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**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, October 24, 2023
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
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Donna Veach – *via Zoom*

Absent:

Councilor Donna Risolo

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF PROCLAMATION

Ava Cleland – Ava's Lemonade Stand
Casey Foster – Town Council
Donna Risolo – Town Council

Mayor Kaczynski presented the following proclamation to Ava Cleland.

**TOWN OF BERLIN
Town Council
PROCLAMATION
BE IT HEREBY KNOWN TO ALL THAT:**

**The Town of Berlin hereby recognizes
AVA CLELAND**

For her charitable work with Ava's Lemonade Stand.

Ava is an amazing young lady who was diagnosed with Cerebral Palsy very early in life. Her family was told there was a good possibility that she would never walk or talk. Ava has always been a fighter and she began to walk around age 3 and talk at the age of 6. Her success was due to her own perseverance and the fact she was surrounded and supported by her family and a wonderful team of doctors and therapists at Connecticut Children's Hospital.

Ava started Ava's Lemonade Stand the week of the Berlin Fair in 2021. She raised \$1000 and decided to make the stand an annual event. Sadly, Ava lost her father to ALS just before the Berlin Fair this year. Ava knew her father would want her to go ahead with the lemonade stand so she could continue to help others and she did just that. Over the last 3 years, she has raised over \$6000 and has donated it all to Connecticut Children's Hospital.

In recognition of her thoughtful dedication and charitable donations to those in need, the Town Council extends our thanks and gratitude to AVA CLELAND.

Dated this 24th day of October 2023 at Berlin, Connecticut.

Mark H. Kaczynski, Mayor

Mayor Kaczynski then presented the following proclamation to Councilor Casey Foster and thanked her for her time as a member of the Town Council.

**TOWN OF BERLIN
Town Council
PROCLAMATION
BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes
Casey Foster**

Casey has served with distinction on the Berlin Town Council from November 2022 until present.

While on the Council, Casey served on the Rules and Procedures Committee, the Playing Fields Committee, the Fire Committee, and the Manager's Evaluation Committee.

In recognition of her service to the Town of Berlin and the many contributions she made to improve the quality of life in our community, the Town Council hereby salutes Casey Foster and extends best wishes to her for many years of health and happiness in her future endeavors.

Dated this 24th day of October 2023.

Mark H. Kaczynski, Mayor

Councilor Rosso expressed his thanks to Councilor Foster stating that as a political science major she has applied her craft artfully for the Town of Berlin.

Mayor Kaczynski stated that the following proclamation for Councilor Risolo would be delivered to her as she is not in attendance this evening.

TOWN OF BERLIN
Town Council
PROCLAMATION
BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes
Donna Risolo

Donna has served with distinction on the Berlin Town Council from January 2023 until present.

While on the Council, Donna served on the Audit Committee, the Community Conversations Committee, the Manager's Evaluation Committee, and the Ordinance Committee.

In recognition of her service to the Town of Berlin and the many contributions she made to improve the quality of life in our community, the Town Council hereby salutes Donna Risolo and extends best wishes to her for many years of health and happiness in her future endeavors.

Dated this 24th day of October 2023.

Mark H. Kaczynski, Mayor

E. AUDIENCE OF CITIZENS:

Carol Courtney, 51 Sterling Drive – Ms. Courtney stated that she is speaking on behalf of the Kensington Garden Club and thanked the Board of Finance for supporting the improvements at Little People's Playground. The Kensington Garden Club would like to beautify the park as they have done with other areas of the town adding that what they plant will be theirs to take care of.

Kerin Heemsota, 3 Watch Hill – Ms. Heemsota stated that as she has a young family in town she would like to suggest a splash pad especially with the possibility of the pool in East Berlin closing. Ms. Heemsota researched area towns' pools and splash pads and found most had those services available adding that when she visits these other towns to use their facilities, she also visits merchants in those towns, and it would be great to be able to stay in Berlin.

Mayor Kaczynski stated that in discussions with Parks and Grounds the current East Berlin pool location will most likely be the best location for a splash pad and that is the direction the town is heading in.

Kyleigh Stiefel, 103 South Slope Drive – Ms. Stiefel stated that she is lifelong Berlin resident, and she started the Moms of Berlin Facebook page. She feels that the Berlin Park & Recreation Department is lacking programs for toddlers and young children. She has been attending programs in neighboring towns and questions why Berlin does not offer the same opportunities. Ms. Stiefel provided information for programs offered in Cromwell and Newington.

Mayor Kaczynski stated that a public forum will be held on November 1st at 1:00 p.m. at the Berlin Senior Center to discuss the possibility of the YMCA building a facility in town which could provide programs for young children and could also offer swimming.

F. MAYOR'S UPDATE:

Mayor Kaczynski stated that the splash pad and the public forum on November 1st regarding the Senior/Community Center/YMCA were mentioned during the Audience of Citizens.

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

H. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$4,650.93 and deposit \$62.28 into the friends of the library credit card account for refreshments for an adult program and an amazon gift card to be used as a summer reading prize and deposit \$88.65 into the friends of the library miscellaneous account to be used to purchase child/teen program supplies and deposit \$4,500.00 into the Vance Foundation donation fund for large print books and downloadable content and accept the donation of books with an approximate value of \$88.94 to be added to the appropriate department collection. – Berlin-Peck Memorial Library
2. Topic re: Approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$1,745.00. – Police Department
3. Topic re: Approve waiving the fees associated with hiring two Public Ground employees to cover the clean-up after the Tree Lighting, in an approximate amount of \$600.00. – Fire Administration
4. Topic re: Transfer \$24,250.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover higher than budgeted expenditures in identified accounts. - Finance
5. Topic re: Accept donations totaling \$1,385.00 to the Berlin Senior Center Agency Fund. – Senior Center
6. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 315.00 for Animal Care and supplies valued at \$ 485.00. – Animal Control

7. **Topic re: Appropriate \$1,865.00 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund. – Facilities**
8. **Topic re: Appropriate \$2,303.91 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund. – Facilities**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

I. NEW BUSINESS:

1. **Topic re: Approve waiving the Police Traffic Control fees for the Hungerford Nature Center 2023 Pumpkin Palooza in the approximate amount of \$1,200.00. – Police Department**

Town Manager Jayawickrema stated that this fundraiser is held by the Hungerford Nature Center every year and this request for waiving police traffic control fees has been approved by the Town Council in past years.

Councilor Paonessa moved to approve waiving the Police Traffic Control fees for the Hungerford Nature Center 2023 Pumpkin Palooza in the approximate amount of \$1,200.00.

Seconded by Councilor Coppola.

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

Abstain: Councilor Veach

Vote being 5-0-1 (MOTION CARRIED)

2. **Topic re: Authorize the award of the snow plowing of Town streets Contract No. 2024-04 to Staxx Construction Services, LLC, of Berlin for the bid amount of \$200.00 per hour, per primary vehicle, and \$250.00 per hour for a spare plow truck. – Public Works**

Public Works Director Mike Ahern stated that this item was publicly bid with one bid received from Staxx Construction of Berlin at the rate of \$200 per truck hour. The bid also requires the contractor to provide spare vehicles which Staxx bid at a rate of \$250 per hour per spare vehicle.

Councilor Paonessa stated that these rates are consistent for the industry.

Councilor Paonessa moved to authorize the award of the snow plowing of Town streets Contract No. 2024-04 to Staxx Construction Services, LLC, of Berlin for the bid amount of \$200.00 per hour, per primary vehicle, and \$250.00 per hour for a spare plow truck.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 3. Topic re: Authorize the award of the snow plowing of Town Cul-de-Sacs and Misc. Areas Contract No. 2024-03 to Staxx Construction Services, LLC of Berlin for the bid amount of \$155.00 per hour per truck, and \$165.00 per hour for each spare truck provided in addition to the two (2) primary plow trucks. – Public Works**

Public Works Director Ahern stated that this item was publicly bid with bids received from three vendors. Staxx Construction was the low bidder. These are the smaller trucks used for cul-de-sacs and miscellaneous areas.

Councilor Paonessa moved to authorize the award of the snow plowing of Town Cul-de-Sacs and Misc. Areas Contract No. 2024-03 to Staxx Construction Services, LLC of Berlin for the bid amount of \$155.00 per hour per truck, and \$165.00 per hour for each spare truck provided in addition to the two (2) primary plow trucks.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 4. Topic re: Approve the transfer of \$2,102.60 from the Passenger Cars account in the Capital Non-Recurring Fund, \$21,687.60 from the Highway Trucks account in the Vehicle Purchase Fund and \$10,000.00 from the Senior Trips account in the Senior Center Activities Fund to the Senior Center Van account in the Capital Non-Recurring Fund and approve the purchase of one bus from Tasca Ford, for an amount not to exceed \$122,791. – Municipal Garage/Senior Center**

Fleet Manager Jim Simons explained that the town is in need of a new bus for senior transportation. The pressing issue is that if a purchase order is not in place now the town will have to wait until next year to put the order in and the van would not be received until 2026 and Mr. Simons is uncertain that the current bus will last that long. By purchasing now, he is hopeful the town will have it by 2025.

Senior Center Director Tina Doyle added that the Senior Center provides transportation five days a week to approximately 175 residents. Their service area for medial providers has been expanded to

include many surrounding towns, and the bus is also used for grocery shopping, visits to Town buildings, and lunch trips to name a few. The demand is high for transportation and at times seniors must be turned away. The current bus is a 2008 purchased used from the Red Cross. Unfortunately, the State of Connecticut Department of Transportation did not offer the traditional grant this year and the grant offered did not include the purchase of vehicles.

Councilor Paonessa moved to approve the transfer of \$2,102.60 from the Passenger Cars account in the Capital Non-Recurring Fund, \$21,687.60 from the Highway Trucks account in the Vehicle Purchase Fund and \$10,000.00 from the Senior Trips account in the Senior Center Activities Fund to the Senior Center Van account in the Capital Non-Recurring Fund.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the purchase of one bus from Tasca Ford, for an amount not to exceed \$122,791.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 5. Topic re: Set a Public Hearing on December 12, 2023 at 7:00 p.m. to approve a lease a new 5-year lease with Clear Arch Health for 10 telemonitoring units totaling \$6,396.00 for the remainder of this fiscal year (FY24) and \$6,594.00 annually for the remainder of the lease agreement. – VNA**

Town Manager Jayawickrema stated that as this item pertains to the leasing of equipment the Town Charter requires a public hearing be set.

Berlin VNA Administrator Alea Piatek stated that previously the VNA had purchased telemonitoring units, but they are now defunct. This equipment allows the nurses to obtain patient vitals daily and can reduce the number of visits over time. With the lease of this equipment the VNA has more options if there is an update to technology or if equipment fails.

Councilor Paonessa moved to set a Public Hearing on December 12, 2023 at 7:00 p.m. to approve a lease a new 5-year lease with Clear Arch Health for 10 telemonitoring units totaling \$6,396.00 for the remainder of this fiscal year (FY24) and \$6,594.00 annually for the remainder of the lease agreement.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 6. Topic re: Approve spending up to \$50,000 with New Era Technology under state contract OGS # PM 20790 and to approve a bid waiver for spending up to \$105,000 with Frontier Communications for the fiscal year 2024 to allow for the implementation of the redundant SIP service and maintenance contract, since this is in the best interest of the town. – Information Technology**

Town Manager Jayawickrema introduced this item reminding the Council of the lightning strike a short time ago that took out the Police and Town Hall telephones. The Information Technology Director has worked with the Police Department, the Facilities Department, Frontier Communications and New Era Technology to develop a solution.

Director of Information Technology Brian Freeman explained that both companies thought the best solution to increase redundancy and lessen repair time in the event of another event like the one that occurred involves replacing the two copper-based PRI lines with fiber and running Session Initiation Protocol lines. Several advantages to this plan include fiber not being a conductor for lightning, better call quality, and reliability. Also, both sites will be mirrored to provide automatic failover from one site to the other with system users not noticing the change in service.

If any damage occurs that is part of the equipment internally there will be a maintenance agreement with New Era which has an office in Cromwell with replacement equipment in stock.

New Era pricing falls under State Contract. As Frontier is not under State Contract but since it is the current carrier for Connecticut and the Town's current vendor, he is requesting a bid waiver for their portion of this item.

Councilor Paonessa moved to approve spending up to \$50,000 with New Era Technology under state contract OGS # PM 20790 and to approve a bid waiver for spending up to \$105,000 with Frontier Communications for the fiscal year 2024 to allow for the implementation of the redundant SIP service and maintenance contract, since this is in the best interest of the town.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 7. Topic re: Authorize the Town Manager to enter into a contract with Mr. Asani for services as the main Food and Beverage provider for Timberlin Golf Course for the period beginning January 1, 2024 through December 31, 2026, with a Town option to extend the contract for two more years. – Golf Course**

Town Manager Jayawickrema introduced this item stating that three years ago this contract was put out to bid with five vendors touring the facility but only one bid received from Remzi Asani.

Director of Golf Sol Guerrero stated that working with Mr. Asani and his staff has been a pleasure. Mr. Asani has been dedicated to Timberlin and has a good following and added that the Golf Commission also supports this contract.

Councilor Paonessa moved to authorize the Town Manager to enter into a contract with Mr. Asani for services as the main Food and Beverage provider for Timberlin Golf Course for the period beginning January 1, 2024 through December 31, 2026, with a Town option to extend the contract for two more years.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

8. Topic re: Approve and authorize the Town Manager to enter into a contract with the White Collar, CALU Local #2 union from July 1, 2023 through June 30, 2026. – Human Resources

Human Resources Director Paula Carabetta stated that it was a pleasure working with union leadership. Some language cleanup was needed in order to stay consistent with the other employee union contracts.

In regard to wages, the increase for this fiscal year will retro back to July 1st. Increases for the next two years reflect inflation as well as the fact that this union has not seen a percentage increase for the past ten years.

Councilor Coppola moved to approve and authorize the Town Manager to enter into a contract with the White Collar, CALU Local #2 union from July 1, 2023 through June 30, 2026.

Seconded by Councilor Rosso.

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

Abstain: Councilor Paonessa

Vote being 5-0-1 (MOTION CARRIED)

9. Topic re: Approve non-budgeted appropriation of \$75,000 from fiscal year 2024 General Fund Unassigned Fund Balance into Recap Tennis & Basketball Court pending Board of Finance approval and waive the town's bidding procedures, as this is in the best interest of the town and approve the resurfacing of Berlin High School basketball & tennis courts for an amount not to exceed \$75,000 with Classic Turf Company LLC pending approval of the FY24 non-budgeted appropriation by the Board of Finance. – Public Grounds

Superintendent of Parks and Grounds Steve Wood stated that when Berlin High School was renovated the tennis and basketball courts were changed over to post tension concrete. The courts must be resurfaced every several years to extend the warranty. The warranty will continue to be extended as long as the town continues to work with Classic Turf, the original manufacturer.

Councilor Paonessa moved to approve a non-budgeted appropriation of \$75,000 from fiscal year 2024 General Fund Unassigned Fund Balance into Recap Tennis & Basketball Court pending Board of Finance approval.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to waive the town's bidding procedures, as this is in the best interest of the town and approve the resurfacing of Berlin High School basketball & tennis courts for an amount not to exceed \$75,000 with Classic Turf Company LLC pending approval of the FY24 non-budgeted appropriation by the Board of Finance.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 10. Topic re: That the Town Council authorized the Berlin Board of Education to apply to the State of Connecticut Commissioner of Administrative Services to accept or reject a grant for the HVAC IAQ Grant at the Mary E. Griswold Elementary School and that Public Building Commission is hereby established as the building committee about the HVAC IAQ Grant at Grant at the Mary E. Griswold Elementary School and that the Town Council authorized the preparation of schematic drawings and outline specification for the HVAC IAQ Grant at the Mary E. Griswold Elementary School. – Board of Education**

Berlin Public Schools Director of Finance Ashley Dorsey stated that the Department of Administrative Services opened the second round of the HVAC Indoor Air Quality Grant Program for public schools. Parts of the application require the Town Council to authorize the Superintendent or Board of Education to apply for the grant, create a project building committee, and approve the preparation of drawings for each project.

The Grant requires separate resolutions for each application submitted and the Board of Education is planning on submitting two identical resolutions, one for Griswold Elementary and one for Hubbard Elementary. These are similar resolutions as those that the Town Council passed in December 2022 for the first-round funding.

The grant application deadline is December 31, 2023.

Councilor Paonessa moved to authorize the Berlin Board of Education to apply to the State of Connecticut Commissioner of Administrative Services to accept or reject a grant for the HVAC IAQ Grant at the Mary E. Griswold Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved that the Public Building Commission is hereby established as the building committee about the HVAC IAQ Grant at the Mary E. Griswold Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved that the Town Council authorize the preparation of schematic drawings and outline specification for the HVAC IAQ Grant at the Mary E. Griswold Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 11. Topic re: That the Town Council authorize the Berlin Board of Education to apply to the State of Connecticut, Commissioner of Administrative Services to accept or reject a grant for the HVAC IAQ Grant at the Richard D. Hubbard Elementary School and that Public Building Commission is hereby established as the building committee regarding the HVAC IAQ Grant at Grant at the Richard D. Hubbard Elementary School and that the Town Council authorize the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Richard D. Hubbard Elementary School. – Board of Education**

Town Manager Jayawickrema stated that this item is the same as agenda item #10 however it is for Hubbard Elementary School and a separate resolution is required.

Councilor Paonessa moved to authorize the Berlin Board of Education to apply to the State of Connecticut, Commissioner of Administrative Services to accept or reject a grant for the HVAC IAQ Grant at the Richard D. Hubbard Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved that the Public Building Commission is hereby established as the building committee regarding the HVAC IAQ Grant at the Richard D. Hubbard Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved that the Town Council authorize the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Richard D. Hubbard Elementary School.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 12. Topic re: Appoint the following members to serve on the Plan of Conservation and Development Implementation Committee; Joan Veley - R, Economic Development Commission- Ed Egazarian - D, Conservation Commission Guy Hoffman - R, Parks and Recreation Commission- Lucas Van Zandt - R, Water Control Commission- Bruce LaRoche - D, Inland Wetlands and Watercourses Commission- Peter Nieman - D, , Zoning Board of Appeals- Lenny Tubbs - U, Historic District Commission John Diakun – R, and Town Council – Sandra Coppola - R. – Economic Development**

Town Manager Jayawickrema stated that he worked with Economic Development Coordinator Jim Mahoney to obtain the names of possible members for the newly created Plan of Conservation and Development Implementation Committee, and that Mr. Mahoney worked with Town Clerk Kate Wall to determine minority representation of board members.

Councilor Paonessa moved to appoint the following members to serve on the Plan of Conservation and Development Implementation Committee; Planning and Zoning Commission - Joan Veley - R, Economic Development Commission- Ed Egazarian - D, Conservation Commission Guy Hoffman - R, Parks and Recreation Commission- Lucas Van Zandt - R, Water Control Commission- Bruce LaRoche - D, Inland Wetlands and Watercourses Commission- Peter Nieman - D, Zoning Board of Appeals- Lenny Tubbs - U, Historic District Commission John Diakun – R, and Town Council – Sandra Coppola - R.

Seconded by Councilor Veach.

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

Abstain: Councilor Coppola

Vote being 5-0-1 (MOTION CARRIED)

13. Topic re: Amend the Town of Berlin Affordable Housing Plan (AHP) per the recommendations in the report by FHI Studio attached hereto and to be attached to the minutes. – Economic Development

Economic Development Coordinator Jim Mahoney explained that the Affordable Housing Plan (AHP) was adopted in May of 2022 and the Plan of Conservation and Development (POCD) was adopted in June of 2023.

One goal of the AHP is for more than 10% of the town's housing stock to be affordable. In 2022 the State of Connecticut's housing appeals list indicated that Berlin had 8.8% of its' housing stock considered affordable which was down from a high of 9.31% in 2019 due to a decrease in the number of CHFA financed and governmentally assisted units which the Town has little or no control over.

Additional Berlin affordable units were completed, and more are under construction or were approved after the compilation of the 2022 affordable housing appeals list. Affordable units do not get counted until a certificate of occupancy is obtained for the unit. The largest project now under construction is Deming Ridge. Deming Ridge will add 88 qualified units to the Town's affordable units count and certificates of occupancy have been granted for the first two buildings. Certificates of occupancy are expected to be issued for all buildings in the Deming Ridge project by early 2024.

Another project with affordable units that is under construction is 319 Main Street East Berlin. This project will add a small number of affordable units. Projects including affordable units that are approved but are not under construction include, 404 Berlin Turnpike (200 units, 40 affordable) and the Knights of Columbus project (50 affordable units). Applications for three additional projects that will have affordable units are now either pending before the Planning & Zoning Commission or are under appeal.

To make it consistent with the POCD, amendments to the AHP should include a shift in language to reflect the Town of Berlin being in a different place now and moving forward to the next step which includes changes to the Zoning regulations. The Town Council was provided with the list of changes, and they are attached to these minutes.

Councilor Paonessa moved to amend the Town of Berlin Affordable Housing Plan (AHP) per the recommendations in the report by FHI Studio attached hereto and to be attached to the minutes.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 14. Topic re: Authorize the Town Manager to enter an amendment to the contract with FHI Studio in an amount not to exceed \$8,500 to be paid from the Plan of Devel. Update account, to assist with preparation of zoning ordinance amendments recommended in the Town's Affordable Housing Plan and Plan of Conservation and Development, subject to review and approval of Corporation Counsel. – Economic Development**

Economic Development Coordinator Mahoney stated that this item is a request for an amendment to the contract with FHI Studio which will allow them to implement the recommended changes to the Affordable Housing Plan as noted in agenda item #13.

Councilor Paonessa moved to authorize the Town Manager to enter an amendment to the contract with FHI Studio in an amount not to exceed \$8,500 to be paid from the Plan of Devel. Update account, to assist with preparation of zoning ordinance amendments recommended in the Town's Affordable Housing Plan and Plan of Conservation and Development, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

- 15. Topic re: Authorize the Town Manager to the deed the previously abandoned portion of Wigwam Road as described by Map 1915 filed in the Town of Berlin Land Records and prepared by the Town of Berlin Engineering Department that extends from the north end of Sanctuary Lane to Ragged Mountain Preserve to the City of New Britain Water Department and to reaffirm the previous approval to the relocate of the Public Access And Emergency & Municipal Vehicle Access in a manner as depicted in the map titled "Relocation of Easement for Public Access And Emergency & Municipal Vehicle Access Along Former Wigwam Road" dated June 2023, scale 1"=300', prepared by New England GeoSystems, subject to review and approval of Corporation Counsel. – Economic Development**

Economic Development Coordinator Mahoney stated that this item was referred to the Planning and Zoning Commission and they gave a favorable report for the Town to properly deed the rights of the previously abandoned section of Wigwam Road to the City of New Britain so they can agree to relocate the easement for public access and emergency and municipal vehicle access.

Councilor Paonessa moved to authorize the Town Manager to the deed the previously abandoned portion of Wigwam Road as described by Map 1915 filed in the Town of Berlin Land Records and prepared by the Town of Berlin Engineering Department that extends from the north end of Sanctuary Lane to Ragged Mountain Preserve to the City of New Britain Water Department and to

reaffirm the previous approval to the relocate of the Public Access And Emergency & Municipal Vehicle Access in a manner as depicted in the map titled "Relocation of Easement for Public Access And Emergency & Municipal Vehicle Access Along Former Wigwam Road" dated June 2023, scale 1"=300', prepared by New England GeoSystems, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

16. Topic re: Appropriate a \$500,000 Small Town Economic Assistance Grant (STEAP) for the Steele Boulevard Park project and appropriate a Connecticut Communities Challenge Grant of \$1,560,947 for the Kensington Village Core TOD Improvement Project subject to Newport Realty 848 Farmington Ave LLC securing project financing and approvals, and to refer this matter to the Board of Finance. – Economic Development

Town Manager Jayawickrema stated that the Town has been awarded a \$500,000 Small Town Economic Assistance Grant (STEAP) for the Steele Boulevard Park project and a Connecticut Communities Challenge Grant of \$1,560,947 for the Kensington Village Core TOD Improvement Project. Action is required to appropriate the grants and to refer the appropriation of the grants to the Board of Finance for action.

Councilor Paonessa moved to appropriate a \$500,000 Small Town Economic Assistance Grant (STEAP) for the Steele Boulevard Park project.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to appropriate a Connecticut Communities Challenge Grant of \$1,560,947 for the Kensington Village Core TOD Improvement Project subject to Newport Realty 848 Farmington Ave LLC securing project financing and approvals, and to refer this matter to the Board of Finance.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

17. Topic re: Authorize the Town Manager to enter into an amendment to the license agreement between the Town and Newport Realty Group, LLC to extend the license to a new termination date of December 31, 2024, subject to review and approval of Corporation Counsel. – Economic Development

Economic Development Coordinator Mahoney stated that the Town and Newport Realty Group, LLC entered into a License Agreement to allow Newport to work on the 55 Steele Boulevard site to install utilities, footings, and foundations in concert with the Town's engineered control project. A closing on the sale of the property to Newport will occur after the engineered control installation is complete. The license agreement will expire on December 31, 2023.

After foundations were removed as the first part of the Town's Engineered Control project for 55 Steele Boulevard, excavations revealed the presence of unsuitable structural materials in future foundations areas. Deeper excavations were done to define the depth of unsuitable materials. A decision was made to pause the work while Newport updates its structural plans. A key consideration is not moving contaminated material off-site.

Based on the status of the work, the Engineered Control project will not be completed by December 31, 2023. Therefore, an extension to the License Agreement between the Town and Newport is needed.

Councilor Paonessa moved to authorize the Town Manager to enter into an amendment to the license agreement between the Town and Newport Realty Group, LLC to extend the license to a new termination date of December 31, 2024, subject to review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

18. Topic re: Authorize the Town Manager to enter into easements with Newport Realty Group, the Kensington Fire Department, and the Berlin Land Trust to allow trail improvements to be constructed and to provide public access to trails at the rear of 848 Farmington Avenue as shown on the map titled "Concept Walking and Foot Path System for Berlin Town Center, Concept Layout", subject to review and approval of said easements by Corporation Counsel. – Economic Development

Town Manager Jayawickrema stated that the Town Council referred the matter of obtaining easements from Newport Realty Group, the Kensington Fire Department, and the Berlin Land Trust to create trails at the rear of 848 Farmington Avenue to the Planning & Zoning Commission for a review pursuant to 8-24 of the Connecticut General Statutes. The Planning and Zoning Commission reviewed this item at their October 19th meeting and will make a report to the Town Council. The next step in the process is to authorize the Town Manager to enter into the easements.

Councilor Paonessa moved to authorize the Town Manager to enter into easements with Newport Realty Group, the Kensington Fire Department, and the Berlin Land Trust to allow trail

improvements to be constructed and to provide public access to trails at the rear of 848 Farmington Avenue as shown on the map titled "Concept Walking and Foot Path System for Berlin Town Center, Concept Layout", subject to review and approval of said easements by Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

19. Topic re: Authorize the Town Manager to execute subordination agreements to the State of Connecticut and related to additional financing from Thomaston Savings Bank, with respect to the Town's mortgage from Newport 848 Farmington Ave, LLC related to a façade program grant that is recorded at Volume 773, page 226 of the Berlin Land Records, subject to the review and approval of Corporation Counsel. – Economic Development

Economic Development Coordinator Mahoney stated that as a condition of the Connecticut Communities Challenge Grant project Newport 848 Farmington Ave, LLC will be required to give a mortgage of \$1,105,947 to the State of Connecticut in the amount of the grant related to this component of the project. To advance the Connecticut Communities Challenge Grant and the related private financing from Thomaston Savings Bank, it is requested that the Town subordinate its mortgage related to a façade program grant that is originally recorded at Volume 773, page 226 of the Berlin Land Records, to the State of Connecticut and to additional financing from Thomaston Savings Bank.

Councilor Paonessa moved to authorize the Town Manager to execute subordination agreements to the State of Connecticut and related to additional financing from Thomaston Savings Bank, with respect to the Town's mortgage from Newport 848 Farmington Ave, LLC related to a façade program grant that is recorded at Volume 773, page 226 of the Berlin Land Records, subject to the review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

20. Topic re: Discussion on the Revenue Collector's Cash Acceptance Policy – Town Manager

Town Manager Jayawickrema stated that the Town of Berlin Revenue Collector's Office does not currently have a written cash acceptance policy. After reviewing other town's policies and contacting various banks to determine their policies on counterfeit bills a policy was created for the Town of Berlin to ensure secure acceptance of cash payments and avoid loss. The policy is attached to these minutes, it will be posted in the Revenue Collector's office and on the Town website and will be mailed with tax bills in July 2024.

NO ACTION NEEDED

21. Topic re: Appoint Councilor Sandra Coppola to the Pension Committee of the Town of Berlin Police Pension Plan. – Town Manager

Town Manager Jayawickrema stated that the Town of Berlin Police Pension Plan is in effect now and the Investment Policy Statement calls for a Police Pension Committee. Current members of the Committee are the Town Manager, the Finance Director, and a representative of the Berlin Police Union. It will be valuable to have a Town Council member on the Pension Committee and he recommends Councilor Coppola.

Councilor Paonessa moved to appoint Councilor Sandra Coppola to the Pension Committee of the Town of Berlin Police Pension Plan.

Seconded by Councilor Veach.

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

Abstain: Councilor Coppola

Vote being 5-0-1 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

- The Town Clerk's office created a postcard that was mailed out to all voter households in the Town of Berlin to remind them of the upcoming November 7, 2023 election. Voting locations were also included on the card.
- Concrete has been poured for the wash bay to be constructed on Town Farm Road.
- Economic Development Director Chris Edge was awarded Member of the Year by the Connecticut Economic Development Association for his outstanding service not only to Berlin but to the profession. He will be recognized at a future Town Council meeting.
- The Berlin-Peck Memorial Library is seeking community input to develop a three-year strategic plan for library services. Town Council members were provided copies of the survey and the Town Manager requested they partake.
- The Parks and Recreation Department's Annual Scarecrow event is taking place with scarecrows on display at the entrance to Town Hall. Ballots to vote for your favorite scarecrow are available at Town Hall, the Library, and the Community Center.

The Department's Trunk or Treat event will take place on Saturday October 28th in the Community Center parking lot from 6:00 to 7:00 p.m.

- Pumpkin Palooza for the Pantry will be held on Saturday October 28th at the Pistol Creek Club House from 10:00 a.m. to 12:00 p.m. Local financial group Thrivent reached out to Social Services asking how they could help the community and they are sponsoring this event to collect food donations for the pantry.
- Trick or Treating in Kensington Village will be held on Saturday October 28th from 11:00 a.m. to 2:00 p.m.
- The Town Manager provided the Town Council members with information from America 250/CT Commission which encourages communities across the state to plan ways to celebrate the 250th anniversary of the founding of this country in 2026. The Commission has asked for towns to put a committee together and the Town Manager has reached out to Chris Edge, Kim McNally, and Jennifer Ochoa with Kim McNally being the liaison for the Town of Berlin.
- Mayor Kaczynski asked to speak about the absentee ballot box located at Town Hall. Town Clerk Kate Wall stated that there is currently a camera positioned to capture the license plate of any cars that pull up to the ballot box. It had been requested that a camera be installed near the ballot box to obtain facial video at the box. Ms. Wall stated that the camera can be installed, and she has been in touch with Facilities and IT, however it will not be installed until after the November 7th election due to a back log in obtaining parts.

Ms. Wall stated that she is currently reviewing the absentee ballots that are received in the ballot box and is finding that most are couples returning theirs together, but overall, there have not been many placed into the box.

Mayor Kaczynski asked if the current camera is monitored. Ms. Wall stated that it is not, but it can be reviewed if something unusual shows up in the box. Camera footage is stored for 30 days.

Mayor Kaczynski suggested moving the ballot box to the front of the Police Department as there are already cameras installed at the entrance. Councilor Veach agreed that it should at least be explored.

Ms. Wall stated that she is very concerned about moving the ballot box at this time as voters have received information in their ballot packets regarding the location of the box and it will cause confusion. Also, the box was placed to allow for easy access for drivers especially those with physical disabilities.

Ms. Wall explained that each ballot that is issued is given a serial number. If something unusual came in through the ballot box it would be discovered because it would not be in the State voter system. She added that Berlin is a smaller town and that allows for her office to have a better handle on the absentee ballots than larger cities would.

Councilor Paonessa stated that he believes that the ballot box is secure with the current camera and added that the Town Clerk has a good handle on the absentee ballots and has enough experience to spot an anomaly.

Mayor Kaczynski stated that he is disappointed that a camera could not be installed for this election adding that he could probably have someone install it in a day. Town Manager Jayawickrema suggested that he do that, and the Mayor said he would look into it.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Foster thanked the Town Council for giving her the opportunity to serve as a member.

M. ACCEPTANCE OF MINUTES:

October 3, 2023

Councilor Paonessa moved to accept the Town Council Meeting minutes of October 3, 2023 as presented.

Seconded by Councilor Coppola.

Abstain: Councilor Rosso

Vote being 5-0-1 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:20 p.m.

Seconded by Councilor Rosso.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 OCT 31 AM 11:04

Kathryn J. Wall

BERLIN, CT.

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 17, 2023
SUBJECT: CALU, LOCAL #2, White Collar Union Contract

SUMMARY:

- An agreement between the Town of Berlin and the CALU, LOCAL #2 (White Collar) union has been made. The Union has voted to approve the contract.
- The length of this agreement is from July 1, 2023 – June 30, 2026.
- Notable changes to this new contract:
 - Article 11, Holiday Pay, Section 11.1 – Added language:
New hires will receive upon hire a pro-rated floating holiday bank based on their date of hire. If hired between July 1st and December 31st they will receive (2) floating holidays; if hired between January 1st and June 30th they will receive (1) floating holiday.
 - Article 12, Section 12.1 – Modified/Added language:
Regular full-time and part-time employees shall receive vacation pay at their straight time hourly rate at their normal weekly salary, exclusive of overtime for each week in accordance with the following schedule:

LENGTH OF EMPLOYMENT

VACATION

Six (6) months to One (1) year

Two (2) weeks

Five (5) years

Three (3) weeks

Ten (10) years

Four (4) weeks

Twenty (20) years

Five (5) weeks

New employees hired between July 1st and December 31st shall receive five (5) days of vacation upon hire, which can be used after successful completion of their probationary period.

Added: New employees hired between January 1st and June 30th shall receive ten (10) days of vacation on July 1st, which can be used after successful completion of their probationary period.

- Each employee shall advance to the next highest step in the wage schedule on July 1, 2023, July 1, 2024 and July 1, 2025.

Effective and retroactive to July 1, 2023:

Step-movement and a general wage increase of: 2.75%

Effective July 1, 2024:

Step movement and a general wage increase of: 3.25%

Effective July 1, 2025:

Step movement and a general wage increase of: 3.25%

The Human Resources department is requesting Town Council approval of this union contract.

ACTION NEEDED:

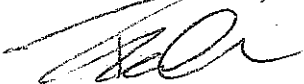
Move to approve and authorize the Town Manager to enter into a contract with the White Collar, CALU Local #2 union from July 1, 2023 through June 30, 2026.

ATTACHMENTS:

Union Contract

PREPARED BY:

Paula Carabetta, Human Resources Director (Town)



Affordable Housing Plan Recommendations: September 2023 Review and Recommended Amendments

Strategy	Action	Recommend Amended Action	Updated Timeframe	Responsible Party	Notes/Status
1) Provide additional affordable home ownership opportunities.	1.1) Explore partnerships with organizations such as Habitat for Humanity to construct affordable home ownership units.		Ongoing	Town Manager	
	1.2) Evaluate Town land that could be made available for the creation of affordable home ownership opportunities (excluding properties, or areas of properties, that were purchased for conservation or are an important open space asset).		2024	Town Manager	This review is still ongoing. Revise completion timeframe to 2024.
	1.3) Evaluate zoning strategies that would facilitate the creation of deed restricted affordable homes (e.g., review existing Neighborhood Affordable Housing Development Zoning Regulations to encourage the use of this zoning tool).	Develop revisions to the Zoning Regulations as recommended in the 2023 Zoning Review. Subsequently, present the zoning amendment recommendations to the public and the Commission for consideration.	2023/2024	Planning & Zoning Commission	Completed as part of 2023 Zoning Review
	1.4) Evaluate whether financial incentives (e.g., tax abatements and others) should be developed to further create affordable home ownership opportunities.		Ongoing	Town Manager	This review is still ongoing. Revise completion timeframe to 2024.
2) Provide more affordable housing for seniors.	2.1) Continue to support the Berlin Housing Authority project approved by the Planning and Zoning Commission to build 50 units of low and very low-income senior rental housing at 143 Percival Avenue if the Housing Authority demonstrates that it is making progress toward securing project financing. The Town has an option to sell that site to the Berlin Housing Authority for \$1 to support the project.	Continue to support the Berlin Housing Authority project approved by the Planning and Zoning Commission to build 50 units of low and very low-income senior rental housing at 143 Percival Avenue if the Housing Authority demonstrates that it is making progress toward securing project financing. The Town has an option to sell that site to the Berlin Housing Authority for \$1 to support the project.	Ongoing	Town Manager	
	2.2) Evaluate adding other organizations to the provision in the Zoning Regulations that allows the Berlin Housing Authority to build elderly housing in single-family residential zones by special permit.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to allow entities other than the Berlin Housing Authority to build elderly housing in single-family residential zones by special permit.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends allowing private developers to construct elderly housing.

Strategy	Action	Recommend Amended Action	Updated Timeframe	Responsible Party	Notes/Status
2) Provide more affordable housing for seniors.	2.3) Ensure that universal design features (standards ensuring homes are accessible for those with mobility limitations and other disabilities) are incorporated into all new multifamily housing structures by requiring a percentage of units be constructed with these features.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to require that universal design features (standards ensuring homes are accessible for those with mobility limitations and other disabilities) are incorporated into all new multifamily housing structures by requiring a percentage of units be constructed with these features.	2024	Planning & Zoning Commission	2023 Zoning Review recommends incorporation of universal design features in elderly housing.
	2.4) Proactively lobby State and Federal representatives to help secure funding for affordable housing initiatives in Berlin.		Ongoing	Town Council	
3) Refine existing Zoning Regulations to better support affordable housing.	3.1) Review residential zoning districts for opportunities to add additional housing types that may not be allowed today (i.e. two-family homes/duplexes).	Retain consulting services or provide adequate staff resources to assist in preparing Zoning amendments as recommended in this Implementation Plan.	2023	Planning & Zoning Commission	2023 Zoning Review recommends allowing two-family homes in the R11.
	3.2) Evaluate allowing mixed-use development with affordable housing in potential redevelopment areas at Webster Square and Ferndale Plaza areas.		2023	Planning & Zoning Commission	Not recommended by the P&Z Commission in its 2023 Zoning Review.
	3.3) Review BTD zoning to ensure that the regulations adequately support the development of affordable housing.	Prepare amendments to the Zoning Regulations to ensure that the regulations adequately support the development of affordable housing.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends multiple amendments.
	3.4) Evaluate allowing greater densities in the Kensington Village Core 2 overlay district with the addition of a requirement that developments include affordable components.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to allow greater densities in the Kensington Village Core 2 overlay district with a requirement that developments include affordable components.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends allowing prorating of dwelling units per acre. P&Z Commission amended regulations in Aug. 2023 to allow up to 7 units per acre when there is an affordable component.
	3.5) Consider offering local incentives, including tax abatement, for affordable housing projects.		Ongoing	Town Manager	This review is still ongoing. Timing will likely coincide with future affordable housing proposals.

Strategy	Action	Recommend Amended Action	Updated Timeframe	Responsible Party	Notes/Status
3) Refine existing Zoning Regulations to better support affordable housing.	3.6) Evaluate potential changes to the Accessory Dwelling Unit (ADU) provisions of the Zoning Ordinance to expand the use of ADU's in meeting housing needs.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to make changes to the Accessory Dwelling Unit (ADU) provisions of the Zoning Ordinance to expand the use of ADU's in meeting housing needs.	2023/2024	Planning & Zoning Commission	2023 Zoning Review provides multiple recommendations for amendments to regulations to support ADU development.
	3.7) Evaluate potential changes to the PDD district to provide specifications for affordable housing uses.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to make changes to the PDD district to provide specifications for affordable housing uses.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends that 20% of residential units in a PDD be deed restricted as affordable for a period of 99 years.
	3.8) Evaluate requirements for bedroom counts and unit sizes for affordable rental units.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to revise requirements for bedroom counts and to eliminate unit size requirements.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends removal of all unit size requirements (as required by statute) and increasing share of two-bedroom units allowed in BTD.
4) Maintain a focus on expanding the affordable housing supply.	4.1) Review and recommend actions to diversify the Town's housing stock as part of the Town's ongoing 2023 update to its Plan of Conservation and Development and subsequent POCD implementation plan.		2023/2024	Planning & Zoning Commission	The POCD recommends six strategies for improving and expanding housing supply, accessibility, and affordability.
	4.2) Establish a Plan of Conservation and Development Implementation Committee to track Plan Implementation especially with respect to housing diversification and affordability.		2023	Town Council, Town Manager will track implementation until the Committee is formed	The Town Council has created an Implementation Committee.
	4.3) Maintain adequate Town staffing and skill sets to administer affordable housing programs.		Ongoing	Town Council	
	4.4) Offer Affordable Housing training to staff and members of land use boards.		Ongoing	Town Manager	PZC & ZBA commissioner training is now mandated by statute and includes a minimum relating to affordable housing.

Strategy	Action	Recommend Amended Action	Updated Timeframe	Responsible Party	Notes/Status
4) Maintain a focus on expanding the affordable housing supply.	4.5) Continue to require and monitor affordable housing implementation plans for all projects that include an affordable housing component.		Ongoing	Planning & Zoning Commission, Community Services	
	4.6) Continue tax incentives for mixed-use, inclusionary projects.		Ongoing	Town Council	
	4.7) Develop a public education campaign in town to communicate the need for affordable housing and discuss the need and benefits of housing across all types and income spectrums. Discuss and present housing as an economic development tool in Berlin.		2024	Economic Development Commission	Not completed.
	4.8) Prioritize the creation of affordable housing for households at less than 50% of AMI.		Ongoing	Planning & Zoning Commission	2023 Zoning Review recommends establishing tiered AMI affordability levels for private elderly housing developments.
	4.9) Explore extending the required duration of deed restrictions beyond 40 years or make them permanent.	As recommended, in the 2023 Zoning Review, prepare an amendment to the Zoning Regulations to extend the required duration of deed restrictions beyond 40 years.	2023/2024	Planning & Zoning Commission	2023 Zoning Review recommends 99-year deed restriction of affordable elderly housing units, affordable units in BTD and PDD, and a lifetime deed restriction of ADUs.
	4.10) Communicate with affordable housing developers about opportunities for affordable housing development in Berlin. 4.11) Explore the potential for creating affordability deed restrictions for portions of the existing housing stock.		Ongoing	Economic Development Commission	
			2025	Town Manager	



Town of Berlin
Revenue Collector's Office
240 Kensington Road
Berlin, CT 06037
Phone: 860 828 7023

Item #20

TOWN OF BERLIN REVENUE COLLECTOR'S CASH ACCEPTANCE POLICY

The Town of Berlin Revenue Collector follows the cash acceptance procedures outlined below. The purpose of this policy is to ensure accurate and secure acceptance of cash payments, minimize the risk of inadvertently accepting counterfeit notes, avoid loss and safeguard the integrity of financial transactions.

All cash received at the revenue collector's office is processed and verified using a counterfeit detection device. This machine accurately counts the cash and identifies notes that cannot be validated as legal currency. In the event the currency is rejected by the machine, the cash will not be accepted by the Revenue Collector's Office and must be replaced by the payor. The payor has the option to write a check for the difference or exchange the rejected notes with valid legal currency. Anyone who tenders invalid notes shall remain liable to the Town for payment of the underlying obligation.

All coins over \$5.00 must be in rolls.

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: October 12, 2023
SUBJECT: Appointment of Council Member to Police Pension Committee

Summary of Agenda Item:

The Investment Policy Statement of the Town of Berlin Police Pension Plan calls for a Pension Committee. The Committee's Roles and Responsibilities are as follows:

- Oversee the management of assets.
- Act solely in the best interest of the Plan beneficiaries and the Plan's objectives.
- Determine investment objectives and constraints. Immediately communicate any revision in objectives or constraints to the Investment Consultant.
- Set and revise the investment policies (including asset allocation) and receive board approval as necessary.
- Periodically review Plan-related investment expenses to ensure they are competitive and appropriate.
- Review and evaluate investment results and make changes as needed.
- Avoid prohibited transactions and conflicts of interest.

In addition to the Town Manager, Finance Director, and the representative from the Berlin Police Union, it will be valuable to have a Council member on the Pension Committee.

Funding:

None

Action Needed:

Move to appoint Councilor Sandra Coppola to the Pension Committee of the Town of Berlin Police Pension Plan.

Attachments:

None

Prepared By: Arosha Jayawickrema, Town Manager