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Meeting ID: 821 1317 0819

Passcode: 405357

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TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, July 22, 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

Veterans Commission

Marjorie Moore – Birthday Remembrance Celebration

America 250 | CT

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Approve the request of the Berlin Lions Club to waive the permit fee for Temporary Tents. The total amount of the fee to be waived for this item is not to exceed \$120.00, based on a permit value of \$4500. Total of fee waiver request \$120.00. – Building Department
2. Topic re: Approve the request of Mr. Paul Valdesi to waive the permit fees associated with the construction of the addition. The total amount of the fee to be waived for this item is not to exceed \$3545.00, based on a permit value of \$230,000. Total of fee waiver request \$3545.00. – Building Department
3. Topic re: Accept monetary donations totaling \$279.41 and deposit \$124.41 into the Unrestricted Donations account for the libraries greatest need and deposit \$155.00 into the Library Agency account for the acquisition of books and move to accept the donation of (50) Pralines ice cream

coupons with a value of \$275.00 to be used as child/teen summer reading prizes. – Berlin-Peck Memorial Library

4. Topic re: Accept the donations of \$1,144.00 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police Department
5. Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
6. Topic re: Approve no additional early voting locations for Berlin. The Town will continue to have one Early Voting location at Town Hall. – Registrars of Voters
7. Topic re: Accept the donation of one 2006 Dodge 1500 pickup worth \$7,000. – Municipal Garage
8. Topic re: Transfer \$192,000, 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
9. Topic re: Appoint the following individual to the America 250 – Berlin Commission: Sallie Caliandri, Town Historian. – Town Clerk
1. NEW BUSINESS:
  1. Topic re: Waive the bidding process and authorize the Town Manager to enter a not to exceed contract amendment with Alta Environmental of \$15,833.27 for environmental consulting services related to the verification report and process for the property at 1567 Berlin Turnpike the cost of which cost has already been paid or will be paid by Fortitude Re, as this is in the best interest of the Town. – Economic Development
  2. Topic re: Authorize the Town Manager to execute a Tax Abatement Agreement pursuant to section 8-215 of the Connecticut General Statutes that will provide a tax abatement for the project starting at the amount approved by the Town Council, escalating at \_% per year, and having a duration equal to the required duration of the affordability restriction (99 years), subject to review and approval by Corporation Counsel. – Economic Development
  3. Topic re: Refer the sale of 143 Percival Avenue with lot line revisions as proposed for access to the adjacent Percival Park to the north and Lawndale Street to the south to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes and to schedule a public hearing for sale of 143 Percival Avenue for September 2, 2025 at 7:00 PM at the Berlin Town Council Chambers, 240 Kensington Road, Berlin, CT. – Planning and Zoning and Economic Development
  4. Topic re: Approve the proposed reconfiguration of the VNA suite and plans provided by on-call contractors Jacunski Humes Architects (JHA) of Berlin, CT and construction estimate from MA & M dba Aresco Construction Company (ACC) of Middletown, CT for an amount not to exceed \$50,000. - Facilities

5. Topic re: Approve a bid waiver for local contractor Zarella Demolition of East Berlin, CT in the amount of \$38,300 which includes a 20 percent project contingency for the abatement and demolition of the caretakers home located at no. 292 Deming Road, since this is in the best interest of the town. - Facilities
6. Topic re: Approve the Purchase of one Ford Expedition XL utilizing Connecticut Department of Administrative Services Contract #CT22PSX0133 for the Police Department for an amount not to exceed \$54,285. – Municipal Garage
7. Topic re: Waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufacturers, in amount not to exceed \$45,000 as this is in the best interest of the Town. – Municipal Garage
8. Topic re: Approve the purchase of auto parts and supplies using the Sourcewell Contract (100124-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$45,000. Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Tasca Ford for an amount not to exceed \$15,000, as this is in the best interest of the town. Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$15,000, as this is in the best interest of the town. Waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$25,000, as this is in the best interest of the town. Approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 23PSX0211 from Columbia Ford for an amount not to exceed \$40,000. – Municipal Garage
9. 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. Approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$10,000. Approve the purchase of Carnies Helmets from Fire Tech Industries for an amount not to exceed \$10,000. – Fire Administrator
10. Topic re: Refer the topic of the revision of the firefighter incentive programs to the Council's Fire Services Committee. – Fire Administrator
11. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$40,000 for continuing environmental consulting services for the 55 Steele Boulevard remediation project funded by \$27,500 from the Farmington Ave Development (non-grant) Account and \$12,500 from the Municipal Brownfields Grant account, and a \$3,500 contract for EUR services related to 861 Farmington Avenue charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town. – Economic Development/Public Works.
12. Topic re: Appropriate \$189,205 for Phase I of the Willard Parking Lot Paving Project, and to authorize Town Staff to issue Purchase Orders for all project related expenses. – Public Works

13. Topic re: Authorize the use of Morton Salt of Chicago, Illinois for treated road salt, utilizing the Capitol Region Council of Governments Contract #777 for snow and ice control through June 30, 2026. – Public Works
14. Topic re: Authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #772) with the most cost- effective and qualified Contractor. – Public Works
15. Topic re: Approve utilizing the State of Connecticut Department of Administrative Services Contract Number 25PSX0108 for Bituminous Concrete through May 18, 2027, or to a new expiration date as extended by the State. – Public Works

J. TOWN MANAGER'S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS' COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

July 8, 2025

N. ADJOURNMENT





# TOWN OF BERLIN

## Town Council

### PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

**The Town of Berlin hereby recognizes**

### **The Veterans Commission**

The Veterans commission as it is known today was created on August 18, 1998. The Town Council approved the name as it was previously known as the Veterans Advisory Commission. Their mission is to provide services to honor, commemorate, and help all veterans and their families as well as educate the public regarding historical events through various programs and activities. They are also responsible for preserving all veteran's monuments and statues throughout the community.

The most notable event that the Veterans Commission is responsible for is the annual Memorial Day Parade. Under the direction of Charles Colaresi, the Town of Berlin comes together to showcase over 60 different groups and organizations for the enjoyment of the entire community. One of their most recent and outstanding achievements was the Town of Berlin being selected for the Woody Williams Gold Star Memorial. The Gold Star Memorial is located in Veterans Memorial Park and is dedicated to families whose loved ones paid the ultimate sacrifice. Veterans Memorial Park is relatively new to Berlin, dedicated in 2012. The Veterans Commission played a crucial role in its creation, especially Phases I and II. Within the park, there are over 500 bricks with names, branches, and dates of service of those who served. There is also a walking tour which is interactive explaining all wars and conflicts in the US. The Wall of Honor which can be found in the Rotunda in Town Hall was created by Peter Galgano. It is a video of well over 150 service members featuring a picture and a short summary about each veteran as a way to honor service members that are still with us and those that have passed. The Commission has overseen the relocation of the Marine Monument from Main and Peck Street to Paper Goods Pond and the Demore, Dinda, Bittner, Jr. Monument from East Berlin to Veterans Memorial Park to honor the service members who lost their lives in combat. Each year for Memorial Day, over 1150 flags are placed at 11 cemeteries. Other annual events include a band concert and a Veterans Day Ceremony. The Veterans Commission, with over \$22,000 donated by the Berlin Lions and Berlin Volunteer Fire Department, is able to help veterans and widows in need. Most recently, the bridge on Christin Lane was named The Gold Star Families Memorial Bridge.

In recognition of their long-standing service and dedication to the Town of Berlin's veterans and families, the Town Council hereby recognizes "**The Veterans Commission**" and thanks them for continued support of all those who valiantly and selflessly served the United States of America.

Dated this 22<sup>nd</sup> day of July, 2025.

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Mark H. Kaczynski, Mayor





# TOWN OF BERLIN

## Town Council

### PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

**The Town of Berlin hereby recognizes**

## **Marjorie Moore Posthumously**

Marjorie Moore, a true Berlin icon, was born into one of the wealthiest and most prominent families in Berlin on July 20, 1868. She was a lifelong resident - Marjorie loved Kensington! She was known for being down-to-earth and living a simple life. Though a working woman, Marjorie was never without her white gloves and signature hat.

Unlike most women of her class and era, Marjorie was independent and chose a life of community service. She was an incorporator of the Kensington Library Society, later known as the Peck Memorial Library. Devoted to the library, she served over four decades in the roles of secretary, librarian, and director. Marjorie was the first female postmaster of the Kensington Post Office, serving for ten years. She was a founding member of the Emma Hart Willard Chapter of the daughters of the American Revolution, and a charter member of the Kensington Monday Night Club, a service, social and cultural women's group.

Marjorie was a gifted poet, playwright, and artist. Having a lifelong love of nature, in 1910 she purchased land across from her home to create a secluded park for the enjoyment of others as well as a shelter for wildlife. Today, it is known as the Marjorie Moore Bird Sanctuary.

Upon her death on February 11, 1957, Marjorie's generosity reached new heights with the establishment of the Marjorie Moore Charitable Foundation. One needs only to consider what it has funded over the years to appreciate its beneficial extent, to name just a few: renovate the Blue Hills School into the South Kensington firehouse, expand the former Peck Memorial Library building, purchase emergency and transportation vehicles, establish a daycare program, and help develop Memorial Pool and Timberlin Golf Course. Since its inception, it is estimated that six million dollars has been awarded through hundreds of grants to Berlin organizations. Marjorie's legacy continues today to enrich the lives of every resident of Berlin.

Marjorie was buried next to her parents in West Lane Cemetery, Kensington, with a brown marker that simply displays the initials: M.M.

In recognition of her lifetime of generosity, leadership, and service to the Berlin community, the Town Council hereby proclaims July 20, 2025, as Marjorie Moore Day.

Dated this 19th day of July, 2025.

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Mark H. Kaczynski, Mayor



# TOWN OF BERLIN

## *Office of the Mayor*

TOWN HALL • BERLIN, CT 06037

*Mayor*

**Mark H. Kaczynski**

*Deputy Mayor*

**Charles R. Paonessa**

### **PROCLAMATION**

**WHEREAS**, the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America will occur on July 4, 2026; and

**WHEREAS**, Berlin founded in 1785 has contributed proudly and significantly to the history of our nation and our state for more than 240 years; and

**WHEREAS**, in 2016 the United States Congress established by Joint Resolution the America 250 Commission to encourage observance of the 250 years of our nation's existence; and

**WHEREAS**, the Governor established Connecticut's Semi quincennial Commission with Executive Order 22-02, and the Commission has determined its mission and purpose is to develop, encourage, and execute an inclusive celebration, commemoration, and observance of the 250th anniversary of the Declaration of Independence through civic, cultural, and historical education events and programming; and

**WHEREAS**, the Commission will enhance tourism, economic development, history and civic education, historic preservation, and outdoor recreation within the state; and

**WHEREAS**, America 250 | CT will engage Connecticut residents in all 169 municipalities through local 250th committees and affiliate organizations through its culmination in 2028; and

**WHEREAS**, preserving, studying, and enjoying state history strengthens communities, builds pride, and forges bonds between Connecticut residents as we work together toward the goal of equality, and recognition of the unalienable rights of life, liberty, and the pursuit of happiness; and

**WHEREAS**, it is appropriate that Berlin engages fully with our past and looks toward a shared future; and

**WHEREAS**, the Mayor and Town Council of Berlin thus encourage its citizens to create and participate in programs that will commemorate the history of our town, our state, and our nation; and

**NOW, THEREFORE**, be it resolved that I, Mayor Mark Kaczynski, do hereby proclaim that Berlin will fully engage in commemorative activities leading up to and through July 4, 2026. I urge all community members to take advantage of the resources available from the America 250 Commission, the Connecticut Semi quincennial Commission, and the Town Berlin to observe the 250th anniversary of the signing of the Declaration of Independence by coordinating commemorative events, planning historical activities, providing opportunities for public discourse, creating new scholarship around Connecticut's complete history, creating new educational opportunities, and by seeking opportunities for historic preservation. Berlin pledges to uplift, support, and generate commemorative opportunities.

**PROCLAIMED** this 22<sup>nd</sup> day of July, 2025

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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:** July 10<sup>th</sup>, 2025

**SUBJECT:** Request for Fee Waiver/ Berlin Lions

**Summary of Agenda Item:**

The Berlin Lions Club is requesting a waiver of fees for:  
Permit fees for temporary tents associated with the Berlin Fair

**Funding:** None


**Action Needed:**

Move to approve the request of the Berlin Lions Club to waive the permit fee for Temporary Tents. The total amount of the fee to be waived for this item is not to exceed \$120.00, based on a permit value of \$4500.  
Total of fee waiver request \$120.00

**Attachments:**

Request for Fee Waiver Form(s) ✓  
Copy of letter from Joseph Dornfried requesting the fee waiver for the tents as the President of the Berlin Lions Agricultural Fair, Inc. ✓

**Prepared By:**

  
Frank Van Linter  
Building Official



## LIONS CLUB of BERLIN CONNECTICUT

June 17, 2025

Town of Berlin  
Building Department  
240 Kensington Road, #10  
Berlin, CT 06037

To Whom it May Concern,

The Berlin Lions Agricultural Fair, Inc. would like to request a waiver of the permit fees for the installation of tents at the Berlin Fair being held of September 11-14, 2025.

Thank you for your continued support. If you have questions you may contact me at 203-575-2621.

Respectfully submitted,

Joseph Dornfried  
President  
Berlin Lions Agricultural Fair, Inc.





## TOWN OF BERLIN Request for Fee Waiver

<b>Requesting Organization:</b> Berlin Lions Agricultural Fair, Inc.	<b>Date:</b> June 17, 2025
<b>Contact Name:</b> Joseph Dornfried (2025 President)	
<b>Phone Number:</b> (203) 575-2621	
<b>Event:</b> 2025 Berlin Fair	<b>Date of Event:</b> Sept 11 – 14, 2025
<b>Location of the Event:</b> Berlin Fairgrounds; 430 Beckley Rd, East Berlin, CT	
<b>What fee do you want waived:</b> All tent/temporary structure permits/fees associated with the Berlin Fair (September 11 - 14, 2025). <i>TOTAL FEES TO be waived - \$120.00</i> <i>Based on \$4500 Tent cost.</i>	
<b>Identify the hardship incurred:</b> Costs associated with Town fees would significantly and directly impact the total amount of monies raised, thus reducing the funding available for donations to many local charitable organizations and community-based initiatives.	
<b>Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:</b> Funds from the Berlin Fair financially support the charitable activities of Berlin Lions Charities which distributes donations to many organizations, such as The Berlin Food Pantry, each of the four volunteer fire departments, multiple scholarships to Berlin High graduates including valedictorian and salutatorian), local boys and girls committees (including Upbeat), local veterans, and several others. In addition to these donations, most every church, fire department, and civic organization in Berlin has a booth at the annual Berlin Fair to raise funds to support their community-based activities.	

### Town Manager review:

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

Yes ☐ No ☐

If so, which criteria:

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



# TOWN OF BERLIN

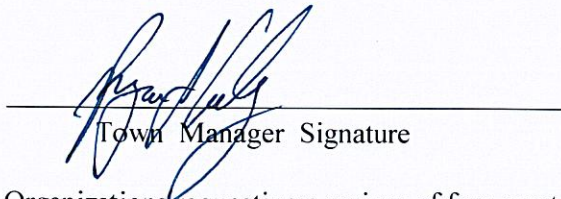
## Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Lions Agricultural Fair, Inc.

Comments:

  
Signature

6/17/25  
Date

  
Town Manager Signature

7/3/25  
Date

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

### 1. Fee Waiver Policy

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

Consent  
Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** July 10<sup>th</sup>, 2025  
**SUBJECT:** Request for Fee Waiver/ Paul Valdesi

**Summary of Agenda Item:**

Mr. Paul Valdesi is requesting a waiver of fees for:  
Permit fees associated with the construction of an addition to their home to accommodate his son who was paralyzed from an accident. The waiving of fees will assist in covering the cost of the provisions needed for his care.

**Funding:** None

**Action Needed:**

Move to approve the request of Mr. Paul Valdesi to waive the permit fees associated with the construction of the addition. The total amount of the fee to be waived for this item is not to exceed \$3545.00, based on a permit value of \$230,000.  
Total of fee waiver request \$3545.00

**Attachments:**

Request for Fee Waiver Form(s) ✓

**Prepared By:**

  
Frank Van Linter  
Building Official





## TOWN OF BERLIN

### Request for Fee Waiver

Requesting Organization:	Date:
Contact Name: <i>PAUL VALDES I</i>	
Phone Number: <i>860-250-9270</i>	<i>6/13/25</i>
Event: <i>HOUSE ADDITION</i>	Date of Event:
Location of the Event: <i>41 ELIZABETH ROAD</i>	
What fee do you want waived:	
<i>FEE WAIVER FOR BUILDING, ELECTRICAL AND PLUMBING</i>	
Identify the hardship incurred: <i>MY SON ON APRIL 28 2024 WAS INVOLVED IN A MOTORCYCLE ACCIDENT LEAVING HIM PARALYZED WAIST DOWN. WE ARE ADDING AN ADDITION SO MY SON CAN HAVE SINGLE FLOOR LIVING AS IT IS DIFFICULT FOR HIM TO GO ON SECOND FLOOR.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:	
<i>N/A</i> <i>Total value of Job \$230,000 Fees \$3,495 (Building)</i> <i>Fees - \$50 (Zoning)</i>	

#### Town Manager review:

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

Yes

☐

No

☐

If so, which criteria:

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

# TOWN OF BERLIN

## Request for Fee Waiver

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

Comments:

  
Signature

7/2/25  
Date

  
Town Manager Signature

7/2/25  
Date

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

### 1. Fee Waiver Policy

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

Consent  
Agenda Item No. 3  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager RC

**DATE:** July 11, 2025

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	55.00	Library Agency Acct.	books in memory of Josephine Borselle	The Library Board
	100.00	Library Agency Acct.	books	Central Connecticut Community Women's Club, Inc.
	124.41	Unrestricted Donations	for libraries greatest need	various patrons
	279.41			
Equip/Merch				
	275.00	(50) Ice Cream Coupons	for child/teen summer reading prizes	Pralines
	275.00			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$279.41 and deposit \$124.41 into the Unrestricted Donations account for the libraries greatest need and deposit \$155.00 into the Library Agency account for the acquisition of books and move to accept the donation of (50) Pralines ice cream coupons with a value of \$275.00 to be used as child/teen summer reading prizes.

**Attachments:**

n/a

**Prepared By:**

Anne Henriques, Head of Adult Services



**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** July 10, 2025  
**SUBJECT:** Donations for Police Cadet Program

**Summary of Agenda Item:**

The Police Department has received \$1,144.00 in donations from a car wash fundraiser conducted by the police cadets.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Cadet Program Expenditure Account # 100.15.1532.0.53472.00000.

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$1,144.00 and appropriate the funds to the Police Cadet Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DC



Consent  
Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** July 10, 2025  
**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received \$200.00 in donations from Beverly Peters to the K9 Program.

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

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DC

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

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

**FROM:** Ryan Curley, Town Manager RC

**DATE:** July 14, 2025

**SUBJECT:** Early Voting Location approval for September and November 2025

**Summary of Agenda Item for the Consent Agenda:**

The Secretary of the State requires the Registrars to have the Town Council approval of the Early Voting location for a possible Primary (Sept 9, 2025) and Municipal (Nov 4, 2025) Election. No additional locations are required.

**Funding:**

None needed

**Action Needed:**

Move to approve no additional early voting locations for Berlin. The Town will continue to have one Early Voting location at Town Hall.

**Attachments:** None

**Prepared By:** Registrars Christy Miano and Joan Veley

CM



Consent  
7  
**Agenda Item No. 7**  
**Request for Town Council Action**

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 17, 2025

**SUBJECT:** Donation of a 2006 Dodge Pickup Truck

**Summary of Agenda Item:**

This vehicle was seized by the Berlin Police Department in conjunction with an investigation into a serious motor vehicle accident. The vehicle was stored in the town impound lot until it was released by the court. In-Rem paperwork was filed by the Berlin Police Department and approved by the state. This allows the ownership of the vehicle to be transferred to the Town of Berlin.

Jim Simons is requesting the town accept the vehicle as a donation. The vehicle is in decent shape and should provide the town service for a few years. Mr. Simons plan is to use the vehicle as a parts pickup and delivery vehicle for the Fleet Shop.

The vehicle is a 2006 Dodge 1500 SLT 4X4 with 85,000 miles. It is estimated to be worth \$7,000 utilizing "Kelly Blue Book".

This will replace an older Ford Explorer with 151,000 miles that had been assigned to the Police Department prior to being utilized by the Fleet Shop.

**Funding:**

None

**Action Needed:**

Accept the donation of one 2006 Dodge 1500 pickup worth \$7,000.

**Attachments:**

None

**Prepared By:**

Jim Simons, Fleet Manager *Jim C. Simons*

Consent

**Agenda Item No. 8**  
**Request for Town Council Action**

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

**FROM:** Ryan Curley, Town Manager RC

**DATE:** July 15, 2025

**SUBJECT:** Budget Transfers

**SUMMARY OF AGENDA ITEM:**

Over the course of each fiscal year, funds within the adopted General Fund budget are transferred between accounts for needs that have changed or opportunities that have arisen since the budget was adopted. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

**FUNDING:**

N/A – transfers between account – no new funding required

**ACTION NEEDED:**

Move to transfer \$192,000, 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.

**ATTACHMENTS:**

Budget Adjustments spreadsheet ✓

Budget Change forms ✓

**PREPARED BY:**

Kevin Delaney, Finance Director KD



Budget Adjustments  
July 22, 2025

Department	GL Account #	From	To	Explanation
Police	500.15.1532.0.54000.00004		\$39,000.00	The NexGen 5-year contract expired after FY24. This change was not known at the time the FY25 budget was developed, so the funds remain. This request is to use the remaining funds in the Police Department budget to help fund the purchase and to equip a new Police vehicle.
	001.15.1532.0.53813.00000	\$39,000.00		
Public Buildings	001.20.2038.0.53219.00000		\$15,000.00	Due to issues that arose late in the fiscal year and required immediate attention, the operating materials account is likely to exceed the adopted budget.
	001.20.2038.0.53105.00000	\$15,000.00		
Public Buildings	500.20.2038.0.54000.00315		\$25,000.00	During FY25, requests were made at the Senior Center and the Community Center for power assist devices for the restroom doors. Implementing these changes leaves the ADA Improvements account with less than \$1k. This request is to replenish the account so staff may continue to make smaller ADA improvements in town buildings for the benefit of residents who need assistance.
	001.20.2037.0.51400.00000	\$10,000.00		
	001.25.2542.0.51530.00000	\$15,000.00		
Public Buildings	001.20.2038.0.53814.00000		\$15,000.00	Due to issues that arose late in the fiscal year and required immediate attention, the Contractual Services account is likely to exceed the adopted budget.
	001.20.2038.0.53105.00000	\$15,000.00		
Golf Course	001.25.2543.0.53208.00000		\$8,000.00	
	001.25.2543.0.51400.00000	\$4,000.00		The tent that encloses the outside eating area at Timberlin needed to be replaced before the spring 2025 season began. As a result, the Equipment GL line was higher than the adopted budget.
	001.25.2543.0.51135.00000	\$2,000.00		
	001.25.2543.0.51100.00000	\$2,000.00		
Schools	001.35.3561.0.53102.00000		\$50,000.00	Due to State surcharges and higher volume during peak periods, the Schools Electricity account was higher than the adopted budget amount.
	001.05.0504.0.53924.00000	\$25,000.00		
	001.15.1532.0.52200.00000	\$25,000.00		
Schools	001.35.3561.0.53219.01730		\$15,000.00	Due to issues that arose late in the fiscal year and required immediate attention, the operating materials account at the schools exceeded the adopted budget.
	001.35.3561.0.51300.00000	\$15,000.00		
Schools	001.35.3561.0.53814.01730		\$25,000.00	Due to issues that arose late in the fiscal year and required immediate attention, the contractual services account at the schools exceeded the adopted budget.
	001.15.1532.0.52100.00000	\$25,000.00		
GENERAL FUND TOTAL		<u>\$192,000.00</u>	<u>\$192,000.00</u>	

WATER CONTROL TOTAL

\$0.00 \$0.00

CAPITAL PROJECTS TOTAL

\$0.00 \$0.00


GRAND TOTAL

\$192,000.00 \$192,000.00



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1:** To be completed by Department:

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
<b>500.15.1532.0.54000.00004</b>	<b>Police Vehicles</b>	<b>\$39,000.00</b>	<b>D. Gallupe</b>		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
<b>001.15.1532.0.53813.00000</b>	<b>Computer Support</b>	<b>\$39,000.00</b>			

Contingency Balance (If applicable):

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

The NexGen 5-year contract expired after FY24. This change was not known at the time the FY25 budget was developed, so the funds remain. This request is to use the remaining funds in the Police Department budget to help fund the purchase and to equip a new Police vehicle.

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>7/14/25</b>
Comments:				

**Section 3a:** Town Council action:

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

**Section 3b:** Board of Finance action:

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


**Section 4:** To be completed by Finance Department:

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

**Section 1: To be completed by Department:**

Department:	<b>Public Buildings</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
<b>001.20.2038.0.53219.00000</b>	<b>Operating Materials</b>	<b>\$15,000.00</b>	<b>D. Solek</b>		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
<b>001.20.2038.0.53105.00000</b>	<b>Natural Gas</b>	<b>\$15,000.00</b>			

Contingency Balance (If applicable):

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

Due to issues that arose late in the fiscal year and required immediate attention, the operating materials account is likely to exceed the adopted budget.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			<b>7/14/25</b>
Comments:			

**Section 3a: Town Council action:**

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

**Section 3b: Board of Finance action:**

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


**Section 4: To be completed by Finance Department:**

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



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1:** To be completed by Department:

Department:	<b>Public Buildings</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
500.20.2038.0.54000.00315	ADA Improvements	\$25,000.00	J. Ochoa		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2037.0.51400.00000	Overtime	\$10,000.00			
001.25.2542.0.51530.00000	Recreation Program Help	\$15,000.00			

Contingency Balance (If applicable):

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

During FY25, requests were made at the Senior Center and the Community Center for power assist devices for the restroom doors. Implementing these changes leaves the ADA Improvements account with less than \$1k. This request is to replenish the account so staff may continue to make smaller ADA improvements in town buildings for the benefit of residents who need assistance.

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: <b>7/14/25</b>
Comments:			

**Section 3a:** Town Council action:

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

**Section 3b:** Board of Finance action:

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

**Section 4:** To be completed by Finance Department:

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

**Section 1: To be completed by Department:**

Department:	<b>Public Buildings</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
001.20.2038.0.53814.00000	Contractual Services	\$15,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.20.2038.0.53105.00000	Natural Gas	\$15,000.00	KD		

Contingency Balance (If applicable):

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

Due to issues that arose late in the fiscal year and required immediate attention, the Contractual Services account is likely to exceed the adopted budget.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 7/14/25
Comments:			

**Section 3a: Town Council action:**

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

**Section 3b: Board of Finance action:**

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

**Section 4: To be completed by Finance Department:**

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

**Section 1:** To be completed by Department:

Department:	<b>Golf Course</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.53208.00000	Equipment	\$8,000.00	S. Guerrero		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2543.0.51400.00000	Overtime	\$4,000.00	KD		
001.25.2543.0.51135.00000	Blue Collar Personnel	\$2,000.00			
001.25.2543.0.51100.00000	Department Head	\$2,000.00			

Contingency Balance (If applicable):

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

The tent that encloses the outside eating area at Timberlin needed to be replaced before the spring 2025 season began. As a result, the Equipment GL line was higher than the adopted budget.

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/14/25

Comments:

**Section 3a:** Town Council action:

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

**Section 3b:** Board of Finance action:

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

**Section 4:** To be completed by Finance Department:

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

**Section 1: To be completed by Department:**

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.53102.00000	Electricity	\$50,000.00	D. Solek		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.05.0504.0.53924.00000	Tax Refunds	\$25,000.00	R.D.		
001.15.1532.0.52200.00000	Pension	\$25,000.00			

Contingency Balance (If applicable):

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

Due to State surcharges and higher volume during peak periods, the Schools Electricity account was higher than the adopted budget amount.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			7/14/25
Comments:			

**Section 3a: Town Council action:**

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

**Section 3b: Board of Finance action:**

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

**Section 4: To be completed by Finance Department:**

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





**TOWN OF BERLIN**  
BUDGET CHANGE FORM

**Section 1:** To be completed by Department:

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
<b>001.35.3561.0.53219.01730</b>	<b>Operating Materials-Facilities</b>	<b>\$15,000.00</b>	<b>D. Solek</b>		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
<b>001.35.3561.0.51300.00000</b>	<b>Health Aides</b>	<b>\$15,000.00</b>	<b>HS</b>		

Contingency Balance (If applicable):

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

Due to issues that arose late in the fiscal year and required immediate attention, the operating materials account at the schools exceeded the adopted budget.

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>7/14/25</b>
Comments:				

**Section 3a:** Town Council action:

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

**Section 3b:** Board of Finance action:

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

**Section 4:** To be completed by Finance Department:


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

**Section 1:** To be completed by Department:

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2025</b>	Date:	<b>7/15/25</b>
To Acct #:	Description:	Amount:	Requested by:		
<b>001.35.3561.0.53814.01730</b>	<b>Contractual Services-Facilities</b>	<b>\$25,000.00</b>	<b>D. Solek</b>		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
<b>001.15.1532.0.52100.00000</b>	<b>Social Security</b>	<b>\$25,000.00</b>			

Contingency Balance (If applicable):

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

Due to issues that arose late in the fiscal year and required immediate attention, the contractual services account at the schools exceeded the adopted budget.

**Section 2:** To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:
			<b>1/14/25</b>
Comments:			

**Section 3a:** Town Council action:

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

**Section 3b:** Board of Finance action:

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

**Section 4:** To be completed by Finance Department:

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

Consent

Agenda Item No. 9  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager RC

**DATE:** July 15, 2025

**SUBJECT:** Appointment to America 250 - Berlin

**Summary of Agenda Item:**

Please add the following individual to the America 250 – Berlin Commission: Sallie Caliandri, Town Historian.

**Funding:**

None needed at this time.

**Action Needed:**

Move to appoint the following individual to the America 250 – Berlin Commission: Sallie Caliandri, Town Historian.

**Attachments:**

None

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



Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** Authorization for the Town Manager to Enter into a Contract Amendment with Alta Environmental concerning 1567 Berlin Turnpike

**Summary of Agenda Item:**

Alta Environmental is the Town's consultant for the property at 1567 Berlin Turnpike. The Town did post remediation monitoring with a goal of demonstrating environmental compliance with State standards to close out the project. The next step in this process is the submission of a verification report to the Connecticut Department of Energy & Environmental Protection (DEEP). Additional work is required by Alta to complete the verification report and process. Our environmental insurance for the property is through Fortitude Re and this is a covered cost under the policy. Alta has submitted a proposal for additional costs anticipated for the verification report and process. Fortitude Re has paid or agreed to pay for the cost of this additional work. The action needed is to authorize the Town Manager to enter a contract amendment with Alta Environmental for additional costs for the to the verification report and process for the property at 1567 Berlin Turnpike for a not to exceed fee of \$15,833.27. Funding for the amendment will be from account Fortitude Re.

**Funding:**

All of the additional contract of \$15,833.27 cost has already been paid or will be paid by Fortitude.

**Action Needed:**

Move to waive the bidding process and authorize the Town Manager to enter a not to exceed contract amendment with Alta Environmental of \$15,833.27 for environmental consulting services related to the verification report and process for the property at 1567 Berlin Turnpike the cost of which cost has already been paid or will be paid by Fortitude Re, as this is in the best interest of the Town.

**Attachments:**

1. Alta Proposal. ✓

**Prepared By:**

Chris Edge, Economic Development Director *CE*





**ALTA Environmental Corp.**  
121 Broadway, Colchester, Connecticut 06415  
Phone: (860) 537-2582, Fax: (860) 537-8374

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7 July 2025  
File No. 1466-02

Town of Berlin, Connecticut  
Department of Development Services  
240 Kensington Road  
Berlin, Connecticut

Attention: Mr. James T. Mahoney  
Economic Development Director

Subject: Proposal for Verification Report and Form  
Contract Amendment #21 for 1567 Berlin Turnpike  
Berlin, Connecticut

Gentlemen:

This is a proposal for ALTA Environmental Corporation (ALTA) to provide continued environmental consulting services to the Town of Berlin (Town) in connection with the property at 1567 Berlin Turnpike. This proposal covers costs to prepare the final Licensed Environmental Professional (LEP) Verification Report and Form and some associated previously-completed work as outlined on the Budget Tracking Forms that accompany our invoices.

We estimate that the cost for the work outlined above will be approximately \$16,000 (rounded) including the following (the Pages and Tasks refer to the most recent June 2025 Budget Tracking Form):

RAP, Bid Specs, etc. (Page 2, Task 2):	\$ 691.77 to zero out this task;
Monitoring Well Install., etc. (Page 2, Task 6):	\$ 2,726.77 to zero out this task;
Verification Report and Form (Page 2, Task 8):	\$10,000.00 (see below);
Assess Path to Closure, et. (Page 2, after Task 10):	\$ 2,321.25 (to zero out this task);
Emerging Contaminants: (Page 2, end):	\$ 93.91 (to zero out this task).

**Total:** **\$15,833.77**

Payment has already been made for all the items listed above, except for the Verification Report and Form and Emerging Contaminants items (refer to May and June invoices and Budget Tracking Forms). We do not anticipate the need for any further work for the items listed above to be "zeroed out", and their inclusion in this proposal is to account for past budget exceedances (largely already paid for) for budget tracking purposes. The \$10,000 budget increase for the Verification Report and Form will result in a total authorized budget of \$39,000 for this task, leaving \$5,614.53 available (beyond the amount invoiced through June 2025) to finalize the report and prepare the Form. The prior budget (last prepared in May 2020) did not include costs for example to address the March 2021 amendments to the applicable regulations (Remediation Standard Regulations), or the 27-page Form, emerging contaminants, and the overall complexity of the site environmental conditions. In summary, we currently expect that the remaining costs not yet paid for to close out the project will be approximately the amount past due from our June 2025 invoice (\$13,907.50) plus \$5,614.53 to complete the Verification Report, summing to \$19,522.03.

Town of Berlin  
7 July 2025  
Page 2

ALTA has and will perform the work described above on a time and expenses basis as an extension to our existing Agreement with the Town for this site dated 27 January 2006. The actual cost may be less or more than the authorization amount and will request authorization for additional budget if needed. If these arrangements are acceptable, please indicate your authorization by preparing Contract Amendment #21 to increase the project budget by \$15,833.77 and that references this proposal.

We look forward to our continued work with you on this project.

Sincerely,  
ALTA Environmental Corporation

A handwritten signature in blue ink, appearing to read "E. Glass", is written over a horizontal line.

Evan J. Glass  
President

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

**FROM: Ryan Curley, Town Manager RC**

**DATE: July 14, 2025**

**SUBJECT: Authorization for the Town Manager to Enter into a Tax Abatement Agreement Pursuant with Vesta Corporation/O’Riordan Migani Architects regarding the former Knights of Columbus Property at 143 Percival Avenue for use as Senior Housing**

**Summary of Agenda Item:**

On October 24, 2024, the Town entered a Purchase and Sale Agreement with Vesta Corporation/O’Riordan Migani Architects concerning the sale of the former Knights of Columbus property at 143 Percival Avenue for development of 70 affordable senior housing units in support of the Town’s Affordable Housing Plan and Plan of Conservation that both identified affordable senior housing as a high priority need. After entering the Purchase and Sale Agreement, Vesta Corporation/O’Riordan Migani Architects made significant progress in advancing the project including:

- Entering the Connecticut Department of Housing’s (DOH) development engagement process in anticipation of being invited to submit a formal funding application.
- Securing approvals for the project from the Inland Wetlands and Watercourses Commission and Planning and Zoning Commission.
- Preparing architectural drawings for the project at the 90% completion level which is a new requirement from CHFA/DOH to submit a final application (they previously allowed applications based on 40% plans).
- Completing a competitive procurement process to select a General Contractor for the project. There were 5 qualified groups that submitted proposals. Vesta has chosen to proceed with Innoconn, which is a group that it recently worked with on 2 projects – The Camelot in West Hartford, which just finished construction and is almost 100% leased and another new construction, 64-unit project in New Haven which is about 70% complete. The original estimated construction cost for the project was \$17,500,000. The construction proposals Vesta received ranged in pricing from \$18,500,000 up to \$22,000,000. Vesta indicates that this pricing was to be expected given current economic factors, but it has created a shortfall in our underwriting – a shortfall that Vesta and is comfortable with at this time.

Based on its conversations with DOH & CHFA, Vesta hopes to receive an invitation to submit a final application shortly, which would still put the project on track for financial closing and starting construction in Q1 of 2026.

Key terms and conditions of the Purchase and Sale Agreement include:

Price: Five Hundred Thousand and 00/100 Dollars (\$500,000.00) or Six Thousand Two Hundred Fifty and 00/100 Dollars (\$6,250.00) per apartment unit contemplated by Purchaser and approved by Seller and Seller's Planning & Zoning Commission to be constructed for the Project, whichever is less (the "Purchase Price"). The approved plan is for 70 units so the purchase price would be \$437,500.

Housing for Elderly Persons Use and Affordability Provisions. Seller's obligation to sell Premises to Purchaser is conditioned on Purchaser entering into deed restrictions to limit the use of the Premises to Housing for Elderly Persons as described in section XI. Q. of the Zoning Regulations of the Town of Berlin such that all units in the development should meet the definition of affordable housing as stated in section II B of the Seller of Zoning Regulations of the Town of Berlin. The affordable housing units will be units subject to binding recorded deeds containing covenants or restrictions that require such dwelling units be sold or rented at, or below, prices that will preserve the units as housing for which persons and families pay thirty percent (30%) or less of income, where such income is less than or equal to sixty percent (60%) of the median income or such price restrictions included in the Tax Fixing Agreement. Such covenant or restriction shall be for a duration of at least ninety-nine (99) years after issuance of a certificate of occupancy for the unit, which shall only be issued upon verification that the required deed covenant or restriction has been filed. In addition, such deed restrictions must at the time of filing comply with the income, rental or sale price limits, duration, and other requirements such that the unit satisfies the definition of an affordable housing unit pursuant Section 8-30g of the Connecticut General Statutes effective at the time of filing.

Future Property Transfers. Seller's obligation to sell the Premises to the Purchaser shall be contingent on a deed restriction that prevents the Purchaser from transferring the Premises to a third party without prior written approval by the Seller within an agreed upon period.

Town Approval. Purchaser shall have received approval of this Agreement from Seller's Town Council after a referral to the Berlin Planning and Zoning Commission per section 8-24 of the Connecticut General Statutes, and the Purchaser shall have obtained all consents and approvals required to develop the Project as hereinafter set forth.

Local Approvals. Purchaser agrees to promptly determine which permits, consents and approvals are required from regulatory agencies and promptly apply for same. Purchaser receipt of final and non-appealable approval of the Project from the Seller's Inland Wetlands and Water Courses Commission and from its Planning and Zoning Commission, including site plan approval, special permit approval, and any zoning text or map amendments required for the development of the Project. Purchaser agrees to apply for Berlin Inland Wetlands and Water Courses Commission and Planning and Zoning Commission permits, including site plan approval, special permit approval, and any zoning text or map amendments required for the development of the Project, within 120 days of the Effective Date. Local approvals were obtained.

Financing. Provision to Seller by Purchaser of satisfactory evidence that Purchaser has applied for and obtained loans, grants and other funding needed to finance the Project. Purchaser shall make application for all such funding amounts within 180 days of the Effective Date. Purchaser shall keep Seller apprised of the status of the funding requests, and upon receipt of any such

approval or denial, Purchaser shall promptly notify Seller thereof in writing. The status of the financing application is discussed above.

Environmental Condition. Purchaser's satisfaction that (i) the Property and Seller are in compliance with all Laws relating to Hazardous Materials (as hereinafter defined) and (ii) there are no Environmental Claims (as hereinafter defined) pending, or threatened, with regard to the Property. The 21-month due diligence period has not yet expired; I have not yet received anything from buyer's counsel.

The last major condition of the sale of the property is an agreement by the Town to enter a Tax Fixing Agreement for the Property with terms acceptable to both parties. Demonstrating the local support for the project by entering a tax fixing agreement is a very important part of Vesta's application to COH & CHFA. In anticipation of the need for a tax abatement/tax fixing agreement for the project, the Town Council adopted an ordinance pursuant to section 8-215 of the Connecticut General Statutes to enable the Town to enter tax abatement agreements for affordable housing projects.

Vesta has submitted the attached tax abatement application for its proposed project at 143 Percival Avenue on a form prepared by Town staff.

**Funding:**

None.


**Action Needed:**

Move to authorize the Town Manager to execute a Tax Abatement Agreement pursuant to section 8-215 of the Connecticut General Statutes that will provide a tax abatement for the project starting at the amount approved by the Town Council, escalating at \_% per year, and having a duration equal to the required duration of the affordability restriction (99 years), subject to review and approval by Corporation Counsel.

**Attachments:**

1. Vesta Application for Tax Abatement ✓

**Prepared By:**

Chris Edge, Economic Development Director 



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# Town of Berlin

Department of Economic Development

## Town of Berlin Tax Abatement Application

### **Tax Abatement for Development of Affordable Housing Units in accordance with the provisions of Sections 8-215 *et seq.* and 8-30g *et seq.* of the Connecticut General Statutes**

Per Ordinance adopted by the Berlin Town Council (attached hereto and part of this application), a tax abatement may be requested for Affordable Housing Units (as defined in the Ordinance), subject to the express terms, conditions and requirements of the Ordinance.

#### Eligibility:

Affordable Housing Units, as defined by the Ordinance, means a dwelling unit for low- or moderate-income persons and/or families, defined as those persons and families whose income does not exceed 80% of the median income for the area, adjusted for family size ("AMI"), as determined by the United States Department of Housing and Urban Development (H.U.D.) and can be sold or rented, as applicable, at the following prices: in the case of rentals, a mean monthly contract rent, including utilities, that does not exceed 30% of the income of a family whose income is at 80% of AMI or, in the case of homeownership, monthly housing expenses (as defined below) that do not exceed 30% of the income of a family whose income is at 80% of AMI. Title to any project or property receiving a tax abatement under this article shall be subject to deed covenants or restrictions which shall prescribe a satisfactory method of future enforcement and shall require that such affordability restrictions shall be maintained for at least 40 years after the initial occupation of a proposed rental development or, in the case of a homeownership project, for a period of 40 years or such lesser affordability period as may be required by the applicable law.

Monthly housing expenses shall include mortgage principal and interest, real property taxes, real property insurance, any required common interest ownership fees and heat and utility costs, excluding television, telecommunications and information technology services.

#### Utilization of Abated Tax Amount:

Abatements shall be used for one or more of the following purposes:

1. To reduce rents below the levels that would otherwise have been in place in the absence of such tax abatement.
2. To improve the quality and design of the housing.
3. To effect occupancy of such housing by persons/families of varying low/moderate income levels.
4. To provide necessary related facilities/services in such housing.

The abatement amount shall be used to affect any one or more of the purposes stated above. Abatements will be terminated at any time when such housing is not occupied by low/moderate-income households or ceases to fulfill the purpose(s) described above.

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

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

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# Town of Berlin

## Department of Economic Development

### Application Information to Be Provided by Applicant:

Name of Legal Entity that will Own the Property: Vesta Percival LLC

Name of Parent Company(s) (If applicable): Vesta Corporation

Name and Mailing Address of Primary Contact: Aaron Greenblatt, 175 Powder Forest Drive, Westogue, CT 06039

Project Address : 143 Percival Avenue, Berlin, CT 06037

Phone Number: 860-325-1730

Email: [aaron@vestacorp.com](mailto:aaron@vestacorp.com)

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1. Demonstration that the project has received all required local approvals including copies of approval correspondence from applicable Berlin Commissions.  
Please see attached meeting minutes.
2. Description of the project/property including statement of any affordability restrictions, information about expected financing and funding, square footage of building to be constructed or renovated, number of units in the project, expected project start and completion dates, and information about the unit types, property condition, occupancy status, name of federal or state low/moderate-income subsidy program supporting the rehabilitation or construction of housing units, square footages, and planned affordability thresholds. Attach additional sheets and exhibits, if needed.

The project will provide 70 age-restricted apartment homes, all of which will be income-restricted at or below 60% of the area median income. There will be one-bedroom and two-bedroom floor plans along with community space. Funding sources will include a permanent loan provided by CHFA, LIHTC equity, DOH soft funds, a deferred developer fee, and CHFA opportunity funds. Anticipated construction commencement is in the first quarter of 2026, with an expected completion in the second quarter of 2027.

3. Information about the affordability requirements placed on the development by any Town board or commission approval and/or any conditions of state and/or federal financing approval relating to affordability. Attach additional sheets and exhibits, if needed.

All 70 units in the community will be income restricted at or below 60% of the area median income. This restriction will be documented in a recorded Extended Low Income Housing Commitment between the owner and CHFA.

Further, per the Purchase and Sale Agreement, the Purchaser will enter into a deed restriction for at least 99 years that contains covenants or restrictions

4. Information to demonstrate that the applicant is, or will be at the time the tax abatement will become effective, owner of property (attach proof of ownership with completed Application or provide a purchase agreement with respect to the property).

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# Town of Berlin

## Department of Economic Development

Please refer to the Purchase and Sale Agreement dated October 24, 2024 between the Town of Berlin, Connecticut, Vesta Corporation, and O'Riordan Migani Architects LLC.

5. Attach a certification itemizing the difference between the real property taxes on the property without an abatement and the real property taxes with the abatement as of the then-current Grand List and further identify, explain the basis or rationale for the abatement sought, and certify that the savings provided by the abatement shall be used for one or more of the following purposes:
- To reduce rents below the levels which would be achieved in the absence of such abatement and to improve the quality and design of such housing;
  - To effect occupancy of such housing by persons and families of varying income levels within limits determined by the Commissioner of Housing by regulation; or
  - To provide necessary related facilities or services in such housing.

TAXPAYER INFORMATION			
Bill #	2024-1-0028661 (REAL ESTATE)	Gross Assessment	737.800
Unique ID	1056230	Exemption	737.800
District	District: 1	Net Assessment	0
Name	BERLIN TOWN OF	Town Mill Rate	30.65
Care Of			
Address			
Property Location	143 PERCIVAL AVE		
MBL	3-4 54 63	Town Benefit	0.00
Volume & Page		Elderly Benefit (C)	0.00

BILL INFORMATION AS OF 07/11/2025				
Installment	Due Date	Town	Total Due	
#1	07/01/2025		Tax/Princ/Int Due	\$0.00
#2	01/01/2026		Interest Due	\$0.00
#3			Lien Due	\$0.00
#4			Fee Due	\$0.00
Adjustment		\$0.00	Total Due Now	\$0.00
Total		\$0.00		
Total payments as of 07/11/2025		\$0.00		

As shown above, currently no taxes are levied on the property as it is owned by the Town of Berlin. Post-completion of the development with the requested abatement in place, the annual taxes will be \$31,500. This request addresses both items a and b. The rent levels at the community will be designated at low-income amounts based on requirements of the Low Income Housing Tax Credit program. All 70 units will be income-restricted at or below 60% of the area median income, with some of the units restricted at 50% of the area median income.

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

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

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# Town of Berlin

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## Department of Economic Development

6. State the requested level (annual dollar amount) and term (duration) of abatement sought.  
Applicant requests an initial annual tax payment of \$31,500 with an annual escalation of 3%. The requested term is 40 years, which will be concurrent with the amortization of the CHFA permanent loan.
7. Attached resumes for the development entity.

Estimated Value of Real Estate Improvements: \_\_\_\_\_

Estimated Value of Additional Personal Property: \_\_\_\_\_

Number of Jobs of permanent jobs to be created in Berlin: 2

Number of constructions Jobs to be Created: Approximately 500

Additional Details (If needed):

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8. Provide a copy of your rehabilitation/development plan.  
Please refer to provided link to 90% plans.
9. Provide a copy of your rehabilitation/development financing plan (sources & uses).  
Please see attached.
10. Provide a copy of your operating budget (income and expense projection).
11. Provide a copy of your operating Pro-Forma for the term of the proposed abatement.

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

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# Town of Berlin

## Department of Economic Development

Proforma Income and Expense					
Stabilized Operations				Construction Period	
Unit Type	Number	Rents	Monthly Income	CP Months: 14	Monthly Income
1 BR 50%	11	1,235	13,585	-	-
1 BR 60%	41	1,372	56,264	-	-
2 BR 50%	4	1,483	5,930	-	-
2 BR 60%	14	1,721	24,092	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<b>TOTAL</b>	<b>70</b>	<b>1,427</b>	<b>99,870</b>	<b>0</b>	<b>-</b>
Cell Tower Income			-		-
Laundry			-		-
Other Income			3,700		-
<b>Total Monthly Income</b>			<b>103,570</b>		<b>-</b>
<b>Total Annual Income</b>			<b>1,242,841</b>		<b>-</b>
Vacancy		7%	(86,999)	20%	-
Net Rental Income			1,155,842		-
Operating Expenses		8,955 /Unit	626,834	/Unit	-
Annual LIHTC Monitoring Fee		/Unit	-	/Unit	-
Reserve for Replacement		325 /Unit	22,750	/Unit	-
<b>NET OPERATING INCOME</b>			<b>506,258</b>		<b>-</b>
Property Taxes		450 /Unit	31,500	Debt Service	0
				Add CP Tax, Ins.	-
				<b>CP NOI</b>	<b>-</b>

### Review Process

The Town Council for the Town of Berlin and Town staff will review the Application and supporting documentation to determine (1) whether the Application complies with the Town's Ordinance and (2) whether and upon what terms and conditions the Application should be approved. If the Application is approved, the Town Council will adopt a resolution authorizing the Town Attorney to prepare a tax abatement agreement to be executed by the Town Manager and the applicant.

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

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# Town of Berlin

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Department of Economic Development

Certification

I hereby declare for myself and any entity in which I have an ownership or financial interest that the answers to the questions above and the information provided with this Application are true and accurate to the best of my knowledge. I also declare that no persons other than those named herein are interested in this Application, which is made without any connection with any other person making any proposal for the same assistance and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Berlin is directly or indirectly interested therein, or in the supplies or work to which it relates, or will receive any part of a benefit, profit or commission there from in any manner which is unethical or contrary to the best interest of the Town of Berlin. I also acknowledge that if during the investigation by the Town of Berlin it is discovered the above declarations made by me are not true, the Town at its' sole discretion may reject my application for the applied or require remedy to the discovery (ies) prior to approval.

I, \_\_\_\_\_ am authorized to submit this application on behalf of the ownership of the subject property. My signature acknowledges I have read and agree to the terms, conditions and requirements of this Application and the applicable Ordinance, and the information submitted on the application its attachments is to the best of my knowledge true and accurate.

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

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 15, 2025

**SUBJECT:** CGS §8-24 Referral for Lot Line Revision and Scheduling a Public Hearing  
Related to the Sale of 143 Percival Avenue Proposed Housing for the Elderly.

**Summary of Agenda Item:**

After RFQ selection, Vesta Corporation has been chosen to develop affordable senior rental housing at the Town owned property of 143 Percival Avenue. The parcel is the site of the former Knights of Columbus. Past similar and related Town approvals pursuant to CGS §8-24 have occurred to advance the development of the proposed housing including the property purchase by the Town from the Knights of Columbus in 2002, 2010 approval to sell for development of elderly housing by the Berlin Housing Authority, and related 2014 lot line revision (the plan did not come to fruition).

The development plan by Vesta corporation for affordable senior housing has been reviewed and approved with modifications and conditions by the Planning and Zoning Commission. During development of the plan, it was realized that the Town would like to pursue retaining additional land to provide future access and connectivity opportunities to adjacent town owned parcels. The requested review for sale of the property with lot line revisions will allow for a minimum of 15 feet access around the ball fields to the north of the parcel and an access point at the southerly end of the existing parcel to connect town land to Lawndale Street with the remaining land to be conveyed for the development of the approved elderly housing.

In addition, the sale of Town property requires a public hearing pursuant to section 7-163e of the Connecticut General Statutes. It is requested that the Town Council schedule a public hearing for sale of 143 Percival Avenue for September 2, 2025 at 7:00 PM at the Berlin Town Council Chambers, 240 Kensington Road, Berlin, CT.

**Funding:**

None

**Action Needed:**

Move to refer the sale of 143 Percival Avenue with lot line revisions as proposed for access to the adjacent Percival Park to the north and Lawndale Street to the south to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes and to schedule a public hearing for sale of 143 Percival Avenue for September 2, 2025 at 7:00 PM at the Berlin Town Council Chambers, 240 Kensington Road, Berlin, CT.

**Attachments:**

None

**Prepared By:**

Maureen K. Giusti, AICP, Town Planner  
Jim Mahoney, Economic Development Coordinator

Agenda Item No. 4  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** VNA Suite Reconfiguration for Social Services and Registrar of Voters

**SUMMARY OF AGENDA ITEM:**

This request is predicated on the need to accommodate the additional space requirements for the Registrar of Voters due to new voting laws, and the Social Services Department related to the loss of the food pantry previously located on the First Floor and temporarily moved to the Public Works Conference Room on the Main Floor due to the renovations and expansion project of the Police Department. A proposed solution has been identified within the existing VNA space which would be divided into two (2) separate and distinct areas for these Departments. The VNA staff would move to the existing Social Services offices and the Social Services staff would move into one-half of the VNA suite along with the food pantry. The Registrar of Voters would occupy the other half of the VNA suite to accommodate the increased space needs due to new voting laws. The reconfiguration and renovation of the space will provide greater access to the space for the public through the rotunda of the Town Hall. In addition, the placement of the departments will maximize the use of the space programmatically and from a mandated perspective. It will also allow the Town to regain the Conference Room currently being utilized as the Food Pantry. The proposed plans have been reviewed with all departments impacted to ensure the reconfiguration will not impact operations or the public. Conceptual architectural plans and construction pricing were established utilizing current on-call vendors JHA and ACC. The proposed construction estimate would exceed the current approved threshold for ACC, so an increase is being requested. Additional scope and soft costs will be determined between town staff and additional contractors as needed.

**FUNDING:**

538.15.1532.0.54000.00300

**ACTION NEEDED:**

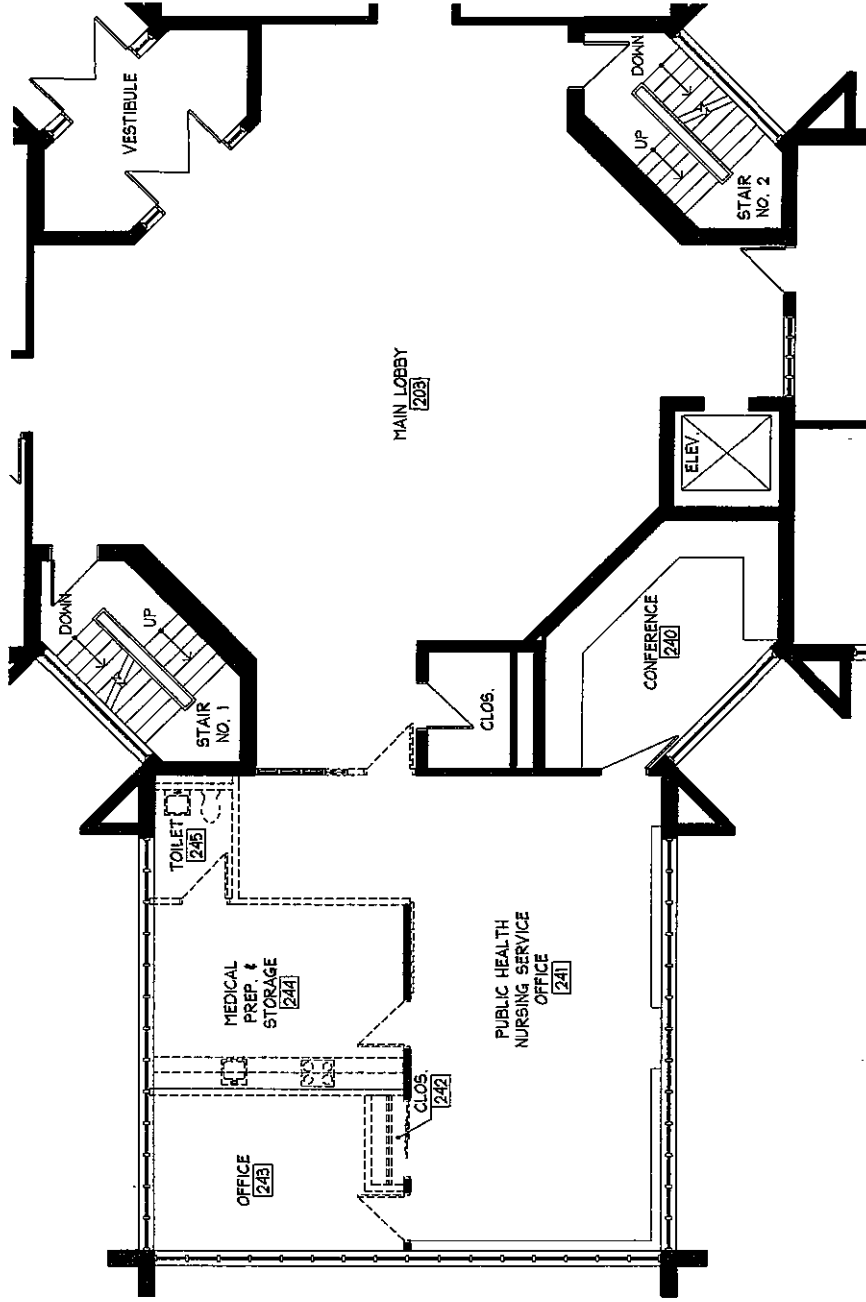
Move to approve the proposed reconfiguration of the VNA suite and plans provided by on-call contractors Jacunski Humes Architects (JHA) of Berlin, CT and construction estimate from MA & M dba Aresco Construction Company (ACC) of Middletown, CT for an amount not to exceed \$50,000.

**ATTACHMENTS:**

JHA Proposed Demolition Plan ✓  
JHA Proposed Floor Plan ✓  
ACC Budget Estimate Proposal ✓

**PREPARED BY:**

Douglas Solek, Director of Facilities



# LEGEND

- EXISTING WALLS TO REMAIN
- DEMOLISHED WALLS
- NEW STUD WALLS
- EXISTING DOOR TO REMAIN
- DOOR, FRAME, AND HARDWARE TO BE REMOVED
- NEW DOOR

**JH&H**  
JACUNSKI HUMES  
ARCHITECTS, LLC

15 MASSACHUSETT DRIVE  
SUITE 101  
BERLIN, CT 06037  
TEL. 860-523-9211  
FAX 860-523-9225

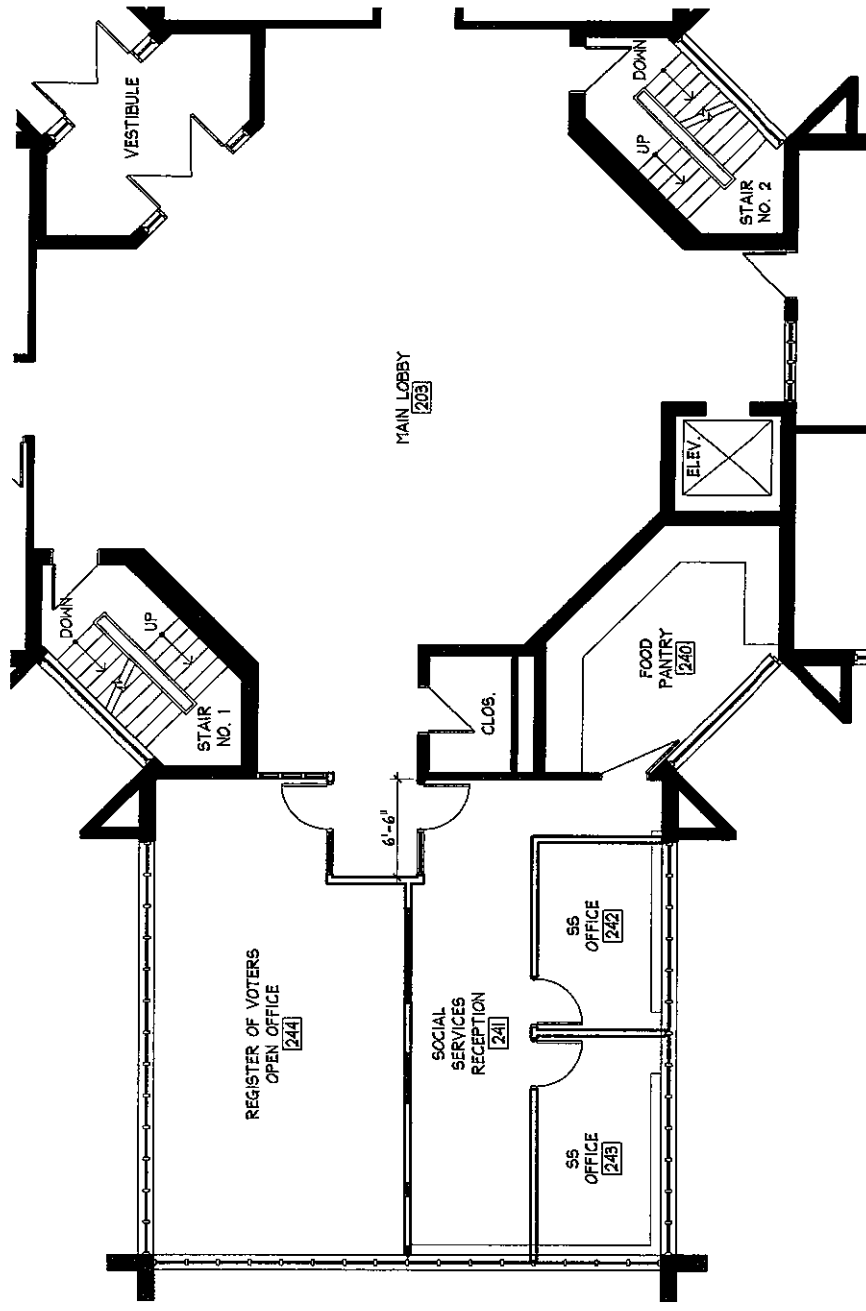
**BERLIN TOWN HALL**  
**VNA / PUBLIC HEALTH & NURSING SUITE**  
**RECONFIGURATION**  
**240 KENSINGTON ROAD**  
**BERLIN, CONNECTICUT**

**PROGRESS  
DRAWING**  
NOT FOR CONSTRUCTION  
November 22, 2024

**PARTIAL  
DEMOLITION PLAN**

PROJ. NO. J-0247  
DRAWING NO. D-1.0  
SCALE 1/8" = 1'-0"  
DATE:





# LEGEND

- EXISTING WALLS TO REMAIN
- DENOLISHED WALLS
- NEW STUD WALLS
- EXISTING DOOR TO REMAIN
- DOOR, FRAME, AND HARDWARE TO BE REMOVED
- NEW DOOR

**JH&H**  
**JACUNSKI HUMES**  
**ARCHITECTS, LLC**

15 MASSACHUSETTS DRIVE  
 SUITE 101  
 BERLIN, CT 06037  
 TEL. 860-534-9231  
 FAX 860-534-9223

**BERLIN TOWN HALL**  
**VNA / PUBLIC HEALTH & NURSING SUITE**  
**RECONFIGURATION**  
 240 KENSINGTON ROAD  
 BERLIN, CONNECTICUT

**PROGRESS DRAWING**  
 NOT FOR CONSTRUCTION  
 November 22, 2024

**PARTIAL FLOOR PLAN**  
 PROJ. NO. JH887  
 DRAWING NO. A-1.0  
 SCALE: 1/8" = 1'-0"  
 DATE:

General Contractors

**M.A. & M., Inc.**  
dba **ARESCO**  
**CONSTRUCTION**  
**COMPANY**

175 North Main Street  
Middletown, CT 06457  
Phone (860) 346-6621  
Fax (860) 344-8236

July 8, 2025

Mr. Doug Solek  
Director of Facilities  
Town of Berlin  
#11 Town Farm Lane  
Berlin, CT 06037

Re: VNA/ Public Health and Nursing Suite Updated pricing

Dear Mr. Solek :

The following is our budget cost for the work at the Town Hall VAN/ Public Health and Nursing Suite per your sketch dated 11/22/2024 and our recent site visit. We reworked the entry way to leave the existing door and create a second entrance into registrar of voters by remove window to lobby area and install a new door with one wall between the entry spaces and a cased opening into the registrar of voters. We also slightly modified the office walls. We have included now the demolition of the bathrooms walls and floors and patching of walls associated with that work as needed.

General Construction – demo walls, all ceilings, and millwork, install new walls, new acoustical ceilings, new doors and hardware, vinyl base on new walls

\$42,000

Any painting, flooring, MEP is by owner.

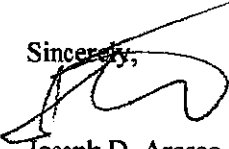
Add option for new R11 sound insulation above all ceilings

\$4,400

Add option to insulate main existing wall between suites if needed

\$3,500

Sincerely,



Joseph D. Aresco  
President

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** Demolition of Caretakers Home at no. 292 Deming Road

**Summary of Agenda Item:**

The caretaker's home at no. 292 Deming Road has been unoccupied for close to two decades and was sighted to be added to the Towns 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. The demolition of the structure has been identified in previous budget requests but has been deferred. An environmental survey was conducted and associated remediation and demolition costs have been provided by local and current contractors. Zarella Demolition, LLC of East Berlin, CT has provided the lowest all-inclusive cost which includes abatement and demolition in the amount of \$38,300 which includes a 20 percent project contingency.

**Funding:**

500.25.2541.0.53814.00000

**Action Needed:**

Move to approve a bid waiver for local contractor Zarella Demolition of East Berlin, CT in the amount of \$38,300 which includes a 20 percent project contingency for the abatement and demolition of the caretakers home located at no. 292 Deming Road, since this is in the best interest of the town.

**Attachments:**

Zarella Demolition Proposal and Licenses ✓  
Sufficiency of Funds ✓

**Prepared By:**

Douglas Solek, Director of Facilities *DS*

# BID PROPOSAL

ZARRELLA DEMOLITION, LLC  
392 BERLIN STREET  
EAST BERLIN, CT 06023

DATE	ESTIMATE NO.
7/10/2025	765

NAME / ADDRESS
Town of Berlin #11 Town Farm Lane Berlin, CT 06037

PROJECT
292 Deming Road, B...

DESCRIPTION
<p>ZARRELLA DEMOLITION, LLC IS PLEASED TO SUBMIT THE FOLLOWING QUOTE:</p> <p>RE: 292 DEMING ROAD, BERLIN, CT</p> <p>Work to consist of:</p> <p>Complete demolition and proper removal of structure located at 292 Deming Road, Berlin, CT</p> <p>Asbestos Abatement included</p> <p>Sewer and Water disconnects at the property line included</p> <p>All concrete to be removed and disposed of properly</p> <p>Clean fill to be brought in to match existing grade, topsoil and seeded</p> <p>All labor, equipment and supervision necessary to complete the job</p> <p>FOR THE SUM OF: THIRTY ONE THOUSAND NINE HUNDRED FOURTEEN DOLLARS AND 00 CENTS (\$31,914.50) PLUS (+) 6.35% CT SALES TAX IF APPLICABLE DUE UPON COMPLETION.</p> <p><b>**Owner Responsible for construction fencing if applicable**</b></p> <p><b>**Owner Responsible for Any/All Utility shut off's and disconnections from the buildings ( gas, electric, cable, phone, etc...) All Utility disconnect letters must be provided to Zarrella Demolition**</b></p> <p>All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an additional cost over and above this bid proposal.</p> <p>Upon signing you accept the terms and conditions of this proposal. A 1 1/2% monthly service fee will be added to any balance remaining after 30 days, Plus any collection costs and Attorney Fees.</p>

Authorized signature required upon approval. Thank you for the opportunity to quote your project.

SIGNATURE \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
203-667-4666	860-747-4258	rene@zarrellademolition.com	www.zarrellademolition.com





**State of Connecticut**  
**Department of Administrative Services**  
**Office of State Fire Marshal**

This Certificate is issued in Accordance with Connecticut General Statute's section 29-402 inclusive,  
by the Commissioner of the Connecticut Department of Administrative Services, which is non-transferable to:

**Zarrella Demolition LLC**

Licensed as a

**DEMOLITION CONTRACTOR**

Located at

**392 Berlin Street East Berlin, CT 06023**

Designated Technical Expert: LAWRENCE ZARRELLA

License No: DMCR.001303

License Class: CLASS A

Issuance Date: **07/01/2025**

Expiration Date: **06/30/2026**

Class A License is required for the demolition of any structure or portion thereof greater than two and one-half stories or 35 feet in height.

Class B License is required for the demolition of any structure or portion thereof equal to or less than two and one-half stories or 35 feet in height.

**Michelle H. Gilman**  
**Commissioner**

Dear ONE SOURCE ENVIRONMENTAL LLC,

Attached you will find your validated license for the coming year. Should you have any questions about your license renewal, please do not hesitate to write or call:


Department of Public Health  
P.O. Box 340308  
M.S.#12MQA  
Hartford, CT 06134-0308

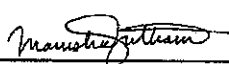
(860) 509-7603  
oplc.dph@ct.gov  
www.ct.gov/dph/license

Sincerely,




MANISHA JUTHANI, MD, COMMISSIONER  
DEPARTMENT OF PUBLIC HEALTH

EMPLOYER'S COPY		
STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH		
NAME		
ONE SOURCE ENVIRONMENTAL LLC		
VALIDATION NO.	LICENSE NO.	CURRENT THROUGH
03-138520	000688	09/30/25
PROFESSION		
ASBESTOS CONTRACTOR		
SIGNATURE		 COMMISSIONER

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH	
PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT	
THE INDIVIDUAL NAMED BELOW IS LICENSED BY THIS DEPARTMENT AS A	
ASBESTOS CONTRACTOR	
ONE SOURCE ENVIRONMENTAL LLC	LICENSE NO. 000688
	CURRENT THROUGH 09/30/25
	VALIDATION NO. 03-138520
SIGNATURE	 COMMISSIONER

INSTRUCTIONS:

1. Detach and sign each of the cards on this form
2. Display the large card in a prominent place in your office or place of business.
3. The wallet card is for you to carry on your person. If you do not wish to carry the wallet card, place it in a secure place.
4. The employer's copy is for persons who must demonstrate current licensure/certification in order to retain employment or privileges. The employer's card is to be presented to the employer and kept by them as a part of your personnel file. Only one copy of this card can be supplied to you.

WALLET CARD		
STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH		
NAME		
ONE SOURCE ENVIRONMENTAL LLC		
VALIDATION NO.	LICENSE NO.	CURRENT THROUGH
03-138520	000688	09/30/25
PROFESSION		
ASBESTOS CONTRACTOR		
SIGNATURE	 COMMISSIONER	



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jul-25

Demolition of Caretaker's home at 292 Deming Rd		Requested by:	Facilities	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT	
1.00	Demolition of Caretaker's Home at 292 Deming Rd	\$31,916.67	\$31,916.67	
1.00	Contingency (20%)	\$6,383.33	\$6,383.33	
TOTAL			\$38,300.00	

Account No. 500.25.2541.0.53814.00000- Contractual Services

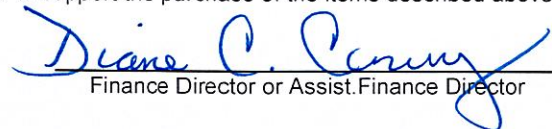
Budgeted Amount.....	\$70,000.00	Available balance.....	\$70,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$38,300.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$31,700.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

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

Agenda Item No. 6  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 8, 2025

**SUBJECT:** Purchase one Ford Police Expedition utilizing Connecticut Department of Administrative Services Contract #CT22PSX0133 for patrol work within the Police Department.

**Summary of Agenda Item:**

Within the FY25 town budget the Police Department received funding for a few new vehicles. Out of this funding the department has purchased one pickup truck and an Explore Patrol vehicle. This request (the last in this series) is for 2025 Ford Expedition.

Jim Simons, Fleet Manager, worked with McGovern Municipal HQ in Middletown CT to develop a specification and receive pricing utilizing a State DAS contract.

The cost of this vehicle is \$51,700 with a 5% contingency of \$2,585 bring cost of the vehicle to \$54,285.

**Funding:**

Police Vehicles account # 500.15.1532.0.54000.00004

**Action Needed:**

Move to approve the Purchase of one Ford Expedition XL utilizing Connecticut Department of Administrative Services Contract #CT22PSX0133 for the Police Department for an amount not to exceed \$54,285.

**Attachments:**

Certification of Sufficiency of Funds ✓

**Prepared By:**

*James C. Simons*  
James Simons, Fleet Manager





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Jul-25

Purchase Ford Police Expedition		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Ford Expedition XL	\$54,285.00	\$54,285.00
Account No. 500.15.1532.0.54000.00004			TOTAL \$54,285.00

Budgeted Amount.....	\$265,528.18	Available balance.....	\$110,795.54
Encumbrances to Date.....	\$4,206.42	Amount Needed for This Package.....	\$54,285.00
Expenditures to Date.....	\$150,526.22	Available Balance After Purchase.....	\$56,510.54

Is a budget change needed? ☐ Yes ☒ No

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

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

or:   
Finance Director or Assist. Finance Director

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

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

Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** Approve the purchase of tires for the Town of Berlin fleet from various vendors utilizing government pricing from Goodyear and Bridgestone, Michelin and Cooper.

**Summary of Agenda Item:**

Over the course of the FY26, the Fleet Garage is anticipating spending approximately \$45,000 on tires, wheels and related items. Tire manufacturers set the tire pricing/discounts for government agencies through purchasing agreements that can be statewide or national. The actual distribution of tires is through local vendors. If approved, the Town of Berlin will file the necessary paperwork with the vendors to utilize the government pricing for tires.

Those vendors are:

- Connecticut Tire of Berlin, CT
- Sullivan Tire of South Windsor, CT
- DiPietro Tire of New Britain, CT

The selection of which vendor is used depends on who can supply the tires or service most quickly at the best price. Connecticut Tire stocks mainly light vehicle tires, DiPietro Truck stocks tires and off-road equipment and Sullivan is a master distribution center for Goodyear.

The Fleet Garage also purchases "off brand" tires that are used on applications not requiring "pursuit" rated or matched set tires such as administrative vehicles, light vans and pickup trucks. For those, the fleet mechanics shop around looking for the best fit/price matching the needs. These purchases are also made through various tire vendors; best price and availability is the criteria for these tires.

**Funding:**

Funding for this expenditure is within the Municipal Garage FY 26 budget, "Tires" Account # 001.20.2035.0.53220.00000, with \$46,550 available

**Action Needed:**

Move to waive the Town's purchasing requirements and approve the purchase of tires from Connecticut Tire, Sullivan Tire and DiPietro Tire, utilizing government pricing from the tire manufacturers, in amount not to exceed \$45,000 as this is in the best interest of the Town.

**Attachments:**

Certification of Sufficiency of Funds ✓

**Prepared By:**

James Simons, Fleet Manager *James Simons*



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jul-25

Purchase of Tires by Municipal Garage		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Tires for Municipal Garage	\$45,000.00	\$45,000.00
TOTAL			\$45,000.00

Account No. 001.20.2035.0.53220.00000- Tires

Budgeted Amount.....	\$46,550.00	Available balance.....	\$46,550.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$45,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$1,550.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

Deane C. Conway  
Finance Director or Assist. Finance Director

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

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



Agenda Item No. 8  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 8, 2025

**SUBJECT:** Purchase auto parts and supplies from various vendors, some using consortium contracts, for the fiscal year 2026.

**Summary of Agenda Item:**

Over the course of the fiscal year 2026, the Fleet Garage is anticipating utilizing various vendors for auto parts and supplies for both cars and heavy-duty trucks. The Garage receives a minimum of two price quotes for approximately 80 percent of the purchases and evaluates each for both cost and availability. The Garage will then purchase from the vendor that best suits the Town's operation at that point in time.

Some of these vendors have contracts through purchasing agreements, the State of Connecticut Department of Administrative Services, U.S. Communities, and Sourcewell that will cover these expenditures.

Jim Simons has anticipated the following expenditures for the Fiscal Year 2026:

N.A.P.A. Auto	\$45,000	Sourcewell Contract #100124-GPC
Tasca Ford	\$15,000	No Current Contract
Monaco Ford	\$15,000	No Current Contract
Municipal Truck Parts	\$25,000	No Current Contract
Columbia Ford	\$40,000	State of CT. Contract # 23PSX0211

**Funding:**

"Funding is located within the Fleet Garage budget, Account # 001.20.2035.0.53233.00000 Auto Parts. Cumulatively, the expenditures listed above, and other vendors approved for less than \$15,000 will not exceed \$175,000 from our Auto Parts Account. If the need arises to expend more than \$175,000 in total, a budget transfer will be submitted for Town Council and Board of Finance approval."

**Action Needed:**

Move to approve the purchase of auto parts and supplies using the Sourcewell Contract (100124-GPC) from N.A.P.A. Auto Parts for an amount not to exceed \$45,000.

Move to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Tasca Ford for an amount not to exceed \$15,000, as this is in the best interest of the town.



Move to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Monaco Ford for an amount not to exceed \$15,000, as this is in the best interest of the town.

Move to waive the Town's bidding procedures, and to approve the purchase of auto parts and supplies from Municipal Truck Parts for an amount not to exceed \$25,000, as this is in the best interest of the town.

Move to approve the purchase of auto parts and supplies using the State of Connecticut Department of Administrative Services Contract # 23PSX0211 from Columbia Ford for an amount not to exceed \$40,000.

**Attachments:**

None

**Prepared By:**

James C. Simons, Fleet Manager

A handwritten signature in blue ink, appearing to read "James C. Simons", is written over the printed name.

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 10, 2025

**SUBJECT:** Purchase of firefighter personal protective equipment (PPE) from various vendors as needed.

**Summary of Agenda Item:**

Each year the Town of Berlin Fire Department (TOB-FD) replaces a percentage of the PPE it uses. Garments are replaced based on an annual review and inspection. The inspection considers the age, wear, and condition. The review takes into consideration the level of participation of the firefighter. The PPE inspected includes turnout coats and pants, boots, helmets, gloves, and water PPE.

The TOB-FD requests that Lion Apparel be awarded the main PPE ensemble (Coats and Pants) contract, purchased via their local distributor C & S Specialty through NPPgov Contract # PS60065. This will be the sixth year Berlin's firefighters' turn-out coats and pants are manufactured by Lion Apparel. We have received complimentary reviews from our members pertaining to the wearability, durability and interactions with C&S and Lion. The cost per set is \$4,180.15.

Other purchases include boots, helmets, gloves, and rescue harnesses. The vendors for these purchases are:

- Firematic Supply, Rocky Hill, CT
- Fire Tech and Safety, Tyngsborough, MA
- The Fire Store, Coatesville, PA
- Dragon Fire, Chesterfield, VA
- Grainger, Lake Forest, IL

Selection of Vendor relies on price and availability.

The additional funding will replace the rescue harnesses used by firefighters on ladder trucks and rescue squads.

Quantity of items being purchased:

- 10 pairs of boots
- 10 helmets
- 18 sets of PPE for primary use

**Funding:**

- Protective clothing #001.15.1531.0.53216.00000 -\$100,000

**Action Needed:**

Move 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.

Move to approve the purchase of Globe Fire boots from Firematic Supply for an amount not to exceed \$10,000.

Move to approve the purchase of Carnies Helmets from Fire Tech industries to exceed \$10,000.

**Attachments:**

Certification of Sufficiency of Funds ✓

**Prepared By:**

James C. Simons, Fire Chief

A handwritten signature in blue ink, appearing to read "James C. Simons", is written over the printed name.



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 10-Jul-25

Firefighter Personal Protective Equipment		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Boots & Helmets	\$95,000.00	\$95,000.00
1.00	Gemtor Rescue Harnesses	\$6,000.00	\$6,000.00
1	PPE	6,000.00	\$6,000.00
TOTAL			\$107,000.00

Account No. 001.15.1531.0.53216.00000- Protective Clothing  
001.15.1531.0.53229.00000- Rescue Equipment  
001.15.1531.0.53208.00000- Equipment

Budgeted Amount.....	\$142,000.00	Available balance.....	\$142,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$107,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$35,000.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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

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



Agenda Item No. 10  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** July 7, 2025  
**SUBJECT:** Modification to Firefighter Incentive Program

**Summary of Agenda Item:**

The Town of Berlin provides incentive payments to its volunteer firefighters that are meant to defray the expense associated with responding to emergency calls for service, and to assist with the retention of certified fire personnel. Currently, these payments include (1) an annual stipend, (2) a "per-call" payment, and (3) an annual contribution to a retirement account.

It has been several years since the town has evaluated these incentive programs. In an effort to more appropriately incentivize and reward the efforts of our firefighters, and to simplify the administration of the programs, Chief James C. Simons has submitted a proposed revision consistent with his budget.

Specifically, the revision increases annual stipends for firefighters and provides separate annual payments to company training officers and medically certified members (Emergency Medical Responders and Emergency Medical Technicians). In addition, it provides a consistent definition of eligibility ("good standing") amongst the programs.

This revision will require modification of agreements between the town and its four fire companies. As such, it requires the approval of the Town Council. We propose to proceed by first briefing the Fire Services Committee on the plan and proposed revisions.

**Funding:**

**Action Needed:**

Move to refer the topic of the revision of the firefighter incentive programs to the Council's Fire Services Committee.

**Attachments:**

Schedule A and Incentive Requirements ✓

**Prepared By:**

  
Jim Simons, Fire Chief

## Schedule A

<b>Current status</b>				
<b>Rank</b>	<b>Description</b>	<b>Reward</b>	<b># of Staff</b>	<b>Total for Year</b>
Firefighter	State Certified	\$ 800	19	\$ 15,200
Driver Operator	State Certified + Trained , lic DMV Class B or Q	\$ 1,000	14	\$ 14,000
Officer	LT./ Engineer	\$ 1,200	10	\$ 12,000
Admin Officer	Captain and above	\$ 1,400	14	\$ 19,600
<b>Sub-Total</b>				\$ 60,800

<b>Proposed Changes</b>				
<b>Rank</b>	<b>Description</b>	<b>Reward</b>	<b># of Staff</b>	
Firefighter	State Certified	\$ 1,000	19	\$ 19,000
Driver Operator	State Certified + Trained , lic DMV Class B or Q	\$ 1,300	14	\$ 18,200
Officer	Leut. / Capt. Meeting the Current Standards spelled out in FD Policy	\$ 1,500	15	\$ 22,500
Chief Officer	Chief or Assistant Chief Meeting the Current Standards spelled out in FD	\$ 1,700	9	\$ 15,300
<b>Sub-Total</b>				\$ 75,000

<b>Additional duties</b>				
<b>Rank</b>	<b>Description</b>	<b>Reward</b>	<b># of Staff</b>	
Training Officer and or Foreman, engineer	Company Training officer, Engineer or Forman	\$ 200	8	\$ 1,600
Medically certified	Firefighter EMR/EMT	\$ 200	42	\$ 8,400
<b>Sub-Total</b>				\$ 10,000
<b>Grand total</b>				\$ 85,000

<b>Paid on Call</b>	<b>Point worth \$10 per point</b>	<b>Total</b>
Incident Response	3 Points for each incident responding to, only to responses that are actually responded to	\$ 30
Public Appearance of fire Watch,	10 points awarded for <u>preapproved</u> details of 4 hours, Fire Watch, Pub Ed , Stand bys	\$ 100
Robert Wolf	Must be a member in good standing (See Attached)	\$ 500

Note that there are approximately 10 Probationary Firefighters town-wide. If all successfully pass initial FF1 certification, it would have a \$10,000 impact on a subsequent budget.



Town of Berlin Fire Departments

**BERLIN, EAST BERLIN, KENSINGTON, SOUTH KENSINGTON**

240 Kensington Road  
Berlin, CT 06037

**~~Paid On-Call Program~~**  
**Schedule A and Incentive Requirements**

**PURPOSE:**

This plan provides Monetary Compensation to the Active Firefighters of the Town of Berlin in an effort to provide assistance to cover the firefighter's expenses during the execution of their duties.

The Paid On-Call program is an additional incentive for those members who, on an annual basis, have successfully completed the required training and Firefighter in Good Standing Points necessary to be recognized as an Active Firefighter in good standing within one of the Town of Berlin Fire Departments.

The Robert Wolfe Programs provides a monetary payment into the Firefighters 401 for each firefighter in "Good Standing"

**SCOPE:**

This plan applies to all "Active Firefighters in Good Standing" within the Town of Berlin Fire Departments.

**DEFINITIONS:**

**Annual Stipend**

An Annual Stipend shall be awarded to an Active Firefighter that maintains their affiliation to a Fire Company and is in good standing. Each Firefighter shall maintain a required standard of training set forth by the Board of Fire Chiefs. The required training shall include but is not limited to the yearly State and Federal Certifications and Re-Certifications along with a minimum of twelve department drills, outside training, Department meetings and work sessions. The stipend will be earned in the previous calendar year.

**Paid On-Call:**

In this section the firefighter shall receive compensation for each time he/she responds to a Call for Duty.

• **Points and Payment Structure**

A point represents a value that is used to calculate Firefighters participation for a Call to Duty. A point will have a monetary value of \$10.00. Incident Response shall be awarded 3 points for each response. ~~The Officer In Charge shall be responsible for entering the appropriate response code. The Board of Fire Chiefs shall provide quality assurance. Responses shall be broken into two categories and entered into assigned the following points in the Firehouse Recordkeeping System by the end of each quarter.~~ It is the Company Chiefs' responsibility to ensure their company incident report and attendance section is properly entered in the Firehouse Record

keeping system by the end of each quarter. Attendance records shall be faxed into the Fire Administration office immediately following the event. ~~The Officer In Charge shall be responsible for entering the appropriate response code.~~

Incident Responses include but not limited to: ~~Emergency/Non-Emergency Calls = 3 Points~~

Including but not limited to:

- Structure, Vehicle, Brush and Grass Fires
- MVA w/ Injuries
- Rescue Incidents
- Automatic Alarms
- Pump Out
- Hazardous Materials Incidents
- MVA w/ No Injuries
- Electrical Emergency
- CO Incident
- Lock-outs
- Investigations
- Assists other Agencies and Mutual Aid
- Good Intent
- Other: \_\_\_\_\_

~~Fire Watch—6 points~~

**Additional Duties (Compensated Paid out for) -10 points**

Fireworks

Fair Fire Watch

Fire Watch

Public Education

Robert Wolfe:

The Robert Wolfe Programs provides a monetary payment into the Firefighters 401 for each firefighter in "Good Standing"

### **Firefighter in Good Standing:**

To participate in the Paid On-Call, **Stipend and the Fire Watch** Program a firefighter shall be considered to be a "Firefighter in Good Standing" by meeting the following requirements and earning a total of 30 points a year (There is no monetary value associated with the points awarded under this category):

- State of Connecticut Firefighter-I or approval by ~~Board of Fire Chiefs~~ Chief of Fire Services
- **20% of the Companies Available Calls\*** Availability is calculated by providing 60hrs a week of off time
- Attend a minimum of twelve department training sessions including but not limited to **Mandatory and Online** training for the previous calendar year (1 Point)
- Attend a minimum of six department Business Meetings (1 Point)
- Outside Training Sessions  
(0 – 16 Hours – 5 Points, 17 – 48 Hours – 10 Points, 49 Hours or Longer – 15 Points)



- Department Meetings (1 Point)
- Work Sessions (1 Point)
- Rank (Chief – 8 Points, Asst. Chief – 7 Points, Captain – 6, Active Officers – 5, Commissioners – 2)

### **Mandatory Annual Training:**

Mandatory Annual training is required to comply with local, state and federal guidelines to operate at emergency scenes. Mandatory Annual Training shall include but not be limited to:

- SCBA/Fit Test (Classroom, Practical and Fit Testing)
- Blood borne Pathogens
- CPR-AED (Hold a current card and show proficiency)
- Hazardous Materials Operational (Certification or Re-certification)
- Live Fire Training
- Incident Command System (N.I.M.S.)
- Behavioral Management, Sexual Harassment and Work Place Violence
- Completion of all online training

### **Fire Watch Procedures**

#### **Additional Duties**

Any request for ~~Fire Watches~~ **Additional Duties** shall be coordinated through the Fire Administrators office. Any

Department providing this ~~fire-watch~~ **Additional Duties** services, shall forward those requests to the Fire Administrators Office for purposes of ensuring the positions are filled, as well as the proper documentation and budgeting requirements. All ~~Fire-watches~~ **Additional Duties** shall be evenly divided among all four departments. If a department cannot provide personnel to cover their portion of a watch, it will then be put out on a first come, first serve basis. All ~~Fire-Watch~~ **Additional Duties** (as listed above) shall be given ~~6~~ **10** points (generally a watch will be ~~3~~ **4** hours and no longer than 5 hours). The Town of Berlin Fire Departments will compensate a pre-determined number of firefighters per hour, per event. All Fire Personnel shall be dressed neatly and dressed in Station Uniforms or Cargo pants and a Company Shirt, which will clearly identify them as FD personnel.

#### **Personnel Training Requirements**

- Minimum of Firefighter 1
- Medical Minimum – EMR (for medical positions)

#### **Staffing**

- Fireworks: 1 Driver/Operator, 2 Firefighters and 1 Supervisor  
- Secondary crew for fireworks: 1 Driver, 2 Firefighters and 1 Supervisor
- Fair Fire Watch: 2 Drivers/Operators, 2 Firefighters, 1 Medical and 1 Supervisor
- Fire Watch (due to lack of fire alarm or suppression system): 1 Firefighter
- **Public Appearance/Education: 2 Firefighters**

## Firefighter Categories:

Each firefighter's duties and responsibilities vary greatly. The amount of time it takes to full fill a position and responsibility that accompanies each position differs greatly. This plan acknowledges and awards for those differences.

An Annual Stipend shall be paid for the ~~four~~ Firefighter categories:

See Attached Spread sheet:

- ~~1. Certified Firefighter or approved Support Staff: \$ 800.00~~
- ~~2. Driver/Operator: \$1,000.00~~
- ~~3. Active Officer (Up to Captain) \$1,200.00~~
- ~~4. Administrative Officer (Captain and above) \$1,400.00~~

- Firefighter: State Certified minimum FF1 or approved Support Staff
- Driver Operator: cleared to drive and operate the two primary pieces in their company
- Line Officer: Captain, Lieutenant, meeting the certifications within the TOBFD's policy
- Chief Officer: Chief, Assistant Chief, EMS Chief, meeting the certifications within the TOBFD's policy

Additional Pay received for items listed below:

- Training Officer: Meeting the certifications within the TOBFD's policy
- Engineer/Forman: one per company
- Medically certified: State certified EMR or EMT

## POLICY:

### Stipend:

An Active Firefighter in Good Standing shall be paid a Stipend for their service during the year. The Stipend shall be divided into four pay periods and paid out quarterly.

*Example: A Firefighter receives \$800 annually. The payment should be \$200 for each pay period.*

### Pay Periods

July 1<sup>st</sup> through September 30<sup>th</sup>  
October 1<sup>st</sup> through December 31<sup>st</sup>  
January 1<sup>st</sup> through March 31<sup>st</sup>  
April 1<sup>st</sup> through June 30<sup>th</sup>

### Payment Date

By October 30<sup>th</sup>  
By January 30<sup>th</sup>  
By April 30<sup>th</sup>  
By July 30<sup>th</sup>

### Paid On-Call:

Each time a Firefighter responds to a call they will receive a point(s) as predetermined within the plan. For each point earned during a pay period the Firefighter shall receive that additional compensation. The additional compensation shall be added to their stipend check quarterly.



## **Record Keeping:**

Attendance records shall be recorded and maintained on the town's Fire recording software program. The Administrative Secretary shall prepare the quarterly reports for payment utilizing the payment form provided. The fire companies shall complete all fire reports by the last day of the month. All requests for payment shall be completed and approved by the Chief of Fire Services ~~Fire Administrator~~ no later than one week after the pay period.

A Town of Berlin Fire Departments Response Form will be faxed at the completion of each reportable activity to the Administrative Secretary at 860-828-8912. The form shall include TOB Incident Number, Type of Call, Points Awarded, Type of Activity, Firefighter Name, Firefighter Signature, and Department Officer In-Charge. This form will not replace the NFIRS 902 Report.

## **DISCIPLINE:**

Any member who fraudulently violates these guidelines will be immediately suspended from the Paid On-Call Program for a period of six months.

Upon the second offence by a member, they will lose their privilege to participate in the Paid On-Call program for a period of 1 year.

The member will also be subject to their departments' discipline process.

The Chief of the affected ~~department~~ Company shall conduct an investigation which may include, but not limited to review written and or electronic records, witness statements and the statements of the offending member.

Members interviewed as part of the investigation shall answer all questions truthfully and directly as it may relate to any investigation. No member shall obstruct, hinder, or impede any investigation.

The Chief retains the right to treat each occurrence upon its individual merits without creating any precedent for the treatment of any other situation, which may arise in the future. A member's previous record may be considered and more or less action may be taken depending on the circumstances and the member's service record.

## **APPEALS PROCEDURE**

The Appeals Board will be comprised of 1 Chief Officer from the remaining 3 departments not involved with the infraction.

If a member requests an appeal, they shall submit through the Chief of their respective department, a written request to bring the appeal to the Board of Fire Chiefs. Requests shall be made within 7 days of the Chief's notice of suspension from the Paid On-Call program. The member shall state the facts given, rise to the appeal, identify the violation, and indicate what relief is sought. The request shall be signed by the Chief and forwarded to the Board of Fire Chiefs within 3 days of the receipt of the request. The Board of Fire Chiefs shall call a hearing within 7 days to review the appeal and hear from the member and any other members involved. The Board of Fire Chiefs may do any of the following:

1. Overturn the disciplinary decision
2. Concur with the decision
3. Modify the decision

The Board of Fire Chiefs shall render a decision within 3 days of the hearing and will notify the Chief of Fire Services ~~Town Manager~~ and affected member of the findings of the Board.

The decision by the Board of Fire Chiefs shall be final.

The preceding document has been approved by the following:

\_\_\_\_\_  
Town Manager      Date  
Ryan Curley

\_\_\_\_\_  
Chief of Fire Services      Date  
James Simons

\_\_\_\_\_  
Chief Jonn Massirio      Date  
Berlin Fire Department

\_\_\_\_\_  
Chief Thomas Farr II      Date  
East Berlin Fire Department

\_\_\_\_\_  
Chief Jeff Pajor      Date  
Kensington Fire Department

\_\_\_\_\_  
Chief Andrew Hrubiec      Date  
South Kensington Fire Department



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

**FROM: Ryan Curley, Town Manager**

**DATE: July 17, 2025**

**SUBJECT: Discussion about Project and Budget Status concerning 55 Steele Boulevard and approval of Loureiro Engineering Contract Amendments**

**Summary of Agenda Item:**

55 Steele Boulevard is a brownfields site that is the last phase of the larger Steele Center Transit Oriented Development (TOD) redevelopment project that is being undertaken by Newport Realty Group LLC. The Town sold the 55 Steele Boulevard to Newport Realty Group LLC on May 8, 2025, but the Town is still responsible for completing the remediation of the site. The Steele Center project is comprised of 1 commercial building, 1 residential building and 2 mixed-use buildings totaling approximately 86,000 square feet including 18,600 square feet of commercial space and 72 residential units, plus the renovation of a 2,800 square foot building at 861 Farmington Avenue. Newport has already completed a significant portion of the Steele Center project, including the construction of buildings at 9, 10 and 29 Steele Boulevard with about 22,000 square feet of commercial space and 20 apartments. 55 Steele Boulevard construction is proceeding at a good pace since the closing. The building slab was poured, and first floor framing was completed. Newport also completed and tenanted a project involving the renovation of 861 Farmington Avenue with a first-floor commercial space and a second-floor apartment. Newport installed a sub-slab ventilation system at 861 Farmington Avenue as part of the Town's Remedial Action Plan (RAP) for 55 Steele Boulevard to address migration of the groundwater plume and an Environmental Land Use Restriction was filed on the Land Records. 55 Steele Boulevard will be developed as 52 mixed income apartments; 30% of the units will be affordable to tenants at 80% or less of the area median income.

Costs to complete the remediation and verification for 55 Steele Boulevard include the Town's contract and change orders now totaling \$1,418,897 with the remediation contractor B&W Paving. Other major project costs to date have included costs for environmental consulting services with Loureiro Engineering (the Town's Licensed Environmental Professional for the project), costs to remove hazardous wastes and demolish the Pioneer Precision buildings formerly on the site, and costs to remove asbestos containing fill that was encountered in association with the construction of Steele Boulevard. The funds available for the 55 Steele Boulevard remediation project are four State grants totaling \$1,182,835, a State forgivable loan of \$360,000, a Capitol Region Council of Governments (CRCOG) / U. S. Environmental Protection Agency (EPA) grant of \$200,000, a Newport contribution of \$40,000, a \$40,000 Town match to the State grants, a \$100,000 Town match to the CRCOG/EPA grant, a \$50,000 Town match to the State forgivable loan, a \$360,000 Town appropriation intended as a bridge loan in anticipation of execution of a State/Town contract

for the forgivable loan, and a \$150,000 Town appropriation approved in April 2025 to address added project costs for a retaining wall and related work to keep contaminated fill on-site, beneath the cap/geomembrane, to avoid the large cost of removing contaminated materials from the site.

Staff asked Loureiro Engineering for an updated estimate of its costs through project completion. Anticipated future project costs that are not yet fully encumbered through purchase orders include the following:

- Loureiro completion of investigation report (this is on the Town Council agenda to be paid for by State funds).
- Installation of replacement monitoring wells on the 55 Steele Boulevard site.
- Additional groundwater monitoring on-site and off-site to demonstrate groundwater compliance.
- Costs associated with preparing and filing an Environmental Land Use Restriction (EUR) to be filed concerning 55 Steele Boulevard in accordance with the Remedial Action Plan.
- Costs associated with preparing and filing an Environmental Land Use Restriction to be filed concerning 873 Farmington Avenue in accordance with the Remedial Action Plan, if required.
- Testing of piles to be excavated at 30 Steele Boulevard for the subsurface detention system for the Steele Boulevard and project drainage system. Newport will be paying for the cost to install the subsurface detention system.
- PFAS testing, as required (some funds are encumbered for this purpose).
- Completion of a remedial action verification report to be submitted to Connecticut Department of Energy and Environmental Protection (DEEP) to demonstrate that the property has been remediated.
- Completion of a report to DEEP regarding completion of the Engineered Control (EC) (geomembrane).
- Costs to remove and close monitoring wells (some funds are encumbered for this purpose, or costs will be paid by insurance).
- Ongoing DEEP monitoring and reporting requirements related to the ground water, the three EURs, and the EC.
- Contingency.

Loureiro Engineering estimates the costs to verification to be in the range of \$246,264 to \$321,864. After verification there will be annual inspections, monitoring, and reporting required and that is estimated at \$36,360 per year.

At this point, a portion of the \$360,000 Town appropriation intended as a bridge loan in anticipation of execution of a State/Town contract for the forgivable loan will need to be used for the project unless other funding sources are secured, as described below and considering the cost estimates in the exhibits to this Town Council item.

In addition to these costs related to 55 Steele Boulevard, there will be environmental costs related to 30 Steele Boulevard, the future site of Steele Boulevard Park. Soil is being excavated from 30 Steele Boulevard for the installation of a subsurface detention system that is part of the drainage system for Steele Boulevard and the development project. The Town owns the parcel, but Newport will install the subsurface system pursuant to its cost share agreement with the Town. The material

pile that was related to Steele Boulevard construction was recently removed and this made possible the digging of test pits and the testing on the soils that will be excavated for the subsurface system. Staff proceeded with this work through an approved bid waiver. These samples were found to have contamination so additional costs will be incurred to handle these soils. Dialogue has continued about testing and disposal options to find the best method to handle the soils at 30 Steele Boulevard. In the initial sampling round six test pits were excavated and sampled and there were exceedances in multiple test pits, but one sample stood out because it had a higher level of polycyclic aromatic hydrocarbons (PAHs). Loureiro is recommending additional sampling and evaluation of options.

Loureiro has submitted four proposals related to its continued work on the overall project. First is a proposal for additional general consulting services related to 55 Steele Boulevard. In March the Town Council approved a proposal of \$25,000 dated March 11, 2025, to provide continuing environmental consulting services for the 55 Steele Boulevard remediation project. This amount needs to be increased to cover costs related to the project through the end of the calendar year. Loureiro is recommending an additional budget for these services of \$40,000 and has submitted the attached proposal in the amount of \$65,000 for these services. The hourly rates charged are Loureiro's hourly rates with the Connecticut Department of Administrative Services. Proposed funding for this activity is \$27,500 from 504.10.1017.0.54000.01624 (Farmington Ave Development (non-grant) account) & \$12,500 from the 540.10.1017.0.53961.00000 (Municipal Brownfields Grant account).

The second and third proposals from Loureiro are in the amounts of \$10,720 and \$6,500 concerning services related to 30 Steele Boulevard. Due to the important and timely need to complete the 30 Steele Boulevard work to support the 55 Steele Boulevard development project, an approval/bid waiver was obtained from the Town Manager for these proposals that total \$17,220 in consulting services. These services include the initial round of testing of soils on the property, review of disposal options and pricing, a second round of sampling to better delineate the soils and to rule out a release as the source of the higher PAHs in one test pit, and for developing a recommendation for the best option for handling of these soils. On-site and off-site disposal options are being considered.

The fourth proposal in the amount of \$3,500 related to work on a 5-year filing related to the Environmental Land Use restriction (EUR) that was filed for 861 Farmington Avenue as required by the Town's Remedial Action Plan (RAP) for 55 Steele Boulevard due to groundwater migration from the 55 Steele Boulevard site.

Based on projected costs, it is expected that the Town may need to tap a portion of the \$360,000 bridge funding for the projects. Staff are also working on a possible supplemental State grant and on insurance reimbursements for off-site costs. Additional money from these sources would offset projected Town costs. .

It will take several years to complete closeout of the 55 Steele Boulevard remediation project. Staff will provide the Town Council with periodic financial updates.

**Funding:**

The additional \$40,000 in costs related to the 55 Steele Boulevard project will be charged as follows:

- \$27,500 from 504.10.1017.0.54000.01624 (Farmington Ave Development (non-grant) account)
- \$12,500 from the 540.10.1017.0.53961.00000 (Municipal Brownfields Grant account).

The \$17,720 approved as a bid waiver by the Town Manager for the 30 Steele Boulevard proposals was charged to 504.10.1017.0.54000.01624 (Farmington Ave Development (non-grant account)). The \$3,500 cost for the 861 Farmington Avenue EUR services will be charged to account # 540.10.1017.0.53961.00000 (Municipal Brownfields Grant account).

**Action Needed:**

Move to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$40,000 for continuing environmental consulting services for the 55 Steele Boulevard remediation project funded by \$27,500 from the Farmington Ave Development (non-grant) Account and \$12,500 from the Municipal Brownfields Grant account, and a \$3,500 contract for EUR services related to 861 Farmington Avenue charged to the Municipal Brownfields Grant account, as this is in the best interest of the Town.

**Attachments:**

1. Loureiro estimate of future closure costs for 55 Steele Boulevard.
2. Loureiro estimate of future post verification costs for annual inspections, monitoring, and reporting.
3. Loureiro proposal for continuing environmental consulting services at 55 Steele Boulevard.
4. Loureiro proposals for environmental consulting services related to 30 Steele Boulevard.
5. Loureiro proposal for 861 Farmington Avenue EUR related services.
6. Sufficiency of funds.

**Prepared By:**

Christopher Edge, Economic Development Director  
Michael Ahern, Director of Public Works





**Projected Costs to BRRP Completion**  
**55 Steele Boulevard**

<b>Item</b>	<b>Low</b>	<b>High</b>	<b>Amount Covered Under Existing LEA Contracts</b>
COI Report and DEEP Form	\$9,500	\$9,500	\$9,500
Engineered Control Completion Statement and As-Built Drawings	\$3,500	\$5,500	\$0
Replacement Monitoring Wells	\$21,000	\$23,000	\$0
Groundwater RSR Compliance Monitoring (4 monitoring events)	\$46,000	\$48,000	\$3,850
55 Steele BLVD EUR Application and Exhibits	\$15,000	\$20,000	\$0
873 Farmington AVE Passive Ventilation System Construction Oversight	\$5,000	\$5,000	\$5,000
873 Farmington AVE EUR Application and Exhibits	\$10,000	\$15,000	\$0
873 Farmington AVE Passive Venting System Upgrades to Active Venting	\$5,000	\$10,000	\$0
30 Steele BLVD Detention Basin Soil Disposal Characterization *	\$10,720	\$10,720	\$0
Two Supplemental PFAS Sampling Events	\$12,000	\$13,000	\$1,471
RAP Completion Report	\$10,000	\$15,000	\$0
LEP Verification Report	\$20,000	\$30,000	\$0
DOT Farmington Ave. ROW Monitoring Well Abandonment	\$12,500	\$13,500	\$6,330
Miscellaneous Technical/Regulatory Support (2 years)	\$25,000	\$50,000	\$0
<b>Total Estimate</b>	<b>\$205,220</b>	<b>\$268,220</b>	
Contingency (20%)	\$41,044	\$53,644	
<b>Total Estimate with Contingency</b>	<b>\$246,264</b>	<b>\$321,864</b>	

**Notes:**

BRRP = Connecticut Brownfield Remediation and Revitalization Program

\* - Indicates LEA proposal submitted but contract amendment pending.

**Post-BRRP Closure Cost Estimates - Years 1 through 5**  
**55 Steele Boulevard**

<b>Item</b>	<b>Estimated Annual Cost</b>	<b>Units</b>	<b>5 Year Projected Cost</b>
Semi-Annual Engineered Control Inspections	\$500	5	\$2,500
Annual EUR Inspection - 55 Steele	\$500	5	\$2,500
5 Year LEP Certification of EUR - 55 Steele	\$2,000	1	\$2,000
Annual EUR Inspection - 861 Farmington	\$500	5	\$2,500
5 Year LEP Certification of EUR - 861 Farmington	\$1,500	1	\$1,500
Annual EUR Inspection - 873 Farmington	\$500	5	\$2,500
5 Year LEP Certification of EUR - 873 Farmington	\$1,500	1	\$1,500
Routine Monitoring Well Maintenance (excluding replacement)	\$300	5	\$1,500
Semi-Annual Engineered Control Groundwater Monitoring	\$18,000	5	\$90,000
Annual Engineered Control Inspection and Monitoring Report	\$5,000	5	\$25,000
<b>Total Estimate</b>	<b>\$30,300</b>		<b>\$131,500</b>
Contingency (20%)	\$6,060		\$26,300
<b>Total Estimate with Contingency</b>	<b>\$36,360</b>		<b>\$157,800</b>

**Assumptions**

1. Cost projections do not include maintenance of pavement, building slabs or other engineered control components. It is assumed that the property owner will perform these tasks as part of the property maintenance and in accordance with requirements of the EUR.
2. Groundwater monitoring to include sampling of nine monitoring wells for VOCs, ETPH, PAHs and metals per DEEP approved engineered control monitoring plan.
3. Annual reporting required by DEEP for the engineered control inspections and monitoring.
4. EUR inspection forms must be maintained at the property and available for review by DEEP upon request.

**Notes:**

BRRP = Connecticut Brownfield Remediation and Revitalization Program



July 14, 2025

**Town of Berlin**

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

Attn: Mr. Ryan Curley

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

Dear Mr. Curley:

In response to your request, Loureiro Engineering Associates, Inc. (hereinafter "LEA" or "Consultant") is pleased to submit this Amendment 2 to our existing Agreement "Revised Proposal for Additional Engineering Services, 55 Steele Boulevard Engineered Control" dated July 17, 2024. This Amendment 2 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.**

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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).

This Amendment 2 will modify the time and materials budget for Task 4 from \$25,000 to \$65,000.

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.**

Emily Kelting, P.E.  
Project Manager

Attachments: 1 -Hourly Rate Schedule

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**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

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July 15, 2025

**Town of Berlin**

240 Kensington Road  
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

**RE: Proposal for Soil Waste Characterization Sampling – Proposed Detention Basin Farmington at Steele Transit Oriented Development Project**

Dear Mr. Mahoney:

As requested, Loureiro Engineering Associates, Inc. (LEA) is pleased to present this proposal to the Town of Berlin (the Town) for waste characterization sampling of soil from the proposed detention basin at 30 Steele Boulevard. LEA understands that approximately 600 cubic yards of soil will be excavated from the detention basin footprint for reuse as part of the Steele Transit Oriented Development Project or disposal offsite at a licensed facility. As indicated below, a review of various options is ongoing.

At the request of the Town, LEA collected soil samples for laboratory analysis on July 7, 2025 to facilitate review of options for disposition of the material (e.g. onsite reuse or offsite disposal at an approved landfill). Grab samples and composites were collected from six test pits excavated at the direction of LEA by the Site construction contractor. The following sample quantities were collected and analyzed by a Connecticut Department of Administrative Services (DAS) approved laboratory on an expedited 72 hour turnaround time:

- (3) Volatile organic compounds by EPA Method 8260D
- (3) Semivolatile organic compounds (SVOCs) by EPA Method 8270E
- (2) SVOCs by the Synthetic Precipitation Leaching Procedure
- (6) Extractable total petroleum hydrocarbons
- (3) Total RCRA 8 metals (plus copper, nickel and zinc) by EPA Method 7470A/6010D
- (3) RCRA 8 Metals (plus copper, nickel and zinc) by the Toxicity Characteristic Leaching Procedure.
- (3) Polychlorinated biphenyls by EPA Method 8082A.
- (1) Corrosivity (pH)
- (1) Paint Filter Test
- (1) Reactivity (cyanide and sulfide)
- Ignitability

The analytical results indicated the presence of SVOCs in two of the three grab samples analyzed. The results for one sample were an order of magnitude higher and exceeded 100 parts per million in total concentration. Based on these findings, the soil would not meet disposal requirements for use as landfill cover at the Manchester or West Hartford Landfills. However, it is noted that final

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characterization is typically performed after the waste is generated, staged, and sampled in aggregate.

LEA is continuing to work with the Town to evaluate alternative disposal options, including segregation of soil with elevated concentrations of SVOCs. This approach would require further field investigation but could allow for some of the material to be disposed of to a local landfill at a lower cost. It may also be possible to reuse some or all of the material at 30 Steele Boulevard beneath suitable surface coverings such as buildings or hardscape as discussed with the Town during our meeting on July 14, 2025.

LEA requests \$5,720 to cover the cost of sampling and laboratory services. A time and materials allowance of \$5,000 is requested to cover ongoing review of options for proper management of the material. The total requested authorization for the completed sampling and ongoing consulting services is **\$10,720**.

We appreciate the opportunity to continue working with you on this project. Should you have any questions concerning this proposal, please feel free to contact me at 860-410-2904.

Sincerely,

**LOUREIRO ENGINEERING ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "K. Bitjeman", written over a horizontal line.

Kevin J. Bitjeman, L.E.P.  
Senior Project Manager





July 16, 2025

**Town of Berlin**  
240 Kensington Road  
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

**RE: Proposal for Supplemental Soil Characterization - Proposed Detention Basin at 30 Steele Boulevard, Berlin, Connecticut**

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. (LEA) is pleased to present this proposal to the Town of Berlin (the Town) for supplemental sampling of soil within the proposed detention basin footprint at 30 Steele Boulevard. Sampling conducted on July 7, 2025 for pre-characterization of the detention basin soil identified an elevated concentration of polynuclear aromatic hydrocarbons (PAHs) in one of three grab samples analyzed. Collection of up to 20 additional samples is proposed to evaluate the source of PAHs in soil and to allow for a statistical evaluation of the data using the 95% Upper Confidence Level (UCL) of the arithmetic mean. PAHs are common constituents of heavy petroleum products, bituminous pavement, coal, and ash from combustion of wood. The detention basin is located adjacent to the railroad right-of-way to the north of 30 Steele Boulevard. No visual or olfactory evidence of petroleum releases to soil was observed by LEA during the sampling activities completed on July 7, 2025.

Grab samples will be collected from test pits excavated by the Site construction contractor under the direction of LEA. The samples will be collected at multiple depths from each test pit to evaluate the distribution of PAHs both vertically and horizontally throughout the proposed area of disturbance. In the event that a PAH "hot-spot" is identified, the data will aid in developing a plan for removal and segregation of the most heavily impacted soil.

Up to 20 grab samples will be submitted to Connecticut Department of Administrative Services approved laboratory for PAH analysis on an expedited 72 hour turnaround time. Up to three samples having detectable concentrations of PAHs on a mass basis will be additionally analyzed following extraction by the Synthetic Precipitation Leaching Procedure.

The proposed sample collection is expected to require one day to complete and has been tentatively scheduled for Monday July 21, 2025. LEA proposes to complete the proposed scope of services on a time materials basis for an amount not to exceed **\$6,500**.

We appreciate the opportunity to continue working with you on this project. Should you have any questions concerning this proposal, please feel free to contact me at 860-410-2904.

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Town of Berlin  
July 16, 2025  
Page 2 of 2



Sincerely,

**LOUREIRO ENGINEERING ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "K. Bitjeman", written in a cursive style.

Kevin J. Bitjeman, L.E.P.  
Senior Project Manager



***SENT VIA EMAIL***

July 1, 2025

**Town of Berlin**  
240 Kensington Road  
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

**RE: Proposal – EUR Factsheet and 5 Year LEP Certification  
861 Farmington Avenue, Berlin, Connecticut**

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. (LEA) is pleased to submit this proposal to the Town of Berlin (the Town) to prepare an Environmental Use Restriction (EUR) Factsheet for the property at 861 Farmington Avenue in Berlin, Connecticut. The EUR was recorded in the land records on October 12, 2021 and prohibits construction of new buildings at the property without vapor mitigation controls due to presence of volatile organic constituents (VOCs) in groundwater. This proposal also includes a five year inspection of the EUR Subject Area by a Connecticut Licensed Environmental Professional (LEP).

## **1.0 Regulatory Framework**

Pursuant to Section 22a-133q of the Regulations of Connecticut State Agencies (RCSA), the owner of a property containing an EUR is required to prepare and maintain a Factsheet at the property that explains the restrictions and affirmative obligations imposed by the EUR. In addition, Section 22a-133q-8 requires that a physical inspection of the EUR subject areas be performed between April 1<sup>st</sup> and July 31<sup>st</sup> of each year to determine compliance with the restrictions and affirmative obligations of the EUR. Results of the inspection must be recorded on a form prescribed by the commissioner and be maintained at the Property. The inspections can be completed by the property owner or a designated representative.

Beginning at 5 years after recording of the EUR, the owner must retain an LEP to conduct a comprehensive inspection using a form prescribed by the commissioner. The inspections must be completed between April 1 and September 30 and must be repeated every five years for as long as the EUR is place. Any deficiencies identified during the annual or 5 year LEP inspections must be corrected within timelines specified at 22a-133q-8(b) of the RCSA.

**Loureiro Engineering Associates, Inc.**

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## **2.0 Scope of Services**

The following scope of services has been prepared by LEA for professional services related to the post-EUR recording requirements.

### **2.1 EUR Factsheet**

LEA will prepare an EUR Factsheet using forms prescribed by the Commissioner for posting at the property. The Factsheet will describe the affirmative obligations of the EUR and include a copy of the survey drawing showing the restricted area limits and relevant Site features. The EUR Factsheet will also identify the vapor mitigation controls installed within the existing building, as those controls are necessary to ensure protectiveness of human health and the environment in combination with the recorded EUR.

### **2.2 Five Year LEP Inspection and Certification**

For the 2026 calendar year, the owner must retain an LEP to conduct a comprehensive inspection and certify that the EUR remains in compliance. The LEP shall conduct the inspection between April 1<sup>st</sup> and September 30<sup>th</sup> and report findings of the inspection to the property owner using a form prescribed by the commissioner. The form must be signed and sealed by such LEP and signed by the owner. The completed form must remain onsite and be available upon request by DEEP.

## **3.0 Proposed Fees**

On the basis of our understanding of the project and the services described herein, we propose to complete the scope of services for a lump sum fee of \$3,500. Individual tasks will be invoiced upon completion.

<b>Description</b>	<b>Cost</b>
EUR Factsheet	\$1,500
5 Year LEP Inspection and Certification	\$2,000
<b>Total Cost</b>	<b>\$3,500</b>

Our proposed fees are based on current understanding of the project. Our proposed fees do not include planning or implementation of corrective measures in the event of non-compliance with the restrictions or affirmative obligations of the EUR.

## **4.0 Schedule**

LEA will provide a draft EUR Factsheet and attachments within two weeks of receipt of a purchase order from the Town.



Town of Berlin  
July 1, 2025  
Page 3 of 3



If you should you have any questions concerning this proposal, please feel free to contact me at (860) 410-2904.

Sincerely,

**LOUREIRO ENGINEERING ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "K. Bitjeman", written over the printed name.

Kevin J. Bitjeman, L.E.P.  
Senior Project Manager



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 17-Jul-25

Purchase Item or Contract: <b>Economic Development</b>		Requested by: <b>J. Mahoney</b>	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Increase PO#252490 (carryover to FY26) from \$25k to \$65k	\$27,500	\$27,500
	\$12,500 balance will be paid from Farm Ave (non-grant)		
TOTAL			\$27,500

Account No. 540.10.1017.0.53961.00000

Budgeted Amount..... \$717,826

Available balance..... \$45,358

Encumbrances to Date..... \$597,099

Amount Needed for This Package..... \$27,500

Expenditures to Date..... \$75,369


Available Balance After Purchase..... \$17,858

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 17-Jul-25

Purchase Item or Contract: <b>Economic Development</b>		Requested by: <b>J. Mahoney</b>	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Increase PO#252490 (carryover to FY26) from \$25k to \$65k	\$12,500	\$12,500
	\$27,500 balance will be paid from Farm Ave (non-grant)		
TOTAL			\$12,500

Account No. 540.10.1017.0.53961.00000

Budgeted Amount..... \$498,884

Available balance..... \$16,041

Encumbrances to Date..... \$209,777

Amount Needed for This Package..... \$12,500

Expenditures to Date..... \$273,065

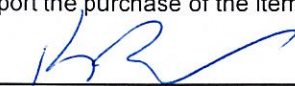
Available Balance After Purchase..... \$3,541

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 17-Jul-25

Purchase Item or Contract: <b>Economic Development</b>		Requested by: <b>J. Mahoney</b>	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	5-year filing related to the Environmental Land Use restriction (EUR)	\$3,500	\$3,500
TOTAL			\$3,500

Account No. 540.10.1017.0.53961.00000

Budgeted Amount..... **\$498,884**

Available balance..... **\$3,541**

Encumbrances to Date..... **\$222,277**

Amount Needed for This Package..... **\$3,500**

Expenditures to Date..... **\$273,065**

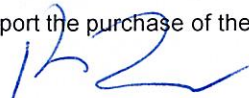
Available Balance After Purchase..... **\$41**

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



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

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 8, 2025

**SUBJECT:** Willard School – Lower Parking Lot Paving & Lighting

**SUMMARY:**

The Town Council requested the Public Building Commission (PBC) to review the scope and budget of the previously proposed reconstruction and expansion of the lower (western) parking areas at the Willard Elementary School. After review/comments at prior meetings, the PBC approved a revised paving plan (attached) at its June 12, 2025 meeting, and moved to send the Willard School Parking Lot Project back to Town Council recommending that State paving specifications and contractor be used, for an amount not to exceed \$200,000 for Phase I of the project. (The PBC considers Phase II the upper main entrance areas and lot, and identified areas where additional parking can be provided with a Phase II redesign. The proposed expansion of the lower lot to the west towards Belcher Brook was eliminated from Phase I.)

See below for the updated project cost, which includes upgrading and adding lighting:

Milling and Paving (DAS Contract # 24PSX0207 – See attached Galasso quote)	\$133,600
Purchase Lights (See attached Graybar Quote # 0247576492)	\$ 7,000
Conduits, Wire, Handholes (See attached Graybar Quote # 0248146045)	\$ 3,400
4 custom light bases (See attached Atlas Quote # 160176)	\$ 4,000
<u>Install/connect conduits, bases, lights, handholes w/backfill &amp; wire (est)</u>	<u>\$ 16,000</u>
Subtotal	\$164,000
Contingency (15%)	\$ 24,600
<u>Incidentals</u>	<u>\$ 605</u>
<b>Total</b>	<b>\$189,205</b>

Staff request authorization to appropriate funds and issue purchase orders for the reconstruction of the Willard School lower parking lot (with lighting upgrades), for a total project cost not to exceed \$189,205.

**FUNDING:**

500.20.2036.0.54000.12425 - FY25 LOCIP Grant

**ACTION NEEDED:**

Move to appropriate \$189,205 for Phase I of the Willard Parking Lot Paving Project, and to authorize Town Staff to issue Purchase Orders for all project related expenses.

**ATTACHMENTS:**

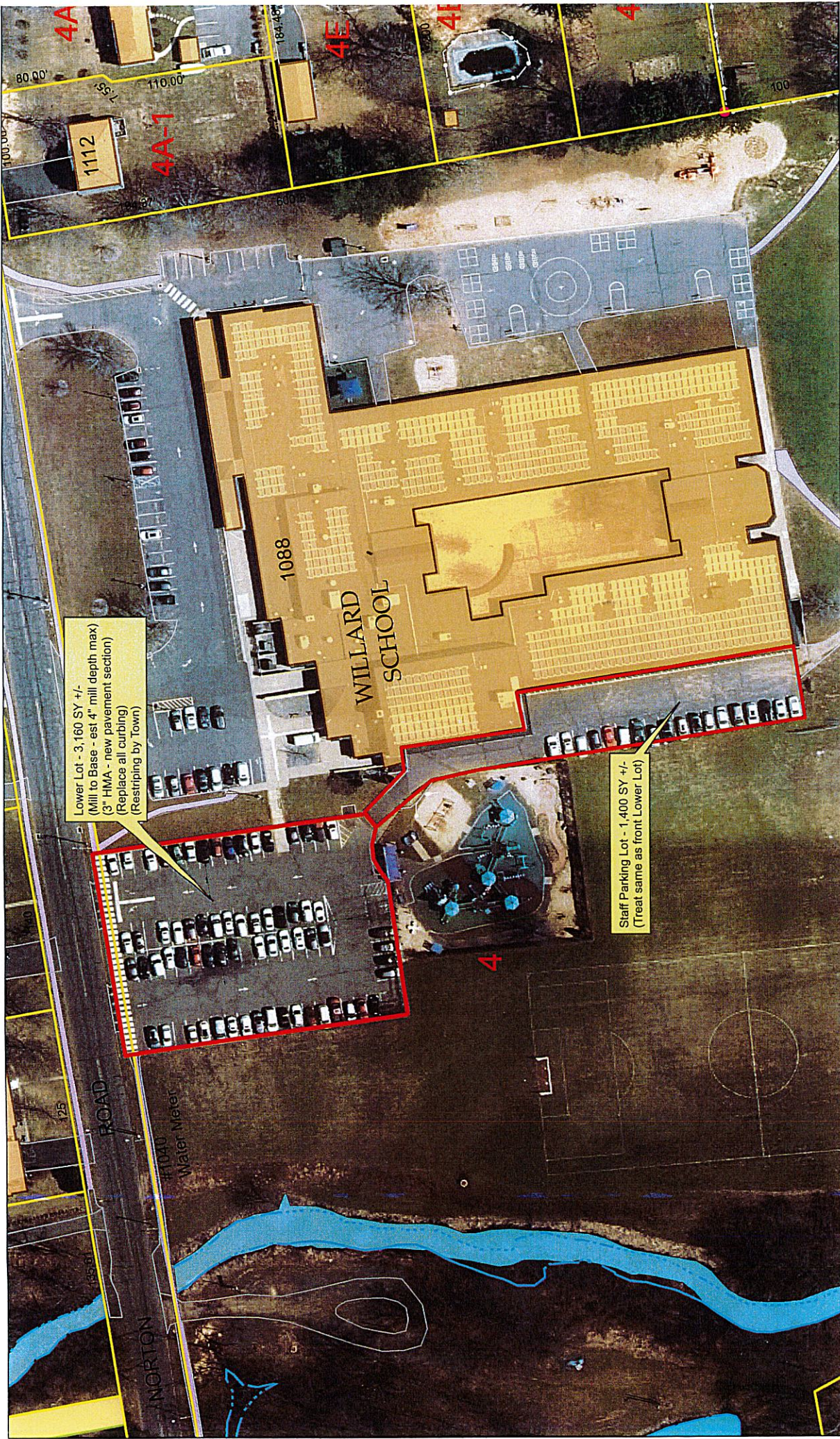
- 1) Sufficiency of Funds ✓
- 2) Aerial Showing Proposed Repaving – Lower Parking Lot – Willard Elementary School ✓
- 3) Galasso Milling and Paving Quote ✓
- 4) Graybar Quote # 0247576492 – Light Poles and Fixtures ✓
- 5) Graybar Quote # 0248146045 - Conduits, Wire, Handholes ✓
- 6) Atlas Concrete Quote # 160176 – Precast Light Bases ✓

**PREPARED BY:**

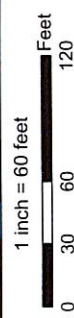
Michael S. Ahern, P.E., Director of Public Works







**PROPOSED REPAVING**  
**LOWER PARKING LOT - WILLARD ELEMENTARY SCHOOL**  
**1088 NORTON ROAD, BERLIN CT 06037**



Document Path: M:\VA\Projects\Willard - Lower Parking Lot\_1-28-2025.mxd





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Jul-25

Willard School- Lower Parking Lot Paving & Lighting		Requested by: Public Works	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Milling and Paving (DAS Contract # 24PSX0207)	\$133,600.00	\$133,600.00
1.00	Purchase Lights (Greybar Quote # 0247576492)	\$7,000.00	7,000.00
1	Conduits, Wire, Handholes (Greybar Quoute # 028146045)	3,400.00	3,400.00
1	4 Custom light bases	4,000.00	4,000.00
1	Install/connect conduits, bases, lights, handholes w/ backfill & wire (est)	16,000.00	16,000.00
1	Contingency (15%)	24,600.00	24,600.00
1	Incidentals	605.00	605.00
TOTAL			\$189,205.00

Account No. 500.20.2036.0.54000.12425 - FY25 Locip Grant

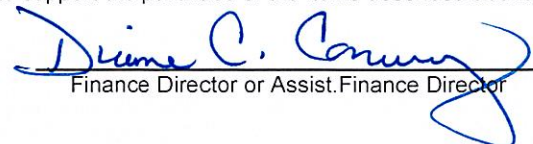
Budgeted Amount.....	\$189,205.01	Available balance.....	\$189,205.01
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$189,205.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.01

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

  
Finance Director or Assist. Finance Director

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

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



Prices Based on State Bid 24PSX0207  
Liqud Base \$527.50  
Current Liquid as of 5/31/2025 - \$540.00

[illegible]

HMA S0.50"			\$95.00	ton
HMA S0.375"			\$104.00	ton
Milling			\$4.90	SY
Leveling			\$89.25	ton
Handwork			\$205.00	ton
Curb			\$5.25	lf
Tack Coat			\$9.00	gal
Grading			\$540.00	hour

Thank you,

Kyle Lamontagne  
Galasso Materials LLC  
60 South Main St  
East Granby, CT 06026

Tons	esc/ton	total
790	\$0.63	\$493.75
0	\$0.75	\$0.00



25 RESEARCH PARKWAY  
WALLINGFORD CT 06492-1927  
Phone: 203-284-4500  
Fax: 203-284-4550

To: BERLIN, TOWN OF  
DOUG SOLEK  
240 KENSINGTON RD  
BERLIN CT 06037  
Attn: Doug Solek  
Phone: 860-828-7029  
Fax: 860-828-8928  
Email: dsolek@town.berlin.ct.us

Date: 11/27/2024  
Proj Name: Willard School budget  
GB Project Qte#: 0247576492  
Release Nbr:  
Purchase Order Nbr:  
Additional Ref#  
Valid From: 11/27/2024  
Valid To: 12/27/2024  
Contact: MICRO001  
Email:

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Item/Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext. Price
100	4 EA	LYTE POLES	20FT POLES			\$1,157.33	1	\$4,629.32
		INC						
***Item Note:*** *INCLUDES 20FT POLE, ANCHOR BOLTS AND THREE HEAD BULLHORN MOUNT*								
*ANCHOR BOLTS PLUS FREIGHT IF SHIPPED AHEAD OF TIME, REST OF MATERIAL FREIGHT ALLOWED*								
200	12 EA	SIGNIFY NORTH	SF100-SCT-S-		SLIM FLOOD DUAL	\$122.80	1	\$1,473.60
		AMER	G2-10-PCB-BZ		SELECT 100W			
					MAX 3CCT BRZ			
GB Part #: 26685622 UPC #: 19009619606								
***Item Note:*** *PLUS FREIGHT*								

Total in USD (Tax not included): \$6,102.92

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

This Graybar quote is based on the terms of sale in the EV2370 Master Agreement which can be found by clicking the link found at [https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370\\_Graybar\\_MAD\\_2017\\_12\\_20.pdf](https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370_Graybar_MAD_2017_12_20.pdf)



25 RESEARCH PARKWAY  
WALLINGFORD, CT 06492  
(203) 284-4500

## PROJECT SUBMITTAL



BERLIN WILLARD SCHOOL  
CONNECTICUT

2/5/2025

**LIGHTING**

TOWN OF BERLIN

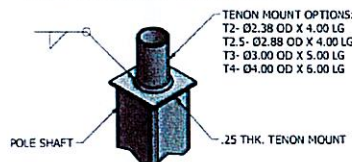


POLE SHAFT SPECIFICATIONS					
NO.	SHAFTS ARE ONE SECTION DESIGN FABRICATED FROM A WELDABLE GRADE CARBON STEEL STRUCTURAL TUBING WITH A UNIFORM WALL THICKNESS. MATERIAL SHALL CONFORM TO ASTM A-500 GRADE B WITH A MINIMUM YIELD STRENGTH OF 45,000 P.S.I.				
1.	BASE PLATES ARE CONSTRUCTED OF A STRUCTURAL QUALITY HOT ROLLED CARBON STEEL PLATE (ASTM A-36 HRS) WITH A GUARANTEED MINIMUM YIELD STRENGTH OF 36,000 P.S.I.				
2.	ANCHOR BOLTS (F1554 GRADE 55) ARE "L" BENT BARS HAVING A MINIMUM YIELD STRENGTH OF 55,000 P.S.I. THE BOLTS ARE FULLY GALVANIZED PER ASTM A153 SPECIFICATIONS AND FURNISHED COMPLETE WITH 2 HEX NUTS AND 2 FLAT WASHERS.				
3.	POLES SHALL HAVE A POLYESTER POWDER COAT FINISH IN A STANDARD COLOR.				
POLE DIMENSIONS					
POLE HGT. (FT.)	TOP SQ. SIZE (IN.)	BOT. SQ. SIZE (IN.)	GAGE	MTG. HGT. (FT.)	
20'	4.00	4.00	11 GAGE	20'	
BASE PLATE DIMENSIONS					
BOLT CIRCLE (IN.)	BASE PLATE DIM. (IN.)	BOLT HOLE (IN.)	PLATE THK. (IN.)		
8.00-9.00	8.00 SQ.	1.00	.75		
ANCHOR BOLT DIMENSIONS					
ANCHOR BOLT DIA. (IN.)		ANCHOR BOLT LENGTH (IN.)			
.75		20.00			
ALLOWABLE WIND LOADING (SQ. FT.)					
WIND*	80 MPH	90 MPH	100 MPH	120 MPH	
EPA	9.0	7.3	5.9	4.2	

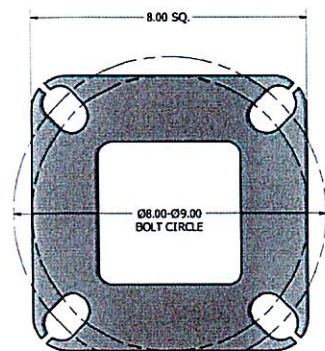
\*WITH 1.3 GUST FACTOR



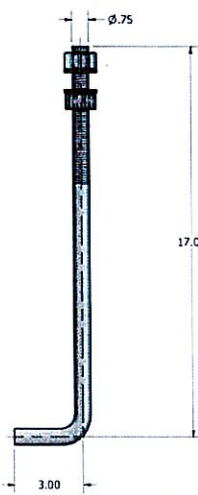
### DRILL MOUNT OPTIONS



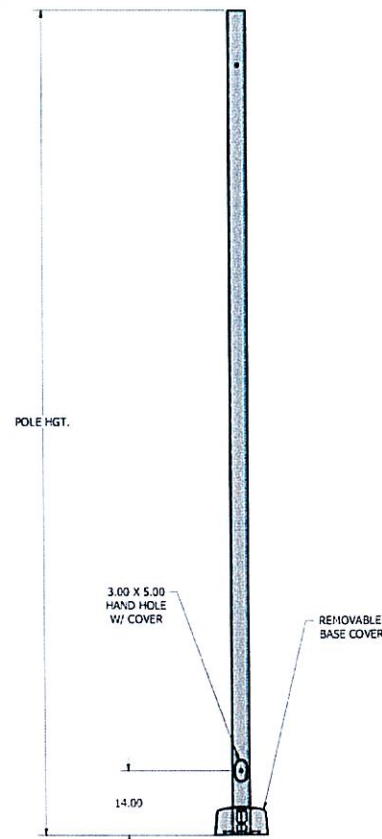
### TENON MOUNT OPTIONS



8.00 X 8.00 X .75 THK. BASE PLATE



Ø.75 X 20.00 ANCHOR BOLT



POLE DETAIL

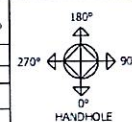
lyte poles  
P.O. Box 340  
Eastpointe, MI 48021  
P: (586) 771-4610 | F: (586) 771-5527  
www.lytepoles.com

DRAWN: L. GRUNIS  
DATE: 7/16/2019  
REVISION:  
DATE:  
QUOTE:  
S.O.#  
APPROVAL SIGNATURE:

SOME GEOGRAPHICAL AREAS HAVE SPECIAL WIND CONDITIONS THAT CAN CREATE WIND INDUCED VIBRATIONS CAUSING A FATIGUE PROBLEM. NO METHOD HAS YET BEEN FOUND FOR PREDICTING DESTRUCTIVE LIGHTING POLE VIBRATION. THESE CONDITIONS ARE UNIQUE AND CANNOT BE GUARANTEED AGAINST, AND ARE THE RESPONSIBILITY OF A LOCAL SITE ENGINEER.

**WARNING: DO NOT INSTALL LIGHT POLE WITHOUT INTENDED LOADING.**

TITLE:  
CATALOG:  
DWG NO: 101-4011-20  
SIZE C  
SHEET 1 OF 1







# pole ordering guide

order number template

## example order number

Catalog Number				Mounting Type	Fixture Mounting Arrangement	Finish	Options			Accessories		
Design	Shaft Size	Wall Thickness	Mounting Height				Design	Orientation	Height From Base	Design	Orientation	Height From Base
I01	40	11	20	AB	T2	DB	WB-15	@90	10'	FH	@180	9'

## build your order number

Catalog Number				Mounting Type	Fixture Mounting Arrangement	Finish	Options			Accessories		
Design	Shaft Size	Wall Thickness	Mounting Height				Design	Orientation	Height From Base	Design	Orientation	Height From Base

### mounting type

AB = Anchor Base  
EMB = Embedded (Direct Burial)

### fixture mounting arrangement

D1	D4
D2 @ 90	T2
D2 @ 180	T2.5
D3 @ 90	T3
D3 @ 120	T4

### finish

WH = White  
TWH = Textured White  
DB = Dark Bronze  
TMB = Textured Medium Bronze  
HB = Harvest Bronze  
NB = New Bronze  
SL = Silver  
MGY = Medium Gray  
GR = Gray  
TGR = Textured Gray  
GM = Graphite Metallic  
DP = Dark Platinum  
MA = Matte Aluminum  
PSP = Platinum Silver  
BK = Black  
TBK = Textured Black  
MG = Moss Green

### options

CMB = Camera Mounting Bracket  
CMP = Camera Mounting Plate  
WB-15 = Mounting Bracket  
WC = Welded Coupling (denote size)  
WN = Welded Nipple (denote size)  
Festoon = Festoon Provision  
CSBC = Custom Steel Base Cover  
VD = Vibration Dampener  
GFCI/IUC = Ground Fault Circuit Interrupter with In-Use Cover  
UL = UL Listed

Note: N/A = Not Applicable

### accessories

TB = Transformer Base  
ABS-EC = ABS Base Cover  
LW = Lowering Winch  
LW-ELECTRIC = Electric Lowering Winch  
BA = Banner Arm  
FH = Flag Holder  
PTTA = Pole Top Tension Adapter

Round poles only

Refer to the Mounting Orientation Guide on the next page of this file.

Contact us for custom colors.

\*See our online product catalog for complete catalog numbers of these options and accessories.

\*\* UL Listed labeling is available for catalog steel and aluminum poles—both Commercial & Industrial and Roadway. UL Listed labeling is not available for brackets. UL Listing must be specified at the time of order.

# Stonco

by Signify

## Floodlights

SlimFlood dual select

SF15/35/60/100/150/205/300



The SlimFlood dual select offers energy saving LED technology along with field selectable color and wattage. Versatile and stylish with seven different sizes to choose from, provides application flexibility for ground, wall or pole mounting installations. Ideal for sign lighting, building facades, security lighting, and general purpose floodlighting applications.

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Cat No: \_\_\_\_\_  
 Type: \_\_\_\_\_  
 Lamps: \_\_\_\_\_ Qty: \_\_\_\_\_  
 Notes: \_\_\_\_\_

### Ordering guide

example: SF35-SCT-K-G2-10-PCB-BZ

Luminaire	CCT	Mounting	Generation	Voltage	Options	Finish
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SF15 SlimFlood S 15W	SCT CCT Selectable (3000K, 4000K, 5000K)	K Knuckle Mount <sup>1</sup>	G2 Gen 2	10 120-347V	- None <sup>3</sup> (SF15 only)	BZ Bronze
SF35 SlimFlood DS 15-25-35W		Y Yoke Mount <sup>1</sup> (SF15, SF35, and SF60 only)			PCB Photocell <sup>4</sup> (SF35, SF60, SF100, SF150 only)	
SF60 SlimFlood DS 15-35-60W						
SF100 SlimFlood DS 60-80-100W		S Slipfitter Mount <sup>2</sup>				
SF150 SlimFlood DS 100-120-150W		T Trunnion Mount <sup>2</sup> (SF100, SF150, SF205, and SF300 only)				
SF205 SlimFlood DS 120-150-205W					- Photocell Ready, Photocell sold separately as SFW205-300-PCB <sup>5</sup> (SF205 and SF300 only)	
SF300 SlimFlood DS 205-255-300W						

- Knuckle & Yoke mount options standard for SF15, SF35 and SF60 only.
- Slipfitter & Trunnion mount options for SF100, SF150, SF205 and SF300 only.
- Photocell option not available for SF15.
- Photocell is included as standard for SF35, SF60, SF100, SF150 with an ON/OFF switch.
- Photocell option can be purchased as a separate accessory for SF205 & SF300 use code SF205-300-PCB.

### LED Wattage and Lumen Values

Ordering Guide	Color Temp. (K)	Average System Wattage <sup>2</sup>	Lumen Output <sup>2,4</sup>	Efficacy (LPW)
SF15	4000	15W <sup>2</sup>	2175lm	145
SF35	4000	15/25/35W	2370/3800/5075lm	145
SF60	4000	15/35/60W	2370/5320/8700lm	145
SF100	4000	60/80/100W	9540/12320/14800lm	145
SF150	4000	100/120/150W	15800/18240/21750lm	145
SF205	4000	120/150/205W	18600/22500/29725lm	145
SF300	4000	205/255/300W	31775/38250/43500lm	145

- Color temperature factory setting is 4000K.
- Wattage/Lumen Output factory setting set to mid power option.
- SF15 is none wattage selectable.
- Wattage and lumen output may vary by +/-10% due to actual input voltage.
- Lumen values based on photometric tests performed in compliance with IESNA LM-79.

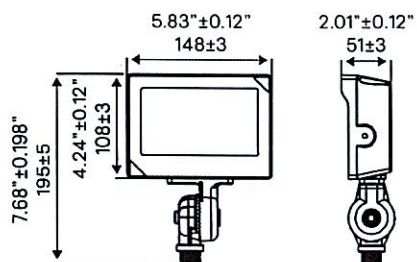


# SF15/35/60/100/150/205/300

SlimFlood LED dual select 15-300W

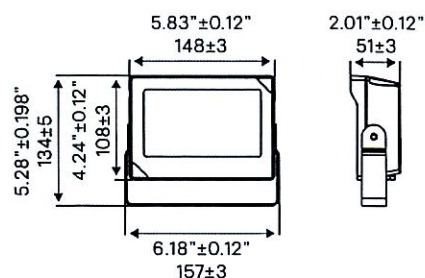
Dimensions: 15-60W

## Knuckle

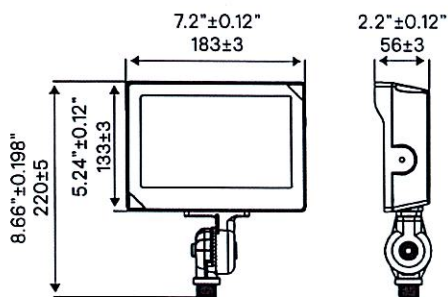


15W Knuckle  
Slim Flood 15W/3CCT/UN3/KN

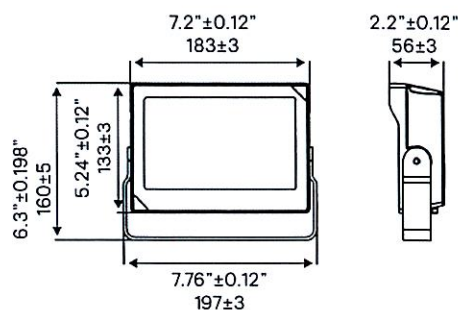
## Yoke



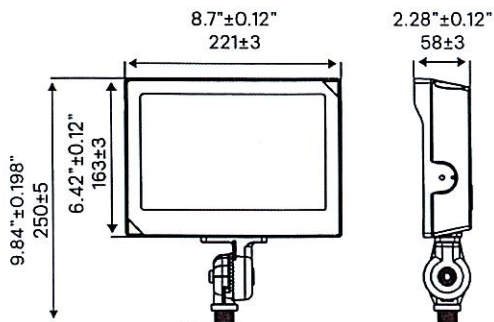
15W Yoke  
Slim Flood 15W/3CCT/UN3/YK



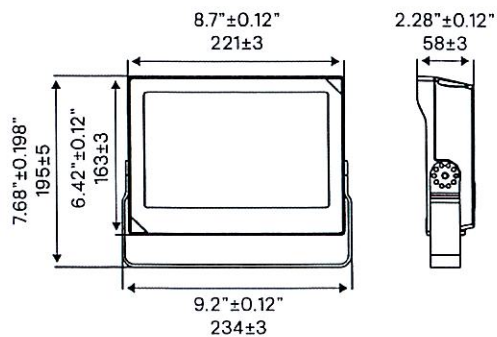
35W Knuckle  
Slim Flood 15-25-35W/3CCT/UN3/KN/PCB



35W Yoke  
Slim Flood 15-25-35W/3CCT/UN3/YK/PCB



60W Knuckle  
Slim Flood 15-35-60W/3CCT/UN3/KN/PCB



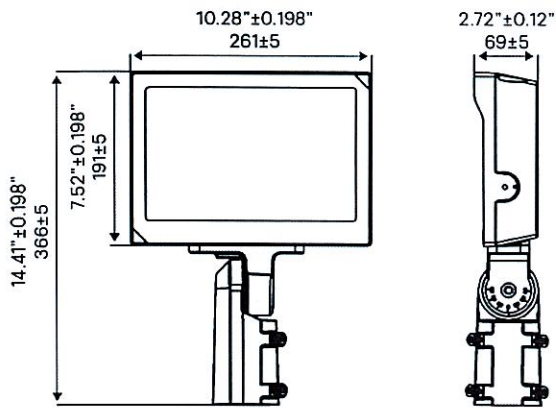
60W Yoke  
Slim Flood 15-35-60W/3CCT/UN3/YK/PCB



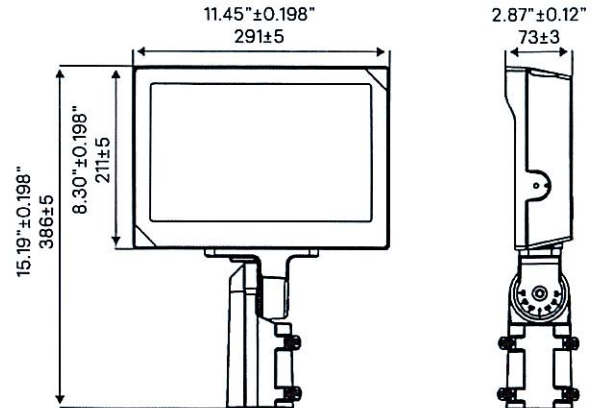
# SF15/35/60/100/150/205/300

## SlimFlood LED dual select 15-300W

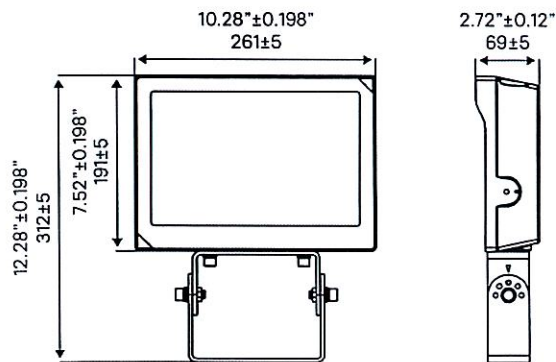
### Dimensions (cont'd): 100-150W



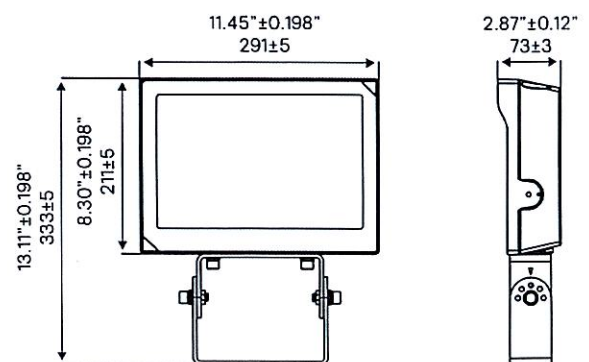
**100W Slipfitter**  
Slim Flood 60-80-100W/3CCT/UN3/SF/PCB



**150W Slipfitter**  
Slim Flood 100-120-150W/3CCT/UN3/SF/PCB



**100W Trunnion**  
Slim Flood 60-80-100W/3CCT/UN3/TN/PCB



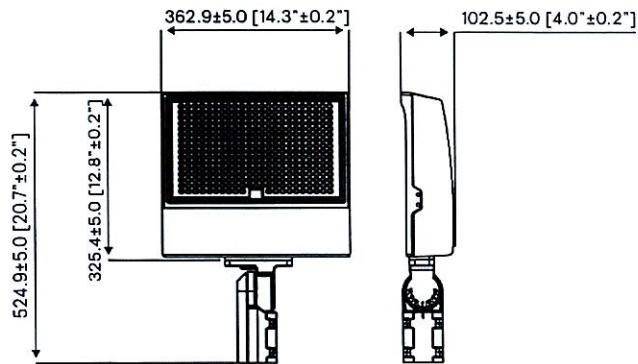
**150W Trunnion**  
Slim Flood 100-120-150W/3CCT/UN3/TN/PCB



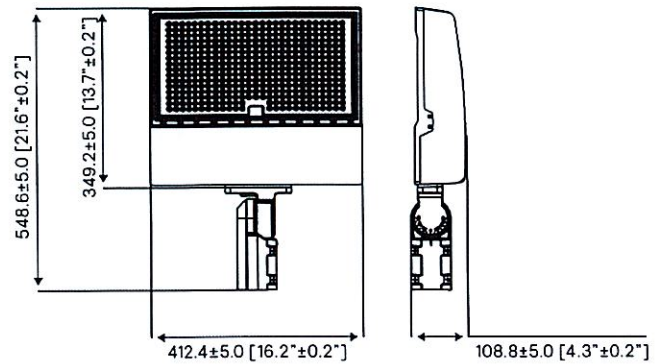
# SF15/35/60/100/150/205/300

## SlimFlood LED dual select 15-300W

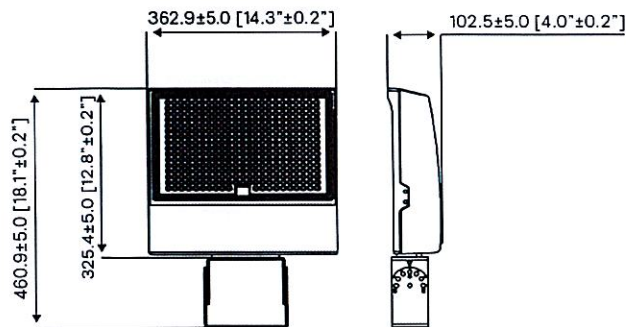
### Dimensions (cont'd): 205-300W



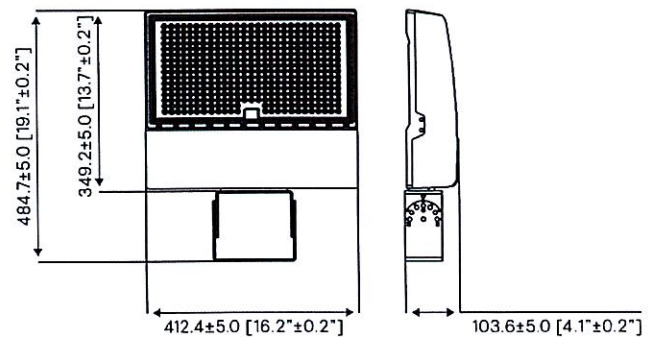
205W Slipfitter  
Slim Flood 120-150-205W/3CCT/UN3/SF



300W Slipfitter  
Slim Flood 205-255-300W/3CCT/UN3/SF



205W Trunnion  
Slim Flood 120-150-205W/3CCT/UN3/TN



300W Trunnion  
Slim Flood 205-255-300W/3CCT/UN3/TN

# SF15/35/60/100/150/205/300

## SlimFlood LED dual select 15-300W

### Specifications

#### Housing and Heat Sink

Single piece aluminum alloy die cast housing.

#### Mounting

Suitable for mounting within 4' (1.2m) of the ground.

**Knuckle (K, see Ordering guide):** Integral die cast Aluminum adjustable knuckle (K) with locking teeth and bolt to lock in aiming angle. Ships fully assembled, ready to install. Knuckle mount option standard for SF15, SF35 and SF60 only.

**Yoke (Y, see Ordering guide):** Integral structural steel adjustable Yoke (Y) for direct surface mounting, painted for resistance to corrosion, with bolt to lock in aiming angle. Ships fully assembled, ready to install. Yoke mount option standard for SF15, SF35 and SF60 only.

**Trunnion (T, see Ordering guide):** Integral structural steel adjustable trunnion (T) for direct surface mounting, painted for resistance to corrosion, with bolt to lock in aiming angle. Ships fully assembled, ready to install. Trunnion mount option for SF100, SF150, SF205 and SF300 only.

**Slipfitter (S, see Ordering guide):** Integral die cast Aluminum adjustable slipfitter (S) includes set screws for securing luminaire to tenon, with aiming angle markings and bolt to lock in aiming angle. Ships fully assembled, ready to install. Slipfitter mount option for SF100, SF150, SF205 and SF300 only.

#### Lens

15W - 150W Tempered glass lens  
205W - 300W Polycarbonate lens

#### Light Engine

Composed of 3 main components: LED Module / Optical System / Driver. Electrical components are RoHS compliant.

#### Color Temperature

All luminaires are provided with three field selectable color temperature options:  
3000K/4000K (Default)/5000K.

#### Wattage

SlimFlood dual select is provided with wattage field adjustable options.

SF15: 15W(Default);  
SF35: 15-25(Default)-35W;  
SF60: 15-35(Default)-60W;  
SF100: 60-80(Default)-100W;  
SF150: 100-120(Default)-150W;  
SF205: 120-150(Default)-205W;  
SF300: 205-255(Default)-300W.

#### Driver

Slim Flood dual select operates with a 120-347V; 50/60Hz Class 1 or Class 2 driver. All configurations operate with 0-10V dimming.

#### Other Integrated Features

**Photocell:** Included as standard for SF35, SF60, SF100, SF150 with an ON/OFF switch in the luminaire and can be purchased as a separate field installable accessory for SF205 & SF300 using code SF205-300-PCB.

**Surge Protection:** Each luminaire is provided as standard with surge protection. 15-60W: 2.5kV; 100-150W: 4kV; 205-300W: 6kV.

**Beam Angle:** 15-150W and 300W - 110°; 205W - 100°; Tolerance: +/-15%.

#### Finish

Fade and abrasion resistant powdercoat bronze finish (RAL 8019).

#### Certifications and Compliance

cULus Listed for Canada and USA. DLC 5.1 Premium. Entire luminaire is rated for operation in ambient temperature of -40°C (-40°F) up to +50°C (+122°F)

#### IP65 Rating

Entire luminaire including light engine and driver/ electrical compartment IP65 rated in all aiming positions including upward aiming floodlighting applications.

#### Limited Warranty

5-year limited warranty. See [signify.com/warranties](http://signify.com/warranties) for details and restrictions. Visit our eCatalog or contact your local sales representative for more information.

### Predicted Lumen Depreciation Data

Ambient Temperature °C	L70 per TM21 <sup>1,2</sup>
25°C	50,000hrs

- <sup>1</sup> L<sub>70</sub> is the predicted time when LED performance depreciates to 70% of initial lumen output.
- <sup>2</sup> Calculated per IESNA TM 21-11. Published L<sub>70</sub> hours limited to 6 times actual LED test hours.



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Stonco\_SlimFloodDS\_SpecSheet 01/23 page 5 of 5

Signify North America Corporation  
400 Crossing Blvd, Suite 600  
Bridgewater, NJ 08807  
Telephone: 855-486-2216

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Signify Canada Ltd.  
281 Hillmount Road,  
Markham, ON, Canada L6C 2S3  
Telephone: 800-663-9008

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



25 RESEARCH PARKWAY  
WALLINGFORD CT 06492-1927  
Phone: 203-284-4560  
Fax: 203-284-4551

To: BERLIN, TOWN OF  
DOUG SOLEK  
240 KENSINGTON RD  
BERLIN CT 06037  
Attn: Doug Solek  
Phone: 860-828-7029  
Fax: 860-828-8928  
Email: dsolek@town.berlin.ct.us

Date: 02/20/2025  
Proj Name: MATERIAL QUOTE  
GB Quote #: 0248146045  
Release Nbr:  
Purchase Order Nbr:  
Additional Ref#  
Valid From: 02/20/2025  
Valid To: 02/27/2025  
Contact: Joseph Russo  
Email: joseph.russo@graybar.com

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Item/Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	230 EA	PVC COND	PVC-80-1-1/2	1-1/2 SCH80 COND 10FT	\$140.03	100	\$322.07	
GB Part #: 88215735    UPC #: 98006006305 Ship From:    Stock ZONE-TAUNTON,MA								
200	150 EA	PVC COND	PVC-1-1/2	1-1/2 SCH40 COND 10FT	\$86.02	100	\$129.03	
GB Part #: 88215678    UPC #: 98006006005 Ship From:    Stock WALLINGFORD, CT								
300	6 EA	PVC COND	ELL-90-1-1/2	SCH40 1-1/2IN 90DEG ELBOW	\$242.71	100	\$14.56	
GB Part #: 88215666    UPC #: 98006006045 Ship From:    Stock WALLINGFORD, CT								
400	12 EA	PVC COND	COUP-1-1/2	1-1/2 SCH40 COUPLING	\$45.46	100	\$5.46	
GB Part #: 88215630    UPC #: 98006006105 Ship From:    Stock WALLINGFORD, CT								
500	1 EA	PVC COND	CEMENT-MED BODY-CLR-QT	VC9962 / NA / G40436S / 55985 / NA	\$1,922.86	100	\$19.23	
GB Part #: 22073590    UPC #: Ship From:    Stock ZONE-TAUNTON,MA								

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

This Graybar quote is based on the terms of sale in the EV2370 Master Agreement which can be found by clicking the link found at [https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370\\_Graybar\\_MAD\\_2017\\_12\\_20.pdf](https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370_Graybar_MAD_2017_12_20.pdf)

To: BERLIN, TOWN OF  
DOUG SOLEK  
240 KENSINGTON RD  
BERLIN CT 06037  
Attn: Doug Solek

Date: 02/20/2025  
Proj Name: MATERIAL QUOTE  
GB Quote #: 0248146045

## Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

600	1 EA	3M CO.- ELECTRICAL	406	CAUTION BURIED ELECTRIC LINE BELOW (Red)	\$68.00	1	\$68.00
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GB Part #: 25236081 UPC #: 05112857779  
Ship From: Stock ZONE-TAUNTON,MA

700	1 EA	L H DOTTIE	3860	3/8X600-FT PULL ROPE	\$68.60	1	\$68.60
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GB Part #: 90082498 UPC #: 78100261320  
Ship From: Stock ZONE-SPRINGFIELD,MO

800	0 EA	NO BID - SQD ONLY NO GE	
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900	1 EA	HOFFMAN	A1212CH	J BOX TYPE 12 HINGED COVER	\$152.90	1	\$152.90
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GB Part #: 88131255 UPC #: 78351054890  
Ship From: Stock WALLINGFORD, CT

1000	3 EA	HUBBELL INC	PG1324BA18	STK BOX OB 13X24X18	\$332.86	1	\$998.58
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GB Part #: 89005017 UPC #: 66203710039  
Ship From: Stock ZONE-TAUNTON,MA

1100	3 EA	HUBBELL INC	PC1324CA0017	CVR BD 13X24X.75/HW- ELECTRIC	\$158.85	1	\$476.55
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GB Part #: 90003651 UPC #: 66203710086  
Ship From: Stock ZONE-TAUNTON,MA

1200	100 EA	CONDUIT	1-EMT	1-STEEL THINWALL CONDUIT	\$131.22	100	\$131.22
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GB Part #: 88272936 UPC #: 98001002003  
Ship From: Stock WALLINGFORD, CT

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

This Graybar quote is based on the terms of sale in the EV2370 Master Agreement which can be found by clicking the link found at [https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370\\_Graybar\\_MAD\\_2017\\_12\\_20.pdf](https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370_Graybar_MAD_2017_12_20.pdf)



*Willard Lane Parkway Lot-*

To: BERLIN, TOWN OF  
DOUG SOLEK  
240 KENSINGTON RD  
BERLIN CT 06037  
Attn: Doug Solek

Date: 02/20/2025  
Proj Name: MATERIAL QUOTE  
GB Quote #: 0248146045

## Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

1300	6 EA COOPER CROUSE-HINDS	462	1-IN STL S/SCR EMT CPLG	\$65.68	100	\$3.94
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GB Part #: 88073682 UPC #: 78456410462  
Ship From: Stock WALLINGFORD, CT

1400	1,000 EA WIRE	THHN-6-STR- BLK-500S	THHN/THWN-2 19 STR 600V 90DEG CU	\$738.48	1000	\$738.48
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GB Part #: 88284514 UPC #: 98010023153  
Ship From: Stock WALLINGFORD, CT

1500	500 EA WIRE	THHN-8-STR- BLK-500R	THHN/THWN-2 19 STR 600V 90DEG CU	\$479.99	1000	\$240.00
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GB Part #: 88284522 UPC #: 98010023100  
Ship From: Stock WALLINGFORD, CT

Total in USD (Tax not included): **\$3,368.62**

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

This Graybar quote is based on the terms of sale in the EV2370 Master Agreement which can be found by clicking the link found at [https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370\\_Graybar\\_MAD\\_2017\\_12\\_20.pdf](https://www.omniapartners.com/hubfs/PUBLIC%20SECTOR/Supplier%20Information/Graybar/EV2370_Graybar_MAD_2017_12_20.pdf)



65 Burritt St  
New Britain, CT  
06053-4048



## QUOTE & APPROVAL

Date	QUOTE #
6/16/2025	160176

CUSTOMER

JOB LOCATION
1088 Norton Road Berlin, CT

Although quote is for 2 bases, project actually needed 4 bases, so double the quoted amount.

TERMS	FOB	REP
DEPOSIT / NET 30	860-614-4858	LP

QTY	DESCRIPTION	COST	TOTAL
2	ATLAS CUSTOM LIGHT POLE BASE - 18" x 7' - ROUND (4) 3/4 Anchor Bolts included in cost.	655.00	1,310.00T
1	FORM SET UP	250.00	250.00T
1	DELIVERY	300.00	300.00T
<p>Please note:</p> <p>1) This order requires a 50% deposit.</p> <p>2) Bases to be offloaded by others.</p> <p>3) Contractor to supply conduit (pipe, sweeps &amp; couplings), templates and Ground Rod if required. Anchor bolts supplied by ATLAS. Conduit to be cut and assembled by Atlas. Conduit to be cast flush to side of base with coupler. Will not extend beyond concrete surface on the sides.</p> <p>4) Bases quoted per our standard Atlas Custom Light Pole Base spec: #4 Vertical 4pcs., #3 Horizontal stirrups @ 12", 5000 psi concrete.</p> <p>5) Please see attached Terms &amp; Conditions which are a part of this document.</p> <p>If you accept this quote, please sign, date, and return it to our office, via scan or US Mail.</p>			

**PLEASE NOTE: This is a multiple page document. A Signature and Date is REQUIRED for production to proceed. By signing below you agree to the above and attached TERMS & CONDITIONS.**

**Customer Signature & Date Signed**

Disregard - Tax to be removed from final bill.

<b>SUBTOTAL</b>	\$1,860.00
<b>SALES TAX (6.35%)</b>	\$118.11
<b>TOTAL</b>	<b>\$1,978.11</b>

**Agenda Item No. 13**  
**Request for Town Council Action**

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** Contract Award for Treated Salt Purchase in Fiscal Year 2025-2026

**SUMMARY:**

The Highway Department's use of treated road salt de-icing materials has proven successful over the past winters. These products adhere to the roadways much more consistently and evenly, reducing "scatter", which results in cleaner streets in the spring, thus reducing our street sweeping disposal.

The Capital Region Council of Governments (CRCOG) bid #777 for treated salt accepted bids from companies for a contract term of July 1, 2025 - June 30, 2026. Towns are to select a vendor appropriate for their region to provide reasonable services. Staff therefore recommend Morton Salt of Chicago, IL for treated salt for the duration of the contract. We will be committing an annual quantity of material (2,000 tons at \$87.10/ton). As in the past, the Town is obligated to purchase at least 50% of the annual estimated quantity of material, and Staff request an initial purchase order in the amount of \$87,100.00 with Council granting authority to purchase additional quantities, based upon need, through June 30, 2026.

**FUNDING:**

Funds are available in the Highway Department's budget, Account #001.20.2037.0.53217.00000 (Snow and Ice Removal).

**ACTION NEEDED:**

Move to authorize the use of Morton Salt of Chicago, Illinois for treated road salt, utilizing the Capitol Region Council of Governments Contract #777 for snow and ice control through June 30, 2026.

**ATTACHMENTS:**

- 1) CRCOG Bid Tabulation (#777) ✓
- 2) Sufficiency of Funds ✓

**PREPARED BY:**

James P. Horbal, Deputy Director of Public Works





**Treated Road Salt Results - Bid # 777 (Contract Period 7/01/25 - 6/30/26)**

		Chemical Equipment Labs of DE, Inc.		Eastern Salt Company Inc.		LEED SALT		Mid-American Salt		Morton Salt, Inc.	
		\$ 2,294.6		\$ 3,072.0		\$ 737.1199999999999		\$ 378.9		\$ 2,111.2000000000003	
		0		0		0		0		0	
		\$ 0		\$ 0		\$ 0		\$ 0		\$ 0	
#	Locked	Items	Selected	Lowest	Quantity	Required	UnitPrice	VendorPr	UnitPrice	UnitPrice	UnitPrice
<b>Region 1 (4)</b>											
#1-1	FALSE	Region 1 Treated Road Salt - (In Season)	\$ 0	\$ 89.22	11800		\$ 98.73	98.73	\$ 128	No Bid	\$ 89.22
#1-2	FALSE	Region 1 Treated Road Salt - (Out of Season)	\$ 0	\$ 89.22	11800		\$ 98.73	98.73	\$ 128	No Bid	\$ 89.22
#1-3	FALSE	Region 1 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	11800		\$ 98.73	98.73	\$ 128	No Bid	\$ 87
#1-4	FALSE	Region 1 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	11800		\$ 98.73	98.73	\$ 128	No Bid	\$ 87
<b>Region 2 (4)</b>											
#2-1	FALSE	Region 2 Treated Road Salt - (In Season)	\$ 0	\$ 89.6	35325		\$ 98.83	98.83	\$ 128	No Bid	\$ 89.6
#2-2	FALSE	Region 2 Treated Road Salt - (Out of Season)	\$ 0	\$ 89.6	35325		\$ 98.83	98.83	\$ 128	No Bid	\$ 89.6
#2-3	FALSE	Region 2 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	35325		\$ 98.83	98.83	\$ 128	No Bid	\$ 87
#2-4	FALSE	Region 2 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	35325		\$ 98.83	98.83	\$ 128	No Bid	\$ 87
<b>Region 3 (4)</b>											
#3-1	FALSE	Region 3 Treated Road Salt - (In Season)	\$ 0	\$ 89.07	18600		\$ 94.68	94.68	\$ 128	\$ 89.07	\$ 89.07
#3-2	FALSE	Region 3 Treated Road Salt - (Out of Season)	\$ 0	\$ 89.07	18600		\$ 94.68	94.68	\$ 128	\$ 89.07	\$ 89.07
#3-3	FALSE	Region 3 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	18600		\$ 94.68	94.68	\$ 128	\$ 92	\$ 87
#3-4	FALSE	Region 3 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	18600		\$ 94.68	94.68	\$ 128	\$ 97	\$ 87
<b>Region 4 (4)</b>											
#4-1	FALSE	Region 4 Treated Road Salt - (In Season)	\$ 0	\$ 89.66	26750		\$ 97.03	97.03	\$ 128	No Bid	\$ 89.66
#4-2	FALSE	Region 4 Treated Road Salt - (Out of Season)	\$ 0	\$ 89.66	26750		\$ 97.03	97.03	\$ 128	No Bid	\$ 89.66
#4-3	FALSE	Region 4 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	26750		\$ 97.03	97.03	\$ 128	No Bid	\$ 87
#4-4	FALSE	Region 4 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	26750		\$ 97.03	97.03	\$ 128	No Bid	\$ 87
<b>Region 5 (4)</b>											
#5-1	FALSE	Region 5 Treated Road Salt - (In Season)	\$ 0	\$ 87.1	22500		\$ 92.68	92.68	\$ 128	No Bid	\$ 87.1
#5-2	FALSE	Region 5 Treated Road Salt - (Out of Season)	\$ 0	\$ 87.1	25000		\$ 92.68	92.68	\$ 128	No Bid	\$ 87.1
#5-3	FALSE	Region 5 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	22500		\$ 92.68	92.68	\$ 128	No Bid	\$ 87
#5-4	FALSE	Region 5 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	22500		\$ 92.68	92.68	\$ 128	No Bid	\$ 87
<b>Region 6 (4)</b>											
#6-1	FALSE	Region 6 Treated Road Salt - (In Season)	\$ 0	\$ 88.13	20000		\$ 91.7	91.7	\$ 128	No Bid	\$ 88.13
#6-2	FALSE	Region 6 Treated Road Salt - (Out of Season)	\$ 0	\$ 88.13	20000		\$ 91.7	91.7	\$ 128	No Bid	\$ 88.13
#6-3	FALSE	Region 6 Pick-Up Cost Per Ton - (In Season)	\$ 0	\$ 87	20000		\$ 91.7	91.7	\$ 128	No Bid	\$ 87
#6-4	FALSE	Region 6 Pick-Up Cost Per Ton (Out of Season)	\$ 0	\$ 87	20000		\$ 91.7	91.7	\$ 128	No Bid	\$ 87

Berlin is located in Region 5 of the Treated Road Salt Districts as mapped by the Capital Region Purchasing Council.





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Jul-25

Contract Award for Treated Salt Purchase FY26		Requested by: Highway Department	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Treated Salt Purchase for Roads- FY26	\$87,100.00	\$87,100.00
			\$0.00
			\$0.00
TOTAL			\$87,100.00

Account No. 001.20.2037.0.53217.00000- Snow & Ice Removal

Budgeted Amount.....	\$175,000.00	Available balance.....	\$175,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$87,100.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$87,900.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Diane C. Conway  
Finance Director or Assist. Finance Director

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

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

Agenda Item No. 14  
Request for Town Council Action

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

**FROM:** Ryan Curley, Town Manager 

**DATE:** July 14, 2025

**SUBJECT:** Traffic Guidelines - Street Line Painting Bid Award

**SUMMARY:**

The Public Works Department is preparing contract work to provide for pavement markings in conjunction with the 2025 road reconstruction season. Staff has chosen to utilize established unit prices offered through the contracting efforts of the Capitol Region Council of Governments (CRCOG). CRCOG Contract #772 entitled "Traffic Guidelines" secures pricing for various pavement marking strategies that can be utilized throughout the community. CRCOG Contract #772 pricing is valid through December 31, 2025. Due to variations in the type of markings and unit prices between vendors, Staff will select the most cost effective and responsible Contractor to perform and complete the task at hand.

**FUNDING:**

Funding is available from three accounts: 001.20.2036.0.53949.00000 (Public Works Street Lining), 140.20.2037.0.54000.00515 (Capital Items – Bonded Road Improvements), and 140.20.2037.0.54000.00510 (Grant Road Account).

**ACTION NEEDED:**

Move to authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #772) with the most cost- effective and qualified Contractor.

**ATTACHMENT:**

CRCOG Bid Tabulations Contract #772 ✓

**PREPARED BY:**

James P. Horbal, Deputy Director of Public Works





	Atlntc Pavmnt Mrkng		K5 CORPORATION		Safety Marking LLC	
Total Cost	\$225,030.54		\$831,402.82		\$959,387.17	
Selected #	0		0		0	
Selected (\$)	\$ 0		\$ 0		\$ 0	
# WestHartfor	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost
<b>1 4" Single Yellow or White Lines (in Linear Feet) (7)</b>						
# 30000	No Bid	No Bid	\$ 0.4	\$ 71,600.0	\$ 0.398	\$ 71,242.0
#1-2	\$ 0.069	\$66,127.67	\$ 0.074	\$70,919.53	\$ 0.095	\$ 91,045.34
#1-3	\$ 0.069	\$1,518.00	\$ 0.074	\$ 1,628.0	\$ 0.095	\$ 2,090.0
#1-4	\$ 0.069	\$ 0.0	\$ 0.085	\$ 0.0	No Bid	No Bid
#1-5	No Bid	No Bid	\$ 1	\$ 0	\$ 1.2	\$ 0.0
#1-6	No Bid	No Bid	\$ 2.5	\$ 0.0	\$ 4.15	\$ 0.0
#1-7	No Bid	No Bid	\$ 1.25	\$ 0.0	\$ 1.5	\$ 0.0
<b>2 Double Yellow Lines (Measure as a pair of 4" lines) (in Linear Feet) (7)</b>						
# 15000	No Bid	No Bid	\$ 0.8	\$ 115,600.0	\$ 0.75	\$ 108,375.0
#2-2	\$ 0.116	\$ 144,740.16	\$ 0.14	\$174,686.40	\$ 0.159	\$ 198,393.84
#2-3	\$ 0.116	\$2,760.80	\$ 0.14	\$3,332.00	\$ 0.159	\$3,784.20
#2-4	\$ 0.116	\$ 0.0	\$ 0.16	\$ 0.0	No Bid	No Bid
#2-5	No Bid	No Bid	\$ 1.9	\$ 0.0	\$ 2.4	\$ 0.0
#2-6	No Bid	No Bid	\$ 4.5	\$ 0.0	\$ 8.3	\$ 0.0
#2-7	No Bid	No Bid	\$ 2.5	\$ 0.0	\$ 3	\$ 0
<b>3 White Skip Lines; 15' segment &amp; 30" skip (in Linear Feet) (7)</b>						
# 5000	No Bid	No Bid	\$ 0.4	\$2,400.00	\$ 0.398	\$2,388.00
#3-2	\$ 0.075	\$ 0.0	\$ 0.074	\$ 0.0	\$ 0.095	\$ 0.0
#3-3	\$ 0.075	\$ 0.0	\$ 0.074	\$ 0.0	\$ 0.095	\$ 0.0
#3-4	\$ 0.075	\$ 0.0	\$ 0.085	\$ 0.0	No Bid	No Bid
#3-5	No Bid	No Bid	\$ 1	\$ 0	\$ 1.2	\$ 0.0
#3-6	No Bid	No Bid	\$ 2.5	\$ 0.0	\$ 4.15	\$ 0.0
#3-7	No Bid	No Bid	\$ 1.25	\$ 0.0	\$ 1.5	\$ 0.0
<b>4 Yellow or white dotted lines 2' segment and 4' skip (in Linear Feet) (1)</b>						
#4-1	No Bid	No Bid	\$ 0.4	\$400.00	\$ 0.398	\$398.00
<b>5 Single Arrows: Thru Arrows 12.5 s.f.; Turn Arrows 15.5 s.f. (in Square Feet) (7)</b>						
# 500	No Bid	No Bid	\$ 5.5	\$13,750.00	\$ 5.8	\$14,500.00
#5-2	\$ 1.25	\$ 0.0	\$ 2	\$ 0	\$ 1.5	\$ 0.0
#5-3	\$ 1.25	\$ 0.0	\$ 2	\$ 0	\$ 1.5	\$ 0.0
#5-4	\$ 1.25	\$ 7.5	\$ 2	\$ 12	No Bid	No Bid
#5-5	No Bid	No Bid	\$ 6	\$ 0	\$ 5.95	\$ 0.0
#5-6	No Bid	No Bid	\$ 8.5	\$ 0.0	No Bid	No Bid
#5-7	No Bid	No Bid	\$ 4	\$ 0	No Bid	No Bid
<b>6 Combination Arrows - Two Way 27 s.f.; Three Way 28.5 s.f. (in Square Feet) (7)</b>						
# 200	No Bid	No Bid	\$ 5.5	\$ 7,700.0	\$ 5.8	\$ 8,120.0
#6-2	\$ 1.25	\$ 0.0	\$ 2	\$ 0	\$ 1.5	\$ 0.0
#6-3	\$ 1.25	\$ 0.0	\$ 2	\$ 0	\$ 1.5	\$ 0.0
#6-4	\$ 1.25	\$ 0.0	\$ 2	\$ 0	No Bid	No Bid
#6-5	No Bid	No Bid	\$ 6	\$ 0	\$ 5.95	\$ 0.0
#6-6	No Bid	No Bid	\$ 8.5	\$ 0.0	No Bid	No Bid

**Agenda Item No. 15**  
**Request for Town Council Action**

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

**FROM:** Ryan Curley, Town Manager *RC*

**DATE:** July 14, 2025

**SUBJECT:** Bid Award for Bituminous Concrete for Town Roadways

**SUMMARY:**

As you are aware, the Public Works Department continually performs various maintenance activities and construction projects throughout the Town at various times of the year. These activities require the purchase of numerous construction-related materials, one of which is Bituminous Concrete (hot mix asphalt). Bituminous Concrete is purchased through the State of Connecticut Department of Administrative Services (DAS) contracts from various vendors. The DAS recently awarded Contract #25PSX0108 to vendors who provided pricing through May 18, 2027. Staff request authorization to utilize this contract, which can also be used by other Town departments and the Board of Education.

**FUNDING:**

Funding for Bituminous Materials can be provided from the following accounts, as they are replenished on an on-going basis:

- 140.20.2037.0.54000.00509 - Grant Road Improvements
- 140.20.2037.0.54000.00510 - Road and Bridge Improvements
- 001.20.2037.0.53219.00000 - Highway Operating Materials

**ACTION NEEDED:**

Move to approve utilizing the State of Connecticut Department of Administrative Services Contract Number 25PSX0108 for Bituminous Concrete through May 18, 2027, or to a new expiration date as extended by the State.

**ATTACHMENTS:**

Summary of State of Connecticut DAS Contract # 25PSX0108 ✓

**Prepared By:**

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

*MCA*



## Contract Summary

### General Information

Contract Number	25PSX0108
Issue Date	May 16, 2025
Organization	State of CT - DAS Procurement
Status	Active
Multi Contractor Contract	Yes
Title	Bituminous Concrete Materials
Description	Bituminous concrete materials for pickup by the Client Agency or delivered to a specified location.

Contract Administrator	Dan Dion
Email Address	daniel.dion@ct.gov
Request Number	
Solicitation Number	25PSX0108
Enable Contract as Round Trip	No
P-Card Accepted	No

### Commodity

Code	Description
22000000	Building and Construction Machinery and Accessories
30000000	Structures and Building and Construction and Manufacturing Components and Supplies

## Contractors

Name A.E.N. Asphalt I.N.C.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Ellen Adelman-Hyde	e.adelman-hyde@aenasphalt.com	8608850500
Name Adelman Sand & Gravel, Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Linda Adelman		8608893394
Name American Industries, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Cale Carnot	eyonts@americanind.net	8603762537
Name B. Metcalf Asphalt Paving Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Benjamin Metcalf		8606725236
Name Tilcon Connecticut Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Noti		8602246027
Name Galasso Materials, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Leigh Turner		8606532524
Name O & G Industries, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Sharon Pomeroy		8606266459
Name Laydon Industries, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Stephen Calabro	info@laydonindustries.com	203-562-7283
Name Killingly Asphalt Products LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Gregory MacKenzie	jim.tudryn@asmg.com	4136657021---
Name Ondrick Materials & Recycling, LLC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jake Haley	jhaley@ondrickmr.com	4135922566
Name Ferguson Waterworks			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Bailey Larson		7818281350

## Pricing Information

Contract Type	DAS Contract
Pricing Type	Fixed Price with Unit Cost
Total Value Condition	Estimate
Total Value(USD)	4,000,000.00
Retainage Percent	0.00
Retainage Notes	
Initial Expended Value(USD)	0.00
Cumulative Encumbered/Expended Value(USD)	0.00
Total Paid(USD)	0.00
Remaining Balance(USD)	4,000,000.00
Value to Go(%)	100.00
Payment Terms	Net 45 Days
Payment Notes	Net 25 days applied to SBE/MBE Adelman Sand & Gravel, Inc and A.E.N. Asphalt Inc.
Delivery Terms	Free On Board Destination
Delivery Notes	
Other Notes	

## Contract Period

Award Date	May 16, 2025
Effective Date	May 19, 2025
Expiration Date	May 18, 2027
Potential Final Expiration Date	May 18, 2029

## Custom Fields

### Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

## Contract Clauses

No Clause(s) found

## Catalog Names

No catalog(s) found

## Document(s)

Document Name	Upload Date
25PSX0108 Contract and Exhibits.pdf	May 16, 2025
25PSX0108 Exhibit B- Price Schedule.xlsx	May 16, 2025
25PSX0108 Multiple Supplier Contract Summary.xls	May 16, 2025

## Administrative Document(s)

No Documents Found

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/81725947077?pwd=RXGjo35TJhDrJncZOX9oIef2WZXVfy.1>

Meeting ID: 817 2594 7077

Passcode: 955547

+1-312-626-6799 # US (Chicago)

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, July 8, 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 7:26 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

Also in attendance:

Town Manager Ryan Curley  
Corporation Counsel Lou Dagostine

**D. AUDIENCE OF CITIZENS:**

None

**E. MAYOR'S UPDATE:**

None

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

**G. CONSENT AGENDA:**

1. Topic re: Approve Berlin High School Class of 2026 to sell food and beverages at Berlin High School events during the 2025 – 2026 school year. – Parks and Recreation



2. **Topic re: Confirmation of the Town Manager's appointment of John Fotis Diakum, 76 Hemlock Ridge, Berlin to serve a two-year term as the Town's Citation Hearing Officer from now to January 31, 2027. – Town Manager**
3. **Topic re: Accept the donations of \$450.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police**
4. **Topic re: Accept the donations of \$1,263.00 and appropriate the funds to the Police Cadet Program Expenditure Account. - Police**
5. **Topic re: Award compensation in the amount of \$1,510 to firefighters in order to remedy a clerical error. – Fire Administration**
6. **Topic re: Accept monetary donations totaling \$1,346.62 and deposit \$196.62 into the Unrestricted Donations account for the libraries greatest need and deposit \$1,150.00 into the Library Agency account for the acquisition of adult fiction books, and move to accept the donation of a one-year annual subscription to World Archaeology magazine with an approximate value of \$29.95 to be added to the libraries magazine collection. – Berlin-Peck Memorial Library**
7. **Topic re: Transfer \$140,500, 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**
8. **Topic re: Accept donations to the Berlin Animal Control Donation Account for \$172.32 and supplies/medical care valued at \$100.00. - Animal Control**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

## **H. PUBLIC HEARINGS:**

### **1. TO DISCUSS THE PROPOSED AMENDMENT TO THE NOISE ORDINANCE INCORPORATING FEEDBACK FROM SH ACOUSTICS.**

Mayor Kaczynski convened the Public Hearing on the proposed amendment to the noise ordinance at 7:29 p.m. and stated that the Ordinance Committee recently discussed adding information regarding hertz level measurements to the noise ordinance. New equipment will need to be purchased to measure these levels which will be done by the Police and analyzed by sound engineers from SH Acoustics.

There were no comments from the public or the Town Council.

Mayor Kaczynski closed the Public Hearing to discuss the Proposed Amendment to the Noise Ordinance Incorporating Feedback from SH Acoustics at 7:34 p.m.

2. **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”.**

Mayor Kaczynski convened the Public Hearing at 7:35 p.m.

Councilor Paonessa moved to read the title of the proposed ordinance and to waive the reading of the remainder of the ordinance incorporating its’ full text into the minutes of this meeting.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

“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”.

There were no comments from the public or Town Council members.

Mayor Kaczynski closed the Public Hearing on the Amended and Restated Upgrades to Mary E. Griswold Elementary School Project Bond Ordinance at 7:40 p.m.

#### **I. NEW BUSINESS:**

1. **Topic re: 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 remediate a moisture issue at Berlin High School, pending approval by the Board of Finance. – Facilities**

Town Manager Curley stated that this item was the subject of tonight’s Town Meeting.

Mayor Kaczynski stated that the glue used on tiles at Berlin High School was plant-based which caused mold to grow on tiles placed on the slab. The tiles are sealed so there are no mold spores in the air, but the tiles placed on the slab do need to be replaced. This summer temporary tiles will be installed as the first step in the project.

Councilor Paonessa moved 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 remediate a moisture issue at Berlin High School, pending approval by the Board of Finance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. **Topic re: Approve a \$1,000,000 fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Griswold-HVAC account in the Capital Non-Recurring Fund, pending approval by the Board of Finance. – Public Works**

Town Manager Curley stated that this item was also the subject of tonight's Town Meeting, and this is the first part in funding the additional funds needed for the HVAC project at Griswold Elementary School. Agenda item #3 will address the bonding portion of the project.

Councilor Paonessa moved to approve a \$1,000,000 fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Griswold-HVAC account in the Capital Non-Recurring Fund, pending approval by the Board of Finance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

3. **Topic re: Waive Rule 7 of the Town Council's Rules and Procedures and that the Original Resolution adopted December 12, 2023 by the Town Council entitled "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" (the "Original Resolution"), which is ratified, confirmed and adopted, is amended by increasing the appropriation by \$2,800,000 to a total of \$6,000,000, increasing the bond authorization by \$1,800,000 to a total of \$5,000,000 and authorizing the Town to fund the balance of the appropriation in the amount of \$1,000,000 with Town funds on hand and that the ordinance title shall now be "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." – Town Clerk**

Town Manager Curley stated that this agenda item, which was written by Bond Counsel and reviewed by Corporation Counsel, is to increase the total amount of the bond ordinance for the HVAC project at Griswold Elementary School to \$6,000,000 due to increased cost estimates. For this project to be funded and to get to the substantial completion goal this bond ordinance increase is needed.

Town Manager Curley added that the bonding is being kept at \$5,000,000 and the additional \$1,000,000 is coming from Unassigned Fund Balance which would not trigger an automatic referendum per advice from Corporation Counsel.

Councilor Paonessa stated that this is a tremendous amount of money however there are State and Federal mandates for air quality that need to be followed and to meet those requirements this project must be done.

Board of Finance (BOF) member Sal Bordonaro stated that the BOF has concerns that the Town would be going over the \$5,000,000 bonding threshold for automatic referendum and requested a written response from Corporation Counsel stating their reasoning for not going to automatic referendum. Town Manager Curley stated that a copy of the email from Corporation Counsel was provided to Finance Director Kevin Delaney, and that email is part of the BOF's packet for their meeting this evening.

Councilor Paonessa moved to waive Rule 7 of the Town Council's Rules and Procedures in order to vote on the amendment to the Bond Ordinance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved that the Original Resolution adopted December 12, 2023 by the Town Council entitled "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" (the "Original Resolution"), which is ratified, confirmed and adopted, is amended by increasing the appropriation by \$2,800,000 to a total of \$6,000,000, increasing the bond authorization by \$1,800,000 to a total of \$5,000,000 and authorizing the Town to fund the balance of the appropriation in the amount of \$1,000,000 with Town funds on hand and that the ordinance title shall now be "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.

Vote being 7-0 (MOTION CARRIED)



**4. Topic re: Accept the proposed amendments to the Noise Ordinance. – Town Manager**

Town Manager Curley stated that this item was the subject of tonight's Public Hearing. The amendment to the Noise Ordinance was originally vetted through the Ordinance Committee with assistance from Corporation Counsel as well as SH Acoustics. This amendment is to address any tonal issues that may arise going forward so that the Police Department will have the ability to detect those issues that may be in violation of the Noise Ordinance.

Councilor Paonessa moved to accept the proposed amendments to the Noise Ordinance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**5. Topic re: Authorize the Town Manager to waive the bidding process for DPC, LLC Engineering to prepare engineering reports for the Berlin Turnpike and Middletown Road Sewer Pump Stations in the amount of \$31,000.00 as this is in the best interest of the Town. – Water Control**

Water Control Manager Ray Jarema stated that DPC Engineering is currently evaluating the Sewer Financial Infrastructure and completed the design and oversight of the Deming Road Sewer Pump Station therefore they are knowledgeable and familiar with them.

Berlin Water Control is considering an upgrade to its largest sewer pump station located on the Berlin Turnpike. This pump station has been in service for over 55 years and operates three pumps which discharge 13-million gallons and has had issues with its' grinders over the years which are costly to replace.

A potential upgrade may also be required at the Middletown Road Sewer Pump Station due to potential development in that area.

This request is to allow DPC, LLC Engineering to prepare engineering reports for these pumping stations.

Councilor Paonessa moved to authorize the Town Manager to waive the bidding process for DPC, LLC Engineering to prepare engineering reports for the Berlin Turnpike and Middletown Road Sewer Pump Stations in the amount of \$31,000.00 as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**6. Topic re: Approve waiving the Town's bidding requirements for NEXGEN for CAD/RMS systems and equipment using funds as are available in the Computer Support account up to \$30,000 as this is in the best interest of the Town. – Police Department**

Deputy Police Chief Drew Gallupe stated that NEXGEN is the dispatching and report writing system which allows the Police Department to have inter-department operability between the majority of police departments throughout the state.

This request is for the payment of the annual maintenance fees for this system.

Councilor Paonessa moved to approve waiving the Town's bidding requirements for NEXGEN for CAD/RMS systems and equipment using funds as are available in the Computer Support account up to \$30,000 as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**7. Topic re: Waive the Town's bidding procedures and authorize the purchase of textbooks and software subscriptions in preparation for the State mandated reading program, as the materials are from a sole source, publishers Great Minds and Amplify Educational Software. – Board of Education**

Berlin Board of Education Director of Finance and Operations Ashley Dorsey stated that the State Department of Education established the Right to Read Act requiring all school districts to use evidence-based reading instruction and the Town Council previously appropriated \$215,000 for this. There were a certain number of programs which they could choose from, and the Curriculum department vetted several different ones.

Director of Curriculum Laurie Gjerpen explained that the Board of Education had already implemented other pieces related to evidence-based reading instruction such as phonics so they chose the Wit and Wisdom program which will allow educators to continue some of the work that they were already doing.

In addition to textbooks, the State also requires a progress monitoring tool as part of the Right to Read Act. Of the endorsed software that is available the District has selected DIBELS, a dyslexia screening software.

Councilor Paonessa moved to waive the Town's bidding procedures and authorize the purchase of textbooks and software subscriptions in preparation for the State mandated reading program, as the materials are from a sole source, publishers Great Minds and Amplify Educational Software.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**8. Topic re: Waive the Town's bidding procedures and authorize the purchase of the Raptor Badge Alert System, a prepaid 36-month contract value of \$128,500, to maintain continuity within the Board of Education's existing security software and take advantage of a \$27,750 cost savings as it is in the best interest of the Town. – Board of Education**

Berlin Board of Education Director of Finance and Operations Dorsey stated that the Town Council previously approved \$130,000 for emergency communication upgrades within the Berlin Public Schools.

A committee was formed which reviewed three emergency communication systems and recommends proceeding with the Raptor Badge Alert System as Berlin Public Schools currently use Raptor Technologies as the security software for visitor and volunteer applications and it is fully integrated with student and staff data management systems. Raptor also provided the best price along with a cost savings.

Ms. Dorsey explained that the Raptor Badge Alert System is a wearable emergency notification system which can be used to alert police and other staff of an emergency situation and also provides reunification of students to a responsible adult after an emergency.

Councilor Paonessa moved to waive the Town's bidding procedures and authorize the purchase of the Raptor Badge Alert System, a prepaid 36-month contract value of \$128,500, to maintain continuity within the Board of Education's existing security software and take advantage of a \$27,750 cost savings as it is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**9. Topic re: 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. - Economic Development**

Town Manager Curley stated that 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.

Mr. Mahoney 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 eight hours per week, which is approximately half the time provided in his fiscal year 2025 contract.

Town Manager Curley stated that he has spoken with Finance Director Kevin Delaney about the possibility of filling the position mid-year. Currently Town staff are assisting to cover Mr. Mahoney's reduced hours.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**10. Topic re: Authorize the Town Manager to sign and return the Commitment to Fund totaling \$5,498,965.42 for the LOTCIP project to reconstruct Episcopal Road and Rowley Street to the Connecticut Department of Transportation. – Public Works**

Public Works Director Mike Ahern stated that 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 a Commitment to Fund totaling \$5,498,965.42.

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.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**11. Topic re: Authorize the Town Manager and Town Staff to request at least an additional \$1,343,800.00 from the LOTCIP 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. – Public Works**

Public Works Director Ahern stated that about two years ago the Town's design engineer for the Kensington Road Bridge replacement estimated an approximately \$2 million cost for the project, but after the review process by State and Federal agencies the engineer's cost estimate increased to \$3,302,800.

The project is being funded by a Local Transportation Capital Improvement Program (LOTICIP) grant. The LOTICIP Program Manager intends to submit a request to increase funding to the Capitol Region Council of Governments (CRCOG) Transportation Committee for approval. Therefore, Town staff request authorization to support CRCOG in this funding increase submission, as well as authorization for the Town Manager to sign the Commitment to Fund letter to the Connecticut Department of Transportation.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 12. Topic re: 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:**

**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.**

**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.**

**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.**

**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.**

**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.**

**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. – Public Building Commission**

Director of Public Works Ahern stated that the Public Building Commission (PBC) issued six invitations to bid for the Griswold and Hubbard Elementary School HVAC upgrade projects. After bid analysis and reviews the PBC is recommending the following contracts be awarded.

Town Clerk Kate Wall confirmed that the Board of Finance did approve the \$1,000,000 fiscal year 2025 non-budgeted appropriation of General Fund Unassigned Fund Balance to the Griswold-HVAC account at their simultaneously occurring meeting this evening.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**13. Topic re: Appoint the following individual to the America 250 – Berlin Commission: Kate Atkinson. – Town Clerk**

Town Clerk Kate Wall stated that towns and organizations involved with America-250 Connecticut were only recently notified of the Connecticut Humanities Council, Inc's "Give 250 Connecticut Agreement" that would have allowed organizations to accept donations for America 250 during the period of July 1 to July 11, 2025. As many towns would need their legislative body to approve this agreement there was not enough time for Berlin's Town Council to give that approval before the July 11<sup>th</sup> donation deadline.

Ms. Wall stated that there is a possibility that the "Give 250 Connecticut Agreement" may be offered again, therefore she is requesting that the Town Council discuss this agreement tonight and provide direction if they would be comfortable voting on it via email if time constraints are an issue again at that time. Ms. Wall added that there would be a 10% administrative fee associated with donations received and the agreement provided to her was still in its' draft format.

The Town Council agreed that they were fine with an email vote if the agreement is received again with short notice.

In regard to the request for appointment to the America 250 – Berlin Commission, Ms. Wall stated that the request should actually be to appoint Sandra Coppola.

Councilor Paonessa moved to appoint Sandra Coppola to the America 250 – Berlin Commission.

Seconded by Councilor Veach.

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

Abstain: Councilor Coppola.

Vote being 6-0-1 (MOTION CARRIED)

**J. TOWN MANAGER'S REPORT:**

- The Town Manager thanked the Town Council for their support in opposition to House Bill 5002. Governor Lamont did veto the bill, however there is the possibility of a housing bill coming back.

- After discussion with the Mayor, Fire Chief Jim Simons, and Timberlin Golf Course, the date of August 20<sup>th</sup> at 6:00 p.m. was selected for the Firefighter Appreciation Dinner. The Town Council gave their support.
- The Public Building Commission (PBC) has been working on obtaining the Phase I on the possible YMCA site on Patterson Way. The PO has been issued, and the Phase I is expected this month. The PBC also approved a PO for QA+M for survey and geotechnical work. Borings and field work for the topo surveys are being worked on.
- The Town of Berlin now has an Instagram account.
- The Town Manager provided the Town Council with his quarterly department update.

**K. SPECIAL COMMITTEE REPORTS:**

None

**L. COUNCILORS' COMMUNICATION:**

Councilor Atkinson stated that for the second year in a row Berlin's 12U Girls' Softball team has won sectionals and are moving on to the State Championship. For the first time in Berlin Little League history Berlin's 10U Girls' Softball team won Districts.

Councilor Pruzin stated that he will be meeting with the Town Manager's Assistant tomorrow regarding a Proclamation for the Veterans' Commission.

**M. ACCEPTANCE OF MINUTES:**

**June 17, 2025**

Councilor Paonessa moved to accept the Town Council Meeting minutes of June 17, 2025 as presented.

Seconded by Councilor Veach.

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 the meeting at 8:59 p.m.

Seconded by Councilor Veach.



Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

A handwritten signature in black ink, appearing to read "Kathryn J. Wall", written over a rectangular stamp area.

7/14/2025, 11:01:57 AM