

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 4, 2023

SUBJECT: Authorization for the Town Manager to Enter into a Contract Amendment with Loureiro Engineering for Additional General Consulting Services for the 55 Steele Boulevard Project

Summary of Agenda Item:

Loureiro Engineering provides environmental consulting services for the Town's 55 Steele Boulevard property.

Additional environmental consulting services are needed relative to the Town's contract with B&W Paving for the Engineered Control Project at 55 Steele Boulevard. This project is being done in coordination with Newport Realty as it installs foundations and utilities for its future 50-unit apartment building on the site. The first step in the B&W Paving work was removal and crushing of the remaining foundations. This work is done. Crushed materials are stockpiled on site will be reused on-site.

Excavations related to the removal of foundations 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 and Newport updated its structural and site plans. A key consideration was not moving contaminated material off-site. Newport was able to revise its plans by raising the building 8" and making other adjustments, including for the installation of geopiers for structural support. With the plan revisions, there will be less export of contaminated materials. Newport's design changes result in changes to the scope of work for B&W Paving and Loureiro Engineering needed to adjust the engineered control project specifications, prepare change order options, evaluate pricing, redefine project sequencing and otherwise support the Town in its work with Newport and B&W to respond to project revisions. This effort is still underway, but it has required significant additional work by Loureiro Engineering. Therefore, staff requests an additional general consulting authorization for Loureiro Engineering for the 55 Steele Boulevard project of \$5,000 with the cost charged to the Municipal Brownfields grant for 889 Farmington Avenue, Municipal Brownfields Grant, account # 540.10.1017.0.53961.00000.

Funding:

The \$5,000 with the cost charged to the Municipal Brownfields grant for 889 Farmington Avenue, Municipal Brownfields Grant, account # 540.10.1017.0.53961.00000.

Action Needed:

Move to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$5,000 for general consulting services related to 55 Steele Boulevard with the cost be charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town.

Attachments:

1. Sufficiency of funds.
2. Loureiro proposal.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator C€



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Dec-23

Purchase Item or Contract: Economic Development		Requested by: J. Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	55 Steele Blvd Consulting Services	\$5,000.00	\$5,000.00
			-
			-
			-
			-
TOTAL			\$5,000.00

Account No. **540.10.1017.0.53961.00000**

Municipal Brownfield Grant

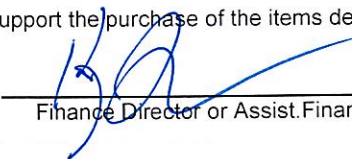
Budgeted Amount.....	\$863,886.48	Available balance.....	\$10,860.87
Encumbrances to Date.....	\$737,243.59	Amount Needed for This Package.....	\$5,000.00
Expenditures to Date.....	\$115,782.02	Available Balance After Purchase.....	\$5,860.87

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



November 29, 2023

Town of Berlin

Town Manager's Office, Room 1
240 Kensington Road
Berlin, Connecticut 06037

Attn: James Mahoney

RE: Proposal for Additional General Consulting Services
55 Steele Boulevard Brownfield Redevelopment

Dear Mr. Mahoney:

In response to your request, Loureiro Engineering Associates, Inc. ("Loureiro") is pleased to submit this proposal to the Town of Berlin ("Town") for the above referenced project. A time and materials limit of \$5,000 is requested to support ongoing changes to the Site redevelopment plan and engineered control design for contamination remaining in soil.

We look forward to the opportunity to continue working with you on this project. Should you have any questions concerning this request, please feel free to contact me at 860-410-2904.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

Kevin J. Bitjeman, L.E.P.
Senior Project Manager

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY

Agenda Item No. 20
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 4, 2023

SUBJECT: Authorization for the Town Manager to Enter Into an Agreement with Real Property Acquisition LLC and Connecticut Sand & Stone Corporation to Extend Forbearance Related to the Connecticut Sand & Stone Properties

Summary of Agenda Item:

The Town is using Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Grants for the continued environmental assessment of the Connecticut Sand & Stone properties at the rear of and connecting to New Britain Road, east of the Pan Am rail freight line. The properties are tax delinquent and under contract for sale to Real Property Acquisition LLC, an affiliated entity of Clean Earth/HARSCO. Clean Earth plans to beneficially reuse treated soils to fill portions of the property to create an industrial park and to dedicate remaining property for open space. Pilot legislation concerning the beneficial reuse of treated soils was passed by the 2021 session of the Connecticut General Assembly and the Connecticut Department of Energy and Environmental Protection published an invitation for public comment on the Pilot Program guidelines in November. Clean Earth will apply to have these sites included in the Pilot. The Berlin Inland Wetlands and Watercourses Commission has approved Clean Earth's plan, subject to conditions including that the property be registered in a Connecticut Department of Energy and Environmental Protection cleanup program. Clean Earth is supplementing the Town's additional environmental assessment work. The Town had a Forbearance and Environmental Grant Related Agreement (subject to required \$4,500 monthly payments, which have been made) with Real Property Acquisitions LLC and Connecticut Sand & Stone Corporation that expired on November 30, 2023. The Town needs to extend the Forbearance and Environmental Grant Related Agreement, *nunc pro tunc*, (retroactive to and effective to November 30, 2024, to provide additional time for permitting and due diligence.

Funding:

No funding is needed for this item.

Actions Needed:

Move authorize the Town Manager to enter into an extension to the Forbearance and Environmental Grant Related Agreement with Real Property Acquisition LLC and Connecticut Sand and Stone Corporation to extend the forbearance period to November 30, 2024, subject to the review and approval of Corporation Counsel.

Attachments:

None

Prepared By:

Jim Mahoney, Economic Development Coordinator

Chris Edge, Economic Development Director

CC

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 6, 2023

SUBJECT: Authorization for the Town Manager to File Deed Restrictions with Respect to Lots at the Deming Road Mobile Home Park

Summary of Agenda Item:

Pursuant to the adopted Plan of Conservation and Development and Affordable Housing Plan, the Town has a stated policy of increasing the diversity of its housing stock including meeting and exceeding a goal of having 10% of its housing units meeting the affordable housing definitions of section 8-30g of the Connecticut General Statutes. The Town owns the 16-unit Mobile Home park on Deming Road that provides reasonably priced housing but that does not currently count as affordable pursuant to the affordable housing definitions of section 8-30g of the Connecticut General Statutes because the units are not deed restricted. Staff recommends deed restricting the units at the Deming Road Mobile Home Park for occupancy by families with 80% or less of the area median income to meet the section 8-30g affordability definitions. It is likely that most current residents of the Deming Road Mobile Home Park would meet the 80% of family income eligibility requirement, but to avoid displacing any existing residents, and to give fair consideration to this change in the annual property leases, staff proposes to phase in the deed restrictions. Any unit or lot that is currently vacant would-be deed restricted now. It is proposed that tenants of all occupied units be offered free rent for a four-month period in exchange for their agreement to the deed restriction of their lot. If any units are not deed restricted now, either because the unit is not vacant or because the tenant does not accept the deed restriction rental abatement offer, then such units would be deed restricted in the future either when the unit becomes vacant or when the tenant accepts the deed restriction. Corporation Counsel will prepare the deed restriction documents and any and all other documents as may be needed to implement this agenda item.

Funding:

Reduce the FY 2025 Mobile Home Park Rental revenues by \$19,600.

Actions Needed:

Move to authorize the Town Manager to phase in the permanent deed restriction of the units at the Deming Road Mobile Home Park to meet the requirements of sections of section 8-30g of the Connecticut General Statutes such that, vacant units and owners of occupied units who accept an offered a four-month rental abatement in consideration of placement of a deed restriction on their unit will be deed restricted now, and deed restrictions will be placed in the future on any unit that

subsequently becomes vacant or agrees to accept rental abatement for the placement of the deed restriction on the unit, subject to consultation with the Connecticut Department of Housing and review and approval of Corporation Counsel,

Attachments:

Prepared By:

Maureen Giusti, Town Planner *MKS*
Jim Mahoney, Economic Development Coordinator

Agenda Item No. 22
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: December 5, 2023
SUBJECT: Update on Senior Housing

Summary of Agenda Item:

During the October 24th Town Council meeting, the Council approved an amendment to the FHI Studio contract to assist with preparing zoning ordinance amendments as recommended in the Town's Affordable Housing Plan and Plan of Conservation and Development.

Both the Plan of Conservation and Development (POCD, adopted 2023) and the Affordable Housing Plan (AHP, adopted 2022) recommend zoning text amendments related to affordable housing. FHI Studio was the Town's consultant concerning the preparation of the Town's AHP and POCD and has been engaged to continue the related work as well as text amendments related to housing for elderly persons. FHI will continue to work on amendment recommendations with the Planning and Zoning Commission at the December 14, 2023 meeting.

The Mayor has asked that this item be discussed to update the Town Council members.

Funding:

No funding needed.

Action Needed:

Discussion on Senior Housing

Attachments:

Summary item from October 24th meeting

Prepared By: Kate Wall, Town Clerk

**SUMMARY FROM
OCTOBER 24TH
TOWN COUNCIL MEETING**

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: October 17, 2023

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

Summary of Agenda Item:

FHI Studio was the Town's consultant concerning the preparation of the Town's Affordable Housing Plan and Plan of Conservation and Development. These plans recommended zoning text amendments related to affordable housing. FHI has given the Town a proposal to assist with the preparation of affordable housing related zoning text amendments as recommended in the Town's Affordable Housing Plan and Plan of Conservation and Development for a fee not to exceed \$8,500. The Town is also working with FHI with zoning test amendments related to the Housing for Elderly persons section of the Zoning Ordinance pursuant to its existing contract. Funds for this amendment will be from account # 500.10.1014.0.54000.01404, Plan of Devel. Update.

Funding:

The \$8,500 in funding for this item is to be taken from the Plan of Devel. Update account.

Actions Needed:

Move 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.

Attachments:

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

Prepared By:

Maureen Giusti, Town Planner
Jim Mahoney, Economic Development Coordinator

Agenda Item No. 23
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 5, 2023

SUBJECT: VNA – Safety Concerns

Summary of Agenda Item:

The Mayor has asked that safety concerns for our nurses and health care employees visiting patients be added to the agenda. Unfortunately, a health care worker from Willimantic was recently murdered during her visit to a patient.

Funding:

None needed at this point.

Action Needed:

Discussion concerning possible actions to protect our VNA employees.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

Agenda Item No. 24
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: November 22, 2022

SUBJECT: Town Council Calendar 2024-2025

Summary of Agenda Item:

The following notice was sent to the Chair of the Calendar Committee by the Town Clerk's Office. "In accordance with the Berlin Charter Section 8-3 and the Freedom of Information Statute, each Board and Commission in town, whether elective or appointive, shall file by January 31st of each year with the Town Clerk, a schedule of regular meetings for the ensuing year. Also, the statutes state that no such meeting of any such public agency shall be held sooner than thirty days after such schedule has been filed. When you adopt the meeting calendar for 2023 your board or commission should also approve any meeting(s) that would be held in January 2024."

Councilor Coppola as Chair of the Calendar Committee has proposed the enclosed calendar for 2024 and January of 2025. This calendar was distributed at the previous Council Meeting.

Action Needed:

Move to approve the adoption of the Town Council Meetings Calendar for 2024 and January of 2025.

Attachments:

Proposed Town Council Meeting Calendar

Prepared By: Kate Wall, Town Clerk

PROPOSED

Town Council Calendar 2024 and January 2025

January 2nd & 16th

February 6th & 20th

March 5th & 19th

April 9th & 23rd

Presidential Preference Primary April 2nd

Budget Referendum April 30th - last Tuesday of April – Town Charter Sec. 7-6(b)

May 7th & 21st

Budget Referendum May 28th – held four weeks after the first referendum – Town Charter Sec. 7-6(e)

June 4th & 18th

July 2nd & 16th

The 4th will be on a Thursday - can also look at the 9th & 23rd.

August – No meetings

September 3rd & 17th

October 1st & 15th

November 12th and 26th

Election Day November 5th, 2024

Thanksgiving will be November 28th.

December 10th

January 7th & 21st - 2025

Agenda Item No. 25
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 5, 2023

SUBJECT: Town Council Subcommittees

Summary of Agenda Item:

Council should make appointments to the different subcommittees.

Funding:

No Funding Needed.

Action Needed:

Move to appoint Town Council members to the different subcommittees.

Attachments:

List of members 2021-2023

Prepared By: Kate Wall, Town Clerk

TOWN COUNCIL SUBCOMMITTEES (2021-2023)
Revised February 7, 2023

STANDING COMMITTEES

Audit Committee

Donna Risolo
Sandra Coppola
Charles Paonessa

Calendar

Sandra Coppola

Community Conversations

Mayor Kaczynski
Donna Risolo

CT Conference of Municipalities (CCM)

Mayor Kaczynski

Fire Committee

Casey Foster
Charles Paonessa
Peter Rosso
Donna Veach

Manager's Evaluation

Mayor Kaczynski
Sandra Coppola
Donna Risolo
Casey Foster
Charles Paonessa
Peter Rosso
Donna Veach

Mattabessett Watershed

Charles Paonessa

Meetinghouse

Donna Veach

Ordinance Committee

Mayor Kaczynski
Sandra Coppola
Donna Risolo
Charles Paonessa
Peter Rosso

Playing Fields Committee

Casey Foster
Sandra Coppola
Peter Rosso
Donna Veach

Rules and Procedures Committee

Casey Foster
Charles Paonessa
Donna Veach

Kate Wall

From: Mark Pruzin
Sent: Monday, December 4, 2023 12:33 PM
To: Kate Wall
Subject: Sub-Committies

Kate,
I just wanted to get back with you to let know about the sub-committees that I would be interested in. Please see below:

Committee Conversations
Fire Commission
Ordinance
Playing Fields

Please contact me should you need any other information. Thank You.

Best Regards,
Mark M. Pruzin
Councilor
Berlin Town Council

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Board of Ethics

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Board of Ethics

2. _____

Name: Deborah Reed

Telephone No.: 860-829-5234

Home Address: 71 Magnolia Ln

Number of years in Berlin: 26

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

Email Address: debskireedski@gmail.com

Are you a Registered Voter? yes

Party Affiliation: R

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

Educational Background (optional)

Kensington Congregational Church per diem

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Board of Ethics alternate

Tell us why you feel qualified for this appointment: I am a healthcare professional with required

ethics training and been an alternate for the past 2 years.

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

Signature: _____

Deborah Reed

Date: 10/20/23

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

2023 OCT 23 AM 10:52

Kathryn G. Wall

BERLIN, CT

Nicholas Jerard

Commission for Persons
with Disabilities

Town of Berlin | Generated 11/17/2023 @ 10:07 am by OnBoard2 - Powered by ClerkBase

Status

Name Nicholas Jerard
Application Date 11/16/2023
Expiration Date 11/16/2122
Status Received

Board	Vacancies	Status
Commission for Persons with Disabilities	1	Pending

Basic Information

Name
Nicholas Jerard

Contact Information

Address
95 Whispering Brook Drive
Berlin, CT 06037

Resident
Yes

Email
nicholasjerard@gmail.com

Phone
4135757025

Occupation

Employer
State of CT Department of Developmental Services

Job Title
CFO

Other Questions

Question #1

Number of years in Berlin
3

Question #2

Educational Background (optional)
Bachelors and Masters in Accounting

Question #4

Tell us why you feel qualified for this appointment

I have worked for the CT Department of Developmental Services for almost a decade. I currently am the CFO and oversee many areas of the departments operations. My work experience makes me uniquely qualified for this position. I am also the parent of a Developmentally Disabled child. My daughter Caitlyn Jerard is a Sophomore at Berlin High. She has intellectual and developmental disabilities. She is non verbal and needs a wheelchair to get around. My experience as a Berlin father of a Developmentally Disabled child also makes me uniquely qualified for this position.

Question #5

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

No

Question #6

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

Yes

Political Party

What is your political party affiliation?

Unaffiliated

Generated 11/17/2023, 10:07:38 AM

Constable



TOWN OF BERLIN
23 NOV 8 AM 9:58

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. Constable 2. _____

Name: John Kozak Telephone No.: 860-463-7277

Home Address: 28 Devonshire Way Number of years in Berlin: 21
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jkozak45@yahoo.com

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

Bachelor of Science
Educational Background (optional)

SSC, Inc. 25 Controls Drive Shelton, CT - Senior Vice President
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Constable for previous 5 years,
multiple coaching positions

Tell us why you feel qualified for this appointment: Proven track record in current
position

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

Signature: John Kozak Date: 11-1-2023

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.

Constable



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. CONSTABLE

2. _____

Name: BRIAN KURNIK

Telephone No.: 860-508-5827 cell

Home Address: 109 RANDECKERS LN

Number of years in Berlin: 38 total

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

Email Address: brian.kurnik@comcast.net

Are you a Registered Voter? Yes

Party Affiliation: Republican

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

B.S. - Univ. of Connecticut 1988

Educational Background (optional)

Coverys Insurance

Senior Claim Consultant

One Financial Center
Boston, MA 02111

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Constable 2022 - present

Little League Coach, Youth Soccer Coach

Tell us why you feel qualified for this appointment: I have been a constable for the past 2 years, and would like to continue.

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

Signature: B. T. Kurnik

Date: Nov. 9, 2023

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 RECORDS
BERLIN TOWN CLERK

2023 NOV -9 PM 2:49

Kathy Gleason
BERLIN, CT.

Planning + Zoning
Alternate

Mr. Christian Nicholas Rougeau

Town of Berlin | Generated 7/28/2023 @ 8:59 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mr. Christian Nicholas Rougeau

Application Date

7/27/2023

Expiration Date

7/27/2122

Status

Received

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2023 JUL 28 AM 9:31
Kathryn H. H. H.
BERLIN, CT

Board	Vacancies	Status
Planning and Zoning Commission	1	Pending

Basic Information

Name

Mr. Christian Nicholas Rougeau

Contact Information

Address

22 Percival Ave
Berlin, CT 06037

Resident

Yes

Email

nrrougeau@gmail.com

Phone

(202) 415-7764

Occupation

Employer

Connecticut Department of Transportation

Job Title

Transportation Planner Trainee

Other Questions

Question #1

Number of years in Berlin

8 Months

Question #3

Current and Past Civic/Community Involvement

Prior to working as a Transportation Planner I was a Field Organizer for Governor Lamont's re-election campaign in the New Haven/Branford area. As an Organizer, I canvassed a variety of communities, worked with local political groups to get out the vote, and recruited and managed volunteers.

Question #4**Tell us why you feel qualified for this appointment**

I am familiar with the complex needs and the different factors one must take into account for successful town planning. I am currently a Transportation Planner Trainee for the Connecticut Department of Transportation in the Bureau of Public Transportation. I assist in oversight of several local and express bus routes as well as contracts and agreements we have with various organizations and municipalities regarding buses and park & ride lots. I have taken a few transportation planning courses including one which covers integrating land use and transportation planning. I also completed a Connecticut Real Estate Principles & Practice pre-licensing course which covered the different types of zoning in Connecticut, both residential and commercial. A relative newcomer to Berlin, I will be able to provide a fresh perspective to the Planning & Zoning Commission. I am a quick study and eager to learn more about the issues that come before the Commission from its members and the personnel in the Planning & Zoning Department. As a member of the Commission, one of my interests would be furthering and supporting economic development in Berlin. It is important that as Berlin grows, our planning and zoning policies support existing businesses and attract new ones to town. I would also be an advocate for a balanced approach to planning that is cognizant of retaining the character of our residential neighborhoods and ensuring that industrial and commercial sites do not encroach on residential neighborhoods. As Berlin moves forwards with its Affordable Housing Plan, I would be able to add a unique perspective as someone who understands its impact through a personal lens. My grandmother lived in an affordable housing complex in a similarly suburban New England community during her final years. She was afforded the opportunity to live peacefully, independently, and in community with her neighbors. The design was very well done and was in keeping with the town's character and aesthetic. These are the kinds of affordable housing developments that should be in town and on the Commission I will be committed to that goal. I have experience working with local leaders across different locales and listening to the public's concerns regarding various issues. Bringing together disparate groups to create common-sense solutions is one of my proudest accomplishments and this experience I will bring with me to the Planning & Zoning Commission.

Question #5**Can you think of any reason that a conflict of interest could arise if you were appointed?**

As an employee of the Connecticut Department of Transportation there may be an issue that comes before the Commission in which the DOT is involved. I look forward to consulting with the Commission about which matters recusal would be warranted.

Question #6**Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)**

Yes

Political Party**What is your political party affiliation?**

Democrat ✓

Generated 7/28/2023, 8:59:44 AM

ELECTED OFFICIALS WILL BE SWORN INTO OFFICE AT 6:00 P.M. IN THE ROTUNDA OF THE BERLIN TOWN HALL. THIS WILL BE DONE IN PERSON. NO ZOOM AVAILABLE.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/87358327266?pwd=hwJBwf8DbkXc6mZ3SQHEJbdmBzKK9O.1>

Meeting ID: 873 5832 7266

Passcode: 080120

Call in number: +1-301-715-8592

**TOWN OF BERLIN
TOWN COUNCIL MEETING
November 21, 2023
Town Council Chambers
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

Absent:

Councilor Kate Atkinson

Also in attendance:

Town Manager Arosha Jayawickrema – *via Zoom*
Corporation Counsel Jeffrey Donofrio

D. MEETING AGENDA:

1. Designation of Deputy Mayor by the Mayor

Mayor Kaczynski designated Councilor Charles Paonessa as Deputy Mayor.

E. NEW BUSINESS:

1. Topic re: Approve an extension of Ciulia & Donofrio LLP to continue as Corporation Counsel of the Town of Berlin for a period of two years, through and including the

**organizational meeting of the Town Council following the 2025 general municipal election.
– Town Council**

Town Manager Jayawickrema stated that this request is for the continuation of Ciulia & Donofrio LLP as Corporation Counsel for the Town of Berlin. Attorney Donofrio and his firm were hired in 2016 and since then there have been three extensions with no rate increases. This proposal requests an inflationary increase to \$250 per hour, and the monthly retainer to \$12,000. These rates are either lower or competitive compared to Labor Counsel and Bond Counsel.

Town staff and the Town Manager thoroughly enjoy working with Ciulia & Donofrio LLP, they are always responsive and provide sound advice. The Town Manager requests that Town Council approve this request for extension with increases requested by the firm.

Attorney Donofrio thanked the Town Manager for his kind words and explained that his firm had been able to stay at the same rates for over seven years but increased operating costs lead to the request for increases.

Councilor Paonessa moved to approve an extension of Ciulia & Donofrio LLP to continue as Corporation Counsel of the Town of Berlin for a period of two years, through and including the organizational meeting of the Town Council following the 2025 general municipal election.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

2. **Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$3,200,000 for HVAC upgrades at the Mary E. Griswold Elementary School, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, December 12, 2023, at 7:00 p.m. on an ordinance entitled, “AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023), AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”. – Finance**

Town Manager Jayawickrema provided background on this item along with agenda item #3 explaining that the Town Council had previously asked the Public Building Commission to work with an outside consultant to determine cost estimates for HVAC projects at Griswold and Hubbard Elementary Schools.

The Board of Education and the Town of Berlin are in the process of applying for grants to cover some of the expenses associated with these projects. To apply for the grants a Bond Ordinance is needed to cover the cost of construction as well as contingencies.

This item is for the Griswold Elementary School HVAC project with a cost estimate, including contingencies, of \$3,200,000. The request is to retain the services of Pullman & Comley to prepare bond authorization documents and to call a Public Hearing on the bond ordinance. A representative from the Public Building Commission will attend the December 12th Public Hearing to provide an overview of the projects and discuss the difference in costs of the two projects.

Board of Education Finance Director Ashley Dorsey stated that if the Town does receive the grant funds the projects will need to be started in the summer of 2024. The grants are offered through the Department of Administrative Services with applications due on December 31, 2023.

Councilor Paonessa moved to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$3,200,000 for HVAC upgrades at the Mary E. Griswold Elementary School, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, December 12, 2023, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

Seconded by Councilor Veach.

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: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$4,950,000 for HVAC upgrades at the Richard D. Hubbard Elementary School, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, December 12, 2023, at 7:00 p.m. on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023), AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE". – Finance**

Town Manager Jayawickrema stated that this item contains the same background information as agenda item #2 but pertains to the Hubbard Elementary School HVAC project with a cost estimate, including contingencies, of \$4,950,000.

Councilor Paonessa moved to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$4,950,000 for HVAC upgrades at the Richard D. Hubbard Elementary School, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, December 12, 2023, at 7:00 p.m.

on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,950,000 FOR HVAC UPGRADES TO RICHARD D. HUBBARD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$4,950,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

4. Topic re: Appointment of Town Council members to Sub-Committees

Standing Committees:

- a. Ordinance Committee (3-5 members) – Reviews and recommends ordinances for adoption by Town Council
- b. Rules and Procedures Committee (2-3 members) – Reviews and recommends Rules and Procedures for the Town Council

Other Committees:

- c. Fire Services (1-2 members) – This subcommittee is a combination of the "Committee to Oversee the "Robert Wolf Incentive Plan"; "Fire Strategic Committee"; and the "Fireman's Incentive Plan Committee".
- d. Connecticut Conference of Municipalities (1 member) – Usually the Mayor will serve on this committee.
- e. Playing Fields Committee (2-4 members) – Update on the condition of the fields.
- f. Community Conversations (1-2 members) – This is a nationwide program where school, community members, and organizations come together to address pressing issues facing students, educators, and public education.
- g. Manager's Evaluation (7 members) – All seven councilors would be on this committee.
- h. Meeting House (1-2 member(s)) – Show support for the Meeting House.
- i. Mattabessett Watershed (1 member) – Review the flooding near the municipal complex possibly work with Berlin Land Trust
- j. Calendar (1 member) – Develop the calendar for Town Council meetings.

Town Manager Jayawickrema introduced this item and turned it over to Town Clerk Kate Wall and Mayor Kaczynski.

Town Clerk Wall stated that this item is for the appointment of Town Council members to the standard sub-committees, and she provided a brief explanation of each and how often they typically meet.

Mayor Kaczynski requested that the Town Clerk email the Town Council a list of the current members of each sub-committee and Ms. Wall stated that this item will be moved to the December 12th agenda which will allow the two new Council members to review and ask any questions prior to the appointments.

Town Clerk Wall stated that current Calendar Sub-Committee member Councilor Coppola has developed the meeting calendar for 2024 which was then distributed to the Council for their review. The calendar will be voted on at the December 12th meeting.

F. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 7:23 p.m.

Seconded by Councilor Veach.

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 NOV 27 AM 10:03

Kathryn J. Wall

BERLIN, CT.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/81402981950?pwd=uyv87i2B3stqsMX8e9WFiiE7OYJVqw.1>

Meeting ID: 814 0298 1950

Passcode: 944176

+1-646-931-3860 # US

**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 Aroscha 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