

Join Zoom Meeting

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Meeting ID: 835 9899 0268

Passcode: 705888

+1-309-205-3325

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, October 21, 2025
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$305.00 and supplies/medical care valued at \$350.00. – Animal Control
2. Topic re: Accept monetary donations totaling \$850.14 and deposit \$732.22 into the Friends of the Library Miscellaneous account for one children's program, coffee supplies and child/teen program supplies, and deposit \$117.92 into the Friends of the Library Credit Card account for the purchase of program supplies and move to accept the donation of puzzles with an estimated value of \$225.00 to be used for programs. – Berlin-Peck Memorial Library
3. Topic re: Accept the donations of \$350.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
4. Topic re: Approve waiving the Police Traffic Control and Town fees in the approximate amount of \$2,235.60 for the Theatre Guild of Berlin's Winter Children's Show-Annie, Jr. which will take place on December 7, 2025 at Berlin High School Auditorium. - Police
5. Topic re: Approve waiving the Police Traffic Control fees for the Hungerford Nature Center 2025 Pumpkin Palooza in the approximate amount of \$1,278.80. - Police

6. Topic re: Approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$2,475.60 that will take place on November 29, 2025 on Main Street. - Police
7. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$ 5,670.10 for the Powerhouse Gym Thanksgiving Day 5K that will take place on Thursday, November 27,2025 in Berlin. – Police
8. Topic re: Approve Berlin High School Class of 2026 to sell merchandise at Berlin High School events at Sage Park during the remainder of the 2025 – 2026 school year.

H. NEW BUSINESS:

1. Topic re: Rescind authorization for the Town Manager to apply for a State of Connecticut LOCIP grant approved by the Town Council at their January 9, 2024, Special Meeting and authorize the Town Manager to apply for a State of Connecticut LOCIP grant for \$327,563.68 for renovations to the Sage Park parking lot and Suranna Drive and appropriate the funds to the LOCIP – Sage Park Parking Lot Project account, pending OPM approval. – Public Works
2. Topic re: Award the Connectivity funded Sidewalk Project No. 2026-02 with segments on Four Rod Road, Kensington Road, Norton Road, Percival Avenue, and Robbins Road to the low bidder, Detour Construction of Lowell, MA in the amount of \$477,485.00, and to authorize the Town Manager to enter into change orders not to exceed \$47,748 and to sign related documents after Corporation Counsel review (including a Project Authorization Letter) as required by the CT Department of Transportation for the base contract. – Public Works
3. Topic re: Authorize the execution by the Town Manager of an extension to a Connecticut Department of Mental Health and Addiction Services grant for Community Center Planning. – Public Works/Economic Development
4. Topic re: Waive the Town's purchasing requirements and approve Turnpike Motors of Newington, CT to repair MP#0335 Engine #10's rust as outlined in their quote #074497 and #054012 for an amount not to exceed \$46,151.95, as this is in the best interest of the town. – Fire Administration
5. Topic re: Discussion of Efforts to Preserve the Augustus Moore Homestead. – Economic Development/Planning and Zoning
6. Topic re: Authorize the Town Manager to enter into an amendment to the agreement to buy the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway for a reduced purchase price of \$95,000, subject to review and approval of Corporation Counsel, and to authorize use of \$7,000 in additional funds from the local grant match account for costs related to the property acquisition. – Economic Development
7. Topic re: Approve the Project Manager position within the Public Works Department. – Town Manager

I. TOWN MANAGER'S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES:

October 7, 2025

M. ADJOURNMENT



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes the

The Worthington Meeting House On its 250th Anniversary

Built in 1774, the Worthington Meeting House has served as a meeting place for Town meetings, community events, and religious gatherings since it was dedicated in 1775. When the Berlin Congregational Church built its own building down the road around 1850, the Meeting House became the Town Hall for the Worthington section of Town. In 1907, Worthington Town Hall merged with the Kensington Town Hall, occupying Brandegee Hall on the Ridge. This was the sole town hall for many years. The building next served as the Worthington School from 1907 to 1957, and then it became the home of the Board of Education until 1975. The Meeting House has been vacant for the last 50 years. During those years, major projects were completed to keep it structurally sound.

Current and former Berlin residents continue to support and advocate for the restoration of this iconic building because it is dear to their memories and central to Berlin's history. The structure is our oldest and most notable public building, the jewel of our National Register Historic District. In honor of generations of Berlin residents, we look to a future in which the Meeting House again serves the community as a Museum and Community Cultural Center for all to enjoy.

NOW, THEREFORE, BE IT RESOLVED, I, Mark H. Kaczynski, by virtue of the authority vested in me as Mayor of Berlin, Connecticut, do hereby observe and commemorate The Worthington Meeting House on its 250-year anniversary and celebrate all the historical events that took place there throughout the years.

Dated this 18th day of October 2025 at Berlin, Connecticut.

Mark H. Kaczynski

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 10, 2025

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

PERIOD	AMOUNT	PURPOSE	DONOR*
	\$ 50.00 (Value)	Animal Care	Linda Rowland
9/15/25- 10/10/25	\$ 50.00	Animal Care	Carrie Pajak
	\$ 95.00	Animal Care	Carol Adams
	\$ 10.00	Animal Care	Gabriela Esmiol
	\$ 50.00	Animal Care	Thomas Ottman
	\$100.00 (value)	Rabbit spay	F.O.B.A.C.
	\$100.00	Animal Care	Elena Menard
	\$ 200.00 (value)	Animal Care	Beth Morris

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$305.00 and supplies/medical care valued at \$350.00

ATTACHMENTS:

None

PREPARED BY: Janice Fuller, Animal Control

JF



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

Oct 2, 2025

Linda Rowland
1183 Kensington Rd
Kensington, CT 06037

Dear Linda,

Thank you so much for the donation of 2 bags of "Sundays" dog food. We truly appreciate your support and kindness. We have had many dogs & cats over the past few months that were abandoned in Berlin and your donations are a blessing. It allows us to give the best vet care to our homeless pets that we take in.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



"Peaches"



"Rolly"



"Lenny"

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



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

Oct 1, 2025

Carrie Pajak
33 Ridge Rd
Middletown, CT 06457

Dear Carrie,

Thank you so much for the donation of \$ 50. Many thanks for adopting "Squiggy" from us. He was the sweetest boy and we are so glad he found a great home to love him and care for him. We have had many dogs & cats over the past few months that were abandoned in Berlin that all needed vet care and your donations are a blessing. It allows us to give the best vet care to our homeless pets that we take in.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



"Peaches"



"Rolly"



"Lenny"

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



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

Carol Adams
1048 South Main St
Plantsville, CT 06079

Dear Carol,

Thank you very much for the donation of \$100 for the adoption of "Sage"
It has been a very busy year with many
abandoned dogs & cats and we are already through half of our food & Vet budget.
Your kindness & generosity will help with the animal care
and comfort at our facility.
Thanks for caring.

Thanks again.
Sincerely,

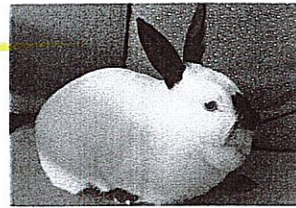
Jan Fuller, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



"Cleopatra"



"Rolly"



"Bloom"

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



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

Gabriela Esmiol
89 Old Stagecoach Rd
Granby, CT 06035

Dear Gabriela,

Thank you very much for the donation towards the rabbit you Adopted from us. We hope the two are still getting along together. It has been a very busy year with many abandoned dogs & cats and we are already through half of our food & Vet budget. Your kindness & generosity will help with the animal care and comfort at our facility.
Thanks for caring.

Thanks again.
Sincerely,

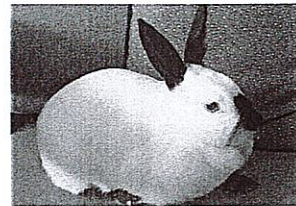
Jan Fuller, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



"Cleopatra"



"Rolly"



"Bloom"

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



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

Thomas Ottman
53 Westview Terrace
Berlin, CT 06037

Dear Thomas,

Thank you very much for the continuous donations of \$50
That you give us every month. We are very grateful to you.
It has been a very busy year with many abandoned dogs & cats
and we are already through half of our food & Vet budget.
Your kindness & generosity will help with the animal care
and comfort at our facility.
Thanks for caring.

Thanks again.
Sincerely,

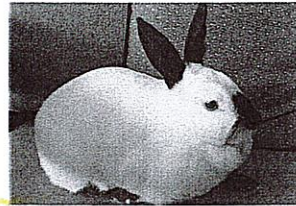
Jan Fuller, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



"Cleopatra"



"Rolly"



"Bloom"

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



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

Oct 3, 2025

Elena Menard
43 Hawks Nest Circle
Middletown, CT 06457

Dear Elena,

Thank you so much for the donation of \$100. We truly appreciate your support and kindness. We have had many dogs & cats over the past few months that were abandoned in Berlin and your donations are a blessing. It allows us to give the best vet care to our homeless pets that we take in.

Thanks for adopting beautiful "Cleopatra". Please keep in touch and let us know how she is doing with her "new" brother and her new name.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



"Peaches"



"Rolly"



"Lenny"

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



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

Beth Morris
215 Church St
New Haven, CT 06510

Dear Beth,

Thank you very much for the donation of dog & cat food and other supplies...
What a generous donation ! Thank you so much. It has been a very busy year with many
abandoned dogs & cats and we are already through half of our food & Vet budget.
Your kindness & generosity will help with the animal care
and comfort at our facility.
Thanks for caring.

Thanks again.
Sincerely,

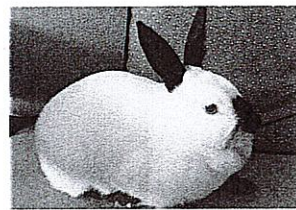
Jan Fuller, Animal Control Officer
Kate Matson, Assistant Animal Control Officer



"Cleopatra"



"Rolly"



"Bloom"

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

Coolson

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 9, 2025

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	732.22	FOL Misc. Acct.	One Children's program, Coffee supplies, Child/Teen program supplies	Friends of the Library
	117.92	FOL Credit Card Acct.	Program supplies	Friends of the Library
	850.14			
Equip/Merch				
	225.00	puzzles	to be used for programs	Ravensburger
	225.00			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$850.14 and deposit \$732.22 into the Friends of the Library Miscellaneous account for one children's program, coffee supplies and child/teen program supplies, and deposit \$117.92 into the Friends of the Library Credit Card account for the purchase of program supplies and move to accept the donation of puzzles with an estimated value of \$225.00 to be used for programs.

Attachments:

n/a

Prepared By:

Carrie Tyszka, Library Director *CT*

Consent
Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: October 14, 2025

SUBJECT: Donations for K9 Program

Summary of Agenda Item:

The Police Department has received \$350.00 in donations from Liam Mitchell 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 \$350.00 and appropriate the funds to the Police K9 Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe

DC

Consent
4

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley- Town Manager RC

DATE: October 14, 2025

SUBJECT: Request for Fee Waiver – Theatre Guild Berlin Winter Children’s Show-
“Annie, Jr”

Summary of Agenda Item:

The Theatre Guild of Berlin held a Winter Children’s Show at Berlin High School on December 7, 2025. The Theatre Guild is a non-profit and is requesting that the police fees be waived.

Christopher Cote- President Berlin Theatre Guild

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic Control and Town fees in the approximate amount of \$ 2, 235.60 for the Theatre Guild of Berlin’s Winter Children’s Show-Annie, Jr. which will take place on December 7,2025 at Berlin High School Auditorium.

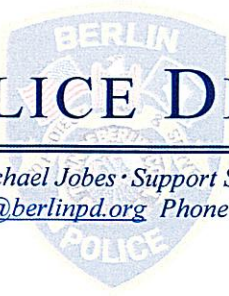
Attachments:

Request for Fee Waiver Form

Cost Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department



BERLIN POLICE DEPARTMENT

Lieutenant Michael Jobes · Support Services Division
Email: mjobes@berlinpd.org Phone: (860) 828-7088

Date: October 14, 2025

Event Name: "Annie, Jr" Winter Children's Show

Requestor/Organization: Theatre Guild, Christopher Cote

Date of Event: December 7, 2025

Number of Officers: 2

Time: Eight Hour Shift Weekend

Contract Rate: Private Duty

Approximate Total: \$ 2,235.60 (16 hours private duty rate+ town surcharge 25%)

Function of Officer Assigned: BOE school usage requirement. Monitor school interior and exterior parking lot at Berlin High School, large attendance.


Lt. Michael Jobes



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Theatre Guild of Berlin, Inc.</i>	Date: <i>10/6/25</i>
Contact Name: <i>Christopher M. Cote - President</i>	
Phone Number: <i>860-202-9121</i>	
Event: <i>"Annie, Jr." - Winter Children's Snow</i>	Date of Event: <i>12/7/25</i>
Location of the Event: <i>Berlin High School Auditorium</i>	
What fee do you want waived: <i>Police Fee - 2 shows 12:30 p.m. 2:30 p.m.</i>	
Identify the hardship incurred: <i>We are a non-profit organization. All monies raised are returned to our programs particularly our Summer programs and Children's Show.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Our production of "Annie, Jr." includes over 75 children ages 4 thru 18 - primarily from Berlin. We receive an annual Grant from the Berlin Lions Club for our Children's program. All our adult members volunteer in the community.</i>	

Town Manager review:

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

Yes



No



If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Theatre Guild of Berlin Inc

Comments:

CM Cote, President
Signature
CHRISTOPHER M. COTE

10/6/25
Date

[Signature]
Town Manager Signature

10/15/25
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.

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 14, 2025

SUBJECT: 2025 Hungerford Nature Center Pumpkin Palooza

Summary of Agenda Item:

The Hungerford Nature Center is requesting a waiver of Police fees for the 2025 Pumpkin Palooza. This is a fundraiser event for the non-profit Children's Museum that serves Berlin. The Museum offers programming for both children and adults as volunteer opportunities for special needs groups and school groups in the community. The event will take place on October 17th and 18th at 191 Farmington Avenue.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic Control fees for the Hungerford Nature Center 2025 Pumpkin Palooza in the approximate amount of \$1,278.80

Attachments:

Request for Fee Waiver, Hungerford Nature Center

Cost Form

Prepared By:

Lt. Michael Jobes, Berlin PD



BERLIN POLICE DEPARTMENT

Lieutenant Michael Jobes • Support Services Division
Email: mjobes@berlinpd.org Phone: (860) 828-7088

Date: October 14, 2025

Event Name: 2025 Hungerford Nature Center “Pumpkin Palooza”

Requestor/Organization:

Date of Event: October 17th & 18th, 2025

Number of Officers: 1

Time: Four Hour Shift Two Nights 1800-2200

Contract Rate: Private Duty

Approximate Total: \$ 1,277.80 (8 hours private duty rate+ cruiser fee+ town surcharge 25%)

Function of Officer Assigned: Maintain police presence in parking lot due to traffic and number of children/adults entering and exiting.



Lt. Michael Jobes



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Hungerford Nature Center	Date: 10/7/25
Contact Name: Tami Christopher	
Phone Number: 203 600 5044	
Event: Pumpkin Palooza	Date of Event: 10/17 \$10/18
Location of the Event: 191 Farmington Avenue	
What fee do you want waived: \$1277.80. This is the cost of a traffic officer is \$111.78 x 4 hours plus 25% town \$20/hour for a car. The cost is \$638.90 per night.	
Identify the hardship incurred: This event is our primary fundraiser for the year and we are trying to minimize all to help our fundraising goal.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: New this year: If approved, we commit to provide a \$500 summer employment stipend to a Berlin High School student. We began this program last summer and plan to continue it in the summer of 2026. We also work closely with the Berlin Peck Memorial	

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: Hungerford Nature Center

Comments:

Emaded

Signature

10-7-25

Date

[Signature]

Town Manager Signature

10/15/25

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. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: October 14, 2025

SUBJECT: 2025 Annual Tree Lighting

Summary of Agenda Item:

The Berlin Fire Departments are requesting a waiver of Police fees for the 2025 Annual Tree Lighting event. This event provides a no cost annual event for the residents and families of Berlin and provides help and monetary assistance to local veterans. The event will take place on November 29, 2025.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic Control fees for the Annual Christmas Tree Lighting in the approximate amount of \$2,475.60 that will take place on November 29, 2025 on Main Street.

Attachments:

Request for Fee Waiver, Town of Berlin Fire Department

Cost Form

Prepared By:

Lt. Michael Jobes, Berlin PD



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: Town of Berlin Fire		Date: 10/13/25
Contract Name: Andy Hrubiec		
Phone Number: 860 614 4858		
Event: TOB Tree lighting	Date of Event: 11/29/25	
Location of the Event: Main St Kensington		
What fee do you want waived: 4 officers @ 42.5 1788.48 Berlin PD for town surcharge 25% 447.12 \$2475.60 traffic and security 3 crews @ 20 per hr 240		
Identify the hardship incurred: Required PD participation laid out in the OPS Plan		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Town of Berlin emergency services Raising money for food pantry and vet needs		

Town Manager review:

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

Yes



No



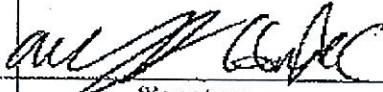
If so, which criteria:

- ☐ 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.

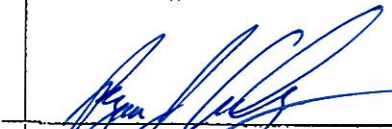
TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: town of Berlin Fire

Comments:


Signature

10/13/25
Date


Town Manager Signature

10/15/25
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.



BERLIN POLICE DEPARTMENT

Lieutenant Michael Jobes · Support Services Division
Email: mjobes@berlinpd.org Phone: (860) 828-7088

Date: September 23, 2025

Event Name: 2025 Annual Tree Lighting

Requestor/Organization: Andy Hrubiec

Date of Event: November 29, 2025

Number of Officers: Four

Time: Four hour Shifts

Contract Rate: Private Duty

Approximate Total: \$ 2,475.60 (16 hours private duty rate+ cruiser fee+ town surcharge 25%)

Function of Officer Assigned: Traffic direction and security.



Lt. Michael Jobes

Consent
Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: October 14, 2025

SUBJECT: Request for Fee Waiver – Powerhouse Gym 5K Road Race

Summary of Agenda Item:

Powerhouse Gym is hosting a 5K Road race to benefit several charities to be held on Thanksgiving 2025 in Berlin. This event is televised on Channel 3 WFSB. Charities to benefit are local Berlin charities, Berlin Volunteer Fire Departments, VFW and the American Legion.

Funding:

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

Action Needed:

Move to approve waiving the Police Traffic Control fees in the estimated amount of \$ 5,670.10 for the Powerhouse Gym Thanksgiving Day 5K that will take place on Thursday, November 27, 2025 in Berlin.

Attachments:

Request for Fee Waiver Form

Cost Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department



BERLIN POLICE DEPARTMENT

Lieutenant Michael Jobes · Support Services Division
Email: mjobes@berlinpd.org Phone: (860) 828-7088

Date: October 14, 2025

Event Name: 2025 Powerhouse 5K Run

Requestor/Organization: Jack Banks

Date of Event: November 27, 2025

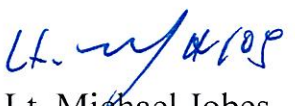
Number of Officers: 9

Time: Nine four-hour shifts

Contract Rate: Private Duty

Approximate Total: \$ 5,670.10 (9x4 hour private duty rate + cruiser fee+ town surcharge 25%)

Function of Officer Assigned: Traffic direction, control and security


Lt. Michael Jobes



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization:		Date:
Contact Name: JACK BANKS		10.2.2025
Phone Number: 860 836 4614		
Event: Powerhouse Gym of Berlin/WFSB 5K		Date of Event: 11/27/2025
Location of the Event: 99 Webster Sq. Rd.		
What fee do you want waived: OFFICER & CRUISER FEES		
Identify the hardship incurred: Majority of the "100% solidarity" donations will benefit Berlin Vol. Fire Dept., VFW, & AMERICAN LEGION		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Each beneficiary from Berlin will represent their essential work on live local TV.		

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: _____

Comments: 21ST year of event live on WFSB channel 3
4:30AM - 8AM
ON THANKSGIVING


Signature

10.2.2005
Date


Town Manager Signature

10/15/05
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. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 15, 2025

SUBJECT: Berlin High School Class of 2026 to sell merchandise at sporting events at Sage Park for remainder of 2025-2026 school year

SUMMARY:

The Berlin Parks and Recreation Commission at its meeting on Thursday, October 9, 2025 recommended approval for the Berlin High School Class of 2026 to sell merchandise at Berlin High School events at Sage Park during the remainder of the 2025 – 2026 school year.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

ACTION NEEDED:

Move to approve Berlin High School Class of 2026 to sell merchandise at Berlin High School events at Sage Park during the remainder of the 2025 – 2026 school year.

ATTACHMENTS:

None

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation and Park Services



Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 14, 2025

SUBJECT: Rescind authorization to apply for a State of Connecticut LOCIP grant for on-course bridges at Timberlin and authorize the Town Manager to apply for a State of Connecticut LOCIP grant for \$327,563.68 for the Sage Park Parking Lot project.

SUMMARY OF AGENDA ITEM:

During the January 9, 2024, Special Town Council meeting, the Town Manager was authorized to apply for a State of Connecticut Local Capital Improvement Program (LOCIP) grant to replace on-course bridges at Timberlin. After applying for the grant, the Town was notified that approvals would be required from Army Corps of Engineers, the State of Connecticut Department of Energy and Environmental Protection (DEEP), and the local Inland Wetlands Commission. The Golf Course consulted with an engineering firm on this process, and it was determined that the approvals may take considerable time. The Town was also advised that by using local funds, the approval process may be more streamlined. As a result of these additional steps, this motion is to rescind the previous approval to apply for LOCIP grant funds for the on-course bridge project. The bridge project can be funded utilizing the existing Athletic Facilities (2025) bond ordinance when all approvals are obtained.

The State of Connecticut Office of Policy and Management (OPM) is actively working with Towns to expend the remaining balance in the old entitlement grant program. The Town of Berlin still has \$327,563.68 in entitlement grant funds. This motion proposes to use the remaining funds to renovate the Sage Park parking lot and, to the extent funding is available, renovate Suranna Drive (Sage Park's entry road). The remaining cost for Suranna Drive renovations – after LOCIP – will be funded from the Municipal Projects State Grant account. Public Works will return to the Town Council for approval of the project once OPM approves the LOCIP grant application.

Public Works has received quotes for the parking lot and Suranna Drive work (see attached map and quotes). Those costs are:

\$218,635.45 Full Depth Reclamation, and Pave the Parking Lot
\$ 16,416.44 Stripe all areas
\$ 28,464.08 Pave around the Maintenance Building
\$ 9,952.84 Pave access/maintenance road to the baseball field
\$105,186.06 Full Depth Reclamation, and Pave Suranna Drive
\$ 20,858.82 Escalation to 2026 Paving Season
\$399,513.69 TOTAL

FUNDING:

State LOCIP Grant

ACTION NEEDED:

Move to rescind authorization for the Town Manager to apply for a State of Connecticut LOCIP grant approved by the Town Council at their January 9, 2024, Special Meeting.

Move to authorize the Town Manager to apply for a State of Connecticut LOCIP grant for \$327,563.68 for renovations to the Sage Park parking lot and Suranna Drive and appropriate the funds to the LOCIP – Sage Park Parking Lot Project account, pending OPM approval.

ATTACHMENTS:

Map showing Sage Park paving scope
Paving Cost Estimate – Galasso Materials (8/18/25)
Striping Cost Estimate – Safety Marking (8/28/25)

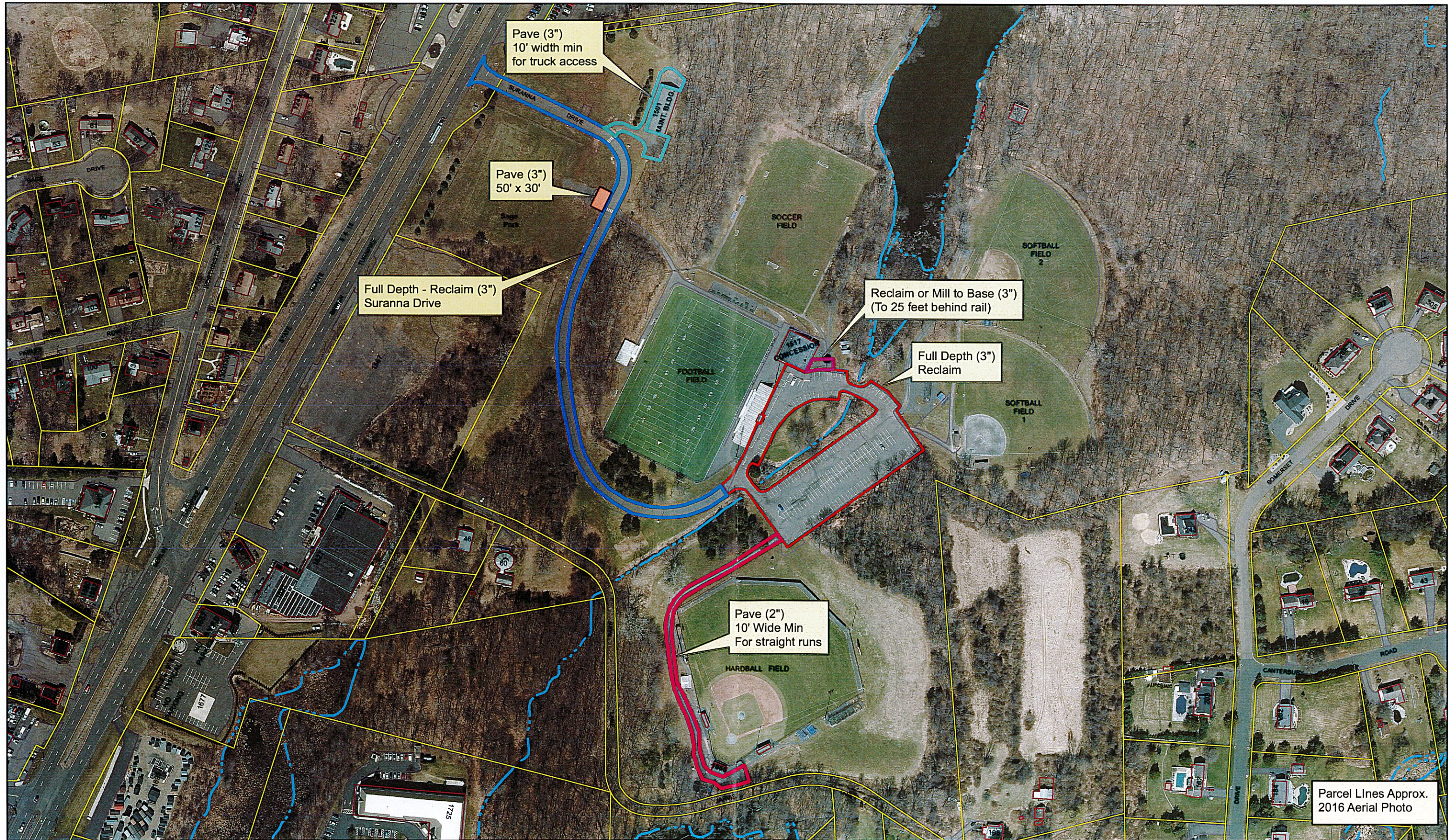
PREPARED BY:

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

MSA

1 inch = 200 feet
0 100 200 400 Feet

Sage Park - Paving Scope (1517 Berlin Tpke, Berlin CT)





Michael Ahern
Director of Public Works
240 Kensington Road
Berlin CT 06037
860-828-7022

\$527.50 Liquid Base of Bid:
\$545.00 Current Liquid as of 8/11/25:

Escalation / De-escalation			
Material	Tons	Adjustment/Ton	Total
Class 1 / HMA S0.50"	1261	\$0.88	\$1,102.98
Class 2 / HMA S0.375"	1441	\$1.05	\$1,513.12

5000+ Categories 24PSX0207		
HMA SD 50"		\$99.65 ton
HMA SD 375"		\$88.65 ton
HMA SD 25"		\$95.10 ton
Levelling		\$91.35 ton
Handwork		\$205.00 ton
Curb		\$5.25 lf
Track Coat NTT		\$9.00 gal
Processed Stone		\$37.00 ton
Traffic Control - Paving		\$1.85 ton

All work will be performed pursuant to The State VIP Contract (Vendor In-Place) 24PSX0207

Kyle Lamontagne
Galasso Materials LLC
60 South Main St
East Granby, CT 06026
O: 860-853-2524
C: 860-250-0937

Estimated Total	\$362,238.43
Adjusted Total	\$364,854.53
2026 Projected Increase	\$383,097.25

Attn: MICHAEL AHERN
TOWN OF BERLIN
860-828-7014
240 Kensington Road
Berlin, CT, 06037

Quote #: 2523708
Job#: T260
Date: August 28, 2025
Berlin, District 1, CT

Job Desc: Sage Park & Suranna
Drive

Notes: Prices based on 2025 CROG bid (#772)

Base Bid

Item	Description	Quantity	U/M	Unit Price	Item Total
CR15b	Handicap Symbol Epoxy	6	EA	\$89.000	\$534.00
CR1c	Single White Epoxy Line	85	LF	\$0.398	\$33.83
CR1d	Single Yellow Epoxy Lines	395	LF	\$0.398	\$157.21
CR22b	Miscellaneous Detail Epoxy-SF	70	SF	\$5.950	\$416.50
CR23a	Epoxy Stenciling (EA)	69	EA	\$40.000	\$2,760.00
CR4b	Stop Bars Epoxy (12"x12':12SF)	55	SF	\$8.500	\$467.50
CR7b	Parking Stalls Epoxy (SF)	1,150	SF	\$9.000	\$10,350.00
LAYOUT	Layout Billable	6	MH	\$175.000	\$1,050.00
XWALKEPOXY	Epoxy Crosswalks (SF)	156	SF	\$4.150	\$647.40
Section Total: \$16,416.44					

Grand Total: \$16,416.44

Sales Tax To Be Charged According To Local Government Requirements

Required Completion

Certified Payroll Insurance Certificate Material Certificate Tax Exempt Tax Materials Only

Yes ☐
No ☐

Yes ☐
No ☐

Yes ☐
No ☐

Yes ☐
No ☐

Yes ☐
No ☐

EST Start Date

Terms and Conditions

Longline grinding removal will be \$2.50/sf and Handwork grinding removal will be \$4.50/sf.

The contractor must furnish own traffic personnel - Surveys Not Included - Contractor to provide a baseline for layout.

Any applicable taxes have not been included - Minimum Mobilizations apply if actual quantities fall below Minimum Mobilization Charge

We propose to furnish all Labor, Materials, Equipment, Workers' Compensation, Public Liability, and Property Damage Insurance necessary to do the work.

If Quote is \$10,000 or less, any documents outside of signed Quote may result in a \$500 Administrative Fee.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 15, 2025

SUBJECT: Award of Contract No. 2026-02 for Connectivity Grant Funded Sidewalks

SUMMARY:

The Town bid the 2023 Connectivity Grant funded sidewalk project, and nine bids were received on September 26, 2025. The low bidder was Detour Construction (Detour) of Ludlow, MA with a bid of \$477,485.00. This bid is lower than the available funds and the Engineer's recent Estimate of \$671,210.00. The Town received a 2023 Connectivity grant of \$780,000.00 which was based on the Engineer's original 2023 construction cost estimate, in the Connecticut Department of Transportation (DOT) format, with all incidentals and contingencies. The grant can pay up to 100% of the cost of construction but the Town is required to pay all design costs, and it was planned that the Town would also pay for construction inspection services, although these services are also eligible costs under the Connectivity Grant. The Town has encumbered \$131,500 of GRI money for its expected costs related to this project. Staff have talked to the DOT, and DOT appears agreeable to increasing the scope of the project to better align with the available funding and to including the cost of construction inspection services. Adding sidewalk segments will be possible via change orders after award, using the numerous unit prices submitted by Detour. Staff are currently evaluating what segments meet the Connectivity Program objectives, to discuss with DOT. The base project currently includes sidewalk sections on Four Rod Road, Kensington Road, Norton Road, Percival Avenue, and Robbins Road (see attached map for locations).

With a proposed project contingency of 10% (\$47,748), the total projected construction cost of the base bid and scope is \$525,234.00. As noted above, at this time, the project has a total funding of \$911,500.00 (\$780,000 Grant + \$131,500 Local Match), which leaves over \$386,266.00 that could be applied to other sidewalk sections and/or construction administration if approved by DOT. The approach outlined below is intended to supply the Town Manager with flexibility to authorize adding scope and funding to the base contract to utilize more of the grant amount.

WMC Engineers and Town Staff discussed the bid amount and scope with Detour, contacted references, and compared unit costs between the lowest four bidders and those from the Engineer's Estimate (see 3rd attachment). Per the attached letter, WMC recommends awarding the sidewalk contract to the low bidder Detour. Staff recommends entering a contract with Detour in the amount of \$477,485.00 and to authorize the Town Manager to enter change orders of 10% (\$47,748). After review of sidewalk segments to be added, and project inspection costs and funding sources, Staff will review proposals for use of the remaining funds with DOT and then come back to the Town Council with a recommended plan for use of the remaining project funds.

FUNDING:

- \$780,000.00 - Community Connectivity Grant (2023) account, #504.10.1017.0.53470.23502
- \$131,500.00 - Grant Road Improvement (GRI) account, #140.20.2037.0.54000.00509.

ACTIONS

Move to award the Connectivity funded Sidewalk Project No. 2026-02 with segments on Four Rod Road, Kensington Road, Norton Road, Percival Avenue, and Robbins Road to the low bidder, Detour Construction of Lowell, MA in the amount of \$477,485.00, and to authorize the Town Manager to enter into change orders not to exceed \$47,748 and to sign related documents after Corporation Counsel review (including a Project Authorization Letter) as required by the CT Department of Transportation for the base contract.

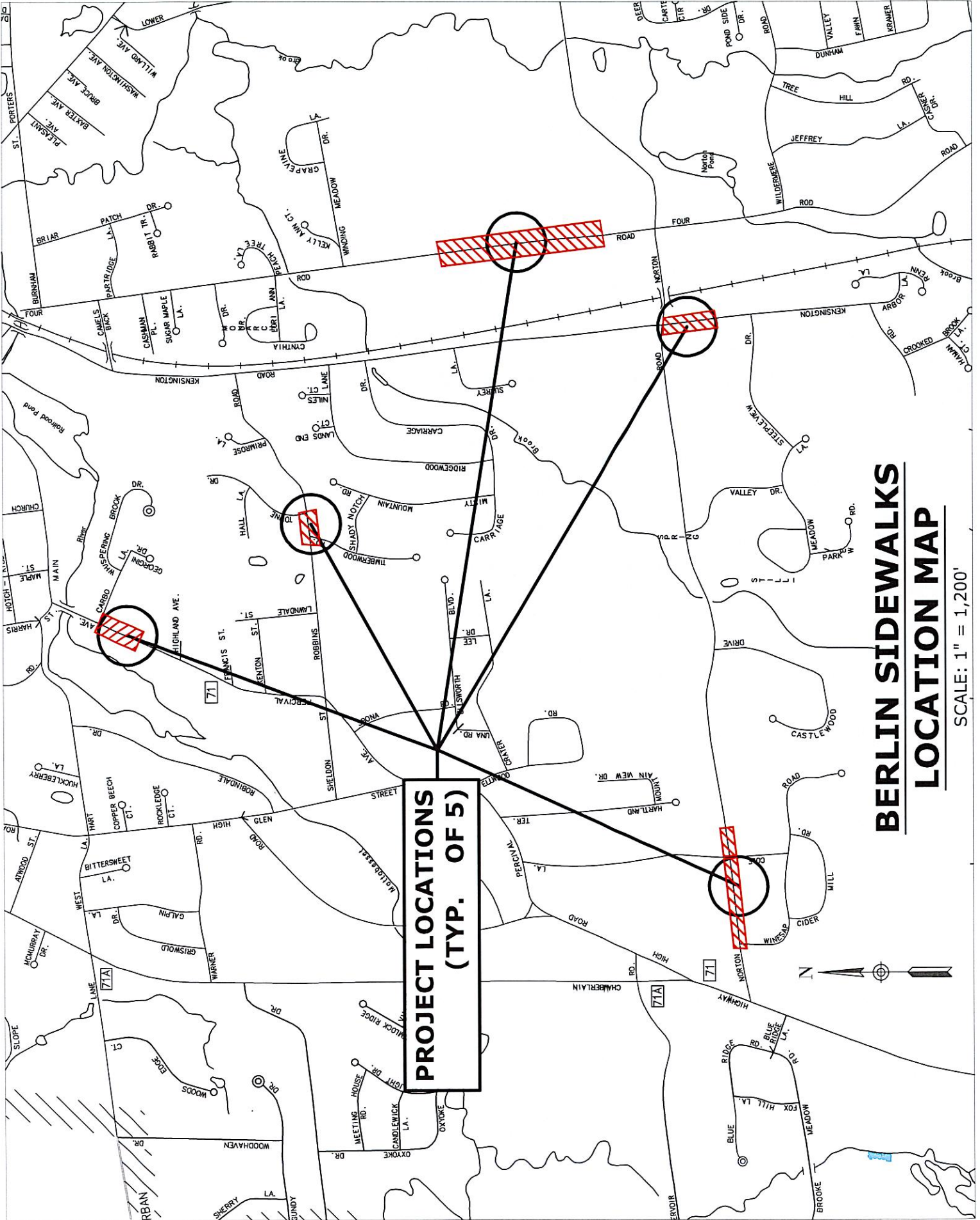
ATTACHMENTS:

1. Map Showing Sidewalk Sections for Bid 2026-02
2. High Level Bid Summary – Bid 2026-02
3. Engineer's Detailed Bid Tabulation – Four Lowest Bidders
4. WMC Recommendation Letter (dated 10/15/24)
5. Sufficiency of funds

PREPARED BY:

Michael Ahern, Public Works Director





BERLIN SIDEWALKS LOCATION MAP

SCALE: 1" = 1,200'

BID TABULATION
TOWN OF BERLIN
SIDEWALK CONNECTIVITY PROJECT NO. 2026-02
Bids Received on Friday September 26, 2025 @ 11:00 a.m.

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	WMC ESTIMATED UNIT PRICE	WMC ESTIMATED TOTAL PRICE	AVERAGE OF 4 LOW BIDDERS UNIT PRICE	Detour Construction 7 Sewall Street Ludlow, MA 01056		Colonna Concrete & Asphalt LLC 1 Bradley Road - Unit 504 Woodbridge, CT 06525		Nunes Connecticut, Inc. 75 West Dudley Town Road - Suite 2 Bloomfield, CT 06007		Murillo Construction LLC 529 Stedman Street Hartford, CT 06114	
							UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
0201001	Clearing and Grubbing	L.S.	1	\$ 40,000.00	\$ 40,000.00	\$ 18,500.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00	\$ 29,000.00	\$ 29,000.00	\$ 15,000.00	\$ 15,000.00
0202000	Earth Excavation	C.Y.	290	\$ 30.00	\$ 8,700.00	\$ 40.00	\$ 20.00	\$ 5,800.00	\$ 20.00	\$ 5,800.00	\$ 45.00	\$ 13,050.00	\$ 75.00	\$ 21,750.00
0202452	Test Pit	Ea.	2	\$ 1,250.00	\$ 2,500.00	\$ 875.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,500.00	\$ 3,000.00
0202572	Reset Iron Pin	Ea.	5	\$ 650.00	\$ 3,250.00	\$ 850.00	\$ 500.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 1,200.00	\$ 6,000.00	\$ 1,200.00	\$ 6,000.00
0202574	Reset Monument	Ea.	2	\$ 1,000.00	\$ 2,000.00	\$ 1,175.00	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,200.00	\$ 2,400.00	\$ 1,500.00	\$ 3,000.00
0207000	Borrow	C.Y.	35	\$ 25.00	\$ 875.00	\$ 60.00	\$ 35.00	\$ 1,225.00	\$ 50.00	\$ 1,750.00	\$ 55.00	\$ 1,925.00	\$ 100.00	\$ 3,500.00
0219001	Sedimentation Control System	L.F.	2,465	\$ 6.50	\$ 16,022.50	\$ 4.13	\$ 3.00	\$ 7,395.00	\$ 3.00	\$ 7,395.00	\$ 6.00	\$ 14,790.00	\$ 4.50	\$ 11,092.50
0219011	Sedimentation Control System at Catch Basin	Ea.	9	\$ 150.00	\$ 1,350.00	\$ 222.50	\$ 120.00	\$ 1,080.00	\$ 250.00	\$ 2,250.00	\$ 120.00	\$ 1,080.00	\$ 400.00	\$ 3,600.00
0586001.10	Type 'C' Catch Basin - 0' - 10' Deep	Ea.	2	\$ 6,000.00	\$ 12,000.00	\$ 7,250.00	\$ 8,000.00	\$ 16,000.00	\$ 6,000.00	\$ 12,000.00	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 15,000.00
0586001.11	Special Type 'C' Offset Catch Basin - 0' - 10' Deep	Ea.	1	\$ 9,500.00	\$ 9,500.00	\$ 11,125.00	\$ 12,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,500.00	\$ 9,500.00	\$ 15,000.00	\$ 15,000.00
0586790.10	Remove Drainage Structure - 0' - 10' Deep	Ea.	2	\$ 1,200.00	\$ 2,400.00	\$ 1,625.00	\$ 2,000.00	\$ 4,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,500.00	\$ 3,000.00
0601445	Embankment Wall (Site No. 1)	L.S.	1	\$ 42,300.00	\$ 42,300.00	\$ 41,750.00	\$ 45,000.00	\$ 45,000.00	\$ 34,000.00	\$ 34,000.00	\$ 28,000.00	\$ 28,000.00	\$ 60,000.00	\$ 60,000.00
0686244.15	15" High Density Polyethylene Pipe - Smooth - 0' - 10' Deep	L.F.	5	\$ 125.00	\$ 625.00	\$ 212.50	\$ 250.00	\$ 1,250.00	\$ 100.00	\$ 500.00	\$ 200.00	\$ 1,000.00	\$ 300.00	\$ 1,500.00
0815001	Bituminous Concrete Lip Curbing	L.F.	340	\$ 20.00	\$ 6,800.00	\$ 13.00	\$ 14.00	\$ 4,760.00	\$ 12.00	\$ 4,080.00	\$ 14.00	\$ 4,760.00	\$ 12.00	\$ 4,080.00
0921001	5" Concrete Sidewalk	S.F.	9,305	\$ 16.00	\$ 148,880.00	\$ 16.38	\$ 16.00	\$ 148,880.00	\$ 16.00	\$ 148,880.00	\$ 17.50	\$ 162,837.50	\$ 16.00	\$ 148,880.00
0921002	5" Concrete Sidewalk w/ Integral Curb	S.F.	2,565	\$ 25.00	\$ 64,125.00	\$ 22.25	\$ 22.00	\$ 56,430.00	\$ 24.00	\$ 61,560.00	\$ 25.00	\$ 64,125.00	\$ 18.00	\$ 46,170.00
0921003	8" Concrete Sidewalk	S.F.	1,520	\$ 20.00	\$ 30,400.00	\$ 19.88	\$ 18.00	\$ 27,360.00	\$ 18.00	\$ 27,360.00	\$ 26.50	\$ 40,280.00	\$ 17.00	\$ 25,840.00
0921005	Concrete Sidewalk Ramp	S.F.	530	\$ 25.00	\$ 13,250.00	\$ 26.25	\$ 18.00	\$ 9,540.00	\$ 30.00	\$ 15,900.00	\$ 35.00	\$ 18,550.00	\$ 22.00	\$ 11,660.00
0922501	Bituminous Concrete Driveway (Residential)	S.Y.	300	\$ 75.00	\$ 22,500.00	\$ 65.50	\$ 72.00	\$ 21,600.00	\$ 60.00	\$ 18,000.00	\$ 60.00	\$ 18,000.00	\$ 70.00	\$ 21,000.00
0944000	Furnishing and Placing Topsoil	S.Y. *	4,800	\$ 15.00	\$ 72,000.00	\$ 7.75	\$ 2.00	\$ 9,600.00	\$ 12.00	\$ 57,600.00	\$ 8.00	\$ 38,400.00	\$ 9.00	\$ 43,200.00
0950005	Turf Establishment	S.Y. *	4,800	\$ 2.00	\$ 9,600.00	\$ 3.75	\$ 1.00	\$ 4,800.00	\$ 6.00	\$ 28,800.00	\$ 4.00	\$ 19,200.00	\$ 4.00	\$ 19,200.00
0970006	Traffic Person (Municipal Police Officer)	Est.	1	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00
0970007	Traffic Person (Uniformed Flagger)	Hr.	840	\$ 65.00	\$ 54,600.00	\$ 67.50	\$ 48.00	\$ 40,320.00	\$ 75.00	\$ 63,000.00	\$ 75.00	\$ 63,000.00	\$ 72.00	\$ 60,480.00
0971001	Maintenance and Protection of Traffic	L.S.	1	\$ 34,500.00	\$ 34,500.00	\$ 10,250.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 1,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
0975004	Mobilization and Project Closeout	L.S.	1	\$ 42,500.00	\$ 42,500.00	\$ 28,500.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 29,000.00	\$ 29,000.00	\$ 40,000.00	\$ 40,000.00
0980001	Construction Staking	L.S.	1	\$ 16,000.00	\$ 16,000.00	\$ 10,750.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
1206023	Removal and Relocation of Existing Signing	L.S.	1	\$ 3,500.00	\$ 3,500.00	\$ 2,248.75	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,995.00	\$ 2,995.00
1208932	Sign Face Sheet Aluminum (Type IV Retroreflective)	S.F.	65	\$ 75.00	\$ 4,875.00	\$ 90.00	\$ 35.00	\$ 2,275.00	\$ 100.00	\$ 6,500.00	\$ 125.00	\$ 8,125.00	\$ 100.00	\$ 6,500.00
1210101	4" White Epoxy Resin Pavement Markings	L.F.	470	\$ 1.00	\$ 470.00	\$ 3.16	\$ 1.00	\$ 470.00	\$ 1.00	\$ 470.00	\$ 0.62	\$ 291.40	\$ 10.00	\$ 4,700.00
1210105	Epoxy Resin Pavement Markings, Symbols and Legends	S.F.	885	\$ 7.50	\$ 6,637.50	\$ 8.39	\$ 8.00	\$ 7,080.00	\$ 8.00	\$ 7,080.00	\$ 7.54	\$ 6,672.90	\$ 10.00	\$ 8,850.00
1210106	12" White Epoxy Resin Pavement Markings	L.F.	60	\$ 5.00	\$ 300.00	\$ 11.88	\$ 9.50	\$ 570.00	\$ 8.00	\$ 480.00	\$ 10.00	\$ 600.00	\$ 20.00	\$ 1,200.00
1211001	Removal of Pavement Markings	S.F.	650	\$ 5.00	\$ 3,250.00	\$ 3.44	\$ 3.00	\$ 1,950.00	\$ 4.00	\$ 2,600.00	\$ 2.75	\$ 1,787.50	\$ 4.00	\$ 2,600.00
1302061	Adjust Gate Box (Water)	Ea.	20	\$ 300.00	\$ 6,000.00	\$ 167.50	\$ 20.00	\$ 400.00	\$ 100.00	\$ 2,000.00	\$ 350.00	\$ 7,000.00	\$ 200.00	\$ 4,000.00
1302062	Adjust Gate Box (Gas)	Ea.	20	\$ 300.00	\$ 6,000.00	\$ 167.50	\$ 20.00	\$ 400.00	\$ 100.00	\$ 2,000.00	\$ 350.00	\$ 7,000.00	\$ 200.00	\$ 4,000.00
1403501	Reset Manhole (Sanitary Sewer)	Ea.	1	\$ 1,000.00	\$ 1,000.00	\$ 1,412.50	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 650.00	\$ 650.00	\$ 3,000.00	\$ 3,000.00
BID TOTAL				WMC	\$ 695,510.00		Detour	\$ 477,485.00	Colonna	\$ 615,305.00	Nunes	\$ 652,824.30	Murillo	\$ 656,597.50

* Bid Quantity Incorrect - Quantity Expected to be closer to 2,900 S.Y.

October 16, 2025

Mr. Michael S. Ahern, P.E.
Director of Public Works
240 Kensington Road
Berlin, CT 06037

Re: Berlin Sidewalk Connectivity Project – Bid Results
Our Reference No. 24034.10

Dear Mr. Ahern:

We have reviewed the bid documents accepted for construction of the above referenced project. We have checked the five lowest bids for accuracy, reviewed the apparent low bidders' qualifications and performed a random reference check of the apparent low bidder. We report the following:

1. The apparent low bidder is Detour Construction Company with a bid total of \$477,485.00. The bid is \$137,820 less than the second bidder, Colonna Construction Company.
2. There were no apparent errors in the five lowest bids submitted.
3. The bid documents submitted by the apparent low bidder, appear to have met the bidding requirements.
4. The apparent low bidder has experience with the installation of concrete sidewalks.

Based upon the above, as well as our review and evaluation of any other information gathered during this bid evaluation process, it is our opinion that Detour Construction Company has the required qualifications, appears to have the ability to perform the proposed work, and therefore we recommend that the Town award the project to the lowest qualified bidder, for the amount of \$477,485.00.

If you have any questions or require additional information, please call at your earliest convenience.

Sincerely,

Wengell McDonnell & Costello

Stephen R. McDonnell

Stephen R. McDonnell, P.E.



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 15-Oct-25

Purchase Item or Contract: Economic Development/Public Works		Requested by: J Mahoney/M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Community Connectivity Grant (2023)	\$780,000	\$780,000
			\$0
			\$0
TOTAL			\$780,000

Account No. 504.10.1017.0.53470.23502

Budgeted Amount..... \$780,000

Available balance..... \$780,000

Encumbrances to Date..... \$0

Amount Needed for This Package..... \$780,000

Expenditures to Date..... \$0

Available Balance After Purchase..... \$0

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 15-Oct-25

Purchase Item or Contract: Economic Development/Public Works		Requested by: J Mahoney/M. Ahern	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Community Connectivity Grant (2023) Local Match	\$131,500	\$131,500
			\$0
			\$0
TOTAL			\$131,500

Account No. 140.20.2037.0.54000.00509

Budgeted Amount..... **\$3,030,651**

Available balance..... **\$595,536**

Encumbrances to Date..... **\$1,824,211**

Amount Needed for This Package..... **\$131,500**

Expenditures to Date..... **\$610,905**

Available Balance After Purchase..... **\$464,036**

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. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 16, 2025

SUBJECT: Authorization for the Town Manager to Sign an Extension to a Connecticut Department of Mental Health and Addiction Services Grant for Community Center Planning

SUMMARY OF AGENDA ITEM:

The Town received a \$750,000 grant from Connecticut Department of Mental Health and Addiction Services for Community Center Planning. The grant period is due to expire on December 31, 2025. The Town requested an extension of the grant period to December 31, 2029, and the Department of Mental Health and Addiction Services has agreed to extend the grant period. The action required is to authorize the Town Manager to sign an extension for a grant from the Connecticut Department of Mental Health and Addiction Services for Community Center Planning

FUNDING:

No match funding is required.

ACTION

Move to authorize the execution by the Town Manager of an extension to a Connecticut Department of Mental Health and Addiction Services grant for Community Center Planning.

ATTACHMENTS:

None

PREPARED BY:

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

MSA

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 14, 2025

SUBJECT: Waive the Town's purchasing requirements and approve Turnpike Motors of Newington, CT to repair the rust on MP#0335 Engine #10 as outlined in their quote #074497 and #054012 for an amount not to exceed \$46,151.95.

Summary of Agenda Item:

Engine #10, a 2009 Pierce Pumper, is the third busiest pumper in town responding to primarily daytime incidents. It is usually the first on scene. Engine 10 is stationed at the Fleet Garage and operated by certified personnel employed by the town. This arrangement facilitates prompt responses and reduces interruptions to routine schedules.

The Fleet Garage Subcontracted Engine #10 to Turnpike Motors for rust repair to the main body. The original estimate from Turnpike motors was for \$33,581.77. Additional rust was discovered during the body disassembly by Turnpike Motors, leading to costs greater than those initially approved by the Town Council. While unfortunately, it is not unusual with this size project or type of work. The estimated cost for completing the bodywork and paint segment of the project is \$12,570.18. The total cost of the bodywork is \$46,151.95.

Following the truck's return, the remaining tasks are the installation of reflective striping and the outfitting of compartments.

Funding:

Account # 134.15.1531.0.54000.00012, Vehicle Reserve

Action Needed

Move to waive the Town's purchasing requirements and approve Turnpike Motors of Newington, CT to repair MP#0335 Engine #10's rust as outlined in their quote #074497 and #054012 for an amount not to exceed \$46,151.95, as this is in the best interest of the town.

Attachments:

Certification of Sufficiency of Funds

Prepared By:


Jim Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 16-Oct-25

Purchase Item or Contract: Garage		Requested by: J Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Additional repairs for Engine #10	\$12,570	\$12,570
	<i>(\$12,570.18 additional costs; total repairs cost is \$46,151.95)</i>		\$0
			\$0
Account No. 134.15.1531.0.54000.00012			TOTAL \$12,570

Budgeted Amount..... **\$216,817**

Encumbrances to Date..... **\$36,582**

Expenditures to Date..... **\$0**

Available balance..... **\$180,236**

Amount Needed for This Package..... **\$12,570**

Available Balance After Purchase..... **\$167,666**

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

Finance Director or Town Accountant

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

Finance Director or Town Accountant

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 10, 2025

SUBJECT: Discussion of Efforts to Preserve the Augustus Moore Homestead

Summary of Agenda Item:

Berlin has many properties of historic and cultural significance, and one such property is the Nelson Augustus Moore homestead on the west side of High Road. This is a vacant 27-acre property that includes the Moore home. A portion of the property has barns and was formerly used as a therapeutic riding stable. A single-family subdivision is currently under construction across the street on the east side of High Road. The site is prominent and is listed in Berlin's 2023 Plan of Conservation and Development as a resource of local cultural and historic significance. Moore was a leading landscape and portrait painter of the mid 19th century.

Recognizing the importance of the Augustus Moore homestead, the Berlin Land Trust (BLT) has long been working to preserve the property. A couple of years ago, Berlin Land Trust reached out to the Trust for Public Land (TPL) and asked it to take the lead in this endeavor. The Trust for Public Land embraced this opportunity. TPL is working to assemble funding for the acquisition and preservation of the property, and it has secured the first important component, an Open Space and Watershed Acquisition Grant of from the Connecticut Department of Energy and Environmental Protection. TPL is also working on an application for a federal Highlands Program grant. Berlin petitioned for inclusion in the Highlands Region after Town Council authorization in February of 2025. Additional funding sources are being evaluated and TPL expects to request Town funding assistance for the acquisition after other funding raising efforts have advanced.

The purpose of this Town Council item is to alert the Town Council and the community to the efforts of TPL and BLT to acquire and preserve the Augustus Moore homestead.

Funding:

No funding is requested at this time.

Action Needed: None

Attachments:

1. Moore property map.
2. Moore property assessors' card.

Prepared By:

Chris Edge, Economic Development Director *CE*
Mareen Giusti, Town Planner



Ortho-Photo Map/Road Map

NELSON AUGUSTUS MOORE HOMESTEAD, HARTFORD COUNTY, CT

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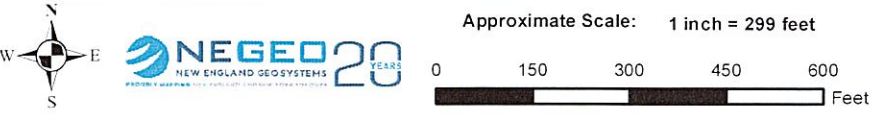
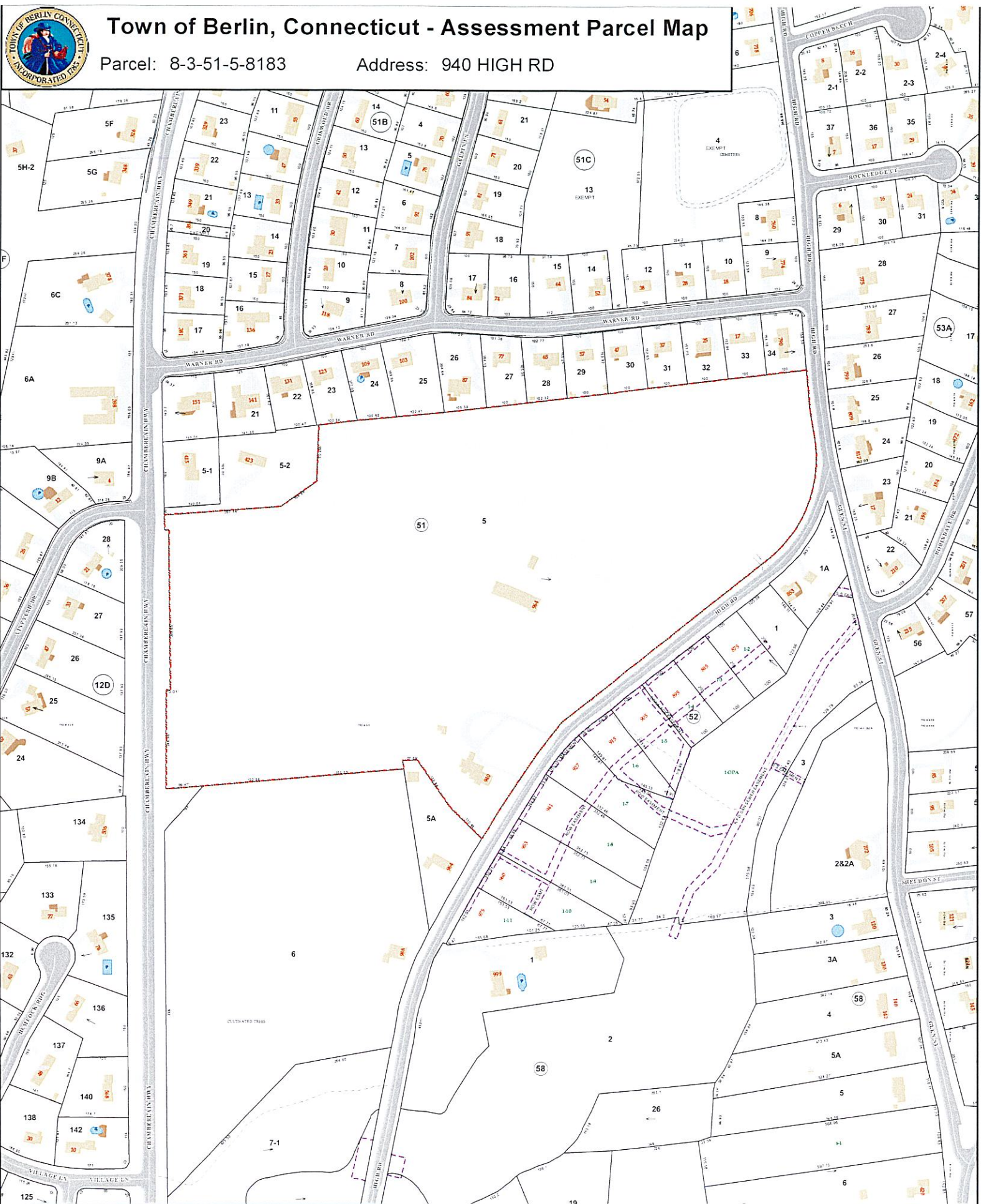




Town of Berlin, Connecticut - Assessment Parcel Map

Parcel: 8-3-51-5-8183

Address: 940 HIGH RD



Map Produced: September 2025

Disclaimer: This map is for informational purposes only. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.



Town of Berlin, CT

Property Listing Report

Map Block Lot

8-3-51-5-8183

Building # 1

Section #

Account

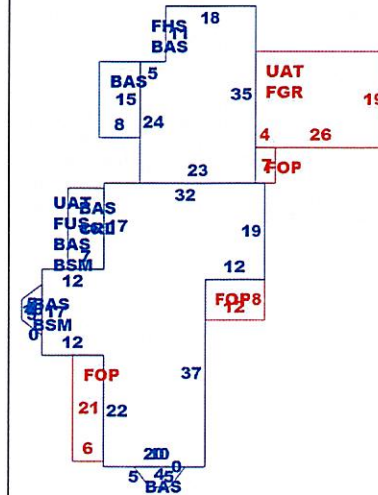
1049610

Property Information

Property Location	940 HIGH RD
Owner	DOLPHIN KENSINGTON GROUP LLC
Co-Owner	
Mailing Address	P O BOX 16867 FERNANDINA FL 32035
Land Use	1090 Multi Houses
Land Class	R
Zoning Code	R-21
Census Tract	4003

Street Index	7
Acreage	27.05
Utilities	All Public
Lot Setting/Desc	UNKNOWN UNKNOWN
Additional Info	

Photo



Primary Construction Details

Year Built	1900
Stories	2.25
Building Style	Two-Family
Building Use	Residential
Building Condition	A
Interior Floors 1	Hardwood
Interior Floors 2	
Total Rooms	14
Basement Garages	
Occupancy	2.00
Building Grade	B-

Bedrooms	6 Bedrooms
Full Bathrooms	4
Half Bathrooms	1
Extra Fixtures	1
Bath Style	Average
Kitchen Style	Average
Roof Style	Gable
Roof Cover	Slate
AC Type	None
Fireplaces	5

Exterior Walls	Stone/Masonry
Exterior Walls 2	
Interior Walls	Plaster/Drywal
Interior Walls 2	
Heating Type	Steam
Heating Fuel	Oil/Gas
Sq. Ft. Basement	
Fin BSMT Quality	
Extra Kitchens	

Report Created On

10/9/2025



Town of Berlin, CT

Property Listing Report

Map Block Lot

8-3-51-5-8183

Building # 1

Section #

Account

1049610

Valuation Summary (Assessed value = 70% of Appraised Value)

Item	Appraised	Assessed
Buildings	348700	244100
Extras	0	0
Improvements		
Outbuildings	78800	55200
Land	551100	385800
Total	978600	685100

Sub Areas

Subarea Type	Gross Area (sq ft)	Living Area (sq ft)
Basement	1580	0
First Floor	2590	2590
Porch, Open, Finished	250	0
Upper Story, Finished	1552	1552
Crawl Space	112	0
Half Story	750	488
Garage, Attached	494	0
Attic, Unfinished	2046	0
Total Area	9374	4630

Outbuilding and Extra Features

Type	Description
Barn 1 Story	1008 S.F.
Pole Barn	2346 S.F.
Pole Barn	648 S.F.
Pole Barn	608 S.F.
Garage - Avg	364 S.F.
Shed Wd Res	105 S.F.

Sales History

Owner of Record	Book/ Page	Sale Date	Sale Price
DOLPHIN KENSINGTON GROUP LLC	0521/0908	2004-01-30	1356082
MOORELAND HILL TRUST	0229/0174	1983-04-08	0



Town of Berlin, CT

Property Listing Report

Map Block Lot

8-3-51-5-81

BAS

Photo



Sketch

36

Primary Construction Details

Year Built	1940
Stories	1
Building Style	Cottage
Building Use	Residential
Building Condition	A
Interior Floors 1	Hardwood/Carpe
Interior Floors 2	
Total Rooms	3
Basement Garages	
Occupancy	1.00
Building Grade	D

Bedrooms	1 Bedroom
Full Bathrooms	1
Half Bathrooms	0
Extra Fixtures	0
Bath Style	Average
Kitchen Style	Average
Roof Style	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
AC Type	None
Fireplaces	

Exterior Walls	Wd Shingle
Exterior Walls 2	
Interior Walls	Plaster/Drywal
Interior Walls 2	
Heating Type	Electr Basebrd
Heating Fuel	Electric
Sq. Ft. Basement	
Fin BSMT Quality	
Extra Kitchens	

Sub Areas

Subarea Type	Gross Area (sq ft)	Living Area (sq ft)
First Floor	648	648

Subarea Type	Gross Area (sq ft)	Living Area (sq ft)
Total Area	648	648

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 10, 2025

SUBJECT: Authorization for the Town Manager to enter an Amendment to the Purchase Agreement Regarding Acquisition of Parcel Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway, and Approval of Additional Funding

SUMMARY OF AGENDA ITEM:

The Town Council previously authorized the Town Manager to enter into a purchase agreement to acquire the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway for \$100,000, and to apply for a grant for up to 65% of Fair Market Value from the Connecticut Department of Energy and Environmental Protection's Open Space and Watershed Land Acquisition Program (OSWA). This 15.74-acre parcel is owned by Amy Hurley and Mary Kate Fontanella and is contiguous to the Town's 420-acre Blue Hills Conservation Area. The Town Council authorized the use of \$7,000 from the payment in lieu of open space account and \$30,000 from the grant match account for this project. The Berlin Land Trust pledged to contribute \$20,000 toward the purchase price and has indicated that it may use up to \$7,000 of that amount for due diligence costs. The appraisal for the property came in at \$95,000 and the Town was awarded a Connecticut Department of Energy and Environmental Protection Open Space and Watershed Land Acquisition Program (OSWA) of \$61,500 for the project. Total available funds for the property acquisition are \$118,500. The projected cost for acquisition of the property if the purchase price remained at \$100,000 would be \$130,200 leaving a funding gap of \$11,700. This gap is due to the lower appraised value and to higher costs for due diligence items, particularly the A-2 survey (\$14,400) and the appraisal (\$5,500) and the appraisal review (\$2,800).

Staff has had discussions with the Seller's broker to reduce the purchase price to the appraised value of \$95,000 and the Sellers have agreed. This leaves projected funding gap of \$6,700. Staff requests that the Town Council approve an additional \$6,700 in funds from the local grant match account, account # 001.05.0507.0.59622.00000, for this project and to enter into an amendment to the purchase agreement to reduce the purchase price to \$95,000.

FUNDING:

The following local funding was already approved:

- 516.10.1014.0.54000.01606 Open Space (in lieu - fee) - \$7,000
- 001.05.0507.0.59622.00000 Transfer to Other Funds - Local Match for Grants - \$30,000
- State OSWA grant, \$61,500
- Berlin Land Trust donation - \$20,000

Additional funding of \$6,700 from the Local Match for Grants account is proposed.

ACTION

Move to authorize the Town Manager to enter into an amendment to the agreement to buy the property known as Map 25-4, Block 74 Lot 49, 0 Chamberlain Highway for to reduce the purchase price to \$95,000, subject to review and approval of Corporation Counsel, and to authorize use of \$6,700 in additional funds from the local grant match account for this purpose.

ATTACHMENTS:

1. Sufficiency of funds
2. Projected costs for property acquisition.

PREPARED BY:

Maureen Giusti, Town Planner

Chris Edge, Economic Development Director *CE*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 14-Oct-25

Purchase Item or Contract: Economic Development		Requested by: J Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Additional Local Match for Fontanella Property Acquisition	\$7,000	\$7,000
			\$0
			\$0
TOTAL			\$7,000

Account No. 504.05.0507.0.53024.00000

Budgeted Amount..... \$38,891

Encumbrances to Date..... \$30,000

Expenditures to Date..... \$0

Available balance..... \$8,891

Amount Needed for This Package..... \$7,000

Available Balance After Purchase..... \$1,891

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

Projected Costs and Funding Sources for Fontanella Property Acquisition

Sources

Berlin Land Trust	20000
State OSWA Grant	61500
Open space in lieu acct	7000
Grant match account	37000
Total	125500

Uses

Purchase price	95287.04
Appraisal	5500
Appraisal review	2800
Survey	14400
Mapping for application	300
Title Insurance	2500
Legal for closing	2000
Phase I Environmental	
Report	2700
Total	125487.04

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: October 21, 2025

SUBJECT: Project Manager Position

SUMMARY:

The Town of Berlin previously maintained a Project Manager position within the Public Works Department to assist with oversight and coordination of municipal construction and improvement projects. This position played a key role in ensuring that Town projects were delivered on schedule, within budget, and in compliance with all applicable standards.

In recent years, the Town has taken on a significantly greater number of infrastructure and capital improvement projects. Many of these projects require coordination between the Public Works Department, the Public Building Commission, outside contractors, and other Town departments. Upcoming and ongoing projects include numerous sidewalk projects, bridge replacements, as well as upgrading the Demore, Dinda, Bittner Jr. Memorial Pool Complex, Part II of the Police Station renovations, and exploration of a potential YMCA/Community Center project among others referred to the Public Building Commission.

In addition to the increased capital workload, there is additional need for assistance with the preparation and administration of various grant programs, including compliance documentation and post-award reporting. The Town continues to actively pursue and manage numerous state and federal grants that require detailed fiscal tracking, progress reports, and coordination with funding agencies. A dedicated Project Manager will strengthen the Town's ability to manage these programs effectively and ensure continued success in securing and utilizing external funding.

The Project Manager will report directly to the Director of Public Works and will be responsible for coordinating and administering Town and Public Building Commission projects involving construction, repair, and maintenance of Town assets, including roadways, buildings, recreational facilities, and other infrastructure. The position will also prepare bid documents, assist with project budgeting, oversee vendor payments, and communicate project progress to Town staff, officials, and the public.

FUNDING:

Funding for this position is available under Economic Development – Professional Services, as well as within Townwide accounts as needed. The position is a regular salary (exempt) position, in Group B of the Middle Management Association Salary Schedule.

Action Needed:

Move to approve the Project Manager position within the Public Works Department.

Attachments:

Project Manager Job Description

Prepared By:

Ryan Curley, Town Manager *RC*



TOWN OF BERLIN

240 KENSINGTON ROAD, BERLIN, CONNECTICUT 06037-2648

JOB TITLE: Project Manager (Department of Public Works)

Function:

Under the direction of the Director of Public Works, administers and coordinates projects for the Public Works Department and Public Building Commission, involving maintenance, construction, and repair of Town assets, including buildings, roadways, paths/trails, recreational facilities, and infrastructure. Prepares bid documents and requests for professional services (RFP/RFQ's, ITBs), reviews project budgets and payments to vendors and contractors. Communicates status of Department projects and programs with building users, Town staff/officials, and the public. *This position is a regular salary (exempt) position, in Group B of the Middle Management Association Salary Schedule.*

Typical Duties, Responsibilities, Tasks & Assignments:

- Receives oral instructions or work orders from the Director of Public Works or his designee.
- Monitor building, roadway or utility projects to ensure that work is being performed as expected, including work quality, cost and schedule.
- Communicates project status to supervisors and project stakeholders, verbally, in writing and in reports.
- Assist with the preparation of Requests for Proposals/Qualifications for professional services.
- Prepares and administers various grant programs, including proper reporting and documentation after the grant is awarded.
- Prepare Bid documents for materials and services (Including but not limited to: Requests for Qualifications/Proposals, Invitations to Bid, legal notices, specifications, plans, change orders) for Town of Berlin projects.
- Coordinate and conduct (with the design team if relevant) pre-bid walk-throughs.
- Assist in reviewing and evaluating proposals/bids, and in related due diligence, scope reviews, and final selection.
- Monitor project budgets, reviews invoices and recommends payments.
- Serves as liaison to the Public Building Commission on projects determined by the Director of Public Works.
- Attend Public Building Commission meetings and carry out assignments from them including but not limited to: preparing requests for qualifications/proposals, legal notices, technical specifications (with assistance from outside consulting firms), contracts, review invoices, prepare purchase orders, etc. for construction contracts, consultants, construction managers, etc.
- Assists in the preparation/review of design plans, cost estimates, and inspects public works projects, such as roads, bridges, dams, drainage, storm sewers, and sidewalks.
- Investigates complaints from the public regarding roadways, drainage, storm sewers, bridges, dams, and sidewalks.
- Compute basic engineering and surveying calculations with assistance from Town Engineer.
- Schedules, identifies and prepares a scope of work items for outside contractors and town forces to perform on various Public Works projects.
- Manage and oversee (with assistance from Construction Management Firms and consultants on larger projects) capital improvement projects undertaken by the Public Works Department and/or the Public Building Commission.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Created 10/2025

Additional Duties:

- Assists with the preparation of annual and capital budgets.
- Coordinate construction activities with public utilities.
- Run Project Meetings including both internal and external stakeholders. Prepares agendas and minutes.
- Review site plan drawings and details from developers for conformance to standards.
- Perform inspections on the following but not limited to these areas:
 - Drainage problems
 - Property, Street line, and Right of Way determination
 - Snowplow damage to mailboxes, curbing, roadway and snow shelf (grass areas)
 - Town of Berlin Building and School projects that involve site, civil, landscaping, Mechanical, Electrical, Plumbing, Architectural, etc. work
 - Town of Berlin civil construction projects (i.e., roads, drainage, parks, running tracks, fields, etc.)
 - Town Sidewalk repairs and new construction (work performed by Construction contractors).
- Assist in compliance, reporting and related activities for the Town's MS4 Stormwater Permit, the Industrial Stormwater Discharge Permit, and environmental and post-closure monitoring (groundwater and soil testing) for various Town-owned sites.
- Operate Engineering Department vehicles. May be required to operate private vehicle when Town vehicles are not available.
- Perform other miscellaneous duties as necessary and when requested.

Special Skills & Requirements:

- Associate degree in civil/environmental/mechanical engineering, business administration and/or several years of practical experience with a municipality/contractor/construction management firm and four years of increasingly responsible engineering assistance work, including construction experience.
- Excellent communication skills in working with the public, Town staff/officials, and contractors.
- Computer usage proficient skills including but not limited to Microsoft® Word, Excel, Outlook, PowerPoint (basic skills), AutoCAD, Microsoft Project and/or other Construction Management Tracking software
- Must hold a valid Connecticut Motor Vehicle License.

Physical Requirements:

Minimum physical effort generally required in performing duties under typical office conditions. The work requires some physical exertion such as long periods of standing; walking over rough or difficult terrain; recurring sitting, standing, stooping, climbing or walking, working in limited access areas, walking on building roofs, lifting of moderately heavy items weighing (25) pounds, and may require the occasional lifting of objects weighing in excess of (25) pounds. The work may require specific physical characteristics and abilities such as, heightened strength, mobility, and dexterity.

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/84189643838?pwd=xt9Ptmsb0FsiFagLRsfki3HS8Ev.1>

Meeting ID: 841 8964 3838

Passcode: 757903

+1-646-931-3860 US

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, October 7, 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 7:08 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 Donna Veach

Absent:	Councilor Peter Rosso
---------	-----------------------

Also in attendance:	Town Manager Ryan Curley
	Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF PROCLAMATION: **First Responders' Day**

FIRST RESPONDERS' DAY PROCLAMATION

WHEREAS: First Responders, both career and volunteer, include law enforcement officers, firefighters, emergency medical technicians, 911 dispatchers, and search and rescue personnel who bravely and selflessly risk their lives every day to protect families, visitors, and businesses; and

WHEREAS: First Responders do not hesitate to risk their own lives in order to save the lives of others, and their commitment to continued training, skill enhancement, and interagency cooperation make them prepared to serve, protect, and rescue other citizens 24 hours per day, 365 days a year; and

WHEREAS: First Responders are a vital part of every community, maintaining safety and order in times of crisis, and volunteering in our schools and community organizations; and

WHEREAS: Acts of kindness and appreciation from citizens provide first responders needed encouragement and support to confront the dangerous and uncertain situations they face every day.

NOW, THEREFORE, BE IT RESOLVED, I, Mark H. Kaczynski, by virtue of the authority vested in me as Mayor of Berlin, Connecticut, do hereby thank and applaud all First Responders for all their selfless acts of honor and bravery.

Dated this 4th day of October 2025

Mayor Kaczynski read the proclamation and stated that a breakfast, sponsored by the Rotary Club, was held on Saturday to honor Berlin's First Responders.

E. AUDIENCE OF CITIZENS:

Dennis Kern, 57 Cider Mill Road – Mr. Kern stated that he is President of the Berlin Land Trust. The Berlin Land Trust provided a grant of \$20,000 toward the purchase of the Fontanella property on the Chamberlain Highway and it has been determined that the property survey cost has exceeded expectations. The Land Trust is asking the Town to increase the purchase price of the property to cover the unexpected increase in the survey expense as it is a very important piece that will connect other open space properties in the area.

Mr. Kern stated that the Berlin Land Trust supports tonight's agenda item requesting a transfer from the Lamentation Mountain Disaster Recovery account for use as a grant match to the State Recreational Trails Grant as having a Lamentation Mountain master plan is very important.

Ruth Lerro, 141 Four Rod Road – Ms. Lerro stated that she is a patron of the Berlin Senior Center, and she does not believe the proposed Senior Center Sponsorship Event Policy is needed if an organization simply wants to sponsor lunch or coffee for seniors.

Greg Starr, 59 Hudson Street – Mr. Starr stated that he is a member of Grassroots Berlin, and he is concerned about comments made at the last Town Council meeting regarding the organization. He continued stating the Grassroots Berlin is a bipartisan group of residents that share the commitment to do good things for the community and have open, honest conversations. Mr. Starr provided informational packets about the organization to the Town Council which detailed the events and fundraising they have done for the community.

Mr. Starr stated that the way the proposed Senior Center Sponsorship Event Policy is written shows distrust of Town employees by having the Town Manager provide oversight for events occurring at the Senior Center.

Greg Prentiss, 1697 Chamberlain Highway – Mr. Prentiss stated that he is a member of Grassroots Berlin which planned to sponsor an event at the Senior Center and the new proposed policy is looking to exclude groups like this. Topics that are discussed by their group that affect Berlin

residents could be considered political but many seniors care about these issues and political discussions may occur. Civic engagement and active discourse are how residents can work through problems together to find common ground and find solutions.

Mr. Prentiss added that town citizens should have more freedom for access to reserved space in common-use facilities particularly for political topics as it is healthier than venting online.

David James, 1863 Chamberlain Highway – Mr. James stated that he moved to Berlin three years ago and shortly after joined Grassroots Berlin where he found a group that was very open to a variety of views, so he was disheartened when he heard the group referred to as propagandists at the last Town Council meeting.

Mr. James added that he was stunned to hear that the group's presence at the Senior Center would be viewed as unconstructive, however he was encouraged by the Deputy Mayor's comment that patrons of the Senior Center are capable of discerning information. He hopes that going forward Grassroots Berlin can be incorporated constructively into the community.

Laura McCarthy, 258 Alling Street – Ms. McCarthy stated that she is a co-founder of Grassroots Berlin which was founded as a space where residents could talk respectfully about local, state, and national issues and then turn those conversations into meaningful actions. She was therefore surprised and concerned to hear about the suspicions of the group at the last Town Council meeting.

Ms. McCarthy requests that the Town Council rescind the unnecessary Senior Center Policy. Grassroots Berlin exists to bring people together, not divide them, and believes in community, transparency, and respect and hopes the Council will do the same.

Cornel Boudria, 115 Skinner Road – Mr. Boudria stated that he is a co-founder of Grassroots Berlin which is an organization that wants nothing more than to get people together to talk to one another and discuss issues. There is too much of a sense of toxicity that exists with discussions that occur online, adding that you can find common ground with others when you sit down to talk with them.

Mr. Boudria believes the Senior Center Policy should not be put in place as that would be the most bipartisan gesture the Town Council could make.

Ryan Malloy, 84 Juniper Lane – Mr. Malloy stated that he is upset that the Town has still not received the reports from the Department of Public Health (DPH) regarding Bright Feeds.

State Representative Donna Veach stated that she is also frustrated with the time that it has taken to obtain that report and she has reached out to the DPH. She has been told that the report should be received by the end of next week.

Mr. Malloy stated that there are still occasional smells from the facility, as well as sounds emanating between Sunday and Monday. Mayor Kaczynski reminded Mr. Malloy that the Town still has the sound engineer available for these issues and asked him to provide days and times of concern and the engineers will do testing.

Mr. Malloy added that he is also a member of Grassroots Berlin, and he has not always agreed with some others in the group, and he has been challenged on his opinions but has never been demeaned. Freedom of speech and freedom of elections is the bedrock of this country.

JoAnn Angelico-Stetson, 188 Stony Mill Lane – Ms. Angelico-Stetson stated that she has served the Town of Berlin in various capacities and the service she is most proud of is being a member of Grassroots Berlin. The founders of this group have succeeded in recruiting like-minded people of all political affiliations with the only goals being the coordination and implementation of actions that benefit and enrich the lives of all Berlin residents.

Justin Lamoureux, 34 Castlewood Drive – Mr. Lamoureux stated that he is an affiliate member of Grassroots Berlin and after watching the video of the last Town Council meeting, he can sense misconception regarding the aims of the group and language that could be perceived as derisive or dismissive.

Mr. Lamoureux added that it is not the Senior Center Event policy itself that bothers him, but the motivation behind the creation of it which curtails seniors' access to public discourse and civic engagement. The Senior Center is being used as a pawn, and residents of this town need to work together to make Berlin a better place for everyone.

Charles Wilber, 80 Club Drive – Mr. Wilber, a member of Grassroots Berlin, stated that the freedoms of speech and assembly are two of the rights in the First Amendment to the Constitution and those rights should not be based on the perceptions about the recipients or ambiguous references.

Mr. Wilber added that at the last Town Council meeting Mayor Kaczynski, when referring to a Constitutional Law professor, stated that he was "surprised we let her speak in a Town building." Mr. Wilber stated that a Town building is exactly where someone should be allowed to speak. He added that if it wasn't the Grassroots Berlin event that inspired the Senior Center Events Policy what event was it.

Mayor Kaczynski explained that he has been contacted a number of times by seniors stating that they have been uncomfortable with some speakers or events at the Senior Center, as well as with the Constitutional Law professor's presentation at the Community Center.

Mark Kirschner, 57 Castlewood Drive – Mr. Kirschner stated that generally most people are content with things and are the silent majority, while the few that are unhappy are the ones that are going to complain and that needs to be taken into consideration.

Mayor Kaczynski stated that he hears from residents every day and he must listen to everyone's opinions as they are all important.

David James stated that you cannot please everyone, and as a leader you must use discernment.

Cornel Boudria stated that the Senior Center Director has been able to manage and operate without this policy for a long time, and that level of trust in and of itself should be the policy. He added that the 90-day lockout before an election for political groups to hold events at the Center is a long time.

Greg Prentiss stated that he agrees that the Town Council needs to listen to different points of view and make decisions, and the First Amendment is the guiding principle for that.

George Millerd, 1231 Orchard Road – Mr. Millerd stated that having no policy in place leaves the Center open to having to allow any group to speak.

F. MAYOR'S UPDATE:

None

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

H. CONSENT AGENDA:

1. Topic re: Authorize sub-grants to six organizations – Berlin High School Drama/Theatre, Berlin Senior Center, The Art Studio, Berlin High School Band/Chorus, Hungerford Nature Center and the Berlin High School Jazz Band totaling \$3,300.00. – Economic Development
2. Topic re: Accept monetary donations totaling \$7,630.79 and deposit \$118.92 into the Friends of the Library Miscellaneous account for adult and child/teen program supplies, and deposit \$543.49 into the Friends of the Library Credit Card account for the purchase of adult program supplies, a museum pass renewal, subscription renewal and database renewal and deposit \$6,875.00 into the Cancellarini Trust fund for the purchase of books and other library materials and deposit \$93.38 into the Unrestricted Donations account for the libraries greatest need. – Berlin-Peck Memorial Library
3. Topic re: Approve accepting a donation of the above signs to replace the existing signs at the press box at Scalise Field by an Anonymous Donor. Total value of all signs is \$2,000. – Parks and Recreation
4. Topic re: Approve accepting a donation of \$500 towards a 6' Bench with a plaque valued at \$360 to be placed at Pistol Creek in memory of Dan Cleland. – Parks and Recreation
5. Topic re: Approve permission for CCC (Central CT Conference) to charge a fee of \$10 for adults and \$5 for students/seniors for their soccer tournament taking place at Scalise Field on October 25, 2025 (10AM – 5:30PM) and October 28, 2025(3:30PM – 9PM). – Parks and Recreation
6. Topic re: Approve waiving estimated field and light fees not to exceed an amount of \$1370 for the CCC (Central CT Conference) soccer tournament at Scalise Field, Sage Park on October 25 and October 28, 2025. – Parks and Recreation
7. Topic re: Approve that the Berlin Lions Club be authorized to sell luminaries at the Berlin High School home football games on October 30 and November 7, 2025 at Sage Park. – Parks and Recreation

8. **Topic re: Accept a donation of a maximum of 10 straw/hay bales from the Matson Family, valued at approximately \$100 to be used for the Parks and Recreation Scarecrow Contest for the 2025 Scarecrow Festival. – Parks and Recreation**
9. **Topic re: Approve waiving the Police Fees in the approximate amount of 617.40 for the 250th Celebration of the Worthington Meeting House Event that will take place on Saturday, October 18, 2025 at 723 Worthington Ridge from 11am -3pm. – Police Department**
10. **Topic re: Approve waiving the Police Fees in the approximate amount of \$1,117.80 for the Holiday Shop and Stroll Event on Saturday, November 22, 2025 at Griswold School from 9am -2pm. – Police Department**
11. **Topic re: Approve waiving the Police Fees in the approximate amount of 500.00 for the Trek - n- Treat Event that will take place on Friday, October 24, 2025 at Willard School. – Police Department**
12. **Topic re: Authorize the Town Manager to sign the agreement with Elections System Software LLC, for a term of January 1, 2026 through June 30, 2027 for the amount not to exceed \$10,000.00. – Registrars of Voters**
13. **Topic re: Authorize the Town Manager to sign the grant agreement for early voting funding of \$12,086.25 and when the funds are received allocate the money to the Early Voting Grant Account, subject to approval of the Board of Finance. – Registrars of Voters**
14. **Topic re: Ratify the execution by the Town Manager of an extension to the CRCOG brownfields grant for 55 Steele Boulevard. – Economic Development**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

I. NEW BUSINESS:

1. **Topic re: Discussion about The Connecticut Municipal Development Authority (CMDA). – Economic Development**

Economic Development Director Chris Edge introduced David Kooris of the Connecticut Municipal Development Authority (CMDA).

Mr. Kooris stated that the CMDA was established by legislation in 2019 and funded in 2023 with the statutory purpose to be a tool for partner communities to help them achieve their economic development and housing objectives in their downtowns or around their train stations.

CMDA has a \$90 million capital authorization to fund projects which fall under development or redevelopment of a municipality's Transit Oriented District through grants for infrastructure or low interest loans to developers.

The first step in the process is for a municipality to opt-in to the program through approval of its' legislative body. There is no commitment or obligation, opting in shows interest in working with CMDA.

CMDA will then look at zoning within one-half mile of the train station and certify whether the zoning is likely to substantially increase the number of housing units. Recommendations can also be made to the town's zoning commission if needed. A memorandum of agreement establishes the development district which is then eligible for funding.

Along with providing funding another main purpose of CMDA is to assist in aligning the objectives of State agencies with the town's development plan. Currently 26 municipalities have opted-in and are working through the processes. Towns in the Berlin area include Rocky Hill, Bristol, Plainville, and New Britain.

NO ACTION TAKEN

2. Topic re: Approve Senior Center Event Sponsorship Policy. - Senior Center

Town Manager Curley stated that feedback received from the Town Council at the last meeting was incorporated into the proposed policy for discussion this evening.

Mayor Kaczynski stated that after comments received during this evening's Audience of Citizens, and to allow feedback from Councilor Rosso, no action will be taken on this item tonight. The policy will come back on the next Town Council agenda.

NO ACTION TAKEN

3. Topic re: Rescind the previously approved proposal from Zarella Demolition of East Berlin, CT for the abatement and demolition of the caretaker's home at no. 292 Deming Rd. Move to utilize State of CT contract no. 20PSX0154 for HazPros Inc. of West Hartford Connecticut for the required abatement and their demolition subcontractor Bestech Inc. of Ellington, CT for the abatement and demolition of the caretaker's home at no. 292 Deming Rd. in the amount of \$50,640, which includes a 20 percent contingency. – Facilities

Facilities Director Doug Solek stated that it was determined that the vendor previously approved for the abatement and demolition of 292 Deming Road did not include all required abatement needs in their proposal. HazPros, Inc, which was part of the original request for pricing, has now provided the lowest all-inclusive proposal for abatement and demolition.

Councilor Paonessa moved to rescind the previously approved proposal from Zarella Demolition of East Berlin, CT for the abatement and demolition of the caretaker's home at no. 292 Deming Rd. Move to utilize State of CT contract no. 20PSX0154 for HazPros Inc. of West Hartford Connecticut for the required abatement and their demolition subcontractor Bestech Inc. of Ellington, CT for the

abatement and demolition of the caretaker's home at no. 292 Deming Rd. in the amount of \$50,640, which includes a 20 percent contingency.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

4. **Topic re: Approve a fiscal year 2026 appropriation of \$2,184,128.48 in 4-Bridge project reimbursements to the Glen Street Bridge account, pending approval by the Board of Finance. Transfer \$390,000 from the Edgewood Road Bridge project account to the Glen Street Bridge project account, pending approval by the Board of Finance. Obligate \$893,000 in the Municipal Projects account to the Glen Street Bridge project, pending approval by the Board of Finance. – Public Works**

Public Works Director Mike Ahern stated that emergency repairs of the Glen Street bridge were completed in the winter of 2021-2022 which stabilized the bridge for the short term. In April 2022 the Town applied to the Connecticut Department of Transportation's (DOT) Federal Local Bridge Program for a full replacement of this bridge. The Federal program provides 80% reimbursement to towns with the remaining 20% reimbursed by the State. The DOT confirmed that this bridge meets the criteria for the Federal program and has completed the design of the replacement at no cost to the Town.

The Town Council and Board of Finance previously appropriated funds for emergency repairs to the bridge and \$284,215.71 remains in that account. This request is to appropriate funds from the 4-Bridge Rehabilitation project and the Edgewood Road Bridge replacement, and obligate funds from the Municipal Project grant fund to the Glen Street Bridge project. As Glen Street reimbursements are received funds will be returned to the Edgewood Road Bridge account and the Municipal Project Grant account and remaining funds will be used to begin funding the Spruce Brook Bridge account.

Councilor Paonessa moved to approve a fiscal year 2026 appropriation of \$2,184,128.48 in 4-Bridge project reimbursements to the Glen Street Bridge account, pending approval by the Board of Finance.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to transfer \$390,000 from the Edgewood Road Bridge project account to the Glen Street Bridge project account, pending approval by the Board of Finance.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to obligate \$893,000 in the Municipal Projects account to the Glen Street Bridge project, pending approval by the Board of Finance

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

5. Topic re: Waive the town's bidding procedure for Atlantic Golf and Turf, as they are part of the Early Order Program for Timberlin's chemicals not to exceed \$30,000 as this is in the best interest for the town. – Golf Course

Director of Golf Sol Guerrero stated that this request is for golf course insecticides and fungicides which exceeds the \$25,000 bid threshold for the Town. The purchase of these chemicals is part of the Early Order Program which allows for the purchase of proprietary chemicals at cost savings. Mr. Guerrero added that off-brand chemicals are applied in the lesser used areas of the greens.

Councilor Pruzin stated that he has not seen any documentation that supports that and would like to see the Town go out to bid for these chemicals. He added that he would like the Council to receive a copy of the Town's Purchasing Policy because he is concerned about the number of bid waivers that the Council approves.

Town Manager Curley stated that in this case the chemicals are proprietary, and the use of off-brand chemicals applied to the course in the past did not provide good results.

Councilor Paonessa moved to waive the town's bidding procedure for Atlantic Golf and Turf, as they are part of the Early Order Program for Timberlin's chemicals not to exceed \$30,000 as this is in the best interest for the town.

Seconded by Councilor Veach.

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

Abstain: Councilor Pruzin

Vote being 5-0-1 (MOTION CARRIED)

6. Topic re: Approve the transfer of \$14,999 from the Leaf Collector account to the Rotary Mower to purchase a new rotary mower with Sourcewell pricing (031121-SCG). – Golf Course

Director of Golf Sol Guerrero stated that funds remain after the purchase of a leaf collector, and he would like to transfer those funds to the Rotary Mower account in order to purchase a rotary mower for the golf course which will allow staff to cut and collect grass in smaller areas with more efficiency.

Councilor Paonessa moved to approve the transfer of \$14,999 from the Leaf Collector account to the Rotary Mower to purchase a new rotary mower with Sourcewell pricing (031121-SCG).

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

7. Topic re: Approve a tax abatement for La Provence Realty LLC and Weezy LLC for the construction of a 6,706 square foot building addition at 1 New Britain Road and 11 New Britain Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy. – Economic Development

Economic Development Director Chris Edge stated that Schaller Honda is expanding their facility at 1 and 11 New Britain Road, on the New Britain line, with a 6,706 square foot section of the building to be located in Berlin.

The Economic Development Commission approved a five-year tax abatement and recommends that Town Council approve it as well.

Councilor Paonessa moved to approve a tax abatement for La Provence Realty LLC and Weezy LLC for the construction of a 6,706 square foot building addition at 1 New Britain Road and 11 New Britain Road of 50% in year 1, 40% in year 2, 30% in year 3, 20% in year 4 and 10% in year 5 per the town's tax abatement policy.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

8. Topic re: Discussion about Town-Owned Properties. - Economic Development

Economic Development Director Edge stated that the Town of Berlin currently owns about 240 parcels of land, most of which are used for municipal purposes. However, ENVISION, a developer from Bristol has reached out to the Economic Development office expressing an interest in a few of these town-owned properties which could provide economic value for the Town of Berlin.

Corporation Counsel Donofrio stated that some municipalities develop a list of properties that they are interested in divesting and will identify through an RFQ what it is they are looking for the property to be developed as, or through a Request for Expression of Interest if the municipality is unsure what the market has to offer, or through an RFP for a particular type of development. Having a public discussion about what the town wants to do with some of the prioritized properties makes sense.

Mr. Edge stated that at this time this is simply a discussion with the Council and to inform them that ENVISION sees an opportunity in Berlin.

NO ACTION TAKEN

9. Topic re: Waive the bidding requirements for S.B. Church to re-develop water supply Wells #1B and #2A at the Elton Road Wellfield and purchase a new pump for Well #2A in the amount of \$75,000.00, as this is in the best interest of the Town. – Water Control

Water Control Manager Ray Jarema stated that the Elton Road wellfield has two active wells and as a maintenance procedure and to maintain the quality and supply of water, gravel packed wells need to be redeveloped to improve their pumping capacity. Mr. Jarema added that the pump on well #2A also needs to be replaced, adding that the pump on well #1B was replaced in 2022.

The redevelopment is a specialized process and there are few companies in New England capable of performing this service. S.B. Church drilled and installed the original Elton Road wells and Berlin Water Control is requesting a bid waiver to utilize this vendor.

Councilor Pruzin stated that he believes that the motion is not worded clearly and he wants to make it clear that the \$75,000 stated in the motion is for the entire project of redeveloping wells 1B and 2A, and purchasing a new pump for 2A.

Councilor Paonessa moved to waive the bidding requirements for S.B. Church to re-develop water supply Wells #1B and #2A at the Elton Road Wellfield and purchase a new pump for Well #2A in the amount of \$75,000.00, as this is in the best interest of the Town.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

10. Topic re: Authorize the Town Manager to sign the “Give 250 Connecticut Agreement” on behalf of America 250 | Berlin which is operating under the Town of Berlin. Funds raised will be used during our celebration of America 250 | Berlin and placed in the account established by the Town of Berlin. – Town Clerk

Town Clerk Kate Wall stated that municipalities are encouraged to raise funds for their use in celebrating America 250. A fundraiser, administered by the Connecticut Humanities Council, will be held October 27th through October 31st and people are encouraged to donate through the Give 250 Connecticut platform earmarking the municipality they wish to support. This request is to authorize the Town Manager to sign the agreement on behalf of America 250 | Berlin.

Councilor Paonessa moved to authorize the Town Manager to sign the “Give 250 Connecticut Agreement” on behalf of America 250 | Berlin which is operating under the Town of Berlin. Funds raised will be used during our celebration of America 250 | Berlin and placed in the account established by the Town of Berlin.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

11. Topic re: Authorize the use of up to \$13,663 from the Lamentation Mountain Disaster Recovery account for use as a match to a State Recreational Trails Grant for a Lamentation Mountain area master plan. – Planning and Zoning

Town Manager Curley stated that the Lamentation Mountain fire damaged undeveloped areas in Berlin and Meriden and caused collateral impacts in Middletown.

Town staff have worked with these other towns as well as the three regional planning agencies, including the Capitol Region Council of Governments (CRCOG), who solicited proposals to prepare a scope of work and cost estimates for future planning in the area.

The Connecticut Department of Energy and Environmental Protection issued an invitation to submit grant applications for the Recreational Trails Grant Program which requires a 20% match. Assuming a \$160,000 grant budget, the 20% match split between three towns would be \$10,667 per town.

There is an uncommitted balance of \$13,663 in the Lamentation Mountain Disaster Recovery account and staff propose that the Town Council authorize that these funds be used as a match for this restoration planning grant.

Town Manager Curley added that this next phase is to assess the damage done and the cost of restoration.

Councilor Paonessa moved to authorize the use of up to \$13,663 from the Lamentation Mountain Disaster Recovery account for use as a match to a State Recreational Trails Grant for a Lamentation Mountain area master plan.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

12. Topic re: Authorize the Town Manager and Economic Development Department to apply for brownfield assessment monies up to \$23,520.00 through the Naugatuck Valley Council of Governments and the Regional Brownfield Partnership. – Economic Development

Economic Development Director Chris Edge stated that he has been working with the Lofts at Sherwood Falls tenant association as well as Plainville-based developer SOMAK on the possible development of 16 town homes on the vacant parcel located at 1 Main Street in Kensington.

To obtain financing soil testing needs to be done on the property. The Naugatuck Valley Council of Governments and the Regional Brownfield Partnership have funding available from the Environmental Protection Agency which the Town and SOMAK would be eligible for.

This grant requires a 10% match which would be provided by the Lofts at Sherwood Falls tenant association and would be used for the investigation and testing for PFAS on the property to determine if remediation is needed.

Councilor Paonessa moved to authorize the Town Manager and Economic Development Department to apply for brownfield assessment monies up to \$23,520.00 through the Naugatuck Valley Council of Governments and the Regional Brownfield Partnership.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

J. TOWN MANAGER'S REPORT:

- The Town Manager provided the Council with his Quarterly Department update.
- YMCA update – The YMCA has received all the documents they need from the Town.
- Lights on the Sage Park baseball and softball fields are in the process of being installed.
- The Town Hall roof replacement project has begun.
- Absentee ballots are now available for the November election.
- The reconfiguration of the former VNA suite is being completed, which will provide offices for the Social Services department as well as space for early voting.

K. SPECIAL COMMITTEE REPORTS:

The Fire Services Committee met this evening. Changes to the payment schedule will be made and should be presented to the Town Council at their next meeting.

L. COUNCILORS' COMMUNICATION:

Councilor Pruzin requested that the Town Manager send the Town's Purchasing Policy to the Town Council.

Councilor Pruzin suggested that Town Council members receive shirts that identify them as Town of Berlin Town Council members which could be worn for events and ribbon cuttings. The Town Manager will explore options.

M. ACCEPTANCE OF MINUTES:

September 16, 2025

Councilor Paonessa moved to accept the Town Council Meeting minutes of September 16, 2025 with the following correction:

Item #4 vote should read "Vote being 5-2 (MOTION CARRIED)".

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

N. EXECUTIVE SESSION:

- 1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Kensington and Worthington Fire Districts also discussion of settlement negotiations with respect to pending litigation (128 Old Brickyard LLC Tax Appeal).**
- 2. Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee - Town Manager's evaluation.**

Councilor Paonessa moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Kensington and Worthington Fire Districts also discussion of settlement negotiations with respect to pending litigation (128 Old Brickyard LLC Tax Appeal) and Personnel Matters – Conn. General State Statute Sec. 1-200 (6) (A) concerning the appointment, employment, performance, evaluation of a public employee - Town Manager's evaluation at 9:53 p.m. Invited in for item #1 Pending Litigations: Corporation Counsel Donofrio, Town Manager Curley, Deputy Director of Public Works Jim Horbal, Water Control Manager Ray Jarema, and Berlin Water Control Board members Liam Mitchell and Dave Dorau.

Invited in for item #2 Personnel Matters: Corporation Counsel Donofrio and Town Manager Curley.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Executive Session for item #1 ended at 10:41 p.m.

Executive Session for item #2 ended at 10:49 p.m.

O. ADJOURNMENT:

Councilor Coppola moved to adjourn the meeting at 10:49 p.m.

Seconded by Councilor Atkinson.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting