

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/81452361232?pwd=N62Fha9Ela7n41qbXIMKTpP8n0QVlW.1>

Meeting ID: 814 5236 1232

Passcode: 843196

+1-309-205-3325 US

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, December 16, 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: Approve Town Manager, Ryan Curley, to accept the grant of \$1,322 from the CT Office of the Arts and sign any and all documents for the execution of this grant with review and approval of Corporation Counsel. – Economic Development
2. Topic re: Accept monetary donations totaling \$1,862.73 and deposit \$790.48 into the Friends of the Library Miscellaneous account for one program, program supplies, coffee supplies and a museum pass renewal and deposit \$1,072.25 into the Unrestricted Donations account for the libraries greatest needs and move to accept the donation of books with an approximate value of \$64.97 to be added to the appropriate department collections. – Berlin-Peck Memorial Library
3. Topic re: Approve waiving the Police Fees in the approximate amount of \$ 420.00 for the Gingerbread House Night Event that will take place on Monday, December 15, 2025 at Griswold School. – Police Department
4. Topic re: Approve waiving the Police Traffic Control and Town fees in the estimated amount of \$ 558.90 for the Harlem Wizards vs Berlin Schools Staff that will take place on March 30, 2026. – Police Department

5. Topic re: Approve waiving the Police Traffic Control and Town fees in the estimated amount of \$ 2, 300.00 for the Jim Day Memorial Tournament that will take place on January 11, 2026. – Police Department
6. Topic re: Accept the donations of \$500.00 and appropriate the funds to the Police Cadet Program Expenditure Account. – Police Department
7. Topic re: Accept the donation of \$400 and appropriate the funds to the Supplies Expenditure Account. – Police Department
8. Topic re: Appropriate \$4,995.00 from the Sale of Land, Labor, & Materials Revenue Account to the Sage Improvement Account in the Capitol Nonrecurring Fund. – Public Grounds
9. Topic re: Authorize the Town Manager to enter into a **three-year agreement** with White Way Laundry of Wallingford, CT for the rental and servicing of uniforms, mats and rags, utilizing pricing guaranteed under the current bid received of \$16,000 for the first year with an annual increase of 6% in years two and three. – Purchasing
10. Topic re: Appoint Ryan Curley to serve as the Town of Berlin’s representative on the Capitol Region Council of Governments. – Town Manager
11. Topic re: Accept a \$5,000 donation from the Berlin Volunteer Fire Department and appropriate the funds to the Veterans Support account in the General Fund. - Veterans’ Commission

H. NEW BUSINESS:

1. Topic re: Option 1: Town Council to adopt Ordinance Committee recommendation of the “local option” expansion of existing totally disabled veterans for consideration of adoption of options under PA 25-168(a) Sections 233, E and, F (b) Section 240 and (c) section 241.

Option 2: Town Council to adopt Ordinance Committee recommendation of the “local option” expansion of existing totally disabled veterans for consideration of adoption of options under PA 25-168(a) Sections 233, F and G (b) Section 240, 2 and (c) section 241.

Town Council to adopt “local option” expansion of existing exemption for totally disable veterans for consideration of options under PA 25-168 Sections 233, 240, and 241. - Assessor

2. Topic re: Set a public hearing on January 6, 2026 at 7 pm for consideration of the Town of Berlin to become a member municipality of the Connecticut Municipal Development Authority (CMDA). – Economic Development
3. Topic re: Authorize the Town Manager to formally accept the \$800,000 2025 Community Connectivity Grant award for sidewalk projects near the Griswold and Hubbard Elementary Schools, and to sign the subsequent Commitment to Fund Letter and Project Authorization Letter (PAL) to be issued by the Connecticut Department of Transportation. – Economic Development/Public Works

4. Topic re: Authorize the Town Manager to enter into contract agreement #2026-12 with Dayton Construction of Watertown, CT to replace the Glen Street Bridge No. 06955 in the amount of \$3,654,987.00 and authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$3,837,740.00. – Public Works
5. Topic re: Call a Town Meeting on January 6, 2026, at 6:45pm to approve a FY27 non-budgeted appropriation of \$4,029,420 from the BHS Construction Fund to:

Fire Radio Upgrades	\$85,600
Police Vehicles	\$210,000
School Vans	\$200,000
UTV's w/ beds (x2)	\$116,820
Skid Steer	\$42,000
East Berlin Recreational Complex Renovations	\$1,000,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$1,000,000
Boilers	\$345,000

The items and amounts may be modified at the Town Meeting. - Finance

6. Topic re: Approve a transfer of \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund, pending approval by the Board of Finance. Also approve a transfer of \$450,762 from the FY27 Issue of 2025 accounts to Nelson August Moore Homestead Grant account (\$255,000), the Fire Truck Account (\$65,000), the Veteran's Memorial Park account (\$30,762) and the Generator account (\$100,000), effective April 1, 2026, pending approval by the Board of Finance. - Finance
7. Topic re: Authorize awarding the 2026 gasoline contract as bid # 783 by Capitol Region Council of Governments to the selected bidder for 78,500 gallons of gasoline. – Municipal Garage
8. Topic re: Award the purchase of one 2026 Ford Interceptor Police Utility from McGovern Municipal of Shrewsbury MA. utilizing CT DAS Contract # 22PSX0133 for an amount not to exceed \$47,019. – Municipal Garage
9. Topic re: Approve the purchase of the following three vehicles from Tasca Ford, as detailed in the summary and in accordance with CT DAS contract #24PSX0110, for a total amount not to exceed \$162,665: Fire Department vehicle – \$50,400; Facilities Tradesman van – \$47,225; and Water Department Utility Truck – \$65,040 – Municipal Garage
10. Topic re: Approve quotes provided by current on-call contractors M.A.&M., Inc., dba Aresco Construction Company of Middletown, CT in the amount \$11,800 and Central Mechanical Services, Inc. of Cromwell, CT in the amount of \$12,400 for ADA restroom modifications at the Berlin Senior Center. - Facilities

11. Topic re: Approve quote letter from current on-call contractor M.A. & M., Inc., dba Aresco Construction Company of Middletown, CT in the amount \$13,920 which includes a 20 percent contingency for the quarry tile replacement and associated work within the Timberlin Clubhouse kitchen area. – Facilities
 12. Topic re: Authorize the Town Manager to direct the Finance Dept to give each Registrar a stipend pay of \$2499.17 each for a total of \$4998.34. – Registrars of Voters
 13. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2026 and January of 2027. – Town Council
- I. TOWN MANAGER’S REPORT:
 - J. SPECIAL COMMITTEE REPORTS:
 - K. COUNCILORS’ COMMUNICATION:
 - L. ACCEPTANCE OF MINUTES: November 25, 2025
 - M. ADJOURNMENT

Consent
#1
Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: December 3, 2025

SUBJECT: Authorization to Accept the 2026 Supporting Arts Grant from the Connecticut Office of the Arts

Summary of Agenda Item:

Staff applied for a Supporting Arts Grant from the Connecticut Office of the Arts and received word that we will have been awarded \$1,332.00 for FY26. For a quick review, The Arts & Culture Ad Hoc Committee was formed in late 2023 with 5 members from the community (and 2 staff liaisons) to oversee and determine the best use of the funds.

The Town of Berlin (through the Economic Development Commission budget) will provide the local match of \$1,332.00.

Funding:

\$1,332 Supporting Arts Grant received by the CT Office of the Arts and a local match of \$1,332

Action:

Move to approve Town Manager. Ryan Curley, to accept the grant of \$1,322 from the CT Office of the Arts and sign any and all documents for the execution of this grant with review and approval of Corporation Counsel.

Attachments:

Copy of the list of recipients for the FY26 Supporting Arts Grants

Prepared By:

Chris Edge, Economic Development Director CE
Carrie Tyszka, Library Director, Berlin-Peck Memorial Library



FY26 Supporting Arts Grant Recipients

The Connecticut Office of the Arts awarded two hundred and thirty-three (233) Supporting Arts grants totaling \$950,000.

Name of Organization	Town/City	Grant Award
7th Regiment Youth Performing Arts Organization	New London	\$4,786
A Broken Umbrella Theatre, Inc.	New Haven	\$4,709
ACT (A Contemporary Theatre) of Connecticut	Ridgefield	\$7,908
ActUp Theater, Inc.	Hartford	\$4,259
Africa2World Foundation	Shelton	\$3,223
After School Arts Program	Washington	\$3,572
Albert Schweitzer Organ Festival, Inc.	West Hartford	\$3,259
Almira Stephan Memorial Playhouse (Castle Craig Players)	Meriden	\$3,928
American Chamber Orchestra	Norwalk	\$5,639
American Mural Project	Winchester	\$4,772
Amity Teen Center (10selden)	Woodbridge	\$5,068
Arazzo Music Festival Inc.	Lebanon	\$1,582
Architecture Resource Center Inc.	New Haven	\$1,585
ARTFARM INC	Middletown	\$3,031
Artreach, Inc.	Norwich	\$3,333
Arts and Crafts Association of Meriden, Inc. (Gallery 53)	Meriden	\$5,076
Arts Center at Killingworth, Inc (Spectrum Art Gallery)	Killingworth	\$4,125
Arts for Learning Connecticut	Hamden	\$3,368
Avon Theatre Film Center Inc	Stamford	\$2,920
BackCountry Concerts (BackCountry Jazz)	Greenwich	\$3,600
Ballet Hartford Inc	Hartford	\$4,126
Ballet School of Stamford	Stamford	\$3,212
Bantam Cinema & Arts Center	Litchfield	\$3,053
Beechwood Arts, Inc.	Norwalk	\$2,549
Ben's Lighthouse Inc.	Newtown	\$4,124
Berlin, Town of *Municipal Arts Dept.	Berlin	\$1,332
Bethel Arts	Bethel	\$1,000
Branford Arts and Cultural Alliance	Branford	\$4,647
Breed Academy	Hamden	\$3,547
Bristol Symphony Orchestra (Nutmeg Symphony Orchestra)	Farmington	\$3,472
Brookfield Craft Center, Inc.	Brookfield	\$3,010
Buttonwood Tree Performing Arts Center	Middletown	\$3,458
Camerata d'Amici, Inc.	Ridgefield	\$5,040
Capital Classics, Inc.	Newington	\$2,797

Consent
Agenda Item No. # 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 5, 2025

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	790.48	FOL Misc. Acct.	One program, program supplies, coffee supplies and a museum pass renewal	Friends of the Library
	50.00	Unrestricted Donations Acct.	for libraries greatest need	Carl Johnson
	1,000.00	Unrestricted Donations Acct.	for libraries greatest need	Patricia Lombardi
	22.25	Unrestricted Donations Acct.	for libraries greatest need	various patrons
	1,862.73			
Equip/Merch				
	64.97	Books	to be added to appropriate department collection	various patrons
	64.97			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$1,862.73 and deposit \$790.48 into the Friends of the Library Miscellaneous account for one program, program supplies, coffee supplies and a museum pass renewal and deposit \$1,072.25 into the Unrestricted Donations account for the libraries greatest needs and move to accept the donation of books with an approximate value of \$64.97 to be added to the appropriate department collections.

Attachments:

n/a

Prepared By:

CT
Carrie Tyszka, Library Director

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley-Town Manager *RC*

DATE: December 9, 2025

SUBJECT: Request for Fee Waiver – Ginger Bread House Night/ Griswold Parents Club

Summary of Agenda Item:

Griswold Parents Club is hosting a Ginger Bread House Night on Monday, December 15, 2025. According to the application, this event is not for profit and is a community building event for Griswold School families. Funds raised assist Griswold School with needs not budgeted for.

Funding:

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

Action Needed:

Move to approve waiving the Police Fees in the approximate amount of \$ 420.00 for the Ginger Bread House Night Event that will take place on Monday, December 15, 2025 at Griswold School.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: Griswold Parents Club		Date:
Contact Name: Mindy Lavoie		12/7/25
Phone Number: 860 916 5589		
Event: Gingerbread House Night	Date of Event: 12/15/25	
Location of the Event: Griswold School		
What fee do you want waived:		
Police protection Approximate 419.20		
Identify the hardship incurred:		
The gingerbread House making night does not make a ton of money. It is a community building night for Griswold School families.		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: This event is intended to be a fun family outing that builds community throughout the school. Any monies made off of this event goes right back to the school. We help provide needs for Griswold that may not be in the school Budget.		

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.

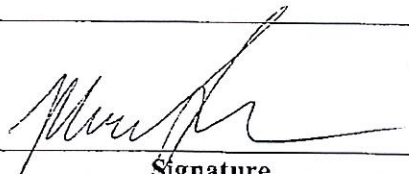
☐

Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: _____

Comments:



Signature

12/7/25

Date



Town Manager Signature

12/9/25

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: December 9, 2025

Event Name: 2025 Gingerbread House Night

Requestor/Organization: Griswold Parents Club/Mindy Lavoie

Date of Event: December 15, 2025

Number of Officers: 1

Time: Four Hour Shift

Contract Rate: Private Duty

Approximate Total: \$ 420.00 (4 hours private duty rate+ town surcharge 25%)

Function of Officer Assigned: Maintain police presence at Griswold School while event takes place.


Lt. Michael Jobes

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley- Town Manager *RC*

DATE: December 9, 2025

SUBJECT: Request for Fee Waiver – Harlem Wizards vs Berlin School Staff

Summary of Agenda Item:

Learning Trails is hosting the Harlem Wizards vs. Berlin School Staff charity basketball game on March 30, 2026 at Berlin High School. Learning Trails is a non-profit that is using the money raised to go to Berlin High School to obtain a facility dog.

Learning Trails/Jessica Kuethman

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 estimated amount of \$ 558.90 for the Harlem Wizards vs Berlin Schools Staff that will take place on March 30, 2026.

Attachments:

Request for Fee Waiver Form

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department

MWO



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: Learning Tails		Date: 12/4/25
Contact Name: Jessica Kuethman		
Phone Number: 860-680-4345		
Event: Harlem Wizards vs. Berlin Schools Staff		Date of Event: 3/30/26
Location of the Event: BHS - A and B gyms		
What fee do you want waived: Police Dept. Services \$558.90		* Time 5:30-9pm < Event 6:30-8:30pm > * 400+ people (possible)
Identify the hardship incurred: This is a non-profit company (501-C)		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: This fundraiser will use the money raised to go to BHS to obtain a facility dog.		

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: Learning Tails

Comments:

Jenica Kuethman
Signature

12/4/25
Date

[Signature]
Town Manager Signature

12/9/25
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: December 8, 2025

Event Name: 2026 Harlem Wizards vs. Berlin School Staff

Requestor/Organization: Learning Trails

Date of Event: March 30, 2026

Number of Officers: 1

Time: Four Hour Shift 1730-2130

Contract Rate: Private Duty

Approximate Total: \$ 558.90 (4 hours private duty rate+ town surcharge 25%)

Function of Officer Assigned: Maintain police presence at Berlin High School Gym while charity basketball game is played. Estimated attendance 400.


Lt. Michael Jobes

Consent
#5
Agenda Item No.
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley- Town Manager *RC*

DATE: December 9, 2025

SUBJECT: Request for Fee Waiver – Jim Day Memorial Tournament

Summary of Agenda Item:

Minutemen Youth Wrestling is hosting the Jim Day Memorial Tournament on January 11, 2026 at Berlin High School. The Minutemen Youth Wrestling Club is a non-profit located in Berlin that provides wrestling to K-8th grade children. They have award scholarship(s) to Berlin High School Seniors and donations to families in need.

Minutemen Youth Wrestling/Mike Lukaszewski /Treasurer

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 estimated amount of \$ 2,300.00 for the Jim Day Memorial Tournament that will take place on January 11, 2026.

Attachments:

Request for Fee Waiver Form

Cost Memo

Prepared By:

Lieutenant Michael Jobes, Berlin Police Department



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Minutemen Youth Wrestling</i>	Date: <i>12/8/25</i>
Contact Name: <i>Mike Lukaszewski / Treasurer</i>	
Phone Number: <i>860-670-3118</i>	
Event: <i>Jim Day Memorial Tournament</i>	Date of Event: <i>1/11/26</i>
Location of the Event: <i>BHS</i>	
What fee do you want waived: <i>Extra duty Police consisting of two officers 0730 - 1530</i> <i>\$2300.00</i>	
Identify the hardship incurred: <i>This expense would deplete any profit from admission and concession.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>We are a non profit club in Berlin which provides wrestling to K-8th grade students. We provide a pipeline of future wrestlers to McGee and BHS. Each year we award scholarships to BHS Seniors and assist families in need.</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: Minutemen Youth Wrestling

Comments:

[Signature]
Signature

12/9/25
Date

[Signature]
Town Manager Signature

12/9/25
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: December 8, 2025

Event Name: 2026 Jim Day Memorial Tournament

Requestor/Organization: Minutemen Youth Wrestling

Date of Event: January 11, 2026

Number of Officers: 2

Time: Four Hour Shift 0730-1530

Contract Rate: Private Duty

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

Function of Officers Assigned: Maintain police presence at Berlin High School while tournament is scheduled. This is a well-attended event.



Lt. Michael Jobes

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

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: November 26, 2025
SUBJECT: Donations for Police Cadet Program

Summary of Agenda Item:

The Police Department has received \$500.00 in donations from CT Pro FF Emergency Relief Fund Trustee for CT United Ride for the Police Cadet Program.

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

Funding

No funding needed.

Action Needed:

Move to accept the donations of \$500.00 and appropriate the funds to the Police Cadet Program Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe *DC*

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: November 26, 2025

SUBJECT: Donation for supplies.

Summary of Agenda Item:

The Police Department has received \$400 in donations for supplies from Dunkin Donuts.

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

Funding

No funding needed.

Action Needed:

Move to accept the donation of \$400 and appropriate the funds to the Supplies Expenditure Account.

Attachments:

None

Prepared By:

Deputy Chief Drew Gallupe *DC*

Consent
Agenda Item No. # 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: November 5, 2025

SUBJECT: Appropriation of funds from Land, Labor & Materials to Public Grounds Sage Improvement Account.

SUMMARY:

The Town of Berlin has been selling surplus items utilizing the online auction site, Public Surplus, with the proceeds of the sold items deposited to account 500.00.0000.8.45301.00000, Sale of Land, Labor & Materials in the Capital Projects Fund. During Fiscal year 25/26, The Parks and Grounds Department has sold various objects including, 2 - 27 horsepower engines Ryan Sod cutter, 2 - bobcat walk behinds, 20' equipment trailer, Edger, 4 turf tires and rims and a 250' feet of 14 AWG wire equaling a net of \$4,995.00. In an effort to assist funding for projects and repairs, we are requesting an appropriation of these proceeds from the Sale of Land, Labor and Materials Revenue Account 500.00.0000.8.45301.00000 to the Sage Improvement Account 110.00.0000.1.42401.00000.

FUNDING:

No Funding Needed

ACTION NEEDED:

Move to appropriate \$4,995.00 from the Sale of Land, Labor, & Materials Revenue Account to the Sage Improvement Account in the Capitol Nonrecurring Fund.

ATTACHMENTS:

Public Surplus Sold & Paid Report

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds *SW*

Sold and Paid Report Oct 01,2025 To Oct 31,2025

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
3864925	Bobcat 48 in Walk Behind Mower		10/09/2025	John1972 - John Folger	\$ 610.00	1	\$ 42.81	\$ 716.86	264	10/09/2025 Credit Card Payment
3864928	Bobcat 48 in Walk Behind Mower		10/09/2025	jcarriga - John D. Carrigan	\$ 580.00	1	\$ 40.70	\$ 681.60	265	10/09/2025 Credit Card Payment
3864945	2 - 100+ ft lengths of 8/3 power cable and 2 - 100+ft lengths of 12/3 power cabl		10/09/2025	Karencross - Karen Cross	\$ 255.00	1	\$ 17.90	\$ 299.68	266	10/10/2025 Credit Card Payment
3864942	Kawasaki 28 hp v Twin Engine		10/09/2025	Ttaradeina - Toby Taradeina	\$ 200.00	1	\$ 14.04	\$ 235.04	267	10/10/2025 Credit Card Payment
3864898	Little Wonder Honda Walk Behind Leaf Blower		10/09/2025	tbobok - Thomas Bobok	\$ 305.00	1	\$ 21.41	\$ 358.44	268	10/10/2025 Credit Card Payment
3864914	Two stroke Wacker Jumping Jack		10/09/2025	Bradleyfox - Bradley Fox	\$ 192.50	1	\$ 13.51	\$ 226.22	269	10/11/2025 Credit Card Payment
3864907	Ryan Sod Cutter		10/09/2025	BILLMCEWEN - WILLIAM MCEWEN	\$ 205.00	1	\$ 14.39	\$ 240.92	270	10/12/2025 Credit Card Payment
3864919	Briggs and Stratton Edger		10/09/2025	Swany86 - Stephen Swanson	\$ 107.50	1	\$ 7.55	\$ 126.34	271	10/12/2025 Credit Card Payment
3864890	Smith Co Ballfield Groomer - DOES NOT RUN		10/09/2025	Quad230 - Gerald Lewandowski	\$ 305.00	1	\$ 21.41	\$ 358.44	272	10/13/2025 Credit Card Payment
3864895	Smith Co Ballfield Groomer - No rake or drag		10/09/2025	Quad230 - Gerald Lewandowski	\$ 355.00	1	\$ 24.91	\$ 417.19	272	10/13/2025 Credit Card Payment

Sold and Paid Report

Oct 01,2025 To Oct 31,2025

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
3864944	27 Hp Kohler Vtwin Engine		10/09/2025	Mperkins3 - Maloyid J Perkins	\$ 255.00	1	\$ 17.90	\$ 299.68	273	10/14/2025 Credit Card Payment
3868125	20 Ft Equipment Trailer		10/12/2025	robbie_hoffer th - Robbie J Hofferth	\$ 1,525.00	1	\$ 107.01	\$ 1,792.14	274	10/15/2025 Credit Card Payment
3875856	4 Equipment Balloon Turf Tires and Rims		10/24/2025	earlebbeling - EARL R Ebbeling	\$ 100.00	1	\$ 7.02	\$ 117.52	275	10/28/2025 Credit Card Payment
Total					\$ 4,995.00					

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 8, 2025

SUBJECT: Townwide Rental and Service of Uniforms

SUMMARY OF AGENDA ITEM:

The Town went out to bid for the Rental and Service of Uniforms, receiving 1 proposal from White Way Laundry of Wallingford, CT.

There was a question in the last meeting regarding the price increase in years 2 and 3. Upon further clarification with White Way, the increase will be 6%. What they meant by "not to exceed" was that it will not increase beyond that.

ATTACHED:

Bid Result

FUNDING

Funding will come from established line-item accounts within the various departments' budget.

ACTION NEEDED:

Move to authorize Town Manager to enter into a **three-year agreement** with White Way Laundry of Wallingford, CT for the rental and servicing of uniforms, mats and rags, utilizing pricing guaranteed under the current bid received of \$16,000 for the first year with an annual increase of 6% in years two and three.

PREPARED BY:

Maryssa Tsolis, Purchasing Agent

MT



Town of Berlin
Procurement
Maryssa Tsolis, Purchasing Agent
240 Kensington Rd, Berlin, CT 06037

[WHITE WAY LAUNDRY INCORPORATED] RESPONSE DOCUMENT REPORT

RFP No. 2026-06

Rental and Service of Uniforms, Mats and Other Related Products

RESPONSE DEADLINE: October 2, 2025 at 2:00 pm

Report Generated: Thursday, October 2, 2025

White Way Laundry Incorporated Response

CONTACT INFORMATION

Company:
White Way Laundry Incorporated

Email:
astewart@www.uniforms.com

Contact:
AJ Stewart

Address:
271 Hall Ave
Wallingford, CT 06492

Phone:
(860) 329-3088

Website:
N/A

Submission Date:
Sep 25, 2025 12:37 PM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1
Confirmed Sep 24, 2025 4:05 PM by AJ Stewart

QUESTIONNAIRE

1. Respondent Submittals (without Cost)*
Please Upload your COMPLETE proposal **excluding** pricing here, including any required information listed in the solicitation and the corresponding attachments as well as company information and background.

WW_Uniform_Bid_Materials.pdf

2. Estimated Weekly Cost for the Town AND 3-year total*
Prices not including VIP Program

Upfront Charges - Roughly \$800.00

\$275.00/week

\$14,000/year

\$42,900/3 year

Prices Including VIP Program @ \$0.18/garment

Upfront Charges - \$0.00

\$355.00/week

~~\$48,460~~/year

\$16,000 without Golf Course. Timberlin opting out

\$55,380/3 year

[WHITE WAY LAUNDRY INCORPORATED] RESPONSE DOCUMENT REPORT

RFP No. 2026-06

Rental and Service of Uniforms, Mats and Other Related Products

***Please note any direct embroidered items carry an additional \$0.22 charge per garment. Items with attached emblems carry no such charge.**

Please Note: Responses to this question may be publicly displayed after the due date has passed.

3. What is your annual increase and when is it effective?*

Once yearly at anniversary date not to exceed 6%.

Please Note: Responses to this question may be publicly displayed after the due date has passed.

4. Does your bid include increase options beyond the annual?*

If so, what is your notification process?

No,

Please Note: Responses to this question may be publicly displayed after the due date has passed.

5. Will replacements be included in the cost after a period of time?*

Replacements are included if our VIP program is part of your contract. It covers all repairs, replacements. There are also no upfront costs and no charge for emblems.

6. *OPTIONAL*****

The Town is also considering buying uniforms instead of renting. If the Town were to purchase uniforms outright instead of rent, what would be the cost for JUST weekly cleanings?

No response submitted

7. *OPTIONAL*****

If your firm offers the option to buy instead of rent, please upload a price sheet to buy the items listed in the pricing table for consideration.

No response submitted

[WHITE WAY LAUNDRY INCORPORATED] RESPONSE DOCUMENT REPORT

Request For Proposal - Rental and Service of Uniforms, Mats and Other Related Products

Page 3

Consent
Agenda Item No. # 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 4, 2025

SUBJECT: Appointment of the Town Manager, Ryan Curley, as the Town of Berlin
CROCOG Representative

SUMMARY:

The Town Manager is recommending his appointment to the CROCOG, Capitol Region Council of Government to replace Chris Edge, Economic Director, as the CROCOG membership is typically represented by town managers and first selectmen.

FUNDING:

No funding needed

ACTION NEEDED:

Move to appoint Ryan Curley to serve as the Town of Berlin's representative on the Capitol Region Council of Governments.

ATTACHMENTS:

None

PREPARED BY:

Ryan Curley, Town Manager

Consent
#11

Agenda Item No.
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 4, 2025

SUBJECT: Donation to the Veterans Commission for the Purchase of Gift Cards

SUMMARY OF AGENDA ITEM:

The Veterans Commission received a \$5,000 donation from the Berlin Volunteer Fire Department. The money will be appropriated to account # 001.10.1021.0.53939.00000 Veterans Support, and the funds will be used to purchase ten (10) \$500 gift cards. The gift cards will be distributed by the Veterans Commission to local veterans in need.

FUNDING:

Donation

ACTION NEEDED:

Move to accept a \$5,000 donation from the Berlin Volunteer Fire Department and appropriate the funds to the Veterans Support account in the General Fund.

ATTACHMENTS:

None

PREPARED BY:

Kevin Delaney, Finance Director *KD*

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 16, 2025
SUBJECT: PA 25-168 Section 233,240,241 “local option” expansion of existing exemption for totally disabled veterans

SUMMARY:

PA 25-168 allows local legislative bodies the option to expand on previous legislation or (October 1, 2024 Grand List) pertaining to those individuals who were deemed 100% permanent and totally disabled through the Veterans Administration. In summary, the current law grants the Town upon approval by the Town, approval by the Town Council, the following options.

- **Sec. 12-81(83) as amended by PA 25-168 Section 233.** With respect to Property of veteran with 100% service-connected permanent and total disability
 - (E) Municipal option to allow not more than two acres of lot upon which dwelling sits to be exempt
 - (F) Municipal option to provide surviving spouse of eligible veteran who died prior to October 1, 2024 to be entitled to exemption under this subdivision
 - (G) Municipal option to limit the total amount of exemption or exemptions granted under this subdivision to the median assessed valuation of residential real property in such municipality
- **PA 25-168 Section 240.** Municipal option to provide in lieu of the exemption prescribed under subdivision (20) of section 12-81, a resident who has served and has been determined by the United States Department of Veterans Affairs to have a service-connected total disability based on individual unemployability shall be entitled to an exemption from property tax
- **PA 25-168 Sec. 241.** Municipal option to provide that the surviving spouse of a veteran who was killed in action while performing active military duty be entitled to the same exemption provided under section 12-81 (83)

FUNDING

None

ACTION NEEDED:

Motion

Option 1 : Move Town Council to adopt Ordinance Committee recommendation of the “local option “expansion of existing totally disabled veterans for consideration of adoption of options under PA 25-168 (a) Sections 233, E and, F (b) Section 240 and (c) section 241

Option 2 Move Town Council to adopt Ordinance Committee recommendation of the “local option “expansion of existing totally disables veterans for consideration of adoption of options under PA 25-168(a) Sections 233, F and G (b) Section 240 ,2 and (c) section 241

Move for Town Council to adopt “local option” expansion of existing exemption for totally disabled veterans for consideration of options under PA 25-168 Sections 233,240, and 241.

ATTACHMENTS:

- P.A. 25-168 Sections 233,240 and 241.
- Median assessment
- Report of Veterans not 100% but service-connected total disability based on individual unemployability.
- Report on veterans that are currently on program adding land

PREPARED BY:

Joseph Ferraro, Assessor

A handwritten signature in black ink, appearing to read 'Jef', is written over the printed name 'Joseph Ferraro, Assessor'.

MUNICIPAL OPTION PROPERTY TAX EXEMPTIONS FOR VETERANS, VETERANS' RELATIVES OR SPOUSES, OR PERSONS KILLED IN ACTION WHILE PERFORMING ACTIVE MILITARY DUTY WITH THE ARMED FORCES

October 1, 2025

Pursuant to subsection (4) of section 12-2b of the Connecticut General Statutes, the Office of Policy and Management and the Commission of Veterans Affairs provides an annual notice to municipalities and veterans' organizations of the property tax exemptions that a municipality may opt to approve under chapter 203 for veterans, veterans' relatives or spouses or persons killed in action while performing active military duty with the armed forces.

Connecticut General Statutes:

- **Sec. 12-81(21).** Property of disabled veterans with severe disability
 - (c) Municipal option to allow total exemption for residence with respect to which veteran has received assistance for special housing under Title 38 of United States Code.
- **Sec. 12-81(83) as amended by PA 25-168 Section 233.** Property of veteran with 100% service-connected permanent and total disability
 - (E) Municipal option to allow not more than two acres of lot upon which dwelling sits to be exempt
 - (F) Municipal option to provide surviving spouse of eligible veteran who died prior to October 1, 2024 to be entitled to exemption under this subdivision
 - (G) Municipal option to limit the total amount of exemption or exemptions granted under this subdivision to the median assessed valuation of residential real property in such municipality
- **Sec. 12-81f.** Municipal option to provide additional exemption for veterans or spouses eligible for exemption under section 12-81
- **Sec. 12-81g.** Additional exemption from property tax for veterans. State reimbursement for related tax loss. Regulations
 - (b) Municipal option for exemption in lieu of exemption in subsection (a)
- **Sec. 12-81h.** Municipal option to allow exemption applicable to assessed value of a motor vehicle specially equipped for disabled veteran eligible for exemption under section 12-81 related to disability
- **Sec. 12-81ii.** Municipal option to provide exemption for parent or surviving spouse of person killed in action while performing active military duty
- **Sec. 12-81jj.** Municipal option to provide exemption for veterans not eligible for certain other exemptions
- **Sec. 12-81kk.** Municipal option to provide exemption for certain veterans

- **PA 25-168 Section 240.** Municipal option to provide in lieu of the exemption prescribed under subdivision (20) of section 12-81, a resident who has served and has been determined by the United States Department of Veterans Affairs to have a service-connected total disability based on individual unemployability shall be entitled to an exemption from property tax
- **PA 25-168 Sec. 241.** Municipal option to provide that the surviving spouse of a veteran who was killed in action while performing active military duty be entitled to the same exemption provided under section 12-81(83)

Median Improved Residential Value

REM_PID	Account	Location	land	building	improvements	assessment
1	1000010	11 RONAL DR	79500	117800	117800	197300
2	1000020	28 MATTABASSETT ST EB	79500	121900	121900	201400
3	1000030	11 JACOBS RD	77400	83700	83700	161100
4	1000040	400 NEW BRITAIN RD	76500	80600	88800	165300
5	1000060	298 MAIN ST	87600	94600	94600	182200
6	1000070	72 SUNSET LN	96000	180400	182500	278500
7	1000080	288 FARMINGTON AVE	85300	102000	102000	187300
8	1000110	107 BRIAR PATCH DR	87200	123200	128900	216100

Median Assessment (70%)	Mill Rate	Max Tax Break Under Median Assessment
As of 10/1/2022	30.65	\$ 6,969.81
Estimate for 2027 (Assuming a 30% increase)	26.65*	\$ 7,878.27

*Estimate Mill Rate

	Building @70%		Land value @ 70%	Total Property		Existing Tax Break on Building	Proposed Tax		Total Tax Exemption If accept Land	Total Tax Exemption if Accept Land & Median Value
	Building @70%	Assessed Value		Exemption on Land if Adopt up to 2 Acres	Exemption on Land					
1	S	160,600.00	90,800.00	\$	251,400.00	0.03065	4,922.39	2,783.02	7,705.41	6,969.81
2	S	185,200.00	130,900.00	\$	316,100.00	0.03065	5,676.38	4,012.09	9,688.47	6,969.81
3	S	124,000.00	87,400.00	\$	211,400.00	0.03065	3,800.60	2,678.81	6,479.41	6,479.41
4	S	206,100.00	91,800.00	\$	297,900.00	0.03065	6,316.97	2,813.67	9,130.64	6,969.81
5	S	104,000.00	74,500.00	\$	178,500.00	0.03065	3,187.60	2,283.43	5,471.03	5,471.03
6	S	77,300.00	83,600.00	\$	160,900.00	0.03065	2,369.25	2,562.34	4,931.59	4,931.59
7	S	72,700.00	87,200.00	\$	159,900.00	0.03065	2,228.26	2,672.68	4,900.94	4,900.94
8	S	67,300.00	90,700.00	\$	158,000.00	0.03065	2,062.75	2,779.96	4,842.70	4,842.70
9	S	263,100.00	114,700.00	\$	377,800.00	0.03065	8,064.02	3,515.56	11,579.57	6,969.81
10	S	179,300.00	94,200.00	\$	273,500.00	0.03065	5,495.55	2,887.23	8,382.78	6,969.81
11	S	104,200.00	83,100.00	\$	187,300.00	0.03065	3,193.73	2,547.02	5,740.75	5,740.75
12	S	98,900.00	88,100.00	\$	187,000.00	0.03065	3,031.29	2,700.27	5,731.55	5,731.55
13	S	123,900.00	96,600.00	\$	220,500.00	0.03065	3,797.54	2,960.79	6,758.33	6,758.33
14	S	258,200.00	101,300.00	\$	359,500.00	0.03065	7,913.83	3,104.85	11,018.68	6,969.81
15	S	167,900.00	90,800.00	\$	258,700.00	0.03065	5,146.14	2,783.02	7,929.16	6,969.81
16	S	151,500.00	95,100.00	\$	246,600.00	0.03065	4,643.48	2,914.82	7,558.29	6,969.81
17	S	211,500.00	95,800.00	\$	307,300.00	0.03065	6,482.48	2,936.27	9,418.75	6,969.81
18	S	113,100.00	97,600.00	\$	210,700.00	0.03065	3,466.52	2,991.44	6,457.96	6,457.96
19	S	90,300.00	73,900.00	\$	164,200.00	0.03065	2,767.70	2,265.04	5,032.73	5,032.73
20	S	156,200.00	87,900.00	\$	244,100.00	0.03065	4,787.53	2,694.14	7,481.67	6,969.81
21	S	119,600.00	99,000.00	\$	218,600.00	0.03065	3,665.74	3,034.35	6,700.09	6,700.09
22	S	88,300.00	77,700.00	\$	166,000.00	0.03065	2,706.40	2,381.51	5,087.90	5,087.90
23	S	218,000.00	90,200.00	\$	308,200.00	0.03065	6,681.70	2,764.63	9,446.33	6,969.81
24	S	240,300.00	90,700.00	\$	331,000.00	0.03065	7,365.20	2,779.96	10,145.15	6,969.81
25	S	194,700.00	-	\$	194,700.00	0.03065	5,967.56	-	5,967.56	5,967.56
26	S	113,800.00	99,300.00	\$	213,100.00	0.03065	3,487.97	3,043.55	6,531.52	6,531.52
27	S	147,100.00	103,000.00	\$	250,100.00	0.03065	4,508.62	3,156.95	7,665.57	6,969.81
28	S	111,800.00	97,300.00	\$	209,100.00	0.03065	3,426.67	2,982.25	6,408.92	6,408.92
29	S	228,100.00	-	\$	228,100.00	0.03065	6,991.27	-	6,991.27	6,969.81
30	S	332,800.00	110,400.00	\$	443,200.00	0.03065	10,200.32	3,383.76	13,584.08	6,969.81
31	S	206,100.00	91,800.00	\$	297,900.00	0.03065	6,316.97	2,813.67	9,130.64	

Unemployability

Building Assessment @70	Land Assessment		Total	Tax Mill	Median assessment
	@70%				
\$159,400.00	\$0.00	\$159,400.00	30.65	227400	\$4,885.61
\$216,900.00	\$113,400.00	\$330,300.00	\$10,123.70		\$6,969.81
\$113,100.00	\$89,700.00	\$202,800.00	\$6,215.82		\$6,215.82
\$116,800.00	\$86,600.00	\$203,400.00	\$6,234.21		\$6,234.21
\$174,600.00	\$86,700.00	\$261,300.00	\$8,008.85		\$6,969.61
\$112,400.00	\$86,100.00	\$198,500.00	\$6,084.03		\$6,084.03
\$130,900.00	\$89,600.00	\$220,500.00	\$6,758.33		\$6,758.33
\$1,024,100.00	\$552,100.00	\$1,576,200.00	\$48,310.53		\$44,117.42
\$1,577,000.00					

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 4, 2025

SUBJECT: Discussion and Setting A Public Hearing on the Connecticut Municipal Development Authority

Summary of Agenda Item:

The Connecticut Municipal Development Authority (the "Authority"), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to section 8-169ii of the Connecticut General Statutes (the "General Statutes"); and under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in section 13b-79kk of the General Statutes; (B) the creation of housing units through rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

David Kooris, the Executive Director of CMDA presented at the October 7, 2025 Town Council meeting to describe the role of CMDA and that Berlin is an eligible community.

Funding:

None

Actions

Move to set a public hearing on January 6, 2026 at 7 pm for consideration of the Town of Berlin to become a member municipality of the Connecticut Municipal Development Authority (CMDA).

Attachments:

1. Connecticut Municipal Development Authority – Process Steps

Prepared By:

Chris Edge, Economic Development Director *CE*

Connecticut Municipal Development Authority – Process Steps

Understanding the CMDA Process: CMDA helps municipalities in Connecticut grow and thrive, focusing on achieving vibrant downtowns and mixed-use, walkable neighborhoods around train and bus rapid transit stations

Who can join CMDA? All Connecticut towns and cities, with the exception of Hartford and East Hartford, can join CMDA if they have a train station (existing or planned), bus rapid transit station (existing or planned) or downtown area. Downtown is defined in CMDA's governing statute, 8-169hh.

Phase 1: Getting Started

Initial Contact: Local officials, municipal staff, or property owners or developers approach CMDA for an introductory meeting to better understand how the process works and if it might be a good fit for their community. The best way to reach CMDA is to email info@wearecmda.org

Community Introduction: CMDA may be invited to present to the local legislative body or one of its committees or a municipal commission to explain CMDA's mission and how it can help communities achieve their development goals.

Public Hearing (Suggested): The local legislative body holds a public hearing where community members can ask questions, have concerns addressed, and learn more about the process.

Official Membership: Once they have heard from community members, the local legislative body votes to join CMDA as a member municipality.

Phase 2: Planning

Throughout the planning and implementation phases, municipalities can request technical assistance from CMDA to better understand development potential, regulatory best practices, the state permitting process, and other areas of inquiry to help craft and achieve their vision for the focus area's future.

Identifying Focus Areas: CMDA meets with local officials to identify specific areas of their town or city near a transit station or in a downtown where they may want CMDA's technical or financial support.

Zoning Review: CMDA reviews the municipality's current zoning regulations in the identified focus areas to determine if existing zoning can be approved as a Housing Growth Zone, which is an area designated for increased housing development in mixed-use and walkable neighborhoods.

Zoning Recommendations (if needed): If current zoning doesn't qualify, CMDA suggests changes.

Local Zoning Decision: The local Zoning Commission reviews and decides whether or not to adopt zoning changes in accordance with CMDA's recommendations (*if offered*).

Housing Growth Zone Approval: CMDA approves the existing or updated zone(s) as Housing Growth Zones, defining the geography that could be included in a Development District.

Development District Creation: The municipality's Chief Elected Official enters into an agreement with CMDA that establishes the Development District(s).

Phase 3: Project Implementation

Project Applications: Municipalities or developers can now apply for funding for specific projects located within the Development District(s). CMDA can fund transit-oriented development, housing, demolition or rehabilitation of vacant buildings, or development or redevelopment. Private projects must be in compliance with local regulations to be eligible for CMDA support.

Funded Projects: Projects approved by CMDA's board go to the State Bond Commission for final approval. CMDA then finalizes funding agreements with the municipality or developer.

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 9, 2025

SUBJECT: Acceptance of Community Connectivity Grant for Sidewalk Projects

SUMMARY:

The Town Council authorized the Town Manager to apply for a 2025 Connecticut Department of Transportation (DOT) Community Connectivity Grant. The Town received the attached request to formally accept the grant of \$800,000 for capital costs for the following sidewalk projects:

1. Main Street and Berlin Street in East Berlin (focused on access to the Hubbard Elementary School)
2. Alling Street and Heather Lane in Kensington (focused on access to the Griswold Elementary School)

FUNDING:

None Required for this Action.

ACTIONS NEEDED:

Move to authorize the Town Manager to formally accept the \$800,000 2025 Community Connectivity Grant award for sidewalk projects near the Griswold and Hubbard Elementary Schools, and to sign the subsequent Commitment to Fund Letter and Project Authorization Letter (PAL) to be issued by the Connecticut Department of Transportation.

ATTACHMENTS:

DOT Award Notice (11/18/25)

PREPARED BY:

Jim Mahoney, Economic Development Coordinator
Mike Ahern, Public Works Director *MSA*
Chris Edge, Economic Development Director *CE*



November 18, 2025

Mr. Ryan Curley
Town Manager
240 Kensington Road
Berlin, CT 06037
Rcurley@berlinct.gov

Dear Mr. Curley,

Subject: **Award Notice – 2025 Community Connectivity Grant**
Hubbard/Griswold School Sidewalk Improvements

It is my pleasure to inform you that your application for the 2025 Community Connectivity Grant Program (CCGP) has been selected for funding. Congratulations on your Grant award, and many thanks for your effort to make Connecticut's roads safer and more accessible for vulnerable users. Funding for this Program was authorized by the Connecticut General Assembly and signed into law by Governor Ned Lamont. This round of awards was provided funding by the State Bond Commission on October 22, 2024, and will be administered by the Department of Transportation, Bureau of Policy & Planning, Office of Strategic Planning & Projects (Department). Please remember that this award is based on the project that was submitted in your application; therefore, to receive these funds, no other project can be substituted. Also, as a reminder, your municipality requested \$ 800,000.00 dollars for this project, which is the maximum amount of construction funding available for this grant.

I ask that you contact me no later than December 18, 2025, to confirm that your municipality wishes to accept the funding and proceed with the CCGP process. An e-mail response to the CCGP address CTDOT.CCGP@ct.gov is preferred. If no response is received, your award may be reallocated to another municipality.

2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546
860-594-2000

CT.GOV/DOT

It is also important to **designate a Municipal point of contact (including their Title, telephone number and e-mail address)** when you send in your confirmation so that we can communicate with this person as we advance in the project administration.

There are several steps that need to be taken by both the Department and your municipality, prior to the distribution of funds. **Please do not proceed with any grant-funded (construction) work until all contracting items have been fully executed.** Steps include the following:

- The Department will assign a Project Manager and Issue a Commitment to Fund Letter (CFL) which must be signed and returned to the Department.
- The Department will perform an environmental screening to assist the municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources, Flood Management and Regulated Contaminated Materials requirements, etc. that are to be investigated and/or addressed during the design phase. Please note that the Municipality is responsible for obtaining all applicable permits and providing all information and/or analyses that may be needed for a specific permit.
- The municipality is responsible for developing a project design and submitting a Final Design Package for the Department for review. Requirements for the Final Design Package can be found in section 2.2 of the CCGP Program Guidelines located on our website: [CCGP Program-Guidelines-V0301_March-2023-w-Appendix.pdf \(ct.gov\)](#)
- The Department, upon approval of the final design package, will authorize the Municipality to advertise the project for construction bids.
- The Municipality, following the opening of the bids, will submit a recommendation for award to the Department.
- The Department, upon receipt of the recommendation for award, will forward, for signature by the Municipality, a Project Authorization Letter (PAL) pursuant to the executed Master Municipal Agreement for Construction Projects. The PAL will serve as the project agreement between the State and the Municipality for the construction phase and will specify the approved grant amount, as well as identify any other requirements such as maintenance of project-specific features, etc. The PAL will also trigger the in-full grant payment to the Municipality.

Please take note:

- Grant funds may only be used for construction activities, as outlined in the CCGP Program Guidelines.
- All construction phase costs above the allocated grant amount are the sole responsibility of the municipality.

Congratulations again, and we look forward to hearing from you soon.

If you have any further questions, please feel free to contact Craig Babowicz at 860-594-2158, or via email at Craig.Babowicz@ct.gov.

Very truly yours,

Kimberly Lesay

Digitally signed by Kimberly Lesay
DN: cn=US, E=kimberly.lesay@ct.gov,
O=Connecticut Department of
Transportation, OU=Bureau of Policy &
Planning, C=US, cn=Kimberly Lesay
Date: 2025.11.18 09:51:26-0500

Kimberly Lesay
Bureau Chief
Bureau of Policy and Planning

cc:

Tyson Byrne – Craig Babowicz – Bill Champagne

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 9, 2025

SUBJECT: Federal/Local Bridge Replacement Project No. 0007-0266 – Construction Contract Award
(Glen Street Bridge No. 06955)

SUMMARY:

The Town was approved by the Connecticut Department of Transportation (DOT) to participate in the Federal Local Bridge Program for Federal and State funding to replace one locally-owned bridge. The project is designated as State Project No. 0007-0266, and Federal-Aid Project No. 6007(015). The work will be performed on the Glen Street Bridge (#06955), which crosses the Mattabassett River just south of Robindale Drive. CHA Consulting Inc. (CHA) and Jacobs Engineering Group Inc. (Jacobs) were assigned by DOT to design this bridge replacement. The project (2026-12) was advertised on October 23, 2025, and nine (9) bids were received on November 19, 2025. One bid did not submit a required document, and the apparent lowest bidder subsequently withdrew its bid due to an omission. Per the attached bid recommendation from Jacobs, the lowest qualified bid of \$3,654,987.00 was from Dayton Construction of Watertown, CT. After the bids were analyzed (with DOT), Jacobs recommended awarding the contract to Dayton Construction. Staff concurs with that recommendation. The total construction cost is \$3,654,987.00; 80% will be Federally funded and 20% will be State funded on a reimbursement basis. Applying a 5% contingency brings the total to approximately \$3,837,740.00.

FUNDING:

- | | |
|-----------------------------|---------------------------------|
| • 140.20.2037.0.54000.00547 | Glen Street Bridge project: |
| • 140.20.2037.0.54000.00509 | Grant Road Improvement (GRI) |
| • 140.20.2037.0.54000.00510 | Road & Bridge Improvement (TAR) |

ACTION NEEDED:

Move to authorize the Town Manager to enter into contract agreement #2026-12 with Dayton Construction of Watertown, CT to replace the Glen Street Bridge No. 06955 in the amount of \$3,654,987.00, and authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$3,837,740.00.

ATTACHMENTS:

- 1) Bid Summary
- 2) Bid Analysis and Recommendation (Jacobs Engineering)
- 3) Sufficiency of Funds

PREPARED BY:

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

MSA



TOWN OF BERLIN
BID OPENING

State Project No.: 0007-0266

Replacement of Bridge No. 06955 - Glen Street Bridge, Berlin



11/19/2025 10am

BIDDER	BID PROPOSAL	BID BOND	SCHEDULE OF PRICES	NON-COLLUSION AFFIDAVIT	CTDOT PRE-QUALIFICATION	BID AMOUNT
NE Infrastructure, Inc.	X	X	X	X	X	\$4,932,145.00
Loureiro Contractors	X	X	X	X	X	\$3,969,890.50
Mizzy Construction	X	X	X	X	X	\$3,784,323.50
PJF Construction	X	X	X	X	X	\$4,051,162.00
Lawrence Brandi	X	X	X	X	X	\$15,269,718.00
Guerreza Construct	X	X	X	X		\$
B&W Paving & Landscaping	X	X	X	X	X	\$13,049,551.00
Dayton Construction	X	X	X	X	X	\$13,654,987.00
TradeMark Contractors	X	X	X	X	X	\$14,198,490.00

SLD



**Challenging today.
Reinventing tomorrow.**

Jacobs

100 Great Meadow Road, Suite 707
Wethersfield, CT 06109

T +01.860.965.2589

www.jacobs.com

December 2, 2025

Attn: Mr. Marc Byrnes, PE

Mr. James Horbal
Deputy Director of Public Works
Town Engineering Office
Room 120
240 Kensington Road
Berlin, CT 06037

**Subject: Recommendation of Contract Award
State Project No. 0007-0266
Replacement of Bridge No. 06955
Glen Street over the Mattabesset River
Berlin, Connecticut**

Dear Mr. Horbal:

Jacobs has reviewed the bids submitted for the construction of the subject bridge rehabilitation project. We have determined that there are no apparent inconsistencies with the unit costs submitted for this project that would suggest a misunderstanding of the scope or risk of the proposed work. The costs are approximately 10% higher than the engineer's estimate and we have attached an evaluation of these costs. In order of prices, the bids are as follows:

Engineer's Estimate	\$3,309,852.60 (w/o contingency)	
B&W Paving & Landscape	Bid Withdrawn*	
Dayton Construction	\$3,654,987.00	
Mizzy Construction	\$3,784,323.50	
Loureiro Contractors	\$3,969,890.50	
PJF Construction	\$4,051,162.00	\$4,061,021.70***
Trademark Contractors	\$4,198,490.00	\$4,200,590.00***
New England Infrastructure	\$4,932,145.00	\$4,959,145.00***
Lawrence Brunolli	\$5,269,718.00	
Guerrera	Bid Not Accepted**	

*Bid withdrawn

**Bid not accepted because the CTDOT letter of prequalification was not included in the bid package

***Corrected bid amount; discrepancy noted in bid detail sheet

Please note that the recommended firm is not the lowest submitted bid. In our review of the bids, it was noted that the lowest bidder, B&W Paving, had left one bid item (Mobilization and Project Closeout) blank.

As no changes are permitted once bids are submitted, this was determined to be grounds for rejection of the package. B&W subsequently withdrew their bid.

One other item to note relative to bids shown is that three of the bids were discovered to have calculation errors in the bid tabulation relative to the bid price submitted. The attached spreadsheet reflects the actual calculated values. The differences noted above reflect the difference between the submitted and calculated values.

Bid Analysis

The apparent low bid is from Dayton Construction, which is 10.48% higher than the Engineer's Estimate. Of the 103 individual highway and bridge items, Dayton's bid price for 88 items fell within 50% of the Engineer's Estimate, indicating general alignment with expected costs.

Dayton's bid was compared to B&W Paving & Landscape's and Mizzy Construction's bids. The bids were within 50% of each other on 82 and 84 items, respectively, demonstrating a strong degree of conformity between contractor bids. This conformity reinforces our confidence in the overall competitiveness and realism of Dayton's pricing.

However, even with the strong conformity between bids, a few items stand out with large discrepancies (both in total cost and % increase) from the Engineer's Estimate and are described in detail below.

It was noted that much of the deviation from the Engineer's Estimate in the bids is tied to lump sum items such as "Construction Surveying", "Mobilization and Project Closeout", and "Protection and Support of Existing Utilities". This may represent current market conditions or additional perceived project risk that the contractors were accounting for in their bids.

The other item that consistently deviated from the engineer's estimate was "20' x 8' Precast Concrete Box Culvert" and "20' x 5'-6" Precast Concrete Box Culvert". This item was bid at over 400% of the unit price per linear foot compared to the engineer's estimate on all of the five accepted bids.

The following items, from the low bidder, had a difference of 100% or greater with the Engineer's Estimate by the percentage shown next to the respective item:

• Condition Survey (Site No. 1):	+200.00%
• 20' x 8' Precast Concrete Box Culvert:	+633.70%
• 20' x 5'-6" Precast Concrete Box Culvert:	+552.17%
• Metallizing Structural Steel:	+150.00%
• Salix Nigra, Black Willow, 18in. – 24in ht.:	+194.57%
• Construction Surveying:	+417.79%
• Furnishing and Installing Temporary Water Main Crossing:	+140.00%
• 8" Ductile Iron Pipe:	+229.86%
• 16in Ductile Iron Pipe (Sanitary Sewer):	+242.85%
• Protection and Support of Existing Utilities:	+350.00%

Dayton's bid price of \$30,000 for Condition Survey (Site No. 1) is substantially higher than the Engineer's Estimate of \$10,000. It should be noted that their bid was neither the highest or lowest of all bids

received. The specific reason for the deviation is unclear but may represent an accommodation of overall project risk.

Dayton's bid price for several of the structural items, such as Precast Concrete Box Culvert, and Ductile Iron Pipe, were substantially higher than the Engineer's Estimate. The Engineer's Estimate was taken directly from CTDOT's ESTIMATOR database which has significant bid history behind these items. The higher bids may have been due to the contractor's assumptions about contingency costs for site conditions, or procurement costs.

Dayton's bid price of \$150,000 for "Construction Surveying" was high for a project of this size. Per the CTDOT Cost Estimating Guidelines, the typical range for this item is 0.2% - 3.0% of total bid. Dayton's bid represents 5.17% of the estimated cost, whereas the Engineer's Estimate was based on 1.0%. The specific reason for the deviation is unclear but may represent an accommodation of overall project risk.


Dayton's bid for "Furnishing and Installing Temporary Water Main Crossing" and "Protection and Support of Existing Utilities" were higher than the Engineer's Estimate, which was derived from projects with similar conditions. This price difference likely reflects the contractor's specific approach to managing utilities on-site. It appears the contractor may have increased this cost based on an internal risk assessment and logistical planning.

Award Recommendation

Dayton Construction Company, Inc., the apparent low bidder, submitted a bid of \$3,654,987.00, which is 10.43% above the Engineer's Estimate (excluding contingency). The price discrepancies observed in their bid appear reasonable and do not raise any concern regarding the accuracy or feasibility of their proposal.

If you have any questions or require additional information regarding the above, please contact the undersigned.

Sincerely,



Brian Chamberlin, PE
Project Manager - Bridges
+01.860.965.2589
brian.chamberlin@jacobs.com



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

Glen Street Bridge Replacement

Requested by: Public Works

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Glen Street Bridge Project	\$3,654,987.00	\$3,654,987.00
1.00	Contingency- 5%	\$182,749.35	\$182,749.00

Account No. 140.20.2037.0.54000.00547- Glen Street Bridge Project

TOTAL \$3,837,736.00

140.20.2037.0.54000.00509- Grant Road Improvements (GRI)

140.20.2037.0.54000.00510- Road & Bridge Improvement (TAR)

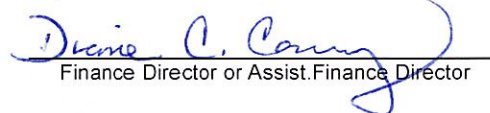
Budgeted Amount.....	\$6,142,356.33	Available balance.....	\$3,978,286.33
Encumbrances to Date.....	\$834,677.85	Amount Needed for This Package.....	\$3,837,736.00
Expenditures to Date.....	\$1,329,392.15	Available Balance After Purchase.....	\$140,550.33

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

SCHEDULE OF PRICES - BID ANALYSIS

Engineer's Estimate			B&W Paving & Landscape			Dayton Construction			Muzzy Construction			Lorenco Contractors			PJF Construction			Trademark Contractors			New England Infrastructure			Lawrence Brunell											
Item Number	Unit	Description	Quantity	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference	Unit Price bid (Figures)	Amount (Figures)	Unit Price bid & (Figures)	Amount (Figures)	% Difference
1101000A	LS	ENVIRONMENTAL HEALTH AND SAFETY	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
1101002A	LS	CONFINED SPACE HEALTH AND SAFETY	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%
1201001	LS	CLEANING (SURFACING)	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201002	LS	CLEANING (SURFACING)	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201003	LS	CLEANING (SURFACING)	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201004	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201005	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201006	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201007	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201008	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201009	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201010	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201011	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201012	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201013	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201014	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201015	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201016	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201017	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201018	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201019	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201020	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201021	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%
1201022	LS	CHARM EXCAVATION IN W. LANE	100	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00	\$30,000.00	\$3,000,000.00	0.00%	\$30,000.00	\$3,000,000.00			

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 8, 2025
SUBJECT: Call a Town Meeting to Appropriate BHS Renovate-as-New Reimbursement Funds

SUMMARY OF AGENDA ITEM:

On October 14, 2025, the State Department of Administrative Services completed their audit of the Berlin High School Renovate-as-new project audit. Based on the final report, the Town of Berlin received a closeout reimbursement of \$3,982,709. The State of Connecticut wired the funds to the Town of Berlin on November 12, 2025. After carefully reviewing the 10-year capital plan, projects previously approved by the Town Council, and projected bonding, a list of proposed purchases/projects is included for consideration.

FUNDING:

BHS Reimbursement Funds: 554.00.0000.0.10002.00000 (\$4,037,830)

ACTION NEEDED:

Move to call a Town Meeting on January 6, 2026, at 6:45pm to approve a FY27 non-budgeted appropriation of \$4,029,420 from the BHS Construction Fund to:

Fire Radio Upgrades	\$85,600
Police Vehicles	\$210,000
School Vans	\$200,000
UTV's w/ beds (x2)	\$116,820
Skid Steer	\$42,000
East Berlin Recreational Complex Renovations	\$1,000,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$1,000,000
Boilers	\$345,000

The items and amounts may be modified at the Town Meeting.


ATTACHMENTS:

BHS Final Audit Report

Capital, Debt & Pension Presentation

Capital Plan Funded by One-Time Revenue Sources spreadsheet

PREPARED BY:

Kevin Delaney, Finance Director 



CONNECTICUT Administrative Services

Internal Audit Division/School Construction Unit

COMPLIANCE AUDIT OF BONDED PUBLIC - SCHOOL BUILDING PROJECTS

Berlin

Berlin High School

Project Number: 007-0065 RNVE

School Construction Audit Unit Final Report

Prepared By: Frederick Bruce

Date: 10/14/2025

PURPOSE AND SCOPE OF AUDIT

Background

The Department of Administrative Services (DAS) awards grants for Public School Building Projects. Those projects are funded with state bond funds; therefore, they are subject to state laws, rules and regulations including, but not limited to audit requirements, record retention mandates and the requirement to utilize adequate accounting systems and internal controls.

The Office of School Construction and Grant Review (OGA) is responsible for the implementation of the provisions of C.G.S. Chapter 173. This role, which includes the Plan Review section within the division of Real Estate and Construction Services (RECS) housed within DAS, incorporates reviewing architectural plans to ensure compliance with applicable codes, determining general eligibility of costs, assisting districts in the grant application process, reviewing project data, budget projections, etc.

Purpose of Audit

The School Construction Unit's objective is to determine compliance with all laws, rules, and regulations governing the grant, (grant funding and grant covenant), Verify grant funds are being expended in accordance with the approved budget and in furtherance of the grant's goals and objectives, verify expenditures submitted for reimbursement are fully supported by appropriate documentation and ensure that items charged to the grant are allowable and allocable to the grant, reasonable and necessary in accordance with the grant. Ensure that the costs are allowable pursuant to the laws, rules, and regulations governing the grant program including any guidance set forth in the grant solicitation.

Scope of Audit

We have conducted an audit of project expenditures and other data used in the grant calculation (as transmitted from the Office of Grants Administration (OGA) dated 01/30/2025 and the General Assembly Effective Authorization Date of 06/15/2012. Our review included analyzing, on a test basis, records and documentation maintained at the local education agency (LEA) to support the grant calculation. We reconciled project costs reported on Form DAS-1049F (formally ED-049F) to the general ledger, and/or subsidiary ledgers. This review included an analysis of ineligible/limited eligible items as warranted.

This review was performed in accordance with the construction grant funds as described in Chapter 173 “*Public School Building Projects*” of the Connecticut General Statutes (CGS), which provides the authority under which school construction grants are governed. This chapter also defines the roles of the State Department of Administrative Services, (DAS) and the State Department of Education (SDE).

LEA Responsibility

The LEA is responsible for adhering to the grant statutory requirements as described in CGS Chapter 173 “Public School Building Projects, and in accordance with Form SCG-3075 (*Audit Requirements for School Construction Project Grant*). The responsibilities include adopting sound accounting policies and practices, and establishing and maintaining internal controls that will, among other things, initiate, record, process, and report transactions (as well as events and conditions) consistent with the LEA’s assertions.

AUDIT FINDINGS

FINDING NUMBER 1 – Overstated Total Project Costs

The LEA reported total project costs of \$83,464,987. Our audit determined that this amount was overstated, as it included unused contingency funds of \$1,725,667 reported as ineligible costs by LEA. Accordingly, the examiner finds that the total project costs should be reduced by \$1,725,667, decreasing the reported total project amount from \$83,464,987 to \$81,739,320.

SUMMARY OF TOTAL COSTS

ITEM DESCRIPTION	PER LEA	PER AUDIT	DETERMINED AUDIT ADJUSTMENT
Ineligible Costs	\$4,238,962	\$3,751,835	\$487,127
Architect Cost	\$3,316,397	\$3,316,397	\$0.00
Other Professional Cost	\$2,664,894	\$2,664,894	\$0.00
Construction Cost	\$69,208,933	\$67,970,393	\$1,238,540
Equipment (FFE)	\$4,035,801	\$4,035,801	\$0.00
Total Cost	\$83,464,987	\$81,739,320	\$1,725,667

FINDING NUMBER 2 – Ineligible Costs

The LEA reported **ineligible costs of \$4,238,962**, which included **unused contingency funds of \$1,725,667**. Our audit confirmed the ineligible costs as detailed below. The contingency amount was excluded from total project costs as it represented funds not expended on the project.

SUMMARY OF INELIGIBLE COSTS AND OTHER AUDIT ADJUSTMENTS

ITEM DESCRIPTION	PER LEA (DAS-1049F)	PER AUDIT	DETERMINED AUDIT ADJUSTMENT	EXPLANATORY NOTE
Ineligible Costs	\$4,238,962	\$3,599,613	(\$639,349)	A-E
Ineligible A/E	\$0	\$152,223	\$152,223	F
Total	\$4,238,962	\$3,751,835	(\$487,127)	

Explanatory Notes

- A. The following are out of scope and are ineligible for grant reimbursement
1. Drain Doctor-repairs-\$15,848
 2. D & S Sewer Contractors -repairs-\$5,579
 3. Pull Commercial Moving Service-moving-\$272,687
 4. Northeast Towers, Inc -reinstall radio station-\$5,600
 5. Offshore Construction Co - Canopy Roof Modification -\$5,250
 6. Miga, Henry M - BHS Renovation - Local review -\$2,400
 7. Simplex Grinnell LP-School Expenses - P/A/ System Integration & Repair-\$2,313
 8. M & S Audio, Inc-Replace P/A system – BHS-\$1,540
 9. Green Turf Irrigation Inc- BHS irrigation repair-\$1,365
 10. Distinctive Gardens & Tree Care, LLC- Tree pruning in BHS parking- \$1,265
 11. Hinckley, Allen, Snyder LLP - legal services-\$760
 12. Total Tree Care, Inc- Branch removal-\$705
 13. Ray-Jurgen, Inc.- Lift Inspection-BHS-\$594
 14. Qscend Technologies, Inc- website software development-\$220
 15. N.A.P.A. Of New Britain- Generator battery BHS-\$208
- B. The following are ineligible for lack of bidding documentation.
1. Richard John M-\$47,097
 2. Automated Building Systems-\$30,425
 3. Construction Services of Branford-\$25,359
 4. Johnson Controls Inc-\$20,500

5. Landry Communications LLC-\$19,911
 6. Coastland Enterprises, LLC-\$17,322
 7. Broadcasters General Store, Inc-\$17,057
 8. Earth Contractors-\$16,657
 9. Drain Doctor, Inc.-\$15,848
 10. CDW Government Inc-\$13,491
 11. CL&P Clearing Desk-\$12,660
 12. Pepin Corporation-\$11,965
 13. Infra-red Analyzers, Inc-\$11,850
- C. The LEA reported ineligible change order costs of \$1,549,431. Our audit revealed total determined ineligible change order costs of \$1,555,457, identifying an additional \$6,026 in ineligible change order costs.
- D. The audit identified a duplicate amount of \$150,940 recorded on the project ledger submitted by the LEA
- E. The audit identified ineligible off-site improvement costs of \$352,876, as reported by the Office of Grants Administration (OGA) in prior correspondence.
- F. The audit identified \$152,223 of prorated ineligible architectural and engineer fees.

FINDING NUMBER 3 – SCHOOL CHOICE ENROLLMENT

The LEA reported no school choice enrollment at the start of the project. Our audit confirmed school choice enrollment as 35, being the average open choice enrollment between 2010/2011 and 2020/2021.

FINDING NUMBER 4 – OPEN CHOICE BONUS

The LEA reported no open choice bonus. Our audit calculated open choice bonus as 3.486 based on the finding no. 3.

FINDING NUMBER 5 – REIMBURSEMENT RATES

The LEA reported reimbursement rates of 47.14. Our audit calculated the reimbursement rates as 50.626 based on findings no. 3 and 4.

CONCLUDING STATEMENT

Audit Results

The project was paid under the "Progress Payment System" and, as noted above, the LEA received total grant payments in the amount of **\$35,337,124**. Based on our audit, the estimated grant amount for this project is **\$39,319,833**. As a result, the OGA owes the LEA a balance of approximately **\$3,982,709**.

Please note that the Estimated Balance Due (LEA or State) is an estimate based upon the information transmitted to the School Construction Audit Division at the beginning of the audit.

SUMMARY OF GRANT PAYMENTS ESTIMATED BALANCE DUE LEA/OGA

ITEM DESCRIPTION	PER AUDIT
Estimated Grant Calculation	\$39,319,833
Progress Payments to Date (Per OGA)	\$35,337,124
Estimated Balance Due to LEA	\$3,982,709

Other Audit Disclosures

N/A

We would like to thank Mr. Kevin Delaney and Ashley Dorsey for their assistance and for the courtesies shown to our team during this audit.

X 15 OCT 2025

Date

Approval of Final Audit Report

X 

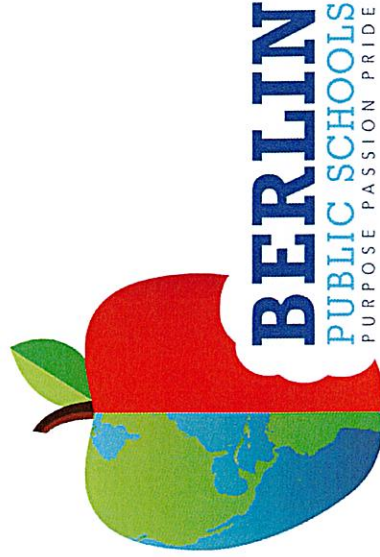
Brian Green

Director of Internal Audit

Copy furnished: Grants Administration Mailbox (DAS.GrantsAdministration@ct.gov)
CHRO (CHRO.AwardNotification@ct.gov)
DAS Legislative Liaison (amanda.bellagamba@ct.gov)
DAS Communications (leigh.appleby@ct.gov)
DAS Chief Fiscal Officer (Erika.D'Aquila@ct.gov)
Office of Grants Administration (michelle.dixon@ct.gov)
Director of Grants Administration (Yadira.Gonzalez@ct.gov)

Town of Berlin Capital, Debt & Pension Review

December 9, 2025



Budget Overview

1.	Revenue	Coming in March
2.	Pension	✓
3.	Capital	✓
4.	Debt	✓
5.	Operating Budgets	Coming in March

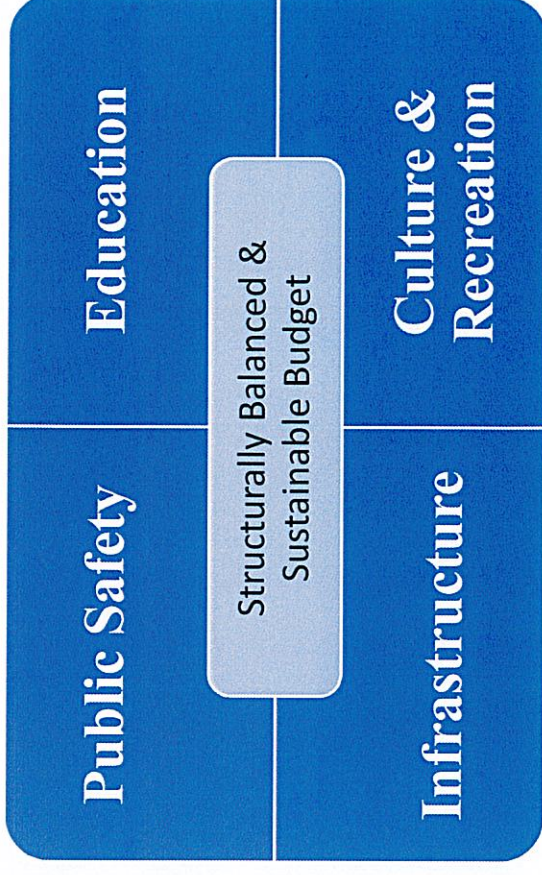
Pension

- Both pension plans (closed Town plan & active Police plan) are in good financial position.
- Funding level (as of 7/1/2025):
 - Town Plan: 113.2%
 - Police Plan: 81.3%

	ADEC		
	<u>FY26</u>	<u>FY27</u>	<u>Change</u>
Town Plan (closed)	\$295,618	\$0	(\$295,618)
Police Plan	\$1,107,003	\$1,169,812	\$62,809
TOTAL	\$1,402,621	\$1,169,812	(\$232,809)

Capital Priority & Funding Strategy

1. Focus on priorities...



2. Borrow less than retiring...
3. Provide necessary cashflow to manage projects...
4. Utilize existing bonding authority – minimize new ordinances by using BHS reimbursement & GF operating surplus funds

Long-term Debt Plan

Department	Project	FY27 (Oct 2026)	FY28 (Oct 2027)	FY29 (Oct 2028)	FY30 (Oct 2029)	FY31 (Oct 2030)	FY32+ (Oct 20xx)
Fire Department	Pumpers		\$1,500,000				\$0
Fire Department	Engine/Tanker				\$750,000		\$0
Public Works	Paper Goods Pond Dam				\$450,000		\$0
Public Works	Spruce Brook Bridge	\$3,000,000					\$0
Public Buildings	Pool Building - Percival			\$1,500,000			\$0
Public Buildings	Window Replacement (Town Hall)		\$2,500,000				\$0
Public Buildings	Police Station Renovations	\$1,500,000					\$0
Public Buildings	Highway/Grounds Building Modifications (floods)				\$1,000,000		\$0
Public Buildings	Timberlin Maintenance Building Repairs/Replacement				\$750,000		\$0
Golf Course	Bridges - 7 on course; \$50k per bridge (estimate)	\$300,000					\$0
Golf Course	Cart Storage Facility				\$250,000		\$0
Golf Course	Irrigation System Upgrade			\$3,000,000			\$0
Golf Course	Cart Path Upgrade				\$500,000		\$0
Golf Course	New Clubhouse						\$1,000,000
Public Grounds	Replace artificial turf at Scalise Field						\$1,000,000
Public Grounds	East Berlin Recreational Complex Renovations	\$3,250,000	\$1,250,000				\$0
Schools	BHS Track - Repaving/Resurface		\$1,300,000				\$0
Schools	Boiler Replacement - Hubbard (2)		\$375,000				\$0
Schools	Boiler Replacement - Willard (2)	\$345,000					\$0
Schools	Boiler Replacement - Griswold			\$375,000			\$0
Schools	HVAC - Griswold	\$1,030,000					\$0
Schools	5 science classrooms at McGee - upgrade 4 to NGSS/Convert 1 to regular classroom		\$3,120,000				\$0
Schools	Window Replacement - McGee				\$3,000,000		\$0
Schools	Window Replacement - Willard					\$2,000,000	\$0
Schools	Window Replacement - Griswold					\$900,000	\$900,000
Schools	Window Replacement - Hubbard						\$1,600,000
TOTAL		\$9,425,000	\$10,045,000	\$4,875,000	\$6,700,000	\$2,900,000	\$4,500,000

Debt

- 2026 New Money Bond Proposal:
 - Use BHS reimbursement funds to reduce bonding by \$2,375,000
 - Defer Spruce Brook Bridge (\$3,000,000) for one year & use Glen Street reimbursements to fund cashflow needs
 - 2026 bond proposal:
 - Police Station Renovations: \$1,500,000
 - Timberlin On-Course Bridges: \$300,000
 - East Berlin Recreation Complex Upgrade: \$2,250,000
 - *Police Station Renovations may be higher if ad alternate replacing the windows is approved*
 - *None of these projects have been bid yet, so costs are subject to change*
- Plan requires one new bond ordinance – Athletic Facilities (2026) for \$2,500,000
 - Ordinance will fund Part 1 construction and administration not covered by available ordinances
 - Ordinance will fund Part 2
 - Estimated total projects cost is \$4,500,000

Capital

- Over the last five (5) adopted General Fund budgets (FY22-FY26), the Town of Berlin included \$117,359 of total capital. All of this funding was in FY25.
 - \$50,000: Local Grant Match
 - \$67,359: Greensmower (Golf Course) – funded by fees
- As with the FY26 budget, the Town has the opportunity to use one-time funds to address capital and cashflow needs.
- Requested FY27 General Fund Capital: \$6,178,660
 - Use BHS reimbursement to fund **\$1,654,420 of General Fund** Capital requests & **\$2,375,000 of Bonded** Capital requests
 - Use \$450,762 of known debt service savings to fund **\$255,000 grant** for Moore Homestead, **\$131,000 of General Fund** Capital requests, **\$65,000 of Bonded** Capital requests
 - Include \$2,097,740 of remaining priority #1 items in the mil rate

FY27 General Fund Capital Plan

Category	Department	Purchase/Project	Funding Source	Amount	Priority
Large Vehicles & Projects	Schools	BHS moisture remediation	GF	\$1,000,000	1
Small Vehicles & Machinery	Municipal Garage	Inground Lift	GF	\$300,000	1
Large Vehicles & Projects	Schools	Sidewalks - McGee	GF	\$250,000	1
Large Vehicles & Projects	Public Buildings	Meetinghouse Painting	GF	\$200,000	1
Large Vehicles & Projects	Public Buildings	Timberlin Maintenance Shop Exterior & Reroofing	GF	\$200,000	1
Small Vehicles & Machinery	Schools	Vans (assume 5% annual cost increase)	GF	\$200,000	1
Small Vehicles & Machinery	Public Grounds	Large rotary mower	GF	\$200,000	1
Large Vehicles & Projects	Schools	Lavatory Upgrades (Griswold, Hubbard)	GF	\$178,000	1
Large Vehicles & Projects	Public Buildings	Art League Building Renovations	GF	\$175,000	1
Small Vehicles & Machinery	Police Department	Vehicle - K-9 Units	GF	\$128,000	1
Small Vehicles & Machinery	Fire Department	UTV w/ Med Beds (x2)	GF	\$116,820	1
Small Vehicles & Machinery	Highway	Skid Steer	GF	\$100,000	1
Large Vehicles & Projects	Public Buildings	Physical Services Generator Upgrades	GF	\$100,000	1
Large Vehicles & Projects	Public Works	Paper Goods Pond Dam Pre-construction/Contstruction Consulting	GF	\$100,000	1
Large Vehicles & Projects	Fire Department	Microwave Radio System Upgrade	GF	\$85,600	1
Small Vehicles & Machinery	Highway	Flat Bed	GF	\$85,000	1
Small Vehicles & Machinery	Police Department	Vehicle - Marked/Unmarked	GF	\$82,000	1
Small Vehicles & Machinery	Public Grounds	Pick Ups (w/o utility body & plow)	GF	\$75,000	1
Small Vehicles & Machinery	Public Buildings	Facilities - Van	GF	\$60,500	1
Large Vehicles & Projects	Schools	Camera Upgrades (District)	GF	\$52,500	1
Large Vehicles & Projects	Economic Development	Local Match for State Grants	GF	\$100,000	1
Large Vehicles & Projects	Schools	Masonry Repointing - Willard	GF	\$50,000	1
Large Vehicles & Projects	Schools	Doors & Hardware - Districtwide	GF	\$50,000	1
Large Vehicles & Projects	Public Grounds	Replace irrigation at Sage Park	GF	\$41,740	1
Large Vehicles & Projects	Public Grounds	Replace bridges at Veterans Park	GF	\$31,000	1
Small Vehicles & Machinery	Golf Course	SandPro 5040 (Greens)	GF	\$30,000	1
				<u>\$3,941,160</u>	
Small Vehicles & Machinery	Animal Control	Animal Control Van	GF	\$73,500	2
Small Vehicles & Machinery	Highway	Backhoe	GF	\$140,000	2
Large Vehicles & Projects	Public Buildings	Scallise LED lighting upgrade	GF	\$330,000	2
Large Vehicles & Projects	Public Buildings	Town Hall Exterior Front Plaza Renovation	GF	\$250,000	2
Large Vehicles & Projects	Public Buildings	Conversion to LED lighting - Library/Community Center (\$100k each location)	GF	\$200,000	2
Large Vehicles & Projects	Public Buildings	Energy & Infrastructure - Consulting, A&E, Grant Match	GF	\$150,000	2
Large Vehicles & Projects	Public Buildings	Conversion to LED lighting - Town Hall	GF	\$100,000	2
Large Vehicles & Projects	Public Buildings	Old Peck/Historical Society Renovations	GF	\$75,000	2
Large Vehicles & Projects	Public Buildings	ADA upgrades (townwide)	GF	\$25,000	2
Large Vehicles & Projects	Public Buildings	Replace equipment at Community Playground	GF	\$300,000	2
Small Vehicles & Machinery	Public Grounds	Small 4x4 pickup truck	GF	\$44,000	2
Large Vehicles & Projects	Public Works	Conversion to LED lighting - McGee	GF	\$300,000	2
Large Vehicles & Projects	Schools	Hubbard library - replace carpet/circ desk & install door to create outdoor learning	GF	\$150,000	2
				<u>\$2,137,500</u>	
Large Vehicles & Projects	Public Buildings	Old Peck/Historical Society 305 Main St Retaining Wall	GF	\$100,000	3
				<u>\$6,178,660</u>	

FY27 General Fund Capital Plan – BHS

Reimbursement & Debt Savings

Category	Department	Purchase/Project	Funding Source	Amount	Priority	Notes
Large Vehicles & Projects	Schools	BHS moisture remediation	GF	\$1,000,000	1	BHS reimbursement?
Small Vehicles & Machinery	Municipal Garage	Inground Lift	GF	\$300,000	1	
Large Vehicles & Projects	Schools	Sidewalks - McGee	GF	\$250,000	1	
Large Vehicles & Projects	Public Buildings	Meetinghouse Painting	GF	\$200,000	1	
Large Vehicles & Projects	Public Buildings	Timberlin Maintenance Shop Exterior & Reroofing	GF	\$200,000	1	
Small Vehicles & Machinery	Schools	Vans (assume 5% annual cost increase)	GF	\$200,000	1	BHS reimbursement?
Small Vehicles & Machinery	Public Grounds	Large rotary mower	GF	\$178,000	1	
Large Vehicles & Projects	Schools	Lavatory Upgrades (Griswold, Hubbard)	GF	\$175,000	1	
Large Vehicles & Projects	Public Buildings	Art League Building Renovations	GF	\$150,000	1	
Small Vehicles & Machinery	Police Department	Vehicle - K-9 Units	GF	\$128,000	1	BHS reimbursement?
Small Vehicles & Machinery	Fire Department	UTV w/ Med Beds (x2)	GF	\$116,820	1	BHS reimbursement?
Small Vehicles & Machinery	Highway	Skid Steer	GF	\$100,000	1	BHS reimbursement?
Large Vehicles & Projects	Public Buildings	Physical Services Generator Upgrades	GF	\$100,000	1	FY26 debt service savings?
Large Vehicles & Projects	Public Works	Paper Goods Pond Dam Pre-construction/Construction Consulting	GF	\$100,000	1	
Large Vehicles & Projects	Fire Department	Microwave Radio System Upgrade	GF	\$85,600	1	BHS reimbursement?
Small Vehicles & Machinery	Highway	Flat Bed	GF	\$85,000	1	
Small Vehicles & Machinery	Police Department	Vehicle - Marked/Unmarked	GF	\$82,000	1	BHS reimbursement?
Small Vehicles & Machinery	Public Grounds	Pick Ups (w/o utility body & plow)	GF	\$75,000	1	
Small Vehicles & Machinery	Public Buildings	Facilities - Van	GF	\$60,500	1	
Large Vehicles & Projects	Schools	Camera Upgrades (District)	GF	\$52,500	1	
Large Vehicles & Projects	Economic Development	Local Match for State Grants	GF	\$100,000	1	
Large Vehicles & Projects	Schools	Masonry Repointing - Willard	GF	\$50,000	1	
Large Vehicles & Projects	Schools	Doors & Hardware - Districtwide	GF	\$50,000	1	
Large Vehicles & Projects	Public Grounds	Replace irrigation at Sage Park	GF	\$41,740	1	
Large Vehicles & Projects	Public Grounds	Replace bridges at Veterans Park	GF	\$31,000	1	FY26 debt service savings
Small Vehicles & Machinery	Golf Course	SandPro 5040 (Greens)	GF	\$30,000	1	
				<u>\$3,941,160</u>		
						\$2,097,740 after BHS/surplus funds

Why items were selected to use BHS reimbursement funds...

- BHS moisture remediation:
 - Strategy: Public Safety & Education
 - Mitigate borrowing
 - Provide cashflow for June 2026 start
- School vans:
 - Strategy: Public Safety & Education
 - Continue “catch up” phase
 - Provide cashflow to take advantage of used vehicles

Why items were selected to use BHS reimbursement funds...

- Police vehicles (K-9 units & marked/unmarked):
 - Strategy: Public Safety
 - Provide cashflow when 2026 window opens
 - 12+ months from order to road
- UTV w/ med beds (x2):
 - Strategy: Public Safety
 - Replace items heavily used to fight Lamentation Mountain fire

Why items were selected to use BHS reimbursement funds...

- Skid Steer:
 - Strategy: Infrastructure
 - Combine with NIPs money – GF paying 42% of cost
- Radio upgrade for Fire Dept. microwave system:
 - Strategy: Public Safety & Infrastructure
 - Provide cashflow to take make repairs ASAP to avoid further communication gaps

Why items were selected to use BHS reimbursement funds...

- Griswold HVAC:
 - Strategy: Public Safety & Education
 - Avoid further borrowing for contracted costs
 - Provide cashflow needed to reach 12/31/2026 “substantial completion” criteria for State grant reimbursement
 - *Further borrowing may be needed if Griswold and/or Hubbard HVAC require contingency funding*
- East Berlin Recreational Complex Renovations:
 - Strategy: Culture & Recreation
 - Provide cashflow to initiate project in summer 2026
 - *A new bond ordinance will be necessary to complete the entire project.*

Why items were selected to use BHS reimbursement funds...

- Boiler Replacement:
 - Strategy: Public Safety & Education
 - Complete boiler upgrades at Willard
- Painting the Worthington Meetinghouse is not included on the current use of BHS funds list but may be considered because of the America 250 celebration.

Why items were selected to use debt service savings...

- Grant for Nelson Augustus Moore Homestead:
 - Strategy: Civic & Recreation
 - Preserve historic property
- Fire vehicle (receiving August 2026):
 - Strategy: Public Safety
 - Combine with Oct 2025 bond premium
 - Avoids borrowing any money for the final payment

Why items were selected to use debt service savings...

- Veteran's Park Bridges:
 - Strategy: Public Safety, Infrastructure, Civic & Recreation
 - Mitigate break & fall risk
- Physical Services Generator:
 - Strategy: Public Safety & Infrastructure
 - Ensure continuity of critical services in the event of a storm/power outage

Motions

- Request to call a Town Meeting on January 6, 2026, at 6:45pm to approve a \$4,029,420 non-budgeted appropriation of BHS reimbursement funds for various capital projects and purchases.
- Request to approve a budget transfer of \$450,762 from the Issue of 2025 debt service account to:
 - Nelson Augustus Moore Homestead grant account
 - Fire vehicles account
 - Veterans Park account
 - Generator account
- Request to approve a budget transfer of \$150,000 from the Police Extra Duty Fund to the Police Vehicles Account in the Capital Non-Recurring Fund.

QUESTIONS?

Town of Berlin
Capital Plan Funded by One-Time Revenue Sources & State Grants
Fiscal Year 2027 Budget

	Available Funds		Cost	FY26 Debt Svc Savings	BHS Reimbursement	Police Extra Duty Fund	LOCIP - Entitlement	LOCIP - Grant	FY26 Muni Proj Grant	FY26 TAR	NIPs	New Money Bonding	General Fund
Debt Service	458,917.00												
BHS Reimbursement	4,037,830.00												
Police Extra Duty Fund	150,000.00												
NIPs	58,000.00												
LOCIP - Entitlement	327,563.68												
LOCIP - Grant	229,696.80												
FY25	42,405.80												
FY26	187,291.00												
FY26 Municipal Project Grant	1,593,642.00												
FY26 Town-Aid Road	435,045.40												
Senior Center Parking Expansion Project (incl. contingency & incidentals)		228,000.00						228,000.00					
Sage Park Parking Lot/Driveway Project		399,513.69							71,950.01				
Town Grant for Nelson Augustus Moore Homestead		255,000.00											
Final Payment for Fire Vehicle		65,000.00											
Veteran's Park Bridges		30,762.00											
Physical Services Generator		100,000.00											
Radio Upgrades for Fire Department Microwave Functionality		85,600.00			85,600.00								
Police Vehicles		360,000.00			210,000.00								
School Vans		200,000.00			200,000.00								
UTV's w/ beds (x2)		116,870.00			116,870.00								
Skid Steer		100,000.00			42,000.00						58,000.00		
Spruce Brook Bridge - move out to FY28?		-											
Police Station Renovations - Part 2		1,500,000.00										1,500,000.00	Ordinance needed
Timberlin On-Course Bridges		300,000.00										300,000.00	
East Berlin Recreational Complex Renovations (Phase 1 funding only)		3,250,000.00			1,000,000.00								
Grassroot HVAC		1,030,000.00			1,030,000.00							2,250,000.00	Ordinance needed
BHS Moisture Remediation Project		1,000,000.00			1,000,000.00								
Boiler Replacement - Willard (second boiler)		345,000.00			345,000.00								
Roads (as determined by Public Works/Highway)/Town Grant Match		1,521,691.99							1,521,691.99				
Sidewalks/Tree Trimming (as determined by Public Works)		435,045.40								435,045.40			
BALANCE				8,155.00	8,410.00			1,696.80					
TOTAL CAPITAL/BONDING		11,325,453.08										4,050,000.00	

Small issuer is defined as \$5 million or less for Town borrowing and \$10 million or less for BOE borrowing.

	4,050,000.00	
	4,050,000.00	Small Issuer
	-	Small Issuer
	4,050,000.00	
	4,955,000.00	FY27 debt retired

Bond ordinances	PD reno	Athletic Facilities (2020)	Athletic Facilities (2025)	New ordinance	
				Athletic Facilities (2025)	TOTAL
Authorized Unissued Balance (excluding new ordinance)	2,100,000.00	194,601.00	1,250,000.00	2,500,000.00	6,044,601.00
Proposed Bonding					
PD renovations	(1,500,000.00)		(950,000.00)	(1,105,399.00)	(1,500,000.00)
East Berlin Complex					(2,250,000.00)
Timberlin bridges					(300,000.00)
Remaining Balance	600,000.00	-	-	1,394,601.00	1,994,601.00

Phase 2 of East Berlin Complex is projected to cost \$1 - \$1.25 million. The Athletic Facilities (2025) ordinance remaining balance would be applied to this phase.

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 8, 2025
SUBJECT: FY26 Debt Surplus Funds Transfer & Transfer Police Extra Duty Funds.

SUMMARY OF AGENDA ITEM:

The Extra Duty Fund was established at the start of fiscal year 2024 to accumulate Police vehicle charges from extra duty jobs. These fees reduce the amount required by the Berlin taxpayers to maintain a quality fleet for the department. After waiting a period to collect receivables from extra duty jobs that had been billed but not collected, this transfer requests to move \$150,000 to the Police Vehicles account in the Capital Non-Recurring Fund.

Due to the delay in issuing debt in FY26, the budgeted principal payment and one of the two budgeted interest payments do not need to be paid in FY26. This transfer is to move the surplus debt service funds to other priorities that do not have a budgeted appropriation.

FUNDING:

Police Extra Duty: 135.00.0000.0.39408.00000 (\$169,945)

Debt Service:

001.40.4063.0.59500.02057	Issue of 2025	\$198,500
001.40.4064.0.59500.02057	Issue of 2025	\$160,000
001.40.4065.0.59500.02057	Issue of 2025	\$46,764
001.40.4066.0.59500.02057	Issue of 2025	\$45,498

ACTION NEEDED:


Move to approve a transfer of \$150,000 from the Police Extra Duty Fund to the Police Vehicles account in the Capital Non-Recurring Fund, pending approval by the Board of Finance.

Move to approve a transfer of \$450,762 from the FY27 Issue of 2025 accounts to Nelson August Moore Homestead Grant account (\$255,000), the Fire Truck Account (\$65,000), the Veteran's Memorial Park account (\$30,762) and the Generator account (\$100,000), effective April 1, 2026, pending approval by the Board of Finance.

ATTACHMENTS:

Budget Adjustment Forms


PREPARED BY:

Kevin Delaney, Finance Director 



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Police	Fiscal Year:	FY2026	Date:	12/5/25
To Acct #:	Description:	Amount:	Requested by:		
500.15.1532.0.54000.00004	Police Vehicles	\$150,000.00	K. Delaney		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
135.45.4567.0.59615.00000	Transfer to CNR	\$150,000.00			

Contingency Balance (If applicable):

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

The Extra Duty Fund was established at the start of fiscal year 2024 to accumulate Police vehicle charges from extra duty jobs. These fees reduce the amount required from the Berlin taxpayers to maintain a quality fleet for the department.

The Police Extra Duty Fund ended fiscal year 2025 with a \$151,824 balance. After waiting a period to collect receivables from extra duty jobs that had been billed but not collected, this transfer requests to move \$150,000 to the Police Vehicles account in the Capital Non-Recurring Fund.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 12/8/25
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

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




TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: Debt Service		Fiscal Year: FY2026	Date: 12/5/25
To Acct #:	Description:	Amount:	Requested by: K. Delaney
516.10.1017.0.54000.01629	Nelson Augustus Moore Homestead Grant	\$255,000.00	
134.15.1531.0.54000.00018	Fire Truck	\$65,000.00	
500.25.2545.0.54000.01403	Veterans Memorial Park	\$30,762.00	
500.20.2038.0.54000.00158	Generator	\$100,000.00	

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

From Acct #:	Description:	Amount:	Approved by: 
001.40.4063.0.59500.02057	Issue of 2025	\$198,500.00	
001.40.4064.0.59500.02057	Issue of 2025	\$160,000.00	
001.40.4065.0.59500.02057	Issue of 2025	\$46,764.00	
001.40.4066.0.59500.02057	Issue of 2025	\$45,498.00	

Contingency Balance (If applicable):

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

Due to the delay in issuing debt in FY26, the budgeted principal payment and one of the two budgeted interest payments do not need to be paid in FY26. This transfer is to move the surplus debt service funds to other priorities that do not have a budgeted appropriation.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **12/8/25**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

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

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 7, 2025
SUBJECT: Approve to authorize awarding the 2026 gasoline contract as bid by Capitol Region Council of Governments to the selected bidder

Summary of Agenda Item:

Our current gasoline contract is expiring 12/31/2025. The Town of Berlin is taking part in the yearly bid organized by the Capitol Region Council of Governments (CRCOG), which was opened on December 11, 2025; results should be available by the 12/16/2025 Town Council meeting. The new contract will run from January 1, 2026, to December 31, 2026, for 78,500 gallons of gasoline.

Using the CRCOG bid would allow town administration the ability to potentially lock into a favorable price for the duration of the new contract.

The benefit to the town is stability in pricing for gasoline over an extended period which hopefully will afford some savings and an adequate budget figure.

Funding:

Funding for the Town's Fleet will come from the Municipal Garage budget, specifically Account # 001.20.2035.0.53106.00000 for Vehicle Fuel.

The Timberlin Golf Course budget will cover funding for Timberlin Golf Course, specifically from Account #001.25.2543.0.53106.00000 designated for Vehicle Fuel.

Action Needed:

Move to authorize awarding the 2026 gasoline contract as bid # 783 by Capitol Region Council of Governments to the selected bidder for 78,500 gallons of gasoline.

Attachments:

None

Prepared By:


James C. Simons, Fleet Manager

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 7, 2024
SUBJECT: Purchase one Ford Explorer Interceptor Police Utility from McGovern Municipal of Shrewsbury MA. utilizing State of Connecticut Department of Administrative services (CT DAS) Contract # 22PSX0133 for the Police Department.

Summary of Agenda Item:

On the early morning of August 11, 2025, Police Patrol Vehicle 14BE was involved in a motor vehicle accident on the Berlin Turnpike. The incident resulted in severe damage to the vehicle, rendering it a total loss. This agenda item addresses the replacement of the totaled vehicle only.

The proposed replacement is a 2026 Ford Interceptor Police Utility, with a base cost of \$44,780 from McGovern Municipal of Shrewsbury MA. utilizing State of Connecticut Department of Administrative services (CT DAS) Contract # 22PSX0133. This amount covers the vehicle itself. Additional expenses will be incurred to outfit the vehicle with necessary police equipment and appropriate lettering to prepare it for active patrol service.

Insurance has estimated the value of the damaged vehicle at \$24,621. After accounting for a \$2,000 deductible, the insurance payout totals \$22,621. The remaining balance of \$22,159, along with the additional costs required to prepare the new vehicle for patrol duty, will be covered by the town's insurance account and the Police Department's vehicle account.

Jim Simons, Fleet Manager, is requesting that a 5% contingency be added to the base cost of the vehicle. This contingency is intended to accommodate any unforeseen expenses that may arise during the purchase process. With the addition of the 5% contingency, the total cost of the 2026 Ford Interceptor Police Utility will increase from \$44,780 to \$47,019.

Funding:

Insurance account # 450.15.1532.0.54000.00004, Police Vehicles - \$22,621.00
Berlin Police Department Vehicle account # 500.15.1532.0.54000.00004, Police Vehicles- \$24,398.00


Action Needed:

Move to Award the purchase of one 2026 Ford Interceptor Police Utility from McGovern Municipal of Shrewsbury MA. utilizing CT DAS Contract # 22PSX0133 for an amount not to exceed \$47,019.

Attachments:

Certification of Sufficiency of Funds

Prepared By:


James C. Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

ADA Improvements at the Berlin Senior Center Restrooms

Requested by: Municipal Garage

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Police Vehicle	\$44,780.00	\$44,780.00
1.00	Contingency- 5%	\$2,239.00	\$2,239.00
TOTAL			\$47,019.00

Account No. 450.15.1532.0.54000.00004- Police Vehicle- \$22,621.00

500.15.1532.0.54000.00004- Police Vehicles- \$24,398.00

Budgeted Amount.....	\$178,041.30	Available balance.....	\$64,389.17
Encumbrances to Date.....	\$112,003.00	Amount Needed for This Package.....	\$47,019.00
Expenditures to Date.....	\$1,649.13	Available Balance After Purchase.....	\$17,370.17

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: December 7, 2025

SUBJECT: Purchase of multiple vehicles from Tasca Ford of Berlin CT. for various departments, utilizing the State of Connecticut, Department of Administrative Services Contract # 24PSX0110

Summary of Agenda Item:

The Fleet Department has secured funding to purchase replacement vehicles for several key town departments, specifically the Fire Department, Facilities, and the Water Department. James Simons, Fleet Manager, has collaborated closely with the heads of these departments to identify vehicle requirements and develop detailed specifications tailored to their operational needs. Through this coordinated effort, pricing was obtained for vehicles that will not only support each department's daily activities but also promote the continued standardization of the town's fleet.

Fire Department Vehicle Replacement

The Fire Department is scheduled to replace its existing Ford SUV with a Ford F-350 pickup truck. The new pickup truck will be customized to meet the specific operational requirements of the department. Planned enhancements include the installation of a commercial-grade drop-in cap, warning lights, and audible systems to ensure safety and visibility during emergency responses.

Additionally, the vehicle will be equipped with interoperability communications equipment, allowing for seamless integration with other emergency services. To further support department operations, a monitor screen will be installed to provide real-time visuals from the department's drone, enhancing situational awareness during incidents.

The request is to purchase the Ford F-350 pickup truck from Tasca Ford for \$50,400. Remaining funds allocated for this project will be used to complete the outfitting of the vehicle and ensure it is fully equipped for fire department use.

Facilities Department Vehicle Replacement

The Facilities Department is in the process of replacing one of its essential tradesman vans. These vans serve as both a mobile office and workshop for various trades professionals, including HVAC technicians, plumbers, and electricians. They play a critical role in enabling staff to perform their duties efficiently while maintaining the town's buildings.

The specific van being replaced is a 2006 Ford E250, which has accumulated 123,000 miles of service. To ensure continued reliability and functionality for the department, a new 2026 Ford Transit van will be purchased from Tasca Ford at a cost of \$47,225. The remaining allocated funds will be utilized to outfit the new vehicle with ladder racks, shelving, and warning lights, ensuring it is fully equipped to meet the operational needs of the Facilities Department.

Water Department Vehicle Replacement

The Water Department is set to replace its current 2011 Ford F-250 pickup truck, which is equipped with a plow and has accumulated 117,000 miles over its service life. The department will be upgrading to a new 'Service Truck' or 'Utility Truck' configuration that also includes a plow. This updated vehicle setup will facilitate the safe transport of necessary materials and tools to various job sites and provide redundancy within the department's fleet, ensuring continued operations when other vehicles are undergoing maintenance or repairs.

The plow attached to the new truck will be used primarily for clearing snow at the Water Department's remote facilities, including water tanks, well sites, and pumping stations.

Key specifications for the new service truck include a Ford F-350 SRW chassis outfitted with a Reading utility body, a Fisher plow, warning lights, and night work lights to support safe and effective operations in all conditions. The truck will be purchased from Tasca Ford for \$47,300. The utility body will be supplied by Hartford Truck at a cost of \$17,740, the plow will be acquired from Cromwell Automotive at a later date.

In closing, this request is for Town Council approval to award Tasca Ford with following contracts:

1. Fire Department vehicle	\$50,400
2. Facilities Tradesman van	\$47,225
3. Water Dept. Utility Truck	<u>\$65,040</u>
Totaling	\$162,665

Funding:

- Fire Department funding, Account # 134.15.1531.0.54000.00012, Vehicle Reserve
- Facilities Department funding, Account #500.20.2038.0.54000.00001, Van
- Water Department funding, Account # 843.50.5088.0.58071.0000, Truck & 844.55.5588.0.58071.00000, Pickup truck

Action Needed:

Move to approve the purchase of the following three vehicles from Tasca Ford, as detailed in the summary and in accordance with CT DAS contract #24PSX0110, for a total amount not to exceed \$162,665:

- Fire Department vehicle – \$50,400
- Facilities Tradesman van – \$47,225
- Water Department Utility Truck – \$65,040

Attachments:

Certification of Sufficiency of Funds

Prepared By:


James Simons, Fleet Manager



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

Purchase Item or Contract: Fire Vehicle		Requested by: J Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Ford F-350 Truck to replace an existing Fire Dept truck	\$50,400	\$50,400
			\$0
			\$0

Account No. 134.15.1531.0.54000.00012

TOTAL \$50,400

Budgeted Amount..... **\$221,317**

Available balance..... **\$184,736**

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

Amount Needed for This Package..... **\$50,400**

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

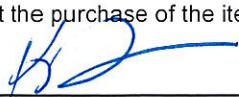
Available Balance After Purchase..... **\$134,336**

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 8-Dec-25

Purchase Item or Contract: Facilities Van		Requested by: J Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Community Connectivity Grant (2023) Local Match	\$47,225	\$47,225
			\$0
			\$0
TOTAL			\$47,225

Account No. 500.20.2038.0.54000.00001

Budgeted Amount..... \$55,000

Available balance..... \$55,000

Encumbrances to Date..... \$0

Amount Needed for This Package..... \$47,225

Expenditures to Date..... \$0

Available Balance After Purchase..... \$7,775

Is a budget change needed? ☐ Yes ☒ No

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



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

Finance Director or Town Accountant

or:



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

Finance Director or Town Accountant



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

Purchase Item or Contract: Water Control Truck		Requested by: J Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	New Service or Utility Truck	\$55,500	\$55,500
			\$0
			\$0
TOTAL			\$55,500

Account No. 843.50.5088.0.58071.00000

Budgeted Amount..... \$55,500

Available balance..... \$55,500

Encumbrances to Date..... \$0

Amount Needed for This Package..... \$55,500

Expenditures to Date..... \$0

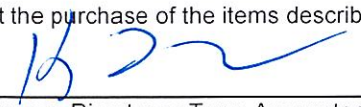
Available Balance After Purchase..... \$0

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 8-Dec-25

Purchase Item or Contract: Water Control Truck		Requested by: J Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	New Service or Utility Truck	\$9,540	\$9,540
			\$0
			\$0
TOTAL			\$9,540

Account No. 844.55.5588.0.58071.00000

Budgeted Amount..... \$27,500

Encumbrances to Date..... \$0

Expenditures to Date..... \$0

Available balance..... \$27,500

Amount Needed for This Package..... \$9,540

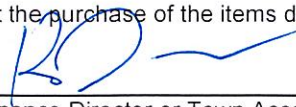
Available Balance After Purchase..... \$17,960

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. 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 5, 2025
SUBJECT: ADA improvements at the Berlin Senior Center Restrooms

Summary of Agenda Item:

The restrooms at the Berlin Senior Center have undergone phased ADA enhancements and remodeling over the last few years including power assisted door openers, hardware improvements, new restrooms partitions, acoustical ceiling and painting along with fixture and faucet improvements. The remaining requests are to raise all sinks and toilets to the maximum ADA heights to enhance what is currently in place that meets the minimum requirements since the building was first converted and built out in the 1980's. The scope was reviewed with the Building Department and pricing was provided by current on-call contractors M.A.&M., Inc., dba Aresco Construction Company of Middletown, CT in the amount of \$11,800 and Central Mechanical Services, Inc. of Cromwell, CT in the amount of \$12,400 to perform the necessary work in both restrooms that would raise all fixtures to the maximum ADA heights. Approval below the bid threshold is being requested as both contractors have exceeded the cumulative pre-approved limit of \$50,000 for the current fiscal year due to other previously approved projects including the Willard School Restrooms, Willard School Boiler and VNA Reconfiguration.

Funding:

500.20.2038.0.54000.00315

Action Needed:

Move to approve quotes provided by current on-call contractors M.A.&M., Inc., dba Aresco Construction Company of Middletown, CT in the amount \$11,800 and Central Mechanical Services, Inc. of Cromwell, CT in the amount of \$12,400 for ADA restroom modifications at the Berlin Senior Center.

Attachments:

M.A. & M., Inc., dba Aresco Construction Company & Central Mechanical Services, Inc.
Quotes
Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



General Contractors

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

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

November 21, 2025

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

Re: Senior Center Bathrooms Toilets and Sinks

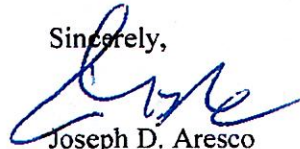
Dear Mr. Solek:

The following is our cost to perform the work at the Senior Center Bathrooms. This includes work to open and patch walls behind the toilets. We will remove and replace toilet partitions and accessories as needed. New FRP will be installed in both bathrooms behind toilets and urinals from the top of the base to approximately 4 feet off the floor. A new laminated counter and knee panel will be fabricated and installed in both bathrooms. All plumbing work and painting (if needed) is by others.

Our cost to perform this work is \$11,800

Feel free to contact me if you have any questions.

Sincerely,



Joseph D. Aresco
President

Central Mechanical Services, Inc

11 Progress Drive
Cromwell, CT 06416

Voice: 860-632-5500
Fax: 860-632-5544

QUOTATION

Quote Number: 5698
Quote Date: Dec 1, 2025
Page: 1

Quoted To:

TOWN OF BERLIN MAINTENANCE
TOWN OF BERLIN BUILDING MAINTENANCE
11 TOWN FARM LANE
Berlin, CT 06037

TOWN OF BERLIN MAINTENANCE
TOWN OF BERLIN BUILDING MAINTENANCE
11 TOWN FARM LANE
Berlin, CT 06037

Customer ID	Good Thru	Payment Terms	Sales Rep
TOWN OF BERLIN	12/31/25	Net 30 Days	080-WMadey, Jr

Quantity	Item	Description	Unit Price	Amount
		Senior Center		
		Scope:		
		-Labor and material to raise 5 toilets to ADA height (3 at 19" and 2 at 17"). Raise 4 sinks to ADA height(32"-34"). Price includes new carriers for fixtures. Price is to re-use existing fixtures, flush valves and faucets. a Credit can be given if existing carriers are re-usable. Carpentry and grab bars height adjustment are by others. Work can be completed in a one week timeframe. Both bathrooms will need to be closed at same time to perform this work.		
1.00	LABOR AND MATERIAL	LABOR AND MATERIAL	12,400.00	12,400.00

Subtotal	12,400.00
Sales Tax	
TOTAL	12,400.00



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

ADA Improvements at the Berlin Senior Center Restrooms

Requested by: Facilities

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	M.A.&M. Inc. - Raise all fixtures to maximum ADA heights	\$11,800.00	\$11,800.00
1.00	Central Mechanical Services - Raise all fixtures to maximum ADA heights	\$12,400.00	\$12,400.00
TOTAL			\$24,200.00

Account No. 500.20.2038.0.54000.00315- ADA Improvements

Budgeted Amount.....	\$31,865.00	Available balance.....	\$25,765.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$24,200.00
Expenditures to Date.....	\$6,100.00	Available Balance After Purchase.....	\$1,565.00

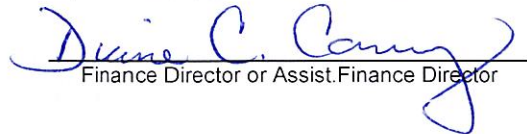
Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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


Finance Director or Assist.Finance Director

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: December 8, 2025
SUBJECT: Timberlin Kitchen Floor Tile Replacement

Summary of Agenda Item:

The quarry tile throughout the kitchen area in the Timberlin Clubhouse is over 20 years old and has begun to crack and delaminate in certain areas due to wear and tear and application method at the time. The most recent inspection from the Health District noted the flooring deficiencies and repairs are required prior to reopening for the 2026 season. Due to the age and condition of the floor, it is more cost effective to remove and replace all the tile versus repair and to reinstall with the proper subfloor membrane for additional strength and longevity. Estimates were provided with the lowest cost received from current on-call contractor M.A. & M., Inc. dba Aresco Construction Company of Middletown, CT in the amount of \$11,600. A 20 percent contingency is being requested for any additional subfloor repairs that may be required once the existing tile is removed, bringing the total project cost to an amount not to exceed \$13,920. Approval below the bid threshold is being requested as previously approved projects by Council have exceeded the current on-call threshold of \$50,000 for this fiscal year, for this contractor.

Funding:

001.25.2543.0.53814.01730

Action Needed:

Move to approve quote letter from current on-call contractor M.A. & M., Inc., dba Aresco Construction Company of Middletown, CT in the amount \$13,920 which includes a 20 percent contingency for the quarry tile replacement and associated work within the Timberlin Clubhouse kitchen area.

Attachments:

M.A. & M., Inc., dba Aresco Construction Company Quote Letter
Sufficiency of Funds

Prepared By:

Douglas Solek, Director of Facilities



General Contractors

M.A. & M., Inc.
dba Aresco
CONSTRUCTION
COMPANY

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

December 8, 2025

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

Re: Timberlin Golf Course Kitchen Tile

Dear Mr. Solek:

The following is our cost to remove and replace the quarry tile at the kitchen at Timberlin Golf Course. All appliances and owner items on the floor will be removed / relocated by owner prior to work starting on the floor. We have estimated this work to take place in 2 mobilizations doing half the room at a time so appliances can be moved to one side of the room and then the other during construction. Cost includes removal of approximately 590 sf of existing floor tile, prep floor as needed, installing new quarry tile including floor and base (approx. 354 pieces), and grout of new tile. It includes drita anti fracture underlayment to help prevent damage/ cracking of new tile and abrasive anti slip surface applied to the floor tile.

Our cost to perform this work is \$11,585

Feel free to contact me if you have any questions.

Sincerely,

Joseph D. Aresco
President



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 8-Dec-25

Timperlin Kitchen Floor Tile Replacement

Requested by: Facilities

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Ktchen Floor Tile Replacement	\$11,600.00	\$11,600.00
1.00	Contingency- 20%	\$2,320.00	\$2,320.00

Account No. 001.25.2543.0.53814.01730- Contractual Services - Facilities

TOTAL \$13,920.00

Budgeted Amount.....	\$15,000.00	Available balance.....	\$15,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$13,920.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$1,080.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:

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

Diane C. Conway
Finance Director or Assist.Finance Director

Finance Director or Assist.Finance Director

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager Does NOT Approve - RC

DATE: December 1, 2025

SUBJECT: Early Voting Grant Monies for Registrars Stipend

Summary of Agenda Item:

The Registrar of Voters are seeking authorization for the Town Manager to utilize the current balance in the Early Voting Grant fund (\$4998.35) for stipend payment in the amounts of \$2499.17 per Registrar for hours worked during the 14 days of Early Voting.

Funding:

To be paid from the Early Voting Grant. This account, per Kevin Delaney, is accessed through the Election Workers account #001.05.0510.0.53815.00000

Action Needed:

Move to authorize the Town Manager to direct the Finance Dept to give each Registrar a stipend pay of \$2499.17 each for a total of \$4998.34.

Attachments:

Copy of Grant

Prepared By: Christy Miano and Joan Veley, Registrars of Voters



Office of the Secretary of the State

State of Connecticut

165 Capitol Avenue, Suite 1000

P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas

Secretary of the State

Jennifer D. Barahona

Deputy Secretary of the State

September 19, 2025

Town Name Berlin

Address 240 Kensington Road, Berlin, CT 06037

Pursuant to Public Act 25-168, the Connecticut Secretary of the State will provide a grant of at least \$5,000 to each municipality for costs related to implementing and conducting early voting. Additional funds will be allocated to municipalities according to the formula outlined in the attached grant agreement. The Secretary of the State will distribute the grants starting in September 2025, contingent on towns detailing their intended use of the funds and returning this signed agreement. Please note that the legislature allocated this funding as a one-time grant, payable in 2025.

Please email a PDF copy of the signed agreement as soon as possible, but ideally no later than September 30, 2025, to the Office of the Secretary of the State's Management and Support Services (MSS) at mss@ct.gov.

We allocated the funding proportionally based on four criteria (relative weights in parentheses): the number of early votes cast in 2024 (45%), the number of Same-Day Registration votes cast in 2024 (35%), the number of registered voters who did not vote in 2022 and 2024 (15%), and the number of likely eligible but unregistered voters in 2024 (5%). No town will receive less than \$5,000.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, or equipment and supplies.
- Funds are to be fully expended by **December 31, 2025**.
- By **January 31, 2026**, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information, such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized before December 31, 2025, contact the Office of the Secretary of the State at mss@ct.gov to request an extension on utilization, including the intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

Secretary of the State* 860-509-6200 sots.ct.gov

Business Services Division 860-509-6002 bsd@ct.gov Legislation & Election Administration Division 860-509-6100 lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.



Office of the Secretary of the State

State of Connecticut

165 Capitol Avenue, Suite 1000

P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas

Secretary of the State

Jennifer D. Barahona

Deputy Secretary of the State

- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.
- Please return as soon as possible, but ideally no later than **September 30, 2025**, via email to mss@ct.gov.

By signing below, I agree to the information above. Please keep a copy for your records.

My town intends to utilize funds for:

Expenditures include Early Voting Payroll, and the purchase of election supply materials.

Authorized Town Official's Signature: _____

Authorized Town Official's Title: _____

Date: _____

Secretary of the State* ☎ 860-509-6200 🌐 sots.ct.gov

Business Services Division ☎ 860-509-6002 ✉ bsd@ct.gov Legislation & Election Administration Division ☎ 860-509-6100 ✉ lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: December 8, 2025

SUBJECT: Town Council Calendar 2026-2027

Summary of Agenda Item:

The following notice was sent to the Chair of the Calendar Committee by the Town Clerk's Office. "In accordance with the Berlin Charter Section 8-3 and the Freedom of Information Statute, each Board and Commission in town, whether elective or appointive, shall file by January 31st of each year with the Town Clerk, a schedule of regular meetings for the ensuing year. Also, the statutes state that no such meeting of any such public agency shall be held sooner than thirty days after such schedule has been filed. When you adopt the meeting calendar for 2026 your board or commission should also approve any meeting(s) that would be held in January 2027."

Councilor Coppola as Chair of the Calendar Committee has proposed the enclosed calendar for 2026 and January of 2027. This calendar was distributed at the previous Council Meeting.

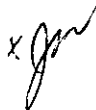
Action Needed:

Move to approve the adoption of the Town Council Meetings Calendar for 2026 and January of 2027.

Attachments:

Proposed Town Council Meeting Calendar

Prepared By: Kate Wall, Town Clerk



Town Council Calendar 2026 and January 2027 - PROPOSED

(Routinely the 1st and 3rd Tuesday of the Month)

January 6th & 20th

February 3rd & 17th

March 3th & 17th

April 7th & 21st

Budget Referendum April 28^h - last Tuesday of April – Town Charter Sec. 7-6(b)

May 5th & 19th

Budget Referendum May 26th – held four weeks after the first referendum – Town Charter Sec. 7-6(e)

June 2nd & 16th

July 7th & 21st

August – No meetings

September 1st & 15th

October 6th & 20th

November 10th & 24th

Election Day November 3, 2026

Thanksgiving will be November 26th.

December 8th

January 5th & 19th - 2027

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

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/83543927019?pwd=NY7bcPkQT7yyF8ucwYHcKSuAqbYbWf.1>

Meeting ID: 835 4392 7019

Passcode: 338265

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

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, November 25, 2025
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

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

Also in attendance:

Town Manager Ryan Curley
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS:

Tim Sullivan, 6 Woodbine Court – Mr. Sullivan stated that he is a resident of the Town of Berlin and representative of the Worthington Fire District (WFD) that wants to address the “false narrative” regarding the fire district as well as address item #9 on tonight's agenda.

WFD currently has issues with the Berlin Water Control Commission (BWCC) regarding customers that BWCC claim are in their district and not the WFD based on maps of unknown origin presented by the BWCC. Under the Town Charter the BWCC is required to file by September 1st of each year the map of its' district which has not been filed since 2014.

The diversion permit would allow WFD to purchase water from New Britain through the Kensington Fire District (KFD) at a cost of \$3.55 per cubic foot. Currently WFD is paying \$4.80 per cubic foot

to the BWCC, however the BWCC is buying water from New Britain at the same price as KFD. This is price gouging, and Mr. Sullivan believes this is being done to push WFD out of business.

By denying this diversion permit the Town Council would be causing an undue expense to some residents and electors of the Town of Berlin. The Charter states that “the authority of any existing fire district shall not be impaired” and any contrary position that the Town Council makes against the WFD is impairing their ability to operate their system.

The WFD filed their application for the diversion permit in the spring of 2025. The BWCC manager exchanged emails with the DEEP as to why the permit should not be approved. Despite that the DEEP granted temporary approval. On October 9th the BWCC manager filed a petition seeking an informational public hearing regarding these applications. There does not appear to be any directive from the BWCC to the manager to file this petition.

Mr. Sullivan stated that he believes that the BWCC should obtain its’ own counsel, separate from the Town’s counsel, and pay for that counsel itself. He added that the WFD was asked to share in the cost of a study of the water districts, but Mr. Sullivan stated that that should be a Town expense.

In regard to the Mattabassett District representative for Berlin, that is a representative of the Town and every water district within the town. That representative should be making all the districts aware of anything that affects them.

Rick Pentore, 14 Chatham Road – Mr. Pentore stated that he is a resident of the Town of Berlin and Counsel for the Kensington Fire District. There has been a lot of acrimony between the BWCC and the other water districts but their request to deny the diversion permit on tonight’s agenda would impair the WFD’s ability to purchase water at a lower price. It is also a violation of the Town Charter.

Amy Antioho, 346 Kensington Road – Ms. Antioho stated that she is present to support agenda item #13 regarding HB 2787. The proposed expansion of this bill would allow for the Town to legally extend the property tax exemption to a Berlin-residing unmarried surviving spouse of a veteran who is deemed 100% disabled but died prior to October 1, 2024.

Ms. Antioho stated that she and her husband Peter moved to Berlin in 2017 and Peter passed away from brain cancer in 2020. They had to fight for the VA to recognize his death as being related to his exposure to toxic chemicals in Afghanistan while serving as an Army Captain.

The Antioho family loves living in Berlin as the town supports its’ veterans and she asks for the Town Council’s support of the expansion of HB 2787.

Joan Veley & Christy Miano, Registrars of Voters – Ms. Veley stated that during early voting the Registrars needed to step into other roles such as moderators and election workers. They were paid for their moderator hours but have not been paid as election workers. There is currently over \$4900 remaining from the Early Voting state grant the Town received and the Registrars are requesting to be paid for their election worker hours from that balance. Ms. Veley added that the grant funds must be expended by the end of December.

Donna Bovee, 85 Steepleview Drive – Ms. Bovee stated that she is a member of the Parks and Recreation Commission. The Commission, in coordination with the Public Building Commission supports the selection of Weston & Sampson Engineers as design consultants for the renovation of the Demore, Dinda, Bittner Jr Memorial Park.

Liam Mitchell, 1005 Kensington Road – Mr. Mitchell stated that he is Chair of the Berlin Water Control Commission (BWCC) as well as a Berlin representative for the Mattabassett District. He expressed frustration with the Kensington Fire District (KFD) stating that the BWCC has attempted to obtain financial information from KFD which they will not provide and now KFD wants the BWCC to back their plan. The only way to straighten out the issues between the three districts is to combine them into one.

Joseph Pagliaruli, 56 Glenview Drive – Mr. Pagliaruli stated that he is Chair of the Kensington Fire District (KFD). He does not understand why the Berlin Water Control Commission is opposed to Worthington Fire District purchasing water from the KFD at a better rate for Berlin taxpayers. He believes the three districts need to work together.

Mr. Pagliaruli added that KFD spent \$3 million on replacing the sewer line on New Britain Road from Burger King to Dairy Queen, along with spending thousands of dollars on other projects related to I&I.

E. MAYOR'S UPDATE:

None

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

G. CONSENT AGENDA:

1. Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
2. Topic re: Approve waiving the fees associated with hiring two Public Ground employees to cover the clean-up after the Tree Lighting, in an approximate amount of \$600.00. – Public Grounds
3. Topic re: Appoint Liam Mitchell to serve as the Representative for the Water Control Commission on the Plan of Conservation and Development Implementation Committee. – Water Control
4. Topic re: Approve waiving the Police Traffic Control fees in the estimated amount of \$ 450.00 for the Powder Puff Flag Football Fundraiser that will take place on November 25, 2025 at Sage Park-Scalise Field. - Police
5. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$100.00 and supplies/medical care valued at \$105.00. – Animal Control

6. **Topic re: Accept monetary donations totaling \$5,944.45 and deposit \$802.36 into the Friends of the Library Miscellaneous account for two programs, program supplies and a museum pass renewal and deposit \$17.14 into the Friends of the Library Credit Card account for the purchase of program supplies and deposit \$100.00 into the Unrestricted Donations account for the libraries greatest need and deposit \$5,000.00 into the Vance Foundation Donation account for the purchase of large print books and audio/e-books and deposit \$24.95 into the Library Agency account for the purchase of a book and move to accept the donation of books with an approximate value of \$67.93 to be added to the appropriate department collections. – Berlin-Peck Memorial Library**
7. **Topic re: Accept CT DOT Section 5310 SFY 24 Enhanced Mobility of Seniors and Individuals with Disabilities Assistance Grant in the estimated amount of \$110,400. – Senior Center**
8. **Topic re: Accept donations totaling \$1,742.16 to the Berlin Senior Center Agency Fund. – Senior Center**
9. **Topic re: Authorize to apply and accept the Senior Center Director to apply for the 18th year of funding in the amount of \$30,869 for the State Matching Grant Program SFY 2026 for Elderly and Disabled Demand Responsive Transportation. – Senior Center**
10. **Topic re: Accept and appropriate the funding of \$800 to the Senior Center Account Arts Grant. – Senior Center**
11. **Topic re: Accept and appropriate the funding of \$2,880.00 to cover the instructor's salary and any incidental cost incurred by the program. \$2,400 of the funds will be deposited in a regular labor account and the remaining balance of \$480 will be deposited in a special grant account. – Senior Center**

Councilor Paonessa moved to approve the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

1. **Topic re: Presentation – Friends of the Worthington Meeting House**

Town Manager Curley stated that this presentation will be given at a January Town Council meeting.

2. **Topic re: That the Public Building Commission be authorized to enter a contract with Weston & Sampson Engineers, Inc. (of Rocky Hill, CT) for Project No. 2026-03 for Architectural & Engineering Assessment, Design and Construction Administration Services for Renovations to Demore, Dinda, Bittner, Jr. Memorial Park for a fee not to exceed \$365,400.00 and into**

amendments thereto not to exceed 15% of the contract amount (\$54,810.00). – Public Building Commission

Town Manager Curley stated that with the closure of the East Berlin pool other options were explored for the area including a splash pad and pickle ball courts. The project was referred to the Public Building Commission (PBC) in coordination with the Parks and Recreation Commission, and it was put out to bid with Weston & Sampson Engineering, Inc being the lowest bidder after one vendor recused itself.

Public Works Director Mike Ahern added that both Commissions were unanimous in their selection of Weston & Sampson. The project will probably be completed over two fiscal years, which explains the request for a 15% contingency.

Councilor Paonessa moved that the Public Building Commission be authorized to enter a contract with Weston & Sampson Engineers, Inc. (of Rocky Hill, CT) for Project No. 2026-03 for Architectural & Engineering Assessment, Design and Construction Administration Services for Renovations to Demore, Dinda, Bittner, Jr. Memorial Park for a fee not to exceed \$365,400.00 and into amendments thereto not to exceed 15% of the contract amount (\$54,810.00).

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Modify its authorization for the Town Manager to execute a Tax Abatement Agreement pursuant to section 8-215 of the Connecticut General Statutes to provide that from the date of acquisition of the Property by Vesta until the date of the first Grand List year subsequent to the issuance of a certificate of occupancy, no real property taxes shall be due and payable, subject to review and approval by Corporation Counsel. – Economic Development

Town Manager Curley stated that this request is to modify the Tax Abatement Agreement with Vesta Corporation (Vesta), the developers of Senior Housing in Berlin, which was previously approved by the Town Council. The modification is to provide that no real property taxes be due between the acquisition of the property by Vesta until the date of the first Grand List year subsequent to the issuance of a certificate of occupancy.

Town Manager Curley believes this is a reasonable request based on Vesta not generating any income during that period and that the Town will be obtaining senior housing on Percival Avenue from this development.

Corporation Counsel Donofrio stated that he has reviewed this request, and it is acceptable.

Aaron Greenblatt of Vesta stated that they expect a 14-month construction period. Vesta hopes to receive an invitation from the Connecticut Department of Housing to submit a final funding application for the project in January with construction then beginning in March.

Mr. Greenblatt added that during the construction period a website will be launched to inform interested residents of the housing application process.

Councilor Paonessa moved to modify its authorization for the Town Manager to execute a Tax Abatement Agreement pursuant to section 8-215 of the Connecticut General Statutes to provide that from the date of acquisition of the Property by Vesta until the date of the first Grand List year subsequent to the issuance of a certificate of occupancy, no real property taxes shall be due and payable, subject to review and approval by Corporation Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 4. Topic re: Authorize Town Manager to enter into a three-year agreement with White Way Laundry of Wallingford, CT for the rental and servicing of uniforms, mats and rags, utilizing pricing guaranteed under the current bid received of about \$16,000 for the first year with an annual increase not to exceed 6% in year two and three. – Purchasing**

Purchasing Agent Maryssa Tsolis stated that the Town developed a Request for Proposal for the rental and servicing of uniforms, mats, and rugs. One proposal was received from White Way Laundry of Wallingford, CT which provided a standard program as well as a VIP program. Ms. Tsolis stated that she believes that the VIP program is the best for the Town.

Councilor Pruzin stated that he would like to receive clarification from the vendor as to what they base their annual increases on. Ms. Tsolis stated she will obtain clarification and bring this item back at the next Town Council meeting.

NO ACTION TAKEN

- 5. Topic re: Authorize Town Manager, Ryan Curley, to create and file a release of the development agreement between the Town of Berlin and Knaus Development Company subject to the review and approval of Corporation Counsel. – Economic Development**

Economic Development Director Chris Edge stated that a development agreement between the Town and Knaus Development Company was entered into in 1988. The land was sold, and the development is now White Oak Drive.

That development agreement is still in place today and is causing issues with the sale of the vacant parcel at 567 Wethersfield Road. All conditions have been met by Knaus Development Company, and this request is to release the agreement subject to the approval of Corporation Counsel.

Councilor Paonessa moved to authorize Town Manager, Ryan Curley, to create and file a release of the development agreement between the Town of Berlin and Knaus Development Company subject to the review and approval of Corporation Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

6. Topic re: Approve the Funds Transfer of \$10,000 to the Irrigation Account from Equipment Account. – Golf Course

Director of Gulf Sol Guerrero stated that Timberlin's irrigation system is aging, and the Golf Course Commission requested an inspection of the system. This request is to transfer funds into the Irrigation Account in order to cover unforeseen repairs and parts for the system.

Councilor Paonessa moved to approve the Funds Transfer of \$10,000 to the Irrigation Account from Equipment Account.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Accept Christopher Way as a town street and authorize Town Staff in coordination with Corporation Counsel to prepare and record the required maps and documentation with the Town Clerk. – Planning and Zoning

Town Manager Curley stated that Christopher Way is a new development which had several requirements that needed to be met by the developer. A majority of those have been met and this request is to accept Christopher Way as a Town street.

Public Works Director Mike Ahern stated that Engineering has been working closely with Planning and Zoning, and last week the Planning and Zoning Commission issued a favorable Sec. 8-22 recommendation for the Town to accept the road. Once the Town accepts the road the streetlights can be turned on which has been a request of the residents.

Councilor Paonessa moved to accept Christopher Way as a town street and authorize Town Staff in coordination with Corporation Counsel to prepare and record the required maps and documentation with the Town Clerk.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: Refer the potential acquisition of a conservation easement on the Augustus Moore Property on High Road to the Planning and Zoning Commission for a report pursuant to CGS §8-24. – Planning and Zoning and Economic Development

Town Manager Curley stated that as discussed at a previous Town Council meeting, the Berlin Land Trust (BLT) and the Trust for Public Land (TPL) are collaborating to acquire the Augustus Moore homestead on High Road.

In consideration for a possible investment from the Town, the parties are discussing a conservation easement to the Town concerning public access and historic preservation. Other funding sources, including an Open Space Watershed Acquisition (OSWA) Grant, will require that conservation-related easements be placed on the property but the Town will be considering whether it is in the

Town's interest to place an additional easement on the property including the possibility to grant public access to the non-OSWA portion of the site.

Councilor Paonessa moved to refer the potential acquisition of a conservation easement on the Augustus Moore Property on High Road to the Planning and Zoning Commission for a report pursuant to CGS §8-24.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Authorize the Town Manager and the Mayor to petition the Department of Energy and Environmental Protection to deny the diversion permit applications from Worthington and Kensington Fire Districts. – Water Control

Water Control Manager Ray Jarema stated that he had been made aware of diversion permit applications from Worthington Fire District (WFD) and Kensington Fire District (KFD). Due to the water study being conducted in Town he reached out to the Department of Public Health (DPH) and requested that these permits be delayed. Mr. Jarema stated that they hope to have the townwide study completed by the end of the year, which will provide a better analysis.

Mr. Jarema delivered a petition directly to the Department of Energy and Environmental Protection (DEEP) office on October 9, 2025 requesting to hold a hearing, postponing DEEP's decision until Berlin Water Control (BWCC) has a chance to explain why these permits are unnecessary and detrimental to the Town's distribution systems.

The proposal to shut off all the meter pits and close valves is dangerous to residents and will jeopardize fire hydrants. There will be dead ends in the entire system leading to bacterial growth and stagnation. The lack of water pressure will affect firefighting efforts. Mr. Jarema added that the BWCC completely surrounds the WFD so what WFD does impacts BWCC operations.

A Public Hearing was granted by DEEP and is set for January 14, 2026 at 5:00 p.m. at which time Mr. Jarema hopes to present the logistical reasons why the new diversion permit applications are not only unnecessary but pose a public health and public safety issue.

Councilor Coppola stated that during the Audience of Citizens the Town Charter was brought up. Corporation Counsel Donofrio explained that in Section 8-7-6 of the Charter states that "the authority of any existing fire district shall not be impaired by the terms of this chapter" meaning that whatever authority is given to the Berlin Water Control Commission under Section 8-7 of the Charter doesn't impair the authority that the districts have by statute or otherwise. Corporation Counsel Donofrio stated that the agenda item needs to be amended because this is not a petition but a group of letters by the Town Manager, the Town Council, and the Mayor expressing concern to DEEP in connection with a Public Information Hearing which accepts written public comments. There is nothing in the Town Charter that prohibits anyone from expressing their opinions to a state agency. This would not impair the rights of the districts from filing their petitions and in the end DEEP has jurisdiction.

During Audience of Citizens the topic of a conflict of interest to have Corporation Counsel Donofrio representing the BWCC was raised. Corporation Counsel Donofrio stated that Section 6-6 of the Town Charter states, "The Town Attorney(s) shall be the legal advisor(s) of the Manager, the Council and all other town officers, boards and commissions in all matters relating to the town's interest".

Liam Mitchell, 2005 Kensington Road – Mr. Mitchell inquired about who would be responsible if the system were to fail, residents became ill, and the BWCC was left with a problematic system. Corporation Counsel Donofrio stated that it would be dependent upon the nature of the failure, and a forensic investigation would need to be done to determine the party responsible for the failure.

The Town Council agreed that this request is not impeding anyone from doing anything, it is simply the Council voicing their concern for the residents of Berlin.

Councilor Paonessa moved to amend the agenda item to "Authorize the Town Manager, the Mayor, and the Town Council to sign letters to the Department of Energy and Environmental Protection expressing concerns on the diversion permit applications from the Worthington and Kensington Fire Districts for the Public Hearing to be held on January 14, 2026."

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Town Manager, the Mayor, and the Town Council to sign letters to the Department of Energy and Environmental Protection expressing concerns on the diversion permit applications from the Worthington and Kensington Fire Districts for the Public Hearing to be held on January 14, 2026.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to move agenda item #13 to #10a.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

10a. Topic re: Send to Ordinance Committee for review and recommendations of HB 7287. – Assessor

Town Manager Curley stated that the State Legislature passed HB 7287 allowing local governing bodies to expand on previous legislation pertaining to those individuals who were deemed 100% permanent and total disabled through the Veterans Administration.

This act provides an exemption: to two acres of land (previous bill exempted just the building), to the spouse who survives a veteran who passed away prior to October 1, 2024, to veterans that are unemployable, and to review using median-assessed values.

This request is to send this item to be reviewed by the Ordinance Committee.

Councilor Paonessa moved to send to Ordinance Committee for review and recommendations of HB 7287.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Town Manager Curley stated that this will be on the agenda at the December 16th Ordinance Committee meeting.

10. Topic re: Approve a bid waiver and proposal from current on-call architect JHA of Berlin, CT in the amount of \$54,000 for plans and specifications related to the Slab on Grade Moisture Project at Berlin High School as approved and recommended by the PBC as this is in the best interest of the Town. – Facilities

Town Manager Curley stated that the slab on grade moisture and flooring project at Berlin High School has been progressing. Temporary repairs were performed, and the next steps would require architectural services.

The Public Building Commission (PBC) requested a proposal from the current on-call architect JHA of Berlin, CT to work with the consultant, the PBC, and the Board of Education for plans and specs related to the moisture mitigation and replacement of flooring throughout the school in identified areas.

Councilor Paonessa moved to approve a bid waiver and proposal from current on-call architect JHA of Berlin, CT in the amount of \$54,000 for plans and specifications related to the Slab on Grade Moisture Project at Berlin High School as approved and recommended by the PBC as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

11. Topic re: Terminate the ESA with NORESKO, LLC of Westborough MA and forgo any future audits and guaranteed savings reconciliations reports as this is in the best interest of the Town. – Facilities

Facilities Director Doug Solek stated that the Town is currently under an energy services agreement with NORESKO, LLC of Westborough, MA for the energy performance contract that was completed in 2018. We are in year seven of the agreement and the project is meeting the guaranteed

savings per the annual reconciliation report. There are twelve more annual audits and reports scheduled as part of the contract and the termination would save over \$20,000 per year.

Councilor Paonessa moved to terminate the ESA with NORESCO, LLC of Westborough MA and forgo any future audits and guaranteed savings reconciliations reports as this is in the best interest of the Town.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Utilize OMNIA Racine Contract no. 3341 for the purchase of the specified replacement HVAC equipment AHU and CU 2 for the children's section of the library from Trane U.S. Inc. for \$107,045.00 as approved by the engineer, manufacturer and PBC. – Facilities

Town Manager Curley stated the original air conditioning compressor that serves the children's section of the library failed during the summer after 35 years in service. This system is scheduled to be replaced as part of the STEAP grant project, however there is a three-to-four-month lead time for the replacement equipment to be received.

The project is currently under design with the goal of bidding out in early 2026. Due to the timing of the bidding process, and the need for mechanical cooling typically by April, the request is to purchase the equipment directly from the manufacturer, Trane U.S. Inc., utilizing the OMNIA Racine contract no. 3341.

Councilor Paonessa moved to utilize OMNIA Racine Contract no. 3341 for the purchase of the specified replacement HVAC equipment AHU and CU 2 for the children's section of the library from Trane U.S. Inc. for \$107,045.00 as approved by the engineer, manufacturer and PBC.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Send to Ordinance Committee for review and recommendations of HB 7287. – Assessor

This agenda item was moved to item #10a.

I. APPOINTMENTS:

- 1. Central Connecticut Health District – Vacancy** – Replacement term would be until June 30, 2028.
- 2. Conservation Commission – Vacancy** – Robert Ramsey has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

3. **Conservation Commission – Vacancy** – Karl Lewis has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
4. **Conservation Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
5. **Conservation Commission – Vacancy – Alternate** – Jason Pelletier has resigned Replacement term would be until January 31, 2026. Can be filled with a D, R or U (depending on above appointment).
6. **Constables – 4 Vacancies** – Terms would be until December 2025. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
7. **Housing Authority Commission – Tenant Vacancy** – Lisa Salamon has resigned. Replacement term would be until March 31, 2029. Can be filled with a D or U.
8. **Housing Authority Commission – Vacancy** – Replacement term would be until March 31, 2030. Can be filled with a D or U.
9. **Inland Wetlands & Water Courses Commission – Vacancy** – Gary Pavano Resigned. Replacement term would be until January 31, 2028. Can be filled with a D or U.
10. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2026. Can be filled with a D or U.
11. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2025. Can be filled with a D, R or U. There are only two members from Berlin for this board.
12. **Planning and Zoning Commission – Vacancy – Alternate** – Michael Paszczuk has resigned. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
13. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
14. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointment).
15. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).

Councilor Paonessa placed in nomination the name of Jamie Audette (U) of 41 Christopher Way for appointment to the VNA.

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

Vote being 7-0 in favor of Jamie Audette (U) to serve on the VNA. Term ending January 31, 2028.

16. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
17. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
18. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U (depending on the above appointments).
19. **Water Control Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2026. Can be filled with a D or U.
20. **Zoning Board of Appeals – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.

J. TOWN MANAGER'S REPORT:

- With the appointment of the newly reelected Town Council, the Town Manager thought it was a good time to reset and asked the Council members to think about their goals for the Town.

Councilor Pruzin stated that he feels that the Charter needs to be reviewed again, specifically in reference to the budget referendum.

- The Town Manager expects to meet with the YMCA prior to the December 16th Town Council meeting, and he will provide an update then.
- The Town did receive an \$800,000 State Connectivity Grant for sidewalks by Hubbard and Griswold Schools.
- There are plans to add 16 parking spaces at the Senior Center. The Town Manager plans on adding LOCIP funding to the FY 2027 budget to accomplish this project, and he would like to bring a proposal for the design work to the Council before the next budget season begins so the project is ready to go by July 1st.
- Toilets at the Senior Center have been found to be at the lower end of ADA compliance height. The Facilities Director will be obtaining pricing information.
- The Department of Public Health (DPH) report has been received regarding the stack testing at Bright Feeds. DPH, the Department of Energy and Environmental Protection, and the

Central Connecticut Health District will attend the January 20, 2026 Town Council meeting to review the report and answer questions.

After noise complaints were again received in regard to Bright Feeds, additional noise testing was done by SH Acoustics at 11:00 p.m. on November 3rd. Bright Feeds was found to be in compliance with the Town's nighttime noise ordinance.

Bright Feeds has again requested a letter of support from the Town regarding their cooperation with the Town to address the noise and odor issues. Corporation Counsel Donofrio requested that Bright Feeds draft a letter, and he will review and adjust as necessary.

- Typographical errors have been corrected in the Town's Purchasing Policy.
- The Police Pension Committee met and changed one funding allocation from money markets to bonds due to decreased interest rates, but it remains within a fixed-asset class. The funds remain in good standing.
- A Capitol Meeting was held last week. A link to the Zoom meeting was sent to the Town Council.
- The America 250|Berlin fundraising campaign has received a number of generous donations from local businesses as well as Corporation Counsel Donofrio's firm, but more is needed to reach their goal. Town Clerk Kate Wall stated that she has also applied to the Marjorie Moore Foundation for a \$20,000 grant.

Ms. Wall added that the committee is looking to hold different events in celebration of the 250th anniversary of the signing of the Declaration of Independence including fireworks, Yankee Peddler's Day, and other events.

K. SPECIAL COMMITTEE REPORTS:

The Town Council Calendar Committee provided a proposed 2026 Town Council meeting calendar to be discussed and approved at the next meeting.

L. COUNCILORS' COMMUNICATION:

Councilor Veach stated that long time Berlin resident Terry Tonina passed away.

M. ACCEPTANCE OF MINUTES:

**October 21, 2025
November 18, 2025**

Councilor Paonessa moved to accept the Town Council meeting minutes of October 21, 2025 as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the Town Council meeting minutes of November 18, 2025 as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

N. EXECUTIVE SESSION:

1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Lower Lane

Councilor Paonessa moved to go into Executive Session: Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Lower Lane at 9:48 p.m. Invited in: Town Manager Curley, Corporation Counsel Donofrio, and Economic Development Director Chris Edge.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 9:54 p.m.

O. ADJOURNMENT:

Councilor Paonessa moved to adjourn the meeting at 9:55 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting