

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

**Join Zoom Meeting**

**<https://berlingov.zoom.us/j/84860389658?pwd=UMM83dbbJkRx99BfumNGSEE8MoFfk.1>**

**Meeting ID: 848 6038 9658**

**Passcode: 079603**

**+1-646-931-3860**

### **6:45 PM – Special Town Meeting**

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 6, 2026, at 6:45 p.m. for the following purposes:

1. 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	\$900,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$900,000
Boilers	\$345,000
Worthington Meeting House Renovations	\$200,000

**(Please note: To participate and vote during a Town Meeting when using Zoom you will need to identify yourself by name and address and have a working camera that is “on” during the Town Meeting.)**

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 6, 2026  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$390.00 and supplies/medical care valued at \$2430.00. – Animal Control
2. Topic re: Accept monetary donations totaling \$605.00 and deposit \$50.00 into the Library Agency account for programming, and deposit \$555.00 into the Unrestricted Donations account for the library's greatest needs. – Berlin-Peck Memorial Library
3. Topic re: Approve waiving the Police Fees in the approximate amount of \$ 458.90 for the McGee Middle School Dance that will take place on Friday, February 6, 2026 at Griswold School. – Police Department
4. Topic re: Accept the donations of \$425.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
5. Topic re: Rescind previous approval approved at the December 16, 2025, Town Council meeting to waive fees in the estimated amount of \$2,300.00 and approve waiving the Police Traffic Control and Town fees in the new estimated amount of \$ 3,353.40 for the Jim Day Memorial Tournament that will take place on January 11, 2026. – Police Department

H. PUBLIC HEARING:

**Public Hearing:** The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 6, 2026, at 7:00 p.m. for the purpose of holding a public hearing as follows:

For consideration of the Town of Berlin to become a member municipality of the Connecticut Municipal Development Authority (CMDA).

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

I. NEW BUSINESS:

1. Topic re: Authorize Town Manager Ryan Curley to have the Town of Berlin join the Connecticut Municipal Development Authority as a member municipality. - Economic Development
2. Topic re: 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	\$900,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$900,000
Boilers	\$345,000
Worthington Meeting House Renovations	\$200,000
-Finance	

3. Topic re: Presentation from the Friends of the Worthington Meeting House. - FOWMH
4. Topic re: Approve the 2026 Timberlin Golf Course Rates. – Golf Course
5. Topic re: Adopt the 2026 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, as necessary. - Finance
6. Topic re: Award contracting with McGovern Municipal of Shrewsbury MA.to complete the transfer of K9 enclosure and upgrades to a town own police vehicle, utilizing CT DAS Contract # 22PSX0133 for an amount not to exceed \$8,458.80. Award the purchase and outfitting of one 2026 Ford Explorer Interceptor for use as a BDP K9 unit. The acquisition and outfitting will be conducted through McGovern Municipal of Shrewsbury, MA, utilizing CT DAS Contract #22PSX0133. The total amount for this purchase shall not exceed \$71,841.00. Award the purchase and outfitting of one 2026 Ford Expedition SSV (if needed) to be utilized by the BPD. The acquisition and outfitting will be conducted through McGovern Municipal of Shrewsbury, MA, utilizing CT DAS Contract #22PSX0133. The total amount for this purchase shall not exceed \$60,000. – Municipal Garage

J. APPOINTMENTS:

**VACANCY LIST (As of 31 December 2025)**

1. **Berlin-Peck Memorial Library Board – Vacancy** – Derrik Bosse has resigned. Replacement term would be until January 31, 2027. Can be filled with D, R or U.
2. **Berlin-Peck Memorial Library Board** – Elaine Borselle (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
3. **Berlin-Peck Memorial Library Board** – Carol Welz (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
4. **Berlin-Peck Memorial Library Board** – Kevin Wilhelm (D) term expires January 31, 2026, and he is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above).

5. **Board of Ethics** – Antonina DeDominicis (R) term expires January 31, 2026. She has served six consecutive years and therefore, by charter, cannot be reappointed. Replacement term would be until January 31, 2029. Can be filled with D, R or U.
6. **Board of Ethics** – Deborah Reed (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
7. **Board of Ethics** – Nick Nesci (R; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with R or U.
8. **Cemetery Commission – Vacancy** – Riza Brown has resigned. Replacement term would be until January 31, 2031. Can be filled with D or U.
9. **Central Connecticut Health District – Vacancy** – Replacement term would be until June 30, 2028.
10. **Commission for Persons with Disabilities** – Anna Metcalf (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D or R.
11. **Commission for Persons with Disabilities** – Paul Oates (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D or R.
12. **Conservation Commission – Vacancy** – Robert Ramsey has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
13. **Conservation Commission – Vacancy** – Karl Lewis has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
14. **Conservation Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
15. **Conservation Commission – Vacancy – Alternate** – Jason Pelletier has resigned Replacement term would be until January 31, 2031. Can be filled with a D, R or U (must be different affiliation than above alternate appointment).
16. **Constables – 4 Vacancies** – Terms would be until December 2027. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
17. **Constables** – Dominic Colangelo (D) term expired December 2025. Reappointment or replacement term would be until January 31, 2027. Can be filled with D, R or U.
18. **Constables** – John Kozak (R) term expired December 2025. Reappointment or replacement term would be until January 31, 2027. Can be filled with D, R or U.
19. **Constables** – Brian Kurnik (R) term expired December 2025. Reappointment or replacement term would be until January 31, 2027. Can be filled with D, R or U.



- 20. Economic Development Commission** – Peter Campanelli (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 21. Economic Development Commission** – Christopher Coppola III (U) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 22. Golf Course Commission – Vacancy (Ladies' Club Member)** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U and must be a Ladies' Club Member.
- 23. Golf Course Commission** – Nancy Berger (R; Lady Niners Club Member) term expires January 31, 2026, and she is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Ladies' Club Member.
- 24. Golf Course Commission** – James Green (D; Mens' Club Member) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Mens' Club Member.
- 25. Golf Course Commission** – James Norton (R; Mens' Club Member) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Mens' Club Member.
- 26. Historian** – Sarah Caliandri (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 27. Historic District Commission** – Herbert Watson (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 28. Historic District Commission** – Andra Lou Millerd (U; Alternate) term expires January 31, 2026, and she is not seeking reappointment. Replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 29. 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.
- 30. Housing Authority Commission – Vacancy** – Replacement term would be until March 31, 2030. Can be filled with a D or U.
- 31. 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.

- 32. Inland Wetlands & Water Courses Commission** – Frederick White (U) term expires January 31, 2026, and he is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D or U.
- 33. Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2026. Can be filled with a D or U.
- 34. Inland Wetlands & Water Courses Commission** – Margaret Heeran (R; Alternate) term expires January 31, 2026. Replacement or reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 35. Parks and Recreation Commission** – Lucas Van Zandt (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 36. 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.
- 37. Planning and Zoning Commission** – Andra Lou Millerd (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 38. Planning and Zoning Commission** – Joan Velej (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 39. Planning and Zoning Commission – Vacancy – Alternate** - Michael Paszczuk has resigned. Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
- 40. Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
- 41. Veterans' Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U (depending on the above appointment).
- 42. Veterans' Commission** – Peter Galgano, Jr. (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above appointment).
- 43. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
- 44. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

- 45. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
- 46. VNA** – William Brighenti (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 47. VNA** – Aurora Corteville (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 48. VNA** – Sheri Sala (U) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above appointment).
- 49. Water Control Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D or U.
- 50. Water Control Commission** – Warren Baethge (R; Alternate) term expires January 31, 2026, and he is not seeking reappointment. Replacement term would be until January 31, 2031. Can be filled with D or U.
- 51. Youth Services Advisory Board** – Nathan DeJackome (Youth Representative) term expires January 31, 2026, and he is not eligible to be reappointed. Replacement term would be until January 31, 2029.
- 52. Youth Services Advisory Board** – Nicole Tierney (Services Consumer) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029.
- 53. Zoning Board of Appeals** – Michael Simonetta (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 54. Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 55. Zoning Board of Appeals** – Hunter Mathena (U; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
- 56. Zoning Board of Appeals** – Ryan Zelek (D; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U (depending on the above appointment).

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS' COMMUNICATION:

N. ACCEPTANCE OF MINUTES:

December 16, 2025

O. ADJOURNMENT

**LEGAL NOTICE  
TOWN OF BERLIN  
SPECIAL TOWN MEETING**

**JANUARY 6, 2026**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 6, 2026 at 6:45 p.m. for the following purposes:

1. 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	\$900,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$900,000
Boilers	\$345,000
Worthington Meeting House Renovations	\$200,000

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

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date: Tuesday, December 30, 2025  
New Britain Herald

Consent

Agenda Item No. 1  
Request for Town Council Action

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

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

**DATE:** December 23, 2025

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

PERIOD	AMOUNT	PURPOSE	DONOR*
	\$ 70.00 Ck# 5018	Animal Care	Thomas Ottman
11/13/25- 12/23/25	\$ 200.00 ( value)	Pet food, treats, supplies	VFW Berlin
	\$250.00 ( value)	Treats & Misc supplies	Berlin Lions Club
	\$ 75.00 ( value )	Misc treats & supplies	Sylvia Debo Cromwell
	\$ 40.00 cash	Animal Care	Suzanne Singleton New Britain
	\$ 80.00 ( value )	Pet food & supplies	Maryam David
	\$ 60.00 ( value )	Case can dog food	Catherine Tencza
	\$ 70.00 Ck# 5021	Animal Care	Thomas Ottman
	\$200.00 ( value )	Vet fees dog Invoice # 238702	F.O.B.A.C.
	\$ 400.00 ( value )	Vet fees dog Invoice# 238702	F.O.B.A.C.
	\$ 10.00 ck# 799	Animal Care	Karen Andreoli
	\$ 5.00 cash	Animal Care	Shawn Winters
	\$ 100.00 ck# 121	Animal Care	Alice Duffy
	\$ 200.00 ( value )	Pet food, treats & supplies	Nancy Gwozdz
	\$400.00 ( value )	Pet food	The Center for Higher Living
	\$ 500.00 ( value)	Petfood, supplies	Briana Balon
	\$ 50.00 cash	Animal Care	Briana Balon
	\$25.00 ( value )	Cat food	Susan Atkins
	\$45.00 cash	Animal Care	Tightco group
	\$ 40.00 ( value)	Litter, cat food	Mason Asklar

\* Unless a name is mentioned, donors requested anonymity

**FUNDING:**

None

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$390.00 and supplies/medical care valued at \$2430.00

**ATTACHMENTS:**

Thank you notes

**PREPARED BY:** Janice Fuller, Animal Control





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

Dec 8, 2025

Thomas Ottman  
53 Westview Terrace  
Berlin, CT. 06037

Dear Thomas,

Thank you so much for the donation of \$70. We are currently caring for 5 kittens, 4 adult cats, 5 dogs and a rabbit and it is very helpful to receive donations.

We greatly appreciate it as it helps us continue to Vet our animals so they can find new loving homes..

Thank you for thinking of our shelter.

Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

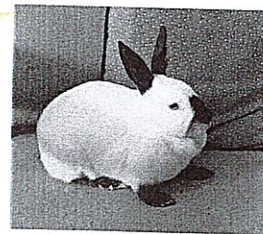
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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





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

Nov 20, 2025

Dottie Fox  
C/O VFW Women's Auxiliary  
99 Cole Lane  
Berlin, CT 06037

Dear Dottie & friends at the VFW,  
Thank you so much for the very generous donation of cat litter, cat treats, Dry dog and dry cat food and can dog & can cat food. The dog bed and raised feeder will be great to use for a large dog.

We greatly appreciate this donation for the cats & dogs we care for here.

We are ever grateful to the compassionate residents in Berlin and all they do for us and the town.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

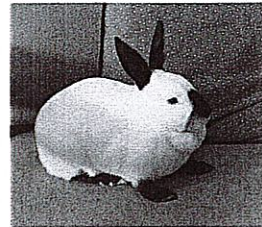
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Nov 20, 2025

Debra Tubbs  
C/O Berlin Lions Club  
P.O. Box 7284  
Berlin, CT 06037

Dear Debra & Berlin Lions Club,

Thank you so much for the very generous donation of cat litter, cat treats, 4 small bags of cat dry food, 3 cases can cat food, Guinea pig food, Pee pads, 12 Large cans pedigree dog and more !!

We greatly appreciate this donation for the cats & dogs we care for here.

We are ever grateful to the compassionate residents in Berlin and all they do for us and the town.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

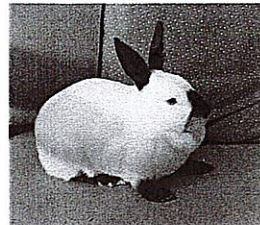
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Sylvia Debo  
14 North Ridge Drive  
Cromwell, CT 06416

Dear Sylvia,

Thank you very much for the donation of dog treats, Pill pockets, and many other miscellaneous dog items! We are very sorry for the loss of your dog Freddie. Your kindness & generosity will help with the animal care and comfort at our facility.  
Thanks for caring.

Thanks again.  
Sincerely,

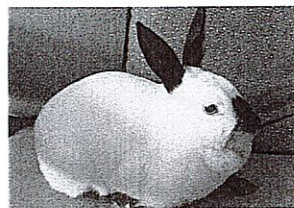
Jan Fuller, Animal Control Officer  
Kate Matson, Assistant Animal Control Officer



"Cleopatra"



"Rolly"



"Bloom"

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





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

Nov 24, 2025

Suzanne Singleton  
761 Osgood Ave  
New Britain, CT 06051

Dear Suzanne,

Thank you so much for the donation of \$40.

We greatly appreciate this donation for the cats & dogs we care for here.

We are grateful for donations as they allow us to keep offering quality Vet Care to our animals in the shelter before we adopt them.

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

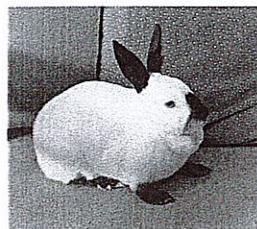
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 8, 2025

Maryam David  
P.O. Box 824  
Malibu, CA. 90265

Dear Maryam,

Thank you so much for the donation of a case of can cat food, dry cat food and the nice bedding and toys. We are caring for 5 kittens and 4 adult cats currently and it is very helpful to have cat food donations.

We greatly appreciate this donation for the animals we care for here.

Thank you for thinking of our shelter.

Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

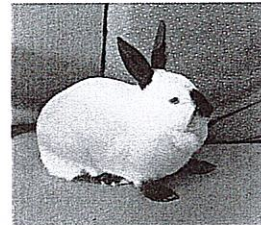
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 3, 2025

Catherine Tencza  
70 Town House Terrace  
Hyannis, MA. 02601

Dear Catherine,

Thank you so much for the donation of a case of can dog food. We are caring for 5 dogs currently and it is very helpful to have can dog food donations.

We greatly appreciate this donation for the dogs we care for here.

Thank you for thinking of our shelter.

Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

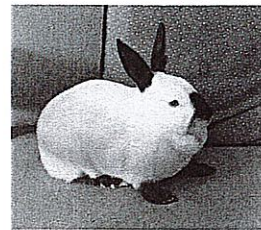
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



# Windsor Animal Clinic

46 Poquonock Avenue  
Windsor, CT 06095  
(860) 688-4969  
windsoranimalclinic@hotmail.com

## Town Of Berlin (# 11015)

600 Christian Lane Home Phone: 538-4719 (860)  
Berlin, CT 06037 Work Phone: 828-7000 (860) ext:  
Email Address: jfuller@berlinct.gov

Dec 08, 2025

Invoice Number  
**238702**

### Burgess (# NA)

Species: Canine  
Sex: Male Neutered  
Age: 4 years old  
Breed: Pit Bull  
Coat Color: (None)  
Weight: 57.2 lbs.

Rabies Tag Number:

Annual Exam:  
Bordetella:  
Bravecto Quantum:  
DA2PP 3 Year:  
Dental:  
DHLPPC: 12/02/2026

Date	Code	Description	Qty	Price
12/08/2025	1618	Canine Castration - Lg (51-75 lbs)	1	\$ 140.00
	15	Pet Weighing	1	\$ 0.00
	1830	Tumor Removal	1	\$ 300.00
	32574	Surgery room fee	1	\$ 250.00
	358	Histopath (Biopsy) - CV	1	\$ 224.00
	2687	Rimadyl 100mg	7	\$ 19.85
	9684	Gabapentin 300mg	14	\$ 10.00

Total for Burgess: \$ 943.85

Total Invoice: \$ 943.85

Previous Balance: \$ 378.40

Total Amount Due: \$ 1,322.25

3. Mastercard \$ 200.00

Total Payments - Thank you: \$ 200.00

New Balance Due: \$ 1,122.25

Dr. La

Windsor Animal Clinic  
46 Poquonock Ave  
Windsor, CT 06095  
(860)688-4969  
12/08/2025 14:56:33  
DEBIT CARD  
DEBIT SALE  
Card # XXXXXXXXXXXX3522  
Network: MASTERCARD  
Chip Card: US Debit  
AID: A0000000042203  
SEQ #: 19  
Batch #: 6  
Trans #: 13  
Approval Code: 284967  
TRANS ID: MDBLVZEOW1208  
Entry Method: Chip Read  
Mode: Issuer - PIN Bypassed

SALE AMOUNT

\$200.00

THANK YOU

CUSTOMER COPY

### Accounts Receivable Status

Days	61 to 90 Days	Over 90 Days	Total A/R
0	\$ 0.00	\$ 0.00	\$ 1,122.25

windsoranimalclinic.com or like us on Facebook!

Medical records at TheVetHero.com

Invoice

Page 1 of 1

Cashier: 1

From: <[windsoranimalclinic46@gmail.com](mailto:windsoranimalclinic46@gmail.com)>

Date: Thu, Dec 11, 2025 at 11:33 AM

Subject: Burgess's Bill

To: <[jfuller@berlinct.gov](mailto:jfuller@berlinct.gov)>

Hi Jan!

Here's another copy of Burgess's bill.

His procedure cost \$943.85

You paid:

\$200 on 12/08

\$400 on 12/11

His remaining balance due is \$343.85

We're so glad he's doing well!





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

Dec 8, 2025

Karen Andreoli  
22 Glenbrook Rd.  
Berlin, CT. 06037

Dear Karen,

Thank you so much for the donation of \$10. We are currently caring for 5 kittens, 4 adult cats, 5 dogs and a rabbit and it is very helpful to receive donations.

We greatly appreciate it as it helps us continue to vet our animals so they can find new loving homes.

Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

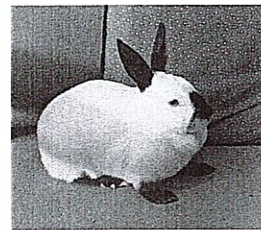
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 9, 2025

Alice Duffy  
66 Carolina Dr.  
Bristol, CT. 06010

Dear Alice,  
Thank you for the generous donation of \$100.  
From the bottom of my heart, I thank you for adopting our sweet "Agnes" and giving her a loving happy secure home. I love that you take her shopping and on walks. She is the luckiest dog ever! A home for the Holidays is more than anyone can ask for! She was with us over a year and I knew her perfect home would find her eventually.  
Thank you for visiting us already. She sure seems like your dog already and is so attached. I am sure she is forever grateful to you.  
Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

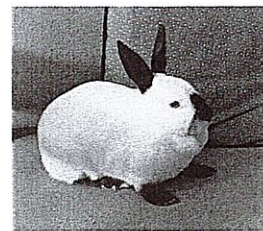
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 9, 2025

Nancy Gwozdz  
876 Lower la.  
Berlin, CT. 06037

Dear Nancy,

Thank you so much for the donation of Pedigree dry dog, large & small Milkbone biscuits, can & dry cat food, detergent, dryer sheets & Clorox wipes. . We are currently caring for 5 kittens, 4 adult cats, 5 dogs and a rabbit and it is very helpful to receive donations like this. We greatly appreciate that you remember our shelter every year. Happy Holidays!

Thanks again.

Sincerely,

Jan Fuller, Animal Control Officer

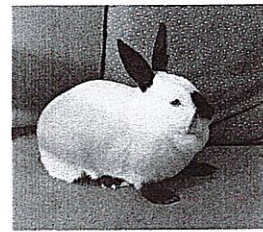
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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





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

Dec 11, 2025

Melissa Falvo  
The Center for Higher Living  
130 Webster Square Rd.  
Bristol, CT. 06010

Dear Melissa & Staff,  
Thank you for the generous donation of Dog food and cat food.  
It was such a large collection. Over 200 lbs !!  
We are very grateful to people like you  
who care about our Town and our local Animal Shelter.  
We really appreciate your kindness and thank you again on behalf  
of the animals we care for.  
Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

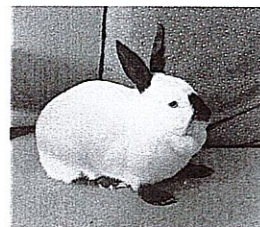
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 17, 2025

Briana Balon  
68 Arch Pkwy.  
Meriden, CT. 06450

Dear Briana,  
Thank you for the generous donation of Dog food, cat food, toys and litter.  
It was such a large donation !!  
We are very grateful to people like you  
who care about our Town and our local Animal Shelter.  
We really appreciate your kindness and thank you again on behalf  
of the animals we care for.  
Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

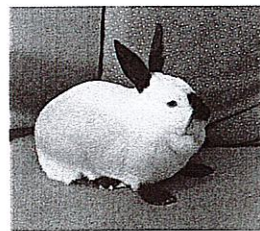
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 19, 2025

Briana Balon  
68 Arch Pkwy.  
Meriden, CT. 06450

Dear Briana,

Thank you for the large donation of cat food, dog food, toys & litter.

We are very grateful to people like you who care about the welfare of our shelter residents as much as we do.

Thank you for adopting our shy little boy kitty too and the \$50 donation for other Animals in the shelter.

We really appreciate your kindness and thank you again on behalf of the animals we care for.

Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

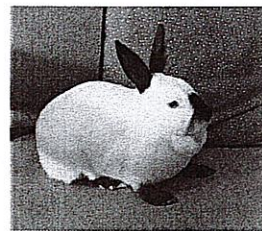
Kate Matson, Assistant Animal Control Officer



"Cleo "



"Cricket "



"Bloom"

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





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

Dec 18, 2025

Susan Atkins  
50 Fernstead La.  
Berlin, CT. 06037

Dear Susan,

Thank you for the donation of cat food.

We are very grateful to people like you who care about our Town and our local Animal Shelter. I find it heartwarming to work together with residents who share the same love and dedication towards helping animals. "Benny" will never know the impact you had on his life. He could have lived a stressful uncaring outdoor life but instead he is in a loving home with shelter & love. I applaud you for your determination. We really appreciate your kindness and thank you again on behalf of the animals we care for.  
Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

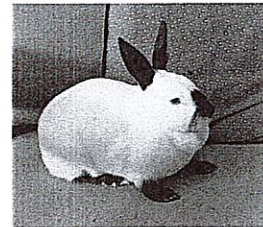
Kate Matson, Assistant Animal Control Officer



"George"



"Agnes"



"Bloom"

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



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

Dec 19, 2025

Fran & Brandi  
Tightco  
245 Old Brickyard la.  
Berlin, CT. 06037

Dear Brandi, Fran & Employees,  
Thank you for the cash donation and for always remembering us.  
We are very grateful to people like you who care about the welfare of our shelter residents as much as we do.  
Your continued support means a lot to us.  
We really appreciate your kindness and thank you again on behalf of the animals we care for.  
Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

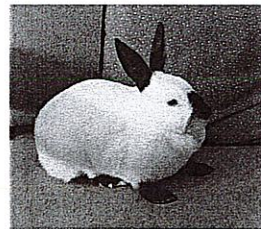
Kate Matson, Assistant Animal Control Officer



"Cleo"



"Cricket"



"Bloom"

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





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

Dec 19, 2025

Mason Asklar  
126 Longview Drive  
Berlin, CT. 06037

Dear Mason,

Thank you for the donation of 55lb bag of cat litter and box of cat food!

We are very grateful for people like you who care about the welfare of our shelter residents as much as we do. We are very happy to see the **cat you** adopted from us living his best life!

We really appreciate your kindness and thank you again on behalf of the animals we care for.

Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



"Cleo"



"Cricket"



"Bloom"

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

Consent

**Agenda Item No. 2**  
**Request for Town Council Action**

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

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

**DATE:** December 18, 2025

**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	50.00	Library Agency Acct.	Programming	Rose Kochanowski
	50.00	Unrestricted Donations Acct.	for library's greatest need	Shirley Mae Neu
	500.00	Unrestricted Donations Acct.	for library's greatest need	Melissa Davis
	5.00	Unrestricted Donations Acct.	for library's greatest need	various patron
	605.00			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$605.00 and deposit \$50.00 into the Library Agency account for programming, and deposit \$555.00 into the Unrestricted Donations account for the library's greatest needs.

**Attachments:**

n/a

**Prepared By:**

Carrie Tyszka, Library Director *CT*

Consent  
Agenda Item No. 3  
Request for Town Council Action

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

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

**DATE:** December 15, 2025

**SUBJECT:** Request for Fee Waiver – McGee Middle School Dance 2026

**Summary of Agenda Item:**

McGee Middle School PTO is hosting a school dance on Friday, February 6, 2026. According to the application, this event provides non-profit services for youth.

**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 \$ 458.90 for the McGee Middle School Dance that will take place on Friday, February 6, 2026 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: McGee PTO	Date: 12/10/2025
Contact Name: Sarah Maloney	
Phone Number: 860 839 6507	
Event: School dance	Date of Event: 6:30 - 8:30 PM 2/6/2026
Location of the Event: McGee Middle School Gym	
What fee do you want waived: Police Protection Fee \$559	
Identify the hardship incurred: Low funds	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Provides Nonprofit services for youth	

### 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: McGee PTO

Comments:

  
Signature

12/10/2025  
Date

  
Town Manager Signature

12/15/25  
Date

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

1. Fee Waiver Policy

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

# BERLIN POLICE DEPARTMENT

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

Date: December 15, 2025

Event Name: 2026 McGee Middle School Dance

Requestor/Organization: McGee PTO

Date of Event: February 6, 2026

Number of Officers: 1

Time: Four Hour Shift 1800-2200

Contract Rate: Private Duty

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

Function of Officer Assigned: Maintain police presence at McGee Middle School during school dance.



Lt. Michael Jobes

Consent  
Agenda Item No. 4  
Request for Town Council Action

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

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

**DATE:** December 30, 2025

**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received \$425.00 in donations from Donna Barrows (\$100), Liam Mitchell (\$300), and Michael Weber (\$25) to the K9 Program.

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

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donations of \$425.00 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Drew Gallupe DC

Consent  
Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley- Town Manager RC  
**DATE:** December 30, 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-8<sup>th</sup> grade children. They have award scholarship(s) to Berlin High School Seniors and donations to families in need.

Minutemen Youth Wrestling/Mike Lukaszewski /Treasurer

The original request did not have the correct number of hours. Police Officers will be at the Tournament from 7:30 am to 7:30 pm (or 19:30 hours).

**Funding:**

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

**Action Needed:**

Move to rescind previous approval approved at the December 16, 2025 Town Council meeting to waive fees in the estimated amount of \$2,300.00 and approve waiving the Police Traffic Control and Town fees in the new estimated amount of \$ 3,353.40 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

MWO





## TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Minutemen Youth Wrestling</i>	Date: <i>12/8/25</i>
Contact Name: <i>Mike Lukasewski / 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 - <del>1530</del> 1930 per BPD-RC</i>	
Identify the hardship incurred: <i>This expense would deplete any profit from admission and concessions.</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-5th 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: Maintmen Youth Wrestling X

Comments:

[Signature] X  
Signature

12/8/25 X  
Date

[Signature] [Signature]  
Town Manager Signature

12/9/25 \* 12/30/25  
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

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

Date: December 30, 2025

Event Name: 2026 Jim Day Memorial Tournament

Requestor/Organization: Minutemen Youth Wrestling

Date of Event: January 11, 2026

Number of Officers: 2

Time: 0730-1930

Contract Rate: Private Duty

Approximate Total: \$ 3,353.40 (24 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



# Berlin Public Schools

238 Kensington Road, Berlin, CT 06037

High School  
(Tournament)

## Application for Use of School Facilities

The use of school facilities and property shall be allowed in accordance with Berlin Board of Education Policy 1330.

Organization Minutemen Youth Wrestling  
Contact Person Cathryn Maden  
Address 193 Winesap Rd Berlin, CT 06037  
Phone 860 573 5701 Email minutemenyouthwrestling@gmail.com  
School Building High School  
Facility (rooms) Gym and Cafeteria  
(To reserve the Berlin High School Auditorium, an Application for Use of Auditorium must accompany this request)

### NO TAPE OF ANY KIND WILL BE ALLOWED TO MARK THE GYM FLOORS.

Type of Activity Wrestling Tournament (youth)  
Date of Activity 1/11/2026 Time 6 am Start 6 pm End  
Admission Charges (if any) 3 adults Expected Attendance (#) 400-500

Note: Building will be opened 15 minutes before the start of the activity unless otherwise specified. Building must be cleared 15 minutes after the conclusion of the activity.

Special Requirements, Equipment, Etc. Wrestling mats, tables, chairs & speaker system

Personnel, utility, and rental charges shall be assessed in accordance with Board Policy 1330. Charges are listed on the reverse side. Custodial Staff Required (#) \_\_\_\_\_ Other Staff Required (#) 1 Cafeteria Staff

Police protection shall be required at all public performances OR whenever the public (other than members of the group applying for use of the building) is admitted, and shall be supplied by the party using the school property. One officer is required if attendance up to 200 is expected, two officers for 200 and over.

Police Officers Required (#) 2

Certification of Police Protection: Hours of Assignment 07:30 - 17:00 Date Scheduled with PD 8/29/25

Verifying Officer's Signature & Badge Number Sgt. James J. [Signature] #111

We require a Certificate of Insurance for general liability in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate to be filed with all applications for the use of school facilities. Organizations affiliated with the Berlin Public Schools and the Town of Berlin are exempt from this requirement. The Town of Berlin and Berlin Board of Education should be listed on the certificate as additional insured and a thirty (30) day notice of cancellation should be included. The insurance company listed on the certificate must be licensed to do business in the State of Connecticut.

Note: Failure to provide the Board of Education proof of police protection and a certificate of insurance one week prior to the event shall result in the cancellation of the event.

### Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in school buildings and on school grounds.
3. Refreshments can be served or consumed only in areas designated by the principal.
4. Inappropriate advertising and/or decorations shall not be allowed.
5. Activities which engender racial or religious prejudices or which are detrimental to democracy are prohibited.

The above applicant, by the undersigned duly authorized agent, agrees to accept all terms and all responsibility for the conduct of the activity for which this application is made, and to hold the Town of Berlin harmless from all claims, demands, suits, or actions that may be brought against said Town, or any agent thereof, by reason of injury to any person or damage to any property caused by said applicant as a result of the activity for which this application is made.

Applicant Signature Cathryn Maden Date 10/18/25  
Application Approval [Signature] Date 8/7/25  
Director of Business Operations, Superintendent of Schools (or) School Principal



**NOTICE OF PUBLIC HEARING  
THE TOWN OF BERLIN**

**JANUARY 6, 2026**

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 6, 2026 at 7:00 p.m. for the purpose of holding a public hearing as follows:

For consideration of the Town of Berlin to become a member municipality of the Connecticut Municipal Development Authority (CMDA).

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

Kathryn J. Wall  
Town Clerk

Publication Date:  
December 30, 2025  
New Britain Herald



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

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

**DATE:** December 23, 2025

**SUBJECT:** Opt-in and Signing A Memo of Understanding With the CT 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

According to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution.

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 authorize Town Manager Ryan Curley to have the Town of Berlin join the Connecticut Municipal Development Authority as a member municipality.

**Attachments:**

1. Connecticut Municipal Development Authority – Process Steps
2. Copy of the draft resolution between the CMDA and the Town of Berlin

**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](mailto: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.

## **TOWN OF BERLIN, CONNECTICUT**

### **RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY AS A MEMBER MUNICIPALITY**

**WHEREAS**, 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

**WHEREAS**, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

**WHEREAS**, 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

**WHEREAS**, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution; and

**WHEREAS**, the Town of Berlin held such a public hearing or otherwise provided for public comment on January 6, 2026 pursuant to the Notice and/or meeting agenda attached hereto; and



**WHEREAS**, the Town of Berlin has found that joining the Authority as a member municipality would support the Town of Berlin] efforts to stimulate economic development and foster the purposes outlined in Section 8-169jj within the Town of Berlin and accordingly desires to join the Authority as a member municipality; and

**WHEREAS**; the Berlin Town Council desires to further authorize Town Manager Ryan Curley to enter into a memorandum of agreement or other similar agreements with the Authority to create one or more development districts within the Town of Berlin to advance the purposes contained in Section 8-169jj.

**NOW THEREFORE BE IT RESOLVED THAT:**

Section 1. The Berlin Town Council hereby approves the Town of Berlin joining the Authority as a member municipality.

Section 2. Town Manager Ryan Curley is authorized to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the Town of Berlin with the Authority and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.

Section 3. This Resolution shall be effective as of the date of approval.

Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** December 17, 2025  
**SUBJECT:** 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 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	\$900,000
Griswold HVAC	\$1,030,000
BHS Moisture Remediation Project	\$900,000
Boilers	\$345,000
Worthington Meetinghouse Renovations	\$200,000

**ATTACHMENTS:**

None

**PREPARED BY:**

Kevin Delaney, Finance Director *VD*

Agenda Item No. 3  
Request for Town Council Action

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

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

**DATE:** December 29, 2025

**SUBJECT:** Presentation of the Friends of Worthington Meeting House

**Summary of Agenda Item:**

There will be a short presentation from the Friends of the Worthington Meeting House.

**Funding:**

N/A

**Action Needed:**

No action needed

**Attachments:**

Presentation – available the night of the meeting

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



**Agenda Item No. 4**  
**Request for Town Council Action**

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

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

**DATE:** December 22, 2025

**SUBJECT:** Timberlin Golf Course – 2026 Timberlin Golf Course Rates

**SUMMARY OF AGENDA ITEM:**

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2026 Timberlin rates. Upon further review, it is the Golf Commission's recommendation to have minimal increase in golf rates for 2026. We strategically increased rates where we are in demand; outings, leagues, and season passes. Daily fees that did not increase in 2025, will increase in 2026. Lastly, we restructured the Outing prices. Friday is now considered a weekend for outings.

Please refer to attachment for the rates. The highlighted cells indicate change for 2026.

**FUNDING:**

No Funding Needed

**ACTION NEEDED:**

Move to approve the 2026 Timberlin Golf Course Rates.

**ATTACHMENTS:**

Proposed 2026 Fees

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf





**TIMBERLIN GOLF CLUB**  
**PROPOSED RATES AND PROJECTED REVENUE**  
**FOR CALENDAR YEAR 2026**

DESCRIPTION	2025 ACTUAL	2024 ACTUAL	AVG 2024 - 2025	2025 Rates	2026 Rates	PROJECTED 2025 REVENUE	Sub-Total	Rate Variance 2025 vs. Proposed 2026	COMMENTS
<b>RESIDENT</b>									
<b>SEASON PASSES</b>									
Adult Unlimited	28	28	28	\$1,145.00	\$1,175.00	\$32,900.00		\$30.00	Anytime
Senior Unlimited	31	26	29	\$855.00	\$885.00	\$25,222.50		\$30.00	Anytime
Senior Restricted	101	93	97	\$525.00	\$575.00	\$55,775.00		\$50.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Super Senior Restricted	6	6	6	\$200.00	\$230.00	\$1,380.00		\$30.00	New Rate for those age 90 and above
Junior Unlimited	10	7	9	\$490.00	\$525.00	\$4,462.50		\$35.00	Anytime
Junior Restricted	15	21	18	\$355.00	\$390.00	\$7,020.00	\$126,760.00	\$35.00	Monday - Friday and Saturday - Sunday after 3:00 pm
<b>GREENS FEES</b>									
Weekday 18	549	545	547	\$34.00	\$35.00	\$19,145.00		\$1.00	
Weekday Sr 18	748	638	693	\$24.00	\$25.00	\$17,325.00		\$1.00	
Weekday 9	833	650	742	\$22.00	\$23.00	\$17,054.50		\$1.00	
Weekday Sr 9	1,822	1,619	1,721	\$16.00	\$17.00	\$29,248.50		\$1.00	
Weekend 18	2,221	2,214	2,218	\$37.00	\$38.00	\$84,265.00		\$1.00	
Weekend 9	994	946	970	\$23.00	\$24.00	\$23,280.00	\$190,318.00	\$1.00	
	7,167	6,612							
<b>NON RESIDENT</b>									
<b>SEASON PASSES</b>									
Adult Unlimited	18	19	19	\$1,630.00	\$1,660.00	\$30,710.00		\$30.00	Anytime
Senior Unlimited	18	20	19	\$1,425.00	\$1,455.00	\$27,645.00		\$30.00	Anytime
Senior Restricted	20	17	19	\$1,100.00	\$1,130.00	\$20,905.00		\$30.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Unlimited	9	6	8	\$525.00	\$560.00	\$4,200.00		\$35.00	Anytime
Junior Restricted	9	22	16	\$375.00	\$410.00	\$6,355.00	\$89,815.00	\$35.00	Monday - Friday and Saturday - Sunday after 3:00 pm
<b>GREENS FEES</b>									
Weekday 18	776	842	809	\$42.00	\$42.00	\$33,978.00		\$0.00	
Weekday Sr 18	1,980	1,455	1,718	\$34.00	\$34.00	\$58,395.00		\$0.00	
Weekday 9	659	471	565	\$26.00	\$26.00	\$14,690.00		\$0.00	
Weekday Sr 9	1,475	1,463	1,469	\$21.50	\$21.50	\$31,583.50		\$0.00	
Weekend 18	2,522	2,737	2,630	\$46.00	\$46.00	\$120,957.00		\$0.00	
Weekend 9	891	931	911	\$28.50	\$28.50	\$25,963.50	\$285,567.00	\$0.00	
	8,303	7,899							
<b>OTHER</b>									
<b>CART FEES</b>									
18 Holes	9,657	11,109	10,383	\$22.57	\$22.57	\$234,344.31		\$0.00	Does not include outing carts
9 Holes	12,505	10,607	11,556	\$14.10	\$14.10	\$162,939.60		\$0.00	Does not include outing carts
18 Holes Cart Punch	110	99	105	\$203.13	\$203.13	\$21,227.09		\$0.00	10 Rides for the price of 9 Rides
9 Holes Cart Punch	170	180	175	\$126.90	\$126.90	\$22,207.50		\$0.00	10 Rides for the price of 9 Rides
Single Rider 18	2	3	3	\$30.00	\$30.00	\$75.00		\$0.00	
Single Rider 9	1	3	2	\$20.00	\$20.00	\$40.00	\$440,833.50	\$0.00	
<b>DRIVING RANGE</b>									
Range Balls - Small	3,666	3,752	3,709	\$5.00	\$5.00	\$18,545.00		\$0.00	
Range Balls - Large	1,080	1,070	1,075	\$9.00	\$9.00	\$9,675.00		\$0.00	
Adult Pass	4	3	4	\$375.00	\$375.00	\$1,312.50		\$0.00	
Jr Range Pass	9	10	10	\$200.00	\$200.00	\$1,900.00		\$0.00	
HS Fee	2	2	2	\$1,000.00	\$1,000.00	\$2,000.00	\$33,432.50	\$0.00	
<b>OUTINGS</b>									
Outing Monday - Thursday	852	852	852	\$65.00	\$68.00	\$57,936.00	m-th \$68	\$3.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Outing Friday - Sunday	2,746	2,746	2,746	\$60.00	\$70.00	\$192,220.00	f-sat \$70	\$10.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Night Golf	109	128	119	\$40.00	\$45.00	\$5,332.50	\$255,488.50	\$5.00	Includes Green Fee, Glow Equip and \$5.00 Prize Fund for Pro Shop.
<b>MILITARY</b>									
18 holes	233	304	269	\$25.00	\$30.00	\$8,055.00		\$5.00	
9 holes	1,000	738	869	\$15.00	\$20.00	\$17,380.00	\$25,435.00	\$5.00	





**Agenda Item No. 5**  
**Request for Town Council Action**

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

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

**DATE:** December 22, 2026

**SUBJECT:** 2026 Fee Schedule

**SUMMARY OF AGENDA ITEM:**

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2025 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

**FUNDING:**

Not applicable - no cost impact to the Town of Berlin

**ACTION NEEDED:**

Move to adopt the 2026 Town of Berlin fee schedule and allow amendments to the fee schedule to include updated Regional Health District and any Statutory-based fees, as necessary.

**ATTACHMENTS:**

Proposed 2026 fee schedule  
Summary of fee schedule changes

**PREPARED BY:**

Kevin Delaney, Finance Director *KD*

# 2026 Town of Berlin Fee Schedule Changes

- **New fees:** None
- **Fee changes:**
  - Animal Control: increased quarantine and boarding fees
  - Parks & Recreation:
    - Increased youth and adult league fees
    - Increased summer program fees
    - Increased swim and lifeguard training fees
    - Increased BHS & McGee basketball & tennis court rental fees
    - Increased non-local field rental fees
    - Increased Public Grounds & custodial rates for non-local/for-profit groups
  - Timberlin changes as outlined by the Golf Course Director
- **Request approval to update the fee schedule if CCHD updates their regional fees or if any Statutory-based fees are increased during 2026**



**2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL**

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted				
	Animal Control	Town Fee	State Fee	Total
1				
2	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00
3	Animal adoption	5.00	45.00	50.00
4	Quarantine of animal (per day - state)	25.00		25.00
5	Associated Legal Fees	Actual Cost		Actual Cost
6	Advertising of animal			
7	Boarding fee 24 hours after notification by phone or advertising (per day)	25.00		25.00
8	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost
9	Removal of Fees (Ticket is issued) – Code Section 3-12	50.00		50.00
10	Violation – Chapter Three of Code – per violation	100.00		100.00
11	Transporting animals to out of town vets after hours	Cost		Cost
12	Assessor			
13	Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00
14	Assessor card - .50/page front and back (state statute)	1.00		1.00
15	Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03
16	Berlin-Peck Memorial Library			
17	Lost/Severely Damaged Materials	list price		list price
18	Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost
19	Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00
20	Passports (government issued document cost)	per statute		per statute
21	Notary Fee - CGS 3-95	5.00		5.00
22	Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$ .15 per pg.		\$ .15 per pg.
23	Computer Printing Fees - Color	\$ .25 per pg.		\$ .25 per pg.
24	Lost or Damaged Barcode	2.00		2.00
25	Lost or Damaged Audio or Video Case	2.00		2.00
26	Copies	.15/pg.		.15/pg.
27	Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00
28	Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00
29	Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00
30	Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00
31	Use of the Board Room (small room)	40.00		40.00
33	A \$5 fee will be assessed for anyone who signs up for a program but fails to attend when items were purchased specifically for number of attendees and no-show fee was clearly stated upon registration.			
34	Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.			



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

36	<b>Building Inspection</b>				
37	<b>Building Permit (Per \$1,000)</b>				
38	Per \$1,000, from \$1,000-\$3,000	29.75	0.25	30.00	
39	Per \$1,000 thereafter	14.75	0.25	15.00	
	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.				
	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.				
40	The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials - The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.				
41	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	Set by court		Set by court	
42	Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate	50.00		50.00	
43	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	100.00		100.00	
44	Certificate of Building Compliance - Residential	25.00		25.00	
45	Certificate of Building Compliance - Commercial	50.00		50.00	
46	Third Inspection Fee	25.00		25.00	
47	<b>Engineering &amp; Public Works</b>				
48	Printing & Publications (Price per page):				
49	8 1/2 x 11	0.50		0.50	
50	8 1/2 x 14	0.50		0.50	
51	Map Copy 11 x 17	1.50		1.50	
52	Map Copy 17 x 24	3.00		3.00	
53	Map Copy 22 x 34	5.00		5.00	
54	Map Copy 34 x 44	8.00		8.00	
55	Inland Wetlands Map, 1" = 800'	5.00		5.00	
56	Property Map, any scale	5.00		5.00	
57	Contour Map, 1" = 200'	5.00		5.00	
58	Zoning Map, 1" = 800'	6.00		6.00	
59	Zoning Use and Bulk Table	2.00		2.00	
60	Water or Sewer Map, 1" = 800'	5.00		5.00	
61	Street Index Map (Printed), 1" = 2.5 mi.	2.00		2.00	
62	Street Index Map, 1" = 1,600'	5.00		5.00	
63	Plan of Development, 1" = 800'	6.00		6.00	
64	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50		0.50	
65	Solid Waste Collection & Disposal Code Section 15-12	100.00		100.00	
66	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$95.00				
67	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only				
68	Trash Bins (Replacement) - Payable to Trash-Away (not to the town) \$95.00	15.00		15.00	
69	Contractor's License Fee	50.00		50.00	
70	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works.	1,250.00		1,250.00	
71	Plus \$1.00 per linear foot of openings longer than 2.5 feet.	1.00 + varies		1.00 + varies	
72	Late fee for failure to obtain permit (excluding emergency work)	100.00		100.00	
73	Street Signs (each)	600.00		600.00	
74	Monument Caps (each)	20.00		20.00	
75	Driveway Permits	25.00		25.00	
76	Burning Permits	10.00		10.00	
77					



## YOY Change

YOY Change

Changes highlighted



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

121	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)				
122	Shot Gun Monday-Thursday	68.00	68.00	3.00	3.00
123	Shot Gun Friday-Sunday	70.00	70.00	10.00	10.00
124	Night Golf	45.00	45.00	5.00	5.00
125					
126	Golf Carts (per person) - fees are gross before sales tax				
127	9 holes	14.10	14.10		
128	18 holes	22.57	22.57		
129	9 hole cart pass (10 rides for the price of 8)	126.90	126.90		
130	18 hole cart pass (10 rides for the price of 8)	203.13	203.13		
131	Single Rider 9 holes	20.00	20.00		
132	Single Rider 18 holes	30.00	30.00		
133					
134	Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in 1/2 due prior to first week of play and the second 1/2 is due 45 days later.				
135					
136	League Fees - Resident	21.00	21.00	0.50	0.50
137	League Fees - Resident Senior	16.50	16.50	0.50	0.50
138	League Fees - Non- Resident	23.50	23.50	0.50	0.50
139	League Fees - Non-Resident Senior	19.50	19.50	0.50	0.50
140	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.				
141	18 holes	3.00	3.00	1.00	1.00
142	9 Holes	2.00	2.00	1.00	1.00
143	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS				
144	Driving Range: SEE TIMBERLIN WEBSITE				
145					
146	Hatchery Brook Conservation Garden				
147	20' x 20' plot	40.00	40.00		
148	10' x 25' plot	35.00	35.00		
149	5' x 10' plot	25.00	25.00		
150	8' x 20' plot	30.00	30.00		
151	Non-Berlin Citizens will pay an additional \$10.00				
152	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee				



**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

Changes highlighted



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

198	Motels					
199	1 to 25 units	230.00				15.00
200	26 to 50 units	345.00				25.00
201	51 to 75 units	400.00				25.00
202	>75 units	455.00				30.00
203						
204	Septic Systems					
205	Plan review + Permit to install – new	455.00				30.00
206	Plan review + Permit to install – repair	200.00				15.00
207	Subdivision Plan Review (first 3 lot reviews)	230.00				15.00
208	Subdivision Plan Review - additional lots (per lot)	60.00				5.00
209	19-13-B100a Review	85.00				5.00
210	Soil Testing – Additional (Different Day)	230.00				15.00
211	Soil testing – new (up to 4 pits and 2 perc's)	230.00				15.00
212	Soil testing – repair or 19-13-B100a review	175.00				15.00
213						
214	Private Well					
215	Permit to install (includes multiple geothermal wells)	60.00				5.00
216	Well abandonment/well casing extension permit	30.00				
217	Water test review and approval	30.00				
218						
219	Public Swimming Pools					
220	Permit to Operate - Seasonal	230.00			115.00	15.00
221	Permit to Operate - Year Round	285.00			140.00	20.00
222	Each additional pool	85.00			45.00	5.00
223	Re-inspection fee	\$60.00 per pool			\$60.00 per pool	
224						
225	Salon License					
226	1 to 4 stations	115.00				10.00
227	5 to 9 stations	150.00				10.00
228	10+ stations	185.00				15.00
229	Plan review	100% Lic. Fee				
230	Re-inspection fee	50% Lic. Fee				
231						
232	Day Care Inspection					
233	Re-licensure Inspection Fee	140.00			65.00	10.00
Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.						
234						
235	Inland Wetlands Commission					
236	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00		
237	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00		
238	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+		
239	Inland Wetlands Regulation	10.00		10.00		
240	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). – \$58.00 goes to the State of C.T - \$2.00 is retained by the Town - this is reflected in the Total Fee					



**2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL**  
**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

YOY Change

Changes highlighted

241	<b>Mobile Home Park Rental</b>					
242	Each Unit (per month) - late fee of \$15 charged if rent is paid after the 10th business day of the month	350.00			350.00	
243	<b>Parks &amp; Recreation</b>					
246	<b>Youth Athletic Leagues and Teams</b>					
247	Basketball – Winter 3 <sup>rd</sup> -8th Grade Basketball, Boys & Girls	105.00			105.00	5.00
248	Including \$10 Late Fee after deadline if spots are available in 3 <sup>rd</sup> -8 <sup>th</sup> grade winter basketball.	115.00			115.00	5.00
249	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	125.00			125.00	5.00
250	<b>Adult Recreational Sport Activities</b>					
251	Winter – Resident Women's 30 plus Recreation Volleyball - season	70.00			70.00	5.00
252	Winter – Resident Additional 2 weeks *if school is available	80.00			80.00	80.00
252	Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	90.00			90.00	5.00
253	Winter – Non-Resident additional 2 weeks *if school is available	100.00			100.00	100.00
<b>Recreation Programs Special Revenue Fund</b>						
*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.						
254	<b>Summer Program</b>		\$105.00 per week		\$105.00 per week	\$5.00 per week
255	Summer Program - any 4 day week		\$90 per week		\$90 per week	\$5.00 per week
256	<b>Junior Counselors Fee for Summer Program</b>		70.00 per week		70.00 per week	
257	<b>Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)</b>					
258	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit					
259	Multi-Purp. Room- Half Day, up to 4 hours In Town, Profit or Non-Profit	80.00			80.00	
260	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	50.00			50.00	
261	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00			100.00	
262	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00			60.00	
263	Meeting Room In Town Whole Day Profit or Non-Profit	30.00			30.00	
264	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00			25.00	
265	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00			40.00	
266	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00			30.00	
267	<b>Berlin Community Center</b>					
268	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
269	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
270	Supervision/custodial costs will be added for all after hours use.					
271	All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.					



**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

## Changes highlighted

[illegible]



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

323	BHS & McGee Basketball and Tennis Courts – Local	30.00		30.00	5.00	5.00
324	BHS & McGee Basketball & Tennis Courts Non-Local	40.00		40.00	5.00	5.00
325	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)					
326	Lights Per Hour, Local	60.00		60.00		
327	Lights Per Hour, Non-local/For Profit	75.00		75.00		
328						
329	PISTOL CREEK					
330	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).					
331	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00		
332	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00		
333	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00		
334	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00		
335	Outside Deck - Hourly Rate	30.00/hr		30.00/hr		
336	Damage Deposit Required of All Groups	90.00		90.00		
337	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00					
338	Field/Facility use key deposit					
339	All Supervision and Custodial costs will be paid out-of-pocket.	50.00		50.00		
340	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
341						
342	Planning & Zoning Commission*					
343	Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00*	\$410 minimum		
344	Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X\$250 (plus state fee of \$60)		
345	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft over 5,000)	\$352 minimum	58.00*	\$410 minimum		
346	Minimum	352.00	58.00*	410.00		
347	Maximum	1,942.00	58.00*	2,000.00		
348	Special Event Site Plan Review by Commission	152.00	58.00*	210.00		
349	Special Event Administrative Review	50.00		50.00		
350	Subdivision Regulations print	15.00		15.00		
351	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00		
352	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00		
353	"Plan of Conservation and Development" print	30.00		30.00		
354	Zoning Regulations print	50.00		50.00		
355	Bulk Amendments to Zoning Regulations print	10.00		10.00		
356	Zoning Map – Black & White	8.00		8.00		
357	Zoning Map – Color	20.00		20.00		
358	Zone Map Amendment	252.00	58.00*	310.00		
359	Text Amendment	402.00	58.00*	460.00		
360	Map Copy 11 x 17	1.50		1.50		
361	Map Copy 17 x 24	3.00		3.00		
362	Map Copy 22 x 34	5.00		5.00		
363	Map Copy 34 x 44	8.00		8.00		
364	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+		
365	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	230.00+		
366	Special Permit	222.00	58.00*	280.00		
367	Certificate of Zoning Compliance	50.00		50.00		
368	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee					



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Changes highlighted

369	<b>Police</b>				
370	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):				
371	\$50 application fee PLUS \$10 per month -or-				
372	\$100 per year			50.00	50.00
373	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)			100.00	100.00
374	Parking Fine (Maximum) – Code Section 17-30			100.00	100.00
375	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30			100.00	100.00
376	Daily storage plus towing charges – Code Section 17-32c & 17-31			25.00	25.00
377	Towing (Illegal Parking) – Code Section 17-31			75.00	75.00
378	Additional charges for each 24 hours held – Code Section 17-31			25.00	25.00
379	Snow ban, if not towed – Code Section 17-32, 17-33(14)			75.00	75.00
380	Snow ban, if towed – Code Section 17-32			75.00	75.00
381	Other between curb sidewalk – Code Section 17-33			75.00	75.00
382	Parking on wrong side of street – Code Section 17-33(1)			75.00	75.00
383	Double parked – Code Section 17-33(11)			75.00	75.00
384	Obstructing driveway – Code Section 17-33(12)			75.00	75.00
385	Parking more than 12" from curb – Code Section 17-33(2)			75.00	75.00
386	Improperly parked – Code Section 17-33(2)			75.00	75.00
387	Parking too near hydrant (10') – Code Section 17-33(3)			75.00	75.00
388	Blocked Crosswalk – Code Section 17-33(4)			75.00	75.00
389	Parking too near street corner (25') – Code Section 17-33(5)			75.00	75.00
390	Parking too near a stop sign (25') – Code Section 17-33(6)			75.00	75.00
391	Parking in restricted area – Code Section 17-33(7)			75.00	75.00
392	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)			75.00	75.00
393	No parking-low zone, if not towed (1)-(13) – Code Section 17-33(7)			75.00	75.00
394	Handicapped Parking violation – Code Section 17-54			100.00	100.00
395	Parking in fire lanes – Code Section 17-77			100.00	100.00
396	Private property posted, if not towed – Code Section 17-90			75.00	75.00
397	Private property posted, if towed – Code Section 17-90			75.00	75.00
398	Daily storage plus towing charges – Code Section 17-91			25.00	25.00
399	Towing (private property) cost plus – Code Section 17-91			75.00	75.00
400	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45			500.00	500.00
401	Vendor Permits (Maximum) – Code Section 5-30			200.00	200.00
402	Vendor Permits Penalty – per day – Code Section 5-36			199.00	199.00
403	Guns Dealer's License (CGS 29-28(a))			200.00	200.00
404	Photographs/Videos – per CD/DVD			20.00	20.00
405	Photographs/Videos – per USB Drive			40.00	40.00
406	Fingerprinting (CGS 29-17c)			10.00	10.00
407	Police Reports (FOI-per page)			0.50	0.50
408	Local Pistol Permit to carry (CGS 29-28(b))			70.00	70.00
409	Raffle permits (CGS 7-173 (permits) 7-176 (fees))			10.00-100.00	10.00-100.00



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

410	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00			
411	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00			
412	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00			
413	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00			
414	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00			
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 <sup>rd</sup> alarm plus 25.00 each subsequent			
415					
416	Violation of littering – Ordinance – Code Section 7-10 (1-15)	200.00			
	Construction Noise Activity – Code Section 7-56	100.00 first offense; 500.00 each subsequent			
417					
418	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00			
419	Snow/Ice Sidewalk – Code Section 14-11	100.00			
420	Violation of Off-Road Vehicles – Code Section 17-128	100.00			
421	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
422	Class A	75.00			
423	Class B	\$10 per day			
424	Class C	50.00			
425					
426	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA				
427	Class 1	75.00			
428	Class 2	30.00			
429	Class 3	\$60 per day			
430	Class 4	15.00			
431	Class 5	120.00			
432	Class 6	150.00			
433	Class 7	300.00			
434	<b>Registrar of Voters</b>				
435	Voters List, per diskette	25.00			
436	Labels, per name (Labels Must Be Provided) – per state statute	0.03			
437	<b>Revenue Collector</b>				
438	Delinquent Tax Payer List, paper form, per page – per state statute	0.50			
439	Copy of a tax bill – per state statute	0.50			
440	Certification - 1st page, per page	1.00			
441	Certification – subsequent pages, per page	0.50			
442	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00			
443	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00			
444	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost			

**NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

## Changes highlighted

Town Clerk				Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.			
Dog Licenses							
Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)						1.00	7.00
Dog License-Female or Male Dog – state statute 22-338(a)						1.00	18.00
New Owner of Already Licensed Dog – state statute 22-339						1.00	1.00
Replacement Tag – state statute 22-341						0.50	0.50
Kennel License – per state statute 22-342						2.00	49.00
Late Fee on dog license - per month – state statute 22-338(a)						1.00	1.00
List of dogs - per name on list – FOI						0.03	0.03



# 2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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Changes highlighted

	Land Records – Maps – Trade Names					
479	Legal Documents (\$60 First Page) – state statute 7-34a					
480	First page – state statute 7-34a	16.00	44.00			60.00
481	Each additional page – state statute 7-34a	5.00				5.00
482	Map filing & indexing – state statute 7-34a (updated by PA 18-136)	20.00				20.00
483	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00			159.00
484	Each additional page of the above	5.00				5.00
485	Land Recording involving MERS Release or Assignment	32.00	127.00			159.00
486	Land Record, copy per page (in any format) – state statute 7-34a	1.00				1.00
487	Certification of land records per document – state statute 7-34a	2.00				2.00
488	Trade Name Certificate – state statute – 7-34a (updated by PA 24-0111)	20.00				20.00
489	Subdivision Maps – state statute 7-34a	30.00				30.00
490	Survey Maps – state statute 7-34a	10.00				10.00
491	Map Copy 11 x 17	1.50				1.50
492	Map Copy 17 x 24	3.00				3.00
493	Map Copy 22 x 34	5.00				5.00
494	Map Copy 34 x 44	8.00				8.00
495	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750			0.0775
496	Sales Ratio – state statute 7-34a	2.00				2.00
497	Documents with no known last address of grantee (land records) – state statute 7-34a	5.00				5.00
498	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00				1.00
499	Vital Statistics					
500	Vital Statistics to Resident Towns – state statute 7-76	2.00				2.00
501	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00				20.00
502	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00				15.00
503	Death Certificate (Certified) – state statute 7-74(b)	20.00				20.00
504	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00				20.00
505	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				5.00
506	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				5.00
507	Marriage License – state statute 7-73 (Updated by PA 18-136) - State unit is for "Victims of Abuse Surcharge"	16.00	34.00			50.00
508	Misc. Fees					
509	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00				20.00
510	Notary Certification – state statute 7-34a	5.00				5.00
511	Notary Fee – state statute 3-95	5.00				5.00
512	Campaign Financing – Late Fee – state statute 9-623	100.00				100.00
513	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00				2.00
514	Sexual Oriented Business License - New License – Sec. 5-44 code book	500.00				500.00
515	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00				250.00
516	Violation of Town Seal - Sec. 2-1(d) code book	100.00				100.00
517	Photocopies, per page – state statute 1-212(2)	0.50				0.50
518	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00				1.00
519	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00				20.00
520	Fax, Per Page	1.00				1.00
521	Municipal Code	50.00				50.00
522	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00				100.00
524						



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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525	<b>Town Manager</b>					
526	Blighted Buildings – Code Section 4-16	150.00				150.00
527	<b>Treasurer's Office</b>					
528	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00				8.00
529	Replacement check fee	10.00				10.00
530	Returned Check fee (C.G.S. 52-565a)	20.00				20.00
536	<b>Water Control</b>	<b>WCC Fee</b>	<b>State Fee</b>	<b>Total</b>		
537	Water Control Commission Regulations	16.00		16.00		
538	Inspection of water taps not made by BWCC staff	125.00		125.00		
539	Water Permit	750.00		750.00		
540	Sewer Permit	250.00		250.00		
541	Irrigation Meter	100.00		100.00		
542	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00		250.00		
543	Water System Connection Charge (Abutting Property): \$25 per front foot (\$35 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,500 for each additional unit. For non-residential property: \$2,500 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$750 Water Permit.					
544	Sewer System Connection Charge (Abutting Property): \$35 per front foot (\$43 per front foot on divided highway); plus \$3,000 for first unit; plus \$1,700 for each additional unit. For non-residential property: \$3,000 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$250 Sewer Permit.					
545	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten. PLUS \$750 for Water Permit.					
546	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$250 for Sewer Permit.					
547	Fire Connection Fee (requires water permit) 2" line	1,400.00				1,400.00
548	Fire Connection Fee (requires water permit) 4" line	1,800.00				1,800.00
549	Fire Connection Fee (requires water permit) 6" line	2,000.00				2,000.00
550						
551	<b>Zoning and Zoning Board Fees</b>					
552	ZBA Application (Approval, variance, special permits)	152.00	58.00*			210.00
553	Additional Related Variance on same property	77.00	58.00*			135.00
554	Appeals from Zoning Enforcement Officer's decision or determination	210.00				210.00
555	Certificate of Zoning Compliance or Zoning Compliance letter	50.00				50.00
556	Home Occupation Approval Compliance Letter	50.00				50.00
557	Lot Line Revisions	50.00				50.00
558	Zoning violations - Ordinance	150.00 per day				150.00 per day
559	ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*			380.00
560	Junked, Wrecked, Abandoned Property – Code Sections 7-30-7-35	100.00 per day of non-compliance				100.00 per day of non-compliance
561	*There is a \$60.00 Land Use Application Fee established under C.G.S. Sec. 22a-27j. – \$58.00 goes to the State of CT – \$2.00 is retained by the Town – this is reflected in the Total Fee					



2026 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

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Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased goods or services and those goods or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with the approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL January xx, 2026

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** December 29, 2025  
**SUBJECT:** Berlin Police Department Patrol Vehicle Update—Request for Approval to Purchase Replacement Vehicles and Contract Services

**Summary of Request:**

This agenda item concerns the Berlin Police Department's ongoing patrol vehicle needs. The department seeks Town Council's consideration and possible approval for the purchase of replacement patrol vehicles and related contract services. The acquisition would be executed through McGovern Municipal of Shrewsbury, MA, utilizing the State of Connecticut Department of Administrative Services (CT DAS) Contract #22PSX0133. This contract vehicle ensures competitive pricing and streamlined procurement for the police department's operational requirements.

**Summary of Agenda Item:**

**Overview of Patrol Fleet:**

The Berlin Police Department (BPD) maintains a fleet of 18 marked patrol vehicles to support its law enforcement operations. Out of these, ten vehicles are dedicated patrol officer response units, which play a crucial role in ensuring rapid and effective responses to emergencies and incidents throughout the department's jurisdiction. The allocation of these vehicles enables the BPD to maintain a high level of readiness and operational efficiency.

**Recent Fleet Incidents:**

Within the past three weeks, the BPD has encountered significant challenges with its patrol fleet, as five vehicles have been involved in motor vehicle accidents impacting their operational status. These incidents have temporarily reduced the department's capacity to carry out routine patrols and respond to emergencies, placing additional strain on the remaining vehicles and personnel. Notably, one of the affected vehicles—a unit outfitted specifically for police K9 operations—has been deemed a total loss following evaluation and will require complete replacement.

**Immediate Actions and K9 Unit Adaptations:**

To address the immediate needs resulting from the loss of the K9 vehicle, the department will rapidly equip an existing 2019 model year patrol vehicle with the necessary K9 equipment. The equipment will be salvaged from the totaled K9 vehicle and installed in a 2019-like model at a cost of \$8,458.80. This will create a temporary K9 unit, ensuring the continued safety and operational readiness of both officers and K9 teams until a new replacement vehicle is acquired—a process that may take up to six months, pending approval. Once the new vehicle is available, the adapted 2019 model will be retained as a spare K9 unit, providing ongoing support for the department's three K9 teams and fulfilling additional operational requirements as needed.



To expedite the replacement process for the unrepairable K9 unit, Jim Simons is requesting to use Town insurance account #450.15.1532.0.54000.00004 to fund the complete replacement at a cost of \$71,841.00. After the town's insurance company finalizes the salvage transaction, a portion of these funds will be reimbursed to the insurance account.

**Additional Vehicle Replacement Request:**

A second vehicle—a 2000 model year Ford Expedition—was involved in an accident on 12/28/2025 and is nearing the point of being unrepairable. This vehicle serves multiple purposes, including training, public education events, and acting as a backup when other vehicles are undergoing maintenance. Jim Simons is requesting approval to replace this vehicle using insurance funding from the same account if necessary. The replacement cost for this vehicle is \$45,000, with an additional \$15,000 required for outfitting, bringing the total to \$60,000.

**Funding:**

Insurance account # 450.15.1532.0.54000.00004, Police Vehicles - \$ 68,458.80  
Berlin Police Department Vehicle account #500.15.1532.0.54000.00004 - \$71,841.00  
"(pending approval of the BHS reimbursement appropriation)"

**Action Needed:**

Move to Award contracting with McGovern Municipal of Shrewsbury MA.to complete the transfer of K9 enclosure and upgrades to a town own police vehicle, utilizing CT DAS Contract # 22PSX0133 for an amount not to exceed \$8,458.80.

Move to Award the purchase and outfitting of one 2026 Ford Explorer Interceptor for use as a BDP K9 unit. The acquisition and outfitting will be conducted through McGovern Municipal of Shrewsbury, MA, utilizing CT DAS Contract #22PSX0133. The total amount for this purchase shall not exceed \$71,841.00.

Move to Award the purchase and outfitting of one 2026 Ford Expedition SSV (if needed) to be utilized by the BPD. The acquisition and outfitting will be conducted through McGovern Municipal of Shrewsbury, MA, utilizing CT DAS Contract #22PSX0133. The total amount for this purchase shall not exceed \$60,000.

**Attachments:**

None

**Prepared By:**

  
James C. Simons, Fleet Manager