home vehicles.

NO ACTION NEEDED

10. Topic re: Approve the attached amended blighted properties list originally submitted to the Town Council from the Town Manager at the January 21, 2025 Town Council meeting. – Town Manager

Town Manager Curley stated that the blighted properties list originally presented to the Town Council at their January 21, 2025 meeting has been amended with those properties no longer deemed to be a blight concern being removed along with the removal a Town owned property.

Councilor Paonessa moved to approve the attached amended blighted properties list originally submitted to the Town Council from the Town Manager at the January 21, 2025 Town Council meeting.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to add agenda item #11 – Update on Police Department Questions.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

11. Update on Police Department Questions. - Mayor

Mayor Kaczynski asked Deputy Police Chief Drew Gallupe on where the Police Department stands on the purchasing of gym equipment. Deputy Chief Gallupe stated that the purchase was approved by the Public Building Commission (PBC) and the item will soon be coming back to the Town Council for approval. He sent a diagram of the layout to the insurance company, and they approved with a couple questions that he will respond to them about.

The first project of the Police Department renovation is substantially completed. A walk through with the architect was done recently to address some small items that needed to be completed. Additional camera licenses are required and that has been brought to the PBC and will come back to the Town Council for approval. The second project should then move forward and it is less extensive than the first.

The new radio system is moving along with almost all the radios being reprogrammed. There is a schedule in place for the dispatchers to go to Norcom for training on the new equipment.

Mayor Kaczynski inquired about radar in the patrol cars. Deputy Chief Gallupe stated that almost all the patrol cars have radar, and the department was just approved for an enforcement grant and an equipment grant from the state and four new radar units were funded through that grant which will be ordered soon. This will leave only one or two cars without radar.

H. APPOINTMENTS:

1. **Conservation Commission – Vacancy** – Replacement term would be until January 31, 2030. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Brandon Peate (U) of 336 Alling Street 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.

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

Vote being 6-0 in favor of Brandon Peate (U) to serve on the Conservation Commission. Term ending January 31, 2030.

2. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
3. **Golf Course Commission (Ladies' Club Member) – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

4. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.
5. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
6. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
7. **Veterans’ Commission – Vacancy** – Bruce Trevethan passed away. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
8. **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).
9. **VNA – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Sheri Sala (U) of 452 New Britain Road for appointment to the VNA.

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

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

Vote being 6-0 in favor of Sheri Sala (U) to serve on the VNA. Term ending January 31, 2026.

10. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
11. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
12. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
13. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
14. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).

15. VNA – Vacancy – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).

16. VNA – Vacancy – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).

17. Water Control Commission – Vacancy – Alternate – Term would be until January 31, 2027. Can be filled with a D, R or U.

I. TOWN MANAGER’S REPORT:

- The Town Manager’s Budget should be available on February 26th. Some positive news is that the Governor’s Budget included over \$1 million in additional education cost sharing grant funds and the Grand List growth was 1.39%.
- The Town Manager will have an update on Bright Feeds for the public by the end of this week which will include the results of the sound testing. The next public meeting regarding Bright Feeds is currently scheduled for March 19th. The thermal oxidizer delivery and installation is still on schedule and the pad installation was approved by the Building Department. Bright Feeds is currently operating on a reduced schedule from 7:30 a.m. to 7:30 p.m. Councilor Pruzin recommends that Bright Feeds attend this next meeting.

J. SPECIAL COMMITTEE REPORTS:

Councilor Paonessa stated that the Town of Berlin has been invited to an advisory committee meeting regarding Piper and Webster Brooks that will affect Berlin’s watershed in regard to the Mattabassett River.

K. COUNCILORS’ COMMUNICATION:

Councilor Pruzin inquired about the status of the YMCA’s feasibility study. Mayor Kaczynski stated that they are working on things but still have a few more questions. An engineer was hired, and a preliminary plan has been completed.

Councilor Rosso stated that at one point during the Daytona 500 this past weekend Berlin resident Ryan Preece was leading, and it was nice to see Berlin represented in this major event.

Councilor Veach reported that committee meetings and hearings have been happening at the State. The STEAP Grant application has been completed with State Representative Fazzino and Senator Lopes joining in with State Representative Veach to sign on to it.

L. ACCEPTANCE OF MINUTES:

February 4, 2025

Councilor Paonessa moved to accept the February 4, 2025 Town Council Meeting minutes as presented.

Seconded by Councilor Coppola.

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

Abstain: Councilor Rosso

Vote being 5-0-1 (MOTION CARRIED)

M. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Bright Feeds noise ordinance enforcement.

Councilor Paonessa moved to go into Executive Session, Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Bright Feeds noise ordinance enforcement at 8:18 p.m. Invited in Town Manager Ryan Curley and Corporation Counsel Jeffrey Donofrio.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Executive Session ended at 8:45 p.m.

N. ADJOURNMENT:

Councilor Coppola moved to adjourn the meeting at 8:45 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