

Join Zoom Meeting

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Meeting ID: 813 6528 5677

Passcode: 046256

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

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 19, 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: Transfer \$577,500.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover higher than budgeted expenditures in identified accounts. - Finance
 - 2. Topic re: Accept monetary donations totaling \$1,259.79 and deposit \$836.80 into the friends of the library miscellaneous account to be used to purchase two museum passes, the Book Page yearly subscription, and program supplies and deposit \$322.99 into the friends of the library credit card account for the purchase of a museum pass and program supplies and deposit \$100.00 into the unrestricted donations account. Move to accept the donation of various items (see attached) to be used in the children's department as program supplies. – Berlin-Peck Memorial Library
 - 3. Topic re: Approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 18, 2024, with the conditions that the applicant works with Town staff regarding logistical and safety measures and with the Conservation Commission on trail maintenance after the event. – Planning and Zoning
 - 4. Topic re: Approve the request by the Berlin High School Riding Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on June 1, 2024, with a rain date of June 2, 2024, with the conditions that the

applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; traffic management be coordinated with the Police Department; and the associated fee waiver for the police services provided for the event. – Planning and Zoning

5. Topic re: Approve waiving the Police fees in the estimated amount of \$2,000.00 for the Wine & Beer Tasting Event at the Berlin Fair Grounds on Saturday May 18, 2024. – Police Department
6. Topic re: Approve waiving the Police fees in the estimated amount of \$1,036.00 for the “Mr. BHS Event” that will take place on Sunday, April 21, 2024. – Police Department
7. Topic re: Accept the donation of \$450 and appropriate the funds to the Supplies Expenditure Account. – Police Department

H. PUBLIC HEARINGS

The public is invited to comment on an ordinance that requires the Town to Fund the Actuarially Determined Employer Contribution (ADEC) for each active defined benefit pension plan.

I. NEW BUSINESS:

1. Topic re: Appoint Alex Giannone to fill the unexpired term created by Steven Wilson resignation from the Police Commission. – Town Clerk
2. Topic re: Discussion with the Housing Authority concerning grants and the connection of the generator. - Mayor
3. Topic re: Approve awarding the contract to NORCOM Inc. for the purchase, and installation of equipment for four police vehicles under State Contract # 19PSX0088 for an amount not to exceed \$69,000. – Police Department
4. Topic re: Approve the request to transfer \$35,000 from the Pickup Truck account to the Greens Mower account. Also waive the town’s bidding procedures and approve the purchase of a used greens mower from John Deere for no more than \$35,000, since this is in the best interest of the town. – Golf Course
5. Topic re: Approve Daikin Applied purchase order increases up to \$40,000 as needed for the remainder of fiscal year 2024 utilizing OMNIA Partners Contract no. R200401 for department no. 61 contractual services to cover current invoices and any additional repairs or components needed on the High School chillers outside of the service agreement. – Facilities
6. Topic re: Approve KONE purchase order increases up to \$40,000 as needed for the remainder of fiscal year 2024 utilizing State of CT DAS contract no. 19PSX0054 to cover five-year testing and additional repairs outside of the service agreement for elevator work at Berlin High School, McGee Middle School, and Willard Elementary School. - Facilities

7. Topic re: Allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 30 and May 28, 2024. – Town Clerk

J. APPOINTMENTS:

1. **Cemetery Committee – Vacancy – Alternate** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
2. **Commission for the Aging – Vacancy** – Frank Slogeris has resigned. Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
3. **Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U.
4. **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).
5. **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).
6. **Golf Course Commission – Non-Golfer Vacancy** – Term would be until January 31, 2027. Can be filled with a D, R or U and must be a non-golfer (per ordinance).
7. **Housing Authority** – Santina Turner’s term expires on March 31, 2024. She does not wish to serve another term. She has served as the Resident/Commissioner. Replacement would be until March 31, 2029. Can be filled with a D or U.
8. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement would be until January 31, 2026. Can be filled with a D, R or U.
9. **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).
10. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.

11. **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.
12. **Police Commission – Vacancy** – Steven Wilson has resigned effective March 15, 2024. Replacement term would be until November 5, 2024. Must be filled with a Republican.
13. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
14. **Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2027. 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. **VNA – Vacancy** – Replacement would be until January 31, 2027. Can be filled with a D, R or U.
17. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
18. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
19. **VNA – Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
20. **Water Control Commission – Vacancy** -Term would be until January 31, 2029. Can be filled with a D, R or U.
21. **Water Control Commission – Alternate - Vacancy** -Term would be until January 31, 2026. Can be filled with a D, R or U.
22. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.
23. **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).

K. TOWN MANAGER'S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS' COMMUNICATION:

N. ACCEPTANCE OF MINUTES:

March 5, 2024

O. ADJOURNMENT

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 8, 2024

SUBJECT: Budget Transfers

Summary of Agenda Item:

Over the course of the fiscal year some accounts exceed budget for different reasons. All higher than budgeted costs are offset in other parts of the budget or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

Action Needed:

Move to transfer \$577,500.00, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover higher than budgeted expenditures in identified accounts.

Attachments:

Budget Adjustments spreadsheet
Budget Change forms

Prepared By:

Kevin Delaney, Finance Director

Budget Adjustments **March 19, 2024**


<u>Department</u>	<u>GL Account #</u>		<u>From</u>	<u>To</u>	<u>Explanation</u>
Police	001.15.1532.0.51400.00000	Overtime		\$330,000.00	
	001.30.3054.0.51125.00000	Mid-Managers Personnel	\$20,000.00		
	001.10.1014.0.51125.00000	Mid-Managers Personnel	\$20,000.00		Staffing levels during FY24 required the PD to cover shifts with overtime. Savings from vacant positions in the PD and other Town departments covers most of the higher overtime. Savings in schools electricity and the assumption that no more than one eligible officer will retire with a sick payout in FY24 covers the balance of the cost.
	001.35.3561.0.53102.00000	Electricity	\$100,000.00		
	001.15.1532.0.51811.00000	In Lieu of Sick Pay (Retirees)	\$40,000.00		
	001.15.1532.0.51140.00000	Police Personnel	\$150,000.00		
Police	001.15.1532.0.53916.00000	Professional Development		\$43,500.00	
	001.35.3561.0.53730.00000	Insurance	\$10,000.00		As the department hires up to 46 sworn officers, the department is required to pay for the Academy for new recruits and for professional development of newly promoted officers.
	001.05.0507.0.53730.00000	Insurance	\$33,500.00		
Police	001.15.1532.0.52300.00000	Uniforms		\$30,000.00	
	001.25.2542.0.51530.00000	Recreation Program Help	\$6,500.00		As the department hires up to 46 sworn officers, the department is required to purchase uniforms and equipment for the new officers. The new hires plus a higher than budgeted uniform allowance for all officers (included in the Police union contract settled after the FY24 budget was adopted), result in higher than budgeted uniform costs.
	001.20.2038.0.51100.00000	Department Head	\$7,500.00		
	001.35.3561.0.51100.00000	Department Head	\$16,000.00		
Police	001.15.1532.0.52200.00000	Pension		\$1,000.00	When the final conversion decisions were made between DC and DB pension, there was a small overbudget amount in the DC pension account.
	001.15.1532.0.52100.00000	Social Security	\$1,000.00		

Golf Course	001.25.2543.0.53917.00000	Water & Sewer	\$18,000.00	<p>Timberlin water has run 2-3x higher than historical levels during FY24. The driver of the increase has not been identified, but the course has an outstanding bill and one more to be billed before year-end. This transfer aligns with the expected last bill amount.</p> <p>Funds are available in the insurance account because the annual renewal (settled after the FY24 budget was adopted) was lower than budgeted. Vehicle fuel rates during FY24 were lower than budgeted.</p>
	001.25.2543.0.53730.00000	Insurance	\$3,000.00	
	001.25.2543.0.53106.00000	Vehicle Fuel	\$5,000.00	
	001.25.2543.0.53102.00000	Electricity	\$10,000.00	
		GENERAL FUND TOTAL	<u>\$422,500.00</u> <u>\$422,500.00</u>	
WATER CONTROL TOTAL				<u>\$0.00</u> <u>\$0.00</u>
Police Station Project	001.45.4567.0.59622.00000	Transfer to Other Funds	\$155,000.00	<p>The adopted FY24 budget included debt service for Police Station renovation borrowing, but the borrowing did not take place in June 2023. These funds are being transferred to the Police Station Renovation account in the Police Construction Fund to reduce the amount that will ultimately be borrowed for the project.</p>
	001.40.4065.0.59500.02053	Issue of June 2023	\$155,000.00	
		CAPITAL PROJECTS TOTAL	<u>\$155,000.00</u> <u>\$155,000.00</u>	
		GRAND TOTAL	<u>\$577,500.00</u> <u>\$577,500.00</u>	



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2024	Date:	3/5/24
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51400.00000	Overtime	\$330,000.00	D. Gallupe		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3054.0.51125.00000	Mid-Managers Personnel	\$20,000.00			
001.10.1014.0.51125.00000	Mid-Managers Personnel	\$20,000.00			
001.35.3561.0.53102.00000	Electricity	\$100,000.00			
001.15.1532.0.51811.00000	In Lieu of Sick Pay (Retirees)	\$40,000.00			
001.15.1532.0.51140.00000	Police Personnel	\$150,000.00			

Contingency Balance (If applicable):

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

Staffing levels during FY24 required the PD to cover shifts with overtime. Savings from vacant positions in the PD and other Town departments covers most of the higher overtime. Savings in schools electricity and the assumption that no more than one eligible officer will retire with a sick payout in FY24 covers the balance of the cost.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **3/5/24**

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:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2024	Date:	3/5/24
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.53916.00000	Professional Development	\$43,500.00	D. Gallupe		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.53730.00000	Insurance	\$10,000.00			
001.05.0507.0.53730.00000	Insurance	\$33,500.00			

Contingency Balance (If applicable):

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

As the department hires up to 46 sworn officers, the department is required to pay for the Academy for new recruits and for professional development of newly promoted officers.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/5/24
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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


Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2024	Date:	3/5/24
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.52300.00000	Uniforms	\$30,000.00	D. Gallupe		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2542.0.51530.00000	Recreation Program Help	\$6,500.00			
001.20.2038.0.51100.00000	Department Head	\$7,500.00			
001.35.3561.0.51100.00000	Department Head	\$16,000.00			

Contingency Balance (If applicable):

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

As the department hires up to 46 sworn officers, the department is required to purchase uniforms and equipment for the new officers. The new hires plus a higher than budgeted uniform allowance for all officers (included in the Police union contract settled after the FY24 budget was adopted), result in higher than budgeted uniform costs.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/5/24
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2024	Date:	3/6/24
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.52200.00000	Pension	\$1,000.00	D. Gallupe		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.15.1532.0.52100.00000	Social Security	\$1,000.00	

Contingency Balance (If applicable):

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

When the final conversion decisions were made between DC and DB pension, there was a small overbudget amount in the DC pension account.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/6/24
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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

Section 1: To be completed by Department:

Department:	Golf Course	Fiscal Year:	FY2024	Date:	3/4/24
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.53917.00000	Water & Sewer	\$18,000.00	S. Guerrero		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2543.0.53730.00000	Insurance	\$3,000.00	JD		
001.25.2543.0.53106.00000	Vehicle Fuel	\$5,000.00			
001.25.2543.0.53102.00000	Electricity	\$10,000.00			

Contingency Balance (If applicable):

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

Timberlin water has run 2-3x higher than historical levels during FY24. The driver of the increase has not been identified, but the course has an outstanding bill and one more to be billed before year-end. This transfer aligns with the expected last bill amount.

Funds are available in the insurance account because the annual renewal (settled after the FY24 budget was adopted) was lower than budgeted. Vehicle fuel rates during FY24 were lower than budgeted.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **3/4/24**

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:
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TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Debt Service	Fiscal Year:	FY2024	Date:	3/4/24
To Acct #:	Description:	Amount:	Requested by:		
001.45.4567.0.59622.00000	Transfer to Other Funds	\$155,000.00	K. Delaney		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.40.4065.0.59500.02053	issue of June 2023	\$155,000.00	KD

Contingency Balance (If applicable):

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

The adopted FY24 budget included debt service for Police Station renovation borrowing, but the borrowing did not take place in June 2023. These funds are being transferred to the Police Station Renovation account in the Police Construction Fund to reduce the amount that will ultimately be borrowed for the project.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **3/4/24**

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:
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Consent
2

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 8, 2024

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	836.80	FOL Misc. Acct.	two museum passes, book page publication, program supplies	Friends of the Library
	322.99	FOL Credit Card Acct.	museum pass, program supplies	Friends of the Library
	100.00	Unrestricted Donations	for libraries greatest need	Kim & Thomas Reid
	1,259.79			
Equip/Merch	467.72	Various program supplies (see attached)	children's department programs	Girls Who Code
	467.72			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$1,259.79 and deposit \$836.80 into the friends of the library miscellaneous account to be used to purchase two museum passes, the Book Page yearly subscription, and program supplies and deposit \$322.99 into the friends of the library credit card account for the purchase of a museum pass and program supplies and deposit \$100.00 into the unrestricted donations account. Move to accept the donation of various items (see attached) to be used in the children's department as program supplies.

Attachments:

Girls Who Code donation list

Prepared By:











Carrie Tyszka, Director

CT

Girls Who Code Donation

CT48071

"Berlin-Peck Memorial Library"

Title	Comments	Price	Quantity	Has
✓  Spiral Notebook, 5.7" x 8.3" College Ruled Notebook with 4 Colors Spiral Journals for Women, 80 Sheets / 160 Pages Per Journal with Twin-Wire Binding, Thick Plastic Hardcover and 8mm Ruled Lined by YEEBAY (Unknown Binding)		\$12.99	1	1
✓  Kanayu 100 Pack Wired Earbuds Bulk Earbuds for Classroom Ear Headphones Wired Basic Student Earbuds No Microphone with 3.5 MM Jack for Kids Schools Libraries Laptop, Individually Bagged (Multicolor) by Kanayu (Electronics)		\$34.99	1	1
✓  Vibrant 104 Pack Highlighters Assorted Colors Bulk Set (8 Bright Colors) - Quick-Dry Neon & Pastel Chisel Tip Highlighters Set for Underlining Perfect for Classroom, Office, Home by Artellius		\$15.99	1	1
✓  Crayola Crayon Classpack - 800ct (16 Assorted Colors), Bulk School Supplies for Teachers, Kids Crayons, Arts & Crafts Classroom Supplies, 3+ by Crayola (Toy)		\$56.24	1	1
✓  Crayola Colored Pencils Classpack (240 Ct), Bulk Classroom Supplies, Colored Pencils for School, 12 Assorted Colors, Nontoxic by Crayola (Toy)		\$35.99	1	1
✓  Makeblock Codey Rocky Robot Toy + Wireless Bluetooth Remote Controller by Makeblock (Product Bundle)		\$149.99	1	2
✓  Crayola Broad Line Washable Markers - 200ct (8 Assorted Colors), Kids Bulk Classroom Markers, Back to School Supplies for Teachers, Ages 3+ by Crayola (Toy)		\$75.08	1	1
✓  Amazon Basics Heavy Duty Plastic Folders with 2 Pockets for Letter Size Paper, Pack of 12, Assorted Color by Amazon Basics (Office Product)		\$13.00	1	1
✓  The Official Scratch Coding Cards (Scratch 3.0): Creative Coding Activities for Kids by Natalie Rusk, THE SCRATCH TEAM (Cards)		\$19.99	1	1
✓  Educational Insights Artie 3000 the Coding & Drawing Robot, STEM Toy, Gift for Boys & Girls, Ages 7+ by Educational Insights (Toy)			1	1

~~53.46~~
53.46

Agenda Item No. Consent
3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 12, 2024

SUBJECT: Request for CT Trailmixers Last Person Standing Trail
Running Race at Ragged Mountain

SUMMARY:

The CT Trailmixers seeks to hold a trail running race event utilizing the existing trail network at Ragged Mountain. The CT Trailmixers strives to hold the event annually. The event was successfully held since 2019 with the exception of 2020 due to the pandemic.

This year's race is proposed to be held on Saturday, May 18, 2024. The race would start at 8:00 a.m.. All runners will have one hour to complete the 3.11-mile loop starting and ending at the West Lane trailhead, and any runner not completing the loop in the hour is eliminated. At 9:00 a.m., the runners start the second loop, at 10:00 a.m., the third, etc. The race continues, into the night, until there is one runner left. The course will be clearly marked with small yellow flags along the trail, with intersections clearly marked so runners do not go off course. There will be two CPR certified volunteers on hand at all times. Organizers will coordinate with local police and fire officials to coordinate emergency services as needed.

The race will be limited to 50 participants. All runners will be mandated to stay on the proper trail as to not disrupt any vegetation, animal habitat, fragile soils, or other organic ground cover.

At its March 12, 2024 meeting the Conservation Commission voted to provide a favorable recommendation to Town Council to approve this event as described and conditions that the group provide trail maintenance if there are disturbed areas as a result of the event.

There will be a porta potty delivered the day before the race takes place and will be removed the Monday after the race. All physical waste created by the event will be removed by the race directors. Any runner littering is instantly disqualified from the race, and we will provide volunteer "sweepers" after the race who will walk the course and remove anything that may have been dropped.

All noise will be kept to a minimum after dusk and race organizers will personally introduce themselves to the neighbors in advance of the event to ensure that they are knowledgeable and comfortable with the event.

The CT Trailmixers is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS and is headquartered in Norfolk, Connecticut. The organization is fully insured and can add any institution as an additionally insured in advance of an event.

Attendees are encouraged to ride together. Parking will be at the trailhead with parking monitors in order to use as few spaces as possible.

ACTION NEEDED:

Move to approve the request by the CT Trailmixers for a trail running race to take place at Ragged Mountain on May 18, 2024, with the conditions that the applicant works with Town staff regarding logistical and safety measures and with the Conservation Commission on trail maintenance after the event.

ATTACHMENTS:

1. Copy of Berlin Conservation Commission Minutes, March 12, 2024
2. Race description with course map.

PREPARED BY:

Maureen K. Giusti, AICP, Town Planner

A handwritten signature in blue ink, appearing to be 'MKG', is written over the printed name.

CONSERVATION COMMISSION
TUESDAY MARCH 12, 2024 at 6:30 P.M.

The Town of Berlin, Conservation Commission held its regular meeting in-person and by remote video conference call on Tuesday February 20, 2024 at 6:30 p.m. This meeting was held in person in the Engineering Room 120, Berlin Town Hall, 240 Kensington Road, Berlin, CT and remotely by ZOOM video and telephone conference as provided on the agenda.

MEMBERS PRESENT

Chairman Michael DeLorenzo
Thomas Heisler, Rob Ramsey, Karen Pagliaro

MEMBERS ABSENT

Karl Lewis, Mary Kathryn LaRose

STAFF

Maureen Giusti, Town Planner

CALL TO ORDER

Chairman DeLorenzo called the meeting to order at 6:30 p.m.

CT Trailmixers Annual Race at Ragged Mountain Proposed by Stacy Clark for May 18, 2024 – May 19, 2024

Stacey Clark, Race Director for Run Ragged Mountain Race explained that the race is an overnight from May 18, 2024 to May 19, 2024. It is a last man standing race and can last up to 24 hours. She explained a Porta-let will be brought in. Parking will be on West Lane. Racers are asked to car pool and will be respectful to neighbors. She explained that the property will be left as it was prior to the race. The racers will be required to wear a head lamp and flashers at night for safety. Signage will also be in place to notify hikers. The next step will be Town Council approval.

Commissioner Pagliaro moved to approve the Ragged Mountain Race on May 18, 2024 – May 19, 2024, seconded by Commissioner Ramsey, passed unanimously.

APPROVAL OF MINUTES

Commissioner Pagliaro moved to approve February 20, 2024, seconded by Commissioner Heisler, passed unanimously.

Trail Grant Update - Maureen Giusti explained after last month's public comment session and Town Council presentation that the application plan map has been modified. Pavement markings will be put in place along Spruce Brook Road east of the Stantack Road trail access to inform residents that this path is shared by both traffic and hikers. The two existing parking spaces will remain with no added spaces. All red paths will have improvements and yellow paths will be left as-is.

PZC APPLICATION COMMENTS

I. Text Amendment: New Section XI.FF / Site Plan Multi-Family Development
522 and 554 Berlin Turnpike
Nicholas Morizio
Colliers International
March 21, 2024

Vice Chairman Hoffman has concerns of flooding in the area. The river is in jeopardy of contamination. The loam will potentially be unstable. Concerns were noted regarding congestion with a single entry/exit to the complex should there be an emergency.

CT Trailmixers - 2024 Ragged Mountain Race Proposal

Background:

The CT Trailmixers is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS, and is headquartered in Norfolk. Our mission is to help people experience the joy of running trails in Connecticut.

In addition to helping people enjoy trail running, we're also committed to giving back to the community. The proceeds from our events go to various charitable organizations, including the Connecticut Forest & Parks Association (CFPA), which maintains the state's 800+ miles of blue-blazed trails; the Southington YMCA; and our own Shoe Scholarship Program (in partnership with Fleet Feet in West Hartford). The CT Trailmixers also organize trail maintenance and community clean-up events annually.

The 2023 Run Ragged event took place in May and raised over \$1,500 for charitable donations. The race was well received by the neighbors near the start line, and by local police and fire officials that regularly checked in on the event.

Race Overview

The race would start at 8:00am on Saturday 5/18/2024. All runners will have one hour to complete the 3.11 mile course outlined below, and any runner not completing the loop in the hour is eliminated. At 9:00am, the runners start the second loop, at 10:00 the third, etc. The race continues until there is one runner left.

Considerations:

Environmental impact

The race will be limited to 50 participants. All runners will be mandated to stay on the proper trail so as to not disrupt any vegetation, animal habitat, fragile soils, or other organic ground cover. As a trail running community we strive to take only pictures, and leave only footprints. No pets will be allowed as part of the event. Ragged Mountain is one of the CT Trailmixers favorite places to run, and we regularly host group runs in the area. We love and respect the land, and will ensure the utmost care of the trails.

Parking

Runners are encouraged to ride together. Parking will be at the trailhead with parking monitors, in order to take up as few spots as possible.

Waste

There will be a porta potty delivered the day before the race takes place, and will be removed the Monday after the race. All our races are "cupless" and we strive to create as little waste as possible. All physical waste created by the event will be removed by the race directors. Any runner littering is instantly disqualified from the race, and we will provide volunteer "sweepers" after the race who will walk the course and remove anything that may have been dropped.

Trail Marking

The course will be clearly marked with small yellow flags along the trail, with intersections clearly marked so runners do not go off course.

Noise

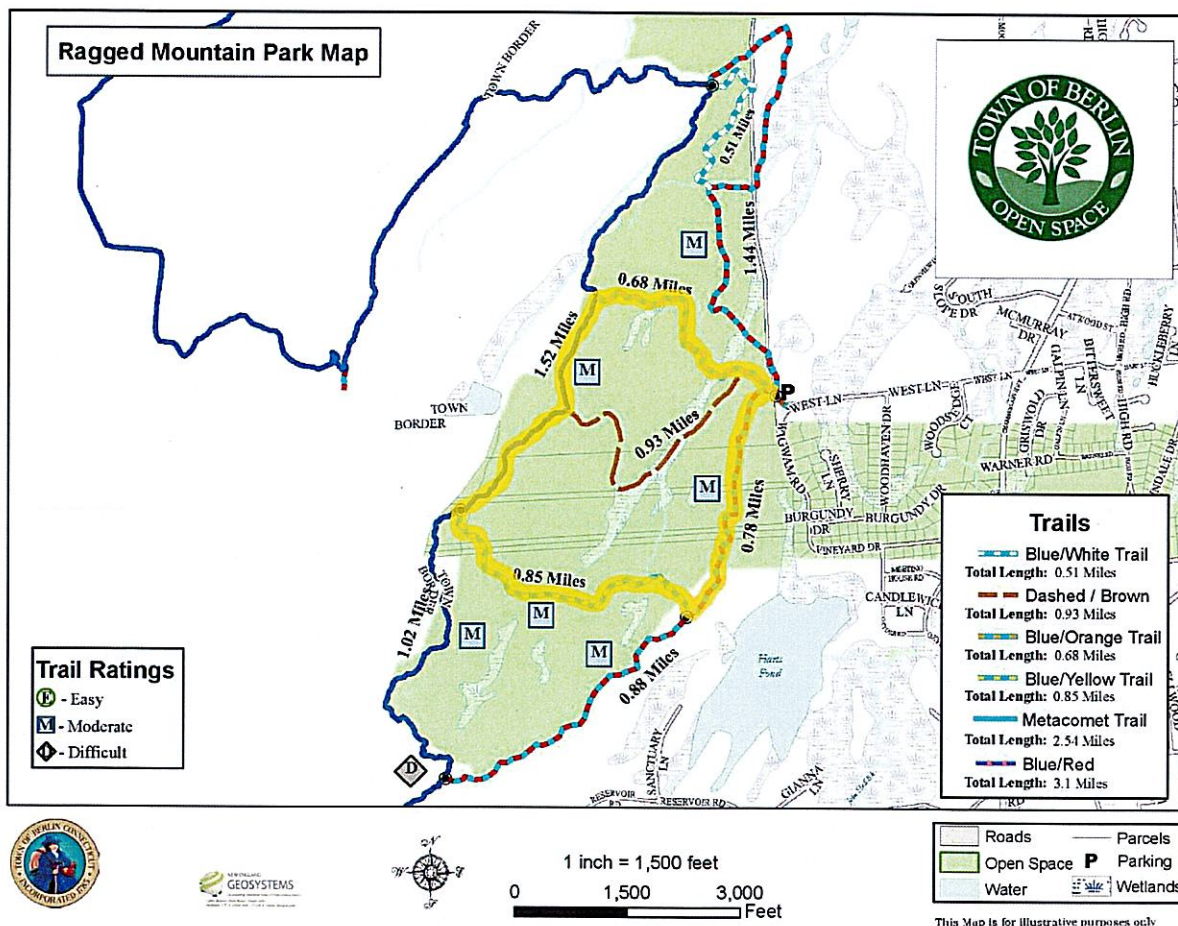
We understand that the trailhead is near a residential neighborhood – and want to respect the neighbors and their homes. All noise will be kept to a minimum after dusk, and we will personally introduce ourselves to the neighbors in advance of the event to ensure that they are knowledgeable and comfortable with the event.

Safety

The CT Trailmixers is a fully insured organization, and can add any institution as an additionally insured in advance of an event. There will be two CPR certified volunteers on hand at all times. Additionally, pre-race preparations are arranged with local Police and Fire department officials to have emergency services on site for the duration of the event.

Location:

3.11 mile loop starting and ending at the West Lane trailhead.



Agenda Item No. Consent
4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 12, 2024
SUBJECT: Request for Bike Race on Town Land

SUMMARY:

The Connecticut Cycling Advancement Program (CCAP) is requesting to hold their annual one-day race on Saturday, June 1, 2024 at the Hatchery Brook Conservation Area. The annual race was held since 2017 with the exception of 2019 which was canceled due to rain and 2020 which was canceled due to the pandemic. In the past, the race was considered a success and the CCAP and the Berlin HS cycling club, The Ridin' Red Coats, would like to host the event again. The applicant is also requesting a fee waiver for the police services related to the event.

The race is scheduled for June 1, 2024 with a rain date of June 2, 2024. Their policy is that over one inch of rain in the preceding 24 hours would cancel the event. The race starts and finishes just off of the Hatchery Brook Conservation Area parking lot on Orchard Road. The race route includes riding near Bicentennial Park without riding on the meadow. Race marshals monitor riders along the race route. The races will run from 8:00 a.m. until 3:00 p.m. Preparation and clean-up will run from about 6:00 a.m. to 5:00 p.m. Parking at the entrance to the race on Orchard Road will be for officials only. As in past years, the competitors and spectators will be routed to park along one side of Linden Drive and Summit Wood Drive.

Organizers are expecting approximately 200-250 participants for the day with 75 on site at any one time. Riders will be grouped in waves. There will be a registration fee that benefits the CCAP and Berlin HS cycling club. CCAP and the students will take care of preparing the trails prior to the race, as well as repairing any trails, as needed, after the race to the satisfaction of the Conservation Commission.

At its February 20, 2024 meeting, the Conservation Commission provided a recommendation to the Town Council to approve the bike race as described with the conditions that the trail is walked by members of the Commission along with The Bike Team prior to and after the race with the agreement to remediate any damage caused by

the racers. It was recognized that there may be areas along and adjacent to the trails that are vulnerable to damage due to the heavy seasonal rains which would be identified, with precautionary markings and adjustments to the race route made as necessary for protection of the area and the racers. The Conservation Commission noted that the group had been a good partner in the past.

CCAP is a 501 (c) 3 non-profit organization whose mission "is to ensure that Connecticut's youth and their families have access and exposure to an organized state-wide youth cycling league." CCAP will provide insurance that will be reviewed by the Town risk manager. Brian Wolfe, of CCAP will be in charge of the Certificate of Insurance, registration for the race and race monitors. The Police Department will be consulted by the applicant for final review of the location of the parking and signage.

Similar to previous years, it is the intent to place a police officer on Orchard Road to slow traffic as cyclists came around the corner and to assure the safety of those crossing the street from where they parked on Linden Drive and Summit Wood Drive. Cars are only allowed to park on the right side of Linden Drive and Summit Wood Drive. As in the past, they will request that the Police Department place signs on Linden Drive and Summit Wood Drive to designate parking areas and the Bike Team will place notes in advance of race day on the doors of the neighborhood letting residents know of the race and what to expect. As in the past, it is understood that CCAP will place portable toilets in the Hatchery Brook parking lot which will be scheduled to be removed the Monday after the race.

The Town Council will need to approve the event and parking on Town land and add any conditions it deems necessary and to authorize the fee waiver for police services.

ACTION NEEDED:

Move to approve the request by the Berlin High School Riding Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on June 1, 2024, with a rain date of June 2, 2024, with the conditions that the applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; traffic management be coordinated with the Police Department; and the associated fee waiver for the police services provided for the event.

ATTACHMENTS:

1. Copy of Berlin Conservation Commission Minutes, February 20, 2024
2. Team Red Dragon Proposal with Race map
3. Fee waiver request for police services

PREPARED BY:

Maureen K. Giusti, AICP, Town Planner



**CONSERVATION COMMISSION
SPECIAL MEETING
TUESDAY FEBRUARY 20, 2024 at 6:00 P.M.**

The Town of Berlin, Conservation Commission held its regular meeting in-person and by remote video conference call on Tuesday February 20, 2024 at 6:30 p.m. This meeting was held in person in the Engineering Room 120, Berlin Town Hall, 240 Kensington Road, Berlin, CT and remotely by ZOOM video and telephone conference as provided on the agenda.

MEMBERS PRESENT

Chairman Michael DeLorenzo
Thomas Heisler, Karl Lewis, Rob Ramsey, Karen Pagliaro

MEMBERS ABSENT

Vice Chairman Guy Hoffman Mary Kathryn LaRose

STAFF

Maureen Giusti, Town Planner
Jim Mahoney, Economic Development Coordinator

CALL TO ORDER

Chairman DeLorenzo called the meeting to order at 6:00 p.m.

Commissioner Lewis made a motion to nominate Michael Delorenzo as Chairman, seconded by Commission Pagliaro, passed unanimously.

Commissioner Lewis made a motion to nominate Guy Hoffman as Vice Chairman, seconded by Commission Pagliaro, passed unanimously.

APPROVAL OF MINUTES

Commissioner Lewis moved to approve January 8, 2024, seconded by Commissioner Heisler, passed unanimously.

Commissioner Pagliaro, abstained

Commissioner Ramsey, abstained

I. Public Comment Session

The Commission conducted a Public Information Session regarding a planned Connecticut Department of Energy and Environmental Protection Recreational Trails Grant application of the City of Middletown and Town of Berlin. The grant would be used to improve and enhance the former Pistol Creek golf course cart paths and the Lamentation Mountain hiking and open space area that is traversed by Mattabesett Trail/New England National Scenic Trail.

Jim Mahoney went over the details of the proposed grant. He also reported that in the next two years Spruce Brook Road will be paved and the bridge over Spruce Brook will be reconstructed. Maps depicting the trails and areas referenced were shared on screen and on presentation boards for in-person viewing throughout the meeting.

Dennis Kern reported the Berlin Land Trust supports this proposal with improvements to trails, parking, and cart paths. There needs to be better access in Berlin to the Mattabesett Trail/New England National Scenic Trail and providing a safe connection to the larger parking lot at Pistol Creek would give better access to the Trails and to the open space that the Land trust owns on Lamentation Mountain.

Katharine Shaskas is in favor of the proposed grant.

Jill Hanson who resides across from the proposed road crossing location is not in favor of the Spruce Brook walking path and parking space improvements that are elements of the proposed grant. She feels there will be a lack of safety and privacy issues on her property and there is already an encroachment problem on Spruce Brook private property from the open space areas. She is in favor of the 14-space parking lot on Atkins Street and the cart path improvements. She would like to know what the towns plan for snow removal and teenage hangout issues if the parking lot goes through. She is concerned whether the path will be a sidewalk and what side of the road it will be. She would also like to see a restriction on tractor trailers on Spruce Brook Road because it is such a heavily pedestrian area.

Jim Mahoney explained he will work with neighborhood for the best solution for the proposed connector. He also explained that the Town has been pursuing a to create parking and trails for Town open space land since this recommendation was part of the Town's Plan of Conservation and Development in 2003.

Chairman DeLorenzo explained the challenges and goals the town faces with parking access to on space trails.

In response to public comment, Maureen Giusti explained there is a proposed and approved parking area in conjunction with an approved development to access the Ragged Mountain open space parcels on West Lane.

Danny Peck owns property on Lamentation Mountain. He is concerned more access will open up for drinkers, dirt bikes, quads, etc.

Jaime Dubuc commented that real hikers don't want to see people. They would like to see nature.

Kristen Murphy uses Pistol Creek and the surrounding areas frequently. She reports the happiness this land has giving her and her family and is thankful for the preserved land.

Teddy Tighe reports he sold property on the Lamentation Mountain to Berlin Land Trust. He would like to keep the land as natural as possible. He does not support additional parking or parking next to driveways of private land owners.

Rick White is against the proposed Spruce Brook connector and increased parking. He is in support of the updated cart paths at Pistol Creek and maintenance of the property.

Jim Mahoney emphasis the plan is to improve the Mattebassett Trail. He also explained there are plans to improve the accessibility at Pistol Creek so more residents can enjoy the area. He is open to any recommendations for improvements to discourage illegal ATV use.

Commissioner DeLorenzo recommends public actions to calm traffic in vicinity of the trails with lighting, speed bumps, signage, cobblestone, etc. as many other towns do.

Commissioner Pagliaro does not believe traffic will be impacted at all by updating the connector. Maureen Giusti reported that the side of the street that will have the sidewalk has not been officially determined. For the property with 2 existing parking spaces at the Town's Stantack Road the driveway and curb cut are actually encroaching on Town Property.

II. USE OF TOWN LANDS

a. Hatchery Brook Conservation Area – Ct Cycling Advancement Program (CCAP) - BHS Riding Red Coats Bike Race Annual event proposed for Saturday, June 1, 2024, rain date June 2, 2024

Brian Wolfe, represented himself and Jim Arnold at the meeting. The race will be from 8am-3pm. With set-up and break-down approximately 2 hours before and after the race. He reported that the team will contact and post signs in the surrounding neighborhoods as was done in years past. The Berlin PD will be notified as will neighbors along Linden and Summit Wood Drives. Caution tape will

be put up in appropriate areas. This is the same race that has been held for the past couple years with the course remaining the same.

Commissioner Lewis commended the race team for postponing last year due to rain. The rain has had a detrimental effect of trails throughout Berlin and all over the state. He pointed out a few locations where there is erosion and damage to the trails for the record. He would like to make the bikers aware of these areas for safety. A before and after walk will take place just as years past with possible route adjustments or precautionary measures to preserve trail areas of concern. Mr. Wolfe will work with Ms. Giusti and the PD on next steps, to go to Town Council for approval and fee waiver for PD services.

Commissioner Lewis made a motion to support the 2024 CCAP BHS Riding Red Coats Bike Race Annual Event, seconded by Commissioner Ramsey with the same standard as prior years, passed unanimously.

- b. Jim Mahoney reported the Aquatic Invasive Species Control Grant Application for Silver Lake was submitted.**
- c. Discussion: Interest in obtaining trail access with State of Connecticut parcels to the east of the Blue Hill Conservation area and west of Silver Lake.**

Jim Mahoney reported the DOT owns some parcels in the area of Silver Lake, west of the AMTRK line and contiguous to Blue Hills Conservation Area. He would be happy to reach out in the future to see if the State will sell or gift the properties to the Town of Berlin if it is determined that there is an interest.

Commissioner Lewis reported there appears to be a historic stone wall on the property referenced in Kathryn North's History of Connecticut from the early 1900's and is in itself is reason to acquire the property.

- d. Hatchery Brook Community Garden**

Maureen Giusti reported applications are out and reservations are started.

PZC APPLICATION COMMENTS

I. Site Plan Amendment
401 Berlin Street
John Gagas
Stan Chem
No Comment

II. Site Plan Application
127 New Park Drive
Kevin Budney Lifetime Trust
No Comment

COMMISSIONER COMMENTS

Karl Lewis reported the leash law is being disregarded at Bicentennial Park and other town properties.

ADJOURNMENT

Commissioner Pagliaro made a motion to adjourn the meeting at 7:28 pm. seconded by Commissioner Heisler, passed unanimously.

Submitted by,
Marlo Thomas Matassa, Recording Secretary

The CCAP
353 Main St
Middletown, CT 06457



860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com

January 9th, 2024

Dear Conservation Commission,

I am writing you on behalf of the Berlin High School Ridin' Red Coats and the CT Cycling Advancement Program to request the use of Hatchery Brook Conservation Area and Bicentennial Park on Saturday, June 1st, 2024 to host our Annual Team Red Dragon MTB Race. We take great pride in running a respectful event that highlights the beauty of the conservation area, and fits into the area's everyday activities with minimal disruptions. This event benefits the Berlin High School MTB Club (Ridin' Red Coats) and the CT Cycling Advancement Program, a non-profit organization whose mission is to give kids and families access and exposure to the sport of cycling across the state. We have hosted this event at Hatchery Brook Conservation Area since 2017, and aim to host the event in a similar fashion as year's past.

Event Name: Team Red Dragon MTB

Event Date: Saturday, June 1st, 2024

Rain Date: Sunday, June 2nd, 2024

Time Frame: 8:00 am-3:00 pm Race Time; Set-up/Breakdown 2 hrs before and after

Attendance: Approximately 200-250 people throughout the day; approx. 75 on-site at one time.

Course Map: Attached below. Start/Finish/Registration area will be located in the field near the Orchard Rd parking area. 2 portable restrooms to be placed in the Orchard Rd parking lot.

Parking: Located on Linden Dr/Summit Wood

Emergency Plan: Coordinate with Berlin FD for EMS/First Responders; Coordinate with Maureen/Berlin PD to schedule a police officer via fee waiver.

Notice to regular users: Notify regular users by posting written notice at each trail heads approximately 3 weeks before the event. We will notify residents on Summit Wood and Liden Drive via door to door written notice.

Trail Protection Measures: As always, we will follow general MTB guidance that calls for cancelation if 1" or more of rain is accumulated within 24 of start of the event. Best judgement is always used to preserve the trails. We are more than happy to conduct a post-race trail inspection with members of the conservation commission and remediate any significant damage.

Sincerely,

Brian Wolfe and Jim Arnold

Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling

The CCAP
353 Main St
Middletown, CT 06457

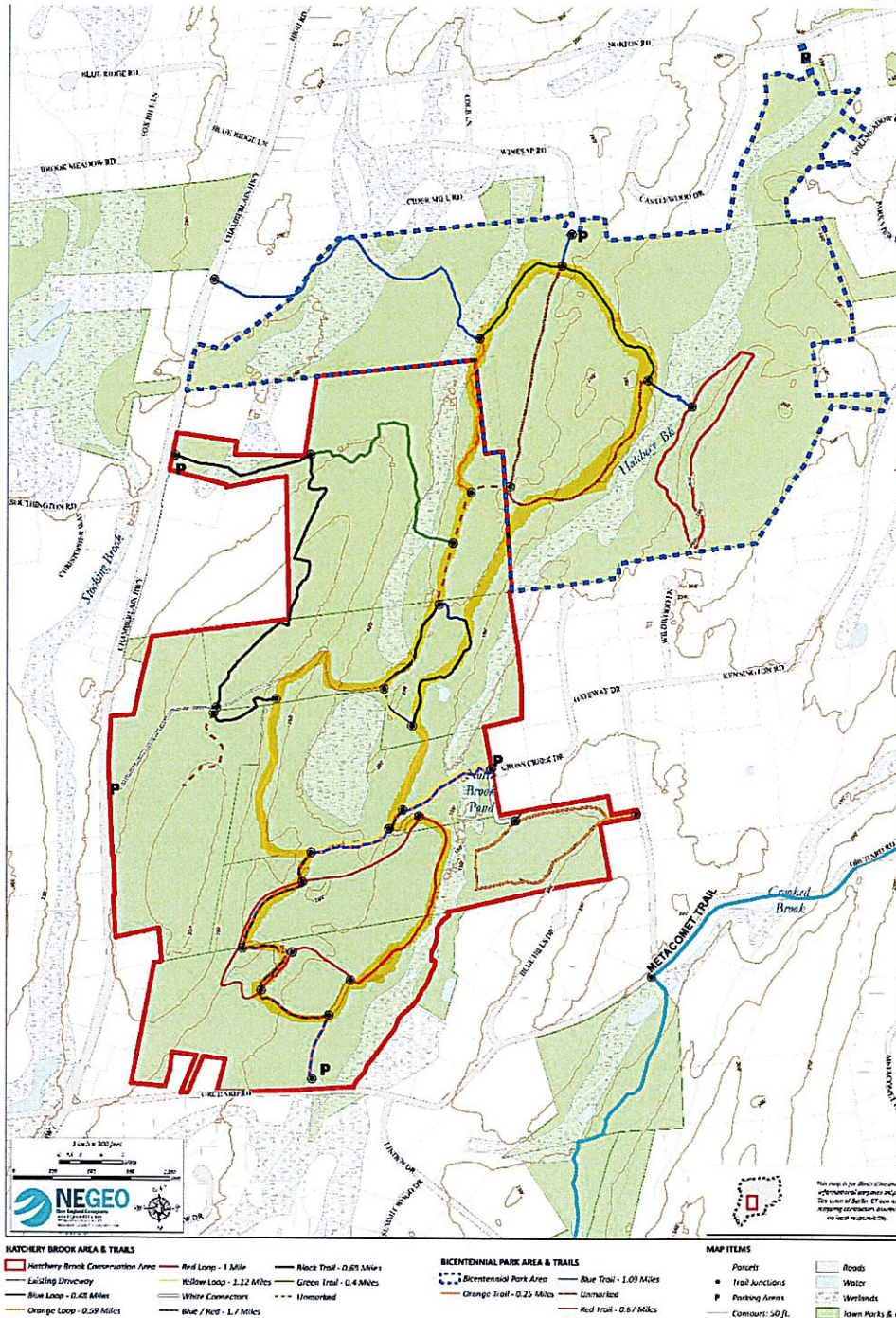


860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com



Town of Berlin, CT
Conservation Commission

Hatchery Brook Conservation Area with Bicentennial Park
and Kensington Orchards



Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: The Connecticut Cycling Advancement Program	Date: 2/28/24
Contact Name: Brian Wolfe	
Phone Number: (860) 295-4028	
Event: Team Red Dragon MTB Race	Date of Event: 05/18/24 Rain date: 5/19/24
Location of the Event: Hatchery Brook Conservation Area, 685 Orchard Rd, Berlin, CT 06037	
What fee do you want waived: The police services fee. We hire the police to direct traffic as racers and their families cross Orchard Rd from Linden Dr to participate in our race. The estimated total cost by the Berlin Police Department as of 2/17/23 is between \$900-\$1,100	
Identify the hardship incurred: We are a local non-profit that organizes youth cycling teams and activities around the state. This race benefits the Berlin High Cycling Team with the entry fees collected from adult racers. The police services is our largest expense and jeopardizes the feasibility of the race. We would greatly appreciate a reduction or elimination of the fees rendered from the race.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin High School partners with our organization to give kids the opportunity to participate on an organized cycling team with their peers. It gives them exposure into cycling, and offers them the potential to secure college scholarships and gain positive life experiences through cycling.	

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: The Connecticut Cycling Advancement Program

Comments:

Brian Wolfe

Signature

2/28/24

Date

[Signature]

Town Manager Signature

3/12/24

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
5
Agenda Item No.
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 1, 2024

SUBJECT: Request for Fee Waiver – Wine & Beer Tasting 2024

Summary of Agenda Item:

Berlin Lions Charities is holding a Wine & Beer Tasting Event at the Berlin Fair Grounds on Saturday May 18, 2024. According to application this event will assist in funding meals to the police and elderly, veterans & spouses in need and various youth groups and organizations.

Funding:

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

Action Needed:

Move to approve waiving the Police fees in the estimated amount of \$2,000.00 for the Wine & Beer Tasting Event at the Berlin Fair Grounds on Saturday May 18, 2024.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department





TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: BERLIN LIONS CHARITIES	Date: 3/1/24
Contact Name: RON BOSCO	
Phone Number: 860-306-0244	
Event: WINE & BEER TASTING	Date of Event: Sat 4 ofes. 5/18/24
Location of the Event: BERLIN LIONS FAIR GROUNDS	
What fee do you want waived: POLICE FEE ESTIMATED \$2000⁰⁰	
Identify the hardship incurred: IT WILL REDUCE THE AMOUNT WE GIVE BACK TO THE COMMUNITY	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: PROVIDES SCHOLARSHIPS (4) TO BERLIN HIGH STUDENTS PROVIDES MEALS TO: THE POLICE, ELDERLY AT PERSONAL MEALS MARGORIE MOORE AND BERLIN VETERANS RAISES FUNDS FOR BERLIN VETERANS & SPOUSES IN NEED PROVIDES SUPPORT FOR VARIOUS YOUTH GROUPS AND ORGANIZATIONS	

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 LIONS CHARITIES

Comments: THE POLICE WILL PROVIDE COVERAGE WITH (4) OFFICERS FOR A PERIOD OF (3) HOURS ON SATURDAY MAY 18, 2024 FROM 7:00 PM - 10:00 PM. THE ESTIMATED COST IS \$2000. WE ARE REQUESTING THIS FEE BE WAIVED.

Emad Basir

Signature

3/1/24

Date

[Signature]

Town Manager Signature

3/4/24

Date

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

1. Fee Waiver Policy

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

Consent
Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 1, 2024

SUBJECT: Request for Fee Waiver – “Mr. BHS” BHS All Night Grad Party 2024

Summary of Agenda Item:

Berlin High School All Night Graduation 2024 is hosting “Mr. BHS” on April 21, 2024 at the BHS auditorium. According to application this event will benefit the free, Class of 2024 party that will take place on graduation night.

Funding:

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

Action Needed:

Move to approve waiving the Police fees in the estimated amount of \$1,036.00 for the “Mr. BHS Event” that will take place on Sunday, April 21, 2024.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department

(Signature)



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: <i>BHS - All Night Grad 2024</i>		Date:
Contact Name: <i>Jennifer Chant</i>		<i>Jan. 31, 2024</i>
Phone Number: <i>(860) 965-2947</i>		
Event: <i>Mr. BHS</i>	Date of Event: <i>6-10</i> <i>Sunday, April 21, 2024</i>	
Location of the Event: <i>BERLIN HIGH SCHOOL AUDITORIUM</i>		
What fee do you want waived: <i>Police fee 1036.⁰⁰</i>		
Identify the hardship incurred: <i>We are a non profit and all funds support the children. Tax ID # 46-2609445</i>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>We are providing a drug/alcohol free party to the class of 2024 on Graduation night.</i>		

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: BHS All Night Grad Party 2024

Comments:

Jennifer Chou
Signature

1/31/24
Date

[Signature]
Town Manager Signature

Date

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

1. Fee Waiver Policy

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

Consent

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 5, 2024

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received a \$150 donation by Peggy Morton and \$50 donation by Eleanor Hill, \$50 donation from Rita Romegialli and a \$200 donation from Donna Barrows for supplies for a total of \$450.

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

Funding

No funding needed.

Action Needed:

Move to accept the donation of \$450 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe 

NOTICE OF PUBLIC HEARING
THE TOWN OF BERLIN

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, March 19, 2024 at 7:00 p.m. for the purpose of holding a public hearing.

The public is invited to comment on an ordinance that requires the Town to Fund the Actuarially Determined Employer Contribution (ADEC) for each active defined benefit pension plan.

Copies of said plan are on file open to public inspection at the Office of the Town Clerk.

Dated at Berlin, Connecticut this 6th day of March 2024.

Kathryn J. Wall
Town Clerk

Publication Date:
March 12, 2024
New Britain Herald

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 4, 2024
SUBJECT: Steven Wilson Resignation

Summary of Agenda Item:

Police Commissioner Steven Wilson has submitted his resignation. In accordance with the Berlin Town Charter Section 2-13. Vacancies:

Any vacancy in any elective town office, except as provided otherwise in this Charter, shall be filled from the electorate of the town by appointment by the Council for the unexpired portion of the term. In filling any vacancy, the Council shall appoint a person of the same political party as that of the former incumbent unless said incumbent was not an enrolled member of a political party, in which case his successor shall not be an enrolled member of a political party.

Funding:

None needed.

Action Needed:

Move to appoint _____ to fill the unexpired term created by Steven Wilson resignation from the Police Commission.

Attachments:

Resignation Letter

Prepared By: Kate Wall, Town Clerk



Mark
Charlie
Donna
Sandy
Matt
Drew
Kate

*Kate, thank you for all your support, you
are the best!*
Steve

I am submitting my resignation from the Berlin Police Commission effect March 15, 2024. It's been an honor and a pleasure working with all of you and serving the citizens of our wonderful little town.

While we still have a lot of work to do, I am pleased with the trajectory that Matt, Drew and most of the leadership team have BPD on. Upgrading the chief and deputy chief positions, the pension, the interim 401(k) upgrade, getting retirees to staff road jobs, and mostly our increased vigilance protecting our citizens are accomplishments I am proud of. But there is so much more to be done...we must increase the size of BPD to correspond to the apartments and cluster housing coming on line. It takes so long to hire, train and certify a new officer we need to address this immediately. We must be creative and vigilant in reducing property crime and reckless driving regardless of the hurdles misguided people at the state level put in our way. We are responsible for our own community and cannot allow the misguided antics in Hartford to dilute our vigilance.

Semper Fidelis

SKW

Steven Wilson
1MAR24

RECEIVED FOR RECORD
BURLINGTON

2024 MAR -4 AM 11:13

Kathy Flood
BERLIN, CT.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 14, 2024

SUBJECT: Housing Authority

Summary of Agenda Item:

Joseph Bajorski and Michele Yarincik from the Berlin Housing Authority will be in attendance to discuss available grants and the connection of the generator.

Funding:

None needed at this time.

Action Needed:

Discussion concerning grants and the connection of the generator.

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 27, 2024

SUBJECT: Police Vehicle Emergency Equipment Installation

Summary of Agenda Item:

The Police Department requests permission to contract with Northeast Communication Inc. (NORCOM) of Naugatuck, Connecticut for the installation of equipment for four police vehicles. NORCOM has been awarded State Contract # 19PSX0088 for equipment and installation services. The estimated cost of equipment and services for the four vehicles is \$65,000.

Funding:

Funds for this purpose are available in the Police Department's Police Vehicles & Equipment Account # 001.15.1532.0.54000.00004.

Action Needed:

Move to approve awarding the contract to NORCOM Inc. for the purchase, and installation of equipment for four police vehicles under State Contract # 19PSX0088 for an amount not to exceed \$69,000.

Attachments:

Sufficiency of Funds

Prepared By:

Deputy Chief Drew Gallupe *DC*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 29-Feb-24

Purchase Item or Contract: Police Vehicle Equipment Installation		Requested by: Drew Gallupe	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Police Vehicle Emergency Equipment Installation	\$69,000.00	\$69,000.00
			\$0.00
			-
			-
			-
			-
TOTAL			\$69,000.00

Account No. 001.15.1532.0.54000.00004 Police Vehicles

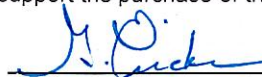
Budgeted Amount.....	\$200,000.00	Available balance.....	\$69,433.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$69,000.00
Expenditures to Date.....	\$130,567.00	Available Balance After Purchase.....	\$433.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 5, 2024

SUBJECT: Timberlin Golf Course – Purchase of Used Greens Mower

Summary of Agenda Item:

Director of Golf, Sol Guerrero, recommends the purchase of a used greens mower from John Deere. Rather than waiting over 1 year for a new mower, a used mover would be available upon purchase. The used mower will be re-evaluated by John Deere before purchase. Director of Golf is requesting to transfer \$35,000 from Acct # 500.25.2543.0.54000.00015, Pickup Truck, to Acct # 500.25.2543.0.54000.00128, Greens Mower, approval to purchase a used greens mower from John Deere for no more than \$35,000, and approval to waive the town's bidding procedures.

Funding:

Transfer \$35,000 from Acct # 500.25.2543.0.54000.00015, Pickup Truck, to Acct # 500.25.2543.0.54000.00128, Greens Mower.

Action Needed:

Move to approve the request to transfer \$35,000 from the Pickup Truck account to the Greens Mower account.

Move to waive the town's bidding procedures and approve the purchase of a used greens mower from John Deere for no more than \$35,000, since this is in the best interest of the town.

Attachments:

Budget Change Form

Prepared By:

Sol Guerrero, PGA – Director of Golf

A handwritten signature in blue ink, appearing to read "Sol", enclosed within a circular blue ink scribble.



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Golf	Fiscal Year:	FY24	Date:	3/12/24
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To Acct #: 500.25.2543.0.54000.00128	Description: Greens Mower	Amount: \$35,000.00	Requested by: Sol Guerrero
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: 500.25.2543.0.54000.00015	Description: Pickup Truck	Amount: \$35,000.00	Approved by: J. P. [Signature]
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Contingency Balance (If applicable):

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

We have been looking for a pickup truck for a while now. Having an updated greens mover would be more beneficial to the golf course than a pickup truck. The quality of the greens will improve. When we raise prices, we are showing improvements with the course to justify increases.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 3/12/24
--	--------------------------------------	---	---------------

Comments:

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: March 11, 2024

SUBJECT: Daikin Applied Fiscal Year 2024 Purchase Order Increase for Department no. 61 Contractual Services

Summary of Agenda Item:

The two Cooling Chillers at Berlin High School are under a factory service agreement with Daikin Applied of Brookfield, CT utilizing OMNIA Partners contract R200401. During fiscal year 2024, additional repairs and component replacements were discovered and needed during inspections that are not covered under the service agreement. The sum of the cumulative invoices will exceed the current threshold of \$25,000. Approval to increase the purchase order up to \$40,000 as needed for the remainder of fiscal year 2024 is being requested to cover current invoices and any additional work needed outside of the service agreement.

Funding:

001.35.3561.0.53814.00000

Action Needed:

Move to approve Daikin Applied purchase order increases up to \$40,000 as needed for the remainder of fiscal year 2024 utilizing OMNIA Partners Contract no. R200401 for department no. 61 contractual services to cover current invoices and any additional repairs or components needed on the High School chillers outside of the service agreement.

Attachments:

Certificate of Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities 



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-Mar-24

Purchase Item or Contract: Daikin purchase increase Dept 61 Contr. Serv.		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Daikin purchase order increase for Dept. 61 - Contractual Services	\$15,000.00	\$15,000.00
	(current PO at \$25,000, NTE \$40,000)		\$0.00
			-
			-
			-
			-
TOTAL			\$15,000.00

Account No. 001.35.3561.0.53814.00000 Contractual Services

Budgeted Amount.....	\$414,000.00	Available balance.....	\$39,930.92
Encumbrances to Date.....	\$111,297.24	Amount Needed for This Package.....	\$15,000.00
Expenditures to Date.....	\$262,771.84	Available Balance After Purchase.....	\$24,930.92

Is a budget change needed? ☐ Yes ☒ No

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

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

Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 7, 2024

SUBJECT: KONE Purchase Order Increase Approval for Department no. 61
Contractual Services

Summary of Agenda Item:

The elevators at Berlin High School, McGee Middle School, and Willard Elementary School, are under an annual service agreement with Kone Elevators of Trumbull, CT, utilizing State of CT DAS contract no. 19PSX0054. During fiscal year 2024, state mandated five-year testing and repairs were required and not covered under the annual service agreement. The sum of the annual service agreement, five-year testing and additional repairs will exceed the cumulative purchase order limit of \$25,000. Approval is being requested to increase the purchase order as needed up to \$40,000 for the remainder of fiscal year 2024 to cover current invoices and any additional work that shall be needed at the three school buildings outside of the service agreement.

Funding:

001.35.3561.0.53814.00000

Action Needed:

Move to approve KONE purchase order increases up to \$40,000 as needed for the remainder of fiscal year 2024 utilizing State of CT DAS contract no. 19PSX0054 to cover five-year testing and additional repairs outside of the service agreement for elevator work at Berlin High School, McGee Middle School, and Willard Elementary School

Attachments:

Certificate of Sufficiency of Funds

Prepared By:

Wayne Wright Wayne Wright, Superintendent of Facilities



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-Mar-24

Purchase Item or Contract: KONE purchase increase Dept 61 Contr. Serv.		Requested by: Doug Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	KONE purchase order increase for Dept. 61 - Contractual Services	\$19,000.00	\$19,000.00
	(current PO at \$21,000, NTE \$40,000)		\$0.00
			-
			-
			-
			-
TOTAL			\$19,000.00

Account No. 001.35.3561.0.53814.00000 Contractual Services

Budgeted Amount.....	\$414,000.00	Available balance.....	\$39,930.92
Encumbrances to Date.....	\$111,297.24	Amount Needed for This Package.....	\$19,000.00
Expenditures to Date.....	\$262,771.84	Available Balance After Purchase.....	\$20,930.92

Is a budget change needed? ☐ Yes ☒ No

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

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

Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: March 5, 2024
SUBJECT: Allowing taxpayers to vote in the Referendum

Summary of Agenda Item:

The Town Council should vote to allow any person who is a citizen of the United States, of the age of eighteen (18) years old, and who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town to vote in the budget referendum on April 30, 2024 and May 28, 2024 (if needed).

Action Needed:

Move to allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 30 and May 28, 2024.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

Lucas A Van Zandt

Town of Berlin | Generated 2/22/2024 @ 9:40 pm by OnBoard2 - Powered by ClerkBase

Status

Name Lucas A Van Zandt
Application Date 2/21/2024
Expiration Date 2/21/2123
Status Received

Board	Vacancies	Status
Golf Course Commission	1	Pending

Basic Information

Name
Lucas A Van Zandt

Contact Information

Address
52 Skyview Dr
Berlin, CT 06037

Yes, I am a resident
Yes

Email
lucas2424@comcast.net

Phone
860-983-0177

Occupation

Employer
LPL

Job Title
Financial Advisor

What is your political party affiliation?
Republican

Number of years in Berlin
18

Educational Background (optional)
college

Current and Past Civic/Community Involvement
parks&rec

RECEIVED FOR RECORD
BERLIN, CT
2024 FEB 22 PM 4:41
Kathy Gwede
BERLIN, CT

Tell us why you feel qualified for this appointment

Just want to help our town.

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

No

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

Yes

I am a...

Non-Golfer

Generated 2/22/2024, 4:40:05 PM



Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Constable

2. _____

****NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Dominic M. Colangelo

Telephone No.: (860) 803-4246

Home Address: 187 South Slope Dr

Number of years in Berlin: 44

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

Email Address: colangelod54@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Educational Background (optional)

Retired Postal worker 145 N. Maple Glastonbury Ct.

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

Tell us why you feel qualified for this appointment:

As a postal worker (letter-carrier)
I constantly delivered important documents that needed to be signed

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

Signature: Dominic M. Colangelo

Date: 3-12-2024

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 MAR 12 PM 3:27

Kathryn Wall

BERLIN, CT.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/87204101876?pwd=BOjLA6bSD5qdOaPvPrGyB8VX1t54oy.1>

Meeting ID: 872 0410 1876

Passcode: 331523

+1-646-931-3860 # US

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 5, 2024
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Town Council Meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Kate Atkinson
Councilor Sandra Coppola
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Donna Veach – *arrived at 7:04 p.m.*

Those absent:

Councilor Mark Pruzin

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

None

E. MAYOR'S UPDATE:

None

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

G. CONSENT AGENDA:

Councilor Paonessa moved to add item #4 to the Consent Agenda – Timberlin Golf Course donation.

Seconded by Councilor Coppola.

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

Vote being 5-0 (MOTION CARRIED)

1. **Topic re: Approve waiving the Facility Rental fees for Berlin Upbeat's 2024 Pancake Breakfast in the amount of \$200.00. – Social and Youth Services**
2. **Topic re: Approve waiving the Police Fees in the amount of \$777.00 for the Trek -n- Treat Event that took place on Friday, October 27,2023 at Willard School. – Police Department**
3. **Topic re: Accept the donations of \$6,000.00 and appropriate the funds to the Computer Equipment account in the Special Grants and Donations Fund. – VNA**

Added item #4. Topic re: Accept the Timberlin Golf Course Men's Club donation of \$2,500 towards a trade of the 1998 EZ GO cart for a 2018 Club Car Carryall Cart. – Golf Course

Councilor Paonessa moved to approve the Consent Agenda as presented.

Seconded by Councilor Coppola.

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

Vote being 6-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. **Topic re: Authorize the Town Manager to participate in a grant application to be submitted by the Town of Middletown for the Lamentation Mountain/Pistol Creek Area for a Recreational Trails grant that will include improvements in Berlin at an estimated cost of \$250,000 and that the Town contribute \$50,000 in cash match for the Berlin portion of the project from the fee in lieu of open space account. – Economic Development**

Town Manager Jayawickrema stated that this item was discussed at the previous Town Council meeting and changes to the plan were recommended. Economic Development Coordinator Jim Mahoney will address those changes.

Mr. Mahoney stated that based on feedback received from surrounding property owners, changes to the project scope include deletion of the improvements to the two-car parking area at the Spruce Brook Road trailhead and removal of the walking path along Spruce Brook Road. When Spruce Brook Road is repaved safety markings will be added.

This is a cooperative application with the City of Middletown who will take the lead. The estimated project cost for the Berlin portion of the grant application is \$250,000 with a 20% local match of

\$50,000 required based on a grant request of \$200,000. After prior discussions with Town Council staff proposes taking that match amount from the Lieu of Open Space Account.

Mayor Kaczynski inquired about what can be done for the property owner that abuts the trailhead parking area. Councilor Veach suggested the possibility of fencing or signage. Upon visiting the area, she noted multiple cars using the two-car parking area and added that it is a dangerous area to back out of. There was discussion of blocking off the parking area all together with either signage or a natural blockade. Mr. Mahoney suggested the possibility of making a parking area on Lamentation Drive where the Stantack Road path merges on.

Councilor Paonessa moved to authorize the Town Manager to participate in a grant application to be submitted by the Town of Middletown for the Lamentation Mountain/Pistol Creek Area for a Recreational Trails grant that will include improvements in Berlin at an estimated cost of \$250,000 and that the Town to contribute \$50,000 in cash match for the Berlin portion of the project from the fee in lieu of open space account.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

2. Topic re: Appropriate the \$750,000 State Urban Grant to the Police Station Renovation Grant account in the Police Station Construction Fund, pending approval by the Board of Finance. – Finance

Town Manager Jayawickrema stated that the State Representatives Donna Veach and Jack Fazzino were able to secure a \$750,000 State Urban Grant for the Police Department renovation project. The Department of Emergency Services and Public Protection will manage the award. This agenda item is to appropriate the grant to the Police Station Renovation Grant account.

Councilor Paonessa moved to appropriate the \$750,000 State Urban Grant to the Police Station Renovation Grant account in the Police Station Construction Fund, pending approval by the Board of Finance.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Award the 2024/25 Diesel contract to Tuxis Ohrs of Meriden CT utilizing the Capitol Region Council of Governments Bid # 760. - Municipal Garage

Town Manager Jayawickrema stated that Fleet Manager Jim Simons researched diesel fuel prices and determined that Tuxis Ohrs of Meriden, CT was the lowest bidder on the CRCOG bid. Over the

duration of the contract this will provide the Town a savings of \$22,750 on a total purchase of 32,500 gallons.

Councilor Paonessa moved to award the 2024/25 Diesel contract to Tuxis Ohrs of Meriden CT utilizing the Capitol Region Council of Governments Bid # 760.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

4. **Topic re: Approve a transfer of \$30,000 from the ADA Improvements account to the Senior Center Van account, both in the CNR Fund, pending approval by the Board of Finance. Also authorize the Senior Center Director to apply for the CT DOT Section 5310 FFY 23 Enhanced Mobility of Seniors and Individuals with Disabilities Assistance Grant and if awarded to deposit the funds into the Senior Center Van Account. – Senior Center**

Town Manager Jayawickrema stated that Senior Center Director Tina Doyle has researched grants to cover the cost of a new Senior Center Van. This request is to apply for the grant which requires a 20% local match and also to transfer \$30,000 of available funds to cover that match.

Councilor Paonessa moved to approve a transfer of \$30,000 from the ADA Improvements account to the Senior Center Van account, both in the CNR Fund, pending approval by the Board of Finance.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Senior Center Director to apply for the CT DOT Section 5310 FFY 23 Enhanced Mobility of Seniors and Individuals with Disabilities Assistance Grant and if awarded to deposit the funds into the Senior Center Van Account.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

5. **Topic re: Approve waiving 50% of estimated field usage fees not to exceed the amount of \$1,840 for the 2024 Nutmeg State Games to be held at Scalise Field and Baretta Field from July 19 through August 4, 2024. – Parks and Recreation**

Town Manager Jayawickrema introduced this item stating that historically the Town has waived 100% of field usage fees for the Nutmeg State Games however the Parks and Recreation Commission is requesting a 50% waiver this year. As the Town has been waiving a number of fees the Town Manager agrees with the 50% waiver.

Director of Community, Recreation, and Park Services Jen Ochoa stated that this is only for the waiver of field fees, grounds crew fees will be paid by the organization.

Councilor Paonessa moved to approve waiving 50% of estimated field usage fees not to exceed the amount of \$1,840 for the 2024 Nutmeg State Games to be held at Scalise Field and Baretta Field from July 19 through August 4, 2024.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 6. Topic re: Waive the bidding procedure and purchase chemicals from Harrell's & Heritage Landscape Supply Group, in the amount not to exceed \$124,914.20 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, Bayer, SePRO, and Corteva Chemical Companies. – Golf Course**

Director of Golf Sol Guerrero stated that this is a yearly request to purchase agency chemicals for the Timberlin Golf Course. Brand name companies use the Early Order Program (EOP) by offering large incentives and many times beat the prices of the off-patent materials. Advantages of using brand name products include a guarantee from the manufacturer that the product will work properly or be replaced free of charge.

Products purchased during the EOP will be needed during the 2024 golf season and delivery must be taken by April 1, 2024.

Councilor Paonessa moved to waive the bidding procedure and purchase chemicals from Harrell's & Heritage Landscape Supply Group, in the amount not to exceed \$124,914.20 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, Bayer, SePRO, and Corteva Chemical Companies.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 7. Topic re: Schedule a public hearing on March 19, 2024 at 7:00 p.m. to discuss an ordinance that requires the Town to Fund the Actuarially Determined Employer Contribution (ADEC) for each active define benefit pension plan. – Town Manager**

Town Manager Jayawickrema stated that at the February 6, 2024 Ordinance Committee meeting voted to recommend to the Town Council an ordinance that requires the Town to fund the Actuarially Determined Employer Contribution for each active defined benefit pension plan.

This request is to schedule that meeting.

Councilor Paonessa moved to schedule a public hearing on March 19, 2024 at 7:00 p.m. to discuss an ordinance that requires the Town to Fund the Actuarially Determined Employer Contribution (ADEC) for each active define benefit pension plan.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

I. APPOINTMENTS:

- 1. 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.

Councilor Paonessa placed in nomination the name of Andra Lou Millerd (R) of 1231 Orchard Road for appointment to the Cemetery Committee.

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

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

Vote being 6-0 in favor of Andra Lou Millerd (R) to serve on the Cemetery Committee. Term ending January 31, 2027.

- 2. Conservation Commission – Vacancy – Alternate** – Term would be until January 31, 2026. Can be filled with a D, R or U.

- 3. 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).

- 4. 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).

- 5. Golf Course Commission – Non-Golfer Vacancy** – Term would be until January 31, 2027. Can be filled with a D, R or U and must be a non-golfer (per ordinance).

6. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** – Replacement would be until January 31, 2026. Can be filled with a D, R or U.
7. **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).
8. **Housing Authority** – Santina Turner’s term expires on March 31, 2024. She does not wish to serve another term. She has served as the Resident/Commissioner. Replacement would be until March 31, 2029. Can be filled with a D or U.
9. **Mattabassett District – Vacancy** – Replacement term would be until September 1, 2026. Can be filled with a D, R or U.
10. **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.
11. **Public Building Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
12. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
13. **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).
14. **VNA – Vacancy** – Replacement would be until January 31, 2027. Can be filled with a D, R or U.
15. **VNA – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
16. **VNA – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
17. **VNA – Vacancy** – Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
18. **Water Control Commission – Vacancy** – Term would be until January 31, 2029. Can be filled with a D, R or U.
19. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2026. Can be filled with a D, R or U.

20. Water Control Commission – Alternate – Vacancy – Term would be until January 31, 2026.
Can be filled with a D, R or U.

21. 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).

J. TOWN MANAGER’S REPORT:

- After some pushback the Silver Island Homeowner’s Association has agreed to develop a plan to restore some of the trees that were removed from the conservation easement area.
- The Town has received \$33,000 from the Opioid Settlement and a Townwide committee consisting of the Town Manager, Superintendent of Schools, Chief of Police, Social Services Director, and the Central Connecticut Health District (CCHD) has been developed to determine the best use of those funds which would include education, remediation, and assistance.

CCHD would like to fund a Recovery Coach who will assist the community with counseling and advising. A handout was also developed that will be distributed to hotels and motels and the police will also carry them to hand out to those in need. The Police Department had also requested a replacement for naloxone cases for cruisers and \$2,600 was invested in that.

The committee also engaged Berlin High School students to create a video about awareness and life feelings, encouraging those in need to reach out. It will be distributed to other schools and posted on social media. The Superintendent of Schools is also looking for a powerful keynote speaker to speak to the students.

The opioid epidemic is a real, ongoing issue across the country and the committee will continue to develop new programs to help the community.

Mayor Kaczynski mentioned programs that were being held by the Social Services departments within the CCHD and the next one is coming up soon. He would like Berlin Social Services to take part in it.

- The Town Manager distributed a letter from the President of the Friends of the Worthington Meeting House. With the 250th anniversary of the building approaching she is requesting support from the Town Council by verbally promoting the restoration of the Meeting House and assisting with funding.
- The Town Manager stated that Assistant Finance Director Gail Erickson is retiring in August after 36 years with the Town and reminded the Council that IT Specialist Cindy Moore’s last day is Friday after 38 years of employment. He added that Land Use Administrator Fran Semnoski retired last year after almost 40 years of employment with the Town.

K. SPECIAL COMMITTEE REPORTS:

The Ordinance Committee met to discuss the noise ordinance as well as a tax abatement policy for daycares. The Committee concluded that the tax abatement policy would not go forward as it did not appear to be workable.

Councilor Paonessa stated that the Mattabassett Watershed Committee met, and assistance and knowledge was obtained from the Town Engineer and local attorney Dennis Kern. One of the Committee's short-term goals is to install an additional fueling station at Timberlin Golf Course in case flooding at the Town Farm Lane yard makes that area unserviceable. Another short-term goal is reaching out to engineering firms, one of which does the Town's stormwater study, to determine what can be done to relieve the flooding in the area.

An intermediate goal of the committee is to look at local regulations and determine if minor regulation changes would help to slow runoff in new developments. In the long-term grants will be researched including the possibility of piggy backing onto a \$500 million grant Newington is applying for to study water in the area as both towns are part of the same water basin.

L. COUNCILORS' COMMUNICATION:

Mayor Kaczynski inquired about obtaining the logbooks of the full time Animal Control Officer (ACO) as he has had complaints from residents that calls are not returned for several days and Police Dispatch also has trouble reaching her at times. The Mayor also inquired if she was on the Police radio system for safety reasons and suggested having GPS monitoring installed on their two vehicles.

Chief of Police Matthew McNally stated that the ACO is not on the Police radio system and that Berlin has a unique situation as there is an agreement that she does not answer to the Police Department.

Town Manager Jayawickrema added that there is a request in the new budget to go from one full-time and one part-time ACOs to two full-time to provide more evening coverage.

Chief McNally stated that the Police Department is looking at radio system upgrades and adding two additional radios as part of that plan. The Department currently only operates with two spare radios. Mayor Kaczynski stated that the Department should have more than that.

Chief McNally added that if the ACOs are given radios they would need to go to training.

M. ACCEPTANCE OF MINUTES:

February 20, 2024

Councilor Paonessa moved to approve the February 20, 2024 Town Council Meeting minutes as presented.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 7:53 p.m.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

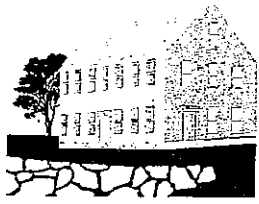
Submitted by,

Kathryn J. Wall
Clerk of the Meeting

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 MAR -7 PM 12: 37

Kathryn J. Wall
BERLIN, CT.



The campaign to restore
WORTHINGTON
MEETING HOUSE

March 4, 2024

To Mayor, Mike Kaczynski, Town Manager, Arosha Jayawickrema, and Town Council Members, Mark Pruzin, Peter Rosso, Charles Paonessa, Sandra Coppola, Donna Veach and Kate Atkinson,

I am writing to remind all that the Worthington Meeting House will be 250 years old this year, and that it is our most historic remaining **public** building. It's the most photographed and painted building in Berlin, and the first image that pops up on the town website. Online posts draw hundreds of positive comments. Clearly, the building is iconic, and beloved. Meanwhile, the community still grieves the loss of Kensington Grammar School and the Berlin Train Station. Both buildings were architectural gems, and had the potential of being star attractions for our town. While the town lost control of KGS, and never had control of the Berlin Station, the meeting house is publicly owned and maintained. We have it within our power to see this project fulfilled. Much thought was put into deciding its future use as a local history museum and cultural community center. Bonds and grants used to stabilize the building made it ready for the next phase, and those funding sources require that future plans be for public use.

After the Phase I stabilization project, advocates for the building asked the Town Council for direction. The Council encouraged us to form a non-profit organization, to solicit private donations and seek grant opportunities. We did so at our own expense, and so far have received **good faith donations** from several hundred private donors. In addition, Berlin Historical Society extended themselves by using endowment funds to purchase the Woodruff property immediately behind the meeting house. That property was too important to pass on acquiring. It provides extended green space, additional parking, and frees up more room in the meeting house for its planned reuse. I cannot think of any other town owned building project that put the burden of raising funds on private citizens, except for the library's elevator (an expense far less than finishing the interior of the meeting house). For those who think construction grants are readily available, the primary source is through the State Historic Preservation Office. Funds are a maximum of \$200,000 requiring an equal match and reimbursement only after the project is done and approved. They now require that the project have the rest of the funding in place, including from the Historic Preservation Tax Credit Program.

During hearings for the updated POCD, it was unanimously agreed that the meeting house be prioritized for capital expenditure. Town officials say they support the project, but the longer we delay, the more costly it becomes. The cost is still a fraction of other projects in the wings. Inaction leads to public cynicism that town officials do not care about preserving our history. Inaction says to visitors that the Berlin community does not care. We know that is not true.

Meanwhile, HVAC conditions at the old Peck Library are inadequate for storing over 4,000 documents, photos, and objects. The building needs a new roof, but the museum would have to completely vacate so abatement issues can be remedied before the roof is resingled.

The Historical Society is a valuable resource for people researching genealogy and old home history; for writers, historians, film makers, podcasters, students, and town hall staff. It's become an essential public service. The museum has entertained national organizations, school groups, tourists, locals, and diverse audiences. We see first hand how astonished visitors are by the experiences Berlin Historical Society's museum has to offer. As for the Worthington Meeting House, we've had many out of town visitors stop to inquire about its history. No other building in town is more quintessentially "New England". When reopened, it will be a unique attraction, and an inspiring space for community events and meetings. Berlin has amazing stories to tell, and there is no better building for showcasing those stories than a restored 250 year meeting house that's witnessed it all.

Berlin Historical Society and Friends of Worthington Meeting House are enthusiastic cheerleaders, always promoting the good things about Berlin. Our popular story share programs confirm that nothing unites us as a community better than sharing our common history. As part of our economic development, Berlin needs a unique attraction to bring visitors here. Equally important, Berlin residents need the pride boost that will come when, together, we finally succeed in restoring and repurposing a treasured public building.

We again urge the Town Council to help with this project by verbally promoting it, and by helping to fund it. In 2026 our country will be celebrating 250 years. Most towns are looking to do something special to commemorate our nation's founding. We can't think of any better way than finishing the restoration of Worthington Meeting House so it can again serve the community.

Respectfully,

Lorraine Stub
President
Friends of Worthington Meeting House

cc: Kate Wall, Chris Edge