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TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 20, 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. NEW BUSINESS:

1. Topic re: Report out from CT Department of Public Health on Bright Feeds – Town Manager
2. Topic re: Approve the recommended Enhancements to the Fire Department Reward Programs. – Fire Administrator
3. Topic re: Waive the Town of Berlin's purchasing requirements for the ongoing repair of municipal vehicles by Berlin Auto Center of Berlin, CT. This waiver shall authorize expenditures up to, but not exceeding, \$40,000 for the current fiscal year. This action is recommended as being in the best interest of the Town to ensure the continued maintenance and operational readiness of its fleet. – Municipal Garage
4. Topic re: Utilize State of CT DAS Contract no. 20PSX 0154 and approve the proposal from HazPros, Inc. of West Hartford, CT in the amount of \$46,440 which includes a twenty percent contingency for the required remaining asbestos abatement under the existing classroom unit ventilators at Griswold School as approved by the Public Building Commission. - Facilities

5. Topic re: Authorize the Town Manager to complete and execute the Trademark Sublicense Agreement to gain permission to use America 250 as part of the “America 250 | Berlin” logo. – Town Clerk/Berlin-Peck Memorial Library

**H. APPOINTMENTS:**

**VACANCY LIST (As of 14 January 2026)**

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, and she is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U.
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, R or U.

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** – Dominic Colangelo (D) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.
17. **Constables** – John Kozak (R) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.
18. **Constables** – Brian Kurnik (R) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.
19. **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).
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 Lady Niners 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 (R; 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** – Margaret Heenan (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.

**34. Inland Wetlands & Water Courses Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U (depending on above appointment).

**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 Veley (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 – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.

**47. VNA** – William Brightenti (R) 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** – 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.

**49. 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).

**50. Water Control Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U.

**51. 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, 2029. Can be filled with D or U.

**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. 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.

**54. 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.

**55. Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U.

**56. 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.

**57. 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).

I. TOWN MANAGER'S REPORT:

J. SPECIAL COMMITTEE REPORTS:

K. COUNCILORS' COMMUNICATION:

L. ACCEPTANCE OF MINUTES: January 6, 2026

M. ADJOURNMENT

Agenda Item No. 1  
Request for Town Council Action

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

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

**DATE:** January 13, 2026

**SUBJECT:** Bright Feeds: Presentation of Evaluation of Exposure to Contaminants in Ambient Air

**Summary of Agenda Item:**

The CT Department of Public Health and Department of Energy and Environment Protection will present the results of smokestack testing that occurred at the Bright Feeds Facility.

**Action Needed:**

No action needed

**Attachments:**

Public Health Consultation: Final Report: October 30, 2025

**Prepared By:** Ryan Curley, Town Manager



**Public Health Consultation**  
**Evaluation of Exposure to Contaminants in Ambient Air**  
**from the Bright Feeds facility**  
**Berlin, Connecticut**

**FINAL October 30, 2025**

## Executive Summary

Bright Feeds is a food recycling facility located in Berlin, CT that started their operations in late October of 2022. The facility accepts food waste and processes the waste into animal feed. Since the time the facility began operating, some members of the surrounding community reported experiencing odors from the facility and expressed concern about potential health impacts from their exposure to air emissions from the facility. In response to questions and concerns expressed by the community, the CT Department of Public Health (DPH) was asked by local health leaders in Berlin to evaluate health risks from exposure to contaminants in air emissions from the Bright Feeds Facility.

DEEP used an air dispersion model to estimate ambient air concentrations of contaminants measured in stack emissions from Bright Feeds. DPH used the modeled ambient air concentrations developed by DEEP to estimate cancer and noncancer risks from exposure and to qualitatively evaluate odor exposures. The key conclusions reached by the DPH are as follows:

- On initial screening, the concentrations of two chemicals (ethanol and acetaldehyde) in the modeled ambient air concentrations exceeded health protective screening values.
- Results of further evaluation using site-specific exposure information show that breathing acetaldehyde and ethanol at the ambient air concentrations modeled by DEEP from the startup of the Bright Feeds Facility to the installation of the RTO is not expected to harm the health of community members.
- The ambient air concentration of one contaminant (acetaldehyde) is within the range that could be detected as odors.

In conclusion, breathing contaminants at the ambient air concentrations modeled by DEEP is not expected to harm the health of community members. These conclusions are based on DPH's risk assessment of the ambient air concentrations modeled by DEEP from stack test emission results and subject to the limitations noted later in this report.

### I. Purpose

The purpose of this health consultation is to report DPH's assessment of potential health impacts from exposure to contaminants detected in stack emissions from the Bright Feeds facility in Berlin, CT, based on testing performed by a third-party test contractor and audited by DEEP.

### II. Background

Bright Feeds, located at 76 Fuller Way, Berlin, CT is a food recycling facility. It takes a variety of different food wastes and applies a drying technology to turn the waste food into animal feed. Bright Feeds has been operating in its Berlin location since October 2022 (email from DEEP, June 3, 2025). During 2023 and 2024, DEEP received a number of complaints from the community about noise and odors, resulting in multiple inspections of the facility by DEEP staff. During an inspection in May 2024, DEEP documented nuisance odors and issued a notice of violation (NOV) to Bright Feeds. After the NOV was issued, DEEP continued to document odors, sometimes at nuisance levels, from the Bright Feeds facility (email from DEEP, June 3, 2025). On November 4, 2024, DEEP issued a requirement to Bright Feeds to test its dryer stack emissions.

Bright Feeds conducted a test of their dryer stack emissions on January 10, 2025. As specified by DEEP, the testing was performed by a third-party test contractor and was audited by DEEP. The emissions were analyzed for total volatile organic compounds (VOCs), speciated VOCs and particulate matter. Per DEEP's requirement, the testing occurred under representative facility operating conditions and used Environmental Protection Agency (EPA) approved test methods.

In mid-January 2025, based on preliminary stack emissions results, Bright Feeds implemented interim mitigation measures until a Regenerative Thermal Oxidizer (RTO) could be installed. An RTO is an air pollution control device that destroys volatile pollutants and odors via heat, before exhausting them through the stack. The interim measures implemented by Bright Feeds were: (1) reducing the number of hours that the facility operated each day and (2) rejecting certain feedstocks such as uncooked dough that could be reasonably anticipated to generate odors when processed. Bright Feeds completed installation and commissioning of the RTO on April 4, 2025.

DEEP received the verified stack test results in early February 2025. Using the stack test results, DEEP ran an air dispersion model to estimate the highest concentrations of individual VOCs at the location of the most impacted receptor (i.e. person) at or beyond the Bright Feeds property line. On May 5, 2025, DEEP provided the modeled ambient air VOC concentrations to DPH for evaluation.

### **III. Discussion/Methods**

#### **1. Environmental Data**

DEEP provided DPH with modeled annual average and maximum 1-hour, 8-hour and 24-hour ambient concentrations for each VOC contaminant detected via the TO-15 stack emissions analysis (email from DEEP, June 3, 2025). DEEP reported that they modeled the location with the highest ambient air impact at or beyond the Bright Feeds property line for each of the averaging periods (annual average, highest 1-hour, highest 8-hour and highest 24-hour). Further, DEEP used the results of the highest emitting stack test run (of the three test runs) for each pollutant. Each stack test run was 1-hour long and each run was conducted with the plant operating at or near the maximum process rate. For the stack flow rate, DEEP used the value from the stack test run with the lowest flow rate, even though such run was not necessarily the highest emitting run for a given pollutant (email from DEEP, June 3, 2025). Lower flow inhibits dispersion so this assumption will result in a more conservative estimate of ambient air impact for the most impacted receptor located directly outside Bright Feed's property line. Further, instead of modeling ethanol concentrations based on TO-15 results, DEEP used the total VOC result from the flame ionization detector (FID), conservatively adjusted the result to account for the weak response factor of ethanol to the FID and assumed that all the detected VOC was ethanol, per DEEP (email from DEEP, June 3, 2025). These assumptions will also result in a more conservative (i.e. health protective) estimate of ambient air impact. DEEP used the air dispersion model AERMOD (version 24142) to estimate the ambient air concentrations.

#### **2. Selection of Contaminants of Potential Concern**

DPH followed the Agency for Toxic Substances and Disease Registry (ATSDR) Public Health Assessment Guidance Manual for this evaluation of public health exposures and risks from Bright Feeds emissions (ATSDR 2022). As described in the Guidance Manual, the first step in the process is the screening

analysis. The screening analysis identifies contaminants of potential concern by comparing the maximum contaminant concentrations at the site with health-based screening values, also known as comparison values (CVs). Contaminants whose concentrations are below CVs are unlikely to pose health risks. Contaminants whose concentrations meet or exceed a CV do not necessarily pose a health risk but require further evaluation.

Based on the EPA-approved test methods used by Bright Feeds, there were 19 VOCs detected in Bright Feeds' stack emissions. For each of the 19 VOCs, Table 1 provides the maximum stack emission concentration, the highest modeled ambient air concentration at or beyond the property line, the CV and the CV source. There are two chemicals (acetaldehyde and ethanol) whose modeled ambient air concentrations exceed the CVs. Based on this screening evaluation, DPH further evaluated these two chemicals.

It is important to recognize that stack emissions do not represent the concentrations to which people would be exposed because of the dilution and dispersion that occurs once contaminants leave the stack. However, DPH notes that even the highest stack emission concentration for most chemicals does not exceed the CV (as shown in Table 1).

The CVs DPH used for screening are the recommended CVs from ATSDR's Public Health Assessment Site Tool (PHAST) (ATSDR PHAST, accessed May 30, 2025) and from other sources when there were no CVs available in PHAST. DPH notes that there are two chemicals (propanoic acid and n-octane) that did not have CVs or toxicity values available from the hierarchy of acceptable sources (CT DEEP 2018). In order to perform the health-based screening for these two chemicals, DPH used the Recommended Exposure Limits (RELs) developed by the National Institute for Occupational Safety and Health (NIOSH) to be health protective of workers' exposure up to a 10-hour workday during a 40-hour workweek. DPH modified the NIOSH RELs for propanoic acid (30,000  $\mu\text{g}/\text{m}^3$ ) and n-octane (350,000  $\mu\text{g}/\text{m}^3$ ) to account for residential exposure (assuming 24-hours per day, 7-days per week) and used additional safety factors to account for possible healthy worker effect (10) and higher inhalation exposure in children (2). These adjusted occupational values are included in Table 1 as CVs.

### **3. Outdoor Air Exposure Point Concentration**

An exposure point concentration (EPC) is the representative contaminant concentration to which people are exposed under past, current or future conditions. DPH identified EPCs for the two chemicals (acetaldehyde and ethanol) whose ambient air concentrations exceed CVs. The EPCs DPH used in this assessment are the estimated concentrations in ambient air as calculated by DEEP's modeling. Table 2 includes the EPCs.

### **4. Exposure Pathways**

We determine exposure to a contaminant of concern by examining human exposure pathways. A completed exposure pathway consists of five elements: a source, a contaminated environmental medium and transport mechanism, a point of exposure, a route of exposure, and a receptor population. There is one completed exposure pathway at this site: inhalation of contaminants in outdoor air (or outdoor air that has entered the indoor air of structures near the Bright Feeds facility). Adults and children living or working near the Bright Feeds facility could be exposed via inhalation of air while outdoors or in their homes or workplaces. People could have been exposed to contaminants from the

Bright Feeds facility up to 24 hours per day and 7 days per week, since the time Bright Feeds began its operations in Berlin in October 2022.

We evaluated exposures via inhalation in accordance with ATSDR inhalation guidance (ATSDR 2021). We adjusted the EPC by an exposure factor (EF) to account for the time individuals are exposed to emissions in the air from Bright Feeds. If the exposure is assumed to be continuous (such as in a home), the EF is 1. For this evaluation, we assumed continuous exposure (i.e. 24 hours per day, 365 days per year) to emissions from Bright Feeds. This is a conservative (health protective) assumption considering that people would not be expected to continuously breathe the air at the location of the highest impact from Bright Feeds at or beyond their property line. It was also assumed that the exposure duration is two and a half years. This represents the period of time from when Bright Feeds began operations (October 2022) to the time when the RTO was operational (April 4, 2025). Table 2 includes the exposure factors, exposure assumptions and adjusted EPCs. It should be noted that for the cancer risk calculation, the exposure duration of 2.5 years is averaged across a 78-year lifetime so the EF for the cancer risk calculation is not one, even though it is assumed that exposure during the 2.5-year exposure duration is continuous.

## IV. Public Health Implications

### 1. Cancer Risk Estimate

Of the two contaminants evaluated in this assessment, only acetaldehyde has been identified as a likely human carcinogen by the inhalation pathway. Acetaldehyde is classified as “reasonably anticipated to be a human carcinogen” by the National Toxicology Program (NTP) and a “probable human carcinogen” by EPA (ATSDR PHAST 2025). Ethanol is considered by the International Agency for Research on Cancer (IARC) to be a carcinogen when ingested in alcoholic beverages (IARC 2010), but there is no evidence for its carcinogenicity when inhaled.

In accordance with ATSDR inhalation guidance (ATSDR 2021), we calculated inhalation cancer risks using the EPC (adjusted by the EF) multiplied by an inhalation unit risk (IUR) for cancer. We used the IUR from the EPA Integrated Risk Information System (IRIS). The IUR is the incremental cancer risk posed by a specific concentration in air (typically 1 microgram per cubic meter [ $\mu\text{g}/\text{m}^3$ ]). The cancer risk calculation yields the relative increase in cancer risk (above background cancer rates) from exposure to the pollutant for a specified duration. This is also referred to as the excess lifetime cancer risk (ELCR).

Chemicals that cause cancer by a mutagenic mode of action are evaluated differently from those that are not mutagenic. These chemicals require an additional step in the cancer evaluation because they might result in a higher cancer risk for children than for adults. Acetaldehyde is not identified as a mutagen (EPA Regional Screening Levels [RSL], November 2024).

Table 3 presents the IUR and the estimated cancer risk to residents who could have been exposed to acetaldehyde in emissions from Bright Feeds. The estimated lifetime cancer risk (ELCR) is 5E-8 ( $5 \times 10^{-8}$ ), or 5 excess cancer cases in 100 million exposed people. This risk estimate is much less than one excess cancer in one million exposed (1E-6).

A cancer risk of 1E-6 is meaningful because it is the cancer risk limit Connecticut uses to derive cleanup criteria for individual chemicals at hazardous waste sites (CT Remediation Standard Regulations). A

cancer risk level of less than 1E-6 is considered insignificant or *de minimus*.<sup>1</sup> Chemicals present at concentrations less than CT's cleanup criteria are considered to pose insignificant risks. Thus, they do not need to be cleaned up, and exposure to the chemical does not need to be reduced or stopped. Cancer risks from inhalation of acetaldehyde in outdoor air near the Bright Feeds facility are extremely low (20 times less than the *de minimus* level of 1E-6). Therefore, exposures are not expected to pose cancer impacts in the community.

## 2. Noncancer Risk Estimates

In accordance with ATSDR guidance (ATSDR 2021), we evaluate the likelihood of noncancer health effects from inhalation by calculating hazard quotients (HQ) for individual chemicals identified as contaminants of potential concern. The inhalation HQ is the ratio of the EPC (adjusted by the exposure factor) to a noncancer toxicity value. For inhalation, this is a minimal risk level (MRL) or a reference concentration (RfC). A MRL or a RfC is the concentration of a contaminant in air that is unlikely to cause noncancer health impacts for the specified duration of exposure. MRLs and RfCs can be developed for long exposure durations (chronic), intermediate durations (subchronic) and brief durations (acute). We evaluated noncancer health impacts from acute and chronic exposures to ethanol and acetaldehyde. For acetaldehyde, we used EPA's chronic RfC (EPA IRIS 1991) and an acute 8-hour reference exposure level (REL) from California's Office of Environmental Health Hazard Assessment (OEHHA 2013); both values are based on nasal effects in rodents. For acute exposure to acetaldehyde, we selected the acute 8-hour REL of 300 µg/m<sup>3</sup> based on nasal effects in rodents because it is more health protective than the acute 1-hour REL of 470 µg/m<sup>3</sup> based on data in humans (bronchoconstriction in asthmatics). For ethanol, we used a chronic RfC derived by DPH in 2024 (CT DPH 2024) extrapolated from a DPH-derived oral RfD based on developmental effects (CT DEEP 2018). There is no acute RfC available for ethanol, so acute exposures were not evaluated.

If the HQ is equal to or less than 1, noncancer health impacts are unlikely to result from exposure to the contaminant. If the HQ is greater than 1, further evaluation may be warranted by reviewing the principal and supporting studies used to develop the health guideline. We calculated HQs for chronic health effects for acetaldehyde and ethanol. We calculated an acute HQ for acetaldehyde. Inhalation toxicity values and HQs are shown in Table 4.

As shown in Table 4, the chronic HQ for acetaldehyde is 0.07 and the acute HQ is 0.02. Both HQs are below 1. A HQ of 1 is significant because it is the noncancer risk limit Connecticut uses to develop cleanup criteria for individual chemicals at hazardous waste sites (CT Remediation Standard Regulations). Chemicals at concentrations equal to or less than a HQ of 1 are not considered to pose significant risks and therefore do not need to be addressed. Exposures from chronic and acute inhalation of acetaldehyde in outdoor air near the Bright Feeds facility are below a HQ of 1. Therefore, chronic and acute noncancer health impacts from acetaldehyde are unlikely.

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<sup>1</sup> For perspective, according to the National Cancer Institute, approximately 40% (400,000 in one million) of men and women in the United States will be diagnosed with cancer at some point in their lifetimes. <https://www.cancer.gov/about-cancer/understanding/statistics#:~:text=Approximately%2039.5%25%20of%20men%20and,or%202015%20%2017%20data>).

Table 4 also shows that the chronic HQ for ethanol is 1. As stated above, if the HQ is equal to or less than 1, noncancer health impacts are unlikely to result from exposure to the contaminant. Therefore, chronic exposure to ethanol in outdoor air near the Bright Feeds facility is unlikely to pose noncancer health impacts to community members.

### 3. Odor Evaluation

Many substances in the environment can produce odors. People may smell and react to chemicals in the air before they are at harmful levels. These odors can become a nuisance and cause temporary symptoms such as headache, nausea, eye, nose, throat and lung irritation, cough, nasal congestion, chest tightness and shortness of breath. These symptoms generally occur at the time of exposure. Their intensity depends on the strength of the odors in the air, how frequently the odors are present and how long the exposure lasts. Symptoms generally resolve when the level of the odor in the air is reduced or when the person moves to an area without the odor. Some groups of people may be more sensitive to nuisance environmental odors. These include people with asthma, children, older adults and people who are pregnant (ATSDR 2024).

Importantly, everyone reacts to odors differently. Some people are much more sensitive to odors than others. People who are more sensitive to an odor may be able to detect an odor and may experience symptoms at lower concentrations than other people. In general, as the odor level increases, more people will be able to detect the odor, and more people may experience symptoms. Environmental odors are not necessarily toxic. As stated above, people may be able to detect odors in the air at concentrations well below harmful or toxic levels. However, if the concentration of a substance in the air is high enough, is present often enough and lasts a long time, an odor can become toxic (ATSDR 2024).

Because of the complaints from the community about odors from the Bright Feeds facility and the fact that DEEP documented nuisance odors from the facility, DPH evaluated air data from the Bright Feeds facility using odor thresholds. The purpose of this comparison with odor thresholds is to better understand the magnitude of odor impacts from Bright Feeds. For this comparison, DPH used the highest modeled ambient air concentration (Table 1) at or beyond the property fence line for each of the 19 VOCs detected in stack emissions and compared it to odor thresholds from the peer-reviewed literature (Amoore 1983; EPA 1992, Hellman 1974; Hodgson 2003, Leonardos 1969, NJ Department of Health 2012, Ruth 1986). An odor threshold is the minimum concentration of a chemical that is perceivable by the human sense of smell. As stated previously, there is a large degree of variability in people's ability to detect odors. Therefore, odor thresholds are typically reported as ranges rather than a specific concentration. DPH's evaluation, using the lowest level in the odor threshold range, shows that there is only one chemical (Acetaldehyde) whose highest modeled ambient air concentration was above its odor threshold (Table 5). A variety of studies indicate that acetaldehyde's odor, described as "pungent" and "fruity", becomes detectable in the 0.20-4140  $\mu\text{g}/\text{m}^3$  range (EPA 1992, Ruth 1986). Of note, all four of the modeled ambient concentrations for acetaldehyde (annual average (0.67  $\mu\text{g}/\text{m}^3$ ), maximum 1-hour (6.82  $\mu\text{g}/\text{m}^3$ ), 8-hour (4.84  $\mu\text{g}/\text{m}^3$ ), and 24-hour (3.71  $\mu\text{g}/\text{m}^3$ ) were well above the lower end of the odor detection range. This supports the finding by DEEP that odors were present at and beyond the Bright Feeds facility and also supports the experience of community members who reported odors.

With regard to health impacts from odors, as stated previously, exposure to environmental nuisance odors does not necessarily result in harmful permanent or long-term health impacts (as opposed to the short-term symptoms described above). Levels of odor chemicals must be high enough and be present

frequently enough and for a long enough duration to have the potential for harmful health impacts. As explained above, DPH's evaluation of cancer and non-cancer risks from exposure to acetaldehyde at modeled ambient air concentrations concludes that exposures are not expected to harm the health of community members.

## **V. Uncertainties and Limitations**

DPH has identified the following uncertainties and limitations in this evaluation:

- DPH's cancer and noncancer risk estimates are not based on measured ambient air data, rather they are based on ambient air data that was modeled by DEEP using results of stack emission tests. DEEP used a number of conservative assumptions in their modeling. DPH also used conservative assumptions in their exposure assessment to estimate health risks.
- The stack emission tests were conducted on one day, and DEEP took steps to ensure that testing was conducted while the facility was operating within 90 percent of its maximum process rate and using representative feedstocks. However, emissions could have been higher or lower on other days.
- The analytical method used for the stack emissions test (TO-15) measures a wide range of volatile organic compounds but does not measure every possible volatile contaminant that could be emitted.
- DEEP used a Gaussian dispersion model to estimate ambient pollutant concentration. This model does not account for any chemical reactions that occur after each pollutant is emitted from the stack.
- DPH's evaluation is limited to exposure to VOCs.
- DPH's evaluation assumes that exposure to VOCs in air emissions from Bright Feeds does not continue after the RTO was operational (April 4, 2025), as properly operating RTOs typically achieve a VOC destruction efficiency in the mid- to high-90 percent range by volume and as this particular RTO will be subject to permit-required destruction efficiency testing.
- DPH's evaluation does not include a quantitative evaluation of odors because there is no established risk assessment process to quantify odor impacts. Instead, DPH evaluated odors qualitatively.

## **VI. Conclusions**

DPH has reached the following conclusions based on its assessment of exposure to contaminants in outdoor air from the Bright Feeds facility.

- Concentrations of most of the contaminants measured in the Bright Feeds stack emissions are below conservative health screening values.
- Modeled ambient air concentrations, which represent community exposure better than stack emissions, are much lower than stack emissions because there is dilution and dispersion that occurs after contaminants leave the stack.
- On initial screening, two chemicals (ethanol and acetaldehyde) whose ambient air concentrations exceeded health protective screening values were identified as potential contaminants of concern that required further evaluation using site-specific exposure information.
- Results of further evaluation show that breathing ethanol and acetaldehyde at the ambient air concentrations modeled by DEEP from the startup of the Bright Feeds Facility to the installation of the RTO is not expected to harm people's health. There are two reasons for this:
  1. Cancer risk associated with site-specific exposure of 2.5 years is extremely low, much lower than the screening value risk based on a default exposure assumption of 78 years, and well below the *de minimus* (insignificant) level, and

2. Noncancer risks from exposure are at a level where health impacts are unlikely to occur.
- Concentrations of one contaminant in stack emissions and ambient air (acetaldehyde) are within the range that could be detected as odors and could have resulted in short-term health symptoms, but the odors themselves are unlikely to cause long-term or permanent health effects.

## Report Preparation

*This publication was made possible by a cooperative agreement (program # CDC-RFA-TS-23-0001) from the Agency for Toxic Substances and Disease Registry (ATSDR). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the ATSDR, or the U.S. Department of Health and Human Services.*

### Authors:

Margaret Harvey, MPH  
Supervisor, Toxicology Unit  
CT Department of Public Health  
[Margaret.harvey@ct.gov](mailto:Margaret.harvey@ct.gov)

Cheryl Fields, MPH  
Toxicologist, Toxicology Unit  
CT Department of Public Health

### CT Department of Public Health Reviewers:

Sharee M Rusnak, MSPH, ScD  
Epidemiologist, Toxicology Unit

Xun Che, PhD  
Toxicologist, Toxicology Unit

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## **Attachments**

### **Figure, Tables and Risk Calculations**

Table 1: Highest Stack Concentrations, Modeled Ambient Air Concentrations, and Health Comparison Values, Bright Feeds Facility.

Chemical	Highest Stack Concentration ( $\mu\text{g}/\text{m}^3$ )	Modeled Ambient Air Concentration ( $\mu\text{g}/\text{m}^3$ ) <sup>a</sup>	Comparison Value ( $\mu\text{g}/\text{m}^3$ )	Comparison Value Source
Acetaldehyde	2690	<b>6.82</b>	0.45	ATSDR CREG <sup>^</sup>
Acetone	7962	20.18	19,000	ATSDR acute MRL <sup>^</sup>
Acetonitrile	50.4	0.13	60	EPA RfC <sup>^</sup>
Benzene	26.3	0.07	0.13	ATSDR CREG <sup>^</sup>
Carbon disulfide	38.7	0.1	310	ATSDR chronic MRL <sup>^</sup>
Chloromethane (Methyl Chloride)	7	0.02	62	ATSDR chronic MRL <sup>^</sup>
Ethanol	1,863,690	<b>4619.98</b>	410	DPH RfC <sup>*</sup>
Ethyl acetate	231	0.59	70	PPRTV RfC <sup>+</sup>
Ethylbenzene	9.41	0.02	260	ATSDR chronic MRL <sup>^</sup>
Heptane	25.5	0.06	400	PPRTV RfC <sup>+</sup>
Hexane	273	0.80	700	EPA RfC <sup>^</sup>
Isopropyl Alcohol (Isopropanol)	5.54	0.01	200	PPRTV RfC <sup>+</sup>
Methyl ethyl Ketone (2-butanone)	696	1.73	5,000	EPA RfC <sup>^</sup>
Methyl methacrylate	21.5	0.02	700	EPA RfC <sup>^</sup>
Propanoic Acid	163	0.41	360	NIOSH REL, adjusted <sup>#</sup>
Propylene	46.9	0.12	3,000	OEHHA REL (2000) <sup>\$</sup>
Octane, n-	12	0.03	4200	NIOSH REL; adjusted <sup>#</sup>
Toluene	17,300	42.88	3,800	ATSDR MRL <sup>^</sup>
Xylenes, m-/p-	13.6	0.03	100	EPA RfC <sup>^</sup>

Chemicals whose ambient air concentration exceeds the CV are bolded.

<sup>a</sup>For all chemicals this was the highest 1-hour concentration.

<sup>^</sup>ATSDR Public Health Assessment Site Tool (PHAST), accessed May 30, 2025.

<sup>\*</sup>DPH RfC (CT DPH 2024).

<sup>+</sup>PPRTV RfC for Ethyl Acetate (EPA PPRTV 2013), Heptane (EPA PPRTV 2016), Isopropanol (EPA PPRTV 2014).

<sup>#</sup>NIOSH RELs (NIOSH 2019).

<sup>\$</sup>OEHHA REL (OEHHA 2008).

**Table 2. Exposure Assumptions, Exposure Point Concentration, Exposure Factors and Adjusted Exposure Point Concentration, Bright Feeds Facility.**

Contaminant	Exposure Assumptions	Exposure Point Concentration ( $\mu\text{g}/\text{m}^3$ )	Exposure Factor	Adjusted Exposure Point Concentration ( $\mu\text{g}/\text{m}^3$ )
Acetaldehyde	24 hours/day, 365 days/year, 2.5 years	0.67 (annual average)	0.03 (cancer)	0.02 (cancer)
		0.67 (annual average)	1.0 (chronic noncancer)	0.67 (chronic noncancer)
		6.82 (max 1-hour)	1.0 (acute noncancer)	6.82 (acute noncancer)
Ethanol	24 hours/day, 365 days/year, 2.5 years	451.77 (annual average)	1.0 (chronic noncancer)	451.77 (chronic noncancer)

$\mu\text{g}/\text{m}^3$  = micrograms of contaminant per cubic meter of air

**Table 3. Inhalation Unit Risk and Excess Lifetime Cancer Risk from Exposure to Acetaldehyde, Bright Feeds Facility.**

Inhalation Unit Risk (risk per $\mu\text{g}$ per $\text{m}^3$ )	Excess Lifetime Cancer Risk
2.2E-6 <sup>^</sup>	5E-8

<sup>^</sup>EPA Integrated Risk Information System, accessed 5/30/25.

**Table 4. Hazard Quotients for non-Cancer Risks, Bright Feeds Facility.**

Chemical	Inhalation Toxicity Value ( $\mu\text{g}$ per $\text{m}^3$ )	Hazard Quotient
Acetaldehyde	9 <sup>^</sup> (chronic)	0.074 (chronic)
	300* (acute)	0.023 (acute)
Ethanol	410 <sup>#</sup> (chronic)	1.0 (chronic)

<sup>^</sup>EPA Chronic Reference Concentration (EPA Integrated Risk Information System, accessed 5/30/25).

<sup>\*</sup>California Office of Environmental Health Hazard 8-hour REL (OEHHA 2013).

<sup>#</sup>CT Department of Public Health Chronic RfC, (CT DPH 2024).

Table 5. Comparison of Odor Thresholds with Ambient Air Concentrations, Bright Feeds Facility.

Chemical	Highest Modeled Ambient Air Concentration ( $\mu\text{g}/\text{m}^3$ )	Minimum Odor Threshold ( $\mu\text{g}/\text{m}^3$ )	Odor Threshold Source
Acetaldehyde	6.82	0.20	Ruth 1986
Acetone	20.18	30880	Amoore 1983
Acetonitrile	0.13	70000	EPA 1992
Benzene	0.07	4500	Ruth 1986
Carbon disulfide	0.1	24	Ruth 1986
Chloromethane (Methyl Chloride)	0.02	20650	Leonardos 1969
Ethanol	4619.98	18842	Leonardos 1969
Ethyl acetate	0.59	20	Ruth 1986
Ethylbenzene	0.02	8700	Ruth 1986
Heptane	0.06	200000	Ruth 1986
Hexane	0.80	229000	NJDOH 2012
Isopropyl Alcohol (Isopropanol)	0.01	7866	Hellman 1984
Methyl ethyl Ketone (2-butanone)	1.73	5899	Hellman 1984
Methyl methacrylate	0.02	205	Hellman 1984
Propanoic Acid	0.41	84	Ruth 1986
Propylene	0.12	38724	Hellman 1984
Octane, n-	0.03	725000	Ruth 1986
Toluene	42.88	641	Hellman 1984
Xylenes, m-/p-	0.03	1389	Hodgson 2003

## Inhalation Risk Assessment Equations (from ATSDR 2021)

### Cancer:

$$\text{ELCR} = \text{IUR} * \text{EPC} * \text{Exp. Fctr} * \text{ADAF}$$

$$\text{Exp Fctr} = \text{site exp/24 hours} * \text{site exp/7 days} * \text{site exp/52.14 weeks} * \text{ED/AT}$$

### Where:

ELCR = Excess Lifetime Cancer Risk

IUR = inhalation Unit Risk (risk per  $\mu\text{g}/\text{m}^3$ , chemical-dependent)

EPC = exposure point concentration at the site ( $\mu\text{g}/\text{m}^3$ , chemical-dependent)

Exp Fctr = Exposure Adjustment Factor (unitless)

ADAF = age-dependent adjustment factor for mutagenic chemicals (unitless)

Site Exp = hours, days or weeks of exposure at the site (receptor-dependent)

ED = exposure duration in years (receptor-dependent)

AT = averaging time (78 years)

Term	Value
IUR (risk per $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 2.2E-6 <sup>^</sup>
EPC ( $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 0.67 (AERMOD Annual Average concentration)
ADAF	Acetaldehyde = 1
Site Exp	24 hours/day, 7 days/week, 52.14 weeks/year
ED	2.5 years
AT	78 years

<sup>^</sup>EPA Integrated Risk Information System (EPA IRIS 1988), accessed May 30, 2025

### Chronic Noncancer:

$$\text{HQ} = \text{EPC} * \text{Exp Fctr} * 1/\text{Inhal MRL or RfC}$$

$$\text{Exp Fctr} = \text{site exp/24 hours} * \text{site exp/7 days} * \text{site exp/52.14 weeks} * \text{ED/AT}$$

### Where:

HQ = Hazard Quotient

EPC = exposure point concentration at the site ( $\mu\text{g}/\text{m}^3$ , chemical-dependent)

Inhal MRL or RfC = inhalation Minimum Risk Level or Reference Concentration ( $\mu\text{g}/\text{m}^3$ , chemical-dependent)

Exp Fctr = Exposure Adjustment Factor (unitless)

Site Exp = hours, days or weeks of exposure at the site (receptor-dependent)

ED = exposure duration in years (receptor-dependent)

AT = averaging time (years, scenario-dependent)

Term	Value
Inhal RfC ( $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 9 <sup>^</sup> Ethanol = 410 <sup>#</sup>
EPC ( $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 0.67 (AERMOD Annual Average Concentration) Ethanol = 451.77 (AERMOD Annual Average Concentration)
Site Exp	24 hours/day, 7 days/week, 52.14 weeks/year
ED	2.5 years
AT	2.5 years

<sup>^</sup>EPA Chronic Reference Concentration (EPA IRIS, 1988), accessed 5/30/25

<sup>#</sup>CT Department of Public Health Chronic RfC (CT DPH 2024)

**Acute Noncancer:**

$$\text{HQ} = \text{EPC} * \text{Exp Fctr} * 1 / \text{Inhal MRL or RfC}$$

$$\text{Exp Fctr} = \text{site exp} / 24 \text{ hours}$$

Where:

HQ = Hazard Quotient

EPC = exposure point concentration at the site ( $\mu\text{g}/\text{m}^3$ , chemical-dependent)

Inhal MRL or RfC = inhalation Minimum Risk Level or Reference Concentration ( $\mu\text{g}/\text{m}^3$ , chemical-dependent)

Exp Fctr = Exposure Adjustment Factor (unitless)

Site Exp = hours, days or weeks of exposure at the site (receptor-dependent)

Term	Value
Inhal RfC ( $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 300 <sup>^</sup>
EPC ( $\mu\text{g}/\text{m}^3$ )	Acetaldehyde = 6.82 (AERMOD maximum 1-hour concentration)
Site Exp	24 hours/day

<sup>^</sup>California Office of Environmental Health Hazard 8-hour REL (OEHHA 2013)

Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 12, 2026  
**SUBJECT:** Griswold School ACM Abatement Proposal Approval

**Summary of Agenda Item:**

Griswold School had all remaining accessible ACM floor tile and mastic within the classrooms abated over ten years ago. As part of the HVAC Renovations project, the existing classroom ventilators will be removed and replaced with new four pipe fan coil units. The classrooms in the original part of the school where previous abatements were performed have some residual ACM tile and mastic under the units that will no longer be encapsulated with the installation of the new fan coil units requiring abatement. The asbestos testing was performed by on- call contractor EnviroMed Services of Meriden, CT who will also provide the work plan, State paperwork and clearance testing after abatement. HazPros, Inc. of West Hartford, CT has provided a proposal in the amount of \$38,700 utilizing State of CT DAS contract no. 20PSX0154 for all the required remaining abatement in 18 classrooms. A 20 percent contingency is being requested bringing the total project cost to an amount not to exceed \$46,440. This was reviewed and approved by the PBC.

**Funding:**

500.35.3561.0.54000.00365 HVAC-Griswold

**Action Needed:**

Move to utilize State of CT DAS Contract no. 20PSX 0154 and approve the proposal from HazPros, Inc. of West Hartford, CT in the amount of \$46,440 which includes a twenty percent contingency for the required remaining asbestos abatement under the existing classroom unit ventilators at Griswold School as approved by the Public Building Commission.

**Attachments:**

EnviroMed Services Report  
HazPros, Inc. Proposal

**Prepared By:**

Douglas Solek, Director of Facilities

A handwritten signature in blue ink, enclosed in a circle. The signature appears to read "D. Solek".





*Cleaner environment. Safer workplaces.*

**Asbestos Limited Inspection Report**

**For**

**Flooring under Fan Coil Units**

**Griswold Elementary School**  
133 Heather Lane  
Kensington, CT 06037

**Prepared For:**

Town of Berlin  
240 Kensington Road  
Berlin, CT 06111

**Date of Inspection**

December 8 & 17, 2025

**EnviroMed Project**

IH-25-2624

470 Murdock Ave, Meriden, CT 06450  
Telephone (203) 238-4846. facsimile (203) 238-4243

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## I. PROJECT NARRATIVE

### Overview

On December 8 & 17, 2025, EnviroMed Services asbestos inspector John Luby (License #281) conducted inspections of the flooring under the fan coil units at Griswold School, 133 Heather Lane, Kensington, CT. Berlin maintenance personnel lifted-up the corner of fan coil units where feasible (all fan coil units were not accessible for inspection). The purpose of this inspection was to ascertain whether vinyl floor tile & mastic is under the existing fan coil units at Griswold School and, if present, the asbestos content of the vinyl floor tile & mastic. The inspection was conducted in preparation for fan coil replacement.

Samples were collected according to 40 CFR Part 763.86 and analyzed using Polarized Light Microscopy (PLM).

A total of seventeen (17) bulk PLM samples were collected and analyzed. The materials sampled included:

- **Vinyl Floor Tile – Beige, Brown, Light Brown, & Light Gray Tile**
- **Floor Tile Mastic – Black Mastic**

### Summary of Results

EnviroMed Services Inc. accredited asbestos laboratory analyzed the bulk samples. The complete laboratory report can be found in Section IV.

**The following locations and estimated quantities of materials were found to be asbestos-**

**containing ( $\geq 1\%$  asbestos):**

- **Room CW-2 – Mastic under FCU:** There is approximately 15 square feet of black flooring mastic that is asbestos-containing.
- **Room E-1 – Mastic under FCU:** There is approximately 15 square feet of black flooring mastic that is asbestos-containing.
- **Room E-2 – Mastic under FCU:** There is approximately 15 square feet of black flooring mastic that is asbestos-containing.
- **Room E-3 – Mastic under FCU:** There is approximately 15 square feet of black flooring mastic that is asbestos-containing.
- **Room E-4 – Mastic under FCU:** There is approximately 15 square feet of black flooring mastic that is asbestos-containing.

### Observations

In all cases, a layer of thin plywood is present between the bottom of the fan coil unit and the underlying vinyl or concrete floor finish. When the fan coil unit and associated plywood was lifted up, the underlying floor tile

tended to stick to the plywood. Where floor tile was present under the fan coil unit, it looked delaminated and fragile.

The original core of the school (E-1, E-2, E-3, E-4, E-5, CE-1, CE-2, CE-3, CW-1, CW-2, CW-3, K-2, K-3, K-4, K-5, W-3, W-4, W-5, W-6) exhibited a fairly consistent pattern of having an older floor tile & mastic under the fan coil unit. The pattern indicates that the floor tile in the entire room was removed during a renovation and the old flooring was left under the fan coil unit.

The addition portion of the school (W-7, W-8, W-9, CE-4, CE-5, CW-4, CW-5, E-7, E-8, & E-9) exhibited a fairly constant pattern of the carpet or main field floor tile not extending under the fan coil unit (except for an inch or two tuck-in) – with bare concrete under the fan coil unit. The pattern indicates that the fan coil unit was installed prior to the installation of the flooring in the room.

### **Recommendations**

In the addition portion of the school, the fan coil units can be removed without disturbing the existing flooring around it and no tile/mastic is present under the fan coils. Patching-in the bare concrete under the fan coil with new VCT is recommended prior to new fan coil installation.

In the original core of the school, the fan coil units are set on loose tile. We recommend that after the fan coil unit is removed, have a licensed asbestos abatement contractor remove the floor tile & mastic under the fan coil unit. Patching the abated concrete floor with new VCT following abatement and prior to new fan coil unit installation is recommended.

## II. SAMPLE LOG AND RESULTS TABLE

Sample #	Sample Location	Material Sampled	Percent Asbestos
1	Classroom E-3	Brown Floor Tile Under FCU	NAD
2	Classroom E-3	Black Mastic Under FCU	NAD
3	Classroom E-3	Beige Floor Tile Under FCU	NAD
4	Classroom CW-2	Black Mastic Under FCU	5%
5	Classroom CW-2	Beige Floor Tile Under FCU	NAD
E1T	Classroom E-1	12" Floor Tile Under FCU	NAD
E2T	Classroom E-1	Black Mastic Under FCU	2%
E2T	Classroom E-2	12" Floor Tile Under FCU	NAD
E2M	Classroom E-2	Black Mastic Under FCU	3%
E3T	Classroom E-3	12" Floor Tile Under FCU	NAD
E3M	Classroom E-3	Black Mastic Under FCU	2%
E4T	Classroom E-4	12" Floor Tile Under FCU	NAD
E4M	Classroom E-4	Black Mastic Under FCU	2%
E5T	Classroom E-5	12" Floor Tile Under FCU	NAD
E5M	Classroom E-5	Black Mastic Under FCU	1%
W9T	Classroom W-9	12" Floor Tile Under FCU	NAD
W9M	Classroom W-9	Black Mastic Under FCU	NAD

NAD=No Asbestos Detected

### III. PHOTOGRAPHS



*Figure 1: Lifting FCU for testing*

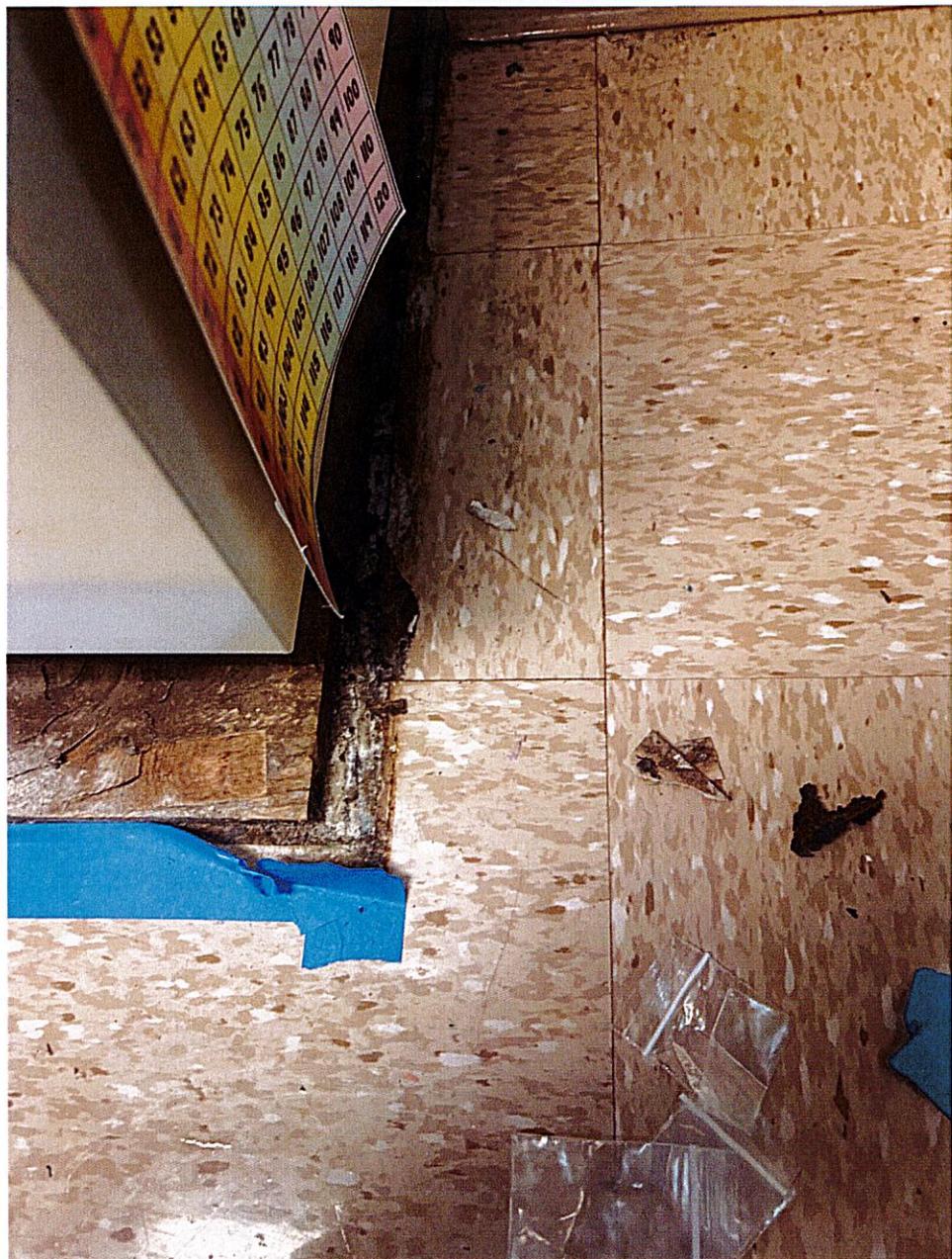


Figure 2: Photograph of tile & plywood under FCU

# Mary E. Griswold School

## Fire Drill Exit

Primary Exit (highlighted)

Secondary Exit (use if primary exit is unaccessible)

ROOM NUMBER **E3**

PRIMARY EXIT **10**

SECONDARY EXIT **7**

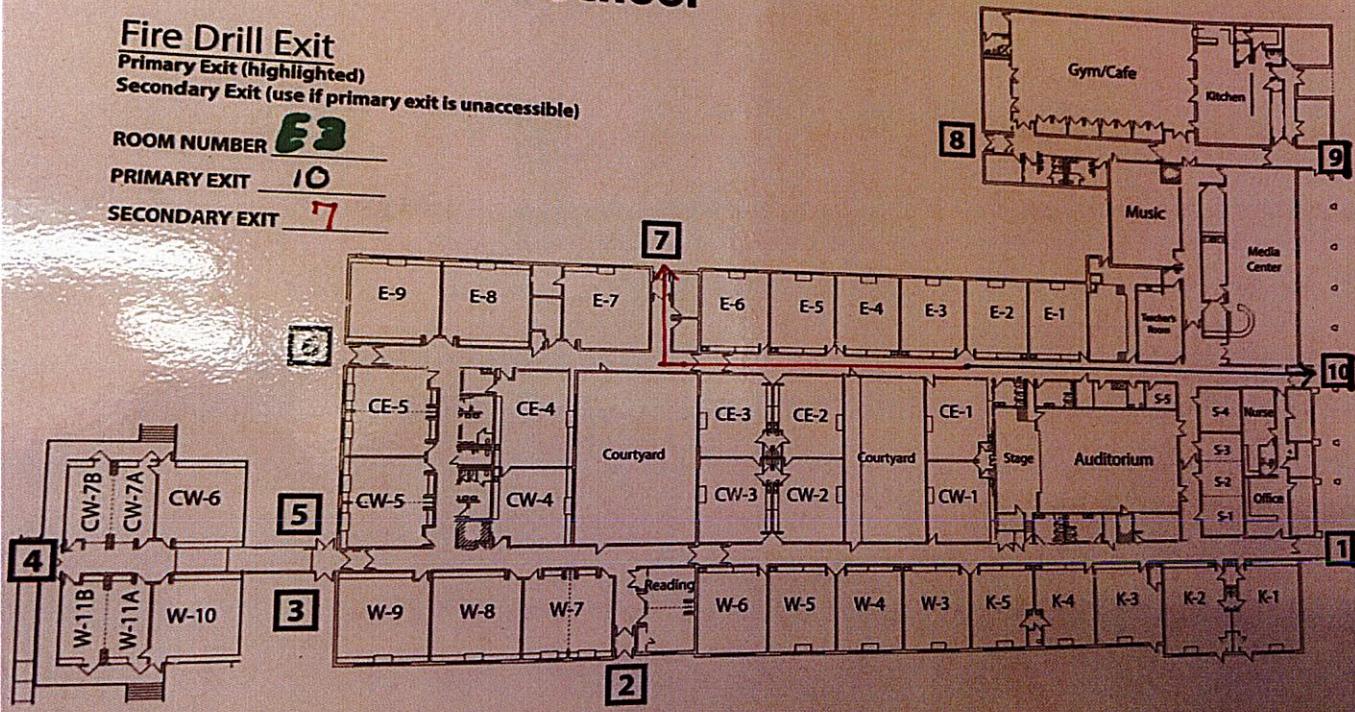


Figure 3: School Floor Plan

#### **IV. LABORATORY ANALYSIS REPORT**

# EnviroMed

Cleaner environment. Safer workplaces.

470 Murdock Avenue, Meriden, Connecticut 06450  
Phone: (203) 238-4846 Fax: (203) 238-4243

## Laboratory Analysis Report Asbestos – Bulk

To: Berlin Public Schools  
238 Kensington Road  
Berlin, CT 06037

Project #: IH-25-2624

Lab #: 30064  
Date Collected: 12/8/2025  
Date Received: 12/9/2025  
Date Analyzed: 12/10/2025  
Date Report Prepared: 12/11/2025

Analysis: Asbestos Fiber Content

Analysis Type: Asbestos by Polarized Light Microscopy

Location: Griswold School, Rooms E3 + CW-2

Test Methods: U.S. Environmental Protection Agency (EPA) Interim Method for the Determination of Asbestos In Bulk Insulation Samples (EPA600/M4-82-020) as found in 40 CFR, Part 763, Appendix E to Subpart or the current U.S. EPA method for the analysis of asbestos in building material.

U.S. Environmental Protection Agency's Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116), July 1993, R.L. Perkins and B.W. Harvey.

Sample #	Sample Location/Type	Material Sampled/Color	Percent Asbestos
1	Classroom E3 – 12" Brown VCT	Brown Tile	No Asbestos Detected
2	Classroom E3 – Black Mastic for 12" Brown VFT	Black Mastic	No Asbestos Detected
3	Classroom E3 – 12" Beige VFT	Beige Tile	No Asbestos Detected
4	Classroom CW-2 – Black Mastic	Black Mastic	5% Chrysotile
5	Classroom CW-2 – 12" Beige VFT	Beige Tile	No Asbestos Detected

Accredited for Bulk Asbestos Analysis by AIHA LAP #100120 CT DPH #PH-0571 MA-DLS #AA000245 RI-PLM00148  
Estimated Limit of Reporting: <1% asbestos.

The samples arrived in acceptable condition. The results of this analysis were obtained by a qualified individual using approved methodology and relate only to the samples tested. There exists a degree of variability for the results due to the inherent uncertainty within the analytical method. The concentration of asbestos is determined by visual estimation. This report must NOT be used by the customer to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government.

Analyst: Thuy Chamberland  
Thuy Chamberland

Date: 12/11/2025

Reviewed by: Estelle Rose Michaud  
Estelle Rose Michaud

Date: 12/11/2025

Technical Manager: Lawrence Cannon  
Lawrence Cannon

Date: 12/11/2025



# EnviroMed

Cleaner environment Safer workplaces

470 Murdock Avenue, Meriden, Connecticut 06450  
Phone: (203) 238-4846 Fax: (203) 238-4243

## Laboratory Analysis Report

Asbestos – Bulk

To: Berlin Public Schools  
238 Kensington Road  
Berlin, CT 06037

Project #: IH-25-2624

Lab #: 30111

Date Collected: 12/17/2025

Date Received: 12/17/2025

Date Analyzed: 12/18/2025

Date Report Prepared: 12/18/2025

Analysis: Asbestos Fiber Content

Analysis Type: Asbestos by Polarized Light Microscopy

Location: Griswold School – Classroom E-1, E-2, E-3, E-4, E-5, & W-9 (Berlin, CT)

Test Methods: U.S. Environmental Protection Agency (EPA) Interim Method for the Determination of Asbestos In Bulk Insulation Samples (EPA600/M4-82-020) as found in 40 CFR, Part 763, Appendix E to Subpart or the current U.S. EPA method for the analysis of asbestos in building material.

U.S. Environmental Protection Agency's Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116), July 1993, R.L. Perkins and B.W. Harvey.

Sample #	Sample Location/Type	Material Sampled/Color	Percent Asbestos
E1T	Classroom E-1 – 12" Floor Tile under FCU	Light Brown Tile	No Asbestos Detected
E1M	Classroom E-1 – 12" Black Mastic under FCU	Black Mastic	2% Chrysotile
E2T	Classroom E-2 – 12" Floor Tile under FCU	Light Brown Tile	No Asbestos Detected
E2M	Classroom E-2 – 12" Black Mastic under FCU	Black Mastic	3% Chrysotile
E3T	Classroom E-3 – 12" Floor Tile under FCU	Light Brown Tile	No Asbestos Detected
E3M	Classroom E-3 – 12" Black Mastic under FCU	Black Mastic	2% Chrysotile
E4T	Classroom E-4 – 12" Floor Tile under FCU	Light Brown Tile	No Asbestos Detected
E4M	Classroom E-4 – 12" Black Mastic under FCU	Black Mastic	2% Chrysotile
E5T	Classroom E-4 – 12" Floor Tile under FCU	Brown Tile	No Asbestos Detected
E5M	Classroom E-4 – 12" Black Mastic under FCU	Black Mastic	1% Chrysotile
W9T	Classroom W-9 – 12" Floor Tile under FCU	Light Gray Tile	No Asbestos Detected
W9M	Classroom W-9 – Black Mastic under FCU	Black Mastic	No Asbestos Detected

Accredited for Bulk Asbestos Analysis by AIHA LAP #100120 CT DPH #PH-0571 MA-DLS #AA000245 RI-PLM00148

Estimated Limit of Reporting: <1% asbestos.

The samples arrived in acceptable condition. The results of this analysis were obtained by a qualified individual using approved methodology and relate only to the samples tested. There exists a degree of variability for the results due to the inherent uncertainty within the analytical method. The concentration of asbestos is determined by visual estimation. This report must NOT be used by the customer to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government.

Analyst: Gino Fiore  
Gino Fiore

Date: 12/18/2025

Reviewed by: Estelle Rose Michaud  
Estelle Rose Michaud

Date: 12/18/2025

Technical Manager: Lawrence Cannon  
Lawrence Cannon

Date: 12/18/2025

## Chain of Custody Form

### Bulk Asbestos (PLM) Analysis

Lab# 30111  
Tel: (203) 238-4846  
Fax: (203) 238-4243

Company Name and Address:		Project/Job#:	Collected by/Date:	Turn Around Time:
BERLIN SCHOOLS		DT-25-2624	Tr. 1037 / 12/17/2025	<input checked="" type="checkbox"/> 24hrs <input type="checkbox"/> 3-5 Days <input type="checkbox"/> Same Day
Specific Location(s): GRISWOLD SCHOOL, BERLIN				Sampling Methods: <input type="checkbox"/> EPA #600/M4-82-020 <input checked="" type="checkbox"/> EPA #600/R-93/116
Analytical Method: Polarized Light Microscopy (PLM) with Dispersion Staining				
Sample #	Sample Location	Temperatur (°C)	Gross Appearance (Color/Texture)	Microscopic (Y/N)
E1T	CLASSROOM E-1 12" FLOOR TILE UNDER FCL	20	Light Brown Tile	Y
E1M	CLASSROOM E-1 BLACK MASTIC UNDER FCL	20	Black Mastic	Y
E2T	CLASSROOM E-2 12" FLOOR TILE UNDER FCL	20	Light Brown Tile	Y
E2M	CLASSROOM E-2 BLACK MASTIC UNDER FCL	20	Black Mastic	Y
E3T	CLASSROOM E-3 12" FLOOR TILE UNDER FCL	20	Light Brown Tile	Y
E3M	CLASSROOM E-3 BLACK MASTIC UNDER FCL	20	Black Mastic	Y
E4T	CLASSROOM E-4 12" FLOOR TILE UNDER FCL	20	Light Brown Tile	Y
E4M	CLASSROOM E-4 BLACK MASTIC UNDER FCL	20	Black Mastic	Y
Estimated Microscope (Y/N)				
Extinction Characteristics (Parallel, Oblique, Unidimose)				
Dispersion Colors (Parallel/Perpendicularly)				
Types of non-asbestos fibers present (and %)				
Non Asbestos fiber optical properties				
Type(s) & percent of non-asbestos materials present				
Total % Asbestos				
NAD: No Asbestos Detected				
Additional Comments:				
Relinquished by:		Analyzed by:		
Reference Slid#:	1866-Chri	Date:	12/17/2025	
QC:	EM-31-01	Received by:	EM-31-01	
Approved by:		Approved by:		
The results of this analysis were obtained by a qualified individual using approved methodology and relate only to the items tested				
Date: 12/18/2025				

# *Chain of Custody Form*

Bulk Asbestos (PLM) Analysis

## Bulk Asbestos (PLM) Analysis

Lab# 30111  
Tel: (203) 238-4846  
Fax: (203) 238-4242

Company Name and Address:		Project/Job#:		Collected by/Date:		Turn Around Time:	
BERLIN SCIENTOOLS		DH-25-2624		Toluene / 12/17/2025		<input checked="" type="checkbox"/> 24hrs <input type="checkbox"/> Same Day	
Specific Location(s):		Sample Location		Sampling Methods:		Sampling Date:	
GRISWOLD SCHOOL, BERLIN				EPA #600/M4-82-020 EPA #600/R-93/116		EPA #600/M4-82-020 EPA #600/R-93/116	
Analytical Method: Polarized Light Microscopy (PLM) with Dispersion Staining							
Sample #	Sample Location		Analytical Method: Polarized Light Microscopy (PLM) with Dispersion Staining		Total % Asbestos		
							Non Asbestos Fiber Optic
							Types of non-asbestos fibers (fibrous) materials present
							% (Type(s) & percent of non-asbestos fibers present)
E5T	CLASSROOM E-5 12" FLOOR TILE UNDER FCL		Gross Appearance (Color/Texture) Homogeneous (Y/N) Refraction Index Parallel/Perpendicular Dispersion colors Parallel/Perpendicular		Non Asbestos Fiber Optic Incomplete Extinction Isotropic		100% N/A
E5M	CLASSROOM E-5 BLACK MASTIC UNDER FCL		Gross Appearance (Color/Texture) Homogeneous (Y/N) Refraction Index Parallel/Perpendicular Dispersion colors Parallel/Perpendicular		Non Asbestos Fiber Optic Incomplete Extinction Isotropic		100% N/A
W9T	CLASSROOM W-9 12" FLOOR TILE UNDER FCL		Gross Appearance (Color/Texture) Homogeneous (Y/N) Refraction Index Parallel/Perpendicular Dispersion colors Parallel/Perpendicular		Non Asbestos Fiber Optic Incomplete Extinction Isotropic		100% N/A
W9M	CLASSROOM W-9 BLACK MASTIC UNDER FCL		Gross Appearance (Color/Texture) Homogeneous (Y/N) Refraction Index Parallel/Perpendicular Dispersion colors Parallel/Perpendicular		Non Asbestos Fiber Optic Incomplete Extinction Isotropic		100% N/A
The results of this analysis were obtained by a qualified individual using approved methodology and relate only to the items tested							
Laboratory Personnel:		Relinquished by:		Analyzed by:		Additional Comments:	
Reference Slide:		Date: 12/17/2025		Date: 12/18/2025		Date: 12/18/2025	
QC:		Received by: Brian M. Smith		Approved by: Brian M. Smith		Date: 12/17/2025	
N/A: No Asbestos Detected							

## **V. REGULATORY REQUIREMENTS FOR ASBESTOS TESTING**

# EnviroMed

*Cleaner environment. Safer workplaces.*

## Regulatory Requirements or Asbestos Testing and Methodology for Sampling

### Regulatory Requirements for Asbestos Testing

A property Owner must ensure that a thorough ACM inspection is performed prior to possible disturbance of suspect ACM during renovation or demolition activities. This is a requirement of the Environmental Protection Agency (EPA), National Emission Standards for Hazardous Air Pollutants (NESHAP) regulation located at Title 40 CFR, Part 61, Subpart M. In addition, the OSHA Construction Industry Standard Section 1926.1101(k)(2)(i) states the following: Before work subject to the OSHA standard is begun, building and facility owners shall determine the presence, location, and quantity of asbestos containing materials and or presumed asbestos containing materials at the worksite.

The EPA, the Occupational Safety and Health Administration (OSHA), and the Connecticut Department of Public Health (DPH) define any material that contains one percent or greater ( $=/ > 1\%$ ) asbestos, utilizing PLM/DS, as being an Asbestos Containing Material. While the EPA, CT DPH, MA DLS & RI DPH identify materials containing less than one percent ( $< 1\%$ ) as a non-asbestos containing material, OSHA worker protection regulations apply to materials containing any amount of asbestos based on the OSHA Construction Industry Standard 1926.1101.

Prior to disturbance, ACM that would likely be impacted by the proposed renovation/ demolition activities must first be abated by a state-licensed Asbestos Abatement Contractor. This is a requirement of CT DPH, MA DLS & RI DPH and EPA NESHAP regulations governing asbestos abatement. Additionally, the EPA has suggested that materials that are Non-Friable Organically Bound (NOB) materials (e.g., asphaltic-based materials, adhesives, etc.) are recommended for further confirmatory analysis utilizing Transmission Electron Microscopy (TEM).

### Methodology for Sampling and Laboratory Analysis

The limited inspection was conducted by visually inspecting for suspect ACM and touching each of the suspect water/fire damaged materials that will be impacted by the renovation. The suspect materials were categorized into three Groups - EPA, NESHAP Groups, Friable and Non-Friable Category I and Category II Type ACM.

A Friable Material is defined as material that contains one percent or greater ( $=/ > 1\%$ ) asbestos that when dry **can** be crumbled, pulverized, or reduced to powder by hand pressure.

- A Category I Non-Friable Material refers to material that contains one percent or greater ( $=/ > 1\%$ ) asbestos (i.e., packings, gaskets, resilient floor coverings, and asphalt roofing products) that when dry **cannot** be crumbled, pulverized, or reduced to powder by hand pressure.
- A Category II Non-Friable Material refers to any non-friable material excluding Category 1 materials that contain greater than one percent or greater ( $=/ > 1\%$ ) asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

### Regulatory Requirements or Asbestos Testing and Methodology for Sampling (cont.)

The suspect ACM were also categorized into their applications including Thermal System Insulation (TSI), Surfacing ACM (S), and Miscellaneous ACM (M). TSI includes those materials used to prevent heat loss/gain or water condensation on mechanical systems. Examples of TSI are pipe insulation, boiler insulation, duct insulation, and mudded pipe fitting insulations. Surfacing ACM includes those ACM that are applied by spray, trowel, or otherwise applied to an existing surface. Surfacing ACM is commonly used for fireproofing, decorative, and acoustical applications. Miscellaneous materials include those ACM not listed as thermal or surfacing, such as linoleum, vinyl asbestos flooring, ceiling tiles, caulks, glues, construction adhesives, etc.

The EPA recommends collecting suspect ACM samples in a manner sufficient to determine asbestos content and to segregate each suspect type of homogenous (similar in color, texture, and date of application) materials. The EPA, NESHAP regulation does recommend the use of sampling protocols.

The EPA AHERA Regulation requires a specific number of samples be collected based on the type of material and quantity present. This regulation includes the following protocol:

Surfacing Materials (S) (i.e., plasters, spray-applied fire proofing, etc.) must be collected in randomly distributed manner representing each homogenous area based on the overall quantity represented by the sampling as follows:

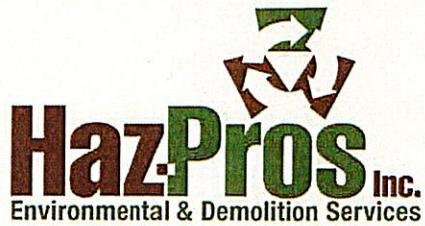
- Three (3) samples collected from each homogeneous area that is less than or equal to 1,000 square feet.
- Five (5) samples collected from each homogeneous area that is greater than 1,000 square feet, but less than or equal to 5,000 square feet.
- Seven (7) samples collected from each homogeneous area that is greater than 5,000 square feet.

Thermal System Insulation (TSI), (i.e., pipe insulations, tank insulations, etc.) must be collected in a randomly distributed manner representing each homogenous area. Three (3) samples must be collected from each material. Also, a minimum of one (1) sample of any patching materials applied to TSI presuming the patched area is less than six (6) linear or square feet should be collected.

Miscellaneous materials (M), (i.e., floor tile, gaskets, construction mastics, etc.) should have a minimum of two (2) samples collected for each type of homogenous material. Sample collection was conducted in a manner sufficient to determine asbestos content of the homogenous material as determined by the inspector.

The inspector collected samples of those suspect ACM anticipated to be disturbed by the proposed renovations to address impacted building materials and prepared a proper chain of custody form for transmission of the samples to EnviroMed Services, Inc. for analysis. EnviroMed Services is a Connecticut licensed and American Industrial Hygiene Association (AIHA)-accredited asbestos laboratory. The sample locations, material type, sample identification, and asbestos content are identified by bulk sample analysis in *Table 1* attached hereto. Suspect ACM not listed in the table that may be identified at a later date at the Site, should be assumed to be ACM until sample collection and analysis indicate otherwise. Initial asbestos sample analysis was conducted using the EPA Interim.

Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116) via Polarized Light Microscopy with Dispersion Staining (PLM/DS). Suspect materials encountered during renovation that are not identified in this report as being non-ACM should be presumed to be ACM until sample collection and laboratory analysis indicate otherwise.



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Affirmative Action/Equal Opportunity Employer

January 5, 2026

Mr. Douglas Solek  
Town of Berlin  
11 Town Farm Lane  
Berlin, CT 06037

Re: Asbestos Abatement –Griswold School, Berlin, CT

Dear Mr. Solek

Haz-Pros, Inc. is pleased to provide a price quotation for asbestos abatement at the above referenced location. Based upon the site visit, plans and our State contract 20 PSX 0154, the following service scope and pricing are proposed.

Service Scope:

Establish containment of the work areas.  
Remove and dispose of plywood from beneath units.  
Remove and dispose of asbestos floor tile/mastic from perimeter of unit ventilators.  
Second shift work to be done in 9 mobilizations, 2 units per night.  
Air monitoring/testing to be provided by owner.

Price: 18 Units @ \$2,150.00 per unit = \$38,700.00

Prevailing wage not included.

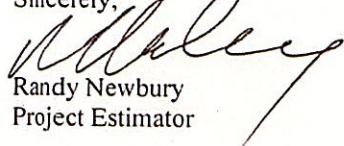
Haz-Pros, Inc. will:

Furnish equipment & trained personnel for the safe execution of the work.

Owner will:

Supply access to water and electrical service.  
Pay invoice in full within 30 days.

Sincerely,

  
Randy Newbury  
Project Estimator

Agenda Item No.: 3  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 12, 2026  
**SUBJECT:** Waive the Towns Purchasing Requirements for Berlin Auto Center Autobody for contractual services, towing, and repair of Town vehicles.

**Summary of Agenda Item:**

Throughout fiscal year 2026, the town's fleet has faced multiple incidents that resulted in body damage to several vehicles. In addition to the costs associated with these repairs, further expenditures have been incurred for services such as towing and DMV inspections. These combined services have increased overall spending with Berlin Auto Center, located in Berlin, CT. To date, the total amount paid to this vendor has reached \$19,000, with repairs to police vehicle #4 alone totaling over \$13,000. Considering past expenditures and the ongoing necessity for fleet maintenance and related services, it is projected that the cumulative spending will exceed the \$25,000 threshold before the fiscal year concludes.

Jim Simons, Fleet Manager, is formally requesting a waiver of the town's purchasing requirements. Approval of this waiver would authorize expenditures up to \$40,000 with Berlin Auto Center for the current fiscal year. This action is intended to ensure that the town maintains uninterrupted access to essential fleet services, including repairs, towing, and inspections.

**Funding:**

Insurance account	# 450.15.1532.0.54000.00004 Police Vehicles
Contractual Service	# 001.20.2035.0.53814.00000
Auto Parts	# 001.20.20350.53233.00000

**Action Needed:**

Move to waive the Town of Berlin's purchasing requirements for the ongoing repair of municipal vehicles by Berlin Auto Center of Berlin, CT. This waiver shall authorize expenditures up to, but not exceeding, \$40,000 for the current fiscal year. This action is recommended as being in the best interest of the Town to ensure the continued maintenance and operational readiness of its fleet.

**Attachments:**

Certification of Sufficiency of Funds

**Prepared By:**

James C. Simons, Fleet Manager



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 15-Jan-26

Berlin Auto Center Autobody for Contractual Services, Towing and Repair for Town Vehicles.

Requested by: Municipal Garage

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Berlin Auto Center Services	\$40,000.00	\$40,000.00

Account No. 450.15.1532.0.54000.00004- Police Vehicle- (Insurance) TOTAL \$40,000.00

001.20.2035.0.53814.00000- Contractual Services

001.20.20350.53233.00000- Auto Parts

Budgeted Amount.....	\$233,401.30	Available balance.....	\$77,301.85
Encumbrances to Date.....	\$65,009.95	Amount Needed for This Package.....	\$40,000.00
Expenditures to Date.....	\$91,089.50	Available Balance After Purchase.....	\$37,301.85

Is a budget change needed?  Yes  No

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



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

  
Finance Director or Assist. Finance Director

or:



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

Finance Director or Assist. Finance Director

Agenda Item No.: 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager  
**DATE:** January 12, 2026  
**SUBJECT:** Enhancements to the Firefighters Reward Program

**Summary of Agenda Item:**

Over the past year, the Firefighters Reward program has undergone a thorough review. As a result, several enhancements are recommended to better support the fire department. These proposed changes will offer incremental increases to the pay structure for each Active Member, reflecting their level of involvement and contribution.

**Proposed Compensation Changes**

Rank	Current Compensation	Proposed Change
Firefighter	\$800	\$1000
Driver/Operator	\$1,000	\$1,300
Officer	\$1,200	\$1,500
Chief	\$1,400	\$1,700

**Additional Compensation Opportunities:**

In addition to the base compensation, firefighters may be eligible for extra pay by participating in the following roles and activities:

- Forman/Engineers (responsible for FD equipment, two per station): \$200 each
- Medically Trained and Licensed personnel: \$200 each
- Company Training Officer (one per company): \$200
- Company Safety Officer (one per company): \$200

**Eligibility Requirements:**

To qualify for rewards, members must be in good standing and complete the following within the calendar year:

- Attend 12 mandatory training sessions per year
- Complete a medical examination by the doctor of record
- Earn 30 points through meetings, drills, or activities (1 point each)
- Participate in at least 30% of their available incidents

**Extra Duty Pay:**

Firefighters are often required to perform additional duties beyond their regular responsibilities, such as providing Fire Protection Watch, participating in public appearances, and conducting public education events. These activities play a crucial role in increasing the visibility of the Fire Department within the community, which in turn supports recruitment efforts.

At present, firefighters receive compensation of \$60 for each four-hour event when performing these extra duties. This rate applies to all qualifying activities, including Fire Protection Watch, public appearances, and public education. The Fire Department is requesting an increase in the extra duty pay rate from \$60 to \$100 for a four-hour event. This adjustment is intended to better compensate firefighters for their time and effort in fulfilling these important public-facing roles.

#### Reward Payout Schedule:

Payouts are distributed quarterly throughout the calendar year as follows:

- January – March earnings are paid in April
- April – June earnings are paid in July
- July – September earnings are paid in October
- October – December earnings are paid in January

#### Implementation Timeline:

If the proposed enhancements to the rewards program, if approved, firefighters will see these changes reflected in their first quarter check, which will be issued in April with the exception of the “Additional Duty Events”, that will start July 1, 2026.

#### Funding:

*Reward Account:* # 001.15.1531.0.51800.00000

The Fire Department’s reward account, numbered 51800.00000, is currently funded at \$88,500 for fiscal year 2026.

After a detailed review of 2025 firefighter participation, the estimated funding required to support the rewards program is approximately \$71,000. If every eligible member, including 10 probationary firefighters and 4 cadets (a total of 82 members), fulfills the requirements, the total needed could reach \$90,600. The current funding in the reward account should be sufficient for fiscal year 2026. However, the reward account for fiscal year 2027 will require an increase of \$2,100 to ensure adequate coverage.

*Compensation (Additional Duties) #001.15.1531.0.51801.0000*

The extra pay account, numbered 51801.00000, has a current allocation of \$12,000.

Since July 1, 2025, firefighters have participated in 180 four-hour duty blocks. The majority of these hours are attributed to two major events: the Berlin Fair fire watch and town standby, and the station coverage provided to the town of Plainville fire Department following the tragic death of one of their firefighters. To date, \$10,800 of the \$12,000 budget has been spent. To accommodate ongoing needs and the proposed increase in extra duty pay, an estimated \$10,900 increase in this account will be necessary for fiscal year 2027.

#### Action Needed:

Move to approve the recommended Enhancements to the Fire Department Reward Programs

#### Attachments:

None

Prepared By:

James C. Simons, Chief of Fire Services



Agenda Item No. 5  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 14, 2026  
**SUBJECT:** America 250 | Berlin logo

**Summary of Agenda Item:**

The America 250 | Berlin co-chairs received the following email from the America 250 | CT Commission on Friday, January 9, 2026:

“As we have previously noted, the national America250 commission owns the trademark to their logo and the wordmark to America250. Any organization or municipality wishing to use either the logo or words as part of their own logo or programming must execute the sublicensing agreement linked here to gain permission to do so. Please review the cover sheet linked here, which summarizes the conditions and restrictions of the agreement, and contact us at info@ct250.org with any questions. These files may also be found on the Affiliate Resources and Local Resources pages of ct250.org.

If your organization or municipality wishes to sublicense the America250 logo and phrase for non-commercial use, please return the completed and executed sublicensing agreement to info@ct250.org. Once the commission has returned the fully executed agreement to you, your organization or municipality will be considered an official sublicensee for authorized use of the logo/wordmark.

The America 250 | CT Commission will not require organizations and municipalities to complete the sublicensing agreement if they do not wish to do so – in this case, please review the cover sheet for approved alternate phrasing and refrain from using America250.”

**Funding:**

None needed

**Action Needed:**

Move to authorize the Town Manager to complete and execute the Trademark Sublicense Agreement to gain permission to use America 250 as part of the “America 250 | Berlin” logo.

**Attachments:**

Cover sheet – Sublicensing the America250 Logo & Wordmark – Need to know Trademark Sublicense Agreement

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

## **Sublicensing the America250 Logo & Wordmark – Need to Know**

The America250 wordmark and logo shown below are registered trademarks of the U.S. Semiquincentennial Commission (USSC). To include them in your organization's materials without infringing on the Marks, the attached Trademark Sublicensing Agreement (TMSA) must be executed with the America 250 | CT Commission at [info@ct250.org](mailto:info@ct250.org).

<b>Serial No. (SN)</b>	<b>Mark/Name</b>	<b>Application Date</b>
88638107	<b>AMERICA 250</b> (Non-stylized/Wordmark)	October 1, 2019
98167203	<b>AMERICA 250</b> (Stylized/Design mark/logo)  	September 6, 2023

### **Key Restrictions**

- Do not use the America250 marks on any materials if your organization does not have an executed copy of the TMSA.
- The America250 Marks may be used for events and programs related to the U.S. Semiquincentennial if your organization submitted the TMSA and received an executed copy in return from the America 250 | CT Commission.
- Your organization is responsible for ensuring that its usage of all Marks follows the America250 Branding Guidelines included with the TMSA.
- **The America250 Marks are not permitted for commercial use—No fundraising; No merchandise being sold.**

### **Solutions**

- For official America250 merchandise, visit [www.america250wholesale.com](http://www.america250wholesale.com) or [store.america250.org](http://store.america250.org).
- For cobranded merchandise (America250 + your organization's logo), visit [america250wholesale.com/pages/contact](http://america250wholesale.com/pages/contact) and submit an inquiry.
- America's 250<sup>th</sup>, USA 250, U.S. Semiquincentennial, CT250, etc. are examples of alternative language to use if you choose not to incorporate the America250 Marks.

### **Questions?**

Please direct any TMSA questions to [info@ct250.org](mailto:info@ct250.org).

## TRADEMARK SUBLICENSE AGREEMENT

THIS AGREEMENT (“License Agreement”) is made as of \_\_\_\_\_ day of \_\_\_\_\_, 2025 (“Effective Date”), by and between the Connecticut Semiquincentennial Commission AKA America 250 | CT Commission (“Sublicensor”) and \_\_\_\_\_ (“Sublicensee”).

WHEREAS, AMERICA250.ORG, INC., a Delaware nonprofit corporation is the exclusive licensee of the Marks owned by the United States Semiquincentennial Commission as shown in Exhibit A, attached hereto and made a part hereof and such license empowers AMERICA250.ORG, INC. to grant licenses to use the Marks and allow others to sublicense the Marks; and,

WHEREAS, Sublicensor is in possession of a sub-license from AMERICA250.ORG, INC., to use the Marks, and is empowered to sublicense such Marks; and,

WHEREAS, Sublicensee wishes to obtain a sublicense from Sublicensor to use the Marks stated herein; and,

WHEREAS, Sublicensor desires to grant Sublicensee a sublicense for such use of the Marks.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. *Grant and Scope.* Sublicensor’s Grant of License to Sublicensee. For the use during the Term, and on the terms and subject to the conditions in this License Agreement, Sublicensor hereby grants to Sublicensee a fully paid, royalty free,

limited, non-exclusive, non-transferrable, non-sublicensable and revocable right to use, and Sublicensee hereby undertakes to use the Marks.

2. *Use.* Sublicensee may use the Marks for the following authorized purposes:

2.1 Preparing programming, events, and celebrations for commemorating the 250th anniversary of the founding of the United States, the historic events preceding that anniversary, and the legacy of the Declaration of Independence; and

2.2 Planning, encouraging, developing and coordinating observances and activities commemorating the historic events that preceded that anniversary and are associated with the United States Semiquincentennial.

2.3 In preparing these events and programs, Sublicensee shall emphasize the following: (a) locations of historical significance to the US and/or Sublicensor's state/territory; (b) the role of persons and locations with significant impact on the history of the US and/or their state/territory; and/or, (c) the ideas associated with the Declaration of Independence and the founding of the nation.

2.4 In order to protect the goodwill in the Marks, AMERICA250.ORG, INC. and/or Sublicensor reserves the right to review and approve all uses of the Marks. Sublicensee shall, on an annual basis, submit to Sublicensor a statement of compliance attesting that it is abiding with the terms of the agreement along with samples of all goods, merchandise and promotional materials created since the last report that bear the Marks. Sublicensee shall indicate on all product packaging, tags, packaging inserts, promotional documents and on pages of its web sites displaying the Marks a statement that the Marks are trademarks of the United States Semiquincentennial Commission and are used pursuant to a license. Sublicensee further agrees to include all notices and legends with respect to the Marks as may be required by the Branding Guidelines, applicable federal, state and local trademark laws or which may otherwise be reasonably requested by AMERICA250.ORG, INC. and/or Sublicensor. Sublicensee hereby agrees to take no action that have, or may have, an adverse effect on the United States Semiquincentennial Commission's intellectual property rights.

3. *Non-Exclusivity.* The rights and license granted to Sublicensee hereunder is non-exclusive, and Sublicensor shall be free to itself use or grant others the right to use the Marks.
4. *Quality Control.* Anything bearing Marks shall be of a high quality and in compliance with the Branding Guidelines. In the event that the Marks are used in a way that falls below this standard, and Sublicensee has not taken appropriate steps to restore such quality within ten (10) days after notification by AMERICA250.ORG, INC. or Sublicensor, Sublicensor shall have the right to terminate this Agreement.
5. *Sub-license.* Under the sublicense granted by Sublicensor to Sublicensee hereunder, Sublicensee may not grant the right to use the Marks to third parties without the prior written approval of AMERICA250.ORG, INC. and/or Sublicensor.
6. *Rights In Licensed Marks.*
  - 6.1 Sublicensee Shall Not Impair Rights in Marks. Sublicensee will not contest or impair the United States Semiquincentennial Commission's rights in the licensed Marks. Sublicensee shall not represent that it has any ownership in the licensed Marks or that it owns any registrations thereof.
  - 6.2 Duty to Preserve Goodwill. Sublicensee recognizes that the licensed Marks symbolize and represent a reputation of great value, and Sublicensee undertakes always to act and to produce goods and/or services of such quality as to enhance and increase the excellent reputation of the Marks as a symbol of high quality goods and services.
  - 6.3 Ownership of Marks. Sublicensee acknowledges that the United States Semiquincentennial Commission is the owner of the Marks; that Sublicensee's use of the Marks will inure to the benefit of the United States Semiquincentennial Commission; and that the United States Semiquincentennial Commission owns any

and all derivative marks, terms and expressions that contain or otherwise include the Marks.

*7. Sublicensee's Responsibilities*

7.1 Duty to Inform Sublicensor of Unauthorized Uses. If Sublicensee becomes aware of any unauthorized use of the licensed Marks by any third party, Sublicensee agrees to inform Sublicensor of such knowledge, notice or information within fifteen (15) days.

7.2 Enforcement of Rights in Marks. Sublicensee shall never, on its own, initiate or prosecute any administrative or court proceeding or litigation against any unauthorized use or any unauthorized application or registration of any mark likely to cause confusion with the licensed Marks.

7.3 Covenant Not To Register Marks. Sublicensee shall never register or seek to register the licensed Marks, or any confusingly similar mark, in the United States Patent and Trademark Office, in any foreign national or regional trademark office, or in any state or in any territory.

7.4 Covenant Not to Challenge Rights in Marks. Sublicensee shall never challenge or attack the licensed Marks in any judicial or administrative proceeding and shall never assist any other party to attack or challenge the licensed Marks in any judicial proceeding or in any administrative proceedings in the United States Patent and Trademark Office, in any foreign national or regional trademark office, or in any state, or in any territory. Other than as permitted by this Agreement, Sublicensee shall never use the licensed Marks, or any confusingly similar mark in the United States and its territories or any other country.

8. *Term.* Except as otherwise provided herein, this Agreement shall remain in full force and effect until December 31, 2027 unless either party provides three (3) months written notice to the other of its intention to terminate the Agreement.

9. *Termination.*

9.1 Termination Rights. Sublicensor or Sublicensee may terminate this License Agreement upon thirty (30) days written notice to the other party for any reason whatsoever: and, immediately with written notice to the other party in the event that such other party commits a breach or is in default of any provision of this License Agreement and such breach remains uncured thirty (30) days after written notice of such breach. In the event Sublicensor's license with AMERICA250.ORG, Inc., terminates for any reason, this License Agreement shall immediately terminate effective on the date Sublicensor's license with AMERICA250.ORG, Inc. terminates.

9.2 Rights and Duties Upon Termination. Upon termination of this License Agreement for any reason: (i) the license granted in Paragraph 1 herein shall immediately cease and all rights granted to Sublicensee hereunder shall forthwith revert to Sublicensor; and (ii) Sublicensee shall immediately cease and refrain from further use of the Marks and sales and distribution of goods and services bearing the Marks.

10. *Indemnification.* Sublicensee shall indemnify, defend, and hold harmless Sublicensor, AMERICA250.ORG, INC., the United States Semiquincentennial Commission and their respective successors and assigns, directors, committee members, officers, employees, members, representatives and agents from and against any and all loss, liability, damage, claim, suit, demand and expense, including, but not limited to, judgments, taxes, fines, penalties, court costs and attorneys fees, arising in connection with or related to any act or omission (including, without limitation, any breach of this Agreement) of Sublicensee.
11. *Notices.* Any notice, demand, or communication required or permitted to be given by any provision of this License Agreement shall be deemed to have been sufficiently given or served for all purposes upon: (a) the actual receipt by the recipient, if notice is given by personal delivery or any method not described below; (b) one business day after mailing, if notice is given by reputable overnight commercial courier service; (c) four business days after mailing, if notice is given

by U.S. mail, postage prepaid, certified or registered, return receipt requested; and (d) when sent, if notice is given by electronic mail or facsimile and a confirmation copy of such notice is simultaneously sent as described in subsection (a), (b) or (c) above. Unless either party notifies the other party in writing or the other party has actual knowledge of a change of name or address, notices shall be addressed as follows:

Sublicensor: America 250 | CT Commission

Name: America 250 | CT Commission  
Address: 100 Riverview Center, Suite 290  
Middletown, CT 06457  
Telephone: 860-986-6704  
Email: info@ct250.org

Sublicensee: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

12. *Nonwaiver.* No term or provision hereof shall be deemed waived or any breach excused, unless such waiver or consent shall be in writing and signed by the party claimed by the other to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.
13. *Partial Invalidity.* If any term or provision of this License Agreement shall be found to be illegal or unenforceable, then, notwithstanding such illegality or unenforceability, this License Agreement shall remain in full force and effect and such term or provision shall be deemed to be deleted.

14. *Governing Law.* The construction, validity and performance of this Agreement shall be governed by, and construed in accordance with, the laws of the District of Columbia, and the parties expressly waive its choice of law rules. The parties agree that venue and jurisdiction for any litigation arising out of, related to, or regarding the validity of, this Agreement shall lie in the state and federal courts of the District of Columbia.
15. *Headings.* The headings used in this License Agreement are for reference purposes only and shall not be deemed a part of this agreement.
16. *Entire Agreement.* This License Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein, supersedes all previous negotiations or proposals, and may only be modified by an amendment executed in writing by both parties hereto.
17. *Representations and Warranties.* The parties hereby warrant that the undersigned have the unencumbered right, power and authority to execute this License Agreement and perform its obligations hereunder and to grant the rights set forth herein.
18. *Counterparts.* This Agreement may be signed by the parties in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have caused this License Agreement to be executed by their duly authorized representatives.

America 250 | CT Commission

By: \_\_\_\_\_  
Name: Jason Mancini  
Title: Executive Director

---

By: \_\_\_\_\_  
Name:  
Title:

## EXHIBIT A

### Licensed Marks

Serial No. (SN)	Mark/Name	Application Date
SN 98167203	<b>AMERICA</b> <b>250</b>	September 6, 2023
SN 88638107	AMERICA250 (non-stylized)	October 1, 2019

Commission of Persons With Disabilities 2025 Attendance

	1/9/2025 cancelled	3/13/2025	5/8/2025	6/12/2025 Cancelled No Quorum	9/11/2025 cancelled	11/13/2025		
<b>Members</b>								
Wystan Ackerman			x			x		
Andrew Pulcini			x			x		
Anna Metcalfe		x	x	x		x		
Nicholas Jerard		x	x	x		x		
Paul Oates	x	x	x	x		x		
Open (secretary)								
<b>Staff</b>								
Jayne Miller (Staff Liaison)		x	x	x	x	x		

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2025 JAN - 6 AM 11: 55

*Kathy Glens*

BERLIN, CT.

CC 2025 ATTENDANCE

Conservation Commission

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2026 JAN -6 PM 2:48

Kathy J. Wall  
REBILIN, CT

BERLIN, CT.

BERLIN, CT

*Kathy Bolognesi*

2026 JUN - 6 AM 10: 59

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2025 ECONOMIC DEVELOPMENT COMMISSION MEETING ATTENDANCE

Member	January	February	March	April	May	June	July	August	September	October	November	December	Attendance
Dave Cyr	X	X	X	X	X	X		X	X	X	X	X	10 of 10
Ed Egazarian	X	X	X	X	X	X		X	X	X	X	X	10 of 10
Pete Campanelli	X	X	X	X	X	X				X			7 of 10
Chris Coppola	X	X	X	X	X	X				X			8 of 10
Bob Sisti	X	X	X	X	X	X			X	X	X	X	9 of 10
Maggie Drag	Not yet a member	X	X	X	X	X		No meeting	No meeting	X	X	X	8 of 9
Vince Fortunato	X	X	X	X	X	X		X	X	X	X	X	7 of 10

## HDC 2025 ATTENDANCE

## Historic District

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Kathy J. Wall  
BERLIN, CT

## Inland Wetlands & Water Courses Commission Attendance Sheet 2025

Date	Mike	William	Dave	Peter	Gary	Rick	Margaret	Mary Kathryn
Notes:	Cassetta	Jackson	Rogan	Nieman (Chairman)	Pavano	White	Heenan	LaRose
01/07/25	P	P	E	P	P	P	P	P
02/04/25	E	P	P	P	P	P	P	P
03/04/25	CANCELLED							
04/01/25	E	P	P	P	P	P	P	P
05/06/25	P	P	P	P	P	P	P	P
06/03/25	CANCELLED							
07/08/25	E	P	E	P	P	P	P	P
08/05/25	P	P	A	P	P	P	P	P
09/02/25	P	P	E	P	P	P	P	P
10/07/25	CANCELLED							
11/04/25	CANCELLED							
12/02/25	P	P	A		E	P	P	
01/06/26								

P=Present

A=Absent

E=Excused

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2026 JAN 15 PM 5:11

*Kathy Heenan*  
BERLIN, CT.

Parks & Recreation Commission Attendance

2025

	J	F	M	A	M	J	A	S	O	N	D	YTD Attendance
Bovee	0	0	0	0	0	Vacation	0	*	Vacation	0	0	vacation
Buttilmas	0	0	0	0	0	Vacation	0	*	0	0	0	100%
Dellaquila	0											
Heemsooth												
Pelletier	0	0	0	0	0	0	*	0	0	0	0	83%
Pulcini	0											
Starr	0	0	0	0	0	0	0	*	0	0	0	67%
Van Zandt	0	Vacation	0	0	0	0	0	*	0	0	0	100%
Vale da Serra	0	0	0	0	0	0	0	*	0	0	0	100%

- Not a Commission member for this period

\* - No quorum

No - Meeting Canceled

# PZC 2025 ATTENDANCE

Planning + Zoning

	Daly	Zigmont	Jorsey	Velley	Rogan	Millerd	Hamel	Diakun	Biella	Paszczuk
1/16/2025						remote			remote	
2/6/2025										Meeting Cancelled
2/20/2025										Absent
3/6/2025										Absent
3/20/2025	Absent									Absent
4/3/2025			remote							remote
5/1/2025					Absent					NA
5/15/2025					remote	Absent				Absent
6/5/2025					remote	remote				NA
6/12/2025					Absent	Absent	remote	Absent	remote	NA
7/10/2025					Absent		remote		remote	NA
7/24/2025							remote			remote NA
8/7/2025					Absent	remote		Absent		remote NA
8/21/2025										NA
9/4/2025					Absent					
9/16/2025					remote		remote	NA		
9/18/2025										
10/2/2025							remote		remote	NA
10/16/2025		Absent			Absent	Absent	Absent			NA
11/6/2025										NA
11/13/2025										
11/20/2025										
12/11/2025	Absent									NA
*Special Mtg										

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2026 JAN - 6 PM 2: 48

*Kathy Heald*  
BERLIN, CT.

## Public Building Commission Attendance Sheet 2025

Date	Notes:	Thomas Reid	Donald Lombardo	Thomas (Chairman)	Rocco	Bart	Jason	Stephen Hinchliffe
01/09/25		P	P	P	P(Z)	P	P	P
02/13/25		P	E	P(Z)	P(Z)	P	A	P
03/13/25		P	P	P(Z)	P(Z)	P	P	P
04/10/25		P	P(Z)	P(Z)	E	P	P	P
05/01/25	Special	P	P	P(Z)	A	P	P	P
05/08/25		P	P	P(Z)	P(Z)	E	P	P
06/12/25		P	P	P	A	P	P	P
07/10/25		P	P	P(Z)	P	P	A	P(Z)
08/14/25		P	P	P(Z)	A	P	P	A
09/11/25		P	E	P(Z)	P(Z)	E	P	P
10/09/25		P	P	P	A	P	P	P
11/13/25		P	E	P	P	P	P	P
12/11/25		P	E	P(Z)	P(Z)	E	P	P
01/08/26								

P= present

P(Z)=present (zoom)

A=absent

E=excused

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2026 JAN 15 PM 5:11

*Kathy Glaser*  
BERLIN, CT.



# Veterans Commission

TOWN OF BERLIN  
240 Kensington Road  
Kensington, CT 06037

## Berlin Veterans Commission 2025 Attendance Sheet

January 6, 2026

### Meeting Dates

- 1) January 7, 2025 – Charles Colaresi, Peter Galgano Jr., and Jim Fiore were present. Dean Revoir was absent.
- 2) February 4, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Gagliardi, and Anthony Cruz were present.
- 3) March 4, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Gagliardi were present, Anthony Cruz was excused.
- 4) April 1, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Gagliardi and Anthony Cruz were present.
- 5) May 6, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Gagliardi and Anthony Cruz were present.
- 6) June 3, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, and Anthony Gagliardi were present. Anthony Cruz was excused.
- 7) September 2, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Cruz and Anthony Gagliardi were present.
- 8) October 7, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Cruz and Anthony Gagliardi were present.
- 9) November 4, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, Anthony Cruz and Anthony Gagliardi were present.
- 10) December 2, 2025 – Charles Colaresi, Peter Galgano Jr., Jim Fiori, and Anthony Gagliardi were present, and Anthony Cruz was excused.

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2026 JAN -6 AM 11: 11

*Kathy J. Wall*  
BERLIN, CT.

Respectfully submitted,

*Peter Galgano Jr.*

Peter Galgano Jr., Secretary

## Town of Berlin – Water Control Commission

2025 Attendance

P=Present / A=Absent / E=Excused / Z=Zoom

2026 JAN 15 PM 5:11

BERLIN, CT.

Youth Services Advisory Board 2025 Attendance

	1/9/2025 No Quorum	2/13/2025 No Quorum	3/13/2025 No Quorum	4/10/2025 No Quorum	5/8/2025 No Quorum	6/12/2025 No Quorum	9/11/2025 Cancelled – Berlin Fair	10/9/2025 No Quorum	11/13/2025 No Quorum	12/11/2025 No Quorum
<b>Members</b>										
Nancy Cavaliere			x		x			x		x
Karen Despres			x			x		x		x
Mike Urrunaga		x	x				x		x	
Ed Battle	x	x	x				x		x	
Nicole Tierney		x	x			x			x	
Kevin Chaffee	x	x	x		x		x		x	
Nathan DeJackome (secretary)			x			x			x	
<b>Staff</b>										
Jaymee Miller (Staff Liaison)	x	x	x		x	x		x	x	x

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BERLIN, CT

2026 JAN - 6 AM 11:55

*Kathy Gleasor*

BERLIN, CT



**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

Berlin - Peck  
Memorial Library

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin - Peck Library Board      2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer: \_\_\_\_\_

Name: Susan Howell      Telephone No.: 860-505-7606

Home Address: 50 Sea Green Drive      Number of years in Berlin: 9 1/2  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: showell@wesleyan.edu

Are you a Registered Voter? Yes      Party Affiliation: Democrat  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)  
college

Present Employment (company/position/address)  
retired administrator at Wesleyan University

Current and Past Civic/Community Involvement: volunteer at the Killingworth, CT library for 20 years, and volunteer at Berlin library for 4 years

Tell us why you feel qualified for this appointment: my combined 24 years of library volunteer service has provided an extensive knowledge of the needs and demands of today's libraries

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Susan Howell      Date: 1-4-26

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

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2026 JAN -5 AM 10: 39

*Kathy Howell*  
BERLIN, CT.



Berlin - Peck  
Memorial Library

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin Peck Memorial Library Board 2. \_\_\_\_\_

\*\*NOTE: If applying for the \_\_\_\_\_, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Mary Elizabeth Piskorski  
(Betsy)

Telephone No.: 860-828-4855 (Home)

Home Address: 249 Winesap Road, Berlin

Number of years in Berlin: 52

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: mary98448@yahoo.com

Are you a Registered Voter? Yes  
(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: Democrat

High School - Jr College 2 years Fisher Jr College in Boston  
Educational Background (optional)

Retired from Berlin Peck Memorial Library  
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Boxes to Books, American  
Region Auxiliary Organization

Tell us why you feel qualified for this appointment: My whole adult work

Career was with books. 4 1/2 years McGraw-Hill Book Publishing, Manhattan.

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

Signature: Mary Piskorski (Betsy) Date: 11/6/2026

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

\* 30 years working in 3 different libraries, 25 years Berlin Peck library  
1 year Farmington, 4 1/2 years Newington library, Retiree 2014  
library

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2026 JAN - 6 AM 9:40

Kathy J. Wood  
BERLIN, CT.



# Berlin - Peck Memorial Library

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin - Peck Library

2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Elaine Borselle

Telephone No.: 860-828-1616

Home Address: 61 Oak Ridge Dr.

Number of years in Berlin: 29

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: elaineb2@comcast.net

Are you a Registered Voter? Yes

Party Affiliation: DEM

(Note: To apply, you must be a Registered Voter in Berlin)

BF CCSU

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Library Board 2009 - present;

Boxes to Boots 2022 - present; First Lutheran church clothes donations

Tell us why you feel qualified for this appointment: Berlin Peck Library is a jewel in our community and a valuable resource for our citizens. I feel my 17 years make me confident I can continue to make a valuable contribution.

Can you think of any reason that a conflict of interest could arise if you were appointed? No

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BERLIN TOWN CLERK  
2025 NOV 14 AM 11:01

*Kathy J. Borselle*  
BERLIN, CT.

Signature: Elaine Borselle

Date: 11-10-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Berlin - Peck Memorial Library

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. PECK LIBRARY BOARD

2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Carol Welz

Telephone No.: 860-828-6417

Home Address: 1308 Orchard Rd.

Number of years in Berlin: 730

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: cwelz@comcast.net

✓

Are you a Registered Voter? YES

Party Affiliation: REP.

(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

RETIRED

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2025 NOV 14 AM 10:30

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: PECK LIBRARY BOARD

KENS. GARDEN CLUB, BERLIN FREE LIBRARY, KENS. CONG CHURCH

Tell us why you feel qualified for this appointment: I love the library. I feel it is one of the most important things we can provide

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Carol Welz Date: November 13, 2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

*Kathy J. Welz*  
BERLIN, CT.



# TOWN OF BERLIN

## *Office of The Town Manager*

RYAN CURLEY

*Town Manager*

November 4, 2025

Kevin Wilhelm  
237 Vineyard Drive  
Berlin, CT 06037

Dear Kevin:

Your term on the Berlin Peck Library Board expires on January 31, 2026. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

       Yes, I want to be considered for another term.

      X      

No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18<sup>th</sup> or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to [kwall@berlinct.gov](mailto:kwall@berlinct.gov) or fax to 860-828-7068.

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

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BERLIN TOWN CLERK

2025 DEC 17 PM 3: 40

*Kathy J. Wall*

BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037  
TELEPHONE (860) 828-7002  
FAX (860) 828-7068  
E-MAIL: [rcurley@berlinct.gov](mailto:rcurley@berlinct.gov)



# Board of Ethics

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Board of Ethics      2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Deborah L. Reed      Telephone No.: 860-829-5234

Home Address: 71 Magnolia Ln. E. Berlin      Number of years in Berlin: 48  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Debskireedsk@gmail.com      Party Affiliation: Republican ✓

Are you a Registered Voter? Yes  
(Note: To apply, you must be a Registered Voter in Berlin)

Worked in healthcare  
Educational Background (optional)

None  
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Current Member of Board of Ethics

Tell us why you feel qualified for this appointment: Alternate in 2020 - Member of board in 2024

Can you think of any reason that a conflict of interest could arise if you were appointed? None

Signature: Deborah L Reed      Date: Dec 16<sup>th</sup> 2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

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BERLIN TOWN CLERK  
2025 DEC 16 PM 2:32

Kathy Reed  
BERLIN, CT.



# Board of Ethics

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Ethics 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

---

Name: Nicholas Nesci Telephone No.: 860-828-1643

Home Address: 104 Brooke Meadow Rd. Number of years in Berlin: 17  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: nnesci@aol.com

Are you a Registered Voter? Yes Party Affiliation: R ✓  
(Note: To apply, you must be a Registered Voter in Berlin)

Some College - High School  
Educational Background (optional)

Retired  
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Ethics (2 yrs alternate)

Tell us why you feel qualified for this appointment: Honest Citizen

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: N. Nesci Date: November 13, 2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
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2025 NOV 17 AM 11:24

Kathy Glawie  
BERLIN, CT.

**From:** Christi Sullivan  
**Sent:** Wednesday, December 31, 2025 11:40 AM  
**To:** Kate Wall  
**Cc:** Maribeth Fiordellisi; Jillian Alessandra  
**Subject:** FW: COPWD

See below.

*Christi*

*Christi Sullivan  
Admin. Asst. to Town Manager  
Town of Berlin  
Town Manager's Office  
Phone: 860-828-7003  
Fax: 860-828-7068*

*Hours:  
M-Th 8:00 a.m. to 4:30 p.m.  
Off Fridays*

**From:** Jaymee Miller <[jmiller@berlinct.gov](mailto:jmiller@berlinct.gov)>  
**Sent:** Wednesday, December 31, 2025 11:35 AM  
**To:** Christi Sullivan <[csullivan@berlinct.gov](mailto:csullivan@berlinct.gov)>  
**Subject:** FW: COPWD

**From:** Anna Metcalf <[ametcalf70@gmail.com](mailto:ametcalf70@gmail.com)>  
**Sent:** Wednesday, December 31, 2025 9:43 AM  
**To:** Jaymee Miller <[jmiller@berlinct.gov](mailto:jmiller@berlinct.gov)>  
**Subject:** Re: COPWD

I'm afraid I have to step down, my Parents have medical issues and they are priority. I have too much on my plate right now. Sorry I didn't let you all know sooner.  
Anna

On Tue, Dec 30, 2025 at 8:27 AM Jaymee Miller <[jmiller@berlinct.gov](mailto:jmiller@berlinct.gov)> wrote:

Good Morning Anna,

Happy New Year! Our town manager administrator is wondering if you will be continuing the commission as your term ends January 1<sup>st</sup>, 2026. We have commission meeting next week if you would like to complete whatever paperwork is needed. Just give us a verbal with this email please.



# Commission for Persons with Disabilities

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

2025 NOV 12 AM 10:45  
Kathy  
BERLIN, CT  
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## TOWN OF BERLIN Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. PAUL R. OATES 2. People w/ Disabilities

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Paul Oates

Telephone No.: 860 839 0681

Home Address: 51 TUDSON ST

Number of years in Berlin: 30

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: p.oates@att.net

Are you a Registered Voter? Yes

Party Affiliation: Democrat

(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)  
Master's of Communication - Ferris University

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Shelton Seniors, Berlin Kiwanis

Berlin Democratic Town Committee FamilyFence of Central CT

Tell us why you feel qualified for this appointment: my brother in law is a  
person w/ Disabilities

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Paul R. Oates Date: 11/6/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



Constable

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## **TOWN OF BERLIN**

### **Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Constable 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the \_\_\_\_\_, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer: \_\_\_\_\_

Name: Dominic M. Colangelo Telephone No. (860) 803-4246

Home Address: 1815 Slupe Dr Number of years in Berlin: 45  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: colangelo54@gmail.com ✓

Are you a Registered Voter? Yes Party Affiliation: Democrat  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

retired (Postal Service)

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: \_\_\_\_\_

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2025 DEC 13 AM 10:53

Tell us why you feel qualified for this appointment: I've done it for 2 years

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: \_\_\_\_\_ Date: 12/11/2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

Kathy Gleason  
BERLIN, CT.



Constable

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## **TOWN OF BERLIN**

### **Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Constable 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: John Kozak Telephone No.: 860-463-7277

Home Address: 28 Devonshire Way Number of years in Berlin: 23

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jkozak45@yahoo.com

Are you a Registered Voter? Yes Party Affiliation: Republican

(Note: To apply, you must be a Registered Voter in Berlin)

Bachelor of Science - Marketing  
Educational Background (optional)

SSC, Inc 20 Controls Drive Shelton, CT Senior Vice President  
Present Employment (company/position/address)

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2025 NOV 14 AM 11:17

Current and Past Civic/Community Involvement: Constable - 2020-2025

Numerous coaching positions (baseball, basketball, soccer) 2005-2018

Tell us why you feel qualified for this appointment: Proven track record for last five years

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: John Kozak Date: 11-12-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

*Kathy Gleason*  
BERLIN, CT.



Constable

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## **TOWN OF BERLIN**

### **Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Constable \_\_\_\_\_ 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

---

Name: Brian Kurnik Telephone No.: 860-508-5627 860-224-9414

Home Address: 109 Randeckers Lane Number of years in Berlin: 39  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: briankurnik@comcast.net

Are you a Registered Voter? Yes Party Affiliation: Republican  
(Note: To apply, you must be a Registered Voter in Berlin)

Berlin High School, Class of 1984 University of Connecticut, Class of 1988 - B.S. in Business Administration  
Educational Background (optional)

Senior Claim Consultant Coverys One Financial Ctr. Boston, MA 02111 (I work remotely from home)

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Berlin Little League - coach; Berlin Baseball - umpire;

St. Paul Church - usher/volunteer

Tell us why you feel qualified for this appointment: I have been a Constable since 2022 and I enjoy the work  
and contributing to my town. It would be an honor to be reappointed.

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Brian Kurnik Date: November 19, 2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

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BERLIN TOWN CLERK  
2025 NOV 25 PM 1:39  
✓

Kathy Glavin  
BERLIN, CT.



# Economic Development

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Economic Development 2. Historic

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: PETER CAMPANELLI Telephone No.: 860.690-4263

Home Address: 1055 WASHINGTON RD Number of years in Berlin: LIFE

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: CAMPANELLI.PETER@gmail.com ✓

Are you a Registered Voter? Y Party Affiliation: R  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: EDC + Historic

Tell us why you feel qualified for this appointment:

PAST EXPERIENCE

Can you think of any reason that a conflict of interest could arise if you were appointed?

None Signature: PC Date: 12-15-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 DEC 15 PM 2:39

*Kathy J. DeLoach*  
BERLIN, CT.



# Economic Development

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. EDC 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

---

Name: Chris Coppola Telephone No.: 860 505 8711

Home Address: Colo Heritage Dr Number of years in Berlin: 14  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ChrisCoppola@gmail.com

Are you a Registered Voter? Y Party Affiliation: I Unaffiliated  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Financial Advisor / Ameriprise

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: \_\_\_\_\_

Tell us why you feel qualified for this appointment: \_\_\_\_\_

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

Signature: CC Date: 11-11-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 11 AM 11:44

Kathy J. Lee  
BERLIN, CT.



# TOWN OF BERLIN

## Office of The Town Manager

**RYAN CURLEY**  
*Town Manager*

*Yolts  
Commission*

November 4, 2025

Nancy Berger  
1146 High Road  
Berlin, CT 06037

Dear Nancy:

Your term on the Public Golf Course Commission expires on January 31, 2026. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

Yes, I want to be considered for another term.

No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18<sup>th</sup> or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to [kwall@berlinct.gov](mailto:kwall@berlinct.gov) or fax to 860-828-7068.

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

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BERLIN TOWN CLERK

2025 DEC 10 AM 10: 24

240 KENSINGTON ROAD • BERLIN, CT 06037  
TELEPHONE (860) 828-7002  
FAX (860) 828-7068  
E-MAIL: [rcurley@berlinct.gov](mailto:rcurley@berlinct.gov)

BERLIN, CT.

*Kathy J. Heald*



Lady Niners  
Golf Course

Please return application to:

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Golf Course Commission

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Lady Niners Club

Name: JEAN L. TERRANOVA

Telephone No.: 860-416-9949

Home Address: 56 Scenic Drive

(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 12

Email Address: Rimpre 97@msn.com

Are you a Registered Voter? yes

(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: Republican

HS/Higher Education.

Educational Background (optional)

Retired / employment was: Financial Services Executive  
Present Employment (company/position/address) level, Banking. 40 years

Current and Past Civic/Community Involvement: Active member Kensington Garden Club, On Board of Lady Niners, Play Sr. league, Hospice Volunteer

Tell us why you feel qualified for this appointment: Outside of my professional career,

Raising 2 sons; my desire to be part of the future of Golf (Berlin) in a meaningful way. Assist the Lady Niners to stay viable and  
Can you think of any reason that a conflict of interest could arise if you were appointed?

No contribute to the timberlin culture in the community.

Signature: Jean L. Terranova Date: 01/07/26

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

*Golf Commission*

**TOWN OF BERLIN**  
**Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Golf Commission      2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

---

Name: James A Green      Telephone No.: 860-919-4506

Home Address: 29 Bannerman      Number of years in Berlin: 25 yrs  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Jimmygreen69@gmail.com

Are you a Registered Voter? Yes      Party Affiliation: N/A  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional): N/A

Present Employment (company/position/address): Retired

*Kathy J. Green*  
BERLIN, CT.

RECEIVED FOR RECORD	PERMIT TO SIGN CLERK
2025 DEC 31	PM 12: 15

Current and Past Civic/Community Involvement: None

Tell us why you feel qualified for this appointment: I've been doing it for the last few years

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

Signature: James A Green      Date: 12/31/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



*Golf Commission*  
TOWN OF BERLIN  
25 NOV 11 4:11:58

*Please return application to:*

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Golf Course Commission 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Men's Club

Name: JAMES NORTON Telephone No.: 860 306-5216

Home Address: 36 STEPHENVILLE DR Berlin CT 06037 Number of years in Berlin: 33

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: JNORTS36@Gmail.com

Are you a Registered Voter? YES Party Affiliation: Republican

(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)  
CFA BBA - Accountant

Present Employment (company/position/address)  
Reeves

Current and Past Civic/Community Involvement: Place membership on Golf Committee,  
Coach Bassball, CSEA volunteer

Tell us why you feel qualified for this appointment My business knowledge and  
background make knowledge of golf industry is an asset to the town

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: James Norton Date: 11/10/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.





## Historic District

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

### TOWN OF BERLIN

#### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. HISTORIC DISTRICT Commission

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: HERB WATSON

Telephone No.: 860 828-9365

Home Address: 181 Hudson ST

Number of years in Berlin: 47

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: PUTIN93@COMCAST.NET

Are you a Registered Voter? YES

Party Affiliation: DEMOCRAT ✓

(Note: To apply, you must be a Registered Voter in Berlin)

B5 - UCONN

Educational Background (optional)

RETIRED

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

CURRENT Vice CHAIR

Tell us why you feel qualified for this appointment:

"

Can you think of any reason that a conflict of interest could arise if you were appointed?

No

Signature: Herb Watson

Date: \_\_\_\_\_

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
TOWN CLERK  
TOWN OF BERLIN, CT  
2025 DEC 29 AM 9:16

Kathy J. Watson  
BERLIN, CT.



# TOWN OF BERLIN

## *Office of The Town Manager*

**RYAN CURLEY**

*Town Manager*

November 4, 2025

Andra Lou Millerd  
1231 Orchard Road  
Berlin, CT 06037

Dear Andra Lou:

Your term on the Historic District Commission expires on January 31, 2026. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

Yes, I want to be considered for another term.



No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18<sup>th</sup> or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to [kwall@berlinct.gov](mailto:kwall@berlinct.gov) or fax to 860-828-7068.

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 NOV 18 AM 9:00

*Kathy Millerd*  
BERLIN, CT



# Historic District

*Please return application to:*

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Economic Development 2. Historic

**\*\*NOTE:** If applying for the GOLF COURSE COMMISSION, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Peter Campanelli Telephone No.: 860.690-4263

Home Address: 1055 Washington Rd Number of years in Berlin: Life  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Campanelli.peter@gmail.com ✓

Are you a Registered Voter? Y Party Affiliation: R  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: EDC + Historic

Tell us why you feel qualified for this appointment:

Past experience

Can you think of any reason that a conflict of interest could arise if you were appointed?

None  
Signature: PC Date: 12-15-25

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 15 PM 2:39

*Kathy J. Heileman*  
BERLIN, CT

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



TOWN OF BERLIN  
*Office of The Town Manager*

RYAN CURLEY

*Town Manager*

November 4, 2025

Frederick White  
90 Sherry Lane  
Berlin, CT 06037

Dear Frederick:

Your term on the Inland Wetlands and Water Courses Commission expires on January 31, 2026. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

       Yes, I want to be considered for another term.

      X      

No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18<sup>th</sup> or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to [kwall@berlinct.gov](mailto:kwall@berlinct.gov) or fax to 860-828-7068.

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 NOV 10 PM 1:27

*Kathy J. Wall*

240 KENSINGTON ROAD • BERLIN, CT 06037  
TELEPHONE (860) 828-7002  
FAX (860) 828-7068  
E-MAIL: [rcurley@berlinct.gov](mailto:rcurley@berlinct.gov)



# Inland & Wetlands Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Inland & wetland commission 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Heeran

Name: Margaret Heeran Telephone No.: 203 823-0318

Home Address: 170 Alling street Number of years in Berlin: 5  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Margaret\_Heeran180@gmail.com ✓

Are you a Registered Voter? X Party Affiliation: Republican  
(Note: To apply, you must be a Registered Voter in Berlin)

Urem Law, Quinnipiac University  
Educational Background (optional)

Rivera Law Group

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Inland & wetland commission  
(alternate)

Tell us why you feel qualified for this appointment: \_\_\_\_\_

Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

12/14/2025

Signature: Margaret Heeran Date: 12/14/2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
TOWN CLERK  
BERLIN, CT.

2025 DEC 19 AM 8:43

Kathy Heeran



# Parks & Recreation Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Parks & Rec - chair

2. Golf commission - Non-Golfer

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer

Name: Lucas Van Zandt Telephone No.: 860-983-0177

Home Address: 52 Skyview Dr Berlin

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Lucas2424@comcast.net

Are you a Registered Voter? Yes

(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 20

Party Affiliation: R

Educational Background (optional)

LPL / financial advisor

Present Employment (company/position/address)

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BERLIN TOWN CLERK

2025 NOV 10 AM 11:15

Kathy J. Zandt  
BERLIN, CT.

Current and Past Civic/Community Involvement:

Tell us why you feel qualified for this appointment: I will continue to help Berlin in whatever way I can -

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Lucas Van Zandt Date: 11-09-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Planning and Zoning Commission

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Planning & Zoning Commission

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Andra Lou Miller Telephone No.: 860-670-5131

Home Address: 1231 Orchard Rd Berlin Number of years in Berlin: 68  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: millear@comcast.net

Are you a Registered Voter? yes Party Affiliation: Republican  
(Note: To apply, you must be a Registered Voter in Berlin)

Graduated Berlin High  
Educational Background (optional)

n/a

Present Employment (company/position/address)

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BERLIN TOWN CLERK  
2025 NOV 18 AM 8:59

Kathy Miller  
BERLIN, CT.

Current and Past Civic/Community Involvement: Serve on the following Commissions:  
Planning & Zoning, Cemetery Comm.

Historic District, Boxes to Roots Board Member, American Legion

Tell us why you feel qualified for this appointment: I have an interest

in what type of developments coming into town

Can you think of any reason that a conflict of interest could arise if you were appointed? no

Signature: Andra Lou Miller Date: 11-18-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Planning & Zoning Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Planning & Zoning

2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

RECEIVED FOR RECORD  
TOWN OF BERLIN  
NOV 17 AM 11:06

Kathy J. Velez  
BERLIN, CT.

Name: Jean Velez

Telephone No.: 860-828-9717

Home Address: 1424 Orchard Rd

Number of years in Berlin: Life long

(Note: To apply, you must be a Registered Voter in Berlin)

Resident

Email Address: jdvelez@gmail.com

Are you a Registered Voter? Yes Party Affiliation: Republican ✓

(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)  
Bachelors / Central CT State University

Present Employment (company/position/address)  
Retired — Part time Registrar of Voters - Berlin

Current and Past Civic/Community Involvement: Current Member and Chair of Planning & Zoning (Berlin). Chairperson for P&Z and Implementation Committee

Tell us why you feel qualified for this appointment: My continued concern to assist in guiding the growth and development in town, while preserving Berlin's Town Character

Can you think of any reason that a conflict of interest could arise if you were appointed? —

NONE

Signature: Jean Velez Date: 11-16-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Veterans' Commission

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Veterans' Commission - Secretary

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Non-Golfer

Name: PETER Galgano JR Telephone No.: 860-604-0725

Home Address: 59 Wilcox Ave, EAST Berlin Number of years in Berlin: 30  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: petergalgano@comcast.net

Are you a Registered Voter? Yes Party Affiliation: Democrat  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Retired

Present Employment (company/position/address)

Berlin Municipal Veterans' Representative, BOT CT Dept. of Veterans Affairs

Current and Past Civic/Community Involvement: Vice President Vietnam Veterans of America CT State Council

BOD VVA Chap. 120, MCH Hardware City, Darien, VFW Post 10730, American Legion Post 68

Tell us why you feel qualified for this appointment: I have been on the commission many

years and with all the other veteran organizations that I belong to, I can help many veterans.

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Peter Galgano Jr Date: 12/02/2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
BERLIN TOWN COUNCIL  
2025 DEC - 3 AM 11:38

BERLIN, CT.

*Kathy J. Gleason*



VNA

*Please return application to:*

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. VNA 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Aurora Corteville Telephone No.: 860-839-0318

Home Address: 19 Timberwood Rd. Number of years in Berlin: 24

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Aurjcoort@gmail.com ✓

Are you a Registered Voter? Yes Party Affiliation: Democratic

(Note: To apply, you must be a Registered Voter in Berlin)

4 year college degree

Educational Background (optional)

N/A

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: \_\_\_\_\_

Tell us why you feel qualified for this appointment: Currently a board member

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Aurora Corteville Date: 12-1-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 DEC -1 PM 4:19

Kathy Glebo  
BERLIN, CT.



VNA

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

**TOWN OF BERLIN**  
**Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Visiting Nurses Association      2. \_\_\_\_\_

RECEIVED  
BERLIN TOWNSHIP  
RECORD  
2025 DEC 15 AM 11:56

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Sheri Sala      Telephone No.: 860-519-9659

Home Address: 452 New Britain Rd Berlin      Number of years in Berlin: 24  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Sheri12@att.net

Are you a Registered Voter? yes      Party Affiliation: Independent  
(Note: To apply, you must be a Registered Voter in Berlin)

Cosmetologist, management  
Educational Background (optional)

Cosmetologist/Hairdresser owner of salon Newington Hair Stylin  
Present Employment (company/position/address) 1052 main st.  
newington ct. 06111

Current and Past Civic/Community Involvement: Fundraiser Events - Volunteering

Tell us why you feel qualified for this appointment: Interested in making  
a difference.

Can you think of any reason that a conflict of interest could arise if you were appointed? no

Signature: Sheri Sala      Date: 12-10-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

TOWN OF BERLIN  
25 DEC 15 AM 11:56

Kathy Gleason  
BERLIN, CT.



**TOWN OF BERLIN**  
*Office of The Town Manager*

**RYAN CURLEY**

*Town Manager*

November 4, 2025

Warren Baethge  
13 Concord Drive  
Berlin, CT 06037

Dear Warren:

Your term on the Water Control Commission expires on January 31, 2026. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

       Yes, I want to be considered for another term.

       *X*

No, I do not want to serve another term.

*WKB*

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18<sup>th</sup> or we will assume you are not interested in serving another term. You may bring this letter and the completed application (if you would like to continue to serve) to the Town Clerk's office or mail to the Town Clerk's office, Town Hall, 240 Kensington Road, Berlin, CT 06037. You may also email to [kwall@berlinct.gov](mailto:kwall@berlinct.gov) or fax to 860-828-7068.

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure



# Youth Services Advisory Youth Member

Please return application to:

Board

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Service Advisory Board 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Ava Barbagallo

Telephone No.: 860-968-7110

Home Address: 134 Wildermere Rd.

Number of years in Berlin: 17

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: ava08.bgallo@gmail.com

Are you a Registered Voter? NO

(Note: To apply, you must be a Registered Voter in Berlin)

Party Affiliation: \_\_\_\_\_

Educational Background (optional)

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: \_\_\_\_\_

Tell us why you feel qualified for this appointment: I am very involved with BHS and I feel like a great representation for BHS students.

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Ava Barbagallo

Date: 11-24-25

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 11 PM 3:24

*Kathy J. Wood*  
BERLIN, CT.



Youth Services

Advisory Board

Youth Member

Please return application to:  
Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Service Advisory Board      2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Olivia Barbogallo

Telephone No.: 860-968-7083

Home Address: 134 Wildermere rd

(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 17

Email Address: Olivia08bgallo@gmail.com

Party Affiliation: \_\_\_\_\_

Are you a Registered Voter? NO

(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

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BERLIN TOWN CLERK  
BERLIN, CT.

Present Employment (company/position/address)

2025 DEC 11 PM 3:24

Current and Past Civic/Community Involvement: \_\_\_\_\_

Tell us why you feel qualified for this appointment: I am a good representation for the Students of Berlin High School

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Olivia Bgallo Date: 11-23-25

*Kathy Gladd*  
BERLIN, CT.

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

## Breaking News

- [Office Closures for New Year's Eve and New Year's Day](#)

# The Town of Berlin, Connecticut

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## Youth Services Advisory Board

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[Youth Service Advisory Board Membership - OnBoard](#)

[Youth Services Advisory Board Membership - Updated February 2025](#)

### Purpose/Authority

#### Ordinance – Code Book

#### Chapter II, Article 2

#### Part K. - Youth Services and Advisory Board.

##### **Sec. 2-220. Establishment.**

In accordance with state statutes §§ 17a-29—17a-32, there shall be in the town a youth services advisory board composed of **no less than seven (7) members**, who shall be appointed by and responsible to the town council.

(Ord. No. 6-80, § 1, 11-10-1980)

##### **Sec. 2-221. Membership.**

The youth services advisory board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. **These representatives shall include at least one (1) member currently under eighteen (18) years of age**, a representative of the school system, the police department, and a private youth-serving agency. At least one-third (1/3) of the total membership shall be service consumers.

(Ord. No. 6-80, § 2(a), 11-10-1980)

##### **Sec. 2-222. Duties.**

The youth services advisory board shall study continuously the conditions and needs of young people in the community in relation to health, recreation, employment and other matters. It shall analyze the services for youth provided by the community, both by public and private agencies, and shall make recommendation to the town council regarding the development and integration of the public and private agencies, in cooperation with the state and other services to the extent possible. The youth services advisory board shall work with the community services director regarding matters concerning the youth of the community.

(Ord. No. 6-80, § 2(b), 11-10-1980)

##### **Sec. 2-223. Terms.**

Members shall serve for staggered terms of three (3) years.

(Ord. No. 1-81, 7-16-1981)

##### **Sec. 2-224. Officers.**

The youth services advisory board shall choose from among its members a chairperson and vice-chairperson. It shall employ as its secretary a member of the youth community, who shall, if possible, be under eighteen (18) years of age, who shall keep appropriate minutes of the meetings of the youth services advisory board and shall file the minutes with the office of the town clerk. The town treasurer shall act as the treasurer for the youth services advisory board and shall see to the proper disbursement of any funds, local, state, federal, or private, that may be awarded to such board as directed by the board.

(Ord. No. 6-80, § 4, 11-10-1980)

**State law reference**—Regional advisory councils, state statute § 171-30.



# Youth Services Advisory Board

BERLIN, CT  
2025 DECEMBER 8

Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

2025 DEC-8 AM 11:31

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

BERLIN TOWN CLERK  
RECEIVED FOR RECORD

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Youth Advisory Board 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Nicole Tierney Telephone No.: 860-478-1801

Home Address: 182 Fair Rock Rd Number of years in Berlin: 21 yrs.  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: nmtierney@comcast.net ✓

Are you a Registered Voter? Yes Party Affiliation: Democrat  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Licensed Marriage and Family Therapist / Private Practice  
Present Employment (company/position/address) 1174 Kensington Ave, Berlin CT 06037

Current and Past Civic/Community Involvement: \_\_\_\_\_

Tell us why you feel qualified for this appointment: Lived in town 21 yrs, Raised a daughter here and involved in community due to my ~~co~~ career

Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Nicole Tierney Date: 12/5/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Zoning Board of Appeals

*Please return application to:*

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## **TOWN OF BERLIN**

### **Application for Appointments to Boards and Commissions**

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. ZBA

2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Michael Simonetra

Telephone No.: 860 305 9459

Home Address: 146 Hummingbird Dr

Number of years in Berlin: 4

(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Mike22d@j@aol.com

R

Are you a Registered Voter? yes

Party Affiliation: \_\_\_\_\_

(Note: To apply, you must be a Registered Voter in Berlin)

Associates Degree

Educational Background (optional)

Michael Simonetra DJ & Event Services

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

RTC, Chairman to the  
Concorso Ferrari, raising over 2 million dollars for PCMC

Tell us why you feel qualified for this appointment:

I have not missed a  
single meeting since joining the ZBA

Can you think of any reason that a conflict of interest could arise if you were appointed?

NO

Signature:

Michael Simonetra

Date:

11.12.25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



# Zoning Board of Appeals

**Please return application to:**

Town Clerk's Office - Room 107 – 240 Kensington Road – Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

I, the undersigned am interested in community service and provide this information for the use of the Town Council in considering my qualifications for appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. ZBA Alternate 2. \_\_\_\_\_

**\*\*NOTE:** If applying for the **GOLF COURSE COMMISSION**, please list any current golf club membership below (Men's Club, Ladies' Club, Lady Niners Club, Senior Men's Club) or Non-Golfer:

Name: Hunter Mathew Telephone No.: 860-916-2255

Home Address: 1000 Orchards Number of years in Berlin: 12  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: \_\_\_\_\_

Are you a Registered Voter? Yes Party Affiliation: IND  
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Chamber of Comm

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Extensive comm service  
and professional experience in real estate

Tell us why you feel qualified for this appointment: and municipal experience

Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: Hunter Date: 11/10/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 NOV 13 PM 5:29

Kathy J. Wozniak  
BERLIN, CT.

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

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/84860389658?pwd=UMM83dbbJjkRx99BfumNGSEE8MoFfk.1>

Meeting ID: 848 6038 9658

Passcode: 079603

+1-646-931-3860

**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:**

Mayor Kaczynski called the Town Council meeting to order at 7:01 p.m.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL:**

Those in attendance were:

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

Absent:

Councilor Peter Rosso

Also in attendance:

Town Manager Ryan Curley  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS:**

***Cornel Boudria, 115 Skinner Road*** – Mr. Boudria stated that the McGee Middle School science labs are in severe need of renovation. He is hoping that the Town can put forth a plan to earmark Choice funds for the improvements.

***Justin Lamoreaux, 34 Castlewood Drive*** – Mr. Lamoreaux stated that he is a member of Grassroots Berlin and wanted to express his support of the Augustus Moore Homestead property. Once historic farmland like the Moore property is developed it is gone forever. He requests the Town Council continue to support the efforts of preserving the property.

**Dennis Kern, 57 Cider Mill Road** - Mr. Kern stated that Worthington Ridge was once part of the main road between New Haven and Hartford and today provides examples of ancient historic houses. The Worthington Meeting House is an anchor on that road, and he applauds the Town's support of the painting and repairs, but the building needs continued support from the Town. He believes grants are available that would assist in making the Meeting House useful to the community again.

In regard to the Augustus Moore property, fund raising for the purchase continues. An additional \$300,000 is needed, however grant funding may cover some of that. He added that the Berlin Land Trust will continue to work the Town to make sure that this project works for the entire community.

**E. MAYOR'S UPDATE:**

Mayor Kaczynski stated that the Senior Housing project with Vesta Corporation is moving forward.

Representatives from the Department of Public Health, Department of Energy and Environmental Protection, and the Central Connecticut Health District will be in attendance at the January 20<sup>th</sup> Town Council meeting to review the results of air quality testing done at Bright Feeds.

**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**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

**H. 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.**

Mayor Kaczynski called the Public Hearing to order at 7:16 p.m. and asked Economic Development Director Chris Edge to speak.

Mr. Edge stated that the Connecticut Municipal Development Authority (CMDA) is a quasi-public agency formed in 2024 to work with communities with transit hubs. CMDA would work with the Town to review current zoning regulations in the train station area. The Town is not required to take actions on their recommendations. Becoming a member could also provide grant opportunities to the Town as well as low interest loans to developers.

Mayor Kaczynski asked if there were any public comments.

***Don Forcash, 992 Worthington Ridge*** – Mr. Forcash asked how many towns in Connecticut have joined the CMDA. Mr. Edge stated that there are about 30 towns.

Mayor Kaczynski closed the Public Hearing at 7:20 p.m.

**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**

Town Manager Curley stated that this item was the subject of tonight's Public Hearing.

David Kooris, Executive Director of CMDA, stated that the organization can only work with communities that have a train station, a bus rapid transit station, or a downtown area and currently works with 32 municipalities.

Councilor Coppola asked if the Planning and Zoning Commission (PZC) had provided their opinion on joining CMDA. Mr. Edge stated that the PZC had been invited to the original meeting with CMDA. Town Manager Curley stated that the PZC has been a part of the process from the

beginning and added that any recommendations made by CMDA would need to be approved by the PZC. Mr. Kooris added that CMDA would only be looking at zoning regulations within a half mile of the train station.

Councilor Veach stated she has reservations when it comes to items that affect zoning. Councilor Paonessa stated that at this point the Town would only be speaking with CMDA and hearing recommendations from the organization and he believes it would be a good opportunity for Berlin.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

**2. Topic re: Approve a FY27 non-budgeted appropriation of \$4,029,420 from the BHS Construction Fund to:**

<b>Fire Radio Upgrades</b>	<b>\$85,600</b>
<b>Police Vehicles</b>	<b>\$210,000</b>
<b>School Vans</b>	<b>\$200,000</b>
<b>UTV's w/ beds (x2)</b>	<b>\$116,820</b>
<b>Skid Steer</b>	<b>\$42,000</b>
<b>East Berlin Recreational Complex Renovations</b>	<b>\$900,000</b>
<b>Griswold HVAC</b>	<b>\$1,030,000</b>
<b>BHS Moisture Remediation Project</b>	<b>\$900,000</b>
<b>Boilers</b>	<b>\$345,000</b>
<b>Worthington Meeting House Renovations</b>	<b>\$200,000</b>
<b>-Finance</b>	

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

Mayor Kaczynski stated that this item and the appropriations were also discussed in more detail at the December 16, 2025 Town Council meeting

Councilor Paonessa moved to approve a FY27 non-budgeted appropriation of \$4,029,420 from the BHS Construction Fund to:

<b>Fire Radio Upgrades</b>	<b>\$85,600</b>
<b>Police Vehicles</b>	<b>\$210,000</b>
<b>School Vans</b>	<b>\$200,000</b>
<b>UTV's w/ beds (x2)</b>	<b>\$116,820</b>
<b>Skid Steer</b>	<b>\$42,000</b>
<b>East Berlin Recreational Complex Renovations</b>	<b>\$900,000</b>

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

### **3. Topic re: Presentation from the Friends of the Worthington Meeting House. – FOWMH**

Town Manager Curley introduced Lorraine Stub and Nancy Moran.

Ms. Stub thanked the Town Council for approving funds for painting and external repairs to the Worthington Meeting House. She added that both she and Nancy are members of the Friends of the Worthington Meeting House (FOWMH) which is the non-profit organization raising funds for building.

Ms. Moran presented a slide presentation of the history of the Meeting House, a copy of which is attached to these minutes. Highlights include; the building was built in 1774 and is the longest standing public building in Berlin, from 1775 until 1850 the meeting house served as a church, town hall, and community meeting place, in 1855 the Town purchased the building and it became the Worthington town hall and also housed the Center School, in 1907 the town hall consolidated with the Kensington town hall and moved further down Worthington Ridge to Brandegee Hall, at that time the building was adapted again and became Worthington School, from 1957 until 1974 the building housed the Board of Education, and finally in 1977 the Town conveyed it to the Berlin Historical Society and it was renamed the Worthington Meeting House again and was restored to its' original exterior 1775 appearance.

In 2005 the Friends of the Worthington Meeting House was formed and from 2012 through 2017 design concept plans for the interior restoration were drawn and modified. In 2019 the FOWMH began a campaign to solicit donations to raise at least \$2.5 million for that renovation and has raised \$70,000 to date.

Ms. Stub presented a virtual tour of the proposed renovations to the Meeting House stating that the original three-sided balcony would be rebuilt, the first floor would contain a large open meeting space as well as two offices or even a gift shop, and the basement would contain a kitchen and additional meeting rooms.

Ms. Stub stated that she hopes that this Town Council will support the continued restoration of the Meeting House just as it recently supported the Berlin Land Trust's purchase of the Augustus Moore House property, as both are important assets to the history of Berlin. Restoring the cupola and exterior painting and repairs are the first new steps in the preservation of the building and for that the FOWMH are very grateful.

Ms. Stub stated that the FOWMH needs town officials to be more than silent partners. It has been difficult to get wealthy donors to commit as they have stated that they feel town officials are not committed to the project.

The FOWMH has been told that the next step would be to obtain full construction plans. Prior plans were obtained in 2018, but new plans would be needed. The FOWMH hopes that the Town would be willing to cover the cost of those plans with a potential commitment of more funding for construction to follow.

Historic preservation construction grants are few and are highly competitive. A preliminary grant application was submitted to the State for the exterior painting, but the FOWMH were not selected, and in 2025 federal historic preservation grants were reduced from \$5 million to \$1 million.

More information on the building and restoration project can be found on the organization's website: <https://www.worthingtonmeetinghouse.org/>

NO ACTION NEEDED

**4. Topic re: Approve the 2026 Timberlin Golf Course Rates. – Golf Course**

Director of Golf Sol Guerrero stated that as the Town Ordinance requires that Timberlin Golf Course revenue must equal expenses, the Golf Course Commission recommends minimal increases to the 2026 rates.

Rates have been increased on in-demand areas of outings, leagues, and season passes for both residents and non-residents. Daily fees for residents that did not increase in 2025 will increase in 2026 by \$1, and outing prices have been restructured to include Friday in the weekend pricing. Mr. Guerrero added that Timberlin's prices remain slightly above average in comparison to area courses.

Councilor Pruzin inquired about the military rates. Mr. Guerrero stated that the Golf Commission provides those rates to active-duty military as well as veterans.

Councilor Paonessa moved to approve the 2026 Timberlin Golf Course Rates.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

**5. Topic re: 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**

Finance Director Kevin Delaney stated that there are no new fees being added to the schedule for 2026. Fee changes include an increase to quarantine and boarding fees for Animal Control which have not increased in many years therefore this increase is to bring them in line with costs.

Costs to provide Parks and Recreation services have increased slightly due to increases in the costs to run programs, Timberlin Golf Course changes were reviewed in the previous agenda item, and fee increases from the Central Connecticut Health District (CCHD) were updated on July 1, 2025 and they have the authority to alter their fees at any time. Any changes from the CCHD will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted on the Town website.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

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**

Fleet Manager Jim Simons stated that within the past three weeks, the Police Department has encountered significant challenges with its patrol fleet, as five vehicles have been involved in motor vehicle accidents placing additional strain on the remaining vehicles and personnel. One of the affected vehicles, a unit outfitted specifically for police K9 operations, has been deemed a total loss and will require complete replacement.

To address the immediate needs resulting from the loss of the K9 vehicle, the department will 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 at a cost of \$8,458.80.

Funds for the replacement for the unrepairable K9 unit were part of the funding received during tonight's Town Meeting and replacement cost for that unit will be \$71,841.00.

A 2000 model-year Ford Expedition was involved in an accident on December 28, 2025. The Town's insurance adjuster agreed not to total the vehicle and details of the final repair cost are being determined. Therefore, the third request of this agenda item is not required at this time.

Councilor Paonessa moved 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Councilor Paonessa moved to 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.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

**J. 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 Salomon 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 Veley (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).

Appointments will be made at the next Town Council meeting.

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

- As Mayor Kaczynski stated earlier this evening, the Bright Feeds air quality test results will be discussed at the January 20<sup>th</sup> Town Council meeting. The report is currently posted under “In the Spotlight” on the Town of Berlin website.

Councilor Pruzin stated that noise complaints from residents were posted on social media recently. Town Manager Curley stated his office has not received any complaints recently.

- Vesta Corporation hopes to close on the purchase of the Percival Avenue property for Senior Housing in early March.
- The Fire Services Committee will be meeting prior to the January 20<sup>th</sup> Town Council meeting at 6:30 p.m.
- The YMCA was unable to attend a scheduled meeting with the Town and State regarding discussing the ability for the YMCA to utilize the Town's existing grant funds through a pass-through agreement to conduct a feasibility study on the Patterson Way property. A new meeting is to be scheduled. The original grant amount was \$750,000 with \$500,000 remaining. Mayor Kaczynski added that the Town can also benefit from the results of the feasibility study.

**L. SPECIAL COMMITTEE REPORTS:**

None

**M. COUNCILORS' COMMUNICATION:**

Councilor Coppola stated that in October Zack's Burgers and Shakes on Farmington Avenue was recognized as "Connecticut's Best Burger".

Councilor Coppola stated that she would like the Town Council to present a proclamation to the Berlin High School football team which recently won the Class M state championship. The Town Manager will reach out to the team regarding scheduling.

Councilor Pruzin inquired about the status of the Town Charter revision. Mayor Kaczynski asked to make the discussion of Charter Revision an agenda item for the next meeting.

Councilor Veach inquired about the status of the parking fee situation at the high school. Mayor Kaczynski stated that the topic was addressed with the Board of Education (BOE) through a letter sent by the Town as well during a BOE meeting, but they have not made any changes or addressed the subject. They have also not explained the reason for needing additional revenue. Corporation Counsel Donofrio stated that the BOE is not supposed to be generating revenue that is not directed to offset expenditures, and as the Town maintains the school parking lot, what is that revenue being used for.

Corporation Counsel Donofrio added that after serving many years on the BOE in another town as well as representing several municipalities, he has seen the tug of war between towns and their BOEs especially in the past 20 years or so and he equates it to the State's inability to fulfill their obligation to adequately fund education in Connecticut.

**N. ACCEPTANCE OF MINUTES:**

**December 16, 2025**

Councilor Paonessa moved to accept the Town Council Meeting minutes of December 16, 2025.

Seconded by Councilor Veach.

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

Abstain: Councilor Atkinson, Councilor Coppola.

Vote being 4-0-2 (MOTION CARRIED)

**O. ADJOURNMENT:**

Councilor Paonessa moved to adjourn the meeting at 9:00 p.m.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting