

Join Zoom Meeting

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Meeting ID: 894 7515 8570

Passcode: 151264

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

### **6:45 pm SPECIAL TOWN MEETING:**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 9, 2024 at 6:45 p.m. for the following purposes:

To approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund.

Additional information for the public:

Public Act 22-118 included a provision for a payment to municipalities at 6/30/2022 and 6/30/2023 from any remaining balance in the Municipal Revenue Sharing account after all required payments are completed. In January 2022, the Office of Policy and Management (OPM) notified municipalities, at that time, payments were not expected for the biennium (FY22 & FY23) but if revenues exceed their estimate, grants will be re-evaluated. In September 2023, OPM notified municipalities that the State Comptroller's Office was reviewing final fiscal year 2023 accrued revenues. Based on final fiscal year 2023 revenues, the State remitted \$509,953.55 to the Town of Berlin on 10/20/2023 under the provisions of PA 22-118. Based on the direction provided by OPM in 2022, the adopted FY24 Town of Berlin General Fund budget did not include this revenue.

After a few years of production and parts delays, several vehicles in the town fleet need replacement. The latest FY25 capital plan includes \$925,000 for vehicles see below). This motion to appropriate \$509,000 would fund 55% of the latest FY25 vehicle capital plan - almost all priority 1 requests. The approach will also allow vehicles to be moved between departments to address low utilization vehicle requests.

<b><u>Department</u></b>	<b><u>Vehicle</u></b>	<b><u>Amount</u></b>	<b><u>Priority</u></b>
Highway	Small dump truck w/ plow & sander	\$110,000	1
Public Grounds	Dump Truck (with plow & sander)	\$110,000	1
Public Grounds	Pick Ups (with utility body & plow)	\$80,000	1
Highway	Pickup Truck w/ plow	\$70,000	1
Municipal Garage	Pool Cars	\$70,000	1
Public Grounds	Pick Ups (w/o utility body & plow)	\$70,000	1
Public Buildings	Facilities - Van	\$50,000	1
Highway	Flatbed Truck with power lift tailgate	\$75,000	2
Animal Control	Animal Control Van	\$70,000	2
Police Department	Vehicle - Pickup Truck	\$60,000	2
Municipal Garage	Flatbed	\$60,000	2

Fire Marshall	SUV	\$50,000	2
Public Buildings	Facilities - Truck	\$50,000	2
		<u>\$925,000</u>	

Dated at Berlin, Connecticut this 13<sup>th</sup> day of December 2023.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

TOWN OF BERLIN  
SPECIAL TOWN COUNCIL MEETING  
Tuesday, January 9, 2024  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Accept monetary donations totaling \$3,486.76 and deposit \$1,974.30 into the friends of the library miscellaneous account to be used to purchase child/teen program supplies, a child/teen program, an adult program, coffee supplies, 3 museum passes and children's board books and deposit \$1,193.73 into the children's donation account for the purchase of Tonies audio devices and characters and children's books and programs and deposit \$318.73 into the library agency account for the purchase of books and materials and the libraries greatest need. Also accept the donation of two used Keurig's with an approximate value of \$90.00 to be utilized in the meeting room and meeting room kitchen. Berlin-Peck Memorial Library
2. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$ 1,675.00 for the Jim Day Memorial Tournament that will take place on January 14, 2024. - Police

3. Topic re: Accept the donations of \$2,561.67 and appropriate the funds to the Supplies Expenditure Account. - Police
4. Topic re: Accept the donations of \$1,500 and appropriate the funds to the Police K9 Program Expenditure Account. - Police
5. Topic re: Approve waiving the Par For the Course January per diam rate of \$160 for Mary E. Griswold holiday gathering. – Golf Course
6. Topic re: Approve waiving the Police fees in the estimated amount of \$310.80 for the Willard Elementary School dance that will take place on Friday, February 23, 2024. – Police

H. NEW BUSINESS:

1. Topic re: Approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund, pending approval by the Board of Finance. – Finance
2. Topic re: Discussion of Tax Sales – Mayor
3. Topic re: Authorize the Town Manager to hire H.D. Segur Insurance of Wallingford, CT as the Broker of Record for the Town of Berlin's Liability-Auto-Property and Worker's Compensation insurance policies. - Finance
4. Topic re: Discussion concerning Early Voting - Registrars of Voters/Town Clerk
5. Topic re: Discussion of Board of Education Budget – Mayor
6. Topic re: Approve issuing a purchase order to Robert H. Lord Co. in the amount of \$59,000 for children's shelving and meeting room tables. The library receives discounted pricing through the Connecticut Library Consortium however we received the best pricing through the state contract # 15PSX0041. – Berlin-Peck Memorial Library
7. Topic re: Presentation of the Berlin-Peck Memorial Library Strategic Plan to the Town Council. – Berlin-Peck Memorial Library
8. Topic re: Authorize the Town Manager to apply for the State of Connecticut LoCIP Grant for \$302,000 for the removal and replacement of the bridges at Timberlin Golf Course and appropriate the funds into the LoCIP – Timberlin Bridge Replacement Project Account Pending OPM approval. – Golf Course
9. Topic re: Award Contract #2024-08 - Routine Repairs and Minor Emergency Sewer Services, including sewer pump stations, to Drain Doctor, Inc. of Berlin, for service use by Water Control and other departments on a Town-wide basis. – Water Control
10. Topic re: Approve and pay Bigelow Electric for "Emergency Services" performed at the Berlin Turnpike Sewage Pump Station in the amount of \$36,340.00. – Water Control

11. Topic re: Approve the purchase of Holmatro rescue tools from Municipal Equipment Specialist utilizing a NPPGov contract # PS20035 for an amount not to exceed \$58,692 which includes a 5% contingency. – Fire Administration
12. Topic re: Waive the Town of Berlin's purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT, as this is in the best interest of Town. – Fire Administration
13. Topic re: Set a special town meeting on Tuesday, January 23, 2024, at 6:45 pm to approve a non-budgeted appropriation of \$318,333 from the Unappropriated Fund Balance to the account to the Grant Match account for the purposes of providing matching funding and funds for preparation of grant applications. – Economic Development
14. Topic re: Discussion about Participation in a Recreational Trails Grant Application with the City of Middletown for the Lamentation Mountain/Pistol Creek Area. – Economic Development
15. Topic re: Amend the Berlin Tax Abatement Policy to add an additional level of tax abatement and add mixed use as an eligible activity under the policy. – Economic Development
16. Topic re: Approve a tax abatement for BT 2008 LLC for their mixed-use project at 404 Berlin Turnpike. The abatement schedule for the residential portion of the project will be for 10 years at 70% in years 1 and 2, 60% in years 3 and 4, and 50% in years 5 through 7, 40% in year 8, 30% in year 9 and 20% in year 10. The abatement schedule for the commercial portion of the project will be for 10 years at 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy. – Economic Development

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

Ordinance Committee (3-5 members) – Reviews and recommends ordinances for adoption by Town Council

Rules and Procedures Committee (2-3 members) – Reviews and recommends Rules and Procedures for the Town Council

#### Other Committees:

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”.

Connecticut Conference of Municipalities (1 member) – Usually the Mayor will serve on this committee.

Playing Fields Committee (2-4 members) – Update on the condition of the fields.

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.

Manager’s Evaluation (7 members) – All seven councilors would be on this committee.



Meeting House (1-2 member(s)) – Show support for the Meeting House.  
Mattabessett Watershed (1 member) – Review the flooding near the municipal complex possibly work with Berlin Land Trust  
Calendar (1 member) – Develop the calendar for Town Council meetings.

I. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board** – Donna Moore (D) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Berlin-Peck Memorial Library Board** – Lilian Ulan (U) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Berlin-Peck Memorial Library Board** – Chris Fasciano (R) term expires January 31, 2024. He is not seeking reappointment. Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
4. **Board of Ethics – Vacancy** – Susan Bordonaro (R) has resigned. Term would be until January 31, 2026. Can be filled with a D, R or U.
5. **Central Regional Tourism District Inc.** – Kate Wall term expired on December 31, 2023. Replacement or reappointment term would be until December 2026.
6. **Commission for the Aging** – C. Roger Moss (D) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
7. **Commission for the Aging** – Frank Slogeris (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
8. **Commission for Persons with Disabilities – Vacancy** – Robert Dombrowski (D) has resigned. New term would be until January 31, 2027. Can be filled with a D, R or U.
9. **Commission for Persons with Disabilities** – Wystan Ackerman (U) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
10. **Conservation Commission** – Guy Hoffman (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a R or U.
11. **Conservation Commission** – Mary Kathryn LaRose (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a R or U.

12. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U.
13. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U (Depending on the above appointment).
14. **Constables – 5 Vacancies** – Terms expired December 2023. New terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
15. **Constables** – John Kozak (R) term expired December 2023. Replacement or reappointment term would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
16. **Constables** – Brian Kurnik (R) term expired December 2023. Replacement or reappointment term would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
17. **Economic Development Commission** – Keith Bostrom (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
18. **Economic Development Commission** – Robert Sisti (U) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U (depending on the above appointment).
19. **Golf Course Commission – Vacancy** – Joe Pulcini (U) has resigned. New term would be until January 31, 2027. Can be filled with a D, R or U.
20. **Golf Course Commission** – William Richards (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
21. **Golf Course Commission** – Peter DeFazio (U) term expires January 31, 2024. He is not seeking reappointment. Replacement term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointments).
22. **Historic District Commission** – Lorraine Stub (D) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
23. **Inland Wetlands & Water Courses Commission** – Michael Cassetta (R) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.

- 24. Inland Wetlands & Water Courses Commission** – Peter Nieman (D) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
- 25. Inland Wetlands & Water Courses Commission** – John Russo Jr. (U) term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointments).
- 26. Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 27. Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above appointment).
- 28. Mattabassett District – Vacancy** – James Fallon (D) term expired August 31, 2023. Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
- 29. Parks and Recreation Commission – Vacancy** – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 30. Parks and Recreation Commission** – Gregory Starr (R) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointment).
- 31. Parks and Recreation Commission** – Donna Bovee (U) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointments).
- 32. Parks and Recreation Commission** – Lucas Van Zandt (R) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointments).
- 33. Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
- 34. Planning and Zoning Commission** – Diane Jorsey (U) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D or U.
- 35. Planning and Zoning Commission** – Timothy Zigmont (D) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D or U.

- 36. Planning and Zoning Commission – Vacancy – Alternate** – Nikki Sambitsky (R) has resigned. Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 37. Planning and Zoning Commission – Alternate** – John Diakun (R) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
- 38. Public Building Commission – Vacancy** – James Ouellette (D) term expired on January 31, 2023. Replacement would be until January 31, 2028. Can be filled with a R, D or U.
- 39. Public Building Commission** – Thomas Reid (U) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U (depending on the above appointment).
- 40. Public Building Commission** – Thomas Salimeno (D) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U (depending on the above appointments).
- 41. Veterans’ Commission** – Charles Colaresi (D) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
- 42. Veterans’ Commission** – Adam Revoir (U) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
- 43. Veterans’ Commission** – Thomas Uznanski (R) term expires on January 31, 2024. He is not seeking reappointment. Replacement term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointment).
- 44. VNA – Vacancy** – Replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 45. VNA – Vacancy** – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 46. VNA – Vacancy** – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 47. VNA – Vacancy** – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 48. VNA** – Cynthia Costa (R) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
- 49. VNA** – Emily Jensen (D) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
- 50. VNA** – Cyndi McKinnon (D) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.

51. **VNA – Cara Status (R)** term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2027. Can be filled with a D, R or U.
52. **Water Control Commission – Barry Fairwood (R)** term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
53. **Water Control Commission – Alvaro Garcia Jr. (U)** term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
54. **Water Control Commission – Thomas Lasker (R)** term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
55. **Water Control Commission – Alternate - Vacancy** -Term would be until January 31, 2026. Can be filled with a D, R or U.
56. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.
57. **Water Control Commission – Alternate – Vacancy** – New term would be until January 31, 2027. Can be filled with a D, R or U (Depending on the above two appointments).
58. **Youth Services Advisory Board – Cyndi McKinnon (Service Consumer)** term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2027.
59. **Zoning Board of Appeals – Leonard Tubbs (U)** term expires January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.
60. **Zoning Board of Appeals – Alternate** – Michael Simonetta (R) term expires on January 31, 2024. Replacement or reappointment term would be until January 31, 2029. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: December 12, 2023

N. ADJOURNMENT

## **TOWN MEETING PROCEDURES**

- 1. Call to Order – Mayor will open the meeting**
- 2. Election of a Moderator (Nominations from the Floor)**
- 3. Nominations closed**
- 4. Eligibility to Vote – any person who is an elector of such town and any citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town (reference CGS Sec. 7-6.)**
- 5. Clerk will read the Legal Notice**
- 6. Is there a Resolution to come before the Town Meeting?  
(Second Required)**
- 7. Discussion on Resolution**
- 8. Vote on Resolution**
- 9. Mayor should then simply state the meeting is adjourned  
(a motion is not necessary to adjourn Special Town Meeting)**

Revised 5/2/2018



***Special Town Meeting 2024-01-04***  
***6:45 pm***

## **Resolution #1**

To approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund.

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

LEGAL NOTICE  
TOWN OF BERLIN  
SPECIAL TOWN MEETING

January 9, 2024

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 9, 2024 at 6:45 p.m. for the following purposes:

To approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund.

Additional information for the public:

Public Act 22-118 included a provision for a payment to municipalities at 6/30/2022 and 6/30/2023 from any remaining balance in the Municipal Revenue Sharing account after all required payments are completed. In January 2022, the Office of Policy and Management (OPM) notified municipalities, at that time, payments were not expected for the biennium (FY22 & FY23) but if revenues exceed their estimate, grants will be re-evaluated. In September 2023, OPM notified municipalities that the State Comptroller's Office was reviewing final fiscal year 2023 accrued revenues. Based on final fiscal year 2023 revenues, the State remitted \$509,953.55 to the Town of Berlin on 10/20/2023 under the provisions of PA 22-118. Based on the direction provided by OPM in 2022, the adopted FY24 Town of Berlin General Fund budget did not include this revenue.

After a few years of production and parts delays, several vehicles in the town fleet need replacement. The latest FY25 capital plan includes \$925,000 for vehicles see below). This motion to appropriate \$509,000 would fund 55% of the latest FY25 vehicle capital plan - almost all priority 1 requests. The approach will also allow vehicles to be moved between departments to address low utilization vehicle requests.

<u>Department</u>	<u>Vehicle</u>	<u>Amount</u>	<u>Priority</u>
Highway	Small dump truck w/ plow & sander	\$110,000	1
Public Grounds	Dump Truck (with plow & sander)	\$110,000	1
Public Grounds	Pick Ups (with utility body & plow)	\$80,000	1
Highway	Pickup Truck w/ plow	\$70,000	1
Municipal Garage	Pool Cars	\$70,000	1
Public Grounds	Pick Ups (w/o utility body & plow)	\$70,000	1
Public Buildings	Facilities - Van	\$50,000	1
Highway	Flatbed Truck with power lift tailgate	\$75,000	2
Animal Control	Animal Control Van	\$70,000	2
Police Department	Vehicle - Pickup Truck	\$60,000	2
Municipal Garage	Flatbed	\$60,000	2
Fire Marshall	SUV	\$50,000	2
Public Buildings	Facilities - Truck	\$50,000	2
		<u>\$925,000</u>	

Dated at Berlin, Connecticut this 13<sup>th</sup> day of December 2023.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date:  
January 3, 2024

Consent  
Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 20, 2023

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	1,974.30	FOL Misc. Acct.	child/teen program supplies, coffee supplies, 3 museum passes, adult and children's programs and children's board books	Friends of the Library
	50.00	Library Agency Account	in memory of Joan Marsh for books and materials	Frank and Elizabeth Schreiner
	25.00	Library Agency Account	in memory of Joan Marsh for the libraries greatest need	Barbara Rival
	193.73	Library Agency Account	in honor of Sue Kozlowski for the libraries greatest need	Kathleen Gorgas
	25.00	Library Agency Account	in memory of Joan Marsh for libraries greatest need	Marion Z. Sangeloty
	25.00	Library Agency Account	in memory of Joan Marsh for libraries greatest need	David G. Baldessari
	1,000.00	Children's Donation Account	to purchase Tonies audio devices & characters	The Berlin Lions Charities, Inc.
	193.73	Children's Donation Account	in memory of Bette Bennett for children's books/programs	Maryjane Bennett-Sandell & Roberta Brown
	3,486.76			

Equip/Merch	90.00	(2) used Keurig's	use in meeting room and meeting room kitchen	Paula Archacki
	90.00			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$3,486.76 and deposit \$1,974.30 into the friends of the library miscellaneous account to be used to purchase child/teen program supplies, a child/teen program, an adult program, coffee supplies, 3 museum passes and children's board books and deposit \$1,193.73 into the children's donation account for the purchase of Tonies audio devices and characters and children's books and programs and deposit \$318.73 into the library agency account for the purchase of books and materials and the libraries greatest need.

Move to accept the donation of two used Keurig's with an approximate value of \$90.00 to be utilized in the meeting room and meeting room kitchen.

**Attachments:**

None

**Prepared By:**

Kimberly McNally, Director



Consent

Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 14, 2023

**SUBJECT:** Request for Fee Waiver – Jim Day Memorial Tournament

**Summary of Agenda Item:**

Minutemen Youth Wrestling is hosting the “Jim Day Memorial Tournament “on January 14, 2024 at Berlin High School. The Minutemen Wrestling Club is a non-profit located in Berlin that provides wrestling to K-8<sup>th</sup> grade children. They have awarded one-thousand-dollar scholarship(s) to BHS seniors and have made donations to families in need.

Minutemen Wrestling/Mike Lukaszewski/Treasurer

**Funding:**

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

**Action Needed:**

Move to approve waiving the Police Traffic Control fees in the estimated amount of \$ 1,675.00 for the Jim day Memorial Tournament that will take place on January 14, 2024.

**Attachments:**

Request for Fee Waiver Form

**Prepared By:**

Lieutenant Michael Jobes, Berlin Police Department







## TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Minutemen Youth Wrestling	Date: 12/13/23
Contact Name: Mike Lukaszewski / Treasurer	
Phone Number: 860-670-3118	
Event: Jim Day Memorial Tournament	Date of Event: 1/14/23
Location of the Event: BHS	
What fee do you want waived: Extra duty Police consisting of two officers 7am-3pm up to the agreed amount of 1675.00	
Identify the hardship incurred: This expense would cancel out any potential profit we would revenue from admission and concession.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: We are a non profit club here in Berlin which provides wrestling to K-8th grade kids. We provide a pipeline of future wrestlers to McGee and BHS. Each year we award 1000.00 scholarship(s) to BHS seniors who apply. Lastly we have made generous donations to families in need.	

### Town Manager review:

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

Yes

☒

No

☐

If so, which criteria:

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

# TOWN OF BERLIN


## Request for Fee Waiver

Name of Non-Profit or Political Organization: \_\_\_\_\_

Comments:

Signature

Date

  
Town Manager Signature

12/17/23  
Date

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

### 1. Fee Waiver Policy

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

Consent

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 29, 2023

**SUBJECT:** Donation for supplies.

**Summary of Agenda Item:**

The Police Department has received \$2,561.67 in donations for supplies.

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

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$2,561.67 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DC

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 29, 2023  
**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received \$1,500 in donations to the K9 Program.

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

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$1,500 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DG



Consent  
Agenda Item No. 5  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 2, 2024

**SUBJECT:** Timberlin Golf Course – Mary E. Griswold Holiday Party

**Summary of Agenda Item:**

Kristine Jutras, and other Mary E. Griswold staff, are having their annual holiday gathering at Par For the Course on January 17, 2024. With the Golf Commission's approval, the Griswold staff are requesting to waive the per diem rate of \$160 for January rent.

**Funding:**

No Funding Needed

**Action Needed:**

Move to approve waiving the Par For the Course January per diem rate of \$160 for Mary E. Griswold holiday gathering.

**Attachments:**

None

**Prepared By:**

Sol Guerrero, PGA – Director of Golf



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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 1, 2024

**SUBJECT:** Request for Fee Waiver – Willard Elementary School PTO School Dance

**Summary of Agenda Item:**

Willard Elementary School PTO is hosting a school dance on February 23, 2024. According to application this a low profit event and money raised by the PTO throughout the year is given right back to the school to support students, staff and families. This dance is a community event to bring Willard families together for a special evening.

**Funding:**

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

**Action Needed:**

Move to approve waiving the Police fees in the estimated amount of \$310.80 for the **Willard Elementary School dance** that will take place on Friday, February 23, 2024.

**Attachments:**

Request for Fee Waiver Form

**Prepared By:**



Lieutenant Michael Jobes, Berlin Police Department





## TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <u>Willard Elementary School PTO</u>		Date: <u>12/16/23</u>
Contact Name: <u>Melissa Gibbons</u>		
Phone Number: <u>860-402-2876</u>		
Event: <u>School Dance</u>		Date of Event: <u>2/23/24</u>
Location of the Event: <u>Willard Elementary School</u>		
What fee do you want waived: <u>Cost of police protection for the dance.</u> <u>4 hrs @ \$17.20/hr total: \$68.80</u>		
Identify the hardship incurred: <u>The Willard dance is not a high profiting event <del>rather</del> it is a school building event to bring families together. This event will be of little or no cost to families as it's</u>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. <u>hosted by the PTO</u> Please be specific: <u>PTO <del>raises</del> money raised throughout the year is given right back to the school to support students, staff and families. This dance is a community event to bring Willard families together for a special evening.</u>		

hosted by the PTO under family fun nights budget line item.

### Town Manager review:

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

Yes ☒ No ☐

If so, which criteria:

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

# TOWN OF BERLIN

## Request for Fee Waiver

Name of Non-Profit or Political Organization: Willard PTO

Comments:

Melissa C. Burtom

Signature

1/2/24

Date

[Signature]

Town Manager Signature

1/4/24

Date

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

### 1. Fee Waiver Policy

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



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 26, 2023

**SUBJECT:** FY24 Non-Budgeted Appropriation of FY23 Municipal Revenue Sharing Grant

**SUMMARY:**

Public Act 22-118 included a provision for a payment to municipalities at 6/30/2022 and 6/30/2023 from any remaining balance in the Municipal Revenue Sharing account after all required payments are completed. In January 2022, the Office of Policy and Management (OPM) notified municipalities, at that time, payments were not expected for the biennium (FY22 & FY23) but if revenues exceed their estimate, grants will be re-evaluated. In September 2023, OPM notified municipalities that the State Comptroller's Office was reviewing final fiscal year 2023 accrued revenues. Based on final fiscal year 2023 revenues, the State remitted \$509,953.55 to the Town of Berlin on 10/20/2023 under the provisions of PA 22-118. Based on the direction provided by OPM in 2022, the adopted FY24 Town of Berlin General Fund budget did not include this revenue.

After a few years of production and parts delays, several vehicles in the town fleet need replacement. The latest FY25 capital plan includes \$925,000 for vehicles (see below). This motion to appropriate \$509,000 would fund 55% of the latest FY25 vehicle capital plan - almost all priority 1 requests. The approach will also allow vehicles to be moved between departments to address low utilization vehicle requests.

<u>Department</u>	<u>Vehicle</u>	<u>Amount</u>	<u>Priority</u>
Highway	Small dump truck w/ plow & sander	\$110,000	1
Public Grounds	Dump Truck (with plow & sander)	\$110,000	1
Public Grounds	Pick Ups (with utility body & plow)	\$80,000	1
Highway	Pickup Truck w/ plow	\$70,000	1
Municipal Garage	Pool Cars	\$70,000	1
Public Grounds	Pick Ups (w/o utility body & plow)	\$70,000	1
Public Buildings	Facilities - Van	\$50,000	1
Highway	Flatbed Truck with power lift tailgate	\$75,000	2
Animal Control	Animal Control Van	\$70,000	2
Police Department	Vehicle - Pickup Truck	\$60,000	2
Municipal Garage	Flatbed	\$60,000	2
Fire Marshall	SUV	\$50,000	2
Public Buildings	Facilities - Truck	\$50,000	2
		<u>\$925,000</u>	

**FUNDING:**

Revenue was recorded in 001.00.0000.2.44352.00000 (Municipal Revenue Sharing) upon receipt from the State of Connecticut on 10/20/2023.


**ACTION NEEDED:**

Move to approve a non-budgeted appropriation of \$509,000 from the Municipal Revenue Sharing account to the Vehicle Reserve account, both in the General Fund, pending approval by the Board of Finance.

**ATTACHMENTS:**

Pricing on vehicles

**PREPARED BY:**

Kevin Delaney, Finance Director 

Pricing on vehicles presented to TC on 12/12/23

	Estimated Price	Base price	Outfitters	Sub Total	10% contingency	Grand Total	Over by	Reason for being over budg
clitties	\$ 50,000	\$ 46,203	\$ 2,448	\$ 48,651	\$ 4,865	\$ 53,516		
ding Insp	\$ 35,000	\$ 30,525	\$ -	\$ 30,525	\$ 3,053	\$ 33,578		
	\$ 35,000	\$ 28,500		\$ 28,500	\$ 2,850	\$ 31,350		
, Highway	\$ 70,000	\$ 55,649	\$ 23,995	\$ 79,644	\$ 7,964	\$ 87,608	\$ 9,644.00	Change in truck requested
IP288, Parks	\$ 110,000	\$ 55,649	\$ 46,280	\$ 101,929	\$ 10,193	\$ 112,122		
P 326 Highway	\$ 110,000	\$ 55,649	\$ 46,280	\$ 101,929	\$ 10,193	\$ 112,122		
IP269, Parks	\$ 80,000	\$ 55,649	\$ 32,315	\$ 87,964	\$ 8,796	\$ 96,760	\$ 7,964.00	On Accessories
	\$ 490,000			\$ 479,142	\$ 47,914	\$ 527,056	\$ 17,608.00	

Within estimated cost

Outside of estimated cost

Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 4, 2024

**SUBJECT:** Discussion concerning Tax Sales

**Summary of Agenda Item:**

The Mayor has asked that an item be placed on the agenda concerning Tax Sales.

**Funding:**

None

**Action Needed:**

Discussion concerning Tax Sales.

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 28, 2023

**SUBJECT:** Appointment of Insurance Broker for LAP & Worker's Compensation Insurance

**SUMMARY:**

During FY24, the Town of Berlin will pay insurance premiums of more than \$1.3 million for Liability-Auto-Property (LAP) and Worker's Compensation (WC) insurance. During October 2023, the Finance Director worked with a widely used broker to benchmark the Town of Berlin rates for LAP and WC against similar communities. The benchmark study indicated that the Town has an opportunity to benefit financially from marketing both policies. The Finance Director and Risk Manager discussed the potential savings and agreed that securing the services of an expert in the industry would benefit the Town.

The Town published an RFP for a three-year Broker of Record and secured three responses. All three respondents are high quality firms, and the Town works with two of the firms for other insurance coverage. Based on the responses below, staff is recommending the Town Council authorize the Town Manager to hire HD Segur Insurance – the low bidder.

<b><u>Broker</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>	<b><u>Total</u></b>
Gallagher	\$52,500	\$52,500	\$52,500	\$157,500
HD Segur	\$17,500	\$15,000	\$15,000	\$47,500
USI	\$35,000	\$35,000	\$35,000	\$105,000

**FUNDING:**

Funding will be provided from the General Insurance Fund (450.05.0507.0.53814.00000) Contractual Services account.

**ACTION NEEDED:**

Move to authorize the Town Manager to hire H.D. Segur Insurance of Wallingford, CT as the Broker of Record for the Town of Berlin's Liability-Auto-Property and Worker's Compensation insurance policies.

**ATTACHMENTS:**

Sufficiency of Funds

**PREPARED BY:**

Kevin Delaney, Finance Director  
Steve Waznia, Risk Manager



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Dec-23

Purchase Item or Contract: Finance/Risk Management		Requested by: J. Delaney/S. Waznia	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	LAP & WC Broker of Record	\$17,500.00	\$17,500.00
			-
			-
			-
			-
Account No. 450.05.0507.0.53814.00000 Contractual Services			TOTAL \$17,500.00

Budgeted Amount.....	\$17,500.00	Available balance.....	\$17,500.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$17,500.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

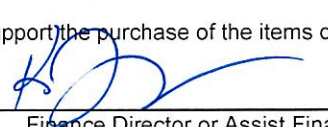
Is a budget change needed? ☐ Yes ☒ No

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:

☐ 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

\_\_\_\_\_  
Finance Director or Assist. Finance Director

Agenda Item No. 4  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 2, 2024

**SUBJECT:** Early Voting

**Summary of Agenda Item:**

Early Voting was approved at the 2022 State Election and will begin during the 2024 Election.

**Presidential Preference Primary(ies) – Tuesday, April 2, 2024**

Early Voting: March 26, 27, 28 and 30<sup>th</sup> – 10:00 am to 6:00 pm  
Early voting will be held Tuesday – Thursday and Saturday (Good Friday is March 29<sup>th</sup>)

**Primary (State, District and Municipal Primary) – Tuesday, August 13, 2024**

Early Voting: August 5, 7, 9, 10 and 11<sup>th</sup> – 10:00 am to 6:00 pm  
August 6 and 8 – 8:00 am to 8:00 pm.  
Early Voting will be held Monday – Sunday

**Presidential Election – Tuesday, November 5, 2024**

Early Voting: October 21, 22, 23, 24, 25, 26, 27, 28 and 30<sup>th</sup>  
November 1, 2 and 3<sup>rd</sup> – 10:00 am to 6:00 pm  
October 29 and 30 – 8:00 am to 8:00 pm  
Early voting must begin 15 days before the election and end two days prior. The period must be 14 days long, except that it must exclude holidays designated under CGS Sec. 1-4.

**Funding:**

To be determined

**Action Needed:**

Discussion Only

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk  
Christy Miano and Joan Veley, Registrars

Agenda Item No. 5  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 4, 2024

**SUBJECT:** Discussion concerning the Board of Education Budget

**Summary of Agenda Item:**

The Mayor has asked that an item be placed on the agenda concerning the Board of Education Budget.

**Funding:**

None

**Action Needed:**

Discussion concerning the Board of Education Budget.

**Attachments:**

None

**Prepared By:** Kate Wall, Town Clerk



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

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 21, 2023**

**SUBJECT: Shelving and Furniture Purchase for Berlin-Peck Library**

**Summary of Agenda Item:**

Robert H. Lord Co. out of Manchester, CT, is the furniture supplier who provided us with a layout plan and quote for the children's department furniture and meeting room tables. We receive discounted pricing through Connecticut Library Consortium however the State Contract #15PSX0041 for library furniture provides the best pricing.

**Sufficiency of funds**

Account	Account Name	Vendor	Amount	Uncommitted Balance
001.25.2544.0.53208.00000	Equipment	Robert H. Lord Co.	\$41,140.00	41,140.00
500.25.2544.0.54000.01314	Furniture	Robert H. Lord Co.	\$4,995.77	4,995.77
300.25.2544.0.53248.00000	Blanche Delaney	Robert H. Lord Co.	\$3,000.00	3,000.00
350.25.2544.0.53248.00000	Mario Martino	Robert H. Lord Co.	\$9,864.23	46,218.77
Total			\$59,000.00	

**Funding:**

See Sufficiency of funds

**Action Needed:**

Move to approve issuing a purchase order to Robert H. Lord Co. in the amount of \$59,000 for children's shelving and meeting room tables. The library receives discounted pricing through the Connecticut Library Consortium however we received the best pricing through the state contract # 15PSX0041.

**Attachments:**

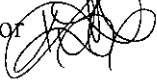
Quote

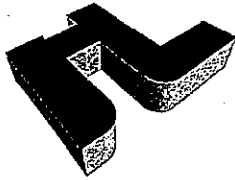
Sufficiency of Funds (Equipment)

Sufficiency of Funds (Furniture)

Sufficiency of Funds (Blanche Delaney)  
Sufficiency of Funds (Mario Martino)

**Prepared By:**

Kimberly McNally, Library Director 



# Robert H. Lord Company

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100

www.rhlco.com

## QUOTE

Date	Quote ID
12/21/2023	35496

Bill To	CB3033
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Ship To	35496
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Estimator	Cust P.O.	Terms	Sales Rep	Project Manager	Job Code
R Romay		Net 30 from In...	JMN	R Busamalla	15 - CT #15PSX0...

Ref	Description	Qty	Cost	Total
1	VS - #45318 - Shift+ Landscape Single Sided Mobile Shelving, Perforated Metal Back, Handles, Magnets, Adjustable Shelves, Casters - Laminate: TBD - Metal Back: TBD - Handles: TBD	5	1,272.80	6,364.00
2	VS - #45303 - Shift+ Landscape Double Sided Mobile Shelving, Perforated Metal Center Panel, Handles, Magnets, Adjustable Shelves, Casters - Laminate: TBD - Metal Back: TBD - Handles: TBD	16	1,401.80	22,428.80
3	VS - #45293 - Shift+ Landscape Curved Single Sided Mobile Shelving, Perforated Metal Back, Handles, Magnets, Adjustable Shelves, Casters - Laminate: TBD - Metal Back: TBD - Handles: TBD	4	1,810.30	7,241.20
4	VS - #09329 - Shift+ Landscape Curved Soft Seating, 60 degree x 15"H, Red Dot Size 4 - Cover: S40 Stamskin - Color: TBD	4	1,096.50	4,386.00

Due to current market volatility of raw materials and freight costs, pricing is valid for 30 days from date of quote. A revised quote will be provided after 30 days.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_

**Subtotal**

**Sales Tax (0.0%)**

**Total**



# Robert H. Lord Company

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100

www.rhlco.com

## QUOTE

Date	Quote ID
12/21/2023	35496

Bill To	CB3033
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Ship To	35496
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Estimator	Cust P.O.	Terms	Sales Rep	Project Manager	Job Code
R Romay		Net 30 from In...	JMN	R Busamalla	15 - CT #15PSX0...

Ref	Description	Qty	Cost	Total
5	VS - #03825 - Hokki Active Sitting Stool, 15"H, Red Dot Size 5 - Poly: TBD	3	107.50	322.50
6	KI - #MPJ18R/CST/NC - Ottoman, 18" Round, 14" Junior Height, Casters, Non-Contrast Fabric - DesignTex Beguiled by the Wild - Color: TBD	3	559.50	1,678.50
7	RHL - Installation (Included in price)  PRICING PER CT STATE CONTRACT #15PSX0041, DELIVERED AND INSTALLED	1	0.00	0.00

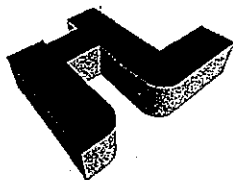
Due to current market volatility of raw materials and freight costs, pricing is valid for 30 days from date of quote. A revised quote will be provided after 30 days.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_

<b>Subtotal</b>	\$42,421.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$42,421.00





# Robert H. Lord Company

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100

www.rhlco.com

## QUOTE

Date	Quote ID
12/21/2023	35496-1

Bill To	CB3033
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Ship To	35496
Berlin Peck Memorial Library 234 Kensington Road Berlin, CT 06037	

Estimator	Cust P.O.	Terms	Sales Rep	Project Manager	Job Code
R Romay		Net 30 from In...	JMN	R Busamalla	15 - CT #15PSX0...

Ref	Description	Qty	Cost	Total
1	KI - #PINH60-74P - Pirouette, Nesting Half Round, 60", 74P Edge - Laminate: TBD - Edge: TBD - Legs: TBD	2	782.88	1,565.76
2	KI - #PINR3072T-74P - Pirouette, Nesting Training, Rectangular, 30" x 72", 74P Edge - Laminate: TBD - Edge: TBD - Legs: TBD	14	852.32	11,932.48
3	KI - #13.3115 - Table Ganger (Set Of 2 For One Table-To-Table Gang)	16	9.52	152.32
4	RHL - Installation (Included in price)  PRICING PER CT STATE CONTRACT #15PSX0041, DELIVERED AND INSTALLED	1	0.00	0.00

Due to current market volatility of raw materials and freight costs, pricing is valid for 30 days from date of quote. A revised quote will be provided after 30 days.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_

Subtotal	\$13,650.56
Sales Tax (0.0%)	\$0.00
Total	\$13,650.56



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Dec-23

Purchase Item or Contract: Library Shelving and Furniture		Requested by: Kimberly McNally	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Shelving and Furniture	\$41,140.00	\$41,140.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$41,140.00

Account No. 001.25.2544.0.53208.00000 Equipment

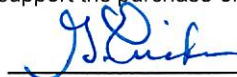
Budgeted Amount.....	\$45,920.00	Available balance.....	\$41,140.00
Encumbrances to Date.....	\$800.16	Amount Needed for This Package.....	\$41,140.00
Expenditures to Date.....	\$3,979.84	Available Balance After Purchase.....	\$0.00

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Dec-23

Purchase Item or Contract: Library Shelving and Furniture		Requested by: Kimberly McNally	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Shelving and Furniture	\$4,995.77	\$4,995.77
			\$0.00
			-
			-
			-
			-
TOTAL			\$4,995.77

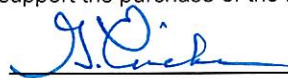
Account No. 500.25.2544.0.54000.01314 Furniture

Budgeted Amount.....	\$4,995.77	Available balance.....	\$4,995.77
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$4,995.77
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

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.

  
Finance Director or Assist. Finance Director

or:

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Dec-23

Purchase Item or Contract: Library Shelving and Furniture		Requested by: Kimberly McNally	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Shelving and Furniture	\$3,000.00	\$3,000.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$3,000.00

Account No. 300.25.2544.0.53248.00000 Miscellaneous Equipment


Budgeted Amount.....	\$3,000.00	Available balance.....	\$3,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$3,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Dec-23

Purchase Item or Contract: Library Shelving and Furniture		Requested by: Kimberly McNally	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Shelving and Furniture	\$9,864.23	\$9,864.23
			\$0.00
			-
			-
			-
			-
TOTAL			\$9,864.23

Account No. 350.25.2544.0.53248.00000 Miscellaneous Equipment

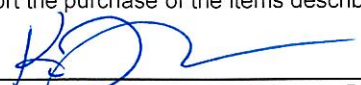
Budgeted Amount.....	\$46,218.77	Available balance.....	\$46,218.77
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$9,864.23
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$36,354.54

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director

Agenda Item No. 7  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 4, 2023

**SUBJECT:** Berlin Peck Memorial Library Strategic Plan

**Summary of Agenda Item:**

The Berlin Peck Memorial Library completed its strategic plan in December 2023. As part of the process the library participated in a cohort of seven libraries around the state of Connecticut in creating this plan. For our part, Berlin-Peck formed a staff-led committee to guide the work, surveyed the community, and solicited ideas on ideas boards in the library and at Town Hall. We learned there is a high level of satisfaction with our programs and services and our patrons want more of what we are doing. The community was instrumental in helping us identify opportunities to improve our services and formulating our priorities over the next three years. We are pleased to present this plan to the Council.

**Action Needed:**

Presentation of the Berlin-Peck Memorial Library Strategic Plan to the Town Council.

**Funding:**

None

**Attachments:**

Strategic Plan

**Prepared By:**

Kimberly McNally, Library Director





234 Kensington Road  
Berlin, Connecticut  
berlinpeck.org  
860-828-7125

# Berlin-Peck Memorial Library

## **strategic plan**

2024-2026



# a note from the director

Dear Berlin Community Members and Library Patrons,

When I began in this role in 2021, I knew I wanted the library to develop a strategic plan. Planning takes time and requires resources, effort, collaboration, and most importantly feedback from you, our users. I'm thrilled to present to you Berlin-Peck Memorial Library's Strategic Plan 2024-2026.

As members of the library community, your input and ideas were a vital part of this process. Thank you so much for sharing your feedback on our programs and services, spaces, staff, and collection. We embarked on this process as part of a cohort of seven libraries around the state of Connecticut all working on a strategic plan. You may not realize how costly strategic planning can be. By working in a cohort sponsored by the Connecticut Library Consortium as well as Maureen Sullivan and Associates guiding us every step, we were able to make this strategic plan a reality. The best part is that we supported one another, as libraries often do, and we learned from each other.

For our part, Berlin-Peck formed a staff-led committee and heard from 486 people through our community survey, four community conversations, and two idea boards. We learned there is a high level of satisfaction with our programs and services, you appreciate our welcoming and warm environment, and you want more of what we're doing—more programs, more opportunities to gather, more live performances, more partnering with our local schools, and more fun!

While feedback was generally positive, we identified opportunities to improve our services. We learned that some people don't know about what we offer. Therefore, we can do a better job in getting information about our programs to our patrons and community. You want a space to create and explore with technology. We hear you! You asked for more resources for English language learners and more opportunities to be together across generations.

You will find all of this in our plan.

Your input was valuable in formulating our priorities for the next three years:

- Engaging Community
- Supporting Literacy
- Fostering Connection in a Divided World
- Enriching Lives Through the Arts and Culture

All of our work will be guided by these priorities. I invite you to look at these in more detail on the following pages. Again, thank you for your participation and feedback that allowed us to focus our efforts on critical areas—what matters to you. Thank you to all our users, supporters, donors, patrons, the Berlin Town Council, Friends of the Berlin Peck Library, the Library Board, and our dedicated staff for their work on this process. I'm so proud of what we accomplished, and I look forward to what the next three years will bring.

Warmly,



Kimberly McNally, Library Director  
kmcnally@berlinpeck.org



## mission

Every day, the Berlin-Peck Memorial Library strengthens individuals and builds community through universal access to information, opportunities, ideas, and understanding.

## vision

To be the heart of an engaged, informed, and vibrant community.

## values

### intellectual freedom

We uphold the right to privacy and provide free and open access to materials and resources that reflect diverse points of view.

### connection and collaboration

We foster connections between people through collaboration with our community, believing that personal connections are vital for the well-being of individuals and our society.

### exceptional service

We care about the people we serve and support each other in providing compassionate, trustworthy, and individualized service.

### curiosity and discovery

We affirm that people need to learn at every age, pursue their interests, and explore new possibilities. We approach our work with curiosity and embrace the future while honoring our past.

### a welcoming place

We welcome you as you are.



Albina Romanski,  
Berlin resident and  
Berlin-Peck regular



# priorities and goals

We are committed to creating a space that welcomes and respects the uniqueness and diversity of all people.

## engaging community

Reaching our community means being known as a trustworthy partner, providing an open door to new opportunities, and offering experiences outside of library walls.

### Goals:

- Strengthen partnerships with schools, local organizations, and town services and increase the library's presence in the community
- Develop and implement a marketing plan
- Expand current programs and explore new offerings and timing of programs for multigenerational groups, teens, young professionals, working families, and neurodiverse individuals

## supporting literacy

Literacy takes many forms: from our ability to read to managing finances, from determining if information is true and valid to navigating the internet, from learning a new language to finding books on library shelves.

### Goals:

- Provide digital literacy, information literacy, and technology instruction classes
- Implement programs that support best practices for preparing children to enter school
- Support the personal pursuit and exchange of knowledge and ideas
- Increase opportunities for English language learners
- Provide dedicated exam study hours during Berlin High School midterm and finals weeks
- Create videos for technology instruction





## fostering connection in a divided world

We do not need to agree in order to connect. Understanding is what brings us together, and the library is a place where understanding of people and experiences can begin.

### Goals:

- Provide opportunities for people of differing viewpoints and experiences to meet and discuss important issues
- Train people to develop listening skills and increase understanding in conversations
- Weave listening and understanding exercises into programming for children, teens, and parents.
- Analyze the library collection to determine the extent to which it reflects our multicultural and diverse society
- Increase multicultural programming
- Offer recurring groups and activities that allow people to get to know one another

## enriching lives through the arts and culture

We find our way to each other through the arts and cultural experiences. These fundamental expressions of our shared humanity should be accessible to all.

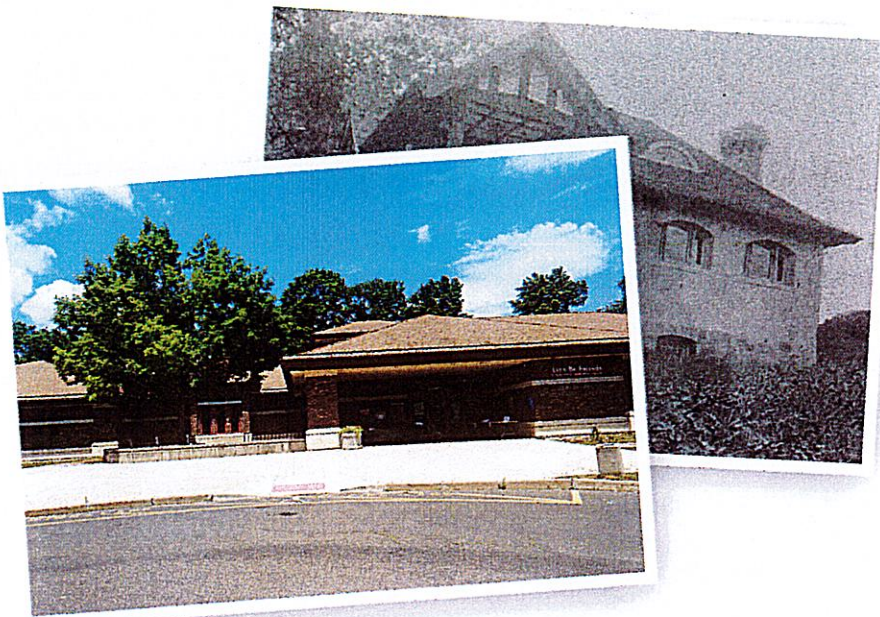
### Goals:

- Increase arts programming through musical performances, community art shows, author events, film screenings, and other means to expand people's perspectives
- Allow people guidance and space to pursue their own creativity through workshops, writing contests, classes, and resources for a wide range of crafts and hobbies
- Increase access to tools that allow people to experiment with creativity and technology
- Incorporate play and entertainment because people need to have fun!



Local Artist  
Carissa Durrant





The Berlin-Peck Memorial Library traces its origins to the Kensington Library Society, established in 1829 by subscribers who were "sensible of the benefits resulting to the community from the establishment of a public library."

The library serves the town of Berlin, including Kensington and East Berlin. Funding comes from Berlin taxpayers, making up 1.3% of the town budget, with additional support from donations and the Friends of the Berlin-Peck Memorial Library organization.

In 2023, the library circulated over 190,000 items, welcomed 75,990 visitors, and hosted 6,268 attendees at 341 free community programs.

Our  
Community  
Survey  
received 440  
responses!

## Timeline

### May 2023

Berlin-Peck applies to be part of CLC "Flagship" Strategic Planning Cohort

### July-August 2023

Initial meetings between cohort library directors, Ellen Paul of the CLC, and organization development consultant Maureen Sullivan

### August 2023

Strategic Planning Committee formed, with representatives from all library departments and library board

### September 2023

First cohort meeting, analysis of strategic plans and surveys, and creation of community survey

### October 2023

Community survey, Community Conversation events, meetings with town representatives, and data gathering

### November 2023

Analysis of data and writing strategic plan

### December 2023

Strategic Plan submitted to town for review

### January 2024

Strategic plan shared with public

## Strategic Planning Team

**Kimberly McNally**  
Library Director

**Kelly Fowler**  
Children/Teen Library Assistant

**Carmen Bittel**  
Circulation Library Assistant

**Anne Henriques**  
Adult Services Librarian

**Kevin Wilhelm**  
Library Board Member



Word cloud generated using responses from question 13 from the Community Survey:  
What 3 words would you use to describe Berlin-Peck Memorial Library?



Agenda Item No. 8  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 2, 2024

**SUBJECT:** Timberlin Golf Course – State of Connecticut LoCIP Grant

**Summary of Agenda Item:**

Director of Golf, Sol Guerrero, and the Golf Commission, recommends the Town Manager to apply for the State of Connecticut LoCIP Grant for \$302,000 for the removal and replacement of the bridges at Timberlin Golf Course, and appropriate the funds into the LoCIP – Timberlin Bridge Replacement Project Account Pending OPM approval. On November 9, the Golf Commission approved applying for the grant. There are 7 bridges on the Golf Course to be replaced.

**Funding:**

No Funding Needed

**Action Needed:**

Move to authorize the Town Manager to apply for the State of Connecticut LoCIP Grant for \$302,000 for the removal and replacement of the bridges at Timberlin Golf Course, and appropriate the funds into the LoCIP – Timberlin Bridge Replacement Project Account Pending OPM approval

**Attachments:**

None.


**Prepared By:**

Sol Guerrero, PGA – Director of Golf

A handwritten signature in blue ink, consisting of a circle with the letters 'S' and 'G' inside, representing Sol Guerrero.

**Agenda Item No. 9**  
**Request for Town Council Action**

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

**FROM:** Aroscha Jayawickrema, Town Manager 

**DATE:** January 2, 2024

**SUBJECT:** Award of Routine and Minor Emergency Sewer Services (Including Sewer Pump Stations) Contract #2024-08

**SUMMARY:**

Annually, the Town of Berlin requests outside services for a contractor to perform routine and emergency repairs and minor construction, within the Water Control jurisdiction, which the Town does not have capacity to accomplish. On December 28, 2023, bids were opened for this contract. Drain Doctor, Inc. was one of three bidders and based on the data, Drain Doctor, Inc. was determined to be the lowest bidder.

Activities included within the contract will be available town-wide (to other Town Departments) and include the following functions: A) perform clean-up and jetting of sewer mains, B) pump sewage from pump stations C) pull sewer pumps for replacement/repair, D) camera work in sewer lines E) Easement clearing F) Brush-hog and other work associated with sewer and/or sewer pump station activities for the Town with an anticipated start date of January 1, 2024 through December 31, 2026 (two year Agreement).

**FUNDING:**

Since this is a unit price contract for an un-specified project or work scope, a sufficiency of funds is not applicable. Each purchase order issued will be based on the work task, rates provided in the proposals, and available funds in the accounts.

**ACTION NEEDED:**

Move to award Contract #2024-08 - Routine Repairs and Minor Emergency Sewer Services, including sewer pump stations, to Drain Doctor, Inc. of Berlin, for service use by Water Control and other departments on a Town-wide basis.

**ATTACHMENTS:**

Bid Summary and License

**PREPARED BY:**

Ray Jarema, P.E., Water Control Manager







TOWN OF BERLIN, CONNECTICUT

ATTACHMENT A: PROPOSAL FORM

**Contract for Emergency Sewer Services Including Sewer Pump Stations #2024-08**  
**(Re-bid)**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

**Pricing:**

	Routine Rate	Emergency Rate	Emergency OT Rate
Cleanup/ Jetting Sewer Mains	\$ <u>280<sup>00</sup></u> /hr	\$ <u>425<sup>00</sup></u> /hr	\$ <u>580<sup>00</sup></u> /hr
Pumping Sewage from Pump Stations	\$ <u>180<sup>00</sup></u> /hr	\$ <u>280<sup>00</sup></u> /hr	\$ <u>380<sup>00</sup></u> /hr
Pulling Sewer Pumps for Replacement/Repair	\$ <u>260<sup>00</sup></u> /hr	\$ <u>325<sup>00</sup></u> /hr	\$ <u>425<sup>00</sup></u> /hr
Sewer Line Camera Work	\$ <u>180<sup>00</sup></u> /hr	\$ <u>280<sup>00</sup></u> /hr	\$ <u>350<sup>00</sup></u> /hr

12/28/23  
Date

W O Z...  
Signature

W Andrew DeB... - GM  
Printed Name, Title

LATEC LLC  
Company Name

P.O. Box 4463 Hartford CT 06147  
Address

860 250 1558  
Telephone

ERICK@LATEC LLC.com  
E-mail address



## TOWN OF BERLIN, CONNECTICUT

### ATTACHMENT A: PROPOSAL FORM

#### **Contract for Emergency Sewer Services Including Sewer Pump Stations #2024-08** **(Re-bid)**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

#### **Pricing:**

	<b>Routine Rate</b>	<b>Emergency Rate</b>	<b>Emergency OT Rate</b>
<b>Cleanup/ Jetting Sewer Mains</b>	\$ <u>1,185.00</u> /hr	\$ <u>1,965.00</u> /hr	\$ <u>2,195.00</u> /hr
<b>Pumping Sewage from Pump Stations</b>	\$ <u>1,920.00</u> /hr	\$ <u>2,260.00</u> /hr	\$ <u>2,600.00</u> /hr
<b>Pulling Sewer Pumps for Replacement/Repair</b>	\$ <u>1,460.00</u> /hr	\$ <u>1,665.00</u> /hr	\$ <u>1,870.00</u> /hr
<b>Sewer Line Camera Work</b>	\$ <u>1,635.00</u> /hr	\$ <u>1,865.00</u> /hr	\$ <u>2,095.00</u> /hr

12/28/23  
Date

Charlton M. Carey  
Signature

Charlton M. Carey, Owner  
Printed Name, Title

CMC Enterprises, LLC  
Company Name  
48 East Disney Town Rd.  
Bloomfield, CT 06002  
Address

860-667-4800  
Telephone

CMC ENTERPRISES, CT @ GMAIL.COM  
E-mail address



## TOWN OF BERLIN, CONNECTICUT

### ATTACHMENT A: PROPOSAL FORM

#### Contract for Emergency Sewer Services Including Sewer Pump Stations #2024-08 (Re-bid)

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

#### Pricing:

	Routine Rate	Emergency Rate	Emergency OT Rate
Cleanup/ Jetting Sewer Mains	\$ <u>275.70</u> /hr	\$ <u>275.70</u> /hr	\$ <u>325.70</u> /hr
Pumping Sewage from Pump Stations	\$ <u>196.05</u> /hr \$ <u>79.65</u>	\$ <u>196.05</u> /hr \$ <u>79.65</u>	\$ <u>246.05</u> /hr \$ <u>129.65</u>
Pulling Sewer Pumps for Replacement/Repair	\$ <u>154.90</u> /hr	\$ <u>154.90</u> /hr	\$ <u>204.90</u> /hr
Sewer Line Camera Work	\$ <u>165.43</u> /hr	\$ <u>165.43</u> /hr	\$ <u>215.43</u> /hr

12-27-23  
Date

Easement Machine

165.43 - 165.43 - 215.43

Brush Hog - 190.34 - 190.34 - 240.34  
Forestry Mulching Head

Gary E. Schmidt  
Signature

Gary E Schmidt President  
Printed Name, Title

Drain Doctor, Inc  
Company Name

1083B Farmington Ave Berlin, CT 06037  
Address

860-828-8081  
Telephone

office@dditech.com  
E-mail address

**STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION**  
Be it known that

**GARY E SCHMIDT**  
51 HARRIS ST  
KENSINGTON, CT 06037-2116

has been certified by the Department of Consumer Protection as a licensed  
**PLUMBING & PIPING LIMITED CONTRACTOR**

**License # PLM.0208225-P7**

Effective: 11/01/2023

Expiration: 10/31/2024



Bryan T. Cafferelli, Commissioner

Agenda Item No. 10  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 2, 2024

**SUBJECT:** Approval for Invoice by Bigelow Electric for Berlin Sewer Pump Station

**SUMMARY:**

In early November the electrical panel at the Berlin Turnpike Sewer Pump Station shorted out, parts for repair were not available. The pump station was operated by the generator on-site while Bigelow searched for an electrical panel acceptable to Eversource, then our fixed generator failed. Berlin Water Control then rented a temporary generator until a new electrical panel could be found and installed. Each change in power source required Bigelow Electric to modify the electrical connection.

**FUNDING:**

The invoice exceeded \$25,000.00 (actually \$36,340.00). Payment would be made from the Berlin Pump Station Account # 844.55.5588.0.58061.00000.

**ACTION NEEDED:**

Move to approve and pay Bigelow Electric for "Emergency Services" performed at the Berlin Turnpike Sewage Pump Station in the amount of \$36,340.00.

**ATTACHMENTS:**

Sufficiency of Funds  
Invoice

**PREPARED BY:**

Ray Jarema, P.E., Water Control Manager







# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 2-Jan-24

Purchase Item or Contract: Emergency repairs - Berlin Tpke. Sewer station		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Emergency repairs - Berlin Tpke. Sewer station	\$36,340.00	\$36,340.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$36,340.00

Account No. 844.55.5588.0.58061.00000 Pump Station Berlin Turnpike

Budgeted Amount.....	\$83,534.87	Available balance.....	\$66,534.87
Encumbrances to Date.....	\$12,388.00	Amount Needed for This Package.....	\$36,340.00
Expenditures to Date.....	\$4,612.00	Available Balance After Purchase.....	\$30,194.87

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.

Finance Director or Assist. Finance Director

or:

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

Finance Director or Assist. Finance Director





[www.BigelowElectricInc.com](http://www.BigelowElectricInc.com)

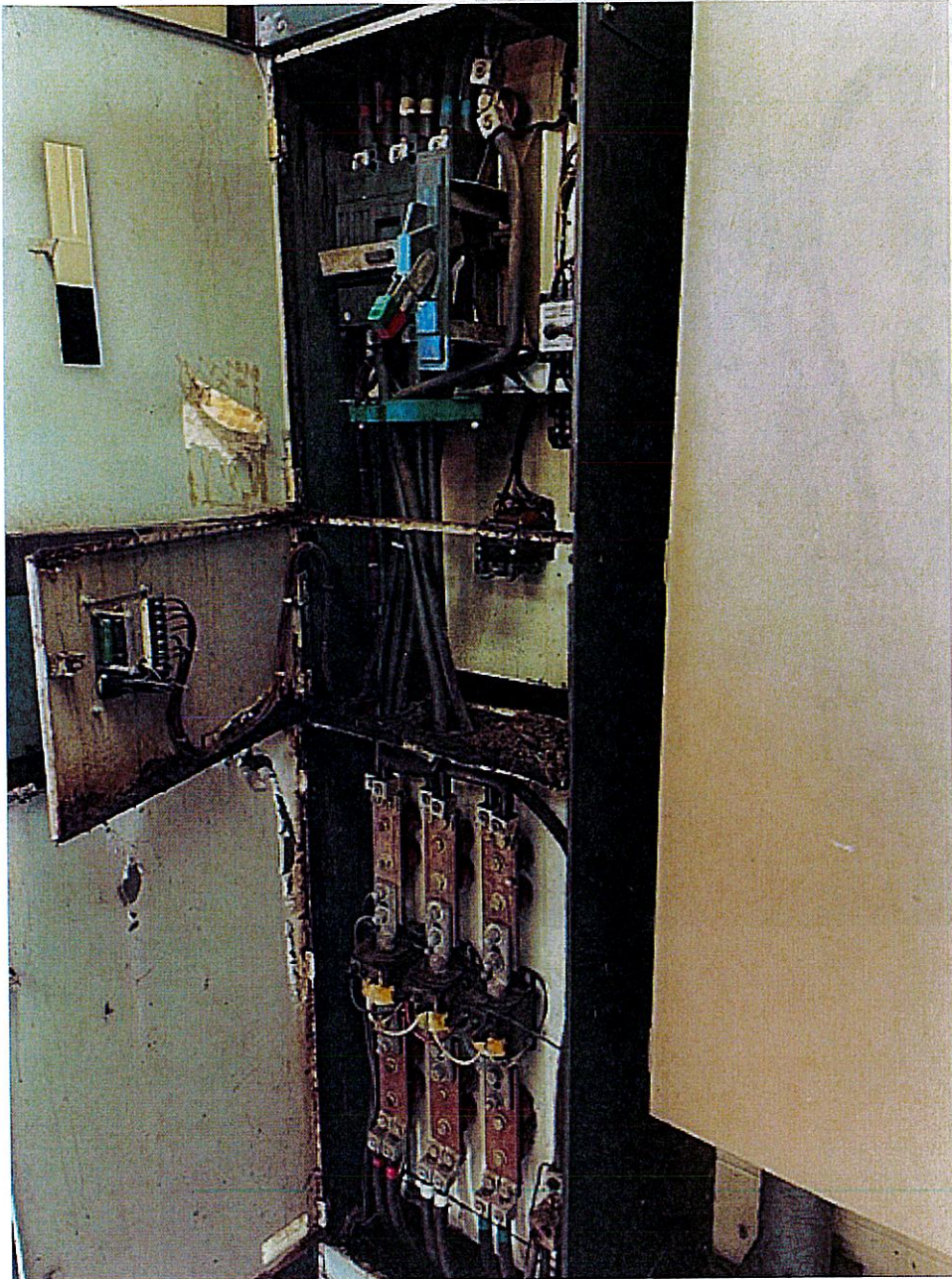
**Interest Charge: 1 1/2% per month on all accounts exceeding 30 days(18% per annum)**



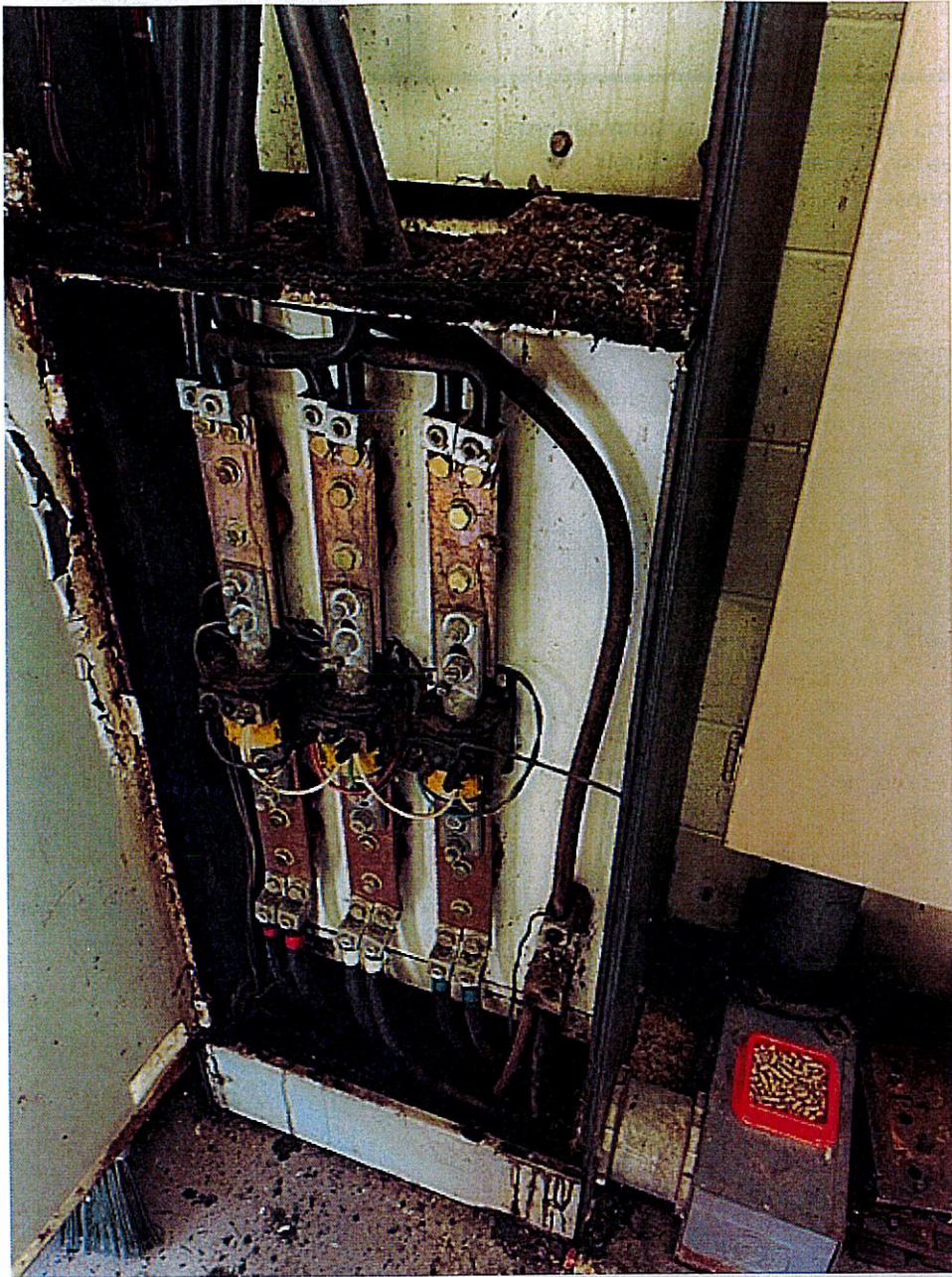
## Ray Jarema

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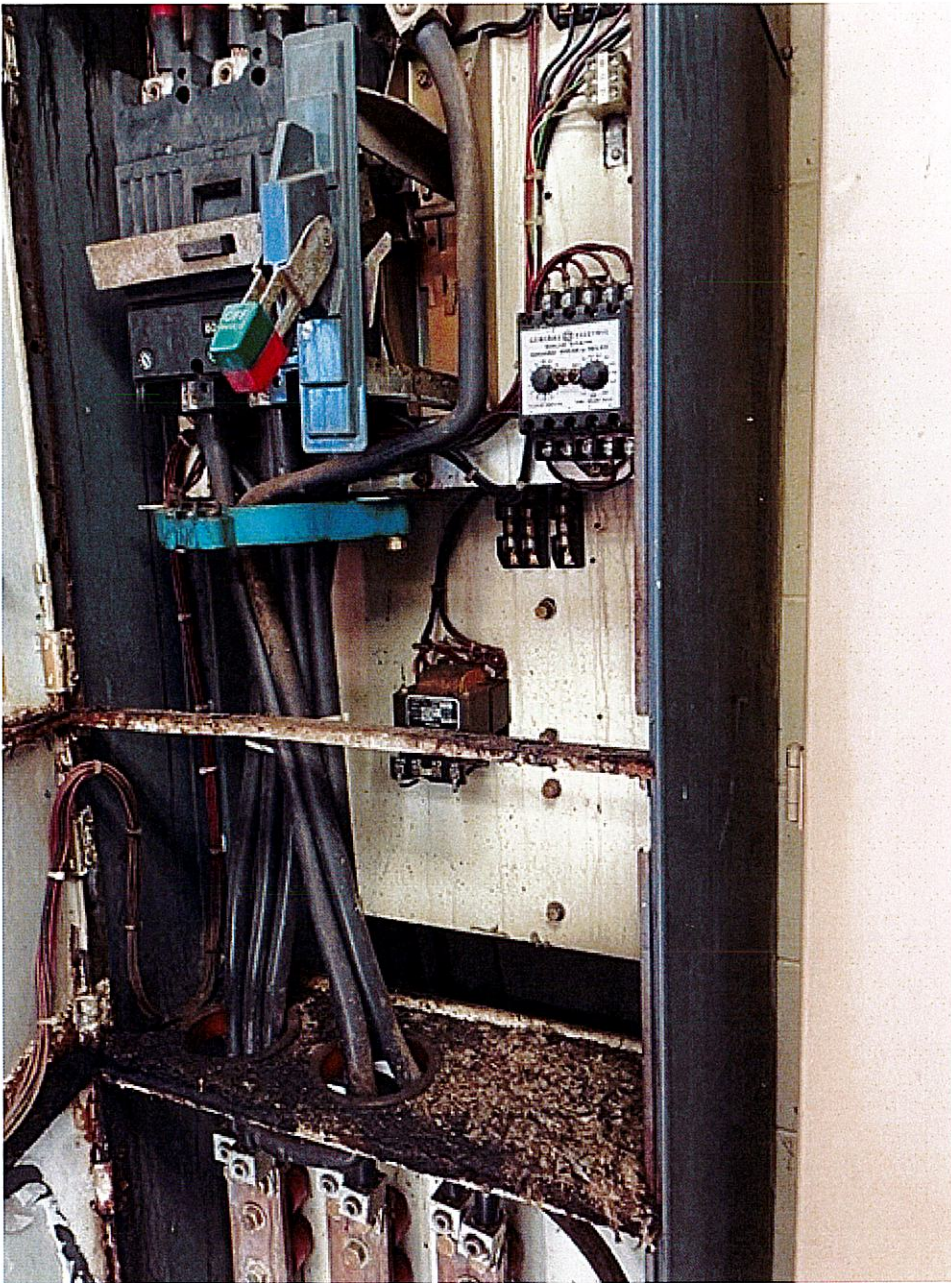
**From:** Raymond Jarema <rayjarema@hotmail.com>  
**Sent:** Wednesday, January 3, 2024 7:05 AM  
**To:** Ray Jarema











Sent from my iPhone

**Caution:** This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Agenda Item No. 11  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 1, 2024

**SUBJECT:** Approve the purchase of Holmatro rescue tools from Municipal Equipment Specialist utilizing a NPPGov contract # PS20035.

**Summary of Agenda Item:**

The Fire Department is requesting to replace a portion of its hydraulic rescue equipment that is now over 25 years old and is no longer serviceable if it fails. These tools commonly known as the "Jaws of Life", are located at the Berlin Turnpike Fire Station. The replacement would upgrade these tools from gasoline powered to battery powered tools. The change over to battery operated systems will make the tools deployment quicker and more efficient. Also, it opens the system up to be used in more remote or confined areas.

**Items being purchased:**

Holmatro PCT60 Combi Tool	\$14,277.99
Holmatro PCU30 Cutter	\$13,076.82
Holmatro PAR40 Ram	\$9,324.53
Holmatro PAR50 Ram	\$9,630.87
Holmatro Battery Chargers (4)	\$2,173.84
Holmatro PBPA287 Batteries (6)	\$4,922.28
Holmatro Pulling Attachment	\$1,143.18
Holmatro TRE03 Extension	\$948.46
Shipping	\$400.00
Total	\$55,897.97

The new tools will be deployed from Engine 8 which is the primary apparatus that responds to Motor Vehicle accidents along the Berlin Turnpike. The Berlin Turnpike has more injury accidents than any other roadway in the town.

**Funding:**

Funding for this purchase is being provided by payments from the State Fire Prevention and Control Highway reimbursement program. This program provides \$500 payment for each of the Fire departments responses to incidents on a "Divided Highway" Account # 134.15.1531.0.54000.00012 Vehicle Reserve with the Fire Department

**Action Needed:**

Move to Approve the purchase of Holmatro rescue tools from Municipal Equipment Specialist utilizing a NPPGov contract # PS20035 for an amount not to exceed \$58,692 which includes a 5% contingency.

**Attachments:**

Sufficiency of Funds

**Prepared By:**

  
James C. Simons, Fire Chief





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 2-Jan-24

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Fire rescue tools	\$58,692.00	\$58,692.00
			-
			-
			-
			-
Account No. 134.15.1531.0.54000.00012 Vehicle Reserve			TOTAL \$58,692.00

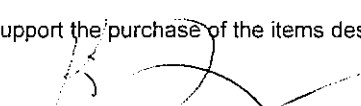
Budgeted Amount.....	\$172,371.30	Available balance.....	\$123,938.27
Encumbrances to Date.....	\$17,135.27	Amount Needed for This Package.....	\$58,692.00
Expenditures to Date.....	\$31,297.76	Available Balance After Purchase.....	\$65,246.27

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

\_\_\_\_\_  
Finance Director or Assist. Finance Director

**Agenda Item No. 12**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 2, 2024

**SUBJECT:** Approve waiving the Town's purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT

**Summary of Agenda Item:**

Firefighters within the Town of Berlin FD (TOB-FD) receive physical examinations to determine the health and ability to wear breathing respirators during their duties. Jim Simons, Fire Chief, anticipates that 80 physicals will be performed during the remainder of FY2024.

In the past, Town of Berlin Fire Departments used a few different medical doctors or medical establishments, never with desired results. Inconsistencies in delivery of standardized physicals, paperwork and billing issues have seemed to plague our program.

We researched three occupational health providers for a new provider; Middlesex Hospital Occupational Health, Hartford Healthcare Occupational and Priority Urgent Care (our current provider). We looked at pricing, services and proximity to town.

Town of Berlin Fire Department proposed physical consists of the following:

- Basic Physical
  - OSHA questionnaire
  - Audio gram
  - EKG
  - Pulmonary function test and respirator physical
  - DOT physical
  - HEP B Vaccination
  - Urinalysis
  - Bloodwork

Proximity to 800 Farmington Ave, Kensington Fire Company

- Priority Urgent care 3.9 miles
- Hartford healthcare 4.5 miles
- Middlesex 13 miles

Cost Analysis:

	Hartford HC	Priority UC	Middlesex
<b>Service</b>			
Audiogram	\$ 50	\$ 65	\$ 53
EKG	\$ 75	\$ 95	\$ 82
DOT Physical	\$ 100	\$ 105	\$ 120
OSHA Questionnaire	\$ 30	\$ 20	\$ 32
Spirometry	\$ 50	\$ 50	\$ 84
HEP B Vaccination	\$ 68	\$ 51	\$ 109
Urinalysis	\$ 20	\$ 15	\$ 12
<b>Total</b>	<b>\$ 393</b>	<b>\$ 401</b>	<b>\$ 492</b>

After careful review, Mr. Simons believes that Hartford Healthcare Occupational Health in Plainville CT is the best option for the TOB-FD medical services. They have the expertise and facilities to perform a comprehensive service for us. This includes firefighter physicals, respiratory testing and review, onsite phlebotomist, X-ray machine, audiogram booth, and rehabilitation services with a complete gym and an urgent care service.

The estimated cost of these services is \$40,000 annually.

**Funding:**

Funding is located within the Fire Department budget in account:

- #001.15.1531.0.52225.00000 Physicals

**Action Needed:**

Move to waive the Town of Berlin's purchasing requirements to contract for medical services for the Town of Berlin Fire Department with Hartford Healthcare Occupational Health in Plainville CT, as this is in the best interest of Town.

**Attachments:**

Certificate of Sufficiency of Funds

**Prepared By:**

Jim Simons, Fire Chief





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 2-Jan-24

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Medical services from Hartford Healthcare Occupational Health	\$40,000.00	\$40,000.00
			-
			-
			-
			-
TOTAL			\$40,000.00

Account No. 001.15.1531.0.52225.00000

Professional Services

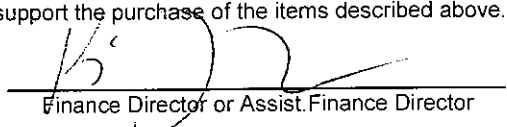
Budgeted Amount.....	\$46,000.00	Available balance.....	\$42,831.00
Encumbrances to Date.....	\$355.00	Amount Needed for This Package.....	\$40,000.00
Expenditures to Date.....	\$2,814.00	Available Balance After Purchase.....	\$2,831.00

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 3, 2024

**SUBJECT:** Matching Funding for Grant Applications

**Summary of Agenda Item:**

At the December 12, 2023, Town Council meeting the Town Manager initiated a discussion about appropriating funds for use as grant matching funds, or to prepare plans and costs estimates needed for grant applications. The Town Council asked the Town Manager to prepare a specific funding proposal that outlines what grant applications are anticipated to be filed, the likely use of funds, and the required match and/or up-front planning investment needed to the Town to submit complete grant proposals.

Grant match funding was proposed for the FY24 budget but was not funded. Many grant programs either require a matching contribution from the Town or strongly recommend a matching contribution. A typical State grant match requirements is 20% of the project cost. It is worthwhile for the Town to apply for grants for projects that benefit the community if 80% of the project funding will be paid by the granting agency. Grants are a tool to help the Town accomplish worthwhile projects.

Following is a discussion about upcoming grant applications that could benefit from matching funding and/or for the cost of preparing a grant application.

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

- Potential Project: Use STEAP grant to contribute to the funding package to redevelop the site of the Denmore, Dinda, Bittner Jr. Memorial Pool.
- Proposed grant match funding level, \$100,000 (minimum). It is likely that a greater local contribution will be required to accomplish this project.
- Estimated cost to prepare plans and costs estimates - Public Grounds is putting together a cost estimate for a feasibility study for the redevelopment of the Denmore, Dinda, Bittner Jr. Memorial Pool. This estimate will be presented to the Town Council at the second meeting in January. An initial estimate of the cost for the feasibility study is \$25,000.
- Track record – The Town has received many STEAP grants, including a \$500,000 grant for Steele Boulevard Park in 2022. No application was submitted in 2023 because the Town had a previous STEAP project that was not closed out.



Aquatic Invasive Species Grant – A new grant round has been announced with an application deadline of January 31. The grant requires a 25% local match. Residents in the Silver Lake area are complaining about the weed situation. Public Grounds had an initial assessment done and the estimated cost for the first treatment would be \$100,000.

- Proposed grant match funding level, \$25,000.
- Track record – The Town applied for an Aquatic Invasive Species Grant once and the grant was not funded.

Recreational Trails Grant – In 2023 the Town applied for 2 recreational trails grants, one of which was a joint application with Middletown. Neither the Pistol Creek Lamentation Mountain area grant proposal (with Middletown) nor the Hungerford Park grant proposal was funded. Staff received a debrief related to these applications from staff at the Department of Energy and Environmental Protection and the Pistol Creek/ Lamentation Mountain area application point total score for the 2023 application was very close to the funding cutoff score, so we would have a good chance to get funding in 2024. Staff proposes to resubmit the joint Berlin/Middletown Pistol Creek/ Lamentation Mountain area application, with modifications, for funding in the 2024 funding round (applications are due March 11). Application modifications may include deleting a connector trail on Town of Middletown property between Atkins Street and the Mattabesett Trail at Lamentation Mountain, repaving less cart path area, and adding accessibility improvements. The estimated cost of the Berlin portion of the project is \$300,000. A 20% match is required.

- Proposed grant match funding level, \$60,000.
- Track record – The Town received multiple Recreational Trails Grants in the past including a previous grant to repave cart paths and install handicap parking at Pistol Creek.

Connectivity Grant – The Town recently received a grant award of \$780,000 from the Connectivity program to fund sidewalks. A strong attribute of our funding application was that we had completed plans for all proposed sidewalk segments. If we start now, we can have plans ready for a grant application to be submitted in the summer or early fall of 2024. The estimated cost for preparation of sidewalk design plans is \$75,000. We will need to determine the sections of sidewalk to be funded but a prime candidate is the sidewalk section on Kensington Road from Carriage Drive to Norton Road. We previously got a construction cost estimate of \$546,000 for this section. The maximum grant amount in the last round was \$800,000. If we select the Kensington Road from Carriage Drive to Norton Road section, then an additional small sidewalk section would be added to the application to bring the estimated construction close to about \$800,000.

- Estimated cost to prepare plans and costs estimates for sidewalks to prepare for a 2024 Connectivity Grant application, \$75,000.
- Track record – The Town received multiple Connectivity Grants in the past including a 2023 grant of \$780,000.

RAISE – This Federal planning and implementation grant program is part of the infrastructure funding framework. CRCOG has suggested applying for a grant to study pedestrian safety and mobility improvements along the Berlin Turnpike corridor in the Towns of Wethersfield,



Newington, and Berlin. The idea is that this planning study would develop the information that would be needed for a future implementation grant application either from the RAISE program or another grant source. CRCOG will take the lead in preparing the grant application that is due February 28. The initial project cost estimate is \$2 million dollars, and a 20% local match (\$300,000) is required. CRCOG will ask CTDOT for half of the matching funds (\$200,000) and CRCOG will ask its Board to provide 25% of the match (\$100,000) leaving 25% of the match (\$100,000) to be covered by the 3 Towns. It is proposed that the match be split equally between the 3 Towns (\$33,333 each). Based on this approach to determining the match, Berlin's contribution would be \$33,333.

- Estimated match, \$33,333.
- Track record – None.

The cumulative grant match funding proposed for these four future grants is \$318,333. Given that some of the grant application deadlines are close at hand, it is requested that if the Town Council wants to move forward with appropriating matching grant funds for all or any of these grants, that it set a Town Meeting for January 23 to consider making an unappropriated appropriation from Fund Balance for this purpose.

**Funding:**

Non-budgeted appropriation from Fund Balance

**Action Needed:**

Move to set a special town meeting on Tuesday, January 23, 2024, at 6:45 pm to approve a non-budgeted appropriation of \$318,333 from the Unappropriated Fund Balance to the account to the Grant Match account for the purposes of providing matching funding and funds for preparation of grant applications.

**Attachments:**

None

**Prepared By:**

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

CE

Agenda Item No. 14  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** January 2, 2024

**SUBJECT:** Discussion about Participation in a Recreational Trails Grant Application with the City of Middletown for the Lamentation Mountain/Pistol Creek Area

**Summary of Agenda Item:**

The State of Connecticut issued a request for applications for the Recreational Trails grant program. Applications are due March 11. The grant requires a 20% local match that can be provided by a cash match, in-kind services, or a combination of cash and in-kind services. In 2023 the Town applied for 2 recreational trails grants, one of which was a joint application with Middletown. Neither the Pistol Creek Lamentation Mountain area grant proposal (with Middletown) nor the Hungerford Park grant proposal was funded. Staff received a debrief related to these applications from staff at the Department of Energy and Environmental Protection and the Pistol Creek/ Lamentation Mountain area application point total score for the 2023 application was very close to the funding cutoff score, so we would have a good chance to get funding in 2024. Staff proposes to resubmit the joint Berlin/Middletown Pistol Creek/ Lamentation Mountain area application, with modifications, for funding in the 2024 funding round (applications are due March 11). Application modifications may include deleting a connector trail on Town of Middletown property between Atkins Street and the Mattabesett Trail at Lamentation Mountain, repaving less cart path area, and adding accessibility improvements.

The Connecticut Department of Energy and Environmental Protection has indicated that for multi-town applications there must be a lead applicant. Middletown has agreed to be the lead applicant. The purpose of this Recreational Trails Grant application is to improve and enhance the former Pistol Creek golf course cart paths and the Lamentation Mountain hiking and open space area that is traversed by Mattabesett Trail/New England National Scenic Trail that was recently designated as a National Park.

In February 2022, Middletown bought 14.9 acres and in December 2022, Berlin bought 19.6 acres of the former Pistol Creek golf course that straddles the Middletown, Berlin Town line. With these acquisitions, Middletown and Berlin now own all the land that comprised the former course. Both municipalities also have land holdings and share an interest in the Lamentation Mountain open space area that is near Pistol Creek. These common interests spurred the communities to initiate a focused collaborative intertown planning effort to improve and enhance the former Pistol Creek golf course cart path trail network and the Lamentation Mountain hiking and open space area. The hiking area in the Lamentation Mountain area also extends to Giuffrida Park in Meriden and

Meriden is also involved in the open space area planning effort but is not a partner in this proposed Recreational Trails Grant application.

The project concept for the Pistol Creek/Lamentation Mountain area grant application includes improving Pistol Creek cart paths on both the Berlin and Middletown sections, signage, constructing additional bog bridges on the section of the Mattabesett Trail that enters Lamentation Mountain area from Spruce Brook Road via the Stantack Road right of way, improving the parking space for the Mattabesett trail on the Stantack Road right of way at Spruce Brook Road, creating an off road footpath on Spruce Brook Road in the Spruce Brook Road right of way to connect to Pistol Creek, improvement of the Stantack Road right of way in Middletown to connect Middletown's Wilcox Conservation Area at Footit Road to the Mattabesett trail at the Middletown/Berlin line, and parking improvements.

The estimated project cost for the Berlin portion of the Lamentation Mountain/Pistol Creek grant application is \$300,000 and a 20% local match is required (\$60,000). Staff proposes that the matching funds be taken from a new grant match account to be established. The purpose of this Town Council discussion item is to have the Council give staff guidance about whether it should work with the City of Middletown to prepare a Lamentation Mountain/Pistol Creek grant application. If the Town Council gives favorable feedback on this grant application, staff will start to work with Middletown on the grant application and will return to the Town Council in February to seek formal approval to apply for the grant, including approval of matching funding.

**Funding:**

This is a discussion item.

**Action**

Discussion.

**Attachments:**

None.

**Prepared By:**

Chris Edge, Economic Development Director *CE*  
Jim Mahoney, Economic Development Coordinator

Agenda Item No. 15  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** January 2, 2024  
**SUBJECT:** Authorization to Approve Changes to The Town of Berlin Tax Abatement Policy

**Summary of Agenda Item:**

On October 1, 2013, the Town Council authorized the Town of Berlin's Tax Abatement Policy. At that time, the State of Connecticut limited most municipalities to providing a 3-year tax abatement through Connecticut General Statute 12-65b. Since that time, the statute has been modified including taking out any language pertaining to investment thresholds and changing the abatement time period to "for a period not longer than 10 years". This has made the tax abatements more open and competitive as developers bargain for more aggressive abatements and towns are competing to provide more attractive incentives for development.

This agenda item will add a new level of tax abatement if a firm or developer spends a minimum of \$25,000,000 on an eligible project. This new level of tax abatement includes a 10-year tax abatement on both the commercial and residential portions of the project. In addition, it adds back in mixed use as an eligible activity.

Due to the size of any project of this size, the 10 years for each makes sense for the project to be viable with due to the cost of building materials and rising interest rates.

Any and all tax abatements are on new investment only. The Town Council will still have the final approval for each Tax Abatement application.

**Action:**

Move to amend the Berlin Tax Abatement Policy to add an additional level of tax abatement and add mixed use as an eligible activity under the policy.

**Attachments:**

Current Tax Abatement Policy  
Proposed Tax Abatement Policy (changes highlighted)

**Prepared By:**

Chris Edge, Economic Development Director



## **Town of Berlin Tax Abatement Program Effective February 16, 2021**

The Town of Berlin, Connecticut recognizes the importance of continued economic growth in our community and has adopted the following tax abatement framework. Projects must be consistent with State Statutes. The Town policy is that projects must involve real property improvements for at least one of the following: (1) for office use; (2) for manufacturing use; (3) for warehouse, storage or distribution use; (4) for information technology; or (5) for restaurants, (6) new retail developments or redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping including automotive dealerships selling new vehicles or (7) recreation facilities, as defined in Section 8-13 of the Connecticut General Statutes. The following abatement schedule will be used by the Town Council as a guideline based upon factors including the investment made and other considerations concerning the quality of the project and its consistency with the Town's Plan of Conservation and Development. The Town Council must act to approve each project and its specific abatement schedule.

For real property improvements of greater than \$150,000 if the project is for office use, for manufacturing use, for warehouse, storage or distribution use, recreation facilities, newly developed for restaurants, retail use or information technology the Town may offer:

<u>Abatement Schedule:</u>		
Year 1    50%	Year 2    40%	Year 3    30%

For real property improvements of greater than \$50,000 if the project is for redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping the Town may offer:

<u>Abatement Schedule:</u>		
Year 1    50%	Year 2    40%	Year 3    30%

For real property improvements of greater than \$1,000,000 (One Million Dollars) for any type of eligible use above, the Town may offer:

<u>Abatement Schedule:</u>				
Year 1    50%	Year 2    40%	Year 3    30%	Year 4    20%	Year 5    10%

For real property improvements of greater than \$3,000,000 (Three Million Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>						
Year 1   50%	Year 2   50%	Year 3   40%	Year 4   40%	Year 5   30%	Year 6   20%	Year 7   10%

For real property improvements of greater than \$12,500,000 (Twelve Million Five-Hundred Thousand Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>							
Commercial							
Year 1    70%	Year 2    70%	Year 3    60%	Year 4    60%	Year 5    50%	Year 6    50%	Year 7	
	50%	Year 8   40%	Year 9   30%	Year 10    20%			

### **Application Procedure**

The tax abatement program application should be submitted to the Economic Development Director for consideration for a recommendation by the Economic Development Commission to the Town Council. If approved by the Economic Development Commission, then property owners within 500 feet of the proposed development site will be notified 7 days in advance of the meeting where the Town Council will consider a tax partnership application.

Applications will be accepted and considered under the tax abatement policy pertaining to mixed use projects in effect prior to the effective date of this amendment provided that any such projects will be required to have submitted an application for

project approval to the Berlin Planning and Zoning Commission prior to the effective date of the amendment. To be eligible, a minimum of at least 10% of the total new building square footage of the project must be for commercial use, the project must obtain and maintain all required Building Permits within 1 year of the effective date of this amendment, begin construction of the structure i.e.: footings, foundation and or physical structure of both the commercial and residential portions of the project prior to two years from the effective date of this amendment, submit an application for tax abatement within 60 days of securing Planning and Zoning Commission approval for the project and complete construction of the commercial portion of the project within three years of the effective date of this amendment.

## Town of Berlin Tax Abatement Program Proposed January 9, 2024

The Town of Berlin, Connecticut recognizes the importance of continued economic growth in our community and has adopted the following tax abatement framework. Projects must be consistent with State Statutes. The Town policy is that projects must involve real property improvements for at least one of the following: (1) for office use; (2) for manufacturing use; (3) for warehouse, storage or distribution use; (4) for information technology; or (5) for restaurants, (6) new retail developments or redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping including automotive dealerships selling new vehicles or (7) recreation facilities, and (8) mixed use, as defined in Section 8-13 of the Connecticut General Statutes. The following abatement schedule will be used by the Town Council as a guideline based upon factors including the investment made and other considerations concerning the quality of the project and its consistency with the Town's Plan of Conservation and Development. The Town Council must act to approve each project and its specific abatement schedule.

For real property improvements of greater than \$150,000 if the project is for office use, for manufacturing use, for warehouse, storage or distribution use, recreation facilities, newly developed for restaurants, retail use or information technology the Town may offer:

<u>Abatement Schedule:</u>		
Year 1	50%	Year 2 40%
		Year 3 30%

For real property improvements of greater than \$50,000 if the project is for redevelopment of existing retail properties that involve substantial renovations or restoration of the exterior of the building and improvements to landscaping the Town may offer:

<u>Abatement Schedule:</u>		
Year 1	50%	Year 2 40%
		Year 3 30%

For real property improvements of greater than \$1,000,000 (One Million Dollars) for any type of eligible use above, the Town may offer:

<u>Abatement Schedule:</u>					
Year 1	50%	Year 2	40%	Year 3	30%
				Year 4	20%
				Year 5	10%

For real property improvements of greater than \$3,000,000 (Three Million Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>							
Year 1	50%	Year 2	50%	Year 3	40%	Year 4	40%
				Year 5	30%	Year 6	20%
						Year 7	10%

For real property improvements of greater than \$12,500,000 (Twelve Million Five-Hundred Thousand Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>									
Commercial									
Year 1	70%	Year 2	70%	Year 3	60%	Year 4	60%	Year 5	50%
			50%	Year 8	40%	Year 9	30%	Year 10	20%

For real property improvements of greater than \$25,000,000 (Twenty-Five Million Five-Hundred Thousand Dollars) for any type of eligible use above, the Town Council may offer:

<u>Abatement Schedule:</u>									
Apartments									
Year 1	70%	Year 2	70%	Year 3	60%	Year 4	60%	Year 5	50%
			50%	Year 8	40%	Year 9	30%	Year 10	20%
Commercial									
Year 1	70%	Year 2	70%	Year 3	60%	Year 4	60%	Year 5	60%
			60%	Year 8	60%	Year 9	50%	Year 10	50%

### Application Procedure

The tax abatement program application should be submitted to the Economic Development Director for consideration for a recommendation by the Economic Development Commission to the Town Council. If approved by the Economic Development


Commission, then property owners within 500 feet of the proposed development site will be notified 7 days in advance of the meeting where the Town Council will consider a tax partnership application.

Applications will be accepted and considered under the tax abatement policy pertaining to mixed use projects in effect prior to the effective date of this amendment provided that any such projects will be required to have submitted an application for project approval to the Berlin Planning and Zoning Commission prior to the effective date of the amendment. To be eligible, a minimum of at least 10% of the total new building square footage of the mixed-use project must be for commercial use.

Amendment effective date: TBD



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

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** January 9, 2024

**SUBJECT:** Tax Abatement for BT 2008 LLC

**Summary of Agenda Item:**

BT 2008 LLC was approved for the construction of a mixed-use project at 404 Berlin Turnpike in late 2019 that will include 200 apartments (20% affordable), a gas station/c-store, a retail building as well as a hotel. They have requested a tax abatement on both the residential and commercial portions of the project. Based upon our newly adopted Tax Abatement policy, with a planned investment of over \$25,000,000, BT 2008 LLC is requesting a tax abatement of 10 years on the commercial portion of the project of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10. For the residential portion of the project they have requested a 10-year tax abatement of 70% in years 1 and 2, 60% in years 3 and 4, and 50% in years 5 through 7, 40% in year 8, 30% in year 9 and 20% in year 10.

The Economic Development Commission recommends that the Town Council approve the tax abatement for BT 2008 LLC.

**Actions Needed:**

Move to approve a tax abatement for BT 2008 LLC for their mixed-use project at 404 Berlin Turnpike. The abatement schedule for the residential portion of the project will be for 10 years at 70% in years 1 and 2, 60% in years 3 and 4, and 50% in years 5 through 7, 40% in year 8, 30% in year 9 and 20% in year 10. The abatement schedule for the commercial portion of the project will be for 10 years at 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy.

**Attachments:**

- 1) Application
- 2) Estimated taxes and abated taxes on the residential portion of the project.
- 3) Estimated taxes and abated taxes on the commercial portion of the project.
- 4) A copy of the letter to abutters

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

# Town of Berlin

Department of Economic Development

## Tax Abatement Application

Name of Operating Company: BT 2008 LLC

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

Name of Entity that will own the real estate: BT 2008 LLC

Mailing Address: 156 New BRITAIN AVENUE ROCKY HILL CT 06067

Project Address (If applicable): 414 BERLIN TOWN PIKE, 404 BERLIN TOWN PIKE

Phone Number: P 960-983-5146 Email: Pdaddo@CCIMCSL.COM

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

THE PROJECT IS A MIXED USE NEIGHBORHOOD. 20% MODERATE INCOME RENTAL APARTMENT, WITH WORK FORCE HOUSING AS WELL. 40 APARTMENTS PER BUILDING 5 BUILDING 200 APARTMENTS

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

45,792 SQFT LIVING AREA PLUS 11,400 SQFT PARKING GARAGE X 5 BUILDINGS OR 228,960 SQFT OF LIVING AREA PLUS 57,000 SQFT OF PARKING IN ADDITION TO A C-B HOUSE OF 4500 SQFT AND 5 FREE STANDING PARKING GARAGES

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

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

# Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: 38,000,000

Estimated Value of Additional Personal Property: 200,000

Number of Jobs to be Retained in Berlin: see Attached Schedule

Number of Jobs to be Created: 133 During Construction + 146 Permanent

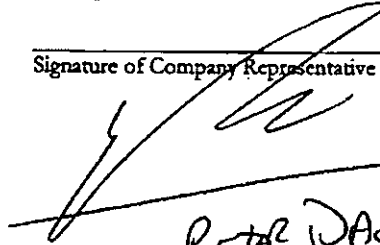
Additional Details (If needed): Full and Part Time Permanent Jobs 68

Permit Fees	S-App Building	\$450,000
	Club House	50,000
	C-Store	15,000
	Hotel	85,000
	Retail	50,000

\$650,000 Building Permit Fees

11-30-2027  
Date

Signature of Company Representative

  
PETER D'ADDA

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

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



156 New Britain Avenue, Rocky Hill, CT  
860-721-0005 or fax 860-563-3315

### **Overview of total project**

Major Traffic Generator will add divided highway cut in the Berlin Turnpike with easy access to the new neighborhood

200 Apartment units in five buildings creating 133 Construction jobs and (8 full time jobs) for the long future

Club house building providing recreation space and office space

---

The neighborhood creates the opportunity for the Hotel Building (18 full time jobs)

The retail building (30 full time and part time jobs)

The C-store with Dunkin (12 full time and part time jobs)

Permit fees for construction estimated \$650,000

Total Construction jobs for Apartment hotel retail and c-store 150 construction jobs and 68 full time and part time jobs

Added tax rolls for Apartments \$780,000 after abatement

Hotel	\$165,000
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Retail	\$82,000
--------	----------

C-store	\$40,000
---------	----------

Each use will retain its own Abatement request

Over \$1,100,000 of taxes added to the grand list with \$65,000,000 of value added to the Grand list



**Hotel 100 rooms**

**18 full time and part time employee**

**Retail building 7,400 sq ft**

**Bank 5 employee**

**Subway 6 to 8 employee**

**Hairdresser 6 to 8 employees**

**Pizza quick service delivery 6 to 8 full and part time employee**

**30 jobs in retail building**

**C-store with Dunkin**

**Dunkin 6 to 8 full and part time jobs**

**c-store 3 to 4 part- and full-time jobs**

**Summary**

**Full time and part time jobs created for full project**

**Apartments 8**

**Retail 30**

**Hotel 18**

**C-store 12**

**Sub Total 68 part and full time permeate jobs**

**Construction jobs three-to-five-year period 133 jobs**

**PRO FORMA - 10 YEAR TAX ABATEMENT FOR APARTMENTS ONLY (PROPOSED)**

Year	Actual Year	Estimated Assessment Increase $\Delta$	Mill Rate	Tax Abatement	Abatement Percentage	Real Estate Taxes	Added Vehicles #	Real Estate Taxes (Post-Abatement)	Net Taxes
1	2024	26,903,900	29.56	\$556,695	70.00%	\$ 795,279	\$77,595	\$238,584	\$ 316,179
2	2025	26,903,900	29.78	\$560,871	70.00%	\$ 801,244	\$78,177	\$240,373	\$ 318,550
3	2026	26,903,900	30.01	\$484,352	60.00%	\$ 807,253	\$78,763	\$322,901	\$ 401,665
4	2027	26,903,900	30.23	\$487,985	60.00%	\$ 813,308	\$79,354	\$325,323	\$ 404,677
5	2028	26,903,900	30.46	\$409,704	50.00%	\$ 819,407	\$79,949	\$409,704	\$ 489,653
6	2029	26,903,900	30.69	\$412,776	50.00%	\$ 825,553	\$80,549	\$412,776	\$ 493,325
7	2030	26,903,900	30.92	\$415,872	50.00%	\$ 831,745	\$81,153	\$415,872	\$ 497,025
8	2031	26,903,900	31.15	\$335,193	40.00%	\$ 837,983	\$81,762	\$502,790	\$ 584,551
9	2032	26,903,900	31.38	\$253,280	30.00%	\$ 844,268	\$82,375	\$590,987	\$ 673,362
10	2033	26,903,900	31.62	\$170,120	20.00%	\$ 850,600	\$82,993	\$680,480	\$ 763,472
11	2034	26,903,900	31.85			\$ 856,979	\$83,615	\$856,979	\$ 940,594
12	2035	26,903,900	32.09			\$ 863,406	\$84,242	\$863,406	\$ 947,649
13	2036	26,903,900	32.33			\$ 869,882	\$84,874	\$869,882	\$ 954,756
14	2037	26,903,900	32.58			\$ 876,406	\$85,511	\$876,406	\$ 961,917
15	2038	26,903,900	32.82			\$ 882,979	\$86,152	\$882,979	\$ 969,131
16	2039	26,903,900	33.07			\$ 889,601	\$86,798	\$889,601	\$ 976,399
17	2040	26,903,900	33.31			\$ 896,273	\$87,449	\$896,273	\$ 983,722
18	2041	26,903,900	33.56			\$ 902,996	\$88,105	\$902,996	\$ 991,100
19	2042	26,903,900	33.82			\$ 909,768	\$88,766	\$909,768	\$ 998,534
20	2043	26,903,900	34.07			\$ 916,591	\$89,431	\$916,591	\$ 1,006,023
	<b>Total</b>			\$ 4,086,848		\$ 17,091,521	\$ 1,667,611	\$13,004,673	\$ 14,672,284

**PRO FORMA - 10 YEAR TAX ABATEMENT - COMMERCIAL ONLY**

Year	Actual Year	Estimated Assessment Increase *	Mill Rate	Tax Abatement	Abatement Percentage	Real Estate Taxes	Personal Property Taxes	Real Estate Taxes (Post-Abatement)	Net Taxes
1	2024	6,162,900	29.56	\$127,523	70.00%	\$ 182,175	\$ 45,544	\$54,653	\$ 100,196
2	2025	6,162,900	29.78	\$128,479	70.00%	\$ 183,542	\$ 45,999	\$55,062	\$ 101,062
3	2026	6,162,900	30.01	\$110,951	60.00%	\$ 184,918	\$ 46,459	\$73,967	\$ 120,427
4	2027	6,162,900	30.23	\$111,783	60.00%	\$ 186,305	\$ 46,924	\$74,522	\$ 121,446
5	2028	6,162,900	30.46	\$112,621	60.00%	\$ 187,702	\$ 47,393	\$75,081	\$ 122,474
6	2029	6,162,900	30.69	\$113,466	60.00%	\$ 189,110	\$ 47,867	\$75,644	\$ 123,511
7	2030	6,162,900	30.92	\$114,317	60.00%	\$ 190,528	\$ 48,346	\$76,211	\$ 124,557
8	2031	6,162,900	31.15	\$115,174	60.00%	\$ 191,957	\$ 48,829	\$76,783	\$ 125,612
9	2032	6,162,900	31.38	\$96,699	50.00%	\$ 193,397	\$ 49,317	\$96,699	\$ 146,016
10	2033	6,162,900	31.62	\$97,424	50.00%	\$ 194,848	\$ 49,811	\$97,424	\$ 147,234
11	2034	6,162,900	31.85			\$ 196,309	\$ 50,309	\$196,309	\$ 246,618
12	2035	6,162,900	32.09			\$ 197,781	\$ 50,812	\$197,781	\$ 248,593
13	2036	6,162,900	32.33			\$ 199,265	\$ 51,320	\$199,265	\$ 250,585
14	2037	6,162,900	32.58			\$ 200,759	\$ 51,833	\$200,759	\$ 252,592
15	2038	6,162,900	32.82			\$ 202,265	\$ 52,351	\$202,265	\$ 254,616
16	2039	6,162,900	33.07			\$ 203,782	\$ 52,875	\$203,782	\$ 256,657
17	2040	6,162,900	33.31			\$ 205,310	\$ 53,404	\$205,310	\$ 258,714
18	2041	6,162,900	33.56			\$ 206,850	\$ 53,938	\$206,850	\$ 260,788
19	2042	6,162,900	33.82			\$ 208,401	\$ 54,477	\$208,401	\$ 262,878
20	2043	6,162,900	34.07			\$ 209,964	\$ 55,022	\$209,964	\$ 264,986
	<b>Total</b>			\$ 1,128,437		\$ 3,915,170	\$ 1,002,830	\$ 2,786,733	\$ 3,789,562



404 BERLIN TURNPIKE - BT 2008 LLC OVERALL TAX ABATEMENT COMPARISON - 2020 VERSUS 2024

10 YEAR COMMERCIAL AND 5 YEAR RESIDENTIAL - ORIGINAL ABATEMENT FOR OVER \$12.5 MILLION

10 YEAR CALCULATIONS					
RESIDENTIAL	COMMERCIAL	10 YR - 70/70/60/60/50/40/30/20	10 YR - 70/70/60/60/60/60/60/50/50	ABATEMENT AMOUNT	NET NEW TAXES TO TOWN
10 YR - 70/70/60/60/50/50/40/30/20				\$3,544,300	\$6,933,083
TOTAL TAXES TO BERLIN (\$)					
\$7,864,018					
20 YEAR CALCULATIONS					
RESIDENTIAL	COMMERCIAL	10 YR - 70/70/60/60/60/60/60/50/50	10 YR - 70/70/60/60/60/60/60/60/50/50	ABATEMENT AMOUNT	NET NEW TAXES TO TOWN
10 YR - 70/70/60/60/60/60/60/60/50/50				\$3,544,300	\$20,132,832
TOTAL TAXES TO BERLIN (%)					
\$22,561,827					

10 YEAR COMMERCIAL AND 10 YEAR RESIDENTIAL - PROPOSED FOR OVER \$25 MILLION

10 YEAR CALCULATIONS					
RESIDENTIAL	COMMERCIAL	10 YR - 70/70/60/60/50/40/30/20	10 YR - 70/70/60/60/60/60/60/60/50/50	ABATEMENT AMOUNT	NET NEW TAXES TO TOWN
10 YR - 70/70/60/60/50/50/40/30/20				\$5,215,286	\$5,677,970
TOTAL TAXES TO BERLIN (\$)					
\$6,608,905					
20 YEAR CALCULATIONS					
RESIDENTIAL	COMMERCIAL	10 YR - 70/70/60/60/60/60/60/60/50/50	10 YR - 70/70/60/60/60/60/60/60/60/50/50	ABATEMENT AMOUNT	NET NEW TAXES TO TOWN
10 YR - 70/70/60/60/60/60/60/60/60/50/50				\$5,215,286	\$18,461,846
TOTAL TAXES TO BERLIN (%)					
\$20,890,841					

THERE IS A DIFFERENCE OF ONLY \$1.67 MILLION BETWEEN WHAT THEY COULD HAVE GOTTEN IN 2020 VERSUS THE NEW PROPOSAL

& Total Taxes Includes Current Assessment Plus Post-Abatement Taxes Over the First 10 Years

% Total Taxes Includes Current Assessment Plus Post-Abatement Taxes Over the 20 Years

% Current Assessment on properties is \$3,823,500 or \$113,023 per year in current taxes - Estimated Taxes if no improvements are made is about \$2,430,000 over 20 years



January 2, 2024

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the development of a mixed-use project at 404 Berlin Turnpike. BT 2008 LLC will be constructing 200 apartments, a gas station, a retail building and a hotel. BT 2008 LLC has requested a tax abatement on the new development. This will not affect the taxes on your property, but will help a \$30,000,000 development come to fruition.

This matter is **scheduled** to be considered at the Town Council meeting on **Tuesday January 9th at Town Hall, 240 Kensington Road at 7:00 PM.** I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on January 9, 2024.

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

Sincerely,

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

Chris Edge  
Economic Development Director

Agenda Item No. 17  
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

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**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  
Ordnance  
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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