

Join Zoom Meeting

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Meeting ID: 833 1009 6756

Passcode: 027380

+1-301-715-8592 (Washington DC)

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 6, 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: Approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the Berlin High School Music and Theater Department Jazz with Pizzazz event. Total value of the donation is \$242. – Golf Course
2. Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the St. Paul School Garden Gala. Total value of the donation is \$242. – Golf Course
3. Topic re: accept the Timberlin Golf Course Men's Club donation of \$1300 towards the repair of the 1998 EZ GO cart known as the Goosenator. – Golf Course
4. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 350.00 for Animal Care and supplies & Vet fees valued at \$ 322 .00. - Animal Control

5. Topic re: Accept the donations of \$125 and appropriate the funds to the Supplies Expenditure Account. – Police Department
6. Topic re: Accept the donation of \$100.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
7. Topic re: Approve the appointments of PZC Commissioner Timothy Zigmont to the Regional Planning Commission and Alternate PZC Commission member John Diakun as alternate to the Regional Planning Commission. – Planning and Zoning Commission

H. NEW BUSINESS:

1. Topic re: Presentation of the Central Connecticut Health District Annual Report. – CCHD
2. Topic re: Approve the 2024 Timberlin Golf Course Rates. – Golf Course
3. Topic re: Adopt the 2024 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, if necessary. - Finance
4. Topic re: Approve the attached resolution to authorize the Town Manager to apply to the CT DECD for a \$200,000 additional municipal brownfields grant for the 889 Farmington Avenue and, if a grant is offered, to accept the grant, execute a grant proposal, grant agreement and other documents as necessary to secure and carry out the purposes of the grant and to appropriate the grant of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue, subject to approval of Corporation Counsel and to appropriate said funds to the Municipal Brownfields Grant account and to refer the appropriation to the Board of Finance. Also, to authorize the Town Manager to enter into a shared cost agreement with Newport Realty Group LLC to provide that it will install the geopiers at 55 Steele Boulevard as needed to support the planned buildings, subject to review and approval of Corporation Counsel. Also, to approve a \$50,000 Town match for the supplemental Municipal Brownfields grant for 55 Steele Boulevard from the Farmington Ave Development non-grant account (\$50,000), subject to Board of Finance approval of a non-budgeted appropriation transfer for this purpose. – Economic Development
5. Topic re: Approve the waiver of the town's purchasing requirements for Environmental Services Inc. (ESI) to mitigate firefighting foam for an amount not exceed \$30,000, since this is in the best interest of the town. All funds will be reimbursed by the State of Connecticut.. – Fire Administrator
6. Topic re: Approve a transfer of \$16,200 from the Development Services Clerical Personnel account to the Development Services Contractual Services account, both in the General Fund, pending approval by the Board of Finance and to waive the Town's purchasing guidelines and authorize the Town Manager to hire Planimetrics for consulting work in support of the settlement plan of Little House Living LLC, since this is in the best interest of the town. – Planning and Zoning
7. Topic re: Report out on responses concerning questions raised from Tax Sale at 0 Christian Lane.- Corporation Counsel
8. Topic re: Discussion only concerning 0 Christian Lane property and related tax sale timeline. - Town Manager

I. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board – Vacancy** – Replacement 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 term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Board of Ethics – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a R or U.
4. **Cemetery Committee – Vacancy** – Edward Hornkohl, Jr. has resigned. Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
5. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U.
6. **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).
7. **Constables – 5 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
8. **Golf Course Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U and must be a non-golfer (per ordinance).
9. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
10. **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).
11. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
12. **Parks and Recreation Commission – Vacancy** – Replacement would be until January 31, 2027. Can be filled with a D, R or U.
13. **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.
14. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.

- 15. Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U (depending on the above appointment).
- 16. Veterans' Commission** – Adam Revoir (U) term expires on January 31, 2024. Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
- 17. VNA – Vacancy** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 18. VNA – Vacancy** –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 19. VNA – Vacancy** –Replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 20. VNA –Vacancy** - Replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 21. VNA –Vacancy** - Replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 22. VNA –Vacancy** - Replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 23. Water Control Commission – Alternate - Vacancy** -Term would be until January 31, 2026.
Can be filled with a D, R or U.
- 24. Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026.
Can be filled with a D, R or U.
- 25. Water Control Commission – Alternate – Vacancy** –Term would be until January 31, 2027.
Can be filled with a D, R or U (Depending on the above two appointments).
- 26. Youth Services Advisory Board** – Cyndi McKinnon (Service Consumer) term expires January 31, 2024. Replacement term would be until January 31, 2027.

J. TOWN MANAGER'S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS' COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

January 23, 2024 Special Town Meeting
January 23, 2024

N. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2024

SUBJECT: Timberlin Golf Course – Berlin High School Music and Theater

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on January 18, 2024, approved the donation of a round of golf for four and two carts to be used for the Berlin High School Music and Theater Department silent auction. The Fundraiser is on May 31, 2024. Total value of the donation is \$242.

Funding:

No Funding Needed

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the Berlin High School Music and Theater Department Jazz with Pizzazz event. Total value of the donation is \$242.

Attachments:

- Email donation request from Band Parent Association.
- Fee Waiver Form

Prepared By:

Sol Guerrero, PGA – Director of Golf





Berlin High School Music and Theatre Department
EIN 06-6001580

January 20th 2024.

To whom it may concern,

The Berlin High School Music and Theatre Department is excited to be preparing for our biggest fundraiser of the year. We will host our annual Jazz with Pizzazz performance and event this May. This event will draw upwards of 200 people. Every dollar raised at this event goes to support approximately 60 plus students at our high school music programs. Each student takes part in a rewarding experience that instills positive attitude and self-image, learning work ethic, collaboration, and leadership. Our students take pride in representing Berlin and have an extraordinary level of musicianship.

We would like to ask for your support in providing us with a donation for our event. Your participation will provide you with great business exposure to the larger Berlin High School community. All donors will be recognized at our event and businesses can claim contributions as a tax deduction.

Maintaining a first-class high school music program of this caliber requires expertise, hard work, and financial support. This year's financial goals include providing scholarships to outgoing seniors, equipment maintenance and purchase, and enrichment opportunities for our students. Your contribution allows our talented high school musicians to continue to make music.

I appreciate you taking the time to read this letter and consider making a donation to help support our children's music education at Berlin High School. If you have any questions or need any additional information to consider our request, please do not hesitate to contact us.

Thank you in advance for understanding that ***YOU*** really can make a difference and for your generous gift!

Sincerely,

Smita Goulet, Secretary
Band Parent Association
% Berlin High School
139 Patterson Way Berlin, CT 06037
BHSBandparents@yahoo.com
Tel: 860 414 4813



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Berlin High School Music and Theater Department	Date: 1/25/24
Contact Name: Smita Goulet	
Phone Number: 860-414-4813	
Event: Jazz with Pizzazz Fundraiser	Date of Event: 5/31/24
Location of the Event: Berlin High School Gym	
What fee do you want waived: Round of Golf for four and two carts. Total \$242.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All proceeds will go towards supporting the Berlin High School music program. Approximately, 60 students are in the music program.	

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: Berlin High School Music and Theater - Jazz with Pizzazz

Comments:



Director of Golf

Signature

1/25/24

Date



Town Manager Signature

1/29/24

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.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2024

SUBJECT: Timberlin Golf Course – St. Paul School Garden Gala

Summary of Agenda Item:

The Timberlin Golf Commission, at its meeting on January 18, 2024, approved the donation of a round of golf for four and two carts to be used in the St. Paul School Garden Gala auction. The fundraiser is on March 23, 2024. Total value of the donation is \$242.

Funding:

No Funding Needed

Action Needed:

Move to approve the donation of a round of golf for four and two carts to be used as a raffle prize/silent auction item during the St. Paul School Garden Gala. Total value of the donation is \$242.

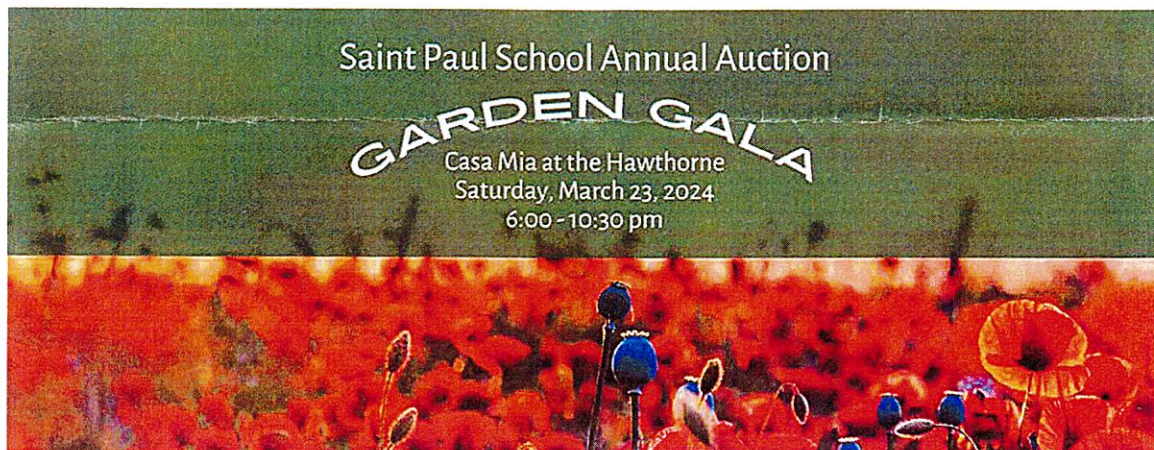
Attachments:

- Email donation request from Denise Nowakski.
- Fee Waiver Form

Prepared By:

Sol Guerrero, PGA – Director of Golf





12/26/2023

Timberlin Golf Course
330 Southington Rd
Berlin, CT 06037-3433

Dear Timberlin Golf Course,

Thank you for your contribution to our Annual Auction in the past! We are grateful for your support, which plays a key role in the success of our fundraising efforts. Our next auction event, the Garden Gala, will be held at the Casa Mia at the Hawthorne on March 23, 2024.

This year, we're reaching out to ask if you would consider donating again. By participating in our auction, you not only contribute to the financial health of our school but also increase your visibility within our tight-knit school and parish community.

Please find enclosed additional information about the event and our vision for its success. To learn more or submit your donation, feel free to visit our dedicated auction website. ourschool.auction/SPSGardenGala2024Auction

We cannot express our gratitude enough for your time and consideration. We are a registered 501(c)3 organization, your donation is completely tax deductible.

For questions or additional information, please contact Denise Nowakowski at: (860) 828-4343 Ext. 111 or d.nowakowski@stpaulkensington.org

Sincerely,
The Saint Paul School
Annual Auction Committee



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: St. Paul Schools Garden Gala	Date: 1/25/24
Contact Name: Denise Nowakowski	
Phone Number: 860-828-4343	
Event: Garden Gala Annual Auction	Date of Event: 3/23/24
Location of the Event: Casa Mia at the Hawthorne	
What fee do you want waived: Round of Golf for four and two carts. Total \$242.	
Identify the hardship incurred: None	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All proceeds will go towards supporting student tuitions.	

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: St. Paul School Garden Gala

Comments:



Director of Golf

Signature

1/25/24

Date



Town Manager Signature

1/29/24

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.

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

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 30, 2024
SUBJECT: Timberlin Golf Course – Men's Club Donation

Summary of Agenda Item:

The Timberlin Golf Course Men's Club would like to donate \$1300 towards the repair of the 1998 EZ GO cart known as the Goosenator. The Goosenator lessens the geese activity around the golf course. It prevents the geese from eating the grass, laying eggs, and leaving remains on the course. The total cost of the cart repair is \$2,520.

Funding:

No Funding Needed

Action Needed:

Move to accept the Timberlin Golf Course Men's Club donation of \$1300 towards the repair of the 1998 EZ GO cart known as the Goosenator.

Attachments:

None

Prepared By:

Sol Guerrero, PGA – Director of Golf



Consent
4

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 31, 2024

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

Period	Amount	Purpose	Donor*
Jan 13 , 2024 to Jan 26 , 2024	\$ 50.00 (value)	neuter voucher for Imp #041	F.O.B.A.C. Berlin
	\$ 62.00 (value)	Puppy Imp# 001 Vaccines	F.O.B.A.C. Berlin
	\$ 55.00 (value)	Dry & can cat cat litter	Dwight Hewins Berlin
	\$ 100.00 bank checks	Animal care	Thomas Ottman Berlin
	\$ 250.00 Ck # 6929	Animal Care	Richard Gagliardi Berlin
	\$ 60.00 (value)	Pup # 002/ 004 vaccines	F.O.B.A.C. Berlin
	\$ 30.00 (value)	Pup # 005 vaccines	F.O.B.A.C. Berlin
	\$ 65.00 (value)	case natural balance cat	Jim Chiodo Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 350.00 for Animal Care and supplies & Vet fees valued at \$ 322 .00.

ATTACHMENTS:

Thank you notes

PREPARED BY:

Janice Lund, Animal Control Officer

Handwritten initials "JD" in blue ink, enclosed within a circular blue ink stroke.



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

January 20, 2024

Evelyn and Hewins Dwight
191 Lincoln Street
Berlin, CT 07037

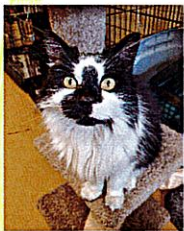
Dear Evelyn and Hewins,

Thank you very much for the extremely kind and thoughtful donation of the bag of Purina Dry cat food, can cat food, container of Tidy Cats Litter and the bedding. Your thoughtfulness will help the kitties in our care.

Thanks again.

Sincerely,

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



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



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

January 22, 2024

Thomas Ottman
53 Westview terrace
Berlin, CT 06037

Dear Thomas,

Thank you so much for your monthly donations of \$50 (\$100 in total).
We are so grateful for your continued support to the Berlin Animal Control
Shelter. It allows us to continue our vet care of the abandoned pets we take in.
Peace to you & your family this Holiday season.
Thanks again.

Sincerely,

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



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



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

January 22, 2024

Rich Gagliardi
1278 High Rd.
Kensington, CT. 06037

Dear Rich,

We want to thank you for the memorial gift of \$250 on the anniversary of your wife Deenie's passing. Her love of animals will live on through the animals in our care because of your remembrance of her.

All donations are used for vaccinations, neutering or any medical care that may be needed prior to adopting.

Deenie will always be a very special person in her love of animals.

Sincerely,

Jan Lund, ACO
Kate Matson, AACO



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



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

January 22, 2024

Jim Chiodo

Berlin, CT 07037

Dear Jim,

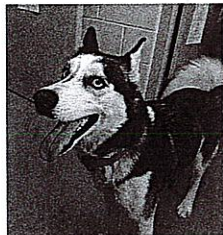
Thank you very much for the donation of a case of limited ingredient can cat food. We really appreciate your kindness in thinking of us. Your thoughtfulness will help the kitties in our care.

Thanks again.

Sincerely,

Jan Lund, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



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

K. Wall Agard

Animal Hospital Of Berlin

369 New Britain Rd
Kensington, CT 06037
860-828-1770



FOR: Animal Control Friends Of Berlin
P.O. Box 1
Kensington, CT 06037
()

Printed: 01-23-24 at 12:06p
Date: 01-23-24
Account: 2403
Invoice: 51260

Date	For	Qty	Description	Net Price
01-23-24	Case#23-0237 Ma	1	DISCOUNT RESCUE GROUP	-196.10
01-23-24	"Maxine"	1	Parvo Booster Vaccine	31.50
01-23-24		1	Complimentary Nail Clipping	0.00
01-23-24		1	Distemper Booster Vaccine	31.50
01-23-24		1	Rabies 1 Year Vaccine - Canine	54.50
01-23-24		1	Medical Waste Disposal Fee	12.90
01-23-24		1	Annual Wellness Physical Examination	95.70

Old balance	Charges	Payments	New balance
152.00	30.00	0.00	182.00

Patient	Total charges
Case#23-0237 Maxine	30.00

Reminders for: **Case#23-0237 Maxine** (Weight: 24.0 lbs - Last done

01-22-25	Rabies 3 Year Vaccine	
01-22-25	Annual Physical Examination	01-23-24
02-13-24	Parvo Booster Vaccine	01-23-24
02-13-24	Distemper Booster Vaccine	01-23-24

Next appointment for **Case#23-0237 Maxine** Qty
02-13-24 **At:** 8:00a **With:** AnimalHospitalofBerlin

Case#23-0237 Maxine's weight history (in lbs)

01-23-24	24.00
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THANK YOU FOR CHOOSING OUR PRACTICE !!

OUR GOAL IS TO:

- ~Treat each client's pet as if it were our own.
- ~Treat all patients with respect and dignity.

K. Wall

Animal Hospital Of Berlin

369 New Britain Rd
Kensington, CT 06037
860-828-1770



FOR: Animal Control Friends Of Berlin
P.O. Box 1
Kensington, CT 06037
()

Printed: 01-23-24 at 8:21a
Date: 01-22-24
Account: 2403
Invoice: 51226

Date	For	Qty	Description	Net Price
01-22-24	Case#23-0237 MJ	1	DISCOUNT RESCUE GROUP	-67.83
01-22-24		1	Complimentary Nail Clipping	0.00
01-22-24		1	Rabies 1 Year Vaccine - Canine	54.50
01-22-24		1	Parvo Booster Vaccine	31.50
01-22-24		1	Distemper Booster Vaccine	31.50
01-22-24		1	Annual Wellness Physical Examination	95.70
01-22-24		1	Medical Waste Disposal Fee	12.90
01-22-24	Case#23-0237 Mi	1	DISCOUNT RESCUE GROUP	-67.83
01-22-24		1	Complimentary Nail Clipping	0.00
01-22-24		1	Parvo Booster Vaccine	31.50
01-22-24		1	Rabies 1 Year Vaccine - Canine	54.50
01-22-24		1	Distemper Booster Vaccine	31.50
01-22-24		1	Annual Wellness Physical Examination	95.70
01-22-24		1	Medical Waste Disposal Fee	12.90

Old balance	Charges	Payments
92.00	60.00	0.00

New balance
152.00

Patient	Total charges
Case#23-0237 MJ	30.00
Case#23-0237 Mini	30.00

Reminders for: **Case#23-0237 MJ** (Weight: 26.0 lbs - 6m) Last done

01-21-25	Rabies 3 Year Vaccine	
01-21-25	Annual Physical Examination	01-22-24
02-12-24	Parvo Booster Vaccine	01-22-24
02-12-24	Distemper Booster Vaccine	01-22-24

Reminders for: **Case#23-0237 Mini** (Weight: 26.0 lbs - 6m) Last done

01-21-25	Rabies 3 Year Vaccine
----------	-----------------------

Agenda
Kwall

#23-0237

Animal Hospital Of Berlin

369 New Britain Rd
Kensington, CT 06037
860-828-1770



FOR: Animal Control Friends Of Berlin
P.O. Box 1
Kensington, CT 06037
()

Printed: 01-19-24 at 11:17a
Date: 01-19-24
Account: 2403
Invoice: 51176

Date	For	Qty	Description	Net Price
01-19-24	Case#23-0237 Co	1	DISCOUNT RESCUE GROUP	-274.55
01-19-24	"Cookie"	14	Clavamox 125 mg Chewable	44.65
	Give 1 tablet by mouth twice daily until gone.			
01-19-24		1	Skin Scraping	0.00
01-19-24		1	Fecal Dx Profile	62.00
01-19-24		1	Rabies 1 Year Vaccine - Canine	54.50
01-19-24		1	Parvo Booster Vaccine	31.50
01-19-24		1	Distemper Booster Vaccine	31.50
01-19-24		1	Medical Waste Disposal Fee	12.90
01-19-24		1	Physical Exam Medical/Surgical	99.50
Old balance				30.00
Charges				62.00
Payments				0.00
				New balance
				92.00

Patient	Total charges
Case#23-0237 Cookie	62.00

Reminders for: **Case#23-0237 Cookie** (Weight: 24.0 lbs - Last done

01-18-25	Rabies 3 Year Vaccine	
01-18-25	Intestinal Parasite Testing	01-19-24
02-09-24	Parvo Booster Vaccine	01-19-24
02-09-24	Distemper Booster Vaccine	01-19-24

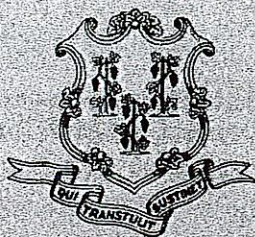
Next appointment for **Case#23-0237 Cookie** Qty
02-09-24 **At:** 8:00a **With:** AnimalHospitalofBerlin

Case#23-0237 Cookie's weight history (in lbs)

01-19-24	24.00
----------	-------

THANK YOU FOR CHOOSING OUR PRACTICE !!

117811



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
ANIMAL POPULATION CONTROL PROGRAM
450 Columbus Blvd., Hartford, Connecticut 06103

VACCINATION/STERILIZATION VOUCHER

Name/Eligible Owner (print) Note: Owner must be CT resident to receive benefits. Karen Winiarski				Adoption Date 01-14-24	
Street Address 35 Lake Drive				Telephone Number (860) 830-4181	
City/Town Meriden				State CT	Zip Code 06450
Type of Pet DOG ☐ M ☐ F CAT ☒ M ☐ F	Breed DLH	Color Gray/white	Approx. Age 3 y.o.	Impoundment Number 041	
I hereby attest that the information above is true and correct to the best of my knowledge.					
Signature/Eligible Owner Kate Winiarski Berlin				\$45 Fee ☒	
Animal Control Officer (Print) [Signature]				City/Town [Blank]	
Animal Control Officer (Signature) [Signature]				Telephone Number (860) 828-7055	

The above described animal was returned _____ (Date)	☐ Fee refunded by town
Signature/Animal Control Officer _____	☐ Fee refunded by APCP

TO BE COMPLETED BY PARTICIPATING VETERINARIAN

Reminder: Previously sterilized animals are not eligible for benefits. Please examine pet first.

Name of Practice (Print)		Business Telephone Number	
Street Address		City/Town	State
			Zip Code
I certify that the pet described above received the following services per program procedures.			Age
Cat ☐	Dog ☐	M ☐ F ☐	Sterilization Date _____
VACCINATIONS: Rabies ☐ Other _____		☐ PYOMETRA ☐ PREVIOUSLY STERILIZED ☐ DID NOT RETURN FOR SURGERY	
Signature/Veterinarian		Date	

This voucher must be used within 60 days from the adoption date to be eligible for benefits. A veterinarian may issue a medical extension if applicable. For more information, call (860) 713-2507 or e-mail us at agr.apcp@ct.gov.

DEPARTMENT OF AGRICULTURE USE ONLY

Approved ☐	\$45 Refund ☐	Void ☐	Signature/State Official	Date
-----------------------------------	--------------------------------------	-------------------------------	--------------------------	------

APCP-03

rev Oct-21

TOWN TREASURER

Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 30, 2024

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$125 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 \$125 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe DL

Consent
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 30, 2024

SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received a \$100.00 donation 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 donation of \$100.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe 

Consent

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 30, 2024

SUBJECT: Planning and Zoning Commission member appointment to the Capital Region Council of Governments, Regional Planning Commission

Summary of Agenda Item:

The Capital Region Council of Governments has requested that the Planning and Zoning Commission (PZC) appoint a member and an alternate to serve on the Regional Planning Commission (RPC). Berlin Planning and Zoning Commission members are appointed by the Town Council and therefore the PZC appointments to the RPC are required to be approved by Town Council.

At its January 18, 2024 meeting the Planning and Zoning Commission voted unanimously to appoint PZC Commissioner Timothy Zigmont to the Regional Planning Commission and Alternate PZC Commission member John Diakun as alternate to the Regional Planning Commission.

Funding:

No funding required.

Actions Needed:

Move to approve the appointments of PZC Commissioner Timothy Zigmont to the Regional Planning Commission and Alternate PZC Commission member John Diakun as alternate to the Regional Planning Commission.

Attachments:

CRCOG Request for appointments

Prepared By:

Maureen Giusti, Town Planner

mkj

TO: Municipal Planners and Planning Directors

FROM: Jacob Knowlton, Community Development Planner

SUBJECT: Appointments to CRCOG Regional Planning Commission

DATE: April 8, 2022

We request that your Planning Commission or Planning and Zoning Commission appoint a representative and alternate to serve on the RPC from the date of appointment through December 31, 2025. If your commission members are appointed by the Board of Selectmen or Town/City Council, the RPC appointments must also be approved by these bodies. Please return the attached form **by February 1, 2024.**

Your participation on the Regional Planning Commission ensures that the concerns of your municipality are reflected in regional plans and policies developed by the commission. Two of the main responsibilities of the RPC are to keep up-to-date a Plan of Conservation and Development for the Capitol Region, and to comment on zoning and subdivision proposals occurring along town lines.

Please make sure that the person appointed to the RPC is willing to attend our meetings on a regular basis, and if possible, please appoint an alternate who is willing to attend in the member's absence. The 2024 RPC Meeting Schedule is attached. Meetings will be held quarterly generally on the third Thursday of meeting months, as noted on the schedule. All RPC meeting packages will be emailed to the appointed representatives as all RPC business is done virtually, until further notice.

RPC meetings are used to keep planning and zoning officials informed of CRCOG projects and programs related to regional and local planning. In addition, workshop sessions on current planning and zoning topics are periodically held, and members are given time to share information on municipal planning issues.

We look forward to working with your town's RPC representative in the coming year. If you have any questions, please feel free to contact me at 860-724-4241 or jknowlton@crcog.org.

cc. Regional Planning Commission members and alternates.

Maureen Giusti

From: Capitol Region Council of Governments <jknowlton@crcog.org>
Sent: Tuesday, January 2, 2024 1:05 PM
To: Maureen Giusti
Subject: Regional Planning Commission Appointments



It's that time again...

2024 Regional Planning Commission Appointments



Per Regional Planning Commission Bylaws, RPC appointments must be made by each CRCOG member Municipality every two years. We request that your Planning Commission or Planning and Zoning Commission appoint a representative and alternate to serve on the RPC from the date of appointment through December 31, 2025. If your commission members are appointed by the Board of Selectmen or Town/City Council, the RPC appointments must also be approved by these bodies. Please return the attached google form below **by February 1, 2024.**

Your participation on the Regional Planning Commission ensures that the concerns of your municipality are reflected in regional plans and policies developed by the commission. Two of the main responsibilities of the RPC are to keep an up-to-date Plan of Conservation and Development for the Capitol Region, and to comment on zoning and subdivision proposals occurring along town lines.

Please make sure that the person appointed to the RPC is willing to attend our meetings on a regular basis, and if possible, please appoint an alternate who is willing to attend in the member's absence. The 2024 RPC Meeting Schedule is attached. Meetings will be held quarterly generally on the third Thursday of meeting months, as noted on the schedule. All RPC meeting packages will be emailed to the appointed representatives as all RPC business is done virtually, until further notice.

RPC meetings are used to keep planning and zoning officials informed of CRCOG projects and programs related to regional and local planning. In addition,

workshop sessions on current planning and zoning topics are periodically held, and members are given time to share information on municipal planning issues.

Please review the buttons below to find the appropriate memo with the 2024 RPC meeting schedule, as well as the Municipal RPC Appointment Google Form.

We look forward to working with your town's RPC representative in the coming year. If you have any questions, please feel free to contact me at 860-724-4241 or jknowlton@crcog.org.

* Hartford is unique in that it has four seats on the Regional Planning Commission in accordance with Special Act 73-79.

Official RPC Business will be Virtual

Hartford RPC Appointment Google Form

Hartford RPC Memo & Meeting Schedule

RPC Appointment Google Form

RPC Memo & Meeting Schedule

Training Requirements

Those in office on 1/1/2023 must complete four (4) hours of training by 1/1/2024, and once every four years thereafter, or once every term for which such member is elected or appointed if such term is longer than four years per **Public Act 21-29** (as amended 10/1/2023).

More Info

Email Jacob with any questions at jknowlton@crcog.org

REGIONAL PLANNING COMMISSION 2024 MEETING SCHEDULE

7:00 PM on Zoom until further notice

March 21, 2024 (Thursday)

June 18, 2024 (Tuesday)

September 19, 2024 (Thursday)

November 21, 2024 (Thursday)

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 30, 2024
SUBJECT: Presentation of Central Connecticut Health District

Summary of Agenda Item:

Presentation of the Central Connecticut Health District Annual Report.

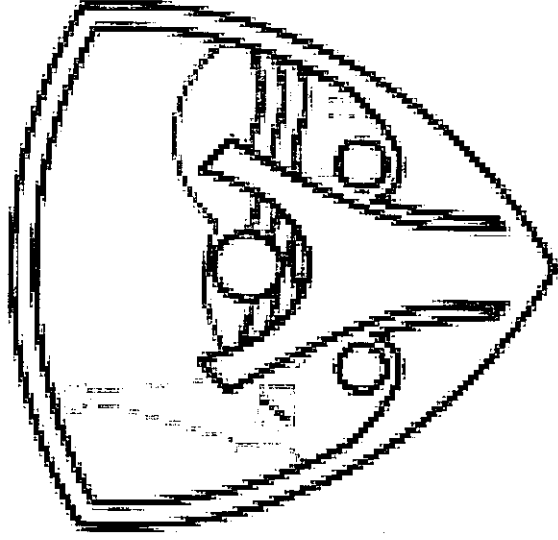
Action Needed:

No action needed

Attachments:

Presentation

Prepared By: Kate Wall, Town Clerk



**Central
Connecticut
Health
District**

**2024
Annual Update
To
Our Member Towns**



PREVENT

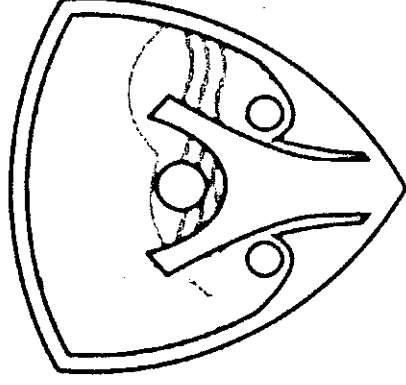
PROMOTE

PROTECT

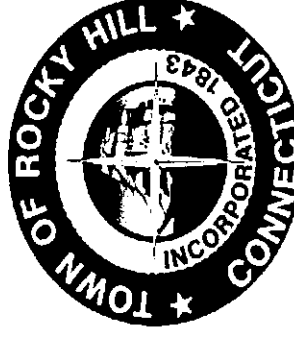
Presented by
Charles K. Brown Jr., MPH
Director of Health

General Information about CCHD

The local health department
for the towns of Berlin,
Newington, Rocky Hill and
Wethersfield serving a
combined population of
98,348



Central
Connecticut
Health
District



- Founded in 1996 – 28 years of providing a broad range of public health services to its member towns

General Information about CCHD

One of 20 regional public health departments in CT

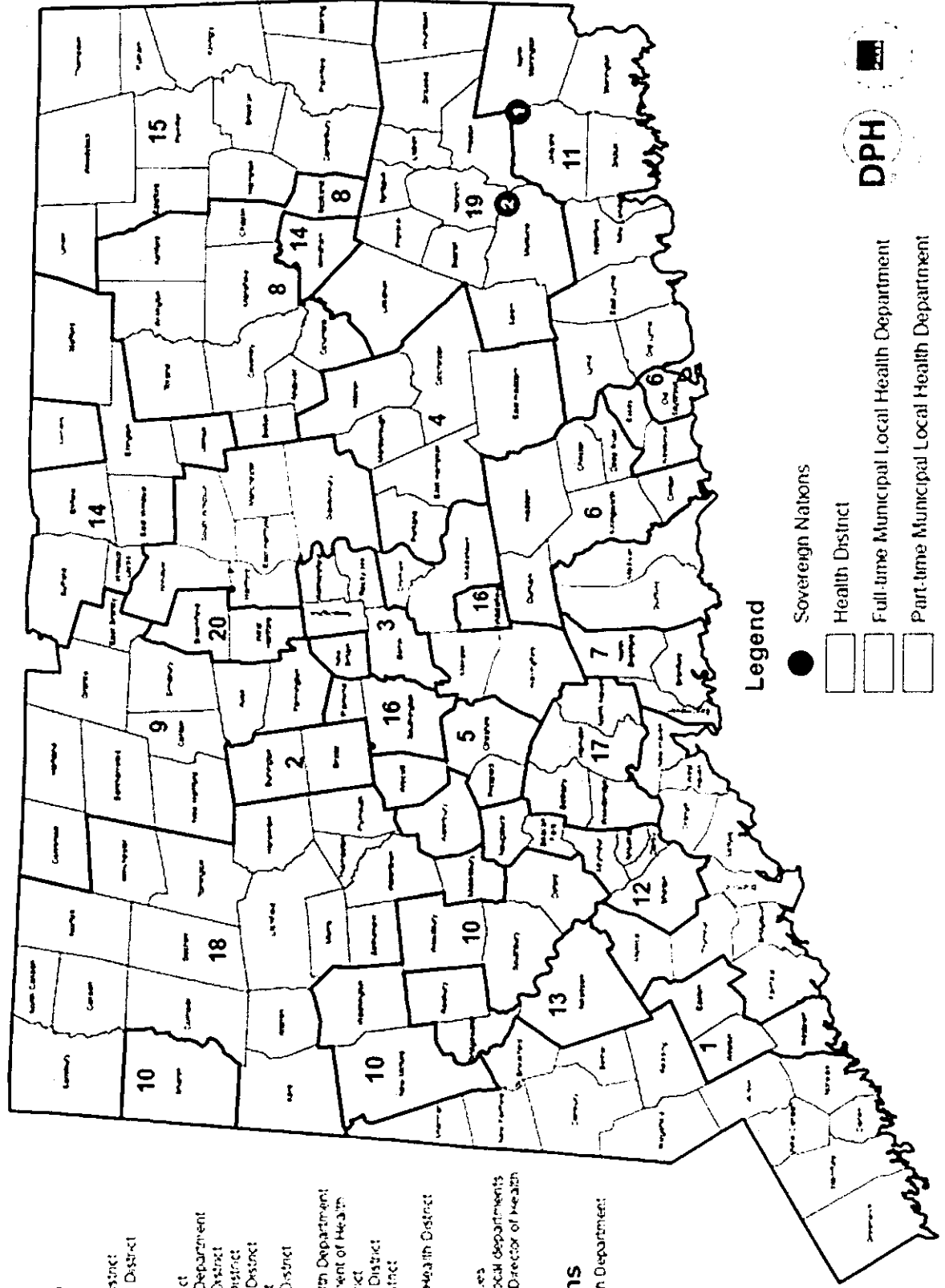
Health Districts*

- 1 Aspetuck Health District
- 2 Bristol-Burlington Health District
- 3 Central Connecticut Health District
- 4 Chatham Health District
- 5 Chesapeake Health District
- 6 CT River Area Health District
- 7 East Shore District Health Department
- 8 Eastern Highlands Health District
- 9 Farmington Valley Health District
- 10 Housatonic Valley Health District
- 11 Ledge Light Health District
- 12 Naugatuck Valley Health District
- 13 New Britain Health District
- 14 North Central District Health Department
- 15 Northeast District Department of Health
- 16 South Central Health District
- 17 Quinebaug Valley Health District
- 18 Torrington Area Health District
- 19 Uncas Health District
- 20 West Hartford-Bloomfield Health District

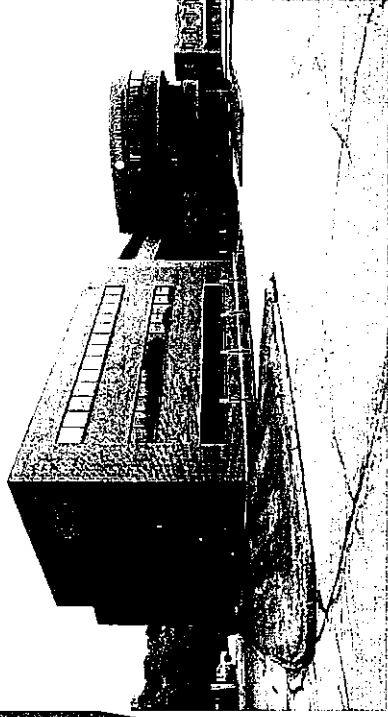
*Health Districts are town's, cities and boroughs united to form local departments of health and have a full-time Director of Health

Sovereign Nations

- 1 Mashantucket Pequot Health Department
- 2 Mohegan Tribal Health



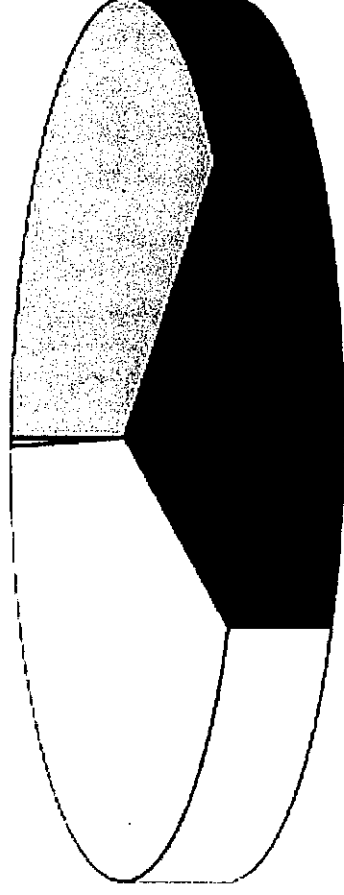
General Information



- Central Office in Rocky Hill
 - 2080 Silas Deane Highway Suite 100
- 15 full-time employees including several grant funded positions
- Over 50 active professional and lay volunteers
- Oversight from a 14-member Board of Health made up of board members appointed by the member towns (based on population) and the Director of Health
 - Berlin – 3 board members
 - Newington – 4 board members
 - Rocky Hill – 3 board members
 - Wethersfield – 3 board members

2022-2023 Revenues:

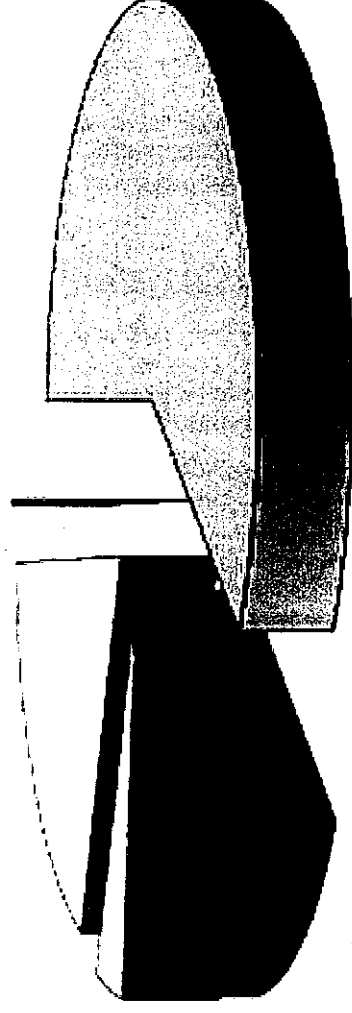
Total Revenue \$1,756,477



- Town Contributions (@ \$7.00 per capita); \$690,690
- Program Revenue; \$309,910
- Grants (Federal, State, Other); \$749,844
- ▣ Interest Income; \$6,033

2022-2023 Expenditures:

Total Expenditures \$1,693,809



- Salaries; \$1,009,492
- Employee Benefits; \$293,926
- Prof./Contract; \$69,149
- Program/Operating; \$316,568
- Other; \$4,674

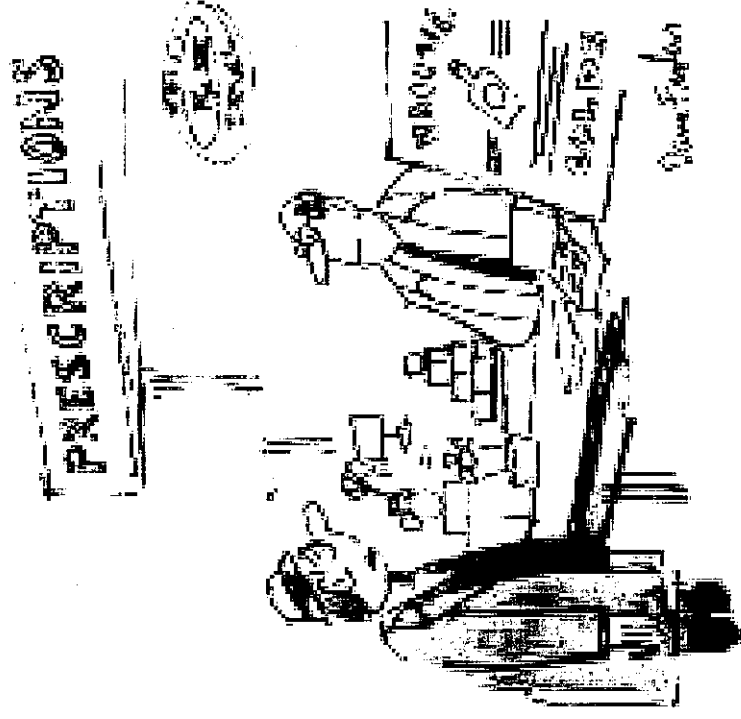
Health Care and Public Health

Similar but different

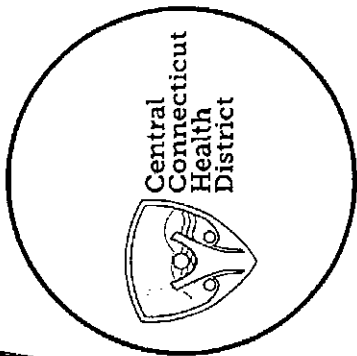
	Health Care	Public Health
Primary Focus	The individual	Population as a whole
Intervention	Diagnosis and treatment	Assessment Policy development Assurance
Process	Management of patient care	Systems management: ➤ Environment ➤ Human behavior
Outcome	Return of the individual to health	Healthy community

Purpose of a Public Health Agency

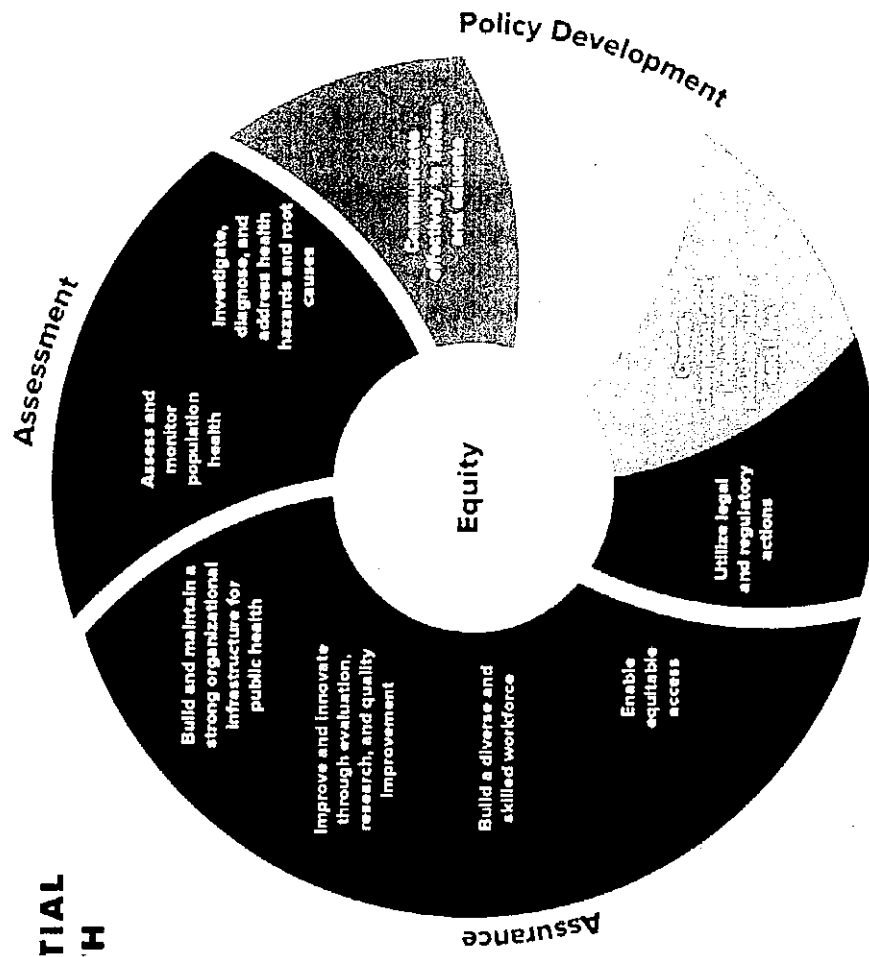
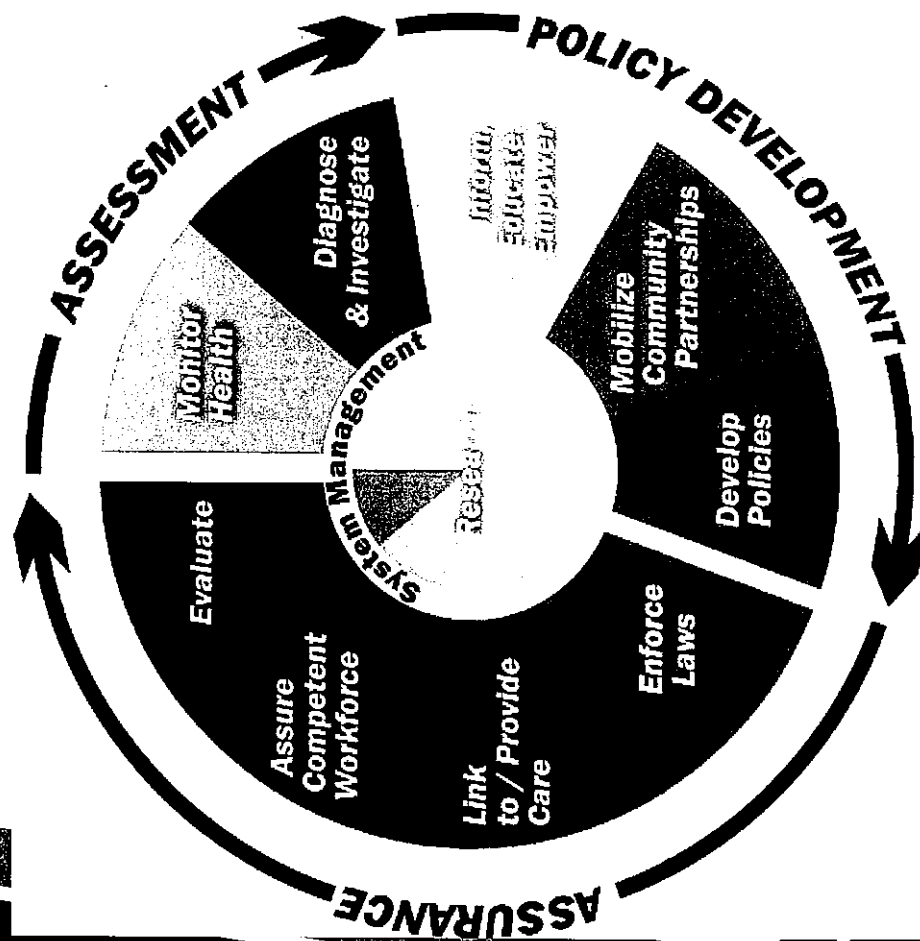
- Prevent epidemics and the spread of disease
- Protect against environmental hazards
- Prevent injuries
- Promote and encourage healthy behaviors
- Respond to disasters and assist communities in recovery; and
- Assure the quality and accessibility of health services



© 1999 by the American Public Health Association

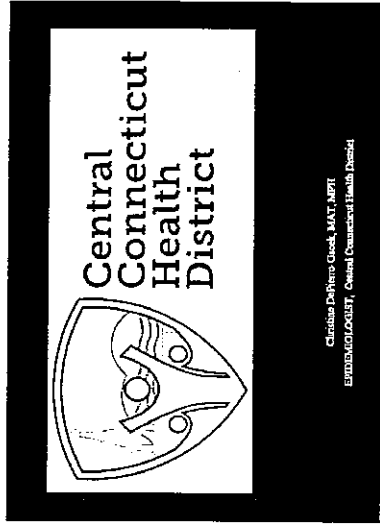


Ten Essential Public Health Services



Prevent Epidemics and the Spread of Disease

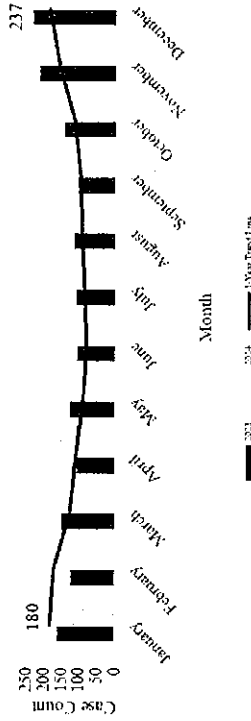
WEEKLY EPIDEMIOLOGIST REPORT
January 29, 2024



INFLUENZA SURVEILLANCE

Data for Influenza-like Illness (ILI) is as of January 29, 2024 from EpiCenter. The graph below is the syndromic surveillance of hospital and urgent care visits due to ILI five-year average trend line (2018-2022) compared to this year and last year's cases. Other circulating respiratory viruses can present as influenza-like illness. ILI is defined as having a fever and a cough or sore throat.

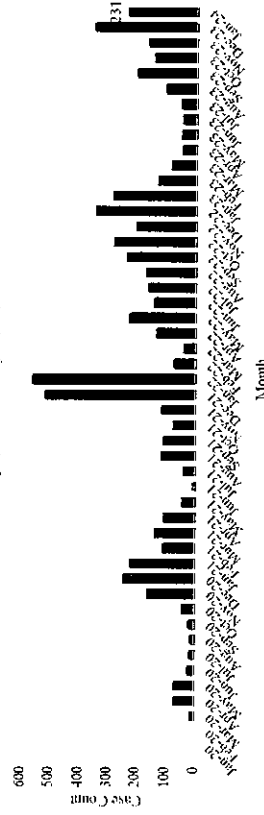
Hospital and Urgent Care Visits due to Influenza-like Illness (ILI)
Central Connecticut Health District
January 1, 2023 - January 29, 2024



COVID-19 SURVEILLANCE

Data for COVID-19 is as of January 29, 2024 from EpiCenter. The bar graph below illustrates the syndromic surveillance of hospital and urgent care visits due to COVID-19 (those experiencing symptoms with a COVID-19 diagnosis) in our district. Fifty-four cases were reported between 1/22/24-1/28/24.

Hospital and Urgent Care Visits Due to COVID-19
Central Connecticut Health District
(Berlin, Newington, Rocky Hill, & Wallingford)
January 1, 2020 - January 29, 2024

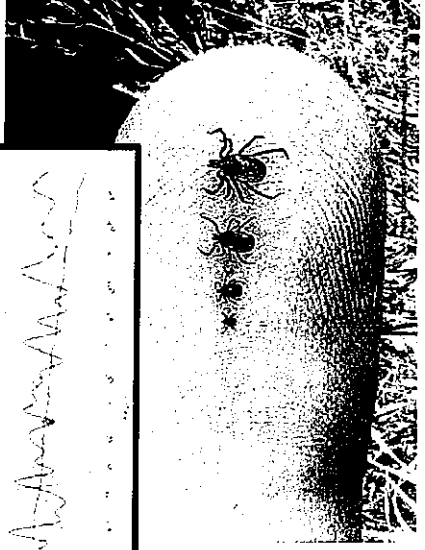


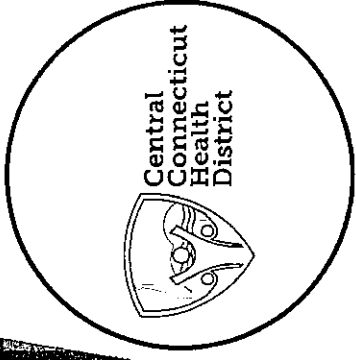
COVID-19 Wastewater Surveillance

As of January 25, 2024, the nationwide wastewater viral activity level for COVID-19 is currently high at a level of 7.2 (-2.18 from previous reporting period) (see the black line in the figure to the right) along with the Northeast region with a level of 6.16 (-1.76 from previous reporting week) (blue line). Connecticut has paused wastewater surveillance until capacity at the State Public Health Laboratory has increased and additional water management facilities are onboarded to the Connecticut Wastewater Surveillance Program.



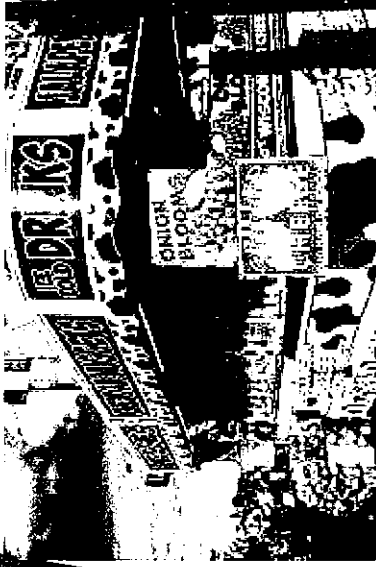
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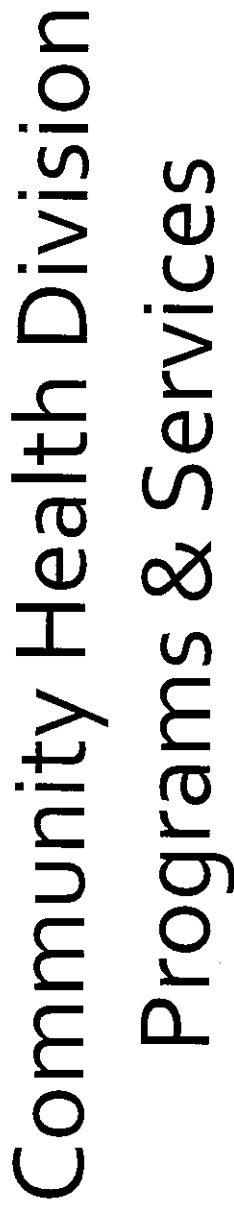
CCHD Environmental Health Division

- Over 1,500 food service, temporary event, septic, pool, motel/hotel and salon inspections *annually*
- Plan reviews, permits & inspections for septic systems and water supply wells



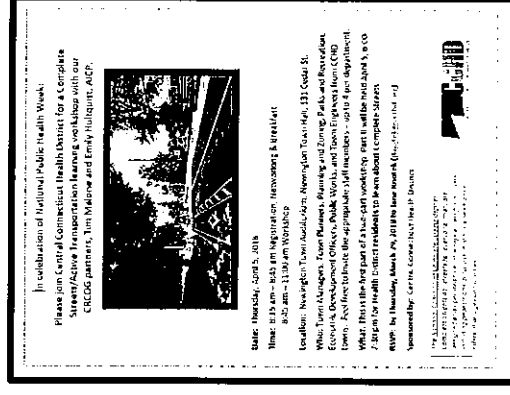
- Responded to 223 complaints (2022)

- Work with State Attorney's Office, CT Dept. of Public Health and Local Town's Social Services to address complex issues, especially housing (hoarding)



Preventive Health Block Grant: Chronic Disease Reduction

- Prevention thru policy changes
 - From communal learning conference to municipal policy
- Prevention thru health promotion
 - Four-Town Walking Competition
 - Bike repair stations/bike racks



Forum of Bibliocraft



CHURCHMAN, ALFRED C. 1891-1971

1. **Intermittent Nausea:** Low levels of the neurochemicals of Wellbutrin (Bupropion HCL) have been associated with the development of a flu-like syndrome, especially in patients prescribed a 150 mg daily regimen. In many cases, the flu-like symptoms are associated with the early hours of the day, 20% of which are considered "nausea-free." I have noted a low level of bupropion in a patient who was experiencing flu-like symptoms, but no other symptoms.

6. read evaluation and, and - Ten APPROVE THE CONCEPTS, THE LISTS POLICY

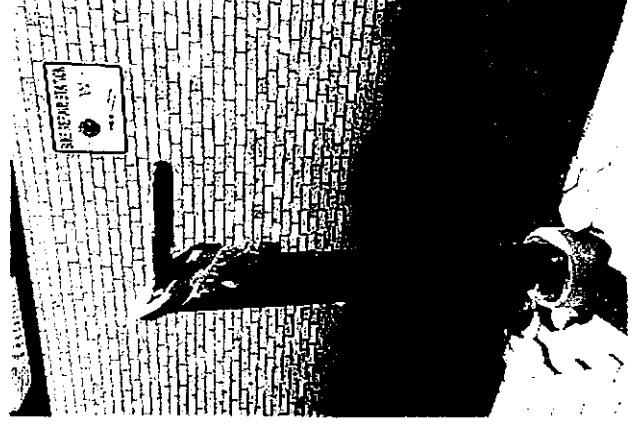
$$\text{Note: } \forall i \in \{1, \dots, n\}, \text{ if } \lambda_i \neq 0, \text{ then } \lambda_i \in \mathbb{R} \text{ and } \lambda_i \neq 0.$$
[illegible]

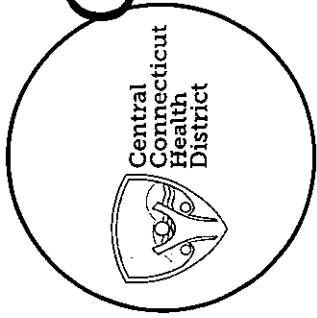
collectively holds the title of *Iron Horse*, and he held that office since August 2009.

possible such a few dislocations are thus be required by the study on isolated dislocations of the

[illegible][illegible]

we will use the notation σ^i for $\sigma^i(\mathbf{a}, \mathbf{b})$ and $\sigma^i(\mathbf{a})$ for $\sigma^i(\mathbf{a}, \mathbf{a})$.


$$\int_{\mathbb{R}^n} \phi(x) dx = \int_{\mathbb{R}^n} \phi(x) dx$$



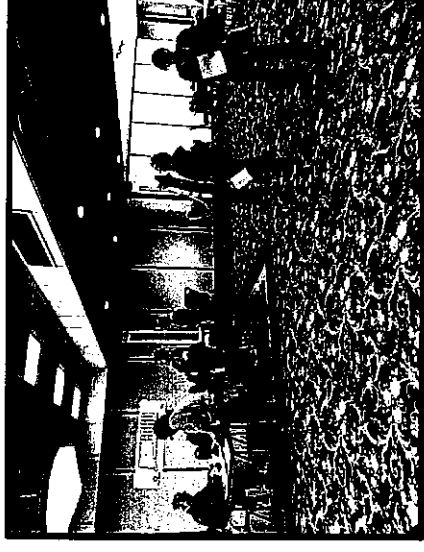
Community Health Division Programs & Services

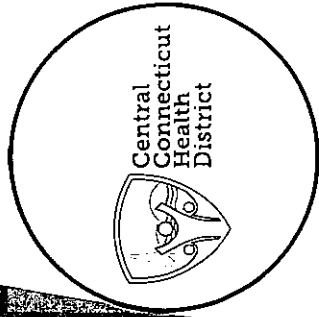
Vaccination Program

- Flu Clinics Each October: three goals
 - Prevent influenza morbidity & mortality
 - Practice for public health emergency
 - Provide revenue for the agency
 - Also homebound
- COVID Vaccination Clinics
 - 38 clinics + homebound

Putting On Airs (POA)

- Asthma Educator & Environmental Specialist
- Home visits/Virtual began during the pandemic





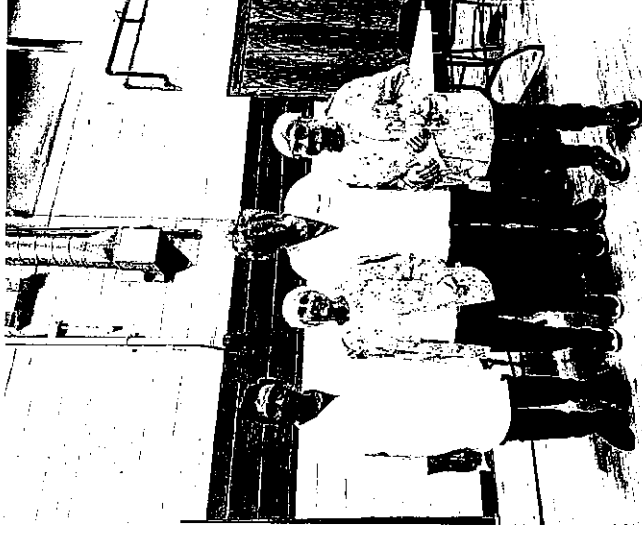
Clinical Health Services

Programs & Services

Immunizations:

- Influenza (child, adult & senior high dose)
- October mass vaccine clinics & CHS appointments
- Possibly COVID-19 vaccination in the fall
- Community CTWiz educational classes
- Testing/Screenings:

- Hepatitis C antibody screenings
- Blood pressure screenings
- Rapid PCR COVID testing



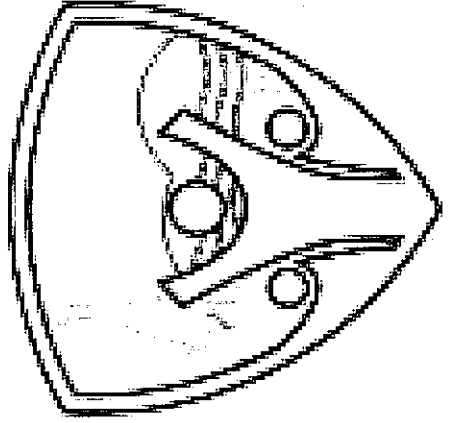
Preparation for the Future

- Administrative and Health Policies
 - CCHD Strategic Plan Adopted
- Community Health Assessment and Improvement Planning
- Community Engagement

Our thanks
to our member towns
and to you, our public,
for your continued support.

For more information please visit our website at:

www.ccthd.org



**Central
Connecticut
Health
District**

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 25, 2024

SUBJECT: Timberlin Golf Course – 2024 Timberlin Golf Course Rates

Summary of Agenda Item:

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2024 Timberlin Golf Course Rates. Upon further review, it is the Golf Commission's recommendation to have no increase in golf rates for 2024.

Please refer to attachments.

Funding:

No Funding Needed

Action Needed:

Move to approve the 2024 Timberlin Golf Course Rates.

Attachments:

- Proposed 2024 Rates
- FY25 Budget

Prepared By:

Sol Guerrero, PGA – Director of Golf

A handwritten signature in blue ink, consisting of the letters 'Sol' in a cursive, stylized font, enclosed within a circular loop.

TIMBERLIN GOLF CLUB
PROPOSED RATES AND PROJECTED REVENUE
FOR CALENDAR YEAR 2024

DESCRIPTION	2023 ACTUAL	2023 Rates	Proposed 2024 Rates	PROJECTED 2024 REVENUE USING 2023	Sub-Total	Rate Variance 2022 vs. Proposed 2023	COMMENTS
RESIDENT							
SEASON PASSES							
Adult Unlimited	30	\$1,125.00	\$1,125.00	\$33,750.00		\$0.00	Anytime
Senior Unlimited	28	\$840.00	\$840.00	\$23,520.00		\$0.00	Anytime
Senior Restricted	95	\$515.00	\$515.00	\$48,925.00		\$0.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Super Senior Restricted	6	\$200.00	\$200.00	\$1,200.00		\$0.00	New Rate for those age 90 and above
Junior Unlimited	16	\$465.00	\$465.00	\$7,440.00		\$0.00	Anytime
Junior Restricted	19	\$340.00	\$340.00	\$6,460.00	\$121,295.00	\$0.00	Monday - Friday and Saturday - Sunday after 3:00 pm
GREENS FEES							
Weekday 18	523	\$33.00	\$33.00	\$17,259.00		\$0.00	
Weekday Sr 18	548	\$23.00	\$23.00	\$12,604.00		\$0.00	
Weekday 9	629	\$21.00	\$21.00	\$13,209.00		\$0.00	
Weekday Sr 9	1,426	\$15.00	\$15.00	\$21,390.00		\$0.00	
Weekend 18	1,639	\$36.50	\$36.50	\$59,823.50		\$0.00	
Weekend 9	561	\$22.50	\$22.50	\$12,622.50	\$136,908.00	\$0.00	
NON RESIDENT							
SEASON PASSES							
Adult Unlimited	15	\$1,600.00	\$1,600.00	\$24,000.00		\$0.00	Anytime
Senior Unlimited	20	\$1,400.00	\$1,400.00	\$28,000.00		\$0.00	Anytime
Senior Restricted	18	\$1,075.00	\$1,075.00	\$19,350.00		\$0.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Unlimited	4	\$500.00	\$500.00	\$2,000.00		\$0.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Restricted	14	\$350.00	\$350.00	\$4,900.00	\$78,250.00	\$0.00	Monday - Friday and Saturday - Sunday after 3:00 pm
GREENS FEES							
Weekday 18	1,627	\$41.00	\$41.00	\$66,707.00		\$0.00	
Weekday Sr 18	2,084	\$33.00	\$33.00	\$68,772.00		\$0.00	
Weekday 9	513	\$25.00	\$25.00	\$12,825.00		\$0.00	
Weekday Sr 9	1,378	\$20.75	\$20.75	\$28,593.50		\$0.00	
Weekend 18	2,879	\$45.00	\$45.00	\$129,555.00		\$0.00	
Weekend 9	458	\$28.00	\$28.00	\$12,824.00	\$319,276.50	\$0.00	
OTHER							
14,530							
CART FEES							
18 Holes	12,602	\$22.57	\$22.57	\$284,427.14		\$0.00	
9 Holes	10,191	\$14.10	\$14.10	\$143,693.10		\$0.00	
18 Holes Cart Punch	121	\$203.13	\$203.13	\$24,578.73		\$0.00	10 Rides for the price of 9 Rides
9 Holes Cart Punch	185	\$126.90	\$126.90	\$23,476.50		\$0.00	10 Rides for the price of 9 Rides
Single Rider 18	5	\$30.00	\$30.00	\$150.00		\$0.00	
Single Rider 9	4	\$20.00	\$20.00	\$80.00	\$476,405.47	\$0.00	
DRIVING RANGE							
Range Balls - Small	3,115	\$5.00	\$5.00	\$15,575.00		\$0.00	
Range Balls - Large	976	\$9.00	\$9.00	\$8,784.00		\$0.00	
Outing Range Fee		\$5.00	\$2.50	\$0.00	\$27,259.00	-\$2.50	
Jr Range Pass/ HS Fee	5			\$2,900.00			
OUTINGS							
Shotgun under 100 players	639	\$63.00	\$63.00	\$40,257.00		\$0.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Shotgun over 100 players	1,544	\$58.00	\$58.00	\$89,552.00		\$0.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Night Golf	90	\$40.00	\$40.00	\$3,600.00	\$133,409.00	\$0.00	Includes Green Fee, Glow Equip and \$5.00 Prize Fund for Pro Shop.
MILITARY							
WD 18 holes	255	\$25.00	\$25.00	\$6,375.00		\$0.00	Anytime
WD 9 holes	774	\$15.00	\$15.00	\$11,610.00	\$17,985.00	\$0.00	Anytime
LEAGUES							
Resident	1,954	\$19.00	\$19.00	\$37,126.00		\$0.00	
Resident Senior	694	\$16.00	\$16.00	\$11,104.00		\$0.00	
Non Resident	2,856	\$21.50	\$21.50	\$61,404.00		\$0.00	
Non Resident Senior	1,610	\$17.50	\$17.50	\$28,175.00	\$137,809.00	\$0.00	
SPECIALS							
Publications	1,409	\$40.00	\$40.00	\$56,360.00		\$0.00	Monday - Friday anytime or Saturday - Sunday after 12 PM
Twilight	2,120	\$23.00	\$23.00	\$48,760.00		\$0.00	Total Cost \$33 plus, includes 9 Hole Cart. Time varies by month.
Junior 18	766	\$19.00	\$19.00	\$14,554.00		\$0.00	
Junior 9	3,153	\$12.00	\$12.00	\$37,836.00	\$157,510.00	\$0.00	Monday - Friday anytime or Saturday - Sunday after 12 PM
Misc Rounds (Specials)	1828			\$0.00			
76,917 Total Projected 2024 Revenue				\$1,606,106.97	\$1,606,106.97		
Golf Revenue				\$914,654.50			
Season Passes				\$199,545.00			
Cart Revenue				\$476,405.47			
Driving Range				\$28,000.00			
Sub-Total				\$1,618,604.97			
Restaurant Rent				\$49,749.00			
Total Projected Income				\$1,668,353.97			
Total Proposed Budget				\$1,616,725.00			
Net Income/(Loss)				\$51,628.97			

NOTES

1. Timberlin Policies and Definitions contain complete details regarding resident/age eligibility and golfing at Timberlin. This info is available on the Golf Pass application.
2. **Non-resident taxpayers** with \$1,000 of personal property taxes paid in current year. Timberlin and Town of Berlin Employees entitled to resident rates.
3. Season Pass Card Holders must obtain a Timberlin ID (no charge) at Timberlin Pro Shop, to be eligible. Lost card replacement cost \$2. Card not presented fee \$1 after first offence.
4. Does not include Capital Improvement Program Fees (\$1.00 - 9 holes, \$2.00 - 18 holes). Does not include CT Sales Tax.
5. At the discretion of the Director of Golf **regular** green fees up to 30% may be reduced for aeration weeks, days showing minimal advance bookings, spring/fall season, etc.).
6. Rain checks will not be given for CIP fees
7. Season passes cannot be used during outings
8. Specials indicate Greens Fees only. Cart is additional.

GENERAL FUND BUDGET FY2024/25							
EXPENSE							
		FY25					
Account	Description	FY23 Actual	FY24 Adopted	FY24 Amended	Department Requested	Manager Approved	Bd of Fin Approved
2543 - Golf Course							
51 Wages-Salaries							
51100.00000	Department Head	44,621	75,000	77,625	\$79,954		
51125.00000	Mid-Managers Personnel	99,273	103,041	103,041	107,434		
51135.00000	Blue Collar Personnel	192,488	200,772	200,772	205,718		
51160.00000	Cart Haulers (Starters, Rangers, previously pd by Pro)	93,339	139,776	139,776	159,708		
51305.00000	Commission Secretary	1,225	1,625	1,625	1,625		
51400.00000	Overtime	21,657	31,226	31,226	31,226		
51510.00000	Part time & Summer Help	36,880	50,000	50,000	50,000		
51805.00000	Longevity	2,050	3,300	3,300	3,300		
Wages-Salaries Total		491,534	604,740	607,365	638,965	0	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	19,506	21,594	21,594	13,903		
52100.00000	Social Security	35,941	46,379	46,580	48,819		
52110.00000	Unemployment Compensation	(864)	17,500	17,500	17,500		
52200.00000	Pension	24,907	32,460	32,723	29,099		
52220.00000	Insurance, Life, Disability	1,190	2,007	2,029	1,703		
52235.00000	Health Insurance	60,679	92,772	92,772	99,844		
52300.00000	Uniforms	3,656	7,000	7,000	7,400		
Fringe Benefits Total		145,014	219,712	220,198	218,268	0	0
53 Professional/Technical							
53102.00000	Electricity	44,939	71,105	71,105	70,350		
53105.00000	Natural Gas	24,855	22,500	22,500	24,107		
53106.00000	Vehicle Fuel	32,217	51,750	51,750	51,750		
53201.00000	Supplies	3,224	4,500	4,500	4,500		
53202.00000	Irrigation	33,243	22,500	22,500	35,000		
53208.00000	Equipment	7,118	10,000	8,663	10,000		
53219.00000	Operating Materials	4,895	7,500	7,500	12,500		
53233.00000	Vehicle Parts	16,964	35,500	35,500	35,500		
53241.00000	Sand, Divot Mix, & Stone	8,456	13,000	13,000	17,500		
53243.00000	Fertilizer, Seed, Chem.	116,250	130,000	130,000	150,000		
53245.00000	Maintenance & Repair	21,057	30,000	30,000	40,000		
53501.00000	Pro Share - Cart Revenue	15,133	0	0	0		
53510.00000	Golf Pro - Contractual Services	115,820	90,000	90,000	90,000		
53513.00000	Range, Green, Trap, Tee, Cart Paths	0	0	0	5,000		
53603.00000	Golf Cart Lease	52,741	78,750	80,087	80,087		
53730.00000	Insurance	37,664	32,289	32,289	28,778		
53813.00000	Computer Support	7,671	17,120	17,120	15,000		
53823.00000	Refuse Disposal	6,861	7,890	7,890	8,679		
53902.00000	Telephone	1,624	4,000	4,000	2,000		
53917.00000	Water & Sewer	8,892	14,641	14,641	17,500		
53932.00000	Waterways Treatment	4,775	6,000	6,000	7,500		
53940.00000	Advertising	8,500	10,000	10,000	10,000		
53941.00000	Bank Fees for Credit Card Usage	32,355	33,241	33,241	38,241		
53944.00000	Organizational Fees	455	2,000	2,000	1,500		
53945.00000	Training	225	300	300	500		
53950.00000	Internet Service	5,443	11,762	11,762	3,200		
Professional/Technical Total		611,377	706,348	706,348	759,192	0	0
54 Capital Outlays							
54000.00516	Bridges	0	0	10,000	0		
54000.00128	Toro Tri-Plex Greensmower	0	0	0	67,359	0	0
Capital Outlays Total		0	0	10,000	67,359	0	0
Golf Course Total		1,247,924	1,530,800	1,543,911	1,683,784	0	0

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 18, 2024
SUBJECT: 2024 Fee Schedule

Summary of Agenda Item:

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2023 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

Funding:

Not applicable - no cost impact to the Town of Berlin

Action Needed:

Move to adopt the 2024 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, if necessary.

Attachments:

Proposed 2024 fee schedule
Summary of fee schedule changes

Prepared By:

Kevin Delaney, Finance Director 

2024 Town of Berlin Fee Schedule Changes

- **New fees:** None
- **Fee changes:**
 - CCHD: fees were last updated effective 7/1/2023
 - Senior Center: increased the fee for new non-resident memberships \$12.00
 - Parks & Recreation:
 - Increased basketball & summer program rates \$5.00
 - Increased Public Grounds rates for non-local/for-profit groups
 - Increased per-hour charge for lights on playing fields
 - Water Control: updated permit & connection charges
 - Timberlin changes as outlined by the Golf Course Director
- **Request approval to update the fee schedule if CCHD updates their regional fees or if any Statutory-based fees are increased during 2024**

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

Animal Control	Town Fee	State Fee	Total
Inpounded dog redemption (see notes at the bottom of this document)	15.00		15.00
Animal adoption	5.00	45.00	50.00
Quarantine of animal (per day - state)	15.00		15.00
Associated Legal Fees	Actual Cost		Actual Cost
Advertising of animal	15.00		15.00
Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00
Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost
Removal of feces (Ticket is issued) – Code Section 3-12	50.00		50.00
Violation – Chapter Three of Code – per violation	100.00		100.00
Transporting animals to out of town vets after hours	Cost		Cost
Assessor			
Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00
Assessor card - .50/page front and back (state statute)	1.00		1.00
Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03
Berlin-Peck Memorial Library			
Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00
Lost/Severely Damaged Materials in Print	list price		list price
Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost
Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00
Passports (government issued document cost)	per statute		per statute
Notary Fee - CGS 3-95	5.00		5.00
Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		\$.15 per pg.
Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.
Lost or Damaged Barcode	2.00		2.00
Lost or Damaged Audio or Video Case	2.00		2.00
Copies (first 10 black & white pages no charge; color and black & white over 10 pages fee listed)	.15/pg.		.15/pg.
Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00
Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00
Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00
Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00
Use of the Board Room (small room)	40.00		40.00
An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.			
A \$.5 fee will be assessed for anyone who signs up for a program but fails to attend the program.			
Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.			

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2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

37	Building Inspection					
38	Building Permit (Per \$1,000)					
39	Per \$1,000, from \$1,000-\$3,000	29.75	0.25	30.00		
40	Per \$1,000 thereafter	14.75	0.25	15.00		
	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.					
	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.					
41	The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials - The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.					
42	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	Set by court		Set by court		
43	Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate	50.00		50.00		
44	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	100.00		100.00		
45	Certificate of Building Compliance - Residential	25.00		25.00		
46	Certificate of Building Compliance - Commercial	50.00		50.00		
47	Certificate of Zoning Compliance	50.00		50.00		
48	Third Inspection Fee	25.00		25.00		
49						
50	Engineering & Public Works					
51	Printing & Publications (Price per page):					
52	8 1/2 x 11	0.50		0.50		
53	8 1/2 x 14	0.50		0.50		
54	Map Copy 11 x 17	1.50		1.50		
55	Map Copy 17 x 24	3.00		3.00		
56	Map Copy 22 x 34	5.00		5.00		
57	Map Copy 34 x 44	8.00		8.00		
58	Inland Wetlands Map, 1" = 800'	5.00		5.00		
59	Property Map, any scale	5.00		5.00		
60	Contour Map, 1" = 200'	5.00		5.00		
61	Zoning Map, 1" = 800'	6.00		6.00		
62	Zoning Use and Bulk Table	2.00		2.00		
63	Water or Sewer Map, 1" = 800'	5.00		5.00		
64	Street Index Map (Printed), 1" = 2.5 mi.	2.00		2.00		
65	Street Index Map, 1" = 1,600'	5.00		5.00		
66	Plan of Development, 1" = 800'	6.00		6.00		
67	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50		0.50		
68	Mylar Printing, Per Sq. Ft. (\$2 min.)	2.00		2.00		
69	Solid Waste Collection & Disposal Code Section 15-12	100.00		100.00		
70	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$75.00					
71	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only	15.00		15.00		
72	Trash Bins (Replacement) - Payable to Trash-Away (not to the town) \$75.00					
73	Contractor's License Fee	50.00		50.00		
	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works.					
74	Plus \$1.00 per linear foot of openings longer than 25 feet.	1,250.00		1,250.00		
75	Late fee for failure to obtain permit (excluding emergency work)	1.00 + varies		1.00 + varies		
76	Street Signs (each)	100.00		100.00		
77	Monument Caps (each)	600.00		600.00		
78	Driveway Permits	20.00		20.00		
79		25.00		25.00		
80	CID-CAD drawing (max. 3 files w/5 layers)	50.00		50.00		

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

81	Burning Permits	Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.	10.00	Varies - deposit fee of \$5,000.00	Varies- deposit fee of \$5,000.00
82	Fire Marshal				
83	Blasting permits - state statute (29-349e)		60.00		60.00
84	Golf Course - Timberlin				
85	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				
86	Weekend				
87	18 holes		36.50		36.50
88	9 holes		22.50		22.50
89	Weekday				
90	18 holes		33.00		33.00
91	9 holes		21.00		21.00
92	Senior - 18 holes		23.00		23.00
93	9 holes		15.00		15.00
94	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)				
95	Weekend				
96	18 holes		45.00		45.00
97	9 holes		28.00		28.00
98	Weekday				
99	18 holes		41.00		41.00
100	9 holes		25.00		25.00
101	Senior - 18 holes		33.00		33.00
102	9 holes		20.75		20.75
103					
104	Active Military, regardless of residency (ID required)				
105	18 holes (anytime)		25.00		25.00
106	9 holes (anytime)		15.00		15.00
107					
108	BHS Golf Team - no charge for matches & supervised practices.		0.00		0.00
109					
110	Resident Golf Passes (excludes Capital Improvement Program (CIP))				
111	Unlimited		1,125.00		1,125.00
112	Senior - Unlimited		840.00		840.00
113	Junior - Unlimited		465.00		465.00
114	Senior Restricted (Mon-Fri only)		515.00		515.00
115	Super Senior Restricted (Mon-Fri only, age 90 and above)		200.00		200.00
116	Junior - Restricted (Mon-Fri only)		340.00		340.00
117	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))				
118	Unlimited		1,600.00		1,600.00
119	Senior - Unlimited		1,400.00		1,400.00
120	Junior - Unlimited		500.00		500.00
121	Senior Restricted (Mon-Fri only)		1,075.00		1,075.00
122	Junior - Restricted (Mon-Fri only)		350.00		350.00
123					
124					

Changes highlighted

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

125	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)			
126	Shot Gun (minimum 100 players)	63.00		63.00
127	Shot Gun (over 100 players)	58.00		58.00
128	Night Golf	40.00		40.00
129				
130	Golf Carts (per person) - fees are gross before sales tax			
131	9 holes	14.10		14.10
132	18 holes	22.57		22.57
133	9 hole cart pass (10 rides for the price of 8)	126.90		126.90
134	18 hole cart pass (10 rides for the price of 8)	203.13		203.13
135	Single Rider 9 holes	20.00		20.00
136	Single Rider 18 holes	30.00		30.00
137				
138	Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.			
	Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referenda - Fees same as resident; OR, non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given for CIP fees. (g) Outing revenue does not include prize fund or driving range costs.			
139				
140	League Fees - Resident	19.00		19.00
141	League Fees - Resident Senior	16.00		16.00
142	League Fees - Non- Resident	21.50		21.50
143	League Fees - Non-Resident Senior	17.50		17.50
144	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.			
145	18 holes	2.00		2.00
146	9 Holes	1.00		1.00
147	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS			
148	Driving Range: SEE TIMBERLIN WEBSITE			
149				
150	Hatchery Brook Conservation Garden			
151	20' x 20' plot	40.00		40.00
152	10' x 25' plot	35.00		35.00
153	5' x 10' plot	25.00		25.00
154	8' x 20' plot	30.00		30.00
155	Non-Berlin Citizens will pay an additional \$10.00			
156	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee			
157				

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

	Health Department – Regional Fees (https://www.ccthd.org/forms) - EFFECTIVE: 7/1/2023					
	Full Operation Food Establishment		For Profit		Non-Profit	
	Class I	200.00		100.00		10.00
	Class II	265.00		135.00		15.00
	Class III 0-50 seats	330.00		165.00		20.00
	Class III 51 – 100 seats	375.00		185.00		25.00
	Class III 101+ seats	455.00		225.00		30.00
	Class IV Daycares	185.00		95.00		10.00
	Class IV Nursing/Med	450.00		225.00		25.00
	Class IV Other	455.00		225.00		30.00
	Itm. Vendor Class I	160.00		80.00		10.00
	Itm. Vendor Class II	265.00		135.00		15.00
	Itm. Vendor Class III	320.00		160.00		20.00
	Caterers Class I	160.00		80.00		10.00
	Caterers Class II	265.00		135.00		15.00
	Caterers Class III	320.00		160.00		20.00
	Caterers Class IV	400.00		200.00		25.00
	Seasonal - Class I	145.00		70.00		10.00
	Seasonal - Class II	175.00		90.00		10.00
	Seasonal - Class III	215.00		105.00		15.00
	Grocery - <10,000 sq./ft - Class I	160.00		80.00		10.00
	Grocery - <10,000 sq./ft - Class II	265.00		130.00		15.00
	Grocery - <10,000 sq./ft - Class III	420.00		215.00		20.00
	Grocery - >10,000 sq./ft	850.00		425.00		50.00
	2 nd re-inspection fee	50% of license		50% of license		
	No license penalty fee	50% of license		50% of license		
	Plan Review	100% of license		100% of license		
	Temporary license					
	Class I - 1 Day	45.00		25.00		5.00
	Class I - 2-14 Days	75.00		40.00		5.00
	Class II & III - 1 Day	65.00		35.00		5.00
	Class II & III - 2-14 Days	130.00		65.00		10.00
	Farm market vendor-non-farmer, with food prep, individual portions, sampling	105.00		55.00		5.00

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted				
202	Motels			
203	1 to 25 units	215.00		15.00
204	26 to 50 units	320.00		20.00
205	51 to 75 units	375.00		25.00
206	>75 units	425.00		25.00
207				
208	Septic Systems			
209	Plan review + Permit to install – new	425.00		25.00
210	Plan review + Permit to install – repair	185.00		10.00
211	Subdivision Plan Review (first 3 lot reviews)	215.00		15.00
212	Subdivision Plan Review - additional lots (per lot)	55.00		5.00
213	19-13-B100a Review	80.00		5.00
214	Soil Testing – Additional (Different Day)	215.00		15.00
215	Soil testing – new (up to 4 pits and 2 perscs)	215.00		15.00
216	Soil testing – repair or 19-13-B100a review	160.00		10.00
217				
218	Private Well			
219	Permit to install (includes multiple geothermal wells)	55.00		5.00
220	Well abandonment/well casing extension permit	30.00		5.00
221	Water test review and approval	30.00		5.00
222				
223	Public Swimming Pools			
224	Permit to Operate - Seasonal	215.00	105.00	15.00
225	Permit to Operate - Year Round	265.00	130.00	15.00
226	Each additional pool	80.00	40.00	5.00
227	Re-inspection fee	\$55.00 per pool	\$55.00 per pool	\$5.00 per pool
228				
229	Salon License			
230	1 to 4 stations	105.00		5.00
231	5 to 9 stations	140.00		10.00
232	10+ stations	170.00		10.00
233	Plan review	100% Lic. Fee		
234	Re-inspection fee	50% Lic. Fee		
235				
236	Day Care Inspection			
237	Re-licensure Inspection Fee	130.00	65.00	10.00
238				
239	Inland Wetlands Commission			
240	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00
241	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00
242	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+
243	Inland Wetlands Regulation	10.00		10.00
244	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee			

Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

245	Mobile Home Park Rental					
246	Each Unit - 07/01/2024 - 06/30/2025 (per month)	350.00				
247	Late Fee - \$15					
248	House - Currently vacant. Renovations needed. Fee TBD					
249	Parks & Recreation					
250	Halloween Event, per child	5.00				
251						
252	Youth Athletic Leagues and Teams					
253	Basketball - Winter 3 rd -8 th Grade Basketball, Boys & Girls	95.00	95.00	5.00	5.00	5.00
254	Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	105.00	105.00	5.00	5.00	5.00
255	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	110.00				
256	Adult Recreational Sport Activities					
257	Winter - Resident Men's 31 yrs. Plus Basketball - season	85.00				
258	Winter - Non-Resident Men's 31 yrs. Plus Basketball - season	105.00				
259	Winter - Resident Women's 30 plus Recreation Volleyball - season	60.00				
260	Winter - Non-Resident Women's 30 plus Recreation Volleyball - season	80.00				
261						
*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.						
Recreation Programs Special Revenue Fund						
262	Summer Program					
263	Summer Program - any 4 day week	95.00 per week	95.00 per week	\$5.00 per week	\$5.00 per week	\$5.00 per week
264	Summer Program - any 3 day week	80.00 per week	80.00 per week	\$5.00 per week	\$5.00 per week	\$5.00 per week
265	Junior Counselors Fee for Summer Program	65.00 per week	65.00 per week	\$5.00 per week	\$5.00 per week	\$5.00 per week
266	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)					
267	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00				
268	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00				
269	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00				
270	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00				
271	Meeting Room In Town Whole Day Profit or Non-Profit	30.00				
272	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00				
273	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00				
274	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00				
275	Berlin Community Center					
276	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
277	Local Youth Sports Teams - End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
278						
279						

Supervision/custodial costs will be added for all after hours use.

All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.

YOY Change

Non local/for profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section II.B.

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

331	BHS & McGee Basketball and Tennis Courts - Local	25.00		25.00	
332	BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00	
333	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)				
334	Lights Per Hour, Local	60.00		60.00	10.00
335	Lights Per Hour, Non-local/For Profit	75.00		75.00	10.00
336					
337	PISTOL CREEK				
338	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).				
339	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00	
340	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00	
341	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00	
342	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00	
343	Outside Deck - Hourly Rate	30.00/hr		30.00/hr	
344	Damage Deposit Required of All Groups	90.00		90.00	
345	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00				
346	Field/Facility use key deposit	50.00		50.00	
347	All Supervision and Custodial costs will be paid out-of-pocket.				
348	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.				
349					
350	Planning & Zoning Commission*				
351	Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00*	\$410 minimum	
352	Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X\$250 (plus state fee of \$60)	
	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)	\$352 minimum	58.00*	\$410 minimum	
353					
354	Minimum	352.00	58.00*	410.00	
355	Maximum	1,942.00	58.00*	2,000.00	
356	Special Event Site Plan Review	152.00	58.00*	210.00	
357	Subdivision Regulations	15.00		15.00	
358	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00	
359	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00	
360	"Plan of Conservation and Development"	25.00		25.00	
361	Zoning Regulations	30.00		30.00	
362	Bulk Amendments to Zoning Regulations	10.00		10.00	
363	Zoning Map - Black & White	8.00		8.00	
364	Zoning Map - Color	20.00		20.00	
365	Zone Change	252.00	58.00*	310.00	
366	Text Amendment	402.00	58.00*	460.00	
367	Map Copy 11 x 17	1.50		1.50	
368	Map Copy 17 x 24	3.00		3.00	
369	Map Copy 22 x 34	5.00		5.00	
370	Map Copy 34 x 44	8.00		8.00	
371	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+	
372	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	230.00+	
373	Special Permit	222.00	58.00*	280.00	
374	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee				

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted						
375	Police					
376	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicant's discretion):					
377	\$50 application fee PLUS \$10 per month -or-	50.00				50.00
378	\$100 per year	100.00				100.00
379	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00				100.00
380	Parking Fine (Maximum) - Code Section 17-30	100.00				100.00
381	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. - Code Section 17-30					
382	Daily storage plus towing charges - Code Section 17-32e & 17-31	25.00				25.00
383	Towing (Illegal Parking) - Code Section 17-31	75.00				75.00
384	Additional charges for each 24 hours held - Code Section 17-31	25.00				25.00
385	Snow ban, if not towed - Code Section 17-32, 17-33(14)	75.00				75.00
386	Snow ban, if towed - Code Section 17-32	75.00				75.00
387	Other between curb sidewalk - Code Section 17-33	75.00				75.00
388	Parking on wrong side of street - Code Section 17-33(1)	75.00				75.00
389	Double parked - Code Section 17-33(11)	75.00				75.00
390	Obstructing driveway - Code Section 17-33(12)	75.00				75.00
391	Parking more than 12" from curb - Code Section 17-33(2)	75.00				75.00
392	Improperly parked - Code Section 17-33(2)	75.00				75.00
393	Parking too near hydrant (10') - Code Section 17-33(3)	75.00				75.00
394	Blocked Crosswalk - Code Section 17-33(4)	75.00				75.00
395	Parking too near street corner (25') - Code Section 17-33(5)	75.00				75.00
396	Parking too near a stop sign (25') - Code Section 17-33(6)	75.00				75.00
397	Parking in restricted area - Code Section 17-33(7)	75.00				75.00
398	No Parking Zone (7)(8)(9) - Code Section 17-33 (7)	75.00				75.00
399	No parking-tow zone, if not towed (1)-(13) - Code Section 17-33(7)	75.00				75.00
400	Handicapped Parking violation - Code Section 17-54	100.00				100.00
401	Parking in fire lanes - Code Section 17-77	100.00				100.00
402	Private property posted, if not towed - Code Section 17-90	75.00				75.00
403	Private property posted, if towed - Code Section 17-90	75.00				75.00
404	Daily storage plus towing charges - Code Section 17-91	25.00				25.00
405	Towing (private property) cost plus - Code Section 17-91	75.00				75.00
406	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way - Code Section 14-45	500.00				500.00
407	Vendor Permits (Maximum) - Code Section 5-30	200.00				200.00
408	Vendor Permits Penalty - per day - Code Section 5-36	199.00				199.00
409	Guns Dealer's License (CGS 29-28(a))	200.00				200.00
410	Photographs/Videos - per CD/DVD	15.00				15.00
411	Photographs/Videos - per USB Drive	30.00				30.00
412	Fingerprinting (CGS 29-17c)	10.00				10.00
413	Police Reports (FOI-per page)	0.50				0.50
414	Local Pistol Permit to carry (CGS 29-28(b))	70.00				70.00
415	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00				10.00-100.00

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

416	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00	35.00	
417	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00	10.00	
418	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00	
419	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00	250.00	
420	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00	500.00	
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 rd alarm plus 25.00 each subsequent	50.00 3 rd alarm plus 25.00 each subsequent	
421		200.00	200.00	
422	Violation of Littering – Ordinance – Code Section 7-10 (1-15)	100.00 first offense; 500.00 each subsequent	100.00 first offense; 500.00 each subsequent	
	Construction Noise Activity – Code Section 7-56			
423				
424	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00	100.00	
425	Snow/Ice Sidewalk – Code Section 14-11	100.00	100.00	
426	Violation of Off-Road Vehicles – Code Section 17-128	100.00	100.00	
427	Bingo Permit Fees (P.A. 17-231) – see statute for exemption related to Sr. Ctr & PIO/PTA			
428	Class A	75.00	75.00	
429	Class B	\$10 per day	\$10 per day	
430	Class C	50.00	50.00	
431				
432	Bazaar or Raffle Permit Fees (P.A. 17-231) – see statute for exemption related to Sr. Ctr & PIO/PTA			
433	Class 1	75.00	75.00	
434	Class 2	30.00	30.00	
435	Class 3	\$60 per day	\$60 per day	
436	Class 4	15.00	15.00	
437	Class 5	120.00	120.00	
438	Class 6	150.00	150.00	
439	Class 7	300.00	300.00	
440	Registrar of Voters			
441	Voters List, per diskette	25.00	25.00	
442	Labels, per name (Labels Must Be Provided) – per state statute	0.03	0.03	
443	Revenue Collector			
444	Delinquent Tax Payer List, paper form, per page – per state statute	0.50	0.50	
445	Copy of a tax bill – per state statute	0.50	0.50	
446	Certification - 1st page, per page	1.00	1.00	
447	Certification - subsequent pages, per page	0.50	0.50	
448	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00	24.00	
449	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00	6.00	
450	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost	At cost	

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

451	Senior Center					
452	Class Fee	4.00				
453						
454	Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:					
455	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00				
456	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00				
457	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00				
458	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00				
459	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00				
460	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00				
461	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00				
462	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00				
463						
464	Kitchen with multi-purpose room, per hour fee	25.00/hr				
465						
466	Classroom - Whole Day - in Town Profit or Non-Profit	50.00				
467	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00				
468	Classroom – Whole Day - Out of town Profit or Non-Profit	100.00				
469	Classroom – Half Day - Out of town Profit or Non-Profit	80.00				
470	Photocopies, per page – per state statute	0.50				
471	NEW Non-resident Membership Fee (Annually – originally adopted 02/05)	48.00			12.00	12.00
472	RENEWING Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00				
473	Supervision/Custodial Costs will be charged for all after-hours events.					
474						
475	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
476	Town Clerk					
477	Dog Licenses					
478	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00			
479	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	18.00			
480	New Owner of Already Licensed Dog – state statute 22-339	1.00				
481	Replacement Tag – state statute 22-341	0.50				
482	Kennel License – per state statute 22-342	2.00	49.00			
483	Late Fee on dog license - per month – state statute 22-338(a)	1.00				
484	List of dogs - per name on list – FOI	0.03				

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
 NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

485	Land Records – Maps – Trade Names					
486	Legal Documents (\$60 First Page) – state statute 7-34a					
487	First page – state statute 7-34a					
488	Each additional page – state statute 7-34a	16.00	44.00			60.00
489	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	5.00				5.00
490	Land Recording involving MEIRS Document (other than Release or Assignment) First Page	20.00				20.00
491	Each additional page of the above	49.00	110.00			159.00
492	Land Recording involving MEIRS Release or Assignment	5.00				5.00
493	Land Record, copy per page (in any format) – state statute 7-34a	32.00	127.00			159.00
494	Certification of land records per document – state statute 7-34a	1.00				1.00
495	Trade Name Certificate – state statute – 7-34a (updated by PA 18-136)	2.00				2.00
496	Subdivision Maps – state statute 7-34a	10.00				10.00
497	Survey Maps – state statute 7-34a	30.00				30.00
498	Map Copy 11 x 17	10.00				10.00
499	Map Copy 17 x 24	1.50				1.50
500	Map Copy 22 x 34	3.00				3.00
501	Map Copy 34 x 44	5.00				5.00
502	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	8.00				8.00
503	Sales Ratio – state statute 7-34a	0.0025	0.0750			0.0775
504	Documents with no known last address of grantee (land records)– state statute 7-34a	2.00				2.00
505	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	5.00				5.00
506	Vital Statistics	1.00				1.00
507	Vital Statistics to Resident Towns – state statute 7-76					
508	Birth Certificate, Full size (Certified) – state statute 7-74(a)	2.00				2.00
509	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	20.00				20.00
510	Death Certificate (Certified) – state statute 7-74(b)	15.00				15.00
511	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00				20.00
512	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				5.00
513	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				5.00
514	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00			50.00
515	Misc. Fees					
516	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00				20.00
517	Notary Certification – state statute 7-34a	5.00				5.00
518	Notary Fee – state statute 3-95	5.00				5.00
519	Campaign Financing – Late Fee – state statute 9-623	100.00				100.00
520	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00				2.00
521	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00				500.00
522	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00				250.00
523	Violation of Town Seal - Sec. 2-1(d) code book	100.00				100.00
524	Photocopies, per page – state statute 1-212(2)	0.50				0.50
525	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00				1.00
526	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00				20.00
527	Fax, Per Page	1.00				1.00
528	Municipal Code	50.00				50.00
529	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00				20.00
530	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00				100.00

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted							
531	Town Manager						
532	Blighted Buildings - Code Section 4-16	150.00					
533	Treasurer's Office						
534	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00					
535	Replacement check fee	10.00					
536	Returned Check fee (C.G.S. 52-565a)	20.00					
537	Cell tower rental						
538	A T & T monthly rent - contract expires November	3,306.76					
539	Verizon monthly rent - contract expires December	2,860.22					
540	T-Mobile monthly rent - contract expires March	1,884.47					
541	Crown Base - contract expires March	1,724.52					
542	Water Control	WCC Fee	State Fee	Total			
543	Water Control Commission Regulations	16.00		16.00			
544	Inspection of water taps not made by BWCC staff	125.00		125.00			
545	Water Permit	750.00		750.00		375.00	375.00
546	Sewer Permit	250.00		250.00		125.00	125.00
547	Irrigation Meter	100.00		100.00			
548	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00		250.00			
549	Water System Connection Charge (Abutting Property): \$25 per front foot (\$35 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,500 for each additional unit. For non-residential property: \$2,500 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$750 Water Permit.						
550	Sewer System Connection Charge (Abutting Property): \$35 per front foot (\$43 per front foot on divided highway); plus \$3,000 for first unit; plus \$1,700 for each additional unit. For non-residential property: \$3,000 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$250 Sewer Permit.						
551	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten. PLUS \$750 for Water Permit.						
552	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$250 for Sewer Permit.						
553	Fire Connection Fee (requires water permit) 2" line	1,400.00		1,400.00		1,400.00	1,400.00
554	Fire Connection Fee (requires water permit) 4" line	1,800.00		1,800.00		1,800.00	1,800.00
555	Fire Connection Fee (requires water permit) 6" line	2,000.00		2,000.00		2,000.00	2,000.00
556							
557	Zoning and Zoning Board Fees						
558	ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00			
559	Additional Related Variance on same property	77.00	58.00*	135.00			
560	Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00			
561	Zoning Compliance Letter or Certification	50.00		50.00			
562	Home Occupation Approval Compliance Letter	50.00		50.00			
563	Lot Line Revisions	50.00		50.00			
564	ZBA Motor Vehicle License	322.00	58.00*	380.00			
565	Gasoline License	322.00	58.00*	380.00			
566	Zoning violations - Ordinance	150.00 per day		150.00 per day			
567	ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*	380.00			
568	Junked, Wrecked, Abandoned Property - Code Sections 7-30-7-35	100.00 per day of non-compliance		100.00 per day of non-compliance			
569	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee						

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased goods or services and those goods or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with the approval of the Town Manager.

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager.

DATE: January 30, 2024

SUBJECT: Authorization for the Town Manager to Apply for and Enter Into Brownfields Grant Agreements Related to the 889 Farmington Avenue Property and to Appropriate the Grant and Authorize the Matching Funds, and to Enter into a Shared Cost Agreement with Newport Realty Group LLC for the Engineered Control Project

Summary of Agenda Item:

The State of Connecticut issued a request for applications for the Municipal Brownfields grant program. Applications are due March 1. The Berlin 889 Farmington Avenue/55 Steele Boulevard Engineered Control project is being undertaken to remediate a site adjacent to the Berlin Train Station that the Town acquired by foreclosure. This site is part of the larger Steele Center TOD redevelopment being undertaken by Newport Realty Group LLC on sites adjacent to the Berlin Train Station. This project is being done in coordination with Newport Realty Group as it installs foundations and utilities for its future 50-unit apartment building on the site. When the remediation project is done, the site will be transferred to Newport for the development of 50 apartments. Due to design changes including due to unsuitable materials discovered through excavations, the cost of the project has increased, and the contingency funds will be depleted. Staff has requested that Newport Realty install the geopiers needed to support the buildings (estimate cost for geopiers is \$129,000). Staff recommends that the Town apply for a Municipal Brownfields Grant in the amount of \$200,000 for the project. Added project costs are, \$155,125 to restore the construction contingency to the original \$172,000 amount, and \$50,000 for added environmental consulting costs related to project design changes, and \$44,875 in added contingency. The State will be expecting the Town and Newport to contribute toward the added project costs. Newport's contribution would be to incur the added \$129,000 cost to install the geopiers. \$50,000 in local matching funds are proposed to be taken from the (504.10.1017.0.54000.01624 Farmington Ave Non-Grant).

Environmental remediation projects are challenging. In this case, it requires cooperation between multiple parties, the State, Town, and Newport realty Group LLC. The Town of Berlin is fortunate to have Newport Realty Group LLC as its partner in this endeavor. Newport has demonstrated its commitment to overcome challenges to finish the Steele Center project that was recently recognized by the Connecticut Home Builders Associations as the TOD Project of the Year. Newport has already completed a significant portion of the Steele Center project, including the construction of mixed-use buildings at 9 and 10 Steele Boulevard with 14,000 square feet of commercial space and 30 apartments. At this date there is only one vacancy in the first-floor

commercial space (that vacancy is at the recently completed 10 Steele Boulevard). Newport also completed and tenanted a project involving the renovation of 861 Farmington Avenue and it acquired the mixed-use Newport Center property (848 Farmington Avenue) and filled all the long vacant first floor commercial space.

Funding:

The Town's \$50,000 match would be taken from the Farmington Ave Non-Grant account, subject to Board of Finance approval of a non-budgeted appropriation transfer for this purpose.

Action

Move to approve the attached resolution to authorize the Town Manager to apply to the CT DECD for a \$200,000 additional municipal brownfields grant for the 889 Farmington Avenue and, if a grant is offered, to accept the grant, execute a grant proposal, grant agreement and other documents as necessary to secure and carry out the purposes of the grant and to appropriate the grant of up to the amount awarded to the Municipal Brownfields grant account for 889 Farmington Avenue, subject to approval of Corporation Counsel and to appropriate said funds to the Municipal Brownfields Grant account and to refer the appropriation to the Board of Finance.

Move to authorize the Town Manager to enter into a shared cost agreement with Newport Realty Group LLC to provide that it will install the geopiers at 55 Steele Boulevard as needed to support the planned buildings, subject to review and approval of Corporation Counsel.

Move to approve a \$50,000 Town match for the supplemental Municipal Brownfields grant for 55 Steele Boulevard from the Farmington Ave Development non-grant account (\$50,000), subject to Board of Finance approval of a non-budgeted appropriation transfer for this purpose.

Attachments:

None

Prepared By:

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

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 23, 2024

SUBJECT: Waive the Town of Berlin purchasing requirement to hire Environmental Services, Inc. (ESI) remove, decontaminate and dispose of PFAS foam in Town of Berlin fire trucks.

Summary of Agenda Item:

Firefighting foam (AFFF) containing PFAS chemicals was previously used and stored in tanks on five of our fire trucks. Following guidance from that State of Connecticut's Fire Administrator and Department of Energy and Environmental Protection (DEEP), the Town of Berlin sealed these tanks so that the accidental leakage would not occur. At that time there was no state plan to remove, decontaminate and dispose of this foam.

The state has developed a plan to mitigate the foam along with a means to reimburse towns for the expense. All funds spent will be reimbursed by the State of Connecticut.

It should be noted that we have approximately 200 gallons of this type of foam.

ESI is on DEEP's preferred list of vendors to dispose of and mitigate hazardous chemicals. The Town of Berlin Fire Department has previously spent \$2,200 with ESI and, with the additional cost of mitigated the PFAS foam, the town would be over the threshold of \$25,000 thus requiring Town Council approval to waive the purchasing requirements.

Jim Simons, Fleet Manager, is requesting approval from the Town Council to waive the town's purchasing requirements for Environmental Services for an amount not \$30,000.

Funding:

Seed funding is located in the Vehicle Reserve account # 134.15.1531.0.54000.00012.

Action Needed:

Move to approve the waiver of the town's purchasing requirements for Environmental Services Inc. (ESI) to mitigate firefighting foam for an amount not exceed \$30,000, since this is in the best interest of the town. All funds will be reimbursed by the State of Connecticut.

Attachments:

Estimate from Environmental Services
Certification of Sufficiency of Funds

Prepared By:

James Simons, Fire Chief



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 30-Jan-24

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Removal of foam	\$30,000.00	\$30,000.00
			-
			-
			-
			-
Account No. 134.15.1531.0.54000.00012 Vehicles Reserve			TOTAL \$30,000.00

Budgeted Amount.....	\$173,371.30	Available balance.....	\$66,045.40
Encumbrances to Date.....	\$76,028.14	Amount Needed for This Package.....	\$30,000.00
Expenditures to Date.....	\$31,297.76	Available Balance After Purchase.....	\$36,045.40

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



Environmental Services, Inc.

90 Brookfield Street South Windsor, CT 06074-1262 (860) 528-9500 (860) 289-0138 (fax)

www.e-s-i.com

January 10, 2024

Berlin Fire Department
1657 Berlin Turnpike
Berlin, CT. 06037
Jim Simmons
E: jsimons@berlinct.gov
860-828-7057

Re: AFFF Apparatus Tank Cleaning
Berlin Fire Department
ESI Quote # 2024-0000

Dear Chief Massirio,

Environmental Services, Inc. (ESI) is pleased to submit the following proposal to clean the interior of AFFF tanks on (5) Fire Apparatus. We understand that the total capacity of the tank is estimated at 200 gallons. ESI will provide labor and equipment to remove remaining product from the foam tank(s), per CT DEEP recommended procedure including a hot water triple rinse and containerizing waste for disposal. Cost estimates assume that the truck will be delivered and picked up at our facility in South Windsor, CT. Actual quantities will be invoiced.

Scope

- Provide crew and equipment to drain and triple hot water rinse the interior of the AFFF Concentrate Tank
- Collect rinse via gravity drain or pump
- Containerize waste in totes and / or drums for final proper transportation and disposal.

Costs

Crew and Equipment, (3,500 Day rate X 3 Days	\$10,500.00
Empty 330-gallon tote (estimate @ \$525.00)	\$ 1,575.00
Waste Disposal, estimate (3) 330-gallon totes @ \$3,650.00	\$10,950.00
Waste Transportation	\$ 1,500.00
Waste Profile & Manifest Fee	\$ 350.00
Estimated Total	\$ 24,875.00

ASSUMPTIONS AND EXCLUSIONS

1. A signed Quote/Proposal or Purchase Order must be received prior to the commencement of the project.
2. This quote is considered for 2 Fire Trucks per day to be completed. We assume this to take 3 days to complete.
3. Customer to deliver apparatus to our Facility and pick up when work is completed.



Emergency Oil and Chemical Spill Response Throughout Southern New England

4. **This quote is to only clean the inside of the foam tank. This quote does not include any pumps, piping or valves. The customer will deliver the Fire Truck to our facility and pick them up once completed.**
5. **Due to the volatility of waste disposal pricing, costs are valid for 15 days.**
6. Credit approval and satisfactory payment arrangements must be made prior to commencement of the project.
7. The customer is to provide signature on shipping documents or sign an ESI Certificate of Authority to Act as Agent form in advance of the shipment.
8. Disposal pricing is pending facility approval of the waste.
9. Actual quantities of waste shipped, packaging utilized, and hours expended will be charged. This estimate is strictly budgetary.
10. Any waste not received as profiled will be subject to off specification charges.
11. Hourly rate is for straight time, 7:00 AM to 3:30 PM; hours before or after will be charged at an overtime rate Monday thru Friday.
12. Payment is due "Upon Receipt" of invoice.

STANDARD TERMS AND CONDITIONS

1. Environmental Services, Inc. (ESI) shall provide all labor, materials, tools, equipment and subcontract items necessary to perform the Services described in the Scope of Work. ESI represents that it is properly licensed, possesses the requisite skills and shall perform the work in a professional and workmanlike manner.
2. Customer shall provide full and complete information regarding the site, surface and subsurface conditions, utility locations, site ownership, contractor access, hazardous materials or wastes and other substances or hazards likely to be present and any other reports, documentation or information concerning the site or Scope of Work which may reasonably be provided to ESI. Customer represents and warrants to ESI that Customer has the requisite legal right, title and interested necessary to provide access to the job site.
3. ESI shall maintain insurance coverage during the performance of the Services; COI available upon request.
4. ESI's standard terms of payment are upon receipt of invoice. Interest shall accrue at the rate of one and one half (1.5%) percent per month, or at the maximum rate allowed by law. In the event that legal or other action is required to collect unpaid balances or invoices, Customer agrees to pay all costs of collection, including reasonable attorney's fees, which may be incurred by ESI. "Legal or other action" as used above shall include bankruptcy and insolvency proceedings. Customer's obligation to pay the amounts due pursuant to this Proposal shall not be conditioned upon or limited by the types, amounts or availability of insurance coverage. Customer agrees to pay ESI in accordance with ESI's published Rate Schedule ("Rates") for any litigation support or testimony provided by ESI in connection with or arising out of the work performed by ESI hereunder.
5. In the event that work is suspended or terminated for any reason prior to the completion of the Scope of Work, Customer agrees to pay for labor, equipment, materials, disposal and other costs incurred by ESI at the Rates and for reasonable demobilization costs.
6. Customer agrees that ESI shall not be responsible for pre-existing contamination at the job location, natural resource damage, or for incidental, consequential or special damages, including loss of use or lost profits, resulting from or arising out of the performance of the Scope of Work by ESI, its employees, agents or/or subcontractors.
7. The Terms and Conditions of this Proposal and Scope of Work and any ESI Change Orders or ESI Worksheets signed by both parties constitute the entire agreement between the parties. Additionally, conflicting or different terms on any Purchase Order or other preprinted documents issued by Customer shall be void and are hereby expressly rejected by ESI. In the event that any portion of this Proposal is invalidated for any reason, the parties agree that all other provisions of this Proposal shall remain in force and effect.
8. Customer's representative or agent represents or warrants to ESI that it is duly authorized to execute this Proposal on Customer's behalf.

We would like to take this opportunity to thank you for asking ESI to provide this proposal. ESI is a dependable, cost-effective and environmentally responsible company, and has all appropriate licenses

*Environmental Services, Inc. is an equal opportunity employer
committed to workplace diversity.*

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 30, 2024

SUBJECT: Transfer funds for consultant services and waive Town purchasing guidelines.

Summary of Agenda Item:

The Planning and Zoning Commission has pending litigation regarding denial of the application of Little House Living LLC for a multi-family development at 1676 Berlin Turnpike. Affordable Housing applications were submitted pursuant to CGS §8-30g after the denial. The Planning and Zoning Commission engaged a planning consultant, at the applicant's expense, for third party technical assistance for review of the 8-30g applications. During the course of the review the applications, the Commission, along with staff and corporation counsel simultaneously has worked on a settlement relating to the pending litigation. The professional services provided by the consultant, Planimetrics, evolved to analysis and assistance with a settlement plan. The consultant settlement services are separate from the third-party review and are not subject to payment by the applicant. Therefore, consultant services fees of \$16,200 are due to Planimetrics for PZC assistance relating to the settlement plan of Little House Living LLC. The settlement plan was approved by the Planning and Zoning Commission at its December 20, 2023 special meeting and is currently subject to court review.

This agenda item is requesting approval of a \$16,200 transfer from the Development Services Clerical Personnel account (001.10.1014.0.51130.00000) to the Development Services Contractual Services account (001.10.1014.0.53814.00000), both in the General Fund, and to waive the Town of Berlin purchasing policy and authorize using Planimetrics.

Funding:

001.10.1014.0.53814.00000 Contractual Services

Action Needed:

Move to approve a transfer of \$16,200 from the Development Services Clerical Personnel account to the Development Services Contractual Services account, both in the General Fund, pending approval by the Board of Finance.

Move to waive the Town's purchasing guidelines and authorize the Town Manager to hire Planimetrics for consulting work in support of the settlement plan of Little House Living LLC, since this is in the best interest of the town.

Attachments:

Budget Change Form

Prepared By: Maureen Giusti, Town Planner





TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Planning	Fiscal Year:	FY2024	Date:	1/30/24
To Acct #:	Description:	Amount:	Requested by:		
001.10.1014.0.53814.00000	Contractual Services	\$16,200.00	M. Giusti		
Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐					
From Acct #:	Description:	Amount:	Approved by:		
001.10.1014.0.51130.00000	Clerical Personnel	\$16,200.00			

Contingency Balance (If applicable):

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

The Planning and Zoning Commission has pending litigation regarding denial of the application of Little House Living LLC for a multi-family development at 1676 Berlin Turnpike. Affordable Housing applications were submitted pursuant to CGS §8-30g after the denial. The Planning and Zoning Commission engaged a planning consultant, at the applicant's expense, for third party technical assistance for review of the 8-30g applications. During the course of the review the applications, the Commission, along with staff and corporation counsel simultaneously has worked on a settlement relating to the pending litigation. The professional services provided by the consultant, Planimetrics, evolved to analysis and assistance with a settlement plan. The consultant settlement services are separate from the third-party review and are not subject to payment by the applicant. Therefore, consultant services fees of \$16,200 are due to Planimetrics for PZC assistance relating to the settlement plan of Little House Living LLC. The settlement plan was approved by the Planning and Zoning Commission at its December 20, 2023 special meeting and is currently subject to court review.

Section 2: To be completed by Town Manager:

Request approved ☒	Disapproved ☐	Partially Approved ☐	Date:
			1/30/24
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved: