


TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager 

DATE: June 20, 2025

SUBJECT: Authorization for the Town Manager to Enter into a Professional Services Contract with James Mahoney

Summary of Agenda Item:

Mr. Mahoney is a Consultant and a former Town employee who possesses knowledge about the Town and expertise in the field of municipal economic development and related matters. He has been providing consulting services to the Town since he left his position as a part time Town employee in August of 2024. The fiscal year 2026 budget for the Economic Development Department has a "Professional Services" line item and the budget for this line provides for continuing Mr. Mahoney's services as his existing contract with the Town expires on June 30, 2025. On average, it is proposed that Mr. Mahoney will work 8 hours per week which is approximately half the time provided in his fiscal year 2025 contract. Mr. Mahoney has been providing a variety of services to the Town including recent assistance in securing Carbon Reduction, STEAP, and Cemetery grants and a Brownfields program forgivable loan.

Funding:

The \$31,200 cost of this contract will be charged to account 001.10.1017.0.53920.00000, Economic Development Professional Services.

Action Needed:

Move to waive the bidding process and authorize the Town Manager to enter a not to exceed contract amendment with James Mahoney of \$31,200 for economic development professional services to be paid from Economic Development Professional Services account, as this is in the best interest of the Town.

Attachments:

1. Contract ✓

Prepared By:

Chris Edge, Economic Development Director

Independent Contractor Agreement

This Independent Contractor Agreement ("Agreement") is made on July 1, 2025, between:

Town of Berlin (Town)

240 Kensington Road
Berlin, CT 06037

and

James Mahoney (Consultant)

22 Atlantic Avenue, Bar Harbor, Maine 04609

WHEREAS, the Town is a municipal corporation organized and existing under the laws of the state of Connecticut;

WHEREAS, the Consultant is a former Town employee who possesses knowledge about the Town and expertise in the field of municipal economic development;

WHEREAS, the Town and Consultant have agreed that effective July 1, 2025, the Consultant shall commence providing economic development services to the Town on the terms and conditions provided herein; and

WHEREAS, the Town and the Consultant (sometimes referred to hereinafter collectively as the "Parties") agree as follows:

1. Services to be Provided

Consultant agrees to provide economic and community development consulting services ("Services") as requested by the Town Manager of the Town of Berlin. The Services shall be rendered by Consultant solely for the benefit of the Town and may include but are not limited to:

- Assistance with grant applications;
- Project management related to economic and community development projects;
- Other services related to grant and project management and implementation for projects assigned to Consultant by the Town.

2. Compensation

The Town agrees to pay Consultant at an hourly rate of \$75.00 for all hours worked on behalf of the Town. Payment shall be made within thirty days of receipt of Consultant's invoice. Each invoice shall include the following information: the dates covered by the invoice; a summary of work performed; and an invoice number. Compensation for the contract period shall not exceed \$31,200

3. Independent Contractor Status

Consultant acknowledges that he shall, at all times, be an independent contractor and not an employee of the Town. Consultant is responsible for all taxes, withholdings, and other statutory obligations related to compensation received under this Agreement. Town will not withhold social security, Medicare, state or federal taxes from payments to Consultant. Town shall make no state or federal unemployment compensation payments on behalf of Consultant. Consultant will not be entitled to these benefits in connection with the Services performed under this Agreement. Town shall not obtain workers' compensation insurance on behalf of Consultant. If Consultant hires employees to perform any work under this Agreement, Consultant will cover them with workers' compensation insurance to the extent required by law and provide Town with a certificate of workers' compensation insurance before the employees begin the work. Town shall not provide insurance coverage of any kind for Consultant.

Consultant agrees and represents, and Town agrees, that:

[CHECK ALL THAT APPLY]

☒ [X] Consultant has the right to perform services for others during the term of this Agreement.

☒ [X] Consultant has the sole right to control and direct the means, manner, and method by which the Services will be performed. Consultant shall select the starting and quitting times, days of work, and order the work is performed.

☒ [X] Consultant has the right to hire any assistant or staff he requires to assist him in the performance of the Services.

☒ [X] Neither Consultant nor Consultant's employees or contract personnel shall be required to wear any uniforms provided by Town and shall not be held out by the Town to be employees of the Town.

☒ [X] The Services shall be performed by Consultant, Consultant's employees, or contract personnel, and the Town shall not hire, supervise, or pay any assistants to help Consultant.

☒ [X] Neither Consultant nor Consultant's employees or contract personnel shall receive any training from the Town in the professional skills necessary to perform the Services.

☒ [X] Neither Consultant nor Consultant's employees or contract personnel shall be required by the Town to devote full time to the performance of the Services.

4. Term and Termination

This Agreement shall commence on July 1, 2025, and continue until June 30, 2026, unless terminated earlier by either party upon thirty days written notice. Either party may terminate this Agreement immediately for cause.

5. Confidentiality

Consultant acknowledges that it will be necessary for Town to disclose certain confidential and proprietary information to Consultant in order for Consultant to perform his duties under this Agreement. Consultant acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm Town. Accordingly, Consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Town without Town's prior written permission except to the extent necessary to perform services on Town's behalf.

Proprietary or confidential information includes:

- the written, printed, graphic, or electronically recorded materials furnished by Town for Consultant to use;
- any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Town makes reasonable efforts to maintain the secrecy of;
- business development or marketing plans or strategies, prospect lists, proprietary information submitted to the Town by third-parties, trade secrets, and information exempt from disclosure under the Connecticut Freedom of Information Act;
- information belonging to third-parties about whom Consultant gained knowledge as a result of Consultant's services to Town.

Upon termination of Consultant's services to Town, or at Town's request, Consultant shall deliver to Town all materials in Consultant's possession relating to Town's business. Consultant agrees to maintain the confidentiality of any proprietary or confidential information of the Town, both during and after the term of this Agreement. The product of all Services performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of the Town, and Consultant hereby assigns to the Town all right, title and interest therein.

6. Indemnification

Consultant agrees to indemnify and hold harmless the Town from any claims, damages, liabilities, and expenses arising out of Consultant's gross negligence or intentional misconduct in Consultant's performance of the Services under this Agreement.

7. Governing Law; No Assignment

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut. Consultant may not assign or subcontract his rights hereunder without the prior written approval of the Town.

8. Entire Agreement

This Agreement, which will become effective when signed by both Parties, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, discussions, negotiations, and understandings.

9. Business Licenses, Permits, and Certificates

Consultant represents and warrants that he will comply with all federal, state, and local laws requiring any licenses, business permits, and certificates required to carry out the Services.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.


James Mahoney

By: _____
Name: James Mahoney

Town of Berlin

By: _____
Name: Ryan Curley
Title: Town Manager

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager 

DATE: July 2, 2025

SUBJECT: LOTCIP Project to Reconstruct Episcopal Road and Rowley Street – Revised Commitment to Fund

SUMMARY:

Per the attached agenda item summary provided for reference, the Local Transportation Capital Improvement Program (LOTICIP) project for the reconstruction of Episcopal Road and Rowley Street in Berlin experienced a significant cost increase. This increase was approved by the Connecticut Department of Transportation (DOT), which issued the attached Commitment to Fund totaling \$5,498,965.42.

Staff are requesting Town Council to authorize the Town Manager to sign and return this Commitment to Fund letter to DOT. Regarding next steps, the Town will engage an engineering firm to prepare a detailed design, obtain all required permits, put together a bid package and assist in the bid process through contract award. Those design services will be at the Town's expense. The LOTICIP funds will be used for roadway reconstruction, as well as for construction engineering inspections and contract administration.

FUNDING:

None Required

ACTION NEEDED:

Move to authorize the Town Manager to sign and return the Commitment to Fund totaling \$5,498,965.42 for the LOTICIP project to reconstruct Episcopal Road and Rowley Street to the Connecticut Department of Transportation.

ATTACHMENTS:

Previous Agenda Item (for reference only) ✓
Commitment to Fund from DOT (for execution) ✓

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer



Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: W. Lee Palmer, Interim Town Manager

DATE: September 23, 2024

SUBJECT: LOTCIP Project to Reconstruct Episcopal Road and Rowley Street – Construction Cost Estimate Increase and Proposed Town Contribution

Summary of Agenda Item:

The Local Transportation Capital Improvement Program (LOTICIP) project for the reconstruction of Episcopal Road and Rowley Street in Berlin has experienced a significant cost increase. The project was originally awarded funding on a preliminary basis in 2022, with an estimated cost of \$2,670,715. However, following a detailed pavement analysis and geotechnical investigation conducted in response to technical comments from the Capitol Region Council of Governments (CRCOG), it was determined that full-depth reconstruction, rather than the originally planned mill and overlay for Episcopal Road, is necessary. This change, along with updated Connecticut Department of Transportation (DOT) recommendations for frost protection and related adjustments to curbing, base, and pavement thickness, has raised the total project cost to \$4,992,622.

To address the increased cost, Town Staff have discussed contributing \$380,000 from our Town State Aid account (Grant Road Improvement) and requesting an additional \$1,941,907 from the CRCOG's Transportation Committee, which would increase the LOTICIP funding from \$2,670,715 to \$4,612,622. Town and CRCOG Staff have also agreed that the Town will defer the advancement of the Burnham Street and Massirio Drive LOTICIP project until funds for the Episcopal Road and Rowley Street project have been awarded. Staff are requesting Town Council approval of this contribution and restructuring of the LOTICIP projects. Once the details are worked out with the CRCOG, the Town will engage an engineering firm to prepare a detailed design, obtain all required permits, put together a bid package and assist in the bid process through contract award. Those design services will be at the Town's expense. The LOTICIP funds will be used for roadway reconstruction, as well as for construction engineering inspections and contract administration.

Funding:

\$380,000.00 - Grant Road Improvement Account (#140.20.2037.0.54000.00509)

Action Needed:

Move to approve the Town of Berlin's contribution of \$380,000 from the Grant Road Improvement Account toward the LOTICIP project to reconstruct Episcopal Road and Rowley

Street, to authorize Town Staff to request an additional \$1,941,907 from the LOTCIP program (increasing the total project funding to \$4,612,622), and to defer the LOTCIP project involving Burnham Street and Massirio Drive until funds for the Episcopal/Rowley project are awarded.

Attachments:

Sufficiency of Funds

Prepared By:

Michael S. Ahern, P.E., Public Works Director/Town Engineer



May 10, 2025

Mr. Ryan Curley
Town Manager
Town of Berlin
240 Kensington Road
Berlin, Connecticut 06037
rcurley@berlinct.gov

Dear Mr. Curley:

Subject: **Commitment to Fund**
Local Transportation Capital Improvement Program (LOTICIP)
Roadway Structure and Bicycle and Pedestrian Improvements
State Project No. L007-0003
Episcopal Road and Rowley Street
Town of Berlin

The Connecticut Department of Transportation (CTDOT) has received the LOTICIP application prepared by the Town of Berlin (Municipality) and submitted through the Capitol Region Council of Governments (COG) relative to the subject project. The CTDOT has reviewed the application materials, along with the cost estimate provided by the Municipality and endorsed by the COG.

The LOTICIP application for this project has been approved. The CTDOT hereby commits to fund eligible project costs as follows:

Contract Items:	\$ 4,582,471.18
Contingencies (10% of Contract Items):	\$ 458,247.12
Incidentals to Construction (10% of Contract Items):	\$ 458,247.12
Rights of Way:	\$ 0
Eligible Utilities:	\$ 0
Total Funding Commitment:	\$ 5,498,965.42

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated November 2021, as may be revised. The guidelines are available on the CTDOT's LOTICIP web page at [Highway Design-Local Roads - LOTICIP](#).

2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the CTDOT, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the CTDOT through the COG, a Final Design Submission, along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to review of the Final Design Submission package by the CTDOT.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. It is **critical** that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division **early** in the design process to discuss permitting requirements, and to identify specific environmental concerns, and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process, due to the need for design changes and/or denial of permit applications. Please note the CTDOT hosts a monthly Interagency Coordination (Municipal) meeting where Municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations.
2. The LOTCIP application materials indicate that this project is not anticipated to require right of way acquisitions. Should it be determined during the design phase that right of way acquisitions will be required, including construction easements, the Municipality through the COG must notify the CTDOT. All right of way acquisitions are to be performed in accordance with the LOTCIP guidelines. All matters relative to right of way for this project are to be coordinated through the following CTDOT contact:

Mr. Matthew P. Geanacopoulos
Supervising Property Agent
(860) 594-2459
Matthew.Geanacopoulos@ct.gov

3. This project is anticipated to require utility relocations. Coordination with utility companies that have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process. Costs for relocation of privately-owned utility facilities on

municipally owned roadways, including adjustment of utility gates, are the responsibility of the affected utility and are ineligible for LOTCIP participation. Utility coordination will be the responsibility of the Municipality.

In accordance with applicable statutes, the LOTCIP guidelines and as determined through discussions with the CTDOT's Utilities Section, participation in utility relocation costs for this project will be as follows:

Utility Owner	Activity	Cost Participation
Private	Relocation Design/Engineering	100% Utility
	Relocation Construction	100% Utility
Municipal	Relocation Design/Engineering	100% Municipal
	Relocation Construction	100% LOTCIP

All necessary utility agreements relative to the relocations will be executed between the Municipality and the affected utility(ies). In accordance with the LOTCIP guidelines, costs associated with any utility betterments/upgrades that are not necessary to accommodate the proposed transportation improvement are ineligible for LOTCIP participation.

4. This project may require work be performed within the State-owned right of way near Berlin Turnpike/Wilbur Cross Highway (Route 5/15). As such, an encroachment permit may be required. It is imperative that the design of the improvements proposed under this project be coordinated with the CTDOT during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities. **Establishing early coordination relative to the encroachment permit process is recommended.** Encroachment permit review may require up to twelve months. Lack of coordination may result in delay to the Municipality's anticipated design/construction schedule and an increased costs to the Municipality. All matters relative to the encroachment permit process for this project are to be coordinated through the following CTDOT contact:

Mr. George C. Santos
Special Services Section Manager (District 1)
(860) 258-4502
George.Santos@ct.gov
cc: Timothy.Isyk@ct.gov


5. This project proposes the installation of Rectangular Rapid Flashing Beacons (RRFB) along Church Street. Information and requirements relative to the installation of RRFBs can be found on the CTDOT's web page at:
<https://portal.ct.gov/DOT/Traffic-Engineering/Rectangular-Rapid-Flashing-Beacon>.
The Municipality will be responsible for satisfying all applicable requirements associated with the RRFBs proposed under this project.

Please be informed that in accordance with the LOTCIP guidelines, the CTDOT will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc., that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately ninety (90) days. The results will be forwarded to the Municipality and the COG, when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. Vitalij V. Staroverov, P.E., at (860) 594-2582 or Vitalij.Staroverov@ct.gov.

Very truly yours,


Digitally signed by Michael Cherpak
Reason: "FOR"
Date: 2025.05.12
10:25:37-04'00'

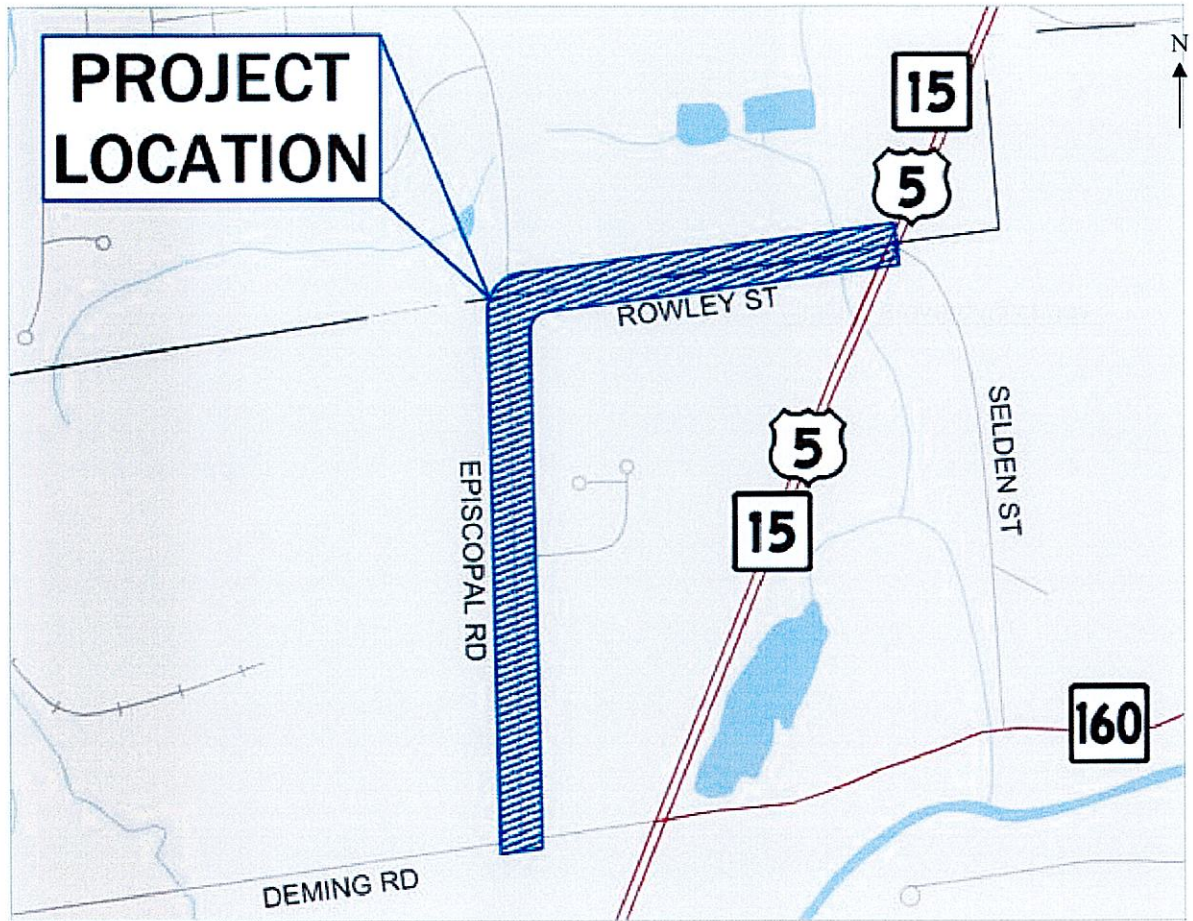
Michael N. Calabrese, P.E.
Division Chief of Highway Design
Bureau of Engineering and Construction

Enclosure: Project Location Map

Accepted By: _____ Date: _____
Mr. Ryan Curley
Town Manager


cc: Mr. Michael S. Ahern, P.E., Director of Public Works/Town Engineer, Town of Berlin,
mahern@berlinct.gov
Mr. Matthew W. Hart, Executive Director, Capitol Region Council of Governments,
mhart@crcog.org
Mr. Robert Aloise, Director of Planning, Capitol Region Council of Governments,
raloise@crcog.org
Ms. Sotoria Montanari, Principal Program Manager, Capitol Region Council of Governments,
smontanari@crcog.org

Location Map



Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager 

DATE: July 2, 2025

SUBJECT: Kensington Road Bridge Replacement – LOTCIP Funding Increase Request

SUMMARY:

Weston and Sampson Engineers (W&S), the Town's design engineer for this full bridge replacement, recently completed lengthy reviews by state and federal agencies, and received permits from the Army Corps of Engineers and the CT Department of Energy and Environmental Protection. W&S revised its design per agency comments, and submitted final design drawings to the Capitol Region Council of Governments (CRCOG) as the project is being funded by a Local Transportation Capital Improvement Program (LOTICIP) grant. The original LOTICIP funding commitment (attached) is at \$1,959,000.00; due to the significant design revisions, the engineer's cost estimate increased to \$3,302,800 (also attached). The LOTICIP Program Manager intends to submit a request to increase funding to CRCOG's Transportation Committee for approval. This funding increase will be required before W&S can submit the final bid package to the CRCOG and the Connecticut Department of Transportation (DOT) for approval to go to bid. Staff request authorization to support CRCOG staff in this funding increase submission. Staff also request that the Town Council authorize the Town Manager to sign and return the resultant Commitment to Fund letter to DOT after the funding increase is approved.

FUNDING:

None required

ACTION NEEDED:

Move to authorize the Town Manager and Town Staff to request at least an additional \$1,343,800.00 from the LOTICIP program in coordination with Capitol Region Council of Governments' Staff for the Kensington Road Bridge Replacement Project, and to authorize the Town Manager to sign and return a subsequent Connecticut Department of Transportation's Commitment to Fund letter at or above a total funding amount of \$3,302,800.00 should this funding request be approved.

ATTACHMENTS:

Department of Transportation Commitment to Fund Letter executed December 16, 2020 ✓
Engineer's Cost Estimate dated April 2025 ✓

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works





STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

November 23, 2020

Mr. Aroscha Jayawickrema
Town Manager
Town of Berlin
Berlin Town Hall
240 Kensington Road
Berlin, Connecticut 06037

Dear Mr. Jayawickrema:

Subject: Local Transportation Capital Improvement Program (LOTICIP)
Commitment to Fund
Bridge Replacement
State Project No. L007-0001
Bridge No. 03657 - Kensington Road over Mattabesset River
Town of Berlin

The Department of Transportation (Department) has received the LOTICIP application prepared by the Town of Berlin (Municipality) and submitted through the Capitol Region Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

Rights of Way	\$ 15,000
Eligible Utilities	\$ 0
Contract Items:	\$ 1,620,000
Contingencies:	\$ 162,000
<u>Incidentals to Construction:</u>	<u>\$ 162,000</u>
Total Funding Commitment:	\$ 1,959,000

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated March 2019, as may be revised. The guidelines are available on the Department's LOTICIP web page at www.ct.gov/dot/lotcip.

2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. **It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process** to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications. Please note the Department hosts a monthly Interagency Coordination (Municipal) meeting where municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations. Due to the nature of this project and the potential for significant permit involvement, **it is required that the Municipality attend a future Interagency Coordination meeting to discuss the project. Attendance at the meeting should be arranged through the following contact:**

Mr. David W. Harms
Supervising Transportation Engineer
(860)-594-3291
DOT-EPC@ct.gov

2. This project will require work to be performed in the vicinity of the railroad lines utilized by Amtrak. As such, special provisions and/or administrative requirements may be necessary. **It is critical that the design of the improvements proposed under this project be coordinated with Amtrak during the design phase to ensure conformance**

with any applicable requirements relative to the rail facilities. Establishing coordination with Amtrak early in the design phase is recommended via the following contacts:

Madeleine Respler
Amtrak
Third Party Dev Lead
OPS Engineering
(215) 349-4367
madeleine.respler@amtrak.com
2955 Market Street
Philadelphia, PA 19104

3. This project is anticipated to require right of way acquisitions. The LOTCIP application notes that the Municipality plans to have the Department perform right of way activities for the project. In accordance with the LOTCIP guidelines:
 - a. The Municipality must formally request in writing that the Department perform the right of way acquisition activities.
 - b. For projects where right of way acquisitions will be performed by the Department, the cost of all acquisitions attributable to the project including administrative costs will be funded with one hundred percent (100%) LOTCIP funds. This includes any cost increases in the right of way phase that may occur as the acquisition process progresses. Should the cost of the project right of way phase exceed the amount identified in this Commitment to Fund, funds will be shifted from the COG's LOTCIP allocation to cover the increase.
 - c. The Municipality will be responsible for providing various items for the Department's use in the right of way process including, but not limited to, a schedule of owners, a title mylar, and property maps.

All matters relative to right of way for this project are to be coordinated through the following Department contact:

Mr. Steven L. Degen
Principal Property Agent
(860) 594-2579
Steven.Degen@ct.gov

4. This project may require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process. Costs for relocation of privately-owned utility facilities on municipally-owned roadways, including adjustment of utility gates, are the responsibility of the affected utility and are ineligible for LOTCIP participation.


5. Load Rating Requirements for Structures: Because the Department maintains a structure inventory and performs routine bridge inspections on both State and Municipally owned structures, load ratings are required to be prepared and submitted to the Department for review and approval. These ratings shall be prepared in accordance with the most current version of the Department's Bridge Design Manual and Bridge Load Rating Manual, as applicable. Load rating requirements may vary depending on the type of structure and/or scope of structure improvements proposed. For designed structures, load ratings must be submitted as part of the Final Submission package. For prefabricated structures (i.e. culverts) load ratings must be submitted as part of the shop drawing approval process.

Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately sixty (60) days. The results will be forwarded to the Municipality and the COG, when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

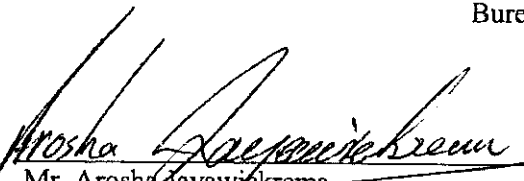
If you have any questions, please contact the Project Manager, Mr. William Grant, P.E., at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,


Theodore H.
Nazames, P.E.
2020.11.24
08:12:33-05'00'
For:

Division Chief of Highway Design
Bureau of Engineering and Construction

Accepted By:


Mr. Aroscha Jayawickrema
Town Manager

Date 12/16/2020

cc: Mr. Michael Ahern, P.E., Town Engineer, Town of Berlin
Mr. Lyle D. Wray, Executive Director, Capitol Region Council of Governments
Ms. Sotoria Montanari, Program Manager, Capitol Region Council of Governments

Construction Cost Estimate

Replacement of Bridge No. 03657 Kensington Road over the Mattabeset River (Alt. One Lane Traffic)

Berlin, CT

Precast Concrete Box Culverts

Major and Minor Contract Items

Item No.	Item	Unit	Quantity	Unit \$	Total Cost
0202000	Earth Excavation	c.y.	390.000	\$ 21.79	\$ 8,498.10
0202100	Rock Excavation	c.y.	40.000	\$ 72.89	\$ 2,915.60
0202217A	SUPPLEMENTAL STREAMBED MATERIAL	est.	10000.000	\$ 1.00	\$ 10,000.00
0202529	CUT BITUMINOUS CONCRETE PAVEMENT	l.f.	120.000	\$ 9.25	\$ 1,110.00
0203202	STRUCTURE EXCAVATION-EARTH (EXCLUDING COFFERDAM &	c.y.	1270.000	\$ 49.60	\$ 62,992.00
0203304	STRUCTURE EXCAVATION-ROCK (EXCLUDING COFFERDAM &	c.y.	1080.000	\$ 115.53	\$ 124,772.40
0204001	COFFERDAM AND DEWATERING	l.f.	350.000	\$ 469.25	\$ 164,237.50
0204151A	HANDLING WATER	LS	1.000	\$ 25,000.00	\$ 25,000.00
0209001	FORMATION OF SUBGRADE	s.y.	790.000	\$ 10.50	\$ 8,295.00
0212000	Subbase	c.y.	215.000	\$ 32.31	\$ 6,946.65
0216000	Pervious Structure Backfill	c.y.	770.000	\$ 53.40	\$ 41,118.00
0219001	SEDIMENTATION CONTROL SYSTEM	l.f.	450.000	\$ 5.09	\$ 2,290.50
0219011A	SEDIMENTATION CONTROL SYSTEM AT CATCH BASIN	ea.	4.000	\$ 270.41	\$ 1,081.64
0304002	PROCESSED AGGREGATE BASE	c.y.	90.000	\$ 71.76	\$ 6,458.40
0406170	HMA S1	ton	150.000	\$ 153.89	\$ 23,083.50
0406171	HMA S0.5	ton	125.000	\$ 177.32	\$ 22,165.00
0406236	MATERIAL FOR TACK COAT	gal	200.000	\$ 4.84	\$ 968.00
0406303A	SAWING AND SEALING JOINTS	l.f.	60.000	\$ 6.00	\$ 360.00
0406999	ASPHALT ADJUSTMENT COST	est.	5000.00	\$ 1.00	\$ 5,000.00
0503866A	REMOVAL OF EXISTING CULVERT (SITE NO. 1)	LS	1.00	\$ 228,000.00	\$ 228,000.00
0586001.10	TYPE "C" CATCH BASIN 1'-10'DEEP	ea.	2.0	\$ 3,804.09	\$ 7,608.18
0601062	FOOTING CONCRETE	c.y.	60.0	\$ 770.74	\$ 46,244.40
0601064	ABUTMENT AND WALL CONCRETE	c.y.	45.000	\$ 1,186.04	\$ 53,371.80
0601122	BRIDGE SIDEWALK CONCRETE	c.y.	35.000	\$ 1,050.36	\$ 36,762.60
060211XA	6'-0" X 15'-0" PRECAST CONCRETE BOX CULVERT	l.f.	44.000	\$ 4,165.00	\$ 183,260.00
060112XA	8'-0" X 15'-0" PRECAST CONCRETE BOX CULVERT	l.f.	38.000	\$ 4,525.00	\$ 171,950.00
060211XA	9'-0" X 15'-0" PRECAST CONCRETE BOX CULVERT	l.f.	76.000	\$ 4,705.00	\$ 357,580.00
0601504	1" PREFORMED EXPANSION JOINT FILLER FOR BRIDGES	s.f.	28.000	\$ 12.49	\$ 349.72
0602006	DEFORMED STEEL BARS - EPOXY COATED	lb.	11870.000	\$ 3.68	\$ 43,681.60
0686000.15	15" R.C. PIPE - 0' - 10' DEEP	l.f.	96.000	\$ 89.07	\$ 8,550.72
0707009	MEMBRANE WATERPROOFING - COLD LIQUID ELASTOMERIC	s.y.	340.000	\$ 135.81	\$ 46,175.40
0708001	DAMPPROOFING	s.y.	70.000	\$ 19.93	\$ 1,395.10
0716000	TEMPORARY EARTH RETAINING SYSTEM	s.f.	2310.000	\$ 33.05	\$ 76,345.50
0728032	NO. 6 CRUSHED STONE	c.y.	150.000	\$ 69.10	\$ 10,365.00
0815001	BITUMINOUS CONCRETE LIP CURBING	l.f.	285.000	\$ 22.00	\$ 6,270.00
0822100.01	TEMPORARY TRAFFIC BARRIER	l.f.	100.000	\$ 74.48	\$ 7,448.00
0822101.01	RELOCATED TEMPORARY TRAFFIC BARRIER	l.f.	100.000	\$ 96.84	\$ 9,684.00
0822100.03	TEMPORARY TRAFFIC BARRIER (BOLTED)	l.f.	80.000	\$ 12.48	\$ 998.40
0822101.03	RELOCATED TEMPORARY TRAFFIC BARRIER (BOLTED)	l.f.	80.000	\$ 32.53	\$ 2,602.40
0904051	3 TUBE CURB MOUNTED BRIDGE RAIL	l.f.	210.000	\$ 440.00	\$ 92,400.00
0910031	THRIE BEAM ATTACHMENT	ea.	4.000	\$ 5,397.96	\$ 21,591.84
0911923	R-B END ANCHORAGE-TYPE I	ea.	2.000	\$ 2,247.93	\$ 4,495.86
0911924	R-B END ANCHORAGE-TYPE II	ea.	2.000	\$ 1,224.48	\$ 2,448.96
0912503	REMOVE METAL BEAM RAIL	l.f.	155.000	\$ 8.05	\$ 1,247.75
0921001	CONCRETE SIDEWALK	s.f.	1100.000	\$ 18.81	\$ 20,691.00
0921005	CONCRETE SIDEWALK RAMP	s.f.	150.000	\$ 22.70	\$ 3,405.00
0921048	DETECTABLE WARNING SURFACE	s.f.	22.000	\$ 56.60	\$ 1,245.20
0943001	WATER FOR DUST CONTROL	m.ga	56.000	\$ 26.62	\$ 1,490.72
0944000	Furnishing And Placing Topsoil	s.y.	555.000	\$ 12.57	\$ 6,976.35
0950013	EROSION CONTROL MATTING	s.y.	120.000	\$ 11.52	\$ 1,382.40
0950019	TURF ESTABLISHMENT - LAWN	s.y.	555.000	\$ 4.78	\$ 2,652.90
0969060A	CONSTRUCTION FIELD OFFICE, SMALL	mo.	9.000	\$ 2,539.61	\$ 22,856.49
0970006	TRAFFICPERSON (MUNICIPAL POLICE OFFICER) (ESTIMATED COST)	est.	10000.000	\$ 1.00	\$ 10,000.00
0974001	REMOVAL OF EXISTING MASONRY	c.y.	30.000	\$ 378.39	\$ 11,351.70
0976002	BARRICADE WARNING LIGHTS - HIGH INTENSITY	day	1620.000	\$ 2.00	\$ 3,240.00
0978002	TRAFFIC DRUM	ea.	17.000	\$ 74.70	\$ 1,269.90
0979003	CONSTRUCTION BARRICADE TYPE III	ea.	6.000	\$ 166.20	\$ 997.20
0981100	42" TRAFFIC CONE	ea.	17.000	\$ 54.88	\$ 932.96
1118101A	TEMPORARY SIGNALIZATION	LS	1.000	\$ 30,000.00	\$ 30,000.00
1205214	TYPE DE-7A DELINEATOR	ea.	19.000	\$ 58.84	\$ 1,117.96

1206013	REMOVAL OF EXISTING SIGNS	LS	1.000	\$	500.00	\$	500.00
1208931	SIGN FACE - SHEET ALUMINUM (TYPE IX RETROREFLECTIVE SHEETING)	s.f.	3.000	\$	118.11	\$	354.33
1208937	SIGN FACE - SHEET ALUMINUM (TYPE XI RETROREFLECTIVE SHEETING)	s.f.	6.000	\$	112.68	\$	676.08
1209124	HOT-APPLIED PAINTED PAVEMENT MARKINGS 4" WHITE	l.f.	1092.000	\$	0.88	\$	960.96
1209129	HOT-APPLIED PAINTED PAVEMENT MARKINGS 12" WHITE	l.f.	25.000	\$	1.20	\$	30.00
1210101	4" WHITE EPOXY RESIN PAVEMENT MARKINGS	l.f.	546.000	\$	1.43	\$	780.78
1210102	4" YELLOW EPOXY RESIN PAVEMENT MARKINGS	l.f.	546.000	\$	1.43	\$	780.78
1210105	EPOXY RESIN PAVEMENT MARKINGS, SYMBOLS AND LEGENDS	s.f.	131.000	\$	6.89	\$	902.59
1210106	12" WHITE EPOXY RESIN PAVEMENT MARKINGS	l.f.	16.000	\$	6.18	\$	98.88
1211001	REMOVAL OF PAVEMENT MARKINGS	s.f.	69.000	\$	6.39	\$	440.91
1220027A	CONSTRUCTION SIGNS	s.f.	161.000	\$	22.37	\$	3,601.57
1507000A	PROTECTION AND SUPPORT OF EXISTING UTILITIES	LS	1.000	\$	25,000.00	\$	25,000.00

A	Major Items Subtotal						\$ 2,091,856
B	Minor Items Subtotal	10	% of Line "A"				\$ 209,186
C	Major and Minor Contract Items Subtotal (A + B)						\$ 2,301,042

Other Item Allowances

Clearing and Grubbing	2	% of Line "C"	\$	46,021
M & P of Traffic	5	% of Line "C"	\$	115,052
Mobilization	7	% of Line "C"	\$	161,073
Construction Surveying	2	% of Line "C"	\$	46,021

D	Other Items Subtotal						\$ 368,167
E	CONTRACT SUBTOTAL (C + D)						\$ 2,669,209

Inflation Costs (Simple Method)

Date of Estimate	Apr-25
Anticipated Bid Date	Dec-25
Annual Inflation	4%


F	Inflation Subtotal	2.8%	of Line "E"				\$ 74,738
G	TOTAL CONTRACT COST ESTIMATE (E + F) (Rounded to nearest \$1000)						\$ 2,744,000

LOTIP Project Costs Summary

Contract Cost Estimate (Line "G")		\$	2,744,000
Contingencies	10%	\$	274,400
Incidentals	10%	\$	274,400
ROW	LS	\$	10,000
Utilities	LS		N/A
TOTAL PROJECT COST		\$	3,302,800

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager 

DATE: July 1, 2025

SUBJECT: Griswold & Hubbard School HVAC Projects - Bid Awards For Construction Contractors, Construction Manager, MEP Engineer, Architect/Civil Engineer, and Commissioning Agent

SUMMARY

The Town, through its Public Building Commission (PBC), issued six (6) Invitations to Bid/Requests for Proposal beginning April 29, 2025 for the Griswold and Hubbard Elementary School HVAC upgrade projects. All bids were received by June 5, 2025. After bid analysis and reviews of responses from several bidders (see attached), the PBC is recommending the following contracts be awarded, with a total construction budget of \$10,116,000 as shown below:

<u>Bid/RFP</u>	<u>Firm</u>	<u>Amount</u>
2025-16 – Griswold HVAC Contractor	All State Constn	\$ 4,411,000.00
2025-17 – Hubbard HVAC Contractor	Sav-Mor Cooling	\$ 3,708,500.00
2025-20 – G&H – Construction Manager	Newfield Constn	\$ 921,158.00
2025-21 – G&H – MEP Engineer	BL Companies	\$ 133,000.00
2025-22 – G&H – Architect/Civil Engineer	Friar Architecture	\$ 59,000.00
2025-23 – G&H – Commissioning Agent	SES	\$ 48,000.00
	Sub-Total	\$ 9,280,658.00
	<u>Contingency (9%)</u>	\$ 835,259.00
	Total Project Cost	\$10,115,917.00
	SAY	\$10,116,000.00

The PBC is aware of (and appreciates) the work underway by the Town Manager, Finance Director, Town Council (TC), and Board of Finance (BOF) to provide sufficient funding for these two projects due to the shortfall. The total project's construction cost, including contingencies, remains within the anticipated \$10.95 million funding ceiling being reviewed by the TC and BOF. Work will begin this summer (2025) as soon as contracts are executed, with substantial completion by December 31, 2026; work will likely extend into 2027 for punch list items, balancing, commissioning and close-out. Work during the school year(s) will be accomplished on a second shift basis to be coordinated with the Board of Education and school staff. This was the approach used on the Willard School HVAC upgrade, which is essentially completed and in the close-out phase.

FUNDING

Account # 545.35.3561.0.54000.00341-HVAC Upgrades (once approvals are received).

ACTION NEEDED

Move to award the following contracts subject to funding approvals/appropriations from the Town Council and Board of Finance, in the total amount of \$10,116,000.00 inclusive of a total project contingency of \$835,342.00 which can be used to increase these contract/purchase order amounts a maximum of nine (9) percent at the discretion of the Public Building Commission:

Move to award Contract No. 2025-16 for the Unit Ventilator Replacement and HVAC Upgrade Project at the Mary E. Griswold Elementary School to All State Construction Inc of Farmington, CT in the amount of \$4,411,000.00.

Move to award Contract No. 2025-17 for the Unit Ventilator Replacement and HVAC Upgrade Project at the Richard D. Hubbard Elementary School to Sav-Mor Cooling & Heating, Inc of Southington, CT in the amount of \$3,708,500.00.

Move to award Contract No. 2025-20 for Construction Management Services for the Unit Ventilator Replacement and HVAC Upgrade Projects at Richard D. Hubbard and Mary E. Griswold Elementary Schools to Newfield Construction Group LLC of Hartford, CT in the amount of \$921,158.00.

Move to award Contract No. 2025-21 for Construction Phase MEP Design and Administration Services for the Mary E. Griswold and Richard D. Hubbard Elementary School HVAC Upgrade Projects to BL Companies New England, Inc. of Meriden, CT in the amount of \$133,000.00.

Move to award Contract No. 2025-22 for Construction Phase Architectural and Civil Engineering Design and Administration Services for the Mary E. Griswold and Richard D. Hubbard Elementary School HVAC Upgrade Projects to Friar Architecture Inc. of Farmington, CT in the amount of \$59,000.00.

Move to award Contract No. 2025-23 for Construction Phase Commissioning Services for the Mary E. Griswold and Richard D. Hubbard Elementary School HVAC Upgrade Projects to Sustainable Engineering Solutions, LLC of Rocky Hill, CT in the amount of \$48,000.00.

ATTACHMENTS

Bid Analysis Summary

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works
Doug Solek, Director of Facilities


MSA

GRISWOLD AND HUBBARD ELEMENTARY SCHOOLS HVAC UPGRADE PROJECTS - BID ANALYSIS SUMMARY

Bid/RFP	Bids as Submitted	Adjusted/Final Contract Value	Comments
2025-16 – Griswold HVAC Contractor	All State Constn \$ 4,411,000.00	\$ 4,411,000.00	Accepted by PBC. This firm completed the Willard HVAC project.
	Sav-Mor Cooling \$ 4,461,250.00	\$ 4,461,250.00	
2025-17 – Hubbard HVAC Contractor	Sav-Mor Cooling \$ 4,218,500.00	\$ 3,708,500.00	PBC excluded unit price allowances 5 through 10 due to disparity with All State. Per follow-up, Sav-Mor rep did not object, and indicated that some of these unit prices may have been elevated.
	All State Constn \$ 4,295,000.00	\$ 4,295,000.00	
2025-20 – G&H – Construction Manager	Newfield Constn \$ 921,158.00	\$ 921,158.00	Accepted by PBC. This firm worked on the Willard HVAC project. As a basis for comparison, Newfield's contract for Willard totaled approximately \$532,000. The other CM bidder on the Willard HVAC totaled over \$1.1 million before factoring in extra construction phase time. Splitting the current bid into 2 schools, the cost for each = \$460,579 including allowances.
2025-21 – G&H – MEP Engineer	BL Companies \$ 133,000.00	\$ 133,000.00	Accepted by PBC. This firm submitted all required qualifications and submittals.
2025-22 – G&H – Architect/Civil Engineer	Friar Architecture \$ 59,000.00	\$ 59,000.00	Accepted by PBC. This firm worked on the Willard HVAC project.
2025-23 – G&H – Commissioning Agent	SES \$ 48,000.00	\$ 48,000.00	Per follow-up, bid price included stipulated allowance and design phase review services. Accepted by PBC. This firm worked on the Willard HVAC project. Per follow-up, bid price did not include stipulated allowance or 2nd school. Adjusted fee shown submitted by Collier rep, acknowledging errors.
	Collier Group \$ 38,100.00	\$ 68,100.00	
	BVH \$ 67,830.00	\$ 67,830.00	
	Wright \$ 72,000.00	\$ 72,000.00	
	CES \$ 77,200.00	\$ 77,200.00	
	Total to Award	\$ 9,280,658.00	

Notes:

- 1) The PBC recommended awarding the highlighted bids at its June 24, 2025 Special Meeting, if/as adjusted.
- 2) For bid numbers 2025-20, -21, -22, and -23, bidders were alerted to the State Grants awarded to the Town, and that the selected firm would need to bill for each school separately. This is intended to keep the projects' respective financial records clear for future audits.
- 3) Staff confirmed with Corporation Counsel that the unit price allowances in Bid # 2025-17 could be excluded from the final contract value, as long as the bidder was notified and had a chance to respond.

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager 
DATE: June 25, 2025
SUBJECT: Update and Appointments to America 250 - Berlin

Summary of Agenda Item:

Please add the following individual to the America 250 – Berlin Commission: Kate Atkinson.

The Connecticut Humanities Council, Inc. will be issuing a “Give 250 Connecticut Agreement” on Monday, June 30th for organizations to be able to accept donations for America 250. The time frame for the fundraising is July 1, 2025 to July 11, 2025. This agreement will need to be accepted by the town and the town will also need to appoint “an experienced and knowledgeable person to monitor use of the Award.”

The towns and organizations involved with America 250-CT, were just recently informed about this agreement. There was a meeting about this on Tuesday, June 24th and another meeting on Thursday, June 26th.

During the meeting on Tuesday, June 24th, there was a discussion that many of the towns would need their legislative body to approve this agreement. The town clerk did reach out to our Corporation Counsel who confirmed that Town Council approval is necessary. The town clerk is asking that the Town Council discuss this at their next meeting. There is the possibility that “Give 250 Connecticut Agreement” may be offered again. If so, would the council be comfortable doing the vote by email?

Funding:

None needed at this time.

Action Needed:

Move to appoint the following individual to the America 250 – Berlin Commission: Kate Atkinson.

Attachments:

Final agreement – June 30th

Prepared By: Kate Wall, Town Clerk 

CONNECTICUT HUMANITIES COUNCIL, INCORPORATED

Give 250 Connecticut Agreement

This is an Agreement (the “Agreement”) dated as of **DATE, 2025**, between **Connecticut Humanities Council, Inc.**, with its address at 100 Riverview Center Suite 270, Middletown, Connecticut 06457-3489, (“CTH”) and «**Municipality_Name**», with its address at «**Organization_Address_1**» «**Organization_Address_2**» «**Organization_City**», «**Organization_State**» «**Organization_Postal_Code**», (the “Municipality”) to govern the terms of «**Municipality_Name**»’s participation in Give 250 Connecticut (the “Fundraiser”), a fundraiser hosted by CTH on behalf of the America 250 | CT Commission.

Terms

Give 250 Connecticut will commence on July 1, 2025 and terminate on July 11, 2025 (the “Fundraising Term”). At the conclusion of the Fundraising Term, any funds gifted to CTH through the Give 250 Connecticut platform and earmarked for «**Municipality_Name**» will be tallied and transferred to the Municipality or its designated agent, less ten percent (10%) for administrative fees. Additionally, any Grand Prize, Runner-Up Prize, Tier 1 Prize or Tier 2 Prize (the “Prizes”) earned by the Municipality will be awarded to the Municipality in full. The total gift amount of 90% of raised funds plus earned Prizes shall be referred to as the “Award.”

Unless otherwise agreed, one hundred per cent (100%) of the Award shall be disbursed within thirty (30) days of the conclusion of the Fundraiser.

Obligations of the Municipality:

The Municipality shall designate an entity to receive the Award by accepting this agreement. This entity may be the Municipality itself, a committee or department thereof, or a non-profit organization tasked with administration of the Municipality’s 250th commemoration (the “Designee”). Further, the Municipality or Designee shall appoint an experienced and knowledgeable person to monitor use of the Award.

While CTH will publicize the Fundraiser broadly around the state, any publicity specific to the Municipality must be conducted by the Municipality itself or its designee(s), not limited to the official Designee.

Representations and Warranties of the Municipality and Designee:

The Municipality warrants that it has the authority to enter into this Agreement and to perform its obligations hereunder and that the person signing this Agreement on behalf of the Municipality has the full power and authority to bind the Municipality.

The Municipality and/or Designee warrants that it provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, national origin, age, mental disability, physical

disability, sexual orientation, marital status, or veteran's status, in accordance with applicable federal and state laws.

If the Designee is a 501(c)(3) nonprofit, Designee warrants that it is currently exempt from Federal income tax pursuant to Internal Revenue Code Section 501(c)(3), that it has timely filed all reports, and that it has not received any notice or information that the determination letter it has received from the IRS has been, or is likely to be, revoked or suspended.

Restrictions on Expenditure of Award Funds:

The Municipality and/or Designee agrees that all Award funds shall be directed towards initiatives related to the commemoration of the 250th anniversary of the Declaration of Independence. All Award funds shall be obligated by the conclusion of its commemorative programming or December 31, 2026, whichever comes first.

The Municipality and/or Designee will not expend any Award funds to carry on propaganda or otherwise attempt to influence legislation and will not attempt to influence the outcome of any public election or carry on directly or indirectly, any voter registration drive.

The Municipality and/or Designee will comply with Executive Order 13224 of September 23, 2001 Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism, and with applicable Federal Law, embargoes and trade sanctions regulating international trade.

Miscellaneous Provisions:

The Municipality or Designee will defend and hold harmless CTH, its directors, officers and employees, from and against, any claim, including the expenses of investigation and defense of such claim, arising out of or in any way connected with the Award, the Fundraiser, or Municipality or Designee expenditure of Award funds.

CTH reserves the right to discontinue, modify or withhold any payments to be made hereunder or to require a total or partial refund of Award funds if, in its sole discretion, such action is necessary: 1. because Municipality or Designee has failed to fully comply with the terms and conditions of this Agreement; 2. to protect the purposes and objectives of the Award; or 3. to comply with any law or regulation applicable to the Municipality or Designee, CTH, the Award.

The Municipality and Designee are not and shall not hold themselves out as an agent or representative of the CTH and may not assign any of its rights or obligations hereunder. This Agreement shall be governed by Connecticut Law and is the sole and exclusive statement of the agreement between the parties.

The signatures below constitute the acceptance of the terms and conditions of this Agreement by CTH and the Municipality and Designee (if applicable).

Connecticut Humanities Council, Inc.

By: _____ Date: _____
Jason Mancini, Executive Director

Municipality

By: _____
First Name Last Name Title

Signature: _____ Date: _____

Optional: Please use this section if the municipality is designating an organization to receive & manage funds on its behalf.

Designee [Organization]

By: _____
First Name Last Name Title

Signature: _____ Date: _____

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/86947250731?pwd=j3YkYDA6h7Pg2vUNNIp0Olewa8cr9E.1>

Meeting ID: 869 4725 0731

Passcode: 418408

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

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, June 17, 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 7:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

Councilor Sandra Coppola
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Mark Pruzin
Councilor Peter Rosso
Councilor Donna Veach

Absent:

Councilor Kate Atkinson

Also in attendance:

Town Manager Ryan Curley
Corporation Counsel Jeffrey Donofrio

**D. PRESENTATION OF PROCLAMATIONS: Juneteenth
Sallie Caliandri – Berlin Historical Society**

Mayor Kaczynski read the following proclamation in recognition of Sallie Caliandri's retirement from the Berlin Historical Society.

PROCLAMATION
BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes
Sallie Caliandri
President of the Berlin Historical Society
Upon her retirement after serving since 2015.

In 2015, Sallie Caliandri was elected president of the Berlin Historical Society after serving several years as a director. Growing up in Berlin and raising her family here, Sallie has a deep-seated interest in and knowledge of Berlin's history. She strives to instill in others, especially children, a desire to learn more about Berlin with the aim to enamor them with their hometown. To achieve this goal, Sallie has promoted annual museum tours for local second graders, and initiated bus tours to welcome new teachers and to further the studies of AP students. She has helped high school and college students as well as visitors and town officials to appreciate the rich history of Berlin.

Sallie is the author of numerous publications and presentations, including over ten StoryShares. Tracing the ancestry of Berlin families, Sallie has compiled the *Berlin Family Tree* with over 10,000 names. As town historian, she is responsible for the Local History Room. She manages its operations to ensure the preservation of historical materials and helps those on their own historical quest.

Sallie's leadership style as president of the Society has empowered members to use their talents and to be self-reliant. Her management skills have assisted in building an organizational foundation that promotes the Society's mission, efficiently maximizes limited resources, ensures programs coincide with the target audience's interests, and fosters a community relationship of support and trust. Sallie ensures that action plans set at annual strategic planning sessions align with the organization's long-term goals. Under her leadership, the board approved the purchase of the 1771 House, the historic restoration of its key rooms, and the creation of a public research center. Sallie has been instrumental in the organization achieving an increase in financial assets, memberships, local visibility, and museum attendance. Her contributions and dedication have advanced the museum to a vibrant, relevant institution that enriches residents' lives and preserves Berlin's cultural heritage.

In recognition of her years of service to the Berlin Community and especially to the Berlin Historical Society, the Town Council extends their gratitude and best wishes to Sallie Caliandri for continued success and happiness in the years to come.

Dated this 17th day of June 2025 at Berlin, Connecticut.

Mayor Kaczynski read the following proclamation in recognition of **Juneteenth**.

WHEREAS, The Town of Berlin recognizes that June 19th is celebrated nationwide as Juneteenth and that it serves to commemorate the emancipation of enslaved African Americans within our nation: and

WHEREAS, we further recognize Berlin's role in the abolition movement and its contributions towards obtaining emancipation for those who were enslaved. Physical and historical reminders of this rich history stand within our town to this day. Specifically, the Hotchkiss House located at 289 Main Street in Kensington which housed a local abolitionist and served as a stop on the Underground Railroad: and

WHEREAS, the journey north on the Underground Railroad was long, hard and dangerous, but worth it for so many looking to escape slavery in the south. We recognize the courage and sacrifice the Hotchkiss family made by opening their home to shelter the brave souls along their road to freedom: and

WHEREAS, the Town of Berlin does hereby proclaim June 19th as Juneteenth to honor and celebrate our African American citizens and all those who aided and supported their emancipation.

NOW, THEREFORE, BE IT RESOLVED, that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut do officially recognize June 19, 2025 as **JUNETEENTH**.

Dated this 17th day of June 2025 at Berlin, Connecticut.

Mayor Kaczynski added that there will be a celebration of Juneteenth at the Berlin-Peck Memorial Library on Saturday June 21st from 11:00 a.m. to 3:00 p.m.

E. AUDIENCE OF CITIZENS:

None

F. MAYOR'S UPDATE:

Mayor Kaczynski recognized Assistant Deputy Town Clerk Maribeth Fiordellisi in obtaining her certification as a Certified Connecticut Town Clerk.

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

H. CONSENT AGENDA:

1. **Topic re: Transfer \$686,000, 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**
2. **Topic re: Accept monetary donations totaling \$958.24 and deposit \$525.00 into the Unrestricted Donations account for the libraries greatest need and deposit \$158.09 into the Friends of the Library Credit Card account for the acquisition of sensory play items, summer reading supplies and program supplies and deposit \$275.15 into the Friends of the Library Miscellaneous Account for an adult program and annual museum pass renewal and move to accept the donation of (50) free ice cream coupons with an approximate value of \$275.00 to be used as adult summer reading prizes and (50) free drink coupons with an approximate value of \$300.00 to be used as adult summer reading prizes. – Berlin-Peck Memorial Library**
3. **Topic re: Approve waiving the police fees in the approximate amount of \$ 43,000.00, for traffic control and direction for the Berlin Fair that will be held September 11-14, 2025 at the Berlin Fairgrounds; 430 Beckley Road, East Berlin, CT. - Police**

4. **Topic re: Accept a donation of \$10,050 and to deposit these funds into the Myrna Pauloz Senior Center Donation Account and appropriate said funds to Senior Center Budget, Furniture Account, Computer Account, and Programs and Activities Account. – Senior Center**
5. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$214.38 and supplies/medical care valued at \$120.00. – Animal Control**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

I. NEW BUSINESS:

1. Topic re: Update concerning the Senior Center, YMCA and Senior Housing. – Mayor

Town Manager Ryan Curley stated that this item is intended to present an update on various senior issues in Berlin and thanked members from the Commission on Aging for attending tonight's meeting.

Senior Housing – Vesta Corporation (Vesta) has received approval from the Planning and Zoning Commission for the construction of Senior Housing at the former Knights of Columbus property on Percival Avenue. A tax abatement request is forthcoming, and Vesta also needs to obtain funding from the State of Connecticut Department of Housing and hopes to break ground on 70 units by the end of the year.

YMCA – The Town has been working to provide the YMCA (the Y) with requested documents which includes a Phase One, boring tests for soil suitability, an updated topo survey, and CAD files. The sooner the Town can provide those items the sooner the Y can put together cost projections. Representatives from the Y stated that a project cost range of \$12 million to \$15 million would be feasible.

Mayor Kaczynski stated that funds remaining from a previously received grant can be used to cover these costs, adding that the site work will also provide information to the Town as to the ability to build on that property if for some reason the Y does not. Mayor Kaczynski added that he was disturbed to hear that during a recent Commission on the Aging meeting it was stated that the project was dead as that is not the case.

Town Manager Curley provided a timeline stating that Phase One should be completed in four weeks, the request for borings is being evaluated by the boring company, Coles Civil Engineering, which will be onsite next week for the topo and A-2 surveys. Information obtained will be forwarded to the Y.

Senior Center - Mayor Kaczynski stated that if the YMCA does build a facility in Berlin, the Senior Center will not go away.

Commission for the Aging Chair Barbara Gombotz inquired about the parking situation at the current Senior Center as additional parking is needed. Mayor Kaczynski stated that it is being evaluated by Town Engineering staff. Commission for the Aging member Ann Gamelin stated that more parking will be needed as baby boomers start to use the facility and added that walking from the current parking lot is dangerous in the winter.

Mayor Kaczynski stated that he has been to numerous events at the Senior Center, and he does not see the attendance that Ms. Gamelin says the Center has but the parking lot issue is being investigated.

An audience member thanked the Mayor for the updates he has been providing at Commission meetings as well as on Facebook. They have been very helpful and assist in keeping the facts straight. Mayor Kaczynski reminded residents that they are always welcome to attend all Town meetings whether in person or via Zoom.

2. **Topic re: Waive the bidding process and authorize the Town Manager to enter a not to exceed contract amendment with Loureiro Engineering of \$9,500 for the preparation of a Completion of Investigation Report for the property at 55 Steele Boulevard, with the cost charged to the Municipal Brownfields Grant Account, as this is in the best interest of the Town. – Economic Development**

Town Manager Curley stated that a “Completion of Investigation Report” (COI) is required by the Connecticut Department of Energy and Environmental Protection as part of the documentation and verification process for the property at 55 Steele Boulevard.

Loureiro Engineering is the Town’s Licensed Environmental Professional for the project, and it has submitted a proposal to prepare the COI for an amount not to exceed \$9,500 to be billed on a time and material basis using its Connecticut Department of Administrative Services (DAS) billing rates.

Councilor Paonessa moved to waive the bidding process and authorize the Town Manager to enter a not-to-exceed contract amendment with Loureiro Engineering of \$9,500 for the preparation of a Completion of Investigation Report for the property at 55 Steele Boulevard, with the cost charged to the Municipal Brownfields Grant Account, as this is in the best interest of the Town.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

3. **Topic re: Waive the Town’s bidding procedures and approve issuing purchase orders for the 2026 fiscal year for the following vendors due to the library’s participation in Connecticut Library Consortium and in the Library Connection, Inc. as the best discounts have already**

been provided. Both vendors have been approved for bidding waivers for at least the past seven fiscal years. This is in the best interest of the town.

Supplies = \$3,200 Books = \$70,850 Baker and Taylor Co. and/or Ingram for adult, child and teen books – Total \$74,050

Databases = \$375 Books = \$2,410 Supplies = \$500 Data Services = \$34,000 Audio/Visual = \$31,000 - Library Connection, Inc. – Total \$68,285 – Berlin-Peck Memorial Library

Town Manager Curley introduced this item stating that this request is for the annual purchase of books, supplies, and other items for the Berlin-Peck Memorial Library.

Library Director Carrie Tyszka stated that the library has been purchasing books from Baker and Taylor Co. for many years, however recently they have been having nationwide supply issues therefore there may be a need to purchase from Ingram which is also an approved vendor through the Connecticut Library Consortium. Ms. Tyszka stated that staff should know within a few months whether they need to switch completely to Ingram or just rely on them to provide books that are unavailable from Baker and Taylor Co.

The second part of this request is to approve a purchase order for Library Connection, Inc, a consortium that supplies and maintains the library's computerized library system.

Councilor Paonessa moved to Waive the Town's bidding procedures and approve issuing purchase orders for the 2026 fiscal year for the following vendors due to the library's participation in Connecticut Library Consortium and in the Library Connection, Inc. as the best discounts have already been provided. Both vendors have been approved for bidding waivers for at least the past seven fiscal years. This is in the best interest of the town.

Supplies = \$3,200 Books = \$70,850 Baker and Taylor Co. and/or Ingram for adult, child and teen books – Total \$74,050

Databases = \$375 Books = \$2,410 Supplies = \$500 Data Services = \$34,000

Audio/Visual = \$31,000 - Library Connection, Inc. – Total \$68,285

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 4. Topic re: Waive the Town's bidding procedure for Fiscal Year 2026 to Water & Wetland LLC, in the amount of \$30,000 for yearly service, installation, and removal of fountains at Veterans Park including permitting, and treatment of invasive species at several waterways throughout town as this is in the best interest for the town. – Public Grounds**

Superintendent of Parks and Grounds Steve Wood stated that this will be the fourth year of using Water & Wetland LLC for the treatment of invasive species in Town waterways. There has been a dramatic reduction in water chestnut and most of the phragmite is gone.

This waiver is being requested because Water & Wetland LLC has already obtained the necessary permits and is familiar with the waterways and the conditions at Veterans Park.

Mr. Wood stated that flyers will again be distributed to residents that surround the treated waterways.

Councilor Paonessa moved to waive the Town's bidding procedure for Fiscal Year 2026 to Water & Wetland LLC, in the amount of \$30,000 for yearly service, installation, and removal of fountains at Veterans Park including permitting, and treatment of invasive species at several waterways throughout town as this is in the best interest for the town.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

5. Topic re: Authorize the Town Manager to execute an agreement with MXI Environmental Services, LLC for the collection, management, transportation, and proper disposal of household hazardous waste materials in coordination with the Bristol Resource Recovery Facility Operating Committee. – Public Works

Town Manager Curley stated that the Town of Berlin has been a member of the Bristol Resource Recovery Facility Operating Committee (BRRFOC) for many years and participation in BRRFOC allows Berlin residents to take advantage of their annual Household Hazardous Waste Collection drives at no cost to the residents.

This request is to authorize the Town Manager to execute one-year contract with MXI Environmental Services, LLC with automatic one-year extensions upon mutual agreement.

Councilor Paonessa moved to authorize the Town Manager to execute an agreement with MXI Environmental Services, LLC for the collection, management, transportation, and proper disposal of household hazardous waste materials in coordination with the Bristol Resource Recovery Facility Operating Committee.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

6. Topic re: Authorize the Town Manager to sign the Project Authorization Letter for the Connecticut Department of Transportation for the Installation and Revision of Traffic Control Signals at the intersection of State Highway Route 71 (Chamberlain Highway) and Route 364 (Southington Road). – Public Works

Public Works Director Mike Ahern stated that the Connecticut Department of Transportation (DOT) now requires a Project Authorization Letter (PAL) to indicate the Town's acceptance of ongoing maintenance responsibility such as snow removal and ramp maintenance when the existing traffic control signals at the intersection of Route 71 (Chamberlain Highway) and Route 364 (Southington Road) are replaced.

Mr. Ahern stated that the DOT has a policy that for every signal they install they put ramps and crosswalks but no sidewalks. The Town already has a master municipal agreement with the DOT which addresses these responsibilities. Mr. Ahern added that many municipalities are not signing these letters and CRCOG will be talking to the DOT about the PAL requests.

The Town Council agreed to refrain from authorizing the Town Manager to sign the PAL based on Mr. Ahern's explanation and Mr. Ahern stated that he will share the Town's opinion at CRCOG's meeting next week. Town Manager Curley stated that he will also respond to the DOT about the letter.

NO ACTION TAKEN

7. Topic re: Waive the Town's purchasing policy to purchase four 2025 Chrysler Voyager LX vans for an amount not to exceed \$159,468 from Roberts Dodge of Meriden CT to be used by the Berlin Board of Education for student transportation, as this is in the best interest of the Town. – Municipal Garage

Town Manager Curley stated that the Board of Education received funding earlier this year from surplus funds for the purchase of student transportation vans.

The vans that staff are requesting will be purchased from Roberts Dodge of Meriden which currently has a contract with the Connecticut Department of Administrative Services, but purchasing these vans outside of that contract would save the Town a considerable amount of money due to incentives from the manufacturer.

Councilor Paonessa moved to waive the Town's purchasing policy to purchase four 2025 Chrysler Voyager LX vans for an amount not to exceed \$159,468 from Roberts Dodge of Meriden CT to be used by the Berlin Board of Education for student transportation, as this is in the best interest of the Town.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Town Manager Curley asked Mr. Simons to speak with the Town Council on the get together for firefighters involved in the Lamentation Mountain fire. After discussion it was agreed that mid-August would be a good time and Timberlin Golf Course was agreed as the location. Mr. Simons will get an idea on the number of attendees and Town Manager Curley will check on availability at Timberlin as well as funding and put together an agenda item.

8. **Topic re: Call a Town Meeting at 6:45 pm on Tuesday, July 8, 2025, to approve a fiscal year 2025 non-budgeted appropriation from the Berlin High School Construction Fund to the BHS Moisture account in the Capital Non-Recurring Fund in the amount of \$164,748 to fund initial efforts to temporarily replace floor tiles at Berlin High School due to the slab on grade moisture issue. Move to utilize State Contract no. 20PSX0088 for Bartholomew Contract Interiors of Hartford, CT and McBride Wayside Carpet CO. of Newington, CT and issue purchase orders with increases as necessary for both contractors without exceeding the account balance depending on both contractors' availability, for phased temporary flooring tile repairs related to the slab on grade moisture issues at Berlin High School pending approval by the Board of Finance. – Facilities**

Town Manager Curley stated that, as addressed at previous Council meetings, some tiles at Berlin High School need to be replaced due to slab on grade moisture issues causing mold to form. Initial efforts will temporarily replace some tiles this summer before a full replacement can be completed.

Facilities Director Doug Solek stated that temporary remediation and flooring repair efforts at the high school during the 2025-2026 school year will be done per the recommendations in the Wiss, Janney, Elstner Associates, Inc. report under the direction of the Public Building Commission. Two Flooring Contractors utilized by the Town (Bartholomew Contract Interiors of Hartford and McBride Wayside Carpet Co. of Newington) can perform phased repairs per the consultant's report and will be able to continue temporary repairs once the consultant confirms and identifies additional scope.

Town Manager Curley stated that the Town received \$2,638,480 in State reimbursement and as part of the FY26 budget process, the Town Council and Board of Finance appropriated \$2,473,732 of this reimbursement to fund capital projects and purchases in the Town Manager's FY26 budget submission leaving an unappropriated balance of \$164,748. This request is to call a Town Meeting on July 8, 2025 to approve this non-budgeted appropriation.

Councilor Paonessa moved to call a Town Meeting at 6:45 pm on Tuesday, July 8, 2025, to approve a fiscal year 2025 non-budgeted appropriation from the Berlin High School Construction Fund to the BHS Moisture account in the Capital Non-Recurring Fund in the amount of \$164,748 to fund initial efforts to temporarily replace floor tiles at Berlin High School due to the slab on grade moisture issue and to utilize State Contract no. 20PSX0088 for Bartholomew Contract Interiors of Hartford, CT and McBride Wayside Carpet CO. of Newington, CT and issue purchase orders with increases as necessary for both contractors without exceeding the account balance depending on both contractors' availability, for phased temporary flooring tile repairs related to the slab on grade moisture issues at Berlin High School pending approval by the Board of Finance.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

9. **Topic re: Approve the estimate from on-call contractor Earth Contractors of Kensington, CT for an amount not to exceed \$36,000 for the demolition and associated work of the caretaker's home at 292 Deming Road also to utilize on-call contractor EnviroMed of Meriden, CT and State Contractor Haz Pros of West Hartford, CT for environmental and remediation work related to the demolition of the caretaker's home at no. 292 Deming Road per their proposals which are each below the \$25,000 Council approval threshold. – Facilities**

Facilities Director Solek stated that the caretaker's home located in front of the Town's mobile home park at 292 Deming Road has been unoccupied for close to two decades and was sighted to be added to the Town's blight list. Due to the current condition of the structure and the potential future use of the property the demolition of the structure appears to be the most cost-effective solution.

An environmental survey was conducted and associated remediation and demolition costs have been provided by On -Call and State Contractors. The total project budget is currently at \$63,000 without Contingency with funding available through fiscal year 2025 year-end transfers pending Council and Board of Finance approvals.

Councilor Paonessa stated that he believes that at least two other quotes should be obtained before approving this item and the Council agreed. Mr. Solek stated he would do that and would be back for approval at one of the July meetings.

NO ACTION TAKEN

10. **Topic re: Support The ReCONNstruction Center grant application process through the Sustainable Materials Management Grant. – Deputy Mayor**

Deputy Mayor Charles Paonessa stated the Capitol Region Council of Governments (CRCOG) formed the Central Connecticut Solid Waste Authority (CCSWA) to provide waste management and diversion opportunities, programs, and services for member municipalities.

CCSWA voted to support a collaborative grant application through the Connecticut Department of Energy and Environmental Protection (CTDEEP) Sustainable Materials Management Grant (SMM) for a regional building material re-use program with The ReCONNstruction Center of New Britain, a non-profit reuse store that specializes in used building materials and is the last remaining store of its kind in Connecticut.

The grant will allow participating towns to receive a shipping container to be placed at their transfer stations where residents can place usable building materials such as sinks and cabinets. The ReCONNstruction Center will then manage these items and resell to keep them out of landfills. Councilor Paonessa added that he volunteers at The ReCONNstruction Center and Corporation Counsel Donofrio stated that would not prevent him from voting on this item.

Representative Donna Veach stated that she provided a letter of support to CRCOG as this program does not cost towns anything and makes a lot of sense for the environment.

Councilor Paonessa moved to support The ReCONNstruction Center grant application process through the Sustainable Materials Management Grant.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

11. Topic re: Schedule a public hearing on July 8, 2025, at 7:00 pm to discuss the proposed amendment to the Noise Ordinance incorporating feedback from SH Acoustics. - Town Manager

Town Manager Curley stated that the Ordinance Committee has been working with SH Acoustics on how the Town can strengthen its existing Noise Ordinance with regards to tonal noise impacts. Corporation Counsel Donofrio put those recommendations into the Town's existing Noise Ordinance which now needs to be discussed at a Public Hearing.

Town Manager Curley added that new equipment would need to be purchased, and police officers would be trained on that equipment however further sound analysis would be done by sound experts to determine if there is a violation of the noise ordinance.

Therefore, this request is to schedule a Public Hearing on July 8, 2025 at 7:00 p.m.

Councilor Paonessa moved to schedule a public hearing on July 8, 2025, at 7:00 pm to discuss the proposed amendment to the Noise Ordinance incorporating feedback from SH Acoustics.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

- Town offices will be closed on Thursday June 19th in recognition of Juneteenth.
- An employee recognition lunch was held on June 5th. Town Manager Curley thanked Mayor Kaczynski and Councilor Rosso for attending and thanked the Employee Recognition Committee for their work in putting the event together.

- Deed restrictions for four vacant properties at the Town's mobile home park were recorded on the land records today. These deed restrictions will allow the properties to be added to Berlin's affordable housing count.
- A number of municipalities are requesting that Governor Lamont veto HB 5002 which includes fair share housing mandates which could be problematic, would require Berlin to have a Fair Rent Commission, and could cause some towns to be disenfranchised from the receipt of grants.

State Representative Veach stated that a number of Berlin residents are sending letters to the Governor requesting he veto this bill. Representative Veach added that she believes the Town of Berlin should also send a letter requesting the veto.

Councilor Coppola stated that she supports sending a letter to the Governor and added that the Town has a Planning and Zoning Commission to address items within town. The Town Council agreed to send a letter of opposition and Town Manager Curley stated he will prepare the letter.

Town Manager Curley added that he is on the Board of the Connecticut Council of Small Towns which Berlin is a member of, and they are opposing this bill along with the Connecticut Conference of Municipalities.

Corporation Counsel Donofrio stated that the Town of Berlin deployed a great deal of staff time and legal fees in developing the Affordability Plan in an effort to get to the required 10% affordable housing rate and questioned how towns are expected to plan for the future if the State keeps changing the rules.

- The Town went out to bid on the HVAC projects for Hubbard and Griswold Schools. The bid received for Griswold came back over the previously approved funding amount.

Public Works Director Mike Ahern stated that there were a number of factors that affected the higher-than-expected cost for the project. One issue was that the Town's noise ordinance, which went into effect after the design drawings were done, required that a 12-foot-high acoustical block enclosure be constructed around the outside chillers, but Mr. Ahern believes that the cost estimating firm may be the cause of the large cost discrepancy, adding that a different firm was used for estimating the Hubbard School project.

Mr. Ahern stated that the Public Building Commission (PBC) will be holding a Special Meeting next week to make recommendations to bring to the July 8th Town Council meeting which will include six bid awards for two contractors, commissioning agent, construction manager, architectural, and the mechanical, engineering, and plumbing. However, Town Manager Curley added that the Town currently does not have enough funding in place and Mr. Ahern added that time is of the essence at the Town does not want to lose the grant funds received for the project.

Town Manager Curley stated that when the PBC sends those bids to the Town Council for approval on July 8th the existing Bond Ordinance will need to be modified by holding a Town Meeting and Public Hearing that evening in order to award those bids.

Finance Director Kevin Delaney stated the grant funding requirements is one reason that the project needs to move forward, and the other is that Town's Charter requires going to an automatic referendum if the Town intends to borrow more than \$5 million. The intent going forward is to approve an amended bond ordinance raising the authorization for HVAC upgrades to Griswold School to \$6 million, however putting in place that the bonding is authorized up to \$5 million which would therefore not trigger a referendum allowing the project to move forward with the use of additional local funds of \$1 million.

Mr. Delaney added that the intent is to put higher figures out as the PBC will be meeting next week to define what that number should be. By putting out to notice the higher figures they can then be lowered if the PBC's figures come in lower. Running the funding in parallel with what the PBC is doing will allow the timing for the project to work out.

The Board of Finance will also be meeting on July 8th so once the Town Council approves the amended Bond Ordinance the Board of Finance will approve it the same evening. The Town Clerk will then need to publish a legal notice regarding the bond ordinance and allow 14 days before it goes into effect. The goal would be to get on to the July 22nd Town Council agenda for the awarding of the bid and then hopefully some work can begin this summer at Griswold School.

Item #12 added to New Business

Councilor Paonessa moved to add Item #12 to the agenda to set a Public Hearing and Town Meeting for HVAC upgrades to Mary E. Griswold Elementary School.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

- 12. Set a Public Hearing on Tuesday July 8, 2025 at 7:00 p.m. to amend "AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" TO "AN ORDINANCE APPROPRIATING \$6,000,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$5,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE AND AUTHORIZING THE USE OF TOWN FUNDS TO FUND THE BALANCE OF THE APPROPRIATION".**

Call a Special Town Meeting on Tuesday July 8, 2025 at 6:45 p.m. to approve a non-budgeted appropriation of \$1,000,000 from the General Fund Unassigned Fund Balance to the HVAC Upgrades to Mary E. Griswold Elementary School (2023) Fund Account.

Councilor Paonessa moved to set a Public Hearing on Tuesday July 8, 2025 at 7:00 p.m. to amend “AN ORDINANCE APPROPRIATING \$3,200,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$3,200,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE” TO “AN ORDINANCE APPROPRIATING \$6,000,000 FOR HVAC UPGRADES TO MARY E. GRISWOLD ELEMENTARY SCHOOL (2023) AND AUTHORIZING THE ISSUE OF \$5,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE AND AUTHORIZING THE USE OF TOWN FUNDS TO FUND THE BALANCE OF THE APPROPRIATION”.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to call a Special Town Meeting on Tuesday July 8, 2025 at 6:45 p.m. to approve a non-budgeted appropriation of \$1,000,000 from the General Fund Unassigned Fund Balance to the HVAC Upgrades to Mary E. Griswold Elementary School (2023) Fund Account.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Pruzin inquired about where the Town Council stands with putting together a Charter Revision Committee. Town Clerk Kate Wall stated that the Council was provided, as an example, the calendar for the 2016 Charter Revision which was done in a tight timeframe. She added that this new Charter Revision Committee could be established in late 2025 or early 2026, and at that point she would develop a calendar. At this time the Town Council should think about how big they want the Committee to be and who they would like to appoint.

State Representative Veach stated that she did put in for funding through bonding for the parking lot and sidewalks at Griswold Elementary School. She added that she is receiving support from both sides of the aisle. She added that the Town did receive just short of \$1.6 million for DOT projects. On a personal note, she thanked the Council for their support after the passing of her mother.

Councilor Coppola congratulated the Berlin High School seniors on their recent graduation.

M. ACCEPTANCE OF MINUTES:

June 3, 2025

Councilor Paonessa moved to accept the June 3, 2025 Town Council Meeting Minutes as presented.

Seconded by Councilor Coppola.

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

Abstain: Councilor Veach

Vote being 5-0-1 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn the meeting at 8:57 p.m.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting