

PLEASE NOTE – THE FOLLOWING LINK WILL BE USED FOR ALL FUTURE TOWN COUNCIL MEETINGS. YOU MUST USE THE PASSWORD – BERLIN (ALL CAPS)

Berlin Town Council Chambers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88916616949?pwd=EGudbqXAWRsRvTteZt8R0dl7QT0hwM.1>

Meeting ID: 889 1661 6949

Passcode: BERLIN

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

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 18, 2025
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION

Paul Eshoo

E. AUDIENCE OF CITIZENS

F. MAYOR’S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$50.00 and supplies/medical care valued at \$152.00. - Animal Control
2. Topic re: Accept monetary donations totaling \$110.87 and deposit \$110.87 into the Unrestricted Donation account for the libraries greatest need and move to accept the donation of one Apple streaming player with an approximate value of \$100.00 to be used for programming and two water bottles with an approximate value of \$35.00 to be used as summer reading prizes. – Berlin-Peck Memorial Library
3. Topic re: Authorize the Senior Center Director to apply for the CT DOT Section 5310 FFY 24 Enhanced Mobility of Seniors and Individuals with Disabilities Assistance Grant. – Senior Center

4. 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 29 and May 27, 2025 (if needed). – Town Clerk
5. Topic re: Authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way, and the property off of Orchard Road that is appropriate for farm use. – Town Manager

I. NEW BUSINESS:

1. Topic re: Enact HB 7067, this section allows a municipality to increase the depreciation table for motor vehicles from the current schedule (beginning at 85% and ending at 15% for years 15-19 and then an assessment not less than \$500) to a higher depreciation schedule beginning at 90% and ending at 20% for years 15-19 and then an assessment not less than \$500. - Assessor
2. Topic re: Authorize the Chief of Police to sign the current FLOCK agreement allowing the town to take advantage of a \$15,000 savings by signing the contract within thirty-days. FLOCK is a sole service provider of these cameras. The agreement will be voided if funding is not approved in the FY26 budget. – Police
3. Topic re: Schedule a Special Town Council meeting on _____ to discuss and possibly adopt a budget to send to referendum. – Town Clerk
4. Topic re: Call a Town Meeting at 6:45pm on April 8, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation from the Berlin High School Construction Fund to the Capital Non-Recurring Fund in the amount of \$2,638,732 to fund the capital items listed in this agenda item. - Finance
5. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$25,000 for continuing environmental consulting services for the 55 Steele Boulevard remediation project with the cost charged to the Farmington Ave Development (non-grant) account, as this is in the best interest of the Town. – Economic Development
6. Topic re: Discussion about the Scope of Work for a 2025 Connectivity Program Sidewalks Grant Application. – Economic Development
7. Topic re: Approve a tax abatement for Deming Road Business Park LLC for the construction of a 6,800 square foot building at 180 Deming Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development
8. Topic re: Approve a tax abatement for 337 Berlin LLC for the renovation and refacing of 337 Berlin Turnpike of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6 and 10% in year 7 per the Town's tax abatement policy. – Economic Development
9. Topic re: Discussion and possible appointments to the America 250 / CT Commission for Berlin. – Town Clerk

10. Topic re: Readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement, and the Compliance with Title VI of the Civil Rights Act of 1964 Statement. – Town Manager

J. TOWN MANAGER'S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS' COMMUNICATION:

M. ACCEPTANCE OF MINUTES: March 4, 2025

N. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – 359 Four Rod Road

O. ADJOURNMENT



TOWN OF BERLIN

Town Council

PROCLAMATION

IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

Paul Eshoo

Paul has been a loyal and dedicated Town resident serving the community in numerous ways for well over 35 years. He and his wife, Pat, were very proud of the life they built in Berlin raising their three daughters: Paula, Marlene and Melissa. Paul has a son, Tim, four grandchildren, 2 sons-in-law and one daughter-in-law. Paul was an Industrial Art teacher for 36 years in New Britain and an interim Vice Principal at Pulaski High. He was the inspiration for all three of his daughters becoming teachers.

Paul served in the Navy from 1958 to 1962 and was a Petty Officer E-4 Yeoman on the USS Randolph. This was a source of pride for Paul and two of his grandsons are now in the US Navy. He belonged to the Lions Club for many years. He was a member of Berlin VFW, the American Legion and the Berlin Republican Town Committee. He served on the Selective Service Board. Paul volunteered a great deal of his time working with the New Britain Chamber of Commerce to run programs for at-risk students and was an Adult Ed teacher in New Britain. He volunteered and mentored for many years with his wife in the schools where their daughters taught.

For the Town of Berlin, Paul was a member of the Charter Commission in 1988. He served on the Board of Tax Review from 1989 to 1995. He was a Constable for approximately 28 years from 1993 to 2021 and a Justice of the Peace from 2001 to 2025. Paul served on the Veteran's Advisory Commission and the Police Commission for many years beginning in 2003 and 2009 respectively with both terms ending in January 2025.

In recognition of Paul's dedication to his country, his family and the years of service to the Town of Berlin as well as the many contributions he made to improve the quality of life in our community, the Town Council hereby recognizes **Paul Eshoo** and extends best wishes to him for many years of health and happiness in his future endeavors.

Dated this 18th day of March, 2025.

Mark H. Kaczynski, Mayor

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 26, 2025

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20010.00000

PERIOD	AMOUNT	PURPOSE	DONOR*
2/26/25 - 2/28/25	\$12.00 (value)	Pet Supplies	Laurie Devivo, Berlin
	\$30.00 (value)	Pet Supplies	Jody Tinker, Newington
	\$110.00 (value)	Pet Supplies	Joe Cote, Southington
	\$50.00 (check)	Animal Care	Thomas Ottman II, Berlin

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$50.00 and supplies/medical care valued at \$152.00

ATTACHMENTS:

Thank you notes ✓

PREPARED BY: Kate Matson, Animal Control





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

February 26, 2025

Laurie Devivo
414 Edgewood Road
Berlin, CT 06037

Dear Laurie,

Thank you so much for the donation of dry cat food for our kitties! Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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



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

February 27, 2025

Jody Tinker
52 Superior Ave
Newington, CT 06111

Dear Jody,

Thank you so much for the donation of the two bags of dry cat food and can food for our kitties! Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

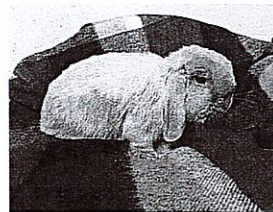
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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



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

February 27, 2025

Joe Cote
36 Garden Drive
Southington, CT 06489

Dear Joe,

Thank you so much for the donation of the bedding, bowls and large bag of Royal Canin dog food. Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes! Our sweet girl Chloe (the Maltese mix) says hello.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

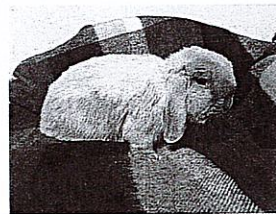
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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



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

February 28, 2025

Thomas Ottman II
53 Westview TER
Berlin, CT 06037

Dear Thomas,

Thank you so much for monetary donation. Many animals come in and touch our hearts and deserve so much, thanks to people like you, we are able to give them the best life while they are here waiting to go to their forever homes! Your unwavering continued support means so much to us.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

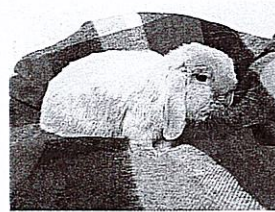
Kate Matson, Assistant Animal Control Officer



“ Ryder “



“ Mini “



“ Finn “

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

Consent

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 7, 2025

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	110.87	Unrestricted Donations	libraries greatest need	various patrons (collection bins)
	110.87			
Equip/Merch	100.00	Apple Streaming Player	programming/event purposes	Lorraine Stabile
	35.00	(2) Water Bottles	summer reading prizes	Cyndi Goode
	135.00			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$110.87 and deposit \$110.87 into the Unrestricted Donation account for the libraries greatest need and move to accept the donation of one Apple streaming player with an approximate value of \$100.00 to be used for programming and two water bottles with an approximate value of \$35.00 to be used as summer reading prizes.

Attachments:

n/a

Prepared By:

Carrie Tyszka, Library Director *CT*

Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: February 28, 2025

SUBJECT: CT DOT Section 5310 FFY 2024 Enhanced Mobility of Seniors & Individuals with Disabilities Assistance

Summary of Agenda Item:

The Senior Center has received the application for the CT DOT Section 5310 FFY 2024 Enhanced Mobility of Seniors & Individuals with Disabilities Assistance. The Section 5310 program provides federal funding for capital and operating expenses to help defray the cost of a handicap accessible bus to improve mobility for seniors and individuals with disabilities. The grant will remove barriers to transportation services and expand transportation mobility options for residents. The grant funding will cover up to 80% of the cost of a new vehicle.

Tasca Ford utilizing Matthew's Buses Inc, Ballston Spa, NY reports that the manufacturer's price is approximate \$125,000.

Funding:

The remaining balance \$30,000 (town share) has already been allocated from last year's grant request. The funds will come from the Van Account 500.30.3055.0.54000.00001.

Action Needed:

Move to authorize the Senior Center Director to apply for the CT DOT Section 5310 FFY 24 Enhanced Mobility of Seniors and Individuals with Disabilities Assistance Grant.

Attachments:

None

Prepared By:

Christine S. Doyle, Berlin Senior Center Director CSD/rgw

Consent
4/

Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: February 26, 2025

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 29, 2025 and May 27, 2025 (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 29 and May 27, 2025 (if needed).

Attachments:

None

Prepared By: Kate Wall, Town Clerk 

Consent

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: March 5, 2025

SUBJECT: Approval of Licenses for Haying/Farm Use of portion of property across from Berlin High School on Patterson Way and Orchard Road.

Summary of Agenda Item:

The Town of Berlin owns the field across from Berlin High School on Patterson Way. The Public Grounds crew is responsible for the mowing and care of the field if it is not used for haying. In past years, a local farmer, Ryan Matson, of Savage Hill Road proposed that he be allowed to utilize the field as a hay field and keep it neat and maintained. He has done this and is willing to continue to maintain and hay this field. This would ease the workload of Public Grounds, potentially cutting down the need for some overtime resulting in a savings to the Town. There are other areas in Town where this occurs, most notably property off Orchard Road. It is recommended that the Town Council authorize the Town Manager to enter into a farm use Agreement (in the form per attached sample) with Ryan Matson for the portion of the property that is appropriate for haying.

Funding:

None Needed

Action Needed:

Move to authorize the Town Manager to enter into a farm use License Agreement with Ryan Matson for the portion of the property across from Berlin High School on Patterson Way, and the property off of Orchard Road that is appropriate for farm use.

Attachments:

License Agreement

Prepared By:

Ryan Curley, Town Manager

LICENSE AGREEMENT

This AGREEMENT (the "Agreement") made effective this ____ day of _____, 2025, by and between the **TOWN OF BERLIN**, a municipal corporation with a principle office located at 240 Kensington Road, Berlin, County of Hartford, State of Connecticut (hereinafter referred to as "The Town"), and Ryan Matson, with principle office located at 369 Savage Hill Road, Berlin, County of Hartford and State of Connecticut (hereinafter referred to as "Licensee").

WITNESSETH:

WHEREAS, the Town is the owner of certain real property located at Patterson Way and off Orchard Road (known as the Scheer Property) in Berlin, Connecticut (hereinafter referred to as the "Premises"); and

WHEREAS, the Licensee needs hay for farming purposes; and

WHEREAS, portions of the property on Patterson Way and off Orchard Road (as generally defined on Field Cards, Map ID: 15-2 and 9-4, Block 99 Lots 9 & 9A, and Map ID: 20-3, Block 71, and Lot 26, attached hereto as Exhibit A) are deemed suitable by the Licensee for haying; and

WHEREAS, although the Town is not currently using the Premises, future use may include recreational activities; and

WHEREAS, the Town would benefit from having the Premises mowed periodically.

NOW, THEREFORE, in consideration of the mutual promises and undertakings contained herein, the parties agree, as follows:

1. For One (\$1.00) Dollar and other valuable consideration, the Town agrees to allow the Licensee to periodically mow and bale hay on both Premises commencing immediately upon execution of the Agreement for the Patterson Way property and after August 1, 2025 for the property off Orchard Road, until December 31, 2025.
2. The Licensee shall have access to the Premises to mow and take unlimited quantities of hay during the license period. In exchange for the right to obtain hay from the Premises, the Licensee agrees to the following:
 - A. At all times during the term of this Agreement the Licensee, its employees or agents and all motor vehicles shall be covered by commercial general liability, commercial automobile and, where applicable, Workers' Compensation insurance. The general liability insurance shall be in a minimum amount of at least \$1,000,000.00 per occurrence. The Licensee shall cause the Town

to be named as an additional insured on the general liability policy, shall maintain all insurances in active standing during the term of this agreement and shall give certificates and proof of said insurance to the Town prior to the execution of this Agreement and shall maintain said policies of insurance in full force and effect during the entire term of this Agreement;

- B. The Licensee shall not use pesticides or herbicides in the conduct of its haying operation;
- C. The Licensee shall wash its equipment prior to haying on the Premises so as to minimize the risk of pesticide and herbicide contamination and the spread of invasive plants;
- D. The Licensee shall indemnify, defend and hold the Town harmless from and against any and all claims, actions, losses or damage arising out of the Licensee's mowing and haying operations. The Town makes no representations as to the quality or quantity of hay and the Licensee accepts all hay "as is" and without representation by the Town as to the suitability of such hay for any particular purpose;
- E. The Licensee shall not cause any damage to the Premises or leave behind any litter or debris from its mowing/haying operations;
- F. The Licensee recognizes that there may be recreational use of the Premises in the future and will conduct its activities in such a way as to minimize disruption to such use;
- G. The Licensee shall provide the Town with reasonable amounts of hay, upon request, for its occasional use at Town sponsored functions or events;

- 3. Either party may terminate this Agreement upon thirty (30) days written notice without any further liability or obligations to the other party.

Dated this ____ day of _____, 2025.

TOWN OF BERLIN

By: _____
Ryan Curley, Town Manager

LICENSEE

By: _____
Ryan Matson

1
Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: March 6, 2025
SUBJECT: HB 7067 “local option” depreciation for motor vehicle

SUMMARY:

Previously, legislators approved a depreciation schedule to motor vehicles. This depreciation schedule had a major financial impact to the municipality. Municipalities contacted their legislators of their concern. The legislators enacted a new depreciation schedule to offset some of the impact to the municipalities. This legislation change needs to be adopted by local option. This needs to be enacted by Town Council. This section allows a municipality to increase the depreciation table for motor vehicles from the current schedule (beginning at 85% and ending at 15% for years 15-19 and then an assessment not less than \$500) to a higher depreciation schedule beginning at 90% and ending at 20% for years 15-19 and then an assessment not less than \$500.

Attorney Donofrio has stated that:

Section 3 of the Act referenced by Joe provides that in each municipality that elects to apply the modified schedule for depreciation of motor vehicles (as described in C.G.S. Sec. 12-63(b)(7)(B), AS AMENDED BY THE ACT) for the assessment year commencing 10/1/24 and in which the 10/24 GL was published prior to the effective date of the bill:

- The Assessor may disregard, adjust and republish the GL by not later than 4/15/25;
- The BAA must commence hearing appeals during the period commencing 45 days after the effective date of the Act and conclude 60 days after the effective date of the Act;
- Appeals to the BAA shall be heard if made within 30 days of the effective date of the Act;
- Taxpayers can appeal to the BAA during the 30 days after the bills passing, regardless of the 2/20 deadline; and
- The BAA must notify each taxpayer who filed an appeal, whether to advise of the date, time and place of the appeal hearing or to advise that such board has elected not to conduct an appeal hearing, not later than sixty days after the effective date of the Act.

The bill was signed by the Governor (sans his veto of section 7, which isn't relevant to this discussion) on 3/3/25.

So, this will apply to the 2024 GL if the Town adopts the modified depreciation schedule that appears in the Act for motor vehicles.

FUNDING

None

ACTION NEEDED:

Move to enact HB 7067. This section allows a municipality to increase the depreciation table for motor vehicles from the current schedule (beginning at 85% and ending at 15% for years 15-19 and then an assessment not less than \$500) to a higher depreciation schedule beginning at 90% and ending at 20% for years 15-19 and then an assessment not less than \$500.

ATTACHMENTS:

- Attached HB 7067
- Budget Dashboard as of March 12th
- Concerns from the Assessor

PREPARED BY:

Joseph Ferraro, Assessor

March 5, 2025

Chief Executive Officers
Chief Financial Officers
Municipal Assessors
Municipal Tax Collectors
Special Taxing Districts

RE: HOUSE BILL 7067 - AN ACT CONCERNING AN EMERGENCY CERTIFICATE OF NEED APPLICATION PROCESS FOR TRANSFERS OF OWNERSHIP OF HOSPITALS THAT HAVE FILED FOR BANKRUPTCY PROTECTION, THE ASSESSMENT OF MOTOR VEHICLES FOR PROPERTY TAXATION, A PROPERTY TAX EXEMPTION FOR VETERANS WHO ARE PERMANENTLY AND TOTALLY DISABLED AND FUNDING OF THE SPECIAL EDUCATION EXCESS COST GRANT.

Dear Municipal and District officials:

Pursuant to [Bill Notification 2025-1](#), Governor Lamont signed and line-item vetoed [House Bill 7067](#), IN THE ORIGINAL, on March 3, 2025. The bill implements several provisions including (1) creating an option for municipalities to adopt a modified depreciation schedule for motor vehicles, and (2) adjusting the property tax exemption for permanently and totally disabled veterans. For more detail see [Office of Legislative Research Bill Analysis](#).

MUNICIPAL OPTION MOTOR VEHICLE DEPRECIATION SCHEDULE

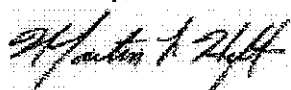
Allows municipalities by legislative body vote to adopt a modified depreciation schedule for vehicles. The modified schedule generally increases, by five percentage points, the taxable portion of a vehicle's MSRP that is subject to property tax.

100% PERMANENTLY AND TOTALLY DISABLED VETERANS' EXEMPTION

The bill specifies that a veteran qualifies for the exemption if he or she is determined by the U.S. DVA to be permanently and totally disabled based on a 100% service-connected disability rating.

Attached is a timeline chart for compliance and implementing the various measures of the municipal option motor vehicle depreciation schedule and the adjusting for the veterans' tax exemption. Please review with your municipal or district attorney.

Sincerely,



Martin L. Heft, Undersecretary

MUNICIPAL OPTION ALTERNATIVE MD FOR VEHICLE DEPRECIATION SCHEDULE			
SECTION	ITEM	AFTER EFFECTIVE DATE	DUE
2(7)(B)	Notification to OPM of legislative body vote to apply the modified schedule	14 days after vote of legislative body	14 days after vote of legislative body
3(1)	CGS 12-55 Grand List Adjusted and Republished	XX	4/15/2025
3(2)	CGS 12-110 BAA Meet and Conclude	45 - 60 Days	4/17/2025 - 5/2/2025
3(3)	CGS 12-111 & 112 BAA Appeal Made	30 Days	4/2/2025
3(4)	CGS 12-111 BAA Notification of Hearing	60 Days	5/2/2025
3(5)	CGS 12-120 MI3 Reporting	90 Days	6/1/2025
3(6)	CGS 12-142 Adopted Budget Adjustment	XX	6/15/2025

100% PERMANENTLY AND TOTALLY DISABLED VETERANS' EXEMPTION			
SECTION	ITEM	AFTER EFFECTIVE DATE	DUE
6(1)	CGS 12-55 Grand List Adjusted and Republished	XX	4/15/2025
6(2)	CGS 12-110 BAA Meet and Conclude	45 - 60 Days	4/17/2025 - 5/2/2025
6(3)	CGS 12-111 & 112 BAA Appeal Made	30 Days	4/2/2025
6(4)	CGS 12-111 BAA Notification of Hearing	60 Days	5/2/2025
6(5)	CGS 12-120 MI3 Reporting	90 Days	6/1/2025
6(6)	CGS 12-142 Adopted Budget Adjustment	XX	6/15/2025

All effective days are set in legislative language and there are no exceptions for holidays or weekends in the determination of the due dates

BUDGET DASHBOARD AS OF MARCH 12th

	GEN GOV'T	BOE	TOTAL
ORIGINAL SUBMISSION	\$57,114,490	\$56,118,365	\$113,232,855
Expenditure Revisions:			
BOF - 1st Ref.	(4,779,583)	(1,500,457)	(6,280,040)
TC - 1st Ref.	0	0	0
BOF - 2nd Ref.	0	0	0
TC - 2nd Ref.	0	0	0
BOF - Final Submission	0	0	0
TC - Adopted Budget	0	0	0
TOTAL EXPENDITURE REVISIONS	(4,779,583)	(1,500,457)	(6,280,040)
PROPOSED/ADOPTED BUDGET	\$52,334,907	\$54,617,908	\$106,952,815
FY25 ADOPTED BUDGET	\$50,320,442	\$52,517,219	\$102,837,661
YOY BUDGET CHANGE	\$2,014,465	\$2,100,689	\$4,115,154
	4.00%	4.00%	4.00%
Revenue Revisions:			
BOF - 1st Ref.	\$100,000	\$0	100,000
TC - 1st Ref.	\$0	\$0	0
BOF - 2nd Ref.	\$0	\$0	0
TC - 2nd Ref.	\$0	\$0	0
BOF - Final Submission	\$0	\$0	0
TC - Adopted Budget	\$0	\$0	0
TOTAL REVENUE REVISIONS	\$100,000	\$0	\$100,000

Estimated mil Rate Calculation as of ...

	3/1/2025	3/3/2025
	Original	Revised
	Submission	Submission
Total Budgeted General Fund expenditures:	\$113,232,855	\$106,952,815
Less: Budgeted revenues other than current levy	(\$15,683,276)	(\$15,783,276)
Amount needed to be generated from current levy	\$97,549,579	\$91,169,539
Factor in 99.3% collection rate	\$98,237,240	\$91,812,225
Net taxable grand list	\$2,970,398,021	\$2,970,398,021
MV Grand List	\$250,914,424	\$250,914,424

<u>Actual mil Rates:</u>		<u>YOY mil RATE CHG</u>
Motor vehicle mill rate (State cap)	32.46	0.70
Real Estate & Personal Property	32.81	0.70
MV Percentage mil Rate Change	7.45%	2.31%
RE/PP Percentage mil Rate Change	8.61%	2.31%

Impact on a home worth: \$345,000

Taxes at Current mil Rate:	\$7,296	\$7,296
Taxes at Revised mil Rate:	\$7,924	\$7,465
Increase/(Decrease) in Taxes:	\$628	\$169

<u>EXPENDITURE REVISIONS:</u>	<u>DATE OF REVISION</u>	<u>GENERAL GOV'T</u>	<u>BOARD OF EDUCATION</u>	<u>Proposed/Approved</u>
<u>BOF REVISIONS - FIRST REFERENDUM:</u>				
Remove new officer positions (incl benefits) #47 & #48 - not part of PD request	3/10/25	(\$284,234)	\$0	Approved
Reduce PBC engineering/architectural	3/10/25	(\$275,000)	\$0	Approved
Move PBC approved balance to transfer line (from PBC budget)	3/10/25	\$0	\$0	Approved
Vans (Schools)	3/10/25	(\$157,500)	\$0	Approved
Bus (Senior Center)	3/10/25	(\$90,000)	\$0	Approved
Flock Safety + CT (Police) - revised amt	3/10/25	(\$36,000)	\$0	Approved
Loader (Highway)	3/10/25	(\$229,500)	\$0	Approved
Dump Truck (Grounds)	3/10/25	(\$125,000)	\$0	Approved
Fire Command Vehicle (Fire Dept.)	3/10/25	(\$80,000)	\$0	Approved
Leaf Collector (Timberlin)	3/10/25	(\$75,732)	\$0	Approved
Repairs to Engine 10 (Fire Dept.)	3/10/25	(\$55,000)	\$0	Approved
Van (Facilities)	3/10/25	(\$55,000)	\$0	Approved
Scissor Lift (Facilities)	3/10/25	(\$30,000)	\$0	Approved
Large Mower (Grounds)	3/10/25	(\$160,000)	\$0	Approved
Skid Steer (Highway)	3/10/25	(\$100,000)	\$0	Approved
Animal Control Van (Animal Control)	3/10/25	(\$70,000)	\$0	Approved
Mini Excavator (Grounds)	3/10/25	(\$60,000)	\$0	Approved
Pickup Truck (Public Works)	3/10/25	(\$42,000)	\$0	Approved
Willard Parking Lot (Public Works)	3/10/25	(\$400,000)	\$0	Approved
Server Replacements (IT/Police)	3/10/25	(\$245,000)	\$0	Approved
Roof/Windows Replacement (Timberlin Maint. Bldg)	3/10/25	(\$200,000)	\$0	Approved
Willard Plumbing (Schools)	3/10/25	(\$150,000)	\$0	Approved
Emergency Comm Upgrades (Schools)	3/10/25	(\$130,000)	\$0	Approved
Boilers (Schools)	3/10/25	(\$100,000)	\$0	Approved
Ballast Blocks (Schools)	3/10/25	(\$50,000)	\$0	Approved
Local Grant Match (Transfers)	3/10/25	(\$50,000)	\$0	Approved
Centurelli Field Walkway (Grounds)	3/10/25	(\$30,000)	\$0	Approved
Sage Park Lighting Upgrade (Facilities) - Phase 1	3/10/25	(\$350,000)	\$0	Approved
LED Lighting Upgrades (Schools)	3/10/25	(\$300,000)	\$0	Approved
Sage Park Lighting Upgrade (Facilities) - Phase 2	3/10/25	(\$300,000)	\$0	Approved
Library/Comm Ctr LED Lighting (Facilities)	3/10/25	(\$200,000)	\$0	Approved
Electrical Upgrades (Timberlin)	3/10/25	(\$100,000)	\$0	Approved

Town Hall LED Lighting (Facilities)	3/10/25	(\$100,000)	\$0	Approved
Security Cameras (Schools) - reduced amt	3/10/25	(\$50,000)	\$0	Approved
Flock Safety - C1 (Police) - remove balance from original request	3/11/25	(\$15,000)	\$0	Approved
Security Cameras (Schools) - remove balance from original request	3/11/25	(\$107,500)	\$0	Approved
Reduce Police Overtime		(\$50,000)	\$0	Approved
Remove one new Police officer (# 46)		(\$142,117)		
Reduce Board of Education Operating budget			(\$1,500,457)	Approved
Add One-Time State Mandated Reading Program Costs to Transfer to BOE		\$215,000		Approved

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

(\$4,779,583)	(\$1,500,457)
\$0	\$0

BOF REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	\$0

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	\$0

BOF REVISIONS - FINAL BUDGET SUBMISSION:

\$0	\$0
\$0	\$0

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	\$0

TOWN COUNCIL BOARD OF FINANCE REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	\$0

Total Expenditure Revisions

(\$4,779,583)	(\$1,500,457)
----------------------	----------------------

RECEIPTS REVISIONS:

BOF REVISIONS - FIRST REFERENDUM:

Increase Building Fees	3/10/2025	\$100,000		Approved
------------------------	-----------	-----------	--	----------

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

\$100,000	\$0
\$0	

BOF REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	

BOF REVISIONS - FINAL BUDGET SUBMISSION:

\$0	\$0
\$0	

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	

TOWN COUNCIL BOARD OF FINANCE REVISIONS - ADOPTED BUDGET:

\$0	
\$0	\$0

Total Revenue Revisions

\$100,000	\$0
------------------	------------

BUDGET DASHBOARD AS OF MARCH 12th

	GEN GOV'T	BOE	TOTAL
ORIGINAL SUBMISSION	\$57,114,490	\$56,118,365	\$113,232,855
Expenditure Revisions:			
BOF - 1st Ref	(4,779,583)	(1,500,457)	(6,280,040)
TC - 1st Ref	0	0	0
BOF - 2nd Ref	0	0	0
TC - 2nd Ref	0	0	0
BOF - Final Submission	0	0	0
TC - Adopted Budget	0	0	0
TOTAL EXPENDITURE REVISIONS	(4,779,583)	(1,500,457)	(6,280,040)
PROPOSED/ADOPTED BUDGET	\$52,334,907	\$54,617,908	\$106,952,815
FY25 ADOPTED BUDGET	\$50,320,442	\$52,517,219	\$102,837,661
YOY BUDGET CHANGE	\$2,014,465	\$2,100,689	\$4,115,154
	4.00%	4.00%	4.00%
Revenue Revisions:			
BOF - 1st Ref	\$100,000	\$0	100,000
TC - 1st Ref	\$0	\$0	0
BOF - 2nd Ref	\$0	\$0	0
TC - 2nd Ref	\$0	\$0	0
BOF - Final Submission	\$0	\$0	0
TC - Adopted Budget	\$0	\$0	0
TOTAL REVENUE REVISIONS	\$100,000	\$0	\$100,000

Estimated mil Rate Calculation as of ...

Total Budgeted General Fund expenditures:
Less: Budgeted revenues other than current levy
Amount needed to be generated from current levy
Factor in 99.3% collection rate

	3/1/2025	3/12/2025
	Original	Revised
	Submission	Submission
	\$113,232,855	\$106,952,815
	(\$15,683,276)	(\$15,783,276)
	\$97,549,579	\$91,169,539
	\$98,237,240	\$91,812,225
Net taxable grand list	\$2,981,823,055	\$2,981,823,055
MV Grand List (incorporating a legislative change to the depreciation schedule)	\$261,386,758	\$261,386,758

Actual mil Rates:

Motor vehicle mill rate (State cap)
Real Estate & Personal Property
MV Percentage mil Rate Change
RE/PP Percentage mil Rate Change

		YOY mil RATE CHG
	32.46	0.58
	32.67	0.58
	7.45%	1.92%
	8.14%	1.92%

Impact on a home worth: \$345,000

Taxes at Current mil Rate:	\$7,296	\$7,296
Taxes at Revised mil Rate:	\$7,890	\$7,436
Increase (Decrease) in Taxes:	\$594	\$140

EXPENDITURE REVISIONS:

BOF REVISIONS - FIRST REFERENDUM:

	DATE OF REVISION	GENERAL GOV'T	BOARD OF EDUCATION	Proposed/Approved
Remove new officer positions (incl benefits) #47 & #48 - not part of PD request	3/10/25	(\$284,234)		Approved
Reduce PBC engineering/architectural	3/10/25	(\$275,000)		Approved
Move PBC approved balance to transfer line (from PBC budget)	3/10/25	\$0		Approved
Vans (Schools)	3/10/25	(\$157,500)		Approved
Bus (Senior Center)	3/10/25	(\$90,000)		Approved
Flock Safety - CT (Police) - revised amt	3/10/25	(\$36,000)		Approved
Loader (Highway)	3/10/25	(\$229,500)		Approved
Dump Truck (Grounds)	3/10/25	(\$125,000)		Approved
Fire Command Vehicle (Fire Dept.)	3/10/25	(\$80,000)		Approved
Leaf Collector (Timberlin)	3/10/25	(\$75,732)		Approved
Repairs to Engine 10 (Fire Dept.)	3/10/25	(\$55,000)		Approved
Van (Facilities)	3/10/25	(\$55,000)		Approved
Scissor Lift (Facilities)	3/10/25	(\$30,000)		Approved
Large Mower (Grounds)	3/10/25	(\$160,000)		Approved
Skid Steer (Highway)	3/10/25	(\$100,000)		Approved
Animal Control Van (Animal Control)	3/10/25	(\$70,000)		Approved
Mini Excavator (Grounds)	3/10/25	(\$60,000)		Approved
Pickup Truck (Public Works)	3/10/25	(\$42,000)		Approved
Willard Parking Lot (Public Works)	3/10/25	(\$400,000)		Approved
Server Replacements (IT/Police)	3/10/25	(\$245,000)		Approved
Roof/Windows Replacement (Timberlin Maint. Bldg)	3/10/25	(\$200,000)		Approved
Willard Plumbing (Schools)	3/10/25	(\$150,000)		Approved
Emergency Comm Upgrades (Schools)	3/10/25	(\$130,000)		Approved
Boilers (Schools)	3/10/25	(\$100,000)		Approved
Ballast Blocks (Schools)	3/10/25	(\$50,000)		Approved
Local Grant Match (Transfers)	3/10/25	(\$50,000)		Approved
Centurelli Field Walkway (Grounds)	3/10/25	(\$30,000)		Approved
Sage Park Lighting Upgrade (Facilities) - Phase 1	3/10/25	(\$350,000)		Approved
LED Lighting Upgrades (Schools)	3/10/25	(\$300,000)		Approved
Sage Park Lighting Upgrade (Facilities) - Phase 2	3/10/25	(\$300,000)		Approved
Library Comm Ctr LED Lighting (Facilities)	3/10/25	(\$200,000)		Approved
Electrical Upgrades (Timberlin)	3/10/25	(\$100,000)		Approved

Town Hall LED Lighting (Facilities)	3/10/25	(\$100,000)	Approved
Security Cameras (Schools) - reduced amt	3/10/25	(\$50,000)	Approved
Flock Safety - CT (Police) - remove balance from original request	3/11/25	(\$15,000)	Approved
Security Cameras (Schools) - remove balance from original request	3/11/25	(\$107,500)	Approved
Reduce Police Overtime	3/12/25	(\$50,000)	Approved
Remove one new Police officer (# 46)	3/12/25	(\$142,117)	Approved
Reduce Board of Education Operating budget	3/12/25	(\$1,500,457)	Approved
Add One-Time State Mandated Reading Program Costs to Transfer to BOE	3/12/25	\$215,000	Approved

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

(\$4,779,583)	(\$1,500,457)
\$0	\$0

BOF REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	\$0

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	\$0

BOF REVISIONS - FINAL BUDGET SUBMISSION:

\$0	\$0
\$0	\$0

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	\$0

TOWN COUNCIL BOARD OF FINANCE REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	\$0

Total Expenditure Revisions

(\$4,779,583)	(\$1,500,457)
----------------------	----------------------

RECEIPTS REVISIONS:

BOF REVISIONS - FIRST REFERENDUM:

Increase Building Fees	3/10/2025	\$100,000	Approved
------------------------	-----------	-----------	----------

TOWN COUNCIL REVISIONS - FIRST REFERENDUM:

\$100,000	\$0
\$0	

BOF REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	

TOWN COUNCIL REVISIONS - SECOND REFERENDUM:

\$0	\$0
\$0	

BOF REVISIONS - FINAL BUDGET SUBMISSION:

\$0	\$0
\$0	

TOWN COUNCIL REVISIONS - ADOPTED BUDGET:

\$0	\$0
\$0	

TOWN COUNCIL BOARD OF FINANCE REVISIONS - ADOPTED BUDGET:

\$0	
\$0	\$0

Total Revenue Revisions

\$100,000	\$0
------------------	------------

Assessors view on HB 7067 Change in Motor Vehicle Depreciation

Pros

- On a \$340,000 home the savings is approximately \$30.00.

Cons

- Grand List has to recertified.
- New Appeal process needs to be redone which will most likely generate more appeals.
- Reopening up the appeal process was not necessary because motor vehicles will be heard in September. However, the current law mandates redoing your appeal process.
- The previous bill was intended to lower taxation on motor vehicles. The new bill still helps lower taxes. However, the benefit of changing the depreciation schedule does not way out the savings to the municipality. If adopted the municipality opens themselves up for more appeals on real estate and personal property.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: March 10, 2025
SUBJECT: FLOCK Contract Authorization

Summary of Agenda Item:

The Police Department is seeking approval from the Town Council to authorize the Chief of Police to sign the current FLOCK contract. The original quote was \$51,000 for the first year but the installation fee is waived plus an addition discount is included reducing the first year to \$36,000 for a saving to the town of \$15,000 if we sign the contract within the 30-day window. This contract has an appropriation clause that allows the contract to be voided should the funding not be approved in the FY26 Budget where FLOCK is currently listed as a Capitol Budget item.

Funding

No funding needed at this time.

Action Needed:

Move to authorize the Chief of Police to sign the current FLOCK agreement allowing the town to take advantage of a \$15,000 savings by signing the contract within thirty-days. FLOCK is a sole service provider of these cameras. The agreement will be voided if funding is not approved in the FY26 budget.

Attachments:

FLOCK Contract

Prepared By:

Deputy Chief Drew Gallupe *DG*

Flock Safety + CT - Berlin PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Joe Rosenberg
joe.rosenberg@flocksafety.com
(914) 203-3281

flock safety



EXHIBIT A
ORDER FORM

Customer:	CT - Berlin PD	Initial Term:	12 Months
Legal Entity Name:	CT - Berlin PD	Renewal Term:	24 Months
Accounts Payable Email:	ssolek@berlinpd.org	Payment Terms:	Net 30
Address:	240 Kensington Rd Berlin, Connecticut 06037	Billing Frequency:	Annual Plan - Invoiced at First Camera Validation.
		Retention Period:	30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$36,000.00
Flock Safety Flock OS			
FlockOS™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety LPR, aka Falcon	Included	12	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$0.00	12	\$0.00

Subtotal Year 1:	\$36,000.00
Annual Recurring Subtotal:	\$36,000.00
Discounts:	\$7,800.00
Estimated Tax:	\$0.00
Contract Total:	\$36,000.00

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$36,000.00
Annual Recurring after Year 1	\$36,000.00
Contract Total	\$36,000.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$7,800.00

Product and Services Description

Flock Safety Platform Items	Product Description
FlockOS™ - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, aka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: CT - Berlin PD

By: _____

By: _____

Name: Mark Smith

Name: Matthew McNally

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 11, 2025

SUBJECT: Budget Meeting

Summary of Agenda Item:

It is anticipated that the Board of Finance will adopt their budget after the Public Hearing on March 25th.

Section 7-5 of the Town Charter states: "Within five (5) days of receipt of the town budget as recommended by the Board of Finance, the Council shall meet to approve the budget as presented, reduce the budget by line item, or reject the budget. If the Council approves the budget, with or without reductions, the budget shall automatically be sent to referendum as set forth in Section 7-6 of this chapter. If the Council rejects the budget, immediately following such rejection said budget shall be considered at a joint meeting of the Council and the Board of Finance, at which meeting the budget may only be revised with the approval of at least nine (9) members of the joint board. Unless so revised, said budget shall be considered approved by the joint board. In either event, the budget shall automatically be sent to referendum as set forth in Section 7-6 of this chapter. The Mayor shall be the chairman of the joint board and seven (7) members shall constitute a quorum."

The Town Council's next scheduled meeting is for April 8th. At this time the Town Council should schedule a Special meeting to discuss the budget.

Funding:

None needed

Action Needed:

Move to schedule a Special Town Council meeting on _____ to discuss and possibly adopt a budget to send to referendum.

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 11, 2025

SUBJECT: Call a Town Meeting to approve a fiscal year 2025 non-budgeted appropriation of Berlin High School Renovate-as-New State Reimbursement to fund capital

SUMMARY OF AGENDA ITEM:

During the fiscal year 2026 budget process, staff submitted a total capital budget request of \$4,313,232. After carefully considering the items and staff prioritization of the list, the Board of Finance removed all but \$70,000 worth of capital items from the in-process FY26 budget and agreed to use the Berlin High School Renovate-as-New State reimbursement to fund the remaining #1 and #2 purchases and projects. The Town of Berlin received \$2,638,480 in State reimbursement and the balance of the request (\$252) will be funded from BHS Construction Fund money earmarked for audit closeout costs. This small appropriation will leave sufficient money in the BHS Construction Fund to complete closeout audit deliverables.

<u>Small Vehicles/Machinery</u>			<u>Large Vehicles/Projects</u>		
Vans (Schools)	\$ 157,500	1	Willard Parking Lot (Public Works)	\$ 400,000	1
Bus (Senior Center)	90,000	1	Server Replacements (IT/Police)	245,000	1
Flock Safety + CT (Police) - revised amt	36,000	1	Roof/Windows Replacement (Timberlin Maint. Bldg)	200,000	1
Loader (Highway)	229,500	2	Willard Plumbing (Schools)	150,000	1
Dump Tuck (Grounds)	125,000	2	Emergency Comm Upgrades (Schools)	130,000	1
Fire Command Vehicle (Fire Dept.)	80,000	2	Boilers (Schools)	100,000	1
Leaf Collector (Timberlin)	75,732	2	Ballast Blocks (Schools)	50,000	1
Repairs to Engine 10 (Fire Dept.)	55,000	2	Local Grant Match (Transfers)	50,000	1
Van (Facilities)	55,000	2	Centurelli Field Walkway (Grounds)	30,000	1
Scissor Lift (Facilities)	30,000	2	Sage Park Lighting Upgrade (Facilities) - Phase 1	350,000	2
	<u>\$ 933,732</u>			<u>1,705,000</u>	
			TOTAL 2,638,732		

FUNDING:

Berlin High School Construction Project Fund (554.00.0000.0.10002.00000).


ACTION NEEDED:

Move to call a Town Meeting at 6:45pm on April 8, 2025, for the purpose of approving a fiscal year 2025 non-budgeted appropriation from the Berlin High School Construction Fund to the Capital Non-Recurring Fund in the amount of \$2,638,732 to fund the capital items listed in this agenda item.

ATTACHMENTS:

Staff prioritization of FY26 capital requests ✓

PREPARED BY:

Kevin Delaney, Finance Director 

Small Vehicles/Machinery

			BOF Recommendation
Vans (Schools)	\$ 157,500	1	BHS Reimbursement
Bus (Senior Center)	90,000	1	BHS Reimbursement
Patrol Vehicles (Police)	70,000	1	FY26 General Fund
Flock Safety + CT (Police) - revised amt	36,000	1	BHS Reimbursement
Loader (Highway)	229,500	2	BHS Reimbursement
Dump Truck (Grounds)	125,000	2	BHS Reimbursement
Fire Command Vehicle (Fire Dept.)	80,000	2	BHS Reimbursement
Leaf Collector (Timberlin)	75,732	2	BHS Reimbursement
Repairs to Engine 10 (Fire Dept.)	55,000	2	BHS Reimbursement
Van (Facilities)	55,000	2	BHS Reimbursement
Scissor Lift (Facilities)	30,000	2	BHS Reimbursement
Large Mower (Grounds)	160,000	3	Remove
Skid Steer (Highway)	100,000	3	Remove
Animal Control Van (Animal Control)	70,000	3	Remove
Mini Excavator (Grounds)	60,000	3	Remove
Pickup Truck (Public Works)	42,000	3	Remove
	\$ 1,435,732		

353,500	1
650,232	2
432,000	3
1,435,732	

Large Vehicles/Projects

			BOF Recommendation
Willard Parking Lot (Public Works)	\$ 400,000	1	BHS Reimbursement
Server Replacements (IT/Police)	245,000	1	BHS Reimbursement
Roof/Windows Replacement (Timberlin Maint. Bldg)	200,000	1	BHS Reimbursement
Willard Plumbing (Schools)	150,000	1	BHS Reimbursement
Emergency Comm Upgrades (Schools)	130,000	1	BHS Reimbursement
Boilers (Schools)	100,000	1	BHS Reimbursement
Ballast Blocks (Schools)	50,000	1	BHS Reimbursement
Local Grant Match (Transfers)	50,000	1	BHS Reimbursement
Centurelli Field Walkway (Grounds)	30,000	1	BHS Reimbursement
Sage Park Lighting Upgrade (Facilities) - Phase 1	350,000	2	BHS Reimbursement
LED Lighting Upgrades (Schools)	300,000	3	Remove
Sage Park Lighting Upgrade (Facilities) - Phase 2	300,000	3	Remove
Library/Comm Ctr LED Lighting (Facilities)	200,000	3	Remove
Electrical Upgrades (Timberlin)	100,000	3	Remove
Town Hall LED Lighting (Facilities)	100,000	3	Remove
Security Cameras (Schools) - reduced amt	50,000	3	Remove
	\$ 2,755,000		

1,355,000	1
350,000	2
1,050,000	3
2,755,000	

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: March 11, 2025

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

Summary of Agenda Item:

In July of 2024 the Town Council approved a reduction of a previous purchase order with Loureiro Engineering of \$54,570.63 and a new more flexible purchase order of \$25,000. The net reduction in the LEA POs at that time was \$29,570. It was stated in the July Town Council agenda item that an additional project purchase order for Loureiro was anticipated before the end of the construction phase. Also, Loureiro provided various unanticipated services to navigate the challenges since July 2024 including recent testing of fill piles to locate a disposal facility that will accept the material.

Loureiro Engineering submitted a proposal of \$25,000 dated March 11, 2025, to provide continuing environmental consulting services for the 55 Steele Boulevard remediation project. The hourly rates charged are Loureiro's hourly rates with the Connecticut Department of Administrative Services. Funding for this activity is from the Farmington Ave Development (non-grant) account # 504.10.1017.0.54000.01624.

Funding:

The \$25,000 cost will be charged to the Farmington Ave Development (non-grant) account # 504.10.1017.0.54000.01624. As noted, this amount is less than the previous purchase order reduction of \$29,570 that was made in July of 2024.

Action Needed:

Move to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$25,000 for continuing environmental consulting services for the 55 Steele Boulevard remediation project with the cost charged to the Farmington Ave Development (non-grant) account, as this is in the best interest of the Town.

Attachments:

1. Loureiro Proposal ✓
2. Sufficiency of funds ✓

Prepared By: Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator



March 11, 2025

Town of Berlin

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

Attn: Mr. Jim Mahoney

RE: Revised Proposal for Additional Engineering Services
55 Steele Boulevard Engineered Control

Dear Mr. Mahoney:

In response to your request, Loureiro Engineering Associates, Inc. (hereinafter "LEA" or "Consultant") is pleased to submit this Amendment 1 to our existing Agreement "Revised Proposal for Additional Engineering Services, 55 Steele Boulevard Engineered Control" dated July 17, 2024. This Amendment 1 will provide a mechanism for LEA to provide engineering services for the above referenced project.

1.0 Scope of Services

Task 4 – General Consulting Services

LEA will provide general consulting services including but not limited to project meetings, responses to contractor requests for information, review of change order requests, and miscellaneous technical support. Because the scope of these services cannot be predicted, it is not possible to assign a fixed fee to the potential level of effort required. Therefore, the general consulting services will be provided on an hourly basis in accordance with the attached Hourly Rate Schedule.

Services Not Included

The following services are not included in the scope of services or fees. If required, these services will be performed for additional fees in accordance with a written amendment.

1. Resident engineer or clerk of-the-works.
2. Construction layout services.
3. Construction management services.
4. Health and safety services.

Loureiro Engineering Associates, Inc.

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

AN EMPLOYEE-OWNED COMPANY

Affirmative Action / Equal Opportunity Employer



5. As-built surveys of completed construction.
6. Transportation and disposal of characterized soils.

2.0 Fees

Based on our understanding of the project and the services described herein, we propose to complete the following Task 4 on a time and materials basis (labor and Reimbursable Expenses).

Task 4 – General Consulting Services (Budget; T&M) \$25,000

Actual fees will accumulate in accordance with the attached Hourly Rate Schedule. Reimbursable Expenses, which include the cost of postage, shipping, and certified mailings; transportation and mileage charges; printing, copying and document production; expendables, equipment and project supplies; application fees, permit fees and bond fees; and other similar non-labor costs directly applicable to the project will be billed to you at cost plus 5%.

Our proposed fees are based on our current understanding of the project and the level of effort necessary to complete the scope of services specified herein. Should additional information or circumstances affect the level of effort necessary to complete the proposed work, we will inform you in advance of any potential impact to the proposed fees and/or schedule. We will not exceed the fees indicated above without prior written authorization from you.

LEA will bill Client monthly and payment in full is due within 30 days of the date of each invoice. Interest will accrue on any unpaid balance after 30 days. Client agrees that payment will not be subject to retainage of any kind and will not be contingent upon any type of lien waiver, regulatory approval, project financing, funding commitment or audit. Client understands that LEA's services may be put on hold or terminated if invoices are not paid per this Agreement. In such case, Client waives its rights to delay claims and agrees to release LEA from all liabilities associated with schedule changes and/or project delays of any kind.

3.0 Schedule

We are prepared to initiate the work described above immediately upon receipt of authorization to proceed.

4.0 General Terms and Conditions

We will continue to provide services in accordance with the Terms and Conditions of our existing Agreement for professional services dated July 17, 2024.

We appreciate the opportunity to present this proposal and look forward to the opportunity to work with you on this project. Receipt of a signed copy of this proposal will serve to authorize the work outlined in the scope of services. If you would like us to proceed with this work, please sign the



following authorization to proceed and return it to me. If you have any questions regarding this proposal, please contact me by email at eckelting@loureiro.com or by telephone at 860-410-3061.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Emily Kelting".

Emily Kelting, P.E.
Project Manager

Attachments: 1 -Hourly Rate Schedule

Authorization to Proceed

I hereby authorize Loureiro Engineering Associates, Inc. to proceed with the work described in this Proposal and in accordance with the General Terms and Conditions attached hereto. I understand that I will be billed monthly and that payment is due and payable within 30 days of the date of the invoice, with interest accruing at the rate of 1.5% per month thereafter.

Signature

Date

Title



CT DAS 18PSX0153

Hourly Rate Schedule

Rates are effective through February 28, 2026

Category	Rate
Principal/Officer	\$220.00
Licensed Environmental Professional	\$225.00
Technical Expert (Hydrogeology)	\$200.00
Senior Project Manager	\$200.00
Project Manager	\$178.00
Construction Superintendent	\$165.00
Industrial Hygienist	\$145.00
Project Professional Engineer	\$150.00
Senior Professional Engineer	\$135.00
Senior Project Scientist	\$144.00
Licensed Surveyor	\$135.00
Project Engineer	\$126.00
Project Geologist/Hydrologist	\$133.00
Senior Engineer	\$118.00
Senior Geologist/Hydrologist	\$118.00
Hydrologist/Scientist	\$110.00
Lab/Data Validation Manager	\$118.00
Cartographer/GIS Specialist	\$118.00
Skilled Operators*	\$110.00
Engineer I	\$104.00
Draftsperson	\$98.00
Project Chemist	\$92.00
Hydrologist I/Scientist I	\$92.00
Senior Technician*	\$88.00
Driller*	\$80.00
Skilled Laborers*	\$88.20
Field Technician*	\$74.00
Driller Assistant*	\$65.00
Clerical*	\$62.00

NOTES

* Overtime rates may apply for Driller (\$120), Driller Assistant (\$97.50), Senior Technician (\$132), Field Technician (\$111), Clerical Staff (\$93), Skilled Operators (\$165), and Skilled Laborers (\$132).

** Charges cannot be applied for miscellaneous tools and reusable or disposable protective clothing

Loureiro Engineering Associates, Inc.

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

AN EMPLOYEE-OWNED COMPANY



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 12-Mar-25

Purchase Item or Contract: Economic Development		Requested by: J. Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	55 Steele Blvd Consulting Services	\$25,000	\$25,000
TOTAL			\$25,000

Account No. 504.10.1017.0.54000.01624

Budgeted Amount..... \$567,826

Available balance..... \$25,715

Encumbrances to Date..... \$510,100

Amount Needed for This Package..... \$25,000

Expenditures to Date..... \$32,010

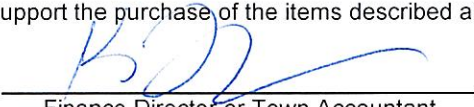
Available Balance After Purchase..... \$715

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 Town Accountant

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

Finance Director or Town Accountant

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 11, 2025

SUBJECT: Discussion about the Scope of Work for a 2025 Connectivity Program Sidewalks Grant Application

Summary of Agenda Item:

The Connecticut Department of Transportation has invited applications for the 2025 Connecticut Community Connectivity Grant Program (CCCP). Applications are due May 21 and the maximum CCCP grant is \$800,000. In anticipation of submitting a 2025 Connectivity Program Grant application, the Town hired WMC Engineering for engineering services to design and prepare cost estimates for sidewalk projects on Kensington Road (Carriage Drive to Norton Road) and Four Rod Road (Norton Road to Wildemere Drive). Subsequently, the Town Council decided to change WMC's design scope by deleting the Four Rod Road sidewalks and adding sidewalk sections on Main Street, East Berlin from Berlin Street to Grove Street (near Hubbard School) and on Alling Street and Heather Lane (near Griswold School). WMC completed the preliminary design and cost estimate for these sidewalk sections. The projected costs are greater than the maximum grant amount. Staff requests guidance on which sidewalk sections to prioritize.

Funding:

No additional funding is requested currently.

Actions Needed:

None.

Attachments:

1. Cost estimates.

Prepared By:

Chris Edge, Economic Development Director
Mike Ahern, Director of Public Works

MSA

Town of Berlin
Grant Assistance Sidewalk Connectivity Projects
Town No. 2024-XX
WMC Reference No.: 23042

State Project No.: N/A
Prepared By: DTJ
Date: 03/10/25
Rev. Date:

ALLING STREET - PD Cost Opinion

ITEM NO.	ROADWAY ITEMS	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0202000	A Earth Excavation	C.Y.	160	\$ 35.00	\$ 5,600.00
0219001	Sedimentation Control System	L.F.	485	\$ 7.00	\$ 3,395.00
0219011	Sedimentation Control System at Catch Basin	Ea.	10	\$ 150.00	\$ 1,500.00
0815001	A Bituminous Concrete Lip Curbing	L.F.	45	\$ 25.00	\$ 1,125.00
0921001	A 5" Concrete Sidewalk	S.F.	5,630	\$ 16.00	\$ 90,080.00
0921002	A 5" Concrete Sidewalk w/ Integral Curb	S.F.	2,330	\$ 25.00	\$ 58,250.00
0921003	A 8" Concrete Sidewalk	S.F.	910	\$ 20.00	\$ 18,200.00
0921005	A Concrete Sidewalk Ramp	S.F.	820	\$ 30.00	\$ 24,600.00
0922501	A Bituminous Concrete Driveway (Residential)	S.Y.	220	\$ 60.00	\$ 13,200.00
0944000	Furnishing and Placing Topsoil	S.Y.	1,500	\$ 12.00	\$ 18,000.00
0950005	Turf Establishment	S.Y.	1,300	\$ 3.00	\$ 3,900.00
0970006	Traffic Person (Municipal Police Officer)	Est.	1	\$ 10,200.00	\$ 10,200.00
0970007	Traffic Person (Uniformed Flagger)	Hr.	400	\$ 65.00	\$ 26,000.00
1206023	A Removal and Relocation of Existing Signing	L.S.	1	\$ 1,200.00	\$ 1,200.00
1208932	Sign Face Sheet Aluminum (Type IV Retroreflective)	S.F.	50	\$ 65.00	\$ 3,250.00
1210106	12" White Epoxy Resin Pavement Markings	L.F.	70	\$ 6.00	\$ 420.00
1210105	Epoxy Resin Pavement Markings, Symbols and Legend	S.F.	480	\$ 7.00	\$ 3,360.00
1211001	Removal of Pavement Markings	S.F.	30	\$ 4.00	\$ 120.00
1302061	Adjust Gate Box (Water)	Ea.	3	\$ 350.00	\$ 1,050.00
1302062	Adjust Gate Box (Gas)	Ea.	3	\$ 350.00	\$ 1,050.00
1403501	Reset Manhole (Sanitary Sewer)	Ea.	1	\$ 1,350.00	\$ 1,350.00
SUBTOTAL					\$ 285,850.00

MINOR ITEMS ALLOWANCE @ 10% \$ 28,585.00

SUBTOTAL \$ 314,435.00

ITEM NO.	LUMP SUM ITEMS	PERCENTAGE	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0201001	A Clearing and Grubbing	4.50%	L.S.	1	\$ 14,500.00	\$ 14,500.00
0971001	A Maintenance and Protection of Traffic	4.50%	L.S.	1	\$ 14,500.00	\$ 14,500.00
0975004	Mobilization and Project Closeout	8.00%	L.S.	1	\$ 25,500.00	\$ 25,500.00
0980001	Construction Staking	1.50%	L.S.	1	\$ 5,000.00	\$ 5,000.00
SUBTOTAL						\$ 59,500.00

CONSTRUCTION ITEMS SUBTOTAL \$ 314,435.00

LUMP SUM ITEMS SUBTOTAL \$ 59,500.00

SUBTOTAL \$ 373,935.00

CONTINGENCY @ 10% \$ 37,393.50

INCIDENTALS @ 10% \$ 37,393.50

2025 TOTAL \$ 448,722.00

PROJECT TO 2026 (5% INFLATION / YR) \$ 471,158.10

SAY TOTAL \$ 475,000.00

Town of Berlin
Grant Assistance Sidewalk Connectivity Projects
Town No. 2024-XX
WMC Reference No.: 24034

State Project No.: N/A
Prepared By: DTJ
Date: 03/10/25
Rev. Date:

KENSINGTON STREET - PD Cost Opinion

ITEM NO.	ROADWAY ITEMS	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0202000	A Earth Excavation	C.Y.	145	\$ 35.00	\$ 5,075.00
0202572	A Reset Iron Pin	Ea.	2	\$ 650.00	\$ 1,300.00
0207000	A Borrow	C.Y.	100	\$ 30.00	\$ 3,000.00
0219001	Sedimentation Control System	L.F.	795	\$ 7.00	\$ 5,565.00
0219011	Sedimentation Control System at Catch Basin	Ea.	6	\$ 150.00	\$ 900.00
0406010	Permanent Trench Repair	S.Y.	70	\$ 35.00	\$ 2,450.00
0586001.10	Type 'C' Catch Basin - 0' - 10' Deep	Ea.	2	\$ 5,500.00	\$ 11,000.00
0686000.15	15" R.C. Pipe - 0' - 10' Deep	L.F.	213	\$ 125.00	\$ 26,625.00
0686000.30	30" R.C. Pipe - 0' - 10' Deep	L.F.	10	\$ 250.00	\$ 2,500.00
0815001	A Bituminous Concrete Lip Curbing	L.F.	45	\$ 25.00	\$ 1,125.00
0921001	A 5" Concrete Sidewalk	S.F.	9,045	\$ 16.00	\$ 144,720.00
0921002	A 5" Concrete Sidewalk w/ Integral Curb	S.F.	985	\$ 25.00	\$ 24,625.00
0921003	A 8" Concrete Sidewalk	S.F.	970	\$ 20.00	\$ 19,400.00
0921005	A Concrete Sidewalk Ramp	S.F.	80	\$ 30.00	\$ 2,400.00
0922501	A Bituminous Concrete Driveway (Residential)	S.Y.	240	\$ 60.00	\$ 14,400.00
0944000	Furnishing and Placing Topsoil	S.Y.	2,200	\$ 12.00	\$ 26,400.00
0950005	Turf Establishment	S.Y.	2,200	\$ 3.00	\$ 6,600.00
0970006	Traffic Person (Municipal Police Officer)	Est.	1	\$ 3,400.00	\$ 3,400.00
0970007	Traffic Person (Uniformed Flagger)	Hr.	400	\$ 65.00	\$ 26,000.00
1206023	A Removal and Relocation of Existing Signing	L.S.	1	\$ 1,200.00	\$ 1,200.00
1208932	A Sign Face Sheet Aluminum (Type IV Retroreflective)	S.F.	50	\$ 65.00	\$ 3,250.00
1210105	Epoxy Resin Pavement Markings, Symbols and Legends	S.F.	260	\$ 7.00	\$ 1,820.00
1210106	12" White Epoxy Resin Pavement Markings	L.F.	35	\$ 6.00	\$ 210.00
1211001	Removal of Pavement Markings	S.F.	325	\$ 4.00	\$ 1,300.00
1302061	A Adjust Gate Box (Water)	Ea.	4	\$ 350.00	\$ 1,400.00
1302062	A Adjust Gate Box (Gas)	Ea.	3	\$ 350.00	\$ 1,050.00
1403501	Reset Manhole (Sanitary Sewer)	Ea.	4	\$ 1,350.00	\$ 5,400.00
SUBTOTAL					\$ 343,115.00

MINOR ITEMS ALLOWANCE @ 10% \$ 34,311.50

SUBTOTAL \$ 377,426.50

ITEM NO.	LUMP SUM ITEMS	PERCENTAGE	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0201001	A Clearing and Grubbing	4.50%	L.S.	1	\$ 17,000.00	\$ 17,000.00
0971001	A Maintenance and Protection of Traffic	4.50%	L.S.	1	\$ 17,000.00	\$ 17,000.00
0975004	Mobilization and Project Closeout	8.00%	L.S.	1	\$ 30,500.00	\$ 30,500.00
0980001	Construction Staking	1.50%	L.S.	1	\$ 6,000.00	\$ 6,000.00
SUBTOTAL						\$ 70,500.00

CONSTRUCTION ITEMS SUBTOTAL \$ 377,426.50

LUMP SUM ITEMS SUBTOTAL \$ 70,500.00

SUBTOTAL \$ 447,926.50

CONTINGENCY @ 10% \$ 44,792.65

INCIDENTALS @ 10% \$ 44,792.65

2025 TOTAL \$ 537,511.80

PROJECT TO 2026 (5% INFLATION / YR) \$ 564,387.39

SAY TOTAL \$ 566,000.00

Town of Berlin
Grant Assistance Sidewalk Connectivity Projects
Town No. 2024-XX
WMC Reference No.: 24034

State Project No.: N/A
Prepared By: DTJ
Date: 03/10/25
Rev. Date:

MAIN STREET - PD Cost Opinion

ITEM NO.	ROADWAY ITEMS	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0202000	A Earth Excavation	C.Y.	100	\$ 35.00	\$ 3,500.00
0202574	A Reset Monument	Ea.	1	\$ 900.00	\$ 900.00
0219001	Sedimentation Control System	L.F.	215	\$ 7.00	\$ 1,505.00
0219011	Sedimentation Control System at Catch Basin	Ea.	7	\$ 150.00	\$ 1,050.00
0601447	A Embankment Wall (Site No. 1)	L.S.	1	\$ 110.00	\$ 14,600.00
0815001	A Bituminous Concrete Lip Curbing	L.F.	45	\$ 25.00	\$ 1,125.00
0921001	A 5" Concrete Sidewalk	S.F.	3,055	\$ 16.00	\$ 48,880.00
0921002	A 5" Concrete Sidewalk w/ Integral Curb	S.F.	1,735	\$ 25.00	\$ 43,375.00
0921003	A 8" Concrete Sidewalk	S.F.	1,495	\$ 20.00	\$ 29,900.00
0921005	A Concrete Sidewalk Ramp	S.F.	110	\$ 30.00	\$ 3,300.00
0922501	A Bituminous Concrete Driveway (Residential)	S.Y.	200	\$ 60.00	\$ 12,000.00
0944000	Furnishing and Placing Topsoil	S.Y.	900	\$ 12.00	\$ 10,800.00
0950005	Turf Establishment	S.Y.	900	\$ 3.00	\$ 2,700.00
0970006	Traffic Person (Municipal Police Officer)	Hr.	1	\$ 3,400.00	\$ 3,400.00
0970007	Traffic Person (Uniformed Flagger)	Hr.	240	\$ 65.00	\$ 15,600.00
1206023	A Removal and Relocation of Existing Signing	L.S.	1	\$ 1,200.00	\$ 1,200.00
1208932	Sign Face Sheet Aluminum (Type IV Retroreflective)	S.F.	50	\$ 65.00	\$ 3,250.00
1210105	Epoxy Resin Pavement Markings, Symbols and Legend	S.F.	120	\$ 7.00	\$ 840.00
1210106	12" White Epoxy Resin Pavement Markings	L.F.	20	\$ 6.00	\$ 120.00
1302061	Adjust Gate Box (Water)	Ea.	4	\$ 350.00	\$ 1,400.00
1302062	Adjust Gate Box (Gas)	Ea.	5	\$ 350.00	\$ 1,750.00
1403501	A Reset Manhole (Sanitary Sewer)	Ea.	1	\$ 1,350.00	\$ 1,350.00
SUBTOTAL					\$ 202,545.00

MINOR ITEMS ALLOWANCE @ 10% \$ 20,254.50

SUBTOTAL \$ 222,799.50

ITEM NO.	LUMP SUM ITEMS	PERCENTAGE	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0201001	A Clearing and Grubbing	4.50%	L.S.	1	\$ 10,500.00	\$ 10,500.00
0971001	A Maintenance and Protection of Traffic	4.50%	L.S.	1	\$ 10,500.00	\$ 10,500.00
0975004	Mobilization and Project Closeout	8.00%	L.S.	1	\$ 18,000.00	\$ 18,000.00
0980001	Construction Staking	1.50%	L.S.	1	\$ 3,500.00	\$ 3,500.00
					SUBTOTAL	\$ 42,500.00

CONSTRUCTION ITEMS SUBTOTAL \$ 222,799.50

LUMP SUM ITEMS SUBTOTAL \$ 42,500.00

SUBTOTAL \$ 265,299.50

CONTINGENCY @ 10% \$ 26,529.95

INCIDENTALS @ 10% \$ 26,529.95

2025 TOTAL \$ 318,359.40

PROJECT TO 2026 (5% INFLATION / YR) \$ 334,277.37

SAY TOTAL \$ 335,000.00

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: March 10, 2025
SUBJECT: Tax Abatement for Deming Road Business Park LLC

Summary of Agenda Item:

Deming Road Business Park LLC was approved for the development of four industrial buildings on Deming Road, two of which have been completed. The first, 170 Deming, was sold to the current tenant, but 180 Deming Road is still in the hands of the developer. The construction of this 6,800 square foot multi-tenant building was approximately \$650,000. They have requested a tax abatement on this 2nd building. A few small businesses now call this building home. This abatement would be based on the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, and 30% in year 3 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for Deming Road Business Park LLC

Actions Needed:

Move to approve a tax abatement for Deming Road Business Park LLC for the construction of a 6,800 square foot building at 180 Deming Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) Estimated taxes and abated taxes
- 3) A copy of the letter to abutters

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

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: DEMING ROAD BUSINESS PARK LLC

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: DEMING ROAD BUSINESS PARK LLC

Mailing Address: 80 BRITANNIA ST MERIDEN, CT 06450

Project Address (If applicable): 180 DEMING ROAD PHASE TWO

Phone Number: 803 537 9090 Email: JIM.V@TUXISOHRSFUEL.COM

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

5 RENTAL UNITS, 1500 SQ FT EACH, ALLOWING SMALL START UP COMPANIES, AND GROWING COMPANIES TO STAY IN BERLIN, SUCH COMPANIES AS FOLLOWS: PLUMBING, HVAC, SECURITY, AUTO REPAIR, ETC, FOOD COOLER

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

5 UNITS OF 1500 SQ FT EACH TOTALING 7500 SQ FT. EQUIPMENT: AIR COMPRESSOR, WELDING, BENCHES, DESKS, COMPUTERS, PRINTERS, PHONE SYSTEMS, RACKS, SPECIALIZE EQUIPMENT TO WORK BEING DONE, ADDITIONAL, VEHICLES, FOOD DISTRIBUTOR

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

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

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: \$ 600,000⁰⁰ To \$ 700,000⁰⁰

Estimated Value of Additional Personal Property: \$ 50,000⁰⁰ To \$ 100,000⁰⁰

Number of Jobs to be Retained in Berlin: 10 To 15

Number of Jobs to be Created: 10 To 15

Additional Details (If needed):

A TOTAL OF 20 TO 30 PEOPLE WORKING
ON THIS SITE

1-6-2025
Date

James Vital Member
Signature of Company Representative

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

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

PRO FORMA - DEMING ROAD BUSINESS PARK LLC

<u>Year</u>	<u>Estimated Assessment Increase</u>	<u>Mill Rate</u>	<u>Real Estate Taxes</u>	<u>Personal Property Taxes</u>	<u>Total Taxes</u>	<u>Tax Abatem ent</u>	<u>Net Taxes</u>
1	425,000	30.21	\$ 12,839	\$ 1,284	\$ 14,123	\$6,420	\$ 7,704
2	425,000	30.51	\$ 12,968	\$ 1,297	\$ 14,264	\$5,187	\$ 9,077
3	425,000	30.82	\$ 13,097	\$ 1,310	\$ 14,407	\$3,929	\$ 10,478
4	425,000	31.13	\$ 13,228	\$ 1,323	\$ 14,551		\$ 14,551
5	425,000	31.44	\$ 13,361	\$ 1,336	\$ 14,697		\$ 14,697
6	425,000	31.75	\$ 13,494	\$ 1,349	\$ 14,844		\$ 14,844
7	425,000	32.07	\$ 13,629	\$ 1,363	\$ 14,992		\$ 14,992
8	425,000	32.39	\$ 13,765	\$ 1,377	\$ 15,142		\$ 15,142
9	425,000	32.71	\$ 13,903	\$ 1,390	\$ 15,293		\$ 15,293
10	425,000	33.04	\$ 14,042	\$ 1,404	\$ 15,446		\$ 15,446
11	425,000	33.37	\$ 14,183	\$ 1,418	\$ 15,601		\$ 15,601
12	425,000	33.70	\$ 14,324	\$ 1,432	\$ 15,757		\$ 15,757
13	425,000	34.04	\$ 14,468	\$ 1,447	\$ 15,914		\$ 15,914
14	425,000	34.38	\$ 14,612	\$ 1,461	\$ 16,073		\$ 16,073
15	425,000	34.73	\$ 14,758	\$ 1,476	\$ 16,234		\$ 16,234
16	425,000	35.07	\$ 14,906	\$ 1,491	\$ 16,397		\$ 16,397
17	425,000	35.42	\$ 15,055	\$ 1,506	\$ 16,561		\$ 16,561
18	425,000	35.78	\$ 15,206	\$ 1,521	\$ 16,726		\$ 16,726
19	425,000	36.14	\$ 15,358	\$ 1,536	\$ 16,893		\$ 16,893
20	425,000	36.50	\$ 15,511	\$ 1,551	\$ 17,062		\$ 17,062
	Total		\$ 282,707	\$ 28,271	\$ 310,978	\$ 15,536	\$ 295,442

March 10, 2025

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the construction of a 6,800 square foot industrial building at 180 Deming Road. The applicant, Deming Road Business Park LLC has requested a 3-year tax abatement on the increase in assessment. This abatement will allow the owner of the property to bring a new restaurant to Berlin.

This tax abatement will not increase your taxes, but will give Deming Road Business Park LLC a small tax abatement over the 3 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** details for the meeting can be found on the town's website at www.berlinct.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on March 18, 2025.

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

Sincerely,

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

Christopher D. Edge
Economic Development Director

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 10, 2025

SUBJECT: Tax Abatement for 337 Berlin LLC

Summary of Agenda Item:

337 Berlin LLC, the owner of the former Industrial Surplus building and property was approved for the re-development of the two buildings at that corner including the 49,000 square foot building closest to the Berlin Turnpike and the 19,347 square foot (yellow) building. A portion of the main building will be demolished with a complete renovation from floor to ceiling of the interior of the building as well as a complete refacing of the building on the Turnpike and Deming Road sides. This is estimated to cost between \$4,000,000 and \$5,000,000. This abatement would be based on the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6 and 10% in year 7 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for 337 Berlin LLC.

Actions Needed:

Move to approve a tax abatement for 337 Berlin LLC for the renovation and refacing of 337 Berlin Turnpike of 50% in year 1, 50% in year 2, 40% in year 3, 40% in year 4, 30% in year 5, 20% in year 6 and 10% in year 7 per the Town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) A copy of the letter to abutters

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

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: 337 Berlin, LLC

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: 337 Berlin, LLC

Mailing Address: 321 Main Street, Farmington, CT 06032

Project Address (If applicable): 337 Berlin Tpke Berlin, CT 06037

Phone Number: 860-582-2403 Email: bsenese@calcoconstructioninc.com

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

Goodwill Store and Donation Center and other retailers and or flex space users which are not yet identified

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

Renovating the 49,000 sq ft building (1) and 19,347 sq ft building (two). Partial demo of building (1)

current facade and elevation and refacing it, new roof, new mechanicals and fire systems, doors and

windows to be upgraded, all new site improvements (parking lot, sidewalks, and landscaping).

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

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

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: \$4,000,000 - \$5,000,000

Estimated Value of Additional Personal Property: Estimated \$2,000,000 by tenant fit up

Number of Jobs to be Retained in Berlin: Est. 150-200 employees

Number of Jobs to be Created: Est. 150-200 employees

Additional Details (If needed):

1/27/2025
Date


Signature of Company Representative

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

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

March 10, 2025

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the reconstruction of a 49,000 square foot industrial building at 337 Berlin Turnpike. The applicant, 337 Berlin LLC has requested a 7-year tax abatement on the increase in assessment. This abatement will allow the owner of the property to bring a new restaurant to Berlin.

This tax abatement will not increase your taxes, but will give 337 Berlin LLC a small tax abatement over the 7 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** details for the meeting can be found on the town's website at www.berlinct.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on March 18, 2025.

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

Sincerely,

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

Christopher D. Edge
Economic Development Director

Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 12, 2025

SUBJECT: America 250 / CT – Berlin Commission

Summary of Agenda Item:

The Town Council should start to make appointments to the America 250 Commission for the Town of Berlin.

Currently: Elaine Pavasaris representing the Rotary Club
Peter Rosso representing the Town Council
are willing to serve on this Commission

Funding:

N/A

Action Needed:

Discussion and possible appointments to the America 250 / CT Commission for Berlin.

Attachments:

None

Prepared By: Kate Wall, Town Clerk *KW*

Agenda Item No. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: March 5, 2025

SUBJECT: Small Cities CDBG Grant/ Fair Housing Month

Summary of Agenda Item:

As a recipient of a Small Cities Community Development Block Grant for (CDBG) Program funding, it is a Department of Economic and Community Development Program requirement that our community actively evidence its commitment to and support for the principles and practices of Fair Housing and Equal Opportunity. April is designated as Fair Housing Month and as such is an ideal time for our community to reaffirm its commitment to Fair Housing and Equal Opportunity. The Town must readopt the Fair Housing Resolution, Fair Housing Policy Statement, Affirmative Action Policy Statement, and Compliance with Title VI of the Civil Rights Act of 1964.

Funding:

None Needed

Action Needed:

Move to readopt the Fair Housing Resolution, the Fair Housing Policy Statement, Affirmative Action Policy Statement, and the Compliance with Title VI of the Civil Rights Act of 1964 Statement.

Attachments:

1. Fair Housing Resolution
2. Fair Housing Policy Statement
3. Affirmative Action Policy Statement
4. Compliance with Title VI of the Civil Rights Act of 1964

Prepared By:

Ryan Curley, Town Manager



TOWN OF BERLIN
Office Of the Town Manager

FAIR HOUSING RESOLUTION

- WHEREAS,** All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- WHEREAS,** Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- WHEREAS,** Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- WHEREAS,** The **Town of Berlin** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the **Town of Berlin** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the **Town of Berlin** or designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the **Town of Berlin** and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect their right to equal housing opportunities.

Adopted by the **Town of Berlin** on _____.

Ryan Curley, Town Manager

Town Seal

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068



TOWN OF BERLIN

Office of the Town Manager

FAIR HOUSING POLICY STATEMENT

It is the policy of the Town of Berlin to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Berlin must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Berlin or any subrecipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Berlin.

The municipality's Town Manager, Ryan Curley, is responsible for the enforcement and implementation of this policy. The Town Manager can be reached at 860-828-7002 or by email at rcurley@berlinct.gov.

Complaints pertaining to discrimination in any program funded or administered by the Town of Berlin may be filed with the Town Manager in the Town Manager's Office. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, telephone 860-541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr., Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suite, at their expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this Policy Statement will be given annually to all Town of Berlin employees, and they are expected to fully comply with it. In addition, a copy will be posted throughout Town of Berlin.

Date

Ryan Curley, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE BY CONTACTING RYAN CURLEY, 240 KENSINGTON ROAD, BERLIN, CT 06037 OR BY TELEPHONE AT 860-828-7002.



TOWN OF BERLIN

Office of the Town Manager

AFFIRMATIVE ACTION POLICY STATEMENT

As Town Manager of the Town of Berlin, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Berlin's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that the Town of Berlin will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Berlin will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Berlin will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Berlin to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities, including but not limited to, blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Berlin will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil

Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Berlin employees and will also be posted throughout the Town of Berlin. I also expect each supplier, union, consultant and other entity(ies) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Berlin will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Ryan Curley, Town Manager of the Town of Berlin, who can be reached at 860-828-7003 or rcurley@berlinct.gov.

Date

Ryan Curley, Town Manager

**THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM
THE ADA-504 COORDINATOR BY CALLING 860-828-7115.**



TOWN OF BERLIN

Office Of the Town Manager

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Berlin** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Berlin** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the **Town of Berlin's** Fair Housing Plan and is fully implemented to ensure compliance by the **Town of Berlin**, as the recipient, and by subrecipients. The cooperation of all **Town of Berlin** personnel is required.

Ryan Curley, Town Manager

Date

PLEASE NOTE – THE FOLLOWING LINK WILL BE USED FOR ALL FUTURE TOWN COUNCIL MEETINGS. YOU MUST USE THE PASSWORD – BERLIN (ALL CAPS)

Berlin Town Council Chambers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/88916616949?pwd=EGudbqXAWRsRvTteZt8R0dl7QT0hwM.1>

Meeting ID: 889 1661 6949

Passcode: BERLIN

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

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, March 4, 2025
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 Mark Pruzin
Councilor Peter Rosso
Councilor Donna Veach – *via Zoom*

Also in attendance:

Town Manager Ryan Curley
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

None

E. MAYOR'S UPDATE:

Mayor Kaczynski stated that the next Bright Feeds update meeting will be held on March 19th at 6:00 p.m.

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

G. CONSENT AGENDA:

1. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$400.00 and supplies/medical care valued at \$50.00. - Animal Control**
2. **Topic re: Transfer \$23,740, as detailed on the accompanying spreadsheet to be attached to the minutes, to cover year-end transfers in identified accounts, pending approval by the Board of Finance. - Finance**
3. **Topic re: Accept monetary donations totaling \$2,074.80 and deposit \$1,000 into the Children's Donation account for the purchase of healing library kits and deposit \$118.72 into the Friends of the Library credit card account for the purchase of child/teen program supplies and deposit \$956.08 into the Friends of the Library miscellaneous account for the purchase of two museum pass renewals, an adult program, child/teen program supplies and coffee supplies. – Berlin-Peck Memorial Library**
4. **Topic re: Approve Berlin Little League to be able to sell food, beverages, ice cream, candy, and merchandise for the 2025 baseball season at the following locations: Petit fields, Dennehy and Centurelli fields. – Parks and Recreation**
5. **Topic re: Approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 24, 2025, from 8:00 AM to 2:00 PM. The rain date is Sunday, May 25, 2025. – Parks and Recreation**
6. **Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police**
7. **Topic re: Accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account. - Police**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to add New Business Item #1a Discussion of 55 Steele Boulevard to the Meeting Agenda.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

1a. Topic re: Discussion of 55 Steele Boulevard.

Town Manager Curley stated that this item is to provide an update to the Town Council on the 55 Steele Boulevard project as well as to discuss some recent challenges due to it being a brownfield site. A timeline of the project was presented to the Town Council and is attached to these minutes.

Economic Development Coordinator Jim Mahoney stated that there was an on-site meeting on January 6th which included representatives from Newport Realty, Loureiro Engineering, and the Town. Originally it was determined that contaminated soil from the property could be capped and left on the site as removal is an expensive option. Structural engineers from Loureiro had concerns with reusing that material under the parking lots which was the original plan.

Recent sampling of the soil determined that there were PCBs in four out of five of the samples which are not acceptable to at least two of the most cost-effective disposal sites. Alternate locations and cost estimates are now being researched.

Also being discussed are ways to keep the materials on the site by installing retaining walls and covering the contaminated materials with additional materials making the area under the parking lot structurally sound.

Mr. Mahoney stated that additional information should be available by the end of the week, and he will return to the Town Council with a recommended course of action.

As of this time the project has been approved for a \$360,000 forgivable loan which is still in progress and should be wrapped up soon. Getting the geomembrane installed over the contaminated soil will allow Newport to be in the position to continue with their commitment to the project.

The anticipation was that the Town would close with Newport after the remediation was completed, however that closing could be accelerated as Newport has a lot invested in the project and the sub-slab ventilation that is part of the remediation plan that Newport will be installing will be a part of the building so they are interested in closing in advance of the completion of the clean-up. In discussions with Corporation Counsel and the Town Manager it was determined that a ninth amendment to Newport's agreement will need to be done.

Mark Lovley of Newport Realty stated that they are looking to close by the end of March as the building needs to be constructed to install the environmental ventilation system through the roof. To do the construction there is about another \$1.5 million that is needed therefore they need to close to get the mortgages to get the building built.

Councilor Paonessa requested a copy of the soil testing results. Mr. Mahoney stated that Loureiro set up a file sharing site which includes environmental reports. He will provide the site information to the Town Council.

NO ACTION NEEDED

1. Topic re: Discussion concerning the formation of a Local 250th Commission celebrating the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America.

Town Clerk Kate Wall stated that a local commission celebrating the 250th anniversary of the signing of the formation of the United States needs to be formed. Ms. Wall has met with Library Director Carrie Tyszka and Lorraine Stub from the Berlin Historical Society to discuss celebration ideas, but more input and assistance is needed.

Ms. Wall stated that she is asking for an informal consensus from the Town Council to allow herself and Ms. Tyska to be the contact people for Berlin which they did agree to. She added that the Town Council will need to form the commission for Berlin.

Some ideas that have been discussed include creating quality videos of the Berlin Historical Society's Story Share programs to be placed on the Town website, programs related to independence and Berlin history at the Library, the possibility of recreating Berlin's first Town Meeting, and the involvement of schools in the celebration.

Other ideas include bringing back Yankee Peddler Day and holding a ball which could include the City of New Britain which was once a part of Berlin.

Ms. Wall stated that she would like to receive a list of possible commission members from the Town Council at their March 18th meeting. Members could be Town employees, Historical Society members, other Board and Commission members, Rotary and Lions' Club members.

Ms. Wall has reached out to Eversource as a source of possible funding, and she has also received the name of a contact at Comcast from Economic Development Director Chris Edge whom she will contact.

NO ACTION NEEDED

2. Topic re: Accept a donation of approximately 130 plants valued at an estimated \$1,700 (including delivery) from the Kensington Garden Club to be planted and maintained at Little People's Playground. – Parks and Recreation

Superintendent of Parks and Grounds Steve Wood stated that the Kensington Garden Club approached him during the remodel of the Little People's Playground offering to install plants in front of the fencing.

The plants would be planted and maintained by the Kensington Garden Club at the fence lining Little People's Playground and there would be five feet on each side of the entrance gate where nothing would be planted. The Parks and Grounds Department is in favor of this donation and will work with the Kensington Garden Club on delivery. The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

Councilor Paonessa moved to accept a donation of approximately 130 plants valued at an estimated \$1,700 (including delivery) from the Kensington Garden Club to be planted and maintained at Little People's Playground.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$37,631.09, as approved by the Public Building Commission, to allow the Police Department to procure Fitness Equipment, Armory Shelving, and Additional Camera Licenses. – Public Building Commission**

Public Works Director Mike Ahern stated that with the Police Department renovation project winding down there were some additional items that need to be added which include fitness equipment, armory shelving, and camera licenses.

The Public Building Commission voted at their February 13th meeting to approve a reduction in the construction contingency to allow the purchase of these items with those funds.

Councilor Paonessa moved to reduce the Construction Contingency on the Additions and Renovations to Berlin Police Department HQ Project at 240 Kensington Road by \$37,631.09, as approved by the Public Building Commission, to allow the Police Department to procure Fitness Equipment, Armory Shelving, and Additional Camera Licenses.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

4. **Topic re: Approve the purchase of gym equipment from Total Fitness for amount not to exceed \$35,000. – Police**

Deputy Police Chief Gallupe stated that the Public Building Commission approved the quote for the purchase of gym equipment for the Police Department and approved the contingency reduction as noted in agenda item number three. This item is to approve the purchase of that equipment which will hopefully be received in the next few weeks.

Councilor Paonessa moved to approve the purchase of gym equipment from Total Fitness for amount not to exceed \$35,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Approve the purchase of 43 ballistic vests for the Police Department from Security Uniforms up to \$ 42,000 utilizing state contract 17PSX0024. – Police**

Deputy Police Chief Gallupe stated that new ballistic vests need to be purchased every five years and the Police Department applies for a 50% matching grant that reimburses the Town 50% of the cost.

Councilor Paonessa moved to approve the purchase of 43 ballistic vests for the Police Department from Security Uniforms up to \$ 42,000 utilizing state contract 17PSX0024.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 6. Topic re: Authorize the Town Manager to sign an Agreement for Installation of Access Gate or Barrier with Eversource for a gate on Town property within the ROW of Map 26-3-Block 74B Lot 6, as shown on the attached map, subject to final review and approval of Corporation Counsel. – Planning and Zoning**

Town Planner Maureen Giusti stated that Eversource reached out to the Town after a neighbor on Summit Wood Drive contacted them about installing a deterrent for ATV riders that access Eversource's right of way on Town property.

The Conservation Commission is in full support of the installation of a gate or similar barrier being installed at the entry point of the transmission right of way located east of the homes on Summit Wood Drive noting that there would be no adverse impact to the trail and ATV use is a known problem in the area. Connecticut Forest and Parks Association, which maintains the trail system, also had no objection to the installation.

Corporation Counsel Donofrio has reviewed the agreement and Eversource will work with the Fire Marshal in regard to emergency access locks on the gates.

Councilor Paonessa moved to authorize the Town Manager to sign an Agreement for Installation of Access Gate or Barrier with Eversource for a gate on Town property within the ROW of Map 26-3-Block 74B Lot 6, as shown on the attached map, subject to final review and approval of Corporation Counsel.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 7. Topic re: Award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$140,000 which covers the cost of the original proposal. – Water Control**

Water Control Manager Ray Jarema stated that in June of 2023, there was a bid opening for the evaluation of the existing infrastructure and financial assets of the Berlin Water Control. There was only one bidder, DPC Engineering, LLC, however that bid was much higher than anticipated.

The consultant indicated that the best course of action was to break the project into two phases, water and sewer. The water report has been completed, and this request is for the sewer evaluation to be completed this fiscal year.

Councilor Paonessa moved to award Contract # 2023-14 to DPC Engineering, LLC for the evaluation of the Water Control infrastructure and financial assets for an amount not to exceed \$140,000 which covers the cost of the original proposal.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 8. Topic re: Waive the bidding process for Haley Ward Engineers for the preparation of bid documents, Drinking Water State Revolving Fund loan submission, and engineering oversight of the Meriden water Main interconnection for an amount not to exceed \$137,500.00, as this is in the best interest of the Town. – Water Control**

Water Control Manager Jarema stated that Berlin Water Control needs to address the interior corrosion of its Lamentation Tank. It has been determined that the tank needs to be taken out of service, therefore an interconnection with Meriden is essential.

Haley Ward has designed the new water main, but because of delays, it has been suggested that the project be split into two fiscal years. This fiscal year the bidding for a contractor and administrative requirements with the State will be necessary. Next year, Haley Ward will provide engineering oversight of the projects for the interconnection with Meriden. Therefore, this fiscal year project will be \$63,800.00 (including a 10% contingency). The next fiscal year proposal will be \$73,700.00 (with a 10% contingency).

Councilor Paonessa moved to waive the bidding process for Haley Ward Engineers for the preparation of bid documents, Drinking Water State Revolving Fund loan submission, and engineering oversight of the Meriden water Main interconnection for an amount not to exceed \$137,500.00, as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 9. Topic re: Approve the partial release of the existing sewer easements and grant a new sewer easement for Berlin Commerce Park Associates, LLC located at 99 Clark Drive, Berlin, CT as this is in the best interest of the Town. - Water Control**

Water Control Manager Jarema stated that a sewer line that runs under 99 Clark Drive was abandoned when the building was expanded but the sewer easement granted to the Town was never released.

As that building is going to be sold the easement should be eliminated and a new easement for the existing sewer line should be granted. Attorney Peter Alter has prepared a Partial Release which has been reviewed by Corporation Counsel Donofrio.

Councilor Paonessa moved to approve the partial release of the existing sewer easements and grant a new sewer easement for Berlin Commerce Park Associates, LLC located at 99 Clark Drive, Berlin, CT as this is in the best interest of the Town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 10. Topic re: Award the 2025/26 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 774. – Fleet Garage**

Fleet Manager Jim Simons stated that the Town's current diesel contract runs through June 30, 2025 and provides diesel fuel for the Town's fleet and operations at Timberlin Golf Course.

The Town participated in CRCOG Bid #774 for this commodity and Mr. Simons recommends continuing with their Option B as it provides a stable budget figure over the life of the contract and in the past has provided a positive result with lower overall costs. East River Energy was the lowest bidder for both locations in Berlin.

Mr. Simons recommends awarding the diesel fuel contract to East River Energy for a quantity of 32,500 gallons with an expiration date of June 30, 2026. Mr. Simons added that he will monitor the market over the next few weeks to see if the decreasing price trend continues.

Councilor Paonessa moved to award the 2025/26 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 774.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Appropriate \$29,781.50 from the Sale of Land, Labor, & Materials Revenue Account to the Vehicle Reserve to be used for the purchase of vehicles Account in the Capital Nonrecurring Fund, pending approval by the Board of Finance. – Fleet Garage

Fleet Manager Simons stated that the Town has sold surplus items and vehicles using the online auction site Public Surplus. This request is to transfer the proceeds from those sales into the Vehicle Reserve Account to assist in purchasing new vehicles and equipment.

Councilor Paonessa moved to appropriate \$29,781.50 from the Sale of Land, Labor, & Materials Revenue Account to the Vehicle Reserve to be used for the purchase of vehicles Account in the Capital Nonrecurring Fund, pending approval by the Board of Finance.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$80,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065. Also approve the purchase of Gemtor Belts from Grainger in an amount not to exceed \$10,000 and approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$13,000. – Fire Administration

Fire Chief Jim Simons stated that each year the Berlin Fire Department replaces a fraction of the Personal Protective Equipment (PPE) it uses. Replacement is based on an annual review and inspection which considers the age, wear, and condition of the item.

The Berlin Fire Department is requesting that Lion Apparel be awarded the Coats and Pants contract to be purchased through their local distributor C&S Specialty, and for the approval of the purchase of Gemtor belts from Grainger, and Globe fire boots from Firematic Supply.

Councilor Paonessa moved to approve the purchase of Lion Fire Department Protective Clothing from C & S Specialty in an amount not to exceed \$80,000 utilizing the NPPgov (National Purchasing Partners) Contract# PS60065.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the purchase of Gemtor Belts from Grainger in an amount not to exceed \$10,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$13,000.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

I. APPOINTMENTS:

- 1. Conservation Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
- 2. Constables – 4 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).
- 3. Golf Course Commission (Ladies' Club Member) – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Lori Shirley (D) of 60 Lower Lane for appointment to the Golf Course Commission (Ladies' Club Member).

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

Vote being 7-0 in favor of Lori Shirley (D) to serve on the Golf Course Commission (Ladies' Club Member). Term ending January 31, 2028.

4. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement or reappointment term would be until January 31, 2028. Can be filled with a D or U.
5. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
6. **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.
7. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
8. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointment).
9. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
10. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
11. **VNA –Vacancy** - Replacement term would be until January 31, 2027. Can be filled with a D, R or U.
12. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
13. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
14. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
15. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
16. **Water Control Commission – Vacancy – Alternate** – Term would be until January 31, 2027. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

Town Manager Ryan Curley stated that last evening the first Board of Finance Budget Meeting was held, and he feels that overall, it is a very positive year for the budget as there has been strong grand list growth. the Governor’s budget contained an additional \$1.1 million in educational cost sharing

for Berlin, and the Town received \$2.6 million in reimbursement from the State for the high school project. There are a lot of capital items in the budget as well as funding for A&E projects that the Town would like to accomplish in the coming year.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Paonessa stated that Berlin is being included in Newington's Watershed Grant in which Willow Brook and Piper Brook are being studied as they affect the Mattabassett River which floods in Berlin. There will be a Public Hearing next month that Berlin needs to be aware of. Town Manager Curley stated that he was a part of that recent discussion which is currently a planning project to highlight the problems that exist in the watershed area and additional funding that may be needed.

Mayor Kaczynski stated that it was discovered by the YMCA's engineer that there has not been any testing of the property on Patterson Way to determine if the site is appropriate for constructing a building. There is funding remaining from the original State grant for the project which can be used for that testing according to the Public Building Commission.

M. ACCEPTANCE OF MINUTES: February 6, 2025 – No vote needed & February 18, 2025

Councilor Paonessa moved to accept the February 18, 2025 Town Council Meeting minutes as presented.

Seconded by Councilor Coppola.

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

Abstain: Councilor Atkinson

Vote being 6-0-1 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 8:26 p.m.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting