

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

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/89049542140?pwd=TfKhJg7gcSv885qf1DmHfalx9t353q.1>

Meeting ID: 890 4954 2140

Passcode: 249914

+1-309-205-3325 US

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, February 3, 2026  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION Black History Month

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$1,995.00 and supplies/medical care valued at \$ 610.00. – Animal Control
2. Topic re: Approve waiving the Police Fees in the approximate amount of \$ 419.20 for the Griswold parents Club that took place on Wednesday, January 21, 2026, at Griswold School. - Police
3. Topic re: Approve waiving the Police Traffic fees in the approximate amount of \$ 670.72 for the Willard PTO “Family Dance” which will take place on March 20, 2026 at Willard School. - Police
4. Topic re: Accept the donation of \$5,000.00 from Kevin Budney and Budney Aerospace Inc. and appropriate the funds to the Dive Team Account. – Police
5. Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police

6. Topic re: Accept the donation of \$200 and appropriate the funds to the Supplies Expenditure Account. – Police
7. Topic re: Accept monetary donations totaling \$303.33 and deposit \$240.00 into the Library Agency account for children's programming and books and deposit \$63.33 into the Unrestricted Donations account for the library's greatest needs and move to accept book donations with an estimated value of 99.75 to be added to the appropriate department collections. – Berlin-Peck Memorial Library

I. NEW BUSINESS:

1. Topic re: Approve the proposal from CENAXO, LLC of Willington, CT utilizing State of Connecticut DAS Contract no. 23PSX0243 in the amount of \$235,000 which includes prevailing wage and a \$6,200 project contingency for Option Four and Add Alternates Three and Four associated with the painting and exterior restoration on the Worthington Meetinghouse pending funding approval by the Board of Finance. - Facilities
2. Topic re: Refer continued discussions by the Friends of Worthington Meeting House and the Berlin Historical Society to the Public Building Commission for review of the building history, progress to date, existing conditions and an architectural proposal for construction drawings. – Facilities
3. Topic re: Discussion only on request FY27 Capital Funds for Security Camera Upgrades. – Board of Education
4. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$65,000 for a status update and for Brownfield Remediation & Revitalization Program Reporting with \$22,500 of this cost funded directly by Chubb, and \$42,500 from the Farmington Avenue Development Loan (State) account. – Economic Development
5. Topic re: Authorize Town Manager, Ryan Curley, to enter into contract with the lowest bidder, Nelts of CT LLC, for seasonal maintenance and lawn cutting at various Town properties including the two alternates for a total amount not to exceed \$45,300 from March 1, 2026 through November 30, 2028. – Public Grounds
6. Topic re: Approve issuing a Purchase Order in an amount not to exceed \$100,365.00 to H.O. Penn of Newington, CT for the purchase of a 2026 Caterpillar Compact Track Loader (Model # 265 XPS IDC0578-25) for the Highway Department using Sourcewell Contract No. 011723-CAT. – Highway/Public Works
7. Topic re: Approve the purchase of the remaining four police vehicles in the Town of Berlin's 2026 capital plan from McGovern Municipal, located in Shrewsbury, MA. The acquisition will be made utilizing the State of Connecticut Department of Administrative Services (CT DAS) Contract #22PSX0133, for a total amount not to exceed \$270,000. – Municipal Garage
8. Topic re: Approve the Funds Transfer of \$13,734.18 to the Capital Equipment Account from the Greens Mower and Leaf Collector Accounts. - Golf Course
9. Topic re: Approve the Town Manager to add Distinctive Gardens & Tree Care of South Windsor, CT as a vendor to the Timberlin Bunker Project in accordance with recommendations from the

Public Building Commission and the Golf Commission and approve using up to \$60,000 of the Bunker Project contingency fund for additional tree work utilizing Town Contract No. 2021-17. – Golf Course

10. Topic re: Waive the Town's bidding process for DAF Services and approve the purchase of new pumps, for Timberlin, from DAF Services for no more than \$33,000, as this is in the best interest of the town. – Golf Course
11. Topic re: Discussion and possible consensus on issues for Charter revision consideration. Initiate the Charter revision process. Possible Actions include: Appoint the following members to the Charter Revision Commission (this is done within 30 days of forming the commission); Make the following recommendations to the commission for Charter revision; set the date of May 11, 2026, for the submission of the draft report to the Town Clerk for Town Council review on May 19, 2026. - Town Council

J. APPOINTMENTS:

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; Men's 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 Men's 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 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.

**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).

K. TOWN MANAGER'S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS' COMMUNICATION:

N. ACCEPTANCE OF MINUTES: January 20, 2026

O. ADJOURNMENT



# TOWN OF BERLIN

*Office of the Mayor*

TOWN HALL • BERLIN, CT 06037

*Mayor*  
Mark H. Kaczynski

*Deputy Mayor*  
Charles R. Paonessa

## PROCLAMATION In Recognition of **BLACK HISTORY MONTH**

**Whereas:** During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

**Whereas:** Black History Month grew out of the establishment, in 1926, of Black History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and

**Whereas:** the observance of Black History Month calls our attention to continue to battle racism and build a society that lives up to its democratic ideals; and

**Whereas:** the Town of Berlin continues to be an inclusive community in which all citizens are respected and recognized for their contributions to our community and country; and

**Whereas:** to honor Dr. Martin Luther King, Jr. for his work for equal rights and as the most important voice of the American Civil Rights Movement for which he was awarded the Noble Peace Prize in 1964; and

**Whereas:** the Town of Berlin is proud to honor the history and contributions of African Americans in our community, throughout the state, and our nation.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut does officially recognize February 2026 as

## **BLACK HISTORY MONTH**

Dated this 3rd day of February 2026 at Berlin, Connecticut.

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Mark H. Kaczynski, Mayor

*Concurrent*  
Agenda Item No. 41  
Request for Town Council Action

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

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

**DATE:** January 23, 2026

**SUBJECT:** Donation to Berlin Animal Control

**SUMMARY:**

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

PERIOD	AMOUNT	PURPOSE	DONOR*
01/01/26-1//23	\$ 300.00 (value)	Pet food, treats, bedding	Sandy Kerski , Berlin
	\$100.00 ( value )	Dog beds & toys	Lisa Newton, Berlin
	\$ 100.00 ck#613113	Animal Care	Grassroots of Berlin
	\$300.00 ck# 7216	Animal Care/ In memory of	Rich Gagliardi, Berlin
	\$70.00 ck# 5031	Animal Care	Thomas Ottman, Berlin
	\$ 50.00 ck#4679	Animal Care/ In memory of	Therese Pac, Bristol
	\$25.00 ck# 3596	Animal Care/ In memory of	Carrie Tyszka, Middletown
	\$50.00 ck# 573	Animal Care/ In memory of	Anne Carubba, Chesire
	\$20.00 ck# 257	Animal Care/ In memory of	Christine Sarsley, Colchester
	\$30.00 ck# 5841	Animal Care/ In memory of	Nancy Perzanowski, Berlin
	\$210.00 ( value ) Inv#239460	Vet fees	F.O.B.A.C. , Berlin
	\$50.00 ck# 5378	Animal Care/ In memory of	Susan Peplau, Vernon
	\$50.00 ck# 2404	Animal Care/ In Memory of	Debra Siraco, East Lyme
	\$100.00 ck# 5208	Animal Care/ In memory of	Barbara Pac, New Britain
	\$1000.00 ck# 7366	Animal Care/ In memory of	Patricia Pac, Wethersfield
	\$25.00 ck# 520	Animal Care/ In memory of	Janice Gonsalves, Shrewsbury,MA.

	\$50.00	ck# 7103	Animal Care/ In memory of
	\$75.00	ck# 483	Animal Care/ In memory of

\* Unless a name is mentioned, donors requested anonymity

**FUNDING:**

None

**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 1995.00 and supplies/medical care valued at \$ 610.00

**ATTACHMENTS:**

Thank you notes      ✓

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





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

Dec 22, 2025

Sandy Kerski  
C/O CT. Crane  
576 Christian Lane  
Berlin, CT. 06037

Dear Sandy & CT Crane Employees,  
Thank you for the donation of dog & cat food, cleaning supplies, cat scratchers, Fleece blankets, towels & beautiful pet beds.  
We are very grateful for people like you who care about the welfare of our shelter residents as much as we do. It is an added bonus when the donation is from a town business. It shows that Berlin has some very compassionate people living & working here. We really appreciate your kindness and thank you again on behalf of the animals we care for.  
Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

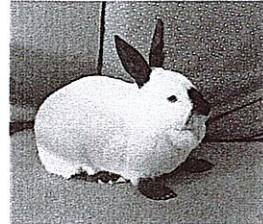
Kate Matson, Assistant Animal Control Officer



“ Cleo ”



“ Cricket ”



“ Bloom ”

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



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

Dec 22, 2025

Lisa Newton  
153 South Slope Drive  
Berlin, CT. 06037

Dear Lisa,

Thank you for the donation of dog beds, litter box supplies, dog toys and towels. We are very grateful for people like you who care about the welfare of our shelter residents as much as we do.

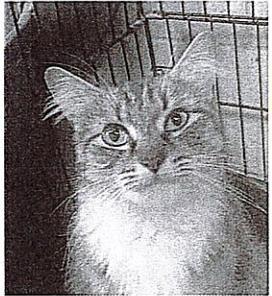
We really appreciate your kindness and thank you again on behalf of the animals we care for.

Happy Holidays!

Sincerely,

Jan Fuller, Animal Control Officer

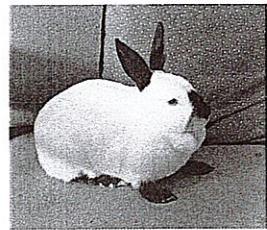
Kate Matson, Assistant Animal Control Officer



“ Cleo ”



“ Cricket ”



“ Bloom ”

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



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

Jan 2, 2026

Grassroots of Berlin  
115 Skinner Road  
Berlin, CT. 06037

Dear Grassroots of Berlin,

Thank you for the donation of \$100 to the Berlin Animal Shelter.

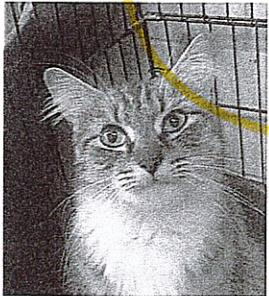
We are very grateful for people like you who care about the welfare of our shelter residents as much as we do. It is an added bonus when the donation is from a town organization. It shows that Berlin has some very compassionate people living & working here. We really appreciate your kindness and thank you again on behalf of the animals we care for.

Happy New Year to all of you !!

Sincerely,

Jan Fuller, Animal Control Officer

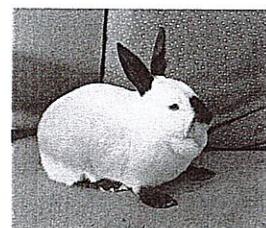
Kate Matson, Assistant Animal Control Officer



“ Cleo ”



“ Cricket ”



“ Bloom ”

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



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

Jan 7, 2026

Rich Gagliardi  
1278 High Road  
Kensington, CT. 06037

Dear Rich,

Thank you for the very generous donation of \$300 to the Berlin Animal Shelter. It's a beautiful thing that Deenie is still remembered this way and her love of animals continues to help them find loving homes.

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

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

Happy New Year to you !!

Sincerely,

Jan Fuller, Animal Control Officer

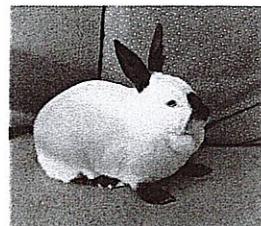
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 7, 2026

Thomas Ottman  
53 Westview Terrace  
Berlin, CT. 06037

Dear Thomas,

Thank you for the donation of \$70 to the Berlin Animal Shelter.  
We are very grateful for people like you who care about the welfare of our shelter residents as much as we do. It is an added bonus that you do this every month !  
We really appreciate your kindness and thank you again on behalf of the animals we care for.

Happy New Year to all of you !!

Sincerely,

Jan Fuller, Animal Control Officer

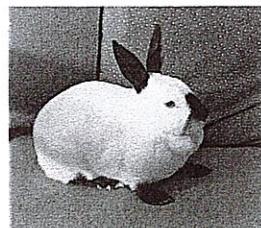
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 12, 2026

Christine Sarsley  
96 Broad Meadow Rd  
Colchester, CT. 06415

Dear Christine,

Thank you for the donation of \$20 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

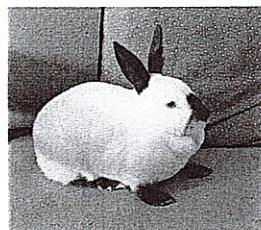
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 12, 2026

Nancy Perzanowski  
33 Middletown Rd  
Berlin, CT. 06037

Dear Michael & Nancy,

Thank you for the donation of \$30 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

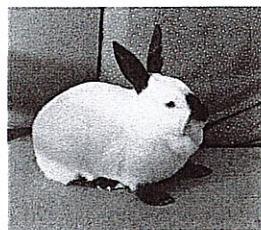
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 12, 2026

Therese Pac  
Barry L. Thompson  
127 Melinda Lane  
Bristol, CT. 06010

Dear Therese & Barry,

Thank you for the donation of \$50 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

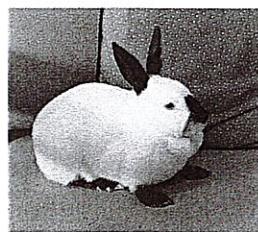
Kate Matson, Assistant Animal Control Officer



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



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

Jan 12, 2026

Peter & Carrie Tyszka  
32 Wanda Lane  
Middletown, CT. 06457

Dear Peter & Carrie,

Thank you for the donation of \$25 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

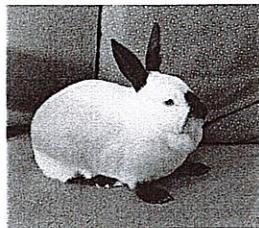
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 12, 2026

Ronald & Anne Carubba  
57 Mackenzie Willow Terrace  
Cheshire, CT. 06410

Dear Ronald & Anne,

Thank you for the donation of \$50 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

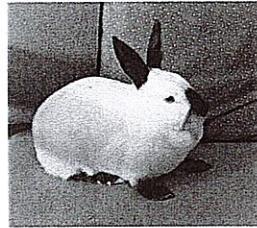
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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

25-0171

# Windsor Animal Clinic

46 Poquonock Avenue

Windsor, CT 06095

(860) 688-4969

windsoranimalclinic@hotmail.com

## Town Of Berlin (# 11015)

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

Jan 12, 2026

Invoice Number  
239460

### Boyd (# RA)

Species: Feline  
 Sex: Male Neutered  
 Age: 6 months old  
 Breed: DSH  
 Coat Color: Black  
 Weight: 0 lbs.

Rabies Tag Number:

Annual Exam:  
 Cat Dist. Resp: 01/12/2027  
 Dental:  
 Fecal Exam:  
 Fecal Ova & Giardia Test:  
 Feline Leukemia:



Date	Code Description	Qty	Price
01/12/2026	1614 Feline Castration - Immature	1	\$ 85.00
	262 Feline Dist/Resp - yearly	1	\$ 20.00
<b>Total for Boyd:</b> \$			<b>105.00</b>

### Flint (# QA)

Species: Feline  
 Sex: Male Neutered  
 Age: 6 months old  
 Breed: DSH  
 Coat Color: Gray  
 Weight: 0 lbs.

Rabies Tag Number:

Annual Exam:  
 Cat Dist. Resp: 01/12/2027  
 Dental:  
 Fecal Exam:  
 Fecal Ova & Giardia Test:  
 Feline Leukemia:



Date	Code Description	Qty	Price
01/12/2026	1614 Feline Castration - Immature	1	\$ 85.00
	262 Feline Dist/Resp - yearly	1	\$ 20.00
<b>Total for Flint:</b> \$			<b>105.00</b>

Dr. Larry Pennington

Total Invoice: \$ 210.00  
 Previous Balance: \$ 701.85  
 Total Amount Due: \$ 911.85  
 New Balance Due: \$ 911.85

\* pd

## Current Accounts Receivable Status

Current Invoice:	0 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total A/R
\$ 210.00 paid ✓ FOBAC	\$ 463.00	\$ 448.85	\$ 0.00	\$ 0.00	\$ 911.85

Check out our website at [www.thewindsoranimalclinic.com](http://www.thewindsoranimalclinic.com) or like us on Facebook!Access your pets medical records at [TheVetHero.com](http://TheVetHero.com)

# Windsor Animal Clinic

46 Poquonock Avenue

Windsor, CT 06095

(860) 688-4969

windsoranimalclinic@hotmail.com

**Town Of Berlin (# 11015)**

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

**Jan 13, 2026**

**Invoice Number**  
**239496**

## Payment on Account

Previous Balance:	\$	911.85
<b>Total Payments - Thank you:</b>		
3. Mastercard	\$	210.00
<b>New Balance Due:</b>	<b>\$</b>	<b>701.85</b>

### Current Accounts Receivable Status

Current Invoice:	0 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total A/R
\$ 0.00	\$ 463.00	\$ 238.85	\$ 0.00	\$ 0.00	\$ 701.85

Check out our website at [www.thewindsoranimalclinic.com](http://www.thewindsoranimalclinic.com) or like us on Facebook!

Access your pets medical records at [TheVetHero.com](http://TheVetHero.com)



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

Jan 14, 2026

Patricia Pac  
780 Wolcott Hill Rd  
Wethersfield, CT. 06109

Dear Patricia,

Thank you for the generous donation of \$1000 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

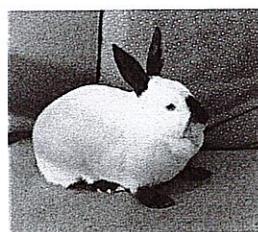
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 14, 2026

Barbara Pac  
232 Grove St Apt 6  
New Britain, CT. 06053

Dear Barbara,

Thank you for the donation of \$100 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

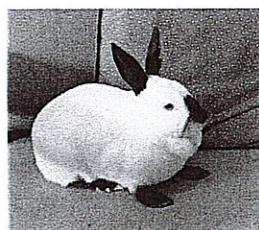
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 14, 2026

Patrick & Debbie Siraco  
9 Mountain View Rd  
East Lyme, CT. 06333

Dear Patrick & Debbie,

Thank you for the donation of \$50 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

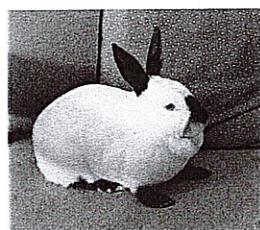
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 14, 2026

Susan Peplau  
Jon Chambers  
17 Saddlegate Lane  
Vernon, CT. 06666

Dear Susan & Jon,

Thank you for the donation of \$50 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

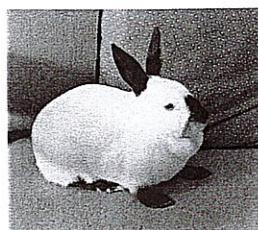
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 20, 2026

Juliana Erickson  
85 Hickory Hill Rd  
Kensington, CT. 06037

Dear Juliana,

Thank you for the donation of \$ 50 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

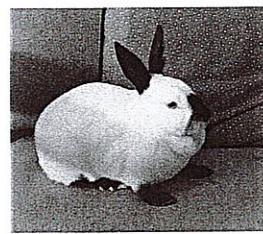
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 20, 2026

Janice Gonsalves  
8 Heatherwood dr.  
Shrewsbury, MA. 01545

Dear Janice & Frederick,

Thank you for the donation of \$ 25 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

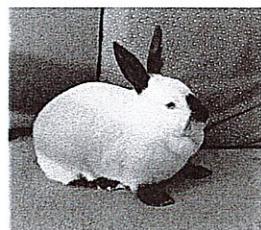
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 20, 2026

Elizabeth Paladino  
716 Toby Hill Rd.  
Westbrook, CT. 06498

Dear Betty & John,

Thank you for the donation of \$ 75 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

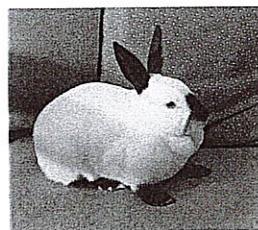
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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



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

Jan 20, 2026

Karen & Jim Caplik  
23 Old Wood Rd  
Berlin, CT. 06037

Dear Jim & Karen,

Please accept our deepest sympathy for your loss of Katherine. Our thoughts are with you. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.

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

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

All donations go towards the animals in our care for Vet fees towards vaccines & Spaying. Attached are the details of all donations received in Katherines name.

Sincerely,

Jan Fuller, Animal Control Officer

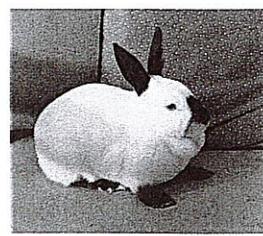
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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

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

The following are a list of donations received in memory of Katherine Caplik with names & addresses of donors.

Therese Pac/ Barry Thompson	127 Melinda La	Bristol	06010	\$50
Peter & Carrie Tyszka	32 Wanda Lane	Middletown	06457	\$25
Ronald & Anne Carubba	57 Mackenzie Willow Terrace	Cheshire	06410	\$ 50
Christine Sarsley	96 Broad Meadow Rd.	Colchester	06415	\$20
Michael & Nancy Perzanowski	33 Middletown Rd	Berlin	06037	\$30
Patricia Pac	780 Wolcott Hill Rd	Wethersfield	06109	\$1000
Barbara Pac	232 Grove St. Apt 6	New Britain	06053	\$100
Patrick & Debra Siraco	9 Mountain View Rd	East Lyme	06333	\$50
Susan Peplau & Jon Chambers	17 Saddlegate La	Vernon	06066	\$50
Fred & Janice Gonsalves	8 Heatherwood Dr	Shrewsbury, MA.	01545	\$25
Betty & John Paladino	716 Toby Hill Rd	Westbrook	06498	\$75
Juliana Erickson	85 Hickory Hill Rd	Kensington	06037	\$50

- Any additional donations received after this mailing will be acknowledged and sent to you in a timely manner.

Agenda Item No. 2  
Request for Town Council Action

*Consent*

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

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

**DATE:** January 20, 2026

**SUBJECT:** Request for Fee Waiver – Griswold Parents Club “Bingo Night” 2026

**Summary of Agenda Item:**

Griswold Parents Club is hosting a Bingo Night at Griswold School on January 21, 2026. According to the application this is a non-profit event that is intended to be a fun family outing, with any funds raised going right back to the school.

**Funding:**

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

**Action Needed:**

Move to approve waiving the Police Fees in the approximate amount of \$ 419.20 for the Griswold parents Club that will take place on Wednesday, January 21, 2026 at Griswold School.

**Attachments:**

Request for Fee Waiver Form ✓

**Prepared By:**

Lieutenant Michael Jobes, Berlin Police Department *MJ*

# BERLIN POLICE DEPARTMENT

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

Date: January 20, 2026

Event Name: 2026 Griswold Parents Club Bingo Night

Requestor/Organization: Griswold Parents Club/Mindy Lavoie

Date of Event: January 21, 2026

Number of Officers: 1

Time: Four Hour Shift 1800-2200

Contract Rate: Private Duty

Approximate Total: \$ 419.20 (4 hours private duty rate+ town surcharge 25%)

Function of Officer Assigned: Maintain police presence at Griswold School during event, Bingo Night.



Lt. Michael Jobes



## TOWN OF BERLIN

### Request for Fee Waiver

Requesting Organization: <i>Griswold Parents Club</i>	Date: <i>1/4/26</i>
Contact Name: <i>Mindy Lavoie</i>	
Phone Number: <i>860 916 5589</i>	
Event: <i>Bingo Night</i>	Date of Event: <i>1/21/26</i>
Location of the Event: <i>Griswold School 133 Heather Lane</i>	
What <u>fee</u> do you want waived: <i>Police protection \$419.20</i>	
Identify the hardship incurred: <i>Bingo Night is not a profit making evening. It is a griswold community building event. Any funds raised go right back to the school.</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>This event is intended to be a fun family outing that brings fun to the community. Any profits made go back into supporting students, teachers and the school as an entity.</i>	

#### Town Manager review:

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

Yes  No

If so, which criteria:

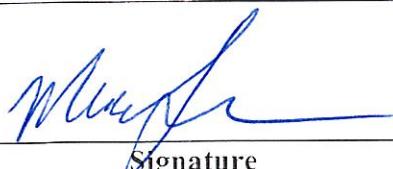
- Raises funds to supplement Town budgeted services.
- Raises funds for programs normally funded by the Town.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provide programs for local youth.
- Raises funds for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

## TOWN OF BERLIN

### Request for Fee Waiver

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

Comments:



Signature

1/22/26

Date

  
\_\_\_\_\_  
Town Manager Signature

1/21/26

Date

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

#### 1. Fee Waiver Policy

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

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley- Town Manager *RC*  
**DATE:** January 21, 2026  
**SUBJECT:** Request for Fee Waiver – Willard PTO “Family Dance”

**Summary of Agenda Item:**

The Willard Parent Teacher Organization (PTO) is hosting a “Family Dance” on March 20, 2026 at Willard School. According to the application the dance is being offered to the families of Willard at no cost. The Willard PTO is requesting that the police fees be waived.

**Funding:**

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

**Action Needed:**

Move to approve waiving the Police Traffic fees in the approximate amount of \$ 670.72 for the Willard PTO “Family Dance” which will take place on March 20,2026 at Willard School.

**Attachments:**

Request for Fee Waiver Form ✓

**Prepared By:**

Lieutenant Michael Jobes, Berlin Police Department

A handwritten signature in blue ink, appearing to read "M. Jobes", is enclosed within a blue oval.

# BERLIN POLICE DEPARTMENT

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

Date: January 21, 2026

Event Name: 2026 Willard PTO Family Dance

Requestor/Organization: Griswold Parents Club/Mindy Lavoie

Date of Event: March 20, 2026

Number of Officers: 2

Time: Four Hour Shift 1700-2100

Contract Rate: Private Duty

Approximate Total: \$ 838.40 (8 hours private duty rate+ town surcharge 25%)

Function of Officer Assigned: Maintain police presence at Willard School for event hosting in excess of 200.



Lt. Michael Jobes



## TOWN OF BERLIN

### Request for Fee Waiver

<b>Requesting Organization:</b> Willard PTO	<b>Date:</b> 1/15/2026
<b>Contact Name:</b> Melissa Gibbons	
<b>Phone Number:</b> 860-402-2876	
<b>Event:</b> Family Dance	<b>Date of Event:</b> 3/20/2026
<b>Location of the Event:</b> Willard Elementary School	
<b>What fee do you want waived:</b> Police coverage (two officers) for the event hosting more than 200 people.	
<i>4 hours each @ \$83.84/hour      \$335.36 total 838.40 +25% Town Surcharge</i>	
<b>Identify the hardship incurred:</b> The dance is being offered to the Willard families at no cost. Volunteers are offering their time and talents to make this a special event for the families.	
<b>Identify how your organization benefits the Town of Berlin as outlined in the below criteria.</b> Please be specific: The Willard Parent Teacher Organization (PTO) provides opportunities and experiences for students, their families and teachers through fundraising throughout the year.	

**Town Manager review:**

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

Yes

No

If so, which criteria:

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

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Willard PTO

**Comments:**

Thank you for your on going support!

Melissa Guberman

Signature

1-15-2020

Date

  
Town Manager Signature

1/27/26

Date

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

1. Fee Waiver Policy

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

Consent  
Agenda Item No. 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 26, 2026  
**SUBJECT:** Donation for Dive Team. *DG*

**Summary of Agenda Item:**

The Police Department has received \$5,000.00 in donations for the Dive Team from Kevin Budney and Budney Aerospace Inc.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Dive Team Expenditure Account # 100.15.1532.0.54000.01100.

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donation of \$5,000.00 and appropriate the funds to the Dive Team Account.

**Attachments:**

None ✓

**Prepared By:**

Deputy Chief Drew Gallupe

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 26, 2026  
**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

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

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

**Funding**

No funding needed.

**Action Needed:**

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

**Attachments:**

None ✓

**Prepared By:**

Deputy Chief Drew Gallupe *DA*

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 26, 2026  
**SUBJECT:** Donation for supplies.

**Summary of Agenda Item:**

The Police Department has received \$200 in donations for supplies from Switches LLC.

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

**Funding**

No funding needed.

**Action Needed:**

Move to accept the donation of \$200 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None ✓

**Prepared By:**

Deputy Chief Drew Gallupe *DC*

*Consen†*  
Agenda Item No. 7  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 23, 2026  
**SUBJECT:** Accept Library Donations

**Summary of Agenda Item:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	100.00	Library Agency Acct.	STEAM supplies	Cathy Kowalski
	5.00	Unrestricted Donations Acct.	library's greatest need	anonymous patron
	58.33	Unrestricted Donations Acct.	library's greatest need	various patrons
	140.00	Library Agency Acct.	for children's books in memory of Charlie McCourt	Rebecca Bowman & <i>Charlie's Angels</i>
	303.33			
Equip/Merch				
	69.76	Books	add to appropriate department collection	various patrons
	29.99	The Forest Revealed: An Illustrated Year by Jada Fitch; text by Kateri Kosek	add to appropriate department collection	Marilyn Brierly and the Berlin Land Trust
	99.75			

**Funding:**

No funding needed

**Action Needed:**

Move to accept monetary donations totaling \$303.33 and deposit \$240.00 into the Library Agency account for children's programming and books and deposit \$63.33 into the Unrestricted Donations account for the library's greatest needs and move to accept book donations with an estimated value of 99.75 to be added to the appropriate department collections.

**Attachments:**

n/a ✓

**Prepared By:**

Carrie Tyszka, Library Director

*CT*

Agenda Item No. 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 28, 2026  
**SUBJECT:** Worthington Meeting House Exterior Painting Proposal Approval

**Summary of Agenda Item:**

The Worthington Meetinghouse is a Historic Building within the Town and the State and has undergone many renovations since it was constructed 250 years ago. The exterior painting on the building has begun to fail since the last painting was done over 20 years ago and now requires a multi-step process to repaint the wood siding. In consultation with the Friends of the Worthington Meeting House, Berlin Historical Society and the Architect who has been working on the next phases of restoration and to ensure State Historic Preservation compliance, a scope was developed to solicit pricing. The intent is to streamline and expedite the painting restoration so that work can be completed by the America 250 Celebration on July Fourth, 2026. An exterior restoration contractor who specializes in Historic Buildings and is an approved State of Connecticut DAS Contractor was contacted for pricing. CENAXO, LLC of Willington, CT has provided a proposal with options and allowances utilizing State of Connecticut DAS Contract No. 23PSX0243 with the request to proceed with Option Four and Add Alternates Three and Four in the amount of \$235,000 which includes prevailing wage and a \$6,200 contingency.

**Funding:**

\$200,000= 500.50.2038.0.54000.00552 Meetinghouse Renovations (Pending Approval by The Board of Finance)

\$35,000= 500.05.0507.0.54000.00913 LOCIP-Town Clerk

**Action Needed:**

Move to approve the proposal from CENAXO, LLC of Willington, CT utilizing State of Connecticut DAS Contract no. 23PSX0243 in the amount of \$235,000 which includes prevailing wage and a \$6,200 project contingency for Option Four and Add Alternates Three and Four associated with the painting and exterior restoration on the Worthington Meetinghouse pending funding approval by the Board of Finance.

**Attachments:**

CENAXO, LLC Proposal ✓

**Prepared By:** Douglas Solek, Director of Facilities





January 27, 2026

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

RE: Worthington Meeting House Exterior Painting Project per our site visit on: 12/2/2025

The following is our proposal to you for Worthington Meeting House Exterior Painting Project:

**Option 1: Façade Painting w/ Selective Paint Removal & 1 Finish Coat**

1. Mobilize to site & provide boom lift and/or scissor lift access to the facade
2. Ground protection to be supplied where required to minimize landscape disruption
3. Provide plastic at building perimeter for paint chip collection
4. Remove existing loosely adhered paint to bare wood surfaces. Well adhered paint to remain
5. Power wash 100% of surfaces prior to painting
6. Sand down surfaces prior to primer application
7. Re-Secure loose clapboards as needed prior to painting
8. Apply (1) coat Sherwin Williams Oil Based Primer to 100% of prepared surfaces
9. Apply (1) coat of Sherwin Williams Duration Acrylic Latex Paint to 100% of primed surfaces
10. Pricing includes Mobilization, Demobilization & Project Management

Labor, Access, and Materials \$90,755.00

**Option 2: Façade Painting w/ Selective Paint Removal & 2 Finish Coats**

11. Mobilize to site & provide boom lift and/or scissor lift access to the facade
12. Ground protection to be supplied where required to minimize landscape disruption
13. Provide plastic at building perimeter for paint chip collection
14. Remove existing loosely adhered paint to bare wood surfaces. Well adhered paint to remain
15. Power wash 100% of surfaces prior to painting
16. Sand down surfaces prior to primer application
17. Re-Secure loose clapboards as needed prior to painting
18. Apply (1) coat Sherwin Williams Oil Based Primer to 100% of prepared surfaces
19. Apply (2) coat of Sherwin Williams Duration Acrylic Latex Paint to 100% of primed surfaces

20. Pricing includes Mobilization, Demobilization & Project Management  
Labor, Access, and Materials \$99,248.00

**Option 2a: Façade Painting & Selective Paint Removal 2 Finish Coats – Prevailing Wage**

21. Mobilize to site & provide boom lift and/or scissor lift access to the facade
22. Ground protection to be supplied where required to minimize landscape disruption
23. Provide plastic at building perimeter for paint chip collection
24. Remove existing loosely adhered paint to bare wood surfaces. Well adhered paint to remain
25. Power wash 100% of surfaces prior to painting
26. Sand down surfaces prior to primer application
27. Re-Secure loose clapboards as needed prior to painting
28. Apply (1) coat Sherwin Williams Oil Based Primer to 100% of prepared surfaces
29. Apply (2) coat of Sherwin Williams Duration Acrylic Latex Paint to 100% of primed surfaces
30. Pricing includes Mobilization, Demobilization & Project Management

Labor, Access, and Materials \$138,316.00

**Option 3: Façade Painting w/ 100% Paint Removal & 1 Finish Coat**

1. Mobilize to site & provide boom lift and scissor lift access to the facade
2. Ground protection to be supplied where required to minimize landscape disruption
3. Provide plastic at building perimeter for paint chip collection
4. Remove 100% of existing paint to bare wood using scrapers & Infrared Heat Guns
5. Power wash 100% of surfaces prior to painting
6. Sand down surfaces prior to primer application
7. Apply (1) coat Sherwin Williams Oil Based Primer to 100% of prepared surfaces
8. Apply (1) coat of Sherwin Williams Duration Acrylic Latex Paint to 100% of primed surfaces
9. Pricing includes Mobilization, Demobilization & Project Management

Labor, Access, and Materials \$199,789.00

**Option 4: Façade Painting w/ 100% Paint Removal & 2 Finish Coats**

10. Mobilize to site & provide boom lift and scissor lift access to the facade
11. Ground protection to be supplied where required to minimize landscape disruption
12. Provide plastic at building perimeter for paint chip collection
13. Remove 100% of existing paint to bare wood using scrapers & Infrared Heat Guns
14. Power wash 100% of surfaces prior to painting
15. Sand down surfaces prior to primer application
16. Re-Secure loose clapboards as needed prior to painting

17. Apply (1) coat Sherwin Williams Oil Based Primer to 100% of prepared surfaces
18. Apply (2) coats of Sherwin Williams Duration Acrylic Latex Paint to 100% of primed surfaces
19. Pricing includes Mobilization, Demobilization & Project Management

Labor, Access, and Materials \$218,122.00

DAS Trade Labor Rates ADD Alternates:

Add Alternate #1: Abatron Epoxy Repairs: 25 Square Feet @ \$124.00/SF = \$3,100.00

Add Alternate #2 Dutchman Wood Replacement: 15 Linear Feet @ \$218.00/LF = \$3,270.00

Prevailing wage Rate ADD alternates:

Add Alternate #3 : Abatron Epoxy Repairs: 25 Square Feet @ \$204.00/SF = \$5,100.00

Add Alternate #4 Dutchman Wood Replacement: 15 Linear Feet @ \$372.00/LF = \$5,580.00

Option 3 ADD Alt: Re-Secure loose clapboards as needed prior to painting: ADD: \$10,912.00

Notes:

- Any Applicable CT State sales tax excluded
- Owner to supply water & power
- Any applicable permit fees not included
- Non-Prevailing wage pricing based on DAS Trade Labor Contract 23PSX0243
- Any hazardous material testing & abatement not included

Thank you for the opportunity to propose solutions for this project. Please let us know if we can improve the work items presented above.

*Sean Delaney*

Sean Delaney  
Project Manager, Cenaxo, LLC

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:** Refer to the Public Building Commission an update on the Worthington Meeting House History, Existing Conditions and Discuss Next Step Options for Interior Buildout Construction

**Summary of Agenda Item:**

The FOWMH (Friends of Worthington Meeting House) and The Berlin Historical Society have presented to Council the History and Status of the Worthington Meeting House. Both Groups are seeking approval by Council to refer the discussion on the next steps of interior buildout construction to the PBC for consideration to review the history, progress to date, existing conditions and an architectural proposal for construction drawings, should drawings be required for grant applications or to further assist in cost estimating.

**Funding:**

N/A

**Action Needed:**

Move to refer continued discussions by the Friends of Worthington Meeting House and the Berlin Historical Society to the Public Building Commission for review of the building history, progress to date, existing conditions and an architectural proposal for construction drawings.

**Attachments:**

Lorraine Stub Email Request ✓

QA&M Proposal ✓

Design Development Drawings on File and Available on Request ✓

**Prepared By:**

Douglas Solek, Director of Facilities





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## Public Building Commission & Worthington Meeting House

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From [lstub@comcast.net](mailto:lstub@comcast.net) <lstub@comcast.net>

Date Sun 1/11/2026 7:08 PM

To Doug Solek <[dsolek@berlinct.gov](mailto:dsolek@berlinct.gov)>

Cc Michael Ahern <[mahern@berlinct.gov](mailto:mahern@berlinct.gov)>

Hi again, Doug,

No need to reply tonight. We had our museum's annual planning meeting today and among other items, we discussed WMH developments. We were thinking it would be good to have a few of us meet with PBC to review the history of WMH and the work done so far - also show them the fly through video. I think most members maybe have never been in the building and are new since the last major work was done. It's important that they be knowledgeable about the project.

I don't know how to go about getting on the agenda - and Nancy is having eye surgery this Tuesday so depending upon how that goes, she won't be available for at least a week or more. Also if it's an agenda item, I know we need ten business days to publicize.

Thanks for your advice.

Lorraine

**Caution:** This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.



January 11, 2018

Mr. Doug Solek  
Facilities Director  
Town of Berlin  
240 Kensington Road  
Berlin, CT 06037

Re: Architectural and Engineering Services – Worthington Meeting House

Dear Doug,

As we discussed on the telephone on Tuesday, we had a meeting with the Friends of the Worthington Meeting House at our office on January 9, 2018 to review the status of the project along with a strategy for moving it forward.

At the meeting I explained that because the prior schematic prepared by Silver Petrucci was not embraced by the Friends, we had revisited that phase of the project to design a scheme that did not require an addition to the building. Consequently, we created a plan with an interior elevator and stairs so that all these functions could fit within the existing building shell. We have spent a significant amount of time developing alternate schematic plans, meeting with the SHPO, and assisting with a cost estimate for both revised schematics. I have calculated our hours spent to date, and we have expended about \$10,000 of the \$20,000 fee in redoing the schematic phase of the project.

I would very much like to move the project ahead, ideally through Construction Documents phase so that the project is ready to go out to bid when the necessary funds are available for construction. This would position the project more favorably with the SHPO if Historic Tax Credits are sought, since the SHPO has indicated that the State only wants to fund projects that have a strong likelihood of being built. As we discussed, I have prepared a proposal to now take the now-approved schematic through the Design Development and Construction Documents phases.

QA+M Architecture proposes the following fee structure for the remaining phases of the work:

Design Development	\$26,400
<u>Construction Documents</u>	<u>\$52,800</u>
<b>TOTAL</b>	<b>\$79,200</b>

This fee is all-inclusive and includes fees for Site and Civil Engineering, Structural Engineering, and Mechanical, Electrical and Plumbing. It also includes the production any graphic plans and renderings that the Friends might need for fundraising purposes. The only exclusions are fees related to specialty display cabinetry and lighting, and the preparation of the application for Historic Tax Credits if the Friends elect to pursue them. Also note that we have an unused portion of fee of \$10,000 from our earlier agreement, so the additional fee needed for completion would be \$69,200.

QuisenberryArcariMalik



I have also calculated the fees required to Bid the project and to perform Construction Administration when the project is ready to be built:

Bidding	\$6,600
<u>Construction Administration</u>	<u>\$26,400</u>
<b>TOTAL</b>	<b>\$33,000</b>

Again, these fees are inclusive of all engineering services as outlined previously.

Please note that this A/E Services fee proposal should be considered negotiable. The design team and I would be more than willing to further discuss the scope of work, the scope of Services, and how they relate to our proposed fee.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that appears to read "Kenton C. McCoy".

Kenton C. McCoy, AIA  
Associate Principal  
QA+M Architecture

cc: Lorraine Stub, Friends of Worthington Meeting House

QuisenberryArcariMalik



## ADDENDUM

February 8, 2018

The original fee agreement was to complete the Design Development phase of the project based on an approved Schematic Design completed by Silver Petrucci for a fixed fee of \$20,000. However, the Schematic Design needed to be revised to eliminate the addition the proposed addition and bring the elevator core into the building. Hours resulting in a fee of \$10,000 were spent on this effort.

The following is an apportionment of the proposed fees for the project by phase:

Revised Schematic	\$10,000 (\$6,000 billed and paid to date)
Design Development	\$26,400*
<u>Construction Documents</u>	\$52,800
<b>TOTAL</b>	<b>\$89,200</b>

I have also calculated the fees required to Bid the project and to perform Construction Administration when the project is ready to be built:

Bidding	\$6,600
<u>Construction Administration</u>	<u>\$26,400</u>
<b>TOTAL</b>	<b>\$33,000</b>

\*Of the original \$20,000 earmarked for the original Design Development phase, \$10,000 will have been spent on the unanticipated Revised Schematic phase. That leaves a project credit of \$10,000 toward the proposed new Design Development phase fee, so the additional fee required for the Design Development phase is \$16,400.

QuisenberryArcariMalik

Agenda Item No. 3

**Request for Town Council Action**

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

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

**DATE:** January 27, 2026

**SUBJECT:** Request FY27 Capital Funds for Security Camera Upgrades

**Summary of Agenda Item:**

The School's Network Video Recorders (NVRs), Genetec Streamvault 1000E cameras are stored on the Dell PowerEdge R540 server platform. The servers are currently operating 6.5 years past initial deployment placing the hardware significantly beyond the typical 3- to 5-year life cycle for equipment that operates in a 24/7 mission capacity. The system faces an elevated and imminent risk of component failure in out-of-warranty elements, including the motherboard, power supply units, or the PERC RAID controller. While the initial configuration leveraged RAID 6 for data redundancy against disk failure, this protection does not extend to core hardware components. A failure of any critical part would result in the loss of all video recording functionality, and the outdated server platform complicates the sourcing of replacement parts, leading to potentially protracted and costly system downtime. Beyond reliability concerns, this 2019-era hardware represents a significant operational and security concern. The R540 platform lacks the requisite processing power to efficiently manage the demanding data streams generated by modern high-resolution and 4K cameras. This hardware limitation directly manifests as system-wide performance degradation, causing video lag, dropped frames, and severely restricting our ability to support essential camera infrastructure expansion. Crucially, the use of aging, unsupported hardware restricts our capacity to apply essential software updates to the Genetec Security Center platform. This obligates the district to operate an unsupported and outdated Video Management System (VMS), introducing substantial security vulnerabilities and operational risks to the entire surveillance infrastructure.

**Funding:**

Account #: 500.35.3561.0.54000.01110 Security Cameras

**Action Needed:**

For discussion only, no action needed.

**Attachments:**

Server Quote McGee ✓  
Server Quote Hubbard ✓

**Prepared By:**

Ashley Dorsey, Director of Finance & Operations, Board of Education

A handwritten signature in blue ink, appearing to read "Ashley Dorsey".

Account name: 10923466

BERLIN SCHOOL DISTRICT  
 238 KENSINGTON RD  
 BERLIN CT 06037-2604

**SHIP-TO**

MCGEE MIDDLE SCHOOL  
 899 NORTON RD  
 BERLIN CT 06037

**Quotation**

Quotation Number : 0229134614  
 Document Date : 23-JAN-2026  
 PO Number :  
 PO Release :  
 Sales Rep : Daniel Racaniello  
 Email : DANIEL.RACANIELLO@INSIGHT.COM  
 Phone : +12036592437

**We deliver according to the following terms:**

Payment Terms : Net 30 days  
 Ship Via : Insight Assigned Carrier/Ground  
 Terms of Delivery : FOB DESTINATION  
 Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
<u>SV-CFG-GSC-5.13</u>	Genetec Streamvault Configure with Security Center (v. 5.13) - subscription OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 0.99 Discount: 100.000%	2	0.00	0.00
<u>SV2040ER15160T1641</u>	Genetec Streamvault 2040E Series - security appliance - 10GbE, 25GbE - 2U - rack-mountable - 5 Years next-business-day Keep-Your-Drive warranty OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 20498.99 Discount: 12.435%	2	17,950.00	35,900.00
		Product Subtotal	35,900.00	
		TAX	0.00	
		Total	35,900.00	

**PURCHASE ORDER REQUIREMENTS:**

Quote Number: 229134614

Purchase Order Number: \_\_\_\_\_

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional signature, where required

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Daniel Racaniello  
+12036592437  
DANIEL.RACANIELLO@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

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<https://www.insight.com/terms-and-policies>

Account name: 10923466

BERLIN SCHOOL DISTRICT  
 238 KENSINGTON RD  
 BERLIN CT 06037-2604

SHIP-TO

RICHARD D HUBBARD ELEMENTARY  
 139 GROVE ST  
 EAST BERLIN CT 06023

**Quotation**

Quotation Number : 0229134628  
 Document Date : 23-JAN-2026  
 PO Number :  
 PO Release :  
 Sales Rep : Daniel Racaniello  
 Email : DANIEL.RACANIELLO@INSIGHT.COM  
 Phone : +12036592437

**We deliver according to the following terms:**

Payment Terms : Net 30 days  
 Ship Via : Insight Assigned Carrier/Ground  
 Terms of Delivery : FOB DESTINATION  
 Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
SV2040ER1572T12416	Genetec Streamvault 2000E Series SV-2040E-R15 - security appliance - with Keep your own Hard Drive OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 14895.99 Discount: 11.050%	2	13,250.00	26,500.00
SV-CFG-GSC-5.13	Genetec Streamvault Configure with Security Center (v. 5.13) - subscription OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 0.99 Discount: 100.000%	2	0.00	0.00
			Product Subtotal	26,500.00
			TAX	0.00
			Total	26,500.00

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**PURCHASE ORDER REQUIREMENTS:**

Quote Number:229134628

Purchase Order Number: \_\_\_\_\_

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional signature, where required

Authorized by/Title: \_\_\_\_\_ (please print)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Daniel Racaniello  
+12036592437  
DANIEL.RACANIELLO@INSIGHT.COM

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Agenda Item No. 41  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 26, 2026  
**SUBJECT:** 55 Steele Boulevard Contract Amendment, Loureiro Engineering

**Summary of Agenda Item:**

As discussed at the July 22 Town Council meeting, additional costs are expected to be incurred to complete the environmental investigations and verification for 55 Steele Boulevard.

Loureiro Engineering provided estimates of the costs for verification of the site by Connecticut Department of Energy and Environmental Protection to be in the range of \$246,264 to \$321,864. After verification there will be annual inspections, monitoring, and reporting required and that is estimated at \$36,360 per year. Loureiro has now prepared a proposal for one of the categories of additional services, Project Status Update and Proposal for Brownfield Remediation & Revitalization Program Reporting, for a fee of \$65,000.

Staff engaged in discussions with our insurer, Chubb, regarding participation in the cost of the off-site portion of this work (pertaining to the groundwater plume) and Chubb approved cost participation of \$22,500.

The request is to authorize a change order for additional services from Loureiro Engineering Project regarding Status Update and Proposal for Brownfield Remediation & Revitalization Program Reporting, for a fee of \$65,000.

**Funding:**

\$22,500 of the cost of these services are approved to be paid directly by Chubb. The balance of \$42,500 is proposed to be paid from the Farmington Avenue Development Loan (State) account # 504.10.1017.0.54000.01628.

**Actions Needed:**

Move to waive the bidding process and authorize the Town Manager to enter a contract amendment with Loureiro Engineering of \$65,000 for a status update and for Brownfield Remediation & Revitalization Program Reporting with \$22,500 of this cost funded directly by Chubb, and \$42,500 from the Farmington Avenue Development Loan (State) account.

**Attachments:**

1. Loureiro proposal for a status update and for Brownfield Remediation & Revitalization Program Reporting related to 55 Steele Boulevard. ✓
2. Chubb funding approval email. ✓

**Prepared By:**

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



November 19, 2025

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

Attn: Mr. Jim Mahoney

**RE: Project Status Update and Proposal for Brownfield Remediation & Revitalization Program Reporting, Former Pioneer Precision Products Facility, 889 Farmington Avenue (n/k/a 55 Steele Boulevard), Berlin, Connecticut**

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. ("LEA") has prepared this project status update and proposal to the Town of Berlin ("Town") for final reporting tasks under the Connecticut Brownfield Remediation & Revitalization Program (BRRP). Investigation and cleanup of the above referenced Site is being overseen by the Connecticut Department of Energy and Environmental Protection (DEEP) and supervised by Connecticut Licensed Environmental Professional (LEP).

Investigations at the Site began in 2005 and were completed in 2021 with final delineation of volatile organic contaminants released to groundwater. Remediation is substantially complete and expected to conclude in December 2025 following construction of an engineered control that will physically isolate contaminants in soil and groundwater from direct contact. The final remedy will include recording of an Environmental Use Restriction (EUR) in the land records that will prohibit disturbances to the engineered control components. The EUR will also prohibit construction of new buildings without appropriate vapor mitigation controls (similar to those incorporated into the engineered control/foundation design for the new multi-story apartment building at the Site).

Pursuant to our proposal dated May 5, 2025, LEA prepared a draft Final Investigation Report and DEEP *Completion of Investigation (COI) Transmittal Form* documenting the investigations completed for the Site. The draft report and COI Transmittal Form were presented to the Town for review on November 14, 2025. As discussed with the Town, the scope of the report was expanded to satisfy other future reporting requirements under the BRRP given the significant volume of information generated for the Site by LEA and others. The final reports for BRRP compliance must be stand-alone documents summarizing all phases of the project. As such, the Final Investigation Report by LEA presents the full body of data from the initial Phase I Environmental Site Assessment through final design and implementation of the engineered control.

**Loureiro Engineering Associates, Inc.**

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • [www.Loureiro.com](http://www.Loureiro.com)

**AN EMPLOYEE-OWNED COMPANY**

LEA expects to submit the Final Investigation Report and COI Transmittal Form in November 2025 upon receipt of comments from the Town. The sections below describe the additional documents required for Site closure under the BRRP.

**1. Engineered Control Completion Statement**

Per section 22a-133k-1(g) of the RCSA, a *Final Engineered Control Completion Statement Form* must be submitted to DEEP within 120 days after construction of the engineered control. The statement must be accompanied by as-built drawings, signed and sealed by a professional engineer, and certified by the LEP to demonstrate that the engineered control complies with the requirements of the RSRs, adopted pursuant to Section 22a-133k-1 through 22a-133k-3 of the Regulations of Connecticut State Agencies (RCSA).

**2. Application for EUR**

An application for EUR must be submitted using forms developed by DEEP and must include an A-2 boundary survey prepared by a licensed land surveyor. The A-2 boundary survey is expected to be prepared by the licensed land surveyor retained by the Town for the Site redevelopment project. The land title review, including research of easements, is expected to be performed by legal counsel for the Town. LEA will prepare the required application forms and supplemental information documents supporting the proposed EUR restrictions. Written approval from DEEP to proceed with recording of the EUR typically requires 6 to 12 months after receipt of an administratively complete application.

**3. BRRP Verification**

An Interim or Final Verification is submitted after recording of the EUR in the land records. An Interim Verification is recorded when all remedial actions necessary for compliance with the RSRs have been completed but groundwater does not yet comply with all RSR groundwater criteria. A Final Verification is submitted when all actions necessary for compliance with the RSRs have been completed and soil and groundwater both comply with the RSR criteria.

For Verification under the BRRP, A Remedial Action Report (RAR) with required attachments (e.g., recorded copies of the EUR and Engineered Control Completion Statement) per Section 32-769 of the RCSA will be submitted by LEA. The RAR is approximately 85% to 90% complete by way of the reporting efforts performed by LEA since May 2025 and will summarize results of post-remediation groundwater compliance monitoring performed within the first year after construction of the engineered control. LEA expects that the post-remediation monitoring will be carried out on a parallel track with the EUR application process. The RAR will be appended to a *Completion of Brownfields Remediation & Revitalization Program (BRRP) Verification Form* executed by the Town and LEP.

A time and materials (T&M) authorization of \$9,500 was issued by Town in August 2025 for the Final Investigation Report and COI Transmittal Form. An additional authorization of \$65,000 is



requested by LEA to cover the remaining BRRP reporting described herein and includes cost incurred to date for setup of the RAR. A breakdown of the requested T&M authorization is presented below.

<u>Lump Sum Task</u>	<u>Cost</u>
Engineered Control Completion Statement Form	\$5,000
Application for EUR (excluding A-2 survey and land title research)	\$15,000
Verification Forms and RAR	\$45,000
<b>TOTAL</b>	<b>\$65,000</b>

The requested T&M authorization of \$65,000 represents the currently anticipated level of effort for final BRRP reporting. LEA will notify the Town of unforeseen circumstances or variables that could impact the anticipated cost. A proposal for post-remediation groundwater compliance monitoring services will be presented under separate cover.

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

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

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

Dear Jim,

Thank you for your email.

Following the review of the attached two proposals, please note the following:

1. Investigation Proposal:

- Total Proposed Cost: \$9,500
- Approved: \$4,750 (50% of the overall cost) for off-site investigation only.
- Disallowed: \$4,750, as the scope of the report covers both on-site and off-site investigations.

2. Remediation & Revitalization Report:

- Total Proposed Cost: \$65,000
- Approved: \$22,500 for the preparation of a Verification and RAR (50% of the overall cost) for off-site investigation only.
- Disallowed:
  - \$22,500, as the scope of the report covers both on-site and off-site investigations.
  - \$5,000 for preparation of an engineered Control Completion- cost is related to 889 Farmington Avenue, not considered reasonable or necessary.
  - \$15,000 for preparation of an EUR- cost is related to 889 Farmington Avenue, not considered reasonable or necessary.

Summary:

- Total Approved: \$4,750 (Investigation Proposal) + \$22,500 (Remediation & Revitalization Report)

Another email will follow for the third proposal related to groundwater monitoring and general consulting cost.

Sincerely,



**Maryjane Onyekwere**

Senior Claims Examiner, Environmental Claims.  
Chubb North American Claims.

10 Exchange Place  
Jersey City, New Jersey 07302  
O: (201) 356-5282  
E: [Maryjane.Onyekwere@Chubb.com](mailto:Maryjane.Onyekwere@Chubb.com)

Agenda Item No. 5  
Request for Town Council Action

**TO:** Honorable Mayor and Town Council

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

**DATE:** January 20, 2026

**SUBJECT:** Public Grounds- Seasonal Maintenance and Lawn Cutting

**Summary of Agenda Item:**

Public Grounds is seeking to hire an independent contractor for Seasonal Maintenance and Lawn Cutting services during the Spring, Summer, and Fall seasons at various Town properties. These locations include a total of nine cemeteries, which encompass two alternate cemeteries: the Ancient Section within Wilcox Cemetery and Old South within Maple Hill Cemetery. Additionally, services will be provided at 16 cul-de-sacs, five roadside strips, one right-of-way, and the South Kensington Fire Department. This service has consistently been offered for bidding every three years.

The bid was advertised on October 30, 2025, and the electronic bid opening took place on December 19, 2025, using OpenGov. The Cemetery Commission Chair, Foreman, and Superintendent of Public Grounds interviewed the four lowest bidders. We unanimously agreed to award the contract to the lowest bidder, Nelts of CT LLC. The contract will be for up to \$15,100 per year for three years, totaling up to \$45,300.

**Funding:**

Labor Services 001.25.2545.0.53204.00000

**Action Needed:**

Authorize Town Manager, Ryan Curley, to enter into contract with the lowest bidder, Nelts of CT LLC for seasonal maintenance and lawn cutting at various Town properties including the two alternates for a total amount not to exceed \$45,300 from March 1, 2026 through November 30, 2028.

**Attachments:**

- Bid Results ✓
- Sufficiency of funds ✓

**Prepared By:**

Steven T. Wood Superintendent of Parks & Grounds *SW*

Proposal Form		A-Z Services LLC	BCI, Inc. dba Battle...	Cross Cuts Lands...	Netts of CT LLC	ON EARTH AS IN H...	Tynic Landscaping
Line Item	Description	Unit of Measure	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
1	Total sum over three (3) years, not to exceed (including alternates)	Total	\$55,024.26	\$128,904.00	\$134,760.00	\$39,000.00	\$43,200.00
2	Total sum over three (3) years, not to exceed (excluding alternates):	Total	\$55,406.25	\$109,800.00	\$131,160.00	\$37,500.00	\$39,375.00
3	Per year total, not to exceed (including alternates):	Total	\$18,641.42	\$42,968.00	\$44,920.00	\$13,000.00	\$14,400.00
4	Per year total, not to exceed (excluding alternates):	Total	\$18,468.75	\$36,600.00	\$43,720.00	\$12,500.00	\$13,125.00
5	Additional mowings, if necessary, during the year for cemeteries per cut	Total	\$85.00	\$1,895.00	\$1,280.00	\$225.00	\$150.00
		<b>Total</b>	<b>\$148,525.68</b>	<b>\$320,167.00</b>	<b>\$355,840.00</b>	<b>\$102,525.00</b>	<b>\$110,250.00</b>



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 22-Jan-26

### Seasonal Maintenance and Lawn Cutting

Requested by: Public Grounds

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Partial Year of Seasonal Maintenance and Lawn Cutting	\$6,602.00	\$6,602.00

Account No. 001.25.2545.0.53204.00000- Labor Serv, Pool, Cemeteries

TOTAL \$6,602.00

Budgeted Amount.....	\$85,000.00	Available balance.....	\$9,779.60
Encumbrances to Date.....	\$21,799.74	Amount Needed for This Package.....	\$6,602.00
Expenditures to Date.....	\$53,420.66	Available Balance After Purchase.....	\$3,177.60

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. 6**  
**Request for Town Council Action**

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

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

**DATE:** January 22, 2026

**SUBJECT:** Highway Department Purchase - 2026 Caterpillar Compact Track Loader

**SUMMARY:**

The Highway Department requests purchasing a 2026 Caterpillar Compact Track Loader, Model No. 265, for a total price of \$99,500.00. H.O. Penn of Newington, CT provided the attached quote discounted per Sourcewell Contract No. 011723-CAT, as well as the accompanying spec log showing its features. The Highway Dept rented a similar machine during the 2024 and 2025 construction seasons, and used it successfully for road prep and support during paving. Highway Staff recommend purchasing this machine, which can load a Town dump truck due to its 11-foot loading height and can run many attachments in addition to its general-purpose bucket. This machine can be used to remove curbing and widen shoulders, backfill, sweep roadways, remove and load broken pavement, place processed aggregate and other materials, and excavate/backfill/grade for drainage projects. Public Grounds has a smaller track loader, which their staff use constantly, but this larger machine is needed for road work and road drainage projects and can be used as a backup sweeper with the utility broom attachment (which includes a water tank/sprinkler setup). The total requested funding of \$100,365.00 includes \$865.00 of contingency.

**FUNDING:**

- 500.20.2037.0.54000.00174 P.A. 21-58 Nips Environmental Fee
- 500.20.2037.0.54000.00175 Skid Steer

**ACTION NEEDED:**

Move to approve issuing a Purchase Order in an amount not to exceed \$100,365.00 to H.O. Penn of Newington, CT for the purchase of a 2026 Caterpillar Compact Track Loader (Model # 265 XPS IDC0578-25) for the Highway Department using Sourcewell Contract No. 011723-CAT.

**ATTACHMENTS:**

- 1) Quote from HO Penn dated 1/15/26 ✓
- 2) Sufficiency of Funds ✓

**PREPARED BY:**

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

*MSA*



January 15, 2026

Town of Berlin  
27 Town Farm Road  
Kensington, CT 06037

Attn: Steve Karp

We are pleased to quote the following Caterpillar Track Loader.  
Per Sourcewell Contract # 011723-CAT

2026 Caterpillar 265 XPS ID: C0578-25

Enclosed Cab with Heat and A/C, High Flow Hydraulics, LED Front/Rear & Side Lights, Poly Door, Cloth Suspension Heated Heat, Reverse Camera, Hydraulic Coupler, Triple Flange Idlers, HP3 Hydraulics.

	<u>List Price</u>
Per Spec	\$ 128,260.00
 <b>Additional Attachments</b>	
80" GP BUCKET	\$ 1,848.00
BROOM, UTILITY, BU121, P/W	\$ 6,942.00
KIT, WATER TANK, 47 US GAL	\$ 1,388.00
KIT, WATER SPRINKLER, BU	\$ 421.00
KIT, HARNESS, BROOM WATER TANK	\$ 241.00
 <b>Non-Discounted</b>	
84 Months or 3,000hour Premier Warranty	\$ 3,720.00
 <b>Total Purchase Price</b>	
Trade Credit:	\$ (0.00)
Dealer & Sourcewell Discount Per Package:	\$ (43,320.00)
	<b>TOTAL</b> \$ <b>99,500.00</b>

Sincerely,

Reed Hofmann  
Machine Sales Representative

## H. O. PENN MACHINERY COMPANY, INC.

Bronx, NY 10465 699 Brush Avenue (718) 863-3800	Holtsville, NY 11742 660 Union Avenue (631) 758-7500	Holtsville, NY 11742 15 Middle Avenue (631) 758-7500	Poughkeepsie, NY 12603 122 Noxon Road (845) 452-1200	Newington, CT 06111 225 Richard Street (860) 666-8401	Bloomingburg, NY 12721 783 Bloomingburg Road (845) 733-6400
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# Cat® 265

## COMPACT TRACK LOADER

### FEATURES:

The Cat® 265 Compact Track Loader, with its vertical lift design, delivers extended reach and lift height for quick and easy truck loading. Its standard torsion suspension undercarriage system provides superior traction, flotation, stability, and speed to work in a wide range of applications and underfoot conditions. The 265 features the following:

- **Redesigned Operator Station** delivers a larger operating environment, and combined with additional seat travel, the 265 provides more space for operators of any size. The optional **one-piece, sealed, and pressurized cab** offers a clean and quiet workspace with excellent air distribution through optimally placed vents throughout the cab.
- **Available ventilated and heated high-back air ride seat** with seat-mounted adjustable joystick controls deliver industry-leading operator comfort.
- **High-performance power train** provides selectable settings for drive power priority and maximum travel speed (overdrive) to customize the machine performance to match the task.
- **Three levels of auxiliary hydraulic performance available** Standard Flow, High Flow, and High Flow XPS. **Standard flow** for attachments that require a base level of auxiliary flow and horsepower, **High Flow** boosts the auxiliary flow for applications that demand additional hydraulic flow for increased attachment performance, and the **High Flow XPS** hydraulic system provides maximum auxiliary hydraulic performance by delivering additional flow and additional pressure for the most demanding attachments and applications.
- **Electronically controlled Cat C2.8TA (turbo after-cooled) engine** meets U.S. EPA Tier 4 Final and EU Stage V emission standards while delivering maximum horsepower across a wide RPM range and providing high torque for increased working performance, no matter the application.
- **Standard torsion suspension undercarriage and standard two-speed travel**, combined with the optional Speed Sensitive Ride Control system improves operation on rough terrain, enabling better load retention, increased productivity, and greater operator comfort.
- **Maximize machine capability and control with the Advanced Joysticks and Advanced Touchscreen Monitor.** The 20.3 cm (8-inch) **Advanced Touchscreen Monitor** offers cutting-edge functionality and control that includes an integrated radio, Bluetooth® connectivity, and multi-camera (side-view) option, and supports 32 different language choices. The **Advanced Joysticks** provide unmatched control of machine functions and adjustments within the display without the operator having to remove his hands from the controls. This includes the on-joystick navigation of the Advanced Touchscreen Monitor, radio volume up/down/mute, creep activation, creep on/off, creep speed increment/decrement, one-button Smart Attachment control activation, and additional auxiliary control buttons that deliver single-button control of complex attachment functions.
- **Ground-level access** to all daily service and routine maintenance points help reduce machine downtime for greater productivity.
- **Broad range of performance-matched Cat Attachments** make the Cat Compact Track Loaders the most versatile machine on the job site.

### Specifications

#### Engine

Engine Model	Cat® C2.8TA (turbo after-cooled)		
Gross Power SAE J1995	55.2 kW	74 hp	
Net Power SAE 1349	54.9 kW	74 hp	
Net Power ISO 9249	54.4 kW	73 hp	
Peak Torque at 1,360 rpm SAE J1995	380 N·m	280 lbf·ft	
Displacement	2.8 L	171 in <sup>3</sup>	
Stroke	90 mm	3.5 in	
Bore	110 mm	4.3 in	

#### Weights\*

Operating Weight	4759 kg	10,492 lb
Tip Load	3659 kg	8,066 lb
Rated Operating Capacity (ROC) (35%)	1280 kg	2,823 lb
ROC (50%)	1829 kg	4,033 lb

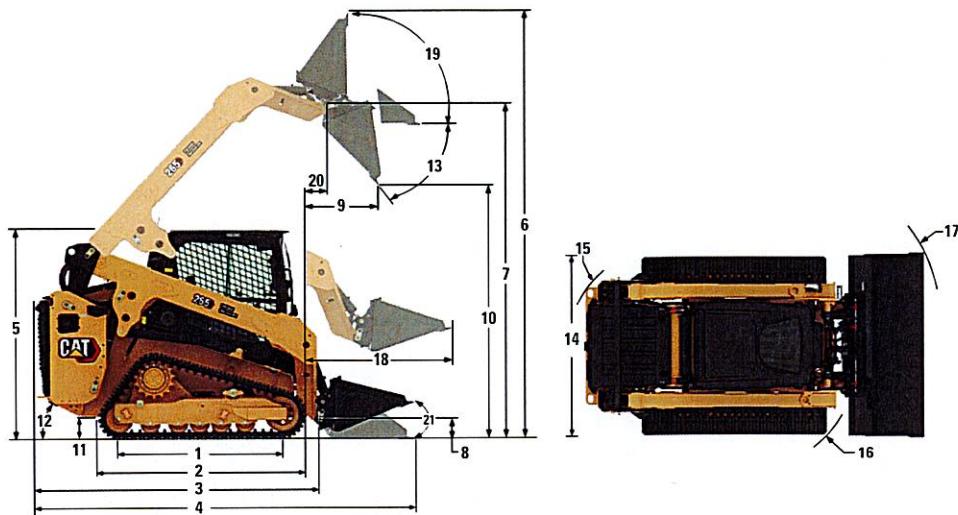
#### Weights\* (continued)

Enclosed Cab Adds to Operating Weight	+82 kg	+180 lb
Tip Load	+97 kg	+214 lb
ROC (35%)	+34 kg	+75 lb
Counterweight Adds to Operating Weight	+125 kg	+276 lb
Tip Load	+224 kg	+494 lb
ROC (35%)	+78 kg	+173 lb

\*Operating Weight, Operating Specifications, and Dimensions are based on 2036 mm (80") low profile bucket with bolt on cutting edge, 450 mm (17.7") wide track, 75 kg (165 lb) operator, open canopy, mechanical suspension seat, HD battery with disconnect, standard flow hydraulics, manual coupler, and full fluids. No external counterweights, and no dual self-level/return-to-dig/work tool positioner.



# 265 Compact Track Loader



## Dimensions\*

1 Length of Track on Ground	1626 mm	64.0 in	12 Departure Angle	28.2°
2 Overall Length of Track	2126 mm	83.7 in	13 Maximum Dump Angle	46.4°
3 Length without Bucket	2950 mm	116.1 in	14 Vehicle Width (450 mm/17.7 in tracks)	1925 mm 75.8 in
4 Length with Bucket on Ground	3580 mm	140.9 in	15 Turning Radius from Center – Machine Rear	1741 mm 68.5 in
5 Height to Top of Cab	2115 mm	83.3 in	16 Turning Radius from Center – Coupler	1436 mm 56.5 in
6 Maximum Overall Height	4173 mm	164.3 in	17 Turning Radius from Center – Bucket (racked)	2229 mm 87.8 in
7 Bucket Pin Height at Maximum Lift	3354 mm	132.0 in	18 Maximum Reach with Arms Parallel to Ground	1187 mm 46.7 in
8 Bucket Pin Height at Carry Position	213 mm	8.4 in	19 Rack Back Angle at Maximum Height	85.3°
9 Reach at Maximum Lift and Dump	638 mm	25.1 in	20 Bucket Pin Reach at Maximum Lift	249 mm 9.8 in
10 Clearance at Maximum Lift and Dump	2655 mm	104.5 in	21 Bucket rollback angle (ground level)	27°
11 Ground Clearance	216 mm	8.5 in		

## Power Train

### Travel Speed (Forward or Reverse)

One Speed	8 km/h	5 mph
Two Speed	13 km/h	8.1 mph

## Hydraulic System

### Hydraulic Flow – Standard:

Loader Hydraulic Pressure	24 130 kPa	3,500 psi
Loader Hydraulic Flow	86 L/min	23 gal/min
Hydraulic Power (calculated)	34.6 kW	46.4 hp

### Hydraulic Flow – High Flow:

Loader Hydraulic Pressure	24 130 kPa	3,500 psi
Loader Hydraulic Flow	113 L/min	30 gal/min
Hydraulic Power (calculated)	45.4 kW	60.9 hp

### Hydraulic Flow – High Flow XPS:

Loader Hydraulic Pressure	28 000 kPa	4,061 psi
Loader Hydraulic Flow	129 L/min	34 gal/min
Hydraulic Power (calculated)	60.2 kW	80.7 hp

## Operating Specifications\*

### Rated Operating Capacity:

35% Tipping Load	1280 kg	2,823 lb
50% Tipping Load	1829 kg	4,033 lb

### Rated Operating Capacity with Optional Counterweight (at 35%)

1359 kg	2,996 lb
3659 kg	8,066 lb
3937 kg	8,680 lb
3057 kg	6,739 lb
1.46 m <sup>2</sup>	2,268 in <sup>2</sup>
31.9 kPa	4.6 psi

## Cab

Rollover Protective Structure (ROPS)	ISO 3471:2008
Falling Object Protective Structure (FOPS)	ISO 3449:2005 Level I

## Service Refill Capacities

Cooling System	10.7 L	2.8 gal
Engine Crankcase	8.2 L	2.2 gal
Fuel Tank	120.0 L	31.7 gal
Hydraulic System	36.8 L	9.7 gal
Hydraulic Tank	26 L	6.9 gal

# 265 Environmental Declaration

The following information applies to the machine at the time of final manufacture as configured for sale in the regions covered in this document. The content of this declaration is valid as of the date issued; however, content related to machine features and specifications are subject to change without notice. For additional information, please see the machine's Operation and Maintenance Manual.

For more information on sustainability in action and our progress, please visit <https://www.caterpillar.com/en/company/sustainability>.

## Engine

- The Cat® C2.8TA (turbo, after-cooled) engine meets U.S. EPA Tier 4 Final and EU Stage V emission standards.
- Cat diesel engines are required to use ULSD (ultra-low sulfur diesel fuel with 15 ppm of sulfur or less) or ULSD blended with the following lower-carbon intensity fuels up to:
  - ✓ 20% biodiesel FAME (fatty acid methyl ester)
  - ✓ 100% renewable diesel, HVO (hydrotreated vegetable oil) and GTL (gas-to-liquid) fuels

Refer to guidelines for successful application. Please consult your Cat dealer or "Caterpillar Machine Fluids Recommendations" (SEBU6250) for details.

## Air Conditioning System

- The air conditioning system on this machine contains the fluorinated greenhouse gas refrigerant R134a (Global Warming Potential = 1430). The system contains 0.85 kg of refrigerant which has a CO<sub>2</sub> equivalent of 1.216 metric tonnes.

## Paint

- Based on best available knowledge, the maximum allowable concentration, measured in parts per million (PPM), of the following heavy metals in paint are:
  - Barium < 0.01%
  - Cadmium < 0.01%
  - Chromium < 0.01%
  - Lead < 0.01%

## Sound Performance

Inside Cab\* – 80 dB(A)

Outside Cab\*\* – 103 dB(A)

- Cab and ROPS are standard in North America and Europe.  
\*The declared dynamic operator sound pressure levels per ISO 6395:2008. The measurements were conducted with the cab doors and windows closed and at 70% of the maximum engine cooling fan speed. The sound level may vary at different engine cooling fan speeds.  
\*\*The labeled sound power level for the CE marked configurations when measured according to the test procedure and conditions specified in 2000/14/EC.

## Oils and Fluids

- Caterpillar factory fills with ethylene glycol coolants. Cat Diesel Engine Antifreeze/Coolant (DEAC) and Cat Extended Life Coolant (ELC) can be recycled. Consult your Cat dealer for more information.
- Cat Bio HYDO™ Advanced is an EU Ecolabel approved biodegradable hydraulic oil.
- Additional fluids are likely to be present, please consult the Operations and Maintenance Manual or the Application and Installation guide for complete fluid recommendations and maintenance intervals.

## Features and Technology

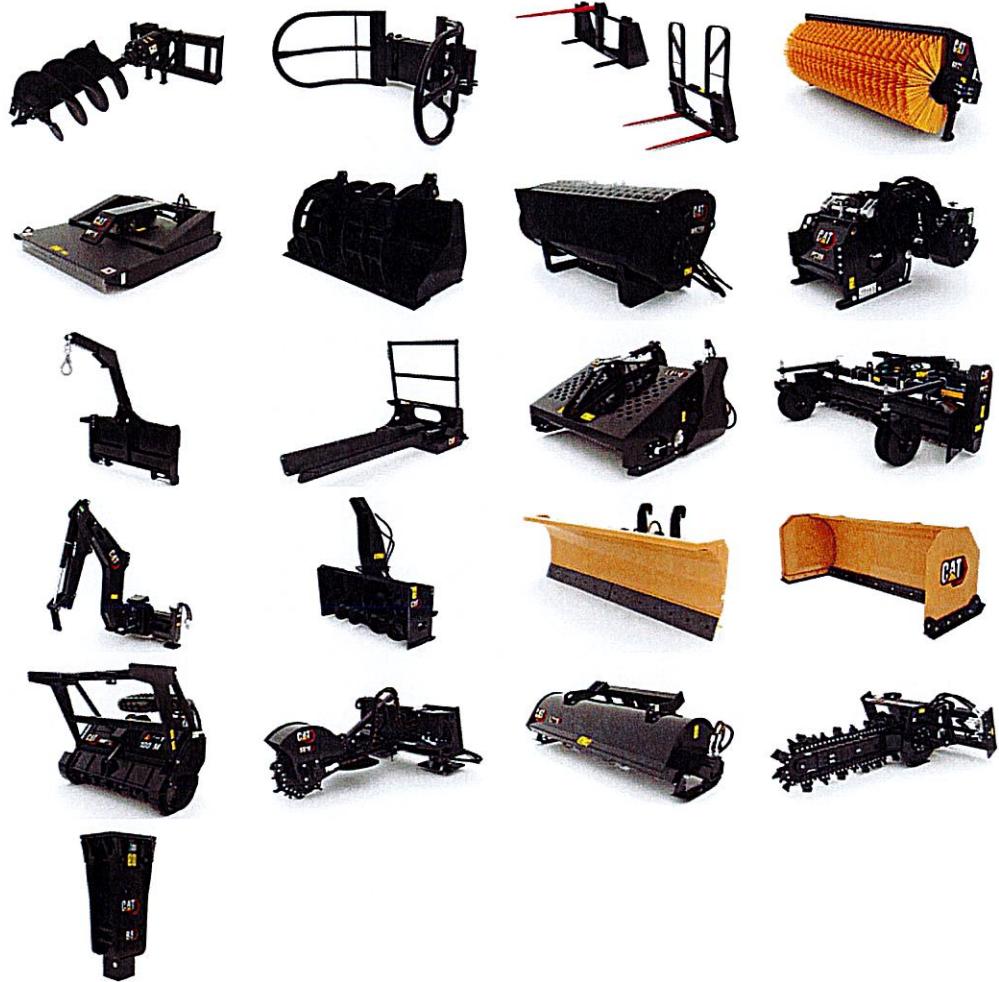
- The following features and technology may contribute to fuel savings and/or carbon reduction. Features may vary. Consult your Cat dealer for details.
  - Extended life coolant and long life hydraulic fluid extend maintenance intervals to reduce fluid consumption
  - Boost productivity with Cat technologies like work tool positioner, return to dig and Cat Smart Attachments
  - Save fuel with efficiency features such as foot throttle pedal and cooling system demand fan
  - Remote machine monitoring through onboard Product Link telematics

# 265 Compact Track Loader

## ATTACHMENTS

Get more from your machine with Cat attachments. Choose from a wide variety of options and tailor your machine to different tasks and conditions.

Augers  
Backhoes  
Bale Grabs  
Bale Spears  
Blades, Grader, Box, Angle and Dozer  
Brooms Angle, Pickup and Utility  
Brushcutters  
Buckets  
Cold Planers  
Compactors  
Fork Tines and Carriages  
Hammers  
Material Handling Arm  
Mulchers  
Nursery Forks  
Rakes, Grapple, Landscape and Power Box  
Shears  
Snow Blowers  
Snow Plows  
Snow Pushes  
Snow Wings  
Stump Grinders  
Tillers  
Trenchers  
Wheel Saws  
Smart Backhoe  
Smart Dozer Blade with Assist  
Smart Grader Blade with Assist



## MANDATORY EQUIPMENT

- Quick Coupler: Manual or Hydraulic
- High Visibility Seat Belt: 50 mm (2 in) / 75 mm (3 in), or 3-point lap/shoulder
- Steel Imbed Rubber Track – 450 mm (17.7 in) bar tread, 450 mm (17.7 in) block tread
- Dual Flange Front Idler/Single Flange Rear Idler or Triple Flange Front/Rear Idlers

## PERFORMANCE PACKAGES

- Performance Package HP1: *Standard Flow Hydraulics*
- Performance Package HP3: *High Flow XPS Hydraulics*

## COMFORT PACKAGES

- Open canopy: *Cup Holder, Cell Phone Pocket, choice of vinyl Seat (Mechanical Suspension, High Back/Heated/Air Ride Seat)*
- Enclosed Cab with heat and air conditioning: *Side Windows, Cup Holder, Cell Phone Pocket, choice of Seat (Mechanical Suspension, High Back/Heated Air Ride Seat, High Back/Ventilated and Heated Air Ride Seat) and Door choice (Glass or Polycarbonate)*

## TECHNOLOGY PACKAGES

- T2 – *Standard Display, Standard Joysticks, traditional Key Start switch, and Rear-view camera.*
- T4 – *Advanced Touchscreen Monitor, Advanced Joysticks, Push start, X-mount cell phone holder, and a Rear-view camera.*
- T5 – *T4 + 2 additional side view cameras.*

## RADIO

- Radio, none – *for open canopy machines and countries not certified for Bluetooth® technology*
- Integrated AM/FM radio with Bluetooth technology.  
*Includes USB port, 3.5 mm (0.13 in) AUX input, and BT microphone. Only for use with enclosed cab. Availability varies by country.*
- Integrated DAB+/AM/FM radio with Bluetooth technology.  
*Includes USB port, 3.5 mm (0.13 in) AUX input, and BT microphone. Only for use with enclosed cab. Availability varies by country.*

## PRODUCT LINK™

- Product Link™ Basic series PL243
- Product Link Elite series PLE643

## COOLING FAN

- On-demand, variable speed hydraulic cooling fan
- On-demand, variable speed hydraulic cooling fan, with automatic and manual purge reversing operation

## GUARDING AND SEALING PACKAGES

- HD0 – *base guarding and sealing (engine air inlet rain cap, front cab-to-frame sealing, and hydraulic fill access door)*
- HD1 – *intermediate guarding and sealing† (HD0 + cab-to-frame side sealing, lockable fuel fill access door, tilt cylinder guarding, and drive line bottom guarding.)*
- HD2 – *most comprehensive guarding and sealing† (HD1 + turbo guard, exhaust stack wrap, DPF wrap, quick disconnect guarding, fully enclosed drive line guarding, under step hydraulic lines guard cover, engine air inlet pre-cleaner.)*

†Some equipment varies by region.

# 265 Compact Track Loader

## STANDARD EQUIPMENT

### ELECTRICAL

- Work Tool Electrical Harness
- Heavy duty battery
- Battery disconnect with lockout feature
- 12-volt Electrical System
- 85 Ampere Alternator
- LED Work Lights
- Auto Reverse Lights
- Switch Backlighting
- Interior LED Dome Light
- Backup Alarm
- Electrical Outlet, Beacon
- Exterior Courtesy Lighting
- Automatic Work light notification flash when parking brake is released

### OPERATOR ENVIRONMENT

- Full color LCD monitor: *Creep speed control, Drive response adjustment, Implement response adjustment, Drive Power Priority adjustment, Language selection (x 32), Multi-operator Anti-theft Security System and Monitoring, Maintenance schedule and reminders, Event and Diagnostic Code monitoring, Date /Time/ Units/Brightness settings, and Smart Technology for use with Smart Attachments.*
- Operator Warning System Indicators: *Air Filter Restriction, Alternator Output, Armrest Raised/Operator Out of Seat, Engine Coolant Temperature, Engine Oil Pressure, Glow Plug Activation, Hydraulic Supply Filter Restriction, Hydraulic Oil Temperature, Park Brake Engaged, Engine Emission System (where applicable)*
- Gauges: *Fuel Level, Hour Meter, Hydraulic Temperature, Hour Meter, Battery Voltage, Tachometer*
- Fold In Ergonomic Contoured Armrest
- Control Interlock System, when operator leaves seat or armrest raised: *Hydraulic System Disables, Hydrostatic Transmission Disables, Parking Brake Engages*
- ROPS Cab, Tilt Up
- FOPS, Level I
- Top and Rear Windows
- Floor Mat
- Headliner
- Interior Rearview Mirror
- Horn
- Hand (Dial) Throttle, Electronic
- Seat Mounted Joystick Controls
- Cell Phone Storage Pocket
- Cup Holder
- 12-volt power port
- Foot Throttle

### HYDRAULICS

- Selectable control pattern – ISO or H
- Electro/hydraulic implement control
- Electro/hydraulic hydrostatic transmission control
- Speed sensor guarding
- Heavy duty flat faced quick disconnects with integrated pressure release lever
- Hydraulic oil level sight gauge

### POWER TRAIN

- Cat C2.8TA turbocharged, after-cooled diesel engine, meeting Tier 4 Final and Stage V Emission Standards:
  - Glow plugs starting aid
  - Liquid cooled, direct injection
- Extended life antifreeze (-37° C, -34° F)
- Air cleaner, dual element, radial seal
- Scheduled Oil Sampling (S-O-S<sup>SM</sup>) Valve, Hydraulic Oil
- Ecology drain – coolant
- Radiator coolant level sight gauge
- Radiator expansion bottle
- Filter, hydraulic supply, cartridge type
- Filter, hydraulic return, cartridge type
- Filter, canister type, engine oil
- Filter, canister type, fuel and water separator
- Radiator/hydraulic oil
- Cooler (side-by-side)
- Spring applied, hydraulically released, parking brakes
- Hydrostatic transmission
- Lockable fuel cap
- Hydraulic demand cooling fan
- Auto engine idle

### UNDERCARRIAGE

- Torsion Suspension (4 independent torsion axles)
- Two speed travel
- Integrated tie downs on track frame (4)

### FRAME

- Machine tie down points (9)
- Removable panels for machine frame cleanout
- Support, lift arm
- Steel rear and front bumpers, welded
- Fuel fill, machine right hand side

### OTHER

- Auxiliary Hydraulics, Continuous Flow
- Telematics, Product Link, Cellular
- Steel engine door with replaceable louvers
- Engine door – lockable
- Work tool attachment coupler
- Cat ToughGuard<sup>TM</sup> hose

## OPTIONAL EQUIPMENT

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- External Counterweights
- Beacon, LED
- Engine Block Heater – 120V
- Oil, Hydraulic, Cold Operation
- 4-point machine lifting eyes
- Paint, Custom

- Speed Sensitive Ride Control
- Bluetooth Key Security
- Attachment Hose Guide
- Corrosion Inhibitor Coating

# 265 Compact Track Loader

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For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at [www.cat.com](http://www.cat.com)

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Materials and specifications are subject to change without notice. Featured machines in photos may include additional equipment. See your Cat dealer for available options.

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AEHQ8451-02 (11-2023)  
Replaces AEHQ8451-01  
Build Number: 05A  
(N Am, EU, Chile, Turkey,  
Columbia, S Korea)





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 21-Jan-26

2026 Caterpillar Compact Track Loader

Requested by: Public Works

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	2026 Caterpillar Compact Track Loader inc. \$865 of Contingency	\$100,365.00	\$100,365.00

Account No. 500.20.2037.0.54000.00174- P.A. 21-58 Nips Environmental Fees

TOTAL \$100,365.00

500.20.2037.0.54000.00175- Skid Steer

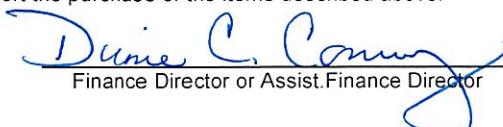
Budgeted Amount.....	\$110,365.82	Available balance.....	\$100,365.82
Encumbrances to Date.....	\$9,933.12	Amount Needed for This Package.....	\$100,365.00
Expenditures to Date.....	\$66.88	Available Balance After Purchase.....	\$0.82

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.

  
Diane C. Connery  
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.: 7  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January 27, 2026  
**SUBJECT:** Request for Approval to Purchase Replacement Vehicles from McGovern Municipal, located in Shrewsbury, MA

**Summary of Agenda Item:**

The Berlin Police Department has received preliminary approval from the Town Council to proceed with the replacement of five patrol vehicles. The proposed acquisitions consist of two K9 units and three marked vehicles, all designated for law enforcement operations by Berlin's police personnel. Notably, one K9 unit was previously authorized for purchase on January 6th, 2026, from McGovern Municipal of Massachusetts.

Approval is requested for the purchase of the remaining four police vehicles in the Town of Berlin's 2026 capital plan from McGovern Municipal, located in Shrewsbury, MA. The acquisition will be made utilizing the State of Connecticut Department of Administrative Services (CT DAS) Contract #22PSX0133, for a total amount not to exceed 270,000.

Fleet Manager Jim Simons has recommended acquiring the remaining vehicles from McGovern Municipal located in Shrewsbury, MA, utilizing the State of Connecticut Department of Administrative Services (CT DAS) Contract #22PSX0133. This procurement would encompass the second K9 unit and three black-and-white marked patrol vehicles, pending approval from the Board of Finance.

**Cost:**

- K9 unit \$71,841.00
- Marked patrol vehicles \$66,032.44x3= \$198,097.32  
Totaling \$269,938.32

It is essential to consider timing factors associated with this acquisition, as Ford has indicated a shortage of certain components and may close the order bank without prior notice if inventory thresholds are reached.

**Funding:**

Berlin Police Department Vehicle account #500.15.1532.0.54000.00004 - "(pending approval of the BHS reimbursement appropriation)"

**Action Needed:**

Move to approve the purchase of the remaining four police vehicles in the Town of Berlin's 2026 capital plan from McGovern Municipal, located in Shrewsbury, MA. The acquisition will be made utilizing the State of Connecticut Department of Administrative Services (CT DAS) Contract #22PSX0133, for a total amount not to exceed \$270,000.

**Attachments:**

None ✓

**Prepared By:**   
James C. Simons, Fleet Manager

Agenda Item No. 8  
Request for Town Council Action

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

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

**DATE:** January, 22, 2026

**SUBJECT:** Timberlin Golf Course – Budget Fund Transfer

**SUMMARY OF AGENDA ITEM:**

The Director of Golf, Sol Guerrero, is requesting a budget fund transfer of \$13,734.18 to the Capital Equipment Account #500.25.2543.0.54000.01504 from the Greens Mower Account #500.25.2543.0.54000.00128 and the Leaf Collector Account #500.25.2543.0.54000.00164. In recent time, Timberlin was fortunate enough to get approval to purchase a greens mower and a leaf collector. Those account have leftover funds that Timberlin would like to use for future equipment purchases.

**FUNDING:**

Budget Transfer from following Accounts

- Account #500.25.2543.0.054000.00128 – Greens Mower - \$9,093.93
- Account #500.25.2543.0.054000.00164 – Leaf Collector - \$4,640.25

**ACTION NEEDED:**

Move to approve the Funds Transfer of \$13,734.18 to the Capital Equipment Account from the Greens Mower and Leaf Collector Accounts.

**ATTACHMENTS:**

Budget Transfer Form *✓*

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf



# TOWN OF BERLIN

## BUDGET CHANGE FORM

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

Department:	Golf	Fiscal Year:	FY26
To Acct #:	Description:		Date: 1/21/26
500.25.2543.0.54000.01504	Capital Equipment		Requested by: Sol Guerrero
Amount: \$13,734.18			
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>			
From Acct #:	Description:		Approved by:
500.25.2543.0.54000.00128	Greens Mower		\$9093.93
500.25.2543.0.54000.00164	Leaf Collector		\$4640.25
DCC			

**Contingency Balance (If applicable):**

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

A budget transfer is requested to purchase capital equipment in the future. There were leftover funds when the greens mower (00128) and the leaf collector (00164) were purchased.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 1/22/26
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Comments:

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

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

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

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

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 9  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January, 22, 2026  
**SUBJECT:** Timberlin Golf Course – Adding Vendor to Bunker Project

**SUMMARY OF AGENDA ITEM:**

With the recommendation of the Public Building Commission and the Golf Commission, Timberlin Golf Club is requesting permission for Town Manager, Ryan Curley, to add Distinctive Gardens & Tree Care of South Windsor, CT (Distinctive Tree) as a vendor to the Timberlin Bunker Renovation Project. In the RFP, the Architect modified Hole #18 to direct golfers away from the driving range ball landing area. Related tree work will be needed for that to happen. Also, for Pace Landscaping (the Bunker Renovation contractor) to preserve some bunkers, nearby trees need removal to prevent future root inference. With approval, Timberlin would like to use up to \$60,000 of the contingency funds (out of the total \$150,000 contingency). Note that Distinctive Tree has an on-call unit-price contract (#2021-17) in place with the Town that will be utilized.

**FUNDING:**

Bunker Renovation Account #500.25.2543.0.54000.01503

**ACTION NEEDED:**

Move to approve the Town Manager to add Distinctive Gardens & Tree Care of South Windsor, CT as a vendor to the Timberlin Bunker Project in accordance with recommendations from the Public Building Commission and the Golf Commission, and approve using up to \$60,000 of the Bunker Project contingency fund for additional tree work utilizing Town Contract No. 2021-17.

**ATTACHMENTS:**

Sufficiency of Funds ✓

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf





# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 22-Jan-26

Bunker Renovation- Distinctive Tree

Requested by: Golf

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Bunker Renovation- Distinctive Tree	\$60,000.00	\$60,000.00

Account No. 500.25.2543.0.54000.01503- Bunker Renovation

TOTAL \$60,000.00

Budgeted Amount.....	\$762,000.00	Available balance.....	\$62,135.00
Encumbrances to Date.....	\$269,635.20	Amount Needed for This Package.....	\$60,000.00
Expenditures to Date.....	\$430,229.80	Available Balance After Purchase.....	\$2,135.00

Is a budget change needed?  Yes  No

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



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

*Devin C. Conroy*  
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. 10  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** January, 22, 2026  
**SUBJECT:** Timberlin Golf Course – Bid Waiver DAF Services

**SUMMARY OF AGENDA ITEM:**

Timberlin Golf Club is requesting permission to waive the bidding process to spend up to \$33,000 on two new pumps for the golf course pump house. A new pump will allow for better water pressure and larger spraying radius. DAF Services recently performed upgrades to the pump house communication system. The PLC, VFD, and modem, the brains of the pump house, were upgraded for efficient communication with the system. With the previous repairs, DAF Services is the only company that can service the current state of the pump house. If another company services the pump house, they would have to re-do the repairs from the past and install two new pumps. The letter the DAF mentions that would cost an extra \$50,000. Rather than going out for a bid, it is in the best interest of the town to waive the bidding process due to DAF's past experience with Timberlin's irrigation system. With the Golf Commission's approval, funds are available in the Capital Reserve Account #510.25.2543.0.54000.01500.

**FUNDING:**

Capital Reserve Account #510.25.2543.0.54000.01500

**ACTION NEEDED:**

Move to waive the Town's bidding process for DAF Services and approve the purchase of new pumps, for Timberlin, from DAF Services for no more than \$33,000, as this is in the best interest of the town.

**ATTACHMENTS:**

DAF Sole Source Letter ✓  
DAF Quote ✓

**PREPARED BY:**

Sol Guerrero, PGA – Director of Golf





**Services, Incorporated**

20 Lawnaere Rd., Windsor Locks, Ct. 06096  
Ph# 860-623-5207, Fax# 860-623-5352  
License # 208789

December 18, 2025

Timberlin Golf Club  
300 Southington Rd.  
Kensington, CT. 06037  
**Attn: Mr. Jerry Salvio**

**RE: Sole Source Parts and Service Provider**

Dear Jerry:

*DAF Services, Inc.* should be considered a soul source parts and service provider for the pump station and communication system at Timberlin. DAF has recently upgraded the PLC, VFD and cell modem based communications system on the station. All of these items are proprietary and only serviceable by DAF Services. Also the new pumps we are proposing have certain dimensions and impeller design known only by DAF. All of the items mentioned here including the proposed pumps and motors will be utilized on the new pump station when purchased from DAF in the future. This will save the Town at least \$52,000.00 dollars.

If you have any questions or if I can be of further assistance, please contact me by calling **(860) 623-5207/ ext. 203**.

Sincerely,  
Scott Christensen  
*DAF Services, Inc.*



Services, Incorporated

20 Lawnacre Road  
Windsor Locks, CT 06096

# Quotation

Date	Quote Number
12/17/2025	21381

Town of Berlin C/o  
Timberlin Golf Course  
Grounds Maintenance  
326 Southington Road  
Berlin, CT 06037

## New pumps and motors

Item	Description	Qty	U/M	Rate	Total
Description-...	Jerry Here is the quote to supply and install two new pumps and motors. Lifting equipment by others.			0.00	0.00
23-10-00750	75 HP Baldor Premium Efficient CC Motor, 3600 RPM, 326TCZ, 230/460/3/60	2	ea	9,574.39	19,148.78
12BFK1	12BFK1, Goulds CC 3x4-10 Wet End Only, 10.06"	2	ea	3,404.50	6,809.00
MBF10034S	MBF10034S Motor Adaptor Goulds CC	2	ea	1,388.29	2,776.58
Impeller Trim	Trim Impeller to 9.125	2	ea	202.50	405.00
Labor- Field ...	Labor Charge, Field Welding / Fabricating (Steel/HDPE)	12	hr	170.00	2,040.00
Fuel Surchar...	Fuel Surcharge	1		75.00	75.00

Payment terms are 50% deposit at time of order; unless stated otherwise.

Balance of payment due upon completion of work.

Labor to be billed as reflected on work order at time of service.

Price does not include freight.

ALL PRICING SUBJECT TO CHANGE

Please feel free to contact us if you require more information at 860-623-5207.

**Total** **\$31,254.36**